



BENAWA INSTITUTE OF HIGHER EDUCATION

STUDENT HANDBOOK 2020
www.benawa.edu.af



DEVELOPED BY
STUDENT AFFAIRS' OFFICE

WELCOME NOTE

Dear Students,

Welcome to Benawa Institute of Higher Education!

The start of a new academic year is an exciting time not just for the incoming students, but also for our Administration, our faculty, our staff, and our existing students. Hence, we delighted to welcome you to our BIHE community.

The coming years at BIHE will be extremely formative, enriching, challenging, and rewarding. You will gain experiences that will shift your paradigms. You will meet people from diverse backgrounds, study in a University setting, and experience adulthood with its freedoms and responsibilities. These experiences will not only help in your academic development but also groom your personality and make you aware of your true potential within your class and in wider society. Make the most of this opportunity.

To help you attain your true potential BIHE has qualified and trained faculty, nurturing administration, and supportive seniors. The academic support and student affairs office specifically looks into matters pertaining to student development in curricular, co-curricular, and extra-curricular activities. Students at BIHE are provided with cutting-edge labs, well-equipped library, cafeteria, and comfortable classrooms.

This handbook will help you navigate through the life at BIHE. All the important information you need is clearly mentioned in this handbook. Looking forward to having you on board.

Mr. Nadir Shah Nasrath,

Students Affairs

PREAMBLE

This Student Handbook has been compiled to help and guide you about the rules, regulations, and policies that are in practice at Benawa Institute of Higher Education.

The Handbook can be downloaded from the BIHE website www.benawa.edu.af

STUDENT AFFAIRS' OFFICE EXAMINATION SCHEDULE

Student Affairs office is a vital component of students' life on campus. It provides assistance to students who are in need of guidance in matters related to admission, examinations, fees, financial aid, academics, faculty, laboratories, IT services, library or any administrative matter.

These include:

- Financial aid and awards
- Academic counselling and advising
- Extra-curricular, co-curricular activities, and alumni services

Student Affairs' Office will patronize and strongly support:

- Intellectual and cultural activities like debates and quiz competitions
- IT exhibitions
- Software product competitions
- Workshops

Students will be encouraged to involve in different research and development, which will benefit our committees, under the overall supervision of Mr. Hikmathullah Barakzai, to promote such activities.

Table of Contents

WELCOME NOTE	2
PREAMBLE.....	3
STUDENT AFFAIRS' OFFICEEXAMINATION SCHEDULE	4
ACADEMIC ADMINISTRATION & EXAMINATIONS DEPARTMENT	7
ACADEMIC YEAR.....	7
MEDIUM OF INSTRUCTION	7
CREDIT HOURS	7
DURATION OF A COURSE	7
COURSE INSTRUCTOR	7
SEMESTER COURSE LOAD	8
SPECIAL CLASSES	8
LEARNING PROCESSES	8
STUDENT ADMISSIONS	8
WORKING DAYS & TIMINGS.....	8
NOTICEBOARDS.....	8
ATTENDANCE REQUIREMENTS	9
PUNCTUALITY	9
STUDENTS' EVALUATION	9
SESSIONAL MARKS	9
QUIZZES.....	9
ASSIGNMENTS.....	9
MID SEMESTER EXAMINATIONS	10
LABORATORY WORK	10
END SEMESTER EXAMINATIONS	10
EXAMINATION RESULTS AND TRANSCRIPTS.....	10
EXAMINATION SCHEDULE.....	10
GRADING SYSTEM	11
ANNOUNCEMENT OF RESULTS	11
GRADING SYSTEM	11
SCRUTINY OF RESULT	12
STUDENT'S IDENTITY CARD.....	12

