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 on 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>18</td>
</tr>
<tr>
<td>Chief Proctor and Proctorial Board</td>
<td>18</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>18</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>18</td>
</tr>
<tr>
<td>Students Counsellor</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>Transportation Office</td>
<td>20</td>
</tr>
<tr>
<td>Staff and Campus Offices</td>
<td>21</td>
</tr>
<tr>
<td>Faculty List and Contact Information</td>
<td>24</td>
</tr>
<tr>
<td>Standards of Behaviour</td>
<td>28</td>
</tr>
<tr>
<td>Admission Declaration</td>
<td>29</td>
</tr>
<tr>
<td>Dress Code</td>
<td>30</td>
</tr>
<tr>
<td>Identification Cards/ Badges</td>
<td>30</td>
</tr>
<tr>
<td>ID card</td>
<td>30</td>
</tr>
<tr>
<td>Campus Visitors</td>
<td>31</td>
</tr>
<tr>
<td>Mobile Phone Use</td>
<td>31</td>
</tr>
<tr>
<td>Classroom Misconduct</td>
<td>31</td>
</tr>
<tr>
<td>Right to Study</td>
<td>31</td>
</tr>
<tr>
<td>Behaviour in Academic Buildings</td>
<td>32</td>
</tr>
<tr>
<td>Interaction Between Boys and Girls</td>
<td>32</td>
</tr>
<tr>
<td>Personal Property</td>
<td>32</td>
</tr>
<tr>
<td>Destruction of Property</td>
<td>32</td>
</tr>
<tr>
<td>Theft</td>
<td>32</td>
</tr>
<tr>
<td>Personal Violence or Threatening Behaviour</td>
<td>33</td>
</tr>
<tr>
<td>Bribery or Coercion</td>
<td>33</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>33</td>
</tr>
</tbody>
</table>
Intermediate Student Handbook

Plagiarism Policy 34
Alcohol and drug use 34
Smoking 34
Weapons 34

Campus Facilities 36
Residential Areas 37
Gardens 37
Botanical Garden 37
Parking Lots 37
Sports Grounds 37
Swimming Pool 38
Canteen 38
Book Shop 39
Dispensary 39
Library 39
Computer Labs 43
Career Services and Placements 45
Copy Centre 46
Copyright Policy 46
Hostel Policies 47
Proctorial Board 48

Students Societies 50
List of Societies and Advisors 50
Academic Societies 50
Sports 52
Team Advisors and Sports Club Presidents 55

College Timings 56
Ramadan Timings 57
Academic Calendar 59
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,

Peter H. Armacost
Rector
MESSAGE FROM THE DEAN OF STUDENTS

Welcome to the 2011 – 2012 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.

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 fulfill 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 Lahore Board, 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.
• ALL APPROVED LEAVE STILL COUNTS AS AN ABSENCE
• The attendance for 3 or more classes, 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.
• 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 three 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:

- After the first month of college, students missing 3 or more classes 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.
- After the each month, at the end of each month, attendance in each subject will be calculated. At this point, any student who has missed 3 or more classes 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 fail to maintain 75% attendance in all classes and/or score less than an E average in the send-up examinations will not have their examination forms sent to the Lahore Board of Intermediate and Secondary Education.
Readmission Procedures:
Students will be readmitted once for attendance reasons. After readmission, they can continue attending college (even if name appears on success drop lists) 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%

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 at all parents of students on the drop lists in order to keep the abreast of the student standing in the college.

- The procedure for students seeking readmission is as follows:
  - Student applies to the college Academic Office Assistant for a readmission form. 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 Accounts Office and pays the re-admission fee.
  - Once the Accounts Office has signed the form, the student will bring a copy of the completed form back to the college Academic Office where he will receive a pass for readmission to classes.

- It is the students’ responsibility to have the form completed and returned to the college Academic Office.
- The pass will readmit the student to classes as well as co-curricular activities.
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?**
Students have to pay Rs. 2000/- per year for and Rs. 1000/- per year for Motorcycle.

