



**MINUTES OF THE 7th MEETING OF
THE SYNDICATE**
Tuesday, 03rd February, 2015
Islamia College Peshawar





Established: 1913
(A Public Sector University)

Phone (office) 091-9222036

Fax 091-9216432

registrar@icp.edu.pk

www.icp.edu.pk

No.794 /Meetings:

Dated: 04/03/2015

To

All Members of the Syndicate
Islamia College, Peshawar

Subject: MINUTES OF 7th MEETING OF THE SYNDICATE, ISLAMIA COLLEGE, PESHAWAR

Dear Sir/Madam,

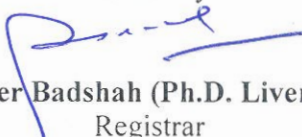
I am directed to send herewith a copy of the final Minutes of the 7th meeting of the Syndicate, Islamia College, Peshawar held on 3rd February, 2015 in the Main Committee Room, Islamia College, Peshawar for your information and record.

Moreover, House Allotment and Teaching Staff Hostel Rules are also sent after minor changes as decided by the Syndicate.

Thanking you.

Encl: as stated above.

Sincerely


Sareer Badshah (Ph.D. Liverpool)
Registrar

Copy to:

1. The Treasurer, ICP for record and implementation.
2. The Deputy Registrar (Establishment), ICP for record and implementation.
3. The Deputy Registrar (Academics), ICP for record and implementation.
4. The Assistant Registrar (Meetings), ICP for record and implementation.
5. The Incharge, Litigation Cell ICP for record and implementation
6. The PS to Vice-Chancellor

✓

**MINUTES OF THE 7th MEETING OF THE SYNDICATE, ISLAMIA COLLEGE,
PESHAWAR HELD ON 3rd FEBRUARY, 2015**

The seventh meeting of the Syndicate was held under the chairmanship of Mr. Ajmal Khan, Vice-Chancellor, Islamia College, Peshawar on 3rd February, 2015 at 10:00 hrs in the Main Committee Room. (List of the participants attached).

The meeting started with the recitation of the Holy Quran.

Welcoming the participants the Vice-chancellor said that this would be his second meeting of the Syndicate and the first one after his release from abduction. He hoped that the body would take actions and decide cases on merit and in the best interest of the institution. Thereafter, he asked the Registrar to take up the agenda items for considerations and decisions.

Item No 1(i): Confirmation of minutes of the 6th meeting of Syndicate held on 18 July, 2014

Decision:-

After a brief discussion, the minutes of the 6th meeting of the Syndicate were confirmed.

Item # 1(ii):- Action Taken on the minutes of the 6th meeting of the Syndicate dated 18 July, 2014

Decision:-

The Syndicate confirmed the actions taken on the minutes of its 6th meeting dated 18 July, 2014.

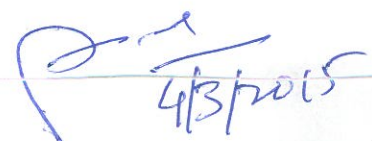
Item # 2:- Approval of minutes of the meeting of F&PC dated 6th January, 2015

The Treasurer explained the budget estimate for the year 2014-15 in detail.

The Chief Planning Office informed that the PC-1 for the Master planning of the University submitted to the Government for provision of funds is in process and the University may start the project from its own resources which may be recouped when funds are released by the Government for the same under the ADP scheme.

Decision:-

After detailed discussion on the item, the minutes of the meeting of F& PC and budget estimate for the year 2014-15 were approved by the Syndicate with minor changes. (Copy of budget 2014-15 attached). However, under very special circumstances the University may appoint staff against vacant posts from the savings during 2014-15.


4/3/2015

Item # 3:- Court Case of Mr. Nadir Nawaz, Assistant Accounts Officer, Islamia College Peshawar

The case was placed before the Syndicate on the directives of the Honourable High Court, Peshawar vide C.O.C. No. 343-P/2014 in Writ Petition 762-P/2014 dated 05.11.2014.

Decision:-

The Syndicate approved the up-gradation of Mr. Nadir Nawaz, Assistant Accounts Officer, Islamia College, Peshawar from BPS-16 to BPS-17.

Item # 4:- Writ petition of Syed Jamal-Ud-Din

The Vice-Chancellor clarified the observations on the Selection Board mentioned in the minutes of the Committee, constituted by the 6th meeting of the Syndicate dated 18 July, 2014 regarding writ petition of Syed Jamal-Ud-Din to which the members agreed. After detailed discussion on the selection process the following decision was made.

