

HANDBOOK

FOR COLLEGE (INTERMEDIATE) STUDENTS
2020



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

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MESSAGE FROM THE RECTOR

Forman Christian College was founded in 1864 by Presbyterian missionaries. By the turn of the 20th century it had become recognized as a leading institution in the Indian subcontinent.

Since August 1947 the College has served Pakistan with distinction. The number and quality of distinguished alumni of FC College is rivaled by few universities in the world. Our graduates have leadership positions in government, business, education, various professions, religion and arts. FC College was established as a Chartered University by the Punjab Provincial Assembly in 2004.

FCC is a private and not-for-profit institution. The standards and traditions that have made the College in history are being upheld and even enhanced today. We strive to provide a truly outstanding educational program taught by well-qualified faculty that cares about students.

The College also provides strong sports and co-curricular programs in order to enable students to not only enjoy themselves but be able to learn outside the classroom. Often students find that the values and habits that they learned while participating in sports or activities such as the debating society were important developmental steps for them for success later in life. Given the reality of the Covid 19 virus that has affected education, some of these activities may need to be less for 2020-2021 but the College is well prepared to give quality education regardless of the circumstances.

FC College is situated on 108 beautiful acres on Canal Bank Road in Lahore. The Academic Block has seven main classroom buildings plus the auditorium in Sinclair Hall and the Ewing Memorial Library. The College has four hostels that are available to College (Intermediate) students who wish to live on campus. There is a student center and a large sports center that are actively used on a daily basis.

We eagerly look forward to welcoming new students who will enroll in FC College and become leaders of Pakistan in the years to come.

Cordially,

Dr James A Tebbe

MESSAGE FROM THE VICE RECTOR

My Dear Students,

These past few months have been unprecedented, trying, and incredibly strange times on Earth and everybody has been adversely affected, some more and others less. During these times we all have seen or heard of suffering and death and that makes us question what life is all about. Someone once summed up life succinctly in three words, "It goes on." Life goes on with or without us but it is time for each one of us to decide what we are contributing to life, to the world, and how we are making this world a better place for those around us and those who will come after us. Let these months be a time to be remembered for the generations to come, not as a time of sorrow and pain only but also as a time of unity, love, healing and sharing. Let us relinquish the idea of getting and instead sow the seeds of giving. Let us try to keep ourselves safe so that we can keep others and our loved ones safe.

Difficult times don't break us, they define who we really are, and we are a people of love, hope, resilience and tenacity and this will be manifested in the academic year 2020-21. This academic year will bring out the best in us. We will push our limits and learn new skills to teach and to learn online, take necessary precautions to protect ourselves and others when we come on campus because life goes on and it is up to us how we make it go on, sabotaging it or thriving it.

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 owned 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 something 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, Intermediate



MESSAGE FROM THE CHIEF STUDENT SERVICES OFFICER

I am excited to welcome you to Forman Christian College for the 2020-2021 academic year. Whether you are a new or returning student, you are part of a remarkable student body that is known and recognized throughout Pakistan for its academic excellence, character, and talent. We anticipate that many of you will one day be leaders in your chosen profession and that you will continue the legacy of notable Formanites who have gone before you. We are proud that you chose Forman Christian College, and we hope that the year ahead will be marked with success, growth, and life-long memories.

This handbook has been prepared to assist you in the process of being a successful student at Forman Christian College. It contains valuable information that will help you navigate through your college experience. In these pages, you will see descriptions of the services and resources available to students, as well as our rules governing academic life, our Core Values, and our standards of behavior. These standards define the responsibilities that students have in making this a campus that values integrity, excellence, respect, accountability, service, and fairness. I encourage you to make use of this handbook, become familiar with your responsibilities as a student, and make time to learn about the many opportunities you will have to make the most of your time here.

On behalf of the faculty, staff and administration, I once again welcome you to Forman Christian College and wish you the very best for a rewarding 2020-2021 academic year!

Shawna Person

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

We offer the platform of various student societies, which students can join to embellish and enhance their talents 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 OFFICE OF THE CHIEF PROCTOR (I)

On behalf of the team of proctors, prefects and office volunteers, I want to extend a very warm welcome to our newly enrolled students. The Office of the Chief Proctor (I) considers it an absolute honor and privilege to have this amazing opportunity to be an agency of positive change by walking down the avenues of service and student welfare.

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

We must consistently remind ourselves that no individual or nation has ascended the mountain of accomplishment without fortifying success – inspiring principles with discipline, more so for individuals who have set themselves on an academic journey. A disciplined soul is loaded with 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 virtues of justice, respect, fairness, courage and humility. All this will add to inner peace and a sense of personal worth. As a nation, we need discipline more than ever before. I strongly believe that many of our problems will be resolved the moment we decide to lead a disciplined way of life, paving the way for a transition to the ranks of globally revered nations. In pursuit of this dream, let our steps be guided by this institution’s great motto, “By love serve one another”. Every day you will be motivated by members of our team to raise the bar, and in doing so we shall bring forth a generation whose integrity will create a future better than our past and present.

God bless you all! The doors of my office are always open for you. May your stay at FCC be a life-changing experience for you.

Regards,
Arooj Justin,
Chief Proctor (I)



UNIVERSITY 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.

INTERMEDIATE 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
		Math, Statistics and Computer Science

INTERMEDIATE 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

INTERMEDIATE 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: Subject changes will ONLY be granted within the first two weeks after the start of classes. There will be no change of subjects after this time.

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.

COLLEGE (INTERMEDIATE) 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 all attendance for all students every month.

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

October

At the start of October, the attendance for September is calculated. A warning list will be displayed for the students falling short of attendance. A warning letter will also be sent home for the student 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.

Dropped students having attendance between 74-50% can apply for readmission within two weeks (readmission is possible only once.)

December

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.

Students producing 75% and above attendance will only be allowed to appear in send-up examinations.

January

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

Students must pass send-up examination to qualify for sending BISE admission.

February-March

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 student from meeting the minimum attendance requirement set by the Board of Intermediate and Secondary Education (BISE, Lahore), resulting in serious consequences.

Leave does not count towards attendance. Even approved leave will be counted as an absence from class. Students are still responsible for maintaining 75% attendance in each subject.

Due to the fact that leave does not change the attendance percentage, it may only be 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.

Leave application must be submitted within a certain time window, beyond this timeline the application will not be accepted or approved by the Vice Rector (Intermediate). In an event of medical emergency or bereavement,

student or his guardian is permitted to submit leave application one week after the incidence. For any other reason that is genuine enough to warrant the cause of approved leave, application should be submitted one week in advance, subject to the approval by the Vice Rector (I). (See Appendix A)

The president/advisor of any co-curricular activity that requires student to miss class, must submit a form to the Vice Rector (I) for approval PRIOR to the classes being missed. This must include the roll numbers of the students involved, the date and time of the activity. Students will be marked absent in class. The Academic Office will keep record of the co-curricular absences. They will still count as absences but students may be allowed an extra attendance period/assignment to make up their attendance percentage at the discretion of the Vice Rector (I), if needed.

