

**INTERNATIONAL ISLAMIC UNIVERSITY  
ISLAMABAD**



**THE IIU STATUTES**

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# THE IIU STATUTES-2006

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

## 0. FACULTIES:-

- 1.1 The University shall have the following Faculties:-
- i) The Faculty of Islamic Studies (Usuluddin);
  - 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 Language and Islamic Civilization;
  - viii) The Faculty of Basic and Applied Sciences;
  - ix) The Faculty of Engineering and Technology;
  - x) Faculty of Languages, Literature and Humanities;
  - 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.

- 1.2.1 The members mentioned in sub-clauses (iii) and (iv) 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).

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 Director 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/Director 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/Director 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/Director 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 programmes as well as Research Plans and programmes;
- 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 and Centers for teaching research and training, with a measure of academic autonomy, and to appoint their Directors.

## 6. BOARD OF ADVANCED STUDIES AND RESEARCH:

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

- i) President (Chairperson);
- ii) The Deans;
- iii) Three University Professors other than Deans to be appointed by the President;
- iv) Three Academicians other than University Teachers having research qualifications and experience in various fields of study to be appointed by the Rector;
- v) 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:-

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

- 6.6 To consider and report to the Authorities on the institution of research degrees, in the University;
- 6.7 To propose Regulations regarding the award of research degrees;
- 6.8 To appoint supervisors for research students and to approve the subjects of thesis/dissertations;
- 6.9 To recommend panels of names of examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
- 6.10 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)
- 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:

- 1.1 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.
- 1.2 The procedure for the conferment of the emeritus status will be as follows:-
  - 1.2.1 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.
- 1.3 The Professor Emeritus will be granted the following benefits:-
  - 1.3.1 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.
  - 1.3.2 A house for residing on the campus or on rent relevant to the category of the residence.
  - 1.3.3 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 3/4<sup>th</sup> majority of the members present and voting terminates it in the interest of the University.
- 1.4 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               |
| i)   | Financial Advisor (Education), Government of Pakistan, Ministry of Education as ex-officio nominee of the Board of Governors. | Member               |
| ii)  | Chairperson, Higher Education Commission, Islamabad or his nominee.   | Member               |
| v)   | Dean of the Faculty or Director Academy concerned.  | Member               |
| vi)  | Vice-President (Academics).   | Member               |
| vii) | Vice-President (Incharge of Planning, Finance and Administration).  | Member/<br>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 three teachers not below the rank of Professors and Associate Professors 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.

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;
- 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 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.

## (X) THE IIU 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.

1. **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.

# 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) "Vice-President" means the Vice-President of the International Islamic University, Islamabad;
- vi) "University Employees" means the employees of the University and its Constituent Units to whom these Statutes apply;
- vii) "University Service" means service rendered by an employee substantively against a permanent post or service along with a post so declared as pensionable by the Board of Governors to which these Statutes apply;
- viii) "Pension Fund" means the Fund maintained under Statute 26 (1), Part I of the IIU Statutes, 1987;



- ix) "Proportionate Liability" means apportionment of pension including gratuity and commutation determined at the time of retirement to be borne in proportion to the length of service rendered by any employee in each organization where pension scheme as in vogue;
- x) "Medical Board" means the Medical Board duly appointed by the President, IIU to conduct medical examination of the University employees for the purpose of granting invalid pension/commutation or gratuity;
- xi) 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 the University employees substantively appointed against permanent posts by the University, or as may be by the Board of Governors from time to time.

### **4. EXCEPTIONS**

These Statutes shall not apply to:

- (1) University employees appointed on contract basis;
- (2) Any University employee who holds a post which has been declared by the Board of Governors to be non pensionable;
- (3) Any person who is not a full time employee of University, but is paid for work done such as part time visiting teacher and daily wages etc;
- (4) The employees appointed on temporary, project posts, unless otherwise the Board of Governors specifically provides the benefit of pension to such employees.

### **5. QUALIFYING SERVICE FOR PENSION**

Subject to these Statutes, service rendered by a University employee from the date of his/her joining the University service shall count 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 employees of other organizations including Government Departments, who join the University through proper channel, only if the former employer had Pension Scheme and is prepared to accept the proportionate liability for the period such an employee was in its service.

