

## **Rules & Regulations**

The rules & regulations of this prestigious educational institution of Faisalabad are given below:

- 1- The students shall attend the University regularly in proper uniform.
- 2- On admission to the University, the student's attendance in all the classes is compulsory.
- 3- Application for leave will be submitted in the Incharge Intermediate office; if the student is unable to attend the University. Medical certificate should be attached with the leave application in case of more than 3 days leave. This leave period will not be counted as present towards continue lecture shortage.
- 4- Admission to the Board of Intermediate and Secondary Education will not be sent if the attendance of the student of intermediate classes in each subject is less than 75%.
- 5- The students are not allowed to enter residential area or hostel during university hours.
- 6- Wall chalking/display of posters on the walls of the University is prohibited.
- 7- Making noise outside the class rooms and adjacent corridors during study hours is prohibited; useless wandering within the University premises is against the rules of discipline of the University. During leisure time, student should be in the library or at the designated places.
- 8- Plucking flowers and damaging the plants, spoiling the lawns, and other property is against the rules.
- 9- If any student has complaint, she should inform the Director Students Affairs (DSA) or Incharge Discipline Committee. Student herself is not allowed to take any action.

- 10- The students will wear their identity cards issued by the University.
- 11- The students will not be allowed to come to the University wearing ornaments and makeup.
- 12- Mobile cell phones and its use is strictly prohibited in the university premises. For non-compliance, confiscation of mobile phone, cancellation of admission and heavy fine can be imposed.
- 13- The students can put their complaints, suggestions in the complaint box on plain paper with their name, roll number and class (Anonymous applications will not be entertained).
- 14- The students are not allowed to enter the offices without permission.
- 15- The students are not allowed to leave the University before University time.
- 16- The students are advised to cooperate for the better management of university discipline and to uphold the golden traditions of the University.
  - **Heavy fine will be imposed on the students for non-compliance of the Rules & the University has the right to cancel the admission as well.**

### **Rules for Attendance:**

1. After getting admission, the student is bound to attend all classes.

2. The academic session will be counted from the date of admission to 15 days before the commencement of examination of Board of Intermediate and Secondary Education.
3. It is compulsory for each student to attend at least 75% lectures of each subject and at least 75% practical, where applicable.
4. The students who arrive late in classes will be **marked absent** and she will be fined Rs. 10/- per lecture while fine of Rs. 100/- per day will be charged from the absence in practical classes.
5. Fine of Rs. 200/- per paper will be charged for remaining absent in the internal examination.
6. The name of the student, who remains continuously absent for 5 days per week & 10 days per month, will be struck off from the University rolls. In such case, the student can apply for readmission within a month by paying admission fee Rs. 150 and fine Rs. 100. Readmission is allowed only once.
7. The students can submit leave application in emergency cases. The name of the student, roll number, date and elective subjects should clearly be mentioned on the application. The application submitted without the signature of Father/Guardian will be rejected. The leave period will not be counted as present towards calculation of lecture shortage.
8. During internal examinations, the sick students will submit application with the Medical Certificate from the Government Hospital duly signed by the Medical Superintendent (MS) of the hospital.

**Uniform for Intermediate Section:**

- 1- White shalwar, qameez with specified dopatta should be made of wash & wear cloth.
- 2- The shirt should be simple and with full sleeves.

**Color of Dupatta**

- |                      |            |
|----------------------|------------|
| a. F.A.              | Light Pink |
| b. F.Sc., ICS, I.Com | Lemon      |

1. Without heel black shoes and white/black socks are part of the uniform.
- 2. Wearing of veil and Gown is not allowed in the class rooms.**

**Scholarships & Procedure For Application:**

- 1- The scholarships are given to the deserving students through University Student Financial Aid Office (SFAO).
- 2- The deserving students will submit their applications to SFAO on the prescribed Performa (The detail of income of Father/Guardian must be mentioned) that can be obtained from the office of SFAO.
- 3- The application should be attested by the councillor/Representative of the locality.
- 4- Scholarships will be granted on the basis of need, merit, good character, punctuality and satisfactory performance of the students otherwise scholarship will be cancelled.
- 5- Scholarship awardees are bound to pay dues and observe punctuality.

**Procedure for Changing or Leaving the University- College:**

Any student who intends to leave the University will have to submit an application to the Incharge Intermediate dully attested by her parents/guardian. The student has to pay the university dues till the date of approval of application.

As per Rules of Board of Intermediate and Secondary Education (B.I.S.E), if a student intends to leave or join from any other city, she has to produce solid reasons for that. Such a student will have to obtain the University Leaving Certificate from the Incharge Intermediate Section after approval from the competent authority and an NOC from BISE.

### **Examinations:**

The Intermediate examinations are conducted by the BISE, Faisalabad. The students are bound to appear in these examinations. The internal University Examinations are conducted in December every year. The send up examinations are conducted in March. The student who passes all the papers is eligible for the Board Examination. On the performance of the students of Intermediate Part I & II, internal grades are determined, which are mentioned on the Admission Form by the University. The students obtaining “F” grade are not eligible to appear in the Board Examinations. The Vice Chancellor has the right to withdraw the Admission Form from the Board 10 days before the commencement of examinations on account of poor performance, non-payment of University dues or undisciplined character of the student.

<b>Percentage of Marks</b>	<b>Grade</b>	<b>Remarks</b>
80% and above	A+	Outstanding
70% and above but below 80%	A	Excellent
60% and above but below 70%	B	Very Good
50% and above but below 60%	C	Good
40% and above but below 50%	D	Fair
Below 40% to minmum pass marks	E	Satisfactory
Below pass marks	F	Fail

The students, who stand first, second and third in the internal examination of the University, are awarded prizes in the Annual Prize Distribution Function. Moreover,

the students obtaining first three positions in each subject are also awarded prizes and merit certificates for their encouragement.

The students getting position in the Board are awarded the Gold Medals.

### **Library and Rules for Library:**

The importance of dissemination of knowledge and keeping up to date with the rest of the world is the need of the present day. Libraries play a vital role in attaining the educational goals and fulfilling the instructional needs of the programmes offered by universities. As they serve as a source of professional reference service and information to supplement class room and laboratory, learning, libraries also contribute to the teaching/learning environment of the academic departments. A library is supposed to be the nucleus of an academia. Government College Women University Faisalabad houses an excellent library with an extensive collection of valuable books. Every year new books are purchased and added to this treasure just to fulfill the requirements of the students.

A number of monthly Magazines in Urdu and English and many weekly and daily newspapers are also available in the Library to keep the students aware of the current affairs. The students can get benefit from them.

- 1- Every student has to get library card, bearing her photograph, to obtain the library books for study. Without library card, no book will be issued.
- 2- The procedure of getting library card, Rules & Regulations of the Library may be seen on the notice board outside the Library and on University/website.
- 3- The Library is a treasure of knowledge, and it is expected that students will get full benefit from it and will avoid spoiling and tearing the books.