

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD



IIUI STATUTES

(As amended upto December-2022)



P.O. Box 1243, Islamabad – Pakistan: Ph: 051-9258012 Website: www.iiu.edu.pk

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD



IIUI STATUTES

(As amended upto December-2022)

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THE IIU STATUTES-2006 (as amended up to December 2022)

(See Section 45 of the International Islamic University, Islamabad Ordinance 1985)

1. FACULTIES:

1.1 The University shall have the following Faculties:

- i) The Faculty of ***Usuluddin (Islamic Studies)**;
- ii) The Faculty of Shariah and Law;
- iii) The Faculty of Management Sciences;
- iv) The Faculty of Education;
- v) The Faculty of Social Sciences;
- vi) The Faculty of Medicine and Health Sciences;
- vii) ****The Faculty of Arabic**;
- viii) ****The Faculty of Languages and Literature**;
- ix) *****The Faculty of Sciences**;
- x) *****The Faculty of Computing and Information Technology**;
- x) The Faculty of Engineering and Technology;
- xi) Such other Faculties as may be prescribed by the Board of Governors.

1.2 Each Faculty shall have a **Board of Faculty** consisting of:

- i) The Dean.
- ii) The Professors and the Chairmen of the Teaching Departments comprised in the Faculty.
- iii) One Assistant Professor and one Associate Professor or their equivalent in the Institute, each to be appointed by rotation in order of seniority from each Department/Institute.
- iv) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council important bearing on the subjects assigned to the Faculty.
- v) *****One expert to be nominated by the President, IIU.

*The nomenclature of Faculty of Islamic Studies (Usuluddin) as "Faculty of Usuluddin (Islamic Studies)" was approved by the Board of Trustees in its 10th meeting held on 1-7-2014 notified vide No. IIU/MS/471/2014-133 dated 05-8-2014.

**The change of nomenclature of the Faculties mentioned at sub-section (vii) & (x) of Section 1.1 was approved by the Board of Governors in its 60th meeting held on 14-02-2009.

*** In light of decision of the BoG made in its 74th meeting held on 25-09-2014; the nomenclature of Faculty of Basic and Applied Sciences changed as "Faculty of Sciences" as notified vide No. HRM-I/2022-IIUI-2098 dated 19-12-2022 and establishment of "Faculty of Computing and Information Technology" notified vide No. HRM-I/2022-IIUI-2097 dated 19-12-2022.

****Sub Section (v) in Section 1.2 was added with the approval of the Board of Trustees (by circulation) notified vide No. IIU/MS/205/87-5512 dated 14-10-2008

- 1.2.1 The members mentioned in sub-clauses (iii) (iv) and (v) of clause (1.2) shall hold office for three years.
- 1.2.2 The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, fraction being counted as one.
- 1.2.3 The Board of each Faculty shall, subject to the general control of the Academic Council and the Board of Governors, have the powers:
- (i) To coordinate the teaching and research work in the subjects assigned to the Faculty;
 - (ii) To consider the recommendations of the Boards of Studies with regard to the courses of studies and curricula, to monitor and ensure that they are updated regularly, and to keep pace with the development of knowledge on the subject, for onward submission to the Academic Council for approval;
 - (iii) To consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and
 - (iv) To perform such other functions as may be prescribed by the Academic Council.

2. DEAN:

- 2.1 There shall be a Dean of each Faculty, who shall be the Chairman and convenor of the Board of Faculty.
- 2.2 The Dean of each Faculty shall be appointed by the Rector, on the recommendations of the President from amongst the three most senior Professors in the Faculty for a period of three years. If there is no Professor in a Faculty, the President of the University shall also look after the functions of the Dean in such a Faculty(s).

Note: The Rotation Policy and appointment of Chairman (Chairperson) of the teaching departments and Deans of the faculties as approved/ratified by the Board of Governors in its 86th meeting held on 10-11-2020 is attached as Annex-I (Pages 13 to 15).

- 2.3 The Dean shall present candidates for admission to degrees, except honorary degrees, in the courses falling within the purview of the Faculty, at the time of the University Convocations.

- 2.4 The Dean shall exercise such other powers and perform such other duties as may be prescribed by the president.

3. TEACHING DEPARTMENTS:

- 3.1 There shall be a Teaching Department for each subject or a group of subjects as may be prescribed by Regulations and each Teaching Department shall be headed by a Chairperson.
- 3.2 The Chairperson of a Teaching Department or Directors General of an Institute or Academy shall be appointed by the President on the recommendations of the Dean from amongst three most senior Professors/Associate Professors of the Department/Institute, for a period of three years, and will be eligible for reappointment after expiry of the term.
- 3.3 Provided that where there is no Professor or Associate Professor in a Department, it shall be looked after by the Dean of the Faculty with the assistance of the most senior teacher of the Department.
- 3.4 The Chairperson/Directors General shall plan, organize and supervise the work of the Department/Institute/Academy and shall be responsible to the Dean for the work of his Department.

4. BOARD OF STUDIES:

- 4.1 There shall be a separate Board of Studies for each teaching department as may be prescribed by Regulations.
- 4.2 Each Board of Studies shall consist of:
- i) The Chairman/Directors General of the Teaching Department/Institute/Academy;
 - ii) All Professors and Associate Professors in the University Teaching Department/Institute/Academy;
 - iii) 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;
 - iv) 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
 - v) One expert to be appointed by the President.

- 4.2.1 The term of the office of members of the Board of Studies other than ex-officio members shall be three years.
- 4.2.2 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.
- 4.2.3 The Chairperson/Directors General of Institute/Academy shall be Chairperson and convenor of the Board of Studies.
- 4.3 The functions of the Board of Studies shall be to:
- i) Advise the Academic Council in all academic matters connected with instruction, research, training, admissions, and examinations in the subject or subjects concerned;
 - ii) Propose curricula and syllabi for all academic and training programs as well as Research Plans and programs;
 - iii) Suggest a panel of experts in the subject or subjects concerned; and
 - iv) Perform such other functions as may be prescribed by the Regulations, and the President.

5. INSTITUTES/ACADEMIES/SCHOOLS/CENTRES:

- 5.1 The Board of Governors shall be authorized to create Institutes, Academies, Schools, Centers, ***Campuses, Sub-Campuses and Colleges** for teaching research and training, with a measure of academic autonomy, and to appoint their Directors / **Directors General**.

Note: (i) The Compendium of Islamic Research Institute Rules & Regulations 2017 as approved by the BoG in its 82nd meeting held on 20-07-2018 is attached as Annex-II (Pages 16 to 41).

(ii) The Iqbal International Institute for Research and Dialogue (IIIRD):

The composition, Powers & Functions of the Governing Council and Procedure for appointment of the Executive Director and the Powers & Functions assigned to him/her as approved by the BoG in its 57th and 84th meetings held on 24-11-2007 and 21-03-2019 respectively are attached as Annex-III (Pages 42 to 44).

*The words "Campuses, Sub-Campuses, Colleges and Directors General" in Section 5.1 were added with the approval of Board of Trustees made in its 10th meeting held on 1-7-2014 notified vide No. IIU/MS/471/2014-133 dated 05-8-2014.

6. BOARD OF ADVANCED STUDIES AND RESEARCH:

6.1 The Board of Advanced Studies and Research shall consist of:-

- i) President (Chairperson);
- ii) *Vice-Presidents of the IIUI
- iii) The Deans;
- iv) Three University Professors other than Deans to be appointed by the President;
- v) Three Academicians other than University Teachers having research qualifications and experience in various fields of study to be appointed by the Rector;
- vi) The Emeritus Professors of the I.I.U.

6.2 The term of office of members of the Advanced Studies and Research Board other than ex-officio members shall be three years.

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

6.4 The functions of the Advanced Studies and Research Board shall be:

6.4.1 To advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;

6.4.2 To consider and report to the Authorities on the institution of research degrees, in the University;

6.4.3 To propose Regulations regarding the award of research degrees;

6.4.4 To appoint supervisors for research students and to approve the subjects of thesis/dissertations;

6.4.5 To recommend panels of names of examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and

6.4.6 To perform such other functions as may be assigned by the Board of Governors, Academic Council, and President.

7. THE SELECTION BOARD:

7.1 Selection Board shall consist of:-

- i) President, IIU. (Chairman)
- ii) Chief Justice of the Federal Shariat Court or a Judge of the Court to be nominated by the Chief Justice. (Member)

*Sub Section (ii) in Section 6.1 was added with the approval of the Board of Trustees (by circulation) notified vide No. IIU/MS/205/87-5512 dated 14-10-2008.

- | | | |
|-------|--|--------------------|
| iii) | Chairman, Higher Education Commission or his nominee not below the rank of a member/adviser. | (Member) |
| iv) | One member to be nominated by the Rector. | (Member) |
| v) | One member of Board of Governors and two other persons of Eminence to be nominated by Board of Governors provided that Neither of three are employees of the University. | (Members) |
| vi) | Vice-Chancellor of a University in Pakistan to be nominated by Board of Governors. | (Member) |
| vii) | The Chairperson of the Teaching Department and the Dean of the Faculty concerned. | (Member) |
| viii) | One of the Vice-Presidents to be nominated by the President. | (Member/Secretary) |
| ix) | Two experts in the relevant field out of a list approved by the Selection Board to be selected by the President, from outside the University. | Advisors |

7.2 The members of the Selection Board other than ex-officio members shall hold office for two years.

7.3 The quorum for a meeting of the Selection Board shall be five.

7.4 No members 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.

8. FUNCTIONS OF SELECTION BOARD:

8.1 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 Board of Governors the names of suitable candidates for appointment to such posts.

- 8.2 Selection Board may recommend to Board of Governors the grant of a higher initial pay in a suitable case for reasons to be recorded.
- 8.3 Selection Board may recommend to Board of Governors the appointment of an eminently qualified person which may differ in any particular case from those prescribed.
- 8.4 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 the case of Professors and two in the case of Associate Professors from a panel of experts to be approved by Selection Board.

9. APPOINTMENT OF PROFESSOR EMERITUS:

- 9.1 The University shall institute a limited number of posts of Professor Emeritus for such Professors of the University who might have retired from the University after serving it with great distinction and achieving eminence in their subjects. To be appointed a Professor Emeritus, a Professor must have served the University for a minimum period of 10 years and must have attained the age of 60. The Board of Governors may also appoint, in exceptional cases, a distinguished scholar, as Professor Emeritus whose association with the University is considered as beneficial.
- 9.2 The procedure for the conferment of the emeritus status will be as follows:-
 - 9.2.1 The Board of Governors, on the recommendation of the President, may decide by a resolution the Emeritus status on a retiring professor or a distinguished scholar.
- 9.3 The Professor Emeritus will be granted the following benefits:-
 - 9.3.1 A room/place and facilities of work in the University and any other facilities which the Board of Governors may from time to time sanction.
 - 9.3.2 A house for residing on the campus or on rent relevant to the category of the residence.

9.3.3 The Professor Emeritus may perform such teaching/administrative duties as may be prescribed by the President but will be expected to continue his own research work and, if necessary, guide research. The conferment of the emeritus status shall be for life but can be terminated if the Professor so desires or the Board of Governors by 3/4th majority of the members present and voting terminates it in the interest of the University.

9.4 The amount of honorarium to be paid to the Professor shall be determined by the Board of Governors from time to time.

10. FINANCE AND PLANNING COMMITTEE:

10.1 There shall be a Finance & Planning Committee consisting of:-

- | | | |
|------|--|------------------|
| i) | President. | Chairman |
| ii) | One nominee of Board of Trustees
(not being employee of University). | Member |
| iii) | Financial Advisor (Education),
Government of Pakistan, Ministry of
Education as ex-officio nominee of the
Board of Governors. | Member |
| iv) | Chairperson, Higher Education
Commission, Islamabad or his nominee. | Member |
| v) | Dean of the Faculty or Directors
General of Institute/Academy concerned. | Member |
| vi) | Vice-President (Academics). | Member |
| vii) | Vice-President (Incharge of Planning,
Finance and Administration). | Member/Secretary |

10.2 The term of office of the members of Committee, other than the ex-officio members, shall be two years.

10.3 The quorum for a meeting of Finance & Planning Committee shall be five.

11. FUNCTIONS OF FINANCE & PLANNING COMMITTEE:

11.1 The functions of Finance & Planning Committee shall be to:

- 11.1.1 Consider the annual statement of accounts and the annual and revised budget estimates of University and its constituent Faculties/Institutes/Academies etc., to consolidate these and place the budget before Board of Governors for approval;
- 11.1.2 Periodically review the financial position of University;
- 11.1.3 Advise Board of Governors on all matters relating to planning and development, finance, investments and accounts of University;
- 11.1.4 Consider short-term and long term physical development plans;
- 11.1.5 Consider plans for resource mobilization for University;
- 11.1.6 Advise Board of Governors on financial rules pertaining to Account and Audit; and
- 11.1.7 Perform such other functions as may be prescribed by the Statutes.

12. STUDENTS DISCIPLINE COMMITTEE:

- 12.1 *There shall be a Student Discipline Committee which shall consist of **at least 6 Deans/Senior Faculty Members** not below the rank of Professors and Associate Professors **including **Vice-President (Female Campus) as member** to be nominated by the President. The Chairman of the Committee shall be nominated by the President. The Director (Academics) shall be the Secretary of the Committee. **The committee may co-opt other teachers or the officers, if so required.**
- 12.2 Chairman of the Committee shall be nominated by President from amongst the members of the Committee.
- 12.3 The term of office of the members of the Committee shall be three years.
- 12.4 The quorum for a meeting of Students Discipline Committee shall be three.
- 12.5 The functions of Committee shall be to:
 - i) Deal with all cases of students discipline;
 - ii) Propose regulations relating to the conduct of university students, maintenance of discipline and breach of discipline;

*The amendments in Section 12.1 were added with the approval of the Board of Trustees made in its 11th meeting held on 19-5-2015, notified vide No. IIU/D(Acad)-77/08-226 dated 14-07-2015.

** The position of Director (Female Campus) has been upgraded as Vice-President (Female Campus) w.e.f. 10-08-2018 as approved by the Board of Governors in its 82nd meeting held on 20-07-2018, notified vide No. Estab.8(534)/2018-IIU-976 dated 10-08-2018.

- iii) Recommend to the Vice-President such penalties as may be prescribed under the Regulations or Rules;
- iv) Recommend such measures to Vice-President as may be conducive to a congenial atmosphere in University; and
Perform such other functions as may be prescribed.

13. THE PROVOST:

- 13.1 There shall be two Provosts in the International Islamic University to be appointed by the President in consultation with the Vice-President (Academics), one for the boys hostels and one for the women's hostels.
- 13.2 The Provost shall be appointed from amongst the teachers of the University.
- 13.3 The Provost shall control, supervise and manage the hostels and halls of residence maintained by the University for the students and shall ensure that the rules and regulations of the hostels are fully observed.
- 13.4 The Provost shall perform such other duties as may be assigned by the President.
- 13.5 There may be one or more Deputy Provosts to be appointed, from amongst the University teachers by the President in consultation with the Provost and the Vice-President (Academics).
- 13.6 Deputy Provosts shall report to the Provost and perform such duties as may be assigned by the President on the recommendation of the Provost.

14. BUDGET AND ACCOUNTS:

- 14.1 There shall be a common Fund of the University to be operated under the approved financial rules, budgetary and accounting procedures;
- 14.2 Special grants, donations, contributions or any other receipts received by an Institute, Academy or other unit will be utilized by the same Institute/Academy or Unit without any cut or appropriation for any other use;
- 14.3 The statement of accounts and the Annual and Revised Estimates of the University shall be prepared separately showing the income and expenditure for the University and such other units, as the President may determine suitable for this purpose;
- 14.4 The Finance & Planning Committee shall review and recommend the annual and revised budget estimates and submit the same for the approval of the Board of Governors;

- 14.5 The President may delegate powers to Deans, Directors General for incurring expenditure from the approved budget of Faculties/Institutes/Academies or other Units.

15. AUDIT:

- 15.1 There shall be an Internal Audit of the University;
- 15.2 All payments in the University shall be made after pre-audit by the Internal Audit;
- 15.3 The President, IIU shall have the power to settle any pre-audit observation after taking into account all the facts and rules and regulations applicable to the observations;
- 15.4 The Internal Audit shall annually carry out an internal audit and check all the accounts and physical verification of assets, stores and properties of the University and prepare a report for the review of the President;
- 15.5 The accounts of the University shall be audited by an external auditor to be appointed by the Board of Governors in addition to the normal Government audit. The report of the external auditor as well as government audit shall be placed before the Board of Governors for its consideration.

16. SPECIAL RESERVE FUND:

- 16.1 Savings in the annual budget of University and its constituent Institutes/Academies shall be transferred to a special reserve fund.
- 16.2 President shall be empowered to allocate resources from this fund for furtherance of the objectives and functions of University and its constituent units in consultation with Finance & Planning Committee. All such reallocations shall be reported to the Board of Governors.
- 16.3 President may institute and prescribe budgetary controls in University and its constituent units in the last quarter of a financial year in order to avoid the possibility of wasteful expenditures.

17. SPECIAL GRANTS, DONATIONS, ENDOWMENTS:

- 17.1 Special grants and donations, endowments etc. received for specific purpose shall be credited to University Fund but utilized only for the purpose(s) for which the funds were made available.

18. REPEAL AND SAVINGS:

- 18.1 The Schedule: The First Statutes relating to Section 28(a) of the IIU Ordinance **(Chapter-I and II)** presently in vogue in University and its constituent Units are hereby repealed, provided all the Institutes, Academies, Centers etc. set up under First Statutes shall continue to function until replaced or reconstituted by the Board of Governors under the Revised Statutes.
- 18.2 Any order or instructions made during or issued by an authority competent to make them and in force immediately before the commencement of these Statutes be deemed to be orders and instructions issued under these Statutes and all actions taken will remain valid and effective.