**How do I get a parking sticker for my motorcycle or car?**
First student need to pay annual parking fee in the accounts department and then students have to take to bank payment slip to the Chief Proctor’s Office in Susheela Building (P-Block) 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.

**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 9 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 Ahmad Saeed Building room 002 will post notices with the dates and procedures for roll numbers as soon as the Lahore Board 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 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 society advisors is on page 40 of this handbook. 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 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.
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 (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://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 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.

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.

Dean of Students
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.

Students Counsellor
University Counselling Centre (UCC) is an essential part of any modern educational set-up. 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
- Difficulty in handling some interpersonal/intrapersonal problems
- Identity confusion
- Peer pressure
- Eating disorder
- Substance abuse
- Experiencing a traumatic event
Such issues if left unattended may become a continuous source of anxiety and stress. Willingness to identify recognizes, 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 emergency; students need to make appointment to seek help from the Counsellor.

Hostels
We have residential space for 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 of hostels. 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 Vice Principal. His office is located in the Ahmed Saeed Administration Building on the first floor, Room 127.

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 and you are also welcome to get in touch with our 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.

Transportation Office

College transport is not be available for students since September 1\textsuperscript{st}, 2010.
For more information, please contact Mr. Rufis Rasheed Room # 036 Ahmad Saeed Administration Building Ext. 343.
STAFF AND CAMPUS OFFICES
Office of the Rector
Dr. Peter H. Armacost Rector 301
Dr. Christy Munir Principal 304

Office of the Vice Rector
Dr. C.J. Dubash Executive Vice Rector 305
Dr. Marcia Grant Vice Rector 309
Ms. Shazia Salman Assistant Vice Rector 314

Office of the Registrar
Dr. Hamid Saeed Registrar 306
Mr. Najam-ul -Sahar Assistant to Registrar 307

Office of Controller of Examination
Dr. Mian Wajahat Hussain 324

Office of Financial Affairs
Mr. Asim Albert Chief Fiscal Officer 346
Mr. Zafar Iqbal Chief Accountant 351

College Business Office
Mr. Ashraf Kamil Chief Business Officer 308
Mr. Rufis Rasheed Services Manager 343

Office of Financial Assistance
Mr. Cyril Anthony Williams Director Financial Assistance 331
Mr. Kamil Shamshad Assistant Dir. of Financial Assistance & Student Recruitment 331

Office of Student Affairs
Ms. Cheryl Burke Dean of Students 321
Mr. M. Nawaz Malik Chief Proctor 422
Mr. Kashif Sharoon Director of Student Activities 355
Ms. Ayesha Ateeq Student counsellor 354

Office of College Advancement
Dr. Manzur Gill Chief Advancement Officer 333

Assessment and Institutional Research Office
Dr. Douglas E. Trimble Director of Assessment & Institutional Research 323
Mr. Shajeel Imran Research Associate 323
Intermediate Student Handbook

Information Services
Mr. Anthony Richard  Director Information Services  337
Mr. Suneel Paul  Assistant Database Administrator  330

Office of Centre of Learning and Teaching
Dr. Rukhsana Zia  Director of Centre of Learning & Teaching  325

Office of Communication & Publications
Ms. Uzma Khan  Director of Communications & Publications  322

Office of Religious Studies
Dr. Robert Wetmore  Dean of Chapel  425
Rev. Babar Iqbal  Chaplain  425
Hafiz Abdul Ghani  Chairman Islamic Studies  431

Development Office
Mr. Haroon John Samson  Director of Development  334

Hostel Office
Mr. M. Chaudhry Akram  Chief Warden  441
Hostel office  447

Security Office
Col. Khaqan Mehmood (Retd.)  Director Security and Safety  336

Admission Office
Mrs. Amber Mall  Director of Admissions  377 / 326
Mr. Stephen Johan  Assistant Dir. of Admissions  377

Sports Office
Mr. Babar Kamil  Chairman Sports Office  312

Library Office
Ms. Bushra Almas Jaswal  Chief Librarian  424
COLLEGE FACULTY LIST AND CONTACT INFORMATION
### BIOLOGICAL SCIENCES

