



# **Bashir Institute of Health Sciences**

## **Islamabad**

Department of Allied Health Sciences Islamabad  
Department of Rehabilitation Sciences  
Department of Nursing Islamabad  
Department of Doctor of Pharmacy

## **Rules and Regulations of Appointment**

The following document includes the Rules and Regulations of BIHS. This document defines the working capacity of different Positions of this Institute and their duties. These sets of rules are defined by the Chairman of this Institute and can be changed time to time by the Chairman.

Every employee of this Institute is therefore entitled to these terms and conditions without any amendment or prejudice. These Rules and Regulations are not challengeable by any employee of this institute in any court of law. Any employee found guilty of violating any of these rules and regulations shall face strict actions from the Chairman of this Institute which may include termination from service.

### **Rules and Regulations**

The following are the terms and conditions of employment

#### **1. Working Hours:**

- All the employees of the Institute will strictly follow the timings of working hours.
  - 08:15 A.M. to 03:00 P.M. (Monday to Thursday).
  - 08:15 A.M to 02:00 P.M (Friday)
  - Weekly Holiday will be on Saturday and Sunday.
- Evening Time (For Clinical Staff):
  - 03:00 P.M. to 09:00 P.M. (Monday to Friday).
- Official sign in timings of the institute shall be 8:15 AM; with 15 minutes relaxation in the morning. After that till **11:00 AM half day pay** will be deducted. In case of any irregularity, the employee will have to submit in writing/person a genuine excuse to the Office of the Chairman.
- The Chairman will have the right to take necessary actions against the employee if not following the timings accordingly, which may be the deduction of salary or a count in absence.

#### **2. Dress Code:**

All the employees will have to wear either of the following dress during duty hours:

- **Male staff**
  - Dress Pent Shirt with Neck Tie.
  - Shalwar Qameez with Waistcoat. (Friday)
- **Female Staff**
  - Shalwar/Trouser Kameez with Dupata
- **General**
  - All the Staff working in the labs will wear Lab Coat.
  - To display the institute ID card is compulsory for all the staff

**Note:** -All the employees will have to follow above described dress code otherwise they will be fined on the daily basis.

### **3. Documents Submission:**

- All the hired faculty is required to submit the following documents at the time of joining;
  - Latest Degree (Copy)
  - All the experience certificates (Copy)
  - NOC (Optional)
  - CNIC (Copy)
  - Passport size photographs (02)
  - Medical Fitness certificate (Original)
  - Police character Certificate (Original)
  - COVID-19 vaccination certificate

### **4. Work Description:**

#### ➤ **Teaching Faculty**

- To deliver lectures (both Theory and Practical) assigned to them according to the course outline specified by HEC.
- To conduct internal exams/tests in their concerned subjects including paper checking and result preparation.
- To maintain monthly attendance record for your subject.
- Staff of all the departments is answerable to Principal
- Principal will be answerable to Chairman.
- It shall be the responsibility of subject coordinator to maintain the labs and lectures halls
- To submit a monthly report regarding your department/subject

#### ➤ **Clinical Staff:**

- To give the best possible treatment to all the patients presented during the working hours.
- To strictly follow the Medical Ethics and avoid quackery in any aspect
- To maintain the cleanliness of the clinic and all the equipment
- Attendants of the clinics are bound to follow the orders of the doctor
- Attendant of Dental clinic will be responsible for the sterilization of all the instruments

### **5. Discipline:**

- All the members/employees of the Institute are bound to follow the disciplinary rules and regulations of the Institute.
- No political activities including protests, formation of any group/subgroup/party/association within the Institute and involvement of students in administrative/political activities etc. are allowed.
- No employee will misguide any student of this Institute regarding administrative affairs.
- In case of violation of any rule or any other unethical misconduct by the employee the Chairman reserves the right to take necessary actions against the employee which may also include termination from services with no prior notice. \*
  - *\*Note: In any case of termination due to misconduct security will not be refunded \**

