The **Mission** of Forman Christian College (A Chartered University) is to impart, create and disseminate knowledge and to develop informed, ethical and responsible citizens who are prepared and committed to learn, lead and serve; persons who exemplify the FCC motto, “By love, serve one another.”

The **Vision** of the college is to be recognized as one of the very best colleges in the entire subcontinent. This is in keeping with the distinguished reputation established during the first century in the life of the college.

The educational programmes and the faculty approach to teaching are designed to graduate:

- “Empowered learners” with strong written, oral and quantitative skills that they can use to evaluate a constant flood of information. The idea is to create in students the ability to think independently and critically, solve problems and continue a lifetime of self-directed learning;

- “Informed learners” who understand global and cross-cultural relationships, value the philosophy and history underlying the nation of Pakistan, and are fluent in both their native language and English;

- “Responsible learners”, who understand the ethical consequences of actions and are well groomed to be active citizens who accept their public duty and participate in the decision-making process of democracy.
BACCALAUREATE STUDENT HANDBOOK

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We are very glad that you are a student of Forman Christian College. The college has a wonderful history, and our graduates have had a profound impact upon Pakistan throughout the history of the nation. In part, that is because of the values and discipline that they learned as members of our student body.

We are trying to develop a total program that will enable you to develop your God given abilities to the greatest possible degree. We have an excellent faculty of good teachers who are available to help you with your studies. We offer a variety of services that are designed to make the FCC experience more enjoyable and helpful for you. And, of course, there are certain rules and regulations that are necessary to support a quality of life on campus that is essential for a quality educational experience.

This Student Handbook outlines many of the services available to you, and is a ready reference guide for those standards of behaviour and expectations that are important for your success as a student at Forman Christian College.

Your years at FCC will be challenging, and I trust that they will be fun and rewarding as you prepare for your future.

Best wishes,

James A. Tebbe
Rector
MESSAGE FROM THE DEAN OF STUDENTS
Welcome to the 2012 – 2013 academic year at Forman Christian College. We are happy that you are here and hope that this will be a great experience for you both academically and personally. This handbook is designed to help make that happen. In here, you will find information about what we expect from you and what we can do for you. Please read it carefully and become familiar with it, as you will be held responsible for knowing this information. Please read the entire handbook at least once. I know it doesn’t seem like it will be that important, but almost everything you need to know is in here. It will make your first weeks and months here much easier and more pleasant if you are aware. If you have questions about anything in this handbook, please feel free to come by my office in the Ahmed Saeed Administration Building.

There are several items in the handbook that I want to bring to your attention. The first two are the Core Values and the Shared Commitment. These documents are currently unique to Forman Christian College and may require some explanation. Our mission at Forman is to graduate students who are not just academically excellent but who are individuals of quality and character; people we are proud to call “Formanites”. This means that we set goals for standards of behaviour both here on campus and outside of campus. After all, you do represent this university wherever you go. The faculty and staff of this campus created our Core Values document in an effort to define what qualities are important for all of the members of our campus community. We ask our faculty and staff as well as our students to live up to this. These were not carelessly chosen. These are qualities that will help all of us be successful now and in the future. They will also help us as we work together here on campus. That is where the Shared Commitment Document comes in.

The opening paragraph of the Shared Commitment states our purpose; to create a community in which all members can take pride. It is simply a statement of what is expected from each member of this community. Those expectations come from the Core Values as well as accepted standards of behaviour. We are asking all members of the community to sign it and, by doing so, accept the responsibility for helping to create an environment that supports the mission and vision of this university. We are working to help you become men and women who are self-disciplined and who take responsibility for your actions and choices.

The third item that requires special attention from you is the graduation requirements. Please look at these carefully and be sure that you understand what is required of you. At the end of your 4
years here, you will only be able to graduate if you have met all of these requirements. Learn them now so you will not meet any unpleasant surprises 4 years later.

There are many people to help you but, ultimately, your success here is up to you. You are the one who must attend classes and do the work assigned to you to the best of your ability. More than anything else, your attitude will determine how well you do here. The choices you will make this year will affect your opportunities for the rest of your life, so choose wisely. If you need help, ask for it. That’s why we are here.

Cheryl Burke
Dean of Students
The faculty and staff of Forman Christian College seek to live by and to teach students the Core Values of the College. In a variety of different settings students are asked to learn and live by the following values:

**Integrity**
I will speak the truth and keep my commitments. I will take my responsibilities seriously and fulfil them to the best of my ability.

**Excellence**
I will be steadfast in my pursuit of excellence. I will set high standards in my intellectual life, personal behaviour, and interpersonal relationships. I will honour the traditions of the college and preserve the beauty of the campus.

**Respect for the dignity of each human being**
I will treat others with respect, kindness, generosity of heart and compassion. I will accept and tolerate differences. I will handle disagreements with candour and civility.

**Discipline and Accountability for my actions**
I will uphold the policies of the college and follow the rules and regulations. I understand that behaviour has consequences. This understanding is an essential component in the development of my self-discipline.

**Fairness and Justice**
I will be fair in all of my decisions and work toward justice for others.

**Service**
I will live the motto, “By Love, Serve One Another” knowing that serving others is a way of life that will enrich the community and the nation in which I live.

**Community**
I will take the concerns of others in the college community to heart. Because we are bound together by common purposes, objectives and values, the welfare of all will be my concern.
A SHARED COMMITMENT

The Shared Commitment is a statement of ideals and expectations that are important to the quality of life of Forman Christian College as a learning community. It asks each student to accept responsibility for creating an environment of excellence and humanity that supports the academic mission of the university. This will allow all students to be members of a community in which they can take pride.

My choice to join the community of students, faculty, administrators and staff of Forman Christian College, means that I commit myself to the essential core values and standards embodied in the mission and vision of the university. I acknowledge that I have the following responsibilities:

1. To study and to use my abilities and opportunities to pursue personal academic growth and excellence

2. To conduct myself with integrity. I will speak the truth and keep my commitments. I will take my responsibilities seriously and fulfil them to the best of my ability

3. To respect the dignity and rights of each human being. I will treat others with respect, kindness, generosity of heart and compassion. I will accept and tolerate differences. I will handle disagreements with candour and civility

4. To be committed to Excellence. I will be steadfast in my pursuit of excellence. I will set high standards in my intellectual life, personal behaviour, and interpersonal relationships. I will honour the traditions of the university and preserve the beauty of the campus

5. To be self-disciplined and accountable for my actions. I will uphold the policies of the university and follow the rules and regulations. I understand that behaviour has consequences. This understanding is an essential component in the development of my self-discipline

6. To be fair in all of my decisions and work toward justice for others

7. To respect the rights and property of the university and to protect its reputation as a university of distinction with a student body of high quality

8. To take the concerns of others in the university community to heart. Because we are bound together by common purposes, objectives and values, the welfare of all will be my concern

9. To live by the motto By Love, Serve One Another knowing that serving others is a way of life that will enrich the community and the nation in which I live. I will seek out opportunities for leadership and service

I realize and agree that my commitment to these ideals obligates me to abide by and uphold all university regulations concerning student behaviour stated in the Catalogue and the Student Handbook. It also obligates me to work with other students to prevent the following
behaviours, which most seriously threaten the freedom and respect which Forman Christian College students enjoy:
1. Academic Dishonesty such as Cheating and Plagiarism
2. Chronic Interference with the Right to Study
3. Wilful Destruction of Property
4. Theft
5. Personal Violence and Behaviour that poses a threat to any fellow student, faculty or staff member or that disrupts the normal flow of academic work or co-curricular activities
6. Attempt to bribe or coerce faculty members in order to secure a better grade or attendance record
7. The possession, use or consumption of alcoholic beverages, hard liquor or drugs on the university campus
8. Possession of weapons of any kind on campus
9. Smoking cigarettes or other tobacco products on campus
10. Sexual Harassment
11. Having a cell phone on during a class or in my possession during an examination

When I am on campus, I will be appropriately dressed in accordance with the dress code for an FC College student and have my I.D. Card with me and visible at all times

I understand that if I violate any of the rules and regulations of the university there will be appropriate consequences determined by the university.

Signed _________________________________ Roll Number ___________
FREQUENTLY ASKED QUESTIONS
FREQUENTLY ASKED QUESTIONS
(If you have questions that are not in this handbook see your advisor).

This is not intended to be a list of EVERY question you might have. If the question you have is not on this list, look at the table of contents in your handbook and see if that directs you to what you need to know. If you still can’t find the answer, come by the Dean of Students’ Office and we will help you figure it out.

What are the dues for Parking?
Rs. 2000/- per year for car and Rs. 1000/- per year for motorcycle.

How do I get a parking sticker for my motorcycle or car?
Pay the annual parking fee in the accounts department and then take the bank payment slip to the Chief Proctor’s Office in Susheela Building room 02 for the Parking sticker.

My contact information has changed. How do I let the college know?
Please go to the academic office in Ahmad Saeed Building room 002 and fill out a Change of Address form. Be sure to let your advisor know as well.

Do I really have to attend classes?
Yes. There is a great deal of evidence to show that students who attend classes regularly are more successful academically. The university attendance policy for Baccalaureate students is on page 23. The policy for each course is in the course syllabus.

How do I apply for financial assistance?
The Director of Financial Assistance in Ahmad Saeed Building room 006 can help you with this.

Can I pay my fee in instalments?
See the Chief Fiscal Officer or Chief Accountant in Ahmed Saeed Administration Building, room 037.

Is my scholarship or financial assistance affected by my attendance and my grades?
YES!! If you do not attend classes and keep your grades up, you may lose your financial assistance or scholarship.

What CGPA do I need to maintain in order to keep my financial assistance?
If your CGPA falls below 2.0, you are in danger of losing your scholarship or financial assistance. The minimum requirement is 2.0.

I know someone who wants to come to Forman next year. Where can they find out about admissions?
The Admissions Office in Ahmad Saeed Building room 004 & 005.
I have a family member or friend of the family who is a Formanite but they do not receive information about alumni events. The Office of Alumni Relations and College Advancement in Ahmad Saeed Building room 137 would be delighted to register all of our alumni. Please ask any Formanite you know to call or come by the office to do that.

