



Bahria University

Does your institution have an assessment tool for assessing sustainability literacy and knowledge of all students?

**Community Support Program (CSP):**

<https://bahria.edu.pk/page/PageTemplate4?pageContentId=5420&websiteId=14>

The Community Support Program (CSP) is a mandatory requirement set by Bahria University for all students, requiring the completion of 40 hours of community service.

As per Chapter 9.9, Bahria University has aligned the curricula of all its undergraduate and postgraduate programs with the United Nations' 17 Sustainable Development Goals (SDGs). To ensure the integration of sustainability literacy across disciplines, the Quality Assurance Directorate conducts regular academic audits.

In addition, Bahria University has well-established Departments of Earth and Environmental Sciences at its Islamabad and Karachi campuses. These departments offer undergraduate, postgraduate, and doctoral programs in fields such as Earth and Environmental Sciences, Geology, Geophysics, and Geographic Information Systems (GIS).

For further details, please visit the links below:

<https://www.bahria.edu.pk/page/PageTemplate4?pageContentId=3358&websiteId=3>

<https://www.bahria.edu.pk/page/PageTemplate4?pageContentId=4621&WebsiteID=5>

**BU-HO/DQA/2023/L/647****Dean MS**

BU-HO - BU Head Office

**Dean Health Sciences**

BU-HO - BU Head Office

**Dean H&SS**

BU-HO - BU Head Office

**Dean Professional Psychology**

BU-HO - BU Head Office

**Dean Law**

BU-HO - BU Head Office

**Dean ES**

BU-HO - BU Head Office

05 September 2023

**ALIGNMENT OF BU ACADEMIC PROGRAMS ROADMAPS AND RESEARCH AREAS/THEMES WITH 17 UN SDGS**

1. As per instruction of the Honorable Rector, Bahria University is in the process of participating in the Time Higher Education (THE) Impact Ranking, QS Sustainability Ranking 2023, and UI Greenmetric 2023. The parameters of these rankings are mostly based on the contribution of HEIs towards 17 UN SDGs (weblink: <https://www.undp.org/sustainable-development-goals?gclid>).
2. The Higher Education Commission of Pakistan has also issued the new UG and Graduate Education Policy 2023 for implementation w.e.f. Fall 2023 semester. Clause 3.8.1 of GEP 2023 is very relevant to 17 UN SDGs.
3. Bahria University is currently in the process of revising all UG roadmaps as per the new UG policy and in the process of implementing GEP 2023 w.e.f. Fall 2023.
4. All Deans are requested to align their academic and research roadmaps of all undergraduate and postgraduate programs by clearly depicting the contribution of Schools/Departments towards achieving 17 UN SDGs.
5. Alignment table of 17 UN SDGs inculcating in the academic roadmaps and research areas/themes may please be forwarded to this Directorate by 30th September 2023.

**Fazal Wahab**

Director QA

**Copy To:****Internal:**

Rector - BU-HO  
Pro-Rector (Academics) - BU-HO  
Pro-Rector (RIC) - BU-HO  
Registrar - BU-HO  
Director Academics - BU-HO  
Director PGP - BU-HO  
Director ORIC - BU-HO

**External:**

DG-KC - BUKC  
DG-BUHSCK - BUHSCK  
DG-IC - BUIC  
Director - BULC - BULC



**BUHSC/PBUHSPGI/2023/L/113**

**Director QA**

BU-HO - BU Head Office

14 September 2023

**ALIGNMENT OF BU ACADEMIC PROGRAMS ROADMAPS AND RESEARCH AREAS/THEMES WITH 17 UN SDGS**

**Reference:**

**A. BU-HO/DQA/2023/L/647 dated: 5<sup>th</sup> September 2023**

1. Apropos above reference 'A', please find attached the list of research projects of MPhil Batch 5 & 6 candidates (Annex-A) and research proposal titles of PhD Batch-I (Annex-B) for perusal.
2. The theme of postgraduate students under BUHS-PGI is aligned with UN-SDG# 3 "GOOD HEALTH AND WELL BEING".
3. This letter has been issued with the concurrence of Director General, BUHSC.