## **6. Working Leaves:**

- Only Two earned leaves per month will be allowed to the employee with full pay.
- The employee will have to submit an application to the Office of Principal with the name of substitute and approval of person.
- In case of leaves other than the earned leaves, per day pay will be deducted from the monthly salary.
- All the applications whether approved or not will be forwarded to the office of chairman after signing by Principal.
- Any leave without application will result in the deduction of two days' pay and the employee will have to submit a written explanation.
- Sandwich Leave Policy will also be applicable to the employee who is on leave on the day before and after weekend, that is, if anyone takes leave On Friday and Monday, Saturday and Sunday will also be counted and calculated as leave and deductions will be made accordingly.
- Marriage leave for **one week** will be allowed with pay.
- Maternity leave for **ONE month** will be allowed. During this period appointment will not be terminated and the employee will join the previous post after the leave but the leave will be without pay.
- Only 12 days Casual, Medical Leaves with pay will be allowed per Year.
- In case of Hajj/Ummrah, leaves of more than 12 days will be considered without Pay. Teacher will have to arrange an alternate teacher for the classes.
- In any case other than mentioned above, leaves of more than 12 days will not be allowed. Employee will have to submit a resignation letter and in case if he/she wants to rejoin, they will have to apply as a new employee with new salary package. All the previous annual and promotion increments will not be awarded. The new employment will be decided as per need of the institute.

## **7. Salary payment Rules:**

- Salary of every employee will be transferred to his/her account which he will have to open in **Bank of Punjab or Al Habib Bank** Bhara-kahu Branch.
- Salary will be transferred in the accounts of each employee on 5<sup>th</sup> of every month and in case of weekend the next working day.
- First two months will be considered as a prohibition period during which Rs. 5000/- from the Teaching Faculty and Rs. 2000/- from the supporting staff will be deducted in terms of security followed by deduction of Rs 1000/- every month onwards. This amount will be refunded after completion of one month of notice period of resignation. \*
  - *\* Note: In any case of termination due to misconduct security will not be refunded \**
- Salary for the first month will be according to the number of working days. Official holidays like summer, winter, National, International, EID etc. will not be considered as working days and will not be paid.
- In case of any misconduct any action not abiding by the rules of institute, a warning letter will be issued to the staff member. This letter will affect the annul increment of that staff member and may cause in a delay of couple of months in annual increment.
- All the employees are bound to pay the tax money as per the rules of Government of Pakistan

## 8. Increments in Salary:

- There will be only one Annual Increment in Basic Salary, as per agreement in written between the employee and the Chairman.
- The Annual Increment in salary will be decided according to the performance of the employee which also includes punctuality, dressing, behavior and number of leaves.
- The employee eligible for the increment in salary according to the above said rules will be granted the increased salary according to their month of starting the service in the Institute.
- The Chairman reserves the right to decide the amount of increment in salary of each employee according to their performance and services in the Institute individually.
- The Chairman reserves the right not to grant any increment in salary or to withdraw any increment at any time without giving explanation.
- In case any employee is to spend money in any form in Institute's administrative affairs, he/she will do so with prior permission from the Chairman in written form.
- The allowed expenditure if any will be paid to employee after presenting the receipt in the accounts office duly signed by the Chairman.
- Any expenses made by the employee on self-basis or without prior information to the Chairman, no responsibility will remain on the Chairman to compensate the expenditure. Although the Chairman may provide the expenditure to the employee according to the situation

## 9. Pay Structure

- Pay structure has been defined by the authorities of Bashir Institute of Health Sciences. This structure is according to the qualification and experience of the employee. It is applicable to all without discrimination.
- First month will be considered as a probation period. Your permanent selection will be on the basis of your performance in the probation period.

<u>Post</u>	<u>Eligibility Criteria</u>	<u>No of posts</u>	<u>Salary</u>
<b><u>Allied Health Sciences</u></b>			
<b><u>Demonstrator</u></b>	<b><u>Minimum Qualification:</u></b> a. BS in the relevant field from HEC recognized University/ Institute. <b><u>Experience:</u></b> a. Nil	<b><u>Need Based</u></b>	<b><u>30,000/-</u></b>
<b><u>Junior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> a. BS in relevant Field <b><u>Experience:</u></b> a. One year post BS teaching Experience	<b><u>Need Based</u></b>	<b><u>35,000/-</u></b>
<b><u>Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> a. BS in the relevant Field • OR b. BS + MS in the relevant field from HEC recognized University/ Institute. <b><u>Experience:</u></b> a. 4 Years or Teaching experience is required <b><u>in BIHS</u></b> b. 1 year of teaching experience after MS is required <b><u>BIHS Additional Requirement</u></b> a. 01 Publication for the JoBIHS	<b><u>Need Based</u></b>	<b><u>50,000/-</u></b>

