UNIVERSITY MISSION AND VISION STATEMENTS

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.
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Rector</td>
<td>4</td>
</tr>
<tr>
<td>Message from the Dean of Students</td>
<td>5</td>
</tr>
<tr>
<td>Core Values</td>
<td>6</td>
</tr>
<tr>
<td>A Shared Commitment</td>
<td>7</td>
</tr>
<tr>
<td>Academic Policies and Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Student Records</td>
<td>10</td>
</tr>
<tr>
<td>Intermediate Attendance Policy</td>
<td>10</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>13</td>
</tr>
<tr>
<td>How Can We Help You?</td>
<td>16</td>
</tr>
<tr>
<td>Academic Office</td>
<td>17</td>
</tr>
<tr>
<td>Accounts Office</td>
<td>17</td>
</tr>
<tr>
<td>Financial Assistance Office</td>
<td>17</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>17</td>
</tr>
<tr>
<td>Alumni Relations and College Advancement</td>
<td>17</td>
</tr>
<tr>
<td>Career Services</td>
<td>17</td>
</tr>
<tr>
<td>Chief Proctor and Proctorial Board</td>
<td>18</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>18</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>18</td>
</tr>
<tr>
<td>Counselling Centre</td>
<td>18</td>
</tr>
<tr>
<td>Hostel Office</td>
<td>19</td>
</tr>
<tr>
<td>Religious Services</td>
<td>19</td>
</tr>
<tr>
<td>Security Office</td>
<td>19</td>
</tr>
<tr>
<td>Sports Office</td>
<td>20</td>
</tr>
<tr>
<td>Standards of Behaviour</td>
<td>21</td>
</tr>
<tr>
<td>Admission Declaration</td>
<td>22</td>
</tr>
<tr>
<td>Dress Code</td>
<td>22</td>
</tr>
<tr>
<td>Identification Cards/ Badges</td>
<td>23</td>
</tr>
<tr>
<td>ID card</td>
<td>23</td>
</tr>
<tr>
<td>Campus Visitors</td>
<td>23</td>
</tr>
<tr>
<td>Mobile Phone Use</td>
<td>24</td>
</tr>
<tr>
<td>Classroom Misconduct</td>
<td>24</td>
</tr>
<tr>
<td>Right to Study</td>
<td>24</td>
</tr>
<tr>
<td>Behaviour in Academic Buildings</td>
<td>24</td>
</tr>
<tr>
<td>Interaction Between Boys and Girls</td>
<td>25</td>
</tr>
<tr>
<td>Personal Property</td>
<td>25</td>
</tr>
<tr>
<td>Destruction of Property</td>
<td>25</td>
</tr>
<tr>
<td>Theft</td>
<td>25</td>
</tr>
<tr>
<td>Personal Violence or Threatening Behaviour</td>
<td>25</td>
</tr>
<tr>
<td>Bribery or Coercion</td>
<td>25</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>26</td>
</tr>
<tr>
<td>Plagiarism Policy</td>
<td>27</td>
</tr>
<tr>
<td>Alcohol and drug use</td>
<td>28</td>
</tr>
</tbody>
</table>
Smoking 28
Weapons 28
Disciplinary Appeal 28
Campus Facilities 29
Residential Areas 30
Gardens 30
Botanical Garden 30
Parking Lots 30
Sports Grounds 30
Swimming Pool 31
Canteen 31
Book Shop 32
Dispensary 32
Library 32
Computer Labs 34
Copy Centre 37
Copyright Policy 37
Hostel Policies 38
Proctorial Board 38
College Timings 40
MESSAGE FROM THE RECTOR

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 room 010.

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 attendance requirements. Please look at these carefully and be sure that you understand what is required of you. We do enforce these policies as they are the ones given to us by the Lahore Board. Take these policies seriously. If you do not meet the attendance requirements, you will not be allowed to sit for the Board Exams.

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
CORE VALUES

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 Prospectus 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 wear the appropriate uniform of 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 _____________
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 Coordinator intermediate program. Access to student records is limited to the student, the student’s parent or guardian, current instructors, program coordinator, 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 Program coordinator 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.