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Mr. M. Akram Chaudry</td>
<td>B113</td>
</tr>
<tr>
<td>Professor</td>
<td>Mr. Zia ul Islam</td>
<td>B112</td>
</tr>
<tr>
<td>Asso. Prof.</td>
<td>Mr. Abdul Rehman Saeed</td>
<td>B119</td>
</tr>
<tr>
<td>Asso. Prof.</td>
<td>Mr. Shahnawaz Cheema</td>
<td>TBD</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Mr. Muhammad Farhan</td>
<td>B118</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Mr. Mashhud Usman</td>
<td>B114</td>
</tr>
</tbody>
</table>

### CHEMISTRY

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asstt. Prof.</td>
<td>Mr. Naveed Ahmad</td>
<td>C027</td>
</tr>
<tr>
<td>Asstt. Prof.</td>
<td>Mr. Tariq Mahmood Bhatti</td>
<td>TBD</td>
</tr>
<tr>
<td>Asst. Prof</td>
<td>Ms. Rubab Zohra</td>
<td>C003</td>
</tr>
<tr>
<td>Asstt. Prof</td>
<td>Mr. Noman Javed</td>
<td>C019</td>
</tr>
<tr>
<td>Asstt. Prof</td>
<td>Mrs. Lubna Amer</td>
<td>C026</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Mr. Makhdoom Sarfraz</td>
<td>C021</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Mr. James William</td>
<td>C002</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Mr. Naveed Rahmat</td>
<td>C006</td>
</tr>
</tbody>
</table>

### COMPUTER SCIENCE & I.T.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asstt. prof</td>
<td>Mr. Asher Irfan Saroia</td>
<td>N218</td>
</tr>
<tr>
<td>Asstt. Prof.</td>
<td>Maj. (Ret.) M. Akram Naul</td>
<td>N218</td>
</tr>
</tbody>
</table>

### ECONOMICS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asso. Prof.</td>
<td>Mr. Abdia Elvin</td>
<td>A006</td>
</tr>
<tr>
<td>Asso. Prof.</td>
<td>Mr. Mian Ghulam Farid</td>
<td>A006</td>
</tr>
<tr>
<td>Asstt. Prof</td>
<td>Mr. Atif Shakeel Saroia</td>
<td>A006.A</td>
</tr>
</tbody>
</table>

### EDUCATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asstt. Prof</td>
<td>Ms. Aqeela Rashid</td>
<td>A005</td>
</tr>
</tbody>
</table>

### ENGLISH

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asso. Prof.</td>
<td>Ms. Rahat Shafique</td>
<td>P016</td>
</tr>
<tr>
<td>Asstt. Prof.</td>
<td>Ms. Alvina Wasim</td>
<td>P018</td>
</tr>
<tr>
<td>Asso. Prof.</td>
<td>Mr. M. Iqbal Zafar</td>
<td>P015</td>
</tr>
<tr>
<td>Asstt. Prof</td>
<td>Ms. Amber Mall</td>
<td>AS004</td>
</tr>
<tr>
<td>Asstt. Prof</td>
<td>Ms. Sarah Asif</td>
<td>P018</td>
</tr>
<tr>
<td>6.</td>
<td>Ms. Eram George</td>
<td>Asstt. Prof</td>
</tr>
<tr>
<td>7.</td>
<td>Mr. Abrar Ajmal</td>
<td>Asstt. Prof</td>
</tr>
<tr>
<td>8.</td>
<td>Ms. Tabita Abdia</td>
<td>Lecturer</td>
</tr>
<tr>
<td>9.</td>
<td>Ms. Adeela George</td>
<td>Lecturer</td>
</tr>
<tr>
<td>10.</td>
<td>Ms Najmi Altaf</td>
<td>Lecturer</td>
</tr>
<tr>
<td>11.</td>
<td>Ms. Shazia Salman</td>
<td>Lecturer</td>
</tr>
<tr>
<td>12.</td>
<td>Ms. Sarah Samuel</td>
<td>Lecturer</td>
</tr>
<tr>
<td>13.</td>
<td>Mr. Nauman Ahmad</td>
<td>Lecturer</td>
</tr>
</tbody>
</table>

