الجامعة الاسلامية العالميه
اسلام آباد

POLICY COMPENDIUM
(2020 - 2023)

PREAMBLE

Keeping the International Islamic University's *Strategic Plan* in perspective, numerous Rules and Regulations, Policies and Frameworks, and SOPs/TORs have been updated as well as developed to address the *6 Target Areas* and strategies therein. This is being presented in the IIU's Policy Compendium (2020-23).

Complied by: Strategic Plan Implementation Cell (SPIC) under the Supervision of the Vice President (Research & Enterprise)

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1. Academics, Research & Enterprise

Sr. No 1.1.1

Subject:	**Academic Regulations for Admission, Registration Performance and Examinations) for Undergraduate Studies (Fall 2023)**
Approved by:	**BOG**
Notified on :	**18th October, 2023**

PURPOSE OF THE POLICY

The following IIUI Regulations for undergraduate studies shall govern the academic life and evaluation mechanism for undergraduate level degree programs of the university, w.e.f. Fall 2023.

The success of an educational institution depends on the observance of certain definite criteria and principles to regulate the degree programs. Strict implementation of principles ensures the academic quality of an institution and provides transparent means to apprise the academic staff as well as the students about the prevalent educational norms and standards maintained by the institution. The mechanism, which enforces the above-mentioned principles, has been provided in the form of regulations. These create a check and balance system which disciplines the teachers as well as the students to work within the defined parameters in the conduct of all academic activities. It also supplies a method of solving many of the problems faced by the students during their studies.

These regulations are dynamic in nature and are periodically reviewed and improved to meet the changing conditions of time and circumstances. Hence these regulations at once respond to the needs of permanence and change in academic life. The present revised and improved version of IIUI Regulations for undergraduate degree programs covers all those changes/additions/alterations which have been made in the IIUI regulations.

ACADEMIC REGULATIONS
(ADMISSION, REGISTRATION PERFORMANCE AND EXAMINATIONS) FOR UNDERGRADUATE STUDIES

Fall 2023

DIRECTORATE OF ACADEMICS AND EXAMINATIONS

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

CHAPTER-1

In pursuance of Section 29 of the International Islamic University Ordinance 1985, the following IIUI Regulations for undergraduate studies shall govern the academic life and evaluation mechanism for undergraduate level degree programs of the university, w.e.f. Fall 2023.

SECTION-1

TITLE, SCOPE AND EXTENT OF APPLICATION

1. These regulations shall be called "IIUI Academic Regulations for Undergraduate Studies, 2023".
2. These regulations shall regulate all affairs of undergraduate studies including admissions, teaching, examinations, course exemptions and degree duration, and any other matters related to undergraduate degree programs.
3. These regulations shall come into force with effect from the academic year 2023-24 and shall apply to students who will be admitted in the university from Fall 2023 semester.
4. The International Islamic University Islamabad reserves the right to make appropriate amendments in these regulations as and when necessary and in line with the regulations of HEC. Such amendments shall govern all undergraduate students admitted under this policy.
5. In case of any conflict in the interpretation of any regulation, the matter shall be referred to the Academic Council of the University whose decision will be considered final.

SECTION-2

DEFINITIONS

1. **Academics program:** An "academic program" means a program of studies which leads to the award of a Certificate or a University Degree to the student after successful completion of all its requirements.
2. **Course:** A "course" means a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester or a term. Each course will carry a specific code which is known as course code.
3. **Extra course**: An "extra course" means a course which a student may choose from allied courses to take in addition to the coursework requirements of his academic program. Such a course, if passed, shall be recorded in the transcript and the comprehensive educational record of the student. It shall not be counted in the cumulative grade point average of the student. A student may withdraw from an extra course (s) at any time during the semester or term without affecting his academic record.

4. **Basic requirements:** Deficiency coursework, other than English and Arabic Languages, is a prerequisite for regular semester of an academic program. Each Faculty/School shall prescribe a number of such courses keeping in view the previous qualification of the student.

5. **Preparatory requirements:** Linguistic courses to obtain proficiency in the languages of instruction. Any student having the required linguistic proficiency may be exempted from these courses. These courses shall not be counted to the student's Cumulative Grade Point Average.

6. **Pre-requisite course:** Any course required to be successfully completed prior to taking the specific course of the scheme of study.

7. **Course-load:** Total number of credit hours of courses which a student may be allowed to register for in a semester.

8. **Credit hour:** One credit hour is equal to one hour of teaching (not less than 50 minutes) per week for 16 weeks. For lab work one credit hour is equal to two or three hours working per week for 16 weeks.

9. **Non-credit hour Course:** A course of any credit hours which is not countable towards a student's cumulative grade point average.

10. **Grade point:** Number of points (scale 0-4) earned by a student against the grading system based on his score in the particular subject.

11. **Semester grade point average:** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student during a semester.

12. **Cumulative grade point average:** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student beginning from his/her admission till the last examination held:

    $$\text{Cumulative GPA} = \text{Sum of } (P_i \times N_i) / \text{Sum of } N_i$$

    Where P_i represents a grade point assigned to a letter grade scored by the student in a course and N_i represents the number of credit hours associated with the course.

13. **Academic advisor:** A member of the Academic Staff to be appointed by the University for guiding and counseling students in the selection of the courses they should register in, and for supervising their academic performance till their final graduation from the University.

14. **Course file:** The instructor of each course shall handover a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take-home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements. Maintaining the Course File is compulsory for all faculty members. It should have a complete record of every activity related to the course.

15. **General Education (Gen Ed) Requirements:** This component comprises the mandatory courses of general education aimed to prepare students to refine their scholarly abilities to reason and communicate clearly and effectively. The provision of general education courses ensures that every student is acquainted with a broad variety of fields of inquiry and approaches to knowledge and skills. It offers students an intellectual foundation for their academic, professional, and personal attributes while

focusing on critical thinking and writing, speaking or quantitative skills. The minimum requirement for the general education component is 30 credits in all the undergraduate/equivalent degree programs including associate degrees. Universities may however add more courses as and when required provided that the minimum credits and course categories as prescribed in this policy are maintained.

16. **Major (Disciplinary) Requirements:** A major is academic discipline or a specialized area of study in which the degree is offered. The minimum requirement to complete a single major is 72 credit hours. This is valid for all undergraduate/equivalent degree programs except for associate degrees.

17. **Minor (Optional):** Minor is an option comprised of secondary concentration of courses, ordinarily in an academic discipline that complements the major. The requirements and prerequisites for a minor shall be determined by the concerned department provided that a minor must not be less than 12 credit hours.

18. **Offerings:** An undergraduate/equivalent degree program may be offered with a number of combinations such as (I) a single major; (II) a single major with one minor; (III) a single major with two minors; or (IV) double majors without any minor. The structure of these combinations is given below:

   a) **Single Major:** An undergraduate/equivalent degree program with a single major is focused on one disciplinary specialization and comprises of a minimum of 120 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:
      i) General education courses: 30 credit hours
      ii) Major: minimum 72 credit hours
      iii) Interdisciplinary/allied courses: minimum 12 credit hours
      iv) Field experience/internship: 03 credit hours
      v) Capstone project: 03 credit hours

   b) **Single Major with One Minor:** An undergraduate/equivalent degree program with a single major and one minor is focused on one disciplinary specialization and one secondary but supporting concentration and comprises of a minimum of 132 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under: -
      i. General education courses: 30 credit hours
      ii. Major: minimum 72 credit hours
      iii. Interdisciplinary/allied courses: minimum 12 credit hours
      iv. Minor: minimum 12 credit hours
      v. Field experience/internship: 03 credit hours
      vi. Capstone project: 03 credit hours

   Note: Minor will be offered subject to the approval of the relevant statutory body upon the recommendation of the concerned department.

   c) **Single Major with Two Minors:** An undergraduate/equivalent degree program with a single major and two minors is focused on one disciplinary specialization and two secondaries but supporting concentrations and comprises of a minimum

of 144 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:

i) General Education: 30 credit hours

ii) Major: minimum 72 credit hours

iii) Interdisciplinary/allied courses: minimum 12 credit hours

iv) Minor 1: minimum 12 credit hours

v) Minor 2: minimum 12 credit hours

vi) Field experience/internship: 03 credit hours

vii) Capstone project: 03 credit hours

<u>**Note**</u>: Minors will be offered subject to the approval of the relevant statutory body upon the recommendation of the concerned department.

d) **Double Majors:** An undergraduate/equivalent degree program with double majors without any minor is focused on two related or unrelated disciplinary specializations and comprises of a minimum of 192 credit hours including the requirements of field experience/ internship and capstone project. The breakup of credit hours is as under:

   i) General Education: 30 credit hours

   ii) Major 1: minimum 72 credit hours

   iii) Major 2: minimum 72 credit hours

   iv) Interdisciplinary/allied courses: minimum 12 credit hours

   v) Field experience/internship: 03 credit hours

   vi) Capstone project: 03 credit hours

<u>**Note**</u>: A second major will be offered subject to the approval of the relevant statutory body upon recommendation of the concerned department. Where two majors have common courses, a student can get exemption for maximum of 30 credit hours for the second major, in which case, the minimum requirement to complete the degree program with double major shall be 162 credit hours including the requirements of field experience/ internship and capstone project.

19. **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs. However, for Associate Degrees, the requirement shall only be applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or by the concerned university.

SECTION-3

MODE OF STUDY

1. The University shall offer all academic programs on a regular full-time basis, requiring a minimum attendance percentage, as laid down in these regulations. The University shall not award any degree extramurally or through correspondence.

2. The academic year shall start from 1st week of September of every calendar year. It will normally comprise of two semesters of 16 weeks duration each including the period of examinations.

3. In addition to this, the University may arrange a condensed summer semester subject to the availability of funds and other facilities. The duration of the summer semester shall be 9 weeks out of which eight weeks shall be reserved for teaching and a week for examinations. The actual number of total teaching/contact hours in each course during summer semester shall not be less than the total number of teaching hours during a regular semester. i.e., 48 hours.

4. In the summer semester, students shall study only failure course(s) unless approved in scheme of study as a regular semester. Moreover, add and drop of a course shall not be allowed in summer semester.

5. Keeping in view the availability of the academic staff, the University shall offer in each semester an appropriate number of courses so that enough number of students may register on these courses.

CHAPTER-2

GENERAL REGULATIONS FOR EXAMINATION

SECTION-1

REQUIREMENT OF CREDIT HOURS AND DEGREE DURATION OF UNDERGRADUATE DEGREE PROGRAMS

1. **BS Level Degree Programs:** All BS degree programs will be of 4 to 6 years / 8 to 12 semesters, comprising of 120-192 credit hours:

i)	BS degree with single major	120 – 144
ii)	BS degree with single major or one minor	132 – 156
iii)	BS degree with one major or two minor	144 – 168
iv)	BS degree with double major	162 – 192

2. **LLB (Hons) Shar'iah and Law & LLB (5 Years) Degree Programs:** LLB (Hons) Shar'iah and Law will be 5 to 7 years / 10 to 14 semesters, comprising of 202 credit hours. On successful completion of 202 credit hours, student will be awarded degree of LLB (Hons) Shai'rah and Law.

3. **Degree Duration**

Degree Programs	Degree Duration	
	Minimum Duration	**Maximum Duration**
Associate Degree	02 Years	04 Years
BS, BBA & BSc. Technology etc.	04 Years	06 Years
LLB (Hons) Shar'iah & Law	05 Years	07 Years

Note:

4. **Structure of Associate Degree Programs:** An Associate Degree is a two-year post higher secondary school certificate (HSSC) academic degree offered by the universities primarily in the market-driven subjects based on local and regional community and industry needs. The immediate link of the Associate Degree with the requirements of the market place is a core requirement of this program. An Associate Degree program is structured to be comprised of four regular semesters over a period of two years and consists of 60-72 credit hours. After completion of the Associate Degree, the qualification holder will have the option of seeking admission in the fifth semester of a relevant

undergraduate/equivalent degree program through exemption of courses already studied in the Associate Degree. The courses to be exempted in this case shall be decided by the admitting university on case-to-case basis. The breakup of credit hours is as under:

   i) General Education: 30 credit hours
   ii) Major: 30-42 credit hours
   iii) **Field experience/internship:** Only applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or the concerned university.

5. **General Requirements for Launch of Associate Degree Programs:**

   a) **Provision of Launch:** A university can offer Associate Degree programs in any field of study that is provisioned under its law i.e., Act, Charter and/or Statutes.

   b) **Seats of Offering:** A university may offer Associate Degree programs at its main seat, campuses and affiliated colleges (in case of a public sector university) provided that the seat of offering has an owning department duly accredited/approved by HEC.

   c) **Statutory Approval:** All Associate Degree programs must be approved by the relevant statutory body of the university, separately for each seat of offering.

   d) **Registration in Pakistan Qualification Register:** All Associate Degree programs must be registered by the concerned university in the Pakistan Qualification Register (PQR) as maintained by HEC.

   e) **Semester System:** All Associate Degree programs must be structured on the semester system of examination as per HEC guidelines issued in this regard from time to time.

6. **Structure and Requirements of Associate Degree Programs**

   a) **Credit Hours:** The standard range prescribed to qualify for the Associate Degree is 60-72 credit hours with a normal range of 15-18 credit hours in each semester. The university may however offer maximum of 21 credit hours in a semester where there is a program specific requirement of the same provided that the total number of credit hours for the Associate Degree program must not exceed beyond 72 credit hours.

   b) **General Education Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30 credits hours for general education courses as prescribed in this policy.

   c) **Major Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30-42 credit hours for major or disciplinary courses.

   d) **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum

Review Committee or the concerned university. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.

e) **CGPA Requirement:** The minimum CGPA required for the award of Associate Degree program shall be 2.00 / 4.00. Universities may however set higher standards in this regard.

f) **Program Duration:** The minimum and maximum duration to complete the Associate Degree program is four (04) and six (06) regular semesters, respectively. In extraordinary circumstances, and subject to approval of the concerned statutory body of the university, the maximum duration to complete the degree program may further be extended to another semester.

7. **Entry and Exit Provisions:**

Pathway for Associate Degrees Holders:

a) Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program offered in the same discipline without any deficiency course.

b) Where the disciplines of the Associate Degree and the undergraduate/equivalent degree program are different, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the admitting university.

c) The minimum eligibility for admission in the fifth semester in above cases is 2.00/4.00 CGPA in the prior qualification i.e., Associate Degree. The admitting university may, however, set higher eligibility criteria for admission in the fifth semester of the four-year undergraduate/equivalent degree program.

8. **Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders:**

a) Students having completed conventional two-year BA/BSc/equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in which case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester as determined by the admitting university.

b) The minimum eligibility for admission in the fifth semester in this case is 45% cumulative score in the prior qualification i.e., conventional two-year BA/BSc/equivalent degree programs. The admitting university may however set higher eligibility criteria for admission in the fifth semester of the undergraduate/equivalent degree program.

9. **Exiting from Undergraduate/Equivalent Degree Program with an Associate Degree:** Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:

a) The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program including general education courses comprised of 30 credit hours;

b) The minimum CGPA is maintained at 2.00/4.00;

c) The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program;

d) The case of exit from the undergraduate/equivalent degree program with an Associate Degree is approved by the concerned statutory body of the university.

e) The option of exit in from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC and NCH.

f) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.

NOTE: Associate Degree Programs will be offered subject to the approval of the relevant statutory body.

SECTION-2

MEDIUM OF INSTRUCTION, EXAMINATION & WRITING OF PROJECT/THESIS

The medium of instruction, examination and the language of Project/thesis shall be English. However, for the faculties of Arabic, Islamic Studies (Usuluddin), Shar'iah & Law, and Languages & Literature; Arabic and specific language of the program shall be followed, as per approved linguistic requirement for the program.

SECTION-3

PREREQUISITE / PROVISIONAL AND LANGUAGE COURSES

1. **Preparatory/Provisional courses requirements**

   a) Each Faculty reserves the right to introduce some basic, preparatory/provisional courses, as non- credit courses, which shall not be counted towards a student' s Cumulative Grade Point Average. The purpose of such courses is to prepare the student for pursuing studies in the major field. Such courses will be evaluated on a Pass/Fail basis. Each Faculty/Institute may prescribe such course(s), as part of its academic program in addition to the linguistic proficiency (to be determined by the Centre for Language Teaching). A student must successfully complete these courses as required by the academic program. The student's transcript shall not mention the result of non-credit courses. However, a separate statement containing the results of these non-credit courses may be issued on request of the student.

   b) A student shall be allowed to register for credit courses in the concerned faculty only when he/she has completed the pre-requisite non-credit courses.

c) The time period of such students shall be counted from the date of registration of regular courses of the degree program.

d) Such students will be allotted provisional registration numbers till completion of language requirement.

e) The student shall attain regular status after passing such pre-requisite courses. The time spent on these courses shall not be counted towards the normal (regular) degree duration of the student.

2. **Language proficiency for degree programs**

a) The Language Centre (s) for Arabic and English Language shall plan for testing proficiency of the newly admitted foreign students or students admitted to Arabic, Islamic Studies (Usuluddin), Shar'iah & Law and any other faculties, where Arabic/English language proficiency is requirement of the academic program, to understand the lectures and participate in the class discussions.

b) In the light of results of such tests, the language Center(s) shall prepare the list of students, successfully acquiring the requisite linguistic proficiency in both Arabic and English for pursuing their specialized studies, and as such they will be allowed to proceed on with the academic program they have been admitted to.

c) As regards such students who lack the requisite linguistic proficiency in either Arabic or English or both for pursuing studies in the programs they are admitted to, the Institute shall prepare and offer Preparatory courses in these languages, keeping in view the level of their linguistic skills. Admission of such students shall, however, be considered provisional until they acquire requisite linguistic proficiency.

d) The Centre may allow students who have successfully attained requisite proficiency in either of the two languages to register for the courses of the regular degree program.

e) The maximum permissible time-period for completing/acquiring language proficiency courses is two (2) years. If a student fails to attain requisite linguistic proficiency in this timeframe, his/her admission shall be cancelled.

SECTION -4

REGISTRATION, WITHDRAWAL AND ADD/DROP OF COURSES

1. **Registration**

a) Each department shall appoint an academic Advisor amongst the academic staff against a batch. The advisor shall guide the student (s) in the selection of courses they should register for and shall follow-up the academic progress of students.

b) No student shall be permitted to register, drop or withdraw from a course without the permission of the assigned Academic Advisor.

c) Students should finalize their course registration within the first week of the commencement of the semester after payment of semester fee. However, students coming from abroad, or with a delay due to some administrative problems (such as Visa and non-availability of flights) may be allowed to register the courses within two weeks from the commencement of the semester provided he/she must submit acceptable evidence of the date of his/her arrival in Pakistan. Students can register for the courses as per the given criteria/ approved scheme of study.

2. **Add/Drop of Courses**

a) **Fall/Spring semester**: Add/drop of courses shall only be allowed within the first three weeks from the commencement of semester:

b) **Summer semester**: Add and drop of a course shall not be allowed in summer semester after commencement of semester, under whatsoever circumstances. Students shall be required to pay fee for the summer semester first, before requesting for registration, as per procedure of regular semesters.

3. **Withdrawal from a Course**: After lapse of the Add/Drop deadline, a student may be allowed to 'withdraw' registration from a course during 4 - 6 weeks but the transcript shall record/reflect "W" grade against the registration and result record of the student, and fee paid for the course shall not be refunded/adjusted. The grade "W" shall have no impact on the calculation of the CGPA of the student. However, students shall be allowed, to withdraw courses only when the minimum course load (credit hours) condition in a semester is not compromised.

SECTION-5

COURSE LOAD FOR REGULAR & SUMMER SEMESTERS

1. **Course Load for Fall & Spring Semesters:**

Degree Program	Maximum	Minimum
BS level	18 Credit Hrs	12 Credit Hrs
LLB (Hons)	21 Credit Hrs	15 Credit Hrs

Note: Students will be allowed to register one additional course in the any semester and two additional courses in the last semester, if these are the only course(s) left for the completion of the degree.

2. **Course Load for Summer Semester:**

Degree Program	Maximum
BS Level	09 Credit Hrs
LLB (Hons)	12 Credit Hrs

Note: For summer semester, there shall be no limit on the minimum credit hours to be registered by a student.

SECTION-6

ATTENDANCE REQUIREMENT

1. Fulfilment of minimum attendance requirement for all the courses is mandatory: The minimum attendance (>75 %) in a course is mandatory to make the students eligible to appear in the terminal examination of the course.

2. The instructor may report a student's absence and the student may be placed on attendance probation by the Chairperson and it will be notified by the program office of the department. A student shall be prohibited/prevented to appear in the terminal examination in the respective course for violating the terms of such probation. The prevention list of the students for the respective courses shall be shared with the examination section well before issuance of the Roll No. slips for the terminal examination.

SECTION-7

ASSESSMENT WEIGHTAGE

1. In each semester, students shall be required to appear in quizzes, tests, presentations (individual/group), mid-term and final examination, participate in class discussions and submit projects/assignments/lab reports etc. These assessment marks (to be determined by

the teacher concerned) will have different weightage contributing towards the overall assessment in percentage of marks.

2.   The weightage shall be determined on the basis of following guidelines:

Undergraduate Degree Programs: BSc. Technology/BS/B.Ed./BBA/LLB/ or Equivalent	Marks Division	
Semester Evaluation	**Maximum Marks: 50**	
	Mid-term examinatio n **(25 Marks)**	Quizzes/ Projects/ Assignments/presentations /Term Paper: (**25 Marks**)
Terminal Examination/ Practical Exams	**50 Marks**	

NOTE: In case of the course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical/Lab work) the weightage for the practical may be considered 25%.

SECTION-8

COURSE FILE

1.   In the beginning of a semester, the instructor of each course shall handover a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take-home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

2.   Maintaining the Course File is compulsory for all faculty members. It should have a complete record of every activity related to the course. The course file should contain: -

  a) Course code and title
  b) Description of course/learning outcomes
  c) Course syllabus and changes, if any, made over at least 3 semesters
  d) Sample question paper
  e) Weekly teaching schedule
  f) Dates of mid-semester examination
  g) Grading policy for each activity, such as homework, quizzes, mid-semester examination, final examination and term papers etc.
  h) Copy of each homework assignment
  i) Copy of each quiz assigned
  j) Copy of question papers for mid semester examination
  k) Copy of question papers for final examination
  l) Grading sheets of the course, detailing statistical data on the grades obtained by students

m) Difficulties/problems faced by teachers and students during classroom/ course delivery.

n) Students' feedback: course/teacher's evaluation.

Note: The file record should be disposed of after period of two years from the date of examination.

SECTION-9

GRADING POLICY

1. **Absolute Grading System** shall be adopted.

2. **Grade Point Keys:** Keeping in view the academic systems, the following equivalence of GPA/CGPA and percentage is recommended for adoption: -

Marks	Grade	Point
80 & above	A	4.00
75-79%	B+	3.50
70-74%	B	3.00
65-69%	C+	2.50
60-64%	C	2.00
55-59%	D+	1.50
50-54%	D	1.00
Below 50%	F	0.00

3. **Computation of semester GPA & CGPA**

Grade point average and cumulative grade point average
(GPA)
Grades obtained in a semester (course credit hours x grade point earned)
Total semester credit hours attempted
(CGPA)
Grade obtained in all semesters (course credit hours x grade point earned)
Total credit hours attempted in all semesters

4. **Probation Range**

a) Probation is a status granted to the student whose academic performance falls below the minimum degree requirement, as elaborated in the given table:

Undergraduate	Provision of Probation

degree programs	Passing Marks	Probation Range	No. of Semesters allowed to clear Probation	Minimum CGPA for Award of Degree
(BS level / BBA /B.Sc. Tech & LLB etc.)	50%	1.00 – 2.00	3 Semesters (POP, PC-1 Contd., PC-2 Ceased)	2.00

b) A student put on probation must process their registration through academic advisor, who may guide him/her to take the failure courses first instead of registering in fresh courses so that he/she may improve his/her CGPA & clear their probation status.

c) In cases where the student has been declared ceased and the CGPA is very low i.e., below the minimum range of probation, then re-admission will not be allowed. However, he/she may be allowed fresh admission in the same degree program after completing the admission formalities.

d) In case a student secures less than the minimum degree awarding CGPA: i.e., 2.00 for BS programs at the end of the final Semester, he/she may be allowed to repeat up to 06 courses in the forthcoming semester, provided that this provision will help them improve their CGPA and the maximum time duration specified for the program shall also remain intact.

e) No special chance will be granted to the student, who declare ceased.

5. **Incomplete Grade ('I' Grade)**

   a) There will be no Special Examination in the semester system. If a student fails in a course, he/she will be required to repeat it. However, an incomplete grade ('I' grade) will be recorded by the faculty where student fails to appear in the terminal exam due to exceptional cases beyond his/her control, such as, serious accidents, family tragedy, serious health ailments, etc. 'I' grade will not affect the CGPA of the student. Only such student shall be considered whose attendance is 75% and above and has scored minimum 70% marks in the internal exams/assessment.

   b) In this case, student will be allowed to reappear in the final examination within 4-weeks (one month) after the end of the terminal examination of the semester with the recommendation of Departmental Board and Dean of concerned faculty and approval of the Vice President Academics.

6. **Repeating of Courses / Improvement of CGPA:**

   a) If a student gets 'F' grade in any course, he/she will be required to repeat the course or its recommended alternative course (in case of elective course). However, "F" grades obtained earlier in the course(s) shall also be recorded on the transcript.

   b) Undergraduate students may be allowed to repeat course(s), which they have

passed with "D or D+" grade(s). In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be considered in the calculation of CGPA. A maximum number of six (6) such courses (passed with "D or D+") will be allowed to be repeated in a degree program.

c) In case of CGPA improvement, it would be recorded with on the transcript.

SECTION-10

SCRIBE FOR SPECIAL STUDENTS

1. **Permission of scribe for special students**

a) A visually impaired student or a student with any sort of disability, prohibiting him/her in writing during the examination, may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer or any other means of facilitation; i.e., with the help of a scribe.

b) These students may apply two weeks before the start of Examination to the Chairperson / In-charge of the respective department (with medical certificate as proof of her/his disability) for permission to engage a scribe in Examination (s) of the University, with the following conditions:
   i) The scribe shall be of the same gender
   ii) The scribe must have a lower educational level than that of the applicant. However, the last degree of the scribe should not be more than 2 years back.
   iii) Following documents of the scribe shall be required along with the application:
      a. Last examination certificate
      b. Recent photograph
      c. Attested photocopy of the CNIC/ Passport
      d. An affidavit that the scribe does not possess a higher degree other than the declared one.

c) The department shall arrange the scribe through advertisement via university website.

d) The department shall make special seating arrangements for such cases with the permission of the Director (Academics and Examinations).

e) He/she will be allowed **45 minutes** (maximum) extra time for writing the answers.

f) The scribe should write the exact text as communicated by the student and must not add text from her/his own.

SECTION-11

DECLARATION OF RESULT

1.   Result declaration committee: The examination section shall be responsible to compile the results and announce result declaration schedule for all the departments/faculties. However, constitution of the result declaration committee shall be as follows:

   i)   Chairperson of the concerned department (s) or Dean of the concerned faculty.
   ii)   In-charge or a member of the Departmental Examination Committee.
   iii)   Director Academics & Examination.
   iv)   Examination Section Officials.

2.   Result submission / declaration process: Results shall be declared by the Result Declaration Committee, of the concerned department or faculty, after completion of result submission process in the Examination section. In case of pending results from any department / faculty, the result declaration meeting shall not be scheduled which will eventually cause delay in result declaration. Following timelines shall be followed for submission and declaration of results:

   i)   72 hours/3-days for submission of complete results of all the announced/scheduled examinations.
   ii)   One week for declaration of results of all the departments after complete submission of results.

3.   Rules for charging of fee for issuance of results before official   declaration of results: Following rules shall apply for charging of fee for issuance of results before official declaration of results:

   i)   The Results shall be provisionally verified by the concerned examination officer and approved by the Director (Academics & Examinations).
   ii)   University shall charge fee, as prescribed by the Fee Section, from the student requesting for special declaration of result and issuance of necessary certificates.

SECTION-12

RE-CHECKING PROCESS

1.   **Re-checking of Examination Script (After declaration of Result)**

   i)   The answer script of a candidate shall not be re-assessed/re-evaluated, under any circumstances. However, re-checking of answer-scripts shall be allowed.
   ii)   Whereas, the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer script: the re-checking process shall only entail-recounting of marks in the answer script of a student. The Director (Academics & Examinations) can arrange for re-checking of answer script by any faculty

member from the relevant discipline, on the complaint/request of student(s). The appointed faculty member/officer or re- checking committee shall see that:

a) There should be no computational mistake in the grand total on the title page of the answer script.

b) The total of various parts of a question has been correctly counted/summed up at the end of each question.

c) All totals have been correctly mentioned on the title page of the answer script.

d) No portion of any answer has been left un-marked/unchecked.

e) Total marks on the answer script match with the marks on the award list.

iii) The complainant/student or anybody on his/her behalf has no right to see or examine the answer script for any purpose.

iv) The marks of a candidate could even decrease in light of the above-mentioned points. In the event of change of marks, the record shall be corrected accordingly and revised result intimation will be issued to the student, after approval of the Director (Academics & Examination).

2. Correction/inclusion of mid-term marks after declaration of terminal examination

Mid-term marks are part of the final/terminal results and cannot be changed after the receipt of results in the Examination section. No change in Mid-term marks will be admissible after declaration of result.

i. There should not be any chance of such mistakes if the results are carefully prepared because the mid-term marks are recorded on three different places/instances i.e.

a. Mid-term marks award list

b. Final answer scripts

c. Terminal Examination Award list

ii. The students should be shown their mid-term papers/marks and semester assessment/evaluation marks before submitting the same to the Examination Section.

iii. The results of midterm marks should be submitted to the department by all teachers within the notified time-frame.

iv. Results should be counter checked at the departmental level (by the Examination Committee) before forwarding to the Examination Branch.

v. The Deans/Chairpersons of the faculties/departments shall initiate appropriate action against the teachers who will not prepare the results carefully or delay the result submission.

SECTION-13

DAMAGED/LOSS OF ANSWER SCRIPT

1. In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, the case can be recommended by the Examination Committee of the department/ Departmental Board, on the basis of following options:

    a) Average marks based on semester evaluation score shall be awarded to the student (s) in the terminal exam of that subject/course.

    b) In the case of Internal Assessment, if the student so desires, he/she shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

2. The appropriate recommendation of the committee shall be submitted for approval of VP (Academics), after the endorsement of the concerned Dean.

3. In case of damage/stealing of answer script by a student, the case shall be reported to the Unfair Means Control Committee (UMCC) for inquiry.

CHAPTER-3

MISCELLANEOUS MATTERS

SECTION-1

1. **Admission of BA/BSc Graduates in 5th Semester of BS Program**
   i) Associate Degree/ BA/ BSc in relevant subject with minimum CGPA 2.00/4.00 or 50% Marks.

   ii) <u>Degree Requirement</u>:
   - Minimum CGPA: 2.50/4.00
   - Credit Hours: As per approved criteria/ policy for each program
   - Normal Duration: 2.5 years
   - Minimum: 02 Years
   - Maximum: 4.5 Years

   iii) <u>Semester/(Credit Hours)</u>
   Remaining Credit Hours after excluding 50 Credit Hours already covered in BA/BSc

   iv) <u>Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders:</u>
   Students having completed conventional two years BA/BSc/Equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in which case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester.

Note: Scheme of study/Courses will be offered subject to the approval of the relevant statutory body upon the recommendation of the concerned department.

2. **RE-ADMISSION**
   i) Students who will be declared as "PC-2 Ceased" after availing maximum probation chances/ two semesters shall be eligible to apply for Re-admission. Re-admission shall be granted only in the subsequent regular semester after being declared as PC-2 ceased, on recommendation of the Chairperson/Incharge of the relevant department.
   ii) The re-admitted student shall be allotted a new registration number from the semester/date of re-admission.
   iii) On readmission, the student will pay the prescribed admission fee for the program and the fee tariff/rate will be applicable to the student(s) of the semester in which he / she has been readmitted.

iv) The scheme of studies will be implemented to readmitted students as applicable for the batch he/she has been readmitted. No special classes / courses will be arranged for such cases other than planned classes for repeat courses.

v) The degree duration of the re-admitted student shall start from the date of his/her readmission.

vi) Re-admission shall not be allowed more than once in a degree program.

vii) If a student shall be declared ceased in first semester, he/she will not be eligible for readmission. The student shall seek fresh admission through admission test process.

SECTION-2

FREEZING OF ADMISSION/SEMESTER

1. Deferment of admission:

a) Freezing of the first semester for undergraduate degree programs shall not be allowed except following special hardship circumstances:

   i) Iddat

   ii) Maternity/Delivery

   iii) Death of an immediate family member

   iv) Unavoidable circumstances, subject to acceptance on justified rationale

2. In such special/hardship cases, the University may allow freezing of admission for one semester only with the prior permission of the Vice President (Academics).

3. Deferment of studies: On successful completion of 1st semester, the student may seek deferment of studies on prescribed Performa for a maximum period of two semesters (1 year) consecutively or separately on payment of prescribed deferment fee and fulfilment of following conditions:

i) After two weeks' time and till mid of the semester (i.e., 8th week/ before midterm), 50% of tuition fee shall be deducted and remaining 50% shall be adjusted in the subsequent semester. However, if tuition fee has not been paid till then, 50% tuition fee shall be charged before deferment if deferment is granted. However, deferment shall not be allowed if a student has appeared in the mid-term examination of a semester.

ii) A student who neither has registered any course nor attended any class, and applies for deferment, he/she will be allowed same on payment of deferment fee only.

iii) Except deferment, no gap in the degree shall be condoned.

iv) After availing two deferments, if a gap of a semester is pointed out, the student will be declared "Absent Ceased" and he/she is required to apply for re-admission from that semester.

v) In case of freezing semester on medical grounds, the student shall be bound to produce medical certificate which must be duly signed by the University Medical Officer.

vi) Deferment period shall not be counted towards the degree duration.

vii) Ex-post facto deferment shall be allowed with double deferment fee as per rules.

SECTION-3

STUDENTS GRIEVANCES COMMITTEE

1. A five-member committee shall be constituted at departmental level with the approval of Vice President (Academics); comprising 02-senior faculty members, relevant Chairperson/In-charge of the department or the dean, to address the grievances of the students.

2. A student shall submit the grievance application (if any) in writing to the Chairperson of the Department. The Chairperson of the Department shall forward the application to the Committee. It will be mandatory for the Committee to hear both sides. The decision/recommendation of the Committee will be approved by the Vice President (Academics) and the final decision will be binding on all the parties.

SECTION-4

CANCELLATION OF ADMISSION

1. Admission of already admitted student or a new candidate may be cancelled in accordance with the university procedures and regulations in the following circumstances: -

a) If a student presented any forged document result/mark sheets / degrees or other documents presented to the university.

b) If candidate accepted for admission fails to submit joining or apply for registration of courses in the relevant department, within specified period of time.

c) If the provisionally admitted student (on result awaiting basis) fails to submit the result in the admission office within one month after the declaration of the result of concerned board.

d) If he/she fails to acquire the linguistic proficiency to the level required for the academic program, they have been admitted to, in a period of two years.

e) If cumulative grade point average (CGPA) of a student falls below the minimum probation range/level (i.e., below 1.00/4.00 in undergraduate degree programs) or in case if he/ she fails to improve their CGPA to the required level even after availing the maximum chances/semesters for clearance of probation status.

f) If a student remains absent consecutively for two semesters (for a period of one year), without being granted deferment of studies.

g) If any act of indiscipline or misconduct is proved against a student, under the

approved regulations of the Disciplinary or Unfair Means Policy of the university.

SECTION-5

COURSE EXEMPTION /TRANSFER OF CREDITS

1. **Course exemption**
    a) Maximum exemption granted to freshly admitted and re-admitted students will be up to 60% (or as prescribed by the relevant Accreditation council) of the passed courses/credit hours. This is subject to the condition that the number of credit hours of such courses does not exceed 60% of the total number of credit hours required for the respective academic program.
    b) Freshly admitted students shall be entitled to exemption of only those courses passed with a minimum of "B" grade or 70% marks.
    c) In case of re-admission, all passed preparatory and non-credit courses may be exempted after recommendation of the concerned Chairperson and submission of requisite fee, as prescribed by Fee Section (Finance department).
    d) Exemption may be granted to the re-admitted undergraduate students of IIUI on the already passed courses of the same level if they passed with a minimum of "C" grade.
    e) Grades of exempted courses shall be transferred against the new academic record (In case of re-admission only).
    f) Non-credit courses which are part of scheme of study will be exempted on the basis of language level test.
    g) The departmental exemption committees shall thoroughly examine the contents of the courses and recommend accordingly.
    h) Routine course offering shall be followed and no special arrangements shall be made for any student coming from any other institution.

CHAPTER-4

MEDICAL CERTIFICATE

1. Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer shall be acceptable for any purpose, relevant to Admissions or Examination matter, in the University.

CHAPTER-5

CONDUCT OF EXAMINATION

SECTION-1

PRE-REQUISITES FOR THE CONDUCT OF EXAMINATIONS

1. **Examinations system**

   a) The University shall have a unified Examination System for all its Faculties/Institutes.

   b) Terminal/final examinations of a semester shall take place in the 17th week (after completion of 16 weeks of study period). The Dean / Chairperson / In-Charge shall prepare examination schedules after mutual consultation, subject to the condition that examination of each course shall be of two to three (2 to 3) hours. The duration for practical examination/lab courses shall be determined by the concerned Departmental Board and/or Accreditation Council.

2. **Constitution of examination committee(s) at departmental level: -**Every department shall constitute an Examination committee, with the recommendation of the concerned Dean and approval of VP (academics). The committee shall comprise of following members:

   a) Respective Chairperson/Head of the Department.

   b) Two senior faculty members (Associate/Assistant Professor) from the same department.

   c) A faculty member from another department of the same faculty.

3. The committee shall ensure smooth conduct of the examination process, timely submission of results to the Examination Section and shall also review some results/ a few evaluated answer scripts/ papers of the final semester examination to ensure uniformity of scoring & covering of the course content.

3. **Conditions to appear in examination:** A student shall be eligible to appear in the Examination of a course, provided that:

   a) He/she has registered for that course(s) within due time.

   b) He/she has paid fee of all the semesters and there are no outstanding University dues against him/her

   c) He/she has attained at least 75% attendance in the respective course.

   d) He/she has received roll no. slip for the semester examination.

4. **Prevention list:** All departments must provide a prevention list of the student to the examination section one week before the commencement of the terminal exams.

SECTION-2

PROCEDURES OF EXAMINATION

1. **Conduct of examination**

i) The examination of a course shall be conducted by the course instructor himself in accordance with the approved/announced examination schedule/date-sheet of the Department.

ii) The concerned teacher/question-paper setter shall be responsible for the typing and safe custody of the question paper till the conduct of examination. He/she shall bear legal and moral responsibility for the safe custody and secrecy of the question paper.

2. **Issuance of examination material**

i) Examination material shall be issued to the departments one week prior to the commencement of examination.

ii) The relevant Conduct Section(s) (from the Academic/Examination Wing) Male & Female shall be responsible to issue/provide Answer Scripts and relevant examination material to the all departments of the University, according to their demand/requirement.

iii) At the end of every examination, all departments shall be responsible to return unused examination material to the conduct store along with the utilization report of the used examination material/answer scripts on prescribed proforma (which shall be shared by the examination section).

iv) The relevant Examination/Conduct section(s) shall also be responsible for maintenance of examination material and answer scripts' record, and for relevant stock entry to ensure timely printing and provision of examination material to all the departments, as per their requisition.

3. **Examination schedule/date-sheet**

i) All the departments shall submit their date-sheet/examination schedule as per approved Academic Calendar, both for the mid-term and terminal examination, one week prior to the commencement of examination. The same shall be displayed on the university website.

ii) The duration of midterm exam shall be 60 minutes to 90 minutes and the duration of terminal exam shall be 120 minutes to 180 minutes, depending upon the nature of the course or degree program.

iii) Examination section shall issue/share the Guidelines for the conduct process and for the invigilators, with all the departments/faculties, one week prior to the submission date of date-sheets.

4. Central Examination Monitoring Committee

i) University shall have a central Examination monitoring committee under the Chairpersonship of Vice-President (Academics) with In-charge Conduct section as Secretary of the committee. Director (Academics and Examination) and four faculty members (two males and two females) shall be the members of the committee

ii) The central Examination Monitoring committee shall supervise/visit the departments to observe the examination process of the university, and shall work in close liaison with the departmental Examination committees.

5. Evaluation of papers

i) The teachers shall show the marked papers to the students before the submission of result to ensure transparency and fair marking.

ii) The results shall be randomly checked by the Departmental Examination Committee.

6. Result submission and modification of the result

i) Results of the mid-term examination and terminal examination shall be submitted within 72 hours after the conduct of examination.

ii) No person is entitled to disclose the results of the examinations on his/her own, before the official declaration of result.

iii) No person or authority is entitled to alter the results, after these are approved by the competent authority, except when an error is detected. This shall be rectified after the approval of the Director (Academics & Examinations).

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SECTION-3

REGULATIONS RELATED TO THE MISCONDUCT OR USE OF UNFAIR MEANS DURING EXAMINATION

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1. Unfair means control committee

There shall be an unfair means control committee whose formation shall be approved by the President, on recommendation of the VP (Academics). The constitution shall be as follows:

i) Four teachers not ranked below Assistant Professors, to be nominated by the Vice President.

ii) Director (Academics and Examination) shall be the member of the committee.

iii) The Chairman and Secretary shall be nominated by the Vice President (Academics) of the university.

iv) The term of operation of the committee shall be two years.

v)   The quorum of the meeting of the committee shall be four.

2.   Responsibilities of unfair means control committee

The responsibilities of the committee shall be:
i)   Deal with all the cases reported by the faculties (with supporting documentary evidence) under the misconduct or use of unfair means during the examination.
ii)   Propose regulations relating to the control of use of unfair means and maintenance of discipline during examination.
iii)   Decide and recommend penalties as prescribed under the rules and regulations.3.

Charges and proposed penalties

Charges level	Penalties
1**. Copying cases** i) Possession of copying material but not used ii) Possession/Use of copying material on Answer Sheet. iii) Copying from fellow students iv)Plagiarism in research work/ final year project	i) Imposition of Fine ii) Cancellation of paper and imposition of fine. iii) Cancellation of paper of both the students and fine. iv) Imposition of Fine, and /or expulsion from the roll of the university.
2. **Cell phone/ digital diaries** i) Possession of Cell Phone/Digital Diaries but not used ii) Use of Cell Phone/Digital Diary etc. during examinations. Reading SMS/MMS having related material iii) Sharing the paper with friends to seek solved answers	i) Imposition of fine. ii) Cancellation of that paper iii) Cancellation of entire semester
3. **Identity not proved** i) Production of forged/fake Roll no. Slip ii) Impersonation established	i) Imposition of fine ii) Immediate expulsion from IIUI
4. **Misconduct** i) Use of abusive/ threatening language ii) Making unrest and chaos iii) Physical torture with	i) Cancellation of entire semester ii) Cancellation of entire semester iii) Cancellation of registration/ Admission in the program

invigilators and other staff on duty during examinations	
i) Stealing/ tearing up/ destroying of Answer Sheets	**i)** Cancellation of entire semester
i) Any other	i) To be determined by UMC, as per nature of the offence

In addition to the above, following penalties are recommended by the Unfair Means Committee to curb the indiscipline and misconduct during examination process:

- Hostel seat of boarding students and scholarship will be withdrawn, in instance where an unfair means case is reported against them.
- Fine amount from Rs. 10,000/- to Up to Rs. 25000/-.

4. **Appeal against the decision of the Unfair Means Control Committee:**

If a student is not satisfied by the decision of the Unfair Means Control Committee, he/she may submit his/her appeal to the President within a week, after the issuance of notification of the decision.

Note: In case of use of unfair means, papers shall only be marked if the UMCC decides for evaluation of paper.

SECTION-4

DISPOSAL OF EXAMINATION RECORD

1. **Examination record:** Examination record//material shall be disposed of after a period of one-year (two semester) from the date of Examination. The examination material to be disposed of shall include: -
   i) Answer scripts (including additional answer scripts).
   ii) Attendance sheets.
   iii) Course registration/permission forms of students.
   iv) Office copies of detail marks certificates (result intimations) & result notifications.

2. **Disposal of award lists:** Award lists record shall be maintained for lifetime, and shall not be disposed of under any circumstances.

3. **Record to be retained permanently:** Examination Record files of all the students, counter files of provisional certificates, graduate record registers and final clearance forms shall be retained permanently.

CHAPTER-6

TRANSCRIPT AND CONFERMENT OF DEGREES

SECTION-1

FORMAT OF TRANSCRIPT

1. Transcript shall be issued to students only after completion of degree. A comprehensive educational record (result record) of every student shall be maintained with effect from his/her joining date in the University. It will serve as a source of information for the preparation of the transcript of student.

2. Transcript shall include following information:

Front side
- Name of Student
- Father's Name
- Date of Birth
- Registration No. /Roll No.
- Name of the degree program
- Date of Admission
- Semester Wise Break-up
- Subjects' Detail along with Credit Hours
- Type of Enrollment – Full Time or Part Time
- Picture of the student
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Distance Learning/Full Time / Part Time
- Online Result Verification Key/ID (Front Side at the End of the Transcript)

Overleaf
- Basic admission requirements for the degree program
- Previous Degree held by the student along with Institution Name
- Credit Hours Exempted/Transferred if any
- CNIC No. for Pakistani student and Passport No. for Foreign Students
- Grading System
- Charter Date of the University
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have the water-mark seal on it.

SECTION-2

MATTERS RELATED TO CONVOCATION AND DEGREES CONFERMENT

1. Convocation

i) University shall conduct convocation preferably at the end of each academic session.

ii) Degree issuance prior to convocation / Urgent degree can be issued upon request of a student.

2. Duplicate transcript/ provisional certificate/degree

i) Duplicate transcript/ provisional certificate/ Degree may be issued (after completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of the candidate.

ii) The candidate has to apply to the Director (Academics & Examinations) for the issuance of a duplicate degree along with the relevant documentary proof as per university rules.

iii) The duplicate degree shall be signed by the Director (Academics & Examinations) only.

SECTION-3

ISSUANCE OF TRANSCRIPT/DEGREE

1. Application form/submission of NOC for getting clearance from the relevant stakeholders/ offices of the university.

2. Transcript & Degree both shall be issued after 30 working days from the date of the submission of the request separately on prescribed performas.

3. Duplicate Transcript/Degree: Duplicate transcript/degree shall be issued to a graduate, upon payment of requisite fee, in case of lost degree/transcript. Following documentary requirements should be fulfilled for issuance of duplicate degree:

i) **Requirements for Pakistani Students**
   a) Police Report.
   b) Advertisement in Two Different National News Papers.
   c) Duplicate Transcript Fee @ Rs. 5000/- (Five Thousand only).
   d) Duplicate Degree Fee @ Rs. 10000/- (Ten Thousand only).
   e) Undertaking that if the original degree/transcript is found later on, then original degree/ transcript will be submitted to the university.

ii) **Requirements for Overseas Students**

Police Report duly attested by Home Office/Pakistan of respective country and endorsed by Foreign Office, Pakistan.

a) Duplicate Transcript Fee @ Rs. 5000/-. (Five Thousand only).

b) Duplicate Degree Fee @ Rs. 10000/-. (Ten Thousand only).

c) Undertaking that if the original degree/transcript is found later on, then original degree/ transcript will be submitted to the university.

5. **Revised transcript/degree**: - Revised transcript/degree shall be issued to a graduate, in case of change in credentials of the student/graduate, upon fulfillment of following pre-requisites:

i) Provision of Revised SSC/HSSC or IBCC equivalence certificate.

ii) Revised Transcript Fee Rs. 5000. (Five Thousand only).

iii) Revised Degree Fee Rs. 10, 000/-. (Ten Thousand only).

iv) Revised Provisional Certificate Fee Rs. 2000/-. (Two Thousand only).

6. In case, someone else will receive the transcript or degree on behalf of the graduate, following options shall be opted:

i) Submission of authority letter by hand or through email (valid email which is provided on the NOC/Clearance Form) at ids@IIUI.edu.pk along with scanned copy of CNIC/ Passport (first page and visa page) or residential proof.

ii) Required documents in case of following scenarios:

a) If graduate is in Pakistan:

iii) Affidavit on stamp paper of Rs. 10/- in the name of the receiver.

iv) Copy of CNIC (Both graduate and receiver)

v) Both the stamp papers should be attested by a First-Class Magistrate or Notary Public.

a) If graduate is abroad:

Authority letter in the name of the receiver duly attested by Home Office/Pakistan of respective country and endorsed by foreign office, Pakistan.

<div align="center">**OR**</div>

Authority letter through email at ids@IIUI.edu.pk along with scanned copy of passport (first page and visa page) or residential proof.

vi) Detail particulars of authorized person will be required i.e., Name, Father`s Name, email address, CNIC or passport Number.

7. **Issuance of Transcript/Degree through Courier Service**

i) A payment of Rs. 500/- (For Pakistan)

ii) A payment of USD 100/- (For abroad)

SECTION-4

AWARDS AND DISTINCTIONS

1. **Criteria for the award of medals/prizes/rolls of honour/ positions/ distinctions**

i) Medals/Prizes/Rolls of Honour/ Positions/ distinctions will be awarded to the students, completing their degrees with distinguishing CGPA/Percentage.

ii) All the awards shall be given on the basis of CGPA. However, in case of two or more students acquiring the same CGPA, then the award would be decided on the basis of highest percentage amongst the students.

iii) Medals/Prizes/Rolls of Honour/ Distinction/ Positions will be awarded to the students who complete their degrees in an academic session which operates between Septembers to August each year.

iv) The disciplines where the number of students is less than 10, no position will be awarded in the semester system, however, distinction and gold medal can be awarded.

v) Students having 'W' on the transcript shall not be considered for any academic Honour.

vi) The result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.

vii) No Medal/Roll of Honour will be awarded in case if a student repeats a course.

viii) Medals/Prizes/Rolls of Honour/ Distinction/ Positions will be awarded in each degree program on the basis of merit separately to male/female students in an academic session.

ix) No Medals/Prizes/Rolls of Honour/ Distinction/ Positions will be awarded to the students who have availed any deferment and have any case of indiscipline/unfair means during his/her studies.

x) Minimum criteria for the award of Medals/Prizes/Rolls of Honour/ distinction will be as under:

All undergraduate degree programs	3.80/4.00

Sr.No.1.1.2

Subject:	**Academic Regulations for Graduate Studies (Admission, Registration Performance and Examinations) (Spring 2024)**
Approved by:	**Fall 2022 version is approved by the BOG on 18, Oct, 2023. The updated version to be implemented from Spring 2024 is approved by the Academic council.**
Notified on:	**20th November, 2023**

PURPOSE OF THE POLICY

These rules, regulations and procedures are designed to regulate the Ph.D. and MS programs of IIUI in accordance with the international standards of quality research and criteria of HEC. These are aimed to:

- Let graduate programs' students/scholars get abreast of the policies of the university (in line with HEC policies) to regulate their degree program.
- Helpgraduatesmonitortheirprogressasperapprovedacademiccalendarsanddeadlines and to plan their academic objectives/aims.
- The objective is to regulate graduate studies at IIUI for efficiency and productivity in accordance with international standards of quality, research and criteria set by HEC.

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

ACADEMIC REGULATIONS FOR GRADUATE STUDIES (ADMISSION, REGISTRATION, PERFORMANCE AND EXAMINATIONS)

Spring 2024

1. TITLE AND SCOPE OF APPLICATION

i.   These regulations may be called the International Islamic University Academic Regulations for Graduate Studies (Admission, Registration, Performance and Examinations).

ii. These Regulations shall apply to the candidates/students of Ph.D. and MS or equivalent programs.

iii. These rules, regulations and procedures shall come into force at once w.e.f. <u>Fall 2022</u>.

iv. If any doubt arises regarding the interpretation of these regulations, the matter shall be referred by the concerned In-charge/Chairperson/Director of the department/institute/center through the Director/In-charge Directorate of Graduate Studies to the Vice President R&E, whom may clarify them atter or refer to the Academic Council.

v.   These rules shall be subject to change, based on revision in HEC policies enforced from time to time, after approval of the statutory forums of the university (BASR, Academic Council, BOG).

2. AIMS

These rules, regulations and procedures are designed to regulate the Ph.D. and MS programs of IIUI in accordance with the international standards of quality research and criteria of HEC. These are aimed to:

i.   Let graduate programs' students/scholars get abreast of the policies of the university (in line with HEC policies) to regulate their degree program.

ii. Help graduates monitor their progress as per approved academic calendars and deadlines and to plan their academic objectives/aims.

iii. The objective is to regulate graduate studies at IIUI for efficiency and productivity in accordance with international standards of quality, research and criteria set by HEC.