Intermediate Attendance Policies
This policy applies only to the intermediate program. Students will receive and sign for a copy of the attendance policy in their compulsory classes prior to the end of the first week of college. All intermediate students, regardless of attendance, will take the December send-up Exams.

Attendance requirements:
- According to the policy of the Board of Intermediate and Secondary Education Lahore, students are required to have attended a minimum of 75% of their classes in each subject.
- Attendance in all subjects in the intermediate program will be included in this policy. This includes Pakistan Studies and Islamic Studies as well.
- APPROVED LEAVE STILL COUNTS AS AN ABSENCE
- The attendance for theory and practical classes in the science subjects will be separate.

Co-curricular activities:
- Students will not be allowed to participate in co-curricular activities if they have been dropped from the college rolls. This includes all activities organized by the college whether one time events or regularly scheduled events.
- All in-charges of societies will be asked to turn in a list of students participating in teams or societies to the principal.
- A list of students dropped from the college rolls will be sent to each in-charge.
- It will be the responsibility of the advisor or in-charge of each society to ensure that dropped students do not participate.
- If a student is readmitted to the college, the pass used to re-enter classes may also be used to re-enter the society or team.
Leave:

- **LEAVE DOES NOT COUNT TOWARD ATTENDANCE.** Even approved leave will count as an absence from class. Students are still responsible for maintaining 75% attendance in each subject.

- Due to the fact that leave does not change the attendance percentage, it may only be requested in cases when students will be absent for 3 or more consecutive days. This is to prevent the student from being dropped from the college rolls immediately.

- The incharge of any co-curricular activity that require students to miss class, must submit a form to the Principal for approval PRIOR to the classes being missed. This must include the roll numbers of the students involved and the date and time of the activity. Students will be marked absent in class. The college academic office will keep record of the co-curricular absences. They will still count as absences but students may be allowed an extra attendance period to make up their attendance percentage at the discretion of the Principal if needed.

- A written application for leave must be turned in to the program coordinator. The form is available in the college academic office. Documentation of the reason for absence will be required.

- Students who will be out of college for three consecutive class days or more must apply for leave in advance. Leave up to fifteen days will be approved by the program coordinator and beyond by the Principal. In case of an emergency or illness, students must submit a written application along with the required documentation to the academic office on the first day the student returns to college.

**Attendance shortage:**

- By the end of first month of college, First year students missing more than 25% of the total lectures delivered in any subject will have their roll number posted and a warning letter sent to their parents.

- Any student with 0% attendance in all classes will be dropped from the rolls of the college and a letter will be sent home to that effect. However these students can be readmitted with in 10 working days from the date the letter is issued.

- At the end of each month, attendance in each subject will be calculated. At this point, any student who has missed more than 25% of the total lectures delivered in any subject will be dropped from the college rolls.

- Short attendance DOES impact scholarships and financial assistance. Refer to the scholarship policy for information regarding this.

**WARNING:**

Students who fails to,

a) Maintain at least 75% attendance in all classes

b) Score at least E average in Send up Examinations

c) Score at least E average in the cumulative total for monthly tests
will not have their Examination Entry Forms sent to the Board of Intermediate and Secondary Education, Lahore.

Readmission Procedures:
Students will be readmitted once for attendance reasons and after readmission, they can continue attending college only if

- In all successive months his attendance is maintained at a minimum of 90% in all subjects
- There remains a fair chance that his attendance will aggregate at a cumulative 75%

**NOTE:**
If readmitted student’s attendance in any month following readmission falls so short that he will not be able to make it up to the required 75%, the student will be dropped and his name struck off the college rolls with immediate effect.

Letters will be sent home to all parents of students on the drop lists in order to keep them abreast of the student’s standing in the college. However, if parent fails to receive a letter that doesn’t permit a student from being dropped.

The procedure for students seeking readmission is as follows:

Students will obtain readmission form from the college academic office. This form will include information on attendance percentages from the college Academic Office.

Student takes the form to the Principal for a re-admission interview.

