SDG
05
GENDER EQUALITY

EVIDENCE DOCUMENT | INDICATOR 5.6.3

Maternity policy supporting women's participation

METRIC 5.6 Women's progress measures

REFERENCE YEAR	COVERAGE	DATE PREPARED
2025	All University employees, all campuses	3 November 2026

ISSUING OFFICE	EVIDENCE ID
Directorate of Quality Assurance, Head Office	E-05-5.6.3

THE SIR 2027 REQUIREMENT

Does your university as a body have a maternity policy that supports women's participation?

01 Statement of Evidence

Bahria University's direct answer to the requirement

Yes. Bahria University's Human Resource Policy Manual (2023) is a written maternity policy in force since 2 August 2023. It was first approved by the University's Executive Committee at its 19th meeting on 20 July 2023, and the manual was amended on 23 October 2025 under DHR, including maternity and paternity leave entries in Annex I, and subsequently reviewed on 11 June 2026 (Amendment No. 02, 48th ACM and 23rd ECM). A female employee is granted maternity leave, at her option, on full pay and outside her leave account, of 180 days on the first birth, 120 days on the second and 90 days on the third (para 4.8.1(a)); a male employee is granted up to 30 days of paternity leave on full pay (para 4.8.1(b)), as provided in the Maternity and Paternity Leave Act, 2023. Women therefore keep their salary and their leave entitlement through maternity and remain in the University's workforce. The policy is applied as written: approval letters issued by the Directorate of Human Resources on the Rector's approval in 2026 grant women faculty members at the Islamabad E-8, Islamabad H-11 and Karachi campuses and the Institute of Professional Psychology 180 days of maternity leave with pay on a first birth and 90 days on a third. Students may freeze a semester, or more than one, for illness and circumstances beyond their control, and may be granted an extension of programme duration in special circumstances (Academic Rules 2024, paras 3.10.4 and 3.11). Day care centres support mothers at the Karachi Campus (procedure in force since 1 November 2017), the Lahore and Islamabad H-11 campuses and the Health Sciences campuses; the day care facility of the Health Sciences Campus, Islamabad, established in 2024, cared for an average of six children a month in 2025.

02 Evidence and Activity Record

Dated facts and records that substantiate the statement

Section 1 presents the maternity and paternity leave provisions of the Human Resource Policy Manual (2023) and its dates of approval and review, shown from the cover through the complete table of contents with the pages cited. Section 2 presents maternity leave approved under the policy. Section 3 presents the Academic Rules (2024) for students. Section 4 presents the campus day care centres, with photographs. Section 5 summarises the evidence.

TABLE 1 Maternity and paternity provisions

No.	Source	Provision	Para	Applies to	Evidence
1	HR Policy Manual 2023	Maternity and paternity leave a distinct type of leave for all employees	Para 4.2.1(d)	All employees	p. 38
2	HR Policy Manual 2023	Maternity leave on full pay, outside the leave account: 180, 120 and 90 days	Para 4.8.1(a)	Female employees	p. 40
3	HR Policy Manual 2023	Paternity leave on full pay, outside the leave account: up to 30 days	Para 4.8.1(b)	Male employees	p. 40
4	HR Policy Manual 2023	Up to three times in service, as in the Maternity and Paternity Leave Act, 2023	Paras 4.8.1(c), 4.8.2	All employees	p. 40
5	DHR approval letters	Maternity leave of 180 and 90 days with pay, approved by the Rector	May to Sep 2026	Women faculty, four campuses	Letters
6	Academic Rules 2024	Freezing of semester; extension of programme duration	Paras 3.10.4, 3.11	All students	pp. 15 to 16
7	Campus day care SOPs	Day care for women faculty members, officers and staff	Karachi (2017), Lahore, H-11	Women employees	SOPs
8	Day care in use, 2025	Health Sciences Campus, Islamabad: average of six children a month	2025	Faculty, students, staff	QA record; photographs
9	Day care in use	Health Sciences Campus, Karachi: 29 children cared for free of charge	Reported 20 Oct 2026	Faculty, staff, students	Memorandum
10	HSE Policy 2026	Day care centres at all campuses, with emergency plans	Paras 1.15(b), 4.12	All campuses	Printed pp. 4, 22

1. Human Resource Policy Manual (2023): maternity and paternity leave

The Human Resource Policy Manual (2023) is the University's employment policy for all campuses. Its Certificate of Promulgation, signed by the Registrar, records that it was approved by the Bahria University Executive Committee at its 19th meeting on 20 July 2023 (Agenda Item II, para 11) and promulgated with effect from 2 August 2023; its updated Record of Amendments records Amendment No. 01 of 23 October 2025 under DHR, including maternity and paternity leave entries in Annex I, followed by Amendment No. 02 of 11 June 2026 removing chapter 11, Psychological Services. Annex I confirms that maternity and paternity leave under paragraph 4.8.1 shall not be refused to an eligible employee.

Para 4.2.1 lists maternity and paternity leave among the types of leave to which every University employee is entitled (item d). Para 4.8.1 sets the entitlement. A female employee is granted maternity leave, at her option, on full pay and outside her leave account, of 180 days on the first birth, 120 days on the second and 90 days on the third, from the date the leave begins (sub-para a). A male employee expecting his wife to give birth is granted, at his option, up to 30 days of paternity leave on full pay outside his leave account (sub-para b), so that fathers can share in the care of a newborn child. The leave may be granted up to three times in an employee's entire service, beyond which leave from the employee's own account or extraordinary leave applies, as provided in the Maternity and Paternity Leave Act, 2023 (Act No. XXXI of 2023 of 20 June 2023) (sub-para c). Para 4.8.2 defines a child as including a child in the womb and a still-born child, and entire service as including service before joining the University.

Because maternity leave is on full pay and outside the leave account, a woman employee keeps her salary and her privilege leave through maternity, which supports her continued participation in the University's workforce. The manual is shown from its cover through its complete table of contents, followed by the pages cited and enlarged extracts.

1. HR Policy Manual (continued): dates of approval and review

Item	Date	Source
In force	2 August 2023	Certificate of Promulgation, p. 2
First approved	20 July 2023, by the Bahria University Executive Committee at its 19th meeting (Agenda Item II, para 11); the manual superseded the BU HR Policy Document (2017), approved by the Rector on 7 February 2017	Certificate of Promulgation, p. 2
Last reviewed	11 June 2026, Amendment No. 01 (Minutes of the 48th ACM and 23rd ECM), which removed chapter 11 and left the leave provisions, including para 4.8, unchanged	Record of Amendments, p. 3
Reference year	In force throughout 2025	Certificate of Promulgation and Record of Amendments, pp. 2 and 3

1. HR Policy Manual (continued): cover

BAHRIA UNIVERSITY

HUMAN RESOURCE POLICY MANUAL (2023)

1

Figure 1: Bahria University Human Resource Policy Manual (2023), page 1: cover.

1. HR Policy Manual (continued): Certificate of Promulgation

Bahria University
Discovering Knowledge
Head Office

CERTIFICATE OF PROMULGATION

1. It is certified that this document titled Bahria University **HR Policy Manual (2023)**, contains 120 pages from 1 to 120 including Annexures A to N. This document was approved by the Bahria University Executive Committee in its 19th Meeting held on 20 July 2023 as Agenda Item II (Para 11). Master Copy of this document is held in the Regulations Section of Registrar's Office.

2. Upon approval of Minutes of 19th Executive Committee Meeting by the Chairman, the Bahria University **HR Policy Manual (2023)** contained in this document stand promulgated w.e.f 02 August 2023.

3. It supersedes the earlier document titled BU HR Policy Document (2017) approved by the Rector on 07 February 2017.

M JALALUDDIN QURESHI SI(M)
Commodore (Retd)
Registrar

Registrar Secretariat, BU Head Office, Shangrilla Road, Sector E-8, Islamabad
UAN: 051-111-111-028 Ext.223|Tel: 92-51-9263401 |Fax: 92-51-9262205 Email: registrar@bahria.edu.pk Web: www.bahria.edu.pk

2

Figure 2: Page 2: Certificate of Promulgation, signed by the Registrar: approved by the Executive Committee at its 19th meeti ng on 20 July 2023 and promulgated with effect from 2 August 2023.

1. HR Policy Manual (continued): Record of Amendments

Copy No. ___

Record of Amendments

Amendment No.	Dated	Authority for Amendment	Articles Amended
01	23 October 2025	DHR	Added paras 1.3.7 and 1.25.2; maternity/ paternity lines in Annex I (Leave Approving Authority)
02	11 June 2026	Minutes of 48th ACM/ 23rd ECM of Bahria University	Removal of Ch 11 "Psychological Services"

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

3

Figure 3: Page 3: Record of Amendments, Amendment No. 01 of 23 October 2025 under DHR and Amendment No. 02 of 11 June 2026 (removal of chapter 11).

1. HR Policy Manual (continued): preface

PREFACE

1. Bahria University over the period has expanded in its scope, size and magnitude. It is spread over 3 major cities of Pakistan with multi-disciplined c ampusesfully geared up for quality education in the fields of Management Sciences, Engineering Sciences, Humanities & Social Sciences, Health Sciences, Professional Psychology and Law.

2. To run such a large organization, Human Resource (HR) in the form of Faculty, Administrative and Technical Staff is of paramount importance. Such staff is to be carefully hired, retained and taken care of. Over the last few years, HR Directorate at BU Head Office has engaged itself in the formulation of policies for said purposes. These policies were prepared, and compiled in single document for easy excess and ready reference. However, frequent updates and revisions of various policies necessitated a complete review, which has been undertaken to prepare this version of the Policy document.

3. Under the kind pursuance of the Rector, the HR Policy Manual 2023 has been prepared with the aim to keep the BU employees well educate and inform, both academic and non-academic, regarding BU Policies enforced for the betterment of the University's Human Resource. It is expected that the revised contents of this Manual would further enhance their confidence, judgment and awareness to make correct decisions while engaged with the BU.

4. Chapters of this Manual have been chalked out subject wise; divided into sections where required. Each heading/ paragraph explains a complete context of related topic, and will be referred as a Clause. Each Clause is sequentially numbered, Chapter wise, which may be taken as a reference, where required.

Figure 4: Page 4: preface.

1. HR Policy Manual (continued): table of contents

TABLE OF CONTENTS

Record of Amendments
Preface
Table of Contents
Abbreviations and Acronyms

CHAPTER 1 – SERVICE STRUCTURE

1.1 Applicability
1.2 Classification of BU Employees
1.3 Terms and Conditions of Service
1.4 Appointments by Transfer, Deputation and Promotion
1.5 Seniority of Employees
1.6 Reversion
1.7 Probation
1.8 Confirmation
1.9 Promotions and Re-Induction in Higher Cadre
1.10 Appointments and Promotions of Faculty Members
1.11 Teaching/ Research Assistants
1.12 Additional/ Dual Charge
1.13 Honorarium
1.14 Termination of Services
1.15 Appeal Against Termination
1.16 Resignation
1.17 Physical Fitness
1.18 Service on Deputation
1.19 Record of Service
1.20 Transfer
1.21 Retirement
1.22 Re-Employment
1.23 Service Review Board
1.24 Training Abroad
1.25 Pay Scales
1.26 CP Fund
1.27 Health Insurance Policy
1.28 Exit Interview
1.29 Employment Contract

CHAPTER 2 – INDUCTION OF ACADEMIC AND NON-ACADEMIC STAFF

2.1 Selection of Faculty, BUOs and Staff
2.2 General Rules
2.3 Selection of Regular Faculty
2.4 Initiation of Induction Process
2.5 Faculty Requirement by CUs
2.6 Publication of Advertisement

5

Figure 5: Page 5: table of contents, Chapters 1 and 2.

1. HR Policy Manual (continued): table of contents

2.7 Scrutiny of Applications
2.8 Holding of Selection Board
2.9 Approval by Rector
2.10 Selection of Visiting Faculty
2.11 Standing Selection Board
2.12 Procedure
2.13 Payment of Honorarium
2.14 Course Load Allocation
2.15 VFMs Personal Records
2.16 Termination Procedure
2.17 Payments
2.18 Policy Familiarization
2.19 HOD's Responsibilities for the VFM's
2.20 Selection of Retired PN Officers
2.21 Procedure
2.22 Service and Age Limits
2.23 Re-Employment of Retired Honorary Officers and CPOs/ POs/ Sailors
2.24 Service and Age Limits
2.25 Selection of BU Officers Other Than Ex- PN
2.26 Support & Admin Staff Other Than Ex- PN
2.27 Adjunct Faculty Members
2.28 Status of Adjunct Faculty Members
2.29 Terms and Conditions
2.30 Payment Procedure
2.31 Calculation of Faculty Requirement by CUs
2.32 Publication of Advertisement
2.33 Selection Procedure
2.34 Interview by Rector

CHAPTER 3 – FACULTY WORKLOAD

3.1 Workload Policy
3.2 Workload Description
3.3 Workload Appointment
3.4 Scope of Teaching
3.5 Research and Creative Activities
3.6 Service Activities
3.7 Work Overload – Internal & External
3.8 Teaching Load against Internal Work Overload
3.9 Project/ Research Related Course Load Exemption
3.10 Payment - Internal Work Overload
3.11 Monitoring Faculty Workload
3.12 Administrative Appointments in Campuses

CHAPTER 4 – LEAVE PROCEDURES

4.1 General

Figure 6: Page 6: table of contents, continued.

1. HR Policy Manual (continued): table of contents

4.2 Types of Leave
4.3 Privilege Leave
4.4 Leave Ex-Pakistan
4.5 Casual Leave
4.6 Study Leave
4.7 Post-Doctorate Study Leave to PhD Scholarship Awardee
4.8 Maternity/ Paternity Leave
4.9 Special Leave
4.10 Medical Leave
4.11 Extraordinary Leave
4.12 Sabbatical Leave
4.13 Temporary Duty
4.14 Temporary Duty (Without Financial Effects)
4.15 Research Leave
4.16 Criteria for Research Leave
4.17 Leave Approving Authorities
4.18 Leave Encashment
4.19 Death/ Permanent Incapacity during Service
4.20 Leave Accumulation

CHAPTER 5 – HUMAN RESOURCE DEVELOPMENT PROGRAMME

5.1 Introduction
5.2 LPDC Terms of Reference
5.3 New Employees Induction Training
5.4 Training Need Analysis
5.5 In-Service Training
5.6 National Training and Development Activities
5.7 Faculty Development Teaching Certification
5.8 International Training & Development Activities
5.9 Developing Faculty Through Corporate Training Service Policy
5.10 Non-Academic Employees Development
5.11 Conduct of Certificate and Diploma Courses
5.12 Record Keeping and Maintenance
5.13 Promotions
5.14 Faculty Fee Waiver, Reimbursement and Concession

CHAPTER 6 – EMPLOYEES EFFICIENCY AND DISCIPLINE

6.1 Applicability
6.2 Grounds for Penalty
6.3 Penalties
6.4 Powers to Impose Penalties
6.5 Inquiry Procedure
6.6 Procedure where Inquiry is not Required.
6.7 Constitution of Investigation Committee
6.8 Procedure for the Conduct of Inquiry

Figure 7: Page 7: table of contents, continued, including Chapter 4, Leave, para 4.8 Maternity/ Paternity Leave.