3. DEFINITIONS

In these Regulations, unless there is anything that is in contradiction to the context and the IIUI Act and Statutes, the following expressions shall have the meanings assigned to them as follows:

i.   **The University** means International Islamic University, Islamabad (IIUI).

ii. **Academic Council** means Academic Council of IIUI.

iii. "**BASR**" means **Board of Advanced Studies and Research** of IIUI.

iv. **Comprehensive examination** means an examination based on course work of Ph.D. and intended research area of student, to be conducted and evaluated by the department concerned in accordance with rules & regulations.

v.   **Course** means an organized subject matter in which instruction is offered within a given period of time and for which credit towards graduation or certification is usually given and has been approved by the statutory bodies.

vi. **Foreign Evaluator** means a subject expert (outside the Country) other than the supervisor appointed by the competent authority to evaluate a Ph.D. thesis.

vii. **Internal Examiner** means a subject expert, cross-departmental/cross-faculty, within the university (other than supervisor) to evaluate the thesis of Ph.D. or equivalent.

viii. **External Examiner** means an external subject expert (outside the University), outside the University, appointed to evaluate a Ph.D. thesis and/or take viva-voce examination of a research student of Ph.D./MS.

ix. **Doctoral Advisory & Evaluation Committee (DAEC)** means a 3 to 4-member committee constituted by the competent authority for advising and monitoring the research work of each student comprising Chairperson/In-charge, Supervisor and two other faculty members with PhD in the relevant area/specialization.

x. **Masters/MS Degree** means all relevant degrees awarded after 18 years of schooling including LLM/MS/M.Phil. or equivalent.

xi. **Doctorate Degree" Ph.D.** means degree awarded at least after 21 years of schooling with mandatory research thesis.

xii. **Graduate Student** means the student enrolled in an MS or PhD program after 16 years of education for a full-time study.

xiii. **Full Time Research Student** means a student regularly conducting research under close supervision of their research supervisor and Chairperson of the Department after registration in each semester as per IIUI rules, regulations and procedure.

xiv. **NTS** means National Testing Service, a national organization established for the conduct of various levels tests.

xv. **Graduate Assessment Test (Subject)** "GAT" refers to a test conducted to evaluate subject understanding of the student, conducted internationally or locally by National Testing Service (NTS) for admission to Ph.D. programs.

xvi. **Mid-term Examination** means an examination conducted by the teacher/department during the semester.

xvii. **Final-term Examination** means an examination conducted by the teacher/department/university at the end of each semester.

xviii. **MS or equivalent** means all relevant degrees awarded after 18 years of schooling including LLM, MS, M.Phil., LLM(Honors), or equivalent.

xix. **BOS** means (Departmental) Board of Studies.

xx. **BOF** means Board of Faculty (Normally conducted at Faculty level to approve/finalize the MS/Ph.D. Programs' scheme of studies, structure and Research proposal of Graduate students, enrolled in that program).

xxi. **Graduate Research Committee** (GRC) means a committee composed of all Ph.D. faculty members in the department for evaluation of the research proposals of MS and Ph.D. scholars.

xxii. **Supervisor of Ph.D. or equivalent** means a faculty member holding Ph.D. or equivalent in related discipline, with some research work to their credit, who qualifies to advise the student in the conduct and completion of research of Ph.D. that has been recommended by the departmental Board of Studies and approved by Faculty Board and the BASR.

xxiii. **Co-supervisor** means a subject expert, who advises the student on part of a Ph.D. research work or in conduct of some research experiments as recommended by the departmental Board of Studies/ and approved by the BASR.

xxiv. **Synopsis** means the research proposal submitted in partial fulfillment of requirements of a Ph.D. or MS program.

xxv. **Thesis** means a written report resulting from original research to be submitted for award of PhD or MS degree.

xxvi. Wherever the pronouns "his/her" or "their" are used in these Regulations, it covers both the genders.

xxvii. **Steering Committee for Graduate Programs**: All the matters and procedures regarding MS/Ph.D. rules & regulations shall be presented before the Steering Committee for Graduate programs, headed by VP(R&E). This committee shall also address the grievances of graduate students, within the ambit of rules.

Note: All other expressions shall have the meanings assigned to them by the University Act, Statutes and relevant rules and regulations.

ACADEMIC REGULATIONS FOR Ph.D. PROGRAMS
CHAPTER 1

ADMISSION

1.1 PREREQUISITES TO START A Ph.D. PROGRAM

1. Any Teaching Department of the University may launch Ph.D. programs, provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least three (03) relevant Full-Time Ph.D. Faculty members in a department, with Ph.D. in the respective discipline, to launch the Ph.D. program.

2. The program must be approved by the Academic Council of the university on recommendation of the concerned Board of Faculty and Board of Studies of the department, before applying for NOC to HEC.

3. For obtaining NOC from HEC, the respective Chairperson/In-charge of Department and Dean of Faculty, shall ascertain the purpose and need of program, nature of program, number of seats, criteria, facilities and available resources, and communicate the same through the Directorate of Graduate Studies (DGS) and Quality Assurance Department (QAD) of the university: The Check-list for the mandatory requirements, before applying for NOC is annexed at **"A"**, and can also be accessed through the following link:-

   https://hec.gov.pk/english/services/faculty/Plagiarism/Documents/
   NOC-CheckkList%2028.12.20160001.pdf.

4. After fulfillment of all the requirements, Ph.D. program shall be offered by the concerned department/faculty as approved by the IIUI Statutory bodies.

   Note: Ph.D. program shall be a full-time program. It means, a Ph.D. scholar shall be a full-time research student during the research work of a Ph.D. program and is expected to work under the close supervision of the research supervisor appointed by the competent authority.

1.2 ADVERTISEMENT
The advertisement for the admission to PhD and/or MS program in national newspaper(s) and on the website of the university shall be processed by the office of the Director/In-charge Graduate Studies as per approved procedure.

1.3 REQUIREMENTS FOR ADMISSION IN Ph.D. PROGRAM
1.3.1. Eligibility Criteria for Admission

The minimum entry requirement for admission to Ph.D. program shall be:
   i. MS or equivalent (18 years schooling degree) in relevant fields with CGPA 3.00/4.00 or 65% marks from Conventional/Annual System or 70% marks in the semester system examination, where CGPA is not calculated.

ii. A candidate for admission to a Ph.D. program must have earned their MS/M.Phil. or equivalent degree by research work/thesis of minimum 6 Credit hours.

iii. Statement of purpose/Research Proposal (of 2 to 3 pages) by the PhD candidate.

iv. GRE/HAT General or equivalent entry test conducted by the university (department) with a passing score of 60%.

OR

GRE/HAT General or equivalent test, conducted by testing bodies accredited by HEC, with at least 60% score.

1.3.2 Admission in any PHD Program shall not be allowed on hope certificate.

1.3.3 Admission shall not be allowed if the CGPA is below 3.00 in MS or equivalent Degree Program.

1.3.4 Marks distribution in GRE type test shall be as under:

General = 40% marks Subject = 60% marks

Pattern of General part of the test shall be in line with the GRE general test conducted by ETS. The concerned faculties shall be responsible to prepare and conduct GRE test and ensure its quality in light of the spirit of HEC GEP-2023.

1.3.5 DETERMINATION OF ELIGIBILITY/CALCULATION OF MERIT FOR ADMISSION TO Ph.D. PROGRAM

1.3.5.1 Passing Criteria for Admission

A candidate for admission to a Ph.D. program will be required to earn at least 70% cumulative marks in three components of merit determination (Previous Qualification Marks (PQM) +Admission Test Interview).

1.3.5.2. The merit shall be determined as per following formula:

i. Previous Qualification   40 %
ii. Admission Test   40%
iii. Interview   20%
iv. *Research publication (article):   5 extra Marks (to be adjusted in   interview weightage)

Note: The candidate must be 1st or 2nd author of the research publication, which must have been published in an HEC recognized journal, at the time of admission (Volume No (DOI No.) should have been assigned to the publication).

1.4 PROCEDURE OFADMISSION

1.4.1 A candidate seeking admission to Ph.D. program, shall apply online, through the university website/admission portal, against the advertisement

in print and electronic media. Only online application procedure shall be applicable and no hard copy of the former credentials shall be required. However, the responsibility of the provided information in the application form shall rest upon the candidate. Ph.D. candidates shall be required to upload a copy of MS Transcript, Degree and Research Statement, along with their application form. They shall also be required to bring a hard copy of their testimonials and Research Statement at the time of interview.

1.4.2 All the admissions of Ph.D. programs will be processed by the Departmental Admission Committee. The Chairperson/In-charge of the Department/Institute will propose the constitution of the Departmental Admission Committee (DAC) through Dean to the In-charge Directorate of Graduate Studies. The DAC will be notified by the Directorate of Graduate Studies, after approval of the Vice President (R &E).

1.4.3   The **Departmental Admission Committee** shall consist of the following:

1	Chairperson Departmental Admission Committee	Chairperson/In-charge of the Department / Institute. In case, the In-charge of the department is not a professor or an Associate Professor, the Dean of the Faculty will be the Chairperson of the Departmental Admission Committee
2	Member 1	One Senior Faculty member, preferably, Professor/Associate Professor, from the Department.
3	Member 2	One Senior Faculty member preferably with Ph.D. qualification, from within the department, nominated by the Chairperson/Dean.
4	Member 3 (Co-opted member)	One Senior Faculty member preferably with Ph.D. qualification in the same area of specialization, from another university, nominated by the Chairperson of the concerned Department.
5	Member4(Co-opted Member)	One Professor/Associate Professor/senior faculty member, from another university, having the same area/specialization, nominated by the Dean.

1.4.3.1 The quorum for the committee meeting shall be three.

1.4.3.2 The Departmental Admission Committee will be responsible to determine the eligibility of the candidates for admission in Ph.D. program, on the prescribed criteria as approved by the BASR and Academic Council, from time to time.

1.4.3.3 The Chairperson of the Departmental Admission Committee shall submit the merit list(s) of selected candidates, through the Dean of the faculty to the office of Directorate of Graduate Studies. The Directorate of Graduate Studies shall submit the list (as per approved criteria/number of seats) for approval of the Vice President Research &

Enterprise (R &E).

1.4.3.4 After approval of the Lists from the Vice President (R&E), the Directorate of Graduate Studies shall get the lists displayed on IIUI website. The successful candidates can download/print their Fee challans and offer letters, against their CNICs.

1.5. Admission of Foreigner/Overseas Candidates.

For admission of overseas/foreign candidates, the DAC shall determine the eligibility on the basis of their previous/paper qualification, statement of purpose submitted with the application form and an interview. Furthermore, TEFL or GRE qualification shall be given preference.

1.6 UNIFORMITY OF ADMISSIONCRITERIA

1.6.1 The criteria for admission and weightage of its components for Ph.D. programs, e.g., entry test, qualifications, research/publications, professional experience, interview etc. shall be uniform within each faculty as approved by the Academic Council from time to time.

1.6.2 Any other requirement prescribed/notified by HEC or IIUI, from time to time.

1.7. ADMISSION TRANSFERPOLICY

IIUI does not entertain transfer/migration requests, as per decision of the Academic Council of the university. However, candidates already registered in Ph.D. programs in other universities may be considered for fresh admission in the university. Such candidates shall be required to appear for the entry test as prescribed by IIUI and study any provisional/preparatory courses to be decided by the concerned department/faculty. They shall also be required to fulfill prescribed coursework requirements for the program. In exceptional cases, the Department/Faculty may consider their requests for suitable exemptions in the courses already studied by them elsewhere. The percentage of exemption shall be decided/ recommended by the Course Exemption Committee (CEC) of the Department/Faculty and these recommendations will be examined and notified by the Directorate of Graduate Studies. Normally this percentage should not exceed 50% of the course-work prescribed for the degree program.

1.8 ADMISSION OF IIUI/OTHER ORGANIZATIONS'EMPLOYEES

1.8.1 For IIUI Employees.

i. IIUI employees may apply for admission to Ph.D. or equivalent programs, through proper channels; i.e., with the recommendation of their sectional/departmental In-charge.

ii. They shall be required to submit NOC (issued from HR section, after approval of Vice President A & F), at the time of joining/registration in the program.

iii. They shall be granted 100% exemption in all components of Fee, if they qualify on top-four merit positions, amongst the list of employees/their wards. However, they will be entitled for fee exemption, upon submission of a surety bond, that they will serve the university for 3 years, after completion of their study. If they fail to serve the university for the stipulated time period, they will have to refund the whole fee to the university, spent as their educational expenditure.

1.8.2 For Non-IIUI Employees.

In-service candidates shall be required to provide NOC and leave notification, from their departments/organizations, at the time of joining/registration for the program.

1.9 JOINING PROCESS OF SELECTEDCANDIDATES

1.9.1 The successful candidates after qualifying, shall be required to deposit the fee in the respective branches of Allied bank (for female candidates) and HBL (for male candidates), within the prescribed time. However, designated banks may change from time to time.

1.9.2 After payment of fee, within the due date, candidates shall be required to submit formal joining in the admission office, along with all the required credentials, as laid down on the university website and admission offer letter. The joining procedure shall require submission of Joining form, along with a copy of all the testimonials, original documents (for verification only), 5 passport sized photographs etc. in the Directorate of Graduate Studies. Joining/Registration process will be completed within stipulated time. After the completion of this process, the Directorate of Graduate Studies will send Registered students' lists to the concerned Department(s).

1.9.3 Incase of failure to deposit the fee as per specified dates, the admission offer shall automatically stand cancelled.

1.9.4 A student admitted to Ph.D. program and a specialization thereof, shall not be allowed to change their specialization.

1.10 Deferment of Admission

Deferment of admission shall not be allowed.

CHAPTER 2

REGISTRATION/COURSE WORK

2   DURATION OF COURSE WORK AND RESEARCHWORK

2.1.1   The course-work (and scheme of studies) for a Ph.D. program shall be proposed by the Department, processed and approved through the Statutory Bodies, i.e., Board of Studies/, Faculty Board and then by the Academic Council.

2.1.2   The minimum duration of a Ph.D. program shall be 3 years and maximum duration shall be 5 years (excluding extension period).

2.1.3   The minimum period for completion of Ph.D. course work shall be two semesters (one year) and maximum, four semesters (two years).

2.1.4   Registration of courses on directed studies/supervision basis at MS and Ph.D. level is not allowed. Departments have been provided with the guidelines to offer the courses in cases where student strength is not fulfilling the minimum number required to offer the course

2.1.5   The minimum period for completion of Ph.D. thesis, after approval of synopsis from the BASR, shall be two semesters (one-year) and maximum six semesters (three years) without extension.

2.1.6   The duration of the PhD program shall be counted from the date of notification of admission of the student in the program. However, for the faculties like Usuluddin/Arabic/Shariah, where Arabic and/or English Language(s) and certain preparatory courses are prerequisite for starting the regular graduate coursework, the time period of students in the Ph.D. programs of these faculties shall be counted from the registration of regular courses of the degree program.

2.1.7   The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.

2.1.8   The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.

2.2   CREDIT HOURS/COURSE LOAD LIMIT PERSEMESTER.

A student registered in a Ph.D. program shall be allowed to register between 6 to 9 credit hours in a semester while there shall be no limit of minimum credit hours, in case a student is registered in the final semester of the coursework. Maximum 12 credit hours of coursework can be registered in the last semester of course work.

2.3   COURSEWORK PASS PERCENTAGE

2.3.1   The Ph. D. program will be of minimum 54 credits hours: out of 54 credit hours, 18 credit hours are specified for coursework and 36 credit hours for research work/thesis.

2.3.2 For the courses of Ph.D. or equivalent the individual subject courses will need to be passed with minimum 70% marks (B Grade).

2.3.3. Every course of Ph.D. shall carry a total of 100 marks which shall be distributed in the following manner:

    a. 50% marks for the semester work, including oral and written tests, term papers, assignments and participation in classroom discussions and presentations.

    b. 50% marks for terminal examinations.

2.3.3 In case the CGPA of a Ph.D. student falls below 2.00, they shall be declared as Ceased and will be required to apply for fresh admission in the degree program.

2.4 REPEATING COURSE(S).

2.4.1. Whenever a student fails to secure the passing grade; i.e., 'B' grade (70% marks) in any course, they will have to repeat the course(s), whenever offered.

2.4.2. Registration of courses on directed studies/supervision basis at MS and PhD level is not allowed. Departments have been provided with the guidelines to offer the courses in cases where student strength is not fulfilling the minimum number required to offer the course.

2.4.3. In case a Ph.D. student secures CGPA less than 3.0/4.0 after completing the requisite course work, they shall be required to repeat up to 2 courses in order to bring their CGPA to the required level of minimum 3.0/4.0 CGPA, in maximum one semester, without violating the time-frame given for Ph.D. completion.

2.4.1 COMPREHENSIVE EXAMINATION

i. After the successful completion of course work, with at least 3.00/4.00 CGPA, the Ph.D. scholar shall be required to appear in the comprehensive examination, in the consecutive semester, after course-work completion.

ii. All Ph.D. candidates shall be given maximum two consecutive chances to pass the Comprehensive Examination. The first chance shall be given within 90 days, after completion of coursework and the second chance will be given after two months (within 60 days) of the first chance.

iii. After availing maximum two chances, if a student is declared 'Fail' in the comprehensive examination, their registration from the Ph.D. program shall be cancelled.

iv. The Chairperson/In-charge of a department shall be responsible to conduct the comprehensive examination of a Ph.D. batch, right after completion of their course work (maximum within one semester). To avoid any delay in the conduct of the Comprehensive Examination, Chairpersons are required to devise a yearly schedule of the semester-wise Comprehensive Exams. The conduct of Comprehensive Examination shall be duly notified and intimated to the Dean of the Faculty and to the Directorate of Graduate Studies by the concerned department.

v. Deans shall ensure timely notification/implementation of the Comprehensive examination schedule for every department.

vi. A committee shall be notified for the conduct of comprehensive examination; comprising of following members:
   a. Chairperson/In-charge of the Department (Convener).
   b. Senior faculty members from all Specializations (at least one member from each specialization).
   c. One External member from another department.

vii. Ph.D. comprehensive examination will be of 200 marks in total, based on written as well as oral examination. Distribution/allocation of marks is described as follows.
   a. Written Exam: 100 marks examination of 3 hours duration based on general Ph.D. coursework.
   b. Oral exam: 100 marks examination from the specialized/focused research area.

viii. Comprehensive exam cycle should be completed within 15 working days.

ix. Comprehensive examination paper shall be set by the Comprehensive Examination Committee and the answer booklets shall be evaluated by the respective paper setters. The same committee shall be responsible to conduct the oral part of the comprehensive examination.

x. The passing marks for each written part and oral Examination shall be **70%**.

xi. The panel of examiners will declare the candidate as qualified or not qualified (passed or failed).

xii. In case a scholar fails in any part of the written or oral examination, he/she s hall have to reappear in the failed part only.

xiii. In case the scholar fails to pass the Comprehensive Examination within stipulated time (one semester after completion of course work), their registration shall be considered as cancelled and said scholar shall have to get fresh admission in the Ph.D. program. However, the scholar shall be able to get the results (DMCs) of the passed courses, on their request.

xiv. Absentia of the candidate in comprehensive examinations hall be considered as failed and the student's comprehensive examination chance shall be counted against this.

xv. Once the scholar has successfully completed the Comprehensive Examination, the result will be sent to the Directorate of Graduate Studies. The Directorate shall notify the comprehensive examination result.

xvi. Only those candidates, who pass the comprehensive examination, will be allowed to continue with their Ph.D. research work.

2.5 EXTENSION IN PH.D. PROGRAM.

2.5.1 Two extensions of one year each shall be allowed after expiry of the maximum period; i.e., 5years.

2.5.2 Only those students shall be eligible to apply for extension in their

research work/thesis, whose synopsis/research proposals have been approved by the by BASR, within the prescribed period.

2.5.3 In case, a student fails to complete the course/research work within the maximum prescribed period and extended period, he/she has to take fresh admission in the program.

2.6 FAILURE TO COMPLETE PH.D. DEGREE WITHIN MAXIMUM TIME LIMIT.

2.6.1 In case, a student fails to complete the course/research work within the maximum prescribed period and extended period, she/he has to take fresh admission in the program.

2.6.2 The University shall not award any Graduate Level Diploma/Certificate or another MS or equivalent degree to such students who fail to complete the required research work for obtaining a Ph.D. within the maximum prescribed period and extended period.

2.7 MEDIUM OF INSTRUCTIONS ANDRESEARCH.

2.7.1 The language of instruction, examination & thesis for all disciplines of Ph.D. other than, Urdu, Persian, Arabic, Shariah and Islamic Studies will be English. In the case of Language programs, the language of instruction will be the language of the degree program.

2.7.2 The students of three faculties; Shariah, Arabic and Islamic Studies can write Ph.D. thesis in Arabic or English, if the BOS of the Department concerned allows it due to the nature/material of the subject. The medium of instructions for coursework will be Arabic and English.

2.8 FREEZING/DEFERMENT OFSEMESTER.

2.8.1 A student may freeze their studies owing to inevitable circumstances during the semester but they must apply for deferment before the start of mid-term exams. After mid-term exams, the request for deferment shall be referred to the Vice President for approval.

2.8.2 A student, who has been granted deferment on medical/emergency grounds after commencement of the semester, will be allowed to resume his/her studies in the next semester after paying the semester fees. During the period of discontinuation of studies, the hostel, medical, transport and all other facilities shall be withdrawn which are normally available to regular students.

2.8.3 Freezing period (semesters) shall be counted in the total degree duration of the scholar and the maximum degree duration/expected date of degree completion shall not be changed in case of deferment.

2.8.4 The facility of freezing semester/deferment can only be allowed once or for one semester, during the 18 credit-hours course work phase.

However, in the departments, where admission to Ph.D. programs is offered once a year; second deferment can be granted on recommendation of the Chairperson/In- charge of the Department.

2.8.5 Deferment of studies shall not be allowed after completion of the coursework.

2.8.6 Deferment of admission shall not be allowed.

CHAPTER 3

RESEARCH PROPOSAL/SYNOPSIS PHASE OF Ph.D.

1. A Ph.D. student, after successfully completing 18 credit hours coursework and passing Comprehensive Examination in the consecutive semester (within the very next semester after course work completion), shall apply for registration in thesis, along with a research idea/topic/research proposal draft.

2. Students shall prepare the Research Proposal according to the approved guidelines/format with the help of the proposed supervisor. Supervisor shall be allotted to every student, after completion of course work and comprehensive examination.

3.1 Graduate Research Committee (GRC)

3.1.1 Every department shall have a Graduate Research Committee (GRC). The GRC shall be comprised of all Ph.D. faculty members, headed by the Chairperson and its composition shall be notified by the Dean.

3.1.2 The students' research proposal (drafts), along with allocated supervisors, shall be discussed in the GRC, before presenting the same to the BOS. The Board shall analyze and recommend the research area and suitability of the prospective Supervisor for the intended Research area of the scholar.

3.1.3 Minutes of the GRC meeting shall be compiled by the Chairperson's office, for information of all the members and for further perusal in BOS.

3.2 BOARD OF STUDIES (BOS)

3.2.1 There will be a Board of Studies (BOS) in each department, as prescribed in the IIUI Statutes. The BOS shall be headed by the respective Chairperson of the Department/institute/academy.

3.2.2 The composition of Board of Studies, as elaborated in the university statutes, shall be as follows:

    i. All Professors and Associate Professors in the University Teaching Department/Institute/Academy;

    ii. One Assistant Professor and one Lecturer or their equivalent in the Institute to be appointed by rotation in order of seniority from the Department concerned;

    iii. Three teachers other than University teachers to be appointed by the President. The number will be determined by the President according to the need of each Board; and One expert to be appointed by the President.

    iv. The term of the office of members of the Board of Studies other

than ex-officio members shall be three years.

    v.   The quorum for a meeting of Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

    vi.   The Chairperson/Director of Institute/Academy shall be Chairperson and convener of the Board of Studies.

3.2.3   Departmental Board of Studies (BOS) shall recommend the relevant supervisors to all the Ph.D. scholars, based on recommendations of the Departmental Board. Hence, students shall be counted against the supervisor's load from the date of Departmental Board of Studies (BOS). Department shall also notify the minutes of BOS, for information of the concerned faculty members, Dean and Directorate of Graduate Studies.

3.2.4   The concerned supervisor's hall be required to present the proposal/synopsis of his/her supervisee, before the Board of Studies of the Department, for its recommendation and on ward submission to the Board of the Faculty (BOF) after incorporating changes in the research proposal, as suggested by the BOS.

3.2.5   The research proposal/synopsis of Ph.D. may also be referred to Experts for opinion and evaluation, at BOS stage, if so desired or required. The reports of experts may also be placed along with Research Proposal/synopsis in the subsequent BOS meeting for consideration, if so required.

3.2.6   The Board of Studies (BOS) of the department will:

    i.   Help; improve the phrasing or re-phrasing of the research topic and in the development of the final research Proposal.

    ii.   Recommend/approve the topic, name of supervisor/Co-Supervisor and Research Proposal/Synopsis of the student for further processing.

3.2.7   If the Board suggests amendments in the research proposal, the scholar shall be required to submit the revised research proposal, along with a compliance report by the supervisor (on the incorporated amendments), to the Chairperson's office for inclusion of the same in the agenda of the proposed/scheduled Faculty Board (BOF). Only those Research Proposals/Synopses will be forwarded to the Faculty Board, which have been recommended by the Board of Studies of the Department.

3.3 BOARD OF FACULTY (BOF)

3.3.1   Allocated Supervisors shall be responsible to present the research proposal(s), before the respective Board of Faculty (BOF), for the Board's suggestions/approval. Same shall be submitted for approval, before the Board of Advanced Studies and Research (BASR), as per announced BASR schedule.

3.4 BOARD OF ADVANCED STUDIES & RESEARCH(BASR)

3.4.1   A summary of the proposal and Research Methodology shall be presented by the respective supervisor (s) before the BASR for approval.

3.4.2   After approval of the BASR, the candidature of the student for Ph.D. program will be notified by the Directorate of Graduate Studies.

3.4.3   The contents of notification of approval of Ph.D. topic and Research Proposal will include: -

    i.   Topic

    ii.   The name & address of Supervisor and Co-Supervisor (if applicable).

    iii.   Prescribed period of submission of thesis, with clear indication of the minimum and maximum timelines, as per prescribed degree duration.

3.5 Permissible Duration for Synopsis Approval

It is mandatory for the student to get the Research Proposal approved from BOF, within 3.5 years of date of enrollment in the Ph.D. program. Subsequently the research proposal must be approved by the BASR within 4.5 years (maximum), from the date of enrollment in the Ph.D. program.

3.6 Schedule for BOS/BOF Meetings

3.6.1.   Chairpersons/In-charge of the departments shall ensure to convene preferably 2 meetings of BOS every semester. In this regard, a calendar will be issued, before commencement of every semester which should be disseminated for information of students, faculty and Directorate of Graduate Studies. However, more than 2 BOS meetings can be conducted, depending upon the strength of MS and Ph.D. scholars, even if there are only 1 or 2 scholars waiting for the BOS.

3.6.2.   Likewise, the Dean of the faculty shall ensure and announce the calendar for BOF meetings before commencement of every semester. There should be preferably 2BOF meetings in every semester. However, more meetings can be conducted if there are even 1 or 2 pending scholars waiting to appear in the BOF.

CHAPTER 4

SUPERVISION AND MONITORING OF Ph.D. RESEARCH

4.1. ROLE OFSUPERVISOR

1.   Every Ph.D. student will be allotted a qualified Supervisor, recommended/appointed by the BOS and then endorsed by the BOF.

2.   The Supervisor will be expected to:

i. Guide in planning and conducting research.
ii. Supervise the student in the research work.
iii. Regularly hold monthly meetings with the student to follow up the progress being made by him.
iv. Certify the acceptability and adequacy of the thesis for external evaluation by the subject experts from technologically/academically advanced countries.
v. Submit a report at the end of every semester on the progress of the student to the Department/Institute.
vi. Intimate the Chairperson/In-charge for appropriate action if a student's progress is unsatisfactory.

3. There may be a co-supervisor in the multi-disciplinary field of research recommended by the Board of Studies and subsequently approved by the BOF.
4. The Co-Supervisor (if appointed) shall be limited to:
i. Assist the Supervisor in the area of their specialization.
ii. Guide the student in the conduct of some experiments and develop part of their thesis in the area of their specialization/expertise.
iii. Have close collaboration with the Supervisor and the student.
iv. Submit the progress report at the end of each semester to the In-charge/Chairperson of the department.

4.2. REQUISITE QUALIFICATION AND EXPERIENCE FOR SUPERVISORS AND EXAMINERS.

1. The Supervisor and the Co-Supervisor of Ph.D. thesis are required to have Ph.D. degree in relevant fields and meet all IIUI/HEC qualifications and experience requirements.
2. Close relatives of the scholar/student cannot be a supervisor or examiner.
3. HEC Policy regarding the allotment of Ph.D. supervisors shall be followed:
i. The Maximum number of Ph.D. students against the load of a supervisor (including Co-Supervision) shall not exceed five (5).
ii. Post-Ph.D. experience of at least 2years shall be mandatory for a faculty member to gain eligibility for supervision of a Ph.D. dissertation; however, while gaining the experience, a faculty member should co-supervise Ph.D. theses with senior Ph.D. faculty members.
iii. In case of Academic and non-academic Employees pursuing Ph.D. degrees, they shall be supervised by a senior faculty member in terms of designation or rank.
iv. International Co-supervision shall not be allowed until there is a

bilateral agreement (MOU) signed between the universities.

4. Following minimum Qualification for PhD supervisors/Internal and External Examiners, shall be followed:

S. No	Status	Policy
1.	**Supervisor**	Full-Time Faculty Member with Ph.D. (minimum Lecturer) having 2-Years' post-Ph.D. experience and 2 Research Publications in HEC recognized Journals.
2.	**Internal Examiner**	Full-Time Faculty Member with PhD (minimum Lecturer) having 2-Years' post-Ph.D. experience and 2 Research Publications in HEC recognized Journals.
3.	**External Examiner**	Two External Examiners, at least Assistant Professor(s), but preferably Associate Professor(s) with Ph.D. Qualification, from the BASR-approved list/panel.
4.	**Foreign Evaluators**	(At least) Assistant Professor or Equivalent with Ph.D. in relevant field (list shall also be approved from BASR)

4.3 CHANGE OFSUPERVISOR.

1. The change of Supervisor or Co-Supervisor for Ph.D. shall only be allowed under the following circumstances, on recommendation of the Departmental BOS and endorsement of BOF:

   i. On written regret with recorded reasons by the Supervisor/Co-supervisor.

   ii. Migration abroad or in case of demise of the Supervisor or Co-supervisor.

   iii. **Retirement of a Faculty Member/Switching to other University/Long leave:** In case of Retirement of a faculty member or Switching to Other University, (through proper channel), or availing long leave, he/she shall be changed from supervision status, in the following stages of approval of research proposal:

   a. If the Board of Studies has not been conducted: new supervisor shall be allocated to the scholar.

   b. If research proposal has been approved from the Board of Studies/Board of Faculty and is at BASR stage: new supervisor shall be allocated to the graduate. In this case, retired or switched supervisor may be allocated as Co- Supervisor.

   c. If the proposal has been approved from BASR, then same supervisor shall continue supervision of thesis.

   iv. **Termination/Removal from Services/Dismissal of Faculty Member:**

   a. If a full-time faculty member is terminated/removed from services of the university/dismissed at any stage from the university, he/she shall not be eligible to continue supervision (and co-supervision), based on the university and HEC rules that they do not fulfill the criterion of being designated as faculty member of the university. Therefore, the

concerned department shall immediately proceed with the case for change of supervisor to the concerned Board of Studies, so that (degree) time of the student can be saved.

b. For any case, where all formal requirements for thesis submission in the examination section are met, and the thesis is duly submitted for viva voce examination, the terminated/removed/dismissed faculty member will be listed (entitled to remain) as "Supervisor" or "Co-supervisor", but will not attend the Viva-Voce examination of the scholar.

v. **Conflict of interest between the supervisor and the student:**

In case of conflict or conflict of interest between the student and supervisor, request for the change of supervisor may be initiated by the student under special circumstances only. The request will be processed/initiated from the relevant forum (BOS/BOF), and shall be referred to the Steering Committee for Graduate studies. Afterwards approval of BASR shall also be required, if the Steering Committee recommends the request for change of supervisor.

CHAPTER 5

THESIS WRITING AND PLAGIARISM POLICY

5.1 Thesis Writing Guideline

5.1.1 A thesis must be a distinct contribution to knowledge and offer evidence to originality, shown either by the discovery of new facts or by the exercise of independent critical judgment.

5.1.2 The Supervisor shall certify and sign the prescribed certificate that the contents mentioned are accurate to the maximum level.

5.1.3 The thesis shall not be considered as submitted if any of the evidence mentioned above is missing.

5.1.4 A minor change or rewording in the topic of the thesis, if needed without changing the main theme, shall be approved by the Vice President (R & E) on the recommendation of the In-charge/Chairperson, through the Dean. It shall be notified by the Directorate of Graduate Studies.

5.1.5 The student will be required to observe the guidelines regarding format, writing, referencing, paper, binding and other related matters as approved by IIUI, from time to time.

5.1.6 After the completion of thesis, the student will be required to submit an electronic copy of his thesis along with prescribed fee to the Directorate of Graduate Studies through the Chairperson/In-charge of the Department/Institute for plagiarism checking, as per rules and procedure (using Turn it in Software).

5.2. Plagiarism Policy

5.2.1   The concurrent policy of HEC for plagiarism shall be applicable: At present, the permissible limit for plagiarism or similarity index of thesis is 19% with the condition that it should not exceed the limit of more than 5% from a single source.

5.2.2   The supervisor shall be responsible to check the plagiarism and similarity index of the thesis. After meeting the permissible requirements, it should be sent to the Directorate of Graduate Studies, well before the expiry of the maximum period for Ph.D. degree, with documentary evidence of fulfilling all the requirements, prior to thesis submission.

5.3   Special Plagiarism Committee for Programs devoid of Electronic Plagiarism

5.3.1   The plagiarism, if suspected (particularly for programs (Usuluddin/Arabic/Shariah) where electronic plagiarism check is not possible), will be determined by a special committee comprising of the following:

a)	Dean	Chairperson
b)	Chairperson/In-charge of the Department	Member
c)	Supervisor of the student	Member
d)	One subject expert, out of the approved Member Panel of national experts, other than the Evaluators of the thesis.	

5.3.2   The plagiarism committee shall be approved by the VP (R & E) on the Recommendation of In-charge/Chairperson through the Dean.

5.3.3   The quorum of the Committee shall be three.

5.3.4   In case a thesis is found to be a plagiarized version of another thesis, research work, etc. published or unpublished, their candidature for MS or Ph.D. shall be cancelled and the student shall be debarred from admission to any program of any University (of Pakistan).

5.3.5   In case the plagiarism is proved, disciplinary action will be taken by the Examination Department, under the Regulations, with the approval of the President

5.3.6   In case the plagiarism is proved after the award of Ph.D. degree, the degree will be cancelled/ with drawn retrospectively.

CHAPTER 6

SUBMISSION / EVALUATION OF Ph.D. THESIS

6.1. Open Seminar before Foreign Evaluation

i. After Plagiarism clearance, Ph.D. scholars shall be required to present their thesis in an open seminar conducted at faculty level. After defense in open seminar, and incorporating (any) suggested changes (if the concerned supervisor deem it fit according to the research design), the dissertation shall be processed for foreign/external evaluation procedures.

ii. After pre-defense in open-seminar, a student will be required to submit a copy of thesis in spiral binding/digital form to the In-charge/ Chairperson of the department, with the certificate and verified checklist from the Supervisor, for foreign/external evaluation process through the Directorate of Graduate Studies.

iii. DAEC shall declare the seminar successful, and this declaration shall also be submitted along with thesis to the Directorate of Graduate Studies, to initiate foreign evaluation process.

6.2 External/Foreign Evaluation of PhD Dissertation

i. The PhD dissertation shall be evaluated by:

a. At least two external experts who shall be:

i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year

OR

ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

b. At least one external expert qualifying any one of the conditions mentioned at 'a' above if the Ph.D. candidate publishes dissertation

research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

6.3. External/Foreign Evaluation Process

1. Each Faculty and Department will prepare a Panel of External/Foreign Experts for evaluation of the Ph.D. thesis which will be verified and approved by the BASR. External/Foreign Evaluators will only be selected under the prescribed rules of IIUI.

2. An External/Foreign evaluator for thesis evaluation must be Ph.D. in the relevant discipline with some research work/publications to his credit. A panel of qualified foreign external selected under the prescribed rules of IIUI for thesis evaluation along with the panel of local/national eminent subject experts in the relevant discipline (for conduct of viva voce examination) will be submitted to the BASR for consideration and approval on the following format:

Name	Contact Details/Email	Designation	Qualification	Experience	Specialization Area

3. The list should also be updated /refreshed annually.

4. The In-charge/Chairperson shall forward softcopy of Ph.D. thesis to the Dean along with proposed eight names of External/Foreign Evaluators from the approved panel of Experts, along with a copy of the BASR approved list.

5. The Dean shall forward a soft copy of the thesis along with the names of eight foreign evaluators /expert son prescribed Performa to the Directorate of Graduate Studies (DGS). DGS will Process the thesis after verification of the following information:

    a. Status of the student. (Degree time, BOF Date and Topic).

    b. Duly Signed and Stamped Plagiarism report of the thesis: Prescribed similarity index limit/ plagiarism is19%.

    c. Necessary documents to be attached with the proforma: Plagiarism Report, BOF (acceptance) notification, Thesis completion certificate, and Panel of 8 External/Foreign Evaluators from the approved list.

6. The Vice President (R & E) will nominate/approve external/foreign evaluators as examiners/External Evaluators from the Panel, proposed by the In- charge/Chairperson/Dean (from the approved list).

7. Following procedure and timelines shall be followed for timely completion of Foreign/External Evaluation process:

    i. Consent email will be sent to the proposed/approved foreign/external evaluators, with 2-weeks anticipated response time.

    ii. After 2-weeks, a reminder email will be sent to the foreign/external evaluators with 1-week anticipated response time. In case, no

response is received after one week, consent of the substitute foreign evaluators shall be acquired through the same process.

iii. Thesis shall be sent to the foreign/external Evaluators by the Directorate of Graduate Studies, after obtaining their consent and willingness to evaluate the thesis, while specifically mentioning the timeline of report submission i.e., between 1 to 4 weeks' time period, after the consent.

iv. Upon receiving the consent from the foreign evaluator to evaluate Ph.D. thesis, and in case report has not received until the end of 4th week, 1st reminder shall be sent at the start of the 5th week and final reminder shall be sent in the 6th week by giving two more weeks to send the evaluation report. There after evaluator shall be changed without any delay.

v. Special request for delayed response submission from the evaluators may be entertained beyond 6 weeks, for 2 further weeks' time-frame.

vi. If after expiry of 8 weeks, the report is not received, substitute foreign/external evaluators may be approached, after informing the initial evaluator.

8. Ph.D. theses must not be forwarded to the same external/foreign examiners and Local Evaluators more than three times, in a calendar year. Departments shall take care of this matter and a certification shall be attached/signed by the concerned Chairperson/In- charge, regarding the same.

9. A Ph.D. thesis will be evaluated on an "Approved", "Not Approved" or "Conditionally Approved or Deferred "basis.

10. The report of the external evaluator shall state:

i. The title of the thesis submitted by the student.

ii. Name of the student.

iii. Approval, conditional approval or non-approval of the thesis.

iv. Reasons for non-approval or conditions for conditional approval where applicable.

11. If the approval is conditional, the Directorate of Graduate Studies shall send the conditions indicated by the external/Foreign Evaluator(s) and copies of the thesis, if returned, to the Chairperson/In-charge of the department for onward transmission to the student, endorsing copies to the Dean and the DAEC.

12. If both the External/Foreign Evaluators do not approve the Ph.D. thesis, the student shall be declared as 'failed'. In case the thesis is approved by one External/Foreign evaluator but disapproved by the second the same will be sent to a third External/ Foreign evaluator. The report of the third evaluator will be considered final.

13. Thesis will only be processed further for viva voce examination, if two

External/Foreign evaluators approve or conditionally approve Ph.D. thesis.

14. If a thesis is conditionally approved, the student shall be required to submit the revised thesis after incorporation of the suggestions of foreign evaluators, along with a report of DAEC, within 90 days (3-months' time-period) from the date of communication of the same to the student. However, VP (R & E) may approve an additional 30 days extension after the deadline, in genuine cases only. This 30-days extension shall be granted upon submission of an application, duly endorsed by the DAEC and the Dean of the Faculty, respectively. The DAEC shall ensure that the conditions for approval as laid down by the External/Foreign Evaluator(s) are fulfilled to their satisfaction:

The Procedure for re-submission of the thesis by the student after meeting the conditions shall be the same as that for the first submission i.e., through the DAEC:

   (i) The Committee shall ensure and certify the fulfillment of the conditions to their satisfaction.

   (ii) The thesis so submitted shall not be sent again to the External/Foreign evaluators. It shall then be processed for viva-voce.

15. In case both External/Foreign Evaluators deferred the thesis with potential amendments, it is mandatory to send the thesis again to the same External/Foreign evaluators, after the advised duration (by the External/Foreign evaluators). In that case, the thesis will be sent to the DAEC first, for implementation of the changes suggested by the External/Foreign experts. Approval of both the External/Foreign Evaluators is mandatory to process the thesis for local evaluation

16. If one External/Foreign evaluator defers the thesis and the other approves (or conditionally approves the thesis); in that case, the thesis will be sent to the DAEC first, for implementation of the changes suggested by the External/Foreign experts, it is mandatory to send the thesis again to the same External/Foreign evaluator.

17. External/Foreign evaluation reports may be shared with the local examiner (if necessary).

6.4 DOCTORAL ADVISORY AND EVALUATION COMMITTEE (DAEC)

   6.4.1 There shall be a Doctoral Advisory and Evaluation Committee (DAEC) for every doctoral student comprising the following:

   (i) Chairperson of the Department or his/her nominee   (Member)

   (ii) Supervisor of the student concerned   (Convener)

   (iii) One faculty member with relevant Ph.D. degree (Member) from the same department or the faculty or a specialist (Ph.D.) from outside the University.

   6.4.2 The quorum of the committee shall be two.

   6.4.3 The committee will be proposed by BOS and approved by the **Vice**

President (R&E), on recommendation of the Chairperson/In-charge, through the Dean, after enrollment of students in the Research phase of the Ph.D. degree program.

6.4.4 The Doctoral Advisory Committee will meet as often as possible to study and review the student's research work and suggest improvements/changes. The consultation can also be done through electronic media/online mode, in addition to face-to-face meetings(s).

6.4.5 The Doctoral Advisory & Evaluation Committee shall monitor the progress of a student and submit the report at the end of every semester to the Chairperson/In-charge of the department. The report of DAEC shall be sent to the Directorate of Graduate Studies.

6.4.6 If two reports of the student are not satisfactory, the DAEC may issue a final warning to the student. Upon third unsatisfactory report, the report duly signed by the DAEC and endorsed by the In-charge/Chairperson, shall be submitted to the Directorate of Graduate Studies, along with the recommendation from the In-charge/Chairperson, to cancel the registration/candidature of the student for the Ph.D. thesis. The Directorate of Graduate Studies will initiate the case for the approval of VP (R&E), and will notify the cancellation after the approval.

6.4.7 In case, the two consecutive progress reports of the student's research are not received from the department, the Directorate of Graduate Studies shall initiate a case for cancellation of candidature of the student and acquire the departmental recommendation for the same, to proceed further with the cancellation process.

6.4.8 Up to two extensions of twelve months each shall be allowed in the period of submission of a P.h.D. or equivalent thesis/research (as elaborated in Chapter 2, section 2.7). A student interested in extension has to apply for extension on prescribed application form to the Chairperson of the department along with satisfactory progress report from the DAEC. The concerned Chairperson/In-charge will forward application

form/ extension Performa of the student, along with recommendation of the concerned supervisor, to the Dean of the Faculty. The extension request/form shall be approved by the Vice President (R&E) and the extended period will be notified by the Directorate of Graduate Studies.

6.4.9 Students shall only be eligible to apply for the extension of Degree program ((1+1) 2 years) if the concerned In-charge/Chairperson, shall recommend and justify there a son for extension in the degree, based upon the (satisfactory) progress report from the DAEC.

6.5. Research Publication

1. Ph.D. Students shall publish research paper in HEC approved Journal(s) or process research paper for publication, based on their thesis and shall ensure to get acceptance letter for publication, before the viva voce

examination. However, they must get their paper published, before expiry of the maximum period, including extensions (7years).

2. Notification for the conduct of Viva examination shall only be issued after receiving verification of Published article by the Quality Assurance Department (QAD) of the university. Supervisor will also endorse that the Research Article is extracted from the scholar's thesis.

3. In case, a student submits thesis before expiry of maximum degree duration, and requests for conduct of viva voce examination, and has got only acceptance letter for research publication; his/her thesis may be processed for vivavoce examination, with the condition that they will get their research article published in HEC recognized Journal within maximum 6 months' period, from the date of thesis submission. This relaxation shall be applicable only for the cases, where maximum prescribed duration for Ph.D. programs; i.e.,7 years, has not lapsed. The research paper must be published with the supervisor/co- supervisor, as co-authors.

4. For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:
   i. At least:
      a. One research article in W category journal or two research articles in X category journals, for Science disciplines.
      b. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
   ii. The PhD researcher shall be the first author of these publications and there shall be maximum five authors.
   iii. The research article shall be relevant to the PhD research work of the PhD researcher.
   iv. The article shall be published after approval of the research synopsis.
   v. The article shall be published in a relevant research journal.

CHAPTER 7

VIVA VOCE OF Ph.D. THESIS AND LOCAL EVALUATION

7.1 Local Evaluation & Viva Voce Examination

1. After successful completion of External/Foreign evaluation, the thesis of a Ph.D. candidate will be sent to two local examiners selected by Vice President (R & E) from a panel of eight subject experts, sent by the Chairperson and recommended by the Dean. This panel shall be drawn from the list approved by the BASR.

2. The Directorate of Graduate Studies will forward the soft copy of the thesis (Hard copy may be used only where desired by the concerned department/faculty/examiner) to Local Evaluators.

3. If the Ph.D. thesis has been approved by two External/Foreign Evaluator sand two Local Evaluators, and endorsed by DAEC regarding fulfillment of requisite changes/recommendations of External/Foreign evaluators; the Vice President (R & E), on the recommendation of the Chairperson & Dean, shall appoint a Viva Voce Committee to conduct the Viva-Voce of the student for the defense of their thesis. The composition of the Viva Voce Committee shall be as follows:

1	Chairperson Viva Voce Committee	Chairperson/In-charge of the Department/ Institute. In case the In-charge of the department is not Professor or Associate Professor or not holding Ph.D. degree the Chairperson of the Viva Voce Committee will be Dean of the Faculty
2	Member 1	Supervisor of the Student
3	Member 2	One Internal Examiner: Senior Faculty member with Ph.D. Qualification nominated by the Dean of the concerned faculty.
4	Member 3	One External Examiner, with Ph.D. Qualification from the approved penal.
5	Member 4	One Professor/Associate Professor from another Department /Faculty/University.

4 ThequorumfortheCommitteemeetingshallbethreewithmandatoryparticipationofthe External examiner and the Chairman of the committee.

5 After receiving evaluation reports from the local evaluators, the examination Department will send the report to the Department, and notify the same for arrangement of the Viva Voce examination.

6 The student shall be required to present him self for the purpose of viva-voce of their thesis, at such place and on such date(s) and time as the University may direct and notify to them. They will be required to defend their thesis, in an open defense.

7 The topic, date, time and place of Viva Voce will also be notified by the Chairperson of VivaVoce Committee through e-mails, as an invitation to all interested in the research, to attend the vivavoce.

8 A letter/email will also be sent to the members of VivaVoce Committee and to the student, conveying the schedule of Viva Voce examination. A copy of this letter/email will also be sent to the concerned Dean, Directorate of Graduate Studies and PS to the President and Vice President (R &E).

9 The Ph.D. student will be required to make a presentation of their research before the Viva Voce Committee and the audience.

10 If the thesis is declared acceptable but the student fails to satisfy the Viva-Voce Committee, the Committee may recommend to the Department to permit the student to present the same thesis, within a period of one month.

11 In case the student fails to defend their thesis to the satisfaction of the Viva-Voce Committee in the second chance, their candidature to Ph.D. degree shall stand cancelled.

12. In case, the viva voce committee suggests some changes, the student shall be allowed to submit the thesis, after incorporation of the changes, within 30 days (1-monthtime),from the date of conduct of viva voce examination. However, VP (R & E) may approve an additional 30 days extension after the deadline, in genuine cases only. This 30-days extension shall be granted upon submission of an application, duly endorsed by the supervisor and Chairperson and the Dean of the Faculty, respectively.

13. The procedure & rules for the second Viva Voce examination and committee shall be the same as for the first one.

14. The decision of the Viva Voce committee shall be communicated by the Chairperson/In- charge of the department to the Directorate of Graduate Studies for notification.

CHAPTER 8

<u>REQUIREMENTS FOR AWARD OF Ph.D. DEGREE</u>

1. Course work of Ph.D. level of at least 18 credit hours, followed by a comprehensive examination along with thesis of not less than 36 credit hours and oral defense will be essential for award of Ph.D. degree.

2. All students with a minimum CGPA of 3.00 or shall be awarded Ph.D. or equivalent degree upon successful completion of a thesis of acceptable standard and fulfillment of other prescribed requirements.

3. Securing the final required cumulative grade point average i.e., 3.00/4.00 CGPA.

4. Passing Comprehensive Examination with 70 % marks.

5. Submission and successful defense of a thesis/ dissertation, as prescribed.

6. One research article in W category journal or two research articles in X category journals, for Science disciplines and one research article in X category journal or two research articles in Y category journals, for Social Science disciplines.

7. Recommendation of the Viva Voce committee for the award of such a degree.

8. Completion of Hifz requirements as prescribed by the Academic Council of the University.

9. Incorporation of amendments/suggestions made during viva voce examination, and submission of thesis, within prescribed period: i.e., within three month of viva voce examination. The extension in the period of submission of the thesis will be allowed by the VP(R&E) on the recommendation of Supervisor/Chairperson/Dean and will be notified by the Directorate of Graduate Studies.

10. After Successful conduct of viva voce examinations, the student shall be required to submit only one (01) copy of the thesis in hard form with spiral binding, duly signed by the examination committee for processing of result and other formalities. Furthermore, a PDF/ Scanned copy of the same shall also be submitted to the DGS for record.

11. The Chairperson of the Department will send the personal file of the student after

the Viva Voce examination along with the report of the Viva Voce Committee. The Directorate of Graduate Studies will notify the award of PhD degree to the student.

Time Frame for Different Phases of Ph.D.

Stage	Minimum	Maximum
Course Work	2 Semesters (1 Year)	4 Semesters (2 Years)
Comprehensive Examinations	3rd Semester	5th Semester In case course-work completed in 4 semesters
Synopsis Approval from BOS	3rd Semester	6th Semester (3 Years)
BOF	3rd Semester	7th Semester (3.5 years)
BASR	4th Semester	9th Semester (4.5 Years)
Research (Article) Publication in HEC Recognized Journal	7th Semester	14th Semester (7 years): Acceptance and Publication in HEC recognized/impact factor Journal is mandatory.
Thesis Submission	After 1 year of BASR	14th Semester (7 Years): Including 2 extensions of one year each.
Evaluation Phase-Viva Voce Examination	8th year of the Ph.D. Degree program shall be meant for evaluation purpose only. Thesis complete in all aspects must have been submitted to the examination section, latest by the end of 7th year of the degree program.	

SECTION-II

ACADEMIC REGULATIONS FOR MS OR EQUIVALENT PROGRAMS

Flow chart of IIUI procedure regarding award of MS or equivalent Degree

Processed & conducted by Departmental Admission	Admission in MS/M.Phil or equivalent	16 years qualification with CGPA 2.5 or as fixed by IIUI from time to time

Committee		
Prescribed period Initial period 1.5-3 years Maximum period 4 years (including 2 extensions of 6 months each in thesis submission)		

Course work Phase (1st year)		
Normally 12 CH per semester; in exceptional cases minimum6 CH and Maximum15 CH per semester	Registration in MS course Work (First Semester)	24 CH Course-work has to be completed in 2 semesters
	i-Registration in MS course Work (Second Semester) ii-Preparation of initial research proposal	

Research Work Phase (2ndyear)		
First Semester thesis		
Supervisor will be identified/approved, approval of the topic will be notified & student will start work on his thesis	Submission of Research Proposal/Synopsis in Board of Studies/Research of the Department	Topic will be identified, modified and approved At the start of research phase
	Approved by Faculty Board Notified by Directorate of Graduate Studies	
Visit of libraries and centers of source material	1st semester thesis	regular guidance & supervision of the thesis
	Collection of Data & its analysis	
	2nd -semester thesis	

Preparation of final draft of thesis	Completion of thesis and submission for plagiarism check/evaluation or getting extension	regular guidance & supervision of the thesis
Extension in Thesis Submission		
Recommendation/satisfactory report of supervisor	First extension up to 6 months	Payment of extension fee/notified by Directorate of Graduate Studies
Recommendation/satisfactory report of supervisor of supervisor	Second extension up to 6	Payment of extension fee/notified by Directorate of Graduate Studies
No degree	Maximum period 0f 4 years (including two extensions) completed /Submission for evaluation or admission Cancelled	Submission for plagiarism Check & evaluation
Conditionally approved	Approved	Not approved
Viva Voce after incorporation of conditions	Viva Voce /Open defense	No further process
Award of MS degree		

* Students has to registered in every/each semester after payment of prescribed fee/dues

CHAPTER 1

ADMISSION

1.1 PRE-REQUISITES TO START MS OR EQUIVALENTPROGRAM

i. Any Teaching Department of the University may launch MS/MPhil programs provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least two (02) relevant Full-Time Ph.D. Faculty members in a department to launch the MS/MPhil program.

ii. The department/faculty shall first get the program approved from the respective Board of Studies and then Academic Council, before applying for NOC from HEC, for the program.

iii. For obtaining NOC from HEC, the respective Chairperson/ Incharge of Department and Dean of Faculty, shall ascertain the nature of programs/number of seats/criteria
/facilities/available resources, and communicate the same through the Directorate of Graduate Studies and Quality Assurance Department (QAD) of the university: The Check-list for the mandatory requirements, before applying for NOC is annexed at **"A".**

iv. After fulfillment of all the above 3 requirements, MS or equivalent program shall be offered by the concerned department /faculty as approved by the IIUI Statutory bodies.

