



PARENTS HAND BOOK POLICIES & PROCEDURES

2009 - 10

CONTENTS

<u>Sr. No.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1	Contacts	03
2	Academic Calendars for 2009 - 10	04
3	Co curricular Activity Calendar	08
4	Program Offered	09
5	Student's evaluation / grading Criteria	12
6	Scholarships & General Concession Policies	13
7	General Academic Rules	15
8	General Discipline Rules	17
9	Examinations Discipline Rules	18
10	Attendance & Leaves Rules	20
11	Migration Rules & Regulations	22
12	Transportation Rules & Regulations	23
13	Hostel Rules & Regulations	24



CONTACTS

Where to GO for Answers

Please dial (055) 3890309 or 3892983 and get the extension as per your need.....

➤ Admissions	→	Admission Counselor	(143)
➤ Academic Matters	→	Student Affairs Officer	(156)
➤ Hostel Matters	→	Hostel Superintendent	(158)
➤ Payment of Dues	→	Accounts Office	(157)
➤ Photocopying	→	Resource Center	(167)
➤ Transportation	→	Manager Services	(120)



ACADEMIC CALENDAR FOR INTERMEDIATE CLASSES (PART – II)

Annual System

Academic year is based on Annual Examination System for regular programs. The Academic Calendar for the *Intermediate Classes Part II* is as follow;

- | | |
|---|--|
| ❑ Last Date for submission of Admission Form for 2 nd Year | 13 th July 2009 |
| ❑ Registration for Transportation Facility | 13 th July 2009 |
| ❑ Registration for Hostel Facility | 13 th July 2009 |
| ❑ Last Date for submission of Dues (1 st Installment) | 13 th July 2009 |
| ❑ Display of Time Table | 13 th July 2009 |
| ❑ Classes Start (2nd Year) | 20th July 2009 |
| ❑ Display of 1 st Phase Tests Date Sheet | 1 st September 2009 |
| ❑ Last Date for submission of Dues (2 nd Installment) | 12 th September 2009 |
| ❑ 1 st Phase Tests Start | 14 th September 2009 |
| ❑ Last Date for submission of Dues (3 rd Installment) | 07 th November 2009 |
| ❑ Display of 2 nd Phase Tests Date Sheet | 10 th November 2009 |
| ❑ 2 nd Phase Tests Start | 23 rd November 2009 |
| ❑ Display of Pre Board Examinations Date Sheet | 27 th February 2010 |
| ❑ Classes / Revision Close | March 2010 |
| ❑ Pre Board Examinations Start | 8 th March 2010 |
| ❑ Teacher Consultation | 24 th – 31 st March 2010 |



ACADEMIC CALENDAR FOR INTERMEDIATE CLASSES (PART – I)

Annual System

Academic year is based on Annual Examination System for regular programs. The Academic Calendar for the *Intermediate Classes Part I* is as follow;

❑ Last Date for submission of Admission Form	20 th August 2009
❑ Registration for Transportation Facility	20 th August 2009
❑ Registration for Hostel Facility	20 th August 2009
❑ Last Date for submission of Dues (1 st Installment)	20 th August 2009
❑ Display of Time Table	20 th August 2009
❑ Classes Start	24th August 2009
❑ Display of 1 st Phase Tests Date Sheet	5 th October 2009
❑ Last Date for submission of Dues (2 nd Installment)	17 th October 2009
❑ 1 st Phase Tests Start	26 th October 2009
❑ Display of 2 nd Phase Tests Date Sheet	1 st December 2009
❑ Last Date for submission of Dues (3 rd Installment)	26 th December 2009
❑ 2 nd Phase Tests Start	4 th January 2010
❑ Display of Pre Board Examinations Date Sheet	1 st March 2010
❑ Classes / Revision Close	March 2010
❑ Pre Board Examinations Start	3 rd April 2010
❑ Teacher Consultation	17 th – 24 th April 2010



ACADEMIC CALENDAR FOR BACHOLAR CLASSES (BCOM) (PART – II)

Annual System

Academic year is based on Annual Examination System for regular programs. The Academic Calendar for the *Bachelor Classes (BCOM) Part II* is as follow;

