SDG
05
GENDER EQUALITY

EVIDENCE DOCUMENT | INDICATOR 5.6.5

Childcare facilities for staff and faculty

METRIC 5.6 Women's progress measures

REFERENCE YEAR	COVERAGE	DATE PREPARED
2025	Faculty members and staff, five campuses	3 November 2026

ISSUING OFFICE	EVIDENCE ID
Directorate of Quality Assurance, Head Office	E-05-5.6.5

THE SIR 2027 REQUIREMENT

Does your university as a body have childcare facilities for staff and faculty?

01 Statement of Evidence

Bahria University's direct answer to the requirement

Yes. Options: Paid; Free. Bahria University provides day care centres for the children of its faculty members and staff at its campuses. At the Health Sciences Campus, Islamabad, the day care centre on the third floor of the Bahria University College of Medicine building, established in 2024 and presented on the University's website as a day care centre supporting faculty and staff with young children, cared for an average of six children every month in 2025, at fees set by the Director Campus of Rs 5,000 a month for full days and Rs 2,500 for afternoons (Paid). At the Health Sciences Campus, Karachi, the Daycare Facilitation Centre cares for the children of faculty members and staff free of charge; on 20 October 2026 it was caring for 29 children, 23 of them children of faculty members and three of staff members (Free). The Karachi Campus has run its Day Care Center under a standard operating procedure since 1 November 2017, for women permanent faculty members, laboratory engineers and officers of the Karachi Campus, the Institute of Professional Psychology and the National Institute of Maritime Affairs, at Rs 1,500 a month for each child; the Lahore Campus runs its Day Care Centre for women faculty members, officers and staff at Rs 2,000 and Rs 1,000 a month; and the Islamabad H-11 Campus runs its Day Care Center, listed in the campus's public office directory, for women faculty members and officers, for up to 15 children, at Rs 5,000 a month (Paid). The University's Health, Safety and Environment Policy (2026) sets the standard for the day care centres at all campuses (paras 1.15(b) and 4.12).

02 Evidence and Activity Record

Dated facts and records that substantiate the statement

Section 1 presents the day care centre of the Health Sciences Campus, Islamabad, with its public web page, 2025 record, fee notification, plan and photographs. Section 2 presents the free Daycare Facilitation Centre of the Health Sciences Campus, Karachi. Sections 3 to 5 present the day care centres of the Karachi, Lahore and Islamabad H-11 campuses, with their standard operating procedures shown in full and, for the H-11 Campus, its public office directory. Section 6 presents the Health, Safety and Environment Policy (2026), shown from its cover through its complete table of contents, with the paragraphs cited. Section 7 summarises the evidence against each option.

TABLE 1 Childcare facilities for staff and faculty

No.	Campus	Provision	Eligible	Option	Evidence
1	Health Sciences Campus, Islamabad	Day care centre for faculty and staff with young children; established 2024; average of six children a month in 2025; Rs 5,000 a month	Faculty, staff and students	Paid	Web page; QA record; fee notification; photographs
2	Health Sciences Campus, Karachi	Daycare Facilitation Centre: 29 children, 23 of faculty members and 3 of staff members, cared for free	Faculty, staff and students	Free	Memorandum, 20 Oct 2026
3	Karachi Campus	Day Care Center under an SOP in force since 1 November 2017; Rs 1,500 a month for each child	Women faculty, laboratory engineers and officers (BUKC, IPP, NIMA)	Paid	SOP
4	Lahore Campus	Day Care Centre under an SOP issued by the Director; Rs 2,000 and Rs 1,000 a month	Women faculty, officers and staff	Paid	SOP; photograph
5	Islamabad H-11 Campus	Day Care Center under an SOP issued by the Director; up to 15 children; Rs 5,000 a month	Women faculty and officers	Paid	SOP; office directory
6	HSE Policy 2026	Day care centres at all campuses managed to the Guidelines and Standards for Day Care Centres, with emergency plans	All campuses	Policy	Paras 1.15(b), 4.12

1. Health Sciences Campus, Islamabad: day care centre (Paid)

The University's website presents the day care centre of the Health Sciences Campus, Islamabad, as a safe, secure and well-maintained Day Care Center that supports the needs of faculty and staff with young children, equipped with age-appropriate furniture, toys and recreational activities under the supervision of caring and trained personnel, so that parents can pursue their academic and professional responsibilities with peace of mind.

The campus Quality Assurance Department records that the centre, on the third floor of the Bahria University College of Medicine (BUCM) building, was established in 2024 to support faculty members, students and administrative staff with affordable and reliable childcare during official working hours, and that it cared for an average of six children every month in 2025. The centre covers 1,088 square feet, with a day care hall, a sleeping room and an office. Its fee notification, issued by the Director Campus, sets Rs 5,000 a month for full days from 08:00 to 16:00, Rs 2,500 a month for afternoons from 12:00 to 16:00, and half-month rates of Rs 2,500 and Rs 1,250. In the photographs, including the reproduction of the web page, the faces of the children and of the caretaker are blurred to protect their privacy.

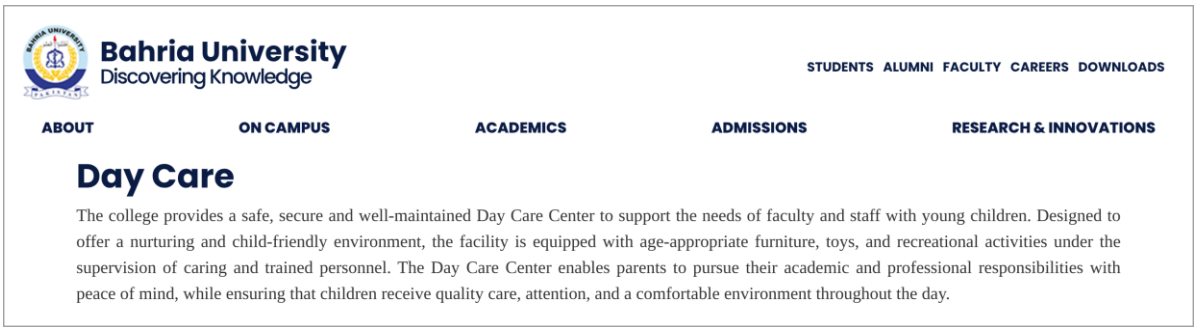


Figure 1: Bahria University website, Health Sciences Campus, Islamabad, Day Care page (enlarged extract): the college provides a Day Care Center to support the needs of faculty and staff with young children (bahria.edu.pk, PageTemplate3, pageContentId 3459, websiteId 10, captured 3 November 2026).

1. Health Sciences Campus, Islamabad (continued): public web page

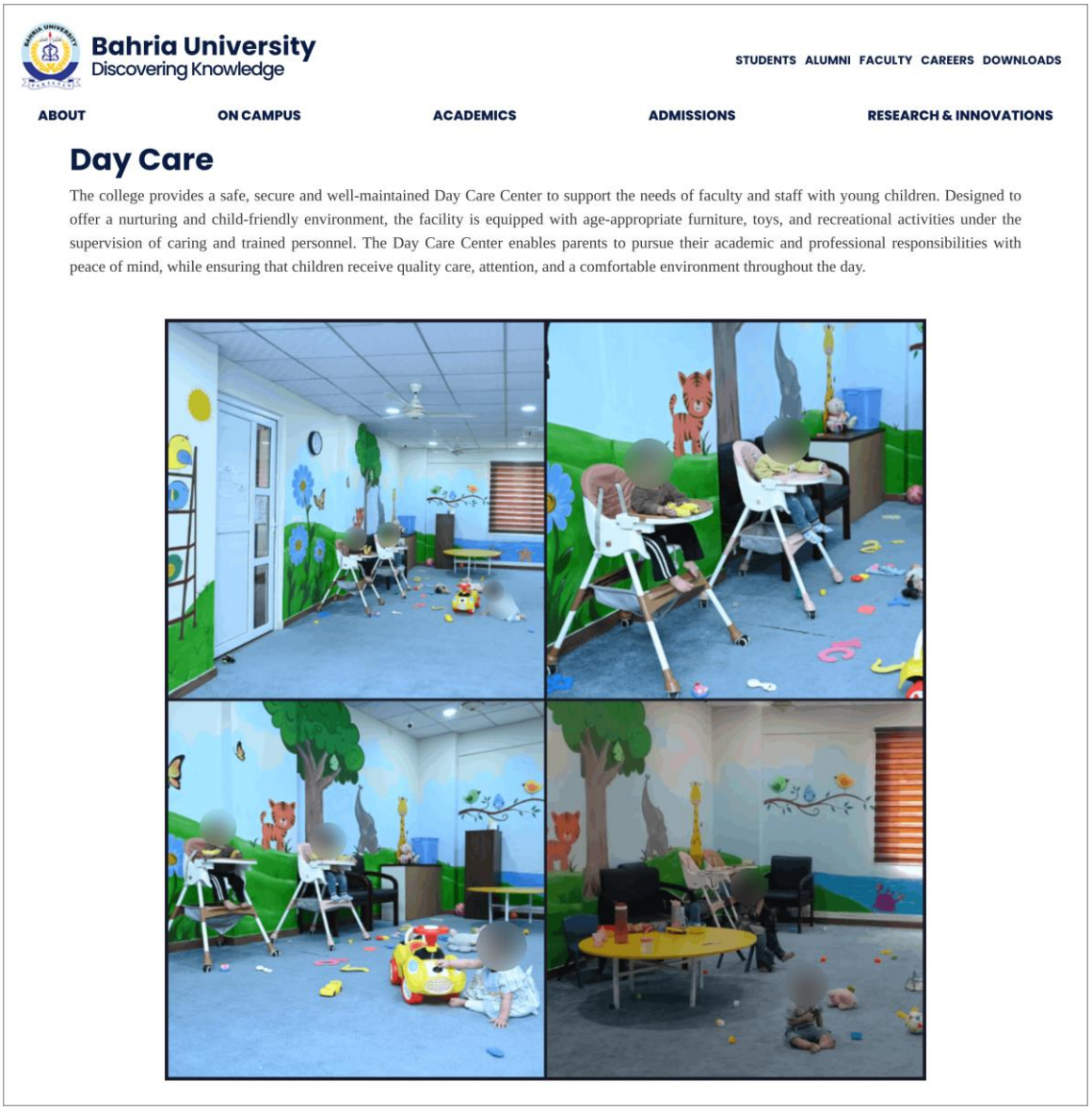


Figure 2: The same web page in full, with photographs of the day care centre; children's faces blurred (captured 3 November 2 026).