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

The University will 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 join any other organizations through proper channel, having pension scheme, after rendering more than five years qualifying service in the University, in case the other organization so desires.

**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 the Vice-President concerned or 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 one month of his/her retirement, provided that if due to unavoidable circumstances such period is to be exceeded, the competent authority may grant the anticipatory pension for the interim period.

**10. APPLICATION OF GOVERNMENT PENSION RULES TO THE UNIVERSITY EMPLOYEES**

- (1) Save as otherwise provided in and subject always to these statutes, the Government of Pakistan Pension Rules for Civil Servants (hereafter referred to as the said Rules) as

applicable to Government Servants shall mutatis mutandis apply to the University employees 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) Any difficulty or dispute arises in application of the said Rules to the University employees shall be resolved by the Board of Governors.
  - (3) Any question arises regarding the interpretation of the said rules, shall be referred to the Federal Government for decision and that shall be final.
  - (4) Any monetary benefits announced by the Federal Government or disallowing any benefits for Government pensioners shall be applicable to the University pensioners.

## **11. AMENDMENTS**

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 is maintaining 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 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 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 is running short of the requirements for the purpose of pension, the President will be authorized to allocate funds from other source.

### **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 them and in force immediately before the commencement of these Statutes shall be deemed to be the orders and action taken under these Statutes and will 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 will 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 the Statutes is likely to cause hardship 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

## 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.

### 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 fulfil 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, 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 IIU STATUTES-1992

## FOR GRANT OF BPS-21 AND BPS-22 TO ESPECIALLY MERITORIOUS PROFESSORS OF THE INTERNATIONAL ISLAMIC UNIVERSITY

1. (1) These Statutes may be called the International Islamic University Statutes 1992 for the grant of BPS-21 and BPS-22 to University Professors.
- (2) They shall come into force with effect from February 04, 1993.
2. In these Statutes, unless the context otherwise requires, all other expressions will have the same meaning as assigned to them in the International Islamic University Ordinance 1985 and the International Islamic University Statutes 1987.

### EXTENT OF APPLICATION

3. (1) All University Professors who are employed on regular basis in BPS-20.

### PROVISION OF POSTS

4. (1) The number of Professors to be promoted to BPS-21 and 22 shall be calculated on the basis of 12.5% of sanctioned posts of Professors in BPS-20.
- (2) The maximum number of Professors in BPS-20 to be promoted to BPS-21 & 22 shall be eight not exceeding 12.5% of the sanctioned strength which shall be subject to availability of eligible candidates and periodic revisions by the Board of Trustees on the recommendations of the Board of Governors.
- (3) Grant of BPS-21 or 22 to a Professor shall be personal to him and there would be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.

### ELIGIBILITY

5. (1) Promotion to BPS-21 & 22 shall be open to especially meritorious University Professors serving in BPS-20 and

having excellent record of (a) research publications (b) international recognition of research, (c) organizing teaching and research guidance to M.Phil and Ph.D. levels, and (d) providing leadership in the development of teaching and research programs.

- (2) Only those Professors who have been appointed on regular basis shall be considered for promotion to Grade-21 and 22.
- (3) Professors in BPS-20 shall be considered only for the grant of BPS-21. BPS-22 shall be granted only to those meritorious Professors who have served at least for two years in BPS-21.

### **PROCEDURE OF PROMOTION**

6. (1) The President of the University shall prepare the case of especially meritorious Professors and present the record of each Professor on the proforma to be designed for this purpose, and approved as a part of these statutes alongwith a resume of the achievements of the Professors in research, teaching, organization and development. A special meeting of the Selection Board shall be called only to consider cases for promotion to BPS-21 or 22.
  - (2) Requirement for advertisement of posts will be dispensed with. However, each University Professor will be invited to put in his papers for consideration by the Selection Board.
  - (3) The Selection Board will make recommendations to the Board of Governors of suitable candidates for promotion to BPS-21 or 22. The Selection Board may co-opt experts for seeking opinion on the Professional achievement of the applicants.
  - (4) All promotion to BPS-21 or 22 shall be notified after the approval of the Board of Governors and shall be effective from the date of decision by the Board of Governors.