<b><u>Senior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> a. MS in relevant Field <b><u>Experience:</u></b> a. 03 years post MS teaching Experience <b><u>BIHS Additional Requirement</u></b> a. 02 Publication for the JoBIHS	<ul style="list-style-type: none"> <li>Annual induction 25 ---- 1</li> <li>Annual induction 50 ---- 2</li> </ul>	<b><u>60,000/-</u></b>
<b><u>Assistant Professor</u></b>	<b><u>Minimum Qualification:</u></b> a. BS + MS in the relevant field from HEC recognized University/ Institute. <ul style="list-style-type: none"> <li><b>OR</b></li> </ul> b. FCPS in the relevant field <b><u>Experience:</u></b> a. In case of (a). 05 years teaching/ research experience as a Lecturer in an HEC recognized University b. No experience is required in case of (b) <b><u>BIHS Additional Requirement</u></b> a. 03 Publication for the JoBIHS	<ul style="list-style-type: none"> <li>Annual induction 25 ---- 1</li> <li>Annual induction 50 ---- 2</li> </ul>	<b><u>100,000/-</u></b>
<b><u>Head of Department AHS</u></b>	<b><u>Minimum Qualification:</u></b> a. BS/MS (or Equivalent) in the relevant field from HEC recognized University b. MSPH/ MPH/ PhD in the relevant Field <b><u>Experience:</u></b> a. 5 Years of Teaching experience is required b. 1 year of Teaching Experience <b><u>BIHS Additional Requirement</u></b> a. Publication for the JoBIHS		<b><u>25,000/-</u></b>
<b><u>Doctor of Pharmacy</u></b>			
<b><u>Demonstrator</u></b>	<b><u>Minimum Qualification:</u></b> a. Pharm - D from HEC recognized University/ Institute. <b><u>Experience:</u></b> b. Nil	<b><u>Need Based</u></b>	<b><u>30,000/-</u></b>
<b><u>Junior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> a. Pharm-D from HEC recognized University/ Institute <b><u>Experience:</u></b> a. One year post Degree teaching Experience	<b><u>Need Based</u></b>	<b><u>35,000/-</u></b>
<b><u>Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> a. Pharm-D from HEC recognized University/ Institute b. First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career. <b><u>Experience:</u></b> a. 01 year of teaching experience after MS is required <b><u>BIHS Additional Requirement</u></b> a. 01 Publication for the JoBIHS	<b><u>Need Based</u></b>	<b><u>50,000/-</u></b>
<b><u>Senior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> a. Pharm-D from HEC recognized University/ Institute First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC	<ul style="list-style-type: none"> <li>Annual induction 50 ---- 1</li> <li>Annual induction 100 ---- 2</li> </ul>	<b><u>60,000/-</u></b>

	<p>recognized University/Institution with no 3rd division in the academic career</p> <p><b>Experience:</b></p> <p>a. 03 years post MPhil teaching Experience</p> <p><b>BIHS Additional Requirement</b></p> <p>a. 02 Publication for the JoBIHS</p>		
<b><u>Assistant Professor</u></b>	<p><b>Minimum Qualification:</b></p> <p>a. Pharm-D + M.Phil in the relevant field from HEC recognized University/ Institute.</p> <p>b. PhD in relevant Field.</p> <p><b>Experience:</b></p> <p>a. In case of (a). 05 years teaching/ research experience as a Lecturer in an HEC recognized University or professional experience in the relevant field in a National or International organization.</p> <p>b. No experience is required in case of (b)</p> <p><b>BIHS Additional Requirement</b></p> <p>03 Publication for the JoBIHS</p>	<ul style="list-style-type: none"> <li>• Annual induction 50 ---- 2</li> <li>• Annual induction 100 ---- 3</li> </ul>	<b><u>120,000</u></b>
<b><u>Associate Professor</u></b>	<p><b>Minimum Qualification:</b></p> <p>PhD in the relevant field from an HEC recognized University/Institution.</p> <p><b>Experience:</b></p> <p>a. 10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization</p> <p style="text-align: center;">OR</p> <p>b. 5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization</p> <p><b>Minimum Number of Publications:</b></p> <p>The applicant must have 10 research publications (with at least 4 publications in the last 5 years in the HEC recognized Journals.</p> <p><b>BIHS Additional Requirement</b></p> <p>a. 04 Publication for the JoBIHS</p>		<b><u>170,000</u></b>
<b><u>Head of Department</u></b>	<p><b>Minimum Qualification:</b></p> <p><b>a.</b> Pharm-D + MPhil in the relevant field from HEC recognized University</p> <p><b>b.</b> MSPH/ MPH/ PhD in the relevant Field</p> <p><b>Experience:</b></p> <p>a. 05 Years of Teaching experience is required</p> <p>b. 01 year of Teaching Experience</p> <p><b>BIHS Additional Requirement</b></p> <p>a. Publication for the JoBIHS</p>		<b><u>25,000</u></b>
<b><u>Rehabilitation Sciences</u></b>			
<b><u>Psychology</u></b>			
<b><u>Demonstrator</u></b>	<p><b>Minimum Qualification:</b></p> <p><b>a.</b> BS Psychology from HEC recognized University/ Institute.</p> <p><b>Experience:</b></p>	<b><u>Need Based</u></b>	<b><u>30,000</u></b>