**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
HUMAN RESOURCE DEPARTMENT**

No.Estab.8(534)/2019-IIU-4543

November 6, 2020

OFFICE ORDER

The Rector, IIUI / Chairman BoG, in anticipation of approval of the Board of Governors has approved the Rotation Policy of Heads of Department and Deans of Faculty as under:

2. **Rotation policy with regard to the Chairman (Chairperson) of the teaching department provided in the IIU Statutes may be made operational in letter and spirit. Once a Chairman (Chairperson) has completed his/her 03 years term, the Dean shall recommend to President for Chairmanship amongst the three most senior Professor/Associate Professor three months before the completion of the term. For 2nd term, if recommended by the Dean, with valid reasons/justifications the same may be continued and shall be re-notified with the approval of the President, IIU. Board also recommended that the same policy may also be applied for Deans. On the completion of the tenure by a Dean, the President must recommended from amongst the three most senior Professors in the Faculty for a period of 3 years to the Rector, who after the proper interview/presentation of the recommended Professor shall appoint Dean of the faculty. For 2nd term, if recommended by the President, with valid reasons/justifications the same may be continued and shall be re-notified with the approval of the Rector, IIUI.**

This issues in supersession of Office Order No. Estab.8(534)/2020-IIUI-9018, dated May 09, 2019.

Sd/xx

**(Syed Hassan Aftab)
Director (HR)**

Distribution:

1. All Deans
2. All DGs
3. All Directors
4. Provost (Male & Female)
5. Assistant Director (Meetings)
6. Webmaster
7. Relevant File
8. Master File

Copy for information:

- i. SPS to Rector, IIU
- ii. SPS to President, IIUI
- iii. PS to Vice-President (Acad), IIU
- iv. PS to Vice-President (AF&P), IIU
- v. PS to Vice-President (HS&R)
- vi. PS to Vice-President (Female)

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(HUMAN RESOURCE DEPARTMENT)

No. Estab.8(534)/2020-IIU-3680

January 05, 2021

NOTIFICATION

The Board of Governors in its 86th meeting held on 10th November, 2020 has approved/ratified Rotation Policy for Chairmen (Chairpersons) / Deans notified vide office order no. Estab. 8(534)/2019-IIU-4543 dated 06.11.2020, with condition that there shouldn't be the third tenure of Chairmen (Chairpersons)/Deans.

2. The Board also directed to develop the Key Performance Indicators for performance evaluation of Chairperson and Deans on urgent basis.

Sd/xx

(Umar Majeed)
Assistant Director (HR-I)

Distribution:

1. All Vice-Presidents
2. All Deans of Faculties
3. Director (Administration)
4. Director (HR)
5. Director (Academics)
6. Director (Finance)
7. Director (QEC)
8. Director (Audit), IIU
9. Deputy Director (HR-III), IIU
10. Assistant Director (Meetings) - with reference to Note No. IIU/MS/588/2020-2391 dated 22.12.2020
11. Relevant file

CC:

- (i) S.P.S to Rector, IIU
- (ii) S.P.S to President, IIU

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(HUMAN RESOURCE DEPARTMENT)

No. Estab.8(534)/2020-IIU-3661

January 05, 2021

OFFICE ORDER

The Board of Governors in its 86th meeting held on 10th November, 2020 has directed that in future the faculty members working on Contract after superannuation should not be given the responsibility of Deanship.

Sd/xx

(Umair Majeed)
Assistant Director (HR-I)

Distribution:

1. All Vice-Presidents/Directors General
2. All Deans of faculties
3. Director (Administration)
4. Director (HR)
5. Director (Academics)
6. Director (Finance)
7. Director (QEC)
8. Director (Audit)
9. Assistant Director (Meetings) – with reference to Note No. IIU/MS/588/2020-2387 dated 22.12.2020
10. Relevant file

CC:

- (i) S.P.S to Rector, IIU
- (ii) S.P.S to President, IIU

ANNEXURE-II**COMPENDIUM OF
ISLAMIC RESEARCH INSTITUTE'S RULES & REGULATIONS**

Updated and revised as per decision of IRI Council in its 11th
meeting held on 27.10.2017 and as approved by
IIU BOG in its 82nd meeting held on 20.07.2018



**ISLAMIC RESEARCH INSTITUTE
INTERNATIONAL ISLAMIC UNIVERSITY
ISLAMABAD**

CHAPTER NO. 1

Extract from the International Islamic University Ordinance (XXX of 1985) 1985, relevant to the Islamic Research Institute.

CHAPTER II THE UNIVERSITY

4. Establishment of the University: (1) On the commencement of this Ordinance, the Islamic University established under the Islamic University Ordinance, 1980 (LIII of 1980), shall be re-constituted and re-named as the International Islamic University with its principal seat at Islamabad.

- (2) The University shall consist of:-
- (i) the Chancellor, the Pro-Chancellor, the Rector, the President, the Directors-General, the Vice-Presidents, the Deans, and the Directors;
 - (ii) members of the Board of Trustees, the Board of Governors, the Academic Council and other Authorities;
 - (iii) Teachers; and
 - (iv) such other officers as may be prescribed.

CHAPTER III OFFICERS OF THE UNIVERSITY

8. Officers of the University: The following shall be the officers of the University, namely:

- (i) the Chancellor;
- (ii) the Pro-Chancellor;
- (iii) the Rector;
- (iv) the President;
- (v) the Directors-General of Academies;
- (vi) the Vice-President(s);
- (vii) the Deans;
- (viii) the Directors; and
- (ix) such other persons as may be prescribed by Regulations to be the officers.

THE SCHEDULE THE FIRST STATUTES (See SECTION 45)

1. The Faculties, Institutes and Academies: (1) The University shall have the following faculties, institutes and academies, namely:

- (i) Faculty of Shari'ah and Law;
- (ii) Faculty of Usuluddin;
- (iii) Faculty of Da'wah Wa al I'lam;
- (iv) Islamic Research Institute;
- (v) International Institute of Islamic Economics;
- (vi) Institute of Linguistics and Languages;
- (vii) Institute of Applied Sciences;
- (viii) Institute of Social Sciences;
- (ix) Institute of Education;
- (x) Shari'ah Academy;
- (xi) Academy for Da'wah and Training of Imams;
- (xii) Institute of Medicine and Health Sciences;
- (xiii) Institute of Engineering and Technology; and
- (xiv) Such other faculties, institutes or teaching, research and training units as may be prescribed by Statutes.

(2) Each Faculty, Institute, Academy or teaching, research and training unit shall cover such subject or group of subjects as may be prescribed.

3. Statutes for Institutes, Academies etc: (1) The Statutes of the Islamic Research Institute, the International Institute of Islamic Economics, the Shari'ah Academy and the Academy for Da'wah and Training of Imams shall be such as prescribed in Annexure to the First Statutes.

(2) They shall remain in force until amended or replaced in the prescribed manner.

Annex I

ISLAMIC RESEARCH INSTITUTE

1. Establishment of the Institute– The Islamic Research Institute, hereafter in this Annex referred to as the Institute, established under Notification No.F.15-1059-E-IV, dated 10th March, 1960, and referred to in Section 43 of the Islamic University Ordinance, 1980 (LIII of 1980), shall be reconstituted in the manner described in these Statutes.

2. Objectives and Functions of the Institute–^{††} (1) The objectives and functions of the Islamic Research Institute shall be to –

- (i) act as the research arm of the University and conduct research in the fields prescribed by Academic Council;

^{††} As amended up to the year 2000

- (ii) develop and disseminate methodology for research in various fields of Islamic learning;
- (iii) study/interpret the teachings of Islam in the context of the intellectual and scientific progress of the modern world;
- (iv) identify and study contemporary problems of the world of Islam;
- (v) contribute to the revival of Islamic heritage;
- (vi) publish monographs, books, research reports, research journals and such other research material as may be considered necessary for the promotion of knowledge of Islam;
- (vii) serve as a clearing house of knowledge on various aspects of Islam;
- (viii) appoint study groups for identifying issues faced by the Muslim society;
- (ix) organize seminars, conferences, symposia and workshops to promote harmonious understanding amongst various schools of thought in Muslim societies;
- (x) perform such other functions as may be necessary for realization of its objectives.

3. **Council**– (1) There shall be a Council of Islamic Research Institute consisting of:

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|--------|--|---------------|
| (i) | President | Chairman |
| (ii) | A Vice-Chairman may be appointed by the Board of Governors in consultation with the University President | Vice-Chairman |
| (iii) | One representative of Board of Trustees | Member |
| (iv) | One representative of Board of Governors | Member |
| (v) | One eminent scholar not belonging to University to be nominated by President | Member |
| (vi) | One of the Vice-Presidents to be nominated by the President | Member |
| (vii) | Three eminent persons/scholars/experts/judges to be appointed by the Board of Governors | Members |
| (viii) | Director General of the Institute | Member |

- (2) The members, other than ex-officio members of the Council shall hold office for a period of two years and shall be eligible for re-appointment.
- (3) The quorum for a meeting of the Council shall be one-half of the total number of members, fraction being counted as one.
- (4) Chairman of Council shall in consultation with Director General of the Institute appoint a faculty member as Secretary of the Council.

- (5) The meetings of the Council shall be convened ordinarily at ten days notice specifying the time, date and place for the meeting and supplying the agenda with working papers, but a meeting in emergency may be called at a notice of not less than three days.

4. Powers and functions of the Council of Islamic Research Institute–

(1) Under the overall supervision and control of the Board of Trustees/Board of Governors Council of Islamic Research Institute shall subject to the provisions of the International Islamic University Ordinance and the Statutes, exercise general supervision over the affairs of the Institute.

- (2) In particular and without prejudice to the generality of the foregoing provisions, the Council shall have the powers to:-
- (i) approve plans policies and programmes for achievement of the objectives and functions of the Institute.
 - (ii) evaluate performance of the Institute.
 - (iii) *deleted*.
 - (iv) recommend the annual statement of accounts and the annual & revised budget estimates of the Institutes and forward it to the Coordination Committee through President IIU and after its clearance to Finance and Planning Committee for review and recommendation and submission to Board of Governors for final approval.
 - (v) develop and promote collaboration with related bodies/institutions for achievement of the objectives and functions of the Institute.
 - (vi) set up such advisory committee(s) as it may deem necessary.
 - (vii) promote and develop schemes for faculty development, research and publications, and library development, and
 - (viii) perform such other functions as may be necessary for the realisation of the objectives and functions of the Institute.

6. Director-General– (1) There shall be a Director General of the Institute who shall be a professor or scholar of eminence and appointed by the Board of Governors on the recommendation of President.

- (2) Director General shall be appointed for a period of four years and shall be renewable.
- (3) The terms and conditions of appointments of Director General shall be determined from time to time by Board of Governors.
- (4) Director General shall be the academic and executive head of the Institute and shall be responsible to Council of the Institute.

- (5) Without prejudice to the generality of the foregoing provisions, the Director General shall have the powers to:-
 - (i) take all measures to implement all plans/ policies/ programmes and guidelines laid-down by Council of the Institute;
 - (ii) appoint from time to time committees or sub-committees for specified periods with clearly defined functions and terms of reference for assisting him in academic/administrative affairs of the Institute;
 - (iii) plan before Council an annual report about the performance and activities of the Institute and Council shall forward them to Board of Governors; and
 - (iv) submit the Annual reports and Minutes of Council's meetings to Board of Governors;
 - (v) perform such other functions as may be assigned to him by Council.

7. Finance and Personnel.– (1) Each Institute/Academy, or a unit for which a separate budget is required to be prepared will be provided with adequate staff to look after and coordinate its administrative and financial matters.

- (2) For a unit which receives an independent recurring grant, accounts and record shall be maintained by the Unit itself, including the responsibility for arranging the audit of those accounts by the external and government auditors.
- (3) All the academic and non-academic staff posted in the Institute shall be under the administrative control of the Director General.

CHAPTER NO. 2

Academic, Research, and Administrative Departments, Centers, and Units of the Islamic Research Institute.

1. To facilitate the functions of the IRI and to achieve its objectives, the Islamic Research Institute shall have research and academic departments and centers for each specialization of Islamic learning or a group of specializations as may be prescribed, and each research department and center shall be headed by a Chairperson/Director.
2. The Institute shall have following core academic and research departments:
 - i- Department of the Qur'ānic Studies
 - ii- Department of Hadīth and Sunnah

- iii- Department of Fiqh & Law
 - iv- Department of Islamic Thought, History and Culture
 - v- Department of Contemporary Muslim World (Ummah)
 - vi- Department of Comparative Studies of World Religions
3. The Institute shall have following academic and research centers to perform specific functions and achieve specific objectives as determined from time to time:
- i- National Sirah Study Center and Library
 - ii- IRI Research Support Center
 - iii- Paigham-e-Pakistan: Center for Peace, Reconciliation and Reconstruction Studies
 - iv- Center for Study of Islam, Human Rights and Democracy
4. Each academic and research department/center of the Institute will contribute in the academic and research activities of the Institute so that it can act as a research arm of the University and conduct research as a clearing house of knowledge on various aspects of Islam such as Quran, Hadith, Tafseer, Sirah, Ilm-al-Kalam, Jurisprudence, Fiqh, Law, Religion, Philosophy, Psychology, Anthropology, Sociology, Culture, Civilization, Political Science, Economics, Language, Literature, History, Science and Technology with an Islamic perspective. It will also develop and disseminate methodology for research in the prescribed domain and contribute in the study and interpretation of the teachings of Islam in the context of the intellectual and scientific progress of the modern world for the identification of contemporary challenges of the Muslim world. Each department/center of the Institute will also contribute in the publication of monographs, books, research reports, research journals and such other research material as may be considered necessary for the promotion of knowledge of Islam. The Institute shall organise seminars, conferences, symposia and workshops to promote harmonious understanding amongst various schools of thought in Muslim societies through these departments and centers. The departments and centers of the Institute shall also perform functions as may be assigned to them from time to time for realisation of the objectives of the Institute in accordance with the vision and mission of IIUI.
5. Each academic and research department/center of the Institute will consist of faculty members of the Institute such as research investigators, teaching/research associates, lecturers, assistant professors, associate professors and professors, who are working in the Institute. The temporary or visiting research fellows can also be appointed in the departments and centers through an approved procedure.
6. Each department/center will be headed by a Chairman/Director/Head/In-charge, appointed by the competent authority in a prescribed manner.

The Chairperson of a Research Department or Director of the Center shall be appointed by the President/Chairman IRI Council on the recommendations of the Director General IRI from amongst most senior professors/associate professors of the Department/Center for a period of three years, and will be eligible for reappointment after expiry of the term, *provided* that where there is no professor or associate professor in a Research Department/Center, it shall be looked after by the Director General IRI with the assistance of the most senior teacher of the Department who shall be appointed as Head/In-charge of the Department/Center with the approval of the competent authority.

7. The Chairperson/Director/Head/In-charge shall plan, organise and supervise the work of the Department and shall be responsible to the Director General for the work of his Department/Center. The Chairperson/Director/Head/In-charge will be entitled to a Chairperson/Director/Headship/In-charge allowance as per University approved rates.
 8. The IRI Council shall have the power to establish a new academic and research department/center.
 9. The Institute shall have following Administrative Sections and Units:
 - i- Human Resource Section
 - ii- General Administration Section
 - iii- Finance Section
 - iv- Publication Section
 - v- Printing Press Section
 10. A new administrative section/unit can be created in the Institute on the recommendation of the Director General with the approval of the President IIUI/Chairman IRI Council.
 11. The performance of the scholars of IRI will be evaluated by their contribution in research, planning, management and publication. In addition to regular work of coordination, planning and contribution in the activities of IRI each scholar will be required to publish at-least two articles in HEC recognized journal per year or a monograph. The performance of the scholar will be evaluated on a quantitative as well as a qualitative basis. In the process of evaluation, the scholar's capacity of initiative and drive will also be checked. A separate performa will be designed for evaluation and reporting of the performance of IRI's scholars.
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CHAPTER NO. 3

Islamic Research Institute Committees Rules

In terms of IIU Statues as amended up to April 14, 2000, Chapter 2, Clause 4(5)ii, the Islamic Research Institute shall have the following Committees. Each committee will be for the period of three years:

1- IRI Research and Training Advisory Committee:

The Research and Training Advisory Committee of the IRI will be the Advisory body of its research and training programmes. This Committee will monitor, evaluate and suggest new research projects and proposals for other academic activities of the Institute. It will also initiate the proposals for establishment of new academic centers/departments and suggest IRI training programmes. The composition of the IRI Research and Training Advisory Committee will be as under:

1	Director General	Chairman
2	Director (Academics), IIUI	Member
3	Two Scholars from outside IIUI (<i>Not below the rank of Associate Professor</i>)	Members
4	Two Scholars from IRI (<i>Not below the rank of Assistant Professor</i>)	Members
5	In-charge Publications, IRI	Member
6	Additional Director / Deputy Director (A&F)	Member / Secretary

2- IRI Publications Committee:

IRI Publications Committee will be responsible for approving the publications of IRI books, manuscripts and journals. It will also be responsible to recommend various policies regarding IRI Publications i.e. Marketing Policy, Discount Policy, Price Fixation Policy, Circulation of IRI Journals and other related matters regarding the IRI publications. The composition of the IRI publication committee will be as under:

1	Director General	Chairman
2	One Dean from IIUI	Member
3	Two Scholars from outside IIUI (<i>Not below the rank of Associate Professor</i>)	Members
4	Two Scholars from IRI (<i>Not below the rank of Assistant Professor</i>)	Members
5	In-charge Publications, IRI	Member / Secretary
6	Chief / Principal Librarian, DMHL	Member
7	Press Manage/Deputy Director (Press)	Member
8	Additional Director/Deputy Director (A&F)	Member

3- IRI Printing Press Committee:

The IRI Press Committee will be responsible to monitor the overall performance of IRI Printing Press and suggest suitable measures for further development of the press. The committee will also be responsible for procurement for the press whilst observing the applicable procurement rules. The Director General IRI will take important decisions of the IRI Press with the help of this committee. The committee will also recommend to IRI Council on various proposals for development of the IRI Press. The composition of the IRI Printing Press Committee will be as under:

1	Director General	Chairman
2	Two Scholars from IRI (<i>Not below the rank of Assistant Professor</i>)	Members
3	In-charge Publications, IRI	Member
4	Additional Director/Deputy Director (A&F)	Member
5	Press Manager/Deputy Director (Press)	Member / Secretary
6	Assistant Director (Accounts), IRI	Member
7	IRI Press Supervisor	Member

4- IRI Library Committee:

The IRI Library Committee will be responsible for running the affairs of Dr. Muhammad Hamidullah Library and Research Center and will recommend appropriate measures for preservation and acquisition of books. It will also suggest the measures for uplift and development of the Library. The composition of the Library Committee will be as under:

1	Director General	Chairman
2	Chief Librarian, IIUI	Member
3	Two Scholars from IRI (<i>Not below the rank of Assistant Professor</i>)	Members
4	Principal Librarian, DMHL	Member / Secretary
5	Additional Director/Deputy Director (A&F)	Member
6	Press Manager/Deputy Director (Press)	Member
7	Assistant Director (Accounts), IRI	Member

CHAPTER NO. 4

Instructions for the Submission, Review and Publication of Articles in IRI Journals

The Islamic Research Institute (IRI), International Islamic University, Islamabad has adopted a distinct policy of blind peer-review for its publications since its inception. The relevant instructions in this regard are as follows: -

1. The term IRI Journals will be used for following quarterly refereed Journals being published by IRI: -
 - i. *Islamic Studies*;
 - ii. *Fikr-o Nazar*
 - iii. *Al-Dirāsāt al-Islāmiyyah*
 - iv. Any other journal to be published by the Institute
2. IRI Journals are HEC approved journals; therefore the HEC criteria along with IRI's own standards will be maintained in publication of quality research papers in IRI Journals.
3. Each IRI Journal will maintain its diverse editorial board and advisory board as per HEC criteria.
4. IRI Journals will follow guidelines issued by HEC time to time.
5. All journals must fulfill HEC criteria for maintaining its current status or up-gradation into the next category.
6. IRI journals must ensure that no typographical errors occur in text of the Al-Qur'ān and Hadith. The accuracy of quotations and references must also be ensured. Moreover, the editors must ensure that verses of the Al-Qur'ān and text of Hadith are copied from authentic e-sources (e.g. *Mushaf al-Madinah*) for the purpose of clarity and avoiding reading mistakes.
7. Language and style of articles should be up to mark. Transliteration of non-English words should be made in accordance with that of the IRI/Islamic Studies format.
8. Each IRI Journal must follow uniform format of endnotes/footnotes/referencing throughout the Journal.
9. It is the responsibility of the Editors of IRI Journals that nothing repugnant to mainstream Islamic teachings is included in IRI journals. The article published in the journal must be in accordance with the mission and objectives of IIUI and IRI. The article must not contribute to hate literature, extremism, sectarianism and anti-State views.
10. Each article must be based on original research, exploring new dimensions of knowledge.
11. Each IRI Journal will update its list of experts/evaluators for evaluation of articles on the basis of following format:

Sr. No.	Name, Address and Designation of the Experts	Contact information Email, Phone No., etc.	Specialization

12. Each IRI journal will prepare a comprehensive style and formation policy and devise guidelines for reviewers.
13. The minimum qualification for an evaluator of IRI journals' articles will be an Assistant Professor or equivalent with Ph.D. in the relevant discipline.
14. The evaluator of an article must be of the equal rank or above from the rank of the author of the article e.g. an article authored by an Assistant Professor must be evaluated by an expert who should be an Assistant Professor or above. An article submitted by a professor will only be evaluated by a person who is a professor himself or herself.
15. The policy of blind peer-review will strictly be maintained and authors will not be informed about the particulars of the evaluators.
16. Each IRI Journal will develop a pro forma to facilitate the process of blind peer review. This pro forma along with guidelines for evaluation of the articles will be sent to evaluators along with articles preferably in soft form.
17. Each IRI Journal will maintain its website. The policy and style formation of each journal will be placed on the website. Soft copies of the journals/published articles will also be made available on the website.
18. Along-with traditional methods of submissions of articles, online article submission system will also be devised.
19. Proper soft article submission record system will be maintained and all record of the accepted/rejected and accepted conditionally articles will be maintained.
20. On receipt of an article for publication, any of the editors or any internal member of the Editorial Board will do initial review of the article.
21. The author will be bound to submit a certificate showing that this is his or her original work and was not previously submitted for publication elsewhere.
22. The further process of the article for blind peer-review will be initiated only if apparently the article meets minimum standards of IRI Journals.
23. If the article is rejected at the initial stage, the reasons will be recorded and presented in the meeting of the Editorial Board of the concerned IRI journal.

24. If the article at the initial review is considered appropriate for further process of review then it will be processed for blind review as per IRI Policy in confidentiality. The article will also be checked for plagiarism by the Editor/Assistant Editor before commencement of the peer-review process.
 25. If the Editor of a journal is a full professor or associate professor then he will appoint a minimum of two evaluators for blind peer-review of the article from the panel approved by IRI Research and Training Advisory Committee.
 26. If the Editor of the journal is less than a professor or associate professor then the evaluators for peer review of the articles will be appointed with the approval of the Director General of IRI.
 27. Maximum effort will be made to ensure that at least one evaluator of each article is from abroad.
 28. 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 equal to the amount of his remuneration instead of cash.
 29. 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.
 30. Before the publication of an article, Editors and Assistant Editors of IRI Journals will work closely with the authors to improve the manuscript as per IRI Journals' format.
 31. After completion of all process the articles will be included in the issues of the Journals as per IRI policy.
 32. Regular meetings of IRI Journals' Editorial Boards will be held to review the process of publication of the Journals.
 33. The Editorial Boards may evaluate critically the recent issues for improvement in the upcoming issues of the journals.
 34. Efforts for maximum circulation of IRI Journals through the Internet and post will be made in collaboration with the editors, publication and marketing department of IRI.
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CHAPTER NO. 5

Instructions for Submission, Review and Publication of Books & Manuscripts by IRI

1. On the receipt of a book or manuscript, the initial review will be done by the concerned Chairman/Director/Head/In-charge of the Academic & Research Department of IRI.

2. The further process of the review will be initiated only if concerned Chairman/Director/ Head/In-charge of the Academic & Research Department of IRI is satisfied of the quality of the manuscript.
3. Each academic and research department/center of IRI shall prepare a comprehensive panel of experts in the relevant field, and get it approved from the Research and Training Supervisory Committee and shall be updated periodically for peer-review of books and manuscripts received for publication on the following format:

Sr. No.	Name, Address and Designation of the Experts	Contact information Email, Phone No., etc.	Specialization

4. After initial review of the book/manuscript, if the head of the department approves it for further process, the manuscript along with the names of four persons from the approved panel will be submitted to the Director General IRI for further process.
5. The Director General IRI will approve at least two experts for the review of the books from the proposed list or from the approved panel.
6. The minimum qualification for an evaluator will be an Assistant Professor with Ph.D. in the relevant discipline.
7. The evaluator of a book must hold the same or higher academic rank than the author of the book. For example, an expert who is of Assistant Professor rank or above may evaluate a book authored by an Assistant Professor. An expert below the rank of a Professor may not evaluate a book submitted by a Professor.
8. The policy of blind peer-review shall strictly be maintained and authors will not be informed about the particulars of the evaluators.
9. The concerned Chairman/Director/Head/In-charge of the Academic & Research Department or In-charge Publication Section will send the manuscript for evaluation to the approved experts along with the guidelines for evaluation of manuscripts and a copy of evaluation pro forma.
10. After the completion of the review process the manuscript shall be placed before the Publication Committee that shall decide after due deliberation whether the manuscript should be published, rejected or sent back to the author for its revision in the light of reviewers' comments.

11. Once the decision to publish a manuscript is taken and revision process is complete the manuscript will be sent for its editing, formatting and further process to make it press-worthy as per IRI's stylistic guidance.
 12. The final edited manuscript, in the form of true finalised copy will be placed before the Director General for approval to be sent to Press.
 13. In exceptional cases, the Director General may approve publication of a book in anticipation of approval of the Publications Committee.
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CHAPTER NO. 6

Islamic Research Institute Library Rules, 2017

To manage and regulate the affairs of Dr. Muhammad Hamidullah Library, these Rules shall be followed in order to create a safe and welcoming environment for reading, learning, research and other Library activities, and to ensure the preservation and development of the library's resources. All users to comply with these Rules:

1. Definitions

- 1.1. 'Library' means Dr. Muhammad Hamidullah Library, Islamic Research Institute, IIUI.
- 1.2. 'Member' means any person who has registered himself/herself to use the Library.
- 1.3. 'Rules' mean the Islamic Research Institute Library Rules, 2017

2. Opening Hours

The Chief Librarian / Principal Librarian shall fix from time to time the opening hours of the Library with the approval of the Director General. Generally, the following opening hours will be observed:

Monday – Thursday	8:00 A.M. to 8:00 P.M.
Friday	8:00 A.M. to 1:00 P.M. and 2:00 P.M. to 7:00 P.M.
Saturday	8:00 A.M. to 3:30 P.M.
Sunday and Public Holidays	Closed

During the holy month of Ramadan, timings will be changed according to IIUI policy with the approval of the Director General.

3. Membership

All users shall obtain membership of the Library in order to avail borrowing facility. A membership card will be issued to each Member as a proof of membership.

3.1. *Membership Categories, Eligibilities, and Procedure*

3.1.1. Regular Member:

All employees of Islamic Research Institute specifically permanent employees of International Islamic University and its other constituent units are eligible for regular membership. Candidates for Regular membership will submit filled application form at Reader Services Desk along with a recent photograph to obtain membership. The duly filled form should be recommended by the concerned DG / Dean / Director / Chairperson / Head / In-charge. The Chief Librarian/Principal Librarian or his/her authorized officer will issue the membership card. Membership duration of contract/visiting scholars will be for contract/visit duration.

3.1.2. Student Member:

Students enrolled/registered in any B.S. / M.A. / M.Sc. / M.S./ M.Phil. /Ph.D. program at IIUI are eligible for student membership. Candidates for Student membership will submit the application form at Reader Services Desk along with attested copies of recent photograph, student card and photo ID to obtain membership. The duly filled form should be recommended by the concerned Dean / Director / Chairperson / Head / In-charge. The Chief Librarian/Principal Librarian or his/her authorized officer will issue the membership card. Student Membership will be renewed every semester.

3.1.3. External Member:

Academics or researchers not affiliated with IRI or IIU who wish to get benefit from the Library are eligible for External Membership. Such candidates may seek permission from the DG / Chief Librarian / Principal Librarian to obtain membership and subsequently use the Library. Such members may avail all library services except borrowing and scholar cabin facilities. This membership will be valid for one year on payment of non-refundable annual fee and refundable security deposit decided from time to time by the competent authority. The membership will be extendable on payment of non-refundable annual fee. Those who wish to become External Members shall submit their application form at Reader Services Desk along with attested copies of photograph and a valid photo, ID and original receipt of paid membership fee to obtain membership. The duly filled form should be

recommended by the Class-I Gazetted Officer. The Chief Librarian/ Principal Librarian or his/her authorized officer will issue the membership card.

3.1.4. Temporary Members/Visitors:

Temporary membership will be issued to those visitors/scholars who want to use the Library on temporary basis for a period of one day to four weeks. Applicant of the temporary membership will submit the specified form at Reader Services Desk along with a copy of valid photo ID. The Chief Librarian / Principal Librarian or his/her authorized officer will issue the membership ticket. Temporary membership will not be extendable.

3.2. *Borrowing Privileges*

Regular and student members of the Library will have the privilege to borrow items from the Library. These members along with their loan limits are specified as under:

Sr. No.	Type of Regular Members	No. of Items	Loan Period
i	Rector/President/VPs/Deans/DGs	15	One month
ii.	IRI Scholars	15	One month
iii.	IRI Officers	05	One month
iv.	University faculty members (Professor, Associate Professor, Assistant Professor, Lecturer, Research Associate)	05	One month
v.	Non-Academic staff of the University	2	One month
vi.	Ph.D./M.Phil./MA/M.Sc. Students	2	One month

3.3. *Renewal and Hold*

3.3.1. A member can request to renew an item for a further period if the item is not overdue or requested for hold by another member.

3.3.2. A member can request to hold a checked out item to borrow. Hold item will be kept on Circulation Desk for three days.

3.4. *Library Notices*

3.4.1. The Library will send notices about overdue books/items through email/postal mail/by-hand to return.

3.4.2. Pickup notices will be sent to members who have requested to reserve an item to borrow.

3.4.3. Fine notices will be sent to members to inform about fine details.

4. Admission to Library

- 4.1.** At the main entrance of the Library, every member shall be required to write his/her name and department/address in the visitor's register or swipe his/her membership card.
- 4.2.** The Gate Keeper/Library Attendant at the entrance/exit is authorized to examine all things that are taken into or out of the Library.
- 4.3.** While entering the Library all personal belongings, except note-book(s) and laptop (without bag) shall be deposited by each reader at the Counter located at the entrance.

5. Liabilities of the Members

- 5.1.** The members shall not sub-lend the books/items issued to them from the Library.
- 5.2.** Before getting the books/items issued any mutilations or markings should be pointed out by the member to the Issue Counter Assistant and his initials be obtained there, otherwise the member shall be responsible for mutilations and markings if discovered.
- 5.3.** In case of any damage or loss of book/items, the member shall be required to replace the book or pay the cost of replacement of the book. The price to be charged will be determined by the Chief Librarian/Principal Librarian.
- 5.4.** If a volume of a set/series is lost or mutilated the member concerned shall be liable to replace the whole set/series or pay the replacement cost of the same.

6. Restricted Categories of Reading Material

Reference books, manuscripts, periodicals, CDs, microfilms and such other materials as may be placed under restricted categories by the Chief Librarian/Principal Librarian or his/her nominated officer may not be lent out ordinarily. However, in special circumstances, the rules may be relaxed for their issuance for a limited period. The decision of the Chief Librarian/Principal Librarian in such cases shall be final.

7. Inter-Library Loan

Books and other reading materials not available in the library may be loaned for the use of the readers under Inter-library loan (ILL) from other libraries. Similarly, reading materials may be loaned to other libraries when a requisition is received from a library with which IRI Library has an ILL agreement.

8. Fees and Fines

The fees and fines mentioned at Annex A shall apply and may change from time to time.

- 8.1** Library membership card will be issued on payment of card fee.
- 8.2** External members will pay non-refundable annual fee and refundable security deposit.
- 8.3** Fee for duplicate membership card will be charged from all membership categories.
- 8.4** Per day fine will be charged on overdue borrowed book/item.
- 8.5** Fine will be waived off on the recommendation of Principal Librarian by Director General/Chief Librarian.
- 8.6** Refundable security deposit shall be considered as a donation to the Library if it remains unclaimed for a period of five years from the date on which a member ceases to be member of the Library.

9. General Rules

- 9.1.** The library may recall any book/item from any member as and when required.
- 9.2.** Readers shall vacate their seats ten minutes before the closing time of the library.
- 9.3.** In case of any complaint about the services, the members should not enter into any argument with the staff and should bring their complaint into the notice of the Chief Librarian/Principal Librarian/Reader Services Librarian.
- 9.4.** The Chief Librarian/Principal Librarian reserves the right to suspend/cancel the membership privilege of any member found misbehaving with the Library staff or involved in any other indecent behaviour. Such a member will also be liable to be expelled from the Library.

- 9.5. The readers shall keep silence and overall graceful behaviour in the Library.
- 9.6. Smoking and spitting are prohibited.
- 9.7. Members should use trash bins to keep library neat and clean.
- 9.8. Members may not wear shorts while using library services.
- 9.9. Members should keep their cell phones on silent mode or switch it off. They are not allowed to use their cell phones for conversations within the Library.

Fees and Fines

1. Regular and Student Members shall pay Rs.300/- for issuance of library membership card.
2. External members shall pay Rs. 1000/- non-refundable annual fee and Rs. 5000/- refundable security deposit decided by time to time.
3. Rs. 500/ will be charged for a duplicate membership card from all membership categories.
4. Rs. 5/- will be charged as an overdue fine on a borrowed book per day.

ANNEXURES TO THE COMPENDIUM**ANNEX-A
DEFINITIONS**

1. The University: The University means International Islamic University, Islamabad (IIUI) as constituted under IIU Ordinance No. XXX of 1985.
2. The Institute: The Institute means Islamic Research Institute (IRI) which is a Constituent Unit of International Islamic University, Islamabad and functions under the provisions of IIU Ordinance No. XXX 1985.
3. The President: The President means the President of International Islamic University, Islamabad who is also Chairman of the Council of Islamic Research Institute.
4. The Director General: The Director General means the Director General of Islamic Research Institute who is Administrative and Academic Head of the Institute.
5. The Council of IRI: The Council of IRI means the highest statutory body of the Institute and is entrusted in formulating the research policies and evaluating the performance of the Institute.
6. Academic & Research Departments of IRI: The Academic & Research Departments of IRI means the Departments which are established for conducting research on various fields of Islam.
7. Centers of the Institute: The Centers of the Institute means the Centers which are established in IRI for conducting research and training programs on various themes.
8. Administrative Sections of IRI: Administrative Sections means the Administrative Units of IRI which are performing various administrative duties.
9. Dr. Muhammad Hamidullah Library: Dr. Muhammad Hamidullah Library (DMHL) means Library and Resource Center, which is situated in the premises of IRI and integral part of IRI.
10. IRI Printing Press: IRI Printing Press means the Printing Press which is working under the administrative control of IRI and is integral part of IRI.
11. IRI Scholars: IRI Scholars mean the Faculty Members of the Institute such as Research Investigators, Teaching/Research Associates, Lecturers, Assistant Professors, Associate Professors and Professors who are working in IRI.

12. IRI Journals: IRI Journals mean research Journals: (i)-Islamic Studies (ii)-Fikr-o Nazar and (iii) Al-Dirāsāt al-Islāmiyyah and any other journal which are being published/to be published by IRI.
13. Officers of IRI: Officers of IRI means administrative and academic officers of the Institute such as Director General, Director, Additional Director, Deputy Director, Assistant Director, Audit Officer and other Officers of the Institute in BPS-17 and above.
14. Other Staff: Other staff means supporting staff in BPS-1 to 16 working in the Institute.

ANNEX-B

HISTORY & OBJECTIVES OF THE INSTITUTE

1. Islamic Research Institute, International Islamic University, Islamabad is a pioneer research institution in Pakistan. The Institute was proposed in the Article 197 of 1956 Constitution of the Islamic Republic of Pakistan, which is reproduced as under:

- (1) The President shall set up an organisation for Islamic research and instruction in advanced studies to assist in the reconstruction of Muslim society on a truly Islamic basis.
- (2) Parliament may by Act provide for a special tax to be imposed upon Muslims for defraying expenses of the organisation set up under clause (1), and the proceeds of such tax shall not, notwithstanding anything in the Constitution, from part of the Federal Consolidated Fund.