If the Principal approves the re-admission, the student takes the form to the Academic Office from where he gets bank challan form and pays the readmission fee (Rs. 3000/-) in the bank accordingly.

Then the student will submit readmission form and bank challan receipt office copy back to Academic Office where he will receive a pass for re-admission to classes.

The pass will re-admit the student to classes as well as co-curricular activities.

It is the student’s responsibility to fulfil above mentioned requirements of readmission procedure. Failing which student will be permanently dropped from college rolls after the last date of readmission, without any further intimation.
FREQUENTLY ASKED QUESTIONS
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 15 for the Parking sticker.

My contact information has changed. How do I let the college know?
Please go to the academic office in Sinclair Building room 16 (Window-02) and fill out a Change of Address form.

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 college attendance policy for intermediate students is on page 10 of this handbook.

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 exam results?
YES!! If you do not attend classes and keep your marks up, you may lose your financial assistance or scholarship.

What attendance percentage do I need to maintain in order to keep my financial assistance?
For Intermediate Students, it should stay above 75%.

Where and when do I get my roll number for the Board exams?
The academic office in Sinclair Building room 16 (window-02) will post notices with the dates and procedures for roll numbers as soon as the BISE, Lahore gives them the information.
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 Sinclair building room 16 (window-02) 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 society advisor is on university website: www.fccollege.edu.pk
Contact the concerned advisor.

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

Are there Bible Studies available?
Yes. See the Chaplain for days and times. 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 Sinclair Building room 16 (window-02).

Can I get information about colleges and universities overseas?
Yes, in the Office of Career Services in Ahmad Saeed Building room 014.
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 College Academic Office is located in the Sinclair building room 15/16. 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 (drop list), 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, the staff in the accounts office will be able to help you in how to do this.

**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](http://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 number 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 links
respectively
http://www.facebook.com/home.php?#!/pages/Forman-Christian-
College-Campus-Career-Portal/221565656913?ref=ts
http://fccollege.rozee.pk

Chief Proctor and Proctorial Board
The Chief Proctor’s Office is located on the ground floor of the Susheela Building (P-Block) in Room 15. 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.

Dean of Students Office
The Dean of Students’ Office is located on the ground floor of Ahmed Saeed Administration Building in Room 010. The Dean of Students role 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
- Difficulty in handling some interpersonal/intrapersonal problems
- Identity confusion
• Experiencing a traumatic event

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 Counselling 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 Counsellor.

Hostels Office

We have residential space in four hostels for intermediate students. 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. The Hostel office is located in the hostels area between Kennedy Hall and Griswold Hall.

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. Friday (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 Building, room 16.

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.

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.
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.

Admission Declaration

Before admission every student and his father/guardian are required to sign the following declaration:

“I do hereby declare that I am applying for admission to Forman Christian College with the express approval of my father/guardian and I accept as binding on me all rules and regulations in force in the college at the time of my admission and subsequently as long as I continue to be a student of this college. I accept the discipline of the college as exercised through its teachers and administrative officers, the rules made by the Principal, the College Council or the Board of Governors and I also understand that the Principal has the power of detaining any student either before or at the time of the Board Examination if, with reference to that student, the College or Board requirements are not fulfilled.

I declare that all the information given in my application is true and that my parents/guardian have read through the contents of this declaration and in testimony thereof they have affixed their signatures also which are genuine. I also understand that false statements or signatures on this declaration will constitute reason for automatic rejection of my application form or admission as the case may be.”

Dress Code

Winter (October 15 – March 31)

Men
Plain white dress shirt
Steel gray trousers
Black belt
Black dress shoes
Navy blue blazer and/or navy blue v-necked sweater
College approved blue and white striped necktie.
Summer (April 1 – October 14)

Men
Plain white dress shirt
Steel gray trousers
Black belt
Black dress shoes

Students will not be able to enter in college/class without proper uniform.

Identification Cards/Badges

- 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 Chief proctor’s office (P-02) office during posted office hours.
- If an ID card is lost, it is the student’s responsibility to have it replaced. The student will fill in the appropriate form and pay a fine. 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.