I need a character certificate/proof of attendance/transcript or list of courses taken. The Academic Office in Ahmad Saeed Building room 002 can help you with all of these types of things.

How do I get involved in one of the sports teams on campus? The Sports Office is located in Lucas Centre next to the canteen.

How do I get involved in one of the societies on campus? The list of societies and the names of the advisors is on the university website: www.fccollege.edu.pk Contact the advisor or you can also contact to Director of Student Activities in Ahmad Saeed Building in room 012.

Where can I attend Friday Prayer (Juma) Prayer? There are mosques located in the residential areas behind the West Hall hostel and the Velte Hall hostel. Friday Prayer (Juma) Prayers are offered in the mosque near Velte Hall.

When can I attend chapel? A Chapel service is held each Friday in the chapel next to the library at scheduled timings.

Are there Bible Studies available? Yes. See the Chaplain for days and timings. His office is located in the building behind the Chapel. (ICF Building)

Where do I go for information about transferring to or from another college in Pakistan? Academic Office in Ahmad Saeed Building room 002.

Can I get information about colleges and universities overseas? Yes, in the Office of Career Services in Ahmad Saeed Building room 014.

If I don’t know who my advisor is. I want to change my advisor. I can’t find my advisor. then where should I go for help?

See the Dean of Students in Ahmad Saeed Building room 010. Advisors will not be changed except when a student declares a major or changes a major or in very unusual cases.
How do I register for classes?
You will meet with your advisor to select your courses. The procedure and location for registration will be posted on campus notices boards.

How do I change courses/Sections?
This is called dropping and adding. You can drop a course and add the other one. Changing a section is the same thing as changing a course. For more details, see page # 27.

What if I want to add a class after the dates in the handbook?
Once the dates for adding a class have passed, you will not be allowed to add a class. We do not make exceptions to this because you miss too many classes if you add after the first week.

What if I want to drop a class?
See page # 27 for detail.

What if I want to withdraw from a class?
See page # 28 for detail.

What is the difference between dropping and withdrawing from a class?
A class can be dropped without showing up on your transcript at all as long as you do it prior to the deadline listed on the academic calendar. After that date, you may withdraw from a class until the Friday before the last week of classes. However, the class will appear on your transcript as a W.

How does dropping or withdrawing affect my academic standing?
If you drop or withdraw from a class it does not affect your GPA. However, you will not receive any credit for that class. So, you must make up those credits during another semester in order to maintain satisfactory academic progress and be able to graduate on time. At the end of 4 years each student must have completed 130 credit hours.

What if I want to withdraw from all of my classes?
Any full-time student who is contemplating official withdrawal from the College while the semester is in progress but plans to return the following semester must meet with the Dean of Students. If they are not returning to the college for the following semester, they must see the Vice Rector. A student is not considered to be officially withdrawn until the appropriate papers are filed and processed through the Academic Office. If a student stops attending class but does not officially withdraw, he or she will receive F’s on the grade report.
What is a syllabus?
A syllabus is the outline of a course. It includes dates for assignments, projects and exams as well as attendance policies for the class and information about how your grade will be calculated. You should receive your syllabus by the end of the first week of classes. If you do not receive one, speak to your class instructor.

What is a transcript?
Your transcript is your permanent academic record. It includes your grades, number of credits taken and your Cumulative/Grade Point Average. This is maintained by the college and shared with authorized personnel and, at your request, with other colleges or universities. Copies are available to you through the Academic Office for use in applying for further education, employment or other situations requiring this information.

What is a Grade Point Average (GPA) and how do I know what mine is?
A Grade Point Average is the average of all of the grades you have received during your course of studies. Your letter grades are transferred to point values (see page 28) and then multiplied by the number of credits you received for that course. This is done for all of the courses you have completed. Then, those point values are added together and divided by the total number of credits you have taken. Your advisor has a form you can use to figure this out. Your Grade Point Average (GPA) for the current semester and your cumulative GPA will be written on your grade reports.

I’m really interested in my major but am worried I won’t be able to find a good job when I graduate.
We have a Director of Career Services in Room 014 on the ground floor of Ahmed Saeed Administration Building. He can help you with information about career opportunities in a wide variety of fields.

What is Academic Probation? How do I stay off or get off of the probation list?
Academic Probation is an indication that you are not making satisfactory academic progress. This means that, based on your current GPA, you would not be eligible to graduate. For complete details as to what GPA is required see page 27 in this handbook. If you still need assistance with this, see your advisor or the Dean of Students. If you are on the academic probation list, you must attend all classes and meet regularly with your advisor.

How do I get on the Vice Rector’s List?
Your Grade Point Average must be 3.75 or above during any semester. The Vice Rector’s list is based on the semester GPA.

How are my grades determined?
The requirements and percentage weight for each assignment and exams is given in the course syllabus you will receive in each class. Your professor will calculate your percentage grade and then will assign a letter grade based on that calculation. The letter grades and point values are listed on page # 28 of this handbook.
What are the graduation requirements for the Baccalaureate program? BA/BSc Honours? BIT/BCS or BSc Business?
All graduation requirements are listed in the Catalogue (Prospectus). Your advisor can help you with this as well.

When should I complete my general education requirements?
By the end of your 5th semester so you can focus on your major course.

What are the competency tests and how can I prepare for them?
Competency tests are designed to test for a minimum level of competence in 5 areas, written and spoken English, written Urdu, Quantitative Skills and IT skills. These tests do not affect your GPA. They are pass/fail only. You must pass all 5 to graduate but you may take the tests more than once. The courses you take for general education in these areas should prepare you for the tests. There are also study guides available in the library and university website.

When are the competency tests being offered?
These tests are offered 3 to 4 times each year. The dates are listed on the Academic Calendar on the website: www.fccollege.edu.pk
And will also be posted around campus at the beginning of each semester.

What is a major?
A major is the discipline which a student chooses to pursue as his or her primary field of study. All students must have a major in order to graduate. Once you choose major you must fulfill the requirements mentioned in the Catalogue.

How do I declare my major?
You will receive a form from your advisor. Once you have filled it return it to the advisor.

Is it ok to change my major?
Yes. You may change your major at any time. However, you are still required to complete all requirements in your new major so changing your major late in your program may delay your graduation.

How do I change my major?
See Page 31.

What is a minor?
A minor is a discipline you choose as a secondary focus. It requires fewer courses or credits than a major. Not all departments offer minors. The Catalogue (Prospectus) has the information about the minor requirement for each department that is offering one.
How can I form a new Society?
See the Director of Student Activities in Ahmad Saeed Building room 012.

How do I reserve space on campus for social or academic events?
See the Director of Student Activities in Ahmad Saeed Building room 012 for a reservation form and directions for reserving any event.
HOW CAN WE HELP YOU?
The faculty and staff of Forman Christian College want to assist you in any way we can. This section is intended to give you information about where you can go to get the assistance you need. Please read through this and become familiar with it. While all of us are willing to help, going to the right place for your information will ensure that you get the correct information and will save you the frustration of going from office to office.

**Academic Office**
The Academic Office is located on the ground floor of the Ahmed Saeed Administration Building Room 002. The Academic Office is the first place to go if you have questions regarding anything having to do with academics. This includes attendance, academic standing, roll number slips, transfers to or from other colleges and any forms you may need such as character certificates, equivalence certificate, hope certificate, migration etc.

**Accounts Office**
The Accounts Office is located on the ground floor of the Ahmed Saeed Administration Building Room 038. Kindly contact this office for questions regarding financial matters. If you need to make arrangements to pay fees by instalment, contact the staff handling tuition fee matters in the accounts office. They will assist and guide you, in choosing the best plan for you.

Email: fccaccounts@fccollege.edu.pk

**Financial Assistance Office**
The Financial Assistance Office is located on the ground floor of the Ahmed Saeed Administration Building Room 006-007. All information regarding financial assistance can be obtained from this office.

**Admissions Office**
The Admissions office is located on the ground floor of the Ahmed Saeed Administration Building in Rooms 004 and 005. Information regarding admissions to the various programs at Forman Christian College and the procedures and deadlines are available here. If you know students who are interested in joining FC College or if you would like to help to arrange a visit to your secondary school to recruit new students, please see the Director of Admissions. Admission information is also available on the college website www.fccollege.edu.pk

**Alumni Relations and College Advancement**
This office is located on the first floor of the Ahmed Saeed Administration Building in suite no 137. All activities regarding alumni and fund raising for the college go through this office. If you have family or friends who are alumni of Forman and they have not registered with the alumni office, please ask them to do so.

**Career Services**
Career Services is located on the ground floor of the Ahmed Saeed Administration Building Room 014. The Director of Career Services has information on various career opportunities both in
Pakistan and abroad. There is a library of information on foreign colleges and universities. If you would like guidance on your future career or information on opportunities in your chosen field, the Director of Career Services can assist you. This office arranges frequent guest speakers on campus and has information about opportunities for job fairs and speakers off campus as well. This information is posted around campus as well as being available in the office. You can also visit or join career services page on Face Book or you can join or visit campus career web portal for on-line CV building and job processing at the following link http://fccollege.rozee.pk

**Director Internships**
An internship is an opportunity to integrate career related experience into education by participating in planned, supervised work. The Department of Internships contributes to the student’s personal and professional development through challenging work assignments and also includes career related experiences that complement what is learned in the classroom. Internees will have an evaluation process at the conclusion of the internship. Both academic credit or non-credit internships are available.

**Dean of Students**
The Dean of Students’ Office is located on the ground floor of the Ahmed Saeed Administration Building in Room 010. The role of the Dean of Students is to provide support to students throughout their academic career. This includes overseeing the academic advisors, and answering questions regarding courses or general “how to be successful in college” questions. The Dean of Students works with other administrators on campus to improve the quality of student life. If you have suggestions or concerns about things going on around campus or if you need assistance, please feel free to go by this office.

**Student Activities Office**
There are a wide variety of activities available to you as students. The Director of Student Activities oversees all of these activities and the societies on campus. There are academic societies as well as societies in various areas of special interest. Information on the societies and student events on campus is available from the student activities office. It is located in the Ahmed Saeed Administration Building, Room 012.