1. Health Sciences Campus, Islamabad (continued): 2025 record

Bahria University Health Sciences Campus, Islamabad
Quality Assurance Department

Required Items	Value
Day care Available	BUHSCI provides a daycare facility located on the 3rd floor of BUCM Building. Established in 2024, the facility aims to support parents, including faculty members, students and administrative staff, by providing affordable and reliable childcare services during official working hours.
The average number of children enrolled in 2025	Average number of children in 2025 was six (06) every month.
The fee structure of the daycare facility, duly approved by the Director Campus BUHSCI	Attached
The map shows the location of the daycare facility.	Attached

Figure 3: Bahria University Health Sciences Campus, Islamabad, Quality Assurance Department: day care facility on the third floor of the BUCM building, established in 2024 to support faculty members, students and administrative staff; average of six children a month in 2025.

1. Health Sciences Campus, Islamabad (continued): fee notification



Bahria University
Discovering Knowledge

BUHSCI DAYCARE FACILITY – FEE NOTIFICATION

1. Bahria University provides a daycare facility located on the 3rd floor of BUCM. This facility has been established to support parents by offering affordable and reliable childcare services. The income for this account is generated through contributions made by the parents of children enrolled in the daycare center.

2. The fee details are as under:

S. No	Description	Time Duration	Fee
a.	Monthly Fee (30 days)	0800 - 1600	Rs 5,000/-
b.	Monthly Fee (30 days)	1200 - 1600	Rs 2,500/-
c.	Half Month Fee (15 days)	0800 – 1600	Rs 2,500/-
d.	Half Month Fee (15 days)	1200 - 1600	Rs 1,250/-

3. All parents and guardians are hereby informed to ensure timely payment of the applicable fee according to the selected schedule. The fee must be deposited by 5th of every month to avoid any inconvenience.

NASAR MAHMOOD SI (M) (R)
Cdre
Director Campus

Copy to:
DD (A&C)
Manager SSC
Day Care

Director Campus
BUHSCI

Figure 4: BUHSCI Daycare Facility, Fee Notification, issued by the Director Campus: monthly and half-month fees for full days (08:00 to 16:00) and afternoons (12:00 to 16:00).

1. Health Sciences Campus, Islamabad (continued): plan of the day care centre

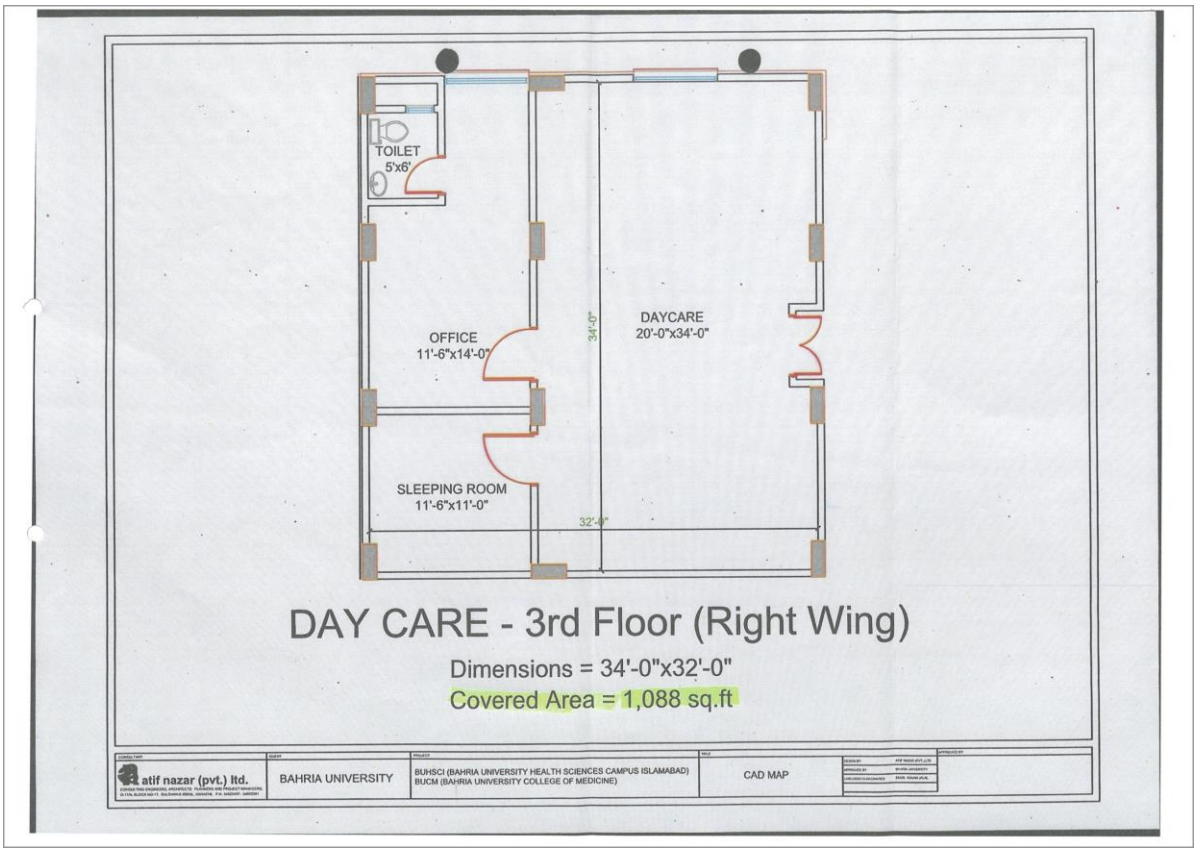


Figure 5: Plan of the day care centre, third floor (right wing), BUCM building, Health Sciences Campus, Islamabad: day care h all, sleeping room and office, covered area 1,088 square feet.

1. Health Sciences Campus, Islamabad (continued): photographs



Figure 6: Day care centre, Health Sciences Campus, Islamabad: entrance.



Figure 7: The same centre: children in the play area.

1. Health Sciences Campus, Islamabad (continued): photographs



Figure 8: The same centre: a caretaker with a child in the day care hall.

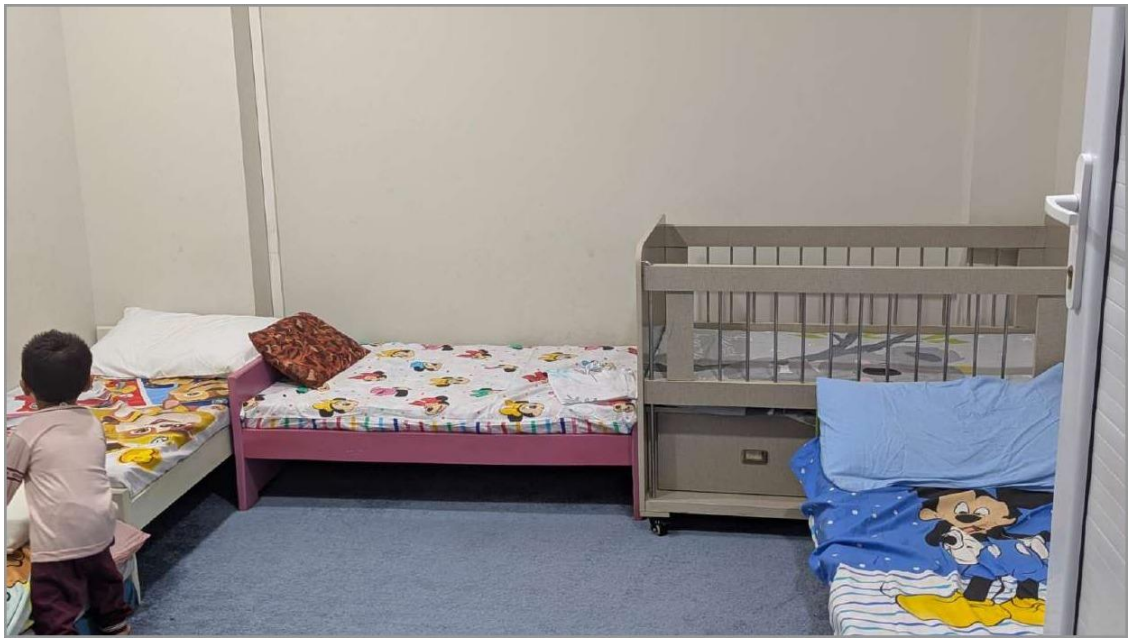


Figure 9: The same centre: sleeping room with beds and a cot.

1. Health Sciences Campus, Islamabad (continued): photographs

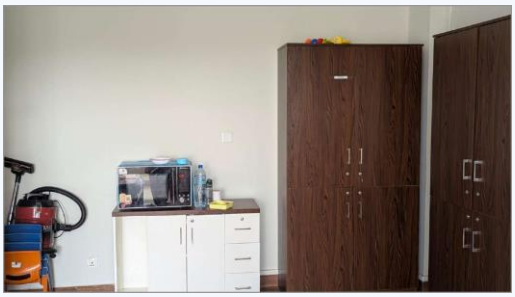


Figure 10: The same centre: storage for children's belongings.