	No experience is required		
<b><u>Junior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>BS Psychology from HEC recognized University/ Institute.</li> <li>BSc + MSc Psychology from HEC recognized University/ Institute</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>01 year Experience</li> <li>No Experience</li> </ol>	<b><u>Need Based</u></b>	<b><u>35,000</u></b>
<b><u>Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>BS/ MSc Psychology in the relevant field from HEC recognized University/ Institute.</li> <li>MS/MPhil Psychology</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>02 Years or Teaching experience is required</li> <li>No experience is required</li> </ol> <b><u>BIHS Additional Requirement</u></b> <ol style="list-style-type: none"> <li>01 Publication for the JoBIHS</li> </ol>	<b><u>Need Based</u></b>	<b><u>50,000</u></b>
<b><u>Doctor of Physical Therapy</u></b>			
<b><u>Demonstrator</u></b>	<b><u>Minimum Qualification</u></b> <ol style="list-style-type: none"> <li>BSPT/DPT</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>No experience is required</li> </ol>	<b><u>Need Based</u></b>	<b><u>30,000/-</u></b>
<b><u>Junior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>DPT</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>01 year post DPT teaching Experience</li> </ol>	<b><u>Need Based</u></b>	<b><u>35,000/-</u></b>
<b><u>Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>MS in relevant Field</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>01 year post MS teaching Experience</li> </ol> <b><u>BIHS Additional Requirement</u></b> <ol style="list-style-type: none"> <li>01 Publication for the JoBIHS</li> </ol>	<b><u>Need Based</u></b>	<b><u>50,000/-</u></b>
<b><u>Senior Lecturer</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>MS in relevant Field</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>03 years post MS teaching Experience</li> </ol> <b><u>BIHS Additional Requirement</u></b> <ol style="list-style-type: none"> <li>02 Publication for the JoBIHS</li> </ol>	<ul style="list-style-type: none"> <li>Annual induction 25 ---- 1</li> <li>Annual induction 50 ---- 2</li> </ul>	<b><u>60,000/-</u></b>
<b><u>Assistant Professor</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>DPT/BSPT with MS/ M.Phil in the relevant field from HEC recognized University/ Institute.</li> <li>PhD in relevant Field.</li> </ol> <b><u>Experience:</u></b> <ol style="list-style-type: none"> <li>In case of (a). 05 years teaching/ research experience as a Lecturer in an HEC recognized University or professional experience in the relevant field in a National or International organization.</li> <li>No experience is required in case of (b)</li> </ol> <b><u>BIHS Additional Requirement</u></b> <ol style="list-style-type: none"> <li>03 Publication for the JoBIHS</li> </ol>	<ul style="list-style-type: none"> <li>Annual induction 25 ---- 1</li> <li>Annual induction 50 ---- 2</li> </ul>	<b><u>100,000</u></b>
<b><u>Associate Professor</u></b>	<b><u>Minimum Qualification:</u></b> <ol style="list-style-type: none"> <li>PhD in the relevant field from an HEC recognized University/Institution.</li> </ol>		<b><u>150,000</u></b>

