

Bashir Institute of Health Sciences

Rules & Regulation

All the students of BIHS are expected to observe disciplinary standards of the institute in all their dealing. Failure to meet these standards will require them to appear before the disciplinary committee, which may recommend a suitable action against the students in terms of

- i. Fine in payable amount
- ii. Suspension of the students
- iii. Or Expulsion from the institute.

Any of the following will call for a disciplinary action.

1. For not wearing a proper neat and clean uniform.
2. For not displaying the college identity card during institute time
3. Indulge in offences like act of dishonesty, harassment, assault of any kind, drug uses, drug possession, possession of arms, illegal and disruptive conduct, theft and misuses of property etc.
4. For take part in any political or immoral activity of any kind, in or around the premises of institute.
5. For not observing life of total commitment to discipline led down both in and out of institute and hostel and will respect the rights of others students , faculty members and general public.
6. For any willful damage to the institute property as it is considered a deliberate act of in-discipline and shall therefore be dealt with accordingly. The institute reserves the rights to dismiss the student for violation of its policies and regulation or for conduct prejudicial to the interest of institute.
7. Students are not allowed to collect the funds for any purpose what so ever without prior permission of management of college.
8. Students are absolutely not allowed to see visitors during teaching hours or receive a phone call except in extra ordinary circumstances.
9. Students are required to be aware of all notices that are put up on the Notice Boards.
10. No notice shall be put on notice board by any student directly unless permission has been granted by institute authorities.
11. No student is allowed to paste, exhibit prepare or distribute any poster, leaflet notice, pamphlet or hand bill, what so ever in the premises of institute.
12. Institute does not accept any liability or responsibility for any failure or delay in the performance due to any cause beyond its control such as fire, natural disasters, power failure, riots, political interest or act of public authorities etc.
13. Use of any kind of addictive drugs is strictly prohibited in college or hostel premises. Anyone found guilty will face disciplinary action in the form of expulsion from hostel and as well as termination from college. **Dope test will be carried out for suspected students and there will be no mercy for anyone in this case.**
14. In case of disciplinary action against guilty student resulting into his/her expulsion from the institute, he/she shall not be entitled for any financial or academic compensation.
15. Admission security fee will be refunded after one year of completion of degree.

Note: BIHS reserve the rights to change any or all the rules at any stage during the course of time in the larger interests of institute or that of students.

DISCIPLINE

No Student shall:-

1. Utter, do, or propagate, anything repugnant to Islam within and outside the precincts of the Institute.
2. Say or do anything which might adversely affect the honor and prestige of Pakistan, teachers and his educational institution;
3. Smoking in the Classroom, Laboratory, Workshop, Library, and Examination Hall; hence the entire institute is a nonsmoking area;
4. Form, or associate with, an Organization/Society/Club, or any other body, promoting caste distinctions and inciting parochial/linguistic/regional feeling;
- 5. Organize, or hold any function (party or treat) within the precincts of the Institute except in accordance with the prescribed Rules and Regulations;**
6. Collect money or receive donations or pecuniary assistance for or on behalf of the institute or any institute Organization except with the written permission of the authorities;
7. Stage, incite, or participate in, a walkout, strike or any other form of agitation which might create or is likely to create law and order problem for the institute and affect or is likely to affect its smooth functioning;
8. Indulge in immoral activities, use indecent language, wear immodest dress, make indecent remarks, jokes or gestures or behave in an improper manner, against faculty or fellow students.
9. Cause disturbance to others;
10. Disturb peace and tranquility of the Institution;
11. Keep or carry weapons, narcotics, immoral or subversive literature; and Use in salutory or abusive language or resort to violence against a fellow student or employee of the University.

Rules & Regulations for Safe Lab Environments:

Safety in the laboratory involves a cautious attitude and an awareness of potential hazards. Usually potential accidents can be anticipated and prevented. If safety precautions are followed, fewer accidents will occur. The number of laboratory accidents can be reduced if every student follows all of the directions given for the experiment and by the instructor.

