

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
(HUMAN RESOURCE DEPARTMENT)

No.HR-II.14(1)/2020-IIU-1204

March 18, 2020.

**OFFICE ORDER**

In pursuance of the directives of the Government of Pakistan in the wake of declaration of COVID-19 pandemic by the WHO and guidelines of the Higher Education Commission, Islamabad for faculty and staff attendance in Universities / Degree Awarding Institutions; the **International Islamic University, Islamabad** has decided to ensure the safety and security of its students, academic and non-academic employees during the COVID-19 outbreak, while minimizing academic disruption for which following measures shall be taken in its true letter and spirit:

- i) The academic and non-academic employees shall continue to work with only essential staff on rotational basis as deem appropriate by the concerned Administrative Head without their biometric attendance. The safety and security of staff on duty shall be ensured in accordance with **WHO/HEC COVID-19 guidelines** by the University. Whereas, non-essential staff shall be exempted from duty as per HEC guidelines attached herewith.
  - ii) No large gatherings shall be held at the University. Meetings and trainings should be restricted to the minimum essential numbers and safe distance shall be maintained by observing all precautionary / preventive measures in this regard.
  - iii) The work plan and attendance of employees shall be decided by the concerned Administrative Head(s) as per HEC guidelines attached herewith apropos preparation and delivery of online courses / content with a view to minimize any academic loss for the students.
  - iv) The Chief Security Officer shall ensure to keep only one gate operational manned with essential Security Staff up to April 05, 2020, whereas, a complete ban on visitors shall be imposed with immediate effect. He shall also ensure surveillance and monitoring system to guarantee effective implementation of the prescribed guidelines and report to the Vice-President (AF&P) in this regard.
  - v) The Director (CTU) shall ensure that no buses shall ply on routes. Likewise, Deputy Director (Estate Management) shall ensure cleanliness of the campus area including hostels where the foreign students are housed, security barracks / Other On-Campus-Residences by making sure availability of toiletries in accordance with the WHO Standards / Guidelines.
2. This issues with the approval of the President, IIU.



(Saqib Rashid)  
Deputy Director (HR)

- Encl: • HEC guidelines for faculty and staff attendance in Universities / DAIs.  
• Comprehensive HEC Policy Guidelines for Universities and DAIs on COVID-19

**DISTRIBUTION:**

- 1) All Deans / Directors General / Directors
- 2) All Heads of Teaching Departments
- 3) All Sectional Heads of the Administrative Units
- 4) Chief Security Officer
- 5) Provosts (Male and Female)
- 6) Students Advisor (Male and Female)
- 7) Incharge, Medical Centre (Male and Female)
- 8) Incharge (P&PR) **For announcement of the attached guidelines**
- 9) All Notice Boards
- 10) Webmaster **With the request to circulate the information electronically.**
- 11) Relevant File
- 12) Master File

- Cc: i) SPS to Rector, IIU  
ii) SPS to President, IIU  
iii) SPS to Vice-President (AF&P), IIU  
iv) PS to Vice-President (Academics), IIU  
v) PS to Vice-President (HS&R), IIU  
vi) PS to Vice-President (Female Campus), IIU