**Counselling Centre**
The University Counselling Centre (UCC) is an essential part of any modern educational set-up. The University environment may be challenging for some students in many ways. Some of the issues students face and want to discuss may include:

- Unsatisfactory academic performance
- Peer pressure
- Eating disorder
- Substance abuse
- Experiencing a traumatic event
- Difficulty in handling some interpersonal/intrapersonal problems
- Identity confusion
Such issues if left unattended may become a continuous source of anxiety and stress. Willingness to identify, recognize, and resolve problems is a wise step and sign of strength and not a sign of weakness. University Counseling Centre at FCC is available to deal with such issues. All the services at UCC are free of charge and completely confidential. Unless required by law or specific circumstances, no information is shared without students’ consent. UCC is located at ground floor of ASAB in room number 16. Except in an emergency; students need to make appointment to seek help from the Counselor.

Chief Proctor and Proctorial Board
The Chief Proctor’s Office is located on the ground floor of the Susheela Building (P-Block) in Room 02. He is the Head of the Proctorial Board that is responsible for maintaining discipline on campus. They work closely with campus security and with the other offices to help ensure a safe and comfortable environment on the campus. Any concerns regarding discipline should be directed to one of the prefects or proctors on campus or to the Chief Proctor.

Security Office
The Security department is primarily responsible for the safety and security of all personnel and assets on the campus. However, in order to enhance the security vigilance in and around the campus many new security procedures have been introduced. It is crucial that all students, faculty and staff members share their security concerns with the security office. Whenever any suspicious or unusual happening is observed on the campus, immediate reporting to the security office is imperative.

It would be appreciated if all concerned faculty member and presidents of student’s society while planning any outdoor event on the campus, which includes visitors, vendors and caterers, may approach the security office for their necessary security clearance before hand.

Director Security’s office is located in Ahmed Saeed Administration building in room number 28 and is functional twenty four hours a day, seven days a week. Please feel free to walk in when ever deemed necessary. You are also welcome to get in touch with the office on extension number 336 and on cell phone 0321-5076808.

Hostels
We have residential space for university students in two hostels on campus (one for men and one for women) and in two hostels off campus. The spaces in these hostels are for students who live outside Lahore. Hostel accommodation is limited and seats are allotted on merit. The hostels provide students facilities for healthy and comfortable living. Each hostel has a common room for recreation. Meals are served at fixed times in the dining hall of each hostel. Any question regarding the hostel can be directed to the chief warden hostels. Hostel counter is located in the main Accounts office in Ahmed Saeed Administration Building.

Religious Services
There are a variety of opportunities available on campus for students to grow spiritually and to participate in religious activities. The Religious Studies department offers courses in Islam and
Christianity and the faculty of this department are available to students if needed. There are two mosques on campus. The smaller one is located near the West Hall Hostel and the main one is located near the residential section behind the hostels. Juma prayer is offered at the main mosque each week. Class timings are shifted on Friday so that all students who wish to do so may attend.

The college chapel is located next to the library. Bible Study and Chapel are held weekly. A schedule for days and timings will be posted at the beginning of the academic year. The College Chaplain has an office located in the back of the ICF Building (behind the chapel). There is also a mentoring program in place for minority students run by the Principal. His office is located in the Sinclair Hall on the first floor, Room 006.

Sports Office

There are many opportunities here to be involved in sports activities. We have intercollegiate teams in different games as well as intramural matches and teams in a wide variety of sports. Sports equipment is also available for checkout from incharge daily sports equipment. For information about checking out sports equipment, joining a team or use of the swimming pool or grounds contact/visit the sports department located in Lucas Centre, next to the Canteen.
ACADEMIC POLICIES AND PROCEDURES
Student Records
Forman Christian College guarantees both the privacy and the confidentiality of all student educational records and a student’s right to access those records. The official custodian of student records is the Assistant Vice-Rector. Access to student records is limited to the student, the student’s parent or guardian, current instructors, Assistant Vice-Rector’s staff, counselling and administrative staff with legitimate interests, authorized officials of the government and accrediting agencies, and persons bearing a lawful judicial order or subpoena, or any party designated by written consent of the student.
A student or former student has the right of access to his or her records. However, the College may deny access if the student has unpaid financial obligations to the College. Requests for access or copies of records must be made in writing to the Assistant Vice-Rector who will comply within seven (7) business days. Following review, a student may request any portion of his or her record to be expunged or edited, provided that supporting documentation is produced or available.

Bachelors Degree Attendance Policy
Students in the Bachelors Degree Program must have an attendance percentage above 67% in a subject in order to appear for the final exam in that subject. Students below 67% in one subject but at or above that percentage in other subjects may take his or her other exams but not the one in which there is an attendance shortage. This is a minimum requirement to take the exam. If there is a written policy established in the syllabus of a particular course, that policy takes precedence over this one. E.g. If a course syllabus states that 75% is required to take the exam, that will become the minimum for that course.

The weight given to attendance in grading is up to the individual instructor and the syllabus for each course. Students are responsible for adhering to the attendance requirements outlined stated in the approved syllabus for each course. The student is responsible for all class work and assignments missed due to absence (excused or unexcused). If any student accumulates absences or fails to do class work to the extent that, in the instructor’s opinion, further attendance in the class appears to be of little value to the student or is detrimental to the best interest of the class, the instructor will issue a warning to the student and encourage the student to drop the course.

If students must miss classes due to a College-approved extracurricular activity, the person responsible for that activity must get permission from the Vice-Rector prior to the activity. The Vice-Rector will then see that the appropriate faculty members are notified of the student’s absence. Students will have ten (10) days to make up missed work unless the course instructor agrees to other arrangements.

Academic Mentoring
Each student will be assigned to a faculty member who will serve as his/her Mentor. The Mentor will work with the student to select courses and a class schedule along with other issues students may face. Once a major program of study has been selected, the student will be assigned a Mentor from that department. It is each student’s responsibility to meet with his or her advisor at least once each semester to review his or her academic progress. Students will have as much guidance as they need and as much freedom as they can responsibly handle.
Academic Dismissal and Readmission

Students who are Academically Dismissed will not be permitted to enrol at Forman Christian College for at least one (1) full semester (Spring or Fall). If a record is consistently poor, a student may not be permitted to return.

Any student who has been Academically Dismissed from Forman Christian College and wishes to be readmitted as a full-time student must submit a completed Application for Readmission to the Office of the Vice-Rector and meet all conditions for readmission. If the student has taken coursework at another institution while on dismissal, an official transcript of that work should be forwarded to the Vice-Rector as part of the Application for Readmission.

Academic Integrity

Importance

Academic Integrity is an essential part of all good teaching, learning, research and knowledge building. Academic integrity, including ethical behaviour, intellectual honesty, respect for the work of others, credit when that work forms a base for our own work, and taking responsibility for our own work, are all a critical part of the academic community.

Academic integrity must begin from the first day at university and build into a habit that lasts for life. Without academic integrity, it is not possible to have a true university that teaches how to think or which build new knowledge for the benefit of mankind.

Expectations

All members of the academic community are expected to:

1. Conduct themselves with honesty and integrity at all times.
2. Credit the work of others, as appropriate.
3. Conduct research in an ethical and accurate manner, with the work of others cited appropriately.
4. Follow the ethical expectations of their discipline.
5. Honor the confidentiality of personal information of others in the academic community or of research subjects.
6. Research the intellectual property rights of others.

Students are expected to:

1. Come to class regularly and on time.
2. Clarify any assignments or expectations they do not understand.
3. Complete all assignments on time, without assistance from others, unless this is permitted by the professor.
4. Avoid the use of any aids or extraneous information on quizzes, midterms, or exams, unless explicitly allowed by the professor.
5. Recognize that excused absences are a privilege, and students are expected to provide accurate information when obtaining these.
Breaches of academic Integrity

Coursework
Students may not:

a. Use any method to cheat on exams.
b. Plagiarize or copy the work product or ideas of others, in any way, without adequate citation. This includes assignments done by other students themselves for a different and/or earlier course.
c. Attempt to bribe or intimidate any other student, professor, or staff person in relation to academic work or for personal gain.
d. Impersonate another student in class or for exams or any assignment.

E. Sabotage the work of other students or faculty.

F. Conceal or remove information or material so that it is not available for others.
g. Violate confidential information.

Research
Member of the academic community may not:

a. Plagiarize or use the work of others whether written work, lab results, or ideas, without appropriate credit.
b. Falsify results, data, findings, observations or any other information through active falsification or omission.
c. Intentionally mislead others about the importance of academic information.
d. Coerce a faculty member into suppressing the results of his research.
e. Violate the confidentiality of respondents or participants in any research activity.

Documents
No member of academic community may:

a. Present degree or other documentation of achievement that is not valid.
b. Present false or misleading information to obtain extension, absence, or to retake exams or take them later.
c. Expropriate or abuse a position of trust to utilize ideas, data, or other information gained in a peer review or pre-review process or in reviewing proposals for funding.

Reporting breaches of Academic Integrity
For Students

1. When a faculty member believes that a student has violated academic integrity, he or she will confront the student. The faculty member will check with office of Vice Rector to see if this is a first or subsequent breach of academic integrity.
   a. If this is a first offence, and the student does not contest the charge, the student will fail the assignment, the faculty member will report the incident to the Office of the Vice Rector along with whatever
documentation is relevant. The information will be put into the student’s file. In this instance there is no AIC hearing.

B. The faculty member must notify the following: the Vice Rector’s office, the head of the relevant department, the dean of the relevant faculty, the student’s advisor, the Dean of students, and the student concerned.

c. If the student contests the charge or the penalty, or if it is a second of subsequent offences, or a very serious offence, the faculty member will refer the case to the AIC, using the appropriate form, with copies notifying the student, the advisor, the Dean of Students, the relevant dean, and the head of department. The faculty should attach whatever documentation exists of about the breach. the offence should be reported as soon as possible, but no longer than five working days after discovery of breach.

2. A Student may report a breach of another student’s academic integrity to the professor or to the AIC in writing, signing the accusation.