1.2 ADVERTISEMENT

The Director of Graduate Studies shall launch the advertisement for admission in MS/MPhil programs in newspaper(s) and also on the university website, as per approved procedure and academic calendar.

1.3 REQUIREMENTS FOR ADMISSION IN MS OR EQUVALENTPROGRAM

1.3.1. Eligibility Criteria for Admission

The minimum entry requirement for admission to MS or equivalent program shall be:

i. 16 Years Graduate Degree (BS) with CGPA 2.5/4.00 or 60% marks from Annual/Conventional System where CGPA is not calculated or 65% marks in the semester system examination, where CGPA is not mentioned on terminal degree/transcript, except in MS Pakistan-Studies/History programs.

ii. 16 Years Master's degree (MA/MSc) with CGPA 2.5/4.00 or 60% marks from Annual/Conventional System where CGPA is not calculated or 65% marks in the semester system examination, where CGPA is not mentioned on terminal degree/transcript, except in MS Pakistan- Studies/History programs.

iii. Passing of GRE General type or equivalent entry test conducted by the university (department) with a passing score of 50%.

GRE/HAT General/equivalent test, conducted by testing bodies accredited by HEC, with at least 50% score.

1.3.2 Admission in any MS or equivalent Program shall not be allowed on hope certificate.

1.3.3 Marks distribution in GRE type test shall be as under:

General = 40%
marks Subject = 60% marks

Pattern of General part of the test shall be in line with the GRE general test conducted by ETS. The concerned faculties shall be responsible to prepare and conduct GRE test and ensure its quality in light of the spirit of HEC GEP-2023.

1.3.4 Passing Criteria for Admission

Candidates shall have to earn at least cumulative **50%** marks in the overall merit determination (Written Test+ Interview+ Previous Qualification Marks (PQM)).

1.4 Determination of Eligibility for Admission to MS Program

The merit of candidates shall be determined as per following division:

i. Previous Qualification (BS/M.Sc./M.A.):   40%
ii. Admission Test: 40%
iii. Interview: 20%

1.6 Admission of Foreigner/Overseas Students.

For admission of overseas/foreign candidates, the DAC shall determine the eligibility on the basis of their previous/paper qualification, statement of purpose submitted with the application form and an interview. Furthermore, TEFL or GRE qualification shall be given preference, where applicable.

1.7 PROCEDURE OFADMISSION

1.7.1 A candidate seeking admission to MS or equivalent program, shall apply online, through the university website/admission portal, against the advertisement in print and electronic media. Only online application procedure shall be applicable and no hard copy of the form or credentials shall be required. However, the responsibility of the provided information in the application form shall rest upon the candidate. MS candidates shall be required to attach/upload copy of M.Sc./M.A./BS/LLB Transcript, Degree and Research Statement, along with their application form. They shall also be required to bring hard copy of their testimonials and Research Statement at the time of interview.

1.7.2 All the admissions of MS or equivalent programs will be processed by the Departmental Admission Committee. The Chairperson/Director/Incharge of the Department/Institute/ Center will propose constitution of Departmental Admission Committee (DAC) through Dean to the Directorate of Graduate

Studies. The DAC will be notified by the Directorate of Graduate Studies, after approval of the Vice President(R&E).

1.7.3   The Departmental Admission Committee shall consist of the following:

1	Chairperson Departmental Admission Committee	Chairperson/Incharge of the Department / Institute. In case, the Incharge of the department is not a Professor or Associate Professor, the Dean of the Faculty will be the Chairperson of the Departmental Admission Committee
2	Member 1	One senior faculty member, preferably, Professor/Associate Professor from the Department.
3	Member 2	One Senior Faculty member preferably with Ph.D. qualification, nominated by the Chairperson/ Dean.

4	Member 3 (Co-opted Member)	One Senior Faculty member preferably with Ph.D. qualification in the same area of specialization, from other department or another university, nominated by the Chairperson of the concerned Department.
5	Member 4 (Co-opted Member)	One Professor/Associate Professor/ senior Faculty member, from that are a nominated by the Dean, from outside the Department /Faculty/University.

1.7.4 The quorum for the Committee meeting shall be three.

1.7.5 The Departmental Admission Committee (DAC) will be responsible to determine the eligibility of the candidates for admission to MS or equivalent programs, on the prescribed criteria as approved by the President/BASR/Academic Council, from time to time.

1.7.6 After fulfillment of the admission test/interview and other laid down/advertised admission requirements, the list of short-listed candidates shall be compiled by the Departmental Admission Committee.

1.7.7 The Chairperson of the Departmental Admission Committee shall submit the merit list(s) of selected candidates, through the Dean of the faculty to the office of Director/In-charge Graduate Studies. The Directorate of Graduate Studies shall submit the list (as per approved criteria/number of seats) for approval of the Vice President (Research &Enterprise).

1.7.8 After approval of the Lists from the VP (R&E), the Directorate of Graduate Studies shall get the lists displayed on IIUI website. The successful candidates can download/print their Fee challans and offer letters, against their CNICs.

1.8 Admission of IIUI/Other Organizations' Employees

1.8.1 For IIUI Employees

i. IIUI employees, may apply for admission to MS or equivalent programs, through proper channel; i.e., with the recommendation of their sectional/departmental Head.

ii. They shall be required to submit NOC and Study Leave (issued from HR section, after approval of Vice President (AF & P), at the time of joining/registration in the program.

iii. They shall be granted 100% exemption in all components of Fee, if they qualify on top-four merit positions, in the employees/their wards list of selected candidates. However, they will be entitled for fee exemption, upon submission of a surety bond, that they will serve the university for 3 years, after completion of their study/MS or equivalent program. If they fail to serve the university for the stipulated time period, they will have to refund the whole fee to the university, spent as their educational expenditure.

1.8.2 For Non-IIUI Employees

In-service candidates shall be required to provide NOC and Study Leave Notification from their departments/organizations and 2 years study leave for the desired MS program, at the time of joining/registration for the program.

1.9 Migration/Transfer Cases

Candidates already registered in MS or equivalent degree programs in other universities may be considered for admission on transfer basis. Such candidates

shall however, be required to appear for entry test as prescribed by IIUI and study any provisional/preparatory courses to be decided by the concerned department/faculty. In exceptional cases, the Department / Faculty may consider the requests for suitable exemptions in the courses already studied by them elsewhere. The percentage of exemption shall be decided by the Academic Council on the recommendation of the Department. Normally this percentage should not exceed 50% of the course-work prescribed for the degree program.

1.10 Uniformity of criteria for Admission
The criteria for admission and weightage of its components for MS or equivalent programs, e.g, entry test, qualifications, research, professional experience, interview etc. shall be uniform within each faculty as approved by the President/BASR/Academic Council from time to time.

1.11 Any other requirement notified by HEC or IIUI, from time to time.

CHAPTER 2

REGISTRATION

2.1. Joining Process of Selected Candidates

2.1.1. The successful candidates, after generating their fee challans and offer letters from the IIUI website, shall deposit the fee in the respective branches of Allied Bank (for female candidates) and HBL (formal candidates). After wards, they will submit their joining, along with a copy of all the testimonials, original documents (for verification only), 5 passport sized photographs etc. Joining/Registration process will be completed by the Directorate of Graduate Studies within stipulated time. After the completion of this process, the Directorate of Graduate Studies will send lists of admitted/joined/registered students to the concerned Faculty/ Department.

2.1.2. In case of failure to deposit the fee as per specified period/dates, the admission offered will automatically stand cancelled.

2.1.3. A student admitted to MS or equivalent program and a specialization of shall not be allowed to change their program or specialization. The candidate shall have to apply for fresh admission to another program or specialization after successful completion or discontinuation of the earlier program/specialization.

2.2. Duration of Course Work and Research Work

2.2.1. The course of MS shall be proposed by the Department, processed and approved through the Statutory Bodies, i.e., Board of Studies/, Faculty Board and then by the Academic Council.

2.2.2. The course work of MS or equivalent will have a minimum of 24 credit hours

and a research thesis of not less than 6 credit hours.

2.2.3. The duration for MS or equivalent program shall be 2-3 years and maximum duration shall be (after initial period) four years, including two extensions of six-month search.

2.2.4. The minimum period of the course work (24 Credit Hours) for MS or equivalent shall be two semesters (one year) or maximum of 4 semesters (two years).

2.2.5. The minimum period for completion of the remaining six credit hours MS research work/thesis, after approval of Synopsis from BOF, shall be one semester and the maximum period shall be two semesters (one year).

2.2.6. The period of MS shall be counted from the date of admission of the student in the MS program. However, time period spent in preparatory or provisional courses shall not be counted towards the regular degree duration of a student.

2.4 Credit Hours/Course Load Limit per Semester.

A student registered in MS or equivalent degree programs shall be allowed to register between 6 to 15 credit hours in a semester while there shall be no minimum in case a student is registered in the final semester of the course work.

2.4 Coursework Pass Percentage

2.4.1 The MS or equivalent program will be minimum of 30 credits hours. Out of 30 credit hours, 24 credit hours are specified for course work and 6 credit hours for research work.

2.4.2 For the courses of MS or equivalent, the pass percentage for all the courses shall be minimum 65% marks (C+Grade).

2.4.3 Every course of MS shall carry a total of 100 marks which shall be distributed in the following manner:

2.4.4 50% marks for the semester work, including oral and written tests, term papers, punctuality of attendance and participation in classroom discussions and presentations.

2.4.5 50% marks for final-term Examinations.

2.4.6 In case the CGPA of an MS student, falls below 1.70, their degree shall be ceased and they will be required to apply fresh admission.

2.5 Repeating Course(s).

2.5.1 Whenever a student fails to secure the passing grade; i.e., 'C+' in any course, he/she will have to repeat the course(s), whenever offered in the subsequent semester(s).

2.5.2 The student to MS or equivalent with CGPA less than 2.70 /4.00, upon the completion of MS course-work, may be allowed to repeat up to maximum 2 courses, in which

he/she obtained the lowest grades in order to improve the CGPA, up to the limit of

2.70. But this shall only be allowed be fore starting Research Work. However, in such case, there shall be no relaxation in the prescribed time of total degree duration.

2.6. Extension in MS or Equivalent Program

2.6.1 After expiry of the maximum period of 3 years, MS student may seek up to two extensions of six months each, in the period for submission of MS or equivalent thesis/research. A student interested in extension has to apply for extension on prescribed application from to the Chairperson of the department along with satisfactory progress report from the supervisor of research. The concerned Chairperson/In-charge will forward application of the student along with his recommendations to the Dean of the Faculty. First extension of six months will be allowed by the Dean. The second extension will be allowed by the Vice President (R&E). The extended period will be notified by the Directorate of Graduate Studies.

2.6.2 Only those students shall be eligible to apply for extension in their research work/thesis, whose synopsis/research proposals have been approved by the BOF.

2.7. Failure to complete MS degree within maximum time limit.
In case, a student fails to complete the course/research work within the maximum prescribed period, they have to take fresh admission in the program.

2.8 Medium of Instructions and Research.

2.8.1 The language of instruction, examination & thesis for all disciplines, other than, Urdu, Persian, Arabic, Shariah and Islamic Studies will be English. In case of Languages, the language of instructions will be the language of the degree program.

2.8.2 The students of three faculties; Shariah, Arabic and Islamic Studies can write MS thesis in Arabic or English**,** if the BOS of the Department concerned allows it due to nature/ material of the subject. The medium of instructions for course work will be Arabic &English.

2.9 Freezing of semester.

2.9.1 A student may freeze their studies owing to inevitable circumstances during the semester but the same must be before the start of mid-term exams. After mid-term exams, the request for deferment shall be referred to the Vice President (R&E), whose decision shall stand final.

2.9.2 A student, who discontinues studies on medical/emergency ground after commencement of semester, will be allowed to resume their studies in the next semester after paying semester fees. During the period of

discontinuation of studies, the hostel, medical, transport and all other facilities shall be withdrawn which are normally available to regular students. After resuming studies in next semester, student will only register the courses having no pre-requisite. In case where a pre- requisite course(s) exists, they shall first register the pre-requisite course(s) as and when offered in subsequent semesters.

29.3 Freezing period (semesters) shall be counted in total degree duration and the maximum degree duration shall not be changed in case of deferment.

29.4 The facility of freezing semester/deferment can only be allowed once during the 24 credit-hours course work phase.

29.5 Deferment of studies shall not be allowed after completion of coursework.

29.6 Deferment of admission, shall not be allowed.

CHAPTER 3

RESEARCH PROPOSAL/SYNOPSIS PHASE OF MS

1. An MS student, after successfully completing 24 credit hours course work (in minimum one year and maximum two years), shall apply for registration in thesis along with a research idea/topic/research proposal draft.

2. Registration of courses on directed studies/supervision basis at MS and PhD level is not allowed. Departments have been provided with the guidelines to offer the courses in cases where student strength is not fulfilling the minimum number required to offer the course

3. Students shall prepare the Research Proposal according to the approved guidelines/format with the help of the proposed supervisor. Supervisor shall be allotted to every student, after completion of coursework.

3.1 Graduate Research Committee (GRC)

3.1.1 Every department shall have a Graduate Research Committee (GRC). The GRC shall be comprised of all Ph.D. faculty members, headed by the Chairperson and its composition shall be notified by the Dean.

3.1.2 The students' research proposal (drafts), along with allocated supervisors, shall be discussed in the GRC, before presenting the same to the BOS. The Board shall analyze and recommend the research area and suitability of the prospective Supervisor for the intended Research area of the scholar.

3.1.3 Minutes of the GRC meeting shall be compiled by the Chairperson's office, for information of all the members and for further perusal in BOS.

3.2 BOARD OF STUDIES (BOS)

3.2.1 There will be a Board of Studies (BOS) in each department, as prescribed in the IIUI Statutes. The BOS shall be headed by the respective Chairperson of

the Department/institute/academy.

3.2.2 The composition of Board of Studies, as elaborated in the university statutes, shall be as follows:

i. All Professors and Associate Professors in the University Teaching Department/Institute/Academy;

ii. One Assistant Professor and one Lecturer or their equivalent in the Institute to be appointed by rotation in order of seniority from the Department concerned;

iii. Three teachers other than University teachers to be appointed by the President. The number will be determined by the President according to the need of each Board; and One expert to be appointed by the President.

iv. The term of the office of members of the Board of Studies other than ex-officio members shall be three years.

v. The quorum for a meeting of Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

vi. The Chairperson/Director of Institute/Academy shall be Chairperson and convener of the Board of Studies.

3.2.3 Departmental Board of Studies (BOS) shall recommend the relevant supervisors to all the MS (or equivalent) scholars, based on recommendations of the Departmental Board. Hence, students shall be counted against the supervisor's load from the date of Departmental Board of Studies (BOS). Department shall also notify the minutes of BOS, for information of the concerned faculty members, Dean and Directorate of Graduate Studies.

3.2.4. The concerned supervisor shall be required to present the proposal/synopsis of his/her supervisee, before the Board of Studies of the Department, for its recommendation and on ward submission to the Board of the Faculty (BoF) after in corporation changes in the research proposal, as suggested by the BOS.

3.2.5. The Board of Studies (BOS) of the department will:

i. Help; improve the phrasing or re-phrasing of the research topic and in the development of the final research Proposal.

ii. Recommend/approve the topic, name of supervisor/Co-Supervisor and Research Proposal/Synopsis of the student for further processing.

3.2.6. If the Board suggest same mention the research proposal, the scholar shall be required to submit the revised research proposal, along with a compliance report by the supervisor (on the incorporated amendments), to the Chairperson's office for inclusion of the same in the agenda of the proposed/scheduled Faculty Board (BOF). Only those Research Proposals/Synopses will be forwarded to the Faculty Board, which have been recommended by the Board of Studies of the Department.

3.3 BOARD OF FACULTY(BOF)

3.3.1 Allocated Supervisors shall be responsible to present the research proposal(s), before the respective Board of Faculty (BOF), for the Board's

suggestions/approval.

3.3.2 After approval/endorsement of the research proposal from the Departmental Board of Studies, same will be presented by the recommended/allotted supervisor before the Faculty Board, for their recommendation/suggestion/approval. The suggestions of the Faculty Board shall be incorporated in the research proposal.

3.3.3 Research Proposals of MS scholars shall only be presented for ratification, in the BASR. However, if BASR desires to acquire details of a research proposal, the same shall be presented before the BASR, as per their requirement.

3.3.4 Approval of BOF shall be considered final and date of MS dissertation/thesis shall be counted from the date of approval of the research proposal from BOF.

3.4 Permissible Duration for Synopsis Approval

3.4.1 It is mandatory for the student to get the Research Proposal approved from BOF, within 2 years of admission/ registration date in MS Program. However, in the departments/ faculties where number of credit hours of course work is more than 24, synopsis must be approved from BOF within 2.5 years. Synopses approval from BOF cannot be allowed after expiry of maximum prescribed period for MS program; i.e., 3 years.

3.4.2 A student who successfully completes coursework but is unable to defend a MS or equivalent synopsis/research proposal shall not be allowed to take 2 courses in lieu of the research work.

3.5 Schedule for BOS/BOF Meetings

3.5.1 It will be the responsibility of the Chairperson to arrange preferably 2 BOS meetings in every semester. In this regard, a calendar shall be issued, before commencement of every semester and should be displayed on the Notice Boards and IIUI website. However, more than 2 BOS meetings can be conducted, depending upon the strength of MS and Ph.D. Students.

3.5.2 Likewise, Dean of the faculty shall ensure and announce the calendar for BOF meetings before commencement of semester. There should be preferably 2 BOF meetings in every semester. However, more meetings can be conducted if there are even 1 or 2 pending scholars waiting to appear in the BOF.

3.5.3 After the approval of BOF minutes, also specifying the Supervisor's name and Synopsis outline, the candidature of the student for MS program will be notified by the Directorate of Graduate Studies.

3.5.4 The contents of notification of approval of MS topic and Research Proposal will include:

i. Topic

ii. The name & address of Supervisor and Co-Supervisor (if applicable).

iii. Prescribed period of submission of thesis within the minimum and

maximum period.

3.5.5 The minimum and maximum period of MS research/thesis will be counted from the date of the registration of the student in MS program.

CHAPTER 4

SUPERVISION AND MONITORING OF MS RESEARCH

4.1. ROLE OF SUPERVISOR

4.1.1 Every MS student will be allotted a qualified Supervisor, recommended/appointed by the BOS and then endorsed by the BOF.

4.1.2 The maximum number of students per supervisor for MS or equivalent research will normally be seven (7) as per approved policy of HEC. It may be changed subsequent upon the changes in HEC policy.

4.1.3 Close relative of the scholar/student cannot be a supervisor or examiner.

4.1.4 The Supervisor will be expected to:
  i. Guide in planning and conducting research.
  ii. Supervise the student in the research work.
  iii. Regularly hold monthly meetings with the student to follow up the progress being made by him.
  iv. Certify the acceptability and adequacy of the thesis for external evaluation by the subject experts from technologically/academically advanced countries.
  v. Submit a report at the end of every semester on the progress of the student to the Department/Institute.
  vi. Intimate the Chairperson/In-charge for appropriate action if a student's progress is unsatisfactory.

4.2. Qualification/Designation and Experience requirement for Supervisors:

S. No.	Status	Policy
1.	Supervisor	Full-Time Faculty Member with PHD OR Full-Time Faculty member with MS, having 3-Years' Post MS experience and (at least) 2 Research publications in HEC recognized Journals.
2.	Internal Examiner	Full-Time Faculty Member with PHD OR Full-Time Faculty member with MS, having 3-Years' Post MS experience and (at least) 2 Research publications in HEC recognized Journals.
3.	External Examiner	(At least) Assistant Professor with PHD

4.3. Monitoring of Research.

4.3.1 Supervisor shall monitor the progress of the research work of the student and submit the report at the end of every semester to the Chairperson/In-charge of the department. This report shall be sent to the Directorate of Graduate Studies.

4.3.2 If one report of the student is not satisfactory, the Chairperson office shall issue a warning to the student. Upon second unsatisfactory report, there port duly signed by the Supervisor and endorsed by the In-charge/Chairperson, shall be submitted to the Directorate of Graduate Studies, along with the recommendation from the In- charge/Chairperson, to cancel the registration/candidature of the student for the MS thesis. Directorate of Graduate Studies will process the case for the approval of VP (R & E), and will notify the cancellation after the approval.

4.3.3 In case, the two consecutive progress reports of the student's research are not received from the supervisor, the Directorate of Graduate Studies shall initiate a case for cancellation of candidature of the student and acquire the departmental recommendation for the same, to proceed further with the cancellation process.

CHAPTER 5

THESIS WRITING AND PLAGIARISM POLICY

5.1 Thesis Writing Guideline

5.1.1 A thesis must be a distinct contribution to knowledge and offer evidence to originality, shown either by the discovery of new facts or by the exercise of independent critical judgment.

5.1.2 The Supervisor shall certify and sign the prescribed certificate that the contents mentioned are accurate to the maximum level.

5.1.3 The thesis shall not be considered as submitted if any of the evidence mentioned above is missing.

5.1.4 The student will be required to observe the guidelines regarding format, writing, referencing, paper, binding and other related matters as approved by IIUI, from time to time.

5.1.5 After the completion of thesis, the student will be required to submit an electronic copy of his thesis along with prescribed fee to the Directorate of Graduate Studies through the Chairperson/In-charge of the Department/Institute for plagiarism checking, as per rules and procedure (using Turn it in Software).

5.2. Completion of Thesis.

5.2.1 It will be the responsibility of the student to work in close liaison with the Supervisor and submit the assigned tasks in due time. In case the two consecutive progress reports of the students' research work are not received from the supervisor, his/her candidature is liable to be cancelled.

5.2.2 The student shall also submit a declaration that the thesis she/he is submitting has not already been submitted or published and shall not in future be submitted by them for obtaining any degree from another university or institution.

5.2.3 The student will also ensure in the declaration certificate that they have followed all the IIUI requirements regarding typing, formatting and binding of thesis.

5.3. Plagiarism Policy

5.3.1 The concurrent policy of HEC for plagiarism shall be applicable: At present, the permissible limit for plagiarism or similarity index of thesis is 19% with the condition that it should not exceed the limit of more than 5% from a single source.

5.3.2 The supervisor shall be responsible to check the plagiarism and similarity index

of the thesis. After meeting the permissible requirements, it should be sent to the Directorate of Graduate Studies, well before the expiry of the maximum period for MS degree, with documentary evidence of fulfilling all the requirements, prior to thesis submission.

5.3.3 In case the thesis is found to be plagiarized be yond the given limit; i.e., 19%, it will be returned to the student for revision and re-submission within one month along with a certificate of supervisor and In-charge/Chairperson showing that the thesis is revised accordingly. However, student will be provided two chances, to reduce the plagiarism limit/similarity index. If thesis is found plagiarized in third attempt, case may be referred to the Dean. Dean will constitute a committee comprising of senior faculty embers, to decide about the matter.

5.3.4 After getting clearance of plagiarism check, a student of MS or equivalent will be required to submit a copy of thesis to Chairperson/In-charge/Director with the certificate and verified checklist from the Supervisor for evaluation by Internal/External Evaluators.

CHAPTER 6

SUBMISSION, EVALUATION AND VIVA VOCE OF MS OR EQUIVALENT THESIS

6.1. Submission of Thesis.

6.1.1 Thesis must be submitted at least after six months of approval from BOF.

6.1.2 The thesis must be submitted at least one month before the expiry of the maximum period for MS degree with documentary evidences of fulfilling all the requirements prior to thesis submission. Last one month will be considered only for the evaluation process.

6.1.3 Upon completion of research, the student through his Supervisor will submit soft copy of the thesis to the Chairperson/In-charge, along with duly filled and signed Evaluation Performa for submission of thesis, a signed and stamped Plagiarism report and thesis completion Certificate.

6.2. Evaluation of Thesis.

6.2.1 Each Faculty and Department will prepare a Panel of Local Experts for evaluation of MS or equivalent thesis and conduct of Viva Voce Examination.

6.2.2 The subject experts for thesis evaluation of MS or equivalent must be PhD or MS or equivalent (In the subjects where PhDs are not available easily) in the relevant discipline and not below the designation of Assistant Professor with some research

work/publications to their credit. A panel of experts for thesis evaluation and serving in the Viva Voce Committee as external and Internal Examiners in relevant discipline will be submitted to the BASR through Faculty Board for consideration on the following format:

S. No	Name, Designation Address & contact No.	Qualification	Experience	Specialization

6.2.3 The Chairperson/In-charge shall forward soft copy of MS or equivalent thesis to the Dean along with proposed names of four external and two internal examiners along with a copy of BASR approved panel of experts.

6.2.4 The Dean shall forward the thesis along with the list of experts to serve as internal examiner and External examiner, to the Directorate of Graduate Studies for the processing of the same for the approval of the VP(R&E).

6.2.5 Vice President (R & E) will approve the name of one expert as External examiner from the Panel proposed by the In-charge/Chairperson or from the approved list of examiners.

6.2.6 The Directorate of Graduate Studies will forward the soft copy of the thesis (Hard copy may be used only where desired by the concerned department/faculty/examiner) to Internal/External Examiners. after obtaining their consent and willingness to evaluate the thesis within a prescribed time limit i.e., preferably within four (4) weeks.

6.2.7 The thesis will be evaluated on "Approved", "Not Approved" or "Conditionally Approved" basis.

6.2.8 The report of the evaluators shall state:

  6.2.8.1 The title of the thesis submitted by the student.

  6.2.8.2 Name of the student.

  6.2.8.3 Approval, conditional approval or non-approval of the thesis.

  6.2.8.4 Reasons for non-approval or conditions for conditional approval where applicable.

6.2.9 If the approval is conditional, the conditions can be conveyed to the student during or before the Viva Voce by the Chairperson/In-charge of the department/Institute. Both Internal and external Examiners shall submit evaluation reports on or before the Viva Voce Examination to the Graduate Studies department/Research Section.

6.2.10 If both the External Evaluator sand Internal do not approve the MS thesis, the student shall be declared as 'fail'. In case thesis is approved by one evaluator but disapproved by the second the same will be sent to a third evaluator/examiner out of the two standby evaluators. The report of the third will be considered final.

6.2.11 On the recommendation of the Chairperson/In-charge/Dean, Vice President (R&E) shall appoint a Viva Voce Committee for the defense of the student. The Viva Voce

Committee shall consist of the following:

1	Chairperson Viva Voce Committee	Supervisor of the Student
2	Member 1	External Examiner/Evaluator
3	Member 2	Internal Examiner/Evaluator

6.2.12 After the examination question answering and discussion, and in the light of evaluation reports submitted by examiners, the VivaVoice Committee shall take one of the following decisions:

i- Approve the thesis and shall award a Grade to the student.

ii- Ask the student t to improve the thesis by re writing/ revision and incorporate the suggestions of the Viva Voce Committee within period of one month. The Viva Voce Committee shall appoint one of its members for ensuring that the suggestions of the Viva Voce Committee have been incorporated. The grade recommended by the committee for the thesis will be subject to the student's compliance with the committee's instructions to improve the thesis and remove flaws in a manner satisfying the member appointed to review the thesis. The extension in the period of resubmission of the thesis will be allowed by the VP(R&E) on the recommendation of Supervisor/Chairperson/Dean and will be notified by the Directorate of Graduate Studies.

iii- or reject the thesis.

6.2.13 Members of the Academic Staff and students of senior classes may also be allowed to attend the VivaVoce Open defense how ever they shall have no right to participate in the actual discussion.

6.2.14 The thesis of MS or equivalent shall be of 100 marks and it will be equivalent to CreditHoursasdescribedinIIUIrules.EverymemberoftheVivaVoceCommittee shall individually mark the thesis. The final grade will be worked out on the bases of average of all these individual marks. The Viva Voce Committee will convey the result of the student to the Examination Department on Prescribed Proforma, duly signed by all the members of the Viva Voce Committee.

6.2.15 Supervisor, External examiner and internal examiner will be paid remuneration after the Viva Voce of the student as per IIUI rules and prescribed rates.

6.2.16 The plagiarism, if suspected, will be treated according to the rules as framed by IIUI, from time to time.

CHAPTER 7

AWARD OF MS OR EQUIVALENT DEGREE

7.1. CGPA Requirement.

All students of MS with a minimum CGPA of 2.7 or above shall be awarded MS or equivalent degree upon successful completion of 24 credit hours course-work, 6 credit hours research work/thesis of acceptable standard and fulfillment of other prescribed requirements.

7.2. General Requirements.

i- Successful completion of prescribed course work and research/thesis.

ii- Successful completion of any provisional/preparatory course/s.

iii- Securing the final required accumulative grade point average.

iv- Submission and successful defense of a thesis/ dissertation as prescribed.

v- Recommendation of the Viva Voce committee for the award of MS degree.

vi- Completion of Hifz requirements as prescribed by the Academic Council of the University.

vii- Any amendments /suggestions / comments made during viva voce may be communicated to the student by the VivaVoce Committee with in a week from the date of viva voce for incorporation. One member of the VivaVoce Committee (as already mentioned in rules) shall certify the incorporation of amendments.

viii- The student shall be required to submit one (01) copy of thesis in hard form with spiral binding, duly signed by the examination committee for processing of result and other formalities. Furthermore, a PDF/ Scanned copy of the same shall also be submitted to the DGS for record.

Sr.No.1.1.3

Subject:	Fee Refund Policy
Approved By:	BOG
Notified On:	18th October, 2023

PURPOSE OF THE POLICY

This policy is extension in the existing fee refund policy wherein no provision for free refund has been provided. Keeping in view the legal matters, it was extended in the existing fee refund policy that the provisionally admitted students (result awaiting status) failing to obtain the required percentage as per advertised eligibility criteria will be refunded 100% of fee within 10 days of the declaration of result from respective board.

S. No	EXISTING FEE REFUND POLICY	APPROVED FEE REFUND POLICY
1	Full (100%) fee is refunded (excluding admission fee) up to 7th day after commencement of classes as per academic calendar notified by the university.	Existing fee refund policy shall remain same.
2	Half (50%) fee is refunded (excluding admission fee) from 8th – 15th day after commencement of classes as per academic calendar notified by the university.	Existing fee refund policy shall remain same.
3	Students on Provisional Admission (Result awaiting status).	The students on provisional admission (result awaiting status) failing to obtain the required percentage as per advertised eligibility criteria will be refunded 100% of fee within 10 days of the declaration of result from respective board.

Sr.No.1.1.4

Subject:	Policy for Hiring of Visiting Faculty and Setting their Remuneration Category Wise
Approved by:	BOG
Notified on:	18ᵗʰ October, 2023

S. No.	Designation	Qualification	Remuneration Rate
1.	TRAs/Ph.D. Scholars/ Lecturers/ Assistant Professors	Without Ph.D. and less than 05 years experience	Rs.1000/=
2.	(a)TRAs/Lecturers/Assistant Professors (b) Field Experts	(a)With Ph.D. and having experience 5-10 years (b) With relevant professional qualification and having more than 10 years' experience in the relevant field.	Rs.1500/=
3.	(a)Associate Professors/ Professors (b) Field Experts	(a)With Ph.D. and having more than 15 years experience (b) With relevant qualification and 20 years minimum experience in the relevant filed.	Rs.2000/=

The Committee also recommended that;

i. The above remuneration shall inclusive conveyance allowance, paper setting and paper evaluation. However, classes with more than 100 students, the concerned teacher shall be paid a lump sum amount of Rs.10,000/=, over and above of his remuneration.

ii. TRAs without Ph. D shall be assigned the teaching assignments at undergraduate level only.

iii. Keeping in view the observations of the visiting/part time faculty, it was recommended that, deduction of welfare fund from the remuneration of part-time teachers may be stopped as they are not beneficiaries of this fund.

iv. The Committee endorsed the undertaking proforma for hiring of visiting/part time faculty with minor suggestions.

v. A flow chart on the processes of appointment of part time/visiting faculty

vi. Hiring of part time/visiting faculty shall be made through a Committee consisting of concerned Dean, HOD and subject specialist/expert from the Senior Faculty members.

vii. Statement of financial impact is placed at

viii. Offering of General Courses and their teachers' allocation shall be made by the departments as per decision of the Apex committee.

ix. Office of the Director (Academics) will send back the complete file along with notification to the Dean office/Department for necessary action.

The house recommended that revised policy along with the procedures as elaborated in the document shall be applicable w.e.f. Fall semester 2022 and complete mechanism of hiring of visiting faculty shall be the part of the notification for its implementation.

FLOW CHART FOR PART TIME TEACHERS

Advertisement:

All Faculties/Departments shall advertise the posts of visiting/part time teaching faculties through the Vice President (Acad) office either in the daily national newspaper or place them on IIUI website before commencement of every semester for information to all concerned.

Constitution of the Committees

For visiting/part time teacher's appointment, Faculty wide Part Time Teacher's Appointment Committee under the Chairmanship of the concerned Dean shall be constituted. The committee shall consist of concerned HOD/Incharge and senior teacher of each Department. The process of the courses offering for the next semester shall start from the 12th week of the running semester with following steps:

Sr. #	Task/Activity	Completion Time
1.	Course(s) offering of next semester	12th week of the running semester
2.	Allocation of courses to regular/permanent faculty members, Constitution of the committee for part time teaching and advertisement for part time appointment	13th week of the running semester
3.	Screening and short listing of the candidates for part-time teaching	By the end of 15th week of the semester
4.	Demos/interviews/recommendations	16th week of the semester
5.	Documentation as per the requirements of Finance/Academics Departments.	1st week of the exams
6.	Allocated Courses to be communicated to the part time teachers and seeking their consent regarding all the terms and conditions of part time teaching policy of the university.	2nd week of the semester exams
7.	File completion (in all respects) by program office	Before the commencement

		of the classes
8.	Complete file will be sent to the Dean office and the Dean office will send the same complete file to the Director (Acad)	1st week of the semester
9.	Approval/notification to be issued by the Director (Acad) office	2nd and 3rd week of the semester
10.	Concerned HODs will forward the cases of payments to the Finance Department through Dean office	After submission of semester result by the teacher

Compilation of one file

It is the prime responsibility of HODs to make sure in compiling one complete file for all PTT of the semester which include copy of advertisement, recommendations of the Committee duly signed by the each and every Committee member duly approved by the Dean of the Faculty along with CV/Last verified degree/CNIC/NOC/Copy of agreement of the individuals for onward submission to the office of the Director Academics for further necessary action.

Time duration

Head of Departments are also advised that the above process (from hiring to start of classes) should be completed 30 days before the start of semester.

Issuance of notification

Office of the Director (Acad) upon receipt of recommendations, after necessary scrutiny of the case, will submit the same to the competent authority for approval and subsequent notification.

Submission of claim form

Head of Departments upon receipt of the complete file along with notification from the office of the Director (Academics) will put up the claim of the teacher to the finance department along with necessary documents as conveyed by the concerned departments. Programme Coordinators will also pursue the case with the Finance Department and Audit Section respectively and in case of any query will approach to the concerned quarters for its resolution.

Sr.No.1.1.5

Subject:	**POLICY ON FEE DEFAULTERS FOR IIUI STUDENTS**
Approved by:	**President IIUI**
Notified on:	**23-11-2023**
PURPOSE OF THE POLICY:	
This policy for the students of IIUI who do not deposit the fee well in time or are sponsored from some organization	

This policy would be applicable to all students who are required to deposit fee and other charges including university dues, thesis evaluation fee, any other dues / charges and fine.

This policy shall be applicable with immediate effect.

i) Examination department shall ensure timely declaration of results of terminal exams and shall ensure to provide complete list of students who appeared in terminal exams in each semester to fee section.

ii) Examination department shall provide the list of ceased and later on students who are not eligible for registration in upcoming semester.

iii) Due date for submission of Fee in each semester shall jointly be decided by Finance and Academics departments and once decided due date will not be extended in any case.

iv) At least two weeks would be given to students for fee deposit after start of every semester.

v) Student joining / registration will be completed by program office/Examination which will depend upon academic copy of fee challan / scholarship letter or information provided by UAFA department.

vi) Financial Aid Office shall share the copies of lists of scholarship/financial assistance awardees (soft and hard) with all concerned departments with sponsored amount of student.

vii) Students who are availing Scholarships/financial assistance form government funding shall be allowed to continue their studies. However, they shall have to deposit residual amount (if any) within due date of deposit of fee announced by the University.

viii) Students who are availing Scholarships/financial assistance from any other source shall be allowed a relaxation of continuing their studies without deposit of fee for not more than two semesters. Thereafter they shall have to deposit their fee at their own.

ix) Based upon the information provided by examination department, semester registration/joining of active students with detail of credits hours provided by program office, scholarship/financial assistance information provided UAFA department, Fee section shall furnish outstanding dues lists within the three weeks after the last due date of every semester.

x) Fee defaulters list generated by fee section shall be shared by concerned department to get current status of students either attending classes or not.

xi) Program office shall verify the fee defaulters list and also provide the list of students who are attending classes without registration.

xii) Finance department will design fee challan in which bank will calculate fine amount after the due date of fee submission. There shall be no relaxation/waive off for fine amount.

Sr. No:1.1.6: a:

Subject:	General & Specific & Other Policies of Scholarships Handled Under Directorate of University Advancement
Approved by:	President, IIUI
Notified on:	2021-2023

Following SOPs shall be observed for all scholarships in general handled by the Directorate of University Advancement and Promotion

1. All IIUI students fulfilling the basic eligibility criteria must have equitable access to apply for scholarships being offered.
2. Decision for award of scholarships will be taken purely on merit.
3. Applications inviting procedure will be through publishing on IIUI website, standees, banners etc. if required and circulars on notice boards.
4. Students will submit online application for scholarships being offered. IT department of IIUI shall make necessary arrangement for this purpose.
5. A permanent icon shall be displayed on IIUI official website for the sole purpose of scholarships.

Specific SOPs

Following SOPs shall be observed with specific relation to the scholarships already being offered under the umbrella of Directorate of University Advancement and Promotion. However, in case any new scholarship is offered the SOPs shall be made under the guideline of general SOPs.

SN	Scholarship Name	Scholarship amount	Donor Agency	SOPs already set by the Donor	Proposed SOPs
Internal Scholarship Schemes					
1.	Rector Fund	Fully/ Partially Funded (Uni Fee)	IIUI	Rector Fund is an Endowment Fund created under rules approved by BOG vide No. DF/BOG/2011-12/1395 dated 13-2-2012. It is meant for, 1. To provide financial support to the needy students of the University 2. To help the needy students in any other manner prescribed by the committee. <u>Powers & Functions of Rector Fund Committee:</u> ▪ To Set policies and priorities for the payment of awards to students ▪ To devise ways and means of augmenting the funds ▪ The Chairman shall be empowered to approve cases of awards on the basis of: i. Verifiable income of parent/guardian as far as possible ii. Recommendations of VP(Acad)/ Deans/ Chairpersons of the concerned faculty/department iii. Academic record of the student.	1. Rector Fund will be offered in start of every semester for all needy IIUI students who face financial problem during course of studies. 2. 75% of the available proceeds in the Rector Fund account may be used for award of scholarships and 25% of the proceeds of Rector Fund account shall be re-invested. 3. Minimum CGPA to award the financial assistance out of Rector Fund would be, for undergraduate programs =2.5, MS=3.00 and 60% marks for Diploma in Associate Engineering (DAE). Financial Assistance out of Rector Fund shall not be offered for Phd. programs. 4. Financial Assistance is provided out of Rector Fund in case of death of father of a student during studies in which 50% fee concession for two semesters (immediately after the death) is given to students. The above rule notified vide IIUI/D.Acad (08)/2008-174 dated April 03,2012 shall remain intact. 5. Applications for award of financial assistance out of Rector Fund may be invited through IIUI website and circulars to be displayed on notice boards. 6. On the recommendation of Pre-

SN.	Scholarship Name	Scholarship amount	Donor Agency	SOPs already set by the Donor	Proposed SOPs
					ISAC, university Fee of a student may be sponsored fully or partially as decided by the Rector Fund committee. 7. Applications shall be submitted through online portal of UA & P.

	Student Advancement Fund Endowment (SAFE Scholarships)	Fully/ Partially Funded (Uni Fee)	IIUI/ PEP Foundation	1. SAFE account will be utilized only for the sole purpose of awarding scholarships to needy students, and for capacity building projects/programs for the direct benefit of students 2. As per MOU signed, being an endowment fund, only half of the gains, at the end of each year will be used for scholarships. The other half of the gains together with the principal will be reinvested so that SAFE becomes a source of awarding scholarships in perpetuity. 3. SAFE Committee is approved by BOG	1. The SAFE Committee may work as per SOPs defined in MOU in true letter and spirit. 2. 75% of the available proceeds in SAFE account may be used for award of scholarships/ capacity building and 25% of the proceeds shall be re-invested. Percentage of available proceeds to be fixed for capacity building projects shall be decided by SAFE committee keeping in view the amount of proceeds. 3. Scholarship may be awarded on annual basis to students of BS degree program from 2nd semester to 2nd last semester. 4. Students obtaining 3 GPA shall be eligible for award of scholarships. 5. Applications for award of financial assistance out of SAFE Fund will be invited through IIUI website and circulars to be displayed on notice boards. 6. Applications shall be submitted through online portal of UA & P.

SN.	Scholarship Name	Scholarship amount Covers	Donor Agency	SOPs already set by the Donor	Proposed SOPs
3.	Allied Bank IIUI Endowment Fund Scholarships	Fully/ partially Funded (Uni Fee)	ABL	1. The Allied Bank –Int'l Islamic University Endowment Fund (ABIIUIEF) is the endowment fund of International Islamic University (IIUI) for providing financial aid to students and for capacity building projects/programs for the direct benefit of students. 2. The ABIIUIEF is invested with Allied Bank Limited in Shariah compliant instruments. Scholarships are disbursed out of proceeds. 3. ABLIIUIEF committee conducts the interviews of students and VP (HS&R) approves the scholarships	1. Needy students will be eligible to apply for scholarship. 2. SOPs may be observed as per MOU in true letter and spirit. 3. Scholarship may be awarded to students who have secured 60% in their previous result. 4. Benchmark for continuation of scholarship is CGPA of 3.00. If a student is unable to meet the required CGPA, payment will be with-held and student will be given two chances to improve his/her results. 5. Percentage of available proceeds to be fixed for capacity building projects shall be decided by ABIIUIF committee keeping in view the amount of proceeds. 6. Applications for award of financial assistance out of ABIIUIF will be invited through IIUI website and circulars to be displayed on notice boards. 7. Applications shall be submitted through online portal of UA & P.
SN.	Scholarship Name	Scholarship amount C...	Donor Agency	SOPs already set by the Donor	Proposed SOPs
External Scholarship Schemes (HEC/GoP/Corporates)					

SN.	Scholarship Name	Scholarship amount Covers	Donor Agency	SOPs already set by the Donor	Proposed SOPs
1.	HEC Need Base Scholarships	Fully Funded (Fee +stipend)	HEC/Gop	1. Most needy & deserving Pakistani Students 2. UG (4 or 5 years) are preferable 3. Income threshold=Rs. 45,000/- per month 4. For scholarship payment, minimum required CGPA is degree awarding i.e. CGPA=2 for BS and 2.5 for MA/MS) 5. If student is at probation, payment is with-held and released as probation is cleared	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through publishing Donor prescribed application form on IIUI website and by displaying circulars on notice boards. 3. Applications shall be submitted through online portal of UA & P
2.	OGDCL Need Base Scholarships	Fully Funded (Fee + Hostel)	OGDCL	1. Most needy & deserving Pakistani Students who belong to districts and programs specified by OGDCL 2. UG (4 years only) are preferable 3. Income threshold = Rs. 45,000/- per month 4. CGPA= 2.75or GPA= 2.5 5. If a student is unable to meet the required GPA/CGPA, payment is with-held and given two chances to	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through publishing Donor prescribed application form on IIUI website and by displaying circulars on notice boards. 3. Applications shall be submitted through online portal of UA & P.

3.	Ehsaas UG Scholarships	Fully Funded (Fee +stipend)	HEC/Gop	1. Most needy & deserving Pakistani Students 2. UG (4 or 5 years) are preferable 3. Income threshold=Rs. 45,000/- per month 4. For scholarship payment, students must be promoted in next semester. 5. If student secures less than 2.2 CGPA for consecutive two semesters, he/she shall be issued a warning in writing. 6. ISAC conducts the interviews and recommended list is finally approved by HEC.	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through publishing circulars on IIUI website and by displaying circulars notice boards. 3. Online portal of HEC will be used for submitting applications.

SN.	Scholarship Name	Scholarship amount	Donor Agency	SOPs already set by the Donor	Proposed SOPs
4.	Frontier Education Foundation	Partially (Uni Fee) to the limit 80% of total fee per annum	Frontier Education Foundation Peshawar	1. Needy & talented Students of BS and MS with KPK domicile holders only 2. Number of scholarships slots are equally divided among male and female students 3. However, with change in policy, for scholarship payment, students must have secured CGPA=3.00 4. Upon failure to secure required CGPA, scholarship is terminated without giving any chance	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through publishing Donor prescribed application form on IIUI website and by displaying circulars on notice boards. 3. Applications shall be submitted through online portal of UA & P

5.	Balochistan Education Endowment Fund (BEEF)	Fully Funded (Fee + Hostel)	BEEF (Govt. owned Public Sector Company)	1. Needy Undergraduate Students (4 or 5 years' degree program) of Balochistan Domicile holders only 2. Student must have secured at least 60% marks in intermediate. 3. Continuation of payment is linked with satisfactory performance and general conduct. Upon non-compliance, Donor reserve right to suspend /discontinue the financial	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through publishing Donor prescribed application form on IIUI website and by displaying circulars on notice boards. 3. Applications shall be submitted through online portal of UA & P
7.	Pakistan Baitul Mal	Partially (Uni+ Hostel Fee) to the limit of Rs. 100,000-/- per annum	Pakistan Baitul Mal	1. Zakat deserving Pakistani students can apply Students' Father/Guardian is NOT an in-service Government Employee. (Retired can apply) 2. Must have 60% marks in previous exam. Student fail in any subject cannot apply for next semester. .	1. PBM Scholarships will be offered in start of every semester. 2. SOPs/Directives of Donor will be observed. 3. Applications inviting procedure will be through publishing Donor prescribed application form on IIUI website and by displaying circulars on notice boards. 4. Applications shall be submitted through online portal of UA & P

SN.	Scholarship Name	Scholarship amount	Donor Agency	SOPs already set by the Donor	Proposed SOPs
8.	66 Foundation	Partially Funded (Uni Fee)	66 Foundation	1. Poor and Deserving Pakistani Students for UG/DAE programs	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through IIUI website and by displaying circulars on notice boards. 3. Online portal of 66 Foundation will be used for submitting applications.
9.	Alfalah Scholarship Scheme	partially Funded (Uni Fee)	Alfalah Scholarships	1. Poor and Deserving Pakistani Students of UG programs except last year student 2. Deserving students having minimum 70 % marks (Matric) and 60 % marks (Inter, DAE and above), minority students 60 % marks (Matric) and 55 % marks (Inter, DAE and above) in their last Board Examination.	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will be through publishing Donor prescribed application form on IIUI website and by displaying circulars on notice boards. 3. Applications shall be submitted through online portal of UA & P
10.	Scotland Scholarships	Fully Funded (Uni Fee +Hostel Fee, +lodging cost)	British Council	1. IIUI Female students only Specific Program of BS & MS	1. SOPs/Directives of Donor will be observed. 2. Applications inviting procedure will through publishing Donor prescribed application form on IIUI Website and circulars on notice boards. 3. Online portal of British Council will be used for submitting application.

Sr.No.1.1.6.b:

Subject:	Policy for Award of IIUI Alumni Qardh-E-Hasanah Scheme for IIUI Students
Approved by:	President, IIUI
Notified on:	2022

<table>
<tr><td colspan="2" align="center"><u>Purpose Of The Policy:</u>

The program <u>Qardh-e-Hasanah</u> is only for the students of Faculty of Computing & Information Technology. The policy regarding IIUI IT Alumni Qardh-e-Hasanah program's is for equitable access to all students at the time when admission is offered.</td></tr>
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1. The scheme of IIUI IT Alumni <u>Qardh-e-Hasanah program</u> is only for the students of Faculty of Computing & Information Technology.
2. The information regarding IIUI IT Alumni Qardh-e-Hasanah program's offering must be disseminated through different media resources widely in order to provide equitable access to all students at the time when admission is offered.
3. Students shall be given proper guidance by the office of UA & FA regarding financial assistance offered from time to time.
4. Applications shall be invited through web portal designed by IIUI for the purpose.
5. UA & FA office shall ensure to scrutinize all the applications as per the eligibility criteria of the financial assistance, through different available documents /sources and/or physical verification (if required).
6. Where applicable, the meeting/s of Pre-Institutional Scholarship Award committee, Institutional Scholarship Award Committee, or any other Committee constituted for the specific financial assistance scheme shall be called for further shortlisting the candidates for award of Scholarships.
7. IIUI Alumni Committee is as follows:
    a. Ms. Faaiza Malik Team Leader for Qardh-e-Hasanah program, IIUI IT Alumni
    b. Mr. Adnan Khurram Member for Qardh-e-Hasanah program, IIUI IT Alumni
8. The nominee of the IIUI IT Alumni may participate in Pre-ISAC online/physically whatever is possible.
9. Weightage Ratio: [for determination of eligibility]
    a. 70 points---- on the available documents
    b. 30 points--- allocated by Pre-ISAC
10. The provisional list of Awardees shall be shared with IT Alumni committee.
11. Final list of recommended candidates shall be displayed on University's website after the approval from the Worthy President IIUI.

12. UA & FA office shall also make sure to observe that awardees are fulfilling necessary requirements of the financial assistance, such as, CGPA, academic requirements, observance of University's discipline etc. UA & FA office shall make sure that no duplicate scholarship be awarded through its office.

13. In case of deviation, UA & FA office shall take the required steps (warnings, cancellation of assistance, recoveries etc.) as per SOPs of the Scholarship and in line with IIUI's rules

14. The process would be repeated on each semester for new intake only and the funding would be continued on the basis of candidate's performance.

15. Any needy may apply but student of the semester 1, 2 & 3 would be prioritized.

16. Office of UA &FA shall maintain track record of the awardees' achievements/progress after completion of their studies.

17. IIUI IT Alumni Committee may recommend increase or decrease in awarded amount on the basis of academic performance of the student subject to availability of funds.

18. The Qardh-e-Hasanah will be awarded for standard degree duration subject to availability of funds. In case of selection at any other scholarship scheme the student will immediately report the same at the university and surrender one of them. No payment will be released for summer semester.

19. The International Islamic University, Islamabad undertakes the liability of only disbursing to IIUI IT Alumni financial assistance subject to availability of funds. In case the funding is stopped /freezed by the Alumni (due to any reason) the university would **not** take any financial liability out of its own resources.

20. Each beneficiary (Recipient) of the Qardh-e-Hasanah program may sign an agreement to return voluntarily to IIUI Alumni account within l0 years of gainful employment.

21. If someone is not able to pay after the prescribed period, those beneficiaries may need to apply for the waiver of Qardh-e-Hasnah Scheme.

22. The profit on donations would be used for the same purposes.

23. Fund utilization report/s duly verified by the Resident Auditor and focal person shall be submitted to the IIUI IT Alumni Committee bi-annually, wherever applicable.

Sr.No.1.1.6.c:

Subject:	**IIUI Merit Scholarship Policy 2023**
Approved by:	**President, IIUI**
Notified on:	**01/12/2021**
Purpose Of The Policy: The Merit scholarship was introduced in IIUI in 2014 to encourage the talented students on their achievement in University's terminal exams (of any semester) on 4/4 GPA basis (100% fee waiver in Tuition fee only) which shall continue till the student maintains the GPA 4/4 in ensuing semesters (till completion of the degree). The University revived the policy of Merit scholarship w.e.f semester Spring-2022 on 4/4 CGPA basis and was notified vide Notification No. IIUI/Fin-FC/2021/528.	