1. HR Policy Manual (continued): table of contents

6.9 Actions on Inquiry or Investigation Report
6.10 Powers of Inquiry Officer & Inquiry Committee
6.11 Inquiry Procedure Not to Apply in Certain Cases
6.12 Opportunity to Show Cause
6.13 Appeal to, and Review by, The Board
6.14 Appellate Panel
6.15 Appearance of Counsel
6.16 Authorized Officer and Authority

CHAPTER 7 – PERFORMANCE MANAGEMENT SYSTEM
7.1 Purpose
7.2 Performance Management Cycle
7.3 Goals Setting – Stage 1
7.4 Monitoring the Performance – Stage 2
7.5 Performance Review – Stage 3
7.6 Administrative Decisions – Stage 4
7.7 Teacher Evaluation by Students
7.8 Annual Performance Appraisal Ranking
7.9 Responsibility of Faculty/ Concurrent Staff
7.10 Confidentiality of Performance Reports
7.11 Appraisal Forms

CHAPTER 8 – HONORARIUM AND ALLOWANCES
8.1 Honorarium
8.2 Serving Uniformed/ Civilian PN Personnel on Deputation to BU
8.3 Supervision and Assessment of Thesis and Project
8.4 Consultant for BU
8.5 Allowances
8.6 Invigilation Allowances
8.7 Weekend Admin Team Allowances
8.8 Weekend Allowance to Security Personal
8.9 Overtime Allowance
8.10 Eid Allowance

CHAPTER 9 – AWARDS POLICY
9.1 Faculty and Employees Awards
9.2 Distinguished Teacher Award
9.3 Best Faculty Researcher Award
9.4 Best Student Researcher Award
9.5 Best Employee Award (Pay Group 1-7)
9.6 Distribution of Awards
9.7 Eligibility
9.8 Award Period
9.9 Selection Committee
9.10 Nomination Process

Figure 8: Page 8: table of contents, continued.

1. HR Policy Manual (continued): table of contents

9.11 Letter of Appreciation
9.12 Umrah Scheme

CHAPTER 10 – FACULTY CONSULTANCY POLICY

10.1 Faculty Consultancy
10.2 Policy Statement
10.3 Definition of Consultancy
10.4 Exclusion from Consultancy Definition
10.5 Nature of Consultancy Agreement
10.6 Consultancy Timings
10.7 Use of BU Resources
10.8 Consultancy Income Distribution
10.9 Conflict of Interest
10.10 Approval Procedure
10.11 Policy Violations

ANNEXES

Annex A Employment Contract BU Officers
Annex B Employment Contract BU and Full Time Faculty
Annex C Employment Contract BU and Visiting Faculty Members
Annex D Employment Contract between BU and Professor of Practice
Annex E Employment Contract between BU Support and Admin Staff
Annex F Employment Contract Between BU and Adjunct Faculty
Annex G Faculty Members Candidate Assessment Form
Annex H Administrative Posts and Criteria for Course Load Waiver
Annex I Leave Approving Authority
Annex J Inquiry Committee Convening Order
Annex K Performance Evaluation Report (for Non-Admin FMs)
Annex L Performance Evaluation Report (for FMs on Admin Duties)
Annex M Approved Honoraria and Allowances
Annex N Best Employee Award Nomination Form

Figure 9: Page 9: table of contents, concluded, with the annexes.

1. HR Policy Manual (continued): types of leave

return from leave, the officer shall report for duty to the Sanctioning Authority.

k. Application for leave shall be submitted to the immediate officer, who shall forward the case to the office where a record of leave is maintained, along with the remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more. Leave record of each employee shall be suitably maintained by HR Dte for BUHO and HR Department for CUs.

l. An employee who remains absent on the conclusion of his leave shall not be entitled to any remuneration for the period of such absence unless the leave has been extended 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 his/ her leave account is not available, it will be adjusted against future earnings.

m. 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.

n. An employee who is compulsorily retired/ removed/ dismissed under the University Efficiency and Discipline Statutes shall not be entitled to any kind of leave. In such instances, all leave at the credit shall lapse when the employee quits service.

o. Leave Pay during leave on Full Pay shall exclude any other allowance that is specifically related to the performance of duty.

p. Deans performing the Principal duty will pursue all types of Leave through concerned HCU and the Pro-Rector.

4.2 Types of Leave

4.2.1 BU employees will be entitled to following types of leave:

a. Privilege Leave.

b. Casual Leave.

c. Study Leave.

d. Maternity/ Paternity Leave.

e. Special Leave.

f. Medical Leave.

g. Leave Ex-Pakistan

h. Extraordinary Leave

i. Sabbatical Leave.

4.3 Privilege Leave

4.3.1 All contract employees will be entitled to a maximum of 30 days paid Privilege Leave each year @ 2.5 days per month after having served full year. For the period of service less than a year, Privilege Leave will be admissible proportionate to the period of service. Leave availed by members of the faculty during academic breaks will be adjusted against their Privilege Leave.

38

Figure 10: Page 38: para 4.2, types of leave, including maternity and paternity leave (item d).

1. HR Policy Manual (continued): maternity and paternity leave

a. Requests for Study Leave will be submitted by the Faculty Member to concerned Principal/ DC/ DAcad-CU (as applicable) for approval by the Competent Authority, along with offer of admission and program of study in which the individual will be admitted by the university/ institute. Applications for Study Leave are to reach the DHR at least two months before the date of departure for the study.

b. On receipt of the Study Leave request, status of admission will be confirmed from the concerned university/ institute by the HR Directorate. When the admission is confirmed, the request for Study Leave will be processed for approval of the Rector.

4.7 Post-Doctorate Study Leave to PhD Scholarship Awardee

4.7.1 A Faculty Member who has availed an HEC scholarship for PhD studies is to complete the time-bound period at the University as per prevailing HEC rules. He/ she will be entitled to Study Leave for Post-Doctoral studies after serving a minimum of two years at the University. Prior proceeding for such Leave, the Faculty Member is to sign a fresh bond with the HEC to serve Pakistan for certain period after completion of the post-Doctoral studies, as per HEC requirements in vogue. Maximum duration of such a Study Leave shall be one year.

4.8 Maternity/ Paternity Leave

4.8.1 Maternity/ Paternity Leave shall be granted as under:

a. Maternity leave shall in the prescribed manner be granted on full pay outside the leave account to a female employee on her option to the extent of one hundred and eighty days (180) on first birth, one hundred and twenty days (120) on second birth and ninety days (90) on third birth from the date of commencement thereof.

b. A male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding thirty days outside his leave account from the date of its commencement.

c. Such maternity/ paternity leave shall not be granted for more than three times in the entire service of the female/ male employee except when such leave is granted within her/ his leave account due and admissible to her/ him or as an extra ordinary leave without pay (As per details provided in Government of Pakistan Act No XXXI of 2023 dated 20 June 2023).

4.8.2 Definition of “Child” and “Entire Service” is given as under:

a. Child – for the purpose of HR Manual, means a child in the womb of a pregnant employee or wife of the male employee and includes a still-born.

b. Entire Service – entire employment tenure including service before joining BU.

4.9 Special Leave

4.9.1 A married employee may be granted Special Leave on full pay if he/ she applies for it for a period not exceeding thirty days in the event of the death of his/ her spouse/ ward. The duration of Special Leave allowed will be up to 4.5 months in case of death on an employee’s husband and a maximum of 10 days for all other cases. Such leave shall commence from the date of death of the employee’s spouse or ward on the basis of death certificate attached to the application for Special Leave or – if that is not possible at that time – than the said certificate may be furnished to the Leave Sanctioning Authority separately.

40

Figure 11: Page 40: para 4.8, maternity and paternity leave.

1. HR Policy Manual (continued): paragraphs cited

4.2 Types of Leave

4.2.1 BU employees will be entitled to following types of leave:

a. Privilege Leave.
b. Casual Leave.
c. Study Leave.
d. Maternity/ Paternity Leave.
e. Special Leave.
f. Medical Leave.
g. Leave Ex-Pakistan
h. Extraordinary Leave
i. Sabbatical Leave.

Figure 12: Enlarged extract, page 38: para 4.2.1, the types of leave to which University employees are entitled, including maternity and paternity leave (item d).

4.8 Maternity/ Paternity Leave

4.8.1 Maternity/ Paternity Leave shall be granted as under:

a. Maternity leave shall in the prescribed manner be granted on full pay outside the leave account to a female employee on her option to the extent of one hundred and eighty days (180) on first birth, one hundred and twenty days (120) on second birth and ninety days (90) on third birth from the date of commencement thereof.

b. A male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding thirty days outside his leave account from the date of its commencement.

c. Such maternity/ paternity leave shall not be granted for more than three times in the entire service of the female/ male employee except when such leave is granted within her/ his leave account due and admissible to her/ him or as an extra ordinary leave without pay (As per details provided in Government of Pakistan Act No XXXI of 2023 dated 20 June 2023).

4.8.2 Definition of “Child” and “Entire Service” is given as under:

a. Child – for the purpose of HR Manual, means a child in the womb of a pregnant employee or wife of the male employee and includes a still-born.

b. Entire Service – entire employment tenure including service before joining BU.

Figure 13: Enlarged extract, page 40: para 4.8, maternity leave of 180, 120 and 90 days and paternity leave of up to 30 days, on full pay outside the leave account, as provided in the Maternity and Paternity Leave Act, 2023.

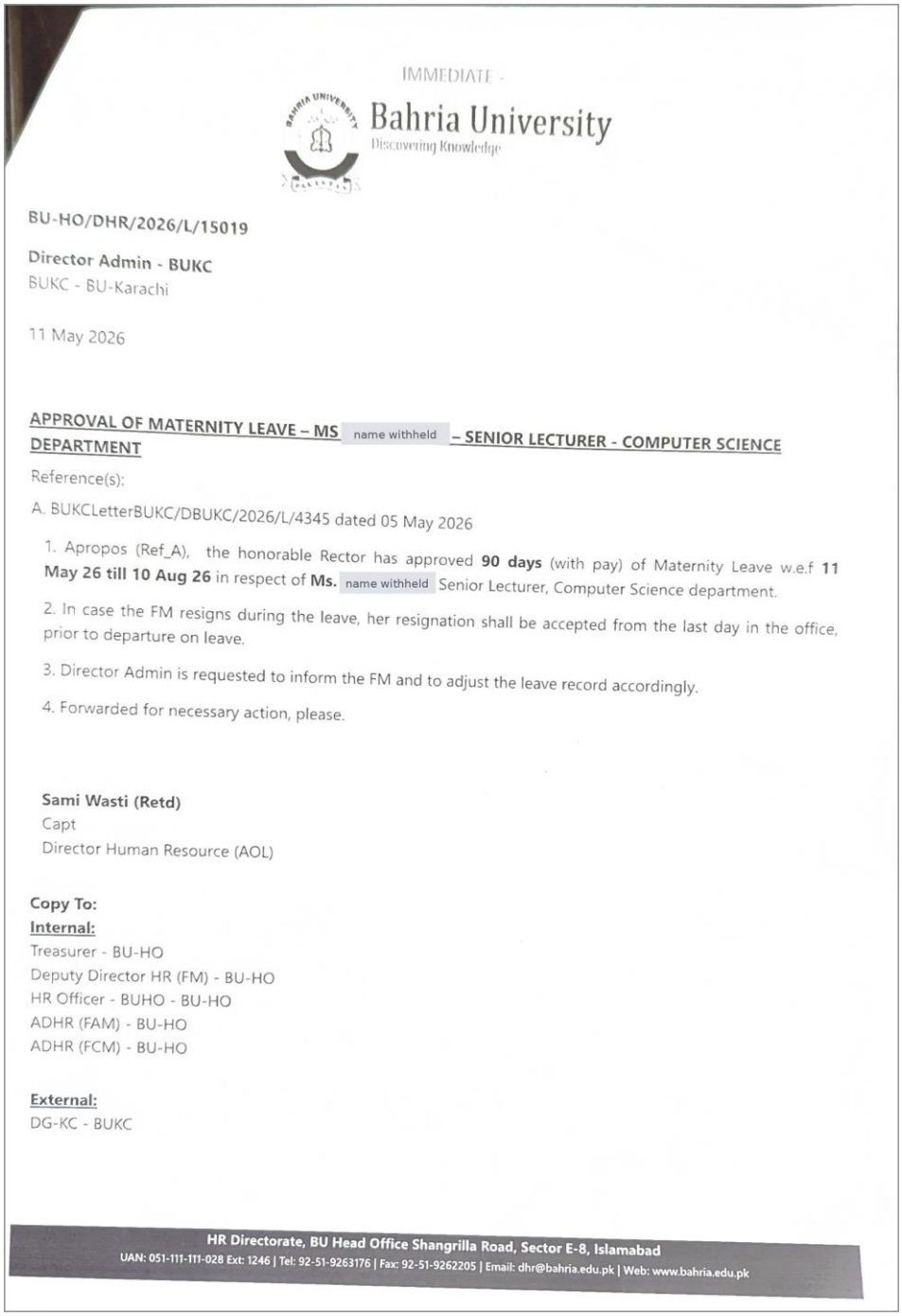
2. The policy in practice: maternity leave approved

The Directorate of Human Resources grants maternity leave under para 4.8.1(a) on the approval of the Rector, and its letters show the policy applied as written. In 2026 it conveyed the Rector's approval of maternity leave with pay for women faculty members at four of the University's campuses: 180 days on the birth of a first child for a Lecturer of the Department of Professional Psychology, Islamabad E-8 Campus (letter BU-HO/DHR/2026/L/16099 of 14 September 2026, for 1 September 2026 to 27 February 2027); 180 days for a Lecturer of the Department of Computer Engineering, Islamabad H-11 Campus (BU-HO/DHR/2026/L/15030 of 12 May 2026, for 20 May to 16 November 2026); 90 days on a third maternity for a Senior Lecturer of the Institute of Professional Psychology, Karachi (BU-HO/DHR/2026/L/15715 of 5 August 2026, for 21 September to 19 December 2026); and 90 days for a Senior Lecturer of the Department of Computer Science, Karachi Campus (BU-HO/DHR/2026/L/15019 of 11 May 2026, for 11 May to 10 August 2026).

Each letter grants the leave with pay, in the number of days that para 4.8.1(a) sets for the birth concerned, and directs the campus to inform the faculty member and adjust her leave record. The letters were issued in 2026 and show the policy in force in 2025 being applied. The names of the faculty members are withheld to protect their privacy.

Letter	Date	Campus	Designation	Leave approved
BU-HO/DHR/2026/L/15019	11 May 2026	Karachi Campus	Senior Lecturer, Computer Science	90 days with pay
BU-HO/DHR/2026/L/15030	12 May 2026	Islamabad H-11 Campus	Lecturer, Computer Engineering	180 days with pay
BU-HO/DHR/2026/L/15715	5 August 2026	Institute of Professional Psychology, Karachi	Senior Lecturer	90 days with pay (third maternity)
BU-HO/DHR/2026/L/16099	14 September 2026	Islamabad E-8 Campus	Lecturer, Professional Psychology	180 days with pay (first child)

2. Maternity leave approved (continued): Karachi Campus



IMMEDIATE

Bahria University
Discovering Knowledge

BU-HO/DHR/2026/L/15019

Director Admin - BUKC
BUKC - BU-Karachi

11 May 2026

APPROVAL OF MATERNITY LEAVE – MS name withheld **– SENIOR LECTURER - COMPUTER SCIENCE DEPARTMENT**

Reference(s):

A. BUKCLetterBUKC/DBUKC/2026/L/4345 dated 05 May 2026

1. Apropos (Ref_A), the honorable Rector has approved **90 days** (with pay) of Maternity Leave w.e.f **11 May 26 till 10 Aug 26** in respect of **Ms.** name withheld Senior Lecturer, Computer Science department.
2. In case the FM resigns during the leave, her resignation shall be accepted from the last day in the office, prior to departure on leave.
3. Director Admin is requested to inform the FM and to adjust the leave record accordingly.
4. Forwarded for necessary action, please.