2. In the light of this provision of the Constitution, the President, Islamic Republic of Pakistan constituted a Committee for establishment of Islamic Research Institute. The Committee, in its meeting held on March 14, 1958 approved following resolution:

RESOLUTION

EMBODYING AIMS AND OBJECTS OF THE CENTRAL

INSTITUTE OF ISLAMIC RESEARCH ADOPTED BY

THE ORGANISING COMMITTEE

3. This Institute will be concerned with the study of Islam and its civilization and culture, and will promote research in all branches of thought and learning, in which Muslims have distinguished themselves in the past and which are of importance to them in present day conditions, in order to assist in the reconstruction of Muslim society on a truly Islamic basis.

4. In pursuance of the Article 197 of the Constitution of Islamic Republic of Pakistan of 1956 and on the basis of the recommendation of the Organising Committee constituted by the President of the Islamic Republic of Pakistan for establishment of Islamic Research Institute, the Islamic Research Institute was established on 10th March 1960 vide Notification No.F.15-1059-E-IV with a view to organize research on Islam to give it a rational and scientific interpretation in the context of modern age and to bring out the achievement of Muslims in the fields of History, Philosophy, Science and Culture.

5. In the Constitution of the Islamic Republic of Pakistan 1962, the Constitutional Provisions regarding the Islamic Research Institute were as under:

CHAPTER: 2- ISLAMIC RESEARCH INSTITUTE

207. (1) There shall be an organisation to be known as Islamic Research Institute which shall be established by the President.

(2) The function of the Institute shall be to undertake Islamic research and instruction in Islam for the purpose of assisting in the reconstruction of Muslim society on a truly Islamic basis.

6. From its inception on 10th March 1960 until 1980, the Institute worked under the umbrella of various Ministries of Government of Pakistan such as Ministry of Education, Ministry of Law and Parliamentary Affairs and Ministry of Religious Affairs. The details are as under:

Name of Ministry	Period
Ministry of Education	10.03.1960 to 19.07.1965
Ministry of Law & Parliamentary Affairs	20.07.1965 to 19.08.1974
Ministry of Religious Affairs	20.08.1974 to 20.08.1977
Council of Islamic Ideology	21.08.1977 to 06.03.1978
Ministry of Law & Parliamentary Affairs	07.03.1978 to 09.05.1978
Ministry of Religious Affairs	08.07.1978 to 23.03.1979
Independent	22.03.1979 to 25.11-1980
International Islamic University	26.11.1980-30.03.1985
Constituent Unit of International Islamic University	31.03.1985-

7. In 1980, it became research arm of Islamic University and later on as Constituent Unit of International Islamic University, Islamabad in 1985.

OBJECTIVES AND FUNCTIONS OF IRI

1. The Objectives of the Institute were first time notified along with establishment of the Institute, vide Notification No.F.15-1059-E.IV, dated 10th March, 1960 which are reproduced as under:

The objectives of the Institute shall be:

- (i) To define Islam in terms of its fundamentals in a rational and liberal manner and to emphasis among others the basic Islamic ideals of universal brotherhood, tolerance and social justice;
- (ii) To interpret the teachings of Islam in such a way as to bring out its dynamic character in the context of the intellectual and scientific progress of the modern world;
- (iii) To carry out research in the contribution of Islam to thought, science and culture with a view to enabling the Muslims to recapture an eminent position in these fields;
- (iv) To take appropriate measures for organizing and encouraging research in Islamic, history, philosophy, law and jurisprudence, etc.

2. In 1965 vide notification No.F.24(23)/65-A dated 20th July, 1965 the Islamic Research Institute was reorganized and its functions were determined as under:

Functions:

'3. The functions of the Institute shall be to undertake Islamic Research and instruction in Islam for the purpose of assisting in the re-construction of Muslim Society on a truly Islamic basis.'

3. The Objectives of the Institute were revised in 1979 and were articulated as under:

3. The aims, objects and functions of the Institute shall be as follows:

- (1) To undertake and promote research on a continuing basis into the socio-economic, administrative, legal and political aspects of a Muslim society and polity, with particular reference to Pakistan, with a view to their reconstruction on a truly Islamic basis and to conduct surveys, seminars and symposia for this purpose.
- (2) To study the contemporary problems of the World of Islam including the causes leading to the decline of Muslim power 'and influence, to suggest solutions for those problems in the light of the injunctions and teachings of Islam and their application to different aspects of a progressive Muslim society and polity.
- (3) To provide information, advice and consultation to the Council of Islamic Ideology, Ministries and other agencies on matters referred to it and falling within the purview of the institute.

(4) To advise and assist the Shariah Faculty of the Quaid-i-Azam University, Islamabad, in the planning and formulation of the curriculum of that Faculty and also to provide on request the services of the institute's scholars and academic staff for part-time teaching and instruction at the Quaid-i-Azam University.

(5) To advise and assist in the revision and coordination of the syllabi and curricula of the "Deeni Madaris" and those of other educational Institutions in order to achieve greater harmony and complementarity between the courses of instruction so as to provide a proper grounding in Islamic teachings and in the best elements of contemporary knowledge and education.

(6) To assist in providing facilities for basic training to and suitable instruction material for the Imams and Khatibs of Mosques and the teachers of Islamiyat in different educational institutions.

(7) To cooperate with national and international agencies in all such activities as lead to the attainment of the above objectives.

(8) To publish and disseminate the results of research undertaken or sponsored by the Institute and its scholars as well as to promote the publication of significant research efforts undertaken by other institutions and individuals for propagation of the basic values and teachings of Islam and the dynamic elements of the Muslim cultural heritage.

(9) Subject to the availability of staff and other resources the Institute may, in addition to the above functions, promote and coordinate research and studies into contemporary and classical writings of Muslim scholars and thinkers and the contributions made by them to different fields of human knowledge like medicine, astronomy, chemistry, mathematics, philosophy, culture and civilization.

4. In 1985, the Institute became the Constituent Unit of IIUI and as per IIUI Ordinance 1985 Annexure-1, the Objectives and Functions of the IRI are as under:

- (i) act as the research arm of the University and conduct research in the fields prescribed by Academic Council;
- (ii) develop and disseminate methodology for research in various fields of Islamic learning;
- (iii) study/interpret the teachings of Islam in the context of the intellectual and scientific progress of the modern world;
- (iv) identify and study contemporary problems of the world of Islam;
- (v) contribute to the revival of Islamic heritage;
- (vi) publish monographs, book, research reports, research journals and such other research material as may be considered necessary for the promotion of knowledge of Islam;
- (vii) serve as a clearing house of knowledge on various aspects of Islam;
- (viii) appoint study groups for identifying issues facing the Muslim society;
- (ix) organise seminars, conferences, symposia and workshops to promote harmonious understanding amongst various schools of thought in Muslim societies;
- (x) perform such other functions as may be necessary for realisation of its objectives.

Annexure-III**THE IQBAL INTERNATIONAL INSTITUTE FOR RESEARCH & DIALOGUE (IIIRD)****1. GOVERNING COUNCIL**

(1) There shall be a Governing Council of Iqbal International Institute for Research and Dialogue consisting of:-

- | | |
|---|------------------|
| i) Rector, IIUI | Chairman |
| ii) President, IIUI | Vice-Chairman |
| iii) Two representatives of Board of Governors, IIUI | Members |
| iv) Three scholars/eminant persons to be nominated by the Rector in consultation with the Vice-Chairman | Members |
| v) Executive Director of the Institute | Member/Secretary |

(2) The members, other than ex-officio members of the Governing Council shall hold office for a period of two years and shall be eligible for re-appointment.

(3) The quorum for a meeting of Governing Council shall be five.

(4) The meetings of the Governing Council shall be convened ordinarily at a ten days' notice specifying the time, date and place for the meeting and supplying the agenda with working papers, but a meeting in emergency may be called at a notice of not less than three days.

2. POWERS & FUNCTIONS OF THE GOVERNING COUNCIL

(1) The Governing Council of the Institute shall, subject to the provisions of the International Islamic University Ordinance and the Statutes, Rules and Regulations exercise general supervision over the affairs of Institute.

^{††} Initially constitution of the Governing Council of the Iqbal International Institute for Research & Dialogue was approved by the Board of Governors in its meetings held on 23-6-2007 and 24-11-2007 notified vide No.Estab.8(614)/2007-IIU-3200 dated 11-12-2007. Amendment in the constitution of the Governing Council of the Iqbal International Institute for Research & Dialogue was approved by the Board of Governors in its meeting held on 21-03-2019 notified vide No. Estab.2(4)/2009-IRD-IIUI-1231 dated 22-05-2019.

- (2) In particular and without prejudice to the generality of the foregoing provisions, Governing Council shall have the powers to:
- i) approve the annual programmes of the Institutes;
 - ii) to prepare policy guidelines and set priorities;
 - iii) to approve annual recurring and development budget;
 - iv) to appoint the Executive Director of the Institute;
 - v) to appoint full time scholars, consultants and other senior staff on the recommendations of the Selection Board;
 - vi) establish/maintain funds or trusts and to procure funds for providing support for achieving of the objectives of the Institute; and
 - vii) to take such actions as are considered necessary to raise the status or promote the efficiency of the Institute.

3. EXECUTIVE DIRECTOR

- (1) There shall be an Executive Director of Institute who shall be a professor or scholar of eminence and appointed by the Governing Council on the recommendation of Rector.
- (2) Executive Director shall be appointed for a period of upto four years and shall be renewable.
- (3) The terms and conditions of appointments of Executive Director shall be determined from time to time by the Governing Council.
- (4) Executive Director shall be the academic and executive head of Institute and shall be responsible to the Rector and to the Governing Council of Institute for general supervision and guidance.
- (5) Without prejudice to the generality of the foregoing provisions, Executive Director shall have the powers to:
 - i) take all measures to implement all plans/policies/programmes and guidelines laid-down by the BOG and the Governing Council of Institute;
 - ii) appoint from time to time committees or sub-committees for specific periods with clearly defined functions and terms of reference for assisting him in academic/administrative affairs of Institute;

- iii) open and operate Bank Accounts in the name of the Institute with at least two signatories;
- iv) place before Governing Council an annual report about the performance and activities of the Institute and Governing Council shall forward it to Board of Governors;
- v) submit the Annual reports and Minutes of the Governing Council's meetings to Board of Governors; and
- v) perform such other functions as may be assigned to him by the Rector.

***THE IIU STATUTES-2008**

FOR THE AWARD OF BPS-22 TO MERITORIOUS PROFESSOR OF THE INTERNATIONAL ISLAMIC UNIVERSITY

1. (1) These Statutes may be called the International Islamic University Statutes 2008 for the grant of BPS-22 to University Professors.

- (2) They shall come into force with effect from October 06, 2008.

2. PROVISION OF POSTS

- (1) The number of Professors to be promoted to BPS-22 in the University shall be calculated on the basis of 12.5% of the filled posts of the Professors in BPS-21.

3. ELIGIBILITY

- (1) Minimum service in BPS-17/equivalent and above should be 20 years.
- (2) Should have 5 research publications in the past 5 years with at least three (3) research publications in the past 2 years in Refereed Journals.
- (3) Must have produced two Ph.Ds or one Ph.D and five (5) M.Phil in the last 5 years.
- (4) Only those regular Professors who have served at least for 02 (two) years in BPS-21 in the University with Ph.D degree/equivalent terminal degree as determined by HEC.

4. PROCEDURE OF PROMOTION

- (1) The President, IIU shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the Statutes along with (a) Annual Confidential Report (ACRs) of the last five years in BPS-21, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.
- (2) Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.

*The Statutes-1992 regarding grant of BPS-21 and BPS-22 to especially meritorious Professors of the IIU was replaced by the Statutes-2008 with the approval of Board of Trustees (by circulation) notified vide No.Estab.8(534)/2008-IIU-4324 dated 13-11-2008.

- (3) Each eligible University Professor will be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairman, HEC and one representative of Rector, IIU) for the award of BPS-22.
- (4) The University shall calculate total score of each eligible applicant according to the parameters detailed in Clause-4 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the Selection Board for consideration.
- (5) A meeting of the Special Selection Board shall be called to consider cases for award of BPS-22 and the recommendations will be placed before the Board of Governors.
- (6) All promotions to BPS-22 shall be effective from the date of recommendations by the Board of Governors.

5. Grading Procedure (Total 100 marks)

- (1) Length of Service (maximum 15 marks).
- (2) 5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 2-years in BPS-21, subject to a maximum of 15 marks.
- (3) Research Publications: Papers/ books/monograph/patents/crop varieties (approved) (maximum 30 marks).
- (4) 2 marks per paper published in Refereed Journals with impact factor or journals cited in Social Science citation index.
- (5) 06 marks per paper published in local Refereed Journals (in case of Medical Sciences, PMDC recognized journals).
- (6) 2 marks per Patent/Crop Variety (approved), subject to maximum of 6 marks.
- (7) 2 marks per book authored or edited locally, subject to a maximum of 2 marks.
- (8) 1 mark per book authored or edited internationally, subject to a maximum of 4 marks.
- (9) Academic Performance (maximum 30 marks).

No of M.Phil* produced	1 mark per M.Phil maximum of 6 marks.
No of Ph.D produced	5 marks per Ph.D maximum of 15 marks *M.Phil or equivalent qualification of 18 years of schooling with requirement of thesis of at least two Semester duration for partial fulfillment of the terminal degree.
Research Grant Awards	3 marks for less than 1 million and 5 marks for more than 1 million as Principal Investigator (other than the research grants given by the parent University).
<u>Awards/Honours</u>	Maximum <u>6</u> marks)
National Awards (Civil/President)	2 marks per award, maximum of <u>4</u> marks.
International Awards	2 marks per award,
Honours recognized by HEC	maximum of <u>4</u> marks.
HEC Best Teacher award,	
Izaz-e-Kamal	1 mark per award,
Izaze-e-Fazeelat	maximum of 4 marks

- (10) Post Ph.D. Qualification (maximum 5 marks)
Note: Only Post doctorate of at least 6 months duration will be counted.
- (11) Two marks for 6 months to 1 year post doctorate at foreign University/Institute to a maximum of 4 marks.
- (12) 5 marks for one year or more post-doctorate at foreign Institute/University.
- (13) Annual Confidential Reports (maximum 10 marks).

Excellent	2.0 marks
Very Good	1.5 marks
Good	1.0 mark

- Note; 1.Sum Score of ACRs for the last 5 years shall be taken into account.
 2. Top 3 categories irrespective of nomenclature shall be considered.
 3.In case the candidate is a serving President, ACRs of the last 5 years preceding to this appointment as President shall be considered.

(14) Educational Administration (maximum 10 marks)

President, IIU	4 marks per year upto maximum of 10 marks
Vice President, IIU	6 marks per year upto maximum of 8 marks
Dean / Director Center of Excellence	2 marks per year upto maximum of 6 marks
Principal of Constituent College / Chairman of the Department	1 mark per year upto maximum of 8 marks.

6. Miscellaneous

- (1) In case of numbers in fraction, then 0.50 or above will be considered as 1 (e.g 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
- (2) A Professor appointed as President, IIU in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he relinquishes the charge of the office of President, IIU provided he/she has completed one tenure of four years as President, IIU and has been a regular Professor in a Public Sector University prior to his/her appointment as President, IIU The personal grade so granted to him shall not be counted towards the 12.5% quota of BPS-22.

THE IIUI TENURE TRACK SYSTEM STATUTES – 2005

In exercise of the powers conferred by Section 28 of the International Islamic University Ordinance, (XXX of 1985), read with Section 45 thereof, the Board of Trustees of the International Islamic University is pleased, on the proposal of the Board of Governors, to make the following statutes, namely: -

1. **Short title, application and commencement:** - (1) These statutes may be called the Tenure Track System Statutes, 2005.
- (2) These shall come into force at once.
2. **Tenure Track System:** - The Board of Governors may make rules for adoption of Tenure Track System for appointment of members of the academic staff of the University;

Provided that the provisions as contained in Part-I, Part-II and Part-III of the Service Statutes shall not apply to persons appointed through or opting for the Tenure Track System.

*In terms of section 2 of the Tenure Track System Statutes, the IIUI T.T.S Rules-2006 were approved by the Board of Governors in its 52nd meeting held on 9th September, 2006.

*The Board of Governors in its 58th meeting on 24th May 2008 has approved the amendments proposed for incorporation in the IIU Tenure Track Rules-2006 to bring them in conformity with the HEC Model Tenure Track Statutes Version 2.0 of January, 2008.

***The Board of Governors in its 78th meeting held on 01st February, 2016 has approved the adoption of HEC Model Tenure Track Statutes Version 2.0 of January, 2008 in toto for implementation with immediate effect in place of IIUI TTS Rules 2008. A copy of HEC Model Tenure Track Statutes Version 2.0 of January, 2008 is placed at Pages 50 to 79.**

***Model Tenure Track Process Statutes**
Document Version 2.0 January 1, 2008**

*HEC Model Tenure Track Statutes Version 2.0 with all amendments/updates by the HEC from time to time was approved by the Board of Governors in its 78th meeting held on 01-02-2016 and notified vide No. Estab.8(534)/2016-IIU-1463 dated 04-03-2016.

**Some clarifications have been incorporated as Annexures

General Introduction

This document contains the Model Track Process Statutes that specify the rules and regulations pertaining to implementation and execution of the tenure track process at Institutes of Higher Learning, i.e. degree granting institutions, in Pakistan. Since the governance and management structure of a university varies across the various institutions, these statutes have been prepared for a model institution in which the Senate is the governing body, the syndicate is the management body and certain statutory committees are in place to oversee the process of implementation of the procedure described in this document.

In consultation with the Higher Education Commission each institution may modify these model tenure track statutes in light of their particular nature and circumstances. These modifications, however, are to be minor in nature and may not alter the fundamental spirit of the tenure track process of an open recognition of merit, with grant of permanence of employment only on demonstration of excellence as determined by a body containing international experts in the relevant subject matter.