**Prof. Dr. Nasim Karim**

Principal BUHSC-PGI - BUHSC

Annexure:

A. ANNEX-A\_\_\_\_\_MPhil\_Batch\_5\_&\_6.xlsx

B. ANNEX-B\_\_\_\_\_PhD\_Batch\_1.xlsx

**Copy To:**

**Internal:**

DG-BUHSC - BUHSC

Dean Health Sciences - BU-HO

**External:**

Pro-Rector (Health Sciences) - BU-HO

Director PGP - BU-HO

Director Health Sciences - BU-HO



**BU-HO/DeanH&SS/2023/L/319**

**Director QA**

BU-HO - BU Head Office

26 September 2023

**ALIGNMENT OF BU ACADEMIC PROGRAMS ROADMAPS AND RESEARCH AREAS/THEMES WITH 17 UN SDGS**

Reference(s):

A. BU-HO Letter BU-HO/DQA/2023/L/647 dated 05 Sep 2023

1. Ref\_A, All programmes have been aligned with SDGs (where applicable).
2. Roadmaps to be presented in forthcoming ACM for approval/ratification.

**Prof Dr. Adam Saud**

Dean H&SS

**Copy To:**

**Internal:**

Rector - BU-HO

Pro-Rector (Academics) - BU-HO

Pro-Rector (RIC) - BU-HO

Registrar - BU-HO

Director Academics - BU-HO

Director PGP - BU-HO

Director ORIC - BU-HO

**External:**

DG-KC - BUKC

DG-BUHSCK - BUHSCK

DG-IC - BUIC

Director - BULC - BULC

# BAHRIA UNIVERSITY

## STUDENT HANDBOOK



**SPRING 2025**

[www.bahria.edu.pk](http://www.bahria.edu.pk)

This handbook is subject to amendments as and when approved by the Competent Authority. Whenever made, amendments shall be notified on the University's website, under the "Student Guidance" Tab. Students are advised to check the Tab regularly and insert amendments in their copy of the hand book if posted under the Tab.



## **Preamble**

Bahria University Student Handbook contains guidelines, orders, instructions, statutes, rules, regulations, policies, procedures, and such other contents, for the information and guidance of and compliance/implementation by the student, faculty and academic staff of the University. Contents of the Handbook are mostly extracts from the Bahria University Ordinance V of 2000 and Bahria University Statutes, Academic Regulations and Financial Rules-2016. The policies and procedures contained in this book are subject to change from time to time as and when deemed appropriate by the University to fulfill its mission and objectives. The University reserves the right to implement such changes without prior notice.

The academic, financial and administrative policies outlined here apply to all campuses/constituent units of the University.

In case of any difficulty in interpreting, understanding or referring to the contents of this handbook, or missing any particular aspect therein, reference is to be made to the HoD/Dean/DirCampus/DGCampus/Registrar, in that order.

Students of Bahria University come from all over Pakistan, each student brings his / her own unique background and experiences, and each comes with the hope of achieving a variety of goals by the end of his / her studies here. Each student enrolled in various campuses brings something unique to the student body. It is important for you to become engaged in the campus life. While academics should be the anchor of any University activity, at Bahria you will also find the opportunity to participate in a number of co-curricular program to grow as a balanced person. No factor will have a greater impact on your education, your success or your personal happiness than the choices you make for yourself at Bahria and in your life after you graduate from here.

The University's administration wishes you good luck and a rewarding experience here at BAHRIA.

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## CHAPTER 9

## 9.1 Co-Curricular Activities

Bahria University provides opportunities to all students to join and participate in the activities of various clubs. Members of these clubs work closely with the staff and faculty to make arrangements for events. You are advised to become a member of at least one of these clubs that meets your interests as they contribute to personal and professional growth.

## 9.2 Student Support Centre

The affairs of every club are managed by Program Officer, Student Support Centre (SSC). The mission of SSC is to provide relevant activities, opportunities and challenges to make students globally/competitive, morally up right and disciplined.

## 9.3 Committee Composition

Following are the committee members nominated by the Campus Director for smooth function of each club/ association:

9.3.1 **President:** A faculty Member appointed by the Director

9.3.2 **Secretary:** A senior student appointed by the president of the committee.

9.3.3 **Treasurer:** A senior student appointed by the president of the committee.

## 9.4 Student Members

### 9.4.1 Chief Coordinator (CC):(01)

A student from post-graduate program for every club/association will be responsible to organize various activities of the club/ association in coordination with his/her team members and president.

### 9.4.2 Deputy Coordinator (DC): (01)

Will assist the CC in his/her duties and will also carry out his duties in his absence.

### 9.4.3 Team Members:

One member for each function of the clubs, from senior most Semester and 05 from each discipline of bachelor level.

## **9.5 Removal of Members**

The committee has the power to remove the name of any member from the club list giving reasons to the member; but such member has the right of appeal to the Director of the Campus.

## **9.6 Procedure for Establishing New Clubs/Societies**

The University does not permit establishment of non-registered clubs or societies. Any student willing to establish new ones must forward an application to the Director of the Campus through the Head of Department. The application must provide justification on with relevant benefits for the student community. The institute will either forward the proposal to the Director Academic Affairs of the university with his recommendations of the subject or, if the application is not accepted, he will have it returned to the applicant citing reasons for the rejection. These procedures are designed to ensure that all student societies follow recorded rules and for keeping the list of appointed committees and members current.