- | | |
|---|--|
| ❑ Last Date for submission of Admission Form for 2 nd Year | 7 th August 2009 |
| ❑ Registration for Transportation Facility | 7 th August 2009 |
| ❑ Registration for Hostel Facility | 7 th August 2009 |
| ❑ Last Date for submission of Dues (1 st Installment) | 7 th August 2009 |
| ❑ Display of Time Table | 7 th August 2009 |
| ❑ Classes Start (2nd Year) | 10th August 2009 |
| ❑ Display of 1 st Phase Tests Date Sheet | 15 th September 2009 |
| ❑ Last Date for submission of Dues (2 nd Installment) | 7 th October 2009 |
| ❑ 1 st Phase Tests Start | 12 th October 2009 |
| ❑ Display of 2 nd Phase Tests Date Sheet | 4 th December 2009 |
| ❑ Last Date for submission of Dues (3 rd Installment) | 28 th December 2009 |
| ❑ 2 nd Phase Tests Start | 28 th December 2009 |
| ❑ Display of Pre University Date Sheet | 1 st March 2010 |
| ❑ Classes / Revision Close | March 2010 |
| ❑ Pre University Examinations Start | 5 th April 2010 |
| ❑ Teacher Consultation | 24 th – 30 th April 2010 |



ACADEMIC CALENDAR FOR BACHOLAR CLASSES (BCOM) (PART – I)

Annual System

Academic year is based on Annual Examination System for regular programs. The Academic Calendar for the *Bachelor Classes (BCOM) Part I* is as follow;

- | | |
|---|--|
| ❑ Last Date for submission of Admission Form for 1 ST Year | 5 th September 2009 |
| ❑ Registration for Transportation Facility | 5 th September 2009 |
| ❑ Registration for Hostel Facility | 5 th September 2009 |
| ❑ Last Date for submission of Dues (1 st Installment) | 5 th September 2009 |
| ❑ Display of Time Table | 5 th September 2009 |
| ❑ Classes Start (1st Year) | 7th September 2009 |
| ❑ Display of 1 st Phase Tests Date Sheet | 15 th October 2009 |
| ❑ 1 st Phase Tests Start | 2 nd November 2009 |
| ❑ Last Date for submission of Dues (2 nd Installment) | 8 th November 2009 |
| ❑ Display of 2 nd Phase Tests Date Sheet | 15 th December 2009 |
| ❑ 2 nd Phase Tests Start | 1 st January 2010 |
| ❑ Last Date for submission of Dues (3 rd Installment) | 8 th January 2010 |
| ❑ Display of Pre University Date Sheet | 13 th March 2010 |
| ❑ Classes / Revision Close | April 2010 |
| ❑ Pre University Examinations Start | 26 th April 2010 |
| ❑ Teacher Consultation | 27 th – 22 nd May 2010 |

CO CURRICULAR ACTIVITIES CALENDAR

Co curricular activities are an integral part of the Academic Activities. The calendar is as follow;

- | | |
|--|--------------------------------|
| ❑ Annual Naat / Qirat Competition | 5 th September 2009 |
| ❑ Welcome Party for the Boys Campus | 2 nd October 2009 |
| ❑ Welcome Party for the Girls Campus | 3 rd October 2009 |
| ❑ Excursion Tour for Boys Campus | 4 th December 2009 |
| ❑ Excursion Tour for Girls Campus | 11 th December 2009 |
| ❑ Annual Quiz / Debate Program | 23 rd December 2009 |
| ❑ Annual Sports Day – Girls Campus | 12 th February 2010 |
| ❑ Annual Sports Day – Boys Campus | 13 th February 2010 |
| ❑ Annual Prize Distribution Ceremony | March 2010 |
| ❑ Fare well Party for the Boys Campus | April 2010 |
| ❑ Fare well Party for the Girls Campus | April 2010 |

PROGRAMS OFFERED

Following Courses will be offered:-

INTERMEDIATE CLASSES

- FSc (Pre Medical)
- FSc (Pre Engineering)
- ICS (Two options are available)
 - Physics, Mathematics, Computer Science
 - Statistics, Mathematics, Computer Science
- ICOM
- FA

BACHELOR CLASSES

- BCOM

F.Sc (Pre Medical)

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
English	100	100
Urdu	100	100
Islamic Education (First Year)	50	-----
Pakistan Studies (Second Year)	-----	50
Physics	100	100
Chemistry	100	100
Biology	100	100
Total Marks	550 / Year	550 / Year

F.Sc (Pre Engineering)