CANCELLATION OF ADMISSION	12
ADMISSIONS IN SUBSEQUENT SEMESTER / YEARS OF STUDY.....	12
DURATION OF A PROGRAM	13
CANCELLATION OF ADMISSION	13
GRADE IMPROVEMENT.....	14
ADMIT CARD (CLERANCE)	15
MARKS DISTRIBUTION	15
AWARD OF DEGREES.....	15
CANCELLATION OF ENROLMENT / ADMISSION	15
RULES FOR THE EXAMINATION.....	16
FINANCIAL AID AND AWARDS.....	16
HAJI NADIR SCHOLARSHIPS FOR MERIT BASE STUDENTS.....	16
HAJI NADIR SCHOLARSHIPS FOR NEEDY STUDENTS	16
SCHOLARSHIPS FOR ORPHAN	17
GUIDELINES FOR WORKING IN ENGINEERING AND COMPUTER LABORATORIES	17
GENERAL CODE OF CONDUCT.....	18
DRESS CODE	19
RULES FOR THE LIBRARY	20
IMPORTANT CONTACTS	21

ACADEMIC ADMINISTRATION & EXAMINATIONS DEPARTMENT

The Academic Administration and Examination Department prepares the Institute's Annual Academic Calendar, manages registration of students, student records, transcripts, degree progress and semester. It is your source for clearance certificates, attestation of documents, letter verifying student status, and student's degree are also handled.

ACADEMIC YEAR

The Academic year is divided into two semesters: Spring and Fall. New Students are admitted to the Institute twice in a year in the Spring and Fall Semester. In each semester, the teaching and laboratory work are carried out in 16 weeks. A special classes are organized, if required for failures and repeaters students.

MEDIUM OF INSTRUCTION

The medium, of instruction at BIHE is English and students must, therefore, be able to demonstrate their capacity to function in English, since all lectures and student's assessment is carried out in English.

CREDIT HOURS

One-hour lecture per week is equal to one credit hour. One lab work session of 2 hours per week is also equal to two credit hour. In addition, most of the courses include tutorials, laboratory work, practice sessions, discussions, and seminars. Some courses also involve a case study or student project/field work.

DURATION OF A COURSE

Each course is of one semester duration (except the Final Year Project) and is executed as per course-plan, and concludes with a final examination held at the end of the semester.

COURSE INSTRUCTOR

An instructor is assigned to each course and he/she will be responsible for conducting the course, and awarding the grades to the students.

SEMESTER COURSE LOAD

Undergraduate students are expected to register for all five to eight courses (17 to 21 credit hours) offered in a semester. Students who are getting financial aid must take full semester course load.

SPECIAL CLASSES

This is a special class of 5 to 8 weeks' duration. It may be organized, if required, during the summer break.

Those students who wish to improve their previous semesters' GPA or pass their dues courses can enroll in summer semester. Student cannot register for courses from advance semesters or any course previously not studied by him/her. According to Ministry of Higher Education, the class will be only organized if there are at least five students enrolled for a particular course.

LEARNING PROCESSES

The learning processes are a combination of classroom lectures, group discussion, teacher facilitated hands-on lab exercises, and wherever possible, case studies. This may be supplemented by short written/oral presentations.

STUDENT ADMISSIONS

Admissions are held twice a year in the Spring and Fall Semester. Applications must be submitted online through BIHE website (www.benawa.edu.af). Prospectus can be downloaded from BIHE website All admissions are granted on merit. Full details are available in the Prospectus and on the Website.

WORKING DAYS & TIMINGS

Classes are held six days a week. BIHE offer two shifts (morning and evening) and are scheduled from 6:00 a.m. to 9:00 a.m morning and 4:00 p.m to 7:00 p.m evening respectively. from Saturday to Thursday. Students are, however, expected to spend a considerable portion of their weekends studying and doing course work.

NOTICEBOARDS

To remain fully informed about events and deadlines at BIHE, all students are requested to regularly check the various noticeboards placed throughout BIHE. Please remember, ignorance of

the rules/regulations/instructions issued is not an excuse. As a budding adult, you must learn what to do and at what time.

Further, teaching schedules are displayed on BIHE's notice boards as well as on BIHE's website.

ATTENDANCE REQUIREMENTS

Students are expected to attend every lecture and lab session of courses in which they are enrolled. Students who miss any lecture/lab session should make up missed work on their own.

