



**FORMAN  
CHRISTIAN  
COLLEGE**  
(A CHARTERED UNIVERSITY)



# College Handbook 2023



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# MESSAGE FROM THE RECTOR



Welcome to Forman Christian College (A Chartered University)!

Forman Christian College -- embracing as it does the more than 3,000 students that constitute the Intermediate section of FCCU -- is an integral part of this historic institution of higher learning. We appreciate your interest in FCCU, just as we welcome each of our students as well as the families which they represent.

Established in 1864, Forman College has a long and distinguished history. Many of our graduates played leading roles in both the Pakistan independence movement and in the early days of the new country that followed. In fact, it was a Forman graduate who administered the oath to Quaid-i-Azam Jinnah as the first

Governor-General of an independent Pakistan. Subsequently, a long list of distinguished "Old Formanites" have served their country in various ways including as presidents, prime ministers, parliamentarians, governors, ambassadors, academics, IT entrepreneurs, business leaders, and war heroes.

In keeping with the principles on which Forman was founded, we are strongly committed to developing both the intellect and social conscience of each of our students. Character matters! And typically character reveals itself in a number of ways including through empathy, understanding and commitment to service, as reflected in our heart-felt College motto: "By Love Serve One Another".

Over the past couple of years, several improvements have been made on our campus. This includes the development of a new basketball court, volleyball court and soccer pitch designated for College use. In addition, we are continuing efforts to strengthen our sports and music departments, in part through the arrival of a new sports coach (from the United States) and music teacher (from South Korea), lending an international dimension to our faculty profile. We also encourage our College students to become involved in a range of co-curricular activities available on our beautiful campus, further enriching your College life.

Finally, a word about your fellow students and teachers, both of whom will play a vital part in your Forman experience. With regard to fellow students, some of the friendships that you develop at Forman will last a lifetime; you will also have opportunities to meet and interact with classmates from many different backgrounds and walks of life, making your time at Forman even more memorable. We are also proud of our well-qualified faculty. Indeed, many of our students graduate from Forman with a life-long appreciation for their teachers, remembering in particular the example they set as well as their enduring commitment to service.

Once again, we warmly welcome you to the Forman community. We appreciate your interest in FCCU and we are confident that you will learn from your life at Forman, even as you make a difference in the lives of others.

Dr. Jonathan S. Addleton

Rector

# MESSAGE FROM THE VICE RECTOR

My Dear Students,

Forman Christian College is a more than 150-years-old institute of academic excellence. We do take pride in our beautiful campus, but our real pride and joy are our students. Our students are the true Forman Christian College – the true embodiment of this institute – thus, it would not be wrong to say that Forman Christian College is spread across the globe and has its rightful place in all spheres of life, from running businesses to running the country.

The motto of Forman Christian College is “By love serve one another.” We live by this creed every day and strive towards serving with love through our work, may it be cleaning or teaching or administrative work. We are tirelessly involved in shaping the nation of Pakistan by working with each student and taking him as the building block to fortify the foundation of our country – Pakistan - and the world at large.

This handbook is a guide, read it carefully as it delineates all the information that is required for your journey here with us. We will go by what has been written in this handbook, policies will be implemented regarding attendance, exams, and discipline. The core values of Forman Christian College are those principles that have stood the test of time. They are Integrity, Excellence, Respect for the Dignity of each Human Being, Discipline and Accountability, Fairness and Justice, Service, and Community. No matter how much we evolve, no matter how much the world has witnessed technological advances, these principles will hold true and will help you have a stronger character, just the way they helped us. These core values are at the core of humanity. They make us human and the world will be a better place because of them. You will very easily glide through the ever-changing world only if you have these changeless core values embedded in your heart. The faculty and staff at Forman Christian College are committed to bring out the best in our students. They are passionate about what they do, competent to do their work well, compassionate to deal kindly and have the character to always do the right thing, even when doing the right thing may not be the easiest of the things.

Our faculty and staff desire to instill in the students commitment, passion, competency, compassion and character so that they become the agents of change. We wish that whoever crosses roads with our students becomes inspired by them. We hope that whatever they do they excel in it, and wherever they go, they leave that place better than they found it.

Forman Christian College is a perfect representation of all cultures of Pakistan. We appreciate and celebrate the diversity of different cultures. At Forman, we live in harmony with each other. We honor and respect all cultures, creeds and colors, and we welcome anyone and everyone who takes admission and gladly call them ours forever. We look forward to being a partner with you so that we could bring out the best in you and shape up your destiny by working alongside you, so that you would materialize your true potential. You “mean” to us because you are ours, the true Forman Christian College.

I pray that you have a wonderful time here with us. God bless.

Dr. Ivan Suneel,  
Vice Rector, College





# MESSAGE FROM THE COLLEGE COORDINATOR

Welcome to Forman Christian College, an inclusive and empowering learning community which fosters confident, creative, caring, curious, and collaborative learners who “dare to be excellent”. Our core values underpin all aspects of our learning day.

We have a faculty that is committed to working alongside every student to support them to dare to be excellent in everything they do and we pride ourselves in educating our students to be good human beings.

Our institution has a strong history of providing high quality education to the students. Along with this sense of history, a sense of belonging and familiarity quickly develops. The teacher and staff have a strong community spirit reflecting our motto “By love serve one another” and they inculcate the same in students insuring that college remains a happy and safe place for learning and growing.

We offer the platform of various student societies, which student can join to embellish and enhance their talent and sharpen their leadership skills so that they can have a solid foundation for their future.

God bless you.

Dr. Lubna Amer

College Coordinator

# MESSAGE FROM THE COLLEGE INFORMATION OFFICER

Dear Students,

Welcome to the new academic year! We are thrilled to be partnering with you on your exciting educational journey of discovery. Whether you are a first-year or transfer student, there are unlimited opportunities to enjoy campus life by learning, exploring, and engaging together.

At Forman Christian College, we understand that education is not just about academic excellence, but also about developing one’s personality. We believe in providing a holistic education that encompasses a student’s intellectual, emotional, social, and physical development. To achieve this, we offer various extracurricular activities, leadership programs, community service opportunities, and personal counseling services.

We encourage our students to participate in extracurricular activities such as sports, music, drama, debate, and community service to broaden their horizons and develop their talents. Our leadership programs and workshops aim to empower students to take initiative, make ethical decisions, and inspire others.

At our college, we celebrate diversity and encourage inclusivity in our community. We strive to foster an environment that is respectful, civil, supportive, and safe for all students to pursue their dreams and reach their highest potential.

We are excited to partner with you on this journey of discovery and growth.



As Mother Teresa said:

“I can do things you cannot, you can do things I cannot; together we can do great things.”

Regards,

Rehan Sohail,

College Information Officer

# MESSAGE FROM THE OFFICE OF THE COLLEGE CHIEF PROCTOR

Dear Students,

As you begin this new season of your lives, the team of proctors and prefects at the Office of the Chief Proctor (College section) deem it an absolute honor to extend a warm welcome. These sentiments of honor are coupled with the privilege of servitude and stewardship that exemplifies the premium placed on wholesome upbringing of students. Our vision is to see your lives transformed in a manner that enables you to gracefully navigate through ever fluctuating waves of change we are surrounded with.



As an office, our prime assignment is working towards maintaining discipline whereby nurturing an atmosphere conducive to learning, intellectual growth and fruit bearing academic discourse. In the coming days some of you will choose to offer services as prefects to the Office of the Chief Proctor, this would be a prestigious appointment which will give you a unique opportunity, help you explore your talents and discover a profound sense of purpose and belonging by making a contribution towards community service.

We must consistently remind ourselves that no individual or nation has scaled the summit of accomplishment without putting to practice the virtue of discipline, more so for individuals who have set themselves on an academic journey. A disciplined soul is firmly rooted in conviction to do what is right, say what is true and resist the temptation to conform to what is popular, rather choosing to stay grounded in the values of justice, respect, fairness, courage and humility. This will add to inner peace and a sense of personal worth. As a nation, we need discipline more than we needed ever before, I strongly believe that many of our problems will be instantly decimated if firmly targeted with discipline.

My advice to you - firmly gird your loins with the virtues of truth, discipline and meekness. Never resist the process of change; when rattled with nerve wracking challenges, spread your wings with a smile and let the current of discipline push you to new heights. May the Lord give you grace to have a heart fixed on the goal of your life. Through God we shall do valiantly (Amen).

Best wishes and Godspeed!

Regards,

Arooj Justin,

College Chief Proctor,

Sinclair Hall 017, Ext: 372.

# COLLEGE ACADEMIC OFFICE

The College Academic Office is located in the Sinclair Hall, facing C and B block with six students/parents dealing windows. This office is responsible for students' BISE admissions, course enrollment on Empower, academic records management, student transcripts, academic-related certificates, faculty and students result analysis, etc. Academic Office staff has devoted itself over the years to the principles of "Service First" with respect and dignity. The Academic Office staff sincerely hope to hold fast to its principles and strive to achieve everlasting improvements.

# COLLEGE INFORMATION OFFICE

The office is responsible for providing information to parents about their son, which includes attendance reports, academic records and financial details. The details are provided through calls, SMS, emails and letters via courier. The College Information Office works in collaboration with different departments of the college Handbook for College (Intermediate) Students 2022 to collect information and pass it on to the students. The role of CIO also includes student's clearance from three departments – Accounts, Library and Chief Proctor. The responsibilities of the CIO are not just limited to providing information, it also provides students with documents, certificates and official College letters. The Office provides these documents in soft via email and in hard copy via hand, depending upon the requirement of the student. Students and parents can reach out to us at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk) if they require any information. Apart from this, CIO supervises the BISE admission process.

The office also deals with student's Moodle, Empower and Email accounts. If students have any problem with these accounts we forward the request to the concerned department. We have a designated email address for these queries: [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk)

# STUDENT RECORDS

Forman Christian College guarantees both the privacy and confidentiality of all student educational records and a student's right to access those records. The official custodian of student records is the Coordinator College (Intermediate) Program. Access to student records is limited to the student, the student's parent or guardian, current instructors, program coordinator, counseling 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 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 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.





# MISSION AND VISION STATEMENTS

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

The Vision of the College is to be recognized as one of the very best colleges in the entire subcontinent. The educational programs 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.
- Informed learners who understand global and cross-cultural relationships, value the philosophy and history, 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 and who accept their public duty and participate in the democratic decision-making process.

## CORE VALUES

The faculty and staff of Forman Christian College seek to live by and teach students the following Core Values of the College:

### **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.

### **EXCELLENCE**

I will be steadfast in my pursuit of excellence. I will set high standards in my intellectual life, personal behavior, and interpersonal relationships. I will honor 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 candor 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 behavior 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 RICH HERITAGE SINCE 1864

Forman Christian College grew from the modest beginnings of the Rang Mahal School, established in 1859 as one of the first modern schools in the Punjab. Five years later, in 1864, a collegiate section was added. This college was later officially named Forman Christian College in 1884 in honor of its founder Dr Charles W Forman, a Presbyterian missionary from the USA. From its inception its mission has been not only to provide a sound education, but also build the moral qualities of its students. This is best exemplified in its motto, “By love, serve one another.”

FC College soon emerged as one of the leading institutions of higher learning in the subcontinent. Many Formanites rose to positions of community leadership and became pioneers in politics, literature, science, the civil services, the armed forces, the law and judiciary and business.

In 1972, the Government of Pakistan nationalized several educational institutions, including FC College. After 31 years, on 19 March 2003, FC College was denationalized and returned to the original owners of the property, the Presbyterian Church (USA). In March 2004, FC College was awarded degree-granting authority and it is now a chartered university. In 2005, the College began its new 4-year Baccalaureate program, modeled on western higher education standards, which provides a well-rounded education and both breadth and depth of knowledge.

The Board of Directors of FC College now consists of 15 members with the Rector as its Secretary. Together with the management team, they are committed to providing an ideal climate of learning for students, with high regard for excellence of educational standards, moral and social principles, personal concern for students, and the maintenance of campus facilities and its infrastructure.

FC College has embarked on a new phase of its existence, in which it strives to uphold the noble traditions on which it was founded, in order to promote human fellowship that transcends the barriers of creed, caste and ethnicity.

## OUR ACADEMIC PROGRAMS

We offer three educational programs at the Intermediate level: Intermediate Sciences, Intermediate Humanities and Intermediate Commerce.

Please select your subject choices carefully. No change of subject will be allowed after the roll number is issued.

### SCIENCE

In addition to compulsory subject, all incoming Intermediate Science students are required to choose one of the following combinations of three subjects:

Elective Subjects Combinations		
Science	Pre-Medical	Biology, Physics and Chemistry
	Pre-Engineering	Math, Physics and Chemistry
	Intermediate Computer Science	Math, Physics and Computer Science

# COMMERCE

In addition to the compulsory subject, students of Intermediate Commerce are required to take following four subjects each year:

Elective Subjects Combinations		
Program	First Year (Part I)	Second Year (Part II)
Commerce	Principles of Accounting	Principles of Accounting
	Principles of Economics	Principles of Banking
	Principles of Commerce	Commercial Geography
	Business Mathematics	Business Statistics

# HUMANITIES

In addition to the compulsory subject, all incoming Intermediate Humanities students are required to choose one of the following seven combinations of three subjects:

Elective Subjects Combinations	
Arts	Civics, History and Psychology
	Civics, History and Geography
	Geography, Statistics and Education
	Urdu Literature, Civics and Education
	Psychology, Statistics and Education
	Civics, History and Physical Education
	Urdu Literature, History and Physical Education

Note: If less than ten students enroll for any elective class, the class will not be convened for lack of quorum.

All Programs	Compulsory Subjects	
	First Year	Second Year
	English	English
	Urdu	Urdu
	Islamiat	Pakistan Studies

Note: Overseas O Level students may opt Pakistan Culture in lieu of Urdu Compulsory with prior permission from Lahore BISE.

Note: The College administration assigns the sections to the students. Once the section is assigned then no request for change of sections is entertained.