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
English	100	100
Urdu	100	100
Islamic Education (First Year)	50	-----
Pakistan Studies (Second Year)	-----	50
Physics	100	100
Chemistry	100	100
Mathematics	100	100
Total Marks	550 / Year	550 / Year

ICS (Physics Group)

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
English	100	100
Urdu	100	100
Islamic Education (First Year)	50	-----
Pakistan Studies (Second Year)	-----	50
Physics	100	100
Computer Science	100	100
Mathematics	100	100
Total Marks	550 / Year	550 / Year

ICS (Statistics Group)

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
English	100	100
Urdu	100	100
Islamic Education (First Year)	50	-----
Pakistan Studies (Second Year)	-----	50
Statistics	100	100
Computer Science	100	100
Mathematics	100	100
Total Marks	550 / Year	550 / Year

ICOM

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
English	100	100
Urdu	100	100
Accounting	100	100
Islamic Education (First Year)	50	-----
Principles of Economics (First Year)	75	-----
Principles of Commerce (First Year)	75	-----
Business Mathematics (First Year)	50	-----
Commercial Geography (Second Year)	-----	75
Computer Studies (Second Year)	-----	75
Business Statistics (Second Year)	-----	50
Pakistan Studies (Second Year)	-----	50
Total Marks	550 / Year	550 / Year

FA

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
English	100	100
Urdu	100	100
Islamic Education	50	-----
Fine Arts	100	100
Islamic Studies (First Year) OR*	100	-----
Psychology (First Year) OR*	100	-----
Education (First Year) OR*	100	-----
Physical Education (First Year)	100	-----
Islamic Education (Second Year)	-----	100
Psychology (Second Year)	-----	100
Education (Second Year)	-----	100
Physical Education	-----	100
Pakistan Studies (Second Year)	-----	50
Total Marks	550 / Year	550 / Year

*** A Student has to opt Three subjects from Fine Arts, Physical Education, Psychology, Education & Islamic Studies**

BCOM

SUBJECTS	MARKS (1 st Year)	MARKS (2 nd Year)
Business Statistics & Mathematics	100	-
Computer Application in Business	100	-
Economics	100	-
Financial Accounting	100	-
Functional English	100	-
Introduction to Business	100	-
Money, Banking and Finance	100	-
Islamic Studies	60	
Advance Financial Accounting	-	100
Auditing	-	100
Business Communication & Report Writing	-	100
Business Law	-	100
Business Taxation	-	100
Cost Accounting	-	100
Economics of Pakistan	-	100
Pakistan Studies	-	40
Total Marks	760 / Year	740 / Year

STUDENT EVALUATION / GRADING CRITERIA

Students are formally evaluated by the Teachers using a combination of the Following tools:

- ✓ Monthly Class Test
- ✓ Class Participation
- ✓ 1st, 2nd & 3rd Phase Tests

At the beginning of the term, the teacher will deliver the copies of respective course breakup in classes to monitor the course completion in due course. There will be TWO TESTs in a month of all subjects except Islamic Education & Pakistan Studies. These tests will be returned to students before the second test and a monthly test & attendance report will be dispatched at the end of every month. All Parents are requested to contact the Student Affairs Office if they don't receive the report by first week of every month.

All the students have to PASS these Examinations to appear in the Board Annual Examination 2010 and to get the continuation of any kind of concession they have obtained at the time of admission.

GRADING CRITERIA FOR ACADEMICS		GRADING CRITERIA FOR ATTENDANCE	
PERFORMANCE	PERCENTAGE EQUIVALENCE	PERFORMANCE	PERCENTAGE EQUIVALENCE
Exceptional	95% – 100%	Outstanding	100%
Outstanding	90% – 94%	Excellent	95% – 99%
Excellent	80% – 89%	Very Good	90% – 94%
Very Good	75% – 79%	Good	80% – 89%
Good	70% - 74%	Average	70% – 79%
Average	65% - 69%	Satisfactory	60% – 69%
Satisfactory	60% – 64%	Unsatisfactory	50% – 59%
Unsatisfactory	50% – 59%	Absent	0% - 49%
Low Pass	40% – 49%	----	----
Fail	0% – 39%	----	----

SCHOLARSHIPS

❖ Quaid-e-Azam CASH award and Study Scholarship

- ❑ Free Studies Scholarship (02 Years - Intermediate) for all Board's Examination Toppers with following CASH PRIZES and a stipend of Rs.1500/- Per Month, if the student gets the admission in GIFT.