Each institution may enact the approved tenure track statutes following their respective process of enactment of statutes. Such institutions will subsequently be eligible to receive additional Government funding for tenure track appointments.

This booklet has been adapted from the Tenure Track Statues published in the University of New Mexico faculty handbook.

1 Appointment and Promotions

The University's policy on appointments (including subsequent reappointments) and on promotions follows herewith. It expresses the institutional philosophy in these matters and describes the qualifications for the various ranks in terms of four major areas of consideration, together with indications of the relative importance of these areas and possible sources of information for evaluations.

1.1 General Introduction

(a) Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Senate. Initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the Vice Chancellor of the University who transmits them to the Senate. Recommendations at the departmental level will be given most serious consideration in this procedure.

(b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the

faculty shall be stated in writing and given to the faculty member before the appointment is made. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment.

(c) The University may make the following types of appointments of new faculty members:

- I. Temporary Appointments.
- II. Tenure Track Appointments
 - i. First term Appointments.
 - ii. Second term (Probationary) Appointments
 - iii. Tenured Appointments

(d) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Research, Chairman, Dean, etc. (see **Annexure-A** for clarification)

(e) Once a University/Degree Awarding Institution has adopted the Tenure Track System of appointment no further appointment of PhD degree holders may be made as Assistant Professors under the old (BPS) system. Such faculty members must be recruited under the Tenure Track scheme.

(f) The Seniority of a teacher in each cadre of the university shall be determined on the basis of the date of joining in each cadre irrespective whether the teacher has joined on BPS or TTS. In case of employees joining on the same date, seniority shall be determined on the basis of date of birth.

(g) Any graduate of the University shall not be eligible for appointment on tenure track in the same department of that University where he/she has obtained his/her terminal degree for at least 3 years following his/her graduation. This condition is relaxed until Dec. 31, 2009 (**See Annexure "H" for clarification**).

1.2 Bases for Appointment and Promotion

For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:

- 1. Teaching
- 2. Scholarship, research, or other creative work
- 3. Service
- 4. Personal characteristics

Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitute the chief basis for appointment and promotion. Even though teaching may be more difficult to evaluate than scholarship, research, or creative work, it should not therefore be given a place of secondary consideration in an overall rating.

The last two categories of Service and Personal Characteristics are of secondary importance and normally round out and complement the qualities presented in the first two areas.

1.2.1 Teaching

Teaching is admittedly difficult to define precisely or to assess accurately. It is commonly considered to include a person's knowledge of the major field of study, awareness of developments in it, skill in communicating to students and in arousing their interest, ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.

1.2.2 Scholarship, Research, or Other Creative Work

A faculty member's scholarship, research, and other creative work should make a contribution to the particular field of interest and serve as an indication of professional competence. The result of this kind of activity normally finds expression in publication or other media appropriate to the field, and where appropriate, should be reflected in teaching. In no case, however, should a person's productive effort be measured by mere quantity.

1.2.3 Service

This term refers specifically to service to the University community, as in committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of Provincial, regional, national, or international character. Not least of the services rendered are those that concern the local community in which the University is located, and the country at large. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for denying an appointment or promotion.

1.2.4 Personal Characteristics

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

1.3 Sources of Information

It is not easy to come to clear and definite decisions about the criteria on which a candidate is judged, even when the information is at hand. The suggestions that follow have been found useful and appropriate in identifying sources of information.

1.3.1 Teaching

- (a) Consult colleagues in the candidate's field and those in allied fields.
- (b) Seek out student opinion. In the absence of a reliable system for course/teaching evaluation, this method needs to be used with great care.
- (c) Gather reports on colloquia, seminars, etc. given in the department or elsewhere with a view to assess the quality of presentation with respect to subject content, organization and communication.
- (d) Consult course files.
- (e) Gather reports on guidance and leadership in student activities.
- (f) Gather reports on initiation and participation in curriculum development e.g. new courses, new programs, etc.
- (g) Teaching load

1.3.2 Scholarship, Research, or Other Creative Work

- (a) Seek the judgments of professional colleagues both on and off campus.
- (b) Assess any published material in terms of its content and in terms of the journals, or other auspices, in which it appears; or assess any creative work in terms of its public presentation and reception.
- (c) Evaluate the work that the candidate may do as consultant.
- (d) Take into consideration the M.Phil and PhD produced and currently under supervision
- (e) Take into consideration the papers presented at professional meetings, whether of state, regional, national, or international scope.
- (f) Gather reports of specific projects undertaken and ascertain the success achieved in the past as well as the prospects of success for the future. Remember that important projects may require many years before they can be presented to the public.

1.3.3 Service

- (a) An indication of service sometimes appears in biographical records that are to be submitted by each faculty member at the end of each year of service. This, however, may not be the case because degrees of modesty vary.
- (b) In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.

(c) For promotions, the biographical record with its annual supplements collected in the office of the Registrar of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

1.3.4 Personal Characteristics

(a) Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.

(b) For promotions, confidential reports from colleagues and others acquainted with the candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

1.4 Specific Qualifications for Appointment and Promotion

(a) To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.

(b) The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.

(c) Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.

(d) The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/MD/MD S/M.Phil FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LL.M (Law) or JD. In the case of Arts and Design (Studio Practice) the relevant terminal qualification would be Master's (Foreign) or M.Phil or equivalent degree in the relevant field as determined by the HEC. (See **Annexure-B** for other subjects where terminal degree is Master (foreign) or M.Phil Pakistan).

(e) A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor of the respective Institution.

1.4.1 The Junior Ranks

1.4.1.1 Lecturer (On Contract)

This rank is most appropriate for persons beginning their teaching careers. It should be used by any department or Faculty which finds it convenient and appropriate to include lectureship within its faculty rankings. It can also be used for persons needed to fill

temporary posts under emergency conditions. As with any appointment, the status should be made clear and put in writing at the time of employment.

(a) A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies.

(b) Lecturers are appointed with the understanding that they will not be promoted to professorial rank unless they obtain a Ph.D. degree or relevant terminal qualification.

1.4.1.2 Assistant Professor

(a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

(b) As a general rule, the length of service in the rank of Assistant Professor before being considered for promotion to the rank of Associate Professor is six years. Recommendations for promotion after first term review should be carefully weighed and justified by the administrative officer making such recommendation.

1.4.2 The Senior Ranks

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, college, and University that the individual will continue to make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, in teaching, and in leadership and learning. By this statement is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and in creative work may be expected to carry on through continuing contributions. Deans and departmental chairpersons normally will look to the senior ranks for advice and counsel regarding policy matters, including appointment and promotion. Also, services rendered to communities and agencies or organizations in the candidate's professional capacity should certainly be considered in assessing qualifications for advancement to senior ranks.

1.4.2.1 Associate Professor

(a) The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate

Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.

(b) To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation. (See **Annexure-C** for clarification)

1.4.2.2 Professor

(a) A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

(b) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

1.5 Temporary Appointments

(a) Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Senate.

(b) Temporary appointments may also be made for the positions of Research Associates working towards their Ph.D. degree, as well as for Post-Doctoral Fellows working with a research group for a limited period. Such positions may be funded by other than Government-appropriated funds.

2 Tenure Track Appointments

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher' or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

2.1 The Tenure Track Process

(a) The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years,

before a final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.

(b) Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.

(c) The dossier of each candidate from all applicants other than Assistant Professors should be sent to an independent Technical Review Panel (TRP) to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC. The following criteria should be followed while selecting members of the TRP:

- i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
- ii. Should not have been a student of the candidate.
- iii. Should not have been a co-author of the candidate on any publication.
- iv. Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.

(d) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after internal review.

- i. The Selection Board may make any of the following decisions on merit:
- ii. Reject appointment on Tenure Track.
- iii. Recommend “first term” appointment on Tenure Track at the level of **Assistant Professor** only, with the first review occurring after 3 – years, and the “second term” (Final Tenure review) occurring after 6 years.
- iv. Recommend “probationary” appointment on Tenure Track at the level of **Associate Professor** with a final tenure review occurring after a period of 4 years.
- v. Recommend “probationary” appointment on Tenure Track at the level of **Professor** with a final tenure review occurring after a period of 4 years.
- vi. Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external

Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

(e) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

2.2 First Term Review:

(a) During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into consideration the needs of the department, the college, and the University for flexibility.

(b) The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.

(c) A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.

(d) If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development, Evaluation and Recruitment Committee of the concerned Faculty why there is a need for flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.

(e) If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of tenured positions (or a combination of tenured and

probationary positions) in the department is so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned Faculty, respective Department Chairperson and faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promise of excellence but whose employment will not be continued because a position is being eliminated shifted within a department or to another department or Faculty will be offered a notice contract for one additional year of employment beyond the initial three-year appointment.

2.2.1 Level of Initial Term Appointment

(a) No faculty member on an initial term appointment may be appointed at a rank higher than that of assistant professor. It is, however, possible to promote a faculty member during the initial three-year term appointment, whereupon the faculty member will automatically enter into probationary status. Promotion of such a faculty member, as well as any faculty member granted a second, three-year, probationary appointment, shall be decided according to the requirements and procedures given in the Appointment and Promotion Policy.

2.2.2 Second three-year Appointment

(a) A faculty member offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered the mid-probationary review, and the faculty member shall come under the appropriate provisions and procedures of Section 2.3 of this policy. Accordingly, a tenure review, as provided for in Section 2.3.4, shall be conducted during the third year of the second, three-year, probationary appointment.

2.3 Probationary Period

(a) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the associate and full professor level. The probationary period shall be four years for associate and full professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year. Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.

(b) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure upon completion of a 2 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC

for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

(c) By written agreement with the appointee and with the consent of a majority of the tenured members of the department or non-departmentalized college, the probationary period may be reduced below the maximum periods given if the faculty member's qualifications warrant such reduction. In exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college), tenure may be recommended on appointment.

(d) A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure, provided that the department (or non-departmentalized college), the Dean of the Faculty, and the Vice Chancellor approve the terms in advance.

(e) A faculty member with tenure who resigns from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who resigns from the University and is rehired by the same department after more than three years' absence may be required to serve a probationary period of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.

(f) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

2.3.1 Probationary Reviews:

(a) Tenured faculty members, especially department chairpersons, are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 2.2, 2.3.3, and 2.3.4), is one of the most serious of their duties and responsibilities. They are also reminded that tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties; mere adequacy or inoffensiveness do not constitute sufficient grounds for the award of tenure. All reviews should include evaluation of teaching by at least students and peers. Departmental Tenure Review Committee (DTRC) provide essential framework for the review. Composition of the DTRC is given below:

(i) The Chairman of the department will be head of the DTRC.

- (ii) The committee shall consist of all Tenured Faculty members of the department.
- (ii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
- (iii) All Professors of the department
- (iv) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.
- (v) If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
- (vi) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

2.3.2 Annual Review

- (a) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the DTRC, in consultation with at least those department members best acquainted with the probationary member's work. Such reviews shall evaluate the probationary member's progress in light of the section 1.2 "Bases for Appointment and Promotion," and of standards of excellence prevailing in that discipline, department, and college. The outcome of each review shall be discussed with the probationary member.
- (b) In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

2.3.3 Mid-Probationary Review:

- (a) For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.
- (b) For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.
- (c) The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.
- (d) The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall

identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.

(e) The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.

(f) After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.

(g) The dean shall, in the light of standards of excellence necessary for the award of tenure at the college level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.

2.3.4 Tenure Review:

(a) In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.

(b) The Departmental Tenure Review Committee (DTRC) of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.

(c) The chairperson, after approval of the DTRC shall recommend to the dean that the probationary member be given tenure or not. The DTRC recommendation shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.

(d) Should the DTRC recommendation be negative while the Technical Review Panel has given a positive report, the probationary member shall be notified immediately and

in writing by the chairperson and shall have ten working days to present a case for retention to the dean before the latter acts on the DTC recommendation.

(e) The dean shall normally abide by the DTRC recommendation. If the dean decides not to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.

(f) Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the DTRC, and the dean.

(g) Tenure can NOT be granted to a faculty member who receives a negative report from the Technical Review Panel.

(h) The Senate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Senate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Senate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Senate before the final decision is made.

(i) The probationary member and/or the DTRC may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department shall have ten working days from the receipt of any written reversal in which to initiate any appeal.

(j) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the chairperson of the final decision. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/or Senate. The time of completion must conform to the provisions for notice in Section 2.5.

(k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

2.4 Transferring of Existing Faculty Members to Tenure Track System:

Existing faculty members who are eligible may be considered for appointment on Tenure Track by following the process outlined in sections 2.1 – 2.4 above.

2.4.1 Salary of Existing Faculty Member on Tenure Track

(a) If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 2.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then it is necessary that his case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.

2.4.2 Benefits of Existing Faculty Member on Tenure Track

(a) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a university residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply (see **Annexure-D** for clarification).

2.4.3 Rejection of Grant of Tenure to Existing Faculty Members

(a) In case tenure is not granted after the final review, the faculty member would revert to his/her BPS posting (being held by the individual prior to TTS appointment.)

2.5 Decision Dates and Dates of Notice:

(a) Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.

(b) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.

(c) At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson

shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision. Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if, despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 2.5.

2.6 Sabbatical Leave:

A faculty member on tenure track may proceed on Sabbatical Leave at the rate of one semester (4 months) paid leave for every three year of service in the university. The leave period shall count towards the Tenure Track probationary period, if applicable. Sabbatical leave may not be combined with any other leave. (See **Annexure-E** for clarification)

2.7 Other Leaves:

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. (See **Annexure-F** for clarification)

2.8 Resignation:

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University. (See **Annexure-G** for clarification)

2.9 Termination of Services of Faculty Member with Tenure

The services of a faculty member holding tenure shall be terminated only in accordance with the rules of the University applicable to confirmed members of the faculty and in accordance with the procedures prescribed by the University.

2.10 Faculty Remuneration and Benefits

(a) A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.

- (b) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales.
- (c) The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.

2.10.1 Initial Pay

- (a) The initial pay of a faculty member appointed to a post shall be determined as a sum of the salary + up to a maximum of 4 advance increments
A faculty member may be awarded advance increments that may be based on the following factors:
- i. Quality and number of HEC recognized International refereed journal publications, conference presentations and publications and reports.
 - ii. Number of Ph.D. and MS thesis supervised
 - iii. Funding record: Amount of funding received from sources other than ones own institution.
 - iv. Market factors
- (d) Total number of advanced increments awarded can be a fractional number.

2.10.2 Annual Increase

2.10.2.1 Authority for Grant of Annual Increase

- (a) The Syndicate is authorized to sanction honorariums as well as annual increase in basic pay of all faculty members, except members of the Syndicate.
- (b) The Vice Chancellor is authorized to sanction honorariums as well as annual increase in basic pay of all other members of the Syndicate.
- (c) The Senate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

2.10.2.2 Determining the Date of Annual Increase for New Entrants

- (a) Those who are employed between January and June may be considered for annual increase with effect from 31st December.
- (b) Those who are employed between July and December may be considered for annual increase with effect from 31st December of the next service year.

2.10.2.3 Self-Assessment Report

- (a) A self-assessment report shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self-assessment will be backed by documented evidence, that may include (i) course files, (ii) publications (published, submitted, in preparation), (iii)

research project in progress and completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about MSc, MPhil and PhD students supervised, and (vii) advisory and administrative services rendered.

2.10.2.4 Procedure for Grant of Annual Increase

(a) By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.

(b) Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.

(c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.

(d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.

i. One annual increment determined by the pay scale of the post to which the faculty member is appointed.

ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.

iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

2.10.3 Salary Scale

The Salary Scales for the positions under the Tenure Track System will be as approved by the Finance Division, Government of Pakistan and notified by the HEC

Post	Salary Package			
	Min	Increment	Maximum	Stages
Professor	180,000	8,800	312,000	15
Associate Professor	120,000	7,000	225,000	15
Assistant Professor	80,000	5,500	162,500	15

(Notified vide HEC No.F.P.2-1 03/HE C/2007/72 6, dated 15th September, 2007)

2.10.4 Revised Salary Scale

Consequent upon the vigorous persuasion and correspondence with the Federal Government Finance Division, (Regulation wing) Government of Pakistan vide office memorandum no. F.4 (10) R-4/2002 dated 29-11-2011 has revised Salary Scale for the positions under Tenure Track System @ **30% with immediate effect** and notified by the HEC for its adoption in the public sector Universities/Degree Awarding Institutions/Centers through their governing bodies i.e. Syndicate/BOG etc. The existing and revised Tenure Track pay packages are, as under:

Category or Faculty Member	Existing Tenure Track Pay Package			Revised Tenure Track Pay Package			Stages
	Minimum	Increment	Maximum				
Professor	180,000	8,800	312,000	234,000	11,440	405,000	15
Associate Professor	120,000	7,000	225,000	156,000	09,100	292,500	15
Assistant Professor	80,000	5,500	162,500	104,000	7,150	211,250	15

(Notified vide HEC No. F.P.2-103/HEC/2011-12/321 Dated: Dec 01, 2011)

2.10.5 The Higher Education Commission Islamabad vide notification No. F.P.2-103/HEC/2015-16/1071 dated 15-10-2015 has revised the Tenure Track Pay Package by increasing 25% in existing pay package w.e.f 1-7-2015. The existing and revised Tenure Track pay packages are, as under:

Category or Faculty Member	Existing			Stages	Revised		
	Min	Incr.	Max		Min	Incr.	Max
Professor	234,000	11,440	405,000	15	292,500	14,300	507,000
Associate Professor	156,000	09,100	292,500	15	195,000	11,375	365,625
Assistant Professor	104,000	07,150	211,250	15	130,000	08,937	264,055

(Notified vide No. F.P.2-103/HEC/2015-16/1071 dated 15-10-2015)

2.11 Retirement Age

The retirement age of the persons on TT will be 60 years.

2.11.1 Appeals

Appeals against decisions of various bodies will be made in accordance with the Rules of the University on the subject.

Subject: **A Faculty Member on Tenure Track cannot assume the Responsibility in an Administrative Capacity such as Vice-Chancellor.**

It is to be understood that appointment of a faculty member on Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds promise to be granted permanent Tenure. This means that, during the next 4 years, one has the potential to do good research, establish a research group and demonstrate research excellence.