Decision:-

In the light of the compliance of the Honourable High Court and upon the recommendations of the Committee, in order to give him a fair chance of selection the previous application and demonstration of Syed Jamal-ud-din would be considered in the ensuing Selection Board along with other candidates for the two posts already advertised.

Item # 5:- Criteria for the post of Estate Officer and Recovery Officer

Decision:-

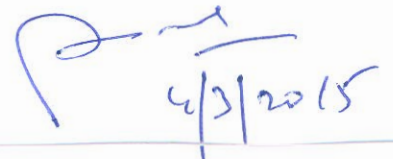
The Syndicate constituted the following Committee for framing eligibility criteria/statutes for the post of Estate Officer and Recovery Officer.

1. **Additional Secretary** ----- Convener
Establishment Department
2. **Mr. Faisal Shehzad** ----- Member
Lecturer, Department of Law, Islamia College Peshawar
3. **Registrar** ----- Secretary
Islamia College Peshawar

Item # 6:- Approval of Panel of Legal Counsels

Decision:-

The item was withdrawn. The Syndicate authorized the administration of the University to decide the panel of legal experts as per its requirements.

A handwritten signature in blue ink is located at the bottom right of the page. Below the signature, the date '4/3/2015' is written in blue ink.

✓
Item #7:- Approval of Recommendations of the Selection Board Dated 5th To 8th September, 2014

Before taking up Item No.7 of the agenda, the Registrar informed the Syndicate that they had received a letter No. SO(UE)HE/8-10/Synd: Meetings/2014 dated: 30 January, 2015 from the HED stating that item No.7 of the agenda or any other item related to appointments/recruitments of the subject meeting may be dropped/deferred till the finalization of the inquiry i.e. probing into irregularities in appointments.

The Registrar apprised the meeting that no specific Committee has been constituted by the HED regarding Selection Board dated 5-8th September, 2014. However, the HED had constituted a Committee which deals with irregularities in appointments in all public sector Universities vide notification No. SO(UE-1)HE/1-1/Working group dated 23rd September, 2014.

Prof. Dr. Syed Inayat Ali Shah remarked that the Selection Board held on 5-8th September, 2014 was not authentic as it was chaired by Prof. Dr. Qibla Ayaz who was appointed as Vice-Chancellor, Islamia College Peshawar till the release of Mr. Ajmal Khan. He added that Mr. Ajmal Khan being released on 28th August, 2014 should have chaired the Selection Board and its authenticity can lead to litigation.

Prof. Dr. Nisar Muhammad stated that the Senate's meeting held on November 18, 2013 decided that the day Mr. Ajmal Khan arrived, would assume duties of the Vice-Chancellor, Islamia College Peshawar.

Prof. Dr. Muhammad Subhan apprised the members that two notifications regarding appointment of Prof. Dr. Qibla Ayaz as Vice-Chancellor, Islamia College Peshawar were issued, the later was till the arrival of Mr. Ajmal Khan. He commented that declaring the Selection Board chaired by Prof. Dr. Qibla Ayaz illegal puts question mark on all other actions taken by him as Vice-Chancellor during that time.

The Vice-Chancellor, University of Swat remarked that being member of Selection Board he found nothing wrong in the entire process of the Selection Board to the best of his observation and everything was fair and transparent.

The Vice-Chancellor informed that Prof. Dr. Qibla Ayaz chaired the Selection Board after seeking his willingness. He suggested that if the members of the Syndicate had any

P-1
4/3/2015

observation regarding any case/item, could be withheld or deferred for necessary action whereas, the rest of the recommendations of the Selection Board may be considered.

Considering the directives from HED and other related issues, the item was put to vote.

Voting showed that Prof. Dr. Inayat Ali Shah, Prof. Dr. Muhammad Nisar, Dr. Shazia Yaseen and Mr. Raza Shah were of the opinion to defer the item whereas Dr. Khalid Khan and Mr. Fayyaz Ali abstained and the rest of the members agreed with suggestion of the Vice-Chancellor.

Decision:

The Syndicate approved the recommendations of the Selection Board dated 5th to 8th September, 2014 except the following cases which were referred back to the Selection Board due to observations by the members and its recommendations would then be placed before the next meeting of the Syndicate.