Merit Scholarship to Undergraduate students

i. The merit scholarship will be awarded on 4/4 CGPA only.
ii. The standard duration for the completion of BS degree program is four years. For five years' degree programs, the merit scholarship shall begin w.e.f 3rd semester i.e. after completion of non-credit courses.
iii. Merit scholarship may not be awarded beyond standard degree duration.
iv. The class size must be maintained at an optimal level in accordance with the University's policy.
v. To be considered for merit scholarship, students must register maximum credit hours offered by their respective departments, without any leftover, dropped or failed courses.
vi. The maximum merit scholarship will be awarded at the ratio 20% of the class size but not exceeding three students per class.
vii. Merit scholarship awardees must maintain a minimum attendance of 80%.
viii. If a student is already receiving another/partially funded scholarship, the remaining tuition fee paid by the student shall either be refunded or adjusted accordingly.
ix. The student concerned must not have any disciplinary action throughout the duration of their degree program.
x. No merit scholarship will be awarded based on the results of the summer semester examination.
xi. The merit scholarship will cover only tuition fee in the following manner,
    o 1st Position: 100% tuition fee waiver
    o 2nd Position: 75% tuition fee waiver
    o 3rd Position: 50% tuition fee waiver

Merit Scholarship to MS students

2.1 Course work Phase (1st Year)
  i. The merit scholarship will be awarded on 4/4 CGPA only.
  ii. The standard duration for the completion of MS degree program is two years.
  iii. Merit scholarship may not be awarded beyond standard degree duration.
  iv. The minimum coursework duration for MS students is one year, equivalent to two semesters.
  v. Merit scholarship awardees must successfully complete the coursework within the standard duration of one year.
  vi. For 2nd semester Course work completion certificate from examination section will be required for grant of Merit Scholarship.
  vii. The class size must be maintained at an optimal level in accordance with the University's policy.
  viii. To be considered for merit scholarship, students must register maximum credit hours offered by their respective departments, without any leftover, dropped or failed courses.
  ix. The maximum merit scholarship will be awarded at the ratio 20% of the class size but not exceeding three students per class.
  x. Merit scholarship awardees must maintain a minimum attendance of 80%.
  xi. If a student is already receiving another/partially funded scholarship, the remaining tuition fee paid by the student shall either be refunded or adjusted accordingly.
  xii. The student concerned must not have any disciplinary action throughout the duration of their degree program.
  xiii. No merit scholarship will be awarded based on the results of the summer semester examination.
  xiv. The merit scholarship will cover only tuition fee in the following manner,
      o 1st Position: 100% tuition fee waiver
      o 2nd Position: 75% tuition fee waiver
      o 3rd Position: 50% tuition fee waiver

2.2 Thesis Phase (2nd Year)

  i. Course work completion certificate from examination section will be required for grant of Merit Scholarship.
  ii. The standard thesis phase for MS students is one year, equivalent to two semesters and carries a weightage of 6 credit hours.
  iii. Merit scholarship awardees must complete their thesis within the standard timeframe of one year.
  iv. To be eligible for the merit scholarship during the thesis writing, students must meet one of the following criteria:
  v. Have at least one publication in an HEC recognized journal, Or

vi. Have participated/presented in a minimum of one national or international conference.

vii. The student must be an awardee of merit scholarship during course work.

viii. However, merit scholarship shall be awarded to MS thesis writers at the time of completion of degree (after 4th semester).

ix. All general conditions relevant to thesis writers of MS degree program shall be applicable.

Merit Scholarship to PHD students

3.1 Course work Phase (1st Year)

i. The merit scholarship will be awarded on 4/4 CGPA only.

ii. The standard duration for the completion of PhD degree program is three years.

iii. Merit scholarship may not be awarded beyond standard degree duration.

iv. The minimum coursework duration of PhD. students is one year, equivalent to two semesters.

v. Merit scholarship awardees must successfully complete the coursework within the prescribed standard duration, of one year.

vi. Course work completion certificate from examination section will be required for grant of Merit Scholarship.

vii. The class size must be maintained at an optimal level in accordance with the University's policy.

viii. To be considered for merit scholarship, students must register maximum credit hours offered by their respective departments, without any leftover, dropped or failed courses.

ix. The maximum merit scholarship will be awarded at the ratio 20% of the class size but not exceeding three students per class.

x. Merit scholarship awardees must maintain a minimum attendance of 80%.

xi. If a student is already receiving another/partially funded scholarship, the remaining tuition fee paid by the student shall either be refunded or adjusted accordingly.

xii. The student concerned must not have any disciplinary action throughout the duration of their degree program.

xiii. No merit scholarship will be awarded based on the results of the summer semester examination.

xiv. The merit scholarship will cover only tuition fee in the following manner
  - 1st Position: 100% tuition fee waiver
  - 2nd Position: 75% tuition fee waiver
  - 3rd Position: 50% tuition fee waiver

3.2 Thesis Phase (2nd Year onwards)

i. The thesis phase for PhD students lasts for two years, equivalent to four semesters and carries a weightage of 36 credit hours.

ii. Merit scholarship awardees must complete their thesis within the prescribed standard timeframe of two years.

iii. However, the modalities for awarding merit scholarship to PhD. Students during the thesis phase are further elaborated semester wise as follows:

(3rd Semester)

iv. The student must have passed the comprehensive exam in the first attempt subject to conduct of comprehensive exam by the department.

v. The student must have prepared defense proposal subject to conduct of meeting of Board of Studies (BOS).

vi. The student must be an awardee of merit scholarship during course work.

vii. All general conditions relevant to thesis writers of PhD degree program shall be applicable.

(4th Semester)

i. The student must have submitted synopsis/research proposal within the specified timeframe as per IIUI policy for approval from BASR.

ii. The student must have at least one publication in an HEC recognized journal OR have participated/presented in a minimum of one national or international conference.

iii. The student must be an awardee of merit scholarship for Third semester.

iv. All general conditions relevant to thesis writers of PhD degree program shall be applicable.

(5th Semester)

v. The student must have at least one publication in an HEC recognized journal OR have participated/presented in a minimum of one national or international conference.

vi. The student must be an awardee of merit scholarship for Fourth semester.

vii. All general conditions relevant to thesis writers of PhD degree program shall be applicable.

(6th Semester)

i. Have at least one publication in an HEC recognized journal as a First Author OR have participated/presented in a minimum of two national conferences and have participated/presented in one international conference.

ii. The student must have obtained PhD degree completion certificate from Doctoral Advisory & Examination Committee.

iii. The student must be an awardee of merit scholarship for Fifth semester.

iv. All general conditions relevant to thesis writers of PhD degree program shall be applicable.

Sr.No.1.1.6d

Subject:	Policy for Award of Financial Assistance Through Fast Cables Limited MOU
Approved by:	President, IIUI
Notified on:	2023
Purpose Of The Policy:	
The Merit scholarship was introduced in IIUI in 2014 to encourage the talented students on their achievement in University's terminal exams (of any semester) on 4/4 GPA basis (100% fee waiver in Tuition fee only) which shall continue till the student maintains the GPA 4/4 in ensuing semesters (till completion of the degree). The University revived the policy of Merit scholarship w.e.f. semester Spring-2022 on 4/4 CGPA basis and was notified vide Notification No. IIUI/Fin-FC/2021/528.	

In order to handle the Financial Assistance through Fast Cables Limited, the Acting President has approved the following SOPs:

1. The information regarding Financial Assistance Program's offering must be disseminated through website/Notice boards widely in order to provide equitable access to all students. Applications shall be invited through UAFA web portal.

2. Students shall be given proper guidance by the office of UA & FA regarding financial assistance offered from time to time.

3. The Financial Assistance will be offered at all Programs of the University of any Discipline.

4. Students of any semester of any discipline who are suffering from chronic diseases, may also be sponsored out of funds provided by Fast Cables Limited

5. UA & FA office shall also make sure to observe that awardees are fulfilling necessary requirements of the financial assistance, such as,
   a. The Student may not be punished because of his/her involvement in violation of the university rules, damage to institute property, misbehavior with staff or colleagues or any other disciplinary action
   b. Student must have secured CGPA of 2.00.

6. Funds will be utilized only for the sole purpose of awarding financial assistance to Zakat deserving students.

7. There shall be a Scrutiny Committee for initial screening of the applicants.

8. A <u>Scrutiny committee</u> shall ensure to scrutinize all the applications as per the eligibility criteria of the Financial assistance, through different available documents submitted by students along with application. Before interviews of applicants, following scrutiny committee will shortlist the applicants for interview on the basis of the documents submitted by the students.

9. When applicable, the meeting/s of Pre-Institutional Scholarship Award committee, Institutional Scholarship Award Committee, or any other Committee constituted for the specific financial assistance scheme may be called to review/any change in the SOPs if deemed necessary.

10. The lists of awardees shall be displayed on University's Website and shall also be shared with all concerned departments.

11. UA & FA office shall make sure that no duplicate scholarship be awarded through its office.

12. In case of deviation, UA & FA office shall take the required steps (warnings, cancellation of assistance, recoveries etc.) as per SOPs of the financial assistance and in line with IIUI's rules.

13. Fund utilization report/s duly verified by the Resident Auditor and focal person shall be submitted to the donor bi-annually.

14. Office of UA & FA shall maintain track record of the awardees' achievements/progress after completion of their studies.

15. The International Islamic University, Islamabad undertakes the responsibility of the payment of Fast Cables Financial assistance subject to release of funds by Fast Cables. In case the funding is stopped/freezed by the Donor (due to any reason) the university would **not** take any financial liability out of its own resources.

Sr.No:1.1.7:

Subject:	IIUI Distance Learning Policy
Approved by:	BOG
Notified on:	18th October, 2023

Admission and Examination

This chapter covers all the minute details regarding the admission and examination procedure for the courses to be offered through the ODL web platform. A very detailed admission and exam policy has been prepared for certificate, diploma and advanced diploma courses.

1. Admission Policy:
Certificate Courses:
Admission Criteria:

i. For the certificate courses, in general, the minimum qualification required for enrolment is SSC/O-levels or its equivalent.

ii.   In some cases, the criterion may be altered based upon the requirement of the subject and the suggestions of the department. In such a scenario, the department needs to provide additional parameters, such as language proficiency or a preliminary subject related qualification, etc., in order to further define or add to the eligibility criteria.

Course Duration:
i.   The certificate courses are of three (03) non-credited hours.
ii.   Every week, the learners will spend six (06) hours in receiving instructions, reading lessons, doing activities, etc., which, for eight (08) weeks, add up to 48 hours of studies in total.

Assessment Criteria:

i.   They will be graded through ongoing course assessments (minimum four (04) quizzes and two (02) assignments/activities).

ii.   At the conclusion of the course, a certificate of completion will be given if the learner has completed all the mandatory activities assigned.

Diploma and Advanced Diploma Programs:

The diploma and advanced diploma programs are credited courses.
Admission Criteria:
i.   The minimum qualification required for enrolment in a diploma is HSSC / A-Levels or equivalent.
ii.   For advanced diploma, the admission requirement will be minimum 14 years of education (ADE/BA/BSc or equivalent). Furthermore, in any specialized diploma/advanced diploma programs, the departments may specify additional criteria, such as any earlier qualification in the domain or any practical or professional experience in the subject.

Program Duration:
i.   A diploma program spans over 04 months' duration (01 semester) comprising of five (05) courses in total.
ii.   Each course is of 48 teaching/learning hours. For every course, in every week, the learners will spend three (03) hours in receiving instructions, reading lessons, doing activities, etc., which, for sixteen (16) weeks, add up to 48 hours of studies in total.
iii.   Collectively for all the five (05) courses, the diploma program is of 240 teaching/learning hours across four (04) months.
iv.   An advanced diploma spans over 08 months' duration (02 semesters) comprising of 10 courses in total. In each semester, five (05) courses will be offered.
v.   Each course is of 48 teaching/learning hours each. For every course, in every week, the learners will spend three (03) hours in receiving instructions, reading lessons, doing activities, etc., which, for sixteen (16) weeks, add up to 48 hours of studies in total.

vi.   Collectively for all the ten (10) courses, the advanced diploma program is of 480 teaching/learning hours across two (02) semesters.

Assessment Criteria:

i.   In diploma/advanced diploma courses, learners will be graded through ongoing course assessments, i.e., formative and summative assessments (minimum four (04) quizzes and two (02) assignments/activities and a terminal exam).

ii.   If a learner fails to pass in any of the subjects, (i.e., secure a minimum 60% marks in every subject), then the learner will have to repeat the failed subject in order to be awarded the diploma/advanced diploma.

Uploading of Degrees / Certificates / Documents:

Prospective learners for certificate, diploma and advanced diploma programs will be required to upload scanned copies of their previous qualifications. These documents must be uploaded as pdf files on the Web Platform.

Deferment:

Certificate Courses:

There will be no deferment option available in certificate courses, neither of deferment of admission nor of deferment of studies.

Diploma Programs:

There will be no deferment option available in diploma courses, neither of deferment of admission nor of deferment of studies.

Advanced Diploma Programs:

i.   Learners enrolled in advanced diploma programs can only apply for deferment of studies and not for deferment of admission.

ii.   Deferment of studies will only be granted for subsequent semester before the fee submission of the semester. Once the fee is submitted, no deferment will be granted.

Access to Content:

Payment of the fee is mandatory prior to the commencement of the certificate/diploma/advanced diploma courses. A learner will be able to access the course content only after his/her fee payment status is confirmed.

Switching/Transfer of Diploma and Advanced Diploma Courses:

No switching or transfer of courses from one program to another will be permitted.

Withdrawal Policy:

i.   If a learner wishes to withdraw from a course he/she must apply via DDE Web Platform.

ii. Requests to withdraw will not be accepted over the phone nor will notifying a tutor constitute an official request. The prescribed protocol needs to be followed. The requests to withdraw from a course need to be sent to the DDE via the Web Platform.

iii. The request for withdrawing from a diploma or advanced diploma course must be received within the first two (02) weeks of the commencement of the course.

3.1 Refund Policy:

i. The fees for certificate/diploma/advanced diploma courses will be non-refundable in any case.

ii. In case a course is not started by the university, the learner will get a refund of 100% fee. However, in case a learner applies for a refund on their own before joining the course, the fees will not be refunded.

- The refund process will be carried out via the Web-Platform and it will be entirely system-based.

iii. No fee exemption or concession will be granted to anyone on any pretext.

iv. For all monetary transfers, forex rates, government taxes and the State Bank of Pakistan's rules shall be applicable. The rules/policies implemented/amended by the State Bank of Pakistan from time-to-time shall be applicable.

Enrollment Policy:

i. For a course to be launched, a minimum number of 20 learners must be enrolled.

ii. If more than 100 learners are enrolled in a certificate course and more than 50 learners are enrolled in diploma/advanced diploma, two (02) separate tutors will be assigned to teach/manage the said course. However, the maximum number of enrolled learners can be made flexible in case only a few tutors for the said course are available.

iii. The university reserves the right to withhold the offering of any course for any reason. In such a case, all fees paid by the learners will be refunded.

Generation of Certificate of Completion for Certificate/Diploma and Advanced Diploma:

i. Upon the successful completion of a certificate course (which means completion of minimum learning activities/tasks as prescribed in ODL exam policy), a digital course completion certificate will be generated on the ODL Web Platform.

ii. For all the certificate courses, a certificate of participation will not be issued, in any case, even if the learner has attended the course, participated in the discussions, and attempted to complete the minimum number of learning activities/tasks but due to some reason was not able to complete/fulfil all the mandatory requirements.

iii. For a diploma/advanced diploma course, a digital certificate will be generated on the ODL Web Platform after a learner's successful completion of minimum learning activities/tasks (as given in ODL exam policy) and upon passing all the courses included in the program.

iv. The course completion certificate/diploma for the certificate/diploma/advanced diploma program is digitally signed, QR-coded and certified, and can be downloaded as a PDF document via the Web Platform in a manner that ensures the sanctity and integrity of the digital course completion certificate issuance procedure.

v. Each course completion certificate has a QR-code embedded in it, representing the unique certificate number for identification and authentication purposes.

vi. On the digital course completion certificate, the following details will be given:

    a. In the case of a certificate course, only a certificate of completion will be awarded, where the marks of the learner will not be displayed on the digital course completion certificate.

    b. In the case of diploma/advanced diploma courses, a detailed digital transcript will be issued along with the certificate. The cumulative marks obtained by the learner in all subjects will be displayed on the digital transcript along with the subject titles. Additionally, a digital course completion certificate will be issued.

vii. All digital course completion certificates will be maintained in multiple digital repositories accessible to the examination section. For this purpose, three storage repositories are available (for backup and security):

    a. Cloud Storage

    b. Local server dedicated for DDE

    c. DDE Web Platform Backend database repository

viii. A request for a paper version of the course completion certificate may be forwarded to the DDE via the Web Platform. Postal and printing charges for the said document will be borne by the learners themselves and will vary region-wise.

Examination Policy

Assessment:

Courses/Programs	Certificate Courses	Diploma / Advanced Diploma
Assessment mechanisms in the duration of the course / program.	1. The certificate course will be non-credited.	1. The diploma/advanced diploma courses will be credited.
	2. The learners will be required to attempt a minimum of four (04) quizzes and two (02) assignments/activities in the course of two months. The cumulative weightage of the quizzes will be 60% and assignments will be 40%.	2. The learners will be required to attempt a minimum of four (04) quizzes and two (02) assignments/activities in every subject in the course. The cumulative weightage of the quizzes will be 25% and assignments will be 15%.
	3. The cumulative assessment will be out of 100 marks. The passing marks in the certificate course will be 60.	3. The cumulative assessment in each subject will be out of 100 marks. The passing marks in every subject will be 60.
	4. The evaluation of the certificate course will be done via formative assessment, i.e., through the quizzes/assignments/activities assigned during the course.	4. The evaluation of the diploma/advanced diploma course will be done via formative and summative assessment, i.e., through the quizzes/assignments/activities (40%) and final term exam (60%) assigned in each subject during the course.
	5. There will be no terminal exam.	5. There will be a terminal exam for each course.
	6. After the completion of all requirements, a certificate of successful completion will be awarded.	6. If a learner fails in any subject of the diploma/advanced diploma program, they will have to repeat and clear the subject in the next offering.

	7. A certificate of participation will not be issued if the learner fails to complete all the tasks instead of the certificate of completion.	7. A diploma/advanced diploma will only be awarded if a learner attains the passing grade (minimum 60% marks) in all subjects.

Grading Policy:

University's approved grading policy will be adopted in case of certificate/diploma/advanced diploma courses. For certificate courses, the grading will be done on the basis of formative assessment, whereas, for diploma/advanced diploma, the grading will be done on the basis of formative and summative assessment, and will be required only for the awarding of the certificate/diploma/advanced diploma to the learner upon meeting all the above-mentioned requirements.

Marks	Grade	Grade Point
80 & above	A	4.00
75-79.99%	B+	3.5
70-74.99%	B	3.00
65-69.99%	C+	2.50
60-64.99%	C	2.00
55-59.99%	D+	1.50
50-54.99%	D	1.00
Below 50%	F	0

Result Generation:

The result will be automatically generated by the system as it has in-built auto-tabulation features. The system has the ability to tabulate the marks.

Sr.No:1.1.8 (a-b)

Subject:	**Regulations Relating To The Use Of Central Library And Acquisition Of Material**
Approved by:	**President, IIUI**
Notified on:	**03/12/2023**
Purpose of Policy:	The collection of the Central Library, IIUI is developed with published and unpublished reading material like books, periodicals, theses, audio-visual and online resources etc. with the aim to support the teaching / research programs of the university. Reading material is acquired through purchase, gifts and exchange modes. The Acquisition policy of the Central Library, IIUI acts as a guideline for acquisition and selection of the material to be added to the library collection. The process of acquisition of library material is as under;

a. Regulations Relating to The Use of Central Library Title and Applicability:

1. These Regulations may be called the International Islamic University Library Regulations and will be applicable to the Central Library and its constituent sections as may be notified from time to time.
COMMENCEMENT:

2. These Regulations shall come into force with immediate effect:
DEFINITIONS:

3. Following definitions for expressions shall be used in this document:
  i) 'University' means the International Islamic University, Islamabad
  ii) 'Category' means the category of membership as defined under section 5 of these Regulations.
  iii) 'Faculty/ Departmental Library' means the Library maintained by an Institute or Faculty for the benefit of students and teachers.
  iv) 'Library' means the Central Library of the University.
  v) 'Librarian' means the Chief Librarian of the University.
  vi) 'Library Committee' means the Library Advisory Committee as constituted under the regulations.
  vii) 'Member' means member of the Library.
  viii) 'Membership Card' means a borrower's card issued by the Library.

All other expressions shall have the same meanings as assigned to them under Chapter No. 1 of the University Ordinance 1985.

4. The University shall maintain a Library and its constituent sections for the benefit of Teachers, Research Scholars and students and such private individuals who are admitted as members under the prescribed conditions.

5. The following shall be eligible to become members of the Library:
   i) Regular teaching and research staff of the University
   ii) Students enrolled in the University:
       a) PhD, M.Phil. & MS programs
       b) Graduate programs
       c) Under graduate programs
   iii) Staff members of the University and its constituent units

6. Members of the library shall be entitled to borrow books from the Library except the material mentioned in Section 8 below.

7. All employees and students of the University will settle their final accounts with the Finance Department of the University after obtaining a clearance certificate from the Library.

8. Material of the following description shall not be meant for issue to borrowers:
   i) Reference books like encyclopedias, dictionaries, reports etc.
   ii) Rare books and documents
   iii) Reserve books (one copy of the text books will also fall in this category)
   iv) Periodicals and Serials
   v) Microfilms and Audio-Visual material
   vi) Any other material at the discretion of the Chief Librarian

9. All books in the Library, except those listed in Section 8 above, will be classified into two groups.
   i) General books
   ii) Text books (to be placed in Book Bank in multiple number)

10. The books may be issued to members of various categories as under:
    10.1 Reserve and Reference Books:
    These books will not be issued to any category of members. These may be consulted within the Library during working hours.
    10.2 General Books
    These books will be issued to members of various categories as under:
    i) 08 books for 30 days to regular teaching & research staff
    ii) 08 books for 15 days to PhD, M.Phil. & MS students
    iii) 05 books for 15 days to graduate students
    iv) 05 books for 15 days to under graduate students
    v) 02 books for 15 days to staff members

10.3 Book Bank

5 books to the students on deposit of book bank security (refundable) for whole semester.

10.4 Fine for overdue books

Fine will be charged for overdue books from library patrons at the rate of Rs.1/- per day per book.

11. The books will be issued on a borrower's card issued by the Library. If a card is lost by any members of the Library, a sum of Rs. 300/- shall be charged for issuance of a duplicate card.

12. Books borrowed from the Library are non-transferable and shall be returned to the Library on or before the last date stamped on the due date slip. No new books will be issued to a person who has overdue book(s) in his/ her account.

13. In case loaned book is urgently required, the Library may recall it any time at two days notice and the recalled book shall be returned by the borrower on or before the expiry of such notice.

14. If any book is damaged or mutilated during the period of loan or is lost by a borrower, he/she shall replace it or pay penalty according to the following formula.

i) Double price will be charged for the books purchased within last 5 years.

ii) Three-time price will be charged for the books purchased within 5-10 years.

iii) Four-time price will be charged for the books purchased within 10-20 years.

iv) Cost will be determined by the Chief Librarian in case a book was purchased before 20 years.

v) Cost will be determined by the Chief Librarian in case of rare book(s).

vi) In case the price is not traceable for the books received as donation/gift Rs. 500/- will be charged for every 100 pages.

15. The Library Management shall have the right to refuse admission to the Central Library in case of any person who is not a member of the Library or a member who is under suspension.

16. According to the Vice Chancellors Committee's notification dated 24th January 1985, HEC, books shall be written off up to 3% per annum of the available stock in the IIUI libraries where users have open access to shelves and 2% where close access is provided.

17. Damaged, worn-out, mutilated and permanent irrecoverable loans of books should be weeded out/ written off after getting approval from the President.

18. After every three years the library shall be closed for two months during summer vacations for stock taking, rearranging and general cleaning of the library collection, furniture and equipment's. Issuance/ return of books and other library services will remain suspended during this period.

19. Time for return of the library books will be notified one month before summer vacations.

20. If a patron/ user is caught stealing the library book(s)/ other item(s) he/ she will be fined three times the cost of that book(s)/ item(s) in addition to sending his/ her case to Disciplinary Action Committee (DAC).
21. The recommendations of the Library Advisory Committee will be implemented by the Chief Librarian after approval of the President.
22. The Library Advisory Committee shall be the final authority in matters involving interpretation of these regulations.

b. Acquisition Policy of the Central Library, IIUI

1.   Acquisition / Purchase of Books, Periodicals and Online Resources
There are five stages involved in the acquisition / purchase of library materials. These are Selection / Recommendation, Approval, Ordering, Accessioning and Payment. Each stage has several operations and technical procedures.

These stages are described as under;

a)   Selection / Recommendation
Selection / recommendation of library material involves following steps;

   i)   Lists of books, periodicals and online resources provided by the booksellers are sent to HoD's (Male & Female) for making selection for purchase through the Departmental Book Selection Committees (DBSCs).

   ii) The Worthy Rector, the President, the Vice Presidents, Dean's/HoD's, Faculty members and research scholars also order / send list (s) of required books, periodicals and online resources directly to the Chief Librarian for purchase in the Library. These lists are forwarded to the concerned Departmental Book Selection Committees constituted by each academic department of the University. These Committees check and select the required material for purchase in the library. The Chief Librarian may also select library material for purchase in the Library. All types of selections are discussed in the meeting of the CLBPC for sending recommendations to the Chairman / Convener of the Library Advisory Committee (LAC) meeting for final approval.

   iii) The CLBPC members also visit bookshops/publisher outlets/ book fairs with the prior approval of the Chairman/Convener of the LAC and select library materials for cash/credit purchase in the library. Lists of these materials purchased by the CLBPC are sent by the Chief Librarian with necessary documents to the Chairman/Convener of the LAC for final approval.

   iv) In most urgent cases the Chief Librarian, IIUI may purchase reading material on credit/cash payment up-to Rs. 100,000/-. Such cases are sent to the Chairman/Convener of the LAC for approval.

   v) After receiving the recommendations of the CLBPC for purchase of library material, the Acquisition Section checks the duplication of titles of the required book or other

reading material. If the required book or other reading material is already available, then case is not processed further, unless there are some special recommendations by the concerned department for purchase of multiple copies.

vi) After duplication checking, the Acquisition Section sends the required items' list (s) to booksellers for provision of "Price Performa Invoices". After receiving the Invoices, the Acquisition Section makes comparison of the prices / rates provided by different booksellers in the light of the Publisher's online price lists / catalogues and recommends cases having lowest price(s) of the reading material.

b) Approval

The CLBPC securitizes the recommendations made by the Departmental Book Selection Committees for purchase of books/periodicals and online resources etc. Finally, the Chairman / Convener of the Library Advisory Committee, IIUI considers and approves the cases for purchase of books and other reading material.

c) Ordering

After receiving administrative / financial approval by the Chairman / Convener

of the Library Advisory Committee, purchase orders are sent to the concerned booksellers for supply of material.

d) Accessioning

All the library material received in response to the purchase order(s) is matched with the invoices. After confirmation, each item is entered in the relevant Accession Register and is assigned a unique Accession Number.

e)   Payment

Finally, sanctioned cases are sent to the Finance Section, IIUI for payment to the concerned booksellers.

2.   Donations / Theses & Dissertations

The Acquisition Section, Central Library, IIUI appreciates donations given by individuals and organizations. The donations are however, first checked in accordance with the university values and standards and then are accepted for merger in the existing library collection. For large collections of donations, the Chief Librarian do the vetting of the donation in consultation with the concerned subject experts in the University.

MA/M.Sc., MS / MPhil and PhD Theses/dissertations sent by the Examination Section, IIUI are also included in the Library Collection.

Donations, gifts and theses or dissertations are entered in the separate Accession Registers and each item is assigned a unique accession number.

3.   Exchange

The Central Library, IIUI may exchange university publication(s) with other academic & research organizations. Material acquired is entered in the relevant accession register and each item is assigned a unique accession number."

Sr.No:1.1.9

Subject:	SOPs for the Verification of research publications for the fulfillment of the requirement of completion of PhD degrees
Approved by:	VP (R&E)
Notified on:	2020

Verification of research publications for the fulfillment of the requirement of completion of PhD degrees as prescribed in the Rules, Regulations and Procedures Regarding Admission, Registration and Examinations of MS/Mphill or Equivalent and PhD Programmes approved by IIUI and in the Criteria for M.Phil. and PhD Program provided by the Higher Education Commission (HEC), shall be carried out as follows:

1. A copy of the research article shall be submitted to the concerned dealing assistant at the Research Section (Examinations) through the Head of Dept./Dean/Supervisor.
2. The concerned PhD supervisor shall write an endorsement (through an email from official email ID or letter with official stamp) confirming therein that the published article is based on the PhD Thesis of the PhD student.
3. The article should be available on the IIUI Online Research Database (oric.IIUI.edu.pk)
4. The Research Section (Examinations) shall route the article for necessary verification to Quality Enhancement Cell (QEC) through the In-charge Research Section and the same shall be Returned with necessary comments by the QEC.

Sr. No:1.1.10

Subject:	Policy for Linkages MOU Between University and Other Organizations
Approved by:	VP (R&E)
Notified on:	2020

1. Duration: This MOU shall become effective on the date of its signing by both parties and shall remain in effect for a period of [duration] unless terminated earlier by mutual agreement or by either party with a [notice period] written notice.
2. Intellectual Property: Any intellectual property rights arising from collaborative activities under this MOU shall be governed by separate agreements or specific provisions agreed upon by both parties.
3. Financial Arrangements: Any financial commitments and resource sharing arrangements shall be mutually agreed upon in writing through separate agreements or project-specific contracts as required.
4. Confidentiality: Both parties shall treat any confidential information shared during the course of this collaboration with strict confidentiality and shall not disclose it to any third party without the prior written consent of the disclosing party.

5. Dispute Resolution: Any disputes arising out of or relating to this MOU shall be resolved amicably through negotiations between the parties. If the dispute cannot be resolved through negotiation, either party may seek mediation or other alternative dispute resolution methods.
6. Termination: Either party may terminate this MOU by providing a written notice of termination to the other party [specify notice period]. The termination of this MOU shall not affect any ongoing collaborative projects, which shall continue to be governed by the terms agreed upon for those projects.
7. Amendments: Any amendments or modifications to this MOU shall be made in writing and signed by both parties.

Sr. No:1.1.11

Subject:	**IIUI Consultancy Policy**
Approved by:	**Academic Council**
Notified on	10 November 2020
Purpose of Policy:	The Policy is framed to implement the decision of the 86th meeting of the Board of Governors, held on 10 November 2020 and as part of IIU's Strategic Plan (2022-26). The purpose of the Policy for Consultancy Services by the employees (faculty and staff) of IIU is to professionally utilize their expertise and boost resource generation for the University.

- **Title**

This policy shall be called "IIU Consultancy Policy 2022".

- **Scope**

It shall cover the provisions of Consultancy Services, Organizing Paid Seminars/Workshops/Training, Commercialization of Research Output, and TORs for Commercial Testing at IIU Labs. It shall be applicable for the employee/students of IIUI.

- **General Guideline**

Consultancy Services include, but are not limited to the following:
  i. Proposals for research assignments for external agencies other than funded projects by HEC, PSF, IGNITE, other such bodies etc.
 ii. Organization of conferences / seminars / workshops for external organizations
iii. Trainings for clients, customized or non-customized
 iv. Consultancy assignments of any kind
  v. Contracts and agreements related to sponsored research activities.

- **Routing Process**
  i.   All proposals and contracts will be forwarded through relevant department and faculty.
  ii.   All proposals shall be routed through Office of Research, Innovation and Commercialization (ORIC) or Business Incubation Centre (BIC) with reference to the scope of the proposal.
  iii. Chairpersons/Incharge and Dean/DG/ED shall sign and approve the applications including the details of cost, space availability and share time of the faculty members/officers involved in the activity.
  iv.   Any research consultancy involving the use of human or animal subjects or issues related to bio-safety shall require the endorsement of IIUI Bio-safety Committee/Ethics Committee.
  v.   Proposals duly signed by the concerned official shall be submitted to ORIC/BIC at least five (05) working days prior to submission deadline. Proposals that require endorsement of Bio-safety Committee/Ethics Committee shall be submitted at least twenty (20) days prior to the deadline.
  vi.   The in-house Legal Advisor may be consulted for advice on contract agreement if ORIC/BIC determines the need thereof.
  vii. In contracts where outcome can result in an intellectual property, the case may be vetted by ORIC in line with University's IP Policy.
  viii. ORIC/BIC shall seek administrative and financial approval of each consultancy from the relevant competent authority.
  ix.   Final approval on contract agreement shall be given by the Vice President (Research & Enterprise) after being designated by the President IIUI.
  x.   A separate account shall be opened for each project service which should be operated with joint signatories of concerned PI/PM and Finance Dept. IIUI.
  xi.   Taxes will be deducted/ implemented on all payments as per the notified rates from FBR.

- **Roles and Responsibilities of Policy Implementation**
  i.   **Principal Investigator (PI) or Project Manager (PM)** of research/other consultancy is responsible for preparation of the proposal or contract as per the requirements of the client and the guidelines issued in this policy and its submission to relevant official Chairman/Dean/DG/ED/Director for endorsement.
  ii.   **Dean/DG/ED or Director** (in case of administrative staff)is responsible for forwarding the proposals/contracts to ORIC/BIC.
  iii. **ORIC/BIC Office** is responsible for overall process of submission of technical and financial proposals for consultancy service and approval of contracts. ORIC/BIC is

responsible for supervising and assisting the faculty member to the following items of this research activity:

1. Budgeting
2. Salary and Honorarium constraints
3. Finance and Accounting Recovery
4. Coordination with Legal Advisor, if required
5. Cost sharing and overhead calculations
6. Negotiating with sponsors and stakeholders

iv. **Bio-Safety Committee/Ethics Committee** is responsible for issuance of approval letter of ethical compliance in case the research consultancy involves human or animal subjects or issues related to bio-safety.

v. **President or his designated officer** is responsible for final approval before submission of externally funded proposals and/or contracts.

1. Terms and Conditions of Consultancy Agreement

a. ORIC/BIC Office shall act as a bridge between IIUI Faculty and the external organization and will facilitate the finalization of the terms and conditions contained in the consultancy agreement.

b. The consultants and co-consultants of IIUI fraternity must specify the percentage of their time investment in number of days on the certain consultancy project and/or activity. The total number of days on consultancy services shall not exceed to 52 full working days for a single faculty member. Time investment will not be made by seeking any course/assignment waivers.

c. The consultant will not have the authority to bind IIUI to any contract.

d. In all submissions and presentations of the consultancy project/ activity the consultants must identify themselves as faculty members/ officers of the university but make it clear that the views expressed, and advice provided is purely based on their personal capacity.

e. Complete confidentiality shall be ensured by the consultants of IIUI and the outputs of the activity shall not be published without prior consent of the client.

f. IP developed through consultancy projects/ activities, if any, shall be governed by IIUI IP Policy and shall either be fully or partially owned by IIUI.

2.1 Mandatory Terms and Conditions

Following terms must be made a part of the consultancy agreement:

a. **Dispute Resolution Clause:** In case of any dispute, both sides will resolve through negotiations and will not by any mean take the same to any court of law.

b. **Confidentiality Clause:** The consent of the parties under this agreement must be obtained prior to the transfer of the related information, studies or publications to any

third party. Parties shall assure the respect of intellectual property rights and shall ensure the full compliance of the applicable rules and regulations.

c. **Arbitration Clause:** In case dispute remains unresolved between the parties then this clause will take effect "The Law of Pakistan is nominated as the applicable Law. Islamabad is nominated as the sole seat of arbitration and the courts of Islamabad are to exercise exclusive jurisdiction over any arbitration proceedings. By virtue of this provision, the client is denied action against the consultant in any court of Pakistan or abroad other than Islamabad."

d. **Disclaimer Statement:** This disclaimer needs to be present in the consultant's submissions "The views expressed in this report/paper are those of the authors/consultants alone and do not, in any way, represent the views of International Islamic University Islamabad, and International Islamic University Islamabad does not accept any responsibility or liability in relation thereto."

2. Budgetary Guidelines for Consultancy

a. Budgetary requirements of the sponsors may vary on case-to-case basis. Explicit budget guidelines by the sponsoring agency must be complied with. However, if no such guideline is issued by the client/ sponsor, the activity/ project budget shall have all or some of the following budget heads:
    i. Human Resource Deployment Expense
    ii. Equipment Usage Expense
    iii. Travelling Expenses
    iv. Supplies and Services Expense
    v. Training/ Workshop Expense (Remuneration to Key Speakers)
    vi. Entertainment / Refreshment Expense
    vii. Marketing Expense
    viii. Contingencies Charges
    ix. University Overhead Cost
    x. Any taxes etc.

b. No other budget head can be added, however any of the above budget heads can be further bifurcated e.g., Travelling can be divided in to Local and International Travel.

c. In case there are no restrictions by the sponsoring agency i.e., client, the PI/PM may rearrange the funds allocated to the above-mentioned budget heads in consultation with ORIC/BIC.

d. For routing, approval and payment of expenses incurred in a sponsored activity, the explicit guidelines of the client supersede IIUI policies and procedures. However, in absence of explicit guideline from the sponsoring agency, IIUI policies and procedures for relevant budget heads shall be referred.

e. All the travel expenses, including the national and international travel, must be categorically declared in the approved budget from the sponsoring agency and shall be paid accordingly.

f. In case of unrestricted, lump sum payment from the external funding without any conditionality by the sponsoring agency, the grant shall be administered as per the discretion of PI/PM of IIUI.

g. It is the ultimate responsibility of the PI/PM to ensure that all expenses incurred in an externally funded research activity are in accordance with the terms and conditions of the agreement and also in accordance with IIUI Rules and Procedures.

h. Profits generated through these externally funded consultancies shall be divided amongst the following stakeholders in the stated proportion:

Stakeholder	Sharing Ratio
Principal Investigator / Project Manager	70%
Relevant Department/Centre/Academy/Institutes' Share	15%
ORIC/BIC Share	5%
University Share	10%

i. The projected profits shall be calculated and explicitly stated at the time of proposal submission.

j. ORIC/BIC shall seek approval of the competent authority for disbursement of this profit in the above-mentioned share.

k. PI/PM shall pay honorarium to the organizing team members (Co-PI or other team members) in case, more than one faculty member of IIUI are involved in consultancy. No separate share of profit will be paid to organizing team other than share of PI/ PM stated in para 3(h) of this policy.

4. **Policy for Organizing Paid Seminars / Workshops / Trainings**

a. This policy shall cover all activities to be organized by pool of experts from IIUI fraternity for external audience. It however does not include those conferences/seminars/workshops etc. funded by HEC, PSF, COMSTECH etc. or part of a funded research project. It includes but are not limited to the following:
   i. Research/Training Programs
   ii. Subject specific trainings that are commercially attractive
   iii. Seminars / Conferences for external agencies e.g., Ted Talk, Hult Prize
   iv. Joint Events with other universities where external funding is issued and IIUI does not bear financial obligation
   v. Industrial Fairs sponsored by external funding

b. The budget of activities covered under this policy shall have all or some of the following budget heads:
   i. Remuneration to Key Speakers / Trainers

      ii.   Human Resource Deployment Expense

      iii.   Equipment Usage Expense

      iv.   Travelling Expenses

      v.   Supplies and Services Expense

      vi.   Entertainment / Refreshment Expense

      vii.   Marketing Expense

      viii. Contingencies Charges

      ix.   University Overhead Cost

c. No other budget head can be added, however any of the above budget heads can be further bifurcated e.g., Travelling can be divided in to Local and International Travel.

d. Profits generated through these activities shall be divided amongst the following stakeholders in the stated proportion:

Stakeholder	Sharing Ratio
Principal Investigator / Project Manager	70%
Relevant Department/Centre/Academy/Institutes' Share	15%
ORIC/BIC Share	5%
University Share	10%

e. The profits shall be calculated and explicitly stated at the time of proposal submission to ORIC.

f. ORIC/BIC office shall seek approval of the competent authority for disbursement of this profit in the above-mentioned share.

g. PI/PM shall pay honorarium to the organizing team members (Co-PI or other members) in case there are more than one faculty members of IIUI involved in arrangement of the activity. No separate share of profit will be paid to the organizing team other than share of PI/PM stated in para 3(h) of this policy.

5. Policy for Commercialization of Research Output

The researcher will receive a share of the net income from revenue generated by commercializing his/her research output. The share will be determined in percentage of the net income after calculating all expenses. The details are to be determined and explained separately in each technology or product's sale contract and research output commercialization.

6. Proposed TOR's for Commercial Testing at IIUI Labs

a. Other than those already approved by the IIU's BOG/HEC/PCST/PCSIR from IIU Banner; all commercial testing requests shall be booked online through the Lab Management Portal developed for lab manager at ORIC Online Research Database.

b. All commercial testing requests made through the online portal shall be shared with the Dean/DG/ED of concerned faculty for approval.

c. An online bank challan will be printed after the approval of the respective Dean/DG/ED against each test request. The applicant will be required to submit that bank challan in the respective bank and furnish payment receipt to the concerned Lab Manager.

d. The concerned lab/department shall issue certified reports for lab tests after receipt of the paid challan and will maintain the data of tests conducted along with the original paid challans in their daily activity register.

e. A bank challan will be issued for testing fee once request reached and paid challan shall be given to concerned laboratory before issuance of final results/ reports.

f. Commercial testing revenue shall be distributed as 70% to concerned department/faculty/Centre and 30% to university. After the approval of this policy; this model shall be applicable to all laboratories/centres/faculties in IIUI which are currently making use of these services or plan to do so. The details for revenue distribution will be as follows:

S.No.	Distribution Detail	Percentage
i.	Laboratory consumables and essential facilities for testing/fabrication/characterization facilities	50%
ii.	Field sampling	
iii.	Repair and maintenance of equipment.	
iv.	Allowance for Members and technical staff involved in commercial testing	20%
v.	University	30%

Sr. No:1.1.12

Subject:	SOPs for Commercial Testing at IIUI
Approved by:	**Academic Council**
Notified on	
Purpose of Policy:	

The testing may be started by adopting the following standard procedure:

1. The user/client will submit a request in hard copy for a specific test to the Lab Manager of the relevant department.
2. The request will be vetted by the Lab Manager, Lab Incharge and Chairman of the department.
3. A filled bank deposit slip will be issued to the user/client as per requirement.
4. The user/client will deposit the fee in the bank and submit the paid challan form along with the test sample. However, samples must be checked (i.e., whether it is fulfilling the

requirements of the desired tests or not) by the lab staff before submission of dues or testing charges.

5. The test result will be handed over to the user/client.
6. A copy of the User/Client Requests, Paid Challan Forms, and Test will be shared with ORIC and the Finance department on the 15th and 30th of every month for the record.
7. A meeting will be held every three months between a representative from the finance department, the lab manager, and the chairman of the relevant department to distribute the university's and staff members' shares via issuing Cheque.
8. The income generated will be shared as per the following details and as mentioned in the commercial testing TORs.

No.	Distribution Detail	Percentage
i.	Laboratory consumables and essential facilities for testing/fabrication/characterization facilities	50%
ii.	Field sampling	
iii.	Repair and maintenance of equipment.	
iv.	Allowance/honorarium for Members and technical staff involved in commercial testing	20%
v.	University	30%
	Serial No i-iii. will be utilized for the mentioned purposes by following the already laid down procedures in the university and with the approval of the competent authority. Serial No iv. will be issued to the department for utilizing as an honorarium to the faculty members/staff. The distribution may be made with the approval of the Departmental Board or a committee may be constituted for the purpose. Serial No v. also includes 5% ORIC/BIC share.	

9. A Receipt Book may be issued to the Concerned Lab Manager (s) on an interim basis upon their request. This would facilitate the clients/customers, as it is treated as One Window Operation.
10. An Online Portal should be developed as soon as possible in consultation with IIU Finance Section. For this purpose, IIU IT officials may be assigned the task.
11. The Report Writing may be treated as Consultation, which may be charged as per the nature of sampling and in addition to Lab. Testing. The share of consultancy charges may be distributed as per IIU Consultancy Policy 2022.
12. The approved share distribution will be made as per the following details and as mentioned in the approved Consultancy Policy for the reference made in 11, where a pre-determined detailed report writing is required by the service user/client.

Stakeholder	Sharing Ratio
Principal Investigator / Project Manager	70%
Relevant Department/Centre/Academy/Institutes' Share	15%
ORIC/BIC Share	5%
University Share	10%

13. The sample test requested by IIU faculty member(s) or students may be performed, and recorded for academic purposes, without any charges (virtual payments and record).
14. Tax(es) deduction upon payments will be applicable as mentioned in the Consultancy Policy.

Sr. No:1.1.13

Subject:	**IIUI IP Policy**
Approved by:	**Academic Council**
Notified on	
Policy Purpose: The purpose of this policy is to ensure the work security with IP.	

For the purpose of this policy, unless otherwise stated, the following definitions and abbreviations shall apply:

a. *Research:* at IIUI means original investigation undertaken in order to contribute knowledge and understanding in any discipline conducted by IIUI student(s) or employee(s) (Faculty and Staff).
b. *Development:* means affirmative creativity.
c. *Applied Research:* means the original investigation in order to acquire new knowledge related to any application. It is, however, directed primarily towards a specific practical aim or objective. The results of applied research are intended primarily to be valid for a single or limited number of products, operations, methods or systems. The knowledge or information derived from applied research is often patented but may also be kept confidential.
d. *Publication: means* an act or process of producing content(s), book(s), research paper(s) and creativity in published form.
e. *Faculty:* means faculty member appointed in IIUI on regular or contract appointment.
f. *Staff:* means administrative personnel of IIUI hired on regular, ad-hoc, or contract appointment.
g. *Author:* includes writers, artists, music composers, etc. of any creation of mind including literary and artistic works; designs and symbols; names and images used in commerce.

h. *Creator:* refers to the person/organization who creates a creation of the mind, such as invention; literary and artistic work; design; and symbol, name and image used in commerce.

i. *Invention:* refers to a new or novel idea, product or process, which is non-obvious or involve an inventive step, it shall be useful and shall be covered under patentable subject matter.

j. *Intellectual property (IP):* refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce.

k. *Patent:* A patent is an exclusive right of ownership granted for an invention, which is a product or a process that provides a new way of doing something or offers a new technical solution to a problem. The protection is granted for a limited period, usually 20 years (as stipulated in the TRIPS agreement).

l. *Copyright:* It is a legal term describing rights given to creators for their literary and artistic works. Literary works include novels, poems, plays, reference works, newspapers, computer programs, databases, films, musical compositions and choreography, artistic works such as paintings, drawings, photographs and sculpture, architectural works, advertisements, maps and technical drawings. The creators of original works protected by copyright, and their heirs, have certain basic rights including economic and moral rights. They have the exclusive right to use or authorize others to use the work on agreed terms.

m. *Trademark:* A trademark is a distinctive sign that identifies certain goods or services as those produced or provided by a specific person or enterprise. The system helps consumers identify and purchase a product or service because its nature and quality, indicated by its unique trademark, meets their needs. A trademark affords protection to the owner of the mark by ensuring his/her exclusive right to use it to identify goods or services, or to authorize another to use it against payment. The period of protection varies, but a trademark can be renewed indefinitely beyond the time limit on payment of additional fees.

n. *Industrial Design:* An industrial design right is an intellectual property right that protects the visual design of objects that are not purely utilitarian. An industrial design consists of the creation of a shape, configuration or composition of pattern or color, or combination of pattern and color in three dimensional forms containing aesthetic value. An industrial design can be a two- or three-dimensional pattern used to produce a product, industrial commodity, or handicraft. Registering valuable designs contributes to obtaining a fair return on investment made in creating and marketing the relevant product, thereby improving profit.

o. *Trade Secrets:* Trade secrets consist of confidential data, information or compilations used in research, business, commerce, or industry. Universities and R&D institutions, government agencies, business entities and individuals may own and use trade secrets. The information may include confidential scientific and technical data and business, commercial or financial information not publicly known that is useful to an enterprise and confers competitive advantage on one having a right to use it. The secrecy of the

information must be maintained to conserve its trade secret status. The law of trade secrets covers knowledge or information, whether patentable or copyrightable, typically of an engineering or business nature, giving one a competitive advantage, which is intended by its holder to be maintained in secret and is not generally accessible or known.

p. *Industrial Design:* it may consist of three-dimensional features, such as the shape of an article, or two-dimensional features, such as patterns, lines or color.

q. *Lay-out-design/***Lay-out Designs of Integrated Circuits/Machines/Implements:** commonly known as "chips" or "micro-chips" – are the electronic circuits in which all the components (transistors, diodes and resistors) have been assembled in a certain order on the surface of a thin semiconductor material (usually silicon).An 'integrated circuit' (IC) means a product, in its final form or an intermediate form, in which the elements, at least one of which is an active element, and some or all of the interconnections are integrally formed in or on a piece of material which is intended to perform an electronic function.

r. *Moral Rights:* are the rights of the creator including the right to be acknowledged as the author of a work and to prevent it from being altered in a way that might damage the creator's reputation.

s. *Economic Rights:* involve the right to control the distribution of a work. Under these rights, the creator can stop anyone from copying or using a work without permission – including, for example, by translating it, reproducing it, performing it or broadcasting it.

Policy Introduction

A. **Compliance**

This policy has been framed in pursuance of Chapter 4 Section 7 (a) of IIUI Statutes of 2007.

B. **Short Title**

The policy shall be called "IIUI Innovation & Intellectual Property (IP) Policy Version 2022".

c. *pol***icy** *statement*

As an owner and user of Intellectual Property Rights, IIUI aims to achieve the objectives of sustainable innovation, equitable access and fair use by:

  i.   adhering to the best practices of acquisition of IP protected materials through acknowledgment and attribution
  ii.   compensating to the rights holders where feasible within resources of IIUI
  iii.   upholding the principles of open innovation and open access wherever possible and applicable.

IIUI, as an institution, encourages the use of open-source material and stresses that wherever any intellectual property is used, it shall be duly acknowledged and attributed to the source.

d. *COMMENCEMENT OF THE POLICY*

This policy will be effective immediately after approval from the competent fora of IIUI and will be applicable to all ongoing projects.

e. *IN CASE OF AMENDMENT*

In case of any amendment to this policy in future, the change will not have retrospective effect.

1. INNOVATION AND INTELLECTUAL PROPERTY POLICY

1.1. Purpose of IP Policy

The purpose of the policy will be to clarify how intellectual property is to be managed by the IIUI. The IP Policy states position in relation to intellectual property and informs on fundamental steps that lead to the proper management, protection and/or commercialization of intellectual property. This policy is to be followed by all faculty members, staff, researchers, and others who are related as well as students and visitors of the research and academic institutions with which IIUI may enter into agreements.

1.2. Coverage of IP Policy

This part of the policy document describes the coverage/scope of the persons involved and areas covered under proposed policy.

i.   **Course Material:** Course material means all material produced in a course or use of Patents in teaching in any form (including digital print, video, and visual material) and all intellectual property rights in such material and will include lectures, lecture notes and material, syllabi, study guides, assessment material, images, multimedia presentations, web content and course software.

ii. **Research Projects:** All the research activities will also be covered under IP policy of IIUIhowever, it will not affect those research projects which are under process (already have a signed agreement). All prototypes under the umbrella of IIUI Research work including those in Engineering and Technology and Basic & Applied Sciences will be covered under this IP Policy for filing of IP rights.

iii. **Individuals (Faculty, Staff, Researchers, Students):**
    a) **Academic staff:** Includes all teaching and research staff, and visiting scholars employed by IIUI on permanent, temporary, ad-hoc, or contract basis.

b) **Undergraduate, postgraduate, and visiting students:** Any full-time or part time undergraduate and post graduate student regardless of whether he/she receives financial aid from the IIUI or from external sources. It is the responsibility of students who are also employees of outside organizations to resolve any conflict between this policy and provisions of agreements with their employers prior to committing themselves to any undertaking at the IIUI that may involve the development or creation of IP. The research work of IIUI students going on IRSIP or any other exchange program that might result in creation of an IP, the IP rights shall be jointly owned with IIUI and the external university.

c) **Post-doctoral researchers:** Although post-doctoral associates may be hired as staff, they are considered to be in the same category as post-doctoral fellows/trainees because their work is considered to be part of their training.

d) **Independent contractors or consultants:** Persons hired by the IIUI on a limited time basis, for a limited purpose as specified in a contract. The rights and obligations of the parties shall be determined by contract between the IIUI and the contractor.

e) **Non-employees:** who use IIUI funds, facilities, or other resources, or participate in IIUI-administered research, industrial personnel, and fellows, regardless of obligations to other companies or institutions.

iv)   **IP Assets and Rights:** This IP Policy will cover all types of intellectual property rights, both economic and moral rights, under relevant IP Laws of the country, such as:

a. Copyrights & Patents
b. Trademarks/Trade, Names and Service Marks
c. Industrial Designs/Solutions
d. Trade Secrets/Plan
e. Lay-out Designs of Integrated Circuits/ Machines/Implements

a) **Copyright**:

i. Copyright ownership of works by IIUI faculty or students shall be jointly owned by the creator/author and IIU, except stated otherwise in the agreement between IIUI and external party.

ii. Copyright with respect to software is dealt with as per other IP rights.

iii. The IIUI shall also have the right to use, publish and reproduce such works in whatever form, electronic or otherwise, for its teaching, research, and academic purposes after seeking permission from the owner(s) on non-commercial basis. However, if this publication of work is for commercial gains, an agreement for payment of royalties between the creator/author of Copyright and IIUI will be signed on mutually agreed terms and conditions.

b. **Patent:** All IP developed by IIUI faculty, students, and researchers in their own personal time, who are neither connected to IIUI research nor developed with substantial use of IIUI's resources, shall belong to such IIUI staff, students and/or

researchers as creator/author. Patent rights created by IIUI staff based on IIUI research with substantial use of IIUI's resources will be joint ownership of IIUI and creator of patent right. Royalties for research team will be determined by separate agreement(s) on mutually agreed terms and conditions in case of commercialization of these patent rights. In case, IIU in future develops a trade secret, it will be covered under the intellectual property rights as per prevailing laws on the subject matter

c. **Trademarks/Names and Service Marks:**
The IIUI shall be the sole owner of the IIUI logos.

d. **Industrial Designs/Solutions:**
This policy will focus on efforts by the IIUI to raise consciousness the concerned stakeholders to register their novel designs (Lay-out Designs of Integrated Circuits/ Machines/Implements) in order to get a more competitive edge.