# SCOPE AND CAREER PROSPECTS FOR OFFERED PROGRAMS AT FCC

## F.Sc. (Pre-Medical)

This program is designed to prepare students for pursuing careers in the healthcare sector, academia and research. The scope of F.Sc. Pre-Medical in Pakistan is quite broad as the healthcare sector is one of the fastest-growing sectors in the country and students can pursue a variety of careers in the field of medicine, such as becoming a doctor, a dentist, a pharmacist, a physiotherapist or public health administrator. In addition to these traditional career paths, students with this background can pursue further studies in interdisciplinary fields in natural sciences such as Biotechnology, Molecular Biology, Biochemistry, Neurobiology, Biophysics etc. The course also includes laboratory experiments designed to reinforce course content and prepare students for research. The course aligns with the Lahore BISE exam requirements

## F. Sc. (Pre-Engineering)

This program provides a solid foundation to students who are preparing to pursue careers in the field of engineering. The scope of this program is very broad in Pakistan due to ever-increasing demand of engineers in the country in various industries. With a degree in F.Sc Pre-Engineering our students can pursue a variety of careers in the field of engineering, such as electrical engineering, mechanical engineering, civil engineering, chemical engineering, etc. In addition to traditional engineering fields, students with this background can also pursue careers in research, academia, and engineering management. Furthermore, these students may also choose to get further studies in Physics, Chemistry and Mathematics.

## F.A.

The humanities program offers students a strong foundation in arts and has a very diverse scope, as it prepares students for a variety of careers including those in the fields of law, public administration, journalism, education, social work, diplomacy and psychological services. With a degree of FA students can pursue careers in both public and private sectors, and they often manage to hold positions in government agencies, NGOs, media organizations, and educational institutions. Students can also pursue careers in creative industries such as art, design, and media productions. As in Pakistan and abroad, investments in social development and civic engagement continue to grow, the scope of FA is also increasing rapidly. Even today, government and private sectors in Pakistan offer numerous employment opportunities in the areas of public policy, advocacy and community development. The growing demand for individuals with skills in critical thinking, communication, and cultural literacy, students with a humanities background are considered valuable assets in any organization, as they can play an important role in shaping the social, economic, and political landscape of Pakistan.





# ICS

This is a highly sought-after program at Forman Christian College as it provides students with a solid foundation in the fields of Computer Science, Physics and Mathematics. Its scope in Pakistan is quite broad due to the growing demand for individuals skilled in these areas. Students who opt for ICS (Physics) can pursue a variety of careers such as those in the fields of software development, data analysis, computer programming, artificial intelligence and robotics etc. In addition, they can pursue careers in research and academia, particularly in the fields of computer sciences, physics, and mathematics. The scope of ICS (Physics) is expected to grow further, as Pakistan continues to invest in technology and digital infrastructure. The government and private sectors offer numerous employment opportunities for students with ICS (Physics) in the IT and software developmental industries. It provides the opportunities for the ICS students to become freelance software engineers, e-commerce developers. The course also aligns with the Lahore BISE examination requirements.



# I.COM

ICOM offers a wide range of career opportunities for students to pursue, both in private and Public sectors, providing them with a strong foundation for the fields of Commerce, Economics, Accounting, Banking, Marketing, Financial Management and many other related domains. Commerce education imparts understanding of Business and Economics, Financial Literacy, Practical Analytical skills and Entrepreneurial mindset to perform in the business world and contribute to professional success. With the increasing interest of local and foreign investors in economic development and business innovation further widens the scope of these fields with many new employment and career opportunities emerging in the areas of finance, trade, and investment.

# COLLEGE ACADEMIC POLICIES

## 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 Vice Rector, the college council or the Board of Governors and I also understand that the Vice Rector 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.”

## ATTENDANCE REQUIREMENTS LAHORE BISE

The Board of Intermediate and Secondary Education, Lahore has a stipulated requirement of 75% attendance in ALL subjects for a student to be eligible to sit for the LBISE exam for that year. At FCC we follow this requirement strictly by calculating attendance for all students every month.

Students' attendance is marked in the first five minutes after the class starts. If the student comes in class after five minutes, he is allowed to sit in the class but is marked absent.

**Daily SMS:** Academic office sends SMS on the daily basis to the students being absent from the classes from our automated system.

## OCTOBER

- At the start of October, the attendance for September will be calculated.
- A warning list will be displayed for the students falling short of attendance.
- Warning letters will also be sent home to the parents of the students falling short of attendance.

## NOVEMBER

- Attendance list for the previous month will be calculated.
- Drop list will be displayed for the students having less than 75% attendance.
- Letters will also be sent to the parents of the students having less than 75% attendance.
- Parents of the dropped students will be referred to the committee who will send recommendation to the Vice Rector on case to case basis.

## DECEMBER

- Send-up examinations will be conducted in December by the examination center.
- Students having attendance 75% and above will only be allowed to appear in send-up examinations.
- Students must pass send-up examination to qualify for sending BISE admission.

## JANUARY-FEBRUARY

- Attendance will be counted and admissions of the students having less than 75% attendance will not be sent for BISE examination.

## MARCH-APRIL

- Pre board examination with full syllabus will be conducted by the Examination center.
- Students must appear in and pass pre-board examination in order to get their BISE examination roll number slips.

## LEAVE RULES

In principle, the administration strongly discourages taking unnecessary leaves during academic session. Leaves in the midst of academic session that spans over a period of six months could severely deprive the student from meeting the minimum attendance requirement set by the Board of Intermediate and Secondary Education (BISE, Lahore), resulting in serious consequences.

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



## HOW TO APPLY FOR LEAVE OF ABSENCE

- Login to your empower user account
- The option of LOA tab (Leave of Absence) is present there
- Click on LOA tab
- Select the date you want the leave to start
- Enter the date of return
- Select the reason
- Add explanation
- Attach proof documentation (Scanned PDF)
- Select and accept the LOA declaration
- Click on submit request
- Your leave application status (approved/rejected/deferred) will be updated on empower LOA tab

Note: Leave does not count toward attendance. Even approved leave will be counted as an absence from class. You are still responsible for maintaining required attendance in each class according to the attendance policy.

## MIGRATION

The College accepts a limited number of students by migration, provided the student meets our standard of merit and seats are available in the respective discipline. The prospective student must however, present a duly endorsed statement regarding his conduct, attendance and marks in class tests from his previous institution.

## EXAMINATION

Examinations constitute an essential component in assessing the knowledge and skills acquired by the students during their stay at Forman Christian College.

### TEST SESSION / MONTHLY TESTS:

- Tests of every chapter will be conducted for each subject.
- Average of all tests taken in one month (of a particular subject) will be considered as monthly test
- It is mandatory for students to appear in these monthly tests.
- Percentage of marks obtained in the tests will be uploaded on Empower Web Module.
- Letters will also be sent to the parents informing them about the students' progress.
- In case of failing/not appearing in monthly tests parents will be called for a meeting and warning letter will be issued to the student.

### SEND-UP EXAMINATION

- Send-up examination is conducted in December and is mandatory for all the students.
- Students must pass send-up examinations to qualify for BISE admission.
- On examination day students arriving late will not be allowed to sit for their examination. There is zero tolerance for latecomers.
- Leave applications are not accepted during examinations.
- There will be no re-sit or rescheduling of send-up examinations for absent or failing students.
- Internal grade is the average of overall percentage of first year and second year marks scored in send-up examinations and reported on the second year BISE admission forms.
- Students without original College ID cards and improper uniform will not be allowed to appear in the examination.
- Those who violate dress code will be fined.

- Students are not allowed to borrow any item of stationery from other students during the examination period.
- Students are not at all permitted to use mobile phone or any other gadget that may be instrumental in resorting to unfair means during the examination. Mobile phone and any other gadget will be confiscated if used during the examination and paper will also be cancelled. Student's parents/guardian will be asked to visit the College and they shall be made to sign an official undertaking whereby giving a written guarantee that their son will improve matters and refrain from committing such an offence again.
- If a student is found cheating from a book, mobile, paper or any other reference material, he will be asked to leave the examination hall and shall be disqualified. Such student's parents/guardian will be called and made to sign an official undertaking, giving a guarantee that their son will refrain from resorting to unfair means in future. Such undertakings will also serve as a warning and will be added to the students' record.

## PRE-BOARD EXAMINATION

- Pre-Board examinations are conducted in the mid of March-April and are mandatory for all the students.
- Students must pass Pre-board examinations in order to get their BISE examination roll number slips.
- All the rules and regulations for Examinations mentioned in send-up examination will be followed in these exams as well.

Promotion to second year is based on the first year BISE results. Students with supplies in any subject(s) in first year **MUST** appear in those first year subject(s), send-up and pre-board exams in addition to all subjects of second year.

## OFFICIAL CERTIFICATE REQUEST POLICY

### 1. CHARACTER CERTIFICATE

- You need to email the request at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk), clearly mentioning name, roll number and the requested certificate in the subject.
- The Academic office will get clearance from accounts, proctors and library.
- If you will have any amount of outstanding dues you will be notified.
- Once these departments provide clearance, Academic Office will process the request.
- The scanned copy of the original certificate will be sent to you through email in 4-5 working days and the date and time will be shared with you for the collection of original document from the academic office window.

### 2. BISE ORIGINAL CERTIFICATE/SANAD

- Email the request at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk), clearly mention your name, roll number and the requested certificate in the subject.
- Make sure you attach scanned copy/picture of your CNIC and BISE original mark sheet.
- The Academic office will get your clearance from accounts, proctors and library.





- d. If you will have any amount outstanding, you will be notified.
- e. Once these departments provide clearance, Academic Office will process the request.
- f. The scanned copy of the original certificate will be sent to you through email in 4-5 working days and the date and time will be shared with you for the collection of original document from the Academic Office window.

### 3. BISE ORIGINAL MARK SHEET

- a. Email the request at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk), clearly mention your name, roll number and the requested certificate in the subject.
- b. The Academic Office will get your clearance from accounts, proctors and library.
- c. If you will have any amount outstanding, you will be notified.
- d. Once these departments provide clearance, Academic Office will process the request.
- e. The scanned copy of the original certificate will be sent to you through email in 4-5 working days and the date and time will be shared with you for the collection of original document from Academic Office window.

### 4. HOPE CERTIFICATE

- a. Email the request at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk), clearly mention your name, roll number and the requested certificate in the subject.
- b. Academic Office will prepare the document and get it signed from the Vice Rector.
- c. The scanned copy of the original certificate will be sent to you through email in 3-4 working days and the date and time will be shared with you for the collection of original document from Academic Office window.
- d. Please note that the hope certificate will only be provided to current second year students who are appearing in BISE annual exams through Forman Christian College.

### 5. ENGLISH PROFICIENCY LETTER

- a. Email the request at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk), clearly mention your name, roll number and the requested certificate in the subject.
- b. Academic Office will prepare the document and get it signed from the Vice Rector.
- c. The scanned copy of the original certificate will be sent to you through email in 3-4 working days and the date and time will be shared with you for the collection of original document from Academic Office window.

### 6. BONAFIDE CERTIFICATE

- a. Email the request at [collegeinformationoffice@fccollege.edu.pk](mailto:collegeinformationoffice@fccollege.edu.pk), clearly mention your name, roll number and the requested certificate in the subject.
- b. Academic Office will prepare the document and get it signed from the Vice Rector.
- c. The scanned copy of the original certificate will be sent to you through email in 3-4 working days and the date and time will be shared with you for the collection of original document from the Academic Office window.

### NOTE:

- 1. Please note that only blood relations i.e. parents or siblings can receive an official document on behalf of the student.



2. An authority letter along with a copy of CNIC would be required in case someone other than a blood relation has to receive the document.

# ACADEMIC PROGRESS REPORT AND BILLING DETAILS ONLINE

Students are provided access to their academic information such as monthly test results, examination results, and cumulative attendance percentage and billing details, etc, through Empower Web Module with a password-protected account. Students are issued a unique username and password for their web account. Students are required to change their password immediately after first log-in for the protection of privacy of their confidential information.

Through the Empower Web Module students are also given access to various surveys and course evaluation forms for their honest and fair feedback which helps us improve the education environment and standard of services to students at the campus.

\*<http://intermediate.fccollege.edu.pk/empower-module/>

# ACADEMIC MEDALS AND AWARDS

Students who show outstanding performance in the examination conducted by the BISE Lahore are honored with the following awards/distinctions:

## **BRIG (R) DR. MUHAMMAD SHARIF MEDAL**

In honor of Brig. Dr. Muhammad Sharif, Professor of the Royal College of Surgeons, London, and a distinguished Formanite, the medal is awarded to the student who secures first position among the College candidates in Intermediate Pre-Medical.

## **DR. KC CHATERJEE MEDAL**

In honor of Dr. KC Chaterjee, a renowned former teacher at FCC, the medal is awarded to the student who secures second position among the College candidates in Intermediate Pre-Medical.

## **DR. P CARTER SPEERS MEDAL**

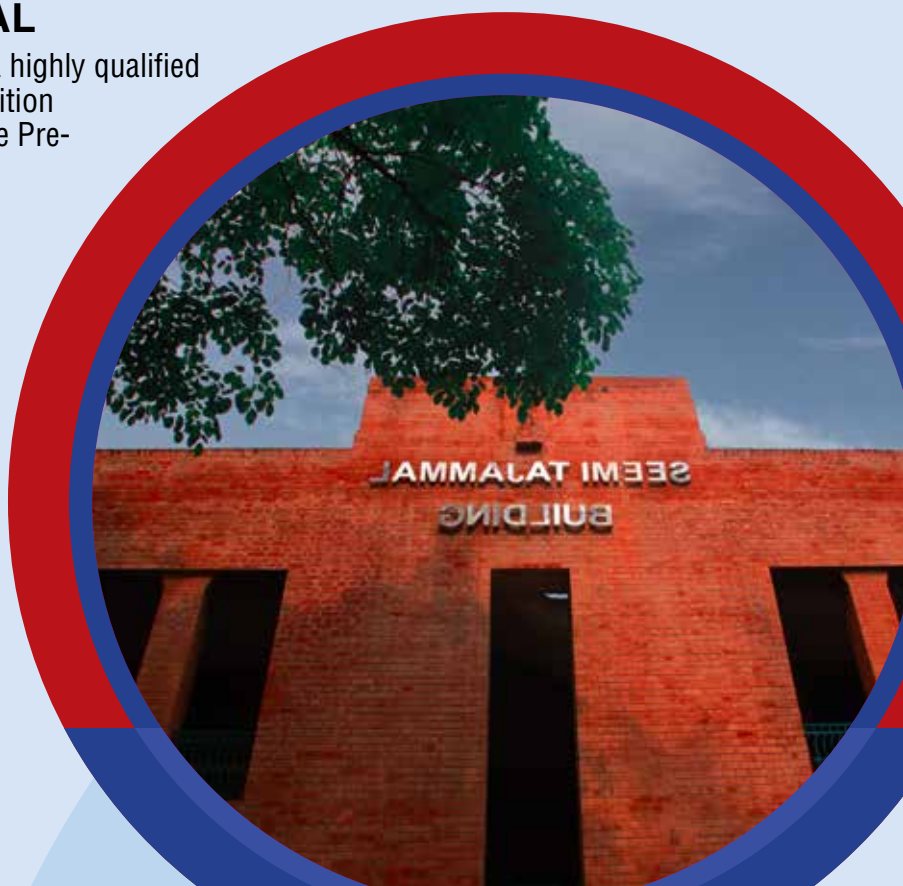
The medal is awarded in honor of PC Speers, a highly qualified professor, to the student who secures first position amongst the College candidates in Intermediate Pre-Engineering.