I.D. Card

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; failing to do so will result in penalization of Rs.200/-. Students will not be able to enter class without College I.D. card. If the card is lost a fine of Rs. 200/- will be charged on the issuance of first duplicate card and Rs. 500/- on the second issue. Loss of card must be reported immediately to the Chief Proctor.

Campus visitors

All visitors will be expected to register with security upon entering campus and must get visitors pass. It must be displayed as long as they are on 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. Students are not allowed to bring any eatable things inside the academic buildings.
Interaction between Boys and Girls

As a co-educational institution, Forman is committed to providing a comfortable and safe environment for all of our students. 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 (A – Block) 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 college 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.
Sexual Harassment

Sexual Harassment is an 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
- 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 it 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 plagiarism standing committee, and will be entered in the plagiarism registered maintained in the office of the vice rector. Upon through investigation the plagiarism standing committee can recommend any of the above penalties depending upon the seriousness of the proven act of plagiarism.

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 Rs.500/-. 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 with in 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.
CAMPUS FACILITIES
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

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 p.m. unless they are attending a university approved event on campus. 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.

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 free of cost 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 size pictures and a medical checkup from the on campus 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 realized 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 holder to the card enters the pool entirely at his/her own risk and responsibility. The College administration shall in no way, whatsoever, be responsible for the loss of life, limb 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.
   * Violation of the swimming rules & instructions.
   * Misbehaving with pool staff/official.
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:

<table>
<thead>
<tr>
<th>Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male Students</td>
<td>9:00 am to 11:00 am</td>
</tr>
<tr>
<td>Women</td>
<td>11:30 am to 2:30 pm</td>
</tr>
<tr>
<td>Male Students</td>
<td>3:00 pm to 4:30 pm</td>
</tr>
<tr>
<td>Team, Single male</td>
<td></td>
</tr>
<tr>
<td>Staff &amp; Private Members</td>
<td>4:30 pm to 6:00 pm</td>
</tr>
<tr>
<td>Family Time</td>
<td>6:30 pm to 7:30 pm</td>
</tr>
</tbody>
</table>

Canteen
The canteens are located in the Lucas Centre, besides Susheela building. The Susheela canteen is exclusively for Intermediate students. The hours are 8:00 am – 5:00 pm Monday through Friday on days classes are 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 canteens are 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 in the Lucas Centre canteen will be asked to leave and, if the behaviour is repeated, may be barred from using this facility. Complain should be directed to Service Manager at 042-35870261 or at Ext. 343.

**Book Shop**
There is a book shop on campus located in the Lucas Centre area. Books, stationary, ball pens, ID pouches and ribbons and other items may be purchased here. Opening hours are 8:00 am to 5:00 pm. In case of any complaint contact Mr. Rufis at 042-35870261 or Ext. 343.

**Dispensary**
The college dispensary is located in Lucas Centre next to the basketball courts. There is a 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 - College Section is located in Shusheela Building room 007. This Section of the Library was started in September 2010 for the Intermediate students. It comprises a fully air-conditioned and carpeted Hall and holds books on different subjects, computers and internet facility for students.

**General Library Rules:**
1) The College ID Card for the students carries the Library Membership Bar Codes too and the same can be used as the Library Borrower’s card.
2) Library Membership is non-transferable. No one can borrow library material on someone else's behalf.
3) Students must display their ID cards while visiting the Library.
6) Willing violation of library rules and regulations may result in fine or other disciplinary action.

**Timings:**
The library remains open without break for the following timings:

Monday through Friday 8:00 am to 5:00 pm
Summer Timings 8:00 am to 2:00 pm

**Registering for Library Membership Database**
In order to get the membership record created in the Library Database and activation of their borrowing rights, all students must fill up the Library membership form and return the filled form to the Library along with a copy of their College ID Card.
Lending Rules for Students
Intermediate students are eligible for borrowing 4 books at a time for a period of two weeks. On the expiry of loan period, library issues a reminder notice by e-mail to alert the students to return the overdue Library books in time and avoid fines. SMS Alerts are also sent to the students’ mobile phones to inform about important date, activities and announcements.