A written application for leave must be turned in to the Academic Office Assistant.

The form is available in the Academic Office. Documentation of the reason for absence will be required.

All leaves are subject to approval by the Vice Rector (I).

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.

Monthly Tests:

- Every month tests will be conducted for each subject
- It is mandatory for students to appear in these monthly tests
- Percentage of marks obtained in the tests will be uploaded in 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 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.

COLLEGE INFORMATION OFFICE

The office is responsible for providing information to parents about their son, which include attendance reports, academic records and financial details.

The details are provided through calls, SMS, emails and letters via courier. The responsibilities of the Information Office are not just limited to providing information, it also provides students with documents, certificates and other official college letters. The office provides these documents in soft via email and in hard via hand, depending upon the requirement of the student. Students and parents can reach out to us at collegeinformationoffice@fccollege.edu.pk if they require any information.

STUDENT RECORDS

Forman Christian College guarantees both the privacy and the confidentiality of all student educational records and a student's right to access those records. The official custodian of student records is the Coordinator 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 or her records. However, the College may deny access if the student has unpaid financial obligations to the College. Requests for access or copies of records must be made in writing to the Program Coordinator who will comply within seven 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.

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 Chatterjee, 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 Surrender 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.

STUDENTS' CAMPUS LIFE

Education is not simply acquiring degrees or diplomas in order to gain admittance to the next level of education or the job market. Our goal is to help students make the most of their time at FC College by providing them useful learning experiences inside and outside the classroom. We invite them to use these resources in order to achieve their educational goals and make their experience at FC College highly productive and memorable.

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. A Societies Board coordinates and promotes the activities of all the existing student societies. Intermediate student societies comprise of 9 academic societies and 11 non-academic societies. Students are encouraged to be part of these societies according to their subjects and interests. Participation in activities organized by these societies 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 societies develop and exhibit co-curricular abilities through which they gain practical experience of their own learnings.

Every society has a faculty advisor for students' guidance and supervision. Through these societies 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 societies will be asked to turn in a list of students participating in teams or societies
- A list of students dropped from the College rolls will be sent to each president
- It will be the responsibility of the advisor or president of each society 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 society 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 society.

STUDENT SERVICES OFFICE

The Chief Student Services Officer oversees all student societies and their activities. There are academic societies as well as societies in various areas of special interest. Information on the societies and student events on campus is available from the Student Services Office, in the Ahmad Saeed Administration Building, Room 010. First year students get a Welcome Party normally scheduled for the Friday of the first week of classes. Second year students get a Farewell Party normally scheduled for the evening of the last Pre-Board exam. Any other activity must be duly approved by the Student Services Office.

ANNUAL PLAYS



“Is he Dead?” by the Department of English



“Kathputli” by the Department of Urdu.

SPORTS

FC College has a College Sports Board that organizes, promotes and conducts athletic games. The Chairman and the Secretary of the Sports Board may be contacted for all matters pertaining to sports activities and games. Existing sports facilities include six tennis courts, a 400-meter track, a 25-meter swimming pool (See page number 15 for details), two basketball courts, a gym and fields for football, cricket and hockey. Students must use the correct area for the various activities. If students are found using the wrong area they will be asked to leave. Refusal to do so will result in disciplinary action.

Cricket must be played with a hardball. No other type of ball may be used. Hardballs and other equipment may be signed out from the Sports Office. Students are welcome to use the grounds for organized matches after College hours, but these MUST be approved in advance by the Secretary Sports Association. College teams and intramurals will have priority. During College hours, students are asked to be considerate of others who may be using the grounds.

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 (Intermediate) students.



INTERMEDIATE LIBRARY

College (Intermediate) 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 (Intermediate) 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 Intermediate 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:
 - o be in proper uniform and display their ID cards while using the Library
 - o keep their mobile phones switched off
 - o observe order and silence
 - o not use mobile phone cameras or any other camera
 - o not bring drinks or food inside the library
 - o not smoke in the library
 - o not deface, make notes on or remove library books or property without checking them out properly
 - o not pull out books unnecessarily from the shelves
 - o not reshelv 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

Intermediate 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 reissued
- 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 (INTERMEDIATE) FREE BOOK BANK

College (Intermediate) Free Book Bank (IFBB) 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 Christy Munir. His office is located in the Armacost Building, room 122. 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

College (Intermediate) students are not allowed to bring cars on campus. They are underage for this. Students can park their motorcycles in the parking behind P Block. 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.

CANTEEN

The canteen is located near Susheela Building. The Susheela canteen is exclusively for College (Intermediate) students and is open from 8:00 am to 3:00 pm, Monday through 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 2020-2021:

Single Occupancy	Rs 88,000
Double Occupancy	Rs 68,000
Security Deposit (Refundable)	Rs 18,000
Meal Charges (Minimum Compulsory)	Rs 38,400
Hostel Registration Fee	Rs 5,000

The balance of the hostel charges and security deposit is refundable if the student leaves during the academic year.

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

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. All students may use the swimming pool free of cost during the posted timings and in accordance with the rules governing the use of the swimming pool
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 9:00 am to 11:00 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 FCCU 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 G)

CAMPUS COUNSELING CENTER

Campus Counseling Center is committed to serving the FCCU community with love and also manifesting the core values of FCCU on daily basis. The CCC provides the FCCU 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 am - 5 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. 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 D)

COLLEGE GUIDANCE OFFICE

The aim of College Guidance Office (CGO) is to offer services geared toward addressing the learning problems, procrastination, career guidance and counseling on further education, including international opportunities for the students. CGO will help students gain clarity on areas of further education and careers by opening up

their minds to a world of unlimited opportunities develop a new appreciation for the latest career trends and polish their talents and capabilities. It will promote entrepreneurship and empower them to turn the tables on obstacles in their academic life and emerge as problem solvers, innovators and creative designers.