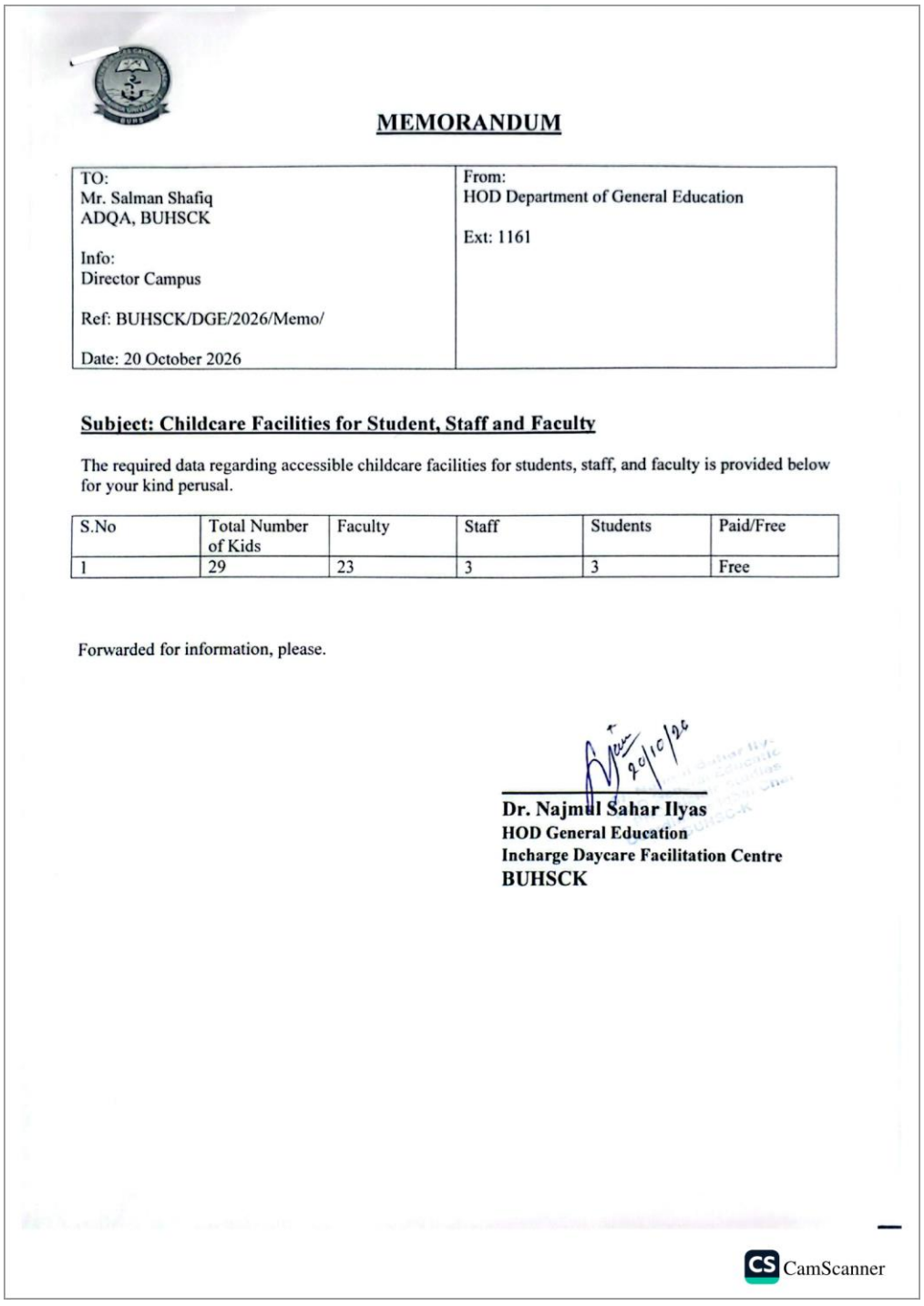


Figure 11: The same centre: refrigerator and storage.

2. Health Sciences Campus, Karachi: Daycare Facilitation Centre (Free)

At the Health Sciences Campus, Karachi, the Daycare Facilitation Centre cares for the children of faculty members, staff and students free of charge. The Head of the Department of General Education, as in-charge of the centre, reported to the campus Assistant Director Quality Assurance, with information to the Director Campus, on 20 October 2026, that the centre was caring for 29 children, 23 of them children of faculty members, three of staff members and three of students, with no fee charged. The centre's list records the care of each child, for a full or a half day, and the caretaker responsible; it is reproduced with the names of the mothers and caretakers withheld.

2. Health Sciences Campus, Karachi (continued): memorandum of the in-charge



MEMORANDUM

TO:	From:
Mr. Salman Shafiq ADQA, BUHSCK Info: Director Campus Ref: BUHSCK/DGE/2026/Memo/ Date: 20 October 2026	HOD Department of General Education Ext: 1161

Subject: Childcare Facilities for Student, Staff and Faculty

The required data regarding accessible childcare facilities for students, staff, and faculty is provided below for your kind perusal.

S.No	Total Number of Kids	Faculty	Staff	Students	Paid/Free
1	29	23	3	3	Free

Forwarded for information, please.

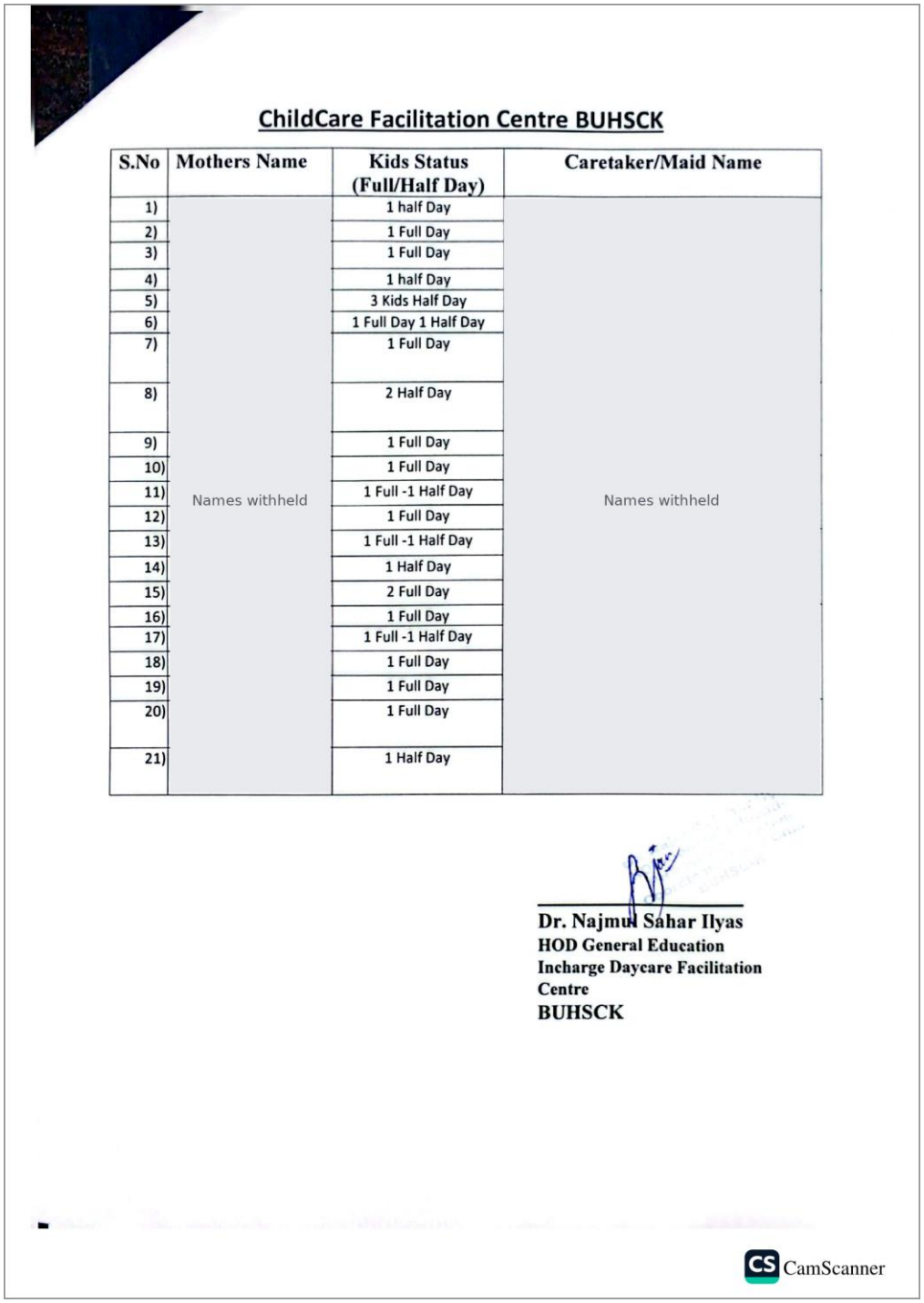
20/10/26

Dr. Najmul Sahar Ilyas
HOD General Education
Incharge Daycare Facilitation Centre
BUHSCK

CamScanner

Figure 12: Memorandum of the HOD General Education, in-charge Daycare Facilitation Centre, Health Sciences Campus, Karachi, 20 October 2026: childcare facilities for students, staff and faculty, 29 children (23 of faculty, 3 of staff, 3 of students), free.