## **DR. MID CHUGTAI MEDAL**

The medal is awarded in honor of Dr. MID Chugtai, a renowned alumnus, to the student who secures second position amongst the College candidates in Intermediate Pre-Engineering.

## **DR. SK DUTTA MEDAL**

The medal is awarded in honor of Dr. Surrendar Kumar Dutta, former principal and nationalist leader, to the student who secures first position amongst the College candidates in Intermediate Computer Science.



## **MAULANA SYED FARZAND ALI MEDAL**

The medal is awarded in honor of Maulana Syed Farzand Ali, a renowned former teacher, to the student who secures first position amongst the College candidates in Intermediate Arts/Humanities.

## **SIR MIAN ABDUL RASHID MEDAL**

The medal is awarded in honor of Sir Mian Abdul Rashid, the first Chief Justice of Pakistan and a distinguished Formanite, to the student who secures first position amongst the College candidates in Intermediate Commerce.

## **ALLAMA INAYAT ULLAH AL-MASHRIQI MEDAL**

The medal is awarded in honor of Allama Inayat Ullah al-Mashriqi, a renowned alumnus, to the student who secures second position amongst the College candidates in Intermediate Commerce.

## **CERTIFICATE OF DISTINGUISHED PERFORMANCE**

These certificates are awarded to the students securing first, second, and third positions in the Lahore BISE examinations in Pre-Medical, Pre-Engineering, Computer Science, Humanities, and Commerce groups among all candidates who appeared in the exams.

## **CERTIFICATE OF DISTINCTION**

These certificates are awarded to the students securing first, second, and third positions amongst the College candidates in the Lahore BISE examinations in Pre-Medical, Pre-Engineering, Computer Science, General Science, Arts, and Commerce groups.

## **CHAUDHRY MUHAMMAD HUSSAIN PURSE**

The purse has been initiated by Servis Industries Ltd in the name of its founder. It is a cash prize of Rs. 5,000 awarded to the FCC student who sets a new record in the Lahore BISE exams.

# **ANNUAL PHOTOGRAPHS (ACADEMIC SESSION 2022-23)**



**2B1 & 2B2**



**2B3 & 2B4**



**2C1 & 2C2**



**2C5 & 2C6**





**2E1 & 2E2**



**2E3 & 2E4**



**2E5 & 2E6**



**2E7 & 2E8**



**2E10 & 2E11**



**2E11, 2E12 & 2E13**



**2H1 & 2H2**



**2H3 & 2H4**



**2M1 & 2M2**



**2M3 & 2M4**





**2M5 & 2M6**



**2M7 & M8**



**2M9, 2M10 & 2M11**

# CHARACTER BUILDING

Forman Christian College is dedicated and committed to produce well informed, responsible and morally strong individuals to build a healthy society. Our character is what gives us the wisdom and moral compass to do the right thing. It makes us unique and guides us through an upstanding life with purpose.

Dr. Ivan Suneel, Vice Rector College, has made Character Building class a part of the regular teaching which reflects his commitment to educating the youth equipped with strong moral character.

The objective of starting character building classes is to create a conducive learning environment, where students will get an opportunity to practice behaviors that reflect universal ethical values.

To bring a positive change in the students' character, structural changes have been made in the curriculum. Character Building class is taught once a week to each section by their section advisor.

For the character building classes, we have a carefully curated and uniform syllabus designed by the Committee for Content Development for Character Building Classes, through which the students will be taught the following topics:

- Personality Grooming
- Habits (Based on The Seven Habits of Highly Effective Teenagers by Sean Covey)
- Six Important Decisions that Every Teenager Has to Make (Based on Six Important Decisions that You'll Ever Make by Sean Covey)
- Integrity
- Respect and Dignity for Each Human Being
- Fairness and Justice
- Diversity and Acceptance
- Discipline and Accountability
- Excellence



- Service
- Community

In order to make our students introspect and try to alter their behaviors, they are supposed to write reflective essays about each topic after the advisor has finished teaching a particular topic. The essays are submitted to the class advisor. The reflective essays are then shared with the Vice Rector and the well written ones are posted on the college website.

Students are given an opportunity to participate and practice core values in different in class and outside class activities. The activities include poster competitions, debates, community service projects and other relevant activities.

## CO-CURRICULAR ACTIVITIES

FC College is committed to providing a holistic education. Classroom learning is supplemented by opportunities for the student's intellectual and moral growth through carefully planned literary and academic activities and programs. Student Activities Office coordinates and promotes the activities of all the existing student clubs. College Student clubs comprise of 9 academic clubs and 11 non-academic clubs. Students are encouraged to be part of these clubs according to their subjects and interests. Participation in activities organized by these clubs provide opportunities for students to learn new skills that are useful in their college life and day to day activities. Students being in leadership positions in the clubs develop and exhibit co-curricular abilities through which they gain practical experience of their own learnings.

Every club has a faculty advisor for students' guidance and supervision. Through these club students get a chance to get involved in activities such as sports, debating, dramatics, music and much more. Academic and recreational trips are also arranged occasionally for exposure and excursion purposes. (See Appendix F)

## RULES AND REGULATIONS

- 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.
- Presidents of all clubs will be asked to turn in a list of students participating in teams or clubs.
- A list of students dropped from the College rolls will be sent to each president.
- It will be the responsibility of the advisor or president of each club to ensure that dropped students do not participate in extracurricular activities.
- If a student is re-admitted to the College, the pass used to re-enter classes may also be used to re-enter the club or team.

For further information regarding societies and their activities students are welcome to visit Student Services Office in Ahmad Saeed Administration Building, Room No 010 or see the respective advisor of the club.

## STUDENT ACTIVITIES OFFICE

The Student Activities Office oversees all student clubs and their activities. There are academic clubs as well as clubs in various areas of special interest. Information on the clubs and student events on campus is available from the Student Activities Office, in Sinclair Hall, Room 107-B. First year students get Welcome Party in the beginning of the session. Second year students get a farewell party scheduled at the end of the session. Any other activity must be duly approved by the Student Activities Office.

## ANNUAL PLAYS



“The Play that goes Wrong” by the Department of English



“Ward No. 47” by the Department of Urdu

## SciCon 1.0



Science Fair



# MUSIC CLASSES

The Arts of Music could be another way to perceive the world and express oneself as you know. In the aspect of affective experience and educating feelings for students, music has a unique and special portion in it. Doing music is important not only for human intellectual development but also for improving the quality of one's life. It is not necessary to mention that all these dynamics and phenomena have been dealt with in diverse academic research including psychology, brain science, and education, etc.



Forman Christian College offers the chance to have a learning experience something special for the student. In terms of the experience this cannot be changeable with others. Music class of FCC is based on the western music, the harmonic and systematic music structures. Appreciating and understanding music could be possible through continuous exposure to musical materials in the western contextual music which is world-wide musical language, and that can lead us to advanced musical literacy in the future as well. Our course covers the basic music theory to broaden their thinking ability musically and skills to do the music into practice.

FCC is welcoming students whoever wants to jump into this new experience of Music. We do more about those who did not have a chance to try whether they have a special interest and wonderful ability to perform in music.

# SPORTS IN FC COLLEGE

A sport is one of the important mediums through which the total development of the personality of a child is possible. Physical Education and the college Sports Department are jointly responsible to cater for this need of the students, especially by focusing on the following areas, which in-fact contribute and are indispensable for growth and strength of Sports in the college:

- Sports culture.
- Coaching.
- Officials.
- Competition opportunities and organization.
- Facilities and equipment.

The College has a very comprehensive Sports program. It has adequate sports facilities and infrastructure on the campus. Such as an eight-lane, standard 400m grassy track & a short course swimming pool (25m), five tennis courts, cricket, and football grounds. It has a well-equipped gymnasium, table tennis hall, four badminton, basketball, handball and volleyball courts.

# INTRAMURAL SPORTS

Generally, there are 20 teams taking part in the Intramural Sports competitions, which consist of four resident students' teams one from each hostel and sixteen of the non-resident students from 1st year and 2nd year The College has the following sports for Intermediate students:



- Athletics
- Badminton
- Basketball
- Body Building
- Boxing
- Cricket
- Football
- Swimming
- Table Tennis
- Tennis
- Volleyball
- Weightlifting



## ANNUAL ATHLETICS CHAMPIONSHIP

Annual Athletics Championship is the mega sports event of the college, and it is the traditional and historical event of the College.

## EXTRAMURAL SPORTS

FC College also participated in the BISE Lahore Sports and other invitational fixtures.

## SPORTS MEDALS AND AWARDS

### HENRY LALL MEDAL

The Henry Lall Sports medal is awarded to the sportsman of exceptional ability and character on the basis of regular attendance at practice, faithfulness in training, good spirit, and excellence in play over a period of two years on a team. The members of the Sports Council shall determine this award and provide complete documented evidence for it.

### SCHOLAR-ATHLETE MEDAL

The Scholar-Athlete medal is awarded to the scholar-sportsman of exceptional ability and character. The student must show outstanding sporting abilities and consistently high standing in the academic records of the College. The members of the Sports Council and the Academic Standards Committee determine this award jointly.

### COLLEGE COLOR AWARD

Sportsmen who have fulfilled the following conditions shall be eligible for a recommendation by the President and the Captain of the recognized sports for the award of the College Color. The recommendation must be approved by the Sports Council.

1. The President and the Captain shall give due consideration to regularity and punctuality in practice sessions and in the scheduled matches over the two-year period. Fidelity and service to the sport and team for which the student has played will also be considered.
2. In team sports, a member of the College team can be recommended if he meets the following criteria:
  - a. Fulfilled the conditions in #1 above.

- b. Attained a better than average proficiency in the sport.
- c. Played in the required number of matches over the two-year period (see #4 and #5).
3. The student shall have played in no less than the number of matches - friendly, Board, tournaments, intramurals - over the two-year period. In games in which substitutes are permitted, a student who has played for more than half the time allowed for the game shall be considered to have played the match.
4. The number of matches required for team sports over the two-year period:

a. Badminton	30	b. Basketball	30
c. Cricket	20	d. Football	30
e. Handball	30	f. Hockey	20
g. Lawn Tennis	20	h. Squash	20
i. Table Tennis	30	j. Volleyball	30
k. Others as decided by the Sports Council			

5. The requirements for individual sports such as Athletics, Bodybuilding, Boxing, Gymnastics, Swimming, Weight Lifting, and Wrestling are:
  - a. Participation in at least eight (8) sports meets over the two-year period
  - b. Secured at least eight (8) points based on the following criteria:
    - 1st, 2nd, or 3rd position in any National Game or National Championship 4 points
    - 1st, 2nd, or 3rd position in any Provincial Game, Provincial or Inter-Collegiate Championship 3 points
    - 1st, 2nd, or 3rd position in any Board meet 2 points
    - 1st, 2nd, or 3rd position in any College Game or Intramural 1 point
  6. In case of misconduct or disloyalty to the athletic or scholastic ideals of the College, the College Color award may be withheld from any student even though he has fulfilled all other requirements specified above. In all such cases the details of the decisions of the Sports Council shall be mentioned in the student's records.

## ROLL OF HONOR

The Roll of Honor is awarded to a sportsman of exceptional ability and character who has been awarded the College Color or distinction such as a medal in the National Games, National Championship, or has represented the National team in an International competition. The members of the Sports Council and the Academic Standards Committee determine this award jointly.



## SCHOLAR ATHLETE TROPHY

The Scholar Athlete Trophy is awarded to the sportsman who meets the following criteria:

a. Second year student	b. First year BISE exam score above 60%
c. Second year send-up exam results above 60%	d. Involved in team sports/track and field / swimming
e. Participated in a minimum of 6 intercollegiate competitions over the two years	f. Won first or second place in a minimum of two intercollegiate competitions
g. Participated in intramurals	h. Won intramurals
i. Cleared the fitness test	j. Participated and won a position in at least two events at the Annual Sports Gala in first year
k. Consistently displays sportsmanship	l. Clear of any disciplinary actions

## CAMPUS AND FACILITIES

Forman Christian College has an impressive and well-maintained campus with all the facilities needed to create an environment that is conducive for purposeful learning. Located in a beautiful residential and commercial part of Lahore, the campus sprawls over a hundred acres along the left bank of the canal. The infrastructure for the Intermediate section includes four academic buildings, four hostels, a student recreation center, an auditorium and a library for College students.



## COLLEGE LIBRARY

College students are provided with state-of-the-art library and reading facilities at Ewing Memorial Library – College Section. It is situated behind the main library for College students. Ewing Memorial Library contains books on topics of general interest which are housed in a closed shelf system. The purpose of this collection is to inculcate the habit of reading among college students. This collection is growing continuously with the addition of new books every year.

Four computer workstations are also available in the library for general searching and internet browsing, which students can reserve for a period of one hour. To maintain an environment conducive for studying, the library is a silent area and discussions are not allowed.

### GENERAL LIBRARY RULES:

- The College ID Card for the students carries the Library Membership Bar Codes and the same can be used as the Library Borrower's card.
- Library Membership is non-transferable. No one can borrow library material on someone else's behalf.
- Willing violation of library rules and regulations may result in fine or other disciplinary action.
- Students must:
  - i Be in proper uniform and display their ID cards while using the Library.
  - ii Keep their mobile phones switched off.
  - iii Observe order and silence.
  - iv Not use mobile phone cameras or any other camera.
  - v Not bring drinks or food inside the library.
  - vi Not smoke in the library.
  - vii Not deface, make notes on or remove library books or property without checking them out properly.

viii Not pull out books unnecessarily from the shelves.

ix Not reshelf the books after consultation. Just leave them on the tables for the Library Staff to shelve them in proper place.