**GEOGRAPHY**

1. Mr. Muhammad Razzaq | Professor | A002 |

**HISTORY/PAK STUDIES**

1. Mr. Basharat Elahi Jamil | Asstt. Prof | D004 |
2. Mr. Ghulam Rabbani | Asstt. Prof | D004 |
3. Ms. Sadia Sumbal | Lecturer | D003 |

**MATHEMATICS**

1. Mr. Shaukat Hussain | Asso. Prof. | A010 |
2. Mr. Muzaffar A. Mubasher | Asstt. Prof. | A151 |
3. Mr. Javed Austin | Asstt Prof | A010 |
4. Mr. Muhammad Iqbal | Asstt. Prof | A159 |
5. Mr. Mohsin Raza | Lecturer | TBD |
6. Mr. Behram Gill | Lecturer | A013 |
7. Mr. Aamer Shahzad Gill | Lecturer | A151 |

**PHYSICAL EDUCATION**

1. Mr. Babar Kamil | Lecturer | Lucas Centre 003 |
2. Mr. Shahzad Nazir | Lecturer | Lucas Centre 003 |

**PHYSICS**

1. Mr. Munir Arjmand Khan | Asso. Prof. | P004 |
2. Mr. Daniel Yousaf | Asstt. Prof. | P006 |
3. Mr. Safdar Ali Mirza | Asso. Prof. | P004 |
4. Mr. Syed Iftikhar Hussain | Asstt. Prof. | P005 |
5. Mr. Muhammad Iqbal | Asstt. Prof. | P005 |
6. Mr. Muhammad Nawaz | Asso. Prof. | P002 |
7. Mr. Manzoor Masih | Asso. Prof. | P006 |
8. Mr. Shaukat Masih | Lecturer | P006 |

**POLITICAL SCIENCE**

1. Mr. Kamran James | Asstt. Prof | A156 |
PSYCHOLOGY
1. Mr. Dilnawaz Qamar Lecturer A005

RELIGIOUS STUDIES
1. Mr. Zaman Nazi Asstt. Prof D017
2. Mr. Muhammad Asghar Asstt. Prof D017
3. Mr. Abid Naeem Asstt. Prof D017

STATISTICS
1. Hafiz Tariq Farooq Khan Professor. P158
2. Mr. Khalid Javed Professor. P165
3. Ms Samia Ayub Asstt. Prof TBD
4. Mr. Peter Massey Asstt. Prof P165
5. Mr. Asif Shami Lecturer P166

URDU
1. Mr. Tahir Masood Professor. SIN012
2. Mr. Vincent B. Pace Asso. Prof. SIN012
3. Ms. Priya Tabita Asstt. Prof. D163
4. M.Y Sindhu Asstt. Prof. SIN012
5. Ms. Shahida Dilawar Shah Asstt. Prof. D163
6. Ms Abida Batool Asstt. prof SIN003
7. Mr. Safdar Naeem Sahotra Asstt. Prof SIN003
8. Dr Muhamad Alam Khan Lecturer SIN012
9. Mr. Aneel Samuel Lecturer SIN012
10. Mr. Ashraf Masih Lecturer SIN012
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

College approved blue and white striped necktie. Navy blue blazer and/or navy blue v-necked sweater
**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. Failure to have an I.D. card may result in penalty. Students will not be able to enter class without an I.D. card.

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.

**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 what ever 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 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 plagiarism standing committee, and will be entered in the plagiarism registered maintained in the office of the vice rector. Upon thorough 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. 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.