1.3. Ownership of Intellectual Property Rights:

There are three primary situations for the ownership of intellectual property rights: (a) the IIUI owns the intellectual property; (b) IIUI jointly owns the intellectual property with its faculty, students and staff; and (c) IIUI jointly owns the intellectual property with multiple collaborators including its faculty, donor agencies and/or external stakeholders.

a. **IIUI owns the IP:** IIUI Intellectual Property means that IIUI shall be the sole owner of the IIUI logos, designs, publications and processes built in house of IIU and its constituent units.

b. **IIUI Jointly Owns IP with its Researchers (Faculty, Staff, Students):** where IP will be jointly owned by IIUI and its fraternity. For each specific piece of IP owned by the IIUI and its fraternity, the costs directly related to registration and management of IP, paid by the IIUI will first be deducted from the gross income available before distribution. The net income will then be distributed among IIUI and the creator(s)/author(s)on 70/30 ratio (70% creator and 30% IIU).

c. **IIUI Jointly Owns the Intellectual Property with Multiple Collaborators:** Joint Intellectual Property means individually and collectively all inventions, improvements, or discoveries and all works of authorship, excluding articles, dissertations, theses, and books, which are generated by one or more employees of IIUI and one or more employees of external organization in performance of the research under the Agreement. All rights and title to Joint Intellectual Property belong jointly to IIUI, the creator(S)/author(s) and the external organization in the terms agreed between these three parties on mutual consent and case to case basis.

2. Pathway to Foster Possible Intellectual Property

a. It is mandatory for all employees of IIUI to disclose all potential IPs immediately and before communicating it in public domain through Non-Disclosure Agreement (NDA) publication or otherwise.

b. **IP Disclosure Mechanism:** If a creator/author has developed any IP, the creator(s)/author(s) immediately and before communication of the same in the form of publication or any form of public disclosure, must disclose the full details of the IP to the ORIC office by submitting a Non-Disclosure Agreement Form (annexed with this policy). The ORIC will evaluate the commercial potential and patentability of the IP. The ORIC may consult with other IIUI personnel or independent experts who are competent in the field to assist in the evaluation if deems appropriate or necessary.

c. In all cases where IP is disclosed by a member of staff for possible commercialization, the IIUI is obliged to ascertain its commercial potential. Intellectual property disclosures are normally considered confidential by the institution, but for the sake of ascertaining its commercial potential, IP section in ORIC will inform all members to get feedback.

d. **Market Evaluation and Licensing:** It is essential that any patentable invention be analyzed for its industrial relevance and commercial potential. In the context of IIUI, ORIC should endeavor in collaboration with creator/author, to find economic and technical suitability, potential of commercialization, investment required and sustainability. It is quite common that inventions are produced in universities, but their potential users may be located elsewhere. So, it becomes useful to commercialize such research efforts to share the benefits with stakeholders. IPR owners often do this by granting licenses to other manufacturing companies. In this context, ORIC will identify and endeavor to commercialize potential inventions from IIUI and make necessary arrangements regarding their licenses and other requirements.

e. **Revenue Distribution:** All revenues derived from IIUI owned IP will be received and administered by the ORIC. For each specific piece of IP owned by the IIUI, costs incurred in the process of perfecting, transferring, and protecting IIUI rights to the property paid by the IIUI will first be deducted from the gross income available before distribution. An accurate accounting of all such costs shall be made available to the author/creator upon request. The distribution of net proceeds that is received from IIUI owned Intellectual Properties shall be shared between the creator and the IIUI on 70/30 ratio (70% creator and 30% IIU).

f. **Intellectual Property Review Committee:** In implementing this policy, the IIUI shall appoint a standing Intellectual Property Review Committee, whose functions shall include (1) reviewing policy provisions from time to time, as needed, with recommendations for change or amendments to the Office; (2) serving as a non-binding decision-making body in the case of any dispute relating to this policy; (3) reviewing other issues as requested by the ORIC or other interested parties.

g. **Conflict of Interest:** In case of conflict of interest caused, i.e., any member of the committee is creator of an IP asset, he/she shall recuse from the committee and a new review committee will be formed.

h. **Dispute Resolution:** All disputes relating to IP shall be resolved amicably in the spirit of supporting research activities and protecting the interest of the public. In this backdrop, disputed issues regarding intellectual property shall be handled by a committee. The complaint shall be filed with the Director (ORIC), who will present it to the Dispute Resolution Committee a senior member of the IP Review committee shall chair the committee and other members shall include Director (ORIC), the dean of faculties/DGs of institutes where the dispute is originating, the creator/author, and a neutral member who is knowledgeable in IP legal issues appointed by Vice-President (R&E) from any department/faculty/institute at the IIUI. In case of non-settlement of disputes, IP review committee will deal with the situation where a party is not satisfied with the decision of the Dispute Resolution Committee, he/she may appeal to the President of IIUI whose decision shall be final and binding upon all the parties.

3. Process Flow for Intellectual Property Disclosure and Filing

a. Creator(s)/author(s) will disclose all potential IPs to ORIC Office immediately and before communicating it in public domain through publication or otherwise.

b. ORIC office will help the creator/author in writing application for filing of the IP rights.

c. In case, the application is ready with coordination of both, ORIC office and creator/author, ORIC office will proceed with its filing process.

d. In case, the application writing needed expert help, ORIC office will make arrangements in consultation with the creator/author to discuss the potential IP with relevant experts.

e. ORIC office will bear all the costs to be incurred with registration of IP rights at Pakistan Level. This includes IP rights application filing fee for IPO Pakistan.

f. In case of applying for international patents, both creator/author and the ORIC office will collectively and in coordination seek funding sources.

g. IIUI will be the applicant of IP rights and the creator(s)/author(s) will be listed as such in the IP application.

h. ORIC office will coordinate the entire process of filing till award of patent with IPO Pakistan Office.

RECIPROCAL NON-DISCLOSURE AGREEMENT (NDA)

This Agreement is entered into as of the ___day of _____, 202__ ("the Effective Date") between / among _____
_____(herein referred to as "_____ Party A "), and _____
_____, Pakistan (herein referred to as "_____ Part B").

In consideration of the mutual covenants set out below and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), and in order to protect certain Confidential Information to be exchanged by each of the parties to the other, **Party A** and **Party B** agree as follows:

1. **Designation of Parties.** Each party shall designate a representative ("the Designated Representative") for coordinating receipt, release and delivery of Confidential Information, who is **Designated Name(s)**for **Party A** and **Designated Name(s)** for **Party B**, or such individual(s) as any party may designate by notice in writing to the other. Any party disclosing Confidential Information to the any other hereunder is a "Disclosing Party" and any party receiving Confidential Information is a "Recipient". A Disclosing Party shall disclose Confidential Information only to a Recipient's Designated Representative.

2. **Description of Confidential Information.** The Confidential Information to be disclosed under this Agreement includes those materials specifically identified as:

   i)   material which is marked as confidential at the time of disclosure; or

   ii)   material in oral or visual form identified as confidential at the time of disclosure and subsequently designated as such within a written memorandum sent by the Disclosing Party to the Recipients within thirty (30) days following the original disclosure; or

   iii)   material pertaining to **(third party)**_____and entitled "_
   _____".

   3.   **Purpose of Recipient's Use of Confidential Information.** The Recipients shall make use of the Confidential Information only for the following purpose (the "Purpose" _
   _____) of the_____
   _____.

   4.   **Confidentiality Period/Term.** This Agreement and the Recipients' duty to hold Confidential Information in confidence shall continue until <u>Month Date, Year</u>.

5. **Non-Disclosure.** Each Recipient agrees that it will retain the Confidential Information in confidence and that it will not disclose such Confidential Information to any third party or use the Confidential Information for any purpose other than the Purpose. Each Recipient shall use at least the same standard of care in protecting the confidentiality of the Confidential Information that it uses in protecting its own Confidential Information of a similar nature but, in any event, no less than a reasonable standard of care. Each Recipient shall disclose the Confidential Information only to its employees, directors, officers, agents, consultants or other persons, where any of the foregoing have a need-to-know the Confidential Information for the Purpose, and who shall be bound by substantially the same obligations as the Recipient pursuant to this Agreement.

6. **Exclusions.** This Agreement imposes no obligations upon the Recipient with respect to information that:
   a) was either in the Recipient's possession before receipt from the Disclosing Party as established by documentary evidence; or was at the time of disclosure available to the public; or became available to the public after disclosure to the Recipient without breach of this Agreement by the Recipient; or
   b) became available to the Recipient from a third party which, to the Recipient's knowledge, had no duty of confidentiality with respect to it; or
   c) has been independently developed by the Recipient as established by documentary evidence; or
   d) is made as required by law and/or is subject to an order by judicial or administrative process requiring the Recipient to disclose any or all of the information; provided, however, that the Recipient shall use reasonable efforts in the circumstances to promptly notify the Disclosing Party of such requirement to enable the Disclosing Party to oppose such process, before disclosure occurs; or
   e) is disclosed by the Recipient with the Disclosing Party's prior written approval.

7. Return of Confidential Information. Upon the written request of the Disclosing Party, any Recipient will return all Confidential Information and copies thereof in its possession or under its control to the Disclosing Party, subject to the right of the Recipient to retain one (1) full archival copy of such Confidential Information for the purposes of establishing the extent of the disclosure of such Confidential Information. Such Confidential Information shall nonetheless be subject to Section 4.

8. No Licenses or Other Rights. Neither this Agreement nor any disclosure hereunder will be deemed, by implication, estoppel or otherwise,

(i) to vest in a Recipient any license or other rights to any of the Confidential Information or under any patent, copyright, trade secret or other intellectual property right, or

(ii) to obligate a Disclosing Party to make any particular disclosure of Confidential Information or to enter into any business relationship or further agreement with any Recipient.

9. Representation. Disclosing Party represents and warrants to Recipient that it has the right to enter into this Agreement without breaching or violating any fiduciary or contractual obligations owed to a third party. No other representations or warranties whatsoever with respect to any Confidential Information disclosed under this Agreement is made by any Disclosing Party under this Agreement.

10. Remedies. Recipient acknowledges and agrees that damages may not be an adequate remedy to compensate Disclosing Party for any breach of Recipient's obligations under this Agreement. Accordingly, Recipient agrees that in addition to any and all other remedies available, Disclosing Party will be entitled to seek a temporary or permanent injunction to enforce the obligations contained in this Agreement.

11. NoAssignment: No Amendments. No party may assign any of its rights or obligations under this Agreement without the prior written consent of the other parties. This Agreement shall be binding upon and shall ensure to the benefit of the parties hereto and their respective successors and permitted assigns. However, no amendment or modification of this Agreement will be effective unless made in writing and signed by authorized representatives of all parties.

12. Governing Law; Compliance. This Agreement shall be governed by and construed in accordance with the laws of the Pakistan applicable therein. Each of the parties agrees to comply with all applicable laws, regulations and rules relating to the export of technical data.

13. Notices. All notices given under this Agreement shall be in writing and shall be delivered by courier, e-mail (to the electronic address provided by the Designated Representative) or by facsimile to the address of the other party set out below. Notices shall be deemed to have been received on the date of delivery, if delivered by courier or e-mail and on the first business day following the electronic confirmation of the successful transmission by facsimile, if sent by facsimile. Any party may give written notice of a change of address, facsimile number or e-mail address, as the case may be.

14. Counterparts and Facsimile Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. This Agreement may be delivered by facsimile, courier or e-mail.

The parties hereto have duly executed this Agreement by their respective duly authorized representatives as of the Effective Date.

For Party A	For Party B
Signatures:	Signatures:
Name of Representative:	Name of Representative:
Designation:	Designation:
Address:	Address:

Sr. No:1.1.14

Subject:	IIUI Research Journal's Policy
Approved by:	Academic Council
Notified on	2022

Purpose of Policy: This policy has been framed in accordance with the quality standards set by HEC and International Indexing agencies like WoS and best practices.

CHAPTER 1

INTRODUCTION

1.1 TITLE AND SCOPE

    i. This policy shall be called "IIU Policy for Research Journals 2022 (IPRJ 2022)".

    ii. This policy has been framed in accordance with the quality standards set by HEC and International Indexing agencies like WoS and best practices.

    iii. The Office of Vice President (Research and Enterprise) will be implementing office whereas

    iv. Office of the Research, Innovation and Commercialization (ORIC) will be executing or responsible offices for monitoring/financial support and academic accreditation.

1.2 DEFINITIONS

To this policy, unless otherwise stated, the following definitions and abbreviations shall apply:

i. **IIU Journals Steering Committee (IJSC)**

IIU Journals Steering Committee will be highest body of IIU for approval and monitoring of research journals. This Committee will allow initiation of new Journals and perform monitoring of existing journals. Moreover, financial support for journals will also be approved by this committee. The Committee can device mechanism for evaluation of applications for initiation of new journals. It can also perform other functions to resolve the issues related to the regular publications of the IIU Journals.

The composition of this Committee will be as under:

Chairman of the Committee   Vice President (R&E)

Members of the Committee

- All Director Generals/Executive Directors of the Institutes/Academies/Centers
- All Deans of the faculties
- Two editors of well reputed HEC recognized existing journal of IIU
- Secretary/Member   Director ORIC
- Director Finance or his/her nominee

ii. **Research Journal** at IIUI means a scholarly publication containing articles written by researchers, professors and other experts focusing on a specific discipline or field of study. Open Accessed or Online Journals of IIUI will also be included in IIUI Journals. Unlike newspapers and magazines, journals are intended for an academic or technical audience, not general readers.

iii. **Web of Science** means an online subscription based scientific citation indexing service originally produced by the Institute for Scientific Information (ISI).

iv. **Editor -in-Chief** means the most senior editor who is looking after overall affairs of the journal.

v. **Editor** means a person responsible for overall administration of the journal. He/She will perform duties such as identifying of important academic and administrative matters of the Journal like initial scrutiny of articles, peer review, final selection of the articles for an issue of a journal, sourcing high quality manuscripts, handling day-to-day paperwork, and organizing the flow of manuscripts (*i.e.* from author to referees and back and finally to the publisher). Depending on the size of the journal, he/she can seek the assistance of associate editors and assistant editors to run the affairs of the Journal.

vi. **Editorial Board** means a group of experts in the journal's field. The presence of an editorial board is very important for journal as an ambassador for journals. To some extent the quality of a journal is judged by the members and academic credentials of its editorial board.

vii. **Peer reviewer** means external expert/s chosen by the competent authority to provide written opinions, with the aim of improving the study.

1.3 OBJECTIVES

i. Guidance for management, support and quality enhancement of research journals at IIUI to bring their academic and publication quality to international standards.

ii. Establishment of minimum and optimal standards, in line with International best practices, for academic review, publication quality, and ethical practices.

iii. Establishment and strengthening of monitoring systems of IIU Journals.

iv. Maintaining the reliability of the published material and safeguarding the research record by the journal.

v. Providing support in capacity building of editorial teams, faculty and researchers for academic publishing.

vi. Provision of financial support and linking of such support to performance, i.e., success in meeting quality criteria.

CHAPTER 2

INITIATION OF NEW IIU RESEARCH JOURNALS

2.1 Starting New Journals

i. The proposal for starting a new journal may be forwarded through Dean/DG/ED to the Vice President (R&E)/Chairman Journals Monitoring Committee who will refer it to the ORIC on the prescribed Performa (Annex-A).

ii. The proposal must clearly provide proper justification for the need, rationale and benefits of the journal for general readers and beneficiaries.

iii. To keep high standards of publishing, multiple journals from the same faculty would not be encouraged until and unless rationally justified.

iv. After initial evaluation of proposal, ORIC will refer the case to IIU Journals Steering Committee.

v. The President, IIU, on the recommendations of IIU Journals Steering Committee may approve the start of new journal.

2.2 Publisher Characteristics

i. The journal must be published by an Institute/Academy/Center/Academic Department/Faculty of IIU on regular basis.

ii. The publisher's name, in case of IIU Research Journals, the complete name of Institute/Academy/Center/Academic Department/Faculty along with name with a

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verifiable, physical address must be provided on hard and soft copy of each journal issue.

2.3 Journal Eligibility, Scope & Title

i.   To be eligible the journal must fulfill the minimum eligibility criteria for Registration/Application submission for HEC Journal Recognition System (HJRS) as per its policy.

ii.   In case of non-performance and failing to meet the minimum standards, a journal may be discontinued/merged with some other IIU journal on the recommendation of IJSC.

iii.   In genuine cases, relaxation may be granted to journals for a period decided by the IJSC.

iv.   The journal must have clearly defined aims, objectives and scope of publication.

v.   Journal must possess a title aligned with the stated scope of the journal, published content, and community demographic (editorial board and authors).

vi.   The title should be consistently displayed at the article, issue (if present), journal, and website level.

2.4 Patron in Chief and Patron of IIUI Journals

i.   The Rector IIU may serve as Ex Officio Patron in Chief of IIUI Journals

ii.   President IIUI may serve as Ex Officio Patron of IIUI Journals

2.5 Editorial Board and Advisory Board

i. Editorial Board

a.   The journals will operate under the guidance of an Editorial Board which will be a team of experts in the journal's field. The Editorial Board will provide expert advice on contents, guide on strategies for attracting quality research work.

b.   The Editorial Board should comprise of Editor-in-Chief, Editor and Associate/Assistant Editors.

c.   If DG(s)/ED(s)/Dean(s) of the Institutes/Academies/Centers or Deans is/are not the Editor of the Journal then he/she will serve as Chief-Editor. If any of DGs/EDs of Institutes/Academies/Centers or Deans of the faculties is serving as Editor, then no Chief-Editor will be required.

d.   The Editor must have a good publication record, and preferably hold any position or membership of Professional Bodies, Societies or on the Editorial board of other prestigious journals. Experience of editing and reviewing of renowned reputed journals may also be considered.

e. The Editors of new Journals and Editorial/Advisory boards will be approved along with the approval of new journals by the steering committee.

f. The Editor of a journal and members of editorial and advisory board may be appointed for three years and can be re-appointed such type of appointments will be approved by the respected DGs/EDs and Deans.

ii. Advisory Board

a. The journal must have a diversified Advisory board having a minimum of 08 members with PhD or terminal research degrees in relevant fields (i.e., area of publication) and should have strong research and publication background.

b. The Advisory Board shall have more than 50% of members from outside IIUI representing Pakistan as well as academically advanced nations.

c. Consent letters from Advisory Board members should be kept in record.

d. Credentials of the Editorial and Advisory Board Members should be clearly mentioned in the journal as well as on the Website.

e. To ensure smooth functioning of the journal, the Editor is responsible for conducting the Editorial Board meetings on regular basis (at least twice a year).

f. Any change/modification in the advisory board will be approved by the respected DGs/EDs and Deans.

2.6 Website Functionality/Journal Format

i. IIU Journal portal hosting all the research journals published from IIU will be developed and shell be maintained by the IT department.

ii. Every journal on the portal will have a comprehensive website, as per HEC prescribed guidelines, with the facility of online submission & review preferably using Open Journal System, Scholar One or similar software should be adopted.

iii. It should facilitate online availability and include an archive of previous issues.

iv. The available information must be accurate, the information architecture and navigation system must ensure easy access to the published contents and all other features defining the journal such as submission process, publication fee, and sponsorships / source of funding, Peer review policy, ethical consideration, contact details, Editorial and ethical affiliations Editorial Board, instructions to authors and so on.

v. The journal portal/webpage must clearly link to the publisher/IIU homepage and vice versa.

vi. Schedule for "Call for Papers" & Publishing Calendar, Complete Process of Publication showing time duration of individual activity and whole process,

Publication Fee & Sponsorships / Source(s) of funding, Governing Body, Editorial Ethics, Contact Details, Scope of the Journal, Credentials of Editorial & Advisory Boards and last but not least Hyperlinks for relevant Indexing/Abstracting Agencies & Publication Tools (if any) must invariably be given and continuously updated on website of the journal.

vii. Besides the website must be aesthetically pleasing and each online article must bear the name of the journal, Year of the publication, Volume No., Issue No., and page No. along with the official Logo.

viii. Each article must clearly mention the corresponding author of the published article.

2.7 Transparency

i. The submission process, publication fee, and sponsorships / source of funding must be available publicly on the website.

ii. The journal must have a registered ISSN that is verifiable on the ISSN database (https://portal.issn.org/) clearly and consistently displayed on all journal platforms (electronic and/or print). If both print and electronic ISSNs are present, both should be provided.

iii. If the journal provides both online and print editions, it is mandatory to provide the journal URL and full-text access details of current content.

2.8 Timeliness and/or Publication Volume

i. The research journal should be published on time as per specified frequency/schedule in the stipulated time period.

ii. Failure to follow specified frequency/schedule may lead to discontinuation of journal by IJSC.

iii. The Editors of the journals after compiling/ready to print copy submit for printing to IRI Press with the approval of Vice President (R&E). This approval will include financial approval and after the publication of required copies, the editors will submit the bills of publications to the Finance department for payment to IRI Press.

iv. The volume of scholarly articles published Quarterly/Bi-annually/Annually is expected to be within range as recommended by HEC appropriate to the subject area.

a.	Annual Publication	2 issues in the last two years
b.	Six Monthly Publication	4 issues in the last two years
c.	Quarterly	8 issues in the last two years

	d.	Monthly	12 issues in the last one year

2.9 Indexing/Abstracting

   i. The Journal must be registered with well reputed indexing agencies such as Web of Science, Scopus, or subject specific agencies within 03 years of its start of publication as per HEC guidelines for each category.

   ii. The Abstracting/Indexing Agency selected by the journal must have relevancy with the discipline, area, and scope of the journal.

   iii. For International indexing agencies, the Editor in Chief/ Editor may be responsible to provide full access of the published content with all necessary permissions to view that content.

2.10 Scholarly Contents

   i. The journal must contain primarily original scholarly material.

   ii. The academic level of the research reported should be appropriate to a graduate, post-doctoral, and/or professional research readers.

   iii. The Editor may hold the responsibility to ensure the authenticity of published contents.

   iv. Published content must be in line with IIU policies and the international publication ethics.

   v. In case where majority of the content is conference proceedings, it shall be published as Special Issue of the journal with the prior permission of HEC.

2.11 Article Titles and Article Abstracts in English

   i. The IIU journals could be published in English, Urdu, Arabic and any other approved language.

   ii. The journal must provide the Article titles and Article abstracts in English language despite of the language of the main body of the published content.

   iii. The language of titles, abstracts, key words, and all other published text presented in English must be clear and comprehensible to the readers.

2.12 Authorship

   i. Names and Institutional affiliations, including country and addresses of all contributing authors must be reflected on each published article.

   ii. Each article must clearly mention the corresponding author of the published article in case of more than one authors.

iii. Authorship may reflect geographical distribution, including both International and National authors.

2.13 Peer Review Process

i. Established procedures for external peer review be adopted and record must be maintained.

ii. All published articles should be blind reviewed by at least two external reviewers.

iii. Reviewer Proforma must be developed and endorsed by the Editorial Board and must cover all qualitative and quantitative aspects of the research article as per research parameters.

iv. Comprehensive comments of the reviewer must display the important features/flaws of the reviewed article.

v. If desired by reviewer, improved draft from author must be shared with reviewer to ensure the incorporation of suggestions/comments.

vi. To avoid peer review scams, reviewers must have institutional emails rather than non-institutional emails.

vii. The appreciation certificate may be issued to reviewers for their contribution by the Editor from time to time.

2.14 Presence of Ethics Statements

i. The journal must prepare and provide a transparent policy regarding their ethical requirements for authors and published works.

ii. If the journal supports and uses one or more third-party organization's principles (WAME, COPE, Declaration of Helsinki, etc.), either the full text of the guidelines should be presented and appropriately credited to the source, or a functioning link to the full text of the guidelines should be provided.

iii. The journal must provide a readily accessible, clear statement of the commitment to peer-review and/or editorial oversight of all published content.

iv. The plagiarism detection software like Turnitin, iThenticate etc. can be used. Considering the fact that use of above-mentioned software can only check similarity of words, it is the responsibility of Editorial Team/Board to ensure the existence of all the necessary processes and procedures to ensure that plagiarized work (including self-plagiarism) is not published. In case of publishing of any plagiarized work, strict action will be taken against the journal which may lead to discontinuation of such journal(s).

v. The Editor will be responsible to follow a specific internationally well reputed protocol to curb predatory practices. Preferably, Guidelines of "Committee on

Publishing Ethics" (COPE) should be followed in letter and spirit. In this regard, it is encouraged to take membership of COPE by IIU journals.

vi. The website must display clear policies on Conflict of Interest, Citation Manipulation, Redundant Publications, Retraction and Author withdrawal of the submission.

2.15 Journal Monitoring

i. ORIC will monitor the financial support and academic accreditation of IIU Journals.

ii. The journal will maintain the complete record of contact details with CV's, publication lists, consent letter/emails from members of Editorial board, **Complete record of every published issue including all the details of submitted, accepted and rejected articles, record of peer review etc., complete record of number of copies printed and their mode of distribution (i.e. gratis, exchange, subscription) along with mailing list and it will be provided as and when required by HEC or IJSC. Such information may be provided on prescribed Performa.**

2.16 Miscellaneous Matters/Guidelines for Submission, Review and Publication of Articles in IIUI Journals

IIU Journals are HEC approved journals therefore the HEC Criteria along with IIUI's own standards will be maintained in publication of quality research papers in IIUI Journals.

- Each IIUI Journal will maintain its diverse editorial board and advisory board as per HEC criteria.
- IIUI journals must ensure that no typographical errors occur in text of the Quran. The accuracy of quotations and references must also be ensured. Moreover, the editors must ensure that verses of the Quran and text of *Hadith* are copied from authentic e-sources (e.g.*Mushaf al-Madinah*) for the purpose of clarity and avoiding reading mistakes.
- Language and style of article should be up to the mark. Transliteration of the non-English words should be made in accordance with that of the IRI/Islamic Studies format.
- Each IIUI Journals must follow uniform format of endnotes/footnotes/ referencing throughout the Journal.
- It is the responsibility of Editors of IIUI Journals that nothing repugnant to mainstream Islamic Teachings is included in IIUI journals. The article published in the journal must be in accordance with the mission and objectives of IIUI. The article must not contribute to hate literature, extremism, sectarianism, and anti-State views.
- Each article must be based on original research exploring new dimensions of knowledge.

- Each IIU Journal will update its list of experts/evaluators for evaluation of articles based on following format:

Sr. No.	Name, Address and Designation of the Experts	Contact information Email, Phone No. etc.	Specialization

- Each IIUI journal will prepare a comprehensive style and formation policy and devise guidelines for reviewers.
- The minimum qualification for an evaluator of IIU journals' articles will be a person having Ph.D. in the relevant discipline and research in his credit.
- The evaluator of an article will preferably be of the equal rank or above the rank of the article's author, e.g. an article authored by an Assistant Professor must be evaluated by an expert who should be an Assistant Professor or above. The article submitted by a full professor must not be evaluated by an expert less than a professor.
- The policy of blind peer-review will strictly be maintained and authors must not be informed about the particulars of the evaluators.
- Each IIUI Journal will develop a Performa to facilitate the process of blind peer review.
- The Performa along with guidelines for evaluation of the articles will be sent to evaluator along with articles preferably in soft form.
- On receipt of an article for publication, initial review of the article will be done by the Editorial Board or Editor or any internal member of the Editorial Board.
- The author will be bound to submit a certificate showing that this is his original work and is not submitted for publication elsewhere.
- The further process of the article for blind peer review will be initiated only if apparently the article meets minimum standards of the Journals.
- If the article is rejected at initial stage, the reasons will be recorded and presented in the meeting of the Editorial Board of the journal.
- If the article in initial review is considered appropriate for further process of review, then it will be processed for blind review as per IIU Policy in confidentiality. The plagiarization of the article will also be checked by the Editorial team before start of peer review process.
- If the Editor of a journal is a full professor or associate professor then he will appoint minimum two evaluators for blind peer review of the article from the panel approved by competent authority. That can be board of Faculty, Council of the institute or academy or publishing committee of the Institute/academy
- If the Editor of the journal is less than a professor or associate professor than the evaluators for peer review of the articles will be appointed with the consultation of the Director General/Executive Directors/Dean of concerned Institute/academy/Faculty.

- Maximum effort will be made to ensure that at least one evaluator of each article is from outside Pakistan.
- After the completion of the peer review of an article, the reviewers will be paid remuneration as per the approved rates. If an evaluator agrees he can be given books/publications equal to the amount of his remuneration instead of cash.
- After review of the articles, the authors will be informed about the opinions of the reviewers without mentioning their names and will be required to update their articles as per the observations of the reviewers.
- Before the publication of an article, Editors and Assistant Editors of the Journals will work closely with the authors to improve the manuscript as per Journals, format.
- After completion of all process the articles will be included in the issues of the Journals as per policy.
- Regular meetings of IIUI Journals' Editorial Boards will be held to review the process of publication of the Journals.
- The Editorial Boards may evaluate critically the recent issues for improvement in the upcoming issues of the journal.
- Efforts for maximum circulation of the Journals through internet and mail will be made in collaboration with the editors, publication, and marketing department of the University.

CHAPTER 3

FINANCIAL SUPPORT FOR IIU RESEARCH JOURNALS

The objective of financial support to research journals is to nurture and enhance academic and publication standards of IIU research journals at par with international standards.

3.1 Conditions for Financial Support

i.   The financial support will be provided from IIU research fund for journals for maximum 2 years unless they will get accreditation or secure HEC Journal category.

ii.   The journals must apply for HEC Research Journal Funding and will be eligible for Institutional financial support only, in case if they fail to secure funding from HEC or HEC funding is inadequate as per requirement.

iii. If the journal gets higher category and they need more financial support, the funding may be increased.

iv.   Journals must submit documentary evidence and decision on their application to HEC, if applying for Institutional financial support.

v.   The financial support may be used for the following purposes:
   a. Application for ISSN
   b. Registration with one or more well reputed Abstracting/ Indexing agencies

  c. External peer review fee (National/ International)

vi. Funding may be continued based on satisfactory performance as decided by IJSC.

3.2 Eligibility Criteria

The journal must fulfill the initial and editorial requirements set by IPRP, mentioned in Chapter 2 of this policy to be eligible for financial support.

3.3 Remuneration/Honorarium/Incentive

i. The IJSC will recommend the remuneration for external experts for National and International reviewers of manuscripts or for any other journal related activity on the recommendations of editor of the journal.

ii. Approval of recommended amount of remuneration will be solicited from President, IIU.

iii. Amount of remuneration may be revised from time to time.

iv. The honorarium/incentive for the editorial team will be recommended by the IJSC committee on achievement of getting a higher ranking in HEC Journal recognition system.

3.4 Financial Management

i. Approved funds under Financial Support to IIU Research Journals shall be allocated by the Director Finance to the ORIC.

ii. The administrative and financial powers of the released fund will be granted to Head ORIC.

iii. The fund will be released to journal from Director Finance on sanction of Vice President (R&E). The request will be processed on the provision of the invoices for required amount sent to ORIC with all supporting documents.

iv. Director Finance section shall send a copy of Funds Release Letter along with copy of cheque to ORIC, IIU for file record.

3.5 SOPs for Publication Fee Charging Journals

i. A new bank account will be opened for the Publication Fee and it will be collectively operated by Chief Editor and Editor of the Journal.

ii. The Publication Fee will be deposited by the Authors into the Journal's bank account.

iii.	The amount collected will be used for licensing/agreements with indexing/abstracting agencies, remuneration to editorial team and external peer reviewers' fee.
iv.	The payment to foreign reviewers shall be made in US dollars and for this purpose IIU foreign currency account shall be used.
v.	The request for amount to be transferred in foreign currency shall be sent to ORIC for onward submission to the Director Finance by Editor in Chief/Editor of the Journal and quarterly reimbursement shall be made back to Director Finance from Journal's main account.
vi.	Adjustments in this regard shall be made on quarterly basis.
vii.	Journal's account shall be audited on annual basis.

***Annexes

FORM FOR REPORTING PERFORMANCE AND STATUS OF EXITING RESEARCH JOURNAL OF IIUI

Please fill in <u>ALL</u> section.

1.0

Name of Journal	
Publishing Institute /Faculty	
Name of the Editor	
Postal Address	
Email Address	
Phone Numbers	Fax Number

2.0

Discipline	
Publisher (Faculty, Academy, Institute, Department, Center)	
Start Date of the Journal/Journal Published from	
Number of issues per year	

Monthly		Quarterly		Bi-Annual		Annual		Others	

ISSN (International Standard Serial Number)		E- ISSN number	
Category of the Journal in HEC Recognition Along with proof			
Web of the Journal			
OJS contact of the Journal			

3.0

Composition of Editorial Board? Please provide details as below (please provide consent of members)					
S. No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

Composition of Advisory Board? Please provide details as below (please provide consent of members)					
S. No	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

4.0

Is the journal peer reviewed'? If yes, kindly provide details of permanent panel of reviewers.					
S.No.	Name	Title	Address	Phone/Fax	E-mail

Note: Please extend column if required.

5.0

Are all the articles being peer reviewed?					
Yes		If yes	All articles		Selected articles	
No		If no, please explain the acceptance procedure			

6.0

How much is the processing time from the date of submission of the manuscript to the date of acceptance by the Editorial Board?	
Maximum processing time	Months
Minimum processing time	Months

7.0

Abstracting and indexation in HEC Approved Agencies. Please consult the HEC website, http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf.	
National Agencies	International Agencies

8.0 Publishing Statistics of the Journal for Last 4 years (2017-2020)

Year	Vol. & Issue No.	No. of Received Art.	No. of Articles Rejected	No. of Articles Published	% of rejected articles	% of articles from foreign Authors
2017						
2018						
2019						
2020						

What is (are) the mode (s) of distribution					
In exchange		Gratis		Subscription	

If there is a mix of distribution, please indicate percentages of Journals distributed as:

In exchange	%	Gratis/complimentary	%	Subscription	%
Total cost involved for publication per issue: Rs				Last issue Rs	
Funding source(s) for the Journal (Namesofsponsors and committed support inRupees.)	1.		2.		3.
Price per copy: Rs.			(US $)		

Please also sent two copies of each printed/Published issue from 2017

Official Stamp   **Signature:**_____

Name:_____

Date:_____   Designation:_____

For the official use only	

APPLICATION FORM FOR INITIATION OF A RESEARCH JOURNAL

Please fill in ALL sections

1.0

Proposed Name of Journal	
Faculty	
Department	
Proposed Name of the Editor	
Postal Address	
Email Address	
Phone Numbers		Fax Number	

2.0

Discipline	
Publisher (Faculty, Academy, Institute, Department, Center)	
Proposed Year/Date of First Issue of the Journal	

Number of issues per year

Monthly		Quarterly		Bi-Annual		Annual		Others	

Does the Journal have ISSN/eISSN? (International Standard Serial Number)		Yes/No		If Yes give ISSN/eISSN number (please provide a copy of letter)	
Proposed Circulation (Total Number of copies to be published per issue)	Online Journal (no need of print copies)	Distribution	In-country (number)	
			Abroad (number)	

3.0

S. No	Name	Title	Address	Phone/Fax	E-mail
Composition of Editorial Board? Please provide details as below (please provide consent of members)					
1.					
2.					

Note: Please extend the column if required.

S. No	Name	Title	Address	Phone/Fax	E-mail
Composition of Advisory Board? Please provide details as below (please provide consent of members)					

Note: Please extend the column if required.

4.0

S.No.	Name	Title	Address	Phone/Fax	E-mail
Is the journal peer reviewed If yes, kindly provide details of the permanent panel of reviewers?					

Note: Please extend column if required.

5.0

Will all the articles be peer reviewed?					
Yes		If yes	All articles		Selected articles	
No		If no, please explain the acceptance procedure			

6.0

How much is the proposed processing time from the date of submission of the manuscript to the date of acceptance by the Editorial Board?	
Maximum processing time	
Minimum processing time	

7.0

Proposed agencies for abstracting and indexation. Please consult the HEC website, http://www.hec.gov.pk/htmls/journal_lib/JCR/index%20of%20books.pdf.	
National Agencies	International Agencies

8.0

What is (are) the mode (s) of distribution					
In exchange		Gratis		Subscription	
If there is a mix of distribution, please indicate percentages of Journals distributed as:					
In exchange	%	Gratis/complimentary	%	Subscription	%
Total cost involved for publication per issue: Rs			Last issue Rs		
Fundingsource(s)fortheJournal (Namesofsponsorsandcommitted support inRupees.)	1.		2.		3.
Price per copy: Rs.			(US $)		

Official Stamp Signature:_____

Name:_____

Designation:
Date: _____

For Official Use only	

Sr. No:1.1.15

Subject:	IIUI Travel Grant Policy
Approved by:	President, IIUI
Notified on	

Policy Purpose: The Higher Education Commission (HEC) has set up a special Research Travel Grant Fund for University faculty, PhD scholars at Pakistani Universities. Under this program, an academician or student selected to present research work at a national or international academic event is eligible to get funding from their academic institution, and the academic institute will ultimately seek funding from HEC by applying for reimbursement. Therefore, it is expedient to formulate a policy in line with HEC which would be referred to decide the applications and provision of funding to IIU academician and scholars.

Objectives

The Travel Grant (TG) is extended for the presentation of research paper in National or International Conferences/Workshops with the following objectives:

i. To extend financial assistance to faculty and researchers to present their research work at national and international events.
ii. To share academic and research experiences and achievements at national as well as international level.
iii. To share scientific ideas with national/international researchers, get exposure to latest trends and techniques in research.
iv. To explore opportunities for national and international collaborations.

Terms and Condition

Following are the main terms and conditions as per guidelines provided by HEC:

i. The travel grant for presentation of research paper must be received at the Office of Research, Innovation and Commercialization (ORIC) at least 6 weeks (42 days) before the conference event date. It will be the responsibility of the applicant to ensure timely delivery of application at ORIC. ORIC would convene a meeting within three weeks (15 working days) and the decision of the TG Committee should be conveyedto the applicant before three weeks (21 days) of the event.

ii. University faculty members and PhD Scholars can avail a maximum of one (01) travel grant within a fiscal year.

iii. Only one travel grant will be awarded for the same conference.

iv. In case there are more than one applicant from the same department, preference will be given to faculty member/scholar who hasn't availed travel grant during the last two years. In case of tie, the decision will be made by the head of the Travel Grant Committee.

v. HEC discourages travel grants to visit home country by Ph.D. scholars studying abroad and by foreign faculty for attending seminars and conferences. The same policy shall be adopted by Travel Grant Committee of IIUI.

vi. ORIC, IIUI will verify the Similarity Index of the publication to be presented at the said event. In case the Similarity Index is higher than permissible limit (19%), a clarification from the author will be sought before deciding the travel grant.

vii. HEC will reimburse up to 75% of this budget based on the criteria mentioned in HEC Travel Grant policy available at HEC's official website. As per HEC Policy, IIU will match 25% of the budget amount from its own sources against 75% HEC funding and will issue 50% of the approved amount as advance to the successful applicant for proceeding with this travel.

viii. For approved cases, the sanctioned amount will be reimbursed by HEC to IIUI upon return/attending the event after closing of that fiscal year and upon filing the audited expenditure statement duly signed by the applicant, university auditor and head of institution (vice chancellor, rector etc.).

ix. The reimbursement claims for presentation of research paper should be filed within 15 days after the visit (dates of conference). No claim will be entertained after the said period. ORIC shall seek duly filled reimbursement pro-forma from the successful applicants. ORIC shall keep a record of all the travel grants and make sure duly filled Reimbursement Pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.

x. Re-appropriation in the approved budget heads is not allowed.

xi. If the visit is not performed for any reason(s), the same should be conveyed to ORIC positively within 15 days after the conference dates, failing which the grant is considered as availed.

xii. HEC will reimburse the registration fee to the applicant in case the applicant could not travel due to circumstances which were beyond control subject to the condition that registration fee is paid after the issuance of award letter. The circumstances may include (i) refusal of visa by the concerned embassy, (ii) issuance of visa after the event dates, (iii) indefinite delay in issuance of visa, and (iv) sickness or accident etc.

xiii. Travel grants to visit Taiwan will not be supported. The countries with compromised security conditions for Pakistani citizens e.g., India and Israel may also be avoided.

Criteria for Award of Travel Grant

HEC's Travel Grant is highly competitive, and the success rate is between 60 – 65 %. There are chances that you may not get Travel Grant even though your paper has been accepted in a conference. While evaluating an application for award of travel grant, Travel Grant Committee of IIUI will take followings as major considerations:

i. Scope of the conference

ii. Repute of the organizers (Educational Institute/Research Organization/ Private Body)

iii. Professional standing of invited resource persons and keynote speakers

iv. Relevance of the conference with the applicant's professional career

v. Provision of publication of the presented paper/abstract/ proceedings in renowned journals and indexation bodies.

vi. Relevance of the paper with current job description of the applicant

vii. Previous presentations in foreign conferences/seminars only listed in ORIC Online Research Database profile of the applicant entered till the date of committee meeting. All the presentations not entered in the said database shall not be considered for evaluation.

viii. Research/publication track of the applicant in peered review journals only listed in ORIC Online Research Database profile of the applicant entered till the date of committee meeting. All the publications not entered in the said database shall not be considered for evaluation.

Procedure to Award Travel Grant

i. All the cases will be submitted to ORIC via individual's user account on online ORIC Research Database. (stepwise guidance on filling the form will soon be available at IIUI-ORIC Travel Grant Web Page).

ii. All the cases will be approved/rejected locally through IIUI Travel Grant Committee constituted by worthy President, IIUI.

iii. Worthy VP (R&E) shall chair the committee as per instructions of the worthy President, IIUI. Manager University Industry Linkage & Technology Transfer, ORIC shall act as member secretary of the committee and dealing officer for applications received at ORIC.

iv. The Committee will hold its meeting in on case to case basis to approve the travel grant cases.

v. The members of the Committee will not be entitled to any remuneration.

vi. IIUI Travel Grant Committee will adopt a rigorous process of scrutiny based on HEC Criteria which also includes the number of research papers published by the applicant till date of application.

(Note: All faculty members shall make sure that each applicant has entered data of all his/her publications in ORIC Research Database. Also make sure their profile information i.e., E-mail, Cell Number, Designation, Department, Faculty, Previous Travel Grants and/or any other research activity is correctly entered and updated in the said database.)

vii. After approval from the committee, the successful applicants will receive Award Letter from ORIC IIUI through e-mail. HEC will reimburse up to 75% of this budget based on the criteria mentioned in HEC Travel Grant policy available at HEC's official website. As per HEC Policy, IIU will match 25% of the budget amount from its own sources against 75% HEC funding and will issue 50% of the approved amount as advance to the successful applicant for proceeding with this travel.

viii. Upon return, the applicants shall submit a reimbursement claim to ORIC on the proforma shared with Award Letter along with feedback form. (Formats of reimbursement claim and feedback proformas will be attached with ORIC Award Letter e-mail to successful applicants)

ix. ORIC, IIUI will submit all the reimbursements claims to HEC after clearance from Audit Department, IIUI 42 days before the end of each fiscal year for payment.

x. Upon clearance of payment from HEC, the same shall be adjusted against the advance issued and the surplus amount, if any, shall be reimbursed to each applicant on a case to case basis through ORIC IIUI.

TORs of the Committee

i. Approve/disapprove the travel grants based on the criteria mentioned in "Criteria for Award".

ii. Recommend the budget of the approved grants for the sanction of HEC.

iii. Recommend the maximum budgetary limits of various heads such as registration fee, accommodation and travel cost etc.

iv. Reassess the review petitions submitted by the applicants on any matter.

v. Seek further clarification/information from the applicant (if required).

vi. The minutes of the Committee meetings will be signed by the Chairperson and Secretary of the Committee after the minutes of the committee meeting is electronically shared with all members of the committee.

vii. ORIC shall issue the award letter after recommendation of committee mentioning details of the approved amounts.

viii. No approval/sanction by the worthy President will be required at the time of reimbursement if the amount is within the approved/already sanctioned budget.

Eligibility Criteria / Who Can Apply?

i. **Faculty Members**: Faculty members must be from IIU include:

a. Regular teaching faculty (BPS or TTS)

b. Contract Faculty (with a minimum contract period of two years)

c. Distinguished and Meritorious Professors

ii. **Ph.D. Scholars**:

Ph.D. scholars of IIUI who have successfully cleared their comprehensive exam, their synopses must be approved from BASR within the first three years of his/her registration and before the submission of his/her Ph.D. thesis for the viva-voce exam.

How to Apply

To apply for the travel grant, the applicant needs to follow the steps given below:

i. Applicant needs to fill in the Travel Grant application form with appropriate information through ORIC Online Research Database. He/she shall upload soft copies of all the required documents including Research Paper, Turnitin Report, NOC from the first author, Acceptance Letter, Conference Brochure, Details of the event: List of Organizers, List of Keynote Speakers etc. and/or any other documents mentioned at the form filling portal.

ii. Endorsement by head of institution and head of department must be obtained at appropriate section of the prescribed Travel Grant application form. Hard form of the completed form duly signed and stamped by Incharge, and Head of Institution shall be submitted in ORIC.

iii. A certificate regarding the Similarity Index of the publication as per HEC's policy (currently up to 19%) from the Director (ORIC)/Directorate of Quality Assurance and Development (QAD) shall be obtained by the applicant, and it shall be mentioned at TG application form.

iv. Supporting documentary evidences will be required with the Application Form (as mentioned in Section below.

Supporting Documents Required

i. Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer).

ii. Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event (if there is no mention in the letter or email, please obtain such specific email from the organizer).

iii. Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals for the conference etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer). Online publication is also acceptable.

iv. Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc. (website details of the conference are also acceptable).

v. Full-text paper (both hard and soft copies).

vi. NOC from the principal author (in case the applicant is co-author).

vii. Quotation from the travel agent indicating the shortest route.

viii. CV of the applicant along with the list of recent journal and conference/seminar publications, book chapters etc. (2-3 pages).

Policy on Fraudulent and Plagiarized Data and Documents

Applicants to the travel grant are advised that HEC and IIU both has a zero-tolerance policy regarding the submission of fraudulent or plagiarized data and documents as part of grant proposals. Any such cases discovered by the staff or brought to their attention by reviewer, committee members, or members of the public will be investigated immediately. If the presence

of fraudulent or plagiarized materials in a proposal submission is verified, the following actions will be taken:

i. The application in question will be removed from consideration for funding.

ii. The applicant will be notified of the findings and will be placed on a debarment list prohibiting him or her from submitting any future proposals toHEC programs.

iii. The applicant's faculty and department will be informedof the case and provided with copies of the fraudulent or plagiarized materials for use in any further investigations or actions in accordance with IIU policies.

Reimbursement Claims

i. After making the expense, Universities will be able to submit and reimburse expenses as per HEC's travel grants policy.

ii. The reimbursement claims for presentation of research paper should be filed within 15 days after the visit (dates of conference). No claim will be entertained after the said period. ORIC shall seek duly filled reimbursement proforma from the successful applicants. ORIC shall keep record of all the travel grants and make sure duly filled Reimbursement pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.

iii. University accounts and audit office is advised to strictly follow the accounting procedure while submitting the audited statement/reimbursement claim.

iv. The university will acquire the following documentary evidences from the applicant:

a. used air ticket/e-ticket bearing cost of the ticket (it is mandatory that e-ticket must indicate the airfare amount).

b. Original boarding pass counterfoil.

c. Original receipt for payment of registration fee of the event bearing the grantee's name and the actual amount.

d. Original receipt of payment for accommodation bearing the grantee's name, duration of stay and the actual amount.

e. Copy of conference programme indicating time slot for the presentation.

f. Copy of the relevant abstract/paper published in the book of abstract/proceeding/journal.

g. Justification for not flying with PIA (in case the applicant used any other airline).

v. University must attach and forward the above-mentioned documentary evidences (as referred at iv (a to g)) with the reimbursement forms.

vi. Re-appropriation in sub-heads of the approved budget is not allowed.

vii. The reimbursement claim must be submitted through proper channel i.e. through ORIC).

viii. If the applicant could not utilize the Travel Grant due to some reason, he/she should intimate ORIC.

x. The HEC Travel Grant is case specific; hence, cannot be used by anyone other than the applicant, against any other event, etc.

xi. The HEC travel grant has been approved for this specific event and cannot be utilized for any other purpose or for any other event.

xii. If the applicant is unable to avail the sanctioned grant; the applicant is advised to withdraw the case.

xiii. For reimbursement purpose, no document will be accepted through E-Mail.

xiv. Visa Fee will be borne by the applicant.

xv. Reimbursement claim should be dispatched through surface mail (by diary or by post).

xvi. For all applicants of IIUI, HEC will issue grant (crossed cheque) to the forwarding/endorsing authority (Rector/Vice-Chancellor) for its onward transmission to the applicant.

Reimbursement Requirements:

i. Duly filled Reimbursement Forms are required to be submitted on relevant prescribed pro-forma.

ii. Travel Grant Reimbursement Form for Paper Presentation (in seminar, conference, workshop and symposium):

   a. The reimbursement claims for presentation of research paper should be filed within two weeks (15 days) after the visit (dates of conference). No claim will be entertained after the said period. ORIC shall seek duly filled reimbursement proforma from the successful applicants. ORIC shall keep record of all the travel grants and make sure duly filled Reimbursement pro-forma, along with supporting documents, should reach HEC at least 6 weeks (42 days) prior to the end of the financial year.

   b. Late and incomplete Reimbursement Claims will not be considered.

Financial Provision

i.   Air Travel - economy class return air fare from origin to destination (as per actual or max. limit as defined in HEC country wise airfare list, whichever is less).

ii.   Registration Fee - as per actual or maximum limit US $ 500, whichever is less.

iii.   Accommodation - charges will be paid at prescribed rate per night for event days plus one day, maximum of 6 days (actual or Max up to $100 per night, whichever is less).

iv.   Daily Allowance – half of the daily allowance as per government rules or as approved by the TG Committee, for the event days plus one day, a maximum of 6 days.

Grant Distribution Model of Annual Funds for Travel Grant

i.   HEC allocates specific amount of funds annually for all public sector universities, including IIU, under the Travel Grant.

ii.   IIU will break this annual fund into four quarters of 3 months each, dividing the annual budget equally in these four quarters i.e. 1st July to 30th September, 1st October to 31st December, 1st January to 31st March and 1st April to 30th June.

iii.   All the applications of travel grants will be considered by the committee according to the budget available in the relevant quarter.

iv.   The cases of travel grant to be executed from May 21st to June 30th of each year shall be considered in the subsequent years' budget.

v.   HEC will reimburse the amount upto 75% of the incurred expenses in accordance with the relevant HEC policy. As HEC policy states that universities must match 25% of the expenditure from its own sources against the 75% HEC funding under Travel Grant, therefore, IIU will commit 25% additional amount to this annual grant from its internal sources.

vi.   HEC Policy also necessitates that 50% of the approved amount shall be issued to the successful applicant for proceeding with the travel, IIU will implement the same and will issue 50% of the approved amount as advance.

vii.   This advance will adjust accordingly upon receipt of reimbursement payment from HEC.

Sr. No:1.1.16

Subject:	**SoPs to Organize Academic Events (Conduct Conferences, Seminars & Workshops, etc.)**
Approved by:	**President, IIUI**
Notified on	

Policy Purpose: The arrangement and organization of academic events are significant for sharing of knowledge and research among universities and scholars. Such events highlight the latest trends in the fields of knowledge. The initiatives of IIU departments/faculties/institutes/academies to promote research culture in the University through such events are of the highest priority to Higher Education Commission (HEC). To support the development of the research culture, the Office of Research, Innovation and Commercialization (ORIC) provides support to the departments/faculties/institutes/constituent units to organize academic events. IIUI intends to develop a culture of research and knowledge sharing between academicians and researchers, as well as the establishment of linkages with relevant industrial and corporate sectors. Therefore, there is a need to design a structural framework/SoPs for the organizers which can facilitate the faculty and researchers.

Scope

The following SOPs should be applicable to all the departments/faculties/institutions/academies/centres of IIUI. Moreover, the observance of SoPs is required for the administrative and financial approval/sanction to organize/host an academic/research-based event. Theevents includeConferences, Symposiums, Seminars, Workshops, Colloquia etc.

a) **Conferences** are formal meetings of several people with a shared interest to discuss a particular topic and their research and are more academic in nature and may last from one to three days.

b) **Symposiums** are more formal where an expert in a certain field discusses the details of a topic in that field or trends of research and development and may last for a day or two.

c) **Seminars** are mostly academic in nature, in which a group of experts teach or spread awareness on a given topic and last for a few hours to a day.

d) **Workshops** are more practical in nature and consist of smaller groups, meant to impart certain skills about tools, techniques, and methods and usually last for a day or two or three.

e) **Colloquia** particularly on public policy matters are meant to gather views of others in the context of pluralism, may be academic in nature, with one common academic theme or otherwise on current affairs or on a certain policy etc.