Sami Wasti (Retd)
Capt
Director Human Resource (AOL)

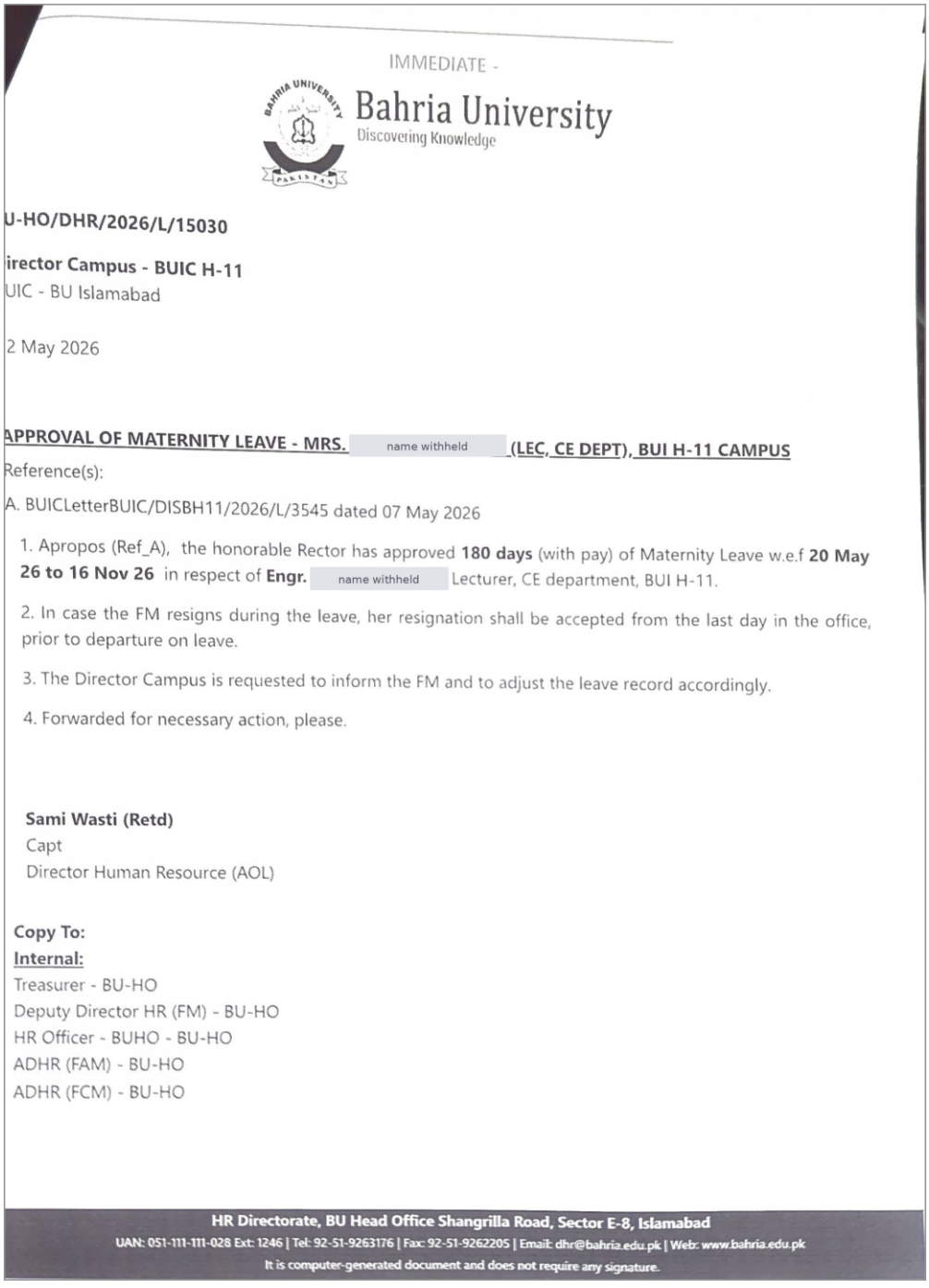
Copy To:
Internal:
Treasurer - BU-HO
Deputy Director HR (FM) - BU-HO
HR Officer - BUHO - BU-HO
ADHR (FAM) - BU-HO
ADHR (FCM) - BU-HO

External:
DG-KC - BUKC

HR Directorate, BU Head Office Shangrilla Road, Sector E-8, Islamabad
UAN: 051-111-111-028 Ext: 1246 | Tel: 92-51-9263176 | Fax: 92-51-9262205 | Email: dhr@bahria.edu.pk | Web: www.bahria.edu.pk

Figure 14: Directorate of Human Resources, letter BU-HO/DHR/2026/L/15019 of 11 May 2026 to the Director Admin, Karachi Campus: the Rector's approval of 90 days of maternity leave with pay, 11 May to 10 August 2026, for a Senior Lecturer of the Computer Sci ence Department (name withheld).

2. Maternity leave approved (continued): Islamabad H-11 Campus



IMMEDIATE -

Bahria University
Discovering Knowledge

U-HO/DHR/2026/L/15030

irector Campus - BUIC H-11
UIC - BU Islamabad

2 May 2026

APPROVAL OF MATERNITY LEAVE - MRS. name withheld (LEC, CE DEPT), BUI H-11 CAMPUS

Reference(s):

A. BUICLetterBUIC/DISBH11/2026/L/3545 dated 07 May 2026

1. Apropos (Ref_A), the honorable Rector has approved **180 days** (with pay) of Maternity Leave w.e.f **20 May 26 to 16 Nov 26** in respect of **Engr.** name withheld Lecturer, CE department, BUI H-11.

2. In case the FM resigns during the leave, her resignation shall be accepted from the last day in the office, prior to departure on leave.

3. The Director Campus is requested to inform the FM and to adjust the leave record accordingly.

4. Forwarded for necessary action, please.

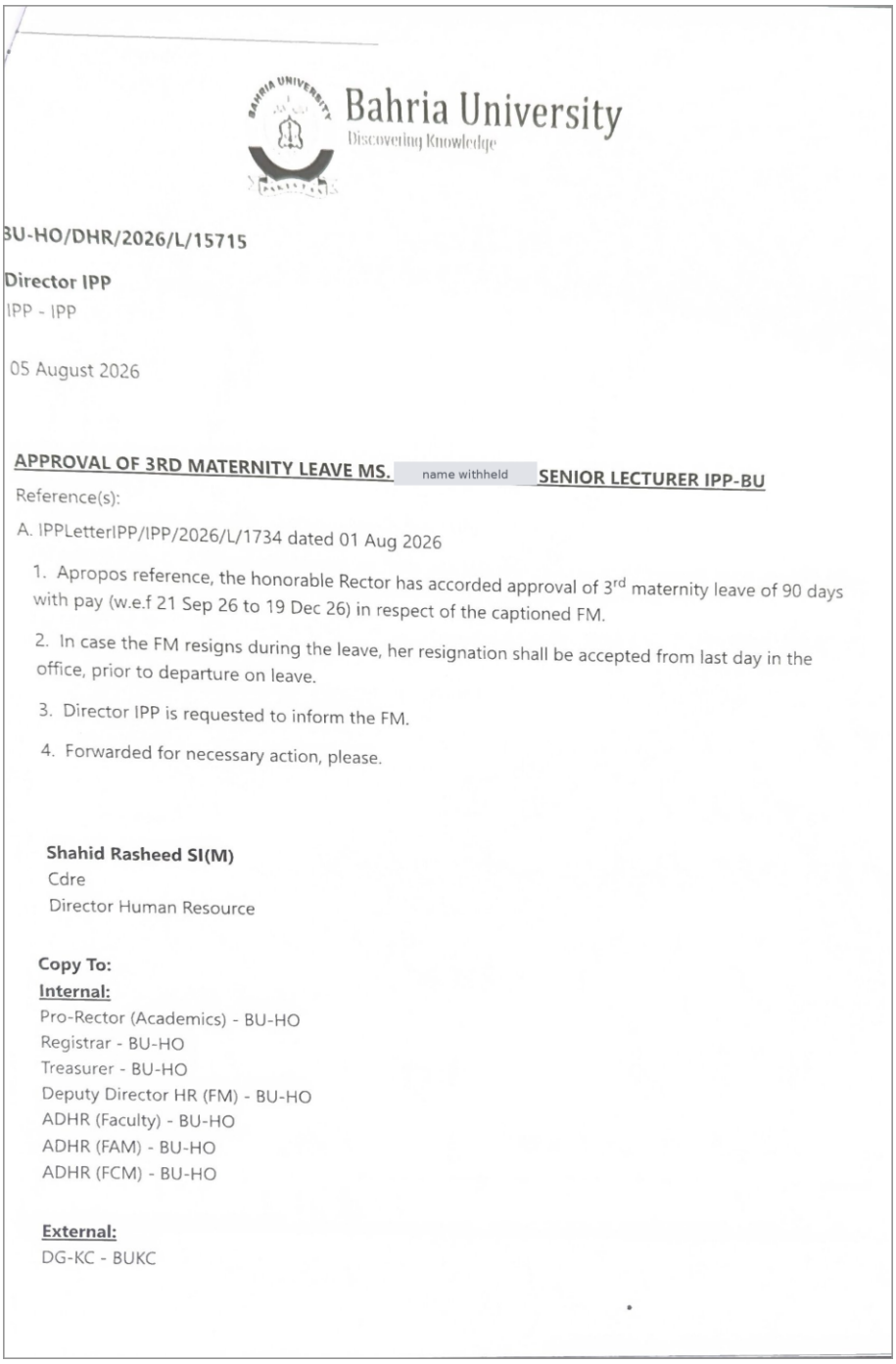
Sami Wasti (Retd)
Capt
Director Human Resource (AOL)

Copy To:
Internal:
Treasurer - BU-HO
Deputy Director HR (FM) - BU-HO
HR Officer - BUHO - BU-HO
ADHR (FAM) - BU-HO
ADHR (FCM) - BU-HO

HR Directorate, BU Head Office Shangrilla Road, Sector E-8, Islamabad
UAN: 051-111-111-028 Ext: 1246 | Tel: 92-51-9263176 | Fax: 92-51-9262205 | Email: dhr@bahria.edu.pk | Web: www.bahria.edu.pk
It is computer-generated document and does not require any signature.

Figure 15: Letter BU-HO/DHR/2026/L/15030 of 12 May 2026 to the Director Campus, Islamabad H-11: the Rector's approval of 180 days of maternity leave with pay, 20 May to 16 November 2026, for a Lecturer of the Computer Engineering Department (name withheld).

2. Maternity leave approved (continued): Institute of Professional Psychology



Bahria University
Discovering Knowledge

BU-HO/DHR/2026/L/15715

Director IPP
IPP - IPP

05 August 2026

APPROVAL OF 3RD MATERNITY LEAVE MS. name withheld **SENIOR LECTURER IPP-BU**

Reference(s):

A. IPPLetterIPP/IPP/2026/L/1734 dated 01 Aug 2026

1. Apropos reference, the honorable Rector has accorded approval of 3rd maternity leave of 90 days with pay (w.e.f 21 Sep 26 to 19 Dec 26) in respect of the captioned FM.
2. In case the FM resigns during the leave, her resignation shall be accepted from last day in the office, prior to departure on leave.
3. Director IPP is requested to inform the FM.
4. Forwarded for necessary action, please.

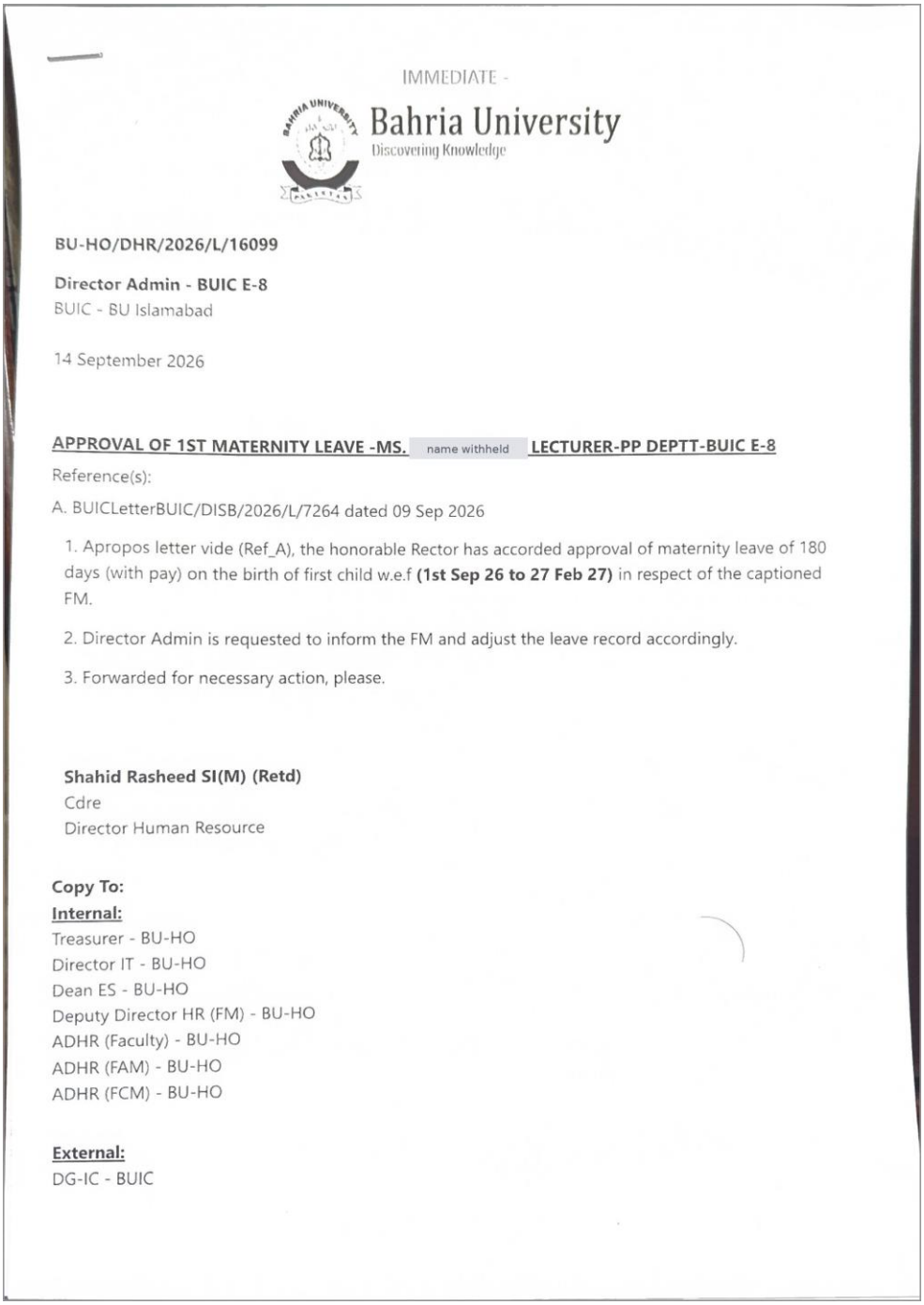
Shahid Rasheed SI(M)
Cdre
Director Human Resource

Copy To:
Internal:
Pro-Rector (Academics) - BU-HO
Registrar - BU-HO
Treasurer - BU-HO
Deputy Director HR (FM) - BU-HO
ADHR (Faculty) - BU-HO
ADHR (FAM) - BU-HO
ADHR (FCM) - BU-HO

External:
DG-KC - BUKC

Figure 16: Letter BU-HO/DHR/2026/L/15715 of 5 August 2026 to the Director IPP: the Rector's approval of a third maternity leave of 90 days with pay, 21 September to 19 December 2026, for a Senior Lecturer (name withheld).

2. Maternity leave approved (continued): Islamabad E-8 Campus



IMMEDIATE -

Bahria University
Discovering Knowledge

BU-HO/DHR/2026/L/16099

Director Admin - BUIC E-8
BUIC - BU Islamabad

14 September 2026

APPROVAL OF 1ST MATERNITY LEAVE -MS. name withheld **LECTURER-PP DEPTT-BUIC E-8**

Reference(s):

A. BUICLetterBUIC/DISB/2026/L/7264 dated 09 Sep 2026

1. Apropos letter vide (Ref_A), the honorable Rector has accorded approval of maternity leave of 180 days (with pay) on the birth of first child w.e.f **(1st Sep 26 to 27 Feb 27)** in respect of the captioned FM.