Students can book an appointment by filling in a “Pre-Counseling” form, or they may choose to directly approach the Intermediate Student Counselor. The doors of CGO are always open for the parents of students, as their support, encouragement and love holds a pivotal place in their children’s lives. The overall aim of CGO is to better equip the students with the behavior and tools that they will need for a successful academic and professional career. The Office can be reached in Room 101 of the Sinclair. (See Appendix B)

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

PRINTING

- The charge for printing documents is Rs 3 per page printed. Rs 5 are charged for printing content with graphics or pictures. Printing will be allowed only for coursework requirements
- Vouchers or tokens can be purchased from the Information Desk in Ahmad Saeed Administration Building to pay for printing. Cash will not be accepted in the computer laboratories. Tokens are only available until 3:00 pm, Monday through Friday

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

Photocopies and printing facilities are available in Armacost Building, Ewing Memorial Library, and Sinclair Hall. Photocopies cost Rs 2 per page. Students can get class materials, handouts, class notes, and excerpts from articles or books when properly credited (write the author’s name, title of the text and the year published on the first page). Other materials and supporting documents of direct relevance to the College can be copied. Complete books, several chapters of a book or copyrighted material not subject to the Fair Use Doctrine (posted in the copy center) cannot be copied.

Opening hours for each copy center are posted outside the facilities. Generally, the copy centers are open from 8:00 am to 5:00 pm, 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.

ANNUAL FEES

Admission Fee (Nonrefundable)	Rs 17,000
Security (Refundable)	Rs 15,000
Application Processing/Intermediate Prospectus	Rs 1,500

COLLEGE (INTERMEDIATE) TUITION FEE- 1ST YEAR (NONREFUNDABLE)*

FA program	Rs 156,000
FSc, ICS, and ICom programs	Rs 170,000
The Lahore Board Registration and Examination Fee charged to FA, FSc,	
General Science, Computer Science and Commerce programs for 1st and 2nd years	Rs 5,500

- The tuition fee for FA/FSc 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.

Advance tax on payment of fee to educational institutions (Section 2361)

Please note: Since 2013-14, as per Finance Act 2013 section 2361, every educational institution is required to collect advance income tax at the rate of 5% on the amount of fee paid to an educational institution.

FEE REFUND POLICY

Percentage of Fee	Timeline for Annual System
Full (100%) Fee Refund	Up to 15th day of commencement of classes
Half (50%) Fee Refund	From 16th - 30th day of commencement of classes
No Fee (0%) Refund	From 31st day of commencement of classes

Percentage of Fee shall be applicable on all components of fee, except for security and admission charges. Timeline shall be calculated continuously covering both weekdays and weekend.

OTHER DEPOSITS

All students are required to pay security deposit of Rs 15,000 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 am to 4 pm.

FINANCIAL AID

Forman Christian College provides need-based financial aid to academically eligible and deserving students. Students obtaining need-based financial assistance are expected to maintain good academic record failing which the aid will be revoked. A student's need is assessed on:

- The size of the family
- The source(s) of income
- The family's living standard
- The family's assets
- The family's debts/other financial obligations
- The educational expenses of the student and his sibling(s)
- The verification of the documents and information provided by the student
- Interviews

Admitted candidates can apply for financial aid by completing and submitting the Online Financial Aid application. The completed application form must be submitted along with all the required documents in the Financial Aid Office, located in Ahmad Saeed Administration Building, Rooms 014, 015 and 016.



MERIT SCHOLARSHIPS

FCC offers a certain number of Merit Scholarships to the Intermediate students. To maintain the Merit Scholarships, the beneficiaries must meet the following conditions:

- 75% or better attendance at ALL times in every class
- 85% or better scores in monthly tests, send-up and pre-board exams
- Show good discipline consistently

If at any time the student fails to meet any of the above criteria, the scholarship will be cancelled and the student will have to clear all the remaining dues. No appeals to reinstate the scholarship will be permitted. It is the student's responsibility to make sure that he maintains a healthy record as required.

The scholarship will continue into the second year based on the first year board results. The student must score equal to or better in first year compared with his Matriculation result to have his Merit Scholarship continued for the next year. All of the above conditions will apply in the second year as well.

NEED AND MERIT-BASED FINANCIAL AID

FCC believes that deserving and academically good students should not give up their dreams of education because of financial constraints. The College, therefore, dedicates a significant portion of its budget each year to provide need and merit-based financial aid to its needy and academically eligible students. It awards financial aid to qualifying students after its rigorous financial aid assessment process on a non-discriminatory and equal opportunity basis.

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.

RULES AND REGULATIONS

COLLEGE UNIFORM

Students are required to wear the College uniform when they are on campus. The uniform consists of a navy blue blazer or navy blue v-necked sweater, white shirt, steel grey trousers, blue and white striped necktie, black belt and black shoes in winter (1 November to 14 March); and steel grey trousers, white shirt, black belt and black shoes in summer (15 March to 14 October). Failure to wear the proper uniform will result in a fine of Rs 1,000 (See Appendix E for details).

COLLEGE ID CARDS

All students must visibly display their College Identity Cards while they are on campus; failure to do so will result in a fine of Rs 1,000. A photograph of the student will be taken after he fills out the form. Student ID cards will be distributed in classes. If a student is absent the day the cards are distributed, he may collect the card from the Chief Proctor's Office (room No 17, Sinclair Hall) during office hours. If the College Identity Card is lost, a fine of Rs 500 will be charged on the issuance of the first duplicate card, and Rs 1,000 on the second issue. Loss of the ID card must be reported immediately to the Chief Proctor. Any student wearing/carrying another student's ID card will also be fined Rs 1,000.

Students will be fined Rs 1,000 at the gate upon entry if found to be without their ID card. Please ensure that you leave home with your ID card every day.

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.

PERSONAL VIOLENCE OR THREATENING BEHAVIOR

Students who fight with, threaten or intimidate any member of the College community may be given detention, suspended or expelled from the College.

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.

ALCOHOL AND DRUG USE

Possession, use or consumption of alcoholic beverages, hard liquor or drugs on the College campus is strictly forbidden and will be severely punished.

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 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 Chief Student Life Officer.

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, subject only to the final decision of the Rector.

HOW CAN WE HELP YOU?

The faculty and staff of Forman Christian College want to assist you in any way we can. This section is intended to give you information about 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.