1. **General Supervisory Committee**

The following Committee will supervise the event(s):

    i- Vice President (Academics) for general supervisory particularly for the event held on the male side (new campus) as well as old campus

    ii- Vice President (Female Campus) in case the event is only for ladies.

    iii- Concerned Dean/Director/DG/ED

    iv- Concerned Chairman/Chairperson/Incharge

2. **Phases:**

For a smooth procedure, three phases should be followed:

2.1 Planning Phase

It includes:

    i- Selection of Topic and Themes

    ii- Schedule the Event: Date, Days, Time, Venue, Duration

    iii- Identification of Participants (Deans/Directors/Faculty members/guests) and Target Audience

    iv- Selection of Speaker(s)/Guest Speaker(s), Chair of the session(s), Chief Guest(s)/Dignitaries (if any)

    v- Requirement of Finances (if any) or Paid/Sponsored Event(s)

    vi- Technical/IT Requirements

    vii- Security Requirement(s)

    viii- Protocol Requirement(s)

    ix- Marketing Requirement(s)

    x- Refreshment/lunch/dinner in accordance with the category of participants

    xi- Administrative Requirement(s) [Transport/Travel, Accommodation/Lodging, Venue/Hall Management (if any).

    xii- Requirement of Human Resources (Faculty Duties/Student Volunteers).

2.2 Execution Phase

    a) Pre-Event Execution Phase

        i- Approval of the Proposed Event (following the timelines and as per proforma enclosed herewith)

        ii- Call for/Inviting Papers and Sending Invitations to speakers/guests.

        iii- Event Program (with the timeslots)

        iv- Web page of the event depicting details (browsable program/calendar)

        v- Hardcopy (brochure) of the Program

        vi- Making Registration Form Available Online

        vii- Travel/Lodging Arrangements (if required).

b) Pre-Event Timeline

Sr. No.	Activity	Timeline Prior to the Event
1	Apply for Approval to Organize the event	
a.	For Conference(s):	95 days
b.	For Symposium, Seminar, Training Workshop or Colloquium	36 days
2	Approval/Sanction Letter	
a.	For Conference(s):	6 weeks
b.	In the case of HEC collaboration	as soon as Sanctioned by HEC
c.	For a Symposium, Seminar, Training Workshop or Colloquium	2 weeks
3.	Inviting Papers and Speakers	4 weeks
4.	Sending of Invitations (emails/cards)	7 days
5.	Confirmation of Speakers/Guests	2 days
6.	Reception of Guests/Dignitaries Protocols (if any)	2 days
7.	Category-wise seating plan of Participants	2 days
8.	Availability of Technical Equipment	2 days
9.	Preparation of Venue and display banners/flags/name tags	2 days
10.	Ensure Technical Arrangements	1 day
11.	Registration Desk with Reg. form, pen, lanyards with cards, Event kit (if any)	1 day
12.	Execute Dry run/Perform Rehearsal	1 day

c. Execution of the Event/Conduct of the Proceedings

The following steps will be adopted for Conference(s):

i- Playing of the National Anthem (In the case of foreign dignitaries, the National Anthem of Pakistan will always be played first, followed by anthems of other countries in alphabetical order, in case needed)

ii- Recitation of the Holy Quran (with translation in English or Urdu)

iii- The proceedings will be conducted as:
   a. Seating Plan on the Stage (formal/semi-formal)
   b. Moderator will facilitate the following:
   - Playing of the National anthem
   - Invite for Recitation of the Holy Quran

- Introduction of Session chair/speakers/keynote speaker(s)
- Invite Speaker(s) and Guest Speaker/Chief Guest
- Distribution of Shields/Certificates at the conclusion (if any)

c. Rest all the proceeding of the session will be conducted by the Chair within a specified time for each participant. After moderating the session, the chair will conclude by giving a brief of each speaker's presentation

d. If the conference is composed of more than one session, all will follow the same format.

e. **Opening & Closing Ceremony:** If the event is spread over more than one session, it may require separate opening and closing ceremonies. The following procedure will be adopted:

- In case of national/international event(s), President/Rector (or his nominee) will chair the session.
- Besides the invited guests, only the concerned VP/Dean may share the stage.
- In Opening: After the National Anthem(s) and Recitation, the concerned VP/Dean will briefly talk about the rationale and importance of holding the event and give a brief introduction of the topic(s) that are going to be covered.
- The President/Rector will address the last after the Chief Guest.
- In Closing: The VP/Dean will close the event by giving the summary of the event/discussion/papers presented during the event.
- S/he will also invite a vote of thanks and announce the closure of the event after the distribution of the souvenirs.
- The President/Rector will distribute the souvenirs only to the guest(s)/selected participants.
- The ceremony will close with a group photo followed by refreshments.

2.3 Follow up

After the event, the Dean/DG/ED will follow up with all the people involved (organizers, volunteers, Speakers, and attendees) to gather feedback (email the questionnaire) about the event. A Follow-up Report/Event Completion Report/Presentation will be submitted by the concerned Focal Person/Organizer/Incharge to highlight the lessons learnt and appraisal of good practices. A Feedback Form (enclosed herewith) must also be submitted to ORIC within a prescribed time.

5   Responsibilities

i- Vice President (Academics)

a. Oversee the academic side

b. Overall supervision of the event from planning to execution and feedback

ii- Vice President (Research & Enterprise)

    a. Chair TG and Conference/Seminar/Workshop Steering Committee Meetings and give recommendations/comments.

    b. Oversee the research side

    c. Oversee international collaborations (if any)

iii- Vice President (A&F)

    a. Consider the case(s)/application(s) to organize academic events for Financial Approval, on the recommendations of the TG&CSW Committee/approval of VP (R&E).

    b. Provision of overall administrative support, and permission for the venue(s) to organize the event.

iv- Vice President (Female Campus)

    a. Overall organization and oversight of the event organized at Female Campus or in which the event is only for the ladies.

v- Dean/DG/ED

    a. Recommend the draft agenda with selected themes and topics, speakers, time, date(s), duration, venue, dignitaries/Chief Guest(s) and identification of target.

    b. Suggest if the organizer(s) required fee/honorarium/any form of compensation to participate.

    c. Identify categories of participants (dean/Directors/faculty members/guests)

vi- Chairperson/Incharge of Department/Focal Person of the Event

    a. Assign duties to Faculty/Volunteer(s)

    b. Promote the eventwithpromotional material (Banners, Brochures/Posters, add on the webpage with all required information etc.).

    c. Arrange kits/souvenirs/gifts/other materials for the event.

    d. Coordinate with required sections of IIUI for the arrangements of transport/travelling, lodging, protocol, security, electricity, IT/Web master, media/recording, IRI Press, state management, Finance, Audit and relevant sections.

    e. Prepare a Registration Form, arrange lanyards with cards for organizers and attendees, and design specific feedback form for participants.

    f. On the approval/sanction of the application, the process of the case for provision of advance, through the concerned Dean/DG/ED (where finances are required).

    g. Furnish the adjustments with original quotations/bills, in cases of funding acquired from HEC or the University or any other source.

vii- Office of Research & Innovation, and Commercialization (ORIC)

    a. All the applications/proposals/requests should be routed from ORIC for approval(s) and sanction(s). In this regard, a duly filled and signed proforma

(enclosed herewith) must be submitted by following the general guidelines mentioned hereunder.

b. ORIC will process as per the approved procedure and convene the meeting of the TG and CSW Committee in consultation with the Chairman of the Committee.

c. On the recommendations of the TG and CSW Committee, ORIC will further process the applications.

d. Send the case for Financial Approval (if required).

e. Issue Approval Letter/Sanctions in favour of Focal Person/Dean/DG/ED in due time.

f. In case(s) where an HEC grant is required, the case would be forwarded to HEC.

g. Follow-up with HEC till its approval.

h. Process the case(s) for adjustments to Finance, Audit Section and reimbursement from HEC.

i. Maintain the record of events in the ORIC database.

viii- Directorate of Information System

a. Provide technical/IT staff for the event.

b. Meet technical/IT requirements (Wi-fi, webcam, laptop, multimedia etc.)

c. Support for online session(s)/meeting(s).

ix- Protocol &Public Relations

a. Ensure protocol arrangements (if required by the organizers)

b. Invite Media personnel for coverage (if required by the organizers)

c. Facilitating the venue preparation (if required by the organizers)

d. Plan where refreshments will be served in consultation with the Focal Person.

e. Plan an exhibition area where sponsors and vendors can set up a booth. (if required)

f. Facilitate the organizers for the preparation of shields/souvenirs (if required).

x- State Management/Horticulture/Electrical & Mechanical/ PD Section/Maintenance

a. Cleanliness of venues, restrooms, and surroundings.

b. Beautification of venue

c. Ensure uninterrupted electricity, mic and sound systems

d. Ensure Cooling & Heating systems (as per the weather)

e. Meet electrical requirements

xi- Medical Centre

a. Display Medical Counter (for mega events/national/international conferences)

b. Ensure availability of emergency services/first aid.

xii- Security Cell

a. Ensure foolproof security

b. Assign duties to the security guard(s) for the event, specifically(s).

xiii- Volunteers

     a. Assist in pre-event activities and all on-site activities on the day of the event like entrance management, keep track of guest list, attendance of participants, audience (if required), guiding guests, speakers, participants, audience, etc.

6   General Guidelines:

i-   The rationale and objectives of organizing such an event should be clear and in line with the University's vision, mission, and policy.

ii-   The primary responsibility to ensure adherence will be on the focal person/department/centre organizing such an event. The secondary responsibility should be on the Chairman/Chairperson and the Dean/DG/ED of the faculty/institute/academy/centre. All the responsible must ensure that the event should hold in accordance with the approved details, and the contents of the event should not have anything against Islam, Pakistan, the University, and the general ethical values of Pakistani society. The responsibility for the contents will rest on the focal person/chief organizer.

iii-   The Concept Paper should be discussed and approved by the **Departmental Board** (as required in the *enclosed Proforma*) keeping in view the relevancy of the speakers and their track record.

iv-   For logistics arrangements the Office of Research, Innovation, and Commercialization (ORIC) and Protocol & Public Relations (P&PR) Office to arrange time slots, and availability of the venue.

v-   Each Department/Faculty/Institute/Academy/Centre interested in holding an academic/research event should submit their application for approval on the prescribed proforma (Enclosed herewith).

vi-   The Focal Person/organizer should clearly mention the name of the funding/financing agency (if any) for the event along with the amount in PKR.

vii-   The duly filled and signed Proforma for Approval should be submitted to ORIC for its recommendation from the TG and Conference/Seminar/Workshop (CSW) Committee. The meeting of the TG and CSW Committee would be convened by the ORIC, **twice a month**, preferably the **second and last week of each month**. Therefore, the proposal(s)/proforma for:
the conference must be submitted 95 days before the event, and the proposal(s)/proforma for a Symposium, seminar, Training Workshop or Colloquium must be submitted 3٦ days before the event. Moreover, a mechanism for Online Submission of the Proposal would also be developed by the ORIC.

viii-   The Dean/DG/ED or his/her representative or a focal person of the event will present the case for approval before the TG & CSW Committee.

ix-   The Constituent Units/Centres which have relevant bodies/Councils/Program Committees for approval of the conference and seminars may seek approval of these events from their respective bodies or from the IIU TG and CSW Committee.

x- The events related to certain funded projects/programs, such as training workshops, may be approved as per the project/program proposal. However, their detailed holding may be recommended by the concerned Dean/DG/ED and be approved by the Concerned Vice President. For more clarity, the applications/requests from the female campuses may be approved by VP (Female Campus), and the applications/request from male campuses may be approved by VP (Academics). The approval of such events should also be routed through ORIC and also reported to ORIC.

xi- Routine lecturers/meetings or purely academic and scientific/focused lectures and visits may be recommended by the concerned Dean/DG/ED and be approved by the Concerned Vice President. For more clarity, the applications/requests from the female campuses may be approved by VP (Female Campus), and the applications/request from male campuses may be approved by VP (Academics). The approval of such events should also be routed through ORIC and also reported to ORIC.

xii- The TG and CSW Committee is recommending authority, and theVP (R&E) on behalf of the President is the approving authority.

xiii- All the relevant departments/sections would be requested to facilitate the organization of the event such as ORIC, Finance, security, transport (if required), P&PR for coverage and news reporting, electrical/mechanical, Web/IT, PD sections, state management and Audit section.

xiv- The event should be reported properly on ORIC Portal as well as by submission of the Feedback Form in hard form (enclosed herewith).

xv- The Focal Person of the event is required to furnish the adjustments with original quotations/bills, in cases of funding acquired from HEC or the University or any other source. Moreover, the Event Completion Report along with documentary proof (final program of the event showing names of invited speakers/resource persons, time slot and title of presentations, copy of conference proceedings/ Abstract Book, poster/leaflets, list of participants/attendance sheet with names, numbers, CVs of Resource persons/profiles/briefs of invited guests, copy of this Sanction/Award letter) and Conference Recommendations are required to submit to ORIC within 15 days after the conference and within 07 days after any other event.

• •

Enclosures:

      i-   Academic Event Approval Proforma

      ii-   Feedback Performa

***

Academic Event Approval Performa

(Please Submit this Performa 95 days before the Conference, 36days before any other events and 07 days before for events referred at x, xi of General Guidelines in IIU SoPs/Code of Conduct to Organize Academic Events)

1. **Nature of Event** (Tick Relevant Box): Conference ☐ Symposium ☐ Seminar ☐ Guest ☐
   Lecture Training ☐ Workshop ☐ Colloquium Event (Referred at x or xi of General Guidelines in IIU SoPs) ☐
   Pls. Specifically, mention here: _____

2. **Level:** ○ National   ○ International

3. **Event Focal Person**/Organizer(s): _____ Designation: _____ Cell no: _

4. **Department**: _____ **Faculty/Institute/Academy/Center:** _____

5. **Title of the Event**: _____

6. **Proposed Venue**: _____ **Guest House Requirement**: Yes ☐ No ☐

7. **Date(s):** _____ **No. of Day(s)**: _____

8. **Time:** *From* _____ (A.M./P.M.) *To* _____ (A.M./P.M.)

9. **Funding** (Amount PKR): _____ **Funding Source**(s): HEC / (any other) _____

   *(Please attach the break-up budget with justifications)

10. **Last Event organized** by the Department / Faculty / Institute /Academy (Date & Title): _____
    _____

11. **Speaker(s) Details** (Use additional sheet if the number of speakers is more than four):

Serial No.	Speaker(s) Name	Designation/Status/Profile (*Attach as Annexure for Bio/CV)	Address	Contact No.	E-mail
01					
02					
03					
04					

12. **Chief Guest/ Guest(s) Details** (Use the additional sheet, if the number of guests is more than two):

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Serial No.	Chief Guest/ Guest(s) Name	Designation/Status/Profile (*Attach as Annexure for Bio/CV)	Address	Contact No.	E-mail
01					

13. Focus/Objectives of the Event:

_____

_____

_____

_____

_____

14. Outcomes of the Event (Use the additional sheet(s), if necessary) [Feedback form should be submitted after the event to ORIC]:

_____

_____

_____

_____

_____

15. Detail of Co-organizers (If any, otherwise write N/A) :(Use the additional sheet if the number of Co-organizers/Members is more than two):

Sr. No.	Co-organizer(s)/Member(s) Name	Designation	Contact No.	Signature
01				
02				

16. Name & Signatures (Incharge Departmental Activities Committee/Focal Person): _____

___

17. Approval of the Departmental Board/ Program Committee (where Dept. Board does not exist):

Attach Minutes of the Board (Annexure –   ) for events other than those mentioned at x, xi:__

_____

18. Recommendations of Dean/DG/Executive Director: _____

_____**Sign. & Stamp:**_____**Date:**_____

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19. Approval of Vice-President (Academics/Female Campus) (only for events referred at x, xi of General Guidelines)**:** _____

<center>***</center>

<center>

For Official Use for Academic events except the **events referred at x, xi of General Guidelines)**:

</center>

Date (Proforma Received in ORIC):	Venue(s) Availability Confirmation:
No. of Days Remaining for the Event:	Date Meeting of TG & CSW Committee:
The Decision of the TG & CSW Committee:	Remarks of the TG & CSW Committee (if any):
Date & Approval Letter / Sanction No:	Rejection (Mention the Reason):

<center>***</center>

Feedback Performa* of Academic Even

(Please Submit this Performa within 15 days after the Conference and within 07days after any other event)

20. Nature of Event(Tick Relevant Box):Conference⬜   Symposiu⬜eminar ⬜Guest Lecture⬜

Training Workshop⬜lloquium ⬜ **OR**   Event (referred at x or xi of General Guidelines in IIU SoPs)⬜

Pls. Specifically, mention here: _____

21. Level: ○ National   ○ International

22. Event Focal Person*/Organizer(s): _____Designation:_____

23. Department:_____Faculty/Institute/Academy/Center:_____

24. Title of the Event: _____

25. Event Venue:_____ Guest House Requirement: Y⬜   N⬜

26. Date(s):_____No. of Day(s):

27. Time: *From*_____ (A.M./P.M.) *To*_____(A.M./P.M.)

28. Funding (Amount PKR): _____Funding (Source): HEC / (any other) _____

Thanks for providing an opportunity to arrange the titled event. However, sincere feedback is being presented as it would help both of us (the organizers as well as the University) in improving our future events.

Please rate the different aspects of the event according to the rating scale given below:

Academic Part:	5	4	3	2	1
Program Contents	**Outstanding**	**Very Good**	**Good**	**Moderate**	**Unsatisfactory**
Quality					
Relevance					
Comprehensiveness					
Effectiveness					
Value Addition					
Level of knowledge/skill in the area after the event					
Speakers					

Subject knowledge and competency					
Ability to transfer knowledge					
Objectives of the Events					
Achievement level					
Outcomes of the Event (in the form of recommendations, improved skills) [additional sheet may be used]:					
Opportunities Emerged for future collaboration during the event(additional sheet may be used)**:**					

Organizational Part:	5	4	3	2	1
Organization of Event	**Outstanding**	**Very Good**	**Good**	**Moderate**	**Unsatisfactory**
Support from ORIC					
Action of Finance/Audit Section					
Venue					
Conducive Environment					
Cleanliness					
Quality of facilities (furniture, setup, air-conditioning, washroom etc.)					
Quality of Equipment (Mic/speakers, multimedia, screen, laptop etc.)					
Facilitation & Cooperation from other Departments					
Web/IT Section					
Security Cell					
State Management Dept.					
PD Section					
P&PR Section					
Transport (if required)					
Electrical/Mechanical Sections					

How to improve? [Comments/Recommendations] (additional sheet may be used):

_____

_____

_____Future Follow-up/Plan? [to organize a similar event/or another event]:

***

Signatures: (Focal Person) _____ (Dean/DG): _____ Date: _____

*The Focal person is also required to submit feedback from the participants by designing the relevant one-page form

S. No:1.1.18

Subject:	**Policy for Environment**
Approved by:	**President, IIUI**
Notified on	
Policy Purpose	In collaboration with local, national and other agencies, promote and raise awareness of good environmental management practices among staff, students and other stakeholders across the University

;

- promote a procurement policy which favours those products and services which cause the least harm to the environment;
- continue to reduce consumption of primary raw materials (including fossil fuels, water and energy) and seek to enhance the contribution of energy efficient, low carbon measures, recyclable components and renewables;
- implement sound long-term waste management strategies to reduce overall waste production and increase the recycled component of the waste stream;
- encourage and facilitate sustainable modes of transport to, from and within the University;
- develop and maintain the grounds and buildings of the University in an environmentally sensitive way, seeking to protect and enhance natural habitats and biodiversity; and
- continue to improve its environmental performance.

Sr. No:1.1.19

Subject:	**IIUI Renewable Energy Usage Policy**
Approved by:	**President, IIUI**
Notified on	
Policy	The management of International Islamic University Islamabad (IIUI) is

Purpose:	committed to respond to the Sustainable Development Goal 7 set for 2030. Many plans have been taken into consideration to be helpful in energy consumption reduction such as increasing the numbers of energy efficient appliance, cleaner fossil fuel, sustainable green buildings, investment in renewable energy. The university will set up a sustainable development unit within IIUI to follow the guidelines for energy conservation in designated building, promote energy conservation and energy substitution usage within university and will ensure regulatory compliance. This policy will be binding for all components of the university and applies to all its stakeholders and to various activities undertaken by the university. We believe that this will help us to embed energy efficiency and awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of energy resources and to limit its usage. To assess our energy usage and to measure its impact on environment the university will count CO_2 emissions generated by transportation to reduce local emissions to control air pollution using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.

To implement this policy the university will take the following steps.

- The university will install photovoltaic solar panels for generation of alternate energy and install LED bulbs in the complete campus to save energy.
- The university will encourage use of advanced technology to minimize energy consumption, emissions and noise, particularly from our vehicle fleets.
- The university will take additional measures to continuously improve its energy consumption by developing energy management system based on ISO 50001 and the university will ensure availability of necessary resources to achieve objectives and will provide information and training opportunities on energy saving measures.
- The university will offer opportunities for employees and students to engage in initiatives those contribute to energy conservation through training of academic staffs and experts in the field of energy and buildings construction for bettering utilization of sustainable energy and will encourage scientific research and progress in the field of energy efficiency and conservation in buildings on campuses.

This policy will be communicated to students and employees via internal communication channels, and will be made available to all the stakeholders on the IIUI website. The policy, objectives and targets will be reviewed on a regular basis by the management.

Sr. No:1.1.20

Subject:	IIUI Waste Reduction Policy
Approved by:	President, IIUI
Notified on	
Policy Purpose: The International Islamic University, Islamabad (IIUI) is committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner. The University recognizes the rising financial and environmental costs associated with landfill waste disposal and incineration of solid waste material, which underscore the importance of effective source reduction, recycling and waste diversion programs. For implementing this policy, the International Islamic University, Islamabad shall maintain effective programs to reduce its waste stream.	

These programs, as outlined herewith, shall include source reduction purchasing strategies, effective waste and recycling collection stations along with occupant education. It is the University's goal to divert 50% or more of its solid waste from disposal for landfill or incineration. The State Management Office shall manage and monitor the campus' waste and recycling program and shall work in conjunction with other campus entities, such as the Office of Communications, The Green Youth Movement Club and the President's Climate Action Committee, to develop and implement occupant education programs relative to waste reduction and recycling. The Purchase and Store Department shall implement source reduction purchasing strategies. Suppliers shall also be actively engaged to assist the University in reducing its waste at source. Re-use, recycling and waste reduction shall be a shared responsibility of all campus occupants and shall require participation and cooperation with programs that are established to achieve the campus' waste diversion goal. The IIUI will comply with regulatory requirements under Pakistan Environmental Protection Act of 1997. All staff shall be empowered to challenge unnecessary waste, and to work with colleagues to reduce our need for, and use of, disposable resources.

Sr. No:1.1.21

Subject:	IIUI Sustainable Procurement Policy
Approved by:	President, IIUI
Notified on	
Policy Purpose: The International Islamic University is committed to principles of sustainability and recognizes that university procurement should have minimal impact on the environment. The Sustainable Procurement Policy aims to guide the procurement procedures at the university to support sustainability, achieve carbon neutrality targets, and promotes corporate social responsibility. Our goal is to procure goods and services that maximize economic efficiency, support social responsibility, and improves environmental performance. The scope of this policy extends to procurements conducted by all the university departments and offices. This	

policy supports Environmental Policy, Renewable Energy Usage Policy, Waste Reduction and Recycling Policy and Climate Action Plan. The University will endeavor to fulfill following requirements for procurements:

Rationalizing Consumption: Reduce consumption by making purchasing decisions that not only fulfill the organization's requirements but also consider the broader environmental, social, and economic impact of products and services.

Setting criteria for Supplier Sustainability: Setting the sustainability criteria including sustainability specifications in procurement contracts and tenders depending on the product or service being procured.

Local Sourcing: Prefer local sourcing whenever possible as a socially responsible organization and to reduce cost and emissions from transportation.

Ethical and Fair-Trade Purchases: Procuring ethical and fairly traded products to help avoid the exploitation of labor and support equality and diversity, promoting ethical business practices and human rights.

Adopting Life Cycle Approach: Consider lifespan of a product or service, including maintenance, energy use, and disposal to assess the costs to make informed decisions that consider the sustainability, long-term financial and environmental impact.

Staff Training and Awareness: Providing training and awareness programs for staff involved in purchasing so that employees understand the Sustainable Procurement Policy and are equipped to make responsible procurement decisions.

Compliance with Legislation: Compliance with relevant laws and regulations is a fundamental for organizations and to ensure they adhere to legal requirements that pertain to their purchasing practices.

IIUI is committed to effectively monitor the performance and review the policy every three years.

Sr. No:1.1.22

Subject:	**IIUI Ethical Standard Policy & Framework**
Approved by:	**President, IIUI**
Notified on	

Policy Purpose: Ethical Conduct of International Islamic University's reputation for excellence in the community and the nation is sustained by the commitment embodied in its mission statement "to transform the society by promoting education, training, research, technology, and collaboration for reconstruction of human thought in all its forms on the foundations of Islam".

1. All teachers, students, researchers and members of the academic community are expected to act with honesty, trust, fairness, respect and responsibility and will not breach academic integrity. Executive officers, staff, employees, and others acting on behalf of

the university are expected to maintain the highest ethical standard, observing applicable policies, law, regulations and professional standards. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards when reacting to that situation. Actions in accordance with these standards will be upheld by the university.

2. All executive officers, faculty, principal investigators, staff, student employees, and others acting on behalf of the university hold positions of trust, and should conduct their activities accordingly. They must abide by university conflict statements, striving to avoid conflict between private and official responsibilities. Activities that impair or appear to impair the ability to perform their duties or affect independence and objectivity of judgment in the discharge of responsibilities to the university should be avoided. IIUI supports an environment in which harassment of others is not tolerated. Use of positions of authority to influence others to perform inappropriate or illegal acts, or violate regulations and university policies will not be allowed.

3. To comply with relevant laws, grant and contract requirements, regulations, policies and all applicable university and professional standards is imperative. No unethical practice will be condoned on the grounds that it is "customary" or that it serves worthy or honorable goals. All concerned have a responsibility to ensure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the university may be used for personal or illegal gain. Permission must be obtained for personal use of facilities and equipment, in compliance with applicable procedures. It is imperative that those with access to confidential, proprietary, or private information not make unauthorized disclosures or use of this information.

4. All concerned are expected to report violations of these or other applicable standards to appropriate university officers and authorities e.g., the employee's supervisor, senior sectional heads, university's audit, Academic Council, Board of Advance Studies & Research, Selection Boards and Board of Governors. Confidentiality of individuals reporting violations of these standards will be maintained whenever possible.

Sr. No:1.1.23

Subject:	IIUI Climate Action Plan
Approved by:	President, IIUI
Notified on	
Policy Purpose: To optimize carbon emissions for a positive impact through operations, education, research, collaboration, stewardship for contributing to a world that thrives in harmony with nature.	

Our approach will address activities in four areas comprehensively covering all university activities.

Figure 1: IIUI Climate Action Approach

Through education, research and better campus management, we aim to create positive impacts in following four key areas:

- ❖ Energy and transportation
- ❖ Waste minimization and recycling
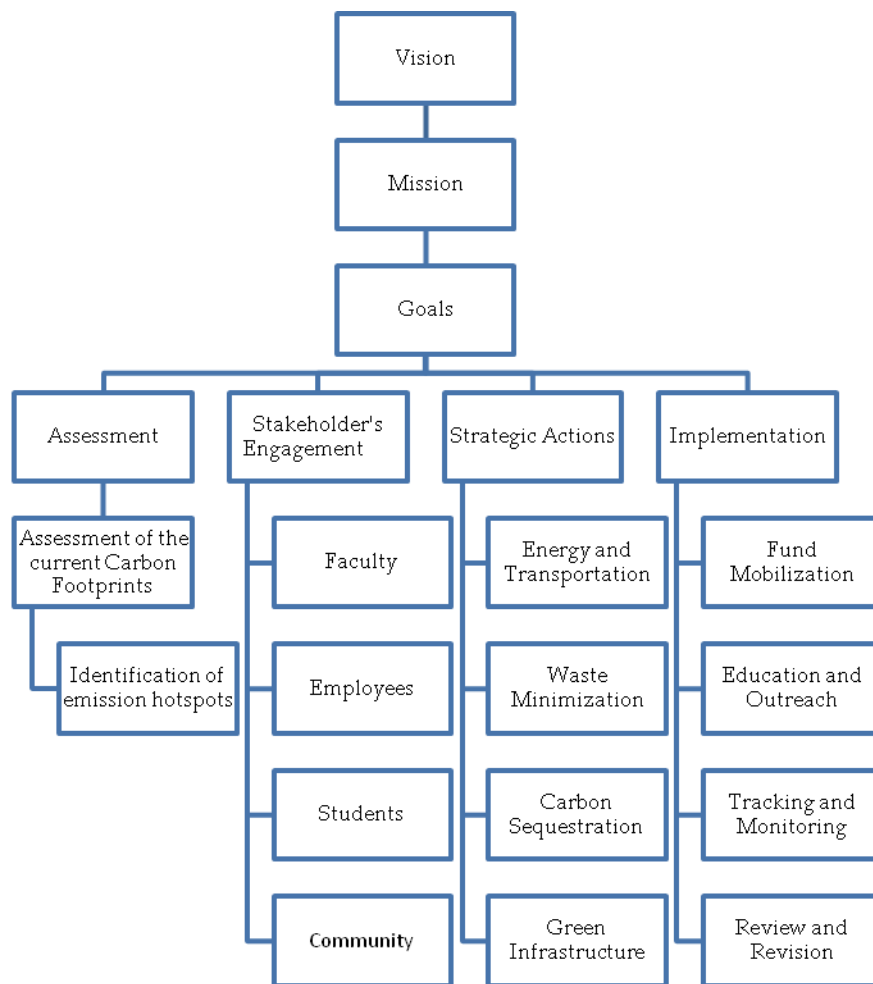- ❖ Carbon sequestration

Figure 2: IIUI Climate Action Approach

GOALs and strategies

Goal 1:	To become carbon neutral by the year 2050

Energy and Transportation

- ❖ Conduct energy audits to identify areas for improvement.
- ❖ Implement energy-efficient practices, like turning off lights and equipment when not in use through education, awareness and policy measures
- ❖ Reduce energy consumption through energy-efficient technologies and building upgrades by gradually shifting to energy efficient technologies
- ❖ Increase the use of renewable energy sources, such as solar energy or biomass.
- ❖ Develop bike-friendly infrastructure, bike-sharing programs, and pedestrian-friendly pathways.

❖ Offer incentives for carpooling, public transit use, and electric vehicle adoption.
❖ Encourage telecommuting and remote work options.
❖ Prefer local procurement of food and other items to reduce transportation emissions.
❖ Offset remaining emissions through reforestation or carbon credits.

Waste Minimization
❖ Minimize waste generation and increase recycling rates.
❖ Implement comprehensive recycling and composting programs.
❖ Reduce single-use plastics and encourage reusable alternatives.
❖ Reduce food waste through composting and portion control.
❖ Promote a culture of waste reduction and resource conservation through education and awareness.

Carbon Sequestration
❖ Develop campus tree inventory and estimate current carbon sequestration potential
❖ Maximize vegetation cover by plantation drives on watersheds and wastelands
❖ Plant native species
❖ Integrate vertical garden concept in new building designs

Green Infrastructure
❖ Implement green building standards and certifications
❖ Retrofit existing buildings for energy and water efficiency
❖ Promote sustainable landscaping and outdoor green spaces.
❖ Promote vertical gardening, green roofs and walls
❖ Enhance emergency preparedness for extreme weather events.

Goal 2:	*Educate students, faculty, staff and community regarding climate change and sustainability*

❖ Review and analyze the existing curriculum in line with SDG-13 targets and indicators
❖ Develop interdisciplinary courses and programs on climate change and sustainability
❖ Host workshops and seminars for capacity building of students, faculty and staff on climate change and sustainability related issues
❖ Promote curricular, co-curricular and extra-curricular activities to provide better understanding of climate change associate ecological, social and economic issues
❖ Develop community outreach programs for awareness and education on climate change adaptations and resilience.
❖ Collaborate with national and international organizations for climate change disaster planning
❖ Inform and support government on climate change impacts, and solutions.

Goal 3: *Research on climate change impact, vulnerability, adaptation and resilience*

Establish Research Centers and Institutes
- ❖ Create dedicated research center focused on climate change and sustainability. These centers can serve as hubs for interdisciplinary research, collaboration, and knowledge dissemination.

Seed Funding for Research Projects
- ❖ Provide funding opportunities, such as grants or seed funding, to support faculty and student-led research projects in climate change and sustainability. Encourage diverse research topics and approaches.

Collaborative Research Initiatives
- ❖ Encourage cross-disciplinary collaboration among departments and faculties. Foster partnerships that bring together researchers from various fields to tackle complex climate and sustainability issues.

Student Research Opportunities
- ❖ Promote undergraduate and graduate research opportunities.
- ❖ Encourage faculty mentors to engage students in research projects related to climate change and sustainability.

Research Symposia and Conferences
Organize and participate in conferences, symposia, and workshops dedicated to climate change and sustainability research. This provides a platform for sharing findings and networking with researchers from other institutions.
- ❖ Promote research and collaboration in the field of climate change and sustainability.
- ❖ Encourage researchers to publish their findings in reputed internationally indexed journals, present at conferences, and engage in science communication to disseminate research outcomes to a broader audience.

Goal 4: *Community engagement on climate change impact, vulnerability, adaptation and resilience*

- ❖ Establish a climate action forum consisting of students and faculty and community members to actively engage community for climate related activities.
- ❖ Education and awareness campaigns for different community groups like school students, youth groups, decision makers and planners.
- ❖ Collaboration with community-based organizations, governmental organizations, non-governmental organization, industrial and other associations to drive positive change in the area.
- ❖ Effective utilization of online and social media platforms for sharing information, research updates, latest projects and events and success stories.

❖ Promote collaborative projects with community involvement for achieving targets set under the Climate Action Plan.

Sr. No:1.1.24

Subject:	**Books & Manuscripts Writing and Publication Framework**
Approved by:	**Academic Council**
Notified on	

Policy Purpose:

This Policy is aimed to promote and support research culture through encouragement in writing and producing research-based books and manuscripts, which will be implemented to IIU upon the approval of the Academic Council.

This policy shall be called "IIU Policy on Books & Manuscripts Writing and Publication (IIU-PBMWP)2023". It would be applicable to IIU Faculty, Researchers and Students.

This policy has been framed in accordance with the quality standards and best practices. The Office of Vice President (Research and Enterprise) will be implementing office, whereas the Office of Research, Innovation and Commercialization (ORIC), with the support of Quality Assurance & Development (QAD), will be executing the office for monitoring/financial support.

Purpose and Objective:

This policy is devised to achieve the following objectives:

- to indigenize the knowledge through the production of quality writing/publications.
- to contextualize the knowledge by translating, transcribing, and embedding our value system in the body of knowledge produced the world over.
- to disseminate the knowledge produced at IIUI in order to pursue its obligations under the objectives of its creation.

Definitions:

To this policy, unless otherwise stated, the following definitions shall apply:

i- **Copyright:** It is a right granted to the creator of a work of art or literature or a work that conveys information or ideas, with the intention to advance the progress of knowledge by giving the author of a work an economic incentive to create new works.

ii- **Dissertation:** An original research work/project required for a doctorate degree.

iii- **Edited Books:** An edited book is a book with chapters written by different authors.

iv- **Publishing:** An activity of making information, literature, audio/video, software, and other content available to the public for sale or for free. It refers to the creation and distribution of printed works, such as books, manuscripts, and journals/magazines.

v- **Publishing House:** Selects books through the mechanism of its editorial department and disseminates its books through its production and marketing divisions.

vi- **Manuscript:** a written, typed, or word-processed document submitted to a publisher by the researcher, meticulously created to communicate their unique ideas and fresh findings to the scientific community and the public.

vii- **Thesis:** A critically written scholarly piece of research work submitted by students graduating from an MS/LLM degree program.

viii- **Textbook:** A textbook is a book containing a comprehensive compilation of contents in a branch of study with the intention of explaining it.

1. **Edited Books**

For the book as a whole, one or more editors are responsible. The Editor(s) conceives a book on a particular topic and manages the writing of the book's chapters by different authors from Pakistan and abroad. Edited book is considered a highly scholastic work, which is currently in vogue globally and by reputed publishers, e.g., Cambridge University Press, Oxford University Press etc.

The IIUI faculty members may work jointly or independently to produce valuable and scholastic-edited books and get them published under the banner of IIUI. Under this policy, the teaching and research faculty members are desired and encouraged to move ahead by conceiving a plan for the edited books on current and internationally debated topics.

2. **Thesis Publication as a Book/Monograph**

Thesis publication is often considered desirable and essential if one wishes to expand or pursue his/her career in academia or a related profession. Publishing a thesis/dissertation as a book or monograph can be used as a building block for an academic career, to influence the discipline and expand knowledge of the field. This is a global trend. Broadly observed that a number of international scholars have published their PhD theses in book form (e.g., Chris Allen published his PhD dissertation as a book entitled *Islamophobia* (2010), and Elizabeth Anne Poole published her PhD dissertation as a book entitled *Reporting Islam: Media Representations and British Muslims* (2002) and many in other disciplines).

IIUI shall encourage publishing high-quality PhD/MS theses in the form of a book/monograph in order to spread the new knowledge to the relevant quarters. The University shall oblige to educate its PhD and MS supervisors to shape their theses into books/monographs, which currently serve only two purposes - extracting a research paper and awarding a degree. That, of course, shall be substantiated with some kinds of incentives (e.g., financial, promotional, etc.) to the supervisors and researchers and IIU shall introduce/develop standards/mechanisms for the purpose.

3. **Textbooks**

Textbooks are produced to meet the needs of educators, usually at educational institutions like IIUI. At present, the textbooks being taught in the university are imported and written in foreign (western) socio-cultural and political contexts, with some exceptions of literary artefacts from the fields of science and technology.

IIUI shall encourage and desire the teaching faculty members to produce textbooks in their areas of specialization so as to de-westernize and contextualize the knowledge by translating, transcribing, and embedding our value system into the body of knowledge. This shall be pegged with some kind of incentive (e.g., financial, promotional, etc.) for the textbook authors following some standards/mechanisms to be developed by the IIUI.

4. **International Islamic University Publishing House**

A publishing house's main purpose is to find authors and their manuscripts to compile and publish them into books. That does not mean printing books, as the printing of books can also be done elsewhere other than at the publishing house. In recent years, publishing houses have emerged as highly profitable businesses across the world.

On the analogy of Oxford University Press, Princeton University Press etc., "IIUI Publishing House" would offer book publishing services not only to the IIUI teaching and research community but to anyone who is interested in getting his/her work published under the banner of IIUI. The press or publishing house may be indexed or linked with some reputed international publishers or agencies. Moreover, to facilitate the existing publishing houses/presses (e.g., IRI Press, etc.) may be linked with the "IIUI Publishing House." The IIUI Publishing House (IPH) may become a good revenue-generating source for the university. For establishing IIUI Publishing House, the following initiatives by IIUI are desirable:

4.1 **Evaluation Mechanism:** IIUI shall develop a very robust mechanism for evaluating books, textbooks, manuscripts, and monographs before publishing them following international standards of evaluation like peer review etc., in order to produce quality products (books, etc.) to compete with the international scholarly market.

4.2 **Funding Mechanism:** IIUI, through the platform of its press or publishing house, may attract international funding agencies or publishers (e.g., SAGE, Routledge, etc.) and offer its services for book writing. That would, in turn, generate good revenue for the university. IIUI, through this initiative, may offer to become a regional platform for international publishing houses, as Pakistan needs to hook up with world-renowned scholarly houses to provide 'easy-to-access' and efficient platforms to its scholars.

4.3 **Marketing:** IIUI, through its press or publishing house, may launch an awareness campaign in order to promote the book-writing culture. For that, it is desirable to invite renowned book writers to group discussions, programmes, etc., so that they can share their experiences of book writing with IIUI teaching and research

faculty members. Of course, such initiatives would encourage the IIUI teaching and research community and inspire them to take up book-writing tasks. The University shall arrange financial support for such initiatives through its ORIC platform.

4.4 **Guidelines for Authors:** Guidelines for authors and formatting standards are important to any press or publishing house. IIUI Press or IIUI Publishing House may borrow the authors' guidelines, formatting instructions, etc., from the IRD and IRI, or these can be devised afresh.

4.5 **Incentive Mechanism:** A book/manuscript can be considered equal to a book published after peer review and may be considered equal to two HEC-approved articles as practiced by HEC, subject to its approval of this incentive from the HEC.

4.6 Copyrights will be given as per the policy of the International Islamic University, Islamabad.

Sr. No:1.1.25

Subject:	**IIUI SoPs for Research Grant Management System**
Approved by:	**President, IIUI**
Notified on	

Policy Purpose: The Higher Education Commission aims to develop and sustain a dynamic and internationally competitive research sector in Pakistan that can make a major contribution to economic prosperity, national wellbeing and the expansion and dissemination of knowledge. Promotion of Research is one of the core strategic aims of the HEC. Through the programs and initiatives launched by the HEC for strengthening research and the process of knowledge creation, the quality and research output emanating from the universities and institutes in the country have shown tremendous improvements.

Pakistan has been acknowledged as rising star in a number of research disciplines in terms of percentage increase in internationally cited research publications, yet, this is no more than an end of a beginning and we need not only to sustain and improve this trend but also contemplate on questions of relevance and economic, social and academic impact of the research.

At IIUI, the Office of Research, Innovation and Commercialization (ORIC) provides end to end services for all the matters pertaining to research and development, innovation, commercialization, inventions, patents, collaborations, arranging seminars/ colloquia/ symposia/ conferences/ workshops, etc. and/or research publication honorarium. By and large, the Office of Research, Innovation & Commercialization (ORIC) is a focal point for all research related activities of the University. The ORIC facilitates the University researchers (faculty members and scholars) to promote their research work both nationally and internationally. To this effect,

this office has facilitated a number of researchers to present their research papers in international conferences, hold seminars/conferences/workshops, etc. as well as with the submission and approval of different research and development projects both nationally and internationally.

GUIDELINES/STANDARD OPERATING PROCEDURES (SOPS)

Project Initiation: (Procedure of Application Submission and General Process)

1. The ORIC, IIUI in association with the Faculty Members/Investigators will communicate the areas of research and opportunities for potential grant or funding.

2. Faculty Member(s)/Investigator(s) shall develop a proposal according to the requirements and prescribed forms of the concerned funding agency. The ORIC shall be responsible for provision of all prescribed application proformas (if any) for research funding on official email/university website.

3. All correspondence between the Faculty Member(s)/Investigator(s) and the funding agency must be routed through the ORIC. The ORIC will assess if the proposed project is under submission to the funding agency.

4. Faculty shall submit their complete research proposals on the prescribed application proforma (if any) set by the funding agency to the ORIC for onward submission to concerned funding agency. If working on contract basis, the contract duration of faculty member must not be less than project duration.

5. All research proposals shall be submitted to the ORIC well before the deadline set by the funding/donor agency for completion of codal formalities. In case of any delay in submission, the ORIC shall not be responsible and proposals shall be turned down. Only those proposals which are complete in all respects shall be considered for processing for the endorsement of Competent Authority of the University.

6. Final draft of the proposal, including all attachments and the required forms, must be signed by the investigators and countersigned by the dean of respective faculty or as required, and then submitted to the ORIC, prior to funding agency's deadline (at least 03 days before).

7. The ORIC shall scrutinize the project proposal in the light of guidelines/procedures specified by the concerned funding agency. If the project proposal is found complete

in all respects, the same shall be sent to the University authorities (concerned) for approval and further necessary action. After approval of the project proposal from University authorities (concerned), the same shall be sent to concerned funding agency after completion of codal formalities. The ORIC shall be responsible to send a copy of forwarding letter to all concerned quarters (those who are relevant). In case, the university authorities regret the project proposal/application, all concerned shall be intimated and case shall be treated as closed.

8. Investigators of a project shall certify the following or as required by a funding agency:
    i. Certified that the P.I is a full time Faculty Member/Foreign Professor/ Eminent Scholar/Eminent Researcher of the University / Degree awarding institutes.
    ii. Certified that the equipment(s) demanded for the subject project is / are not available in the University / Institute.
    iii. Certified that the project under reference has not been submitted to any other funding agency including HEC.
    iv. Certified that no portion of the project has been funded by any other funding agency including the HEC in the past.
    v. Certified that the subject project is genuinely novel and that there is no plagiarized material including self-plagiarism.

9. Replies/answers of queries/observations raised by the reviewers during peer review process shall be processed through ORIC.

10. Once the project is awarded by the funding agency, the Principal Investigator (P.I) may be requested to submit a legal agreement between the University and the relevant funding agency on non-judicial paper (as per template attached with award letter) duly signed by the head of institution/university. The P.I shall submit the agreement on non-judicial paper to ORIC for endorsement of the competent authority (Rector/President/Vice President). After the endorsement, the same shall be sent to the relevant funding agency for release of funds allocated as 1st installment under the project. If the project is not approved, the Investigator(s) shall be intimated and the file in the ORIC will be treated as closed.

Project Financial Management:

1. Approved funds are released in two to three installments, depending on project's duration and 1st installment of approved funds are usually released within two to three weeks after submission of legal agreement. In case of international funding agency, it may take more time. All the funds are released by funding/donor agency in favor of

the President, IIUI being the Principal Accounting Officer of the University for onwards disbursement in favor of investigators/grantees of the project.

2. Sometimes, funds are released in favor of P.I. In such instance, the P.I. is required to report/intimate the ORIC immediately for further necessary action and completion of codal formalities. Under no circumstances, funds received for any type of research grant can be operated through personal bank account. In case of violation, legal action may be initiated against the violator.

3. Finance Department, IIUI shall send a copy of Funds Release Letter along with copy of cheque to the ORIC, IIUI for file record, reference and for future correspondence with funding agency.

4. Periodical financial report or as required by the funding agency shall be shared with ORIC and placed in the case file in ORIC for record and reporting.

5. After receiving of the funds in the university, the principal investigator (PI) or co-principal investigator (in absence of PI) shall initiate a request to Finance Department for opening of joint project account to be opened in the university designated bank and to be operated by P.I/Co-PI and nominee(s) from Finance Section of the university.

6. In case of international funding/donor agency, if funds are released in foreign currency, a separate foreign currency joint account shall be opened in the concerned bank which will be opened (if permissible by the Government of Pakistan) and operated by P.I/Co-PI and nominee(s) from the Finance of the university.

7. Every research project (National and International) shall contain (unless if it is not allowed by the funding agency) an amount from 5-30% of total project funds as overhead cost to be utilized as per policy of the funding agency or shall be utilized as per requirements of the ORIC. In this regard, separate bank accounts for each tier of overhead cost (5%, 10% and up to 15%) shall be opened in to be operated by Director (ORIC) or his nominee and Director (Finance), IIUI or his nominee.

8. The three tiers of overhead cost shall be utilized as per following policy:

   i. Basic 5% overhead: This will go to the University to cover the basic research support services, i.e., accounts management, project reporting, auditing, office supplies (e.g., pens, staplers, or stationery), and monitoring and evaluation. The Principal Investigators are expected to use their own offices and regular university facilities.

   ii. The performance overhead (up to 15%) in HEC funded projects shall be utilized as per policy/guidelines of the HEC.

   iii. The extra 10% overhead: In research projects of applied sciences/engineering domains or in projects wherein laboratory is established/required, 20% of the extra 10% overhead cost will go to the access to digital resources (e.g., Digital Library, PERN) up to a maximum of 50% for maintenance of scientific equipment, 5% for miscellaneous expenses and 10% for utilities. The 10% can be utilized for utilities only if the basic 5% is not provided in a project. Rest of

the overhead costs will be utilized with proper justification from the PIs.

iv. In research projects of social sciences/Islamic studies/arts/humanities etc. or projects wherein laboratory is not established/required, 20% of the extra 10% overhead cost will go to the access to digital resources, 5% for miscellaneous expenses and 10% for utilities. The 10% can be utilized for utilities only if the basic 5% is not provided in a project. Rest of the overhead cost will be utilized with proper justification from the PIs.

v. In order to engage support staff (daily wage clerical or manual labor, secretariat staff), the PI will send nomination of the person/name of post/designation, justification, job description, remuneration and period of engagement to the ORIC for approval of the competent authority. In exceptional cases, where a project involves field visits/survey and a local person is required there, the PI can request for an advance to engage support staff (daily wage clerical, manual labor) with justification. The engagement(s) of the support staff (daily wage clerical, manual labor) will be subject to the allocation of funds/percentages given in point a. and b of the paragraph 4-iii. of the minutes. Moreover, the PI will be required to furnish duly revenue-stamped documentary evidence of payment along with the CNIC and contact details of the person.

vi. An amount of Rs. 50,000/- will be paid from relevant budgetary head to the University for arrangement of seminar/workshop/conference etc. at the Quaid-e-Azam Auditorium and Rs. 30,000/- for the rest of the auditoriums in the university.

vii. The Directorate of Finance will responsible for separate bank accounts for each tier (basic, extra and performance) of the the overhead cost.

viii. Under the HEC funded research projects, no amount is allocated as "Audit Fee" and "Accounts fee". Unless specifically approved, by a funding agency, no part of the budget (including overhead cost) shall be allocated and utilized as audit/accounts fee.

9. All expenditures on account of overhead costs and project costs shall be made within the limit of budgetary heads and no re-appropriation shall be allowed without getting prior approval of the concerned funding agency. (Policy of re-appropriation varies from funding agency to funding agency).

10. Financial audits of the project shall be conducted by "A" category firms as listed by Federal Board of Revenue (FBR) on annual basis or as per audit policy of the University.

11. On completion of each phase of the project, funds utilization report duly signed by principal Investigator, concerned Head of Department, Director ORIC, and university auditor shall be submitted to ORIC for onwards submission to concerned funding agency.

12. In case of delay in release of funds (2nd and 3rd Installment), the Finance Section of IIUI shall make sure the availability of funds and release an advance (adjustable) from research fund/or any other budgetary head of IIUI in lieu of 2nd and 3rd Installment, so that ongoing project activities should neither be hampered nor stopped.

13. A project's funds shall be utilized to the maximum, and after completion of a project, a balance amount, if any, shall be utilized/returned as per requirements of the funding agencies. The investigators shall be encouraged to utilize all the issued funds during the stipulated time. In this regard, departments of Finance, Audit, Purchase and Stores and ORIC would assist the investigators to manage the funds according to approved budget. A prior approval (if so required by funding agency) from concerned funding agency shall be obtained for utilization of balance funds in the same project to enhance the project scope, or compensate for the inflationary premium.

14. Honorarium and stipends if any shall be released according to the guidelines provided by the concerned funding agency.

15. Salaries of the project staff shall be made from the respective budget head of the project and no re- appropriation shall be allowed. Annual increments in the salaries (if any) shall be made according to provision of funds from funding agency in the project budget.

16. In case of delay in project completion, salaries of the project staff shall be made subject to availability of funds in the budget head. There will be no financial liabilities on the part of the university.

17. In case of travelling for getting samples/gathering data for project, only actual expenditures shall be paid or as per policy of the funding agency. Moreover, funds released under budgetary head Contingencies / Miscellaneous", shall not be used for payment of TA/DA.

18. The contingency/miscellaneous fund may be utilized on spares/ chemicals/ consumable, photocopies, microfilms, data storage devices, project report (writing, editing, printing etc.), postage, telephone/mobile calls, internet, web development, fax, computation/analysis, advertising project's posts, honorarium to the external subject expert (invited for interview), etc. in connection with the project. However, major procurement cost shall not be met from this head.

19. On case to case basis, the university shall provide assistance for any other special requirement in connection with the project which is not/cannot be covered under any other budgetary head. However, the Principal Investigator shall make sure that all the major scientific equipment is included in the project document before submission to funding agency.

    a. The contingency grant is not intended for meeting the expenditure on furniture & fixture, etc. These items shall be provided by the University.

    b. In case funds are provided under budgetary head 'contingencies/miscellaneous', project expenditures incurred on advertising

post of research staff in daily newspaper(s) (if so required by the funding agencies and if specific funds are not available) may be paid under the head.

20. The amount allocated under the head travel or field work shall not be used for attending the conferences, seminars, workshops for which there is a separate provision available under travel grant program for faculty. This amount should also be not used for attending any training course either.

21. Traveling/field work shall be undertaken only for data collection and collection of other information, documents, experiments within the general scope and sphere of the project. No foreign travel shall be permissible unless explicitly approved by the funding agency.

22. Investigators and research staff of projects are permitted to travel for field work related to approved/sanctioned project by his own car/taxi/bus outside the city as per University rules within the amount allocated under travel head.

23. Honoraria of the investigators shall be given as per the relevant funding agency's policy and as per project award letter.