	<p><b><u>Experience:</u></b></p> <p>a. 10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization</p> <p>OR</p> <p>b. 5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization</p> <p><b><u>Minimum Number of Publications:</u></b> The applicant must have 10 research publications (with at least 4 publications in the last 5 years in the HEC recognized Journals.</p> <p><b><u>BIHS Additional Requirement</u></b></p> <p>a. 04 Publication for the JoBIHS</p>		
<p><b><u>Head of Department</u></b> <b><u>DPT</u></b></p>	<p><b><u>Minimum Qualification:</u></b></p> <p>a. DPT/BSPT with MS/MPhi in the relevant field from HEC recognized University/ Institute.</p> <p>b. MSPH/ MPH/ PhD</p> <p><b><u>Experience:</u></b></p> <p>a. Post MS/MPhil 4 Years of Teaching experience is required</p> <p><b><u>BIHS Additional Requirement</u></b></p> <p>a. Publication for the JoBIHS</p>		<b><u>25,000</u></b>
<b><u>Department of Nursing</u></b>			
<b><u>Junior Lecturer</u></b>	<p>a. BSN</p> <p>b. 01 Year Internship</p>		<u>55,000-65,000</u>
<b><u>Lecturer</u></b>	<p>a. BSN / PRN-BSN</p> <p>b. Teaching Experience Preferred if present</p> <p>c. 1-2 years Clinical Experience</p> <p>d. 01 Publication for the JoBIHS</p>		<u>70,000-75,000</u>
<b><u>Senior Lecturer</u></b>	<p>a. BSN / PRN-BSN</p> <p>b. 02 years Teaching Experience</p> <p>c. 01 year Management Experience</p> <p>d. 1-2 years Clinical Experience</p> <p>e. 02 Publication for the JoBIHS</p>		<u>80,000-90,000</u>
<b><u>Assistant Professor</u></b>	<p>a. BSN / PRN</p> <p>b. MSN</p> <p>c. 02 years Teaching Experience</p> <p>d. Research Publication 03</p>		<u>200,000 (VP allowance e 50,000) (Principal Allowance e 100,000)</u>
<b><u>Associate Professor</u></b>	<p>a. BSN / PRN</p> <p>b. MSN</p> <p>c. 03 years Teaching Experience</p> <p>d. Research Publication 04</p>		<u>250,000 (VP allowance e 50,000) (Principal Allowance e 100,000)</u>



<b><u>Executives</u></b>			
<b><u>Principal</u></b>	<b><u>Minimum Qualification:</u></b> a. BS/ Pharm-D/ DPT/ BDS/ MBBS (with valid PMC) b. FCPS/ MSPH/ MPH/ MSHM from HEC recognized University/ Institute. <b><u>Experience:</u></b> a. More than 10 years teaching experience b. More than 05 years administrative experience <b><u>BIHS Additional Requirement</u></b> a. Publication for the JoBIHS		<b><u>230,000</u></b>
<b><u>Vice Principal</u></b>	<b><u>Minimum Qualification:</u></b> a. BS/ Pharm-D/ DPT/ BDS/ MBBS (with valid PMC) b. FCPS/ MSPH/ MPH/ MSHM from HEC recognized University/ Institute. <b><u>Experience:</u></b> a. More than 10 years teaching experience b. More than 03 years administrative experience <b><u>BIHS Additional Requirement</u></b> a. Publication for the JoBIHS		<b><u>200,000</u></b>
<b><u>Coordinators</u></b>	<b><u>Minimum Qualification:</u></b> a. 16 years of education in the relevant field/Discipline <b><u>Experience:</u></b> a. 02 years of Teaching experience <b><u>BIHS Additional Requirement</u></b> a. Publication for the JoBIHS		<b><u>5000</u></b>

- **Coordinator Increment**
  - Senior employee of every BS program will be the coordinator of that discipline.
  - Seniority is based on the qualification and number of years of teaching experience
  - Coordinator increment will be decided by the chairman. Chairman has the authority to fix the amount of increment.
  - No employee has any right to claim any increment.
  - Chairman reserves the right to confiscate the increment already given to any employee.