3. A staff member may repost a breach of students academic integrity to the AIC with appropriate documentation.

4. The breach must be reported within 10 working days of discovering breach.

Academic Due Process and Grievance Procedures
A student may formally appeal a grade only if the student has failed to complete the course satisfactorily (earned a grade of “D” or “F”) or if the student can provide evidence of unfairness or discrimination. Grades may be formally grieved until thirty (30) days into the following full semester. A student who has an academic grievance must initiate and follow the procedures outlined below. Failure to follow the procedure shown below will result in ineligibility for Academic Grievance Board review.

1. The student must first speak to the faculty member who issued the disputed grade.

2. If the matter cannot be resolved satisfactorily in Step 1, the student may request a meeting with the Academic Department Chairperson within three (3) working days of the initial meeting. The Department Chair will convene a meeting with the student, the faculty member, and the Department Chair within five (5) working days of the request. The role of the Department Chairperson is to act as mediator between the student and the faculty member. The faculty member will be asked to provide documentation of how the grade was determined (i.e. final exam papers, attendance records, grade book).

3. If the matter is not resolved satisfactorily with the Department Chairperson, the student may appeal to the Vice-Rector. A student wishing to pursue such a grievance should submit a written application to the Office of the Vice-Rector. Only students submitting a signed application will be granted an appeal hearing.

Academic Probation
Students are expected to maintain good academic standing. Official notification concerning academic standing will be given to all full-time students whose performance does not meet the prescribed standards of the College. After each semester, the Academic Standard Committee and
the Vice-Rector will determine whether students experiencing academic difficulty will be placed on Academic Probation, continued on Probation with a warning, with suspension for one semester or dismissed from the College. Academic Dismissal carries specific conditions established by the Academic Standard Committee (see below).

The designation “Academic Probation” will appear on the student’s transcript. It is used to alert students that the quality of their work is below that required for graduation. It is also a way of informing the student that, unless improvement is seen in the following semester, they may be dismissed.

The criteria for determining Academic Probation is:

<table>
<thead>
<tr>
<th>Semester Hours Completed</th>
<th>Cumulative GPA (CGPA) Required for Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-35</td>
<td>1.50</td>
</tr>
<tr>
<td>36-64</td>
<td>1.75</td>
</tr>
<tr>
<td>65 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students with academic troubles who have been placed on probation must:

- Attend all class meetings of every course in which they are enrolled.
- Schedule meetings with their academic advisors at least once every two weeks.
- Adhere to any other provisions established by the Academic Standard Committee.

Any student who fails to observe the conditions of Academic Probation is subject to review at any time by the Academic Standard Committee and/or the Vice-Rector and may be dismissed from the College.

Drop/Add and Withdrawals (from course or college)

Add and Drop Policy and Procedure

Students will have a fixed period of time in which to register for classes for the next semester. Registration will close, thus allowing for a period of time prior to the semester in which administration can make needed adjustments to course offerings and faculty loads.

A two-week Add/Drop period will start seven (7) calendar days before the first day of classes in that semester. The Add/Drop period will continue through the end of the fifth (5) day of classes (exclusive of weekends or other breaks and holidays). Withdrawing from a class after this time will result in either a WF or a WP. During Add/Drop time students will be allowed to add classes and drop classes as necessary. It is intended that most students will not add or drop a course – only a few should need to do so. This is not designed as a period in which students register for an extra class and drop the least favorable one. This period is to facilitate students to get into the courses that are appropriate for their educational needs and adjust their schedules accordingly.

All students who are registered before the Add/Drop are expected to attend their classes and labs during the first week. Students adding a class during Add/Drop are required to attend the new class as soon as they have added the class. Faculty will keep attendance from the first day of class and
only excuse those few students for missing class if they did so before they added it. Student travel to the university is not a valid excuse for missing the first week of classes. All add and drops will be processed through the registration portal.

Withdrawal policy and Course Load Policy

Freshmen will not be allowed to take more than 5 classes. Sophomores will only be allowed to take 6 classes or 18 hours with an academic plan explaining why and with their advisor’s express permission. Juniors and Seniors may register for 6 classes with the usual permissions. Students who wish to withdraw from a class after the Drop/Add period may do so up to the end of Tuesday of the 11th week of the semester. They will be given either a WPass or a WFail. If they withdraw before an assessment has been made or with a cumulative assessment that is passing, it will be a WPass. If they failed an assessment or their cumulative total of assessments was an F, they will get a WFail. Students who have not attended class and have not withdrawn by the beginning of the 11th week will be dropped from the class with a WF.

Grading System

The grading system for undergraduate students is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Numerical Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>90-92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>87-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>70-72</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>67-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-66</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>59 or below</td>
<td>Failing</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
<td>Officially Withdrawn</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td></td>
<td>Withdrawn while failing</td>
</tr>
<tr>
<td>WP</td>
<td></td>
<td></td>
<td>Withdrawn while passing</td>
</tr>
<tr>
<td>AW</td>
<td></td>
<td></td>
<td>Administrative Withdrawal/Dismissal</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td></td>
<td>Audit/Listener Status</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td></td>
<td>Transferred credit</td>
</tr>
</tbody>
</table>

Changing a Grade

The instructor of the class in which the grade was assigned must take care of this in the Academic Office.

Incomplete
An Incomplete grade (I) indicates that a student has done passing work in a course but was unable to meet all course requirements. Justification for an Incomplete is generally non-academic and the grade is arranged at the instructor’s discretion. An Incomplete grade does not affect the student’s GPA. An Incomplete grade must be removed by the end of the following semester. Failure to complete course requirements during this period will result in a grade of F.

Graduation Requirements
Commencement exercises are held in June. Degree candidates must submit a signed Graduation Petition and must indicate a catalogue year on the petition. The Graduation Petition will be accepted up to two weeks prior to graduation.

Students must fulfil all degree requirements from a single catalogue. Degrees are awarded based on the degree requirements in place at the time of the student’s entry into Forman Christian College as a Baccalaureate student or a student may elect to use the requirements shown in any subsequent catalogue issued during his or her tenure at the College. A student may not use the requirements from a catalogue prior to the year in which they entered the program.

Degree candidates must fulfil the following requirements:
- Complete general education requirements, major requirements and required free electives as specified in the relevant catalogue.
- Earn a minimum of one-hundred-and-thirty (130) semester hours.
- Have all transfer credits approved by the Academic Office.
- Complete all Competency examinations.
- Earn a minimum of forty-five (45) semester hours in residence at Forman Christian College, at least fifteen (15) of which must be in the student’s major program of study.
- Attain a minimum cumulative GPA of 2.00.
- Attain a minimum GPA in Major courses of 2.00.

At least 12 courses in the upper division i.e; 300 and 400 level courses.

All degree requirements must be complete by the end of Spring semester for students to participate in June commencement. An Incomplete grade in the candidate’s final semester may postpone graduation for that candidate.

General Education Requirement *(NEW AS OF AUGUST 2011)*

**Humanities:** 6 courses (3 Credits each)
- Written and Oral Communication
  - ENGL 101
  - ENGL 103
  - URDU 101
  - MCOM 100
  - ISLM 101/CRST 152
- One other course in humanities or the arts.

**Social and Behavioural Science:** 3 Courses (3 Credits each)
- PKST 101
- 2 Other Courses from Social or Behavioural Science

**Science and Mathematics:** 5 Courses (3 or 4 credits each)
- 2 Science Courses (must be from two different disciplines 4 credits each)
1 Math Course
1 Computer course
1 Other Course in Science, Maths, Computer or Logic

UNIV 100: Foundations of University Education (3 credits)
(For more details please see the university catalogue or course atlas)

Competency Examination
- Spoken Urdu
- Written and Spoken English
- Quantitative skills
- IT skills.

Language Course Policy
1. All entering students will take ACCUPLACER for course placement. Students who do well will be placed into ENGL 101 or ENGL 103. Students with low scores will be placed into LANG and will need to clear the LANG final exam (ACCUPLACER and Spoken Test) as a prerequisite for ENGL 101. Promotion is determined by performance on the final exam (ACCUPLACER and Spoken Test) and is not based on the course grade.
2. Number of credits per semester:
   a. LANG 100 students can only take 12 credits of LANG and 3 credits of Urdu.
   b. LANG 110 students can only take 12 credits of LANG and 3-4 credits in one other course.
3. Students can repeat LANG courses, but can only receive credit once for LANG 100 or LANG 110. FCCU students are required to pass Spoken English and Written English competency exams to graduate so mastering English is vital. Continuing to learn English until a student is proficient, even if no credit is earned for follow up courses, is important for success in the baccalaureate honors program at Forman Christian College. Furthermore, English is the international language of business and commerce, so developing proficiency in English will enable success in life far beyond the campus of FCCU.
   This policy is effective starting summer 2011, so students who took a second semester of LANG (100 or 110) in spring 2011 get credit for it.

Course Road Map
In order to graduate on time students must complete their General Education courses early in their studies. These “Road Maps” are provided to give students information about what courses they are expected to take. Your mentor will give you a copy of your road map at your orientation meeting. If you need another copy, you can get it from the Dean of Students office (ASAB room 10).

All courses should be chosen in consultation with your mentor and some departments have road maps for their own major course. Please ask your mentor for information about those. If you have questions about major requirements before you declare your major, you can ask for guidance from a member of that department.

Graduation with Latin Honours
Graduation with Latin Honours requires that the student complete a minimum of sixty (60) semester hours in residence at Forman Christian College. Based upon all work completed at Forman Christian College (cumulative GPA), a student must meet the following criteria for honours:

- 3.50-3.69 Cum Laude (Honours)
- 3.70-3.89 Magna Cum Laude (High Honours)
- 3.90-4.00 Summa Cum Laude (Highest Honours)

**Majors**

A major is the discipline which a student chooses to pursue as his or her primary field of study. All students must have a major in order to graduate. Generally, the major is declared at the end of the student’s Sophomore year.

**Change of Major**

1. Students should pick up a Change of Major form from the Academic Office and fill in the top section.
2. Forms should be returned to the Dean of Students. The Dean of Students will then assign a mentor and pass the information to the Academic Office.
3. When a new mentor has been assigned, both the new and the previous mentors will be notified and records should be passed to the new mentor.