## **TIMINGS:**

The library remains open without break for the following timings:

Monday through Friday: 8:00 am to 4:00 pm

Summer Timings: 8:00 am to 2:00 pm

## **REGISTERING FOR LIBRARY MEMBERSHIP DATABASE**

In order to get the membership record created in the Library Database and activation of their borrowing rights, all students must fill up the Library membership form and return the filled form to the Library along with a copy of their College ID Card.

## **LENDING RULES FOR STUDENTS**

College students are eligible for borrowing 4 books at a time for two weeks. After this period, the Library will issue a reminder email to alert the students to return the overdue Library books in time and avoid fines. SMS alerts are also sent to the students' mobile phones to inform them about important dates, activities and announcements.

Please make sure that your email address and mobile phone number in the Library records are correct and active. In case of any change in either, please inform the Library immediately to get your record updated.

Books in the following categories cannot be issued:

- Reference books.
- Current issues of periodicals.
- Manuscripts and rare books.
- Books especially reserved by the Heads of the Departments.
- Books on Fresh Arrivals Display.

## **HOLDS**

Students can request to place a 'hold' on any item currently out on a regular two-week loan. Placing a hold means that the current borrower will not be able to renew the item beyond the current due date. The patron who has placed the hold will be notified by email when the item is available for pickup, provided that the Library has a valid email address for the patron.

## **RENEWAL OF BORROWED BOOKS**

- Books can be renewed for another period of loaning. Overdue books will not be re-issued.
- Books reserved by other users will not be reissued.

## **LOSS OF AND DAMAGE TO BOOKS**

- Students who lose or fail to return materials, or who return materials in damaged condition, are subject to charges for both, the cost of a replacement copy plus processing costs and accumulated fines.
- Loss of a book borrowed from the Library must be immediately reported to the Library Circulation Desk in order to avoid the accumulation of fine after the due date.





## LATE RETURN OF BOOKS

- Rs 10 per day, per book will be charged if the books are not returned at the due date.
- Leave from the College does not exempt a person from the return of book(s) at the time they are due.
- 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 the student.

## LIBRARY PORTAL ON WEB

The Ewing Memorial Library has launched its web-based Information Portal (I-Portal) which can be accessed anytime from anywhere, through <http://libraryportal.fccollege.edu.pk/>. Students can search the library catalog and log in to their accounts to view their activity information, for instance checking the overdue books and fines, and renewing books online, among others I-Portal also holds information about newly arrived books and journals and the encyclopedia, dictionaries and other reference materials. Access to the HEC Digital Library is also available through Library I-Portal.

Note: Students can get photocopies of required materials within the copyright law.

# COLLEGE FREE BOOK BANK

College Free Book Bank (CFBB) provides textbooks free of cost to deserving and needy students of Intermediate classes. The students may contact Mr. Johnson Rehmat and Mr. Muhammad Zafar Iqbal (Department of Urdu, P-Block, Room No 31) to borrow or donate books.

# RELIGIOUS LIFE

For Christian students, we offer regular Chapel programs and Bible study groups, as well as a variety of opportunities for volunteer service. The College Chaplain has an office located at the back of the ICF Building (behind the chapel). There is also a mentoring program in place for minority students run by Dr. Farzand Masih. His office is located in the Elahi Building, room E035. For Muslim students, we have two mosques on campus and Juma prayers are held each Friday in the larger mosque. Class timings are shifted on Friday so that all students who wish to attend may do so. We also organize Dars-e-Quran classes together with symposia and discussions.

# RESIDENTIAL AREAS

In order to maintain the safety and security of our community and the privacy of the residents of the campus, students are asked to stay out of the residential areas unless specifically invited by a 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 make the ambiance of campus more soothing and refreshing. 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 GARDEN

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 LOT

Forman Christian College provides parking facilities to college students. Motorbikes and cars are to be parked in separate parking spaces. Students must ensure that their vehicles are parked in the allotted spaces. Vehicles are not allowed to park after the College timing. Students riding motorbikes must wear a safety helmet. College parking staff is not responsible for the damage or items in the vehicle. It is the responsibility of the student to ensure that vehicle is properly locked. Students must follow the speed limit within the campus. Irresponsible driving behavior is not tolerable and the student who drives irresponsibly or causes danger to the campus community will not be allowed to bring any vehicle on campus. Students will be required to obtain parking stickers. Motorcycles should not be left in the parking lots after 5:00 pm unless students are attending a College-approved event on campus. Students are expected to at least have a learners' license and wear crash helmets.

## COLLEGE CAFE

The canteen is located near Susheela Building. The Susheela canteen is exclusively for College (Intermediate) students and is open from Monday to Friday on days that classes are in session. The canteen may be used, with permission, for events outside normal hours. This can be scheduled through the Chief Student Services Officer. 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. Anyone harassing students in the canteen will be asked to leave and, if the behavior is repeated, may be barred from using this facility. Complaints about the canteen should be directed to Service Manager at 042-35870261 or at extension number 343.

## BOOK SHOP

A bookshop is located near the College (Intermediate) cafeteria. Books, stationery, ballpoint pens, ID card pouches, ribbons and other items may be purchased there. The shop is open from 8:00 am to 5:00 pm. Complaints about the book shop can be registered at 042-35870261 or at extension number 343.

## STUDENT HOSTELS

We have four spacious and well-provisioned hostels for Intermediate boys. Each hostel encloses a lush green garden. The hostels provide students with facilities for healthy and comfortable living, together with a common room in each hostel for recreation. Only official students of the College can reside in a hostel. No guest can stay in the hostel.

### HOSTEL OFFICE

Questions regarding the hostels can be submitted to that hostel's guardian. The Hostel Office is located in the hostels area between Kennedy Hall and Griswold Hall.

### HOSTEL ADMISSION

- The hostels are provided for out-of-city students. However, seats are limited and there is no guarantee of provision of hostel accommodation.
- Only bona-fide, regular, full-time students of FC College are eligible.
- Hostel seats are allocated for various quotas (sports, minorities, kinship, etc) established by the College administration.

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

## HOSTEL POLICY

Hostel residents should see the Hostel Guardian or Residential Assistant for complete rules and policies Annual Hostel Charges for Academic Year 2022-2023:

1	Single Occupancy	Rs.195,000/-
3	Double Occupancy	Rs. 120,000/-
6	Hostel Security	Rs. 30,000/-
7	Hostel Registration	Rs. 12,000/-

The balance of the hostel charges and security deposit is refundable, if the student leaves the hostel before winter break. One month prior notice should be given before leaving the hostel.

## MEAL CHARGES

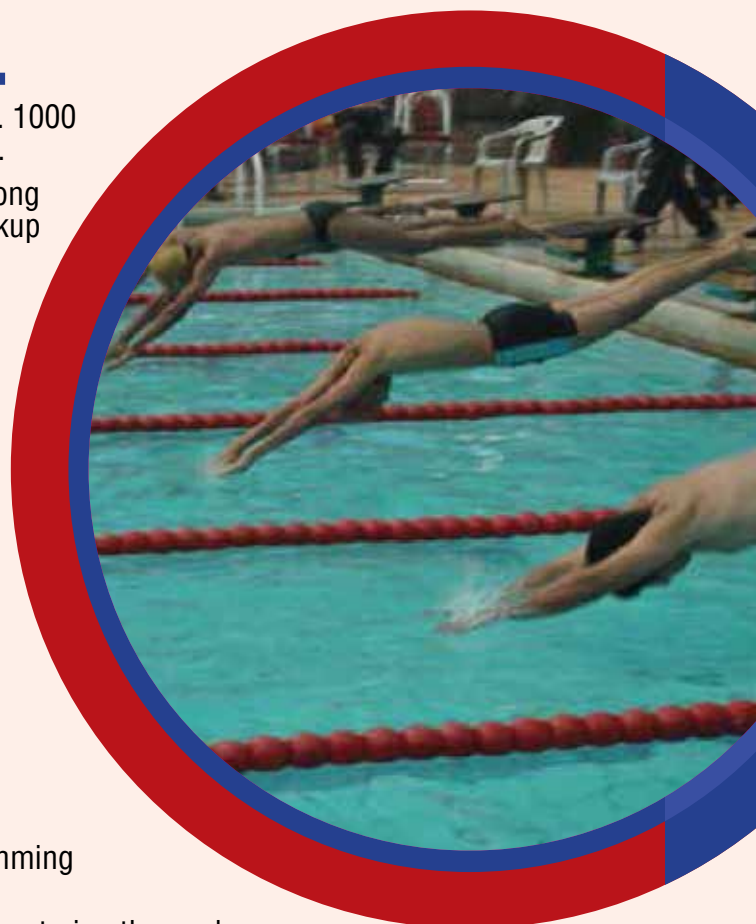
- Residents are required to pay for the number of meals consumed.
- Meals are served at fixed times in the dining hall of each hostel.
- It is mandatory for all hostel students to take a meal plan.
- All the charges above may be increased annually, in accordance with inflation.
- Meal Charges (compulsory) Rs. 103,840/-

## HOSTEL GUESTS

Guests are allowed to visit only during visiting hours, that is, from 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. No food will be served in the guest room.

# SWIMMING POOL

1. The swimming pool entrance fee for students is Rs. 1000 per month and Rs. 6,000 for seasonal membership.
2. They must fill in and submit a membership form along with two passport size pictures and a medical checkup certificate from the on-campus doctor.
3. Non-students must be members of the Swimming Club in order to use the pool. Membership is available on seasonal, monthly or daily basis.
4. In case of loss or damage to the swimming pool infrastructure, gadgets or equipment, the cost of the material and labor charges shall be realized from the person responsible for it.
5. 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.
6. The holder of 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.
7. No one will be allowed to swim without proper swimming costume.
8. Every swimmer/member must take a shower before entering the pool.





9. The following behaviors will constitute grounds for immediate suspension of membership:

- Pushing or shoving others into the pool.
- Quarrelling and use of abusive language.
- Molestation and teasing other swimmers.
- Violation of the swimming rules and instructions.
- Misbehaving with pool staff/officials.

10. The College swimming pool will be open from March till October every year.

The pool can be used during the following timings:

Male students 8:00 am to 9:30 am

Male students 2:30 pm to 4:00 pm

Single staff, faculty members and team members 5:30 pm to 7:00 pm

Faculty, staff families 7:00 pm to 9:30 pm

## MERCY HEALTH CENTER

Mercy Health Center (MHC) is an on-campus medical facility offering primary medical services to our FCC community. These services are provided free of cost to current students. In addition to treating illnesses and injuries, Mercy Health Center is also committed to promoting wellness and empowering students to make informed decisions about their health and well-being. During the fall and spring semesters, MHC is open Monday to Friday from 8:00 am - 9:00 pm and on Saturdays from 10:00 am - 2:00 pm.

A doctor is available Monday to Friday from 9:00 am - 5:00 pm. First aid kits are available in most buildings on campus. Look for signs indicating where the nearest kit is located. Ambulance services are also available during office hours. In case of emergency on campus, please call the emergency line at 0300-0642006. We recommend that you save this number in your phone. (See Appendix c)

### CAMPUS COUNSELING CENTER

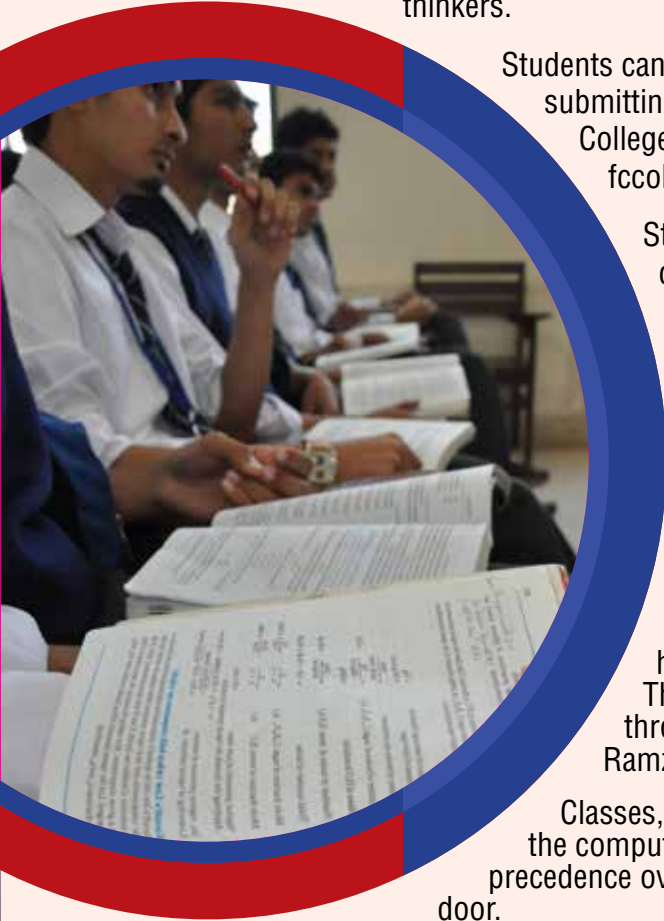
Campus Counseling Center is committed to serving the FCC community with love and also manifesting the core values of FCC on daily basis. The CCC provides the FCC community brief psychological assessment, short term counseling, crisis intervention services and ongoing seminars and workshops. Campus Counseling Center is located on the first floor in Mercy Health Center and is open from Mondays to Fridays, 9:00 am - 5:00 pm. Appointments can be made with the counselor by filling a pre-counseling form. You can approach CCC by contacting its official number, 0331-444-1518 or by mailing at [ccc@fccollege.edu.pk](mailto:ccc@fccollege.edu.pk). CCC helps with issues related to coping with exam stress, anxiety, anger, conflict, bullying, depression, peer pressure, smoking cessation, and procrastination among other issues.

All services at the Campus Counseling Center are free of charge and are kept completely confidential. To know more about the services, please see <https://www.fccollege.edu.pk/counselingcenter/>. (See Appendix B)



# COLLEGE GUIDANCE OFFICE

The aim of the College Guidance Office is to offer services geared towards addressing the learning problems, procrastination, career guidance and counseling. CGO helps students in gaining clarity on areas of further education and careers by opening up their minds to a world of opportunities. CGO also assists students in recognizing their individual talents and capabilities and helps polish them. Students are thus enabled to overcome obstacles in their academic lives and emerge as problem solvers and creative thinkers.