Students are advised that they must attend at least 75% (Theory and Laboratory) classes repeatedly. Those who do not maintain this minimum attendance level or miss their periodical examination will not be allowed to appear in End Semester examination as per rules laid out by MOHE. To cover genuine issues such as medical, emergencies, etc. the 25% balance must be used.

PUNCTUALITY

BIHE expects students to be punctual, not only for their classes but also for all academic or social events, such as seminars, conferences, exhibitions, competitions, lectures etc.

STUDENTS' EVALUATION

Students' evaluation consists of two components: sessional marks and end semester examination marks. These components have a weightage of 40% and 60% respectively. For courses having labs, the weightage is 40% for lab sessional and 60% for final lab examination.

SESSIONAL MARKS

Sessional marks are based on a continuous assessment of the student throughout the semester and these are derived from Quizzes, Mid Semester Examinations, Assignments, and Lab work (if applicable).

QUIZZES

In each course, two quizzes of 5-10 minutes' duration are given throughout the semester, with or without prior intimation. An instructor may give more than 2 quizzes, in which case the average marks of all quizzes multiplied by 2 will be considered. Quizzes carry a weightage of 5% each.

ASSIGNMENTS

In each course, one assignment is given. The course instructor may give more than two assignments, in which best one assignment will be the will be considered. Assignments carry a weightage of 10%.

MID SEMESTER EXAMINATIONS

Mid Semester Examinations will be held in the 9th week of the semester. The student, who misses any Mid Semester Examinations due to any reason whatsoever, will get zero mark(s). Mid Semester Examinations carry a weightage of 20%.

LABORATORY WORK

For courses with laboratories, the laboratory work carries a weightage of 50% of final term.
LABORATORY ASSESSMENT

Laboratory Sessional	20 Marks
Laboratory Final	30 Marks

END SEMESTER EXAMINATIONS

The end semester examination is of two to three hours' duration for each course. Those, who miss an End Semester Examination due to any reason whatsoever, shall be awarded 'F' grade (zero marks). There will be no make-up of End Semester Examination.

Name of Examinations	Duration	Frequency per semester	Marks Weightage	
			Without lab %	With lab %
A .Theory End Term Examination	2-3 Hrs.	1	60	60
Mid Semester Examination	1-1.5 Hrs	1	1x20=20	1x20=20
Quizzes	5-10 Mins	2	2x5=10	2x5=10
Assignments		1	1x10=10	1x10=10
Practical	2-3 Hrs.	14-16	20 lab session 30 lab final	50

Table 1: Examination schedule and marking policy

EXAMINATION RESULTS AND TRANSCRIPTS

All matters related to Examination (including results, semester grade sheet, transcripts, and degrees) are handled by the Examination Office and, therefore, all inquiries should be addressed to that office only.

EXAMINATION SCHEDULE

The Examination Department announces the End Semester Examination Schedule which is displayed on the notice board normally two weeks before the Final examinations begin. Semester Grade Sheets are processed at BIHE's Examination Committee and are made available as soon as they are received.

GRADING SYSTEM

Grade Point Average (GPA) for any semester and Cumulative Grade Points Average (CGPA) for more than one semester shall be calculated as under:

$$\text{Grade Point Average} = \frac{\sum(\text{credit hours of a course} \times \text{grade point of the course})}{\text{Total Credit Hours the Courses}}$$

ANNOUNCEMENT OF RESULTS

The sessional marks will be announced by the course instructor and the result of the End Semester Examination will be announced by the Examination Department, Benawa Institute of Higher Education. Students can see their examination result on their student portal (student.beawa.edu.af) anywhere any time.

GRADING SYSTEM

Letter Grade	Grade Point	% Marks	Remarks
A	4.0	90– 100	Excellent
B	3.0	80 – 89	Good
C	2.0	70 – 79	Satisfactory
D	1.0	55 – 69	Pass
F	0.0	Below 55	Fail

Table 2: Grading Scheme

Course Code: A unique combination of letters and numbers that represent a subject taught in Institute.

Credit Hour: A unit to quantify the weightage of a course. One credit hour represents one lecture hour per week in a regular semester of 16 week, or 16 contact hours (teaching hours) per semester.