2. Health Sciences Campus, Karachi (continued): mothers and caretakers



ChildCare Facilitation Centre BUHSCK

S.No	Mothers Name	Kids Status (Full/Half Day)	Caretaker/Maid Name
1)	Names withheld	1 half Day	Names withheld
2)		1 Full Day	
3)		1 Full Day	
4)		1 half Day	
5)		3 Kids Half Day	
6)		1 Full Day 1 Half Day	
7)		1 Full Day	
8)		2 Half Day	
9)		1 Full Day	
10)		1 Full Day	
11)		1 Full -1 Half Day	
12)		1 Full Day	
13)		1 Full -1 Half Day	
14)		1 Half Day	
15)		2 Full Day	
16)		1 Full Day	
17)		1 Full -1 Half Day	
18)		1 Full Day	
19)		1 Full Day	
20)		1 Full Day	
21)		1 Half Day	

Dr. Najmul Sahar Ilyas
HOD General Education
Incharge Daycare Facilitation Centre
BUHSCK

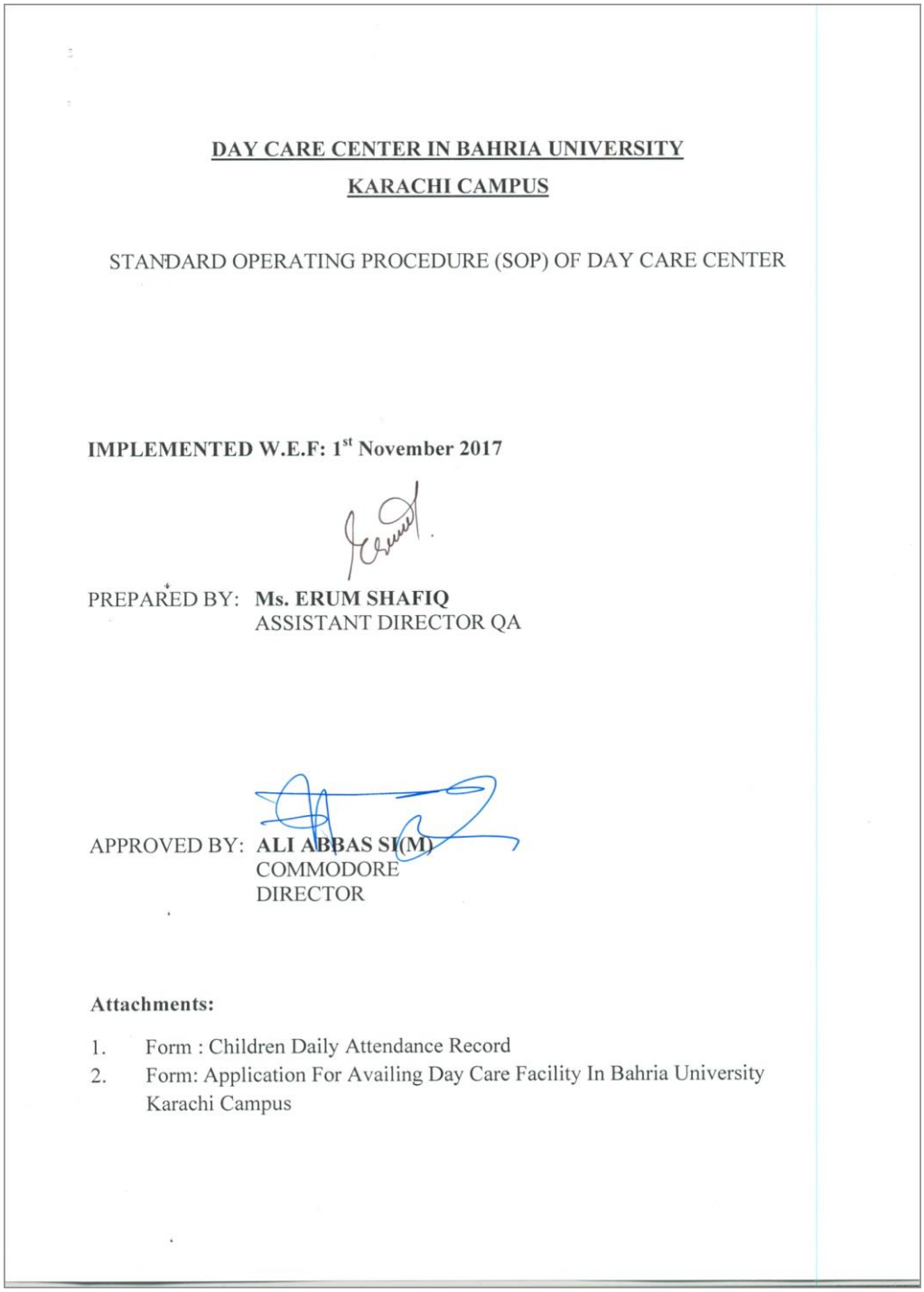
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Figure 13: ChildCare Facilitation Centre, Health Sciences Campus, Karachi: the care of each child (full or half day) and the caretaker responsible; names withheld.

3. Karachi Campus: Day Care Center (Paid)

The Karachi Campus has run its Day Care Center under a standard operating procedure implemented with effect from 1 November 2017, prepared by the Assistant Director Quality Assurance and approved by the Director. The centre is open to all women working as permanent faculty members, including laboratory engineers, and as Bahria University officers of the Karachi Campus, the Institute of Professional Psychology and the National Institute of Maritime Affairs. It admits children from two months of age to below seven years, up to two children of each mother, with reference to the University's maternity leave policy; opens Monday to Friday from 8:00 am to 5:00 pm throughout the year; places each child's registration and health under the campus Medical Officer, with final approval by the Director Campus; and charges Rs 1,500 a month for each child, the income being used for the centre's equipment and supplies. The procedure is shown in full.

3. Karachi Campus SOP (continued)



DAY CARE CENTER IN BAHRIA UNIVERSITY

KARACHI CAMPUS

STANDARD OPERATING PROCEDURE (SOP) OF DAY CARE CENTER

IMPLEMENTED W.E.F: 1st November 2017

PREPARED BY: **Ms. ERUM SHAFIQ**
ASSISTANT DIRECTOR QA

APPROVED BY: **ALI ABBAS SI(M)**
COMMODORE
DIRECTOR

Attachments:

1. Form : Children Daily Attendance Record
2. Form: Application For Availing Day Care Facility In Bahria University Karachi Campus

Figure 14: Day Care Center in Bahria University Karachi Campus, Standard Operating Procedure, page 1: implemented with effect from 1 November 2017, prepared by the Assistant Director QA and approved by the Director.

3. Karachi Campus SOP (continued)

SOP for Daycare Center in BUKC

Scope:

- All females who are working as Permanent Faculty Members including Lab Engineers and BUOs of BUKC, IPP & NIMA.

Registration Procedure:

- The desired parent will fill the Applicant Registration form and submit it with all requisite documents to Medical Officer. The registration fee **PKRs. 500/-** will be charged for each child.
- Medical Officer will review the documents, and physically examine the child, if required.
- Medical Officer will recommend the approved case to Deputy Director (A&C) for transportation approval within the Campus.
- Final approval will be granted by Director Campus.

Hours of Operation

- Day care center will be opened throughout the year except on Saturday and Sundays and gazette public holidays.
- The normal hours of operation are:

Monday- Friday: no later than 8:00am and close no earlier than 5.00 pm

N.B Special permission from Competent Authority is required to open Day Care Center in other hours./days.

Age Range for Admission

The Day Care Center is primarily available to cater the children of ages 2 months (infant) to school going children of age below 7 years old. Besides, maximum two

1

Figure 15: Karachi Campus SOP, page 2: scope (women permanent faculty members, including laboratory engineers, and officers of BUKC, IPP and NIMA), registration, hours of operation and age range.

3. Karachi Campus SOP (continued)

children of one FM/BUO will be registered at one time frame. (Ref: BU maternity leaves policy)

Child Care in Day Care Center-

- Every parent will personally hand over his/her child to Maid of Day Care Center.
- Maid(s) will maintain daily attendance record of in & out timing of each child.
- Each parent will be responsible to provide the daily necessities of his/her child e.g suits, diapers, wipes, food and other as per the requirement of his/her child.
- Maid(s) will look after the child and feed them as per recommended by Parent or as per the need of child on experiential basis.
- At the end of the day, respective parent will personally pick his/her child from Day Care Center and signed in Daily Attendance Register.
- Nobody other than parent(s) will allow to pick child from Day care Center.
- In case parents nominate any other person, they need to put request in person to Medical Officer. Such requests will not be entertained in case of infants of age less than one year.
- Medical Officer will instruct the Maid and/or inform to Deputy Direction (A&C) accordingly.
- Maid(s) will be responsible for the cleanliness of Child as well as Center.
- In case of Illness/emergency, Maid will immediately inform to Medical Officer.
- Children suffering with any contagious disease will not be allowed to drop in Day Care Center. Maid are instructed to inform Medical officer immediately for further decisions in such cases
- Nobody other than mothers/maids will allow to sit in the daycare center unnecessarily

Financial Assistance & Expense Procedure

- Parents will require to pay the charges of Day Care Center as approved by the Competent Authority till the 10th of Each Month to Medical Officer or his/her staff.

2

Figure 16: Karachi Campus SOP, page 3: care of children in the Day Care Center and financial procedure.

3. Karachi Campus SOP (continued)

- Medical Officer will decide further to utilize money with approval of competent authority for the purchase of toys mattresses, bedding, toys, supplies, indoor and outdoor materials equipment, teaching materials, cleaning agents, Children first aid medicine, others on time-to time basis.
- Money may be deposited in custody of Account Office or any other nominated by Competent authority for safety issue which can be taken by Medical Officer for meeting the expense requirement on time to time basis.
- Overtime of Maids may be paid from this account after the approval of competent authority, if required.
- Medical Officer will maintain the record of each monetary transaction on monthly basis.

Proposal for the Charges of Day Care Facility

- It is approved to charge **PKRs.1500/-** per month per child from the parents who wish to avail Day Care Facility in BUKC initially.
- Charge may be revised/ increased by **10%** annually.

Other Requirements/Remarks

- One telephone extension will be installed in Day Care Center for communication purpose.

3

Figure 17: Karachi Campus SOP, page 4: charges of Rs 1,500 a month for each child and other requirements.

4. Lahore Campus: Day Care Centre (Paid)

The Lahore Campus runs its Day Care Centre under a standard operating procedure promulgated by the Director. A woman permanent faculty member nominated by the Director Campus is in charge of the centre, which is open to women permanent faculty members, women officers and women staff. It admits children from two months to three years of age, opens Monday to Friday from 8:00 am to 5:00 pm throughout the year, and charges Rs 2,000 a month for each child of officers and faculty members and Rs 1,000 for staff in pay groups 1 to 7, with an admission form, an undertaking and a daily attendance record annexed. The procedure is shown in full, followed by a photograph of the day care room.