A group of students marches during the Annual Sports Day



A teacher discusses a point with her students outside the classroom



A scene from the Urdu play "Kathputli" by the Department of Urdu



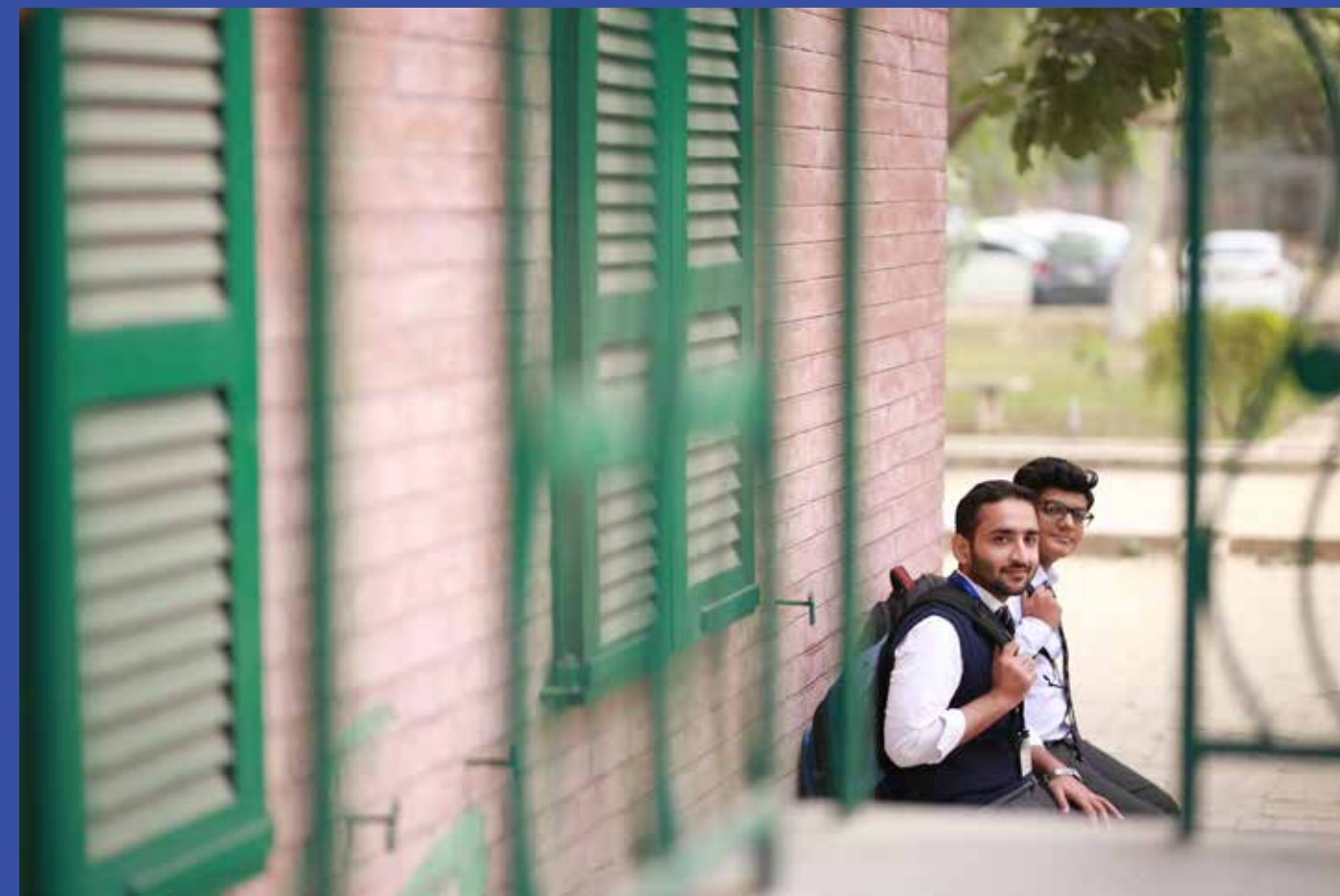
A scene from the English play "Is He Dead?" by the Department of English



A class in progress



A student raises his hand to ask a question during a class



Students pictured outside a classroom



A group of students conducts an experiment inside the chemistry lab

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.

FREQUENTLY ASKED QUESTIONS

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

What are the dues for Parking?

Students will be required to pay a daily parking fee.

My contact information has changed. How do I let the College know?

Please go to the Intermediate Academic Office in Sinclair Building, room 016 (windows-01-03) and fill out a Change of Address form.

Do I really have to attend classes?

Yes. There is a great deal of evidence to show that students who attend classes regularly are more successful academically.

How do I apply for financial assistance?

The Manager of Financial Aid in Ahmad Saeed Administration Building, room 016 can help you with this.

Can I pay my fee in instalments?

Visit the Accounts Office in Ahmad Saeed Administration Building, room 037.

Is my scholarship or financial assistance affected by my attendance and my exam results?

Yes. If you do not attend classes and maintain good marks percentage, you may lose your financial assistance or scholarship.

What attendance percentage do I need to maintain in order to keep my financial assistance?

For Intermediate Students, it should stay above 75%.

Where and when do I get my roll number for the Board exams?

The Academic Office in Sinclair Building, room 16 (windows 01-03) will post notices with the dates and procedures for roll numbers as soon as the BISE, Lahore gives them the information.

I know someone who wants to come to FC College next year. Where can they find out about admissions?

The Admissions Office in Ahmad Saeed Building, room 004 and 005. For more information, visit: intermediate.fccollege.edu.pk.

I have a family member or friend of the family who is a Formanite but they do not receive information about alumni events.

The Office of Alumni Relations and College Advancement in Ahmad Saeed Building, room 127 would be delighted to register all of our alumni. Please ask any Formanite you know to call or come by the office to do that.

I need a character certificate/proof of attendance/transcript or list of courses taken.

The Academic Office in Sinclair building, room 16 (windows 01-03) can assist you in such matters.

How do I get involved in one of the sports teams on campus?

The Sports Office is located in Lucas Center.

How do I get involved in one of the societies on campus?

The list of societies and the names of the society advisor is on university website: www.fccsocieties.org.

Where can I attend Friday (Juma) Prayer?

There are mosques located in the residential areas behind the West Hall hostel and the Velte Hall hostel. Friday (Juma) prayers are offered in the mosque near Velte Hall.

When can I attend chapel?

A Chapel service is held each Friday in the chapel next to the library during the break.

Are there Bible Studies available?

Yes. See the Chaplain for days and times. His office is located in the building behind the Chapel (ICF Building).

Where do I go for information about transferring to or from another college in Pakistan?

The Academic Office is in Sinclair Building, room 016 (windows 01-03).

Can I get information about colleges and universities overseas?

Yes, in the Office of International Education in Ahmad Saeed Building, room 014.