Special note should be taken of specific instructions that are given in an experiment to eliminate recognized potential hazards.

Students are expected to observe the following rules while performing the practical in labs; any violation of these rules will incur appropriate disciplinary action

A. General Regulations

1. Lab assistant is not responsible for damage to personal effects.
2. Whenever students are performing authorized experiments in the laboratory, an instructor is expected to be present or a student needs explicit permission from the instructor to work in the laboratory in which case the student must have a partner present in the lab.

3. Any breakage of glassware or other breakable laboratory equipment is to be immediately reported to the laboratory instructor. DO NOT CLEAN UP THE BROKEN GLASS. Your laboratory instructor will clean up and dispose of all broken glassware and equipment.
4. Electronic devices, such as cellular phones and pagers, and any personal entertainment devices must be turned off prior to the beginning of the lab period. Failure to comply will result in dismissal.
5. No visitors should attend class without the prior consent of the instructor
6. Failure to comply with laboratory rules and regulations will result in expulsion from the laboratory and referral to the Department Chair for further action.

B. Student Responsibility

1. LOCATE THE SAFETY EQUIPMENT. Find the eyewash, safety shower, fire extinguishers, fire blanket, first-aid kit and all exits that are to be used in an emergency.
2. Protect your eyes. Eye protection (safety goggles) is to be worn at all times while working in the laboratory room. Failure to abide by this policy will result in expulsion from the lab and a grade of zero for the assigned lab experiment.
3. Long hair needs to be pulled back.
4. Shoes worn to lab must cover your feet completely. Since broken glass and spilled chemicals are all too common occurrences in lab, your feet will need more protection than that afforded by open-toed shoes or sandals.
5. Students must be dressed properly for lab. Wear clothes that will provide you with the maximum protection and coverage as possible. Shirts must cover to top of bottoms. Long skirts are allowed if they fall at the ankle.
6. Food and drink are not allowed in the laboratory room.
7. Do not taste any chemical. To prevent the entry of any chemical substance into your mouth, it is best not to put any object in your mouth such as pens, pencils or fingers in the laboratory room. After lab is finished, hands should be washed with soap before leaving the laboratory room.
8. Do not smell chemicals directly. Use your hand to waft the odor to your nose if you are directed to note an odor in an experimental procedure.
9. When dealing with any biological material or chemical, take all necessary precautions to avoid skin contact, use adequate equipment and ventilation, and treat all samples with extreme care.
10. Wear gloves when working with the samples and chemicals.

C. Lab assistant Rules

1. Report all chemical spills to your laboratory instructor. Clean up all solid and liquid spills immediately.
2. Do not pour any chemicals into the sink or dispose of any chemicals in the trash without prior authorization.
3. Beakers should be used to obtain stock materials. If, when dispensing stock solutions you obtain too much, do not return excess. Stock solutions back into the stock solution containers. This will contaminate the stock solution.
4. Read the label on all stock solutions and chemicals carefully.
5. Do not insert a dropper or pipette into a stock solution container. Pour a small amount of the stock solution into a beaker and then insert your dropper or pipette into the beaker.
6. Take no more of a chemical than the experimental procedure requires. Carefully read the procedure and determine the quantity of each stock solution and/or chemical you need. Obtain only that amount. If you take too much, share it with your neighbor. Never return the excess to the stock chemical bottle.
7. Do not put paper or solid waste into the sinks.

D. Accident and Emergency Procedures

1. Each individual is to report any accident, no matter how small, to the laboratory instructor. If necessary, the laboratory instructor will give a written report of the incident to the Department Chair.
2. Should an incident occur and a staff or faculty member is not immediately available, contact the Health Center for assistance or call 1122.
3. Medical or Hospitalization Insurance Information
4. If you are involved in an accident, all medical expenses will be your responsibility or your guardian's responsibility. If appropriate, please check with your guardians to see whether you are covered by medical insurance.

F. Contract

If you do not submit the signed contract to your Laboratory Instructor, you will not be allowed into the laboratory or be allowed to perform any laboratory work.