## **10. Leaving/Termination of Services:**

- In case any employee is to discontinue his/her services, a resignation letter will be required in the written form.
- Employee is bound to complete one month notice period which he/she will have to mention in the resignation letter otherwise One month salary may be deducted and the employee will have no right to ask for the security refund.
- Any employee leaving the Institute without completing the notice period will not get the security refund and will not be issued with the experience certificate.
- It is mandatory for every employee to obtain a **No Objection Certificate** from the Institute before applying for job in any private or public sector organization. Without the NOC, resignation shall not be accepted and no experience certificate shall be granted, along with the confiscation of security.
- The Chairman of the Institute will have the right to terminate the services of any employee working in the institute without any reason/notice. The employee will be paid in for his/her duties/services till the last working day in this Institute. \*

- If any employee gets a government job he/she will not be bound to complete one month notice period and he/she will get all the dues cleared after presenting a copy of job agreement
- If any employee is found indulged in any forbidden activities inside or outside the institute, the Chairman reserves the right to take necessary actions immediately which may include termination from the service. \*
- If the institute terminates any employ or if the employ submits his/her resignation letter with one month prior notice, which is compulsory for the security money refund, he/she will be paid according to the number of working days after the resignation is approved.
- Official holidays like summer, winter, National, International, EID etc. will not be considered in the notice period and will not be paid.
- After resignation/termination no employee is allowed to take with him/her any document or file which is made in the Institute, for the Institute. It is the property of Institute and does not belong to any individual person. Institute reserves the right to take legal action against any individual not abiding by this rule.
  - \*Note: In any case of termination due to misconduct security will not be refunded \*

#### **11. Affiliations with other Institutes:**

- Employees will not be allowed to teach/work in any other College/Institute during the working hours of ***Bashir Institute of Health Sciences***  
No employee is allowed to work with any other institute affiliated with ***Shaheed Zulfiqar Ali Bhutto Medical University*** during his/her employment tenure in ***Bashir Institute of Health Sciences***

#### **12. Vacations:**

- In case of Summer/Winter vacations etc. only 50% of the Basic salary will be given to all the staff, teaching or Non-teaching.

#### **13. Performance Evaluation and Reward:**

- The Chairman will personally evaluate the performance of the employees regularly.
- In case of any complaint from students, verification will be made by the Chairman and if found guilty, necessary actions will be taken against the employee which may include termination from service. \*
- If the chairman is satisfied with the services and duties of any employee, he will grant a Reward which may be in the in the form of certificate or Prize money or both to the employee. Any other employee will have no right to protest or claim any such bonuses from the Chairman.
  - \*Note: In any case of termination due to misconduct security will not be refunded \*

#### **14. Additional Charges/Responsibilities:**

- All the employees are bound to undertake such additional duties from time to time, according to their designations, assigned to them by the Chairman.
- The Chairman will have the right to either facilitate the employee for his additional duties or not.
- Additional Charge may be handed over to any employee by the Chairman. Any other staff employee will have no right to protest and will have to continue their services accordingly.

- If any employee leaves the assigned Additional Charge, He/she will have to withdraw from the extra benefits, if taken
- If the Chairman is unsatisfied with the performance of the employee's additional charge/duty, the additional charge/duty will be removed from the employee's service on notification. The facilities, if granted with the additional charge/duty, to the employee will be removed immediately with the removal of additional charge/duty on notification.
- The Chairman will have the right to remove any facility granted like the additional charge/duty from the employee. The employee will be bound to leave the additional charge/duty without any enforcement.

#### **15. Experience Certificate:**

- In case, if any employee is leaving institute, he/she will have the right to be granted an Experience Certificate for his/her services in the Institute on demand in writing from the Office of the Chairman.
- **In case of termination due to misconduct or found not abiding by the rules of Bashir Institute of Health Sciences, no experience letter will be issued.**

#### **16. Hostel and Transport Facility:**

- There will be no responsibility of the Institute to provide Hostel Accommodation or transport facility to the employees of the Institute.
- In case of availability of space, the Chairman may grant hostel accommodation and/or transport facility on request to any of its employee on the terms and conditions with agreement in written with the Institute.
- In case above mentioned facilities are granted to any employee, no other employee will have the right to protest or claim any such facility.
- Chairman reserves the right to withdraw the hostel and transport facility of any employee with or without any reason **without prior notice**

#### **17. Administrative Affairs:**

- All the administrative affairs will be the responsibilities of the Chairman of the Institute.
- In case any employee has any complaint/suggestion regarding the administrative affairs of the Institute, he/she will submit in written his/her complaint/suggestion addressed to the Chairman.
- The administrative matters submitted by the employees in written to the Office will be discussed in the regular meeting sessions of the employees and the Chairman of the Institute. The Chairman will have the right to make amendments or to take necessary actions in the administrative affairs.
- All the correspondence will be through proper channel.