Item No.7

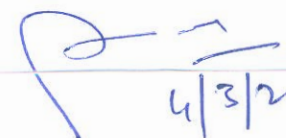
Item #	Post	No. of Posts	Advertisement Date	Recommendations of the Board
1	Assistant Professor of Arabic (TTS)	1	01/05/2013	Dr. Khansa Al-Jaje D/O Mohammad Deeb Al-Jaje
2	Lecturer in Arabic (BPS-18)	1	01/05/2013	Mr. Bakht Zubair S/O Ubaid ur Rasul

Item No.10

Item #	Post	No. of Posts	Advertisement Date	Recommendations of the Board
1	Assistant Professor of Political Science (BPS-19)	1	02/02/2013	Mr. Amir Ullah Khan S/O Amir Laiq Khan

Item No.15

Item #	Post	No. of Posts	Advertisement Date	Recommendations of the Board
1	Assistant Professor of Islamic Theology (TTS)	1	02/02/2013	Dr. Janas Khan S/O Ghulam Yousaf
2	Assistant Professor of Islamic Theology (TTS)	1	01/05/2013	Dr. Junaid Akbar S/O Muhammad Akbar
3	Lecturer in Islamic Theology (BPS-18)	2	01/05/2013	1. Mr. Muhammad Aziz S/O Ameer Baig 2. Mr. Saifullah S/O Ahsanullah


4/3/2015

In case of Item No. 15 of the recommendations of the Selection Board mentioned above, Prof. Dr. Nisar Muhammad shall provide his observations to the Selection Board.

The recommendations of Selection Board, regarding Mr. Nawab Ali S/O Nisar Khan against the post of Lecturer in Statistics and Mr. Umar Hayat S/O Mr. Bakht Zamin Khan against the post of Assistant Professor of Economics were not approved by the Syndicate due to non-production of NOC and the recognition status of the concerned Universities from HEC respectively by the due date.

Further, awarding advance increments to the candidates for the posts of Assistant Professor (TTS) was not approved as the Syndicate was of the view that as per HEC criteria the advance increments should have been awarded by the Selection Board at the time of their recommendations which was not done.

Item # 8:- Adoption of Extension in Condition of Post PH.D Experience For Appointment of Professor & Associate Professor

Decision:

The Syndicate agreed to the amendment in statutes for appointment of Professor & Associate Professor as per the following criteria of HEC:

1. **PROFESSOR:**

Experience:

15-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization, provided that after 30th June 2015 at least 8 years post Ph.D level experience in an HEC recognized University or Post-graduate institutions or professional experience in the relevant field in an National or International Organizations will be required.

OR


10-years post-PhD teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.

2. **ASSOCIATE PROFESSOR:**

Experience:

10 years Teaching/Research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization or post-graduate institution or professional experience in the relevant field in a National or International Organization, provided that after 30th June 2015 at least 4 years post Ph.D level experience in an HEC recognized University or Post-graduate institutions or professional experience in the relevant field in an National or International Organizations will be required.

OR


4/3/2015

05-years post-PhD teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.

Item #9:- Approval of Rules

Decision:

The rules for House Allotment and Teaching Staff Hostel were approved with minor changes.

Item #10 & 11:- Approval of Rules Relating To Evaluation/Marking for Selection of University Teachers

&

Approval of Rules Relating To Evaluation/Marking for Selection of University Officers

Decision:

The Syndicate constituted the following Committee to look into the draft rules relating to evaluation/marking for selection of teachers and officers and resubmit them to the next meeting of the Syndicate.

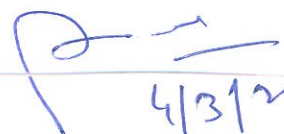
1. **Prof. Dr. Muhammad Jehanzeb Khan** ----- Convener
Vice-Chancellor, University of Swat
2. **Additional Secretary** ----- Member
Higher Education Department
3. **Mr. Faisal Shehzad** ----- Member
Lecturer, Department of Law, Islamia College Peshawar
4. **Registrar/Nominee** -----Member-cum- Secretary

Item #12:- Approval of appointment of three professors on ASRB

Decision:

The Syndicate approved the appointment of the following three Professors on ASRB w.e.f. 22nd September, 2014 as per notification.

1. **Prof. Dr. Muhammad Naeem Khalid**
Department of Physics, Islamia College Peshawar
2. **Prof. Dr. Muhammad Subhan**
Department of Chemistry, Islamia College Peshawar
3. **Prof. Dr. Nisar Muhammad**
Department of Theology, Islamia College Peshawar


4/3/2015

Item #13:- Balanced Payment to Bed Sheets Supplier

Keeping in view the recommendations of the Committee, constituted by the 6th meeting of the Syndicate dated 18 July, 2014, the Vice-Chancellor clarified that the problem was not so simple as the Committee had put the blame on the shoulders of the Purchase Committee for extra payment, which was not the case. He further explained that the administration was in fact to be blamed and said that would it ultimately lead to a Court case. However, he explained that the University would not be faced with any financial loss after the sale of the bed sheets keeping in view the present market rates.