4. Lahore Campus SOP (continued)

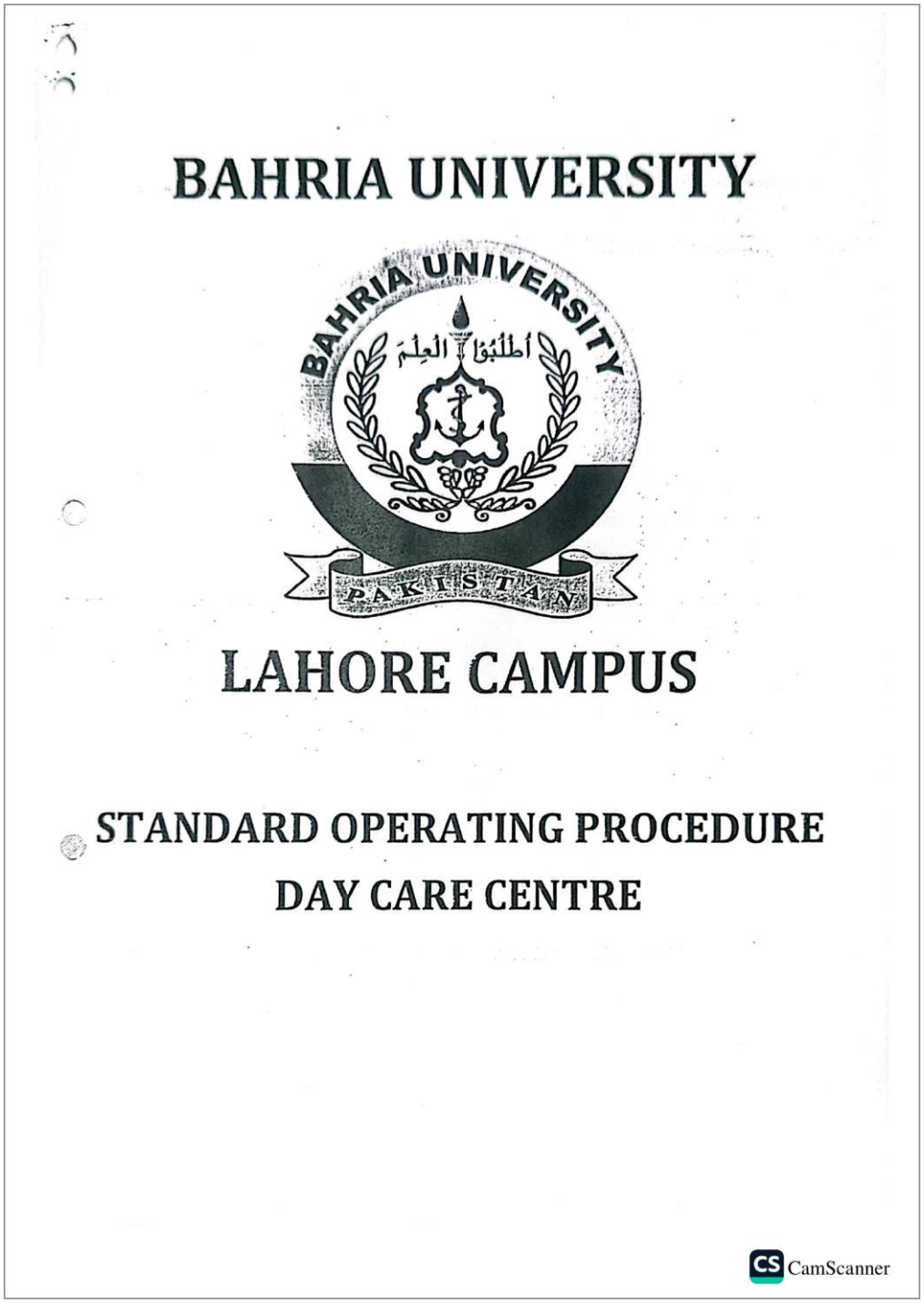
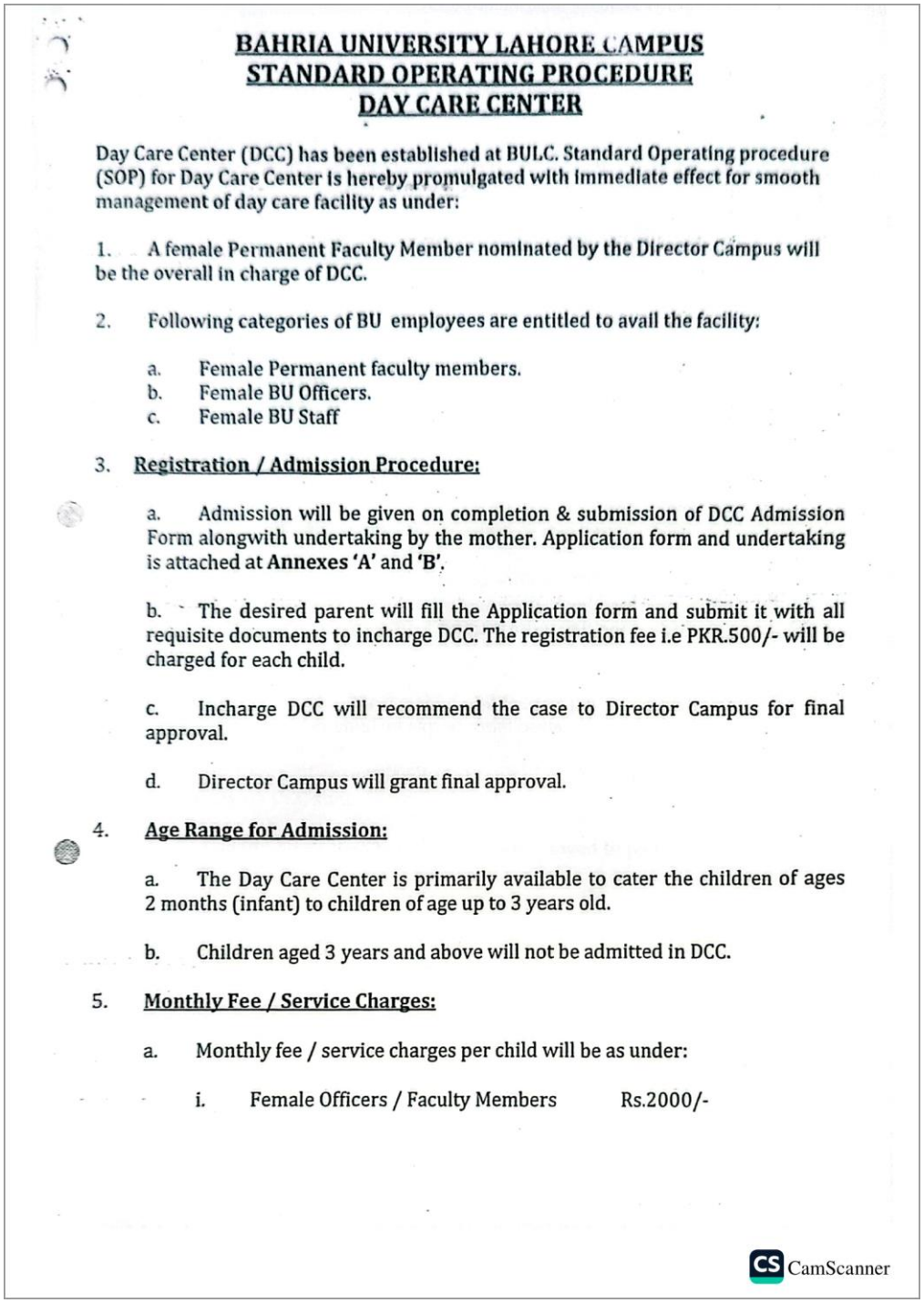


Figure 18: Bahria University Lahore Campus, Standard Operating Procedure, Day Care Centre, page 1: cover.

4. Lahore Campus SOP (continued)



BAHRIA UNIVERSITY LAHORE CAMPUS
STANDARD OPERATING PROCEDURE
DAY CARE CENTER

Day Care Center (DCC) has been established at BULC. Standard Operating procedure (SOP) for Day Care Center is hereby promulgated with immediate effect for smooth management of day care facility as under:

1. A female Permanent Faculty Member nominated by the Director Campus will be the overall in charge of DCC.

2. Following categories of BU employees are entitled to avail the facility:

   a. Female Permanent faculty members.
   b. Female BU Officers.
   c. Female BU Staff

3. **Registration / Admission Procedure:**

   a. Admission will be given on completion & submission of DCC Admission Form alongwith undertaking by the mother. Application form and undertaking is attached at **Annexes 'A'** and **'B'**.

   b. The desired parent will fill the Application form and submit it with all requisite documents to incharge DCC. The registration fee i.e PKR.500/- will be charged for each child.

   c. Incharge DCC will recommend the case to Director Campus for final approval.

   d. Director Campus will grant final approval.

4. **Age Range for Admission:**

   a. The Day Care Center is primarily available to cater the children of ages 2 months (infant) to children of age up to 3 years old.

   b. Children aged 3 years and above will not be admitted in DCC.

5. **Monthly Fee / Service Charges:**

   a. Monthly fee / service charges per child will be as under:

      i. Female Officers / Faculty Members Rs.2000/-

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Figure 19: Lahore Campus SOP, page 2: in-charge of the centre, entitled employees, admission procedure, age range and monthly charges.

4. Lahore Campus SOP (continued)

ii. Female Employees PG 1-7 Rs.1000/-

b. Charges may be increased by 10% annually.