I, the undersigned, have read the discussion of good laboratory safety rules and practices presented in this laboratory manual. I recognize it is my responsibility to observe these practices and precautions while present in the laboratory. I understand if I do not comply with these regulations, I will be asked to leave the laboratory by my instructor and will receive a grade of ZERO for that experiment.

Examination Rules:

Attendance:

1. A student is required to maintain an attendance level of at least 75% for a registered course during a semester/year. There are no relaxations on any ground to the minimum required attendance. A student who fail to maintain minimum level of attendance i.e.75% is prevented from appearing in terminal examination and is treated as fail.
2. A student absent for five (5) consecutive days or absent for consecutive lectures in any one subject without approved leave will automatically be struck-off the roll.
3. A student who applies for leave (for medical or other emergencies) must submit proper application duly signed by the parent or guardian.
4. Back-dated leave application will not be entertained in any case. It is responsibility of the student and his/her parents to submit the leave application in the institute office in due time.
5. Leave is approved only to exempt the student from absentee fine and shall not be credited to his attendance and it should not be assumed to compensate for the compensation of attendance shortage at the end.

Examination rules:

1. Regular monthly tests and term examination are held throughout the academic year for all students. Midterm examinations are also held before university exams. All students are required to attend and pass these exams.
2. Final/ terminal examinations for Allied Health Sciences are held during last two week of semester and annual examination for DPT program is held at end of year.
3. A student found guilty of using unfair means in the test or examination shall be fined along with parent call or cancelation of paper.
4. The student is required to write mane and roll number in the answer book as well as on the question paper.
5. In the last five minutes make sure that extra- sheets used by you are stapled to answer book.
6. During examination, do not talk or whisper, turn your eyes or head away from your answer book. Any evidence if cheating will earn you "f" grade as minimum penalty.
7. Students are required to sit according to the seating plan. The examiner can reallocate any student from his designated seat.
8. Cell phones, books/notes and weapons/ arms are strictly prohibited. In case of failure of mentioned rule penalties will be cancellation of relevant paper or all paper of exam and debarred from appearing in the next one to five examinations, beside fine as determined by the institute or disqualified to appear from any medical institute/university.

9. An examiner is authorized to dismiss you from the examination for use of un-fair means.
10. You are not allowed to continue writing after examiner announces, "the time is over, put your pens down."

11. Any student failed to appear in the Midterm or Pre-Prof examinations will not be allowed to sit in Final University Examination.

12. The institute authority reserves the right to amend the rules as and when deem necessary.

Rules Regarding Payment of Fee:

Prescribed fee is required to be paid on or before the due date. Last date may be seen on selection letter or as announced by the institute. Partial payment is not accepted. If any student is unable to pay the fee on the due date, he/she must seek the permission of the chairman for extension of the last date of paying the fee. Candidate failing to deposit full fee by the due date, loses his/her seat which is offered to the next waiting candidate on merit list.

1. The candidate may appeal to the chairman for readmission in the same session. The authorities may allow readmission in compassionate grounds only after payment of admission fee.
2. Semester / Annual fee is required to be paid on or before the due date decided by institute authority. Otherwise a plenty of Rs: 100 will be charged per day.
3. Hostel fee & Transport fee will be deposited before 5th of each month. Otherwise a plenty of Rs: 100 will be charged per day.
4. If the students, who has not paid / cleared all the dues of the institute, will not be entered in the admission register, nor he /she will be allowed to attend the classes or appear in the examination.
5. Admission fee, tuition fee and other dues paid by the students will not be refunded in any case.

Scholarship Rules for Distinctions Holders:

BIHS always encourage the hard working students. For this purpose BIHS grant the scholarships in terms of concession in the fees for the top three positioned students scoring more than or equal to 80% marks will be granted scholarship in the tuition fees in the following manner:

- 1st Position 50%
- 2nd Position 30%
- 3rd Position 20%

This scholarship will be on the university exams only and students also have to maintain 75% attendance to avail this for the whole Year, otherwise their scholarship will be suspended.

