

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
(OFFICE OF DIRECTOR (ADMINISTRATION))

No. 1.1(1)/08-IIU- 9902

Dated: 09.01.2015

OFFICE ORDER

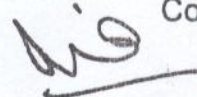
In order to resolve the issues related to the IIU Guest Houses, a meeting was held on 21.11.2014. Considering the proceedings of the said meeting, the President IIU has been pleased to approve the following guidelines to achieve the objectives and goals set for the Guest Houses by the University and to avoid any untoward incidents within the Guests Houses or any other allied issue:-

**(a) AL-BAIROONI FEMALE GUEST HOUSE:**

Al-Bairooni guest house is meant to provide on campus residential accommodation to the female faculty members and senior students of MS/PhD levels on commercialized basis rent and is being supervised by the Administration of Dawa Academy.

- (i) No entry of male is allowed in the Guest House except the permitted officials of the University by the Management of Guest House.
- (ii) A monthly report shall be submitted to the Director Administration with regard to vacant seats alongwith the existing residents.
- (iii) Application for allotment shall be routed at least one week before the date recommended for allotment to the Director Administration for approval of the President.
- (iv) A code of conduct be displayed in the Guest House and be ensured that this code of conduct is implemented in letter and spirit by the residents and all concerned.
- (v) Any damage caused by the guest during the stay shall be recovered from her or from the requisitioning faculty member/officer, as the case may be.
- (vi) A suitable time for exit and entry of the residents in the Guest House be fixed. Gate of the Guest House shall be closed and after that no exit and entry should be allowed. A register should be maintained by the Security Guard at the main gate for recording particulars of incoming and outgoing person(s).

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**(b) IRD GUEST HOUSE:**

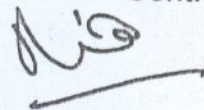
- (i) As in the case of Al-baironi, IRD Guest House management is supposed to send a monthly report about the occupancy regarding previous month and next month to the Director Administration and all cases for reservation be submitted to the Director Administration for approval of the President, IIU.
- (ii) A code of conduct be displayed in each suit and be ensured that this code of conduct is implemented in letter and spirit by the residents and all concerned.
- (iii) In case of reservation for a private person on the recommendations of a faculty member/officer of the University, the particulars of the concerned recommending faculty member/officer and the guest(s) should be mentioned in the form of reservation duly signed by him and must attach his/her attested copy of NIC and copy of passport in case of a foreigner.
- (iv) List of residents of the IRD Guest House be provided to the Security Guard at main gate so that he should prove their identity before allowing them inside the guest house premises to avoid entry of any unauthorized person(s).
- (v) Students and females shall not be permissible in the IRD Guest House.
- (vi) Any damage caused by the guest during the stay shall be recovered from him or from the requisitioning faculty member/officer, as the case may be.
- (vii) Security staff will maintain a register at the gate for recording particulars of incoming and outgoing person(s).

**(c) KHANUSPUR GUEST HOUSE:**

Khanuspur Guest House, IIUI situated at Khanuspur, Abbotabbad is being supervised by the Protocol & Public Relations Directorate.

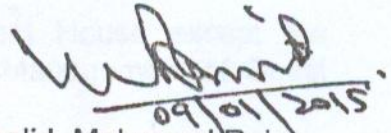
- (i) Like Al-baironi and IRD Guest House Protocol & Public Relations Directorate is supposed to send a monthly report about the occupancy regarding previous month and next month to the Director Administration and all cases for reservation be submitted to the Director Administration for approval of the President, IIU.

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- (ii) A code of conduct be displayed in the Guest House and be ensured that this code of conduct is implemented in letter and spirit by the residents and all concerned.
- (iii) In case of reservation for a private person on the recommendations of a faculty member/officer of the University, the particulars of the concerned recommending faculty member/officer and the guest(s) should be mentioned in the form of reservation duly signed by him and must attach his/her attested copy of NIC and copy of passport in case of a foreigner.
- (iv) Any damage caused by the guest during the stay shall be recovered from him or from the requisitioning faculty member/officer, as the case may be.
- (v) A register for recording particulars of incoming and outgoing person(s) in the Guest House is to be maintained by the Care Taker/Security Guard.

  
09/01/2015  
(Khalid Mahmood Raja)  
Director (Administration)

Distribution:

1. All Vice Presidents
2. All Director General/Dy. Director Generals
3. All Dean of Faculties
4. All Directors
5. All Chairpersons(Male/Female)
6. All Sectional Heads of IIU and its Constituent Units.
7. Addl. Dir (P&PR)
8. Incharge, Al-Bairuni Guest House
9. Assistant Director IRD
10. Care Taker Khanuspur Guest House
11. Relevent File

Cc:

SPS to Rector, IIUI  
SPS to President, IIUI