▪ 1 st Position Holder	Rs.30000/-	- Rs.1500/ Month Stipend
▪ 2 nd Position Holder	Rs.20000/-	- Rs.1500/ Month Stipend
▪ 3 rd Position Holder	Rs.10000/-	- Rs.1500/ Month Stipend
▪ 4 th to 6 th Position Holder	Rs. 5000/-	- Rs.1000/ Month Stipend
▪ 7 th to 9 th Position Holder	Rs. 3000/-	- Rs.1000/ Month Stipend

❖ Chairman Scholarship

- ❑ Applicants who have secured 865/1050 or above marks in matriculation examinations can apply for Chairman Scholarship. This scholarship includes **FREE EDUCATION** as per policy of the institution. **The facility is merit based.**

❖ Merit Scholarships

- ❑ Scholarship will be provided to the candidates who are academically sound. This scholarship includes 25% up to a 100% tuition fee remission as per the policy of institute. **The facility is based upon first come first serve philosophy due to limited seats.** (Details can be collected from admission consular)

FINANCIAL ASSISTANCE

Apart from Merit Scholarships, some seats are reserved against the Financial Assistance Scheme. Students with minimum 60% Marks in Matriculation / Intermediate can apply for this facility. A waiver of 25% to 50% in Annual Fees may be offered as per the applicant's reason. **Facility is based on first come first served and subject to the availability of the seat.**

LOAN SCHEME

GIFT has taken an initiative that no student will remain without education only for the sake of affordability. The Chairman of the GIFT apprised that GIFT is also one step forward in providing the education to those who deserve it. So we are following our vision "The students due to the financial problem wouldn't be deprived of the quality education". Students with minimum 60% Marks in Matriculation / Intermediate can avail the loan that would be up to 50% of tuition fee. Students would start returning it within the three years from the completion of its degree. **Facility is based on first come first served and subject to the availability of the seat.**

GENERAL CONCESSION POLICIES

Apart from the Scholarships, following concessions are available as per the description.

- Teacher's Son / Daughter – 25% waiver in Tuition Fee
- Hafiz-E-Quran – 40% waiver in Tuition Fee
- Kinship (1st Kin) – 40% waiver in Tuition Fee
- Kinship (2nd Kin) – 50% waiver in Tuition Fee
- Kinship (3rd Kin) – 60% waiver in Tuition Fee

Facility is based on first come first served and subject to the availability of the seat.

TERMS & CONDITIONS

- All scholarships, tuition fee waivers, financial assistance and loans are subject to the maintenance of Academic Standard as compared to his / her matriculation & intermediate marks in his / her monthly, phase tests and Board's Annual Examinations with minimum 85% attendance. If the Academic Performance falls, all sorts of scholarships and fee waivers – financial assistance, loans, kinship etc., may be withdrawn or reduced as per the table given below;

ACADEMIC PERFORMANCE	REVISION IN GIVEN CONCESSION
<ul style="list-style-type: none"> • Less than 10% but greater than or equal to 8% of Matric/Intermediate Marks 	25%
<ul style="list-style-type: none"> • Less than 12% but greater than or equal to 10% of Matric/Intermediate Marks 	50%
<ul style="list-style-type: none"> • Less than 14% but greater than or equal to 12% of Matric/Intermediate Marks 	75%
<ul style="list-style-type: none"> • Less than 16% but greater than or equal to 14% of Matric/Intermediate Marks 	100%

- A student is eligible to receive only one form of scholarship / tuition fee waiver that provides the maximum benefits to him / her.
- The student as well as his/her parents/guardians must sign an undertaking to avail scholarships or any other sort of fee waivers.

Procedure

- ❑ Application for the financial assistance / Interest Free Loan on the prescribed form is to be submitted to Student Affairs Department according to the given schedule. The applicant should complete the form in its entirety, attach necessary documents and allow time for processing.
- ❑ The Financial Assistance Committee on a case-to-case basis takes the decision for granting Financial Assistance. The Committee considers all applications on merit of the facts of the case and no consideration will be given to influence and approach. Undue pressure or influence from any quarter will go against the interest of the applicant and shall result in his application being declined.