## **9.7 Clubs**

There are registered clubs in the university.

9.7.1 Membership of these clubs is open to all interested students, teachers and staff of the University. It is the responsibility of the president of each club to lay down the programs and events in consultation with its committee members, giving schedules of the timing and frequency of meetings and the met HoD of convening them.

## **9.8 Officially registered Clubs of Bahria University and their functions**

### **9.8.1 Literary & Debate Club**

The club is dedicated to bring together debates for holding and participating in parliamentary, HEC, inter university, national and international debates competitions. The members of the club have made a name for themselves by participating in the "Model United Nations" nationally, by joining the English speaking Union and by holding regular in-house debates.

### **9.8.2 Arts & Dramatics Club**

This club lets you release your artistic talents through a series of activities and competitions. These include painting competition, drama competitions, mime, fashion shows, etc. This club hosts the annual inter-city painting competition "Paintistan"

#### 9.8.3 **Media Club**

Media club brings together young journalists, publishers, photographers, amateur directors and everyone interested in the Print and Electronic Media. It also deals with media coverage inside the university covering events, functions, publishing of magazines, movie shows. This club arranges movie nights for the students.

#### 9.8.4 **Music Club**

The main objective of the Music Club is to expose and nurture talent of the student's representation of the university nationwide, providing a platform for musical experiments and exposure for the existing bands in the university. Music club holds regular sessions.

#### 9.8.5 **Events Club**

The club hosts a variety of informational, entertaining and social activities throughout the semester including seminars, trips, concerts, spring festival, farewell dinners etc.

### 9.9 **Community Support Program as a Degree Requirement**

The University's students shall contribute to nation building, through the Community Support Program (CSP). These students shall serve the community for 40 contact hours, as a degree requirement in semesters 3-6, spread over any number of semesters from one to four.

9.9.1 Where a faculty member (full-time or visiting) assigns some activity to the class, which bears strong semblance with the BU CSP as defined in this chapter, such an effort may be construed as the CSP. To be counted as the CSP requirement, the concerned faculty member shall attach a recommendation letter with the activity report and forward it to the concerned CSP Coordinator. The recommendation letter shall contain: details of the activity, the benefit it accrued to the community at large, the skills gained byBU

students and such other information which could assist in the decision-making.

- 9.9.2 If a group of students perform some task collectively which bears strong semblance with the CSP as defined in this chapter, they shall submit their report to the concerned CSP Coordinator.

## **9.10 Bahria University Alumni Association (BUAA)**

The Bahria University Alumni Association(BUAA) was registered as an NGO on 4th June 2008 under the Societies Registration Act XXI of 1860,BUAA is a non-profit and non-political organization, set up for the benefit and welfare of the Bahria University alumni, employees and ex-employees in particular and Pakistanis at large, The registered office of the BUAA is situated at DSA office Bahria University, E-8, Naval Complex, Islamabad, Any person who has been awarded a degree/diploma by Bahria University is eligible to acquire membership of the BUAA, Any faculty member/officer who has been a permanent member of Bahria University for a period of two or more years will also be eligible to be a member of BUAA, for registration, URL of website is [www.bahria.edu.pk/alumni.php](http://www.bahria.edu.pk/alumni.php) Rector of Bahria University is the Patron of BUAA and exercises full powers for all organizational, administrative and financial activities of the BUAA, The Bahria University Alumni Association has been formed to fulfill the following objectives:

- 9.10.1 To promote interaction among the members of BUAA so as to enable them to enhance social and intellectual relationship among them,
- 9.10.2 To provide a conducive environment to the members of BUAA so as to enable them to establish professional networks among them,
- 9.10.3 To protect and promote the interest of the members of BUAA and Bahria University to take measures for their collective goods,
- 9.10.4 To promote integration of the members into corporate, business, engineering and other sectors,
- 9.10.5 To provide a means of involvement by the members of BUAA to support the academic and research programs at Bahria University.
- 9.10.6 To provide welfare services for Bahria University alumni, employees and ex-employees through creation of job opportunities, placement services, career counseling etc,

- 9.10.7 To provide and promote establishment of scholarships, stipends, awards and prizes to needy, deserving or outstanding students at Bahria University or to the alumni for further higher studies.
- 9.10.8 To distribute free books for studies at Bahria University.
- 9.10.9 To find means to support the affected families of deceased alumni, employees and ex-employees.
- 9.10.10 To provide medical assistance to alumni, employees and ex-employees in any form required.