Students can take an appointment by filling the Pre- Counseling Form and submitting it back in the office. The appointment forms are available at the College Guidance Office and also on our website <https://intermediate.fccollege.edu.pk/college-guidance-office-cgo/>.

Students can also contact the office by sending an email at [collegguidanceoffice@fccollege.edu.pk](mailto:collegguidanceoffice@fccollege.edu.pk).

We provide guidance sessions and maintain strict privacy and confidentiality which means that the content of the discussion is not communicated or shared with anyone else. The office can be reached in Room 18 in Sinclair Hall. (See Appendix A)

## COMPUTER LABS

Computer labs are available in the Seemi Tajamul Building to help you with your coursework and to provide Internet access. The computer labs are open from 8:00 am to 4:00 pm, Monday through Friday and 9:00 am to 1:00 pm on Saturday. During Ramzan, the hours of operation will be from 8:00 am to 3:00 pm.

Classes, special lectures, seminars and workshops are scheduled in the computer labs at various times. Scheduled activities will always take precedence over general use. The schedule for each lab will be posted at the door.

General policies for use of computer laboratories:

- Smoking, bringing food, drinks, or chewing gum to the laboratories is not allowed.
- No copyrighted software may be copied or taken from the room.
- Mobile phone settings must be set to 'vibrate'. Use of mobile phones is prohibited in the laboratories.
- Computer laboratories may not be used for instant messaging or chatting online.
- 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.
- No pornographic material may be viewed, downloaded or printed.
- Students should email any documents developed on the laboratory computers to themselves for storage on their personal computers. Should an individual want to use a removable storage device, he 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.
- Any person responsible for damage to any piece of hardware or furniture in the computer labs will reimburse the College for the damage.
- All the students desiring to use the labs must display their ID cards appropriately and be in proper uniform.

## STUDENT USE

- 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 allow another person to log in to their accounts, 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.
- Students are not allowed to take their bags to the computer laboratory workstations. The laboratory manager will indicate a space where students can store their books and bags while working in the computer laboratories.

On the first violation of these policies, students' privileges will be suspended for two days and the student will be required to pay a fine of Rs. 500 to reinstate privileges. On the second violation, privileges will be suspended for a period to be determined by the Head of the Department of Computer Science based on the seriousness of the offence and the potential harm caused to College computer resources.

## COPY CENTER

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 photo copy machine.

Photocopies and printing facilities are available in Sinclair Hall and next to the bank. The photocopies cost Rs. 5 per page. Students can get class materials, handouts, and class notes. Other materials and supporting documents of direct relevance to the College can be copied. Opening hours for each copy center are posted outside the facilities. Generally, the copy centers are open from 8:00am to 5:00pm, Monday through Friday, though there may be changes to the schedule during summer holidays or peak periods.

## COPYRIGHT POLICY

FCC follows international guidelines on copyright. Intellectual property (for example 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 an entire book infringes on copyright laws, even if the photocopied material is not sold.

## TUITION FEE

The tuition fee structure has been established by the Board of Director at a level that will enable Forman Christian College to provide a very high quality education to students at a price that is affordable. Tuition fee and all other dues are payable at the commencement of the academic year.

### TUITION FEE

F.A. Morning Program	Rs. 208,000/-
F.Sc. Morning Program	Rs. 230,000/-
F.Sc. Afternoon Program	Rs. 185,000/-
ICS Morning Program	Rs. 245,000/-
ICS Afternoon Program	Rs. 215,000/-
I.Com Morning Program	Rs. 215,000/-

### ADMISSION AND RELATED FEE

Admission Fee (Non-refundable)	Rs. 19,000/-
Security (Refundable)	Rs. 25,000/-
Application Processing/Intermediate Prospectus	Rs. 2000/-
BISE Fee	Rs. ----/-



Note:

- The tuition fee for F.A./F.Sc. 2nd year will be raised according to inflation and the decision of the Board of Directors.
- Registration and examination fees are subject to any increase by BISE.

## FEE REFUND POLICY

Timelines	Fee Refund Policy
Before commencement of classes	Full Tuition Fee Refund
Up to 7th day of commencement of classes	PKR 12,500 charged as Tuition Fee, remaining amount to be refunded
From 8th - 15th day of commencement of classes	PKR 25,000 charged as Tuition Fee, remaining amount to be refunded
From 16th day of commencement of classes	Tuition Fee shall be charged as per the installment plan

1. Timeline shall be calculated continuously, covering both weekdays and weekends. The date on which written notice of leaving the college is given to the college administration and admission office will be considered for calculating the timeline for refund of tuition fee.
2. Students shall be allowed to apply for No Object Certificate for leaving the college before the admission is sent to BISE.
3. After the 16th day of commencement of classes, students shall be liable to pay all fee installments falling due till the end of the month in which their "Date of Withdrawal" falls.
4. In case a student withdraws before the start of the academic year, he shall be responsible for informing the college administration and admission office on a timely basis. Zero attendance without submitting withdrawal application shall not be considered a valid reason for non- payment of fee dues.

## SECURITY DEPOSIT REFUND

All students are required to pay security deposit of Rs. 25,000 at the time of admission. This security is adjustable/refundable after (i) completion of the program/leaving the College, (ii) submission of required documents with refund application.

(iii) clearance of the related departments. Students must apply for the refund of their security deposit immediately after leaving FCC. Claims for the refund of security deposits after three months will not be entertained. If a student leaves the College without informing the office to this effect in writing, he will have to forfeit this security deposit and will have to pay all fines and other outstanding fee.

The Accounts related work is handled at the student dealing center on the ground floor of Ahmad Saeed Administration Building. As you enter the building you should turn right after crossing the stairs. The dealing hours are 9:00 am to 4:00 pm.

# FINANCIAL AID AND SCHOLARSHIPS OFFICE

The Financial Aid and Scholarships Office at Forman Christian College (A Chartered University) was established in 2008 with the mission to create a partnership with parents, in educating their children who can be assets for Pakistan and the world. The office strives to:

- Make higher education affordable for deserving and needy students who would otherwise be unable to attend FCCU.
- Attract students with outstanding academic ability and/or other talents.

Since the launch of the program, FCCU has distributed over Rupees Two Billion in full and partial scholarships to more than 30,000 beneficiaries. During the ongoing academic year 2022-23, FCCU has distributed over Rupees 325 million to more than 2100 students.

## INTERMEDIATE SCHOLARSHIPS 2023-2024

### MERIT SCHOLARSHIPS FOR HIGH ACHIEVERS:

Merit Scholarships are offered to high achievers based on their Scores in any Board of intermediate and secondary education, and the scholarships committee interview. The Merit Scholarship award is for program tuition fee only.

Types of Scholarships	Minimum Marks	Tuition Fee Scholarship	Admission Fee Discount
Top 3 Board Position Holders	-	100%	-
Charles W. Forman Merit Scholarship	1 090+	75%	50%
International Academic Distinction Merit Scholarship	1075+	50%	50%
Rector's Intermediate Merit Scholarship	1050+	40%	50%
Vice Rector's Intermediate Merit Scholarship	1050+	30%	50%

Eligible students will be notified through the Financial Aid and Scholarships Office. Due to limited seats, the Scholarship offer will lapse if not availed on time.

### NEED-BASED FINANCIAL AID FOR DESERVING STUDENTS

The FCCU believes that deserving students should not give up on their dreams of obtaining quality higher education due to financial constraints, and thus dedicates a significant portion of its budget each year to provide financial aid to financially disadvantaged students.

The FCCU also helps students apply for other external scholarships offered by the Punjab Educational Endowment Fund (PEEF), and the Board of Intermediate and Secondary Education (BISE), as well as



determining eligibility for designated and donor-specific categories of scholarships.

### **PROVISIONAL ASSESSMENT ON ADMISSION OFFER:**

Candidates with valid admission offer may apply for provisional assessment by visiting the Financial Aid & Scholarships Office with an application form and necessary supporting documents.

Applying for Financial Aid after Admission:

Following admission acceptance, students who are interested in applying for financial aid should comply with the steps listed below:

**Step 1: Request Financial Aid Form Access:** - Send an email from FCCU Email ID at financialaid@fccollege.edu.pk.

**Step 2: Sharing of Online Form Access:** - Financial Aid & Scholarships Office will share the online access, username and password, form link, and documents checklist.

**Step 3: Online and Hard Copy of Form Submission:** - Complete online form and submit, get prints, attach all the required documents before submission in the Financial Aid & Scholarships Office Room #15 on/ before the prescribed deadline, as mentioned in the email, either in-person or through courier.

### **ORPHAN STUDENTS SCHOLARSHIP**

Orphan students who secured 950/1100 in the matric examinations will be eligible to apply for the special 25% tuition fee waiver. Moreover, students will be eligible to apply for need-based financial aid for additional support.

### **SCHOLARSHIPS FOR STUDENTS WITH DISABILITY**

Students having any disability, approved by the appropriate Government Authority, will be eligible for 50% tuition scholarship. The student will be required to submit all supporting documents and the case will be reviewed by the institute's constituted committee for approval.

### **MISCELLANEOUS SCHOLARSHIPS**

Several other governmental and non-governmental scholarships are announced during the academic session. The students fulfilling the concerned organization's eligibility criteria can apply for these opportunities. The most frequent organizations include Punjab Educational Endowment Fund (PEEF), Punjab Government Servants Benevolent Fund Scholarship, BISE Scholarships for High Achievers, and FCC Zakat Fund.

### **SPORTS-BASED SCHOLARSHIPS**

FCCU offers tuition fee scholarships up to 50% to highly talented and competent players in different sports categories under individual games.

The screening process to select a suitable candidate is performed by the Sports Scholarship Committee through trials and interviews. The admission criteria remain the same as for other regular candidates and the following terms and conditions apply:

- Scholarships will primarily be offered for individual games, which include athletics, boxing, bodybuilding, swimming, table tennis, badminton, weightlifting, and team games on a case-to-case basis.
- The winner of the Board of Intermediate and Secondary Education (BISE) tournament(s) will be considered for a scholarship.
- The scholarship will be applied to the tuition fee only for one year and will be renewable based on annual performance.
- For scholarship renewal, students must bring at least one medal by participating in Lahore Board Intercollegiate tournament.
- Scholarship recipients must maintain a minimum 50% marks and a clean disciplinary record.



# CHAUDHRY AHMAD SAEED MERIT SCHOLARSHIP

This scholarship will be awarded to ONE student who is admitted to the Intermediate program at Forman Christian College, among the following disciplines: Commerce, and Humanities. The scholarship decision will be made after all other regular College merit scholarships have been awarded. This scholarship is worth Rs. 100,000 of the total tuition fee.

The top student next in line for each of the above-mentioned disciplines will be potential awardee of this scholarship. Each of the three top students will be interviewed by a panel consisting of: the Vice Rector, two teachers, and an alumni representative. The decision of the panel will be final and shall not go for any review to any authority for any reason.

The student receiving the scholarship will:

- Maintain 75% or better attendance at all times in every class.
- Score 80% or better on monthly tests, send-up and pre-board exams.
- Show good discipline and behavior consistently.
- Enroll in at least one society of his choice or get involved with one sport activity on campus and show proof of actively participating in the chosen co-curricular activity on a regular basis.

The scholarship will continue into the second year if the first year Lahore BISE exam results are equal to or better than the student's Matriculation result at the time of admission. All of the above conditions will apply through the second year as well for continuation of the scholarship.

If for any reason the scholarship is cancelled, the student must clear ALL remaining dues. The student cannot appeal for reinstating the scholarship.

# JOSHUA PERVAIZ NEED-BASED MERIT SCHOLARSHIP

Joshua Pervaiz Need-Based Merit Scholarship will be awarded to ONE Christian student who is admitted to the Intermediate program at Forman Christian College (FCC), in the loving memory of Mr. Joshua Pervaiz. Following are the terms and conditions:

- Must be a Christian student.
- Secures more than 85% marks in Matriculation exam 2023.
- Join as a first-generation college student.
- Full tuition fee scholarship regardless of the program
- Demonstrate financial need.

Renewal will be contingent on passing the first year Board of Intermediate and Secondary Education (BISE) exam with a minimum of 75% and maintaining a clean disciplinary record.





# RULES AND REGULATIONS

## COLLEGE UNIFORM

Forman Christian College takes pride in the rich culture it possesses. The richness is rooted in the diverse backgrounds and ethnic presentation in our student body. We also take pride in uniformity and oneness which is at all levels and one that really stands out is a set standard of how our students dress up.

Students must wear uniform when they are on FC College campus. The uniform shall be navy blue blazer or navy-blue v neck sweater, white shirt, steel grey trousers, blue and white striped necktie, black belt, and black shoes. During fall and winter (1st November to 14th March), wearing navy blue blazer or navy-blue v neck sweater is compulsory whereas during spring and summer (15th March to 30th October) student must wear the above-mentioned uniform without sweater and blazer.

## COLLEGE ID CARDS

College RFID card can be obtained after filling out the prescribed form, IT staff will give appointment for the photograph. Once the card is ready it will be distributed in the classes. Students must tap their College ID card at the main gate before entering the campus and must be visibly displayed while they are on campus.

Student ID card will be issued without any fee for the first time. Duplicate card will be issued against the payment of Rs.500. Next duplicate card will be issued against the payment of Rs.1000. Lost ID card must be reported to the Chief Proctor Office. Students should ensure that are carrying college ID card while coming to college.

Taping somebody else card at the college gate or carrying photocopied or unauthorized college ID cards will be considered as bypassing the security protocols, strict disciplinary action will be taken against the involved students.

## ENTRY INTO THE COLLEGE

Suspended or expelled students will cease to have the right to enter the College premises. Their unauthorized presence on the College campus will signify an act of trespassing and they may be handed over to civil authorities. Entry of cars, motorcycles and bicycles, etc. in the academic area during College hours is strictly prohibited.

## CAMPUS VISITORS

All visitors will be expected to register with security upon entering the campus and must get visitors' passes which must be displayed as long as they are on campus. Students must 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 behavior of their guests and should be sure that their guests are aware of the expected standards of behavior.

Campus authorities reserve the right to ask that a guest not be allowed to return to campus if his/her 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 pictures on the internet without the consent of EVERYONE in the picture is a serious offence and will be dealt severely. If this behavior falls into the category of harassment, the student will be dealt with accordingly.