In line with this philosophy, it is clarified that only a tenured faculty member can assume responsibility in an administrative capacity of Vice-Chancellor. However, a faculty member working under Tenure Track can assume responsibility in an administrative position of Director Research, Dean of a faculty and Head of a Department only, upto June, 2014. After June 30, 2014, only tenured faculty members will be eligible for such appointments. Regardless of administrative responsibilities a faculty member on Tenure Track is expected to be actively involved in research.

Subject: **Appointment of Assistant Professor in Architecture under TTS**

Master Degree (Foreign) / M.Phil OR equivalent degree in the relevant field from HEC recognized University / Institution can be considered as terminal qualification for appointment of faculty, in architecture discipline, under TTS.

Subject: **CLARIFICATION**

“As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full Professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.”

This is to clarify that said clause only provides opportunity to an Associate Professor to have their cases processed for review before completing 4 years as Associate Professor on Tenure Track, if they are otherwise eligible to be appointed as Professors.

As a general, rule an Assistant Professor /Associate Professor on track/probation, before being considered for promotion to the next cadre, must first secure Tenure in accordance with the prescribed Tenure Track procedures. There is no provision where a faculty member can apply for an advertised higher position without completing the procedure laid down for TTS.

Annexure-D**Note:**

Annexure D-is omitted with the approval of competent authority as decided in the meeting held on 26-10-2011 at Higher Education Commission (HEC) Islamabad.

Subject: **CLARIFICATION REGARDING GRANT OF SABBATICAL LEAVE TO THE EXISTING FACULTY WHO HAS BEEN APPOINTED ON TENURE TRACK SYSTEM.**

This is to clarify that for the existing faculty who opted for TTS and were eligible for sabbatical leave on BPS basis may be allowed to avail this facility even after joining TTS.

However, the payment during leave should be equivalent to BPS. This period of Sabbatical leave will however, be counted against the probationary period on TTS.

Subject: **CLARIFICATION REGARDING STUDY LEAVE/OTHER LEAVES FOR POST DOCTORATE**

The existing faculty who opted for TTS is allowed to proceed on Post Doctorate as per University rules for the BPS faculty. However, the payment during leave should be equivalent to BPS. This period of Post Doctorate leave will, however, be counted against the probationary period on TTS.

Those faculty members who are directly appointed on Tenure Track cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post-Doctorate studies upto one year. This period will be counted towards their probationary period.

The Tenured faculty could avail all kinds of leave as per rules of the University.

Subject: **CLARIFICATION – RESIGNATION / QUITTING SERVICE AFTER A PERSON OPTED FOR TENURE TRACK SYSTEM.**

The faculty members working under TTS are strongly discouraged to resign from TTS.

Nevertheless, the existing faculty after joining on TTS can join back on the respective substantive post only if the Tenure appointment is not approved after final review. If, in the meantime, a faculty member decides to resign from his/her Tenure Track position, s/he will have no right of absorption back in the University.

If an “existing faculty member” (who has been transferred from BPS to TTS) reverts back to BPS due to unsatisfactory performance under TTS, he/she will not be allowed to rejoin TTS. An “existing faculty member” while on TTS cannot revert back to BPS on his/her own accord. Moreover, if a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his/her track/probation period) in the same university, he/she would be required to resign from the university service before applying for the higher positions. The relaxation given to existing faculty members (transferred to TTS from BPS) to retain their lien with the BPS positions will be allowed only once during the entire career.

Subject: Clarification regarding a relaxation of graduate of the same University to be eligible for appointment on Tenure Track in the same department of that University/Institution where he/she has obtained his/her terminal degree for at-least three (3) years following his/her graduation.

“Any graduate who is also an employee of the same University/Institution is eligible for appointment on Tenure Track in the same department of that University/Institution from where he/she has obtained his/her terminal degree”.

Note: Version 2.0 clause 1.1 (g) is relaxed for faculty of the University having minimum two years of experience at the same University vide above Annexure-H

IIU PENSION STATUTES 2004**1. SHORT TITLE & COMMENCEMENT**

- i) These Statutes shall be called the International Islamic University (IIU) Pension Statutes 2004.
- ii) These Statutes shall come into force with effect from June 09, 2004.

2. DEFINITIONS

In these Statutes, unless the context otherwise requires, the following expression shall have the meanings hereby respectively assigned to them:

- i) "University" means the International Islamic University, Islamabad;
- ii) "Board of Trustees" means the Board of Trustees of the International Islamic University, Islamabad;
- iii) "Board of Governors" means the Board of Governors of the International Islamic University, Islamabad;
- iv) "President" means the President of the International Islamic University, Islamabad;
- v) "University Employees" means the employees of the University and its Constituent Units to whom these Statutes apply;
- vi) "University Service" means service rendered by an employee substantively against a permanent post;
- vii) "Pension Fund" means the fund maintained under Statute 26 (1), Part-I, of the IIU Statutes-1987;
- viii) "Proportionate Liability" means apportionment of pension including gratuity and commutation determined at the time of retirement of an employee to be borne in proportion to the length of service rendered by the employee in each organization where pension scheme has been in vogue.
- ix) All other expressions shall have the same meanings as assigned to them under International Islamic University Ordinance, 1985 and International Islamic University Statutes, 1987, as amended from time to time.

3. EXTENT OF APPLICATION

These Statutes shall apply to such regular employees of the University who have been substantively appointed against permanent posts by the University, subject to such directions as may, from time to time, be issued by the Board of Governors.

4. EXCEPTIONS

These Statutes shall not apply to:

- (1) University employees appointed on adhoc or contract basis;
- (2) Any University employee who holds a post which has been declared by the Board of Governors to be non pension-able;
- (3) Any person who is not a full time employee of University, but is remunerated for work done by him, such as persons working on part time basis or visiting teacher(s) or whose salary is paid by any other sponsoring agency and includes an employee hired on daily wage basis;
- (4) The employees appointed on temporary basis or against project posts, unless the Board of Governors specifically extends the benefit of pension to any such employee(s);

5. QUALIFYING SERVICE FOR PENSION

Subject to these Statutes, service rendered by a University employee on substantive basis shall be counted as service qualifying for pension.

6 ACCEPTANCE OF PENSION LIABILITY OF EMPLOYEES OF OTHER ORGANISATION

The International Islamic University may accept the pension liability in respect of service rendered in another organization, of an employee, who has joined the University's pensionable service through proper channel, only if the former employer of such an employee pays to the university the proportionate liability for the period that such an employee was on its strength.

7. PAYMENT OF PENSION LIABILITY IN RESPECT OF UNIVERSITY EMPLOYEES WHO LEAVES THE UNIVERSITY TO JOIN OTHER ORGANIZATIONS

The University may pay the pension contribution, as per rates prescribed by the Federal Government from time to time, or the proportionate share, as the case may be, in respect of its employee, who joins any other organizations through proper channel, after rendering more than five years qualifying service in the University.

8. AUTHORITY COMPETENT TO GRANT PENSION

The authority competent to grant pension shall be the President of the University, however, the President may delegate the power to any other officer(s).

9. ANTICIPATORY PENSION IN DEFAULT OF EXPEDITIOUS PAYMENT

All formalities for the grant of pension shall be completed as expeditiously as possible so that the retiring employee gets his pensionary benefits and monthly pension regularly within two months of his/her retirement, provided that if due to unavoidable circumstances pension is not calculated or necessary process to grant pension is not completed within sixty days, the competent authority may grant anticipatory pension for the interim period.

10. APPLICATION OF GOVERNMENT PENSION RULES TO THE UNIVERSITY EMPLOYEES

- (1) The University shall frame Pension Rules regulating the pensionary benefits of its employees, however, till the time the Rules are framed and enforced, the Pension Rules of Civil Servants framed by Government of Pakistan and applicable to Federal Government Servants shall apply to University employees to the extent that the same are not in consistent with any of these Statutes and as if:
 - a. Any reference to Government is a reference to the University;
 - b. Any reference to Government servants is a reference to the University employees;
 - c. Any reference to Federal Consolidated Fund is a reference to the University Fund;
- (2) If any difficulty or dispute arises in application of the said Rules to the University employees, the Board of Governors may give appropriate

directions to remove such difficulty or give the decision, which shall be final.

- (3) If any question arises regarding the interpretation of the said rules, the same may be referred to the Federal Government for decision and that shall be final.
- (4) Subject to clause (1) above, the order(s) of the Federal Government allowing or disallowing any benefit(s) for Government pensioners shall be applicable to the University pensioners.

11. AMENDMENTS

Subject to clause (10) above, amendments made by the Federal Government in the Pension Rules or in the rate of Pension or any other benefits allowed shall apply to the University employees from the same date.

12. PENSION FUND

- (1) The University shall maintain a Pension Fund under Statute 26 part-I, of IIU Statute-1987.
- (2) University and all its constituent units shall make contribution(s) to the Pension Fund in respect of their employees at the rate prescribed by the Board of Governors from time to time.
- (3) The amount of money credited to the Pension Fund will be invested in Government backed securities/investments or in other investments scheme with the approval of the Board of Governors which are not opposed to the principles of Shariah.
- (4) Pension shall be paid out of the Pension Fund as per procedure to be determined by the Board of Governors from time to time.
- (5) If the Pension Fund runs short of the requirements for the purpose of paying pension to an employee, the excess expenditure shall be charged to the University Fund and matter shall be reported to Board of Governors in its next meeting.

13. REPEAL & SAVINGS

- (1) The Pension Statutes presently in vogue in the University shall stand repealed.

- (2) Any order or action taken in respect of pension by an authority competent to make such an order or to take such an action under the Statutes in force immediately before the commencement of these Statutes, shall be deemed to be the orders and action taken under these Statutes and shall remain valid and effective.

14. REMOVAL OF DIFFICULTIES

In case of any difficulty or where these Statutes are silent and the applicability of any of the provision of these Statutes is in doubt, the case shall be placed before the Board of Governors for appropriate orders.

15. RELAXATION

Any of these Statutes may for the reasons to be recorded in writing be relaxed in individual cases by the Board of Governors, if strict application of these Statutes is likely to cause unnecessary hardship or injustice to the individual concerned.

16. PROTECTION OF EMPLOYEES

These Statutes aim at protecting the right and privileges of University Employees and should be interpreted equitably, justly and fairly.

THE IIU STATUTES – 2000
(As amended upto July 2014)

FOR AFFILIATION OF EDUCATIONAL INSTITUTION TO THE PRIVILEGES OF THE INTERNATIONAL ISLAMIC UNIVERSITY AND MATTERS CONNECTED THEREWITH

Title

1. These Statutes shall be called “Statutes regarding Affiliation of Educational Institutions to the privileges of the International Islamic University and the matters connected therewith”.

Definitions

2. In these Statutes, unless there is anything repugnant to the context:
 - (a) “University” means the International Islamic University, Islamabad;
 - (b) “College” means an affiliated College;
 - (c) “Affiliated College” means a college providing instructions in courses of studies leading to a degree in any of the educational disciplines prescribed by the University;
 - (d) “Principal” means the Head of the College or the Chief Executive of the institution applying for affiliation;
 - *(e) “Prescribed” means prescribed by the University.

***The Board of Trustees in its 10th meeting held on 1-7-2014 approved to shift the following parts of the Statutes of affiliation and approved to treat them as “Regulations” for Affiliation and entrusted all matters pertaining therein to Board of Governors of the University:**

- Application for Affiliation
- Criteria for Eligibility
- Undertakings Required
- Procedure for Affiliation
- Reporting Requirements
- Conditions and Procedure for De-Affiliation
- Fees for Affiliation and Sharing in Income

Application for Affiliation

3. An institution applying for affiliation to the University shall make an application to the President of the University on the prescribed form at least 6 months prior to the date from which the affiliation is sought. There shall be an application processing fee at such rates as may be prescribed.

Criteria for Eligibility

4. The institution seeking affiliation shall satisfy to the University that:
 - (a) the institution is under the management of a legally constituted body duly incorporated in accordance with the law and is not owned by an individual or family;
 - (b) the financial resources of the institution are such as to enable it to make due provision for its continued maintenance and efficient working;
 - (c) the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are adequate to make the provision for the courses of instruction, teaching or training to be undertaken by the institution;
 - (d) the courses of study and syllabi taught in the institution have been approved by the Academic Council of the University;
 - (e) the building in which the educational institution is to be located is suitable and that provisions will be made, in conformity with the IIU Ordinance, 1985, Statutes and the Regulations, for the residence of Students not residing with their parents or guardians, in the hostels established and maintained by the institution, or in hostels and lodging approved by it, and for the supervision of physical and general welfare and Islamic education of Students;
 - (f) the provision has been made for an adequate Library, a Computer Center and the services connected therewith;
 - (g) where affiliation is sought in any branch of exact or experimental sciences, due arrangements have been made for imparting instructions in that branch of science in a properly equipped Laboratory or Museum and other facilities needed for experimental work;
 - (h) the institution has obtained the necessary approval from concerned representative body of the profession that is competent to grant such approval under any law for the time being in force.

Undertakings Required

5. The application shall further contain the following undertakings that:
- (a) after the affiliation any transference of and changes in the management and in the teaching staff shall be forthwith reported to the University;
 - (b) the teaching staff shall possess such qualifications as are or may be prescribed;
 - (c) the University Requirements, Faculty Requirements and other Academic Regulations of the IIU, covered under these regulations, shall be applicable to the college;
 - (d) all examinations leading to the award of the degree and their checking and evaluation shall be done under the supervision of the University;
 - (e) the Statutes and guidelines of IIU for discipline and conduct of students and teachers shall be adopted by the college;
 - (f) the college will not admit students for any degree programmes except those to be awarded by the University under its seal;
 - (g) the institution shall make prompt payments of prescribed affiliation fee;
 - (h) any other undertaking prescribed by the University shall be promptly furnished.

Procedure for Affiliation

6. The following procedure shall be adopted by the University while processing applications for affiliation:
- (a) All applications will be processed by the Vice-President (Academics) who will refer the cases to Academic Council and other bodies of the University, wherever needed;
 - (b) Board of Governors shall constitute an Affiliation Committee of the University to be headed by the President, IIU and comprising such other members as the Board may nominate;
 - (c) The Affiliation Committee will examine the applications after being processed as in (a) and make recommendations for the consideration of the Board of Governors;

- (d) The Board of Governors, after considering the report of the Affiliation Committee, may grant or refuse to grant affiliation to the institution;
- (e) The Board of Governors, in case of refusal, shall give an opportunity to the Principal to present institution's point of view.

Reporting Requirements

7. Every affiliated college shall be required to:
 - (a) furnish such reports, returns and other information as the University may prescribe to enable it to judge the performance and efficiency of the college;
 - (b) furnish an annual statement of accounts with details of fees donations and other income received and expenditure incurred and the auditor's report within 60 days of the close of every financial year;
 - (c) allow inspection of its facilities and records, from time to time, to the persons authorized by the University for this purpose;
 - (d) take such actions, within the specified time, as may appear to the University to be necessary in respect of any of the matters specified in Section-4.

Conditions and Procedure for De-Affiliation

8. An affiliated college will be liable to be de-affiliated by the Board of Governors if:
 - (a) the college fails at any time to fulfill any of the prescribed requirements, or the college has failed to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interest of education or the University; and
 - (b) on an inquiry by the Affiliation Committee, consultation with the Academic Council and after giving an opportunity of hearing to the Principal, the Board of Governors is satisfied that the college is no longer eligible for affiliation.
9. The procedure for de-affiliation shall be such as may be prescribed by the University.

Fees for Affiliation and Sharing in Income

10. Each affiliated college shall be required to pay an annual affiliation fee ***(non-refundable)**, at such rates to be prescribed by the Board of Governors, to cover the cost of services provided by the University.
11. The University and the affiliated college will share the gross fees received by the college from the students, in the proportions to be determined by the Board of Governors from time to time.

*The words “(non-refundable)” were added in Section 10 with the approval of the Board of Trustees in its meeting held on 1-7-2014 notified vide No.IIU/MS/471/2014-121 dated 05-08-2014

**THE IIU STATUTES 1992
(As amended upto 2008)**

FOR CONFERMENT OF AN HONORARY DEGREE

- i) These Statutes shall be called, Statutes for the Conferment of Honorary Degree.
- ii) These Statutes shall come into force with effect from February 04, 1993.
- iii) The International Islamic University Islamabad may confer an Honorary Degree of D.Lit/LL.D./D.SC on persons of eminence who have made outstanding contributions to Islamic knowledge or have rendered distinguished service in the cause of Islam, humanity or International Peace.
- iv) The proposal for consideration of a person for the conferment of an Honorary Degree shall be initiated by the President and Rector *and shall be presented to the Board of Governors. The Board of Governors shall recommend the nomination for the award of honorary degree to the Chancellor on the basis of simple majority of the members present in a formal meeting. In case it is not possible to hold a meeting of Board of Governors due to certain circumstances, consent of members shall be taken by circulation. The recommendations of the Board of Governors will be submitted to the Chancellor for approval.
- v) The honorary degree shall be conferred during a regular or a specially convened convocation.

*The amendments in Section (iv) were approved by the Board of Trustees (by circulation) notified vide No. IIU/MS/205/87-5510 dated 14-10-2008.

**THE IIU STATUTES-1987
(as amended upto 2017)**

PART I

SERVICE STATUTES

In pursuance of Section 28 (1) of the International Islamic University Ordinance, 1985 the following statutes are prescribed.

1. Definitions

(1) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- i) **“Ad-hoc Appointment”** means temporary appointment of a duly qualified person made by the competent authority for a period not exceeding six months in their own respective jurisdictions.
- ii) **“Appointment on Contract”** means appointment made by President in consultation with Rector for a period not exceeding two years on mutually agreed terms and conditions.
- iii) **“Appointing Authority”** in relation to a post means the Officer or a Committee or a body appointed to make appointment to that post.
- iv) **“Basic Pay Scale”** means scales of pay adopted by University.
- v) **“Competent Authority”** in relation to exercise of any powers means the authorities specified in International Islamic University Ordinance, 1985 and the Statutes made thereunder, and other bodies and officers of University to whom powers may have been delegated.
- vi) **“Departmental Selection/Promotion Committee(s)”** means the Committee(s) appointed by President for selection/promotion of employees in BPS 1 to BPS 16.
- vii) **“Employee”** means an employee of University appointed by the competent authority.
- viii) **“Direct Appointment”** means appointment other than promotion, transfer or deputation.