**Suspension**
Students would be suspended from the college on immediate effect if he is found guilty in any of the offences mentioned above. Students have the right to appeal a disciplinary decision if he believes that he have been unjustly accused or punished. For appeal one need to write an application in the name of Chief Proctor with in a week of the action. Discipline Action Committee would serve this purpose and decision of the committee will be final, subject only to final appeal 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**
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 p.m. unless they are attending a university approved event on campus.

**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 verify physically from the college Medical.
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 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:
   
   Male Students 9:00 am to 11:00 am
   Female Timings 11:30 am to 2:30 pm
   Male Students 3:00 pm to 4:30 pm
   Team, Single male 4:30 pm to 6:00 pm
   Staff & Private Members 6:30 pm to 7:30 pm

Canteen

The canteen is located in the Lucas Centre and besides Susheela building (P-Block) which is exclusively for Intermediate. 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 absurdity, complain must be informed to Service Manager at 042-35870261 or at 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 complain please let Mr. Rufis know 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 (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. There are more than 70,000 books, 20 Printed Journals, Audio-visual and digital resources in the Library. The collection is growing monthly with the addition of new books.

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.

This state-of-the-art combination of best Library Technologies and most modern concepts of Library Services have been employed in the Ewing Memorial Library for the first time in Pakistan.
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 2/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: \texttt{http://library.fccollege.edu.pk/}. The Library Blog provides the latest news about the Library, at url: \texttt{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.

HEC Digital Library
On-campus access is available to 15 high value and information-rich \texttt{HEC Digital Library}, of online resources of journals, databases, and e-Books on wide range of disciplines. The ebrary
Intermediate Student Handbook

provides around 50,000 online ebooks in addition to more than 23,000 journals through the Digital Library Program.

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 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 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 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 spots on campus working. They are in Science Building, Library, Sinclair Hall where students can get their documents binded as well and from computer lab Ahmad Saeed Administration Building room 023. There is going to be one more in E Block. Students can go there for printing and photocopying.
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
Intermediate Student Handbook

5. West Hall
6. Ewing Hall
7. North Hall (women)

Ewing Hall is at Nila Gumbad near Anarkali bazaar. The other six hostels are on the main campus and 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-02 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
• Counselling students in the areas of discipline, personal growth, etiquette or general guidance.
• 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.
STUDENTS’ SOCIETIES
# Intermediate Student Handbook