Students are not allowed to use mobile phones inside the classrooms at any time. They must be courteous of 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 the students' parents to collect them if they are found in the room.

## **CLASSROOM MISCONDUCT**

All students are expected to arrive for classes on time and conduct themselves in an appropriate manner. Faculty members have the authority to remove from their class any student whose behavior is deemed inappropriate or disruptive.

## **ACADEMIC DISHONESTY**

Academic standards prohibit:

- Concealing notes during examinations.
- Collusions between students in examinations.
- Copying the work of another student during an exam, either with or without his knowledge.

## **RIGHT TO STUDY**

Any behavior that interferes with another student's opportunity to gain an education will be dealt with severity. These behaviors include, but are not limited to, classroom misconduct, intimidating faculty, staff or other students, and behavior outside of classroom spaces that interferes with classes being conducted inside.

## **BEHAVIOR IN ACADEMIC BUILDINGS**

Students should be mindful that classes are conducted throughout the day and they 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 eatables inside the academic buildings.

## **PERSONAL PROPERTY**

Students are responsible for their property. Bags should not be left unguarded at any time. 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 expulsion from the College.

## **THEFT**

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

## **AGGRESSIVE BEHAVIOR AND HOOLIGANISM**

Students who fight with, threaten, or intimidate any member of the College community may be given detention, suspended, or expelled from college, along with imposition of monetary fine. Ragging is strictly prohibited in the college. Ragging refers to any act of teasing, bullying, or harassing another student, usually a first-year student. It may include verbal abuse, physical abuse, or any other form of harm. Any student found



engaging in ragging will face serious consequences, which may include suspension, and even expulsion, along with imposition of monetary fine.

Hooliganism and student grouping are serious issues that can disrupt the academic environment and negatively impact the safety and wellbeing of students, and the reputation of the institution. Strict policies are in place to address these issues. Hooliganism refers to any violent or disruptive behavior by students that causes damage to college property, harms other students or faculty members, brings the college to disrepute or disrupts the normal functioning of the college. Such behavior is not tolerated in any form, and students who engage in such activities are subject to disciplinary action, which may include suspension or expulsion from college, along with the imposition of monetary fine. Any act by a student which may result in civil unrest and disruption of normal life will be looked at upon as an act of hooliganism.

Forman Christian College also has strict policies regarding social media activities that may bring the college or its faculty into disrepute. These policies are typically aimed at preventing the sharing of inappropriate irresponsible or offensive behavior that could harm the reputation of the college or its employees. Breach of cyber privacy and misuse of information/content on cyberspace will be treated as a serious offence.

### **BRIBERY OR COERCION**

Any student found attempting to bribe or coerce a faculty or staff member 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.

### **SMOKING, ALCOHOL AND DRUG ABUSE**

The health of our students is immensely important to us at Forman Christian College and we take it seriously. FC College takes responsibility to provide a safe environment for all our students and staff. We take this responsibility very seriously, and we set out this guidance with your welfare in mind. The College does not tolerate the use, possession or selling of illegal drugs on the campus.

Students are strictly prohibited to possess cigarettes, tobacco products, use and distribute any controlled or illegal drug on campus. Any student found to be in the possession of drugs or using or distributing illegal and controlled substances can lead directly to expulsion from the college or disciplinary action.

Student must ensure that their behavior is appropriate while he is engaged in college activities and that he is not under the influence of illegal drugs. If you believe that you have a drug-related problem, you are advised to seek help from University Counseling Center which is located in Mercy Health Center Building.

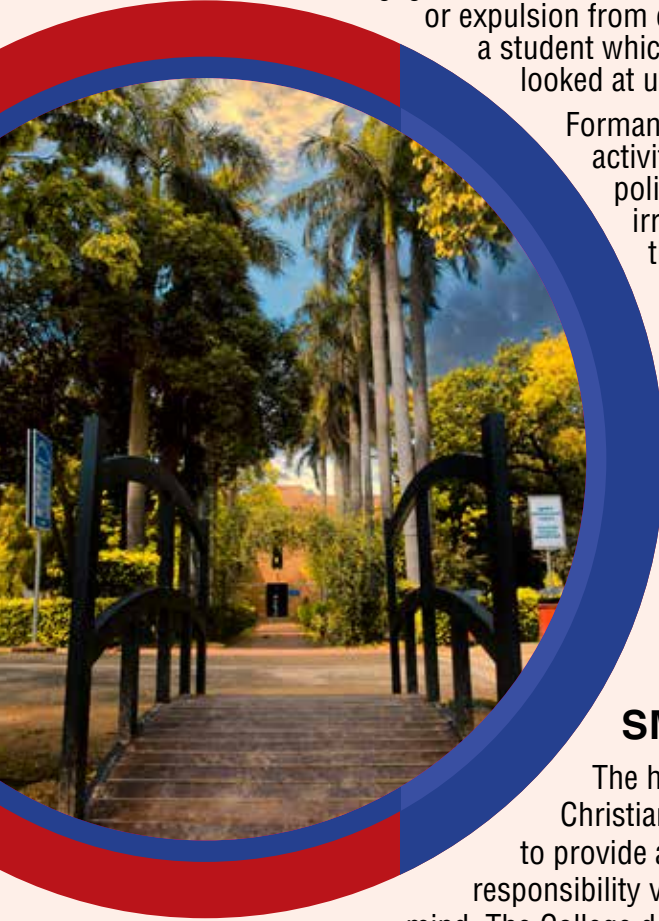
Proctors, faculty or staff reserve the right to search the student belongings on suspicion.

### **SMOKING**

Cigarette smoking within the College premises is strictly prohibited. If a student is found smoking on the College premises, he will be fined as per policy.

### **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.





## SEXUAL HARASSMENT

Sexual harassment is an unacceptable behavior for FCC students and such behavior will be subject to disciplinary action. Harassment refers to behaviors 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 favors, 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 rumors about another person's sexual behavior.
- Intrusive questions about a person's private life or body.
- Any behavior with members of the opposite sex that you would consider to be inappropriate if directed at a member of your family.

Note: Upon any violation of the College rules, the Chief Proctor's office may involve the parents of the concerned student(s).

## PROCTORIAL BOARD

The Chief Proctor is responsible for maintaining the discipline and code of conduct at Forman Christian College Lahore through the Proctorial Board. We encourage all students to comply with the rules and regulation of the institution so that Forman community can live and work with one another in respectable environment.

The Proctorial Board comprises of:

- The College Chief Proctor: a member of the faculty/staff, responsible for the direction, control and monitoring of the overall activities of the Proctorial Board and Prefects. The office of College Chief Proctor is located in Sinclair Hall, Room No. 17.
- The Deputy College Chief Proctor: a member of the faculty/staff, who assists the Chief Proctor with official matters of the office, and leads the Proctorial Board in his absence.





- Proctors: Any faculty or staff member can be appointed as Proctor.
- Prefects: Prefects can be students from both 1st and 2nd year, nominated by the Proctors and selected by a panel formed by and including the Chief Proctor. Prefects must be an embodiment of the FCC's core values and have a satisfactory academic record. Prefects must refer any disciplinary issues to a Proctor.

## **REPORTING AN INCIDENT**

First of all, we would be very sorry if an untoward incident takes place and we encourage you to report such happening without any delay. It is important to report such incidents so that we can be of assistance and work on making Forman a better and safe place for everyone. Examples of incidents which may be reported are fights, intimidation, bullying etc.

As the recipient of or witness to disciplinary misconduct, the incident must be reported as soon as possible to ensure that individuals are dealt with quickly and fairly. Disciplinary misconduct is defined by the College as any conduct which causes actual or potential distress or harm to others; causes actual or potential damage to the property of the College or others; disrupts the normal functioning or operation of the College or impedes or interferes with the pursuance of work or study of those working or studying at the College. Incidents should be reported to the College Chief Proctor or to a Proctor via phone/email ([collegecpo@fccollege.edu.pk](mailto:collegecpo@fccollege.edu.pk)) or in Chief Proctor's office. Alternatively, you can report to the Hostel Guardian, Head of Residential Life, if you are residing in Hostel and Security office. We will not accept anonymous reports because the accused needs to understand the allegations being made, in order to respond properly. This is necessary to ensure fairness and transparency for those involved in the disciplinary process.

## **AFTER THE INCIDENT IS REPORTED**

The incident report will usually be disclosed to the student concerned and, as a witness, you must meet with the College Chief Proctor. In some cases, you may be asked to attend the Student Disciplinary Panel hearing. While the disciplinary process is underway, the College will provide advice and guidance to support involved parties. Where appropriate, special arrangements can be made to minimize contact between parties.

If you are directly involved or affected by a case, you may be kept informed of its progress. We will usually let you know once the decision has been made on the case.

## **DISCIPLINARY PROCEDURE**

Once an incident report has been received, College Chief Proctor will investigate the incident. He will consider the incident report and gather any other information to decide on the nature of the case. He may also decide that there is insufficient evidence and that no action should be taken. If case goes forward, respondent will be given the opportunity to admit or deny the allegation(s), and to submit any evidence that he wishes to be considered. The College Chief Proctor will submit the recommendations to Chief Student Life Officer.

In case of sexual harassment, all cases will be forwarded to the sexual harassment committee. Sexual harassment complaints will be submitted in writing at the Office of the College Chief Proctor. The sexual harassment committee comprises members of staff and faculty.

## **DISCLOSER OF CASE**

The nature of certain incidents means that they may be disclosed to staff or other departments within the College. In that case, any finding of disciplinary misconduct could be reported to your Head of Department. Otherwise, information will usually only be disclosed if it is necessary. If any College Department requests College Chief Proctor to provide details of the offenses of any students, our office will disclose the decision made on that case. For example, fines, undertakings signed or suspension etc.

## **APPEAL**

Where the decision is made, the student can appeal against the findings or the decision. There are limited grounds of appeal. The appeal must be submitted in writing to the College Chief Proctor who will forward the appeal request to appellate committee. The committee will investigate the case. Once the appeal has been considered, the original decision may be upheld, or a different decision made by setting aside the original.

## **GRIEVANCES**

Grievances related to Prefects should be referred to the College Chief Proctor. Grievances concerning the Chief Proctor should be referred to the College Vice Rector.

## **DISCIPLINARY ACTION**

Students must use college facilities and behave generally in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College; respects the property of the College, and of its faculty, staff and other students.

Students should be aware that a breach of any college policy may result in disciplinary action being taken.

## **COMMUNITY SERVICE PLACEMENT**

The Chief Proctor Office may deem appropriate under special circumstances to place students on 'community service'. Under community service placement students will be given a task/assignment that they will be expected to complete within an office, laboratory, etc. The scope of this service will be set by the Chief Proctor Office. The intention behind placing students on community service is to encourage them to improve their overall behavior, thereby becoming responsible students and citizens.

## **LOST ITEMS**

In an event where a student has lost any item or belonging, they can check about it from the College Chief Proctor Office. If the lost item is brought to the College Chief Proctor Office, the item will be kept safely for a period of two months. However, beyond this period, the item will be disposed-off and the College Chief Proctor Office will have no responsibility regarding it whatsoever.

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 evaluate the work done during the year. A report will be submitted to the Rector after this final meeting.

The Proctorial Board consists of:

- The Chief Proctor, a member of the faculty/staff, responsible for the direction, control and monitoring of the overall activities of the Proctorial Board. His office is in room number 17, Sinclair Hall.
- The Deputy Chief Proctor, a member of the faculty/staff, who assists the Chief Proctor in discharging his duties, and also works as the head in his absence.
- Proctors: Proctors can be from both faculty and staff.
- Prefects: Prefects can be from both 1st year and 2nd year, nominated by the Proctors. Prefects must be 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. Prefects must refer any disciplinary issues to a Proctor.

## **GRIEVANCES**

Grievances related to Prefects should be referred to the Office of the Chief Proctor. Grievances concerning the Chief Proctor should be referred to the College Vice Rector.

## **DISCIPLINARY ACTION**

The first step in the disciplinary process is counseling. 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 counseling, a warning, a fine, probation, or being dropped from the College rolls.

## **DISCIPLINARY APPEAL**

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

# **HOW CAN WE HELP YOU?**

The faculty and staff of FCCU wants to assist you in any way we can. This section is intended to give you information about the assistance you need.

## **ACADEMIC OFFICE**

The College Academic Office is located in the Sinclair building, room 15/16. The Academic Office is the first place to go to 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.

## **ADMISSIONS OFFICE**

The Admissions Office is located on the ground floor of the Ahmad 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 Head of Admissions. Admission information is also available on the College website: [intermediate.fccollege.edu.pk](http://intermediate.fccollege.edu.pk).

## **STUDENT SERVICES OFFICE**

The Student Services Office is located on the ground floor of Ahmad Saeed Administration Building in Room 010. The Chief Student Service Officer's 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 Chief Student Services Officer 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.

## **ALUMNI RELATIONS AND UNIVERSITY ADVANCEMENT**

This office is located on the first floor of the Ahmad Saeed Administration Building in suite number 127. All activities regarding alumni and fundraising for the College go through this office. If you have family or friends who are FCC alumni and have not registered with the alumni office, please ask them to do so.

## CAREER SERVICES OFFICE

The Career Services Office is located on the ground floor of the Ahmad Saeed Administration Building, Room 014. This office can provide you with information about opportunities for higher education, internship and employment.

## SECURITY OFFICE

The Security Office is primarily responsible for the safety and security of all personnel and assets on the campus. If you observe any suspicious or unusual activity on the campus, please report it immediately to the Security Office.

The Security Office must also be informed before planning any outdoor event on the campus. Security clearance for visitors, vendors or caterers involved in the event must be obtained beforehand.

The Chief Safety and Security Officer's office is located in Ahmad Saeed Administration Building, room number 028 and is functional twenty four hours a day, seven days a week. You can call the office on extension number 336 and on cellphone 0321-5076808.