Total Credit Hours: Computed by summing credit hours for all courses attempted in the current semester.

Grade: Is the representation of obtained marks percentage through an alphabet, range from A – F.

Grade Points (GP): Is the numerical representation of grade, range from (0 - 4) multiplied by credit hours.

Marks Obtained: Marks obtained out of 100 multiplied by credit hours.

SCRUTINY OF RESULT

The process of scrutiny will be started immediately after the announcement of the End Semester Examinations results. Any student interested in the scrutiny may apply on the prescribed form along with the processing fee within 15 days of the announcement of the End Semester Examination results. No application will be entertained after this deadline.

STUDENT'S IDENTITY CARD

Candidates who are admitted shall be issued Student Identity Cards. All students are required to carry and produce original Student's Identity Cards issued by the Institute whenever required.

CANCELLATION OF ADMISSION

BIHE reserves the right to cancel or withdraw admission of any candidate.

ADMISSIONS IN SUBSEQUENT SEMESTER / YEARS OF STUDY

- Admission in any semester shall be allowed only during first three weeks after commencement of the classes of that semester.
- Admission in Fall Semester of any Year shall be open to any student. Similarly, admission in Spring Semester of any year shall be open to any student who was registered in Fall Semester of the preceding Year.
- Any student who fails to obtain at least 1.0 Semester GPA or 60 percentage in any semester shall remain on probation during next Semester. In any case, if such student still obtains less than 1.0 SGPA or 60 percentage in the subsequent semester he/she shall remain on second probation and shall be allowed to register in the following semester.
- Any further registration in subsequent semester shall be allowed subject to the condition that the student has obtained at least 1.0 SGPA or 60 percentage after second probation, otherwise; he/she shall not be allowed to register in subsequent semester and shall be required to improve grades of previous courses already attempted, provided that the admission of any such student shall be cancelled, who after being on second probation during Second Year Fall Semester fails to obtain 1.0 SGPA or 60 percentage on completion of that semester. Along with SGPA, the student shall also be required to fulfill the following conditions:
 - For admission in Third Year, the student must have passed all courses of the First Year, or 80% of the courses up to the Second Year.

- For admission in Fourth Year, the student must have passed all courses up to the Second Year.
- In all circumstances, re-admission to any student shall only be granted in the semester where the student has discontinued his/her study due to any reason.
- A student admitted in any semester can only register in courses offered in that semester. This is subjected to not having passed these courses earlier.
- Registration in at most two courses offered for any junior batch(s) in the Semester may also be allowed by the Head of the Department concerned in the following cases subject to payment of prescribed fees:
 - If the student has been admitted in Second Year Fall Semester on migration (university transfer) basis and consequently required to pass (additional) course(s) of First Year in which He/she is not eligible for exemption.
 - The student having been allowed to register any course(s) in which he/she had Failed earlier.
 - The student's request for registration in any course(s) as permissible under the following cases:

Any student who has passed all courses of any year of study and his/her CGPA is less than 1.0 or 60% may be allowed by the Head of the Department, concerned to repeat course(s) of that semester in which his/her GPA is less than 1.0.

 - The student will be allowed to register in at most two courses at any time, if simultaneously admitted in any other semester/year of study.
 - The student may, however, register in the course(s) as and when offered.
 - Better grades in course(s) shall be considered for determining his/her GPA/CGPA.

DURATION OF A PROGRAM

Courses of studies leading to the degree of Bachelor of Engineering (BE) and Bachelor of Science (BS) shall be of four (4) academic years' duration.

- Maximum seven academic years shall be allowed for each Four-year degree programme.
- Any student admitted in second year on migration basis shall have one year reduced from maximum allowable period.

CANCELLATION OF ADMISSION

- Admission of any such student of First semester of Studies in any discipline shall be cancelled who is not a candidate for the Semester Examination.