## STUDENT SOCIETIES

<table>
<thead>
<tr>
<th>S. No</th>
<th>Society</th>
<th>Society Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Art Junction</td>
<td>Mr. Asher Imtiaz</td>
</tr>
<tr>
<td>2</td>
<td>Formanites Adventure Club</td>
<td>Mr. Mohd. Razzaq</td>
</tr>
<tr>
<td>3</td>
<td>Bazm-e-Fikr-o-Nazar</td>
<td>Dr. Ashfaq Ahmad Virk</td>
</tr>
<tr>
<td>4</td>
<td>Benade Physics</td>
<td>Mr. Iftikhar Hussain</td>
</tr>
<tr>
<td>5</td>
<td>Biological Jr.</td>
<td>Mr. A.R. Saeed</td>
</tr>
<tr>
<td>6</td>
<td>Biological Sr.</td>
<td>Dr. Khalid Zameer Rasib</td>
</tr>
<tr>
<td>7</td>
<td>Christian Life</td>
<td>Rev. Babar Iqbal</td>
</tr>
<tr>
<td>8</td>
<td>Formanites Computing</td>
<td>Mr. Amjad Hussain</td>
</tr>
<tr>
<td>9</td>
<td>Formanites Debating</td>
<td>Ms. Alvina Waseem / Dr. Ghafoor Qasim</td>
</tr>
<tr>
<td>10</td>
<td>Dramatics Club</td>
<td>Ms. Noureen Khokhar / Mr. Ateeq Anwer</td>
</tr>
<tr>
<td>11</td>
<td>Earth Watch</td>
<td>Dr. Manzur Gill</td>
</tr>
<tr>
<td>12</td>
<td>Lucas Economics</td>
<td>Mr. Zahid Iqbal</td>
</tr>
<tr>
<td>13</td>
<td>Formanites Education</td>
<td>Ms. Aqeela Rasheed</td>
</tr>
<tr>
<td>14</td>
<td>Ewing Literary</td>
<td>Ms. Iffat Khatoon</td>
</tr>
<tr>
<td>15</td>
<td>English Club</td>
<td>Mrs. Sarah Asif</td>
</tr>
<tr>
<td>16</td>
<td>Folio English</td>
<td>Mr. Waqar Azeem</td>
</tr>
<tr>
<td>17</td>
<td>Folio Urdu</td>
<td>Mr. Tahir Masood</td>
</tr>
<tr>
<td>18</td>
<td>Dean Geographical</td>
<td>Mr. Mohd. Razzaq</td>
</tr>
<tr>
<td>19</td>
<td>Griswold History</td>
<td>Mr. Bisharat Elahi</td>
</tr>
<tr>
<td>20</td>
<td>Islamic</td>
<td>Mr. Attiq-u-Rehman</td>
</tr>
<tr>
<td>21</td>
<td>Formanites Journalism Society</td>
<td>Mr. Junaid Ghauri</td>
</tr>
<tr>
<td>22</td>
<td>Leadership Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>23</td>
<td>Mathematics</td>
<td>Mr. Behram Gill / Mr. Amir Shehzad</td>
</tr>
<tr>
<td>24</td>
<td>Music</td>
<td>Mr. Azeem Alphonse / Kamran Shahzad</td>
</tr>
<tr>
<td>25</td>
<td>Model UN</td>
<td>Mr. Sufiyan Mazhar</td>
</tr>
<tr>
<td>26</td>
<td>Photographic</td>
<td>Mr. Fahad Aftab</td>
</tr>
<tr>
<td>27</td>
<td>Political Science</td>
<td>Mr. Ahmad Waqas Waheed</td>
</tr>
<tr>
<td>28</td>
<td>Psychological</td>
<td>Ms. Aysha Ateeq</td>
</tr>
<tr>
<td>29</td>
<td>Red Crescent</td>
<td>Dr. Farhat Iqbal</td>
</tr>
<tr>
<td>30</td>
<td>Rotaract Club</td>
<td>Mr. Raheem ul Haq</td>
</tr>
<tr>
<td>31</td>
<td>Sociology</td>
<td>Mr. Ather Azeem</td>
</tr>
<tr>
<td>32</td>
<td>Speer Chemical</td>
<td>Dr. Nadeem Asghar</td>
</tr>
<tr>
<td>33</td>
<td>Statistics</td>
<td>Mr. Asif Shamin</td>
</tr>
<tr>
<td>34</td>
<td>Women’s Club</td>
<td>Ms. Aneela Maqbool</td>
</tr>
</tbody>
</table>
Academic Societies
Each department has its own academic society. These exist to promote interest in and education about their respective fields. These societies provide opportunities to develop leadership talents and skills among the students. They encourage the students to be confident, committed, to explore their own interests. Each Society has its own advisor and office bearers. The office bearers are chosen in different ways by each society. Membership in these societies will be advertised by Student Activities office. The office bearers of the societies hold seminars, social and religious functions, lectures by different well-known personalities as well as other types of events.

The Art Junction
The Art Junction is society related to artistic work. They also hold talent hunt programs for the students. This society also provides decoration services at different campus-wide programs.

Adventure Club
The Adventure Club works with the basic objective to introduce and promote adventure activities among the students. The Club announces several hiking/tracking programs for the interest of people of all age groups.

Debates Society
The debate society participates in frequent debate and declamation contests throughout Pakistan. It has an outstanding record of winning trophies in intercollegiate competitions. Skills acquired through the debate programme are exceedingly helpful in many different careers in later life.

Dramatic Society
The dramatic society produces at least two major productions each year. In some cases the plays are original plays written by members of the faculty or student body. However, most plays performed are written by major playwrights. The dramatic society produces plays in both English and Urdu.