# ADMINISTRATION



**Dr. Jonathan s. Addleton**  
Rector



**Dr. Ivan Suneel**  
Vice Rector, College



**Brig (R) Dr. Nayer Fardows**  
Registrar



**Dr. Lubna Amer**  
College Coordinator



**Rehan Sohail**  
College Information Officer



**Arooj Justin**  
Chief Proctor, College



**M Umer Chaudhry**  
Deputy Chief Proctor



**Dr. Mian Wajahat Hussain**  
Controller Examinations



**Haroon Dawood**  
Head of Residential Life Department



**Furqan Seith Mall**  
Chief Financial Officer



**Phool Shahzad Saroya**  
Head of Financial Aid



**Suleman Ahmad Khairullah**  
Head of Admissions

# COLLEGE FACULTY

## BIOLOGY

### **Dr. Muhammad Umar Bhatti**

Associate Professor and Head of Department  
PhD (University of the Punjab, Lahore)

### **Mashhud Usman**

Associate Professor  
MSc (University of the Punjab, Lahore)

### **Zeeshan Ali Yousaf**

Assistant Professor  
MPhil (National University of Sciences  
& Technology, Islamabad)

### **Tauseef Iftikhar Mubarak**

Lecturer  
BS (Hons) Biotechnology (FCCU, Lahore)

### **Arooj Justin**

Lecturer  
MSc (University of Nottingham, UK)

## CHEMISTRY

### **Dr. Lubna Amer**

Professor and Head of Department  
PhD (National College of Business  
Administration and Economics, Lahore)

### **Dr. Noman Javed**

Professor  
PhD (Punjab University, Lahore)

### **Dr. Rubab Zohra**

Professor  
PhD (Bahauddin Zakariya University, Multan)

### **Dr. Mohammad Sohail Sarwar**

Associate Professor  
PhD (University of Engineering and  
Technology)

### **Dr. James William**

Associate Professor  
PhD (Government College University,  
Lahore)

### **Naveed Rehmat**

Associate Professor  
MPhil (Government College University,  
Lahore)

### **Dr. Rizwana Shami**

Associate Professor  
PhD (University of the Punjab, Lahore)

### **Saherah John Jalal**

Assistant Professor  
MPhil (Lahore College for Women  
University, Lahore)

### **Muhammad Umer Farooq**

Assistant Professor  
MPhil (University of Engineering and  
Technology, Lahore)

### **Saba Williams**

Assistant Professor  
MSc (Govt. Postgraduate College, Sargodha)

### **Syeda Khair-ul-Bariya**

Assistant Professor  
MPhil (FCCU, Lahore)

### **Dilawar Javed**

Lecturer  
MPhil (FCCU, Lahore)

### **Haroon Iftikhar**

Lecturer  
MPhil FCCU, Lahore)

## COMMERCE

### **Khurram Shahzad**

Professor and Head of Department  
MS (Superior College, Lahore)

### **Atif Shakeel Saroia**

Assistant Professor  
MPhil (UMT, Lahore)

## **Rizwan Sabir**

Assistant Professor  
M.Com (University of the Punjab, Lahore)

## **Momina Hamid**

Lecturer  
BS Hons (FCCU, Lahore)

## **Usman Saeed**

Lecturer  
M.Com (BZU, Multan)

# **COMPUTER SCIENCE**

## **Muhammad Akram Naul**

Associate Professor and Head of Department  
MSc (University of Engineering and  
Technology, Lahore)

## **Maria Yousaf**

Assistant Professor  
MPhil (COMSATS)

## **Muhammad Rizwanullah**

Lecturer  
MPhil (Superior University, Lahore)

# **ENGLISH**

## **Eram George**

Associate Professor and Head of Department  
MPhil (Kinnaird College for Women University,  
Lahore)

## **Najmi Altaf**

Assistant Professor  
MPhil (UCP, Lahore)

## **Nauman Ahmad**

Associate Professor  
MPhil (FCCU)

## **Mohsin Manzoor**

Assistant Professor  
MPhil (FCCU, Lahore)

## **Mahik Waheed**

Assistant Professor  
MS (Lahore College for Women University, Lahore)

## **Saira Liaquat**

Assistant Professor  
MPhil (UCP, Lahore)

## **Pheba Philip**

Assistant Professor  
MA (University of Peshawar, Peshawar)

## **Zeeshan Sardar**

Lecturer  
MPhil (University of Lahore)

## **Yousaf Kamran**

Lecturer  
MPhil (Qurtaba University of Science and  
Technology)

## **Urfa Naseer John**

Lecturer  
M.A. (FCCU, Lahore)

## **Huma Hassan**

Lecturer  
MPhil (UCP, Lahore)

## **Irshad Masih**

Lecturer  
MA (University of Education, Lahore)

# **HEALTH & PHYSICAL EDUCATION DEPARTMENT**

## **Babar Kamil**

Associate Professor and Head of Department  
MPhil Sports Sciences (University of Lahore)  
PhD Scholar Sports Sciences (University of Lahore)

## **Brian Furches**

Senior Athletics Director

# **HISTORY AND PAKISTAN STUDIES**

## **Saleem Masih Asim**

Associate Professor and Head of Department  
MPhil (University of Gujrat)



## **Nadia Khushi**

Assistant Professor

MPhil (University of Management and Technology, Lahore)

## **Muhammad Usman Sial**

Assistant Professor

MPhil (AIOU)

## **Dr. Iram Naseer Ahmad**

Assistant Professor

PhD (University of the Punjab)

## **Rizwan Dawood**

Assistant Professor

M. Phil (FCCU, Lahore)

# **MATHEMATICS**

## **Julia Jawaid Austin**

Assistant Professor and Head of Department

MPhil (UMT, Lahore)

## **Rabia Naz**

Assistant Professor

MPhil (NCBA&E, Lahore)

## **Muhammad Iqbal**

Associate Professor

MPhil (UMT, Lahore)

## **Dr. Mohsin Raza**

Assistant Professor

PhD (University of Management and Technology, Lahore)

## **Sharoon Anjum**

Lecturer

MPhil (UMT, Lahore)

## **Sana Akbar Bhatti**

Lecturer

MSc (FCCU, Lahore)

## **Bilal Ahmed**

Assistant Professor

MPhil (FAST, Lahore)

## **Dr. Khalida Faisal**

Assistant Professor

PhD (University of the Punjab, Lahore)

# **PHYSICS**

## **Muhammad Iqbal**

Professor and Head of Department

MPhil (Government College University, Lahore)

## **Syed Iftikhar Hussain**

Professor

MPhil (University of Engineering and Technology, Lahore)

## **Tanvir Ahmad**

Associate Professor

MPhil (Government College University, Lahore)

## **Dr. Naila Noreen**

Professor

PhD (FCCU, Lahore)

## **Shazaib Khurshid**

Associate Professor

MPhil (Government College University, Lahore)

## **Muhammad Umer Chaudhry**

Assistant Professor

MPhil (Government College University, Lahore)

## **Shoukat Masih**

Assistant Professor

MPhil (FCCU, Lahore)

## **Arif Allah Rakha**

Assistant Professor

MPhil (FCCU, Lahore)

## **Raheel Shamir Farhat**

Assistant Professor

MPhil (FCCU, Lahore)

## **Ambreen Imran**

Assistant Professor

MPhil (FCCU, Lahore)

## **Komal Yousaf**

Assistant Professor

MPhil (University of Agriculture, Faisalabad)

## **Muhammad Bedar Bakht**

Lecturer  
MPhil (University of Engineering and  
Technology, Lahore)

## **Ghulam Murtaza**

Lecturer  
MPhil (GCU, Lahore)

## **Sarosh Inayat**

Lecturer  
MPhil (University of the Punjab, Lahore)

## **Ahmed Awan**

Lecturer  
MPhil (GCU, Lahore)

## **Muhammad Usman Yousaf**

Lecturer  
MPhil (GCU, Lahore)

## **Dr. Ayesha Saleem Siddiqui**

Lecturer  
PhD (Comsats, Islamabad)

## **Muhammad Waqas Shahbaz**

Lecturer  
MPhil (GCU, Lahore)

# **DEPARTMENT OF SOCIAL SCIENCES**

## **PSYCHOLOGY**

### **Nabila Naphtali**

Assistant Professor and Head of Department  
MPhil (Government College University, Lahore)

## **POLITICAL SCIENCE**

### **Kamran James**

Associate Professor  
MA (Punjab University)

# **GEOGRAPHY**

## **Sulman Munir**

Assistant Professor  
MS (COMSATS, Islamabad)

# **EDUCATION**

## **Haroon Gill**

Lecturer  
MPhil (UMT, Lahore)

# **ETHICS**

## **Naureen Akhtar**

Lecturer  
MA (Punjab University)

## **Amber Ijaz**

Lecturer  
MS (UMT)

## **Rukhsar Zakria Bhatti**

Lecturer  
BS Honors (FCCU, Lahore)

# **MUSIC**

## **Suen Cho**

Assistant Professor  
MA (Seoul National University)

## **Kanwal Suleman**

Lecturer  
MA (Punjab University) Religious Studies

# **RELIGIOUS STUDIES**

## **Mohammad Asghar**

Associate Professor and Head of Department  
MPhil (Minhaj University, Lahore)

## **Ijaz Ahmad**

Assistant Professor  
MA (PU, Lahore)

## **Rahat Shahid**

Assistant Professor  
MPhil (Minhaj University, Lahore)

## **Susan Elizabeth Bakker**

Lecturer  
(Christian Studies)

## **Saima Sultani**

Lecturer  
MA University of the Punjab, Lahore

## **Muhammad Shahid**

Lecturer  
MA University of the Punjab, Lahore

## **Sirbuland**

Lecturer  
Shahadatul Almiya, Jamia Ashrafia, Lahore

# **STATISTICS**

## **Muhammad Asif Shami**

Associate Professor and Head of Department  
MPhil (Government College University, Lahore)

## **Dr. Fariha Yasmin**

Associate Professor  
PhD (Islamia University, Bahawalpur)

## **Peter Massey**

Associate Professor  
MSc (BUZ, Multan)

# **URDU**

## **Dr. Aneel Samuel**

Professor and Head of Department  
PhD (Government College University, Lahore)

## **Tahir Masood**

Professor  
MPhil (Allama Iqbal Open University, Islamabad)

## **Dr. Shahida Dilawar Shah**

Professor  
PhD (Punjab University, Lahore)

## **Dr. Abida Batool**

Professor  
PhD (University of Education, Lahore)

## **Shahzad Ansar**

Assistant Professor  
MPhil (Garrison University, Lahore)

## **Misbah Kanwal**

Assistant Professor  
MPhil (Punjab University, Lahore)

## **Hina Patrick**

Assistant Professor  
MPhil (FCCU)

## **Dr. Muhammad Zafar Iqbal**

Associate Professor  
PhD (University of Education, Lahore)

## **Johnson Rehmat**

Assistant Professor  
MPhil (GCU, Lahore)

## **Azeem Siddiqui**

Assistant Professor  
MPhil (Minhaj University, Lahore)

## **Sumera Kanwal**

Assistant Professor  
MPhil (Minhaj University, Lahore)

## **Asif Silas**

Lecturer  
MPhil (GCU, Lahore)

# FORMANITE ALUMNI ASSOCIATION

Forman Christian College is establishing a strong communication network for Formanites all over the world to share news and information about the College. We invite Formanites to promote the idea of fellowship, to raise funds and lead FC College towards growth and development.

## DIRECTORS AND OFFICERS

**Mr. Attiazaz Munawwar-Ud Din**  
President

**Mr. Dawood Barry**  
General Secretary

**Mr. M.S. Babar**  
Director

**Mr. Parvez A. Shahid**  
Director

**Mr. Hafeez Akhtar Randhawa**  
Director

**Mr. Tajammal Husain Jafri**  
Director

**Mr. Muneeb Khan**  
Director

**Mr. Ather M. Ansari**  
Director

**Dr. Hamid Saeed**  
Director

**Justice. Retd. Tassaduq Hussain Jillani**  
Director

**Ch. Pervaiz Elahi**  
Director

**Mr. Shaheen Zafar**  
Director

**Mr. Jahangir Khan Tareen**  
Director

**Mr. Shaukat Tarin**  
Director

**Mr. Salim Ghauri**  
Director

**Brig (Retd) Javed Iqbal Warraich**  
Coordinator/ Director

**Mr. Shafaat A. Chauhdary**  
Director

**Mr. Ijaz Mumtaz**  
Director

**Dr. Akhtar Sohail Chughtai**  
Director

**Mr. Anthony Richards**  
Director

**Mr. Malik Fateh Khan**  
Director

**Mr. Inayat Ali Mallhi**  
Director



# BOARD OF DIRECTORS

**Dr. Qaiser Julius**

Chairman

**Mrs. Veda Shaheen Gill**

Vice Chairman

**Dr. Jonathan S. Addleton**

Secretary / Rector

**Mr. Asher Javed**

Member

**Mr. Stephen Rasmussen**

Member

**Col. Azim Ilyas**

Member

**Rev. Edgar Christopher**

Member

**Dr. Michael Murphy**

Member

**Mr. Simon Malik**

Member

**Dr. Rukhsana David**

Member

**Rt. Rev. Irfan Jamil**

Member

**Rt. Rev. Azad Marshall**

Member

**Rev. Samuel Schreiner**

Member

**Rt Rev Dr. Alexander John Malik**

Member



# COLLEGE CALENDAR FOR THE ACADEMIC YEAR 2023-2024

Activity	Date	Day
Pre session Academic Conference	August 16 to 18, 2023	Wednesday to Friday
First Day of Second Year Class	August 23	Wednesday
Orientations for the 2nd year students	September 4 to 8	Monday to Friday
First Day of First Year Class	September 12	Tuesday
Welcome Party(First Year)	TBD	TBD
First Installment( 1st & 2nd Year)	September 15	Friday
Orientations for 1st Students	September 18 to 22	Monday to Friday
Eid Milad un Nabi(PBUH) (Subject to the Moon)	September 27	Wednesday
Inter School Basket Ball Championship	Oct 10 to October 12	Tuesday to Thursday
Second Installment( 1st & 2nd Year)	October 13	Friday
Mega Sports Fest	Nov 1 to Nov 3	Wednesday to Friday
Third Installment( 1st & 2nd Year)	November 10	Friday
Annual Debates (English & Urdu)	November 15	Wednesday
Parent Teacher Meeting(First)	November 25	Saturday
Faculty & Staff Badminton Championship	November 27 to November 29	Monday to Wednesday
Christmas Gala/Musical Recitals	December 1	Friday
Send Up Examination	Dec 5 to 20 , 2023	Tuesday to Wednesday
Fourth Installment( 1st & 2nd Year)	December 15	Friday
Christmas/Winter Break	December 21, 2023 to Jan 5 , 2024	Thursday to Friday
Classes Resume	January 8, 2024	Monday
Online course evaluation by students	January 12	Friday
Parent Teacher Meeting(Second)	January 27,2024	Saturday
Scicon.2	January 31	Wednesday
Annual English Play	February 8,9	Thursday, Friday



# Important Events

## **September 2023**

Commencement of College Classes (First Year)  
Eid Milad-un-Nabi (PBUH)  
(Subject to the Moon)

## **October 2023**

Inter School Basket Ball Championship

## **November 2023**

Mega Sports Fest  
Annual Debates (English & Urdu)  
Parent Teacher Meeting (First)  
Faculty & Staff Badminton Championship

## **December 2023**

Christmas Gala/Musical Recitals  
Send Up Examination  
Christmas/Winter Break

## **January 2024**

Parent Teacher Meeting (Second)  
Scicon.2

## **February 2024**

Annual English Play  
Annual Urdu Play  
Valedictory

## **March 2024**

Poster Competition  
Pre-Board Examination (1st and 2nd Year Both)  
Easter Break

## **April 2024**

Eid-ul-Fitr



# Appendix A



**FORMAN  
CHRISTIAN  
COLLEGE**  
(A CHARTERED UNIVERSITY)



## Services

The College Guidance office provides services in the following areas:

- Academic and Learning Issues
- Exams Guidance
- Career Counseling
- Promoting Diversity and Acceptance

**Session Limit:** The length of a session may vary depending on the nature of the concern. Referral to other services within or outside the college may be made if individual concerns require further attention or specialized assistance.