2. Director Admin is requested to inform the FM and adjust the leave record accordingly.

3. Forwarded for necessary action, please.

Shahid Rasheed SI(M) (Retd)
Cdre
Director Human Resource

Copy To:
Internal:
Treasurer - BU-HO
Director IT - BU-HO
Dean ES - BU-HO
Deputy Director HR (FM) - BU-HO
ADHR (Faculty) - BU-HO
ADHR (FAM) - BU-HO
ADHR (FCM) - BU-HO

External:
DG-IC - BUIC

Figure 17: Letter BU-HO/DHR/2026/L/16099 of 14 September 2026 to the Director Admin, Islamabad E-8 Campus: the Rector's approval of 180 days of maternity leave with pay on the birth of a first child, 1 September 2026 to 27 February 2027, for a Lecturer of the Professional Psychology Department (name withheld).

3. Students: Academic Rules (2024)

The Bahria University Academic Rules (2024), fourth edition, approved by the Bahria University Executive Committee on 17 October 2024, allow any student to suspend and extend her studies when circumstances require it. Para 3.11 allows a student to freeze a semester for illness and circumstances beyond her control, on written application; a semester may be frozen before the session begins or at any time until three weeks before the final examinations, with the fee refunded or adjusted as para 3.11.1.2 provides, and more than one semester may be frozen, back to back or staggered, within the overall degree duration. Para 3.10.4 allows the Rector, in special circumstances, to extend the maximum duration of a programme so that a student can complete her degree.

These are general provisions for all students and do not name maternity; they allow a student who is pregnant or has a newborn child to pause and resume her studies without losing her place. The rules are shown from their cover and Record of Amendments through the complete table of contents, followed by the pages cited and an enlarged extract.

3.10.4 Under special circumstances, an extension for maximum programme duration may be allowed to a student to complete the degree requirements, if approved by the Rector on the recommendation of the Deans Committee/ Pro-Rector (Acad) through Registrar, CE and concerned BUHO Directorates. The extension shall be contiguous to the Maximum Programme Duration and shall start/ count immediately after the maximum duration lapses. The duration of such an extension should be degree-specific. A programme completed after availing such extension shall be deemed to be completed in Extended Programme Duration. However, in force majeure cases of postgraduate programmes, the duration of time bar extension would vary on a case-to-case basis, as recommended by the HERC, subject to conformance with related HEC guidelines.

3.11 Freezing of Semester

3.11.1 A student shall be allowed to freeze semester due to illness and circumstances beyond his/ her control by giving a written application on the prescribed form. Conditions for the same are covered in the following sub-clauses.

3.11.1.1 A student may freeze the semester before the start of the academic session, without paying the fee, if he/she has passed the final Examinations of the previous semester with the minimum GPA/CGPA required for the academic standing of the BU to remain enrolled. A student may also freeze the semester anytime during the course till three weeks before the commencement of the Final Examinations.

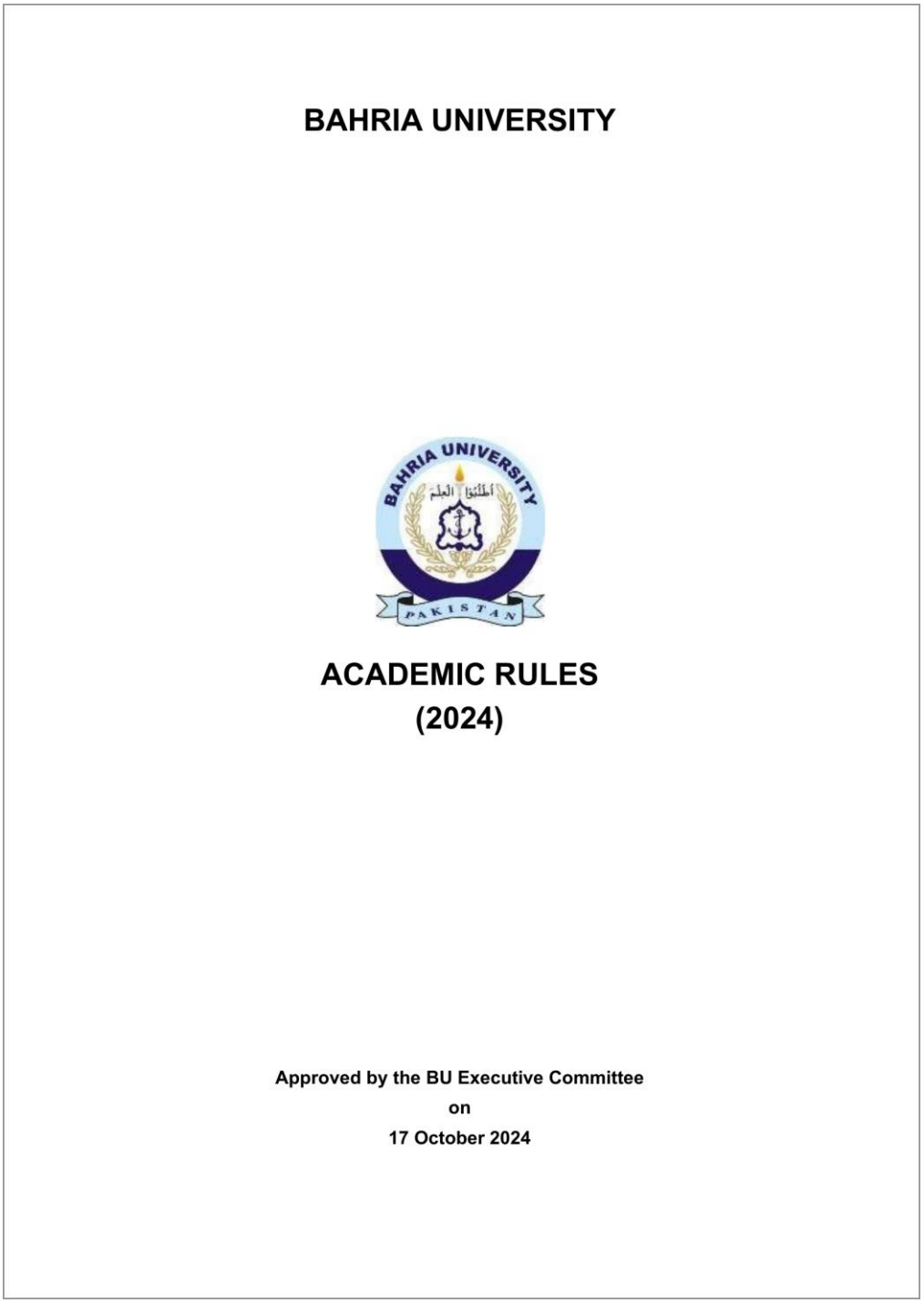
3.11.1.2 The full fee will be refunded/ adjusted to the next semester if the semester is frozen within the first week of commencement of the semester and half the fee if frozen within the first 15 days of the commencement of the semester. No fee shall be refunded/ adjusted if the semester is frozen after the 15th day of the commencement of the semester. In exceptional cases, the full fee will be refunded/ adjusted by the HCU if the semester of a student is frozen any time prior to the commencement of the final examinations due to circumstances beyond his/ her control, i.e. accident, serious illness, etc.

3.11.1.3 Students shall resume their studies in the following semester otherwise their name would be struck off the roll of BU.

3.11.1.4 Students may freeze more than one semester, either back-to-back or staggered, while remaining within the overall degree duration.

Figure 18: Academic Rules (2024), paras 3.10.4 and 3.11.1 to 3.11.1.4 (enlarged extract, pages 15 and 16): extension of programme duration in special circumstances and freezing of semester for illness and circumstances beyond a student's control.

3. Academic Rules (continued): cover


BAHRIA UNIVERSITY

ACADEMIC RULES
(2024)

Approved by the BU Executive Committee
on
17 October 2024

Figure 19: Bahria University Academic Rules (2024), cover: approved by the BU Executive Committee on 17 October 2024.

3. Academic Rules (continued): Record of Amendments

Record of Amendments

Amdt No.	Dated	Authority	Clause(s) Amended	Authentication
1.	7-7-2026	50th ACM, 24th ECM	13.10 (Table 12, Ser No.6,10,14) 3.15.1 Amended 3.15.3 Deleted 7.6 (Table 8 Amended) 7.7.14 Added	

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

Figure 20: Page ii: Record of Amendments, Amendment No. 1 of 7 July 2026 (50th ACM and 24th ECM), not affecting paras 3.10 an d 3.11.

3. Academic Rules (continued): table of contents

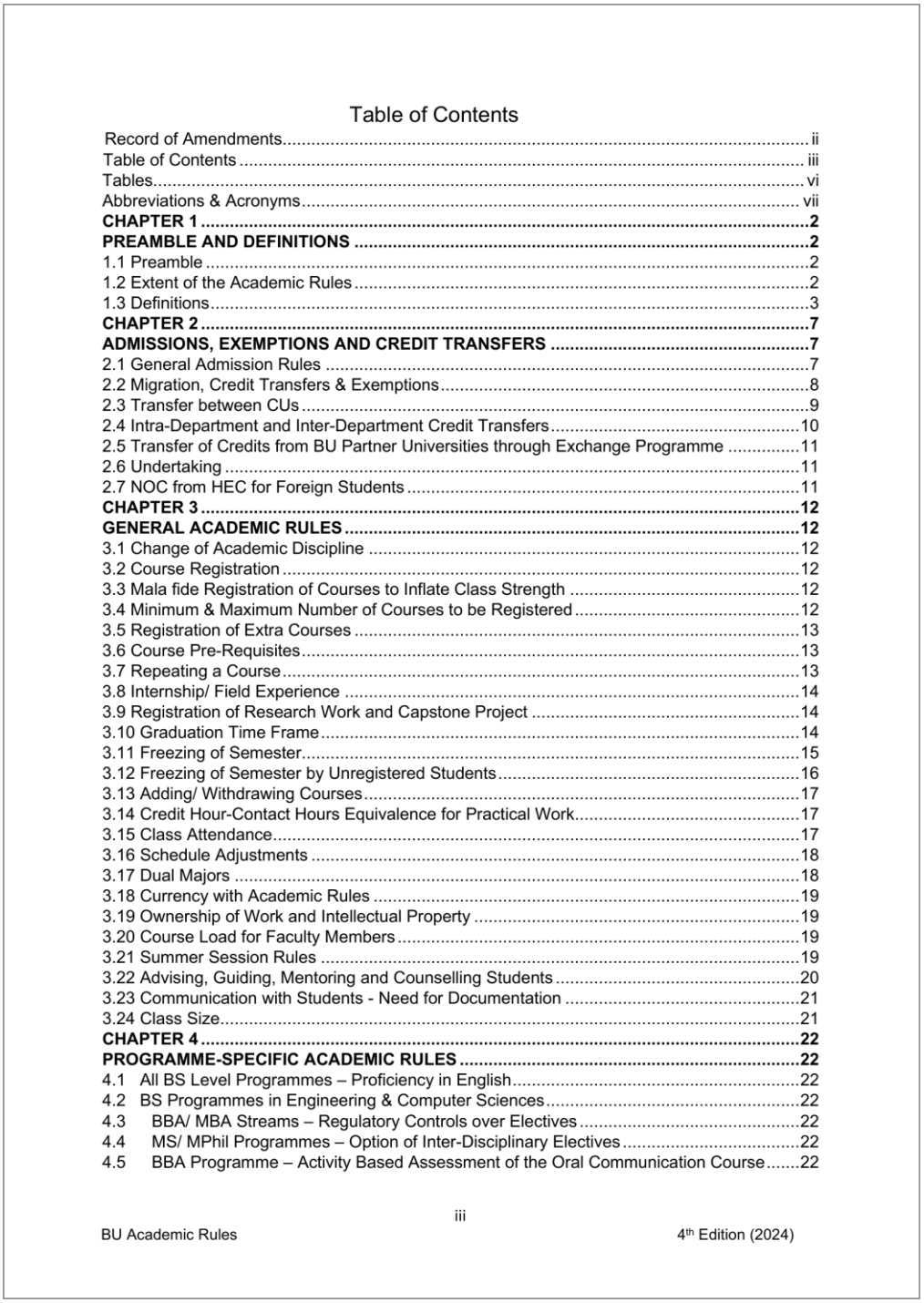


Table of Contents

Record of Amendments ii
Table of Contents iii
Tables vi
Abbreviations & Acronyms vii
CHAPTER 1 2
PREAMBLE AND DEFINITIONS 2
1.1 Preamble 2
1.2 Extent of the Academic Rules 2
1.3 Definitions 3
CHAPTER 2 7
ADMISSIONS, EXEMPTIONS AND CREDIT TRANSFERS 7
2.1 General Admission Rules 7
2.2 Migration, Credit Transfers & Exemptions 8
2.3 Transfer between CUs 9
2.4 Intra-Department and Inter-Department Credit Transfers 10
2.5 Transfer of Credits from BU Partner Universities through Exchange Programme 11
2.6 Undertaking 11
2.7 NOC from HEC for Foreign Students 11
CHAPTER 3 12
GENERAL ACADEMIC RULES 12
3.1 Change of Academic Discipline 12
3.2 Course Registration 12
3.3 Mala fide Registration of Courses to Inflate Class Strength 12
3.4 Minimum & Maximum Number of Courses to be Registered 12
3.5 Registration of Extra Courses 13
3.6 Course Pre-Requisites 13
3.7 Repeating a Course 13
3.8 Internship/ Field Experience 14
3.9 Registration of Research Work and Capstone Project 14
3.10 Graduation Time Frame 14
3.11 Freezing of Semester 15
3.12 Freezing of Semester by Unregistered Students 16
3.13 Adding/ Withdrawing Courses 17
3.14 Credit Hour-Contact Hours Equivalence for Practical Work 17
3.15 Class Attendance 17
3.16 Schedule Adjustments 18
3.17 Dual Majors 18
3.18 Currency with Academic Rules 19
3.19 Ownership of Work and Intellectual Property 19
3.20 Course Load for Faculty Members 19
3.21 Summer Session Rules 19
3.22 Advising, Guiding, Mentoring and Counselling Students 20
3.23 Communication with Students - Need for Documentation 21
3.24 Class Size 21
CHAPTER 4 22
PROGRAMME-SPECIFIC ACADEMIC RULES 22
4.1 All BS Level Programmes – Proficiency in English 22
4.2 BS Programmes in Engineering & Computer Sciences 22
4.3 BBA/ MBA Streams – Regulatory Controls over Electives 22
4.4 MS/ MPhil Programmes – Option of Inter-Disciplinary Electives 22
4.5 BBA Programme – Activity Based Assessment of the Oral Communication Course 22

Figure 21: Page iii: table of contents, including Chapter 3, General Academic Rules, para 3.11 Freezing of Semester.