ADMINISTRATION



DR JAMES A TEBBE
Rector



DR IVAN SUNEEL
Vice Rector Intermediate



BRIG (R) DR NAYER FARDOWS
Registrar



DR LUBNA AMER
Coordinator Intermediate Programs



SHAWNA PERSON
Chief Student Services Officer



DR RUKHSANA ZIA
Head of Center for Learning and Teaching



KAMIL SHAMSHAD
Senior Manager Financial Aid



DR MIAN WAJAHAT HUSSAIN
Controller Examinations



HAROON DAWOOD
Head of Residential Life Department



FURQAN SEITH MALL
Chief Financial Officer



AROJ JUSTIN
Chief Proctor



M UMER CHAUDHRY
Deputy Chief Proctor



AMBER MALL
Head of Admissions

FACULTY

BIOLOGICAL SCIENCES

Mashhud Usman

Assistant Professor
MSc (Punjab University, Lahore)

Muhammad Umar Bhatti

Assistant Professor
MPhil (Punjab University, Lahore)

Zeeshan Ali Yousaf

Lecturer
MPhil (National University of Sciences and Technology, Islamabad)

Shahzad Suleman

Lecturer
MPhil (Government College University, Lahore)

Meshezabel Vivian

Lecturer
MPhil (FCCU, Lahore)

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)

Naveed Rehmat

Associate Professor
MPhil (Government College University, Lahore)

James William

Associate Professor
MPhil (Government College University, Lahore)

Rizwana Shami

Associate Professor
MPhil (Punjab University, Lahore)

Dr Mohammad Sohail Sarwar

Assistant Professor
PhD (University of Engineering and Technology)

Saherah John Jalal

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

Samra Ihsan

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

Muhammad Umer Farooq

Lecturer
MSc (University of Engineering and Technology, Lahore)

Saba Williams

Lecturer
MSc (Government Postgraduate College, Sargodha)

Syeda Khair-ul-Bariya

Lecturer
MPhil (FCCU, Lahore)

Muhammad Abdullah Masood

Lecturer
BSc (Hons) (FCCU, Lahore)

Waqas Aleem

Lecturer
BSc (Hons) (Government College University, Lahore)

COMMERCE

Khurram Shahzad

Associate Professor
MS (Superior College, Lahore)

Atif Shakeel Saroia

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

Rizwan Sabir

Assistant Professor
MCom (Punjab University, Lahore)

Damian Honey

Lecturer
MPhil (University of Management and Technology, Lahore)

COMPUTER SCIENCES

Muhammad Akram Naul

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

Maria Yousaf

Assistant Professor
MPhil (COMSATS)

ENGLISH

Rahat Shafique

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

Abrar Ajmal

Associate Professor
MEd (University of Glasgow, UK)

Eram George

Associate Professor
MPhil (Kinnaird College for Women University, Lahore)

Nauman Ahmad

Assistant Professor
MPhil (FCCU, Lahore)

Sarah Yuhanna

Assistant Professor
MA (Government College University, Lahore)

Najmi Altaf

Assistant Professor
MA (Punjab University, Lahore)

Mahik Waheed

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

Saira Liaquat

Assistant Professor
MA (University of Gujrat)

M Mohsin Manzoor

Lecturer
MPhil (FCCU, Lahore)

Pheba Philip

Lecturer
MA (University of Peshawar, Peshawar)

Asma Hameed

Lecturer
MPhil (University of Lahore)

GEOGRAPHY

Sulman Munir

Assistant Professor
MS (COMSATS, Islamabad)

HISTORY AND PAKISTAN STUDIES

Saleem Masih Asim

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

Nadia Khushi

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

Muhammad Usman Sial

Lecturer
MA (University of Sargodha, Sargodha)

Shehzad Ali

Lecturer
MPhil (Quaid-i-Azam University, Islamabad)

HEALTH AND PHYSICAL EDUCATION

Babar Kamil

Assistant Professor and Head of Department
MPhil (University of Lahore)

Shahzad Nazir

Associate Professor
MPhil (University of Lahore)

MATHEMATICS

Julia Jawaid Austin

Assistant Professor and Head of Department
MSc (Punjab University)

Rabia Naz

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

Mohsin Raza

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

Bilal Ahmed

Assistant Professor
MPhil (FAST, Lahore)

Muhammad Iqbal

Assistant Professor
MS (NU FAST, Lahore)

Sharoon Anjum

Lecturer
MSc (Punjab University, Lahore)

Sana Akbar Bhatti

Lecturer
MSc (FCCU, Lahore)

PHYSICS

Muhammad Iqbal

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

Syed Iftikhar Hussain

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

Shahzaib Khurshid

Associate Professor
MPhil (Government College University, Lahore)

Tanvir Ahmed

Associate Professor
MPhil (Government College University, Lahore)

Dr Naila Noreen

Assistant Professor
PhD (FCCU, Lahore)

Muhammad Umer Chaudhry

Assistant Professor
MPhil (Government College University, Lahore)

Komal Yousaf

Assistant Professor
MPhil (University of Agriculture, Faisalabad)

Shoukat Masih

Assistant Professor
MPhil (FCCU, Lahore)

Arif Allah Rakha

Assistant Professor
MPhil (FCCU, Lahore)

Raheel Shamir Farhat

Assistant Professor
MPhil (FCCU, Lahore)

Ahmad Wasif

Lecturer
MPhil (Government College University, Lahore)

Ayma Khalil

Lecturer
MPhil (Government College University, Lahore)

Muhammad Bedar Bakht

Lecturer
MPhil (University of Engineering and Technology, Lahore)

Iqra Rahman

Lecturer
MPhil (University of Engineering and Technology, Lahore)

Ambreen Imran

Lecturer
MSc (Quaid-i-Azam University, Islamabad)

Raeese Jamshed

Lecturer
BSc(Hons) (Government College University, Lahore)

POLITICAL SCIENCE**Kamran James**

Associate Professor
MA (Punjab University, Lahore)

PSYCHOLOGY**Nabila Naphtali**

Assistant Professor
MPhil (Government College University, Lahore)

RELIGIOUS STUDIES**Mohammad Asghar**

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

Mohammad Zaman Nazi

Associate Professor
PhD (University of Lahore)

Ijaz Ahmad

Assistant Professor
MA (Punjab University, Lahore)

Rahat Shahid

Lecturer
MA (Punjab University, Lahore)

STATISTICS**Muhammad Asif Shami**

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

Dr Fariha Yasmin

Associate Professor
PhD (Islamia University, Bahawalpur)

Peter Massey

Assistant Professor
MSc (Bahauddin Zakariya University, Multan)

Shan Nadeem

Lecturer
BS (Hons) (FCCU, Lahore)

URDU**Dr Aneel Samuel**

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

Dr Shahida Dilawar Shah

Professor
PhD (Punjab University, Lahore)

Tahir Masood

Professor
MPhil (Allama Iqbal Open University, Islamabad)

Dr Abida Batool

Associate Professor
PhD (University of Education, Lahore)

Muhammad Zafar Iqbal

Assistant Professor
MPhil (Government College University, Lahore)

Shahzad Ansar

Assistant Professor
MPhil (Garrison University, Lahore)

Misbah Kanwal

Assistant Professor
MPhil (Punjab University, Lahore)

Hina Patrick

Assistant Professor
MA (Punjab University, Lahore)

Azeem Siddiqui

Assistant Professor
MA (Punjab University, Lahore)

Johnson Rehmat

Lecturer
MPhil (Government College University, Lahore)

Sumera Kanwal

Lecturer
MA (Punjab University, Lahore)