- Admission of any such student of any Year/ Semester who has been rusticated from the Institute on account of serious breach of discipline for any specified period shall be cancelled and notified. However, after expiry of the period the student may be allowed readmission in the same Year/ Semester with junior batch, if otherwise eligible.
- Admission and enrolment of any such student of any Year/ Semester who has been expelled from the Institute on account of major breach of discipline shall be cancelled after due process and subsequently notified. The student shall not be eligible for any subsequent admission in the Institute.
- Admission and enrolment of any such student shall be cancelled:
 - Who after being on second probation during Second Year Fall Semester fails to obtain 1.0 CGPA or 60% marks on completion of that semester.
 - Who without information fails to register in any Semester even after passing of the permissible registration duration.

GRADE IMPROVEMENT

- Any student who has passed all courses for grade improvement and his/her CGPA is less than 1.0 60% marks may be allowed by the Head of the Department concerned to repeat course(s) of that semester in which his/her GPA is less than 1.0.
- The student will be allowed to register in at most two courses at any time, if simultaneously admitted in any other semester/year of study.
- These course(s) can only be from the list of courses offered in the respective semester.
- Best grades for any courses obtained out of multiple attempts shall be considered for determining his/her GPA/CGPA.
- Any student who is eligible for award of degree but still desires to improve CGPA for any reason may be allowed by the HOD of the Department concerned, subject to the following conditions:
 - No provisional certificate/degree has been issued to him/her.
 - Duration of completion for the degree does not exceed the maximum limit of 7 years.
 - Students may be allowed to repeat all courses of the final year, if request for the same is received within two weeks of` announcement of result. This request should also include cancellation of his/her earlier final year results.

Note: These Regulations may be revised/corrected by MOHE (Ministry Of Higher Education) as and when necessary and shall be notified accordingly.

ADMIT CARD (CLERANCE)

- Admit Card or Clearance for the examination shall be issued to any student who is eligible/allowed to appear in the course(s) as mentioned on his/her Card.
- Admit Card or Clearance must be signed from student affairs office, finance office and head of department prior to appearing in exam.
- The Admit Card must be in possession of the student while appearing in the examination for any course for which he/she has been allowed.

MARKS DISTRIBUTION

- Marks distribution for each final examination and sessional evaluation shall be as follows: each theory paper, practical, design course shall have 60% marks for final examination and 40% marks for sessional evaluation.

AWARD OF DEGREES

Any student who was admitted in First Year and has passed all courses as prescribed for his/her discipline with CGPA of at least 1.0 or overall percentage of 60% shall be eligible for the award of degree in that discipline. The student must have passed institute included courses along with the mandatory coursework to get a degree.

CANCELLATION OF ENROLMENT / ADMISSION

- Admission of any such student of First Year of Studies in any discipline shall be cancelled who is not a candidate for the first Semester's final examination.
- Admission of any such student of any Year/ Semester who has been rusticated from the Institute on account of serious breach of discipline for any specified period shall be cancelled and notified. However, after expiry of the period the student may be allowed readmission in the same Year/ Semester with junior batch, if otherwise eligible.
- Admission and enrolment of any such student of any Year/ Semester who has been expelled from the Institute on account of major breach of discipline shall be cancelled after due process and subsequently notified. The student shall not be eligible for any subsequent admission in the Institute.
- Admission and enrolment of any such student shall be cancelled:
 - who after being on second probation during Second Year fails to obtain 1.0 CGPA or overall percentage of 60% on completion of that semester.
 - who without information fails to register in any Semester even after passing of the permissible registration duration.

RULES FOR THE EXAMINATION

The following are the rules to be followed during examination:

- Students are not allowed to leave the examination hall without the permission of the invigilator.
- Only one person at a time can leave the examination hall, if allowed.
- All students must carry their clearance cards during examination. If need be, the invigilator reserves the right to check the clearance of the students.
- During examination, students are not allowed to take out question papers and answer books from the room.
- Mobile phones are not allowed. In case of emergency, ask the invigilator for help.
- If a student is late by more than 30 minutes, he/she will not be allowed to appear in the examination. No extra time will be given.
- In case of any emergencies, a student may be allowed to leave the examination hall accompanied by an invigilator.