**Double Major**

Students with strong interests in more than one discipline may opt for a second major. To do this they should collect a Declaration of Major form from the Academic Office and declare both majors on the same form. This should be done towards the end of the Sophomore year. One mentor will be assigned from one of the major departments chosen. The student will be expected to inform the mentor that he or she is pursuing a double major.

Students choosing to pursue a double major will be required to fulfill the General Education requirements of the University as well as the stated requirements for both majors. This includes passing the Comprehensive Exam in both. The same expectations for satisfactory academic progress apply. Students requiring extra time to complete both major requirements will be expected to pay the appropriate fees.

**Minors**

Specific information about pursuing a minor in a particular discipline can be found in the Catalogue. In general, a minor requires that a student completes half of the credit hours required to major in that discipline. Each department has its own requirements including which courses need to be taken.

**Repeated courses**
If a student repeats a course due to a low or failing grade, only the second grade will be factored into the GPA. However, all grades will remain on the academic record. After the first repeat grade, all subsequent grades for the same course will be counted in determining the GPA.

Research Policies
Students participating in research should see their faculty supervisor to review the research policies in the Faculty Handbook.

Student Classification
Students enrolled for twelve (12) or more credit hours in any semester are considered to be full-time. Each year, students are classified in one of four classes according to the number of total credit hours completed at Forman Christian College and accepted transfer credits:

- **Completed Credit Hours**
  - 0 through 30
  - 31 through 60
  - 61 through 90
  - 91 or more

- **Class**
  - Freshman
  - Sophomore
  - Junior
  - Senior

Suspension and Dismissal
A student who is suspended from the College for violation of College policies will receive an F for any work missed during suspension and will not be allowed to make up that work. The College reserves the right to suspend a student indefinitely anytime that the student consistently shows his inability to meet the established standards of the College. A student who is dismissed from Forman Christian College for disciplinary reasons will be given an AW (for Administrative Withdrawal) grade for each class in which he or she is enrolled.
STANDARDS OF BEHAVIOUR
Upon admission to the college, all students are asked to sign the Shared Commitment Statement and adhere to the Core Values stated in this handbook. These standards of behaviour are expected of Formanites at all times, both on and off campus, and with all people regardless of their job title or position as employees or students. The University reserves the right to discipline students behaving in ways that violate college policy or standards of behaviour and to suspend or expel students who continue to do so.

There are many staff members working to make the environment of Forman clean, safe and secure. It is expected that all of these people will be treated with respect at all times. They are vital to the functioning of this college and should be treated in ways that demonstrate our appreciation of what they do. This includes our gardeners, sweepers, security guards, lab attendants and anyone else working on this campus.

**Dress Code**

**Men**
- Collared shirt
- Trousers or Jeans
- Shoes (No Chappals)
- Jackets and Sweaters allowed (No Shawls)
- Shalwar Kamiz ONLY on Friday
- No Skin Tight clothing
- No shirt with offensive words or pictures

**Women**
- Kamiz near knee length or longer
- Dupatta or scarf
- Shalwar, trousers or jeans
- Decent shoes
- Sweaters, jackets and shawls are allowed
- No skin tight or see through clothing
Students will not be allowed to enter in University/Class if they are violating dress code.

Identification Cards/Badges

All students must have their I.D. cards displayed while they are on campus. They should be worn around their neck or pinned or clipped visibly on their clothing. Failure to have an I.D. card may result in penalty. Students will not be able to enter class without an I.D. card.

Identification cards will be distributed to all students of the college. The procedure for distribution of these cards will be as follows:

A form will be handed to students upon enrolment. The form is to be filled out and then a photo will be taken.

Student ID cards will be distributed in classes. If a student is absent the day the cards are distributed, he or she may collect the card from the Proctorial office during posted office hours.

If the card is lost, a fine of Rs. 150/- will be charged on the issuance of the first duplicate card and Rs. 300/- on the second issue. Loss of card must be reported immediately to the Chief Proctor. After this, a temporary ID will be issued and the student will be given a date on which he or she can return to collect the replacement card.

Students should not be asked to give their identification cards up as a part of a disciplinary action except in the case of suspension or dismissal from the College. If that is the case, the Proctorial Board or the Chief Proctor may take the ID card from the student.

Campus visitors

All visitors will be expected to register with security upon entering campus and must get the visitors’ pass. The visitors’ pass must be worn around the neck as long as they are on the campus. Visitors are welcome on our campus for many different functions. However, in the interest of the safety and security of our students, we ask that students accompany their visitors at all times. This means that students should not invite visitors during times they should be in class or have other commitments. Students will be held responsible for the behaviour of their guests and should be sure that their guests are aware of the expected standards of behaviour. Campus authorities reserve the right to ask that a guest not be allowed to return to campus if their conduct causes disruption to campus activities or compromises the safety of the campus community in any way.

Non-students are not allowed to loiter on campus. If someone is coming to pick or drop a student, he or she should wait for that student in the parking area unless signed in as a visitor.
Mobile Phone Use
Camera phones are not to be used to take pictures of anyone without their knowledge and permission. Posting of pictures on the Internet without the consent of EVERYONE in the picture is a serious offence and will be dealt with severely. Students caught taking these pictures will have their phones confiscated and their parents called. If this behaviour falls into the category of harassment, students will be dealt with accordingly.

Students are not allowed to use mobile phones inside the classrooms at any time. They are asked to be courteous if using the phone inside the academic blocks so as not to disrupt classes being held. Phones should be switched off during class. Students using phones during class for calls, texting or disrupting class in any way will be warned and then fined. Repeat offenders may have their mobile phone confiscated. Mobile phones will not be allowed into an examination room for any reason. The instructor may collect the phones and contact parents to collect them if they are found in the room.

Classroom Misconduct
All students are expected to arrive at classes on time and conduct themselves in an appropriate manner during class, laboratory sessions and field experiences. Faculty members are responsible for setting standards regarding appropriate classroom behaviour and have the authority to remove from their class any student whose behaviour is deemed inappropriate or disruptive.

Right to Study
Students entering Forman Christian College are here to gain an education. No student will be allowed to interfere with another student’s opportunity to do so. Any behaviour that interferes with the study of another student or students will be dealt with severely. These behaviours include, but are not limited to, classroom misconduct, intimidation of faculty, staff or other students, and behaviour outside of classroom spaces that interfere with classes being conducted inside. Possible penalties for this include fines, detention, suspension or, in severe cases, expulsion from the college.

Behaviour in Academic Buildings
Students should be mindful that classes are conducted throughout the day and are expected to behave in ways that do not disrupt classes that are in session. Loud conversations or other activities in the Corridors or Garden Areas of the Academic Buildings that are disruptive are prohibited and will be subject to disciplinary action.

No Eatables in Academic Building
Students should not take any eatable inside an academic building; library or laboratory offenders will have to face disciplinary action.

Interaction between Men and Women
As a co-educational institution, Forman is committed to providing a comfortable and safe environment for all of our students. We know that boys and girls will be in classes together and will socialize as well. However, there are cultural norms that should be observed. The following guidelines should be observed:

- Boys and girls may sit together in public places on campus but NOT in secluded or isolated places. This includes parked cars, empty classrooms, behind buildings or behind bushes or hedges.

- Boys are not allowed in the Girls’ Common Room or in the Botanical Gardens (unless they are in a class or have an assignment from a class which is related to the Botanical Gardens).

- The nature of any interaction between boys and girls on campus must be in keeping with cultural norms. This means an appropriate distance should be maintained between them and there should be no touching.

**Personal Property**

Students are responsible for their property. Bags should not be left unguarded at any time. Do not leave them outside offices or classrooms or lying on the grounds. Nothing of great value should be brought to campus.

**Destruction of Property**

Instances of destruction, defacement or damage caused to university property shall be severely dealt with. The offender will be expected to pay for damages and, where appropriate, will be expected to assist in performing necessary repairs or clean up. The punishment may also include a special fine, community service, suspension or, if the circumstances so require, expulsion from the college.

**Theft**

Any student caught stealing or knowingly allowing another person to steal may be suspended or expelled from the college.

**Personal Violence or Threatening Behaviour**

Fighting with, threatening or intimidating any member of the college community will not be tolerated. Students engaging in these behaviours may be given detention, suspended or expelled from the college.

**Bribery or Coercion**

Our faculty and staff are expected to maintain honesty and integrity in all grading and record keeping. Any student found guilty of attempting to bribe or coerce a faculty or staff member into doing anything dishonest in this regard may be suspended or expelled from the college. Bribery is defined as offering money or other payment in return for something. Coercion is defined as threatening to cause personal or professional harm if the desired outcome is not given. For example, threatening to give a poor evaluation of the instructor if a student is not marked present when he or she was not in class.
Alcohol and Drug Use
Possession, use or sale of alcoholic beverages, hard liquor, or drugs on the college campus is strictly forbidden. Violation of this policy will result in strict disciplinary action that may include suspension or expulsion from the college.

Smoking
Smoking within the college premises is strictly prohibited. Students caught smoking may be fined. Repeat offenders may be assigned to detention or community service.

Weapons
Possession of weapons of any kind is strictly forbidden and will be severely punished. Use of a weapon will result in expulsion from the college without prejudice to any other legal action which the authorities would deem fit to take in view of the nature of such an offence.

Disciplinary Appeal
A Student has the right to appeal a disciplinary decision if he believes that he has been unjustly accused or punished. To appeal the student needs to write an application to the Chief Proctor within one week of the disciplinary action. A Disciplinary Action Committee will hear the appeal and the decision of the committee will be final, subject only to the final decision to the Rector.

Sexual Harassment
Sexual Harassment is unacceptable behaviour for Forman Christian College students and such behaviour will be subject to disciplinary action.

Harassment refers to behaviours that are found to be offensive, threatening or disturbing to the recipient. To harass is to persistently annoy, attack, or bother someone or to interact with others in a manner which has the purpose or effect of unreasonably interfering with an individual's work performance or academic performance, or creating an intimidating, hostile, or offensive environment.

Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favours, or other verbal or physical conduct of a sexual nature that is offensive, embarrassing, intimidating or humiliating.

Specific examples include, but are not limited to:

- Touching in an inappropriate way
- Staring or leering
- Requests for sex
- Subtle pressure for sexual activity, or sexual innuendoes
- Display of sexually explicit pictures
- Repeated references to various parts of the body at inappropriate times
- Requests for dates when the other person has made it clear that she or he is not interested
- “Hooting”, whistles, or other suggestive noises or gestures
- Suggestive comments or jokes
BACCALAUREATE STUDENT HANDBOOK

- Insults, name-calling or taunts based on a person’s gender
- Derogatory graffiti
- Sexually explicit e-mails, text messages, etc.
- Spreading rumours about another person’s sexual behaviour
- Intrusive questions about a person's private life or body
- Any behaviour with members of the opposite sex that you would consider to be inappropriate if directed at a member of your family

Sexual harassment does not refer to compliments or other behaviours that are considered to be socially appropriate.

Plagiarism Policy

Preamble:
Plagiarism is a very serious academic offence, and it is strictly prohibited at Forman Christian College.
Plagiarism is defined as “taking and using the thoughts, writings, and inventions of another person as one’s own” and not giving proper credit to the other person. Plagiarism can take many forms such as:

1. Using published work without referencing (the most common)
2. Copying coursework essays.
3. Collaborating with any other person when the work is supposed to be individual.
4. Taking another person’s computer file / program.
5. Submitting another person’s work as one’s own.
6. The use of unacknowledged material published on the web.
7. Purchase of model assignments from whatever source.
8. Copying another student’s results.

Features:

- Forman Christian College is committed to upholding standards of academic integrity. Plagiarism in any form is unacceptable and will be treated seriously by the college.
- Students will be advised at the start of every course about the plagiarism policy and procedures.
- Instructors must have a process in place that ensures as far as possible that work submitted for assessment is the work of the concerned students(s).
- Instructors will take steps to detect plagiarism, which may include the use of electronic plagiarism detection software, such as turnitin, and other methods to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other students’ work submitted for assessment.
An instructor who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support the allegation and report to the vice rector, who will refer it to the chair of the plagiarism standing committee for appropriate action.

The Vice Rector will maintain a plagiarism register. The register will record warnings and outcomes of all accusations of plagiarism.

A student’s involvement in alleged plagiarism will be retained on the plagiarism register while still enrolled and instructors will have access to this information when considering subsequent allegations of plagiarism.

**Penalties:**
The penalties for plagiarism can include any of the following depending upon the seriousness of the offence in the judgement of the plagiarism standing committee, including the following:

1. A written warning and a failing grade on the assignment.
2. A failing grade in the course.
3. Suspension from Forman Christian College until the end of the following semester.
4. Expulsion from Forman Christian College with immediate effect.

All reported instances of plagiarism will be investigated by the Committee on Academic Integrity, and will be entered in the plagiarism register maintained in the Office of the Vice Rector. Upon thorough investigation the committee can recommend any of the above penalties depending upon the seriousness of the proven act of plagiarism.

**Speakers Policy**
An academic community and a responsible university must be open to ideas from different points of view and to controversy. This policy is an attempt to make that process possible on the Forman Christian College campus. Few things which we believe is the joint practice of both students and college administration are:

1. All outside speakers must be approved prior to their invitation to speak on campus.
2. The approval process will begin with the Director of Student Activities who will work with, and be subject to the final decision of, a Speakers Policy Committee which includes at the present time the Registrar, the Chief Proctor and the Director for the Centre of Learning and Teaching.
3. Only properly recognized student organizations or academic departments and administrative departments will be allowed to issue invitations to speakers.
4. If considered controversial, the speakers must agree to come alone, accompanied only by their small personal staff.
5. The audience will be limited to students, faculty and members of the Forman Christian College academic community only. There will be no outside guests.
6. There will be no media coverage.
7. The speakers must be willing to answer questions from the audience, and the event organizers must make every possible effort to be sure that the audience includes people who have different points of view and will ask pointed questions.

8. Students or faculty members who violate this policy will face disciplinary consequences. Student society organization heads could lose their position but may also suffer additional consequences.
Residential Areas
Students are encouraged to use the college and to enjoy the grounds. However, in order to maintain the safety and security of our community and the privacy of the residents of the campus, they are asked to stay out of the residential areas unless specifically invited by the resident to be there. The residential areas are the area beyond the chapel on the Zahoor Elahi side of campus and beyond the hostels on the other side.

Gardens
*Gardens surrounding the academic blocks:*
These are for the use and enjoyment of the members of the campus community. Students are asked to be respectful of this property and careful not to destroy or dirty any of these areas. While classes are in session, students are asked to be courteous and refrain from conversations or activities that could disturb classes.

Botanical Gardens
These are for the use of the female students and the members of the Biological Sciences Department only. Other use can be prearranged through the Biological Sciences Department.

Parking Lots
Students should not remain in their cars once they have been parked. No dark windows will be allowed. Window shades can be used but students should not be in the car after they have been placed in the windows. Cars and motorcycles must have the appropriate stickers to be parked on campus. These stickers can be obtained from the Chief Proctor’s Office. Vehicles should not be left in the parking lots after 5:00 pm. unless they are attending a university approved event on campus.

Women Sports
To promote women sports activities in Campus, a women sports club has been established. All female students can be members of this club are able to participate in different games such as Badminton, Swimming, Basketball, Table Tennis & Athletics. They are able to represent FCCU at intervarsity & other competitions.
Sports Grounds
1. We have areas in the grounds set aside for particular sports. Students must use the correct area for the various activities (See the map at the end of the handbook). If students are using the wrong areas they will be asked to leave. Refusal to do so will result in disciplinary action.
2. Cricket must be played with a hardball. NO other type of ball may be used. Hard ball and other equipment may be signed out from the Sports Office.
3. Students are welcome to use the grounds for organized matches after college hours but these MUST be approved in advance by the secretary sports association. College teams and intramurals will have priority.
4. During college hours, students are asked to be considerate of others who may be using the grounds.

Swimming Pool
1. All students may use the swimming pool by buying tickets (Rs.20) during the posted timings and in accordance with the rules governing the use of the swimming pool. They must fill in and submit a membership form along with two passport-sized pictures and a verification of a physical exam college Medical doctor.
2. Non-students must be members of the Swimming Club in order to use the pool. Membership is available on seasonal, monthly or daily basis.
3. In case of loss or damage to the swimming pool infrastructure, gadgets or equipment, the cost of the material and labour charges shall be charged from the person responsible for it.
4. Members may bring one guest with the permission of the secretary sports/ President of the Swimming Club. The guest will pay for swimming as per approved rates.
5. The card holder can enter the pool entirely at his own risk and responsibility. The College administration shall in no way, whatsoever, be responsible for injury or the loss of life, or property.
6. No one will be allowed to swim without the proper swimming costume
7. Every swimmer/member must take shower before entering into the pool.
8. The following behaviours will constitute grounds for suspension of membership immediately.
   * Pushing or shoving others into the pool.
   * Quarrelling and use of abusive language.
   * Molestation and teasing of other swimmers.
   * Violating of the swimming rules & instructions.
   * Misbehaving with pool staff/officials.
9. The College swimming pool will open in the month of March till October every year. Watch for signs stating the exact date.
   The following timings will be observed:
   
   Male Students 9:00 am to 11:30 am
   All Female 12:00 am to 2:00 pm
   Male Students 2:30 pm to 4:00 pm
University Canteen
The canteens are located in the Lucas Centre, Near Velte Hall (Cafe’ Mart) and beside E-Block. The hours are 8:00 am – 5:00 pm Monday through Friday on days the college is in session. The canteen may be used, with permission, for events outside normal hours. This can be scheduled through the Director of Student Activities. The canteen is for the use and enjoyment of all members of the campus community. Patrons are expected to be courteous of one another and of the staff and to maintain a clean environment. No food should be left on the floors or tables. The area behind the wall is for faculty, staff and female students only. Anyone harassing students as they enter the canteen will be asked to leave and, if the behaviour is repeated, may be barred from using this facility. In case of any complaint, please let Service Manager or Asst. to Service Manager at 042-35870261 or Ext. 343.

Book Shop
There is a book shop on campus located in Lucas Centre area. It is in fact next to Barber shop. You can buy books, stationary, ball pens, ID pouches and ribbons and other stuff. It will remain open from 8:00 am to 5:00 pm. In case of any complaint please let Service Manager know at 042-35870261 or Ext. 343.

Dispensary
The college dispensary is located in Lucas Centre next to the basketball courts. There is trained medical assistance available from 9:00 am to 4:00 pm Monday through Friday while the university is in session. A Certified Doctor is available daily during set hours. See the posting outside the dispensary for those times. Students are welcome to use the facility for injury or illness as well as some routine medical tests. Most services are free of charge. You should check with the person on duty to find out what is available and if there are costs.

Library
The Ewing Memorial Library (EML) is one of the oldest and best college libraries in Lahore and now a state-of-the-art University Library. The three-floor library building was built in 1943 and was named after Dr. Sir J.C.R. Ewing, the second Principal of the College.

EML can be rated as the best automated Library in Pakistan. It is using the most modern Library Technologies, including VIRTUA Library Automation System, 3M Security Control System, automated shelving system comprising RFID-tagged collection and a Digital Library Assistant (DLA), the latest feature-rich CCTV Network with AXIS brand IP Cameras and Milestone XProtect Enterprise software on a powerful Network Video Recorder Server with seven days recording capacity. The Library has an elaborate Website as well as a BLOG. An Information Commons facility is in plan for the near future and a course-embedded Information Literacy Program is on the way.

Library Collections:
Library collections comprises of both print and electronic collections including general books, reference sources, print and e-journals, ebooks, Government Documents and audio visual materials. There are more than 70,000 books, 40 Printed Journals, Audio-visual and digital resources in the Library. The collection is growing monthly with the addition of new books.