Asif Silas

Lecturer
MPhil (Government College University, 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 & OFFICERS**Shaukat Tarin**

President

Abdul Majeed

Vice President

Dawood Barry

General Secretary

Hafeez Akhtar Randhawa

Director

Tajammal Husain Jafri

Member Finance/Director

Anthony Richards

Director

Parvez A Shahid

Director

Brig (R) Javed Iqbal Warraich

Coordinator/Director

MS Babar

Director

Muneeb Khan

Director

Ather M Ansari

Director

Justice (R) Tassaduq Hussain Jillani

Director

Dr Hamid Saeed

Director

Ch Pervaiz Elahi

Director

Shaheen Zafar

Director

Jahangir Khan Tareen

Director

Salim Ghauri

Director

Mian Afzal Hayat

Director

Ijaz Mumtaz

Director

Ch Shafaat A Khan

Director

Attiazaz Munawwar-Ud Din

Director

Dr Akhtar Sohail Chughtai

Director

BOARD OF DIRECTORS

Dr Kaiser Julius
Chairman Director
Open Theological Seminary

Mrs Veda Shaeen Gill
Vice Chairman
Executive Director, Presbyterian Education Board in Lahore, Pakistan

Dr James A Tebbe
Secretary, Rector, FCCU

Archbishop Sebastian Shaw
Member
Bishop of Lahore, Archdiocese of Lahore, Catholic Church in Pakistan

Dr Peter J David
Member
Philanthropist

Edgar Pace
Member
Recording Ministries

Dr Gary Van Brocklin
Member
PCUSA representative

Dr Mira Phailbus
Member
Former Principal Kinnaird College for Women, Lahore

Rev Samuel Schreiner
Member
Executive Director, Friends of Forman Christian College, Lahore, Pakistan

Rt Rev Dr Alexander J Malik
Member
Bishop Emeritus

Dr Michael Murphy
Member

Col Azeem
Member

Rev Edgar Christopher
Member

Simon Malik
Member

Bishop Azad Marshall
Member



IMPORTANT EVENTS

October 2020

- Commencement of College Classes (1st year)

November 2020

- Parent-Teacher Meeting
- Intermediate Sports Gala

December 2020

- Send-up Examinations

February 2021

- Valedictory
- Processing of BISE Admission forms (TBD)

February/March 2021

- Founder's Day
- Alumni Annual Dinner (TBD)

March/April 2021

Pre-Board Examination

May/June 2021

Final BISE Examination (TBD)

INTERMEDIATE CLASS TIMINGS

Morning Session

Monday-Thursday: 8:00 am to 3:10 pm Friday: 8:00 am to 12:30 pm

Pre-Medical	Sections 1-7
Pre-Engineering	Sections 1-13
Computer Science	Sections 1-4
Humanities	Sections 1-4
Commerce	Sections 1-4

Period Timings

- 1 8:00 am-8:50 am
- 2 8:55 am-9:45 am
- 3 9:50 am-10:40 am
- 4 10:45 am-11:35 am
- 5 11:40 am-12:30 pm
- 6 12:35 pm-1:25 pm
- 7 1:30 pm-2:20 pm
- 8 2:20 pm-3:10 pm

Afternoon Session

Monday-Thursday: 12:30 pm to 5:30 pm

Friday: 2:10 pm to 5:30 pm

Pre-Medical	Sections 8-9
Pre-Engineering	Sections 14-15
Computer Science	Section 5

Period Timings

- 1 12:30 pm-1:20 pm
- 2 1:20 pm-2:10 pm
- 3 2:10 pm-3:00 pm
- 4 3:00 pm-3:50 pm
- 5 3:50 pm-4:40 pm
- 6 4:40 pm- 5:30 pm

Appendix A



FORMAN CHRISTIAN COLLEGE

(A CHARTERED UNIVERSITY)

Leave Application Form

Sr. No.: 1219

Student's Name: _____

Class: _____ Roll Number: _____

Leave: From _____ To _____

Duration of Leave: _____
(how many day/s)

Reason for Absence:

Please attach documentation of the reason for absence.

Contact Number: (Self): _____ Parent/Guardian: _____

Address: (Hostel or Lahore): _____

Hostel Warden's Signature: _____ (If residential student)

Student's Signature: _____ Submission Date: _____

➤ *Leave does not count toward attendance even approved leave will count as an absence from class. You are still responsible for maintaining required attendance in each class according to the Leave Policy.*

For Office Use

Approved: ☐ Not Approved: ☐

Vice Rector's Signature: _____ Date: _____

White Copy: Academic Office

Student Copy: Pink

Appendix B



Welcome to College Guidance Office

Services

The Intermediate 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 University may be made if individual concerns require further attention or specialized assistance.

Confidentiality Policy:

Intermediate 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 Us:

Arooj Justin Office No: 101, Sinclair Hall, 1st floor
cgo@fccollege.edu.pk +9242 99231581-18 Ext: 797

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

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/Homesickness

Other _____

Appendix C



Forman Christian College Lahore
Event Reservation Form

Serial Number 20128

Name of Event _____

Date of event _____ Timings: Begin _____ End _____

Date of event _____ Timings: Begin _____ End _____

Event Type ☐ Academics ☐ Seminar ☐ Lecture ☐ Meeting ☐ Performance ☐ Party ☐ Other _____

Location of the event _____ Organizing Dept./Society _____

Contact Person _____ Contact number _____

Event will be supervised by (Name/Sign of Advisor/Faculty) _____

Sound System: ☐ Not Required ☐ Small Speakers ☐ Large Speaker ☐ Built-in Speaker ☐ Mics _____

Multimedia Projector and Screen ☐ No ☐ Yes _____

Electrician ☐ No ☐ Yes Electrical Extension Wire ☐ No ☐ Yes, How many _____

Cleaning ☐ No ☐ Yes Special setup ☐ No ☐ Yes Define _____

Security guards ☐ No ☐ Yes, How many _____ Entry on Passes/Tickets ☐ No ☐ Yes, _____

Proctors/ Prefects ☐ No ☐ Yes, How many Proctors _____ Prefects _____

Banners ☐ No ☐ Yes, How many _____ Date and time to hang banners _____

Required locations to hang the banners _____

☐ FCC Students Faculty/Staff ☐ Alumni ☐ Outsiders (how many) _____

Guest Speakers invited ☐ No ☐ Yes, (Name of the guest speaker) _____

List the names of outsiders and submit it to the safety and security department at least 2 days before the event.

Caterers or deliveries from off campus ☐ No ☐ Yes, Name of the company? _____

What time should the gate security expect them? _____

I understand that I am responsible for the facility I am assigned, and agree to return it to the condition in which I found it.