Please make sure that your e-mail address and mobile phone number in the Library records is correct and active. In case of any change in email or Mobile Phone numbers, please inform the Library immediately to get your record updated so that you can to benefit from the library services.

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

Holds
Students can request to place a “hold" on any item currently out 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 notified by email when the item is available for pickup, provided that the Library has a valid email address for the patron.

Renewal of Books
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.

Loss and Damage of Books
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.

Late Return of Books
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 book 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 Portal on Web**
The Ewing Memorial Library has launched its web based Information Portal (I-Portal) which can be accessed anytime from anywhere, through the following URL: [http://libraryportal.fccollege.edu.pk](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 arrived books and journals and the encyclopaedia, dictionaries and other reference materials. Access to **HEC Digital Library** is also available through Library I Portal.

While using the Library, the Library expects the students to please:

1) Be in proper uniform.
2) Observe order and silence.
3) Do not use mobile phone cameras or any other camera within the library premises. This is strictly prohibited.
4) Do not bring drinks & food inside the library
5) Do not smoke in the library
6) Do not deface, make notes on or remove library books or property without checking them out properly
7) Pulling out many books from the shelves unnecessarily is considered vandalism and a serious breach of discipline.
8) Do not reshelf the books after consultation. Just leave them on the tables for the Library Staff to shelve them in proper place.
9) Keep your mobile phones switched off

**Note:** Students can get the photocopy of required materials with in copyright law.

**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 labs 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 labs at Forman Christian College are for the exclusive use of students, faculty and administrative staff at FCC. Lab 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 labs 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 Iftar 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 Lab 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 lab 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, intermediate students must be in their uniforms and baccalaureate students 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.1.5/- per page printed on the laser printer. For printing with graphics or pictures, the charges 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.

Where to go to have copies made?
There are four printing and photocopy spots on campus working. They are in Armacost Building, Library, and Sinclair Hall where students can get their documents bind as well and from computer the lab Ahmad Saeed Administration Building room 023. There is another photocopy and printing spot located at backside of Ellahi Building (E-Block).

What can be copied?
Class materials, handouts, class notes, and excerpts from articles or books when properly credited (write the author’s name, title of the text and the year published on the first page) Other materials and supporting documents of direct relevance to college business can be copied.

What cannot be copied?
Books or several chapters of a book cannot be copied. Any copyrighted material not subject to the Fair Use Doctrine (posted in the copy centre)

What does it cost?
Rs 1.50 per page.

How do I place my order for copies?
At each copy centre is a form for you to use. On the form, indicate the pages you want copied (if copying an excerpt from a book) or the number of originals. Indicate how many copies of each page you want made and total your form. You will need to be prepared to pay the amount due at the time you place the order. For faculty and staff, there are photocopy request coupons. They can write the number of copies required. If they need above hundred they head or dean has to approve. For students they have to pay Rs. 1.50 per copy.

What time is the copy centre open?
Hours are posted outside the door of each copy centre. In general, the Copy Centre is open during the College business hours (8:00 a.m. to 5 p.m. Monday through Friday) though there may be changes to the schedule during summer holidays or peak periods.

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 seven 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 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.

d) Allocation of seats among various academic groups (Science, Arts, Medical, etc) is made on the proportional demand basis for each group (percentage of applications from each Academic group).

**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. Visitors may be served with soft drinks and/or tea only on the request of the student and no food will be served in the guest room.

**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. His office is in room number P-15 Susheela Building.

**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
- Monitoring of Prefects’ activities
- Issuance of identification badges
- Issuance of parking stickers for motor cycles and cars
- Performance of other duties as assigned by the Board at the beginning of the year

**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 uniform policy 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.

COLLEGE TIMINGS

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>MONDAY – THURSDAY</th>
<th>*FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00 – 8:50</td>
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<td>2nd</td>
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<td>3rd</td>
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<tr>
<td>7th</td>
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<td>2:25 – 3:15</td>
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<tr>
<td>8th</td>
<td>2:25 – 3:15</td>
<td>3:20 – 4:10</td>
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*Moved one hour for Juma Prayer and Chapel break