1) **General Collections**
This is the main collection comprises of high quality selective books related to the FCC academic programs. The major subject areas are Computer Sciences, Economics, History, Geography, Sociology, Pakistan Studies, English Language and Literature, Finance, Basic Sciences, Business Administration, Management and Marketing.

2) **Reference Collections**
The library also acquires a significant number of current reference sources which are available in Room No 010 in the library. This collection contains dictionaries, encyclopedias, handbooks, yearbooks, atlases and bibliographies as well as Economic Survey of Pakistan.

3) **Government Documents**
The library acquires government documents related to the study and research needs of its users. These documents highlight important statistics, annual and five year plans, budgets, census reports, economic surveys and their material published by the provincial and federal government agencies.

Special Collections:

1) **Journals & Magazines**
The Ewing Memorial library has been subscribing to more than 40 local and international journals and magazines. A complete list of the subscribed journals and magazines is available at the library blog. Emlibrarylahore.blogspot.com. The current issues are displayed on special shelves behind the help desk in the main hall and the back issues are bound and shelved separately.

2) **Course Reserves**
The Ewing library has a collection of course reserves/reading packages of the courses offered during academic years. These course reserves are housed in the shelves behind the circulation desk in the main hall of the library.

3) **Thesis & Projects**
Ewing Memorial Library is also acquiring and maintaining final year thesis and project reports of the graduating students. These projects are housed separately and available for reference and literature searching for the researchers only inside the premises of the library.

4) **College Publications**
The Library is also maintaining college publications worth mentioning “Folio” dating back to 1900. Folio is housed in closed shelves in reference room of the library and can be used only for reference purposes in the premises of the library.

**Online Resources:**
On-campus access is available to 15 high value and information-rich [HEC Digital Library](#) of online resources of journals, databases, and e-Books on wide range of disciplines such as ebrary,
Springer Link, Project Muse and Taylor & Francis Journals. The ebrary provides around 50,000 online ebooks in addition to more than 25,000 journals through the Digital Library Program.

**Jstor:**
In order to enhance its online collections the library has recently acquired access to Jstor directly through the publisher and it is now accessible from any terminal in the campus facility. It provides access to over 2300 ejournals on various subject areas.

**How to Use the Library**

1) **Library Use Regulations:**
For your own convenience to work and study undisturbed in an environment conducive for reading and learning, the Library expects you to follow the some rules and regulations as follows:

1) Please display your ID cards while visiting the Library.

2) Please leave your bags and / or belongings in the Bags Room at the entrance before entering the Library. Our security cameras are on the watch, but better remove your Mobile Phone or Cash or any other valuables from your bags before depositing.

3) In case of loss of anything from the bags, please report on the Help Desk.

4) Please keep your mobile phones switched off or ‘quiet’ while visiting the Library.

5) Observe order and silence.

6) Please avoid using mobile phone cameras or any other camera within the library premises. This is strictly prohibited.

7) Drinks & food and smoking is not allowed inside the library.

8) Please do not deface, mark, write on the library books or remove library books or property without checking them out properly. We have security surveillance systems at work throughout the library. Any theft or vandalism attempt is punishable.

9) Unnecessarily pulling out many books from the shelves is considered vandalism and a serious breach of discipline.

8) Please leave the books on the reading table after consultation. Re-shelving of books by students, causes misplacement of books which makes it difficult to find them again.

9) Please keep your email address and mobile phone number updated in the Library Record, so that Library Alerts and overdue reminders may reach you through e-mail or corporate SMS service.

2) **Code of Conduct:**

1) Young men and young women may not sit together in empty rooms and secluded or isolated places.
2) Men and women while studying together must keep in mind the cultural norm. This means no touching and maintaining appropriate distance between them. Willing violation of library rules and regulations and Code of Conduct, may result in a fine and suspension of library privileges.

3) Timings:
The library timings without break will be:

- Monday through Friday: 8:00 am to 6:00 pm
- Saturday: 9:00 am to 2:00 pm
- During summer vacations: 8:00 am to 2:00 pm

4) Registering for Library Membership

All Students must fill the Library membership form and return the filled form to the Library along with a copy of their College ID Card, in order to get their membership record created in the Library Database. Without this, borrowing rights will not be activated.

The College ID Cards carry the Library Membership Bar Codes and are used as the Library Borrower’s cards too. These cards are strictly non-transferable. No one can borrow library material on someone else’s behalf.

5) Book Loans Rules for Students

Baccalaureate students may borrow Six books from the Library at a time, for a period of two weeks.

a) Non-Lending Material
The books in the following categories cannot be issued:
   a) Reference books
   b) Current issues of periodicals
   c) Manuscripts and rare books
   d) Books especially reserved by the Heads of the Departments.
   e) Books on Fresh Arrivals Display

b) Reserve Collections
Library reserve: are recommended Readings for the Semester. Students may borrow these books to read within the library premises only.
Course reserve: are the items placed on reserve by the instructor for limited issuance. These will be issued to the students for the duration recommended by the Instructor.

Note: A special fine of Rs. 50.00 on reserved collection will be charged in case of delayed return.
c) Holding an issued book for you
Students can request to place a “hold” on any item currently issued to other member on a regular two week loan. Placing a hold means that the current borrower will not be able to renew the item beyond the current due date. The patron who has placed the hold will be informed by email when the item is available for pickup.

d) Renewal of Books (getting the same book issued again)
1) Books can be renewed for another period of loaning. Overdue books will not be reissued.
2) Books reserved by other users will not be reissued.

e) Loss and Damage of Books issued to students
Students who lose or fail to return materials, or who return materials in damaged condition, are subject to charges for both, the cost of a replacement copy plus processing costs and accumulated fines.

Loss of a book borrowed from the Library must be immediately reported to the Library Circulation Desk in order to avoid the accumulation of fine after the due date.

f) Late Return of Books- Fine
If a book is not returned on the due date another user may suffer for the late return. In order to motivate the students to return the library books within the due date, a nominal fine is charged at the following rate:
1) Rupees 5/per day/per volume will be charged if the books are not returned at the due date.
2) Leave from the College does not exempt a person from the return of book(s) at the time they are due.
3) Books returned through mail must be sent through a Courier Service or Registered and Insured Mail to ensure safe delivery. Non-receipt at Library end will be considered a Loss by student

Library Services for the students:

FOPAC – The Forman Online Public Access Catalogue and I-Portal
The Ewing Memorial Library has a web based Information Portal (I-Portal) containing FOPAC, the Online Library Catalogue, which can be accessed anytime from anywhere, through the following URL: http://libraryportal.fccollege.edu.pk/. Students can search the library catalogue and Login to their accounts to view their activity information e.g. check the overdue books and fines, renew a book online, place a hold on an item on loan or request for paging a book that they could not find on the shelves.

I-Portal also holds information about newly added books and journals and the encyclopaedia, dictionaries and other reference materials. Access to HEC Digital Library is available through Library I Portal too.
Library Website and Blog:
An elaborate Library Website holds all information about the Library for the students and faculty, at url: [http://library.fccollege.edu.pk/](http://library.fccollege.edu.pk/). The Library Blog provides the latest news about the Library, at url: [http://emlibrarylahore.blogspot.com/](http://emlibrarylahore.blogspot.com/). Students can Register for the Blog Posts and RSS Feeds to receive the blog update through their e-mail.

Online Internet Access Computers
Ten Public Access Internet Terminals are available in the main reading hall of the library. To use these terminals, a student, by presenting a valid College ID Card at the Help Desk, may Sign-in for an available Computer for an half hour time slot. The facility is available on First-come-First-served basis. Students can make searches on the internet for their academic assignments and projects.

The Book Loans Service
The book issue/return, renewals and hold services are provided at the Circulation Desk. The Circulation Desk is located at the entrance of the Ewing Memorial Library. The desk is staffed throughout the Library is opening hours.

Reference and Readers’ Enquiry Service
Research advice and information search help is available to the visitors by our knowledgeable and experienced library staff at the library Reference Help Desk located in the main reading hall. All enquiries, help and advice requests about the library services, resources and their use, may please be directed to the Reference Desk.

A well equipped Reference Room (No. 009) holds Encyclopedia, Dictionaries, Atlases and other Reference books are available for ready reference consultation.

Book Collection Browsing Facilities
Ewing Memorial Library features an open stack shelving system using the Dewey’s Decimal Classification System to organize books on the shelves as well as to facilitate quick and easy access to required books and collection for readers.

Reading Rooms
The Library facilitates all types of study and research needs of the library users. The main Reading Hall with seating capacity of 72 persons is available for every one to read the books, magazines and newspapers throughout Library opening hours. For Group projects and discussions please use the Discussion Rooms. In addition, there are some individual study carrels placed on the 1st and 2nd Floor of the library for serious study and research work.

The Audio-Visual Section
The Library operates a listening and viewing facility for the Audio-Visual materials. The audio-visual section is equipped with a TV, CD and DVD players and a VCR.

Fresh Arrivals Information and Display
All the new titles added in the library are placed on Fresh Arrival Display for one week. A list of these titles is regularly provided to the faculty through e-mail. This list is also published on the Ewing Memorial Library Blog.
Library Orientation Sessions / Organized Tours and Visits
The Library staff offers special orientation sessions on how to use the Library effectively for the new students and faculty. Elaborate instructional sessions on use of individual resources are also given upon request.

The Inter-Library Loan & Document Delivery Service
In order to fulfill the diverse information needs of our Library users, we strive to exploit the extensive resources available in the other libraries. Links have been established with renowned libraries of Lahore and required information items are borrowed from these libraries. We also have arrangements with British Library Document Supply Service. Any article, reports, patent etc., not available in the library can be requested through this service.

Note: The library welcomes suggestions regarding improvement of the library collection and services.

Computer Labs
Welcome to the computer laboratories at Forman Christian College. The computer labs have been developed to help you with your coursework and to provide Internet access to faculty and students on campus. The following standards and policies have been adopted to assure the use of the laboratories for all. These policies apply to all laboratories on campus; please refer to posted special instructions or policies in each individual lab.

In Ahmad Saeed building and Armacost building computer labs are available for students.