Decision:

The Syndicate decided that the bed sheets may be sold out to the students on such a price that the extra payment is recovered and at the same time the price of the items is not more than the open market rates.

Supplementary Agenda:

Item #1:- Payment of Honourarium to External Experts and Members of Bodies, Islamia, College Peshawar

Decision:

The Syndicate approved payment of honourarium without tax deduction to external experts and members of the bodies from retrospective effect at the rate of Rs.4000/- per day to local members/experts and Rs.6000/- per day to non-local members.

Further, the mentioned amount would be paid only twice per case/issue.

Item #2:- Approval of the Minutes of the Study leave committee, Islamia College, Peshawar

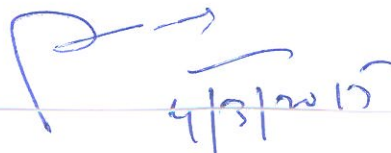
Decision:

Minutes of the Study Leave Committee meetings dated 13.03.2014 notified vide office Order No. 549/Estt: dated 24/03/2014, office Order No. 612/Estt: dated 01/04/2014, office Order No. 1243/Estt: dated 08/09/2014, office Order No. 1826/Estt: dated 29/12/2014 & office Order No. 843/Estt: dated 19/06/2014 were approved by the Syndicate.

Item #3:- Assistance package for families of Government employees who die in service

Decision:

The Syndicate withdrew the item and directed that the case be brought before the Syndicate after its finalization by the Government.

A handwritten signature in blue ink is located at the bottom right of the page. Below the signature, the date '4/3/2015' is written in blue ink.

Item #4:- Amendment in Statutes for University School's Teacher (Principal)

Decision:

The Syndicate authorized the Vice- Chancellor for appointment of the Principal and Vice-Principal for the Islamia Collegiate School till proper amendment of the statutes for the said posts.

Item #5:- Consideration of Ph.D Allowance for Mr. Muhammad Aziz Ullah Pesh Imam, Jamia Masjid, Islamia College Peshawar

Decision:

The Syndicate deferred the case and directed that the Registrar would seek advice from the Higher Education Commission and act accordingly.

Item #6:- Grant of Pre-Mature Increment on Up-Gradation

Decision:

The grant of pre-mature increment to employees in BPS-2 to 16 on up-gradation was approved by the Syndicate with immediate effect.

Item #7:- Grant of inadmissible amount borne by Dr. Izhar Ullah Izhar, Department of Urdu, Islamia College Peshawar

Decision:

The Syndicate approved the payment of increase in cost of Medical treatment (Multi vessel Angioplasty including stents) to Dr. Izhar Ullah Izhar, Department of Urdu, Islamia College Peshawar.

Item #8:- Amendment in Rules of University Purchase Committee

Decision:

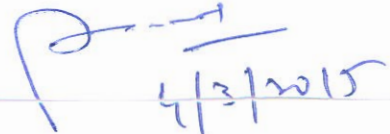
The Syndicate amended the constitution of the University Purchase Committee as follow.

1. A University employee in BPS-20 or above to be nominated by the Vice-Chancellor -----Convener
2. Two teachers or Officers to be nominated by the Vice-Chancellor -----Members
3. Head of the Department or Section or his nominee for which the items are being purchased ---Member
4. Treasurer or his nominee ----- Member/Secretary

Item #9:- Establishment of Public Library

Decision:

The Syndicate referred the case to Board of Management. The Board of Management would decide the case in its ensuing meeting.

A handwritten signature in blue ink is written over the date 4/3/2015, which is also written in blue ink.

Item #10:- Promotion of Islamia Collegiate Peshawar Teachers to vacant posts of BPS-18, 19 & 20

Decision:

The application of the teachers of the Islamia Collegiate School was discussed in detail. The Syndicate could not find any justification to approve their up-gradation from an earlier date, however, it was decided that in future promotion of teachers of the school should be dealt within time as per existing statutes/ rules.


Additional Item

Item #01:- Orderly allowance

Decision:

The Syndicate approved the orderly allowance as per notification of Khyber Pakhtunkhwa /Finance Department vide No. FD(SOSR-II)8-34/2014 dated 09/07/2014 with immediate effect.

The meeting ended with a vote of thanks by and to the chair.