FINANCIAL AID AND AWARDS

BIHE offers a number of Scholarships, Grants and Awards to brilliant and needy students. It also offers concessions for siblings (existing student's brother or sister) and children of BIHE's staff members.

HAJI NADIR SCHOLARSHIPS FOR MERIT BASE STUDENTS

Different scholarships, Merit Certificates and some Cash Awards will be given annually or semester wise to students. The selection would be on the basis of obtaining the highest CGPA or overall percentage in each of the four disciplines i.e. in the Bachelor of Engineering (Civil), Bachelor of Electrical Engineering, Bachelor of Science (Computer Science) and Bachelor of Science (Software Engineering).

HAJI NADIR SCHOLARSHIPS FOR NEEDY STUDENTS

Haji Muhammad Nadir, Founder of BIHE, Scholarship would be awarded on need basis. Needy students from the new intake can apply for this scholarships. This scholarships offer full tuition fee and other expenses (if needed).

Note: The responsibility to establish the financial 'need' rests with the students. Students are advised to explore alternate funding sources before applying to BIHE. An evidence of such an

effort should form a part of application for financial assistance. Absence from or failure in any examination, lack of progress and assiduity in studies, breach of discipline or reprehensible conduct shall entail the loss of financial aid granted to any student.

SCHOLARSHIPS FOR ORPHAN

BIHE offer scholarship for orphans especially from military background. Selection for this scholarship is proceed by Ministry Of Higher Education (MOHE). Students who want to apply for this scholarships need to apply via MOHE.

GUIDELINES FOR WORKING IN ENGINEERING AND COMPUTER LABORATORIES

Students working in Engineering Laboratories are expected to observe the following guidelines:

- Leave your personal belongings such as bags, briefcases etc., outside the laboratory. The Institute will not be responsible for any loss or damage to these items.
- Equipment/Trainers/Accessories in the laboratory will be issued after submission of student's ID card.
- Equipment issued to the students should be handled with care. Any loss, damage or mishandling will be charged to the students. Further, relocation of the laboratory equipment is strictly prohibited.
- Students must be punctual, and they should be in the laboratory at most 5 minutes after the scheduled starting time. No student shall be allowed to enter the laboratory after the stated time.
- Laboratory Instructors/Faculty Members will consistently evaluate student's work and manuals accordingly.
- Procurement of laboratory Manuals prior to attending the laboratory is the responsibility of the student. Students will not be allowed to enter the laboratory without the concerned manual.
- Keep your mobile on silent mode when working in the laboratories. Complete silence should be observed when performing laboratory work, also listening to music and noisy behavior is not allowed. Moreover, avoid unnecessary discussions.
- Bringing or eating any food item such as, but not limited to, cold or hot drinks, chewing gum, Cigarettes, Naswar, etc., is strictly prohibited.
- Outsiders are not allowed to enter the laboratory without permission.

Note: Fines will be imposed if above rules are violated.

GENERAL CODE OF CONDUCT

BIHE's students should display exemplary behavior on the campus, as well as outside the campus. BIHE expects that students would follow the code of conduct given below both in academic and non-academics matters. Students who violate the rules are liable to face adverse consequences.

The following is the code of conduct for the students:

- Students are expected to be polite and respectful while interacting with their faculty members, fellow students, staff, and guests. Students should refrain from any action or words that portray disobedience, as it may result in fine, suspension or rustication.
- Public display of affection, swearing, use of foul language, threatening words is not allowed.
- Social etiquette and conduct should be in line with Afghani society and culture.
- Students are required to refrain from any malicious, false, and subversive propaganda or activity of any kind and to discourage such activities whenever encountered.
- Students, individually or as a group, should refrain from disseminating or causing to disseminate materials or engage in activities which will hinder or prevent participation of any student, faculty or staff of BIHE in the life of the Institute.
- Students will ensure that their actions do not endanger or threaten the health, safety or wellbeing of any person.
- Chewing *Naswar* using Cigarettes and spitting are strictly prohibited on campus and near the main gate.
- Smoking on campus is strictly prohibited. This policy applies to students, faculty, staff as well as guests, vendors, contractors, laborers etc.
- Carrying drinks and edibles in seminar rooms, classrooms, library, computer laboratories, engineering laboratories and workshops is not allowed.
- Use of MP3 players, cameras, mobile phones or tablets including exchange of SMS is prohibited in classrooms, library, computer laboratories, and engineering laboratories. Mobile phones may be allowed for emergency situations with permission of class teachers, and must be on silent mode.
- Students are not allowed to use faculty and staff phones.
- Expected class norms at BIHE:
 - Punctuality is mandatory. Getting to the class late will get you marked absent.
 - Maintaining decorum is expected and mandatory.
 - Exchanging of notes is prohibited.
 - Cellphones must be switched off.