24. Progress reports/periodical reports along with other documents shall be submitted as per requirements of the concerned funding agency). The principal investigator shall be responsible for a timely submission of the progress reports to the ORIC. The ORIC will coordinate with the investigators in this regard. However, the ORIC shall not be responsible for any delay in submission of report(s) to funding agency.

25. The Investigator(s) is/are expected to settle the accounts immediately on completion of the project. Any advances against the project shall be settled well in time. In case of failure to comply with the aforementioned terms, the finance section shall have the discretion to stop the salary or deduct the same at source.

26. After submission of final progress report and funds utilization report, the balance amount, if any, shall be refunded to the funding agency (if so required).

27. The profit earned on project funds will be utilized to cover the unforeseen cost (if refund of the profit is not demanded by the funding agency). For example, the profit can be utilized to make up for the deficiency of funds for purchase of equipment, provided the purchase process was initiated by PI well in time i.e., within two months of release of funds by the funding agency. Profit earned on one project's funds cannot be utilized for another project. In case the profit is not utilized as unforeseen expenditure, the same shall be transferred to the account maintained for overhead cost.

Project General Administration:

1. All research projects shall be administered under the general rules of IIUI as per all applicable SOPs of the research projects and guidelines of funding agencies.

2. Once the project is approved, it can be transferred to any other University/Institution as per policy/transferring rules of the funding agency. In case no clear policy/rules of

funding agency exist(s), the project can be transferred only if the funding agency, the IIUI and the institution/university where the project shall be transferred, have no objection to the transfer.

3. In case of disability/retirement/death of a PI, the Co-PI shall be made PI with the approval of the IIUI and the concerned funding agency. The new PI shall be responsible to complete the project. If there is no Co-PI, the ORIC will take up the matter with the relevant Head of Department and Dean of Faculty to nominate a new PI for the project. The ORIC will send the nomination to the funding agency with the approval of the Competent Authority, IIUI. If approved by the funding agency, the new PI shall be responsible to complete the project.

4. If a PI intends to go abroad for any assignment, he/she shall inform the ORIC well before his/her departure for onward communication to the funding agency (if the funding agency requires it). The Co-PI with the consent of the PI and approval of the Competent Authority, IIUI, will execute the project during the PI's absence.

5. The University shall provide sufficient space for establishment of lab/placement of scientific equipment, as normally funding agencies do not support infrastructure cost in the project.

6. Once the Laboratory is equipped with the scientific equipment, it shall not be entitled with PI's name. The title of the laboratory shall remain the same as it was mentioned in the project document. The name of funding agency shall be displayed outside the laboratory clearly.

7. The scientific equipment shall be available as an open facility for all the faculty members of the concerned departments (field relevant) after completion of the project and with consent of the PI.

8. The scientific equipment shall not be moved anywhere without getting prior approval of the competent authority. In case of repair & maintenance, prior permission shall be obtained from PI, Chairman and Dean and an exit pass shall be issued by the Chairman of the concerned department, which may be submitted to on duty security guard.

9. In case of any theft in laboratory, the matter shall be reported to the concerned authorities and the competent authority shall constitute an inquiry committee to fix the responsibility.

10. P.I may use the project laboratory for commercial purpose as per IIUI approved policy.

11. In case of any discovery/innovation, P.I must report it to the ORIC and a formal case of patent filing shall be prepared and submitted to the concerned offices in Pakistan/or in foreign countries (whatever is suggested). The discovery/invention/innovation shall be placed for commercialization through ORIC in the relevant industry and relevant policy of IIUI shall be followed.

12. The PIs shall report all the outcome of the research project to the ORIC and upload research paper(s) on ORIC's online research database.

13. Once the project is approved by the funding agency, the PIs shall share copies of the revised proposal, revised budget, award letter, agreement, implementation plan, Gantt chart etc. for record.

14. No data of any research project shall be shared with anybody except the concerned PIs, or with approval of the Director (ORIC).

Project Procurement Management:

1. All procurements shall be made as per PPRA rules and regulations.

2. All the procurement under the project shall be made through normal purchase procedure. However, in exceptional cases, with strong justification from the PIs, the procurement under the project may be made through special committee constituted with approval of the competent authority. Moreover, where the procurement does not require tender, the PIs may take an advance (less than Rs. 500,000/-) for purchase equipment and consumables. The advance so issued shall be adjusted within one month from the date of issuing.

3. All equipment/furniture and fixture shall be the property of the University and be entered in the university stock register.

4. Any repair and maintenance cost of the equipment shall be made from the project budget head "Contingencies/Miscellanies". If the project does not have "Contingencies/Miscellanies" budget head, the University shall bear the cost for smooth execution of project activities. The University shall make every effort to make all the equipment available in the laboratories for effective use. However, the Principal Investigator shall initiate the case for repair & maintenance to HEC under its program "Repair & Maintenance of Laboratory/Scientific Equipment", if required.

5. The PIs shall maintain a project stock register for consumables and equipment and provide to the ORIC as/ when required.

6. All procurements shall be made as per provision of the award letter/approved budget and no extra provision shall be granted without approval of the funding agency.

7. P.I shall initiate the request for procurement of any equipment/consumables as per project document through the ORIC, which shall be approved after verification.

8. Purchase & Store section shall maintain a separate data base of scientific equipment to be procured under the projects and will share the details with ORIC as and when demanded.

9. Exact duplication of the scientific equipment shall be discouraged and P.I shall be requested to replace the equipment with some other option(s)/up-gradation.

10. The escalation, if any, in the cost of approved equipment may be met out of savings/earnings on the project (if any in the relevant project) or re-appropriation from other heads after getting approval of the funding agency, especially in case of local government funding agencies.

Project Human Resource Management/Staff Hiring:

1. The funding agency may approve and provide assistance to engage research staff during the tenure of the project. They shall work in the project as per time committed in the project's budget or as required by the PI. Eligibility and qualification criteria shall be defined by the Principal Investigator according to the post title. The research staff, if hired for full time, shall not accept or hold any other appointment paid or otherwise or receive any emoluments, salary, stipend, etc. from any other source during the tenure.

2. Project Staff appointment(s) shall be made through the ORIC. In this regard, as per award letter issued by the funding agency and the submitted project document (final version). A formal request for hiring of staff shall be processed by the P.I to the ORIC along with a proposed selection committee through proper channel. The ORIC staff shall get the approval for hiring from the competent authority (currently Vice President R&E) and notify it accordingly. These practices shall be followed both for national and international projects.

    a. The composition of the selection committee shall be;

        i. Principal Investigator Chairperson
        ii. Co- Principal Investigator Member
        iii. One nominee of field relevant subject expert (external) Member
        iv. One nominee from HR Member
        v. Director ORIC or nominee Member
        vi. Assistant Director (ORIC) Member/Secretary

    b. In case of specific policy guideline for hiring staff under approved project provided by the concerned funding agency, the nominated selection committee shall follow the same.

3. After approval, advertisement shall be prepared in line with the selection criteria set by the P.I. However, the criteria must be set on the basis of academic qualification and experience. The advertisement shall be published on the IIUI webpage. However, if required by the funding agency the post(s) shall be advertised in leading national newspaper(s).

4. The advertisement shall clearly state the actual salary package to be offered to the candidate as per project document/award letter and the nature of job/engagement shall be temporary/contract basis. It shall also be made clear to candidate(s) that this

engagement/job offer is under the funded project and not under IIUI, and that the project appointment shall not entitle them to claim any future employment in IIUI on regular basis. Furthermore, it shall be made clear to them that the appointee shall follow the university employment rules and regulations in general.

5. The PIs will receive, scrutinize and shortlist the candidates on the basis of the advertised criteria for test/interview. After scrutiny of the applications, a list of the shortlisted candidates shall be shared with the ORIC. The ORIC/PI shall call all the shortlisted candidates for the test/interview. In case, the selection committee does not find any suitable candidate, it may select a candidate with higher qualification or may recommend to re-advertise the post(s).

6. The ORIC shall prepare the minutes of the meeting of selection committee after finalization of the hiring of staff. After that, minutes of the meeting shall be placed for the signatures before the committee members and finally for approval from the competent authority (currently Vice President R&E).

7. After approval of minutes of the meeting of selection committee by the competent authority (currently Vice President, R&E), the ORIC shall issue the job/engagement offer letter to the selected candidates. A copy of the same shall be sent to all concerned departments.

8. In case of acceptance of job/engagement offer letter, the candidate shall submit the joining report to PI and the same shall be forwarded to the ORIC for further necessary action.

9. Salaries of staff shall be paid on request of the PI to the ORIC which should be received in the ORIC latest by 20th of each month. No salaries shall be paid to staff if the request from the PI is not received in ORIC. Moreover, salaries of staff shall be paid from the project's relevant head, and any increment (if approved in the project document) shall be provided to the candidate on annual basis subject to satisfactory performance of the staff conveyed in writhing to the ORIC. The same shall be used for extension in the contract time period of staff.

10. The external subject expert, subject to the recommendation of the principal investigator, shall be paid an amount of Rs. 5,000/- as honorarium from budgetary head 'travel' of the concerned project.

Project Monitoring & Evaluation:

1. Midterm/annual progress report (as required by the funding agency) within the stipulated time (e.g., one year from starting date - date of release of installment) of project work done must be submitted by the PIs on prescribed proforma along with funds utilization report/financial report ORIC. The funds utilization report shall be signed by the PI, the Head of Department, the Director (ORIC) and the University Auditor or as per requirement of the funding agency. In case of physical visit of the

project site by concerned funding agency, the P.I shall invite a nominee from the ORIC to attend the visit.

2. The ORIC will issue letters/reminders to the PIs for submission of report when it becomes due from the PI. The ORIC shall visit the project site if it is deemed necessary.

3. After completion of the project, a final progress report along with funds utilization report and other documents as per requirement of the funding agency, duly signed by the P.I and HOD, must be submitted to the ORIC for onward submission to the funding agency for evaluation.

Sr. No:1.1.26

Subject:	**SOPs for IIUI Business Incubation Center (IIUI-BIC)**
Approved by:	**President, IIUI**
Notified on	
Policy Purpose: Theses SOPs are well aligned with the IIUI-BIC's mission is to encourage and accelerate the creation of innovative businesses and jobs in IIUI fraternity. We intend to become a hub for IIUI startups and provide value-added services required to support the incubated companies' success. We plan to help the startup companies gain access to the best available mentors, training, high-tech labs, professional assistance, and other value-added services that will move them onto the fast track to success.	

Objectives:

The primary objectives of IIUI-BIC are:
- Create new start-ups comprising IIUI of students, faculty and alumni
- Create internship opportunities for IIUI students
- Leverage IIUI's research and professional expertise
- Create job opportunities in the region
- Reduce barriers to entry for enthusiastic entrepreneurs with bright ideas and high energy
- Boost a culture of entrepreneurship among IIUI fraternity
- Aligning the objectives with IIUI's, HEC's and Government of Pakistan's vision to help create a knowledge-based economy in Pakistan
- Create a strong infrastructure for technology transfer in IIUI by developing an entrepreneurial eco-system.

SOPs for IIUI Business Incubation Center (IIUI-BIC)

- Applications will be received on approved form in hard as well as soft form along with relevant fee.

- After internal scrutiny, the applications along with relevant annexures will be presented to the Startup Application Review Committee (SARC), and applicants will be required to present their business idea in a 10-minute presentation. The presentation must include and not be limited to; i) an introduction to the business/idea, ii) capital expense (layout of key financials), iii) planned marketing strategy, iv) detail of product/service/solution that will be developed (if any), v) human resource plan (qualification/experience of employed and potential employees), vi) objectives that you wish to achieve at IIUI-BIC, and vii) potential benefit to IIUI/IIUI-BIC.

- IIUI-BIC's Startup Application Review Committee (SARC) will evaluate the applications on Startup Induction Form. The minimum quorum for organizing the SARC meeting is 2. SARC meeting should be conducted within 5 working days of receiving a startup application.

- The SARC may evaluate and determine suitability of the applying Startup for the IIUI-BIC and record their assessment on the Startup Induction Score Card. If an evaluator is of the opinion that the startup is unable to produce sufficient grounds to establish suitability for induction, the evaluator may choose to declare the startup unsuitable upon which the total marks awarded by the evaluator will stand equated to zero and will be counted towards the average marks of the startup.

- The marks of all evaluators in respect of applying startups will be added and the startups will be ranked according to the total awarded marks. If an application is rejected on the basis of low marks in evaluation the applicant may reapply after making improvements.

- Absence from presentation will result in zero marks and therefore result in abdication of application. If the applicant is unable to present to the SARC due to force majeure, the same will be allowed to present in the subsequent round of presentations scheduled at a later date. Incase an applicant does not show cause for absence in the presentation session, the applicant may be barred from reapplying.

- The results of the SARC will be forwarded to Director IIUI-BIC for approval, after which the applying startup will be informed of the decision within 2 working days.

- The selected applicant will be allowed a period of 2 weeks to complete legal formalities, sign the Startup Lease Agreement (SLA) and take possession of the premises, after submitting relevant dues, failing which, the applicant, next in line will be invited to do the same.

- In case the applicants fail to complete formalities, the space will be deferred to the subsequent round of applications.

- Applicants considered suitable by the committee, for whom a space is not available will be invited to start their company in the shared space, if such space is available. If

however no such space is available then the applicant will be informed to re-apply in the next round of applications.

- All employees, students and Alumni of IIUI are eligible to apply for a startup at IIUI-BIC
- A startup will be awarded a completion certificate by IIUI-BIC on successfully meeting the (Key performance Indicators) KPIs laid out in this document.

Key Performance Indicators (KPIs)

A startup meeting with at least two of the following KPIs will be considered as a successful incubate

- Startup has spent at least six (6) months at IIUI-BIC
- Startup has successfully developed a prototype and has found an investor or a venture capitalist to either buy it or take it to the production stage
- Startup reaches monthly revenue of Rs: 0.3 million along with positive cash flow
- Startup makes a successful public or private stock offering of more than Rs: 500,000
- Startup has merged with another successful company
- The startup has hired an experienced management team and has retained for at least 3 months.

Sr. No:1.1.27

Subject:	SOPs for the Strategic Plan Implementation Cell (SPIC)
Approved by:	President, IIUI
Notified on	18th Mar 2022
Policy Purpose: The core purpose is the periodical assessment or measures taken to ensure the swift implementation and an annual KPI attainment report shall be provided to the authorities for the presentation before the BOG.	

Objectives:

The primary objectives of SPIC are:
- Rigorous follow-up of action points and timeline for the IIUI Strategic Plan (STP) Implementation.
- Generate STP Implementation Reports for each faculty/department /uint
- Coordination and Liaison among the stakeholders/focal persons for the implementation of the STP
- Jointly raise sub-plans and financial requirements with the focal points for the initiatives/activities/strategies for the implementation of the STP
- Conduct the systematic mapping of the KPIs to assess the pace and attainability if the plan on periodic basis
- Preparation of STP implementation annual report to be presented before the BoG.

SOPs
- SPIC team will work under the in-charge SPIC
- In-charge SPIC will report to the Vice President (R&E)
- Required tools for the data collection and reports generation will be obtained/developed and implemented.

SECTION II

2. Governance

Sr. No 2.1.

Subject:	**Purchase & Store Policies on Purchase of Items a-b**
Approved by:	**Vice President (A&F)**
Notified on:	**29-03-2023**
Purpose of The Policy: The P&S Policy at International Islamic University is committed to the purchase of items with quality.	

a. Curtains/Blinds and Carpet Policy For IIUI

Cloth Curtains

i. Cloth curtains are more cost effective and durable than blinds, therefore, only cloth curtains may be recommended & procured for classrooms, labs, offices etc. The procurement of blinds may not be recommended.

ii. The Single Panel Ring type cloth curtains (local computerize fabric) without ASTAR/LINING may be procured as ASTAR/LINING unduly increase the cost of curtains.

iii. The color of cloth curtains may be recommended as under:

Executive Offices:

Rector, President /VP /DG/Director/ Dean/Chairman/Chairperson Offices Light Green Color code # 15 or as per choice of authority.

All other offices, classrooms, labs, libraries, Medical Centre, Seminar Room, Sports Office, Student Activity Centre, Hostels etc.

- Dark Green cloth code # 42
  BLINDS
- The Blinds may not be recommended as it is more expensive, easily get damaged, less efficient need to be cleaned more frequently.
  CARPETS
- Carpets holds dust and other allergies that can be problematic for those with respiratory challenges. Furthermore, it retains moisture creating mold that can be toxic for those with allergies. The procurement of carpets may not be recommended.
  SOP's for installation of curtains

1st Priority
- Classrooms, Labs, Seminar Rooms, Auditorium, Libraries, Medical Centre & Executive Offices

2nd Priority
- All other offices including staff rooms, Sun facing rooms

3rd Priority

- Individual cases and other such instances like (Aluminum partitions, glass windows etc.) where cloth curtains may not be installed, Frost Paper Sheets may be recommended.

b. Uniform Policy Regarding Purchase of Uniforms & Accessorie For Security Guards (Male & Female)

i) At the time of new demand, old and used uniform items will be reviewed and serviceable ones will be put into further use till torn.

ii) A copy of the approved policy will always be enclosed while forwarding Demands.

iii) In order to make the quality better and standardized, samples of all items will be procured and kept in store so that there is no difference in quality and standard at the time of new purchase.

iv) There will be no compromise on standards and quality at the time of new tender and procurement.

v) Security Staff uniform items worn/ used during VVIP duties, Convocation, Delegations reception, Ceremonial parades and at all miscellaneous distinct occasions will be procured in the following ratio:

    a. The items at serial No.:
- 28, Arms Traffic Sleeve (with embroidered IIUI monogram)
- 29, Arms Band (with embroidered IIUI monogram)
- 30, Kamar Band (with embroidered IIUI monogram) and
- 38, Arms Band (with embroidered IIUI monogram) will be purchased/procured 30% of the total strength held at that time.

    b. The items at serial No.:
- 31, Sash (Corss) (with embroidered IIUI monogram) and
- 39, Sash (Cross) (with embroidered IIUI monogram) will be purchased/procured 50% of the total strength held at that time.

vi) The procurement tender will be made on an annual basis instead of a half-yearly basis to reduce the expenditure incurred on it.

Policy=03: Proposed/Modifications in policies of Air-Condition, Desktop/ Laptop/ Printers/ Multimedia

Approved Authority: Policies Formulated by the Assessment Committee in its meetings 45th-47th. The said policies were then duly approved by the President IIUI
Date: 04-10-2023

1. The Assessment Committee in its meetings from 45th-47th has discussed the shortcomings in the previous approved polices and recommended the modifications/upgradation in the following policies.

   a) **Air Conditions Issuance Policy**
   b) **Repairing of Air Conditions Policies**
   c) **Desktop/Laptop Issuance Policy**
   d) **Printers/Multimedia Issuance Policies**

2. The committee recommended the allocated budget for 2(a) may be utilized as under

a) Datacenters/Labs/Classrooms/ Seminar room/ Common rooms/ Prayer halls	b) Faculty and administration offices
50%	50%

Recommended Utilization of 3A is as under

Priority Sequence	Room type	Allocation of Air conditioners
Priority 1	Data Centers/All Labs	Top Priority
Priority 2	Classrooms at top Floor	40%
	Classrooms at First Floor	
	Classrooms at ground Floor	
	Classrooms at basement	
Priority 3	Seminar room	10%
Priority 4	Common rooms	
Priority 5	Prayer halls	

Recommended Utilization of 3B is as under

Priority Sequence	Room type	Allocation of Air conditioners
BPS 20 &21	Offices	Top Priority
BPS 19	Offices at top Floor	30%
	Offices at First Floor	
	Offices at ground Floor	
	Offices at basement	
BPS 17, 18, & big halls	Offices at top Floor	20%
	Offices at First Floor	
	Offices at ground Floor	
	Offices at basement	

3. The committee recommended the following changes for Air Condition Repairing & Replacement

   a) In future, after warranty period, the compressor of any AC will not be replaced rather the AC will be replaced with DC Invertor AC.

b) For old ACs, if the companies have shutdown their production, then the University has no other option to replace the ACs as and when they are out of order. It is was also decided that the ACs would not be replaced on the will of the anyone except those which are genuinely not repairable, because the University's current financial situation does not allow for the replacement of ACs all at once.

4. The assessment committee suggested the following modifications for allocation of laptop/desktop in existing policy.

  a) The allocated budget for the purchase of laptop/desktop will be distributed with 50-50 ratio between faculty and administrative staff.
  b) Faculty member will be required to surrender the laptop/desktop issued by University, in case if he/she gets laptop from project grant and in his/her use.
  c) Only one laptop will be issued to an officer/faculty member even if he/she holds any dual charge.

5. For the issuance of multimedia/LED/Printers the committee proposed the following changes

  a) If the department has requested a portable multimedia, then multimedia may be provided. While in case of some faculties which have dedicated rooms, LED may be provided instead of portable multimedia.
  b) In case of printers, the members after deliberation agreed that the culture of shared printer may be adopted in shared rooms and big halls. In case if faculty/member has dedicated room, then standard range printer may be provided to him/her.

Sr. No 2.2.

Subject:	**Policy for Day Care Centre**
Approved by:	**VP (F.C)**
Notified on:	**2022**
Purpose of The Policy: The policy for Day Care center is to ensure discipline and smooth functioning of Day Care Centre.	

Policy for Day Care Centre
The following are the rules and regulations to ensure discipline and smooth functioning of Day Care Centre;

1) Parents who want to admit their children at Day Care Centre shall be required to register the child by fulfilling the formalities of registration.

2) The Admission form duly filled along with supporting documents shall have to be approved by Vice President (Female Campus) for confirming the admission.

Existing Required Documents	Proposed Required Documents
● One Photograph of Child	● One Photograph of Child
● Family CNIC (B Form)	● Family CNIC (B Form)
● Admission Letter (in case of student)/ Appointment Letter of Mother (in case of Employee and Faculty Member)	● Admission Letter (in case of student)/ Appointment Letter of Mother (in case of Employee and Faculty Member)
● Birth Certificate of Child	● Medical fitness certificate from University Medical Centre
● Medical fitness certificate from University Medical Centre	● Vaccination Card of the child (vaccine record from the date of birth)
	● Undertaking from parent for observing the rules and regulations of day care centre
	● Covid 19 Vaccination Certificate of both parents
	● Nominee Record (including ID Card Copies, relationship with admitted child)

3) The parent has to provide the updated health report after every 6 months for an infant or young toddler and every 12 months for an older toddler or preschool child.

Current Fee Structure	Proposed Fee Structure (monthly) For registered children
● Employees from BPS 1 to BPS 5: Rs.1000/-	● Employees from BPS 1 to BPS 5: Rs.2000/-
● Employees from BPS 6 to BPS 14: Rs.1200/-	● Employees from BPS 6 to BPS 14: Rs.2400/-
● Employees from BPS 15 to BPS 16: Rs.1500/-	● Employees from BPS 15 to BPS 16: Rs.3000/-

• Employees from BPS 17 & Above: Rs.2000/- • Kids of Student: Rs.500/-	• Employees from BPS 17 & Above: Rs.4000/- • Kids of Student: Rs.1000/-

4) Admission of differently abled children (MR, physically handicapped, premature) shall only be provided after consultation and recommendation of Medical Officer of Medical Centre.

5) Registration Fee would be of PKR. 1000/-. Security equivalent to one month's fee of child. This security will be refunded at the time of children leaving Day Care Centre after deducting arrears if any.

6) Last date to submit fee is 10th of every month. Fine of Rs. 20 per working day will be charged after due date. After giving 20 days margin admission of the child will be cancelled from Day Care Centre.

7) In case of more than one kid of the same parent in Day Care Centre, full fee will be charged for every kid.

8) Every child registered at Day Care Centre shall have to pay fee irrespective of number of attendances.

9) During long leaves/summer vacations (maximum 3 months in normal case), the parents will intimate to the Incharge/ Supervisor, DCC. In this case, 50% fee shall have to be deposited for leave period for the purpose of retention of their child admission at Day Care Centre. In case, parent avails leave without fee submission then she/he shall have to readmit the child after clearing all remaining dues along with readmission fee @ Rs.2000/-.

10) A parent may be relaxed from the fee and admission cancellation in case of some emergency (such as death of a husband) as a special case with approval of Vice President (Female Campus)/ Director (Female Campus).

11) Standard Amount of Rs. 100/- per hour will be charged from non- registered kids who shall avail day care facility on hourly basis for all three categories (including faculty, non-academic staff and students).

12) Non-registered kids can avail per day care facility for maximum 10 days in a month (either consecutive or separate). Deduction of Per Day Dues may be made from salary of employees and submitted in bank for students by retaining their university card until they submit their dues). Per Day charges as follows:

Categories	Per Day Charges
• Employees from BPS 1 to BPS 5	Rs.150/-
• Employees from BPS 6 to BPS 14	Rs.200/-
• Employees from BPS 15 to BPS 16	Rs.200/-
• Employees from BPS 17 & Above	Rs.300/-
• Kids of Student	Rs.150/

13) Children age limit for admission in day care centre is from 3 months to 4 years. And for after school age children age limit is from 4 years to 7 years.

Age Range	Group
3months- 1year	Infants
1year-2 years	Young toddlers
2years -3years	Older Toddlers
3years-4years	Preschoolers
4years-7years	After school children

14) If any parent gets late and comes after closing time of Day Care Centre, she/he shall have to pay a fixed amount of Rs. 500/- as taxi fare to care taker at duty or make an arrangement of conveyance for care taker.

15) Mothers may not come more than once to meet their children except feeding purpose.

16) Mothers are not allowed to sit more than 15 minutes in Day Care Centre.

17) The same fee structure (monthly and per day charges) and fee submission rules shall also be applicable to the children of visiting faculty and after school children. 50% discount will be provided for children of Day Care Staff. Internees and Private business (e.g. Photocopier & Café) are not eligible for registration at day care centre.

18) Male parents are not allowed to enter Day Care Centre.

19) Timings of Day Care Centre is from 8:30am in the morning till 5:30pm in the evening. During term break, timings would be cut off to 3:30 pm depending upon the departure of university buses. 7 hours of standard services are provided to parents by Day Care Centre. If the parent wants to avail facility for more than standard hours, fee @ per hour shall be charged for availing extra hours services.

20) If a parent is not available to pick his/her child, two nominations for picking up the child should be given by the parent along with the copies of attested ID cards of the nominees at the time of admission.

21) Parents shall have to provide complete bag of the kid, including two diapers/pampers, two additional dresses and necessary food.

22) Children should come neat and clean. It is mandatory for children to come in diaper/pamper.

23) All mothers shall extend full cooperation to maintain a congenial atmosphere and shall abide by the rules and regulations notified from time to time by the university Administration for the Day Care Center.

Sr. No 2.4.

Subject:	**Policy for Security Department**
Approved by:	**President /VP (A&F)**
Notified on:	**2023**
Purpose of The Policy: Comprehensive SOPs have been documented taking all important factors in view. These SOP's also include the routine duties of the security staff which effect their performance while dealing with University employees and visitors. These SOPs are being translated into Urdu language for better understanding of our supervisors and guards. This document has been divided in five parts.	

a. Basic responsibility of Security Consultant is to evaluate security systems to determine the potential risk of a breach.

b. He also develops policies and procedures that minimise the risk to personnel, property and information.

c. Security Advisor constantly reviews the security environment and guides in preparing proactive plan to counter likely threat to personnel, property and information of IIUI.

d. He evaluates the existing security system to determine the potential risk of a breach through security survey, audit and inspection, upgrading them to meet the new challenges to security.

e. He develops the policies and procedures that minimise the risk to properties, employees and computer systems and conducts periodic review.

f. Recommends the most effective system for protecting community and properties of the university.

g. Defines policy to control major crimes on campus.

h. Interact with students, staff and other members of university to keep them abreast of best security policies.

i. Lead educational efforts to empower staff to prevent security threats of any kind, both internal and external.

j. Liaison with law enforcement agencies, fire brigade, bomb disposal team, police, ambulance service and local hospitals.

k. Regular inter action with Security Departments of other universities in Islamabad and Rawalpindi.

l. Organizing Security awareness seminars and exhibitions.

Performance Measurement Metrics (PMM)

a. Best management of security services.

b. Marinating safe and secure environment.

c. Efficient employment of available human and technical resources.

d. Ensure compliance and implementation of orders and instructions and decisions taken by the competent authority on security matters.

Post/Nomenclature: **Security Officer (Department of Security)**

Introduction

a. He is overall in charge of security department operations and administrative matters.

b. He is responsible to CSO for all routine activities of security department.

c. In the absence of CSO he is responsible directly to Vice President on security matters.

Job Description

a. Security Officer's basic role is to manage all aspects of Security operations and provide a leadership required to ensure that proper policies and procedures are in place to provide a safe and secure environment for students, staff, employees, visitors and assets in a cost-effective manner.

b. Providing security cover and protection for personnel and property of the university through the management of security protocols.

c. Developing, implementing and maintaining security policies to meet required codes and regulations.

d. Effectively utilizing access control systems, CCTV equipment and warning systems.

e. Defining Key Performance indicators (KPIs) for each member of security management and staff.

f. Ensure proper security and safety measures are in place at all times to protect the students, staff, visitors and all property of the university.

g. Managing the performance of security personnel in routine duties and handling of emergencies.

h. Communicate and enforce Security Key Performance Indicators (KPI).

i. Enrolment, verification and training of new security staff.

j.   Closely supervise the security operations and take appropriate steps to improve them to meet the new challenges.

k.   Enforce policy on prevention, identification and investigation of crimes on campus like drugs, weapons, explosives, gambling, agitations, political grouping, propaganda campaigns etc.

l.   Train and rehearse the handling of various emergencies by security staff. These are like Fire Fighting, medical, accident, bomb threat, heavy rains, earth quake etc.

m.   Liaison with the emergency services and law enforcement.

Performance Measurement Metrics (PMM)

a.   Effective conduct of security operations, administration and welfare of security force.

b.   Growth and development of security staff.

c.   Maintaining safe and secure environment at the university.

Post/Nomenclature: **Assistant Security Officer** (Department of Security)

Introduction

a.   He is responsible for operations and administrative matters in his area of responsibility.

b.   He is responsible to SO for all activities including operations, administration, guards and other matters specially assigned to him by the Security officer.

c.   He will always keep security officer updated on all security matters in his area of responsibility.

Job Description

a.   ASOs will be in charges of respective Security Cells.

b.   ASOs will directly report to Security Officer for consultation on routine matters, but will consult SO on important/ operational matters to seek guidance.

c.   Their tasks in general will be as under.

Distribution and Assignment of duties to Security Guards.

a.   Preparing and keeping the record of overtime of security staff and inventory items.

b.   Maintaining the working of the guards in order to check Security lapses and negligence during the tenure of their duty.

c.   Maintaining & checking the record of visitors, charge register and gate- pass registers.

d.   Processing leave applications, observation/ incident reports etc of the Security Guards to SO as per the merit of each case.

e.   Passing of SO orders and briefing/ debriefing Supervisors on matters relating to Security.

f.   Attending official meetings, monitoring ongoing activities of students, employees, spotting potential Security pricks/ hazards and reporting in anticipation or on post occurrence basis.

g.   Performing all Security functions which are expected of Security Officer & be fully responsible for providing Security to all kind of activities taking place in their area of responsibility in IIUI or at any other place or time or duration.

Performance Measurement Metrics (PMM)
  a.   Effective conduct of security operations, administration and welfare of security force in his area of responsibility
  b.   Growth and development of security staff.
  c.   Maintaining safe and secure environment at the university in his area of responsibility.

Post/Nomenclature: **Security Supervisor Operations** (Department of Security)
Introduction
  a.   Security Supervisor is the backbone of operational security.
  b.   He is responsible for implementing orders and instructions received from SO office on ground.
  c.   He ensures smooth functioning of all matters in the security department and would ensure safety of men and material inside the university.
  d.   Assigning security guards on different duties is one of his key roles.
  e.   He ensures the security guards under his command are physically and mentally fit and performing their duties up to the desired standards.

Job Description
  a.   The basic responsibility of security supervisor is the coordination and overseeing the performance of the security staff in his area of responsibility.
  b.   His responsibilities focus on appointing security personnel and implementing protocol that would ensure the safety of the students, staff, employees, visitors and property of the university.
  c.   He oversees the daily work flow, schedules and assignments of the security staff including security guards and desk clerks.
  d.   Ensures implementation of security protocol, orders and instructions by all.
  e.   He prepares and conducts training of the newly inducted and current staff on related safety and security topics.
  f.   Conducts regular walk-through and security inspections of his area of responsibility and provides on the spot guidance to the security guards where required.
  g.   Prepares the duty roster for a week and details security guards on specific duties and arranges necessary equipment and store required for security operations.
  h.   He is responsible for the administration and welfare of security staff.
Performance Measurement Metrics (PMM)
  a.   Implementation of security plan on ground.
  b.   Efficient functioning of security guards including all administrative matters
  c.   Ensure implementation of all SOPS / instructions on ground

Post/Nomenclature: **Security Supervisor Technical** (Department of Security)

Introduction
a.   Security Supervisor is responsible for all the technical support needed for the operations of Department of security.
b.   He is in- charge of the control room and overall responsible for the smooth functioning of CCTV and help lines including Panic Alarms.
c.   He will ensure that all the technical equipment in control room are functional, up to date and working at their utmost performance.
d.   He will be directly responsible to the Security officer.

Job Description
a.   He is overall in-charge of all the technical support needed for the operations of Department of Security.
b.   Will ensure all the CCTV cameras are working properly and are manned 24/7.
c.   Responsible for the helpline response and panic alarm installed at control room.
d.   He will ensure implementation of control room SOPs in letters and spirits.
e.   Will 24/7 stay in coordination with the QRF commander and Security Cell.
f.   Will ensure the privacy and confidentiality of control room and all CCTV footages.
g.   Will make incident reports and forward them to Security officer within 24 hours to the Department of Security.
h.   Responsible for 24/7 monitoring of IIUI premises and nothing should be left unguarded.
i.   He will assist in identifying men, material equipment, if missing/lost with the permission of Security officer.
j.   Will ensure that all security cameras and equipment if all the time functional. In case of any malfunction he will immediately report and ensure replacement/ repair.

Performance Measurement Metrics (PMM)
a.   Technical knowledge of CCTV and security equipment.

b.   Efficient and 24/7 monitoring strategy and implementation.
c.   Coordination with LEAs, emergency departments and all key security appointments inside IIUI.

Post/Nomenclature: **Shift Supervisor** (Department of Security)

Introduction
a.   Shift Supervisor is responsible for implementing orders and instructions received from Security Supervisor on ground.
b.   He ensures smooth functioning of all matters in the security department and would ensure safety of men and material inside the university.
c.   Assigning security guards on different duties is one of his key roles.

d.   He ensures the security guards under his command are physically and mentally fit and performing their duties up to the desired standards.

Job Description
a.   Basically, a security Shift Supervisor is responsible for overseeing the activities of the security shift which is deployed to provide safety and security to the personnel and assets of IIUI.
b.   Inspects the guards, their dress, turnout and equipment and makes up the deficiencies before their deployment.
c.   Delegates authority and assigns responsibilities to each guard.
d.   Reviews the staffing level to maintain full coverage of the posts.
e.   Supervises programs and processes to reduce and control time lost in handling the injuries.
f.   Responsible for execution of assigned duties in his shift tenure.
g.   Carries out supervisory responsibilities in accordance with the IIUI policies held in Security Department.
h.   Carries out planning, assigning and directing work. Closely watches the performance of each guard and provides on the spot guidance.
i.   Investigates disciplinary and criminal cases and keeps the authorities informed.
j.   Handles all emergencies without loss of time ensuring safety and security of IIUI employees, visitors and assets at all cost.
k.   Maintains regular, consistent attendance record.
l.   Remains fully knowledgeable of and adheres to all rules, regulations, policies and orders.
m.   Inter acts with all employees and visitor in a professional manner.
n.   Inter acts with local law enforcing authorities as required.

Performance Measurement Metrics (PMM).
a.   Implementation of security plan on ground in his area of responsibility and shift.
b.   Efficient functioning of security guards including all administrative matters.
c.   Ensure implementation of all SOPS / instructions on ground.

Post/Nomenclature: **Shift In-charge (Department of Security)**
Introduction
a.   Shift In-charge is responsible for implementing orders and instructions received from Shift Supervisor on ground.
b.   He ensures smooth functioning of all matters in the security department and would ensure safety of men and material inside the university.
c.   Assigning security guards on different duties is one of his key roles.
d.   He ensures the security guards under his command are physically and mentally fit and performing their duties up to the desired standards.

Job Description

a. Shift in-charges are responsible to undertake following Security functions.
b. Assist his Supervisor in preparation of duty schedule of Security Guards.
c. Will ensure that Security Guards are well briefed about duties daily, and maintain duty roster as per direction.
d. Assist his supervisor in performance of his duties and also plan their leave by keeping close interaction with the Security Guards.
e. Will act as shift in charge and ensure that his Security Guards perform Security duties as per IIUI rules or instructions issued thereof by Chief Security Officer.
f. He will perform the security duties at any place, time or duration as per security needs of the hour and provide complete feedback direct to CSO or through supervisor as per the merit of each case.
g. He will be responsible for conveying orders of superior officer, explaining their duties, Particular tasks, taking care of the welfare of his guards, their conduct/ discipline and ensuring performance of security functions assigned to them on time to time basis.

Performance Measurement Metrics (PMM)

a. Efficient functioning of security guards including all adinistrative matters during his shift.
b. Good command and control
c. Implementation of all security instructions received from Shift Supervisor on ground.

Post/Nomenclature: **Quick Reaction Force Commander (Department of Security)**

Introduction

a. Quick Reaction force Commander is responsible to act and respond anywhere within no time. He is well equipped and highly trained to respond towards any untoward incident.
b. He is physically fit and well trained and has special mastery over close combat weapons & communication.
c. He is also responsible to maintain the minimum manning level of his force including their regular training, leave and routine exercises/rehearsals.
d. He is directly responsible to Security officer.

Job Description

a. Responsible to act fast and within no time to respond to any incident or unto wards incident on instructions from the security cell or Security officer.
b. He is physically fit, well equipped and well trained.
c. He is responsible for the smooth functioning, fitness, training and administrative issue of all the force under his command.
d. Will have close liaison with all LEAs and emergency helpline / departments.
e. Responsible for the regular training and training program of the QRF.
f. Will ensure that all weapons, equipment and communication under him are functional and working 24/7.

g. He must have a very good understanding and awareness of complete university area inside and out.

h. Always stay in liaison with security cell and control room.

i. Shall be available 24/7 and be able to respond with 15 minutes.

j. Will be responsible for the operation preparedness of QRF vehicle and its driver.

k. He must attend all security briefings and must be aware of the overall security plan of department of security.

Performance Measurement Metrics (PMM)

a. Physical and mental fitness with high level of preparedness.

b. Excellent command control and coordination.

c. Prompt and effective response towards any unto wards incident.

Post/Nomenclature: **Security Guard (Department of Security)**

Introduction

a. Security guards are the backbone of any security. He is responsible for performing his duties as assigned with letters and spirit.

b. He shall ensure that any unusual activity during his duty must be reported immediately to his shift in-charge/supervisor.

c. A security guard is expected to be well trained, disciplined and responsible.

d. He should be able to use weapon and wireless sets efficiently.

e. A security guard must have an exemplary character and sense of responsibility.

Job Description

General Duties:

a. As his major duty the security guard ensures the safety and security of his area of responsibility.

b. These duties include monitoring of the premises, responding to emergency situations and keeping track of all incidents on- site.

c. Patrolling and securing the area.

d. Monitoring and analyzing CCTV camera footage.

e. Guarding valuables in a secure area.

f. Protecting the IIUI assets relative to theft, assault, fire and other safety issues.

g. Responding to alarms and emergencies.

h. Communicating any irregularities with management.

i. Following procedures for various initiatives including fire

b. prevention, traffic control and assistance in accident investigations.

a. Checking visitors in and out of the area.

b. Escorting visitors around the premises.

c. Ensuring compliance with university regulations.

Security Guard - Employed at the perimeter:

a. Shall keep him fully abreast about the existing security orders.

b. Shall have complete knowledge of the safety regulations of the premises.

c. Shall carry out day and night patrolling of the perimeter area after regular intervals.

d. Shall at random check/search vehicles being parked at car parking area with the help of vehicle mirror plate.

e. Shall be more attentive about the rear and sides of the perimeter.

f. Shall ensure that his area of responsibility remains lit up during dark hours.

g. Shall have list of important telephone numbers and shall remain in close touch with the shift supervisor.

h. Shall immediately inform shift supervisor about any unusual happening in the perimeter area.

i. Any unknown person trying to know the security system should be questioned and shift supervisor informed to take further action.

j. Any undesired person visiting the perimeter/ specific place time and again should be kept under watch and shift supervisor informed.

k. Shall look for any unattended bag/shopper being kept in the perimeter area.

l. Shall keep strict watch on University property against any pilferage. Shall disallow/ check any unauthorised entry from rear gate.

Security Guard - Deployed at the entrance gate without a hand heldmetal detector:

a. Will ensure that all university stall display their ID cards and no one is allowed to enter the premises without proper identification.

b. Visitor are verified from the concerned employee, their particulars are registered and then issued a visitor pass which he displays. They are then escorted by the department representative of by the security staff.

c. Baggage and body search of all employees and visitors is done at the entrance gate.

d. Whenever any property of the university is taken, the guard will check the gate pass and verify the items. He will make the entry in the proper ledger and take signatures of the concerned individual.

e. Guard will keep himself fully abreast with the safety rules and regulations and will immediately inform shift supervisor against any violation/ suspicion.

Security Guard -Procedure on search with the help of metaldetector:

a. Will test worthiness of the metal detector before and during shift hours, according to the laid down procedure i.e. check it with some metallic item.

b. Ask the visitor to remove metallic objects, jewellery, mobile phone and packages and place them on side table. Activate the metal detector by pressing and holding button located on the top side.

c. Take wand in the hand and move wand down the body beginning with the neck area and then follow the laid down procedure for complete body scanning.

d. Remember that for best scanning results; metal detector is kept 3 inches from the body. Therefore, avoid touching the body.

e. Search of ladies is done by lady searcher in a cabin.

Security guard - Employed to search with the help of walk throughgate and meta detector.
a. Test metal detector gate before and during shift hours according to laid down procedure i.e. passing through the gate with some metallic item and see whether the detector activates or otherwise.
b. Ask the visitor to put metallic items and packages on the side table prior to passing through the gate.
c. Visitors should pass through the gate one by one at a normal walking speed.
d. If the metal detector activates then ask the visitor to place his metallic item on the side table and again the visitor should walk through the gate for checking.
e. If the walk-through gate again activates then use hand held metal detector to isolate the metallic object by using the procedure of metal hand held detector.

Security guard - Detailed for search of vehicles:
a. A vehicle barrier is of great help in case of search of vehicles.
b. A team of one supervisor and two guards normally searches the vehicles at the entrance point.
c. Supervisor will ensure compliance of vehicle search procedure by the guards.
d. While one guard will use the vehicle mirror plate beneath the vehicle to detect any explosive device, the other will check the trunk of the vehicle.
e. The barrier should remain closed unless the vehicle is cleared by the supervisor after due search.
f. On arrival of the vehicle at the barrier, security guard should advice the visitor to put off the engine and apply the brakes.
g. After seeking consent from the vehicle occupant, security guard checks the engine/bonnet, interior and the main cabin and trunk and under the chassis floor manually and with the help of vehicle search mirror.
h. No vehicle will be permitted to pass through the barrier without being thoroughly checked by the security guard.
i. If an explosive device is detected, the vehicle will be moved and parked on a side at a safe distance and the matter immediately reported to the security supervisor and security officer. Driver and occupants will be taken into custody. Local police and bomb disposal team should be immediately informed. The area should vacate and cordoned off immediately.

Performance Measurement Metrics (PMM)
a. He must be disciplined with high sense of self responsibility.
b. Dedication to duty and sincerity with the organization.
c. Physically and mentally fit.

Post/Nomenclature: **Control Room/CCTV Operator** (Department of Security)

Introduction

a. CCTV operator will work under the supervision of Supervisor Technical in the control room.
b. He is responsible for the 24/7 monitoring of CCTV cameras installed inside the control room.
c. He will ensure that all the cameras are working properly and area id fully monitored.
d. He wills immediate report any unusual activity to Supervisor Technical.

Job Description

a. Responsible for the 24/7 monitoring of IIUI premises through CCTV cameras.
b. Responsible for all the wireless communication in the Department of Security.
c. He will ensure that all cameras are working properly. In case of any damage, breakdown, he will immediately report to Supervisor Technical.
d. Will ensure the safe custody, maintenance and seamless functioning of CCTV cameras and equipment.
e. He will ensure backup of any special incident in a separate backup as the CCTV has a default auto delete back up for 12 days.
f. In case of any malfunctioning of Cameras, he will get it checked from IT department or ensure its replacement.
g. Will ensure monthly maintenance of all cameras and cleaning of their lens.

Performance Measurement Metrics (PMM)

a. Good technical knowledge of CCTV cameras.
b. Ensure privacy and secrecy of CCTV record.
c. Prompt reporting of any incident.

Sr. No 2.5.

Subject:	**Anti-Bullying Policy**
Approved by:	**VP (F.C)**
Notified on:	**2023**
Policy Purpose:	
The purpose of this policy is to outline and provide general guidelines to prevent bullying at the International Islamic University, Islamabad. The Policy also defines the roles and responsibilities of the University staff and students with respect to bullying.	

Definition

A. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.

B. Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions (APA Dictionary of Psychology, 2023)

C. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

1. **"Physical Bullying"** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.

2. **"Verbal/written Bullying"** includes ridiculing, insulting, instigating, spreading rumors or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

3. **"Nonverbal Bullying"** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.

4. **"Racist bullying"** occurs when bullying is motivated by racial, ethnic or cultural prejudice

5. **"Cyber bullying"** is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

6. "**Collective Bullying**" is bullying perpetuated by more than one person, or by a group of people, against someone. This includes such behaviors as leaving someone out of group activities on purpose, embarrassing someone in public, and telling others not to be friends with someone.

7. **"Relational Bullying"** includes actions undertaken with the intent to harm someone's social standing or reputation. Because of its prevalence among teens, relational bullying is often referred to as the "mean girl phenomenon".

II. Bullying Prohibited

A. Bullying is strictly prohibited in the University, function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on University property.

B. This policy shall apply to all administration, faculty, staff, students, and persons who enter the campus officially or unofficially.

C. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.

D. Discrimination is treating an individual differently or less favorably because of his or her having made or supported a complaint alleging bullying.

III. What Not Included:

Bullying shall not include circumstances wherein:

A. A supervisor or any person with supervisory authority reports and/or documents an employee's unsatisfactory job performance and the potential consequences for such performance.

B. A faculty member or an academic program personnel advises a student of unsatisfactory academic work and the potential for course failure or dismissal from the program.

C. A faculty member or an academic program personnel advises a student of inappropriate behavior that may result in disciplinary proceedings.

D. Administrative officer or official asks or inquires a subordinate about his /her unsatisfactory job performance with reference to not meeting their required job description and/or academic requirements.

E. Administrative officer or official denies/refuses/ rejected the student's case basis on the rule position of IIUI.

IV. Procedures for Reporting Bullying and Resolving Complaints

A. Informal Complaint

The University shall designate Senior Professor in each faculty as Ombudsman. (The designated Officers are mentioned as under) to resolve informal complaints. Faculty or Staff or Students experiencing bullying by any member of the University community may go to the departmental Ombudsman in an effort to halt the bullying immediately. Informal complaints include minor level of conflicts which can be resolved at departmental or faculty level. Informal complaint could be verbal or written. Ombudsman provides advice that is impartial- based on situation.

Complainant	Accused	Designated Office
Student	Student	Student Advisor
Student	Faculty	Dean of the Faculty
Student	staff/administration	Director HRM
Faculty	Student	Dean of the Students
Faculty	Faculty	Dean of the Faculty
Faculty	staff/administration	Director HRM
staff/administration	Student	Dean of the Students
staff/administration	Faculty	Dean of the Faculty
staff/administration	staff/administration	Director HRM

If upon initial review the designated officer finds that there may be a case of bullying under this policy then within 15 calendar days of the filing of the formal complaint with the designated office the case is to be referred to the Main Anti Bullying Committee. If the designated officer finds insufficient evidence or reason to support the complaint then the case ends there with the designated office but is subject to appeal by the complainant, to the members of the Committee. Designated officer may also close the case imposing Minor penalty. (mentioned Below)

B. Formal Complaint

If the informal complaint does not resolve the situation, then a formal complaint is to be filed with the designated committee of the University constituted by the worthy President IIUI to resolve the complaint on the immediate basis. Anti-Bullying Committee would be constituted for the period of one year.

In any case in which any members of the Anti-Bullying Committee may have a direct involvement in the case they must recues themselves and alternates will be appointed by the relevant authority.

Anti-Bullying Committee have the following responsibilities:

1. Review the complaint and all the evidences within 30 working days of receiving the referral of the case to make a determination and full investigation.
2. It shall seek all relevant documents and conduct interviews. Relevant committee can call any officer/Faculty member for interview related to the case.
3. Creates and maintains detailed written indications of all documentation including exhibits, analyses etc.
4. Tallies the final vote of each committee member.
5. States conclusion and recommends remedy.
6. If the committee finds that there has been a violation of the anti-bullying policy and that it warrants disciplinary action then the Committee can close the case by imposing penalties or refer the case for action to the appropriate agency for final disposition according to the what the relevant authority is under which the accused must be submitted including: Student Disciplinary Process. Final disposition to be determined by the processes set out in the relevant policies and contracts.
7. The committee can also note a violation of policy subject to review of documentation of the complaint as well as through external guidelines cited in policy appendix, regarding bullying.

V. Disciplinary Action

The Anti-Bullying committee may refer the finding of the case and penalized the student as per rules mentioned or refer the case to Disciplinary Committee or HRM (in case of Faculty

or Staff) for further disciplinary action under IIUI rules. The designated officers can impose the following penalties.

1. Minor Penalty
   a. Fine of Rs. 5000/-
   b. Expulsion from degree program for 6 months to 1 year
2. Major Penalties
   a. Fine of up-to Rs.10,000/- depending upon the nature of offence
   b. Permanent expulsion from university
   c. Permanent Expulsion from Hostel Facility

The recommendation of the committee may be considered as final and further concerned section may only impose the penalty by completing all formal procedures.

VI. Due Process

1. An accused may review but not possess copies of any and all evidence and documents in possession of the Anti-Bullying Committee and respond to them prior to the Anti-Bullying Committee reaching a final determination but 10 days prior to the 30-day time limit on the Anti-Bullying Committee Process.
2. A complainant may appeal any case deemed insufficient by the Designated Office to the Anti- Bullying Committee.
3. A complainant may refer any case in which the Anti-Bullying Committee has found no violation of this policy to the University Office of Legal Affairs.
4. An accused will have an appeal of any case in which the Anti-Bullying Committee has found a violation of this policy under the terms set out in the university policy for student discipline or the relevant collective bargaining agreement.

VII. Education/Prevention

A. This policy shall be disseminated through inclusion in the Faculty Handbook and in other employee materials, the Student Handbook, and on the University's website.
B. The Office of Student Affairs will facilitate anti-bullying workshops and seminars throughout the first academic year and as part of student orientation thereafter to provide continuing education for students.
C. The appropriate administration will facilitate anti-bullying training for IIUI employees and provide for certification on the completion of training.

Viii. Retaliation

1. This Policy also prohibits retaliation for reporting or opposing bullying, or encouraging the cooperation of an investigation of a complaint about bullying.
2. Complaints alleging retaliation are to be filed and processed under this policy in the same manner as are the complaints of bullying.

Ix. Prohibited Retaliation: Conduct Defined

Retaliation is the adverse treatment of an individual because he/she made a supported complaint alleging bullying, opposing bullying, or cooperating with an investigation of a complaint alleging bullying.

X. False Allegations

Persons making false allegations of violations of this policy may be treated by the Anti-Bullying Committee as falling under the terms of this policy or other policies of the University related to such behavior as but not limited to: harassment and discrimination. In such cases the Anti-Bullying Committee will refer the case to the appropriate committee or person (s) under the relevant policy.

XI. Rationale

A. An anti-bullying policy is needed because it reinforces the University code of ethics and code of conduct. In addition, the enforcement of such a statement reduces employee turnover, improves productivity for students, faculty and employees - increases campus unity, increases student retention, decreases the incidence of bullying on the college campus.

B. University has the responsibility to recognize/respond/report/investigate the appropriate bullying incidents and hold the perpetrators accountable if bullying is indeed identified. Action needs to be taken as well, in the case of false allegation.

C. While some of this may overlap with the University's Campus and Workplace Violence Prevention Policy - bullying is not explicitly mentioned in this policy.

