Standard Operating Procedure Mandatory **Helmet Policy** MBBS Students (Male & Female)

1.0 PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to enforce road safety measures, minimize the risk of head injuries, and promote responsible driving habits among all undergraduate MBBS students operating two-wheeler vehicles (motorcycles, scootees, and motorbikes) on and off campus.

2.0 SCOPE:

This policy applies strictly to all MBBS students (both male and female) driving or riding pillion on any two-wheeler vehicle (motorcycle or scootee) within the college premises, hostel areas, and public roads outside the campus.

3.0 ABBREVIATIONS:

HITEC	Heavy Industries Taxila Education City
IMS	Institute of Medical Sciences
HIT	Heavy Industries Taxila
SA Dept	Student's Affairs Department

4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 SA Dept / Administration

4.2 HIT & HITEC Security

4.3 MBBS Students

5.0 PROCEDURE

Mandatory requirements and guidelines are as under :-

5.1 **Compulsory Helmet Usage**. Wearing a standard protective helmet (properly strapped) is compulsory at all times while riding/driving a motorcycle or scootee.

5.2. This applies to both the rider and the pillion passenger.

5.3. **Identification & Entry**. HIT / HITEC security guards are authorized to inspect all two-wheeler riders at entry / exit gates and internal security checkpoints.

5.4. Students riding without a helmet will be denied entry to student parking areas and college premises.

5.5 **Penalty & Financial Fine**. Strict compliance with this policy is mandatory. Any student found violating this rule will be subject to disciplinary action:-

5.5.1 Fine Amount: Rs. 1,000/- per violation.

5.5.2 **Issuance**. A traffic violation slip may be issued by the HIT / HITEC security echelons / Disciplinary Committee / Manager Student Affairs.

5.5.3 **Payment**. Fines must be paid within three (3) working days of issuance and deposit the paid slip with the Finance Department / Student Affairs Dept.

5.6 **Responsibilities & Enforcement**

5.6.1 **HIT & HITEC Security**. Monitoring compliance at gates and parking areas; reporting non-compliant vehicle registration numbers.

5.6.2 **Student Affairs / Administration**. Processing violation records, collecting fines, and issuing official warnings & for record keeping.

5.6.3 **Students**. Adhering strictly to the policy to ensure their personal safety and set a positive standard as medical professionals.

5.7 **Effectiveness**. This policy will be effective forthwith.

6.0. RELATED DOCUMENTATION

Nil