Registrar / Secretary Syndicate
Islamia College, Peshawar

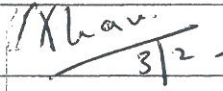



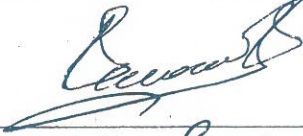

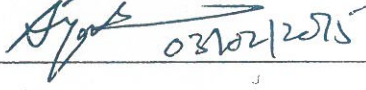
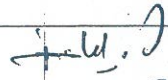


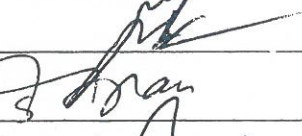

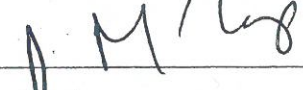

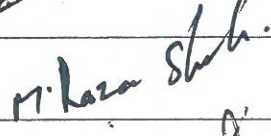


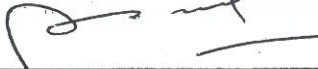
Confirmed:



Mr. Ajmal Khan
Vice Chancellor / Chairman Syndicate

ATTENDANCE SHEET

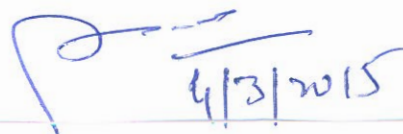
Participants of the 7th meeting of the Syndicate held on 03.03.2015 at the Main Committee Room, Islamia College Peshawar

Sr.#	Name of Participants	Signature
1.	Mr. Ajmal Khan	
2.	Mr. Justice Rooh-ul-Amin Khan	
3.	Secretary (HED) Dr. Khalidullah	
4.	Asst. Secretary (Estt. Dept.) A212 Khan Khattak Special	
5.	Secretary Finance Department	
6.	Prof. Dr. Nisar Muhammad	
7.	Dr. Shazia Naeem	
8.	Dr. Muhammad Saleem Khan	
9.	Mr. Faisal Shehzad	
10.	Prof. Dr. Syed Zahir Shah (Principal, Islamia College for Girls)	
11.	Prof Dr. Nasir Jamal Khattak	
12.	Prof Dr. S. Inayat Ali Shah	
13.	Prof. Dr. Muhammad Subhan	
14.	Prof (Rtd). Dr. Mehar Taj Roghai	
15.	Prof. Dr. Muhammad Jehanzeb Khan	
16.	Mr. Muhammad Raza Shah	
17.	Mr. Fayyaz Ali Khan	
18.	Mr. Muzammil Khan	
19.	Registrar/Secretary	


03/2/2015

OBSERVATIONS MADE ON THE MINUTES OF THE 7th
MEETING OF THE SYNDICATE HELD ON 03rd FEBRUARY, 2015

Minutes Recorded in agenda Item	Observations	Remarks
Agenda Item No.05	<p><u>Observations made by Prof. Dr. Nisar Muhammad, Member of the Syndicate, Islamia College Peshawar</u></p> <p>1. The Registrar is the secretary of the Syndicate and cannot become a convener of any committee constituted by Syndicate. Only he can be a member of that committee and convener ship should be handed over to some other member of the committee.</p>	Will be incorporated in the minutes.
Agenda Item No.07	<p>2.</p> <p>a. While voting Dr. Khalid Khan did not abstain but he voted in support of Dr. Inayat Ali Shah & Dr. Nisar Muhammad etc that the Selection Board item should be deferred.</p> <p>b. It was decided that all the deprived candidates of the department of Arabic and Islamic Theology would be called for re-interview by Selection board for fair and transparent selection.</p> <p>c. The documents of Dr. Khansa Al-Jaji would be re-checked and scrutinized as her certificate of Shahadat Ul Aliya is tempered and not from a recognize Board or Madrassa.</p> <p>d. On page 5 in the first sentence item No. 7 should also be included along with item No.15 as follow.</p>	<p>The minutes were recorded correctly as he himself has no observation against the minutes.</p> <p>The minutes were recorded correctly.</p> <p>The minutes were recorded correctly.</p> <p>The minutes were recorded correctly.</p>