Applicant Signature _____ Date and Time _____

Office use only

Event ☐ Approved ☐ Not Approved By: _____ Date and Time _____

Comments _____

Note:

1. Submit this form 2 days before the event if it is during academic time else submit this form 1 week before the event.
2. Submit the banners along with the rope to Admin office N-083 at least 2 days before you need them displayed.
3. Facility will be reserved on first come first serve basis and same day facility reservation is not allowed.
4. Faculty advisor or his/her designee must be present on his/her society's event.
5. Air conditioning and power backup facilities will be provided according to the University policy.
6. No musical equipment is allowed to be played in auditoriums during university class timings.

Appendix D

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? Choose from the options below:

Phone _____ Email _____

Are you: Intermediate: 1st Year 2nd Year

BA/BS Honors: Freshmen Sophomore Junior Senior

Other (specify) _____

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 E

Intermediate Program

Fines Description

1. Improper uniform (any item)	Rs 1,000
2. Not displaying College ID card	Rs 1,000
3. Displaying another student's ID card	Rs 1,000
4. Displaying photocopy of the ID card	Rs 1,000
5. Duplicate ID card (first time)	Rs 500
6. Duplicate ID card (second time and subsequently)	Rs 1,000
7. Misuse of College ID card	Rs 2, 000 to Rs 4,000
8. Smoking on College premises	
• First time (outside buildings)	Rs 3,000
• Second time (outside buildings)	Self undertaking + Rs 3,000
• Third time (outside buildings)	Parental undertaking + Rs 5,000
• First time (inside buildings)	Rs 8,000
• Second time (inside buildings)	Self undertaking + Rs 8,000
• Third time (inside buildings)	Parental undertaking + Rs 10,000
9. Alcohol/drug usage and carrying of weapons	Rs 5,000 to expulsion
10. Abusive/disrespectful language with anyone on campus	Rs 3,000
11. Misbehaving in and out of class	Rs 1,000 to Rs5,000
12. Misuse of mobile	Rs 2,000
13. Fighting and sexual harassment	Rs 3,000 to expulsion
14. Eating and drinking in academic blocks	Rs 500
15. Sports equipment in academic blocks	Rs 500
16. Mistreating other students	Rs 5,000

Appendix F

S.No	Nature of Society	Society	Society Advisor
1	Academic Societies	Art and Literary Circle	Shahzad Ansar Aneel Samuel
2		Formanites Mathematical Society	Kashif Sadiq Bilal Ahmed
3		Forman Eco and Com Society	Khurram Shahzad Damian Honey
4		Formanites Intermediate Physics Society	M. Umer Chaudary
5		Intermediate History Society	Nadia Khushi
6		Intermediate Social Sciences Club	Nabila Naphtali Kamran James Salman Munir
7		Intermediate Chemistry Club	Rubab Zohra
8		Intermediate English Society	Sarah Youhana
9		Junior Biological Society	Umar Bhatti
10		Formanites Debating Society	Ambreen Javed
11	Non Academic Societies	Forman Dramatics Club	Qurra-tul-Aen Liaqat
12		Earth Watch Club	Sara Ali
13		The Art Junction	Ammar Khan
14		International Affairs Society	Sylvia De Souza
15		FORMUN	Qundeel Rabbani
16		Forman Music Society	Rizwan Sabir
17		Forman Photography Society	Anil Joseph
18		Rotaract Club	Raheem Haque
19		YPDC (Youth Peace & Development Corps)	Moses Philip
20		Forman Sports Society	Shahzad Nazir

Appendix G

FCC Mercy Health Center

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 H

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.

Appendix I

Proctorial Fines (College Section)

1.	Improper uniform (any item)	Rs 1,000/-
2.	Not displaying College ID Card	Rs 1,000/-
3.	Displaying another student’s ID Card	Rs 1,000/-
4.	Displaying photocopy of the ID Card	Rs 1,000/-
5.	Duplicate ID Card (first time)	Rs 500/-
6.	Duplicate ID Card (second time)	Rs 1,000/-
7.	Misuse of College ID Card	Rs 3,000/-
8.	Smoking/Tobacco consumption on College premises	
	i. Outdoors	Rs 3,000/-
	ii. Indoors (academic buildings, sports center, washrooms, cafeteria)	Expulsion
9.	Alcohol/drug usage	Expulsion
10.	Carrying of weapons	Rs 20,000/- to Expulsion
11.	Use of Abusive/Disrespectful language	Rs 3,000/-
12.	Misbehavior inside and outside class	Rs 1,000/- to Rs 5,000/-
13.	Misuse of mobile phone	Rs 2,000/-
14.	Fighting	Rs3,000/-to Expulsion
15.	Sexual Harassment	Expulsion
16.	Mistreating other students	Rs 5,000/-

Appendix J

STANDARD OPERATING PROCEDURES FOR ONLINE LEARNING OFFICE OF THE CHIEF PROCTOR (I)

The process of dispensing academic and technical knowledge and information by using internet as a connectivity tool and medium is referred to as online learning or sometimes 'e-learning'.

Where the forum of online learning expects the teachers to model and demonstrate high level of academic professionalism, there will always be a great and profound emphasis on students to embody a disciplined approach that ensures a smooth transition of instruction but also builds a virtual environment on the foundation of respect geared towards ensuring high learning standards.

Following Standard Operating Procedures (SOPs) are for students; Office of the Chief Proctor (I) in partnership with the Office of College Coordinator will ensure implementation of these SOPs.

1. LEARNING PLATFORMS

Students will be asked to join online learning forum(s) that will be deemed most suitable by the administration of college. Course instructor will be sharing this information related to learning platform with students. Technical queries related to the learning platform in use will be initially addressed by the academic instructor.

2. PUNCTUALITY

Students are advised and encouraged to respect the class timings for online interactions by signing in on the mentioned time for virtual classroom and teaching. Signing in late or making early exit from the learning session (without a valid and genuine reason) will be looked upon as an act of disrespect which has potential of disturbing others who are connected for the purpose of learning.

Repeated acts which digress from the norms of punctuality will usher in penalty in the shape of 'warning letter' or 'monetary fine.' Academic Instructor reserves the right to report such acts to the Office of the Chief Proctor (I).

3. IDENTITY THEFT

Any act on behalf of an individual or group of individuals involving use of information e.g. college roll number, email ID, passwords, user IDs etc. for malicious acts such as thefts, hacking or damaging an individual/group/institution's reputation and credibility will be taken up the Office of the Chief Proctor (I) as a serious cybercrime. After gathering evidence against the student(s) involved, the guilty will be immediately expelled from the college. The notice of expulsion will be shared with student's guardians.

4. CYBER HARRASMENT

Acts of cyber harassment (sexual harassment, cyber bullying, cyber stalking, sharing explicit content (including pornography of any type), hate speech, targeting any specific group on the basis of ethnicity, religion, caste or sect, using derogatory remarks, threatening academic instructors or teachers) will be dealt with zero tolerance and may result in the immediate expulsion of student.