The computer laboratories at Forman Christian College are for the exclusive use of students, faculty and administrative staff at FCC. Laboratory managers, faculty and FCC staff may request proof of College affiliation from anyone using the laboratories at any time.

1. Hours of operation and staffing
   a. The computer laboratories will be open from 8 am to 9 pm, Monday through Friday and 9 am to 1 pm on Saturday. During Ramzan, the hours of operation will be from 8 am to 4 pm and then will reopen 45 minutes after Iftari until 9:00 pm.
   b. Classes are scheduled in the computer labs at various times throughout the day, and special lectures, seminars and workshops may be scheduled from time to time. Scheduled activities will always take precedence over general use. The schedule for each lab will be posted at the door. Students should consult the schedules and plan their use of the labs accordingly.
   c. The Computer Laboratory Manager is responsible for the enforcement of these policies and for supervising any laboratory attendants working in the laboratories.

2. General policies for use of computer laboratories, applicable to all users:
   a. No food, drink, chewing gum, or smoking allowed in the laboratories
   b. Absolutely no copyrighted software may be copied or taken from the room
c. Anyone using the computer laboratories must set their mobile phone settings to “vibrate” and may not use their mobile phones while in the computer laboratories.

d. Anyone using the computer laboratories may not use the facilities for instant messaging or chatting online.

e. Absolutely no outside software may be copied onto the hard disk of any computer in the laboratories.

f. Equipment is offered on a “first-come, first-served” basis. Please do not attempt to reserve or save a computer by leaving belongings, books or papers at a computer workstation. During periods of heavy demand for the computer laboratories, any one individual is limited to using the computer laboratory for two hours at any one time.

g. Absolutely no pornographic material may be viewed, downloaded or printed using FCC computer laboratory equipment or facilities.

h. Saving documents on college computers: Students, faculty and staff will email any documents developed on computer laboratory computers to themselves for storage on their personal computers. Should an individual want to use a removable storage device, he/she will need to consult with the laboratory manager to do a virus scan and save any document to any removable device. FCC Computer Science Department and IT Support Services hold no responsibility for personal files saved on the hard disks. The hard disks are cleaned off periodically.

i. Responsibility for damages: Should there be damage to any piece of hardware or furniture in the computer labs, the person responsible for the damage will reimburse the college for the replacement cost of securing a new piece of equipment or furniture.

j. Children of faculty or staff age 12 or older are only allowed in the laboratories when accompanied by their parent(s). Children under the age of 12 are not allowed in the laboratories.

k. All the students desiring to use the labs must display their ID cards appropriately, and must be in dress code.

3. Student Use:

a. Once assigned a login ID and password, students are responsible for maintaining the security of that login and password. Students may not share their usernames or passwords to log another person into a laboratory computer, even if that person is a trusted friend or family member. Any damage to college computers traced to a specific login will be the responsibility of the person to whom that login is assigned.

b. Students are not allowed to take their book bags to the computer laboratory workstations. The laboratory manager will indicate a space where students can store their book bags while working in the computer laboratories.

c. Student violations of these policies will be handled in the following manner:
i. First violation: Privileges will be suspended for two days and the student will be required to pay a fine of Rs. 500 to reinstate privileges.

ii. Second violation: Privileges will be suspended for a period to be determined by the Chair of the Department of Computer Science based on the seriousness of the offence and the potential harm caused to college computer resources.

4. Printing:
   a. The charge for printing documents is Rs. 2/- per page printed on the laser printer. For printing with graphics or pictures, the charge will be Rs. 5/- per page. Printing will be allowed only for course work requirements.
   b. Payment for printing will be in the form of vouchers or tokens purchased from the Information Desk for this purpose. Cash will not be accepted in the computer laboratories. Tokens are only available until 3:00 pm, Monday to Friday. You should plan in advance and purchase extra tokens.

Copy Centre
These policies apply to all photocopy machines on campus as well as the “copy printer” used for large batch reproductions. Specific policies applicable to individual machines are posted near that photocopy machine.

Copyright Policy
Forman Christian College follows international guidelines on copyright. Intellectual property (e.g. books) is protected by copyright for the life of the author plus 70 years. Under “fair use rules,” materials may be photocopied if the section is short, not going to be sold, and the copying will not reduce the author’s/publisher’s sales income.

Copying of an entire book (whether all at one time or in parts) infringes on copyright laws even if the photocopied material is not sold. Use of any part of an author’s work in an assignment or exam must give credit to the author by using correct reference techniques.

Hostel Policy
Hostel residents should see the Hostel Warden or Assistant Warden for complete rules and policies.
There are eight student Hostels:
1. Velte Hall
2. Kennedy Hall
3. Newton Hall
4. Griswold Hall
5. West Hall
6. Ewing Hall
7. North Hall (women)
8. Lucy Harrison (women)
Ewing Hall and Lucy Harrison are off campus. The other six hostels are on the main campus. All hostels have their own Mess (dining hall) facilities.

**Hostel Admission**

a) The hostels are provided for out of city students. However seats are limited and there is no guarantee of provision of hostel accommodation.

b) Only bona-fide, regular, full time students of F.C. College are eligible.

c) Hostel seats are allocated for various quotas (sports, minorities, kinship etc) established by the college administration.

**Hostel Guests**

Guests are allowed to visit only during visiting hours i.e. 4:00 pm to 9:00 pm. They may be entertained in the guest room but will not be allowed to enter the Hostel rooms.

**Proctorial Board**

The Proctorial Board is charged with maintaining discipline on campus. After an initial meeting to discuss and assign duties and responsibilities, the Chief Proctor will meet monthly with the Prefects and bi-monthly with the full Board. A final meeting will be held at the end of the year to thank the members and to evaluate the work done during the year. A report will be submitted to the Rector either verbally or in writing after this final meeting.

The Proctorial Board will consist of:

1. The Chief Proctor, a member of the faculty
2. Proctors, faculty members
3. Prefects, students from the senior classes

**Chief Proctor**

The Chief Proctor will be responsible for the direction, control and monitoring of the overall activities of the Proctorial Board.

**Proctors**

There are between 15 and 20 Proctors. These are a combination of junior and senior members of the faculty. However, for the purposes of student discipline, all faculty and staff members have the same authority as a proctor.

The Proctors responsibilities include:

- Monitoring of discipline on campus
- Academic advising at a student’s request
- Inculcation of the Core Values
- Monitoring of discipline at campus events
- The escorting and hosting of guests on campus
Prefects
There are between 16 and 25 Prefects. These are students nominated by the Proctors. These students should be good students who are well behaved, well groomed and have a satisfactory academic record. The duties of the Prefects are the same as the Proctors except that they are done under the supervision of the Proctors and Chief Proctor. The Prefects have no final decision making power. All disciplinary issues must be referred to a Proctor. A Prefect’s primary duty is to provide observation and vigilance on campus.

Fines
Fines for violating the dress code and for not having an identification badge are published in the prospectus. Prefects are allowed to implement these fines, as they are standard. All other fines are determined by Proctors and are based on the severity of the incident. They are decided on a case-by-case basis and counselling is the first option.

In the case of damage to property, the fine will be used to cover the damages.

Grievances
Grievances related to Prefects will be referred to the Proctorial Board and to the Chief Proctor. Prefects will be removed from the assignment for favouritism, arrogance or dereliction of duties. Grievances concerning the Chief Proctor should be referred to the Rector.

Disciplinary Action
* The first step in the disciplinary process is counselling. The Prefect or Proctor present will discuss the offence with the student.

* For the second offence or for habitual offenders, the consequence will be determined by a Proctor according to the nature of the offence. If a Prefect is the person present at the time of the offence, the student will be referred to or escorted to a Proctor.

* Possible consequences include further counselling, a warning, a fine, probation, or being dropped from the college roles. The consequence is based on the frequency and severity of the behaviour.

Physical Violence
Students involved in fighting will be immediately suspended can be upto two years.

Student Activities Office
There are a wide variety of activities available to you as students. The Director of Student Activities oversees these activities and societies on campus. There are academic societies as well as societies in various areas of special interest. Information on societies and student events on campus is available from the Student Activities Office, Student Affairs Department. It is located in the Ahmed Saeed Administration Building, Room 012.
SPORTS

- Sport is an important physical activity that promotes and develops physical as well as moral aspects of the personality. The College has a comprehensive programme of sports. This programme provides opportunities for students to take part in various sports during their free periods.

- The sports facilities available at F.C. College are a standard (400m) grassy Athletics track, a short course (25m) swimming pool, tennis, basketball, Badminton courts, cricket, football, hockey, handball grounds, a table tennis hall and a gymnasium.

- Sports equipment is available from the sports office throughout the day. Students will need to deposit their college I.D. card to borrow the equipment. Hostel students may borrow sports equipment for use on the weekend with the recommendation of Warden/Assist. Warden in writing. They must borrow it on Friday from the sports office and return it on Monday.

- Qualified coaches (Athletics, Basketball, Cricket, Football, Hockey, Swimming, Tennis and Volley Ball) are available after College hours. Outstanding sportsmen/women get a chance to represent the College teams in the Lahore Board, Inter-Collegiate and All Pakistan Universities Competitions. Outstanding performers in Board Inter-Collegiate, Inter-Varsity and other recognized tournaments are eligible for the award of Roll of Honour in Sports, Henry Lall Sports Medal, Scholar-Athlete award, Shanky L. Sheets Sports Medal, College Colour and Certificate of Merit.

- The College has regular clubs in the following sports: Athletics, Badminton, Basketball, Bodybuilding, Boxing, Cricket, Football, Hockey, Tennis, Squash, Swimming, Table Tennis, Volleyball, and Weightlifting. Intramural competitions are arranged in most of them. These competitions involve thirteen teams including teams from the six resident student hostels and seven teams for non-resident students from 1st year, 2nd year, Freshman, Sophomore, Junior, Senior and Post Graduates. The non-resident student teams are named after the Mughal Emperors: Babar House, Humayan House, Akbar House, Jehangir House, Shah Jehan House, Aurangzeb House and Mughal House respectively.

University Website:
University website is www.fccollege.edu.pk which has all the updates regarding university events, students societies, faculty contacts and extensions numbers and all the highlights which are required by any student.