**Confidentiality Policy:** College Guidance Office upholds the confidentiality policy of Forman Christian College (A Chartered University), anything shared during counseling sessions will be kept confidential. Depending upon the sensitivity of issue under consideration, student's parent/guardian and/or the college authorities may be contacted.

## Contact:

**Nabila Naphtali, Office No.: 18, Sinclair Hall, Ground Floor**

**Email Address:** [collegeguidanceoffice@fccollege.edu.pk](mailto:collegeguidanceoffice@fccollege.edu.pk)

## Appointment Form

Please fill the form below and DO NOT leave any blank spaces. This information is required primarily to understand your needs, so that the counselor can arrange the appropriate type of service and appointment. Remember the information you provide will be treated as **CONFIDENTIAL**.

Name: (As per college records)

Roll No.: ..... Section: .....

Mobile No.: ..... Email: .....

Day Scholar

Hostel Resident

Preferred Time slot ..... (Day&Time)

Tick off the area(s) in which you need help and guidance.

Career Guidance and Decision making

Communication Issues

Study/Learning Issues

BISE Exams

Social Skill Building

FEAT Test for FCC

Lack of Confidence

Adjusting to a new culture/Homesick

Other \_\_\_\_\_

# Appendix B

## Campus Counseling Center

### Pre-Counseling Form for Students

This information is required primarily for the understanding of your needs, so that a suitable time is arranged for you to meet the Counselor. Remember the information you give will be treated as CONFIDENTIAL.

Name: \_\_\_\_\_ (As per college records) Roll # \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_

Current Address: \_\_\_\_\_

Mobile # \_\_\_\_\_ Email: \_\_\_\_\_

What is the best way of contacting you? Tick your preferred option: Phone \_\_\_\_ Email \_\_\_\_

Are you: Intermediate: 1st Year 2nd Year  
BA/BS Honors: Freshmen Sophomore Junior Senior  
Other (specify) \_\_\_\_\_

Are you: Day Scholar Hostellite

Who suggested you to see a Counselor?

No one (self-referral) Friend Family Instructor Advisor Other (specify).....

Please specify or tick your availability below for the counseling session(s):

TIME	9.00-10.00	10.00-11.00	11.00-12.00	12.00-1.00	2.00-3.00	3.00-4.00	4.00-5.00
MONDAY							
WEDNESDAY							
FRIDAY							

TIME	9.00-9.30	9.30-10.45	11.00-12.15	12.30-1.45	2.00-3.15	3.15-5.00
TUESDAY						
THURSDAY						

Briefly describe your reasons for approaching the CCC

Is there anything else you think the Counselor should know?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For CCC use only:

Date Form Received:  
Appointment arrangements made:

# Appendix C



## Health Information Form

### Contact Information

Full Name:  FCC ID Number:   
Date of Birth:  Day  Month  Year  Mobile Number:   
CNIC:   N/A Address:   
Gender:  Male  Female

### In Case of Emergency

Parent's Name:  Are you a FCC hostel resident:  Yes  No  
Parent's Phone Number:  Preferred Hospital:

If there is someone on campus you would like for us to notify, please provide details below:

Contact's Name:  Phone Number:

### Allergies

Do you have any allergies?  Yes  No If yes, please provide details below:

Allergy:  Allergy:  Allergy:   
Reaction:  Reaction:  Reaction:

### Medication

Do you take medication regularly?  Yes  No If yes, please provide details below:

Medication:  Medication:  Medication:   
Reason:  Reason:  Reason:

### Hospitalizations

Have you ever been hospitalized?  Yes  No

If yes, please explain:

### Medical Conditions

Please check if you have ever had any of the following medical conditions:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Anemia             | <input type="checkbox"/> Eating Disorder           | <input type="checkbox"/> Hepatitis                | <input type="checkbox"/> Seizure Disorder |
| <input type="checkbox"/> Asthma             | <input type="checkbox"/> Gastrointestinal Disorder | <input type="checkbox"/> High Blood Pressure      | <input type="checkbox"/> Thyroid Disease  |
| <input type="checkbox"/> Depression/Anxiety | <input type="checkbox"/> Heart Problems            | <input type="checkbox"/> Kidney Disease           | <input type="checkbox"/> Tuberculosis     |
| <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Head Injury               | <input type="checkbox"/> Muscle or Joint Problems |   |

Other comments:

### Family History

Please check if a parent or sibling has ever had any of the following medical conditions:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Cancer             | <input type="checkbox"/> Gastrointestinal Disorder | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Muscle or Joint Problems |
| <input type="checkbox"/> Depression/Anxiety | <input type="checkbox"/> Heart Problems            | <input type="checkbox"/> Kidney Disease      | <input type="checkbox"/> Thyroid Disease          |
| <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Hepatitis                 | <input type="checkbox"/> Seizure Disorder    | <input type="checkbox"/> Tuberculosis             |

Other comments:

## Appendix D

### PROCTORIAL FINES (COLLEGE SECTION)

1.	Improper Uniform (Any Item)		Rs. 1000/-
2.	Entering college campus without taping College ID Card at gate		Rs. 1000/-
3.	Not displaying College ID Card on campus		Rs. 500/-
4.	Displaying unauthorized/photocopied College ID Card		Rs. 3000/-
5.	Trying to bypass security by taping or displaying someone else's ID Card		Rs. 3000/-
6.	Smoking/Tobacco consumption or possession, use of e-cigarettes or vaping on college premises:	a. Outdoors	Rs. 3000/- with parents' undertaking
		b. Indoors	Rs. 8000/- with parents' undertaking
7.	Alcohol usage or possession/drug abuse or possession		Expulsion + informing parents
8.	Carrying weapons (guns, sharp knives, rods, sticks, etc.)		Rs. 20,000/- with parents' undertaking to Suspension to Expulsion
9.	Use of abusive/disrespectful language		Rs. 3000/-
10.	Misbehavior inside or outside class		Rs. 1000/- to Rs. 5000/-
11.	Misuse of mobile phone (using phone camera, playing music, making/taking calls)		Rs. 2000/-
12.	Fighting resulting in physical harm		Rs. 20,000/- with parents' undertaking to Suspension to Expulsion
13.	Sexual Harassment		Expulsion
14.	Mistreating other students (bullying, ragging disturbance within class)		Rs. 5000/- to Rs. 10,000/- to Suspension
15.	Threatening behavior towards Faculty or Staff of FCC		Rs. 20,000/- with parents' undertaking, to Suspension to Expulsion
16.	Presence in University Premises / Residential Area		Rs. 500/- (further action after repeated offences)
17.	Bunking Classes/Coming Late for class		Rs. 500/- (further action)
18.	Damage to college property (destruction, defacement)		Rs. 3,000/- to amount comparable to repair cost of damage caused, to Suspension to Expulsion
19.	Hooliganism, Student Grouping		Rs. 20,000/- to Suspension to Expulsion
20.	Academic dishonesty during examinations (copying/using helping material, using electronic devices, concealing notes during exams, collusion with other students)		Rs. 3000/- to Suspension
21.	Causing disrepute to the institution, faculty, or staff on social media		Rs. 20,000/- to Suspension



## Appendix E

<b>Sr No</b>	<b>Club</b>	<b>Advisor</b>
1	Intellectual Chemistry Club	Dr. Rubab Zohra
2	College English Club	Ms. Saira Liaquat
3	Art and Literary Club	Mr. Shahzad Ansar
4	Formanite Mathematics Club	Ms. Rabia Naz
5	Formanite Physics Club	Mr. Muhammad Usman Yousaf
6	Junior Biological Club	Dr. Umar Bhatti
7	Social Sciences Club	Ms. Suleman Munir
8	Forman History and Pakistan Studies Club	Ms. Nadia Khushi
9	Formanites Business Club	Ms. Momina Hamid
10	Forman Reading Club	Dr. Iram Ahmad Naseer

# Appendix F

## Greetings

### Formal greeting & response

- Good morning/Good afternoon/ Good evening: Good morning/ Good afternoon/ Good evening.
- Good morning/afternoon/ evening, pleased to meet you: Good morning/ afternoon/ evening, pleased to meet you too.
- How are you? Fine, thank you.
- How are you? Fine, thank you and you?

### Informal greeting and response

- Hello/Hey/Hi: Hello/Hey/ Hi
- How are you?: I'm good. Alright.
- How are things?: All good/ Pretty good. /Not too bad, thanks.
- How's it going?: O.K. Not bad.
- Good to see you: Good to see you too.
- How have you been?: Very well. And you?
- How are you doing?: I'm doing good/ well.
- What's up?: Nothing much. /Nothing.
- What's new? : Nothing special.
- What's happening?: Not much.
- Long time no see: Yea. I was bit busy.

## Introduction

### Formal introduction

- I'd like to introduce you to my friend Ali.
- May I introduce a good friend of mine? This is ....
- I'd like you to meet ....
- I want you to meet ....
- Have you met...?
- My name is Ali.
- May I introduce myself? My name's John.
- Let me introduce myself. My name's ....
- I'd like to introduce myself. I'm ....
- I don't think we've met. I'm ....

### Formal Response

- It's a pleasure to meet you/Pleased to meet you.
- It's a pleasure to meet you. I am Ahmad.

## **Informal introduction and response**

- Ahmad, this is Ali. He's in my class: Hi Ali. Nice to meet you.
- Hi. I'm Ali: I'm Ahmad. Nice to meet you.

## **Goodbyes**

### **Formal goodbye and response**

- It was nice meeting you: It was nice meeting you too.
- I look forward to seeing you again: I look forward to seeing you again too.
- It was nice to see you: Same to you.
- It was nice meeting you: It was nice meeting you too.
- It was a pleasure meeting you: Thank you. It was a pleasure meeting you too.
- Have a good day: You too.
- Good night: Good night.
- Goodbye: Goodbye.
- Informal goodbye and response
- Nice meeting you: You too.
- Take care: You too.
- I'm off: O.K. Bye.
- I got to go: Bye.
- So long: Bye.
- See you: See you.
- See you later: See you later.
- See you around: See you soon.

## **Apologies and Excuses**

### **Making apologies**

- I'd like to apologize for
- I apologize for
- I must apologize for
- I am so sorry for
- Pardon me for this
- Please accept my apologies for
- Please forgive me for my
- It's all my fault
- I'm ashamed of
- Excuse me for
- I shouldn't have

### **Accepting apologies**

- That's all right
- That's Ok
- It's OK
- No need to...
- It doesn't matter
- Never mind
- Don't apologize
- I understand
- Forget it/ Forget about it
- No harm done
- Don't mention it

### **Situational apologies**

- When late for class: Sorry I'm late
- Unacceptable behavior: I apologize for my behavior/ I'd like to apologize for my trouble making.
- You didn't hear someone: Pardon? / I beg your pardon.
- You accidentally sneeze or burp: Excuse me.
- You need someone to move / make room for you: Excuse me.
- You have taken your class fellow's belongings by mistake: I'm so sorry. I didn't realize they were yours
- Asking the teacher something again: Sorry to bother you again, but there's one more thing I'd like to ask.
- You have just blown your nose in front of someone: Excuse me. I've a cold/ flu/ runny nose.
- Someone says something you don't understand: I'm sorry. I can't understand what you are saying.
- You didn't follow someone's instructions: I'm sorry, I didn't understand.

### **General Etiquettes**

- Respect everyone.
- Treat everyone with kindness.
- Speak politely.
- Stand up and greet your teacher.
- Get to class on time.
- Attend every class.
- Come to class prepared.
- Pay attention to the lesson in the classroom.
- Listen to your teacher.



- Think before speaking.
- During roll call you should say “Present Madam/Sir or Yes Madam/Sir” when your roll number is called.
- Ask permission from the teacher to enter or leave the classroom: “Sir/ Madam, please may I...”.
- Do not have private conversations.
- Avoid using cellular phones in the classroom.
- Raise your hand to be called upon.
- Let others finish before you speak. Wait for your turn to ask a question. If someone else is speaking, simply wait with your hand raised. If you must interrupt a conversation, make sure you are polite and say, “Excuse me, I’m sorry to interrupt but...”
- Shake hands and make eye contact when greeting someone.
- Make eye contact when speaking and listening to others
- As you walk through a door, look to see if you can hold it open for someone else.
- Respect personal space and keep your hands and feet to yourself.
- Take responsibility for your behavior.
- Say “Please,” “Thank you,” “Excuse me,” and “I’m sorry”.
- Talk directly to the person with whom you have a conflict, rather than to everyone else.
- Remember that everyone has self respect and feelings.
- Look for opportunities to compliment others
- Do not enter or leave the classroom without the permission of the teacher.
- Don’t disrupt the decorum of the class.
- When having academic difficulty seek assistance from teachers and advisors.

#### At the Cafeteria

- Avoid talking with your mouth full.
- Stay in your seat when eating (instead of running around disturbing others).
- Dispose of trash: wrappers, cans or bottles properly.
- Do not waste food or throw food at others to start a fight or “back cut” others who are waiting patiently in line for food.
- Ask to be excused before leaving the table.
- Don’t forget to clean up after yourself.



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