Earth Watch
The objective of Earth watch society is to create awareness about the environment protection among students and community that environment is one of the most important issues of our time and will continue to be well into the future.

Folio
Folio is an official traditional college magazine. It gives information about Alumni as well as the events that have taken place in the previous year. The Folio team has twenty members. Ten work on the English magazine and ten on the Urdu magazine. Students who want to become members of the Folio team apply with the Folio advisors. Interviews are held and then selection is made.
**Music Society**
The Music Society is one of the major societies of Forman Christian College. The main purpose of the society is to find talented students and to give this world the future stars. The students arrange programmes during the year in which they show their talents as vocalists, instrumentalists and dancers. Every student can be a member of this society by filling out the membership form. Auditions are held for participation in the contests and programs etc.

**Model United Nation**
This society provides information about how UN committees work and also train students to represent Pakistan and other countries in local and international conferences.

**Photographic**
The purpose of photographic society is to provide photographic coverage at different events on camps. They also hold photographic exhibition on Campus.

**Red Crescent**
Red Crescent society works for the awareness raising regarding the importance of donating blood and what are blood born diseases. They hold blood collection camps. They also hold First Aid training workshops with the collaboration of Rescue 1122.

**Rotaract Club**
Like Rotaractors all around the world, Rotaract Club in FC College works for the awareness raising among the students about different social issues. There goals are to make a positive contribution to the community, to develop professional and leadership skills and to increase fellowship among students.

**Women’s Club**
The purpose of this club is to arrange events for University women which give them a platform where they can discuss their problem. Make them to feel strong, to raise the issues of female students on campus.

*For more information about these or other societies, meet the Director of Student Activities, Student Affairs Department in Ahmed Saeed Administration Building, Room 012.*

**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 track, Athletes (25m) swimming pool, tennis, basketball, Badminton courts, cricket, football, hockey, handball grounds, a table tennis hall and a gymnasium (out door).

• Sports equipment is available from the sports office throughout the day. Students will need to deposit their membership 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, Basket Ball, Cricket, Foot Ball, 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 and Senior. 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.
Team Advisors
Ewing Hall  
Dr. Dildar Ahmed
Griswold Hall  
Dr. Manzur Gill
Kennedy Hall  
Prof. Zia ul Islam
Newton Hall  
Dr. James Shafi
Velte Hall  
Prof. Ch. M. Akram
West Hall  
Dr. Sufian Aslam
Babar House (1st yr)  
TBD
Humayun House (2nd yr)  
Mr. M. Razzaq
Akbar House (Fresh)  
Prof. Kamran Azhar
Jehangir House (Soph)  
Prof. Muhammad Asghar
Shah Jehan House (Junior)  
Prof. Makhdoom Sarfraz
Aurangzeb House (Senior)  
Syed Ifikhar Hussain
Mughal House  
M.Y. Sindhu

Sports Club Presidents
Athletics  
Prof. Shahzad Nazir
Badminton  
Prof. Sohail Ahmad
Basketball  
Dr. Manzur Gill
Bodybuilding  
Prof. Tahir Masood
Boxing  
Prof. Fahad Aftab
Cricket  
Prof. Safdar Ali Mirza
Football  
Prof. Uzma Zaidi
Hockey  
Dr. Farid A. Malik
Lawn Tennis  
Prof. Abdia Elvin
Squash  
Prof. Kashif Shafique
Swimming  
Prof. Babar Kamil
Table Tennis  
Prof. Numan Shiekh
Volleyball  
Prof. Ghulam Murtaza
Weight Lifting  
Prof. Ghulam Murtaza
Handball  
Prof. Safdar Naeem Sahotra
COLLEGE TIMINGS
**Ramzan College Timings**

These times do **NOT** change on Friday. They are the same Monday through Friday.