In case there is more than one student on any position the next position will not be considered e.g. if there are two students on first position there will not be any second position and 40 % scholarship will be granted to both the students on first position.

In case there are two students on the third position, there scholarship will be granted on the following basis;

- Student with higher attendance percentage will be preferred.
- Student with good discipline and aptitude will be considered and this decision will be made on the basis of his attitude in the past semesters.
- Institute reserves the right to cancel/ withdraw or not to grant Scholarship.

Rules & regulations for library:

1. Users are expected to observe the following rules while using the library services; any violation of these rules will incur appropriate disciplinary action.
2. Silence should be observed in the library.
3. Mobiles/iPods/Laptops should be kept on silent mode. Sleeping, Listening/watching drama and music etc while staying at library is prohibited.
4. Leave your personal belongings such as handbags, briefcases, etc., outside the library entrance.
5. Seat in the library cannot be reserved.
6. Eating, drinking and smoking etc are not permitted within the library premises.
7. Library staff can ask anyone causing disturbances or not properly dressed e.g. wearing sleeveless T-shirts, singlet and shorts etc. to leave the library.
8. Library Timing. Monday to Friday 8:30 am to 03:00 pm.
9. Book(s) will be return within one week.
10. If the book return date is on weekend/off day then return it one day earlier.
11. Book(s) will be reissued if it is not required by any other member on the next day but not reissued on the same day. Book(s) will have to be presented at the time of reissue.
12. Student/Library member will submit any book(s) or other material, when requested by the library staff.
13. Do not write, underline or mark any book(s). Library book(s) are carefully examined on return and the borrower will be held responsible for the damage.
14. In case of loss or damage, the student/library member will be charged the double price of book(s) or other material.
15. Make sure you have provided correct e-mail address while filling your library membership form.
16. Report lost books or other materials to the library immediately to stop overdue fines.
17. In case of lost Library Card, please immediately report to the circulation staff so that your membership is temporarily blocked to prevent misuse of the Library Card. Once you get a replacement, please inform circulation staff so that your memberships can be re-activated.
18. Ask for help from library staff if you are unable to find your required material.
19. While returning library books or other materials at the Circulation Desk please ensure that the circulation staff has returned the book(s).
20. Faculty members will also follow the general rules and can borrow the library books according to their category.
21. BIHS Library management reserves the rights to change any/all rules and regulations as and when deem necessary.

Rules and Regulations for Hostel Residents

1. Room will be allotted by hostel warden in accordance with rules, subject to the availability of accommodation.
2. Students must pay their monthly dues before the 5th of every month, otherwise a penalty of RS.100/- per day will be imposed. Hostel dues are non-refundable (except security charges)
3. If student intend to leave hostel he/she must inform the warden at least 20 days before leaving the hostel in written form and must vacate the room before the 1st of month.
4. Hostel security will be refunded after one month of leaving the hostel.
5. All those students who avail hostel facilities for maximum of one year will be able to claim the refund of security.
6. If a student's is on long leave, food charges of fifteen days will be deducted.
7. Students are expected to act in such a manner that an atmosphere conducive to effective study prevails in the hostel.
8. Students are required to be aware of all notices that are put up on the Notice Boards.