**9.11 Sponsor A Student by Alumni:** Directorate of student Affairs started an initiative to seek support from our prestigious and well-placed Alumni of Bahria University in the Campaign of “Sponsor a student” and help underprivileged students who wants to study in Bahria University and uplift their family.

**9.12 Alumni Portal Launched:** With the support of Directorate of IT, Directorate of Student Affairs has launched an online portal which will ease down the alumni profile up gradation following is the link to update profile after graduation as an Alumni.  
<https://cms.bahria.edu.pk/Logins/Alumni/Login.aspx>

### **9.13 Internship & Placement Office**

9.13.1 Our Internship & Placement Office is committed towards supporting students from all academic programs offered by Bahria University. We strive to meet the ever-changing requirements of employers and the students by creating innovative ways of bringing both together. We insist on catering to individual skills and needs in helping students negotiate through the arduous process of job hunting. Our resume of services include:

- a. job search strategies,
- b. career counseling,
- c. mock interviews,
- d. resume and covering letter
- e. online job listings
- f. job placements,
- g. internship placements,
- h. graduate profiles,

- i. alumni tracking,
  - j. company presentations
  - k. corporate networking events,
  - l. career workshops,
  - m. seminars, management trainee programs,
  - n. on-campus recruitment tests,
  - o. on-campus interviews,
  - p. employment expos/job fairs
- 9.13.2 To facilitate the entry of our graduates in the job market, providing students exposed to corporate careers and to better prepare them for what lies ahead in the professional world the Placement Office has developed strong linkages with leading public & private sector organizations. Students are encouraged to meet with their Assistant Manager, Placement for each respective career Coordinators for each department. The AM Placement can be found at the Student Support Centre.

#### **9.14 International Office**

Bahria University has established its International Office, which is providing following services to students, staff and faculty:

- 9.14.1 Advise, assistance and support to students going a broad
- 9.14.2 Arrangement of academic activities involving foreign universities
- 9.14.3 Assistance for international conferences /seminars
- 9.14.4 Coordination with foreign universities
- 9.14.5 Administration of student exchange programs.
- 9.14.6 Administration of foreign scholarship programs.


#### **9.15 Support for Students with Disabilities**

- 9.15.1 Bahria University is committed to the objective that no one should be denied access to higher education, which includes ensuring that people with disabilities have equal opportunities to access and attain higher education.
- 9.15.2 Bahria University has designed dedicated policy guidelines aimed at creating an enabling environment for inclusive education at all Constituent and Affiliated Units (Campuses) of Bahria University and shall facilitate the participation of students with disabilities in all academic and extra-curricular

aspects.

- 9.15.3 If a student has a disability, specific – learning difficulties and or long-term health condition, it is important that students select the option for “disability” during admissions. The information shall be used to endorse the case of a student requesting any reasonable adjustments/accommodations. Information provided shall be kept confidential.
- 9.15.4 Students with Disabilities must have an issued Disability Certificate, the term “Disability Certificate” shall mean the disability certificate issued for persons with disabilities from the National/Provincial Council for the Rehabilitation of Disabled Persons or a CNIC with a disability logo or proof of registration in NADRA’s database as a ‘special person.
- 9.15.5 Students with a temporary disability may receive accommodations as needed on a case-by-case basis upon submission of a medical certificate by a registered medical practitioner.
- 9.15.6 In supporting students with disabilities across all BU campuses, there shall be a Campus Accessibility Committee at each CU under the chairmanship of the respective DG thereby providing local on-site support within easy reach of students with disabilities.
- 9.15.7 Manager Student Support Centre (SSC) is designated as Disability Coordinator, Same students seeking facilitation are advised to reach out to their respective Disability Coordinator stationed at the local Student Support Centre. The coordinator shall bring the request for facilitation to the Campus Accessibility Committee. Students may share any complaint or query and may also request the following facilitation
- a. Admissions
  - b. Examinations
  - c. Dissertations & Other Academic Affairs
  - d. Extracurricular Activities
- 9.15.8 Students with Disabilities can request for trained facilitators for assisting the same during examination. Students can also actively avail learning aids provided they have demonstrated the “need” to the Campus Accessibility Committee.
- 9.15.9 Students shall be invited to attend along with their representative (if needed) the proceedings of the Campus Accessibility Committee. Same students are mandated to comply with the requests of the said committee.
- 9.15.10 Students may reach out to the Directorate of Student Affairs, Bahria University Head Office via call or email in case Campus was unable to entertain any request or query. Contact details are available at BU’s official website. All students are encouraged to visit the webpage “Support for Students with Disabilities”.

# Contact Us

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