GENERAL ACADEMIC RULES

Since admission to GIFT is highly competitive, the students are expected to maintain a high level of performance in academics. The overall academic performance of the students is evaluated on the basis of punctuality & regularity in the classes, marks obtained in the Monthly Tests & Send ups and their participation / performance in the Academic Activities like home work, quizzes, library attendance, etc.

- For appearing in Board Annual Examination, a student is required to have following minimum standards:
 1. **At least 85% attendance in scheduled classes in each of his subjects.**
 2. **Has passed the all phases test securing minimum 40% marks in each subject for Intermediate Classes and 45% for the Bachelor Classes.**
 3. **In case of failure in any of the subjects in the 1st Phase Test (Qualifying Examinations), a re-examination will be allowed and those students failing in the re-examinations will not be considered for Board / University Annual Examinations, on any ground whatsoever.**
 4. **Admission forms of the students not clearing the Pre Board / Pre University comprehensive examinations will be withdrawn from the Board / University.**
- The parents / guardian of the students are expected to maintain a close liaison with the GIFT Administration in order to monitor academic performance of their children.

Honors & Awards

It is the tradition of GIFT Colleges to encourage the students in all fields. The Board of Governors has very kindly approved the following honors for the students on their performance in their Annual Examinations at Intermediate & Bachelors Level.

Quaid-e-Azam's CASH award for Academic Excellence in each program:

- Any GIFT's student who secured a position in Gujranwala Board and Punjab University's Annual Examinations will be awarded as per following policy:-
- ✓ **Overall Position Holders**
 - University / Board Topper Brand New 800cc Car
- ✓ **1st Position Holders (In any discipline)**
 - In Punjab University Rs.200000/-
 - In Gujranwala Board (All Discipline) Rs.150000/-
- ✓ **2nd Position Holders (In any discipline)**
 - In Punjab University Rs.150000/-
 - In Gujranwala Board (All Discipline) Rs.100000/-
- ✓ **3rd Position Holders (In any discipline)**
 - In Punjab University Rs.100000/-
 - In Gujranwala Board (All Discipline) Rs.75000/-

Chairman's CASH award for Academic Performance in each program:

- The students who will secure OVER ALL positions within college in Board Annual Examinations, will be awarded as per following policy:-
 - 1st Position Rs.15000/-
 - 2nd Position Rs.10000/-

Principal's CASH award for Academic Performance in Qualifying Examination:

- The students who will secure positions in College Qualifying Examinations, in each discipline will be awarded as per following policy:-
 - 1st Position Rs.2000/-
 - 2nd Position Rs.1500/-
 - 3rd Position Rs.1000/-

All students who will maintain 90% to 100% attendance during the session will be given the following prizes.

- 100% attendance Set of 05 Books
- 95% attendance Set of 03 Books
- 90% attendance Set of 02 Books

STUDENT SUPPORT SYSTEM

The process of learning at GIFT may not always be smooth for some students, and they might face a few difficulties. For this purpose a comprehensive student support system has been designed.

- **Class Coordinators**
A Class Coordinators from the faculty will be appointed for each section that will responsible for overseeing operations of all academic activities related to that section.
- **Student Class Representatives**
One student from each class will be selected as class representatives based upon his academic background and recommended by the Class Coordinator.

GENERAL DISCIPLINE RULES

The students are expected to act with dignity and self-respect and should be honest, considerate, well behaved, smartly groomed and courteous.

1. Every student is expected at all times to maintain the norms that have made GIFT one of the prestigious institutions.
2. The students are required to refrain from:
 - ✓ Indulging in acts or behaviour that threaten other students, faculty or staff members, including disruption of normal instruction & training in the College, cheating in the examinations / tests and disruption of normal operation of other essential functions of the College;
 - ✓ Indulging in undesirable acts of gambling, use of intoxicants, alcoholic liquor and narcotics;
 - ✓ Participating in any unauthorized assembly or function;
 - ✓ Keeping fire arms or other weapons, even if licensed;
 - ✓ Involving in fighting or use of abusive language;
 - ✓ Damaging or breaking any College property;
 - ✓ Performing any act contrary to law.

Violation of these rules will lead to strict disciplinary action including rustication or expulsion from the rolls of the College, in addition to any other action under law that may accrue against the defaulters. The orders of the Principal in all discipline shall be final and binding on all students.