- ix) **“Pay”** means an amount drawn by an employee on monthly basis and includes special pay, personal pay and any other amount declared by competent authority to be a part of the pay.
 - x) **“Permanent Post”** means a post so declared by the competent authority.
 - xi) **“Scale”** means an approved time Scale of pay in which a post or group of posts is placed.
 - xii) **“Selection Board”** means Selection Board constituted under the Statutes 1987 made under the International Islamic University Ordinance 1985 for recommending appointments in BPS 17 and above or equivalent in University.
 - xiii) **“Substantive Appointment”** means direct appointment or promotion against a permanent post.
 - xiv) **“Substantive Pay”** means the pay other than special pay, personal pay or emoluments classed as pay by the competent authority to which an employee is entitled on account of a post to which he is appointed substantively.
 - xv) **“Temporary Post”** means a post other than the permanent post.
- (2) All other terms and expressions unless contrary to the context shall have the same meaning as assigned to them under Section 2 of the International Islamic University Ordinance 1985.

2. **Extent of Application**

These Statutes shall apply to all employees of University and its constituent units.

3. **Classification of University Employees**

- (1) All members of staff of University shall be classified as:
- i) Academic employees; and
 - ii) Non-Academic employees.

- iii) There shall be a common *service with such functional units of all non-academic employees as may be determined from time to time by the BOG of the University.

4. Seniority

Separate seniority of employees §§in each functional unit will be maintained in their respective line of promotion from the date of their substantive appointment. Inter-se seniority of employees appointed on the same date shall be determined by the appointing authority.

5. Terms and Conditions of Service

- (1) The terms & conditions of service of employees have been prescribed in these Statutes.
- (2) The designations, scales of pay and qualifications shall be prescribed by Board of Governors under these Statutes.
- (3) President may authorize relaxation in the prescribed qualification or experience in case of special needs or area of specialization, at the time of advertisement for a post(s).

6. Appointments

All substantive or temporary appointments may be made either:

- (1) by transfer, deputation or promotion;
- (2) by direct appointment; or
- (3) on contract basis.

7. Selection of Employees

- (1) All substantive appointments for academic positions and non-academic positions to be filled in by direct appointment in BPS-17 and above shall be made on the recommendations of Selection Board on the basis of competition, merit and commitment to Islam.
- (2) Board of Governors may determine the proportion of posts to be filled in by promotion and direct recruitment in the case of non-academic employees.

*The amendments in Section 3(1) (iii) were approved by the Board of Trustees notified vide No. IIU/MS/105/87-2709 dated 23-07-2004.

§§The words "in each functional unit" was inserted in Section 4 notified vide No. IIU/MS/105/87-2709 dated 23-07-2004.

- (3) All temporary, ad-hoc and contract appointments shall be made by President or officer(s) to whom these powers are delegated by President, according to Section 13(3)(c) of International Islamic University Ordinance 1985.
- (4) 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 General in case of Institutes/ Academies or to any other officer(s).
- (5) President and Chairman of the Councils of Institutes/Academies shall appoint Departmental Selection/Promotion Committee(s) for recommending selection/promotion of employees in BPS 5 to BPS 16 on the basis of competition, merit and commitment to Islam.
- (6) If there exists a vacant post in a higher scale, and if it is considered so expedient by the Competent Authority, appointments/ promotions in a lower scale posts can be made against an higher scale post.
- (7) All appointments in University shall be made without any condition of domicile, residence or citizenship.

8. Reversion

An employee officiating or working against a higher post shall revert to his lower post as required immediately without notice.

9. Probation

- (1) All appointments shall be made on probation for 2 years. An action shall be initiated well in time to obtain a special performance and evaluation Report on the work of probationer in addition to the normal annual report from his supervisors and placed before the appointing authority.
- (2) The appointing authority on the expiry of two years may confirm the employees or extend the period of probation by another one year for the reasons to be recorded.
- (3) If no orders are issued after the expiry of extended probation period, the period of probation shall be deemed to have been successfully completed.

- (4) The appointing authority may terminate the probation period of an employee any time before the completion of the probation period and confirm him on the basis of outstanding qualifications and performance.
- (5) *Period of ad-hoc or temporary employment in the University shall not be counted towards probation period. Probation period shall commence from the date of regular appointment.
- (6) ****If a person has been appointed on ad-hoc/contract basis against a substantive post and has served continuously at least for a period of one year, he/she may be offered substantive appointment without being placed on probation and shall have no right to claim any service benefits for the period of his/her previous ad-hoc/contract appointment.**

10. Confirmation

- (1) After completion of the period of probation successfully, the employee shall be confirmed on a substantive (permanent) post if such post is available.
- (2) There shall be no confirmation against a temporary post or in case an employee is proceeded against under the Efficiency and Discipline Statutes till the enquiry is completed and the employee concerned is exonerated.

11. Lien

A person appointed and confirmed against a permanent post shall retain his lien on the post vacated by him till he is confirmed ***in his new job or for a period of two years, whichever is earlier.

12. Additional Charge

An employee may be required to hold additional charge of a post(s) on payment of 20 percent of his pay with the approval of competent authority.

13. Termination of Service

- (1) The service of an employee may be terminated without notice:-

*The amendments in Section 9(5) were approved by the Board of Trustees and notified vide No. IIU/MS/105/87-413 dated 16-5-1992.

**Sub-Section (6) in Section 9 was added with the approval of the Board of Trustees notified vide No.IIU/MS/471/2014-133 dated 05-8-2014.

***The words "in his new job or for a period of two years, whichever is earlier" were added in Section 11 notified vide No.IIU/MS/105/87-1685 dated 14-4-2000.

- i) During the initial or extended period of his probation provided that; Where such employee is appointed by promotion on probation or, as the case may be is transferred from one grade to another grade, his service shall not be so terminated so long as he holds a lien against his former post in such grade, as the case may be;
 - ii) on the expiry of the initial or extended period of his employments; or
 - iii) if the appointment is made on ad-hoc basis, terminable on the appointment of the person on the recommendation of the selection authority and at any time during the period of ad-hoc appointment without assigning any reason.
- (2) Where, on the abolition of post or reduction in the number of posts in a grade, the services of an employee are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in that grade.
- (3) Notwithstanding the provision of sub-Statute (1) but subject to the provisions of sub-Statute (2) *the services of employees appointed on contract, adhoc or temporary basis shall be liable to termination on one month's notice or pay in lieu thereof.
- (4) Service of the permanent employees shall not be terminated except under the provisions of the prescribed Efficiency & Discipline Statutes.

14. Resignation

- (1) A temporary/adhoc employee may resign from his post by giving one month's previous notice in writing or on payment by him to University a sum equal to his basic pay for one month.
- (2) A permanent employee may resign from his post by giving three months prior notice in writing or on payment by him to University, a sum equal to basic pay for three months.
- (3) A contract employee may also resign from his post by giving *one month previous notice in writing or on payment by him to University a sum equal to his basic pay for one month.

*The amendments in Section 13(3) were approved by the Board of Trustees (by circulation) notified vide No. IIU/MS/105/87-5511 dated 14-10-2008.

*The words "one month" in 2nd line and the same words at the end of 3rd line in Section 14(3) were inserted with the approval of the Board of Trustees (by circulation) notified vide No.IIU/MS/105/87-5511 dated 14-10-2008.

- (4) The condition of recovery of pay in lieu of notice period may be waived by the appointing authority in special cases.

15. Physical Fitness

- (1) Every employee shall in case of his first appointment produce a certificate of physical fitness from a designated hospital or doctor on his first appointment which shall be affixed to his first salary bill except where the appointing authority by general or special order directs otherwise.
- (2) In case of University employee suffering from an infectious disease or suffering from mental disorder/ailment, the appointing authority may order a special medical examination by a Medical Board to be nominated by it to assess if the employee can be retained in service or be discharged or allowed to proceed on leave till declared physically fit for service by the same or newly constituted Board. Expenses of such medical examinations shall be payable by University.

16. Re-employment

A retired person in good health may be re-employed by University for specified period on the basis of a contract.

17. Pay & other Emoluments

An employee shall draw his salary and allowances attached to his post in the prescribed University Pay Scale. Employees who are on deputation or whose salaries are being paid by non-budget resources shall be governed by the terms of deputation and the rules of their donor agencies as the case may be.

18. Higher Starting Pay

Higher rate of pay in the time scale may be sanctioned by the appointing authority in suitable cases on the recommendations made by Selection Board/Departmental Selection/Promotion Committee.

19. Annual Increments

The annual increments will accrue automatically on the first day of the month of December following the completion of at least six months of such service in that scale. Premature increment(s), if granted will not change the normal date of increment.

20. Accelerated Increments

Accelerated increments in University Pay Scales may be granted by the appointing authority to the employees in cases of outstanding improvement in qualifications in the relevant specialization or outstanding performance.

21. Honoraria

Honorarium may be granted to an employee by President for the work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. Sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of President. President may delegate these powers to other officer(s).

22. Service on Deputation

University may, with the consent of an employee, make his services available to another organization on mutually agreed terms and conditions. Similarly University may acquire the services of an employee on mutually agreed terms and conditions.

23. Record of Service

- (1) Service record of each employee shall be maintained in such form as may be prescribed by University.
- (2) Confidential Reports about the periodic evaluation of the performance and conduct of each employee except Vice-President/ Director General shall be recorded in such form as may be prescribed by University.
- (3) An employee shall not have access to his Confidential Reports. However, ***average report and/or** the adverse remarks, if any, shall be communicated to the employee concerned for remedial measures and improvement ***within a period not exceeding 180 days from the date of writing of the report.**

24. Transfer

- (1) University employees can be transferred from one post to another generally in their normal line of duty in Pakistan and abroad in the service of University.

*The words "average report and/or" and "within a period not exceeding 180 days from the date of writing of the report" in Section 23(3) were approved by the Board of Trustees in its 10th meeting held on 1st July, 2014 notified vide No. IIU/MS/471/2014-133 dated 05-8-2014.

- (2) Transfer of employees in BPS-17 and above to and from Institutes/Academies shall be made as far as possible in consultation with Director General concerned.

25. Retirement

All employees of University will retire in accordance with the provisions contained in Section 36 of the International Islamic University Ordinance, 1985.

26. Pension Funds

- (1) University shall institute Pension Fund for all employees of University and its constituent Institutes/Academies/Centers etc.
- (2) University and all its constituent bodies shall made a contribution to the Pension Fund in respect of their employees at the rate to be prescribed by Board of Governors from time to time of the emoluments reckoning for pension in respect of each employee entitled to pensionary benefits.
- (3) Rules pertaining to pension of the Government of Pakistan shall be applicable to employees of University and its constituent units who opt for pension scheme, until University frames its own Pension Statutes.
- (4) Appointing authority for a post shall also be the authority for grant of pension benefits.
- (5) President will be authorized to open and operate a Pension Fund Account in one or more authorized banks. The cheques will be signed by at least two authorized officers. The monies accruing in Pension Fund will be invested in Government backed securities/investments *or in other investments scheme with the approval of the Board of Governors which are in consonance with Sharia. President is, however, authorized to delegate these powers to Vice-President Planning & Administration.

27. General/Contributory Provident Fund

- (1) University shall maintain a common General Provident Fund (GP Fund) for all employees of University and its constituent Institutes/Academies/Centers etc. There shall be a CP Fund for contract employees and employees who have not opted for the Pension Fund. The rates of contributions for these funds will be prescribed from time to time by Board of Governors.

*The words "or in other investment with the approval of the Board of Governors" were inserted in Sections 26(5) and 27(4) with the approval of Board of Trustees notified vide No. IIU/MS/105/87-2709 dated 23-7-2004.

- (2) All employees of University and its constituent Institutes, Academies, Centers etc. shall make a compulsory contribution to the GP/CP Fund as per rates so determined by Board of Governors from time to time.
- (3) University shall contribute an equal amount every month in respect of each subscriber who is entitled to Contributory Provident Fund at the rates to be determined by Board of Governors from time to time.
- (4) President will be authorized to open and operate one or more General and Contributory Provident Fund accounts in authorized banks. The cheques will be signed by at least two authorized officers. The monies accruing in GP/CP Fund will be invested in Government backed securities/investments or in other investments scheme with the approval of the Board of Governors which are in consonance with Sharia. President is, however, authorized to delegate these powers to Vice-President Planning & Administration.

28. Gratuity

- (1) On successful termination of a Contract, an employee shall be eligible to receive gratuity @ one month's salary for every completed year of service provided he has served University at least for two years.
- (2) In case a contract is renewed beyond two years gratuity shall be paid on the successful termination of the final contract.
- (3) Employees who have opted for C.P. Fund scheme shall also be entitled to receive gratuity @ one month's salary for every completed year of service provided they have completed at least five years' service at University.

29. Welfare Benefits

University employees shall be eligible to the benefit of housing accommodation or house rent subsidy or house rent allowance as the case may be, benevolent Fund, Group Insurance such medical facilities and other benefits as may be prescribed by the Board of Governors from time to time.

30. Training Abroad

An employee may be permitted to go abroad to participate in training or in such course(s) of studies for improving his knowledge and skills in his respective line of duty with the approval of the President. The period of his study/training abroad shall be treated as on duty.

31. Repeal & Savings.

- (1) The Service Statutes presently in vogue in University are hereby repealed.
- (2) Any order or instruction in respect of terms and conditions of service of any employee made during or issued by an authority competent to make them and in force immediately before the commencement of these Statutes be deemed to be orders and instructions issued under these Statutes and all actions taken will remain valid and effective.

32. Removal of Difficulties

In case of any difficulty or in a case where these Statutes are silent and applicability of any of the provisions of these statutes are in doubt the case will be placed before Board of Governors for appropriate orders. In the event of the case not being covered under these Statutes, the matter shall be referred to Board of Governors for appropriate orders.

33. Relaxation in case of undue hardship

If any of the provisions of Rules made under the Statutes operate harshly against or cause undue hardship to any employee on the basis of justice, equity and fair play, Board of Governors may, on the recommendations of President relax such a rule for reasons to be recorded.

34. Protection to Employees

These Statutes aim at protecting the right and privileges of University Employees and should be interpreted equitably and justly.

35. *The Board of Governors shall have powers to frame rules to regulate, control and streamline the services, benefits, leaves, etc. in respect of employees on purely temporary basis.

*Section 35 in the IIU Service Statutes-1987 was added with the approval of the Board of Trustees notified vide No. IIU/MS/105/87-1685 dated 14-4-2000.

PART II**LEAVE STATUTES****1. General**

- (1) Leave is earned by duty. It cannot be claimed as a matter of right even when due, and if the exigencies of duty so require, the leave can be refused, and / or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee can be recalled to join forthwith.
- (2) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an employee.
- (3) Leave shall be applied for, expressed, and sanctioned, in terms of days.
- (4) Any period spent by an employee in non-University service shall not qualify him to earn leave during such period. The leave/leave salary shall be sanctioned/paid by the borrowing organization/ agency / department during the period of deputation.
- (5) If an employee is recalled to duty compulsorily with the approval of competent authority from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as is admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. If return from leave is optional, the employee is not entitled to any concession.
- (6) An employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned his leave.
- (7) Leave applied for on medical certificate shall not be refused. Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion to have the applicant medical examined.
- (8) No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.
- (9) Holidays falling within the period of any kind of leave shall be counted as leave. They may be suffixed or prefixed to the leave with the permission of the sanctioning authority.

- (10) An employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.
- (11) One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee. Provided leave preparatory to retirement, sabbatical leave and Causal leave shall not be combined with any other kind of leave.
- (12) No leave shall be availed of unless it is actually granted, except leave applied for under emergent circumstances if proved to the satisfaction of the sanctioning authority.
- (13) It shall be the duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, he shall hand over the charge of his post. A report to this effect shall be sent through his immediate superior. It shall be also his duty to leave behind all papers, cash and keys in his custody in the manner determined by his immediate officers. An employee on return from leave shall report for duty to the authority that sanctioned his leave.
- (14) Leave must be applied for on the prescribed form (**Annex-I page 104**) stating the kind of leave required. In addition, medical certificate will be submitted in case leave on medical grounds is required. Application shall be submitted sufficiently in advance of the date from which leave is sought to be availed.
- (15) Application for leave shall be submitted to the immediate officer, who shall forward the same to the Personnel and Administration Section, along with his remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
- (16) Leave account in respect of each employee shall be maintained as a part of his service book, in such form as may be prescribed by University.
- (17) Unless the leave of an employee is extended, an employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account. If sufficient credit in this leave account is not available, it will be adjusted against future earning.
- (18) Leave on Full Pay due to any employee, whose services are terminated by the University for reasons of retrenchment or otherwise, may be granted without regard to the availability of a post for the period of leave. If an employee is compulsory retired/removed/dismissed under Efficiency and Discipline Statutes he shall not be entitled to any kind of leave.

- (19) All leave at the credit of any employee shall lapse when he quits service.
- (20) An employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of employees takes place or an annual increment occurs during the period of leave of the employee.
- (21) Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which an employee hands over the charge of post and may end on the day preceding that on which he resumes duty.
- (22) All employees who were in service before the implementation of these Statutes including those who were on leave on that date shall have the option to retain their existing leave Statutes/Rules. This option shall be valid only if it is exercised in writing and is communicated to President/Director General/Director concerned so as to reach him within 30 days from the date of notification of these leave rules. If, however, on the date of issue of such orders by the University, an existing employee is on leave or on temporary deputation/training/foreign service outside Pakistan, he may exercise the option and communicate it to the President/Director General/Director concerned within 90 days of the date of his return from leave to Pakistan. The option once exercised shall be final. An existing employee who does not exercise and communicate such option within the specified period shall be deemed to have opted to be governed by these leave Statutes automatically. Those of the existing employees who validly opt to retain the leave Statutes in force and applicable to them immediately before the implementation of these Statutes shall continue to be governed by the Statutes/Rules orders etc., which would have been applicable to them if these leave Statutes had not been notified.

2. Competent Authority

President shall be empowered to grant leave to all employees. He may, however, delegate these powers to Vice-President[s]/Directors General and other officers concerned.