4/3/2015

	<p>In case of item no. 7 and 15 of the recommendation of selection Board Dr. Nisar Muhammad shall provide his observation to the Selection Board.</p>	
<p>Agenda Item No.10 &11</p>	<p>Dr. Shazia Yaseen was not recommended as member by syndicate. No body suggested her name. Therefore her name from the committee should be removed.</p>	<p>Will be incorporated in the minutes.</p>
<p>Supp. Agenda Item No. 06</p>	<p>Grant of Pre-mature increment is for all employees and not only for BPS-2 to 16, all teaching and non-teaching from BPS-2 to 21 may be included as the Supreme Court order is very much clear. No doubt the request was from class III Association but would be implemented for all as in Engineering University it was implemented for teaching and non-teaching.</p> <p><u>Observations made by Mr. Faisal Shahzad, Member of the Syndicate, Islamia College Peshawar</u></p>	<p>The minutes were recorded correctly. The remaining cases may be placed before the next meeting of the Syndicate.</p>
<p>Agenda Item No.10 &11</p>	<p>The Syndicate, while deciding on the issue, nominated members to the committee, the composition enumerated in the minutes on serial 3 page 6 was initially not so nominated and has been later on wrongly incorporated.</p> <p>This observation must not be interpreted in questioning the varsity of respectable and worthy member, however the minutes shall reflect the true and exact proceedings taken place during the aforesaid meeting.</p>	<p>Will be incorporated in the minutes.</p>

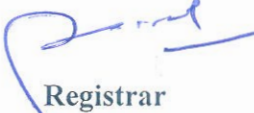

4/3/2015

Agenda Item No.07	<p><u>Observations made by Prof. Dr. Syed Inayat Ali Shah, Member of the Syndicate, Islamia College Peshawar</u></p> <p>Regarding item No. 06 of the Selection Board, my signature shown to honourable members when I was not present is really regrettable. I did sign the proforma on the request of the then Vice-Chancellor, because to save the honour of the institute. However, I did not sign the recommendation proforma, and therefore request you to bring this case (the Selection of Lecturers) to the next meeting as requested earlier.</p>	<p>The case has already been decided by the Syndicate.</p>
-------------------	--	---

For approval
Vice-Chancellor, Sir

Approved

M Khan
4/3/15


 Registrar
 Islamia College Peshawar

ISLAMIA COLLEGE PESHAWAR EMPLOYEES RESIDENCE RULES 2015

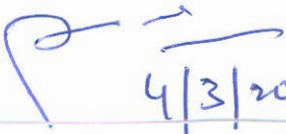
1. Preliminaries:

- a. As provided under Section 31 of the Khyber Pakhtunkhwa Universities Act 2012, the following Rules are hereby framed.
- b. Title: These rules shall be called ISLAMIA COLLEGE PESHAWAR EMPLOYEES' RESIDENCE RULES 2015.
- c. Commencement: These rules shall come into force with immediate effect, i.e. from the date of approval by the Syndicate.
- d. Application: These rules shall apply to all official residences (houses) of Islamia College Peshawar excluding staff hostel and bachelor flats. These rules are subject to the Act and Statutes governing the University.

2. Definitions:

In these Rules, unless the context otherwise requires, the following terms shall have the meanings hereby assigned to them:-

- a) "**University**" means Islamia College Peshawar
- b) "**Vice-Chancellor**" means the Vice-Chancellor, Islamia College Peshawar.
- c) "**Registrar**" means Registrar of Islamia College Peshawar.
- d) "**Director**" means Director of Works or any other official of the University responsible for maintenance and repair of employees' residences.
- e) "**Employee**" means a confirmed employee of Islamia College Peshawar in BPS-17 or above in teaching and officer cadre.
- f) "**House**" means any type of residential accommodation (excluding Bachelor Accommodation).
- g) "**Allotment Committee**" means the Committee as Constituted under Section 7 of these rules.
- h) "**Allottee**" means an employee to whom the house is allotted.
- i) "**Act**" means Khyber Pakhtunkhwa Universities Act-2012.
- j) "**Rules**" means rules framed by the University under the Act or adopted otherwise in the manner prescribed.
- k) All other terms and expressions will have the same meaning as given in Section 2 of the Act.


4/3/2015

iv) Director of Works or his nominee.

v) President or his nominee of Employees' Union/Association for their respective Committee.

iv) Registrar or his nominee not below the rank of Assistant Registrar.

The quorum for a meeting shall be four members.

8. Settlement of Dispute:


In case the Vice Chancellor does not agree with the decision of the Allotment Committee in a particular case, the issue will be referred back to the Committee for settlement. However, the Vice-Chancellor's decision shall be final.

9. Allotment Procedure:

- a. Houses will be allotted strictly in order of Seniority among the applicants for each house allottees from amongst the applicants for each house. A substitute allottee will get the house if the preceding allottee fails to occupy the house within the prescribed period.
- b. Seniority for the purpose of allotment shall be determined strictly by the length of service at Islamia College Peshawar in BPS-17 & above.
- c. Period spent on any type of leave except leave without pay shall be counted in seniority for house allotment.
- d. An employee who is allotted a house & occupied by him shall be barred from applying to another house for three years from the date of initial of the house in the same category.
- e. Husband & wife being both employees of the Islamia College Peshawar, the house rent shall be deducted from the allottee only.