Sharing material with students or instructors during online lessons that are irrelevant and potentially disruptive to the ongoing academic process will also be treated as an offence, depending upon the evidence at hand this act may be dealt as a cyber-harassment offence.

5. CYBER HACKING & MALWARE (VIRUS) ATTACKS

Students are expected to treat virtual learning forums with respect. In principle these forums are a property of college which has been acquired after making heavy investment of time and finances. Hacking into such tools or causing any damage e.g. by using malware (virus), corrupt technological devices or by resorting to any other means will be considered as an act of damage to the college property and will be penalised with immediate expulsion.

6. SHARING TEACHING MATERIAL

Students are strictly advised against sharing any material passed on to them on any other cyber or social media forums. Going against this instruction will result in penalty in the shape of warning letter or monetary fine.

7. SOCIAL MEDIA FORUMS

While Forman Christian College respects the right to freedom of expression and speech, by no means the administration will tolerate resorting to causing damage to the reputation of college, faculty or staff by using social media forums. Students should refrain from commenting on college policies on social media forums and circulating false and inaccurate information related to college administration or policies.

8. INSTRUCTOR'S CONTACT HOURS

Student must respect instructor's privacy; instructor will make him/herself available during hours which will be clearly communicated to the students at the start of the academic session. The student reserves the right to reach out to the instructor at the mentioned hours on forums recommended by the administration. Communication with the instructor during contact hours should completely focus on related academic queries.

9. FILING COMPLAINT

Student reserves the right of filing complaint against another student within the limits and confines set by the SOPs laid down by the Office of the Chief Proctor (I). In such an event, the office of the Chief Proctor (I) requires a written complaint (email) along with relevant evidence. In the light of the evidence investigation will be launched, the office will aim to close the case within a week and hand out final statement on the complaint initially filed.

Similarly, members of staff and faculty can also lodge a formal complaint in a written form (email, text message) along with relevant evidence (screenshots etc.). A formal investigation will be launched with the aim of closing the case within a week.

office	Action/Monetary Fine
Cheating and Dishonesty	Monetary fine starting from Rs 3000/- to suspension to expulsion
Cyber Harassment	Monetary fine starting from Rs 5000/- to suspension to expulsion
Failure to be Punctual	Phone Call to Guardians; Warning Letters on repeated offence
Identity Theft	Monetary fine starting from Rs 3000/- to suspension to expulsion
Hacking/Malware attacks	Monetary fine starting from Rs 5000/- to suspension to expulsion

Appendix K

Covid-19 has profoundly disrupted every aspect of life across the globe. In recent times we have experienced the crises which were unimaginable and unfortunately it is still prevailing. We are facing grave social, medical, financial and environmental challenges at national and international level. The contemplation about how to regularize our day to day life poses serious question for us. We have to adapt new set of roles and responsibilities for each other's welfare. It is need of the hour to act for the collective benefit so we can make it through successfully. Keeping in mind the current situation we have to rethink about the structure of our educational system and how to mold it according to the present circumstances. Forman Christian College (A Chartered University) is always willing to go extra mile for the well-being and prosperity of its students. In this phase of lethal pandemic we want to ensure the complete safety of our students, and that is why we are launching online classes. We aim to provide uninterrupted learning facilities to our students since their time is very precious.

STUDENT GUIDE FOR MOODLE (LMS)

MOODLE LMS – ONLINE TEACHING

Moodle LMS (Learning Management System) allows students to access course materials, gain feedback, contact instructors, upload work, see grades and much more all by logging in to their very own online account.

- Updated Versions of Google Chrome Mozilla Firefox work best with Moodle
- Moodle Apps are available on both following platforms: iStore (Apple) and Play Store (Android)

Installing Moodle App: Download mobile app from Google Play (Moodle, not Moodle Classic) and enter FCCU Moodle's URL: tmoodle.fccollege.edu.pk/moodle. Then enter your username and password.

Moodle Help: Moodle FAQ page (Ref), its.moodle.help@fccollege.edu.pk

Courses (Subject classes) and Notifications: List of courses will appear on post-login home page under 'My Courses'. The list of courses will also appear in the Navigation bar on the left side of the page under the item 'My Courses'. To access the course page simply click on the course title from within the list of 'My Courses' and you will reach the course page of your enrolled course. Both faculty and students can view their Moodle notifications by clicking on the bell icon.

Messaging and Conversation: Messages on Moodle can be sent by faculty and students. To access the message inbox and sending messages click on the message icon next to your notification bell icon. For sending messages you can initiate the message by clicking on new message. Messages/conversations can be searched for a user or course.

Moodle Dashboard: The option to access your Moodle Dashboard appears in the left navigation bar. In-progress courses option will be chosen to view them. The timeline here will help in view upcoming events and overdue activities.

Calendar: The calendar displays course and user events including assignments and quizzes deadlines, etc.

Course Interface: A course can be accessed by simply clicking on it. The Course interface will contain a. Course Title and b. Weeks – (Sections on Moodle with learning materials).

Learning Resources and Course Activities:

The following resources and activities will be organized within section Weeks/Topics of your course.

Resources	Activities
Documents (PowerPoint Presentations, Word Documents, Excel Sheet, PDFs, Pictures or Images, etc.)	Online Class Session (Big Blue Button)
Videos	Quizzes/Tests
Audios	Assignments
Links to other websites or webpages	Discussion Forums

FAQs: its.moodle.help@fccollege.edu.pk

Complete Guide Available: fccollege.edu.pk and Photocopier

Files/Documents and Folders: Instructors will upload different documents in courses on Moodle. These files and folders can be uploaded by the instructor in any 'Week'/'Topic' directly or may be organized in a folder. The files could be viewed on Moodle or downloaded.

Live online classes; Big Blue Button: Live classes will take place on Big Blue Button activity on your Moodle page and can be added in any particular 'Week' or 'Topic'. The live online class/Big Blue Button activity like any other resource or activity is created and placed on your course page by the instructor. Once the class starts and the moderator (Instructor) joins the session you will be able to join the session.

Online Recording of the Class Sessions: After the session is finished, if your instructor recorded the session then it will be available to after 2-3 hours when the session ended.

Quizzes/Tests: Moodle quiz activity will be used as test/exam etc. by the instructor to test your knowledge and assign marks/scores/grades. The quiz activity will be placed under a particular 'Week' or 'Topic'. Depending on how the instructor has configured the activity a certain time window will be provided to access the quiz and then a time limit to finish it. The following link shows the complete list of question types with the description that the instructor may use while preparing a quiz/test/exam. https://docs.moodle.org/39/en/Question_type



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



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