3. Academic Rules (continued): table of contents

4.6 BS/ MS Programme – Selection of Electives from Revised Lists 22
4.7 PG Programmes – Resources Optimisation 22
4.8 Enrolment of PhD Scholars in 700/ 700 Plus Level PhD Courses 23
4.9 Option to select any Elective in BBA Programme 23
4.10 Programmes Credit Hours 23
4.11 Courses on Pass/ Fail Basis in UG Programmes 23
4.12 Mission, Objectives and Outcomes of Academic Programmes 23
4.13 Launching New Programmes – General 24
4.14 Launching New PG Programmes 24
4.15 Diploma and Certificate Courses 26
CHAPTER 5 28
FEE 28
5.1 Timely Payment of Fee 28
5.2 Fee Refund 28
5.3 Non-Refundable Fee 28
5.4 Refundable Fee 29
5.5 Late Fee 31
CHAPTER 6 33
QUALITY ASSURANCE 33
6.1 Academic Audits 33
6.2 Quality Assurance Committee (QAC) 33
6.3 Periodic Self-Assessment (SA) 33
6.4 Internal Self-Audit (ISA) 35
6.5 Academic Mock Audit 35
6.6 Other Rules 36
CHAPTER 7 37
EXAMINATIONS 37
7.1 Preamble 37
7.2 Scheme of Marking 37
7.3 Internal Marks 38
7.4 Minimum Pass Marks 38
7.5 Common Question Papers 38
7.6 Grading Procedures (for Non-Medical Students only) 38
7.7 Grading Guidelines for the Faculty 39
7.8 Showing Marked Answer Sheets/ Books 41
7.9 Retakes of Mid-Term and Final Examinations 41
7.10 Probation and Drop Rules for Underperforming Students 42
7.11 Options for Dropped Students 42
7.12 Duration of Final Examinations 42
7.13 General Examination Rules/ Instructions 43
7.14 Disposal of Answer Books 44
7.15 Damaged/ Lost Answer Sheet/ Book 44
7.16 Exam Writer for Special Students 45
CHAPTER 8 46
DEGREES AND TRANSCRIPTS 46
8.1 Transcripts 46
8.2 Degree Supplement Form (DSF) 47
8.3 Preparation & Award of Degrees 47
8.4 Degree Request Procedure 48
8.5 Duplicate Degree 48
8.6 Signing Authorities for Academic Documents 49
CHAPTER 9 50
HONOURS AND AWARDS 50

Figure 22: Page iv: table of contents, continued.

3. Academic Rules (continued): table of contents

9.1 Preamble....50
9.2 Semester-Based Programmes....50
9.3 Annual Programmes (MBBS/ BDS only)....51
CHAPTER 10....54
SCHOLARSHIPS, FEE CONCESSIONS AND LOANS TO STUDENTS....54
10.1 Advanced Merit Scholarships....54
10.2 Advanced Merit Scholarship for Board Toppers (UG Programmes)....54
10.3 Advanced Merit Scholarship for Top Rankers in University Merit Lists....54
10.4 Advanced Merit Scholarship for Outstanding Performers in A-Levels....54
10.5 Exemption of Admission Fee to BU Graduates/ Alumni for PG Studies....55
10.6 Incentive to Attract High Achieving Candidates into PG Programmes....55
10.7 Merit Scholarship for Batch Toppers....55
10.8 Merit Scholarships at BUHSC....56
10.9 Financial Assistance Scholarships....56
10.10 Academic Progress Review of the Scholarship's Beneficiaries....58
10.11 General Rules for Award of BU Scholarships....58
10.12 Policy for Wards of Naval Shuhada....58
10.13 Sponsor A Student Scheme....59
10.14 Interest-Free Laptop Loan Scheme....60
10.15 Student Study Loan....61
10.16 Students Welfare Fund....62
10.17 Scholarships for Federal Government Employees....63
10.18 Award of Special Scholarships....63
10.19 Changes in Scholarship Policy....63
CHAPTER 11....64
COMMUNITY SUPPORT PROGRAMME....64
11.1 Community Support Programme as a Degree Requirement....64
11.2 Objectives....64
11.3 Scope....64
11.4 CSP Partner Organisations....65
11.5 General Rules....65
11.6 CSP Coordinator....66
11.7 CSP Role of Students' Support Centre....66
11.8 Community Support Centres....66
CHAPTER 12....67
ACADEMIC RULES ON MISCELLANEOUS SUBJECTS....67
12.1 Virtual Education....67
12.2 Conduct of Online Classes....67
12.3 Classes through Smart Classrooms....68
12.4 Students Societies and Clubs....68
12.5 Outcome Based Education (OBE) Implementation Framework....69
12.6 Inclusion of Massive Open Online Courses (MOOCs)....69
CHAPTER 13....70
ACADEMIC HONESTY....70
13.1 Academic Honesty....70
13.2 Academic Misconduct....70
13.3 Cheating....70
13.4 Fabrication....71
13.5 Misuse....71
13.6 Forgery....71
13.7 Plagiarism....71
13.8 Involvement in Academic Misconduct....71
13.9 Academic Dishonesty....72

Figure 23: Page v: table of contents, continued.

3. Academic Rules (continued): table of contents

13.10 Penalties for Academic Misconduct 72
CHAPTER 14 76
STUDENTS CONDUCT AND DISCIPLINE 76
14.1 Student's Code of Conduct 76
14.2 Prohibited Acts and Misconduct/ Ill-Discipline 76
14.3 Action against Misconduct 77
14.4 Penalties 77
14.5 Smoking/ Use of Drugs 78
14.6 Procedure in Case of Breach of Discipline 79
14.7 Rustication 79
14.8 Expulsion 80
14.9 Appeals 80
14.10 Compensation for Loss 80
14.11 Offences during Examination 81
14.12 Dress Code 81
14.13 Student Card 82
14.14 Students Grievances Oversight Committee 82
CHAPTER 15 83
FACULTY MEMBER'S CONDUCT 83
15.1 Faculty Member's Code of Conduct 83
15.2 Prohibited Acts 83
15.3 Action against Misconduct 85
15.4 Attendance and Punctuality 85
15.5 Academic Freedom with Responsibility 85
15.6 Dress Code 86
15.7 Use of University Property 87
15.8 Handling of Grievances 88
15.9 Other Matters of Conduct 89
15.10 Course File/ Folder on LMS 90
Annexure A 92
Annexure B 96

Tables

Table 1: Merit List Weightages 7
Table 2: Minimum CGPA for Migration 8
Table 3: Programmes Duration & Time Bar Limits 15
Table 4: Credit Hours in Degree Programmes 23
Table 5: Fee Refund Percentages & Timelines 28
Table 6: Fee Refund to Result Awaiting Students on being Dropped 29
Table 7: Scheme of Marking 35
Table 8: Grading System 36
Table 9: Minimum CGPA 40
Table 10: Signing Authorities 47
Table 11: Criteria of Honor 49
Table 12: Penalties for Academic Misconduct 71
Table 13: Disciplinary Penalties 76
Table 14: Penalty on Act of Smoking 77

Figure 24: Page vi: table of contents, concluded, with the tables.

3. Academic Rules (continued): page cited

be struck off the roll. Extension may be given in the Time-Barred cases based on circumstances beyond the control of the student. However, a Time-Barred student may apply for admission into the same programme of the University and avail TOC, subject to the admission and TOC rules.

3.10.3 The time-limits in Table 3 shall include all cases of semester freezing, dropping, rustication, or any other unavoidable contingencies.

Table 3: Programmes Duration & Time Bar Limits

Degree	Minimum Duration (Years)	Maximum Duration (Years)	Extension Beyond Maximum Duration (Years)
AD	2.0	3.0	1 semester (by Rector)
BE	4.0	7.0	Nil
BS, BBA	4.0	6.0	1 year (by Rector)
BBA	2.0	3.0	
LLB	5.0	7.5	
MBBS	5.0	As per Accreditation Authority Rules	
BDS	4.0		
DPT	5.0	7.5	1 year (by Rector)
MBA, MS	1.5	3.0	
MBA, MS, MPhil, LLM	2.0	3.0	
PhD	3.0	6.0	2 years (1st year by the FRC; 2nd year by the Rector)

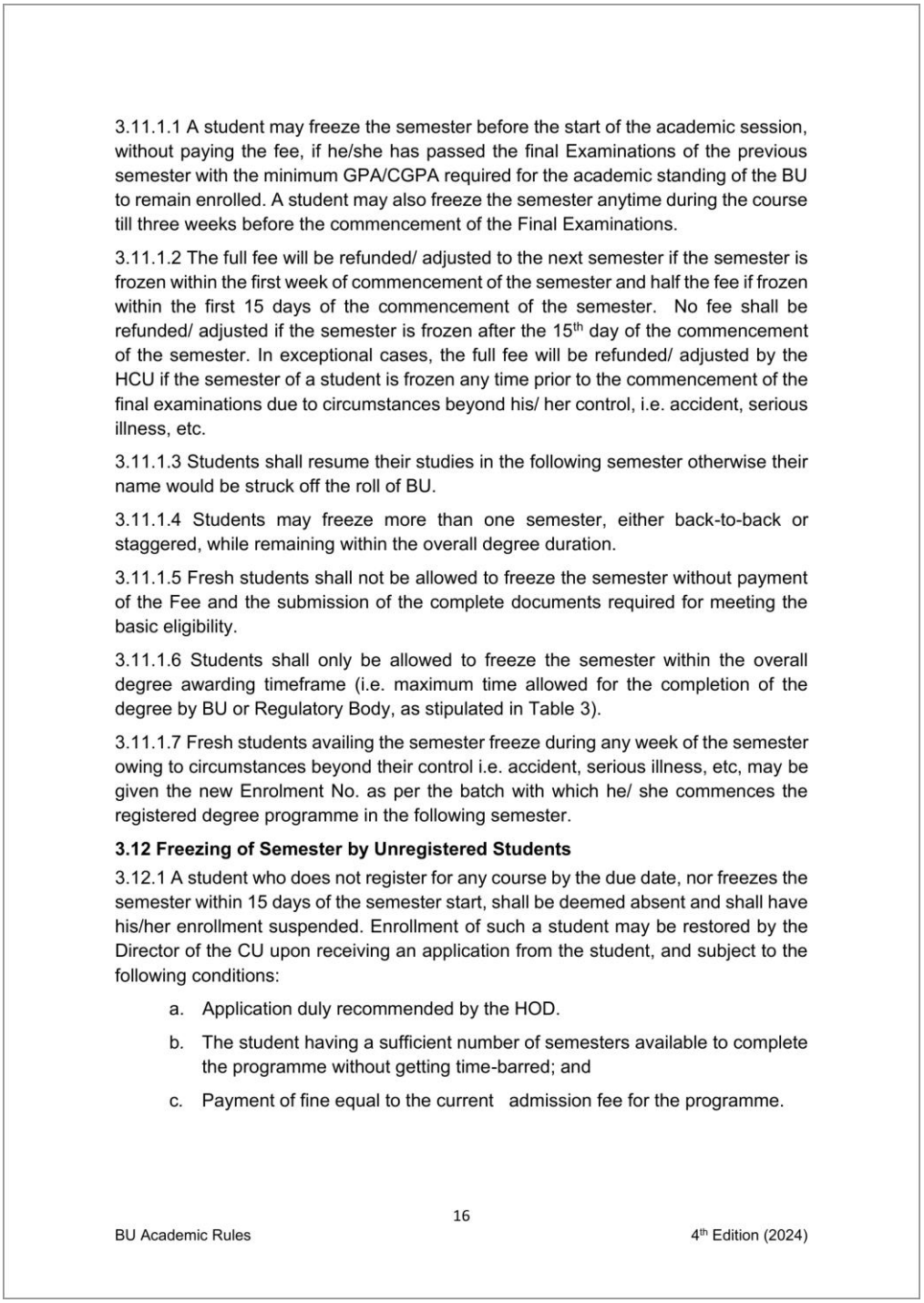
3.10.4 Under special circumstances, an extension for maximum programme duration may be allowed to a student to complete the degree requirements, if approved by the Rector on the recommendation of the Deans Committee/ Pro-Rector (Acad) through Registrar, CE and concerned BUHO Directorates. The extension shall be contiguous to the Maximum Programme Duration and shall start/ count immediately after the maximum duration lapses. The duration of such an extension should be degree-specific. A programme completed after availing such extension shall be deemed to be completed in Extended Programme Duration. However, in force majeure cases of postgraduate programmes, the duration of time bar extension would vary on a case-to-case basis, as recommended by the HERC, subject to conformance with related HEC guidelines.

3.11 Freezing of Semester

3.11.1 A student shall be allowed to freeze semester due to illness and circumstances beyond his/ her control by giving a written application on the prescribed form. Conditions for the same are covered in the following sub-clauses.

Figure 25: Academic Rules, page 15: para 3.10.4, extension of programme duration, and para 3.11, Freezing of Semester.

3. Academic Rules (continued): page cited



3.11.1.1 A student may freeze the semester before the start of the academic session, without paying the fee, if he/she has passed the final Examinations of the previous semester with the minimum GPA/CGPA required for the academic standing of the BU to remain enrolled. A student may also freeze the semester anytime during the course till three weeks before the commencement of the Final Examinations.

3.11.1.2 The full fee will be refunded/ adjusted to the next semester if the semester is frozen within the first week of commencement of the semester and half the fee if frozen within the first 15 days of the commencement of the semester. No fee shall be refunded/ adjusted if the semester is frozen after the 15th day of the commencement of the semester. In exceptional cases, the full fee will be refunded/ adjusted by the HCU if the semester of a student is frozen any time prior to the commencement of the final examinations due to circumstances beyond his/ her control, i.e. accident, serious illness, etc.

3.11.1.3 Students shall resume their studies in the following semester otherwise their name would be struck off the roll of BU.

3.11.1.4 Students may freeze more than one semester, either back-to-back or staggered, while remaining within the overall degree duration.

3.11.1.5 Fresh students shall not be allowed to freeze the semester without payment of the Fee and the submission of the complete documents required for meeting the basic eligibility.

3.11.1.6 Students shall only be allowed to freeze the semester within the overall degree awarding timeframe (i.e. maximum time allowed for the completion of the degree by BU or Regulatory Body, as stipulated in Table 3).

3.11.1.7 Fresh students availing the semester freeze during any week of the semester owing to circumstances beyond their control i.e. accident, serious illness, etc, may be given the new Enrolment No. as per the batch with which he/ she commences the registered degree programme in the following semester.

3.12 Freezing of Semester by Unregistered Students

3.12.1 A student who does not register for any course by the due date, nor freezes the semester within 15 days of the semester start, shall be deemed absent and shall have his/her enrollment suspended. Enrollment of such a student may be restored by the Director of the CU upon receiving an application from the student, and subject to the following conditions:

a. Application duly recommended by the HOD.

b. The student having a sufficient number of semesters available to complete the programme without getting time-barred; and

c. Payment of fine equal to the current admission fee for the programme.

16

BU Academic Rules 4th Edition (2024)

Figure 26: Academic Rules, page 16: paras 3.11.1.1 to 3.11.1.7, conditions for freezing a semester.

4. Childcare: day care centres

The University's day care centres allow women employees, and at the Health Sciences campuses women students, to return to work and study after maternity. They were in operation before the end of 2025: the Karachi Campus procedure has been in force since 1 November 2017, and the day care facility of the Health Sciences Campus, Islamabad, established in 2024, cared for an average of six children a month in 2025. Section 4.1 presents the campus procedures, Section 4.2 the day care centres in use and Section 4. 3 the Health, Safety and Environment Policy (2026), which now sets the standard for day care centres at all campuses.