10. Occupation of House:

- a) After a house has been allotted and allotment order received by an employee, he/she, after necessary minor repairs have been carried out, shall occupy the house within 7 days. In case the allottee fails to occupy the house within specified period, the allotment orders shall stand cancelled and the house be allotted to the next candidate on merit.
- b) The convener /nominee of the allotment Committee shall monitor and will ensure expidious repair and the allotted house.
- c) The Director shall hand over possession of the house to the allottee and record the fittings, installations etc. and their condition in a statement to be called "Delivery of Possession Report" which shall be signed by the allottee. A copy of the report shall be supplied to the allottee.


4/3/2015

- d) No addition in or alteration to the house shall be effected without prior permission of the Vice- Chancellor. Any type of construction shall not be demolished/claimed on the pretext being built from personal resources. The allottee shall be responsible for the safety of the property of the house and shall make good the losses if any, at any time during his/her residence.

11. Allotment for the Residence of Employees:

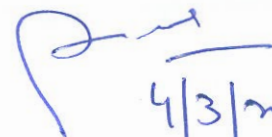
- a) The house allotted to an employee shall be solely for the residence of his family and no outsider shall be allowed to live there on regular/permanent basis. The allottee shall be responsible for the behavior of his family members/dependents.
- b) The allottee in case of private house hold servants shall fully reveal the antecedents of the afore said private servants & will ensure that such people are abide by the following keep or carry:
- i. That the said servants shall not be allowed to keep or carry any fire arm contraband & domesticated /pet animals.
 - ii. That the allottee of the house shall entre in to a proper agreement with the occupant of the servant quarter on the prescribed profarma to be obtained from the office of Registrar, a copy of said deed will be provided to the Registrar office for official record.

12. Maintenance:

The University shall be responsible for keeping the houses in good condition and repairs (if any) white washing shall be carried after every 3 years. For the purpose of maintenance, 5% deduction shall be made from the basic pay of the allottee which shall be spent exclusively on maintenance of residence.

13. Employees Serving outside the University:

- a) An employee of the University transferred or deputed by the authorities without own request shall have the right to retain the official residence for the period of such transfer/deputation etc. subject to payment of due house rent and maintenance charges.
- b) An employee of the University transferred or deputed to a public sector organization on application or proceeding on leave without pay shall be required to vacate the house within six months of the transfer of his/her services.
- c) Family of an allottee, on study leave/sabbatical leave or training abroad, can reside in a house for the period of such leave/training provided the University dues are paid regularly, and subject to annual verification/progress of Study/Training by the Registrar of the University.


4/3/2015

14. Prohibition of Mutual Exchange of Houses:

Mutual exchange of houses is not permitted without the prior approval of the Vice Chancellor.

15. Prohibition of Sub-letting House:

No allottee shall sublet the house or any part thereof. If any one does so, his/her allotment of the house shall stand cancelled and he will also be charged such extra rent as may be fixed by the Syndicate for the period during which it was sub-let, assuming it from his very first day of occupation of the house.

16. Vacation of House:

- a) A house shall be vacated as soon as its vacation is due and the date and time of vacation shall be entered in the concerned register along with description of utilities clearance.
- b) A retiring employee would be allowed to retain University accommodation for a six months after retirement. If the house is not vacated after that period, utilities shall be disconnected and commercial rent shall be charged.
- d) A retiring employee would be allowed to retain University accommodation for a period of six months after retirement. If the house is not vacated after that period, utilities shall be disconnected and an amount equal to half pay, last drawn by him/her, shall be deducted from his/her pension for the first month and for the second month an amount equal to full pay, last pay drawn, shall be deducted. After second month 1 ½ pay last drawn shall be deducted. In case of death of an allottee during service, the dependents may retain the house for 12 months or till the stipulated date of retirement, whichever is later, subject to payment of due rent.

For approval, to
Vice-Chancellor
Approved
4/3/2015
Mans
4/3/15

TEACHING STAFF HOSTEL RULES (MALE)

1. Short title & commencement.

2. Definition:

- a) **Teaching Staff:** The teaching staff of Islamia College Peshawar.
- b) **Teaching Staff Hostel:** Accommodating facility for the employees of Islamia College Peshawar, from BPS 17 & above (excluding the guest rooms).
- c) **Guest Rooms:** Rooms specified as guest rooms from Room#1, to Room#8 at the Teaching Staff Hostel (TSH).
- d) **Warden:** There shall a warden of the hostel to be appointed from the permanent resident teaching faculty of the University.
- e) **Resident Faculty:** Means those faculty members residing in the Teaching Staff Hostel, Islamia College Peshawar.
- f) **Guest:** means visitors, acquaintances who are not family members.
- g) **Family Member:** mother, Father, Brother, Sisters, Spouse & Children.
- h) **House Allotment Committee:** The House Allotment Committee is as defined in Section 6 of these rules.