- Throwing of litter around the campus other than in the garbage bin is prohibited. Students are advised to return used utensils to the canteen.
- Any attempt to deface, cause damage to or, steal institute's property will be treated as a criminal offense and may be reported to law enforcement agencies.
- All kinds of politics, campaigning, wall chalking, display of political banners, shouting slogans, etc. are prohibited on the campus.
- Students must not engage in any violent activity that may result in injuring someone or damage to the Institute's property. Grievances of any kind may be referred to the Student Affairs' Office.
- Writing on furniture and fixtures, wall or any other place not meant for writing (e.g. washroom) is an offense. Students are liable to be penalized.
- Students are responsible for their own belongings. BIHE administration does not take any responsibility for any loss of their property or valuables under any circumstances.
- Bringing or use of weapons, firearms/explosives or any material that may cause destruction is strictly prohibited. Any student indulging in these activities is liable to be expelled from the institute.
- Sale, possession or distribution of drugs is strictly prohibited. Any one violating this rule may be expelled from the Institute.
- Teasing of any kind is strictly prohibited at BIHE. Any student encountering any such activities are to immediately inform the Head of HR & Admin or The Student Counselor.
- Students may be permitted to form or carry on only such associations or clubs as are provided under the Rules. Such associations or clubs must be open for all the students regardless of religion, sex, caste, province, sect, community or political leaning. In no circumstances association, the object or membership of which is directly or indirectly sectarian, ethnic or political, be permitted. No member of the association or club can invite any outsider in Institute without prior permission in writing from the either a faculty member or BIHE Management.
- No functions are permitted to be held by the students in the Institute without prior permission in writing from the Director.

DRESS CODE

Students must respect our Afghani culture especially Islamic laws. They should dress in line with the expectation of public in general by displaying simplicity and respectability in their attire.

RULES FOR THE LIBRARY

- New students should get their library cards issued from the library by the prescribed date after submission of library membership cards.
- In case a student loses his/her library cards then the student should report the loss of card immediately to the librarian and apply for a duplicate card by paying AF 100.
- Every student must possess his/her library card while making use of the Library facility and produce the same to the library staff on demand.
- Membership card is nontransferable. Students must not lend their library card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
- Library cards must be renewed every semester on the date notified.
- Up to three books can be issued against BIHE library cards, each for three days.
- Issued book(s) will be reissued only once (subject to the availability and if it is not needed by someone else)
- Two Books will be issued against one BIHE ID card these books can only be used in the reading room.
- Reference material should not be taken outside the Library.
- Absence from the institute will not be allowed as an excuse for the delay in return of books.
- Under special circumstances, the librarian may refuse to issue books or recall the books already issued from any member without assigning any reason thereof.

IMPORTANT CONTACTS

BIHE's Official Facebook Page: "Benawa Institute of Higher Education"

Chancellor BIHE	chancellor@benawa.edu.af
Vice-chancellor of Academic Affairs	Vice.chancellor@benawa.edu.af
Vice-chancellor of HR, Finance & Admin	hr@benawa.edu.af
Vice-chancellor of Students Affairs	Student.affair@benawa.edu.af
Dean of Engineering Faculty	Hod.be@benawa.edu.af
Dean of Computer Science Faculty	Hod.cs@benawa.edu.af
In-charge IT	it@benawa.edu.af