9. No notice shall be put in hostel by any student directly unless such permission has been granted by the warden of respective hostel.
10. The hostel wardens have full authority to check any room in the hostel at any time with or without the help from local administration. Instruction given by warden will be implemented on the spot and if one refuses to obey, strict action will be taken against him/her.
11. Ragging is a cognizable offence, punishable under the law and is strictly banned. Any student involved in any kind of ragging will be liable for immediate expulsion from the hostel/college.
12. Possession of fire arms, daggers, cycle chains, rods, iron rods or any other kind of weapons are strictly prohibited (Arms Acts.). Hostel inmates found in possession of the above will be handed over to the police or expelled from hostel immediately. No inquiry into the matter shall be required.
13. No one is allowed to take part in any type of video film show in the hostel premises without the permission of the hostel warden.
14. Unauthorized guests or outsiders in the hostel room are strictly prohibited. Any student keeping unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the hostel. Guest may be allowed on prior written permission of the warden.
15. No student shall occupy or interchange the room without permission and proper allotment of the room by hostel warden.
16. Consumption of alcohol and other intoxicants and drugs are strictly prohibited. Anyone found consuming alcohol or drugs will be expelled from the hostel immediately. No enquiry into the matter shall be required.
17. Cooking food in the hostel room is strictly prohibited. In order to avoid fire hazards, no fire producing equipment in the room is permitted. No one will be allowed to carry mess in room.
18. Hostellers are warned not to keep valuable goods in their rooms. Hostel management shall not be responsible for loss of such valuables.
19. Students shall have to abide by the decisions of the hostel wardens with respect to enforcement of the hostel rules failing which strict disciplinary action may be taken.
20. While leaving the rooms, it must be ensured that the light and fans are switched off. Failing which he/she will be liable to imposition of fines.
21. Use of electrical appliances such as heaters, electrical irons etc. are strictly prohibited. Violation of this rule will lead to strict disciplinary action. Confiscation along with a fine of Rs. 500/- shall be imposed.
22. Tampering with and alteration of electrical fittings are strictly prohibited and liable for action.
23. Damage to hostel property such as crockery, doors, windows, electrical fitting, toilet fitting, glass panes etc. will lead to fine, disciplinary action, expulsion from the hostel. A general deduction from the hostel security deposit will be made at the end of the course, towards the breakage other than those, which are charged against the individuals.
24. No permission shall be given to a student to stay in the hostel after his/her even semester examinations are over, and for the purpose of preparation or appearance in any entrance test or any competitive examination he/she must obtain permission from the warden.
25. The boarders must keep their rooms neat and clean. They have to use waste paper baskets of their own in their rooms. Any waste found in hostel lobby is likely to get it cleaned by the residents of the lobby and a fine shall be realized from the residents in a combined manner as deemed fit by the hostel management.

26. Each boarder should check the fittings in his room at the time of occupation and takeover of the fittings and furniture in writing which are returnable on vacation of the room. Any loss or damage will be borne by the concerned boarder or boarders.
27. Room furniture, electric fittings etc are required to be maintained by the students in good conditions. At the time of allotment of seat / leaving the hostel for Vacation every student must take over / handover the hostel room properly and carefully. They shall not break or damage any furniture and fittings. If any breakage occurs then cost will be realized (individually or collectively), together with heavy fines imposed on them.
28. Private picnics are prohibited in principle. The boarders are therefore cautioned against arranging picnic of their own without the written permission of the Wardens.
29. Only those visitors will be allowed to see the female students who have been mentioned by parents on showing their ID card.
30. If female students want to purchase something she will tell the hostel warden, and warden will manage the transport for them, they will not allowed to going outside alone.
31. Student shall not remain absent from their hostels during the night between 10.00 P.M. to 6.00 A.M. without prior permission of the warden.
32. BIHS reserve the rights to change any/all rules and regulations at any stage during course of time in the larger interest of the institute or that of students.

33. Day Scholar students are not allowed in the hostel vicinity without permission of Hostel Warden.

Rules and Regulations for Transport User:

1. A Hiace/van will reach at the time fixed by the college authority on the located stop. The van will not wait on the stop for late comer students.
2. No seat will be reserve for anyone. First come first served.
3. Enjoyment of music is prohibited OR any kind of music play is not allowed.
4. Transport fee will be deposited before 5th of each month. Otherwise a plenty of Rs: 100 will be charged per day.
5. The route may be change at any time in the interest of students. At least 5 students are required for any new specific route.
6. Route charges will be claim according to the distance and feasibility.
7. Strict action will be taken on mess behavior with transport staff.
8. Rules will be observed according to Islamabad traffic police law.

Note: All terms & condition will be applied according to BIHS rules.