# THE IIU STATUTES 1992

## 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 then after getting the proposal cleared by the Chancellor, it shall be formally presented to the Board of Governors which may recommend the nomination on the basis of a simple majority of the members present in the formal meeting. The case shall then be submitted to the Board of Trustees for approval.
- v) The honorary degree shall be conferred during a regular or a specially convened convocation.

# THE IIU STATUTES-1987

## 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.
- (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 anytime 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.

## **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:-

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 an employee in temporary employment or appointment on ad-hoc basis shall be liable to termination on fourteen days' 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.

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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.

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- 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 an employee in temporary employment or appointment on ad-hoc basis shall be liable to termination on fourteen days' 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 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 three months previous notice in writing or on payment by him to University a sum equal to his basic pay for three months.
- (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 due 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, the adverse remarks, if any, shall be communicated to the employee concerned for remedial measures and improvement within a period of 60 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.
- (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.
- (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 fairplay, 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.

## 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.
- (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-43**) 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 44 to 52) framed by the Board of Governors.]

**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 \_\_\_\_\_  
(c) Date of Commencement \_\_\_\_\_

Dated \_\_\_\_\_ Signature of Applicant

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

Dated \_\_\_\_\_  
Signature  
Designation

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

Dated \_\_\_\_\_  
Signature  
Designation

9. Orders of the sanctioning authority.

Dated \_\_\_\_\_  
Signature  
Designation

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

IIU LEAVE RULES

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.
- (2) There shall be no maximum limited on the accumulation of such leave.
- (2) Any employee who enjoys vacation may earn leave on full pay:
  - ( ) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
  - ( ) 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
  - ( ) 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.
- (1) 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.
- (1) 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.
- (1) Study leave on full pay may be granted to an employee who has put in at least three years service 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.
- (1) 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.
- (1) Study leave may normally be granted to an employee for 24 months for M.A. Degree and 48 months for Ph.D. Degree (including M.A.). The employee shall not engage in a job carrying remuneration without approval of the President.
- (1) Before proceeding on study leave the employee shall execute a personal bond with surety of two (2) guarantors (not being employees of the University) of known financial status and integrity that: -
  - ( ) He shall not seek any employment during study leave without permission from the IIU.

- ( ) He shall serve University after completion of his studies for a period of three consecutive years in the case of M.A. degree and 5 years in the case of Ph.D. degree on such terms and conditions as President may determine.

OR

Pay to the University an amount equal to pay and fringe benefits and other payments, if any received during the period of study leave for which he, before proceeding on Study Leave, will provide a Bank guarantee or Pledge of property documents equal to the amount of pay & fringe benefits and other payments likely to be received by him during the period of his Study Leave.

- (1) 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.
- (7) 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.
- (7) 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.

- (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) Subject to observance of above rules, study leave may be granted to non-academic employees on half average pay for two years in the entire service and in combination with leave up to 28 months.

#### **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.
- (2) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary 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 three years of service be granted sabbatical leave up to 6 months on full pay for undertaking research in a University or research organization of good standing. Sabbatical leave not granted or not availed of can be carried forward.
- (2) The Sabbatical leave may not be combined with any other kind of leave.
- (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.
- (5) The period of absence will be treated as duty for the calculation of pension/gratuity and leave on full pay.
- (6) Sabbatical leave shall ordinarily be granted only at the end of an academic term/semester and if it is applied for at least 3 months before the date it is proposed to be availed of.

- (7) Sabbatical leave is a privilege and not a right and its approval when it falls due will depend upon the prevailing staff position and exigencies of duty.
- (7) The employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his "family" actually resides in it. He will also be eligible to other fringe benefits except conveyance allowance.
- (7) 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).

#### **17. 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.
- (1) In lieu of such leave, leave pay be claimed for the actual period of leave subject to maximum of one hundred and eighty days.
- (1) 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 half the period of leave so granted, for example, if an employee who has opted for encashment of such leave, has taken sixty days leave, his cash compensation equal to thirty days leave shall be forfeited.
- (1) 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.
- (1) For the purpose of payment in lieu of such leave:
  - ( ) the rate of pay shall be the rate admissible at the time the leave pay is drawn;

( ) the leave pay may be drawn at any time for the period for which duty has already been rendered; and

(1) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

**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.

(1) 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.