6. **Hours of Operation:**

a. Day Care Center will be opened throughout the year except on Saturdays and Sundays and gazetted public holidays. The normal hours of operation are:

Monday – Friday: 08:00 AM - 05: 00 PM

b. Maid will maintain daily attendance record of In & Out timing of each child as per **Annex 'C'** in a register. Incharge DCC will signed the attendance register on daily basis.

c. Attendance Register is to be signed by Manager Accounts on monthly basis on 1st Monday of the month and countersigned by Deputy Director.

7. **Child Care in Day Care Center:**

a. Only authorized person will be allowed to hand / takeover the child to /from DCC staff after signing the attendance register.

b. Each parent will be responsible to provide the daily necessities of their child e.g suits, Blankets, diapers, wipes, food, Feeding Utensils and other as per the requirement of their child. Administration will not provide any such facility / item.

c. Maid will look after the child and feed as per recommendation by Parent or as per the need of child on experiential basis.

d. Mothers will ensure feeding of their children themselves as required and not to rely on DCC staff.

e. Nobody other than parent(s) will be allowed to pick child from Day Care Center.

f. In case parents nominate any other person, they need to forward request in person to Incharge DCC. Such requests will not be entertained in case of infants of age less than one year.

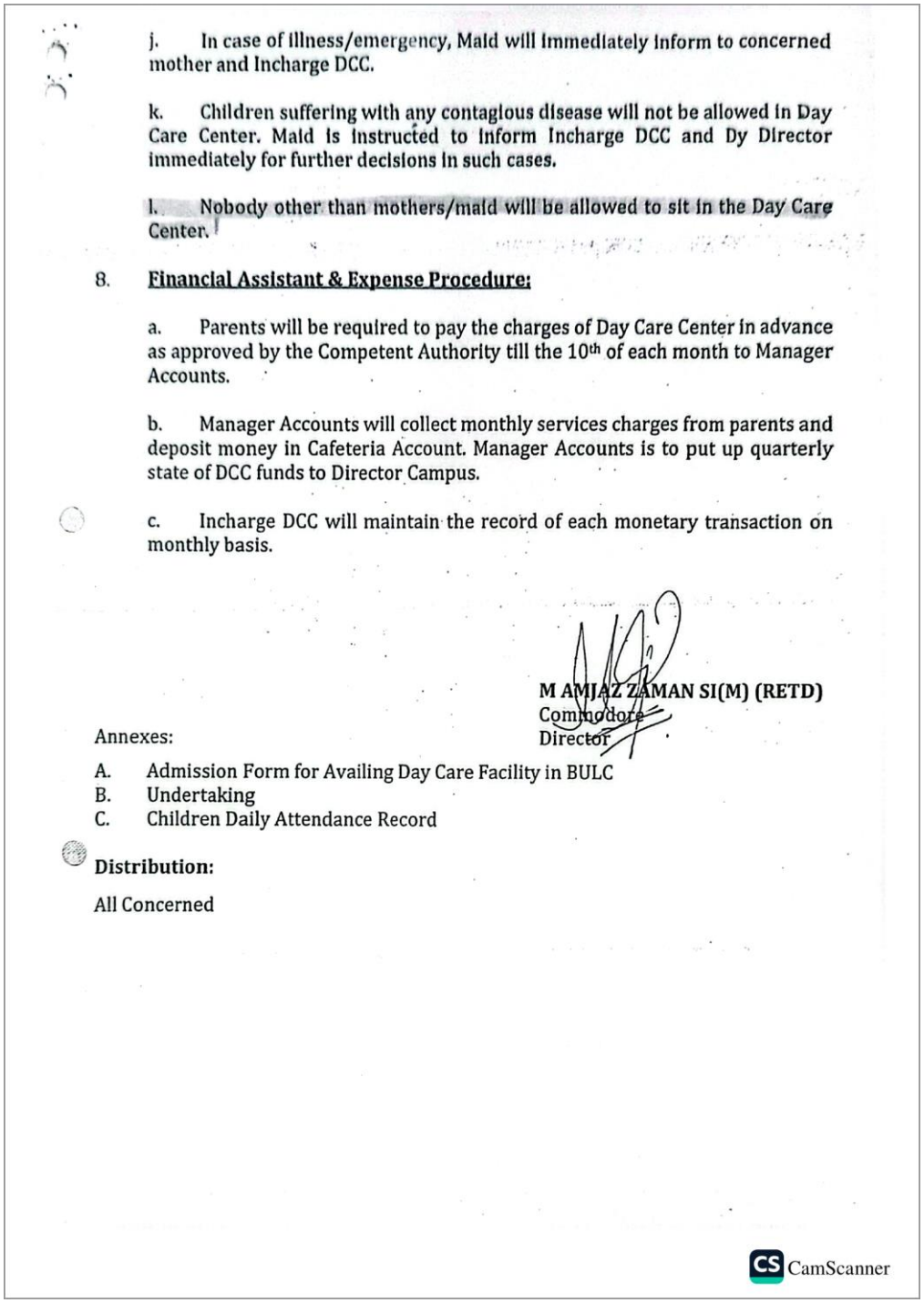
g. Incharge DCC will instruct the Maid accordingly.

h. Maid will be responsible for the cleanliness of Child as well as Center.

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Figure 20: Lahore Campus SOP, page 3: hours of operation and care of children in the Day Care Centre.

4. Lahore Campus SOP (continued)



j. In case of illness/emergency, Maid will immediately inform to concerned mother and Incharge DCC.

k. Children suffering with any contagious disease will not be allowed in Day Care Center. Maid is instructed to inform Incharge DCC and Dy Director immediately for further decisions in such cases.

l. Nobody other than mothers/maid will be allowed to sit in the Day Care Center.

8. **Financial Assistant & Expense Procedure:**

a. Parents will be required to pay the charges of Day Care Center in advance as approved by the Competent Authority till the 10th of each month to Manager Accounts.

b. Manager Accounts will collect monthly services charges from parents and deposit money in Cafeteria Account. Manager Accounts is to put up quarterly state of DCC funds to Director Campus.

c. Incharge DCC will maintain the record of each monetary transaction on monthly basis.

M AMJAZ ZAMAN SI(M) (RETD)
Commodore
Director

Annexes:

A. Admission Form for Availing Day Care Facility in BULC
B. Undertaking
C. Children Daily Attendance Record

Distribution:

All Concerned

CamScanner

Figure 21: Lahore Campus SOP, page 4: financial procedure, signed by the Director, with the annexed admission form, undertaki ng and daily attendance record.

4. Lahore Campus (continued): day care room

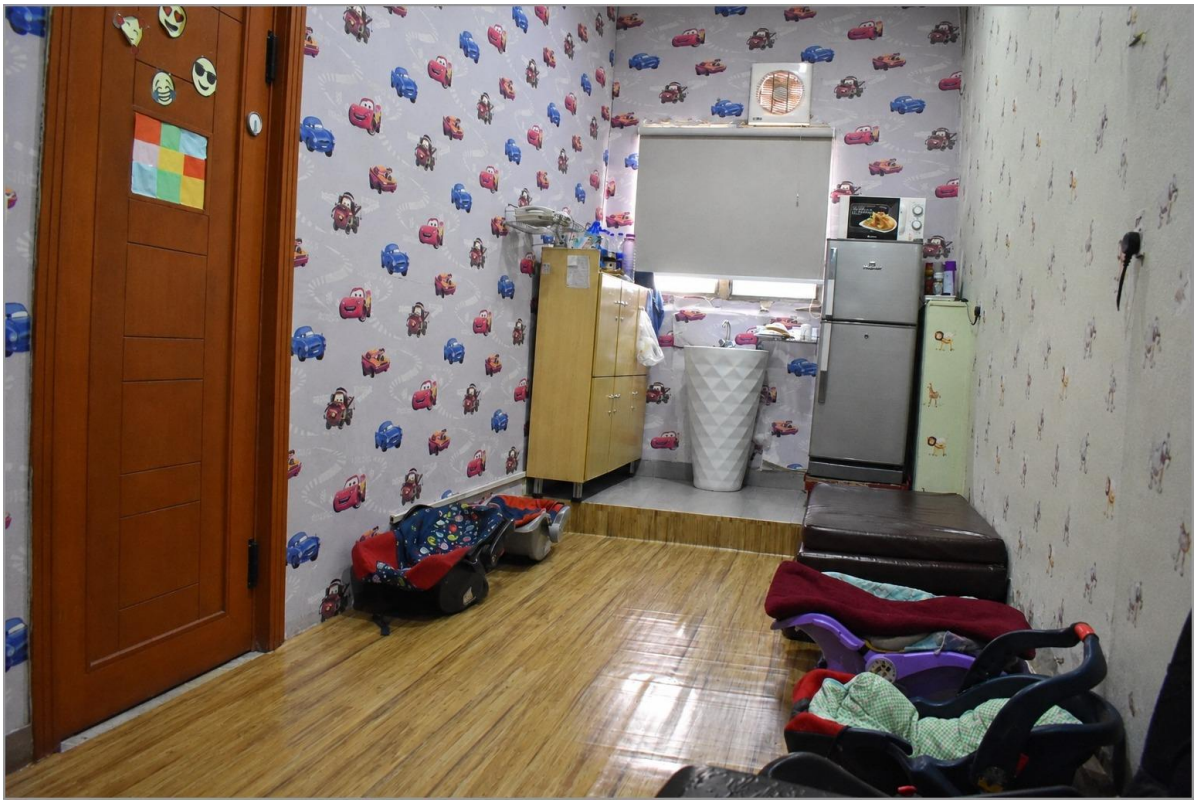


Figure 22: Day Care Centre, Lahore Campus: day care room with infant seats, a washbasin, a refrigerator and a microwave oven.