Bullying Incident Report Form

Date of Incident: _____*Time of Incident:* _____*Repeat infraction?*

YES   NO

Location of Incident (circle all that apply):

Hallway   Restroom   Classroom   Gym   Lunch Room   Playground   Locker Room   Bus

Stop   on Bus   Parking Lot

To/From School   After School Program   School Sponsored Event   Text/Phone/Internet/Social

Media Other: _____

Name of Victim(s):   *Name of Student(s) bullying:*   *Name(s)   of*

witnesses/bystanders:

_____   _____

            _____

_____   _____

            _____

_____   _____

            _____

Type of Bullying:

o   Verbal

o   Physical: Result in injury? YES NO   Reported to School Nurse? YES NO   Reported to

     Police? YES NO

o   Relational

Bullying Behaviors (circle all that apply):

Shoved/Pushed   Hit, Kicked, Punched Threatened   Stole/Damaged Possessions

Excluded   Taunting/ridiculing   Writing/Graffiti   Told Lies or False Rumors

Staring/Leering   Intimidation/Extortion   Demeaning   Comments

        Inappropriate touching

Cyber-bullying using: Text messages Website   Email   Other:

_____

Racial, Sexual, Religious or Disability   Circle   one   and   describe:

_____

Reported to School by (circle all that apply):

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Teacher   Student   Bystander   Victim/Target   Parent   Bus Driver   Anonymous
Other: _____

Describe the incident:

_____

_____

_____

_____

Physical Evidence? Notes   Email   Graffiti   Video/audio   Website   Other:
_____

Actions Taken (see Protocol for Guidelines):

Consequences:

_____

___

Remediation:

_____

____

Referral   for   additional   support   services:

_____

Parent Contact: Date_____ Time_____ Person making contact:

_____

    Result:

_____

Today' s Date: _____***Reported by:*** _____***Signature:***

_____

Sr. No 2.6.

Subject:	**Canteen Shop Policy**
Approved by:	**VP (A&F)**
Notified on:	**2023**
Purpose of The Policy	
The is a policy and guidelines with the contract for Canteen Shop.	

i)   The Contract is for "Canteen XYZ, International Islamic University, Sector-H/10, Islamabad", for a period of One (01) year with effect from the date of signing of this Agreement/Deed of Contract.

ii) The agreement is further extendable subject to satisfactory performance of the Contractor and with mutual consent of the two parties on the mutually agreed terms and conditions.

iii) Monthly rent of the Canteen shall be Rs.0,000/- (Rupees ….. Only) as quoted by the Contractor in the bid which shall be compound increase by 10% on expiry of each year and food items shall be provided by the Contractor as per rates prescribed by the University at the time of award of Canteen without compromising on quality and quantity.

iv) The Contractor shall furnish Bank Guarantee/Security Deposit of Rs.500,000/- (Rupees Five Hundred Thousand Only) in favor of the University and pay advance rent for six (06) months against 01 year Contract at the time of execution of Deed of Contract.

v)   The Contractor shall not do any construction, renovation or alteration to the existing Canteen setup. Should there be a need for any construction, alteration and/or modification to the Canteen; the Contractor shall submit a request in writing to the Services Department and after written approval of the same by the Competent Authority, the construction shall be carried out as per layout provided by the University and under supervision of the Civil Section.

vi) In case of any unauthorized construction; there shall be absolutely no financial liability on the part of the University for any cost incurred by the Contractor on construction/renovation etc. or any other expenditure in this regard. Furthermore, the "Canteen" shall be sealed forthwith and the Contractor shall not be allowed to dismantle anything from the premises or claim any expenditure thereof.

vii) The Contractor shall not sublet the Canteen or any portion of it under any circumstances and shall keep the Canteen open during the timings as fixed by the University and shall not close it even on holidays without seeking prior permission from the Services Department.

viii) The Contractor shall keep the Canteen and its surrounding area neat and clean and shall be responsible for safety, security and replacement of all equipment's of the

canteen. Furthermore, the Canteen shall not be used under any circumstances for residential purposes.

ix) The Contractor shall observe the directions of the Services Department given from time to time for better functioning of the Canteen in the best interest of the University.

x) Under normal circumstances, the Contract can be terminated at one month's notice. However, in case of un-satisfactory performance/conduct of the Contractor or violation of the terms and conditions of the Contract, the University reserves the right to terminate the contract forthwith and confiscate belongings of the Contractor till outstanding payments are made by him to the University.

xi) In any other matter(s) not specifically mentioned in the deed of contract/agreement, the Competent Authority reserves the rights to decide the same which shall be binding on the Contractor to accept/comply the decision taken by the University.

xii) The "Services Department" shall carry out regular and surprise inspection of the Canteen and in case of unsatisfactory performance shall impose fine on the Contractor after approval of the Competent Authority for better functioning of Canteen; whereby the Contractor shall make sure that Canteen staff cooperates with the Inspection Team.

xiii) The University shall not be responsible for any liability arising from any transaction involving purchase and sale on credit basis by the Contractor with the suppliers and/or consumers.

xiv) The Contractor shall be responsible to arrange the following at his own expense as per instructions of the Services Department:

a. To make available all necessary paraphernalia (i.e. furniture, air-conditioner/fans/air-cooler, fridge/deep-freezer, microwave, fine quality crockery etc.) for provision of hygienic food/eatables and shall be responsible for efficiently managing/maintaining the same to keep the Canteen in working/running condition.

b. To pay the monthly bills to the University for Utilities' and the cleanliness charges as per actual usage, as per policy of the University and in case of late payment of bills (after the due date); 'late-payment-charges' @ 10% of the billing amount shall be paid by the Contractor and in case of non-payment of bills after 02 months, the Utilities shall be disconnected and Canteen shall be vacated, whereby you shall handover peaceful possession to the University.

c. To hire professional staff/courteous staff for Canteen and make sure that all staff is medically fit (medical fitness certificates/ health cards issued by the ICT shall be provided by the Contractor to the University).

d. To provide Security Clearance Certificates (to be issued by the IIUI Security Cell) about staff members of the Canteen.

    e. To provide "Canteen" items according to the requirements of the Students and Employees and on rates approved by the Competent Authority of the University as notified from time to time.

    f. Bakery items, edible oil and all other items shall be according to the specification/TORs approved by the University and Food Authority, ICT as notified from time to time.

    g. To operate the Canteen at the permitted location/place by the IIUI at the Contractor's own expense as per instructions of the Services Department.

xv) The Contractor shall comply any other instructions of the Services Department for operating the Canteen. Failure to comply with the above terms and conditions, the contract shall be cancelled forthwith and the Contractor shall handover peaceful possession of the Canteen to the University.

Sr. No 2.7

Subject:	IIUI Recruitment Manual 2021
Approved by:	BoG
Notified on:	18 Sept 2023
Policy Purpose:	To chart down the SOPs for recruitment

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Approval Notification No. In exercise of the power conferred under Section 30 of the International Islamic University Ordinance, 1985 (XXX of 1985), the Board of Governors, on recommendations of the President IIUI, under section 21{2 (l & n)} of the IIU Ordinance, 1985, is pleased to frame the following Rules, namely:

1. **SHORT TITLE, COMMENCEMENT AND APPLICATION**

   i. This manual may be called the International Islamic University, Islamabad (IIUI) Recruitment Manual 2021.

   ii. This manual shall come into force at once.

   iii. This manual shall apply to recruitment of all positions at International Islamic University Islamabad (IIUI).

   iv. This manual will ensure the implementation of Section 26 of IIU Ordinance and IIU Statutes 1987 Part-I (Service Statutes).

   v. If any doubt/ambiguity arises pertaining to interpretation of this manual, the matter shall be referred by the Directorate of HRM to the President IIUI, who may decide the case or refer to the forum as he deems appropriate.

2. **DEFINITIONS**

In this manual, unless there is anything repugnant to the context, the IIU Ordinance and Statutes, the following expressions shall have the meanings assigned to them as follows:

1. "**University**" means the International Islamic University, Islamabad (IIUI).
2. "**Manual**" means the International Islamic University, Islamabad (IIUI) Recruitment Manual, 2021
3. "**Academic Council**" means the Academic Council of the University;
4. "**Academy**" means an Academy of the University;
5. "**Authority**" means an Authority of the University as specified in this Manual;
6. "**Board of Trustees**" means the Board of Trustees referred in IIU Ordinance, 1985;
7. "**Board of Governors**: means the Board of Governors of the University;
8. "**Chancellor**" means the Chancellor of the University;
9. "**Dean**" means the head of a faculty or other teaching, research or training unit of the University;
10. "**Director**" or "Director General" means the head of a department or Academy, Institute, Centre.
11. "**Government**" means the Federal Government;

12. "**Institute**" means a constituent self-governing Institute maintained and administered by the University;

13. "**Prescribed**" means prescribed by Statutes, Regulations or Rules;

14. "**President**" means the President of the University:

15. "**Pro-Chancellor**" means the Pro-Chancellor of the University;

16. "**Rector**" means the Rector of the University;

17. "**Statutes**" "Regulations" and "Rules" mean the Statues, Regulations and Rules made or deemed to have been made under the IIU Ordinance, 1985;

18. "**Trust**" means the International Islamic University trust established in Pakistan or abroad to support the University.

19. "**Teachers**" include whole time Professors, Associate Professors, Assistant Professors, Lecturers, TRAs and research staff engaged by the University for teaching at the University and such other persons as may be recognized to be teachers by the Board of Governors;

20. "**Vice-President**" means Vice-President of the University.

21. "**Selection Board**" means the Selection Board of the University.

22. "**Selection Committees**" means the Selection Committees of the University.

23. "**Finance and Planning Committee**" means the Finance and Planning Committee of the University.

2. The following clauses of the International Islamic University, Ordinance 1985, Chapter-II, Sec. 5 (4) empower the University to:

(i) Institute Professorships, Associate Professorships, Assistant Professorships, Research Associate-ships and any other positions, and to appoint persons thereto under prescribed conditions.

(ii) Demand and receive such fees and other charges as it may determine from time to time.

3. First IIUI recruitment manual, notwithstanding anything contained in IIU Ordinance / Statutes shall remain in force until amendments incorporated from time to time.

4. **THE SELECTION BOARD**

a. As per IIU Statutes-2006, Section 7, the Selection Board of IIUI, shall consist of: -

i. President, IIUI. (Chairman)

ii. Chief Justice of the Federal Shariat (Member)
Court or a Judge of the Court to be nominated by the Chief Justice.

iii. Chairman, Higher Education (Member)
Commission or his nominee not below the rank of a member/adviser.

iv. One member to be nominated by (Member) the

Rector.

v. One member of Board of (Members)
Governors and two other persons of Eminence to be nominated by Board of Governors provided that Neither of three are employees of the University.

vi. Vice-Chancellor of a University in (Member)
Pakistan to be nominated by Board of Governors.

vii. The Chairperson of the Teaching (Member)
Department and the Dean of the Faculty concerned.

viii. One of the Vice-Presidents to be (Member/Secretary) nominated by the President.

ix. Two experts in the relevant field
Advisors out of a list approved by the Selection Board to be selected by the President from outside the University.

b. The members of the Selection Board other than ex-officio members shall hold office for two years.

c. The quorum for a meeting of the Selection Board shall be five.

d. No member of the Selection Board, who is either himself a candidate or any of his near relatives are candidates for the post to which appointment is to be made, shall take part in the proceedings of the Selection Board.

5. FUNCTIONS OF SELECTION BOARD UDER SECTION 8 OF IIU STATUTES, 2006 ARE AS FOLLOWS:

a. The Selection Board shall consider applications of eligible candidates for teaching, research and other posts in BPS-17 and above received in response to an advertisement in case of direct appointments and shall recommend to the Board of Governors, the names of suitable candidates for appointment to such posts.

b. The Selection Board may recommend to the Board of Governors the grant of a higher initial pay in a suitable case for reasons to be recorded.

c. The Selection Board may recommend to the Board of Governors the appointment of an eminently qualified person which may differ in any particular case from those prescribed.

d. In selecting the candidates for the post of Professor and Associate Professor, the Chairman of Selection Board shall seek written reports from three experts in case of Professors and two in case of Associate Professors from a panel of experts to be approved by Selection Board.

6. **ADVERTISEMENT RULES**

    a.   All substantive Academic and Non-academic vacant positions shall be filled by advertisement.

    b.   In case, the nature of appointment is permanent (regular), the advertisement shall be published in both print (in two daily newspapers) & digital media (University official website/social media).

    c.   In case, the nature of appointment is temporary (contract/ adhoc/ daily wage/contingent/leave vacancy) shall be published in digital media (University official website/social media).

    d.   Appointments to posts will be through open merit on all Pakistan basis. Minorities and disabled persons will be considered as per the approved policies separately for male and female as per the allocation of post(s). It is mandatory for the candidates for the posts of BPS-06 and above to apply on-line through on-line job portal of the University, no application shall be received by hand except dossiers where required.

    e.   For detail advertisement process see Annexure- A.

    f.   For general instructions see Annexure- B.

7. **THE INITIAL SCRUTINY PROCESS**

    a.   The scrutiny/eligibility committee constituted by President IIUI, from time to time shall examine the applications of the candidates in the light of advertised criteria, University ordinance, statutes, rules adopted by the University. The scrutiny/eligibility committee, shall record the complete reasons in case of in- eligibility of candidate(s).

    b.   For determination of age in all recruitment cases, the Government rules (as amended from time to time) will be implemented in to.

    c.   For detail scrutiny process see Annexure- C.

8. **SELECTION COMMITTEE**

    a.   All substantive appointments in University and its constituent units in BPS 1 to BPS- 16 shall be made by President on the basis of competence and commitment to Islam and on the recommendations of Departmental Selection/Promotion Committee or in the manner to be decided by President. President may delegate these powers to Vice President concerned in case of University employees and Directors Generals in case of Institutes/Academies or to any other officer(s).

    b.   The candidates for the position (BPS 1-16) declared successful in written/practical test for final scrutiny, shall be called for interview

before the selection committee. Five 05 candidates (in order of merit) will be short-listed against each vacant post. However, if candidates carry equal marks, additional candidates with same merit will also be called.

c.   In case of internal candidates, a complete profile of the candidate along with 3 years ACR dossier shall also be placed before the selection committee.

d.   The recruitment section shall check the original credentials of the candidates before they are interviewed by the selection committee, if anything found deficient, the candidate will be declared in-eligible.

9.   WRITTEN / PRACTICAL TEST FOR THE POSTS OF BPS 01 -16

a.   For details about composition of written/practical test see Annexure- D.

10.   ACADEMIC POSTS (PROFESSOR BPS-21/TTS AND ASSOCIATE PROFESSOR BPS-20/TTS)

a. APPLICANT DOSSIERS

Applicants shall apply through Online Job Portal. Two sets of application forms along with complete dossier {soft (CD/USB) & hard forms} are mandatory to be submitted by applicants along with all required documents to HRM/Recruitment Section on or before closing date of advertisement.

b. DEPARTMENTAL ELIGIBILITY AND VERIFICATION OF RESEARCH PUBLICATIONS

1.   The initial scrutiny will be carried out by HRM-V/Recruitment Office as per procedure in vogue and the candidates lists along with dossiers will be forwarded to concerned Faculty's Dean.

2.   The concerned Faculty's Dean will constitute the Departmental Scrutiny Committee (DSC) under his Chairmanship. The Committee shall be comprised on Senior Faculty Members and in order to avoid clash of interest, no applicant shall be the Member of the shortlisting process. This Committee shall determine the eligibility of the candidates in terms of experience, degree relevancy and specialization (if any). Research Publications shall be categorized by the Departmental QAD Committee under the supervision of concerned Faculty's Dean.

3.   All the scrutinized candidates' list(s) along with research publications categorization reports, will be then forwarded to Director (QAD) for re-verification of the publications i.e., (W, X, Y, Z).

4.   HRM shall further place the candidates' lists duly categorized by DSC

and QAD verified research publication reports before the Eligibility Committee for final shortlisting of the candidates.

c.   **ELIGIBILITY COMMITTEE MEETING**

The cases of all candidates will be placed before the Eligibility Committee constituted by the President IIUI, from time to time. The recommendations of the Committee regarding scrutiny of the candidates will be recorded and approval from Chairman and President IIUI, will be sought for further process of foreign and local evaluations of the dossiers.

d.   **FOREIGN /LOCAL EVALUATOR NOMINATIONS**

The Cases declared eligible by the eligibility committee shall be sent to foreign & local evaluators for external evaluations. The experts (at-least five foreign and five local of each case) will be nominated by President IIUI/Vice President (to whom the powers are delegated by President IIUI), from lists duly checked and verified by QAD, provided by concerned Faculty Dean and approved from Board of Faculty*.

*(EXTRACT OF ITEM # 9 OF MINUTES OF 94TH SELECTION BOARD MEETING: APPROVAL OF LISTS OF SUBJECT EXPERTS (LOCAL / FOREIGN) AT **ANNEXURE-E.** FOREIGN AND LOCAL EVALUATION REPORTS

1. The cases of eligible candidates shall be sent to foreign and local subject experts/evaluators as per designed format along with required documents (BPS and TTS Evaluation Performas are at **Annexure-G and Annexure-H**).

2. In case of BPS appointment of Professor, Four Reports (Two reports from foreign experts and two reports from local experts) shall be sought. The case of the candidate (s) having at-least three positive reports out of four in total shall be placed before Selection Board. The candidate (s) having less than three positive reports out of four in total shall be considered in-eligible. In case of appointment of Professor on TTS, two reports (as per HEC Guidelines) shall be sought from foreign/local subject experts.

3. In case of appointment of Associate Professor on BPS, three reports (Two reports from foreign experts and one report from local expert) shall be sought. The case of the candidate (s) having at-least two positive reports out of three in total shall be placed before Selection Board. The candidate (s) having less than two positive reports out of three in total shall be considered in-eligible. In case of appointment of Associate Professor on TTS, two

reports (as per HEC Guidelines) shall be sought from foreign/local subject experts.

4. The foreign/local evaluation reports shall be confidential and can only be opened by the Chairman Selection Board.

5. The ratio of marks distribution in Selection Board will be 70:30; Weightage of evaluation reports shall be 70% and 30% weightage shall be with the Chairman & members of Selection Board. Evaluation Sheets according to the ratio 70:30 are at **annexure-F.**

e. **ACR's OF INTERNAL CANDIDATES**

ACRs of internal candidates will be presented before Selection Board (if required). The ACRs will be sought from HRM & D/ACR Section. In case of constituent units, the ACRs will be sought from relevant unit.

f. **INTERVIEW OF THE CANDIDATES**

1. All candidates declared eligible by the Eligibility Committee, shall be invited for the interview before the Selection Board.

2. It is a prerogative of the Selection Board to interview all the candidates for the posts of Professor and Associate Professor or interview only those candidates, who are recommended by the foreign/local evaluators in evaluation reports.

11. **ACADEMIC POSTS (ASSISTANT PROFESSOR, LECTURER, TRA/LAB ENGINEER OR EQUIVALENT (FROM BPS 17 TO 19)**

The Candidates declared eligible for the posts of Assistant Professor (BPS-19), Lecturer (BPS- 18), Teaching Research Associate/Lab Engineer (BPS-17) or equivalent shall be further shortlisted as per following approved criteria:

a. **SHORTLISTING RULES/POLICY**

1. **ELIGIBILITY/SHORTLISTING COMMITTEE**

The following short-listing committee is responsible for eligibility/short- listing of the candidates for final interview for academic positions.

• Vice President (Academics)/Vice President (R&E)	➢ Chairman/Chairperson
• Concerned Dean of the Faculty	
• Concerned Head of Department	➢ Both Male & Female
• Two (02) senior teachers of concerned department recommended by concerned chairman/chairperson of the department with the concurrence of their Deans	➢ 01 Male & 01 Female
• External Subject Expert	
• Director (HRM)/Section Head (HRM-V)	

b.   **ELIGIBILITY OF CANDIDATES**

1. Candidate must fulfill the prescribed qualification/experience for the advertised posts.
2. No 3rd division or more than 2 (two) 2nd divisions are allowed in the entire academic career for faculty positions.

c.   **SHORTLISTING PROCESS**

1. All the candidates (internal and external) must go through the short-listing process (written test/demonstration).
2. For preliminary test / screening / demo of the internal candidates, the decision of the competent authority shall be followed in letter and spirit.
3. For Lecturer (BPS-18) and Teaching/Research Associate/Lab Engineer or equivalent both PhD and non-PhD candidates to undergo both written test and demonstration.
4. All the PhD and non-PhD candidates (who qualify the written test) to undergo demonstration conducted by short-listing committee plus co-opted faculty member (minimum 05).
5. Written test will be prepared by subject expert and HRM department will be responsible for its conduction and evaluation.

d.   **NUMBER OF CANDIDATES AGAINST EACH VACANT POST**
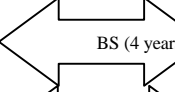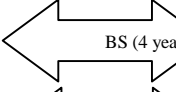
1. Number of candidates to appear before Selection Board in order of their merit is to be determined as per following criteria.

Number of vacant posts	Number of candidates against each post
1	up to 5
2	up to 8
3	up to 10
4	up to 12

2. In case number of posts exceeds 4 (four), 3 (three) candidates will be added against each additional post.

e. FINAL MERIT LIST

1. The final merit list will be prepared on the basis of below mentioned approved criteria:

Merit shall be determined as per following distribution of marks						
Assistant Professor					**Lecturer and Teaching/Research Associate/Lab Engineer or equivalent**	
PhD Candidates		**Non-PhD Candidates**				
• BSc/BA BS (4 years)	10%	• BSc/BA BS (4 years)	10%		• BSc/BA BS (4 years)	10%
• MSc/MA		• MSc/MA			• MSc/MA	10%
• MPhil/MS	10%	• MPhil/MS PhD	10%		• MPhil/MS PhD	25%
	25%	• Test	25%		• Test	25%
• PhD QS World/Times World Ranking Top 100: 100% 101-300: 90% Above 300 80%	25%	• Demonstration	25%		• Demonstration	30%
• Demonstration	20%		20%			
Experience 0 year, (2.5% for 1 maximum up to 04 years) 5% additional to foreign marks Postdoctoral holder.	10%	Additional (more than required experience) experience (2.5% for 01 year, maximum up to 04 years)	10%		Experience (2.5% for 01 year, maximum up to 04 years) 10% additional marks to PHDs.	

2. For PhD degree QS World Ranking/Times World Ranking of the current year for particular subject of the university will be considered. In case the subject ranking is not available, general ranking of the university will be considered. These ranking criteria will be applied to the degrees completed after year 2005. Before the year 2005, 100% marks will be given to PhD degree holders.

3. Percentage of marks mentioned for each degree shall be

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calculated with actual percentage obtained at each level (degree) by the applicant.

4. Where there is no percentage mentioned in the final transcript, the HEC conversion formula for calculating percentage of given CGPA will be applied.

5. Where there are no total marks/percentage given on foreign/local certifications (O-Level/A-Level/Matric/Intermediate) the IBCC Conversion Criteria will be applied.

6. For MS/MPhil leading to PhD degree, the final transcript grades will be considered for MS/MPhil.

7. Candidates having Wafaq-ul-madaris/Deeni Asnaad will be evaluated as per following criteria:

Mumtaz:	**(Excellent)**	**above 80%**
Jaiyyad Jiddan:	(Very Good)	60% to 79%
Jaiyyad:	(Good)	50% to 59%
Maqbul:	(Pass)	40% to 49%

f.   SELECTION OF CANDIDATES

After short-listing on the basis of merit and as per short-listing criteria, the shortlisted candidates will be called for interview before the Selection Board and they will be evaluated on evaluation sheet (Evaluation Sheet at **Annexure- F**).

12.   NON-ACADEMIC POSITIONS (BPS-17 & ABOVE)

The Candidates declared eligible for Non-Academic positions (BPS-17 & above) shall be further shortlisted with the following criteria:

a.   SHORTLISTING RULES/POLICY FOR NON-ACADEMIC POSITIONS

The eligibility/short-listing committee approved by the President, IIUI will conduct the eligibility and short-listing of the candidates.

b.   Eligibility of candidates:

1. Candidate must fulfill the prescribed qualification/experience for the advertised posts.
2. Higher qualification will be considered as an additional qualification, which shall have no effect on the existing/advertised criteria of the post.

3.   Only 1 (one) 3rd division in entire academic career is allowed for non- academic   positions.

c.   SHORTLISTING PROCESS

1. Written test will be prepared by the committee approved by the worthy President, IIUI for each case and HRM department will be responsible for its conduction and evaluation.

2. Written test will be MCQs based and will be conducted on OMR sheets as per following distribution of marks.

Subject related:	50%
General Knowledge:	10%
Analytical reasoning:	10%
Quantitative reasoning:	10%
Islamic Studies:	10%
English:	10%

d.   NUMBER OF CANDIDATES AGAINST EACH VACANT POST

1. Number of candidates to appear before Selection Board in order of their merit is to be determined as per following approved criteria:

Number of vacant posts	Number of candidates against each post
1	up to 5
2	up to 8
3	up to 10
4	up to 12

2. In case number of posts exceeds 4 (four), 3 (three) candidates will be added against each additional post.

e. **FINAL MERIT LIST**

   1. The final merit list will be prepared on the basis of below mentioned approved criteria:

Merit shall be determined as per following distribution of marks			
Non-Academic Positions (BPS-17 & above)			
Where experience required		**Where experience not required**	
• SSC	05 %	• SSC	10 %
• HSSC	10 %	• HSSC	10 %
• BSc/BA } BS (4 years)	10 %	• BSc/BA } • MSc/MA } BS (4 years)	10 %
• MSc/MA	10 %	• Test	10 %
• Test	35 %		20 %
• Experience	30 %		50 %

   2. Percentage of marks mentioned for each degree shall be calculated with actual percentage obtained at each level (degree) by the applicant.

13.5.3. Where there is no percentage mentioned in the final transcript, the HEC conversion formula for calculating percentage of given CGPA will be applied.

13.5.4. Where there are no total marks/percentage given on foreign/local certifications (O-Level/A Level/Matric/Intermediate) the IBCC Conversion Criteria will be applied.

13.5.5 Candidates having CA/ACMA/ACCA or equivalent certifications must provide HEC equivalence and will be considered 1st division/65%/B-grade.

13.5.6. Candidates having Wafaq-ul-madaris/Deeni Asnaad will be

evaluated as per following criteria:

Mumtaz:	(Excellent)	above 80%
Jaiyyad	(Very	60% to
Jiddan:	Good)	79%
Jaiyyad:	(Good)	50% to
		59%
Maqbul:	(Pass)	40% to
		49%

f.   SELECTION OF CANDIDATES

After short-listing on the basis of merit and as per short-listing criteria, the shortlisted   candidates will be called for interview before the selection board and they will be evaluated on evaluation sheet (Evaluation Sheet at **Annexure-F**).

Annexure- A

(Annexure for IIUI Recruitment Manual 2021 page#4, Clause 7.5)

ADVERTISEMENT PROCESS

i.   Demands received from different Faculties/Departments dully endorsed by the Dean/ D.G/ Director as and when required keeping in view the Faculty/Department needs.

ii. Verification of vacancy positions in concerned Faculty/Department   from HRM&D/Budget Section.

iii. Preparation of Summary/Note for advertisement approval along with vacancy positions details, from President IIUI.

iv. After approval, preparation of advertisement along with required Eligibility Criteria, Qualification & Experience approved by BOG/HEC.

v.   Provision of soft and hard forms of eligibility criteria and advertisement to AD (Software, HRM) for insertion in online job portal.

vi. Forwarding of advertisement (soft & hard form along with President's approval copy) to P&PR, IIUI for publication in two daily newspapers.

vii. Forwarding of advertisement to IT section (D.D Software/Support Web) for publication of advertisement on IIUI website.

Annexure- B

(Annexure for IIUI Recruitment Manual 2021 page#4, Clause 7.6)

GENERAL INSTRUCTIONS

i. Interested candidates can apply ONLINE via link hrm.iiu.edu.pk. Applicants are required to deposit the Job Processing fee on specified HBL challan form, which will be auto generated after completion of online application form.

ii. It is only for academic positions (Professor and Associate Professor) are required to send two sets (hardcopy) of online application forms duly bound along-with all required documents, and a softcopy of Dossier in PDF format (in a form of CD/USB) at this address; Human Resource Management -V, Admin Block, New Campus, Sector H- 10, IIUI Islamabad.

iii. Applicants for non-academic positions (for BPS-06 and above) are required to up-load clearly visible scanned copies of their testimonials and paid fee challan. No need to send/submit hard copies to recruitment section.

iv. Applicants for non- academic positions (for BPS 1-5) can apply through prescribed application form (for BPS 1-5) that is available on IIU website (www.iiu.edu.pk). Applications, duly completed in all respects, along-with crossed postal order/ pay order/ bank draft/IIUI own sources account receipt / challan as job processing fee in favor of Director (Finance) IIUI, must reach (by hand / through post) on or before **closing date** (by 3:00p.m.) in HRM-V (Recruitment Section), Admin. Block, International Islamic University, Islamabad, H-10 Campus, Islamabad.

v. The eligible candidates may be required to undergo short-listing process before Test/Interview. Candidates already working in Government sector are required to obtain NOC from their parent organization to place at IIUI before Test/Interview. (Sectional Head job-application forwarding note is sufficient for internal employees of IIUI instead of proper NOC from HRM. External candidate may upload the snap of his/her application for NOC written to his/ her parent department at the time of uploading the on- line application}.

vi. Applicants lacking prescribed criteria and required qualification on closing date will not be entertained (required terminal degree must be completed on closing date).

vii. For the posts where the master degree is required; Minimum 16-years Master degree will be judged for eligibility. The MS and Ph.D. degrees will be considered as additional qualification and will not be considered towards eligibility.

viii. Foreign degree holders shall be required to submit equivalence of the degree from HEC.

ix.   Proof of valid PEC (Pakistan Engineering Council)/concerned Regulatory Body registration (engineering number) is mandatory for all Engineering related Academic and Non-academic positions.

x.   IIUI reserves the right to shortlist the candidates and to reject any/all applications/ advertisement or post(s) without assigning any reason.

xi.   ONLINE applications via link hrm.iiu.edu.pk must be submitted within due date.

xii.   It will be mandatory for the candidates to produce original paid bank challan (system generated in case of on-line job applications) at the time of Test/demo.

xiii.   In future each local and foreign expert may be granted honorarium of Rs. 10,000/- and US $300/- (for single evaluation) & US $500/- (for more than one evaluation) respectively, for any/all candidates evaluation(s).

xiv.   Any misinformation provided by the candidate would render his/her to ineligible for the induction.

xv.   For further information, please contact: 051-9019219 & 051-9019793 or visit our website iiu.edu.pk.

xvi.   No TA/DA is admissible for Test/Interview.

xvii.   Errors and Omissions excepted.

Annexure- C

(Annexure for IIUI Recruitment Manual 2021 page#4, Clause 8.3)

SCRUTINY PROCESS

i. The recruitment section shall segregate the application hard copies (where required) and prepare list of candidates for all advertised disciplines/posts.

ii. Lists of all candidates (along with all documents) shall be placed before the scrutiny/ eligibility committee (constituted with the approval of worthy President IIUI) for determination of eligibility/ in-eligibility of the applicants.

iii. The candidates who are considered eligible shall be conveyed the schedule (date, time and venue) for appearance in Test/Demo/Interview through (any or all of) call letter/sms/email/ phone call/website.

iv. In case of practical test of technical posts, the said test shall be arranged by Chairman of Scrutiny/ Eligibility Committee or his nominee with the help/support of departmental expert(s).

v. The Scrutiny/ Eligibility Committee shall be responsible to:

    a. Fix the date, time and venue of tests.

    b. The written test shall be planned, arranged and executed.

    c. The committee shall arrange question papers from such specialists for each component of test. The subject specialists shall be entitled to remuneration as admissible under rules, no remuneration shall be payable to a subject specialist appointed within the university.

    d. Question paper is prepared keeping in view the post for which test is being conducted and it should commensurate with the qualification and experience attached to the said post.

    e. The contents of the question paper shall not be disclosed.

    f. Question paper is properly sealed and handed over to the Chairman of the committee.

    g. The committee shall supervise the conduct of test.

    h. The committee shall arrange evaluations of answer scripts with help of IT Section.

    i. The committee will provide results and test record to the recruitment section.

    j. The recruitment section shall provide necessary secretarial support to the Scrutiny / Eligibility Committee and Selection Committee till finalization of the recruitment process.

vi. ACCA/CMA/ CA degree holder applicants, having HEC equivalence of master degree, be considered eligible for the posts where master degree (in what so ever letter grade or division) is basic requirement.

vii. For the posts where 1st class/division master degree is required; the applicants having the Master degrees with academic standing "Fair"

instead of their aggregate letter grades B to A or 1ˢᵗ class/division are not eligible for the post.

viii. The applicants who possess the foreign degree but have not attached /up-loaded the equivalence of the degree from HEC, for the reasons what so ever, are in-eligible for current attempt to the post.

ix. The applicants who have mentioned their credentials in the application form but have not up-loaded the evidences supporting to their credentials or /and up-loaded the scanned copies of their documents (major of eligibility) which are not visible or/and up-loaded page 1 of 2 of transcript but have not uploaded the page 2 of 2 of that transcripts that is very necessary to determine eligibility; be considered in-eligible for current attempt to the post.

x. For the posts where, master degree is required; the applicant, having 1-year master (15 year of education) after 2-year Bachelor (14-year education), be considered in-eligible for the post.

xi. For the administrative posts where computer proficiency is required; All the applicants be assumed computer proficient and their degrees in Computer, Engineering, Law, Literature and Social Sciences be considered as relevant degrees.

xii. The post where practical test is to be conducted; only relevant experience (if required) marks shall be included in merit.

xiii. In case of clerical positions i.e., LDC, English/Urdu/Arabic Typist/ Steno Typist/ Stenographer where the typing test is mandatory in light of statutory requirements, the candidates shall be called for interview in order of merit in test and the allocation of weightage of test is 50% towards computation of marks in interview.

xiv. Computer typing test of the candidates shall be arranged by the Chairman of Scrutiny/ Eligibility committee or his nominee with the help/support of Director/In-charge IT, in computer labs, through a computer software.

Annexure- D

(Annexure for IIUI Recruitment Manual 2021 page#4, Clause 10.1)

TEST

1. Written Test

Candidates declared eligible for the pots of BPS 01-16 shall be required to undergo written test and candidates of technical posts shall undergo a practical test. Various components of the written test and allocation of marks to each component shall be as under:

S. No.	Test components	Allocation of Marks
1.	Academic Qualification	50%
2.	Written Test	50% (Only for BPS 6-16)

2. Practical Test:

For Technical posts practical test of the eligible candidates will be conducted along with basic Islamic knowledge.

S. No.	Test Components	Allocation of Marks
1.	Subject/Post related Practical test	50%
2.	Subject/Post related Written test	50%

NEXURE "E"

(Annexure for IIUI Recruitment Manual 2021 page#5, Clause 11.4)

Subject: **Extract of Item#9 of Minutes of 94th Selection Board Meeting: Approval of Lists of Subject Experts (Local/Foreign)**

It was decided in the 94th meeting of the Selection Board (held on 24-02-2021) that the updated foreign and local subject experts' lists will be verified and checked by the QAD and will be further provided to recruitment office for foreign and local evaluations.

Reference: Page# 8, Item# 9 (9.2) Minutes of 94th Selection Board Meeting (held on 24-02- 2021).

Annexure- F

(Annexure for IIUI Recruitment Manual 2021 page# 09,10, Clauses 12.6,13.6)

Human Resource Management (HRM-V), IIUI Evaluation/Score Sheet

RECRUITMENT OF: _____ - _____

- **Required Qualification**: _____
- **Required Experience:** _____
- **Required Research Publications:** _____

Name of Evaluator (SB Member/Expert): _____
Signature: _____

Sr. No.	Name	Personality (Confidence) (out of 5)	Professional Attitude (out of 5)	Academic Knowledge (out of 5)	Communication Abilities (out of 5)	Total out of 20
01.						
02.						
03.						
04.						
05.						

Annexure-F (Annexure for IIUI Recruitment Manual 2021 page # 06, Clause 11.5.5)

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD DIRECTORATE OF HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (HUMAN RESOURCE MANAGEMENT-V) EVALUATION/SCORE SHEET AGENDA ITEM NO.

INTERVIEW FOR RECRUITMENT TO THE POST OF ASSOCIATE PROFESSOR BPS-20/TTS

Required Qualification: PhD Degree from HEC Recognized University

Required Experience: 10 Years Overall or 05 Years
Post-PHD Experience (for BPS)

04 years Post PHD plus 06 Years Pre PHD or 06 Years Post PHD (for TTS)

Required Research Publications: 10 Publications in HEC
Recognized Journals (at least 04 in Last 05 Years)

Name of Evaluator (SB Member/Expert): _____ **Signature:** _____

Sr#	Name of Candidate	External Evaluations (Foreign and Local) 70%	Personality (Confidence) (out of 7.5)	Professional Attitude & Communication Abilities (out of 7.5)	Academic Knowledge (out of 7.5)	Teaching & Social Services (out of 7.5)	Total (30)
01.							
02.							
03.							

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
HUMAN RESOURCE MANAGEMENT-V

INTERVIEW FOR RECRUITMENT TO THE POST OF ASSOCIATE PROFESSOR BPS-20/TTS

CUMMULATIVE CALCULATION OF RESULT

AGENDA ITEM NO.

		President	Secretary, SB	Member 1	Member2	Member 3	Member4	Dean		HOD		Expert 1	Expert 2	
S.NO	**NAME OF CANDIDATES**	1	2	3	4	5	6	7	8	9	10	11	TOTAL			Interview Marks 30%	Foreign and Local Evaluations 70%	Remarks
1																		
2																		
3																		

Annexure-F (Annexure for IIUI Recruitment Manual 2021 page # 06, Clause 11.5.5)

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD DIRECTORATE OF
HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
(HUMAN RESOURCE MANAGEMENT-V) EVALUATION/SCORE SHEET
AGENDA ITEM NO.**

INTERVIEW FOR RECRUITMENT TO THE POST OF PROFESSOR BPS-21/TTS

Required Qualification: PhD Degree from HEC
Recognized University

Required Experience: 15 Years Overall or 10 Years
Post-PHD Experience (for BPS)

         07 years Post PHD plus 12 Years
Pre PHD or 11 Years Post PHD_
(for TTS)

Required Research Publications: 15 Publications in HEC
Recognized Journals (at least 05 in Last 05 Years)

Name of Evaluator (SB Member/Expert): _____
Signature: _____

Sr#	Name of Candidate	External Evaluations (Foreign and Local) 70%	Perso nality (Confi dence) (out of 7.5)	Professi onal Attitude & Commu nication Abilities (out of 7.5)	Academic Knowledge (out of 7.5)	Teachin g & Social Services (out of 7.5)	Total (30)
01.							
02.							
03.							

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INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
HUMAN RESOURCE MANAGEMENT-V

INTERVIEW FOR RECRUITMENT TO THE POST OF PROFESSOR BPS-21/TTS

CUMMULATIVE CALCULATION OF RESULT

AGENDA ITEM NO.

S.NO	NAME OF CANDIDATES	1	2	3	4	President 5	Secretary, SB 6	Member 1 7	Member2 8	Member 3 9	Member4 Dean 10	HOD 11	Interview Marks 30% Expert 1 TOTAL	Foreign and Local Evaluations 70% Expert 2	
1															
2															
3															

(Annexure for IIUI Recruitment Manual 2021 page# 06, Clause 11.5.1)

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

EVALUATION **S**HEET *of* **Research Work/Publications And Recommendation of Candidature for Appointment on**

Senior Faculty Positions in IIUI

For External Subject Expert/Member of Technical Review Panel (TRP)

1. Name of Candidate: _____

2. Applied for the Post of: <u>Associate Professor BPS-20</u>

3. Discipline: _____

4. Field of Specialization: _____

5. **Recognized Qualification and Experience of the Candidate: (details attached)**

ACADEMIC QUALIFICATION	RELEVANT EXPERIENCE	GENERAL REMARKS
	No. of years	
MS **PhD** **PhDThesis Title**	Pre PhD Post PhD Total:	

6. **Summary of Research Papers/Publications of the Candidate (details attached):**

No. of Research Publications As claimed	HEC/IIUI recognized Research Papers with category/status		No. of Books/ Chapters Claimed	Quality, Share and Academic Contribution of the Candidate in terms of Quantum of Research in case of joint authorship
	Category	**No(s)**		
	ISI (IF) / **W**			
	Indexed / **X**		-	
	Indexed / **Y**			

	Z (only acceptable for BPS)			
	TOTAL		269	

Indicate if the Candidate himself is the Editor/Member of Editorial Committee of the Journal in which the paper (s) have published: **YES / NO**

Evaluation of Published Research Work	Marks out of:		General Comments on the Publications
Contents	30		
Articulation	20		
Documentation	10		
Originating	20		
Access to the Original source	20		
Total:	100		

7.   **Comparative Grading** (Please initial appropriate Box)

Excellent		Brief report on the strength and basis of the recommendation of the candidates/ General Remarks
Good		
Satisfactory		
Not Suitable		

    a. Recommended for the post of "**Associate Professor**" on **BPS**

         _____*(Please mention your recommendation/assessment)*

    b. Not recommended

8.   **Order of Grading in comparison with other Candidate(s) for the post**
       (Mandatory in case of more than one applicant)

S. No.	NAME OF CANDIDATE	REMARKS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9.   **Declaration:** This is to certify that I have evaluated the dossier of the candidate, stated above, with dedication and professional integrity without any personal/ professional prejudice and biasness.

Dated: _____

Name: _____   **Signature with Official Stamp:** _____

Nationality: _____   **Field of Study:** _____

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Institution/University:

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

EVALUATION **S**HEET *of* **Research Work/Publications And Recommendation of Candidature for Appointment on**

Senior Faculty Positions in IIUI
For External Subject Expert/Member of Technical Review Panel (TRP)

1. Name of Candidate:

2. Applied for the Post of: Professor BPS-21

3. Discipline:

4. Field of Specialization:

5.   **Recognized Qualification and Experience of the Candidate: (details attached)**

ACADEMIC QUALIFICATION	RELEVANT EXPERIENCE		GENERAL REMARKS
	No. of years		
MS **PhD** **PhDThesis Title**	Pre PhD Post PhD Total:		

6.   **Summary of Research Papers/Publications of the Candidate (details attached)**:

No. of Research Publications As claimed	HEC/IIUI recognized Research Papers with category/status		No. of Books/ Chapters Claimed	Quality, Share and Academic Contribution of the Candidate in terms of Quantum of Research in case of joint authorship
	Category	**No(s)**		
	ISI (IF) / **W**			
	Indexed / **X**		-	
	Indexed / **Y**			

	Z *(only acceptable for BPS)*			
	TOTAL		273	

Indicate if the Candidate himself is the Editor/Member of Editorial Committee of the Journal in which the paper (s) have published: **YES / NO**

Evaluation of Published Research Work	Marks out of:		General Comments on the Publications
Contents	30		
Articulation	20		
Documentation	10		
Originating	20		
Access to the Original source	20		
Total:	100		

7. **Comparative Grading** (Please initial appropriate Box)

Excellent		Brief report on the strength and basis of the recommendation of the candidates/ General Remarks
Good		
Satisfactory		
Not Suitable		

a. Recommended for the post of "**Professor**" on **BPS**
_____ *(Please mention your recommendation/assessment)*

b. Not recommended

8. **Order of Grading in comparison with other Candidate(s) for the post**
(Mandatory in case of more than one applicant)

S. No.	NAME OF CANDIDATE	REMARKS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9. **Declaration:** This is to certify that I have evaluated the dossier of the candidate, stated above, with dedication and professional integrity without any personal/ professional prejudice and biasness.

Dated: _____

Name: _____ **Signature with Official Stamp:** _____

Nationality: _____ **Field of Study:** _____

Institution/University:

Annexure-H (Annexure for IIUI Recruitment Manual 2021 page# 06, Clause 11.5.1)

FOR OFFICIAL USE ONLY / NOT FOR THE APPLICANTS
<u>CHECKLIST</u>
(To be filled in by the University Official (Registrar/Director) with proper signature & Official Stamp)

Name of University/Institution: _____

A. Appointment approved by the Competent Authority as (Tick only one):

☐ <u>Tenure Track</u> Appointment ☐ <u>Tenured Faculty Member</u>

B. Descriptions (Please attach the documents as described below and tick the relevant box)**:** **YES NO N/A**

	YES	NO	N/A
1. Duly filled Information Proforma with one latest passport size photograph (Annexure-IV).	☐	☐	☐
2. Certificate duly signed and stamped by the University authority, that is, Registrar/Director (Annexure-V).	☐	☐	☐
3. Copy of the recommendation by Selection Board for appointment/promotion (as applicable)	☐	☐	☐
4. Approval of the University Syndicate/Equivalent body.	☐	☐	☐
5. *List of publications in Journals having Impact Factors (typed form) with ISSN number of each mentioned Journal on HEC prescribed form (Annexure-VI (A)/Annexure-VI (B) as applicable).	☐	☐	☐
6. Copy of terminal degree (PhD etc.).	☐	☐	☐
7. Copy of equivalence certificate of the last terminal Degree (In case of foreign PhD).	☐	☐	☐
8. University's TTS criteria approved by the Syndicate/BOG (if not provided earlier). If not provided, ☐ Advance increments will not be endorsed.	☐	☐	☐
9. Justification for award of advance increments to the TTS faculty member.	☐	☐	☐
10. *Two original TRP recommendations by at least two neutral foreign experts in clear context of tenure track appointment on official letter head pad of the expert (Annexure-VII).	☐	☐	☐
11. **Minutes of Departmental Technical Review Committee (DTRC) report.	☐	☐	☐
12. **Mid-term Review and Final Review Reports.	☐	☐	☐
13. **Achievements during probation period under TTS.	☐	☐	☐
14. Copy of appointment order and joining report.	☐	☐	☐

Declaration:
This is to certify that all the entries/checklists are duly checked and verified by the undersigned against the original documentary evidences of the applicant and information provided is correct/true to the best of my knowledge and belief.

Name: _____   Designation: _____

* For endorsement of Associate Professor and Professor.

** Only for Professor/Associate Professor (promotion cases)

Note: Advance increments can only be awarded at the time of initial appointment based on the factors given in Model Tenure Track Statutes available at www.hec.gov.pk/tts. Furthermore, Advance Increments **cannot** be awarded at the time of promotion

INFORMATION PROFORMA FOR ENDORSEMENT FOR INITIAL APPOINTMENT/PROMOTION OF FACULTY ON TTS

(To be filled by the Applicant)

Terminal (final) Qualification: _____ Year: _____ Subject/Program: _____

Specialization: _____ Name and Address of the Institution awarding this terminal degree: _____

Passport size photograph

Name (in block letters): _____

Father's Name (in block letters): _____

Contact Information:

i. Name and Address of the Institution: _____

ii. Address for Correspondence: _____

iii. Permanent Address: _____

iv. Email: _____ v. Telephone: _____ Cell: _____

Date of Birth: ____/_____/_____ (D/M/Y).   **Age:** ____/_____/_____ (D/M/Y)

Nationality: **CNIC No:**

Post PhD Experience (D/M/Y)**:** _____ **Pre PhD-Experience** (D/M/Y): _____ **Total Exp.** (D/M/Y)**:**_____

Position applied for (Tick one)**:**   ☐ Assistant Professor.   ☐ Associate Professor   ☐ Professor

My PhD thesis was evaluated by (Name, Institution, and Place)*:

i) Name: _____ **Institution:** _____ **Country:** _____

ii) Name: _____ **Institution:** _____ **Country:** _____

iii) Name: _____ **Institution:** _____ **Country:** _____

*This information needs to be provided only by those candidates who are applying for the post of Assistant Professor having a PhD Degree from Pakistan.

Declaration:

I Dr/Mr./Ms._____ hereby solemnly declare that all the information provided by me for appointment/promotion under TTS is correct and true in all respects. If the information is found fake or incorrect, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

Date: _____/_____/___. Signature: _____

TTS cases cannot be processed, if the Proformae and Certificate are not properly filled in.

List of Publications in Journals <u>Having</u> IF (Impact Factor)* for Science Disciplines only

(To be filled by the Applicant - For Prof. and Associate Prof. only)

S.#	Name of Author	Complete Name of Journal and Address with ISSN (Print) No.	Title of the Publication	Vol. No. & Page No.	Date published	Impact Factor

Declaration:

I Dr/Mr./Ms. _____ hereby solemnly declare that all the information provided by me for appointment under TTS is correct and true in all respects. If the information is fake or incorrect, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

Date: _____/_____/_____   . Signature: _____
      dd   mm   yyyy

TTS cases cannot be processed, if the Proformae and Certificate are not properly filled in.

List of Publications in HEC Recognized Journals for TTS Appointments in Social Sciences Disciplines Only

(To be filled by the Applicant - For Prof. and Associate Prof. in Social Sciences only)

Sr. No.	Name of Author	Name of Journal with ISSN (print) No./ISBN No./ other contributions that come under defined categories.	Categorized by HEC as X/Y/Z *	Vol. No. & Page No.	Title of the Publication/ others	Date published

(Please attach separate list on the same format, if, required)

*For journals information, please refer:

http://www.hec.gov.pk/journals Note: Attach the equivalence certificate of book, patent etc.

Declaration:

I Dr/Mr./Ms. _____ hereby solemnly declare that all the information provided by me for appointment under TTS is correct and true in all respects. If the information found fake or incorrect, at any point of time, the undersigned is liable for the penalty to be decided by the competent authority and my appointment may be cancelled.

TTS cases cannot be processed, if the Proformae and Certificate are not properly filled in.

Date: _____/_____/_____ . Signature: _____
       dd   mm   yyyy

Annexure-VIII

PROFORMA FOR OBTAINING OPINION OF MEMBERS OF TECHNICAL REVIEW PANEL (TRP)* FOR APPOINTMENT ON TENURE TRACK SYSTEM

A) **Basic Information regarding the applicant and appointment: (To be filled by the Registrar)**

a) Full Name of candidate: _____

b) Name of Institution where this candidate has applied: _____

c) Post recommended for (Tick One) ☐ Associate Professor ☐ Professor

d) Type of appointment (Tick One): ☐ Tenure Track ☐ Full Tenure*

B) **Recommendation of the Reviewer: (To be filled by the Reviewer /TRP Member)**

a) Brief Report of the strength of the candidate and basis of the

recommendations being made: "Please Attach a brief report

on teaching, experience, scholarship, Research or
other creative work and service including community service
of the candidate on your official letter head pad duly signed
and stamped***".

b) Declaration of Recommendations:

I recommend appointment of Dr./Mr./Ms _____

☐   ☐
_____ under TTS as

(Tick one): Tenure Track Appointment   Tenured Faculty

Member

C) **Personal information of the Reviewer: (To be filled by the Reviewer /TRP Member)**

☐   ☐
NAME: DESIGNATION:

NATIONALITY: _____ FIELD OF STUDY: _____

ACADEMIC POSITION (Tick one):   **Associate Professor**
                                       Professor

INSTITUTION & POSTAL/OFFICIAL ADDRESS: _____

Ph # _____ E-Mail ID: _____ Website: http:// _____

Declaration:

This is to certify that the undersigned has evaluated the dossier of the candidate, stated above, with dedication and professional honesty without any personal/professional prejudice and biasness.

Date: _____/_____/_____   SIGNATURE WITH OFFICIAL STAMP:
        dd   mm   yyyy

* For detail the "Model Tenure Track Statutes" on the HEC website may be visited: http://www.hec.gov.pk/tts
** Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds the promise to be granted permanent Tenure. This means that a person on Tenure Track, during the next 4 years, has the potential to do good research, establish a research group and demonstrate research excellence in order to secure Tenured Status.
*** TRPs on plain paper and without date, signature and stamp by the foreign evaluator is not acceptable.

Annexure-V

CERTIFICATE
(To be filled in by the University Official (Registrar/Director) with name, signature & Official Stamp)

A). Personal Information of the Candidate:

Candidate's Name _____ Father's Name: _____

CNIC #. _____ Subject/Program: _____

Area of Specialization: _____

Post Recommended by the Competent Authority: Assistant Professor.   Associate Professor   Professor

Appointment approved by the Competent Authority as (Tick only one):

Tenure Track Appointment Tenured Faculty Member

B). Descriptions (Based on "Minimum TTS Eligibility Conditions" for each appointment)   **YES   NO   N/A***

1- Certified that the Candidate:

a) Holds a PhD degree/Terminal
   Qualification in the relevant field from
   HEC recognized University /
   Institution.

b) Has got the required number of
   Publications in Journals recognized by the
   HEC for the purpose of TTS
   appointments. *

c) Meets the requirement of publications, in the
   last five years, in journals recognized by the
   HEC for the purpose of TTS appointments.*

d) Has got the required experience at Post-PhD or Post-PhD + Pre-PhD.

e) Two TRP reports recommended by two
   neutral foreign experts in, clear context of
   Tenure Track OR Tenure appointment. *

2- The Institution has properly adopted and implemented TTS through its Statutory Bodies

Declaration:
This is to certify that all the entries have been duly checked and verified by the undersigned against the original documentary evidences of the applicant and information provided is correct/true to the best of my knowledge and belief.

University/Institution:_____ Location: _____

Name: _____   Designation:_____

Signature with Official Stamp: _____

Date
: _____/_____/_____ dd mm yyyy

* Each appointment of Professor and Associate Professor must have been recommended positively by at least two TRP Members, drawn only from 'technologically advanced countries'. The other parameters given in the Model TTS, in this regard, (same is given below on the next page) should strictly be observed while selecting members of the TRP (Technical Review Panel).

Note: Details about Minimum Conditions are given on the next page. All the appointments must be in conformity to these Minimum Conditions. The actual documentary evidences, checked by the University against the stated minimum conditions/ parameters, must be in record of the respective University which will be checked ∕ verified by HEC at any point of time or during physical verification.

الجامعة الاسلامية العالميه
اسلام آباد