4.1 Campus standard operating procedures for day care

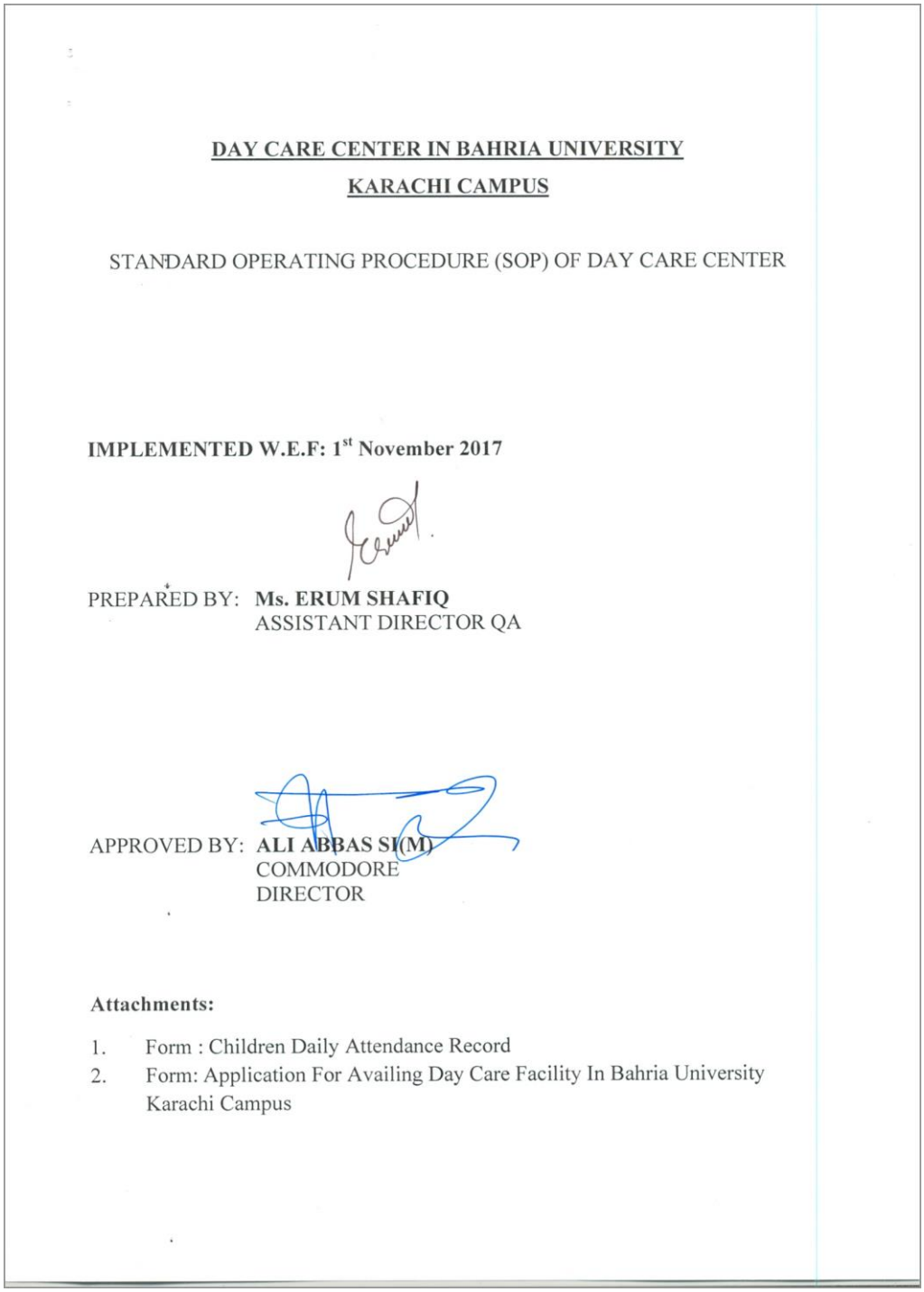
Each campus runs its day care centre under a standard operating procedure (SOP) approved by the campus Director.

Karachi Campus. The SOP of the Day Care Center, implemented with effect from 1 November 2017, prepared by the Assistant Director Quality Assurance and approved by the Director, opens the centre 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.

Lahore Campus. The SOP of the Day Care Centre, promulgated by the Director, places the centre under a woman permanent faculty member nominated by the Director Campus; opens it to women permanent faculty members, women officers and women staff; admits children from two months to three years of age; opens Monday to Friday from 8:00 am to 5:00 pm; and charges Rs 2,000 a month for officers and faculty members and Rs 1,000 for staff in pay groups 1 to 7.

Islamabad H-11 Campus. The SOP of the Day Care Center, issued by the Director H-11 Campus, opens the centre to women permanent faculty members and women officers; admits up to 15 children from three months to eight years of age; 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 provides for routine rounds by the Senior Medical Officer, with reports by the in-charge to the Director.

4.1 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 27: 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.

4.1 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 28: 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.

4.1 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 29: Karachi Campus SOP, page 3: care of children in the Day Care Center and financial procedure.

4.1 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 30: Karachi Campus SOP, page 4: charges of Rs 1,500 a month for each child and other requirements.

4.1 Lahore Campus SOP

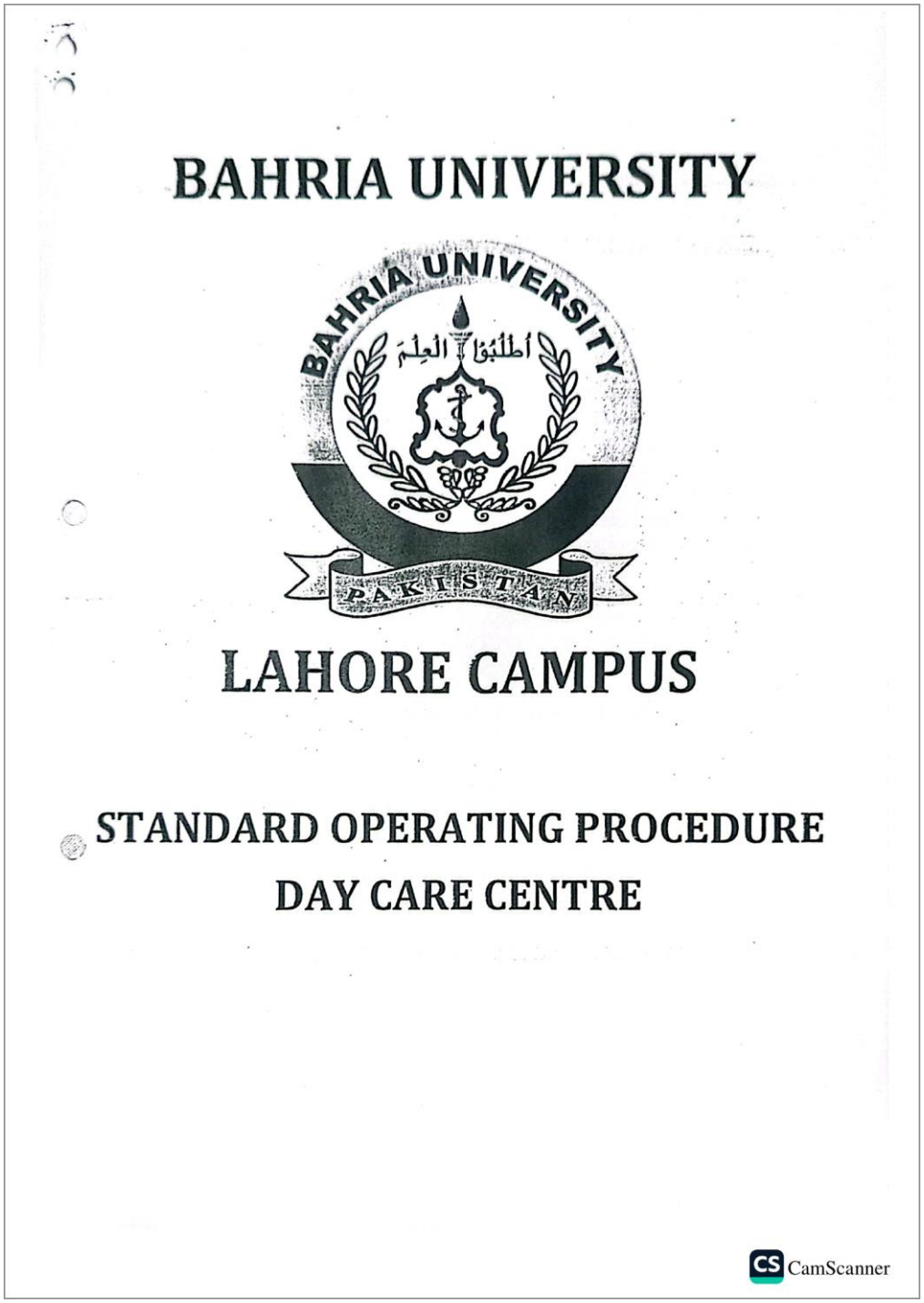
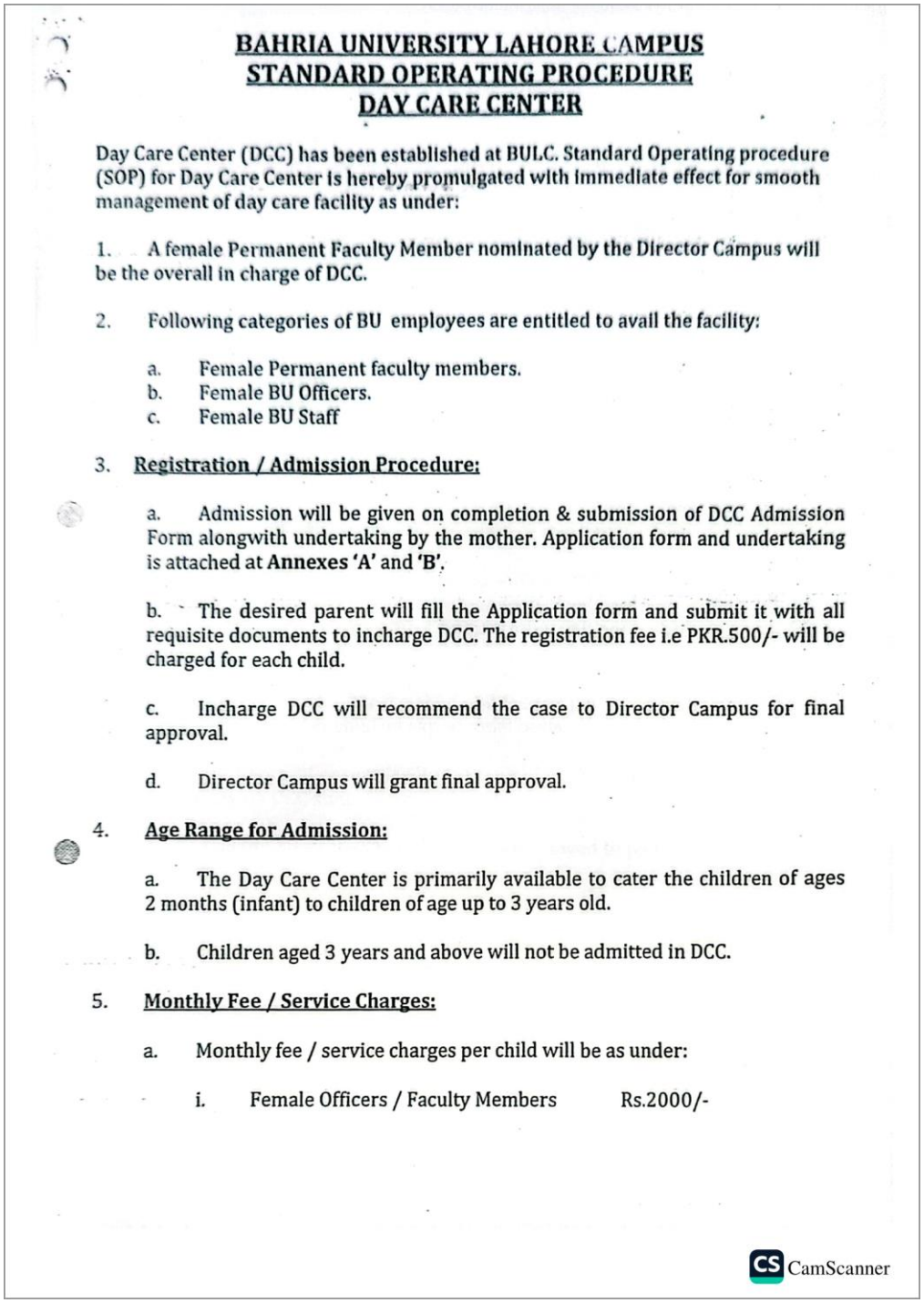


Figure 31: Bahria University Lahore Campus, Standard Operating Procedure, Day Care Centre, page 1: cover.

4.1 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/-

CamScanner

Figure 32: Lahore Campus SOP, page 2: in-charge of the centre, entitled employees, admission procedure, age range and monthly charges.

4.1 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.

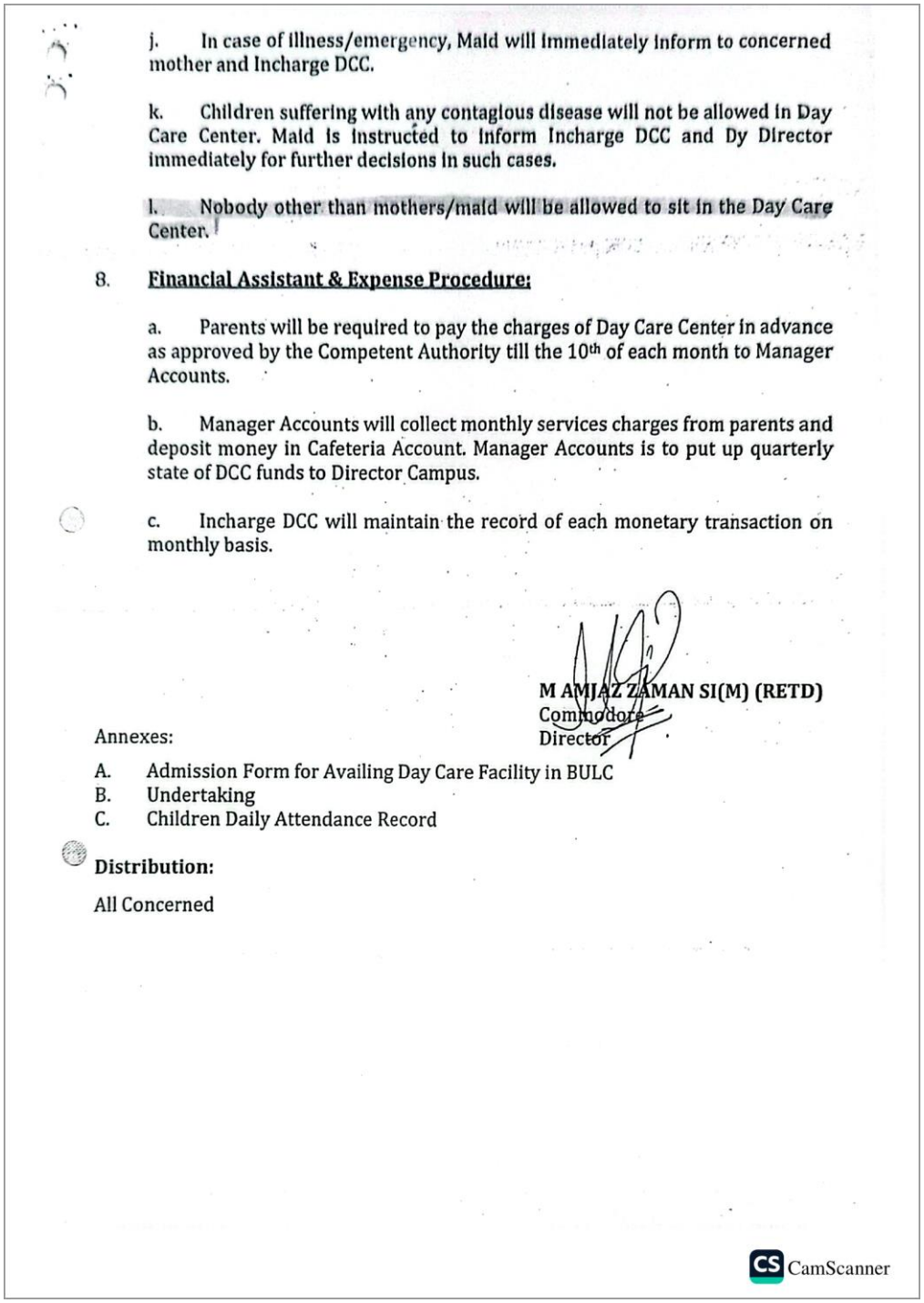
g. Incharge DCC will instruct the Maid accordingly.

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

CamScanner

Figure 33: Lahore Campus SOP, page 3: hours of operation and care of children in the Day Care Center.

4.1 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 34: Lahore Campus SOP, page 4: financial procedure, signed by the Director, with the annexed admission form, undertaki ng and daily attendance record.

4.1 Islamabad H-11 Campus SOP

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 35: 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.