**INTERMEDIATE**

**MONDAY – FRIDAY**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>REGULAR MEETING TIME</th>
<th>RAMZAN MEETING TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:00 – 8:50</td>
<td>8:00 – 8:40</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>9:00 – 9:50</td>
<td>8:45 – 9:25</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>10:00 – 10:50</td>
<td>9:30 – 10:10</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>11:00 – 11:50</td>
<td>10:15 – 10:55</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>12:00 – 12:50</td>
<td>11:00 – 11:40</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>1:00 – 1:50 (Fri. 2:00)</td>
<td>11:45 – 12:25</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2:00 – 2:50 (Fri. 3:00)</td>
<td>12:30 – 1:10</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>3:00 – 4:00 (Fri. 4:00)</td>
<td>1:15 – 1:55</td>
</tr>
</tbody>
</table>

*Moved one hour for Juma Prayer and Chapel break*
### College Calendar 2011 - 2012
#### Intermediate

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 01, 11</td>
<td>First Day of Classes 2&lt;sup&gt;nd&lt;/sup&gt; Year ONLY</td>
</tr>
<tr>
<td>Aug 01, 11</td>
<td>Ramadan Timings (Subject to Moon)</td>
</tr>
<tr>
<td>Aug 29 – Sep 02, 11</td>
<td>Eid ul Fitr Holiday (Subject to the Moon)</td>
</tr>
<tr>
<td>Sep 10, 11</td>
<td>College Faculty Orientation</td>
</tr>
<tr>
<td>Sep 17, 11</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Year Student Orientation</td>
</tr>
<tr>
<td>Sep 19, 11</td>
<td>First day of Classes 1&lt;sup&gt;st&lt;/sup&gt; Year</td>
</tr>
<tr>
<td>Nov 07-11, 11</td>
<td>Eid ul Adha (Subject to the Moon)</td>
</tr>
<tr>
<td>Nov 19, 11</td>
<td>Iqbal Day Holiday</td>
</tr>
<tr>
<td>Nov 19, 11</td>
<td>Parent --Teacher Meeting</td>
</tr>
<tr>
<td>Dec 01-15, 11</td>
<td>Send-up Exams</td>
</tr>
<tr>
<td>Dec 05-07, 11</td>
<td>Muharram Holidays (Subject to the Moon)</td>
</tr>
<tr>
<td>Dec 19, 11 – Jan 02, 12</td>
<td>Christmas/ Winter Break</td>
</tr>
<tr>
<td>Jan 03, 12</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Jan 03, 12</td>
<td>Send-up Results Due</td>
</tr>
<tr>
<td>Feb 05, 12</td>
<td>Eid e Milad Holiday (Subject to the Moon)</td>
</tr>
<tr>
<td>Feb 10, 12</td>
<td>Kashmir day Holiday</td>
</tr>
<tr>
<td>Feb 10, 12</td>
<td>Valedictory</td>
</tr>
<tr>
<td>Feb 13-Mar 16, 12</td>
<td>All Syllabi Completed (2&lt;sup&gt;nd&lt;/sup&gt; Year)</td>
</tr>
<tr>
<td>Feb 13-Mar 16, 12</td>
<td>Unit/ Chapter/ Topic Review (2&lt;sup&gt;nd&lt;/sup&gt; Year)</td>
</tr>
<tr>
<td>Mar 19-30, 12</td>
<td>Rigorous /testing on Board Pattern (2&lt;sup&gt;nd&lt;/sup&gt; Year)</td>
</tr>
<tr>
<td>Mar 23, 12</td>
<td>Pakistan Day Holiday (Revision and Testing continues)</td>
</tr>
<tr>
<td>Mar 23, 12</td>
<td>All Syllabi Completed (1&lt;sup&gt;st&lt;/sup&gt; Year)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Apr 02 – 13, 12</td>
<td>Unit / Chapter / Topic Review (1st Year)</td>
</tr>
<tr>
<td>Apr 16 – 27, 12</td>
<td>Rigorous Testing on Board Pattern (1st Year)</td>
</tr>
<tr>
<td>Apr 27, 12</td>
<td>Last Day for 1st Year Students</td>
</tr>
<tr>
<td></td>
<td>(Revision and Testing Continues)</td>
</tr>
</tbody>
</table>