3. Application:

An employee who needs a seat in the Teaching Staff Hostel, Islamia College Peshawar, shall Apply through an application in writing to the warden.

4. Register of Rooms:

The registrar of Rooms & there allotment shall be maintained by the warden.

5. Allotment of Seats:

- a) A seat may be allocated by the Registrar on the recommendation of the Allotment Committee.
- b) Seats shall be allocated strictly on the base of Seniority.
- c) Seniority for the purpose of allotment shall be determined strictly by the length of service as calculated from the date of original appointment.
- d) Under very special circumstances the Vice-Chancellor may allot a room to any teacher and administrative officer of the University.

6. **Hostel Allotment Committee:**

The House Allotment Committee will also serve as Hostel Allotment Committee.

7. **Rate of Rents:**

- a) The rent of a room/seat shall be determined by the office of Registrar from time to time with all prescribed utility charges.
- b) Warden will be allowed free accommodation in the hostel & will be entitled for the House rent allowance.
- c) There shall be a separate account for the deduction made in respect of the room rents.
- d) Rent = $\frac{\text{Basic Pay of BPS-17}}{8}$

8. **Vocation of Room / Seat:**

The University administration of has the right to get seat/ room vacated from the occupant in case of violation rules or misuse of the facility.

9. **Lose or Damage of Property:**

The allottee will take care of the facility / utilities & will be responsible by any damage or loses will be recovered from this salary.

10. **Prohibition of exchange of Rooms:**

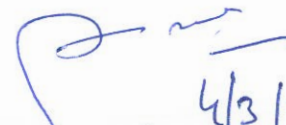
Mutual exchange of room/ seat without proper allotment procures will be considered as violation of Hostel discipline & will lead to cancellation of allotment.

11. **Prohibition of Sub-letting:**

Subletting of seat/ room is strictly prohibited otherwise; strict disciplinary action will be initiated against the allottee.

12. Guests shall not stay in the hostel for more than one week with the formal permission of the warden.

*For approval by
Vice-Chancellor*

Approved 
4/3/2015
Xhan
4/3/15

3. **Eligibility:**

- a. All confirmed/Tenure Track System employees of the University having 5 years experience in the University are eligible for house allotment. In case of no eligible candidate in Category A, the condition of 5 years experience may be relaxed by the competent Authority.
- b. No type of leave with pay except LPR and leave without pay shall affect an employee's right to apply for a house. An employee on LPR whether availing or otherwise shall not be eligible to apply for allotment or exchange of official residence.

4. **Record and Register:**

- a. The Record and Register of allotment and vacation of all houses shall be maintained in a Register at the Establishment Section of the Registrar's office, while that of maintenance, repair and utilities shall be maintained by the office responsible for maintenance and repair.
- b. Specific numbers shall be assigned to all houses and notified by the Registrar within two weeks of the approval of these rules by the Syndicate with reference to the current occupant of each house. In all subsequent correspondence, the house shall be referred to by its officially allocated number only.
- c. The Registrar's office shall make sure that no house is either unnecessarily vacant or unduly occupied. No illegal occupation shall go unnoticed and shall be timely reported to relevant authorities for action.

5. **Application:**

Applications shall be invited through circular/ notification to all employees, by the Registrar's office for a house which has fallen vacant or which is going to be vacated within the next six months' time.

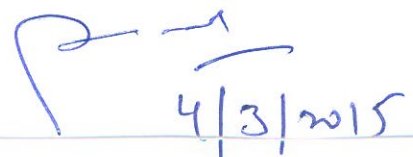
6. **Allotment Authority:**

A house shall be allotted by the Vice-Chancellor, on recommendation of the Allotment Committee.

7. **Allotment Committee:**

The allotment Committee shall consist of:-

- i) One Professor or Associate Professor to be nominated by the Vice-Chancellor who will also act as convener.
- ii) One Assistant Professor or Lecturer to be nominated by the Vice-Chancellor.
- iii) Director of Works or his nominee
- iv) One officer to be nominated by the Vice-Chancellor.

A handwritten signature in blue ink is located at the bottom right of the page. Below the signature, the date '4/3/2015' is written in blue ink.