4.1 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

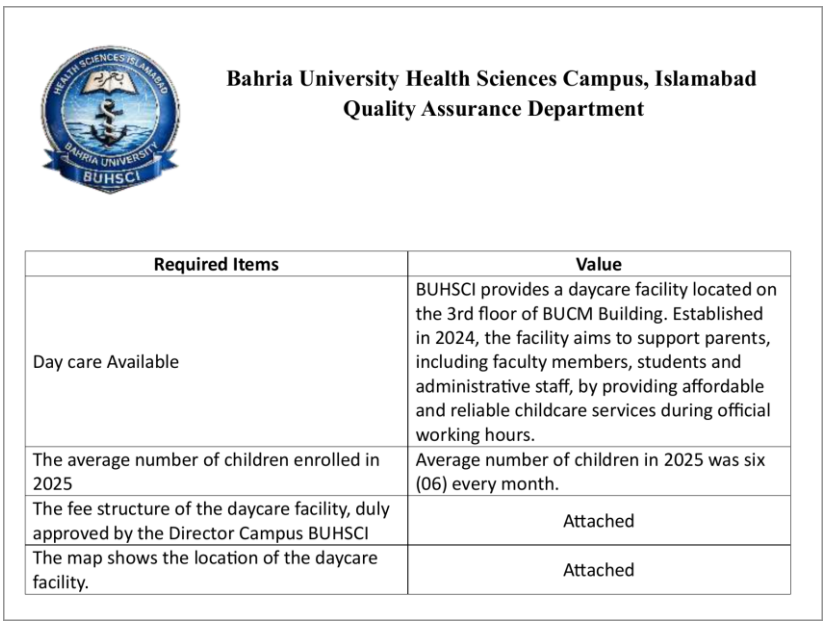
Figure 36: BUI H-11 Campus SOP, page 2: remaining provisions, with the Director H-11 Campus as issuing authority.

4.2 Day care centres in use

Health Sciences Campus, Islamabad. The campus's Quality Assurance Department records that the day care facility on the third floor of the Bahria University College of Medicine building, established in 2024 to support faculty members, students and administrative staff with affordable and reliable childcare during official working hours, cared for an average of six children every month in 2025. The facility 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 and Rs 2,500 for afternoons from 12:00 to 16:00, with half-month rates of Rs 2,500 and Rs 1,250, the centre being funded by parents' contributions.

Health Sciences Campus, Karachi. The Head of the Department of General Education, as in-charge of the campus Daycare Facilitation Centre, reported on 20 October 2026 that the centre cares for 29 children, of 23 faculty members, three staff members and three students, free of charge, with seven caretakers. The centre's list of mothers and caretakers is reproduced with the names withheld.

In the photographs, the faces of the children and of the caretaker are blurred to protect their privacy.



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 37: Bahria University Health Sciences Campus, Islamabad, Quality Assurance Department: day care facility on the third floor of the BUCM building, established in 2024; average of six children a month in 2025.

4.2 Health Sciences Campus, Islamabad (continued): plan of the day care facility

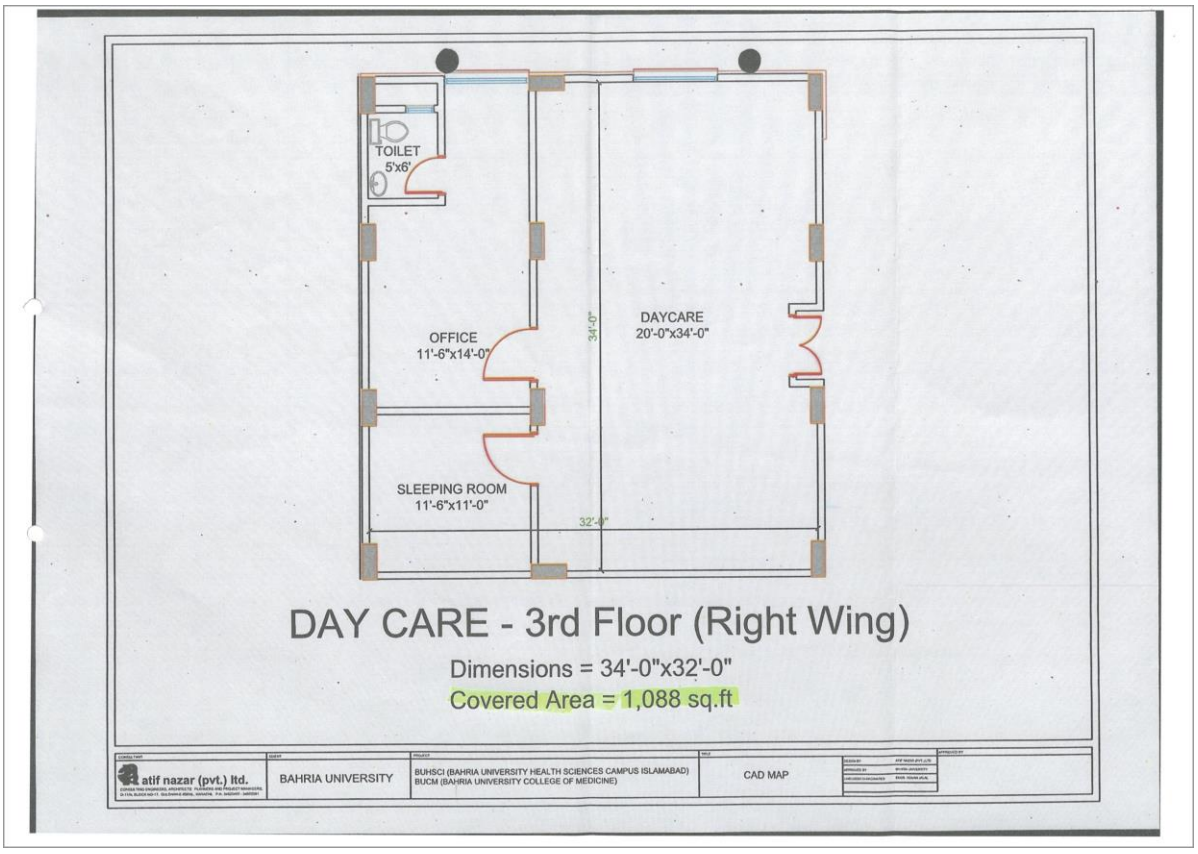


Figure 38: Plan of the day care facility, third floor (right wing), BUCM building, Health Sciences Campus, Islamabad: day care hall, sleeping room and office, covered area 1,088 square feet.

4.2 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 39: BUHSCI Daycare Facility, Fee Notification, issued by the Director Campus: monthly and half-month fees for full days and afternoons.

4.2 Health Sciences Campus, Islamabad (continued): photographs



Figure 40: Day care facility, Health Sciences Campus, Islamabad: entrance.



Figure 41: The same facility: children in the play area.

4.2 Health Sciences Campus, Islamabad (continued): photographs



Figure 42: The same facility: a caretaker with a child in the day care hall.

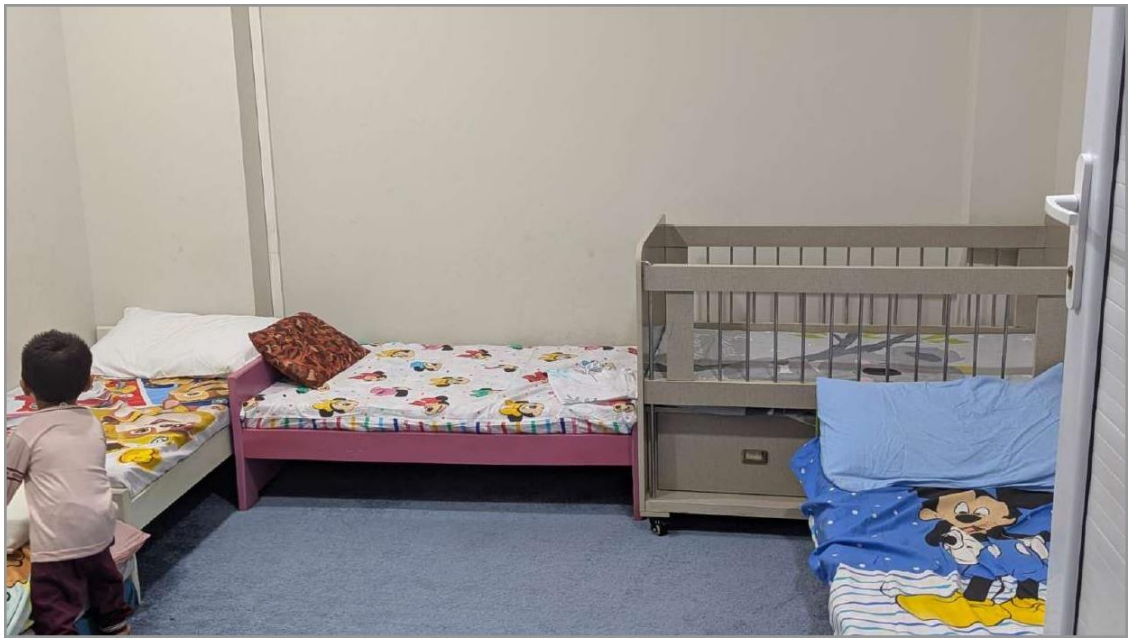


Figure 43: The same facility: sleeping room with beds and a cot.

4.2 Health Sciences Campus, Islamabad (continued): photographs

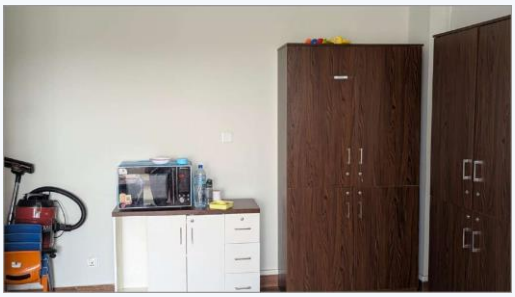
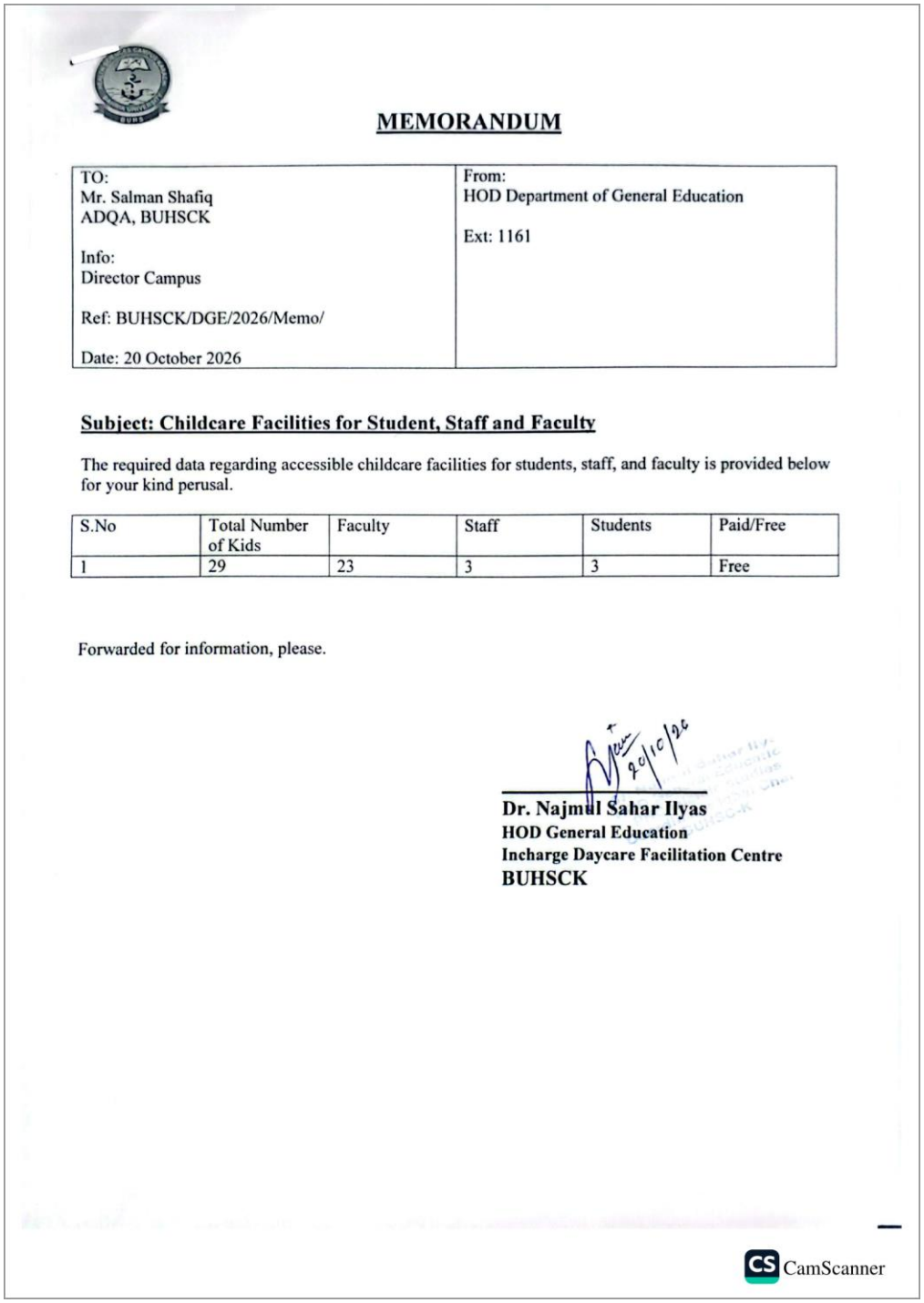


Figure 44: The same facility: storage for children's belongings.



Figure 45: The same facility: refrigerator and storage.

4.2 Health Sciences Campus, Karachi: Daycare Facilitation Centre



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.

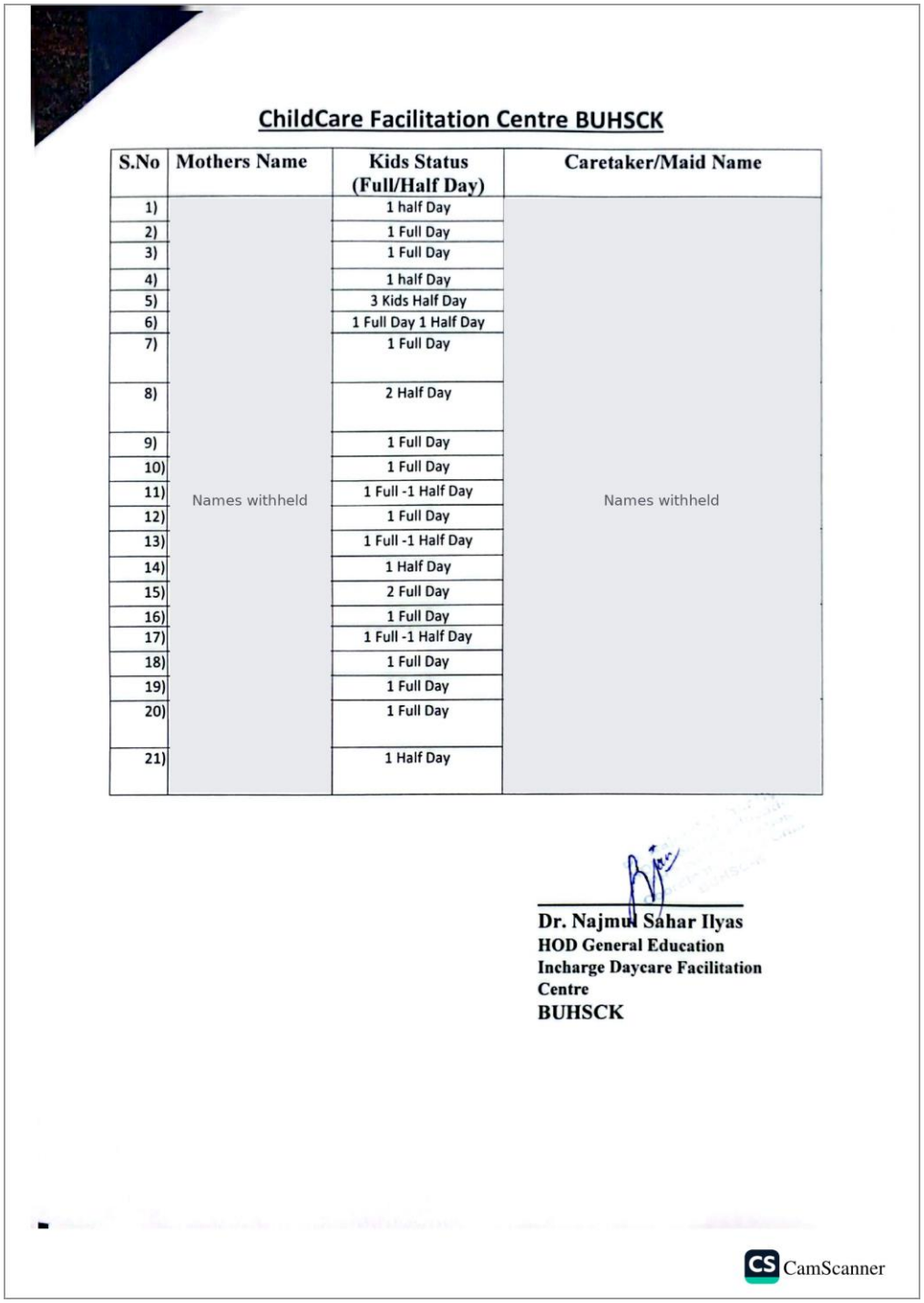
20/10/26

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

CamScanner

Figure 46: Memorandum of the HOD General Education, in-charge Daycare Facilitation Centre, BUHSCK, 20 October 2026: childcare facilities for students, staff and faculty, 29 children (23 of faculty, 3 of staff, 3 of students), free.