5. Islamabad H-11 Campus: Day Care Center (Paid)

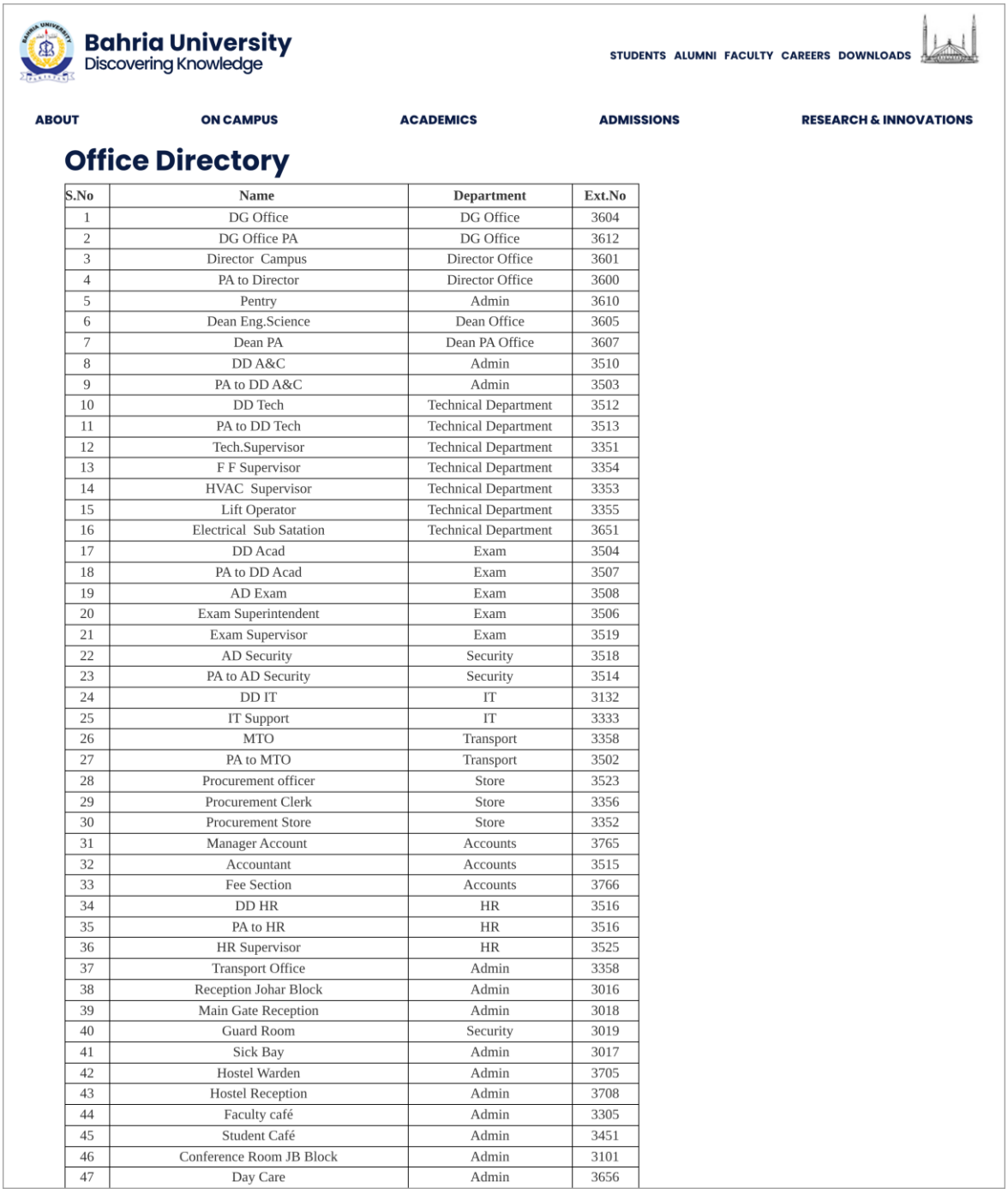
The Islamabad H-11 Campus runs its Day Care Center under standard operating procedures issued by the Director H-11 Campus. The centre is open to women permanent faculty members and women officers; admits up to 15 children at a time, from three months to eight years of age, on an admission form with an undertaking by the mother approved by the Director; opens from 08:30 to 16:30; charges Rs 5,000 a month, Rs 2,500 for half a month or Rs 500 a day; and is visited routinely by the Senior Medical Officer, with reports by the in-charge to the Director. The procedures are shown in full.

The Day Care Center is also listed in the public office directory of the Islamabad H-11 Campus on the University's website, as entry 47, Day Care, under the Administration department, with telephone extension 3656. The directory is published on the campus's own pages of the website (websiteId 3, linked from the H-11 Campus home page). It is reproduced from its heading to entry 47; the later entries, some of which name individual employees, are not shown.

40	Guard Room	Security	3019
41	Sick Bay	Admin	3017
42	Hostel Warden	Admin	3705
43	Hostel Reception	Admin	3708
44	Faculty café	Admin	3305
45	Student Café	Admin	3451
46	Conference Room JB Block	Admin	3101
47	Day Care	Admin	3656

Figure 23: Bahria University website, Islamabad H-11 Campus, Office Directory (enlarged extract, entries 40 to 47): entry 47, Day Care, Admin, extension 3656 (captured 3 November 2026).

5. Islamabad H-11 Campus (continued): public office directory



Bahria University
Discovering Knowledge

STUDENTS ALUMNI FACULTY CAREERS DOWNLOADS

ABOUT ON CAMPUS ACADEMICS ADMISSIONS RESEARCH & INNOVATIONS

Office Directory

S.No	Name	Department	Ext.No
1	DG Office	DG Office	3604
2	DG Office PA	DG Office	3612
3	Director Campus	Director Office	3601
4	PA to Director	Director Office	3600
5	Pentry	Admin	3610
6	Dean Eng.Science	Dean Office	3605
7	Dean PA	Dean PA Office	3607
8	DD A&C	Admin	3510
9	PA to DD A&C	Admin	3503
10	DD Tech	Technical Department	3512
11	PA to DD Tech	Technical Department	3513
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13	F F Supervisor	Technical Department	3354
14	HVAC Supervisor	Technical Department	3353
15	Lift Operator	Technical Department	3355
16	Electrical Sub Satation	Technical Department	3651
17	DD Acad	Exam	3504
18	PA to DD Acad	Exam	3507
19	AD Exam	Exam	3508
20	Exam Superintendent	Exam	3506
21	Exam Supervisor	Exam	3519
22	AD Security	Security	3518
23	PA to AD Security	Security	3514
24	DD IT	IT	3132
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26	MTO	Transport	3358
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29	Procurement Clerk	Store	3356
30	Procurement Store	Store	3352
31	Manager Account	Accounts	3765
32	Accountant	Accounts	3515
33	Fee Section	Accounts	3766
34	DD HR	HR	3516
35	PA to HR	HR	3516
36	HR Supervisor	HR	3525
37	Transport Office	Admin	3358
38	Reception Johar Block	Admin	3016
39	Main Gate Reception	Admin	3018
40	Guard Room	Security	3019
41	Sick Bay	Admin	3017
42	Hostel Warden	Admin	3705
43	Hostel Reception	Admin	3708
44	Faculty café	Admin	3305
45	Student Café	Admin	3451
46	Conference Room JB Block	Admin	3101
47	Day Care	Admin	3656

Figure 24: Bahria University website, Islamabad H-11 Campus, Office Directory, from the heading to entry 47 (bahria.edu.pk, PageTemplate4, pageContentId 3203, websiteId 3, captured 3 November 2026).

5. Islamabad H-11 Campus SOP (continued)

DAY CARE CENTER (DCC)
STANDARD OPERATING PROCEDURES
BUI H-11 CAMPUS

1. Following categories of BU female staff is entitled to avail this facility:-
   a. Female permanent faculty members.
   b. Female BU Officers.

2. Admission will be given on completion & submission of Day Care Center (DCC) Admission Form along with undertaking by the mother.

3. After security DCC Admission form will be put up to Director H-11 Campus through DD (A&C) for approval.

4. Daily attendance register will be maintained by the Incharge DCC.

5. Only authorized nominated person will be allowed to hand / take over the child to / from DCC staff after signing the attendance register and proving his identity through CNIC/ BU card etc.

6. The maximum number of children admitted to DCC at any given time will be restricted to 15 Children.

7. Children aged between 03 months to 08 years will only be admitted in DCC.

8. Children aged less than 08 months will be admitted after provision of a dedicated attendant along with the daily requirements of kid by the respective mother.

9. Children aged between 06 to 08 years can also be allowed to use DCC but for only 02 hours and their charges will be RS. 2500/- per month. However, children of female Officers/FMs may stay for additional time as is commensurately with timing of duty requirements of such Officer/FM.

10. Service charges for the children aged between 03 months to 08 years will be as under:-

a.	Monthly	RS.**5000/-**
b.	Half Monthly	RS.**2500/-**
c.	Daily	RS.**500/-**

11. Provision of carry cot, pampers, blankets, feeding, feeding utensils and food or any special food/care requirements for children will be the responsibility of parents, DCC administration will not provide any such faculty / item.

12. Timings of DCC will be from 08:30 hrs. to 16:30 hrs.

Figure 25: Day Care Center (DCC) Standard Operating Procedures, BUI H-11 Campus, page 1: entitled employees, admission, up to 15 children from three months to eight years, charges and hours.

5. Islamabad H-11 Campus SOP (continued)

13. Only basic educational children cartoons / documentaries movies will be allowed for children in supervision of Incharge and DCC.

14. There will be no discount in fee on any permissible account such as discount for siblings or for less number of utilized hours in DCC.

15. At the time of admission and discharge, full month fee will be charged if number of utilized days are more than 10. Half month fee will be charged otherwise.

16. Nobody is allowed to enter in DCC expect duty staff.

17. SMO will take routine / periodic rounds of DCC and Incharge will submit report to Director H-11 Campus.

18. The child who are suffering from any communicable diseases or special child or extra hyper child will not be admitted in DCC.

ALTAF HUSSAIN SI(M)
Commodore
Director H-11 Campus

Figure 26: BUI H-11 Campus SOP, page 2: remaining provisions, with the Director H-11 Campus as issuing authority.

6. Health, Safety and Environment Policy (2026): day care centres at all campuses

The University's Health, Safety and Environment Policy, second edition of 22 November 2025 under Director Admin and third edition of 22 July 2026 (BU-HO/Admin/2026/827), sets the standard for the day care centres at the University's campuses. Para 1.15(b) promulgates the Guidelines and Standards for Day Care Centres as the reference for managing the day care centres at all campuses. Para 4.12 requires the day care centres at all campuses to be run under those instructions, with emergency rules and an evacuation plan set by the in-charge of each centre, a method for staff to contact parents at once in an emergency, an evacuation drill at least once every six months, and an emergency plan approved by the campus Director and reviewed every year. The amendment register records the second edition approved under Director Admin on 22 November 2025 and the subsequent third edition on 22 July 2026. The day care centres were already in operation, as Sections 1 to 5 show. The policy is shown from its cover and Record of Amendments through its complete table of contents, followed by the pages cited and enlarged extracts.

1.15 Reference Publications. The following publications are hereby promulgated as reference documents. These publications are available on the internet and can be downloaded for implementation as and where required.

a. **Building Code of Pakistan Fire Safety Provisions – 2016.** The manual **Building Code of Pakistan Fire Safety Provisions – 2016** promulgated by Pakistan Engineering Council, Govt of Pakistan is to be taken as a guideline reference for construction of buildings, fire and disaster management planning and execution including high rise buildings.

b. **Day Care Centers.** The book "**Guidelines and Standards for Day Care Centers"** published by the Govt of Punjab is to be taken as guideline reference for managing daycare centers at BU Campuses.

c. **Energy Conservation Building Code of Pakistan (Energy Provisions-2023) (ECBC-2023)**, issued by NEECA and notified vide SRO 461(I)/2024. This code, or an equivalent or higher standard approved by the Rector, is the minimum energy-efficiency standard for the design, construction and renovation of University buildings.

Figure 27: HSE Policy 2026, para 1.15 (enlarged extract, printed page 4): reference publications, including the Guidelines and Standards for Day Care Centers for managing the day care centres at the University's campuses (item b).

6. HSE Policy (continued): cover



Figure 28: Bahria University Health, Safety and Environment Policy, page i: cover.

6. HSE Policy (continued): Record of Amendments

RECORD OF AMENDMENTS

Amendment No	Dated	Authority	Clause (s) Amended	Status
1st Edition	15 Nov 2021	Admin/Safety/2021/3224	-	superseded
2nd Edition	22 Nov 2025	Director Admin	Para 6.17 (second sentence added); Para 6.17.3 (new); Para 6.20.1 (new)	New Print
3rd Edition	22 July 2026	BU-HO/Admin/2026/827	Para 6.17 (second	New Print

Note: Amendments are to be recorded, cross-checked and their incorporation in the document authenticated (with name, designation, and signatures).

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Figure 29: Page ii: Record of Amendments, second edition of 22 November 2025 under Director Admin and third edition of 22 Jul y 2026 (BU-HO/Admin/2026/827).

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following:

(a) Can the job be redesigned?

(b) Identify/ implement practical measures to work safely.

(c) Ensure workers are wearing personal protective equipment.

(d) Put the identified controls in place.

d. **Monitor and Review.** The review is a continual process. Experts from outside should be invited periodically to review the risk management measures for improvement in the system. They should also be reviewed if:

(1) They may no longer be effective.

(2) There are changes in the workplace that could lead to new risks such as changes to staff, the process or equipment used.

(3) When problems have been spotted or there have been any accidents or near misses.

1.14 Safety Check-List. The Safety Check-Lists have been enclosed at Annex C to this policy for implementation and compliance. The same shall be used as a reference during Safety Audits of respective campuses/ CUs.

1.15 Reference Publications. The following publications are hereby promulgated as reference documents. These publications are available on the internet and can be downloaded for implementation as and where required.

a. **Building Code of Pakistan Fire Safety Provisions – 2016.** The manual **Building Code of Pakistan Fire Safety Provisions – 2016** promulgated by Pakistan Engineering Council, Govt of Pakistan is to be taken as a guideline reference for construction of buildings, fire and disaster management planning and execution including high rise buildings.

b. **Day Care Centers.** The book "**Guidelines and Standards for Day Care Centers"** published by the Govt of Punjab is to be taken as guideline reference for managing daycare centers at BU Campuses.

c. **Energy Conservation Building Code of Pakistan (Energy Provisions-2023) (ECBC-2023)**, issued by NEECA and notified vide SRO 461(I)/2024. This code, or an equivalent or higher standard approved by the Rector, is the minimum energy-efficiency standard for the design, construction and renovation of University buildings.

1.16 Feedback. Feedback is a very important tool not only for improving the safety environment of the university but it makes the safety policy, instructions and SOPs more practical and relevant. It is therefore urged upon all safety managers to extend the feedback system down to the grassroot level.

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Figure 34: HSE Policy, printed page 4: para 1.15, reference publications, including the Guidelines and Standards for Day Care Centers.

6. HSE Policy (continued): page cited

c. **Never** use an elevator to exit during a fire alarm activation.

d. Once outside the building, **move away from the building**. Assemble at the designated muster area.

e. **Do not obstruct** the access to the building where the fire fighters and fire engines/ snorkels will be operating.

f. If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. **Do not remain in or near the hazard zone**.

g. Once outside, never re-enter the building until you are told to do so by the University administration.

h. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

i. Note location of trapped and injured victims and notify firefighters.

J. Walk calmly but quickly to the nearest emergency exit.

k. Keep to the right side of corridors and stairwells as you exit and avoid congregating at any exit point.

l. Proceed directly to your designated muster area.

m. Remain in the muster area until roll call is taken and buddy check is completed.

4.11 **Use of Lifts**. The use of lifts during a fire, earthquake and other emergencies is strictly prohibited. They may be used only after the risk assessment has been done and its use is considered safe. Campuses are also to examine the feasibility of installing emergency escape chutes, wherever deemed essential.

4.12 **Emergency Evacuation – Day Care Centres.** The daycare centres at all campuses are to be run in accordance with the instructions given in article 1.16b Chapter 1 of Safety Policy. Some of the salient points are given here.

j. In charge Day Care Centre must establish emergency rules and procedures, including an evacuation plan and escape routes to be used in the case of fire, earthquake and other emergencies.

k. The evacuation plan must be posted at each designated play room exit and each exit from the day care centre.

l. The plan should provide for the following points:

(1) Shelter of children during an emergency including shelter in place at the day care centre and shelter at locations away from the day care centre premises.

(2) A method for staff to contact parents as soon as possible when an emergency situation arises.

(5) A current list of emergency telephone numbers, Sick Bay, etc.

(6) The specific evacuation duties of each staff member.

(7) The location of a safe muster area which must be outside the day care center and known to the children and staff.

(8) The route to the muster area should be cleared of people to avoid

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Figure 35: HSE Policy, printed page 22: para 4.12, emergency evacuation of the day care centres at all campuses.

6. HSE Policy (continued): page cited

caught in stampede.

m. The in-charge day care centre must carry out an emergency evacuation drill at least once in six months.

n. The emergency plan is to be approved by the Director Campus.

o. The in-charge day care center shall review the emergency plan at least annually and update the plan as needed.

p. Each review and update of the emergency plan shall be documented in writing.

4.13 **Emergency Evacuation Training**. Training on emergency evacuation has been covered in **Chapter 5**.

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Figure 36: HSE Policy, printed page 23: para 4.12, concluded.

6. HSE Policy (continued): paragraph cited

4.12 **Emergency Evacuation – Day Care Centres.** The daycare centres at all campuses are to be run in accordance with the instructions given in article 1.16b Chapter 1 of Safety Policy. Some of the salient points are given here.

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l. The plan should provide for the following points:

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(2) A method for staff to contact parents as soon as possible when an emergency situation arises.

(5) A current list of emergency telephone numbers, Sick Bay, etc.

(6) The specific evacuation duties of each staff member.

(7) The location of a safe muster area which must be outside the day care center and known to the children and staff.

(8) The route to the muster area should be cleared of people to avoid

caught in stampede.

m. The in-charge day care centre must carry out an emergency evacuation drill at least once in six months.

n. The emergency plan is to be approved by the Director Campus.

o. The in-charge day care center shall review the emergency plan at least annually and update the plan as needed.

p. Each review and update of the emergency plan shall be documented in writing.

Figure 37: Enlarged extract, printed pages 22 and 23: para 4.12, the day care centres at all campuses, their emergency plans, contact with parents, six-monthly drills and approval by the campus Director.

7. Summary of evidence

Option	Evidence	Figures
Childcare for staff and faculty	Day care centres for the children of faculty members and staff at the Health Sciences Campus, Islamabad (public web page; average of six children a month in 2025), the Health Sciences Campus, Karachi, the Karachi Campus (since 1 November 2017), the Lahore Campus and the Islamabad H-11 Campus	1 to 26
Paid	Health Sciences Campus, Islamabad: Rs 5,000 a month; Karachi Campus: Rs 1,500; Lahore Campus: Rs 2,000 and Rs 1,000; Islamabad H-11 Campus: Rs 5,000	1 to 11; 14 to 26
Free	Health Sciences Campus, Karachi: 29 children cared for free of charge, 23 of them children of faculty members and three of staff members (memorandum of 20 October 2026)	12 to 13
Public evidence	University website: the Day Care page of the Health Sciences Campus, Islamabad, for faculty and staff with young children, and the office directory of the Islamabad H-11 Campus, listing its Day Care	1 to 2; 23 to 24
University standard	HSE Policy 2026, paras 1.15(b) and 4.12: day care centres at all campuses	27 to 37
Reporting year	2025	All

Taken together, the records show that Bahria University provides childcare for its faculty members and staff at five campuses, on payment of a fee at four and free of charge at the Health Sciences Campus, Karachi, with the day care centre of the Health Sciences Campus, Islamabad, caring for an average of six children a month in 2025.