1. All students are required to wear **UNIFORM**. Violation of this rule will lead to a fine.
2. Smoking is prohibited on the Campus or inside the College vehicles.
3. Mobile phones are strictly prohibited on campus. If any student found violating this rule, a fine of Rs.1000/- will be imposed. If a student found violating this rule second time, a fine of Rs.2000/- will be imposed and the set will be returned to his / her parents at the end of the academic session. One third time violation a fine of Rs.3000/- will be applied and the set would not be returned in any case.
4. Drinks and eatables can be taken only inside the Cafeteria. Eating or drinking at all other places is prohibited.
5. Birthday Parties or other celebrations and photography are not allowed on College premises including the Cafeteria and lawns.
6. All students must carry their identity cards that should be prominently and decently displayed whenever they are on the campus. These ID Cards are required for entering the college premises, entry in the classes / laboratories / library and boarding College vehicle. A student may be penalized for not carrying or displaying his / her ID Card with a fine of Rs.100/-
7. Students are expected to pay their fee and other College dues in notified time failing which a fine of Rs 100/- per day subject to a maximum of 10% of the amount due will be applicable. NO RELAXATION WILL BE GIVEN AFTER THE DUE DATE.
8. The entry of cars, motorcycles and bicycles etc., in the academic area during the College hours is prohibited.
9. Outside friends of students are not allowed to visit or be entertained within the College premises.
10. Students are not allowed to organize or participate in any unauthorized political, religious or sectarian activity / group. This will lead to instant expulsion from the College.

11. The students involved in violation of discipline or misconduct will be penalized including imposition of fine, suspension, rustication or expulsion from the College rolls. Fine for misconduct may range between Rs.1000/- to Rs.5000/-
12. Suspended, rusticated or expelled students shall no longer have the right to enter the College and may be handed over to the civil authorities if found trespassing.

Disciplinary Council

There shall be a Disciplinary Council of the College dealing with matters concerning violation of the discipline rules as given above. The Disciplinary Council shall deal with the matters related to breach of discipline, or misconduct by the students, if so referred to by the Principal. Decision of the Council in all such matters shall be mandatory upon the defaulting student(s), including expulsion / rustication / suspension from the rolls of the College and / or imposition of heavy fine. However, the affected students can make an appeal to the Principal within five days and the decision on such an appeal by the Principal shall be final and no further appeal shall be permissible. The decision and proceedings of the Disciplinary Council shall not be challenged on any ground whatsoever any where by any person.

The Disciplinary Council of the University shall consist of:

- | | |
|---------------------------|-----------|
| ▪ Principal | Chairman |
| ▪ Vice Principal | Secretary |
| ▪ Chief Proctor | Member |
| ▪ Two Head of Departments | Members |
| ▪ One Faculty Member | Member |

All decisions by the Disciplinary Council shall be taken through a majority vote of the membership of the Council. In case of parity of votes, the Chairman may exercise a casting vote to decide the matter.

EXAMINATION DISCIPLINE

The students are expected to refrain from indulging in acts or behavior, which may interfere with the smooth functioning of the two in house examinations, viz:

- Cheating / copying in the examination center or helping others doing the same from outside;
- Disruption of normal conduct of examination in any manner whatsoever;
- Misconduct with the examination and invigilation staff;
- Approaching / influencing the examiners or any staff/faculty for undue favor in any manner;
- Violating the instructions given in the examination notices from time to time or on the examination material;
- Leaving mark / sign or writing irrelevant remarks on the answer books.

Violation of these rules will lead to strict disciplinary action including fine / Rustication / expulsion from the rolls of the University and/or imposition of heavy fine i.e. minimum of Rs.1000/- and maximum of Rs.5000/-

Unfair Means Committee:

There shall be an unfair means committee of the College which will deal with all the misconducts concerning with the violation of Examination Rules.

Following is the composition of the committee:

- | | |
|------------------------------|---------|
| ▪ Vice Principal | Head |
| ▪ Controller Examinations | Member |
| ▪ Two Senior Faculty Members | Members |
| ▪ Concerned Invigilator | Member |

EXTRA – CURRICULAR ACTIVITIES

Following societies have been constituted in the College for the promotion of extra-curricular activities.

1. Debate Society:

- Mr Shahid Saddique Gill
Lecturer in Urdu
- Mr. Tanveer Ahmad Nazir
Lecturer in English

2. GIFT Sports:

- Mr. Javed Arshad Hashmi

ATTENDANCE & LEAVE RULES

Matters relating to Leave:

1. If a