#### **18. Working Environment:**

- All the employees of the institute will have to strictly provide a disciplined and respectful environment to other employees of the Institute and to the Chairman.
- No employee will be allowed to interfere directly in the duties/services of other employees of the Institute.
- If any employee has any complaint regarding the duties/services of any other employee, he/she will submit in written application to the Office of the Chairman. He/she will not have the right to protest directly or in person to the Chairman without any written complain submitted to the Office.

- It shall be the responsibility of both the Chairman and the employees of the Institute to maintain the confidentiality of the agreements between them in written/person. If any employee is found guilty, strict actions will be taken by the Chairman.
- The agreement between the employee and the Chairman will be the business of these two parties only. No other employee will have the right to protest or claim any term from the Chairman.

## **19. Tuition Fees Concession for Dependent Children of Faculty & Staff**

### ➤ **Eligibility Criteria**

- Tuition Fee Concession Program has been introduced for the dependents (first Relation only) of Full-time Faculty & Staff of Bashir Para Medical Institute.
- 30% Concession in the Tuition fees will be granted. This applies to teaching, non-teaching and Clinical staff.
- The fee concession to children of staff members will cease to exist once they leave the job from Bashir Para Medical Institute.
- Eligible Dependents – children must be less than 24 years old and must substantially be dependent upon the Faculty or Staff member.
- This facility will be seized once the child is claimed to be dependent on other than the faculty or Staff.
- If both parents are eligible, the benefit is available to each, but may not exceed the total amount of tuition and academic fees

### ➤ **Benefits if Eligible and Attending Bashir Institute of Health Sciences**

- Dependent must meet the admissions requirements/criteria
- For undergraduate programs of BS and DPT offered by Bashir Institute of health Sciences only.
- Does not apply if he/she already holds a **graduate degree**
- Eight (8) semester maximum at Bashir Institute of Health Sciences
- **Dependent already availed the facility for one BS, Post RN or DPT program will not be eligible for any other.**
- Dependent child must be under 24 years old
- Dependent child must maintain 75% Attendance and must clear every semester in single attempt, failing to do so, they will have to pay for the repeated semester.
- Dependents students will have to pay for the examination and registration fees of university.
- If the dependent wins the scholarship on the basis of his/her result an extra of 20% will be granted in the tuition fees making it total of 50%
- No Objection Certificate will not be issued to the student unless all dues are cleared
- There is no policy of giving cash in terms of fees to any of the employee or dependent.

**Note: Administration reserves the rights to change any rule and regulation which is in the interest of institute.** (No one has the right to challenge the rules and regulations)

*Approved by the Academic Council Committee*

Ms. Ayesha Qazi	---	Secretary	_____
Dr. Muhammad Bashir	---	Chairman	_____
Dr. Fazal Mehmood	---	Member	_____
Col (Rtrd) Dr. Safiullah	---	Member	_____
Prof. Dr, Asmatullah	---	Member	_____
Prof. Dr. Kazi Hifz ur Rehman	---	Member	_____
Asst Prof Dr. Shabbir Hussain	---	Member	_____
Dr. Aamir Naveed	---	Member	_____
Dr. Ajmad Hussain	---	Member	_____
Dr. Syed Bilal Haider	---	Member	_____
Dr. Qazi Mashhood Atta (Pharm-D)	---	Member	_____
Dr. Hammad Ahmad (Pharm-D)	---	Member	_____
Mr. Muslim Shah	---	Member	_____
Dr. Nasir Khan (PT)	---	Member	_____
Ms. Fahama Syed	---	Member	_____
Mr. Muhammad Adnan Yousaf	---	Member	_____
Dr. Arshad	---	Member	_____
Mr. Abid ur Rehman	---	Member	_____

## **Affidavit**

I \_\_\_\_\_ S/O or D/o \_\_\_\_\_  
appointed as \_\_\_\_\_ have carefully read the above terms &  
conditions and will be bound to follow the terms & conditions and fully agreed with above  
rules. Furthermore the documents submitted are authentic and are not forged.

\_\_\_\_\_  
Employee Signatures

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date of Joining