- 2(A) *The Board of Governors shall frame Rules to carry out the purpose of the Leave Statutes.

3-18 [The existing Leave Statutes from Section 3 to 18 shall be deemed to be the Leave Rules (Annex-II pages 105 to 114) framed by the Board of Governors.]

*Section 2(A) in part-II of the IIU Service Statutes-1987 was added with the approval of the Board of Trustees notified vide No. IIU/MS/105/87-1685 dated 14-4-2000.

APPLICATION FOR LEAVE

1. Name of applicant_____
2. Leave Rules applicable_____
3. Post held_____
4. Faculty/Institute/Academy/Centre/Section_____
5. Pay_____
6. (a) Nature of leave applied for_____
- (b) Period of leave in days_____
7. (c) Date of Commencement_____

Dated _____

Signature of Applicant

8. Remarks and recommendations of the concerned Vice-President/Dean/Director General/Sectional Head.

Dated _____

Signature

Designation

9. Certified that the leave applied for is admissible under Statute(s) and necessary conditions are fulfilled.

Dated_____

Signature
Designation

10. Orders of the sanctioning authority.

Dated_____

Signature
Designation

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**IIU LEAVE RULES AS AMMENDED UPTO 2017****1. Short title commencement and application:**

- (i) These rules shall be called the "IIU Leave Rules".
- (ii) These rules shall come into force at once.
- (iii) These rules shall be applicable to the employees of IIU and its Constituent Units.

2. Definitions: - In these rules unless there is anything repugnant to the subject or context:

- (i) "employee" means the employee of the IIU and its constituent units.
- (ii) "President" means the president of the University.
- (iii) "Director General" means the Director General of the Institutes/Academies
- (iv) "Director" means the Director of Institute/Department/Center.
- (v) "Board of Governors" means the Board of Governors of the University.

3. Casual Leave

Employees who enjoy vacation and the other employees who do not enjoy vacation shall be entitled to 10 and 20 days casual leave respectively in a calendar year. Casual leave may not be granted for more than 7 days in case of employees who enjoy vacation and 15 days in case of other employees at one time. This rule may be relaxed at the discretion of the sanctioning authority. It shall not be combined with any leave or joining time. It may be prefixed or suffixed to a closed or optional holiday. It shall not be credited to the leave account of the employee. Any balance not availed shall lapse with the end of year.

4. Earning & Accumulation of Leave

- (1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay" duty period of fifteen days or less in a calendar month being ignored and those

of more than fifteen days being treated as a full calendar month for the purpose.

- (2) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- (3) There shall be no maximum limited on the accumulation of such leave.
- (4) Any employee who enjoys vacation may earn leave on full pay:
 - (i) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
 - (ii) when during any year he is prevented from availing himself of the full vacation as for an employee who do not enjoy vacation for that year; and
 - (iii) when he avails himself of only a part of the vacation as in (i) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. Leave on Full Pay

The maximum period of leave on full pay that may be granted at one time shall be as follows:

(i)	Without medical certificate	120 days
(ii)	With medical certificate	180 days
	PLUS	
(iii)	On medical certificate from leave account in entire service	365 days

6. Leave on Half Pay

- (1) Leave on full pay may, at the option of the employee, be converted into leave on half pay the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.
- (2) The request for conversion of leave referred to in Sub-Section (1) above shall be specified by the employees in his application for grant of leave.

- (3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7. Study Leave

- (1) Study leave means leave granted to an employee for the purpose of pursuing higher education or study or research in a manner approved by the University or its constituent units.
- (2) Study leave on full pay may be granted to an employee who has put in at least three years' service *(including the service rendered on contract/adhoc without break in service except for one day break(s), if followed by appointment on regular basis in the University or its constituent units. It shall not be granted to an employee within three years of the date of which he has the option of retiring. Nor should it be granted to an employee who is about to retire on proportionate pension service.
- (3) The Board of Governors may grant study leave to an employee who has not put in three years' service on such terms and conditions as it may deem fit.
- (4) Study leave (on full pay) may normally be granted to an employee for ****MS/M.Phil or equivalent degree** upto a maximum of 24 months and for Ph.D. Degree (including MS/M.Phil. or equivalent degree) upto a maximum of 48 months. Extension in study leave on half pay not exceeding one year for Ph.D. degree only can be granted on the recommendations of the Dean concerned. No further extension in study leave (beyond three years) will be granted. However, in exceptional cases, Extra Ordinary Leave (without pay) in combination of study leave (beyond two years for MS/M.Phil. or equivalent Degree and three years for Ph.D. Degree) can be granted as per the Rules/Procedure on merit of each case. The employee shall not engage in a job carrying remuneration without approval of the President.
- (5) Before proceeding on study leave the employee shall execute a personal bond with surety of two (2) guarantors *from any of confirmed

*The amendments in Section 7(2) of the IIU Leave Rules were approved by the Board of Governors notified vide No.Estab.8 (534)/2007-IIU-1269 dated 21-8-2007. The word "adhoc" in Section 7(2) line-3 was added with the approval of BOG in its 59th meeting held on 18-10-2008

**The amendments in Section 7(4) were approved by the Board of Governors notified vide No. Estab.8 (534)/2006-IIU-666 dated 23-9-2006. The words "MS/M.Phil or equivalent" degree were also added with the approval of Board of Governors in its meeting held on 23-08-2017.

*The amendments in Section 7(5) and its Sub-Sections were approved by the Board of Governors notified vide No. Estab.8 (534)/2007-IIU-1391 dated 28-11-2007.

academic/nonacademic employees of the University in BPS-17 (or above) or pledge his/her own or some guarantors property as per rules to the effect that:-

- i) He/She shall not seek employment during study leave without permission from the IIU.
- ii) He/She shall serve University after completion of his/her studies for a period of ****two consecutive years in the case of Post Doctoral Studies/Research**, three years in the case of M.A. degree and 05 years in the case of Ph.D. degree on such terms and conditions as President, IIU may determine.

OR

- iii) Pay to University an amount equal to pay & fringe benefits and other payments, if any received during the period of study leave.
- (6) The period of study leave shall be counted for earning periodical increments when he rejoins the University after completing his Studies.
 - (7) An employee shall be allowed to retain accommodation allotted to him or continue to receive house rent allowance during the study leave provided his “family” actually resides in the accommodation.
 - (8) The University may consider grant of economy class return fare for the employee proceeding on study leave, if the President so permits and the employee concerned is not in receipt of any grant for this purpose from any other source.
 - (9) For any change in the course of study or field of research fresh approval of the President will be necessary to revalidate the study leave.
 - (10) An employee on study leave shall submit his progress report with comments of his Supervisor every semester/term to the President/Director General/Director and in case of unsatisfactory report will be liable to recall and all payments received by him will either be refunded by him/his guarantors or both or such a portion of it as the President/Director General/Director) may determine.

****The words “two consecutive years in the case of Post-Doctoral Studies/Research” were added in Section 7(5)(ii) with the approval of Board of Governors in its 78th meeting held on 1st February, 2016, notified vide No. Estab.8(534)/2016-IIU-1460 dated 04-03-2016.**

- (11) All applications for study leave shall be submitted at least 3 months prior to the date of which the leave is proposed to be availed of.
- (12) Study leave combined with any other kind of leave will be granted twice in the entire serve but the total period will not exceed five years.
- (13) ***Deleted***

The Board of Governors in its 81st meeting held on 23-8-2017 has approved that number of non-academic employees for grant of study leave is restricted to 02 officials in BPS-1 to 16 and 02 Officers in BPS-17 & above for one time subject to compliance of other codal formalities referred to in the IIU Study Leave Rules notified vide No.Estab(IV).8(534)/2008-IIU-763 dated 17-5-2018.

8. Extraordinary Leave (Leave without Pay)

- (1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the employee to whom such leave is granted has been in continuous service for a period of not less than ten years, and, in case an employee who has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the sanctioning authority.
- (2) Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

9. Recreation Leave

- (1) Recreation leave may be granted for fifteen days once in a calendar year. The debit to the leave account may however, be for ten days leave on full pay.
- (2) Provided that such leave shall not be admissible to an employee who enjoys vacation.

10. Maternity Leave

- (1) *Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement.

*The maternity leave rules provided in Section-10 of the IIU Leave Rules were revised with the approval of Board of Governors notified vide No. Estab.8(534)/2004-IIU-1356 dated 13-10-2004.

- (2) Such leave may not be granted for more than three times in the entire service of a female employee.
- (3) For confinements beyond the third one, the female employee would have to take leave from her normal leave account.
- (4) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extra-ordinary leave as may be due and admissible to a female employee.

11. Special Leave

- (1) A female employee on the death of her husband may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

12. Leave not due

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.

13. Disability Leave

- (1) Disability leave may be granted outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the President may consider necessary, to a regular or part-time employee disabled by injury, ailment or disease contracted in course or in consequence of duty.

- (2) The leave salary during disability Leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

14. Leave Ex-Pakistan

- (1) Leave ex-Pakistan may be granted on full pay to an employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.
- (2) The employee shall draw his leave salary in rupees in Pakistan irrespective of the country where he spends his leave.

15. Quarantine Leave

- (1) Quarantine leave is in the nature of extra causal leave.
- (2) An employee may be granted quarantine leave outside his leave account to the extent recommended by a designated hospital or doctor and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

16. Sabbatical Leave

- (1) An employee engaged in teaching or research may after every *six years of service be granted sabbatical leave up to 12 months on full pay for undertaking research in a University or research organization of good standing subject to maximum of two years during the whole period of his service at IIU. Sabbatical leave not granted or not availed of can be carried forward.
- (2) Sabbatical leave cannot be combined with study leave or with leave without pay.
- (3) The period of study leave or leave without pay shall not count towards the period prescribed for entitlement to sabbatical leave.
- (4) In case the employee receives salary from other sources during sabbatical leave, the University shall pay only 50 percent of his salary.

*The amendments in Section 16(1),(2),(6),(7) & (8) were approved by the Board of Governors notified vide No.Estab.8(534)/2008-IIU-1728 dated 9-6-2008.

- (5) The period of absence will be treated as duty for the calculation of pension/gratuity and leave on full pay.
- (6) Sabbatical leave will be granted to a permanent University teacher only for undertaking such research assignments within or outside Pakistan as are related to his subject in respect of which he will be required to give definite proof.
- (7) Sabbatical leave is a privilege and at the discretion of the university administration, depending on: (1) whether there is a budgetary allocation available at the time; and (2) the teacher can be spared for the duration of the leave.
- (8) The employee on sabbatical leave may draw house rent subsidy if his "family" actually resides in Rawalpindi/Islamabad. He will also be eligible to other fringe benefits except conveyance allowance.
- (9) He will submit a report on the work done during the sabbatical leave for the perusal of the head of the Institute who will forward it with his comments to the President/Director General/ Director).
- (10) *Sabbatical is allowed only to full time, permanent faculty members, not to adjunct and part time faculty.
- (11) The teacher must undertake to come back to the university after the Sabbatical leave and serve at least for two years after the leave.
- (12) A University teacher shall not be allowed to proceed on sabbatical leave during a semester.
- (13) Sabbatical leave is NOT for vacation. The faculty member applying for sabbatical must show that he/she will be engaged in some research or academic work during the Sabbatical leave and also show that he/she will be associated with some educational/research/academic institution for that period. That is, the idea behind Sabbatical is not rest and recreation but reinvigoration of a teacher's academic life and giving him/her an opportunity to catch up with the most recent development in his/her discipline.
- (14) After completion of the leave, the faculty member will inform the President, IIU what he/she has been able to accomplish during the leave.

*Sub-Sections 10 to 14 in Section 16 were added with the approval of the Board of Governors notified vide No.Estab.8 (534)/2008-IIU-1728 dated 9-6-2008.

17(A). *Leave Preparatory to retirement:

- (1) The maximum period up to which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.
- (2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.

17(B) Encashment of Leave Preparatory to Retirement

- (1) An employee may, fifteen months before the date of superannuation or thirty years qualifying service, at his option, be allowed to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.
- (2) In lieu of such leave, leave pay be claimed for the actual period of leave subject to maximum of ****three hundred and sixty five days.**
- (3) If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.
- (4) The employee shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.
- (5) For the purpose of payment in lieu of such leave:
 - (i) the rate of pay shall be the rate admissible at the time the leave pay is drawn;
 - (ii) the leave pay may be drawn at any time for the period for which duty has already been rendered; and
- (6) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

*Section 17(1) & (2) were added as approved by the Board of Governors in its 72nd meeting held on 6-11-2013, notified vide No.Estab.8(534)/2013-IIU-8076 dated 28-11-2013.

**The words "three hundred sixty five days" were added in Section 17(A)(2) with the approval of Board of Governors in its 72nd meeting held on 6-11-2013.

18. Death during service

- (1) In case an employee dies, or is declared permanently incapacitated for further service by a designated hospital or doctor while in service a lump-sum payment equal to full pay up to one hundred and eighty days out of leave at his credit shall be made to his family as defined for the purposes of family pension or as the case may be, to the employee.
- (2) For the purpose of lump sum payment only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible.

PART- III**EFFICIENCY & DISCIPLINE STATUTES****1. Short Title, Commencement & Application**

These Statutes may be called the International Islamic University Employees (Efficiency & Discipline) Statutes. They shall come into force at once and shall apply to all employees.

2. Definitions

In these Statutes unless the context otherwise requires:

- (1) **“Defendant”** means an employee against whom action is taken under these Statutes.
- (2) **“Authority”** means President or an officer or authority designated by him to exercise the powers of the authority under these Statutes.
- (3) **“Authorized Officer”** means an Officer authorized by the authority to perform functions of an authorized officer under these Statutes or if no Officer is so authorized, the authority.
- (4) **“President”** means the President of the International Islamic University.
- (5) **“University”** means the International Islamic University.
- (6) **“Misconduct”** means conduct prejudicial to good order or service discipline or unbecoming of a Muslim (only for Muslim employees) / or an officer and, a gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on University or any officer of the University in respect of any matter relating to the appointment, promotion, transfer, punishment, or other conditions of service of an employee; and
- (7) **“Penalty”** means a penalty which may be imposed under these Statutes.

3. Grounds for Penalty

Where an employee, in the opinion of the authority:

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct; or

- (c) is corrupt, or may reasonably be considered corrupt because:
 - (i) he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt; or
- (d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security;

the Authority may impose on him one or more penalties.

4. Penalties:

- (1) The following are the minor and major penalties namely:

(a) Minor Penalties

- i) Censure;
- ii) Withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to service or post;
- iii) Stoppage, for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar;
- iv) Recovery from pay of the whole or any part of any pecuniary loss caused to the University by negligence or breach of orders.

(b) Major Penalties

- i) Reduction to a lower post for time-scale or to a lower stage in a time-scale;

- ii) Compulsory retirement;
 - iii) Removal from service; and
 - iv) Dismissal from service.
- (2) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (3) In this rule, removal or dismissal from service does not include the discharge of a person:
- a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
 - b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
 - c) engaged under a contract in accordance with the terms of the contract.

5. Inquiry Procedure

The following procedure shall be observed when an employee is proceeded against under these Statutes:

- i) In case where an employee is defendant of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months.
- ii) The authorized officer shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through an inquiry officer or Inquiry Committee. If he so decides, the procedure indicated in Statutes 6 shall apply.
- iii) If the authorized officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or Inquiry Committee, he shall:
 - a) by order in writing, inform the defendant of the action proposed to be taken in regard to him and the grounds of the action; and
 - b) give him a reasonable opportunity of showing cause against that action.

- iv) On receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or Committee is appointed, on receipt of the explanation of the defendant, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority alongwith the charge and statement of allegations served on the defendant, the explanation of the defendant, the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

6. Procedure to be observed by the Inquiry Officer and Inquiry Committee.

Where an Inquiry Officer or Inquiry Committee is appointed, the authorized officer shall:

- (1) Frame a charge and communicate it to the defendant together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- (2) Require the defendant within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence and to state at the same time whether he desires to be heard in person.
- (3) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the defendant as may be considered necessary and the defendant shall be entitled to cross-examine the witness against him.
- (4) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reason thereof shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- (5) Where the Inquiry Officer or the Committee, as the case may be is satisfied that the defendant is hampering, or attempting to hamper, the progress of the enquiry he or it shall administer a warning, and if thereafter he or it is satisfied that the defendant is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks, best suited to do substantial justice.

- (6) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

7. Revision

The authority may call for the record of any case pending before or disposed of by the authorized officer and pass such order in relation thereto as it may deem fit.

8. Powers of Inquiry Officer & Inquiry Committee

- (1) For the purpose of an inquiry under these rules, the Inquiry Officer and the Inquiry Committee shall have the powers of:
 - a) summoning and enforcing the attendance of any person and examining him on oath;
 - b) requiring the discovery and production of documents;
 - c) receiving evidence of affidavits;
 - d) issuing commission for the examination of witnesses or documents.
- (2) If the defendant does not abide by the orders of the Inquiry Officer or Inquiry Committee, he will render himself liable for impositions of Penalties as per Efficiency & Discipline Statutes.

9. Statute 5 not to apply in certain cases

Nothing in Statute 5 shall apply to a case:

- a) where the defendant is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment; or
- b) where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the defendant an opportunity of showing cause.

10. Action in respect of an employee required to proceed on leave

If an employee proceeding on leave in pursuance of an order under sub-Statute (1) of Statute 5 is not dismissed, removed from service, reduced in rank or

compulsory retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

11. Procedure of Inquiry against Officers Lent to Other Department etc.

- (1) Where the services of an employee to whom these Statutes apply are lent to the Federal Government or a Provincial Government or to a local or other authority, in this Statute referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these statutes.

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter in this Statute referred to as the lending authority of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

Provided further that the borrowing authority shall obtain prior approval of the University before taking any action under these Statutes against an officer in BPS-17 and above.

- (2) If, in the light of the findings in the proceedings taken against the employee in terms of sub-Statute (1) the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in these Statutes.

12. Appeal

A person on whom a penalty is imposed shall have such right of appeal as per provisions contained in section 38 of the International Islamic University Ordinance 1985.

13. Appearance of Counsel

No party to any proceedings under these Statutes before the authority, the authorized officer, and Inquiry Officer or an Inquiry Committee shall be represented by an Advocate.