4.2 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

CamScanner

Figure 47: ChildCare Facilitation Centre BUHSCK: mothers and the care of their children (full or half day) with their caretakers; names withheld.

4.2 Day care centres in use (continued): day care room

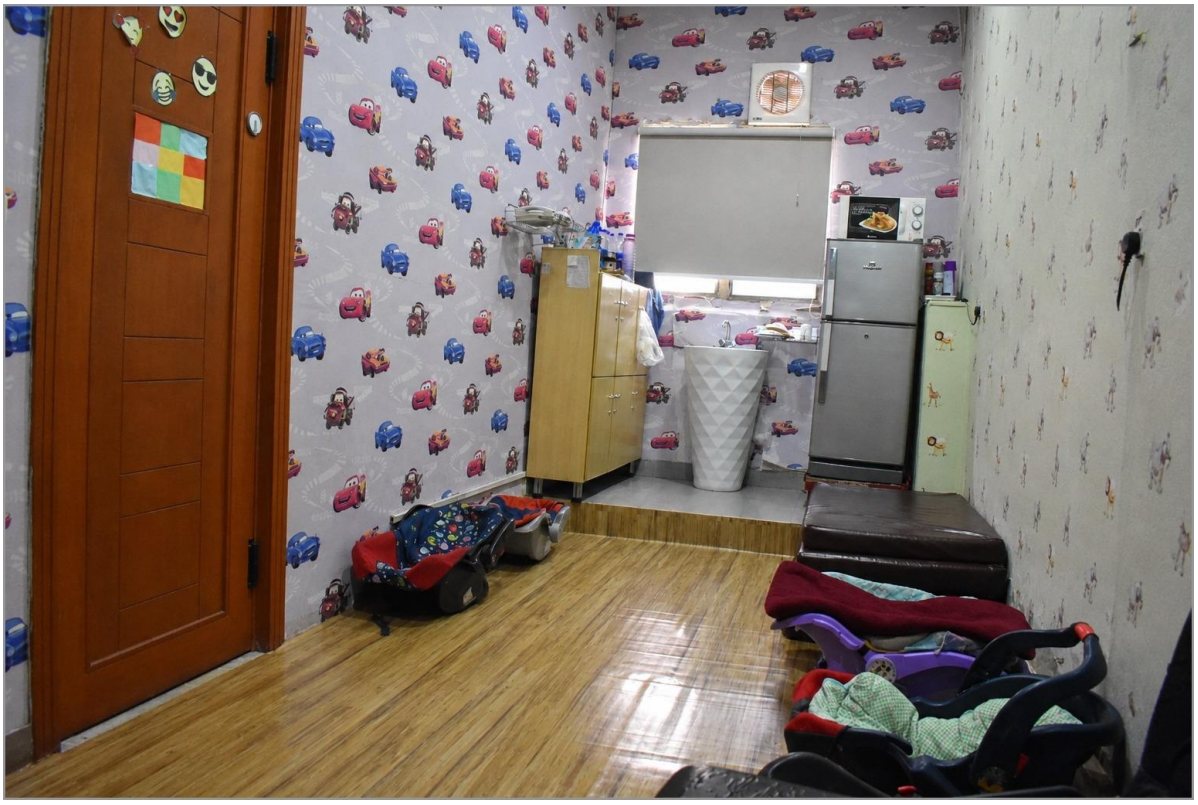


Figure 48: Bahria University day care centre: day care room with infant seats, a washbasin, a refrigerator and a microwave oven.

4.3 Health, Safety and Environment Policy (2026): day care centres

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), provides 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.

Day care on campus helps women employees with young children to continue their work. The amendment record documents 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 4.1 and 4.2 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 49: 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).

4.3 HSE Policy (continued): cover



Figure 50: Bahria University Health, Safety and Environment Policy, page i: cover.

4.3 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).

ii

Figure 51: 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).

4.3 HSE Policy (continued): table of contents

TABLE OF CONTENTS

CHAPTER 1 - INTRODUCTION TO SAFETY POLICY		**1**
1.1	Safety Policy	1
1.2	Policy Statement	1
1.3	Policy Framework	1
1.4	Aim	1
1.5	Preamble	1
1.6	Applicability	1
1.7	Conflict in Orders/ Duties	1
1.8	Understanding Safety	2
1.9	Occurrence	2
1.10	Reporting an Occurrence	2
1.11	Investigating an Occurrence	2
1.12	Risk Management Process	2
1.13	Steps of Risk Management	2
1.14	Safety Check-List	4
1.15	Reference Publications	4
1.16	Feedback	4
CHAPTER 2 - ORGANIZATION AND MANAGEMENT		**5**
2.1	HSE Organization	5
2.2	HSE Management Hierarchy	5
2.3	HSE Officer	5
2.4	Standing HSE Committee (SHC)	6
2.5	Fire Officer	6
2.6	Section In-charges and Onus of Responsibility	6
2.7	Risk Assessment	6
2.8	Reporting Channel	6
2.9	Scrutiny of Civil Works	6
2.10	Duties / Responsibilities	6
2.11	HSE Audit	10
2.12	Work Permit and Conduct of Contractors	10
2.13	HSE Awareness through Community Support Programme	10
2.14	Promoting HSE at Campus	10
2.15	Administration of Persons with Disabilities (PWDS)	11
CHAPTER 3 - FIREFIGHTING		**13**
3.1	Fire Hazard	13
3.2	Firefighting Concept within Bahria University	13
3.3	External Agencies Coordination	13
3.4	Risk Assessment	13
3.5	Layout Plan of Buildings	13
3.6	Fire Audit	13
3.7	External Audit	14
3.8	Combustible Material	14
3.9	Use of Wood and other Inflammable Materials	14
3.10	Gas Leakage Safety	15
3.11	Dangerous Conditions (Fire Safety)	15

iii

Figure 52: Table of contents, first page, including para 1.15, Reference Publications.

4.3 HSE Policy (continued): table of contents

3.12	Unwanted Fire Alarm Signals (UFAS)	15
3.13	Actions in Case of Fire Display	16
3.14	Fire Warning System	16
3.15	Duties of Firefighting Officer.	16
3.16	AOR Firefighting Officer BUIC	16
3.17	Composition of Firefighting Teams	16
3.18	Fire Fighting Equipment	17
3.19	Types of Fire and Recommended Fire Extinguishers	17
3.20	Maintenance Responsibility	17
3.21	Maintenance of Portable Fire Extinguishers	17
3.22	Fire Extinguishing Ball	18
3.23	Fire Extinguishing Ball Installation	18
3.24	Fire Pumps	18
3.25	Fire Hose Reels	18
3.26	Alternate Power Supply to Fire Main Pumps	18
3.27	Display of Fire and Emergency Services Contact Numbers	18
3.28	High Fire Risk Areas	19
3.29	Fire and Rescue Vehicle	19
3.30	Laboratories Safeties	19
3.31	Server Rooms Safeties	19
CHAPTER 4 - EMERGENCY EVAUATION		**20**
4.1	Emergency Evacuation Plan and Drills	20
4.2	List of Occupants	20
4.3	Buddy System	20
4.4	In-charge Emergency Evacuation	20
4.5	Access to Buildings	20
4.6	Special People Rescue	21
4.7	Exit Routes	21
4.8	Emergency Muster Area(s)	21
4.9	Calling Numbers for Assistance	21
4.10	Actions on Receiving Fire/Emergency Alarm and Earthquake	21
4.11	Use of Lifts	22
4.12	Emergency Evacuation – Day Care Center	22
4.13	Emergency Evacuation Training	23
CHAPTER 5 - TRAINING		**24**
5.1	Training Organization	24
5.2	Scope of Training	24
5.3	Training Facilities	24
5.4	Role of Students Support Center	24
5.5	HSE Training of Faculty and Staff	24
5.7	Weekly Fire Exercise and Lectures	25
5.8	Emergency Evacuation Drills	25
5.9	Documentation of Training	25
CHAPTER 6 - ENVIRONMENT PROTECTION		**26**
6.1	Importance	26
6.2	Bahria University Environment Policy	26
6.3	Organization	26

iv

Figure 53: Table of contents, second page, including para 4.12, Emergency Evacuation, Day Care Center.

4.3 HSE Policy (continued): table of contents

6.4	Environmental Management Plan (EMP)	27
6.5	The Purpose of the EMP	27
6.6	Components of the EMP	27
6.7	Scope of EMP	28
6.8	Water Management	28
6.9	Waste / Storm Water Management	28
6.10	Waste Water Minimization and Re-use	29
6.11	Septic Tanks	29
6.12	Solid Waste Management Plan	29
6.13	Principles of Solid Waste Management	30
6.14	Instructions for Solid Waste Disposal	30
6.15	Developing Effective Material Management (from Raw to Waste)	31
6.16	Use of Polythene Shopping Bags	31
6.17	Combating Plastic Pollution in BU	31
6.18	Improving Noise Quality at Campus	31
6.19	Plantation	31
6.20	Pollution Control Technology Management	31
6.21	Reducing Environmental Footprints	31
6.22	Roles and Responsibilities	32
6.23	Director Quality Assurance	32
6.24	Director Campus/ CU HODs	32
6.25	Sustainability Governance	32
6.26	SDG Alignment, Monitoring & Reporting	32
6.27	Local Environment Coordinator	33
6.28	Potable Water Testing	33
CHAPTER 7 - HEALTH		**34**
7.1	Importance	34
7.2	Objective	34
7.3	Policy Framework	34
7.4	Organization	34
7.5	Prevention	34
7.6	Health Care Facilities	37
CHAPTER 8 - MENTAL HEALTH		**39**
8.1	Mental Health	39
8.2	Definition of Mental Health Difficulties	39
8.3	Key Points	39
8.4	Purpose of the Policy	39
8.5	Scope and Limitations	40
8.6	Physical and Mental Health Support Available to Students	40
8.7	Recognizing Mental Health Difficulties	40
8.8	Role of BU Faculty and Staff in Taking Action	40
8.9	Return to Study	40
8.10	Data Maintenance and Confidentiality	41
8.11	Data Linkage with Medical Center	41
8.12	Data Analysis	41
ANNEXES		
A	Occurrence Report Performa	42
B	Risk Assessment Matrix	44

v

Figure 54: Table of contents, third page.

4.3 HSE Policy (continued): table of contents

C	Safety Check-Lists	45
D	Rights of Persons with Disability (PWDs) Act - 2020	52
E	Gas Leakage Safety Instructions	66
F	Guidelines for Calculating Number of Firefighters	69
G	Types of Fire and Recommended Fire Extinguishers	71
H	HEC Policy/ Guidelines for Universities on COVID-19	72
I	Dengue Prevention	83
J	Hostel Hygiene Check List	85
K	Personal Hygiene - Guidelines	87
L	Sickbay Staff Responsibilities	89
M	Sickbay SOPs	92
N	References/ Authorities	97

Figure 55: Table of contents, fourth page, including the annexes.

4.3 HSE Policy (continued): page cited

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.

4

Figure 56: HSE Policy, printed page 4: para 1.15, reference publications, including the Guidelines and Standards for Day Care Centers.

4.3 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

22

Figure 57: HSE Policy, printed page 22: para 4.12, emergency evacuation of the day care centres at all campuses.

4.3 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**.

23

Figure 58: HSE Policy, printed page 23: para 4.12, concluded.

4.3 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.

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

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 59: 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.

4.4 Day care facilities supporting women's participation

Bahria University's day care facilities complement its maternity provisions by providing a dedicated childcare environment that supports women in balancing their University responsibilities with the care of young children. The facilities include children's seating, toys and activity tables within a furnished indoor space. These arrangements support on-campus childcare and help mothers continue their academic and professional participation. The facilities shown below supplement the childcare services, operating arrangements and implementation records presented in this evidence.



Figure 60: Bahria University day care facilities showing the indoor childcare environment, children's seating and activity space. Official BU Day Care webpage

5. Summary of evidence

Element	Evidence	Figures
Maternity policy	HR Policy Manual 2023, first approved by the Executive Committee on 20 July 2023, in force from 2 August 2023 and last reviewed on 11 June 2026: maternity leave on full pay, outside the leave account, of 180, 120 and 90 days (para 4.8.1(a)); maternity and paternity leave a distinct entitlement of every employee (para 4.2.1(d))	1 to 13
Paternity provision	Paternity leave of up to 30 days on full pay, outside the leave account (para 4.8.1(b)), as provided in the Maternity and Paternity Leave Act, 2023 (para 4.8.1(c))	1 to 13
Policy in practice	Maternity leave of 180 days (first birth) and 90 days (third birth) with pay, approved by the Rector for women faculty members at the Karachi, Islamabad H-11 and Islamabad E-8 campuses and the Institute of Professional Psychology (DHR letters, May to September 2026)	14 to 17
Students	Academic Rules 2024, approved 17 October 2024: freezing of semester for illness and circumstances beyond a student's control (para 3.11) and extension of programme duration in special circumstances (para 3.10.4)	18 to 26
Campus day care SOPs	Karachi Campus SOP (from 1 November 2017), Lahore Campus SOP and Islamabad H-11 Campus SOP: day care for women faculty members, officers and staff, with admission, hours, fees and care set out	27 to 36
Day care in use	Health Sciences Campus, Islamabad: average of six children a month in 2025, with fee notification, plan and photographs; Health Sciences Campus, Karachi: 29 children of faculty, staff and students cared for free of charge (20 October 2026)	37 to 48
Childcare standard	HSE Policy 2026: day care centres at all campuses, managed to the Guidelines and Standards for Day Care Centres, with emergency plans approved by each campus Director (paras 1.15(b) and 4.12)	49 to 59

Taken together, the records show that Bahria University as a body has a maternity policy that supports women's participation: women employees receive up to 180 days of maternity leave on full pay without loss of their leave entitlement, and receive it in practice, fathers receive paid paternity leave, students may suspend and extend their studies, and the University runs day care centres at its campuses under approved procedures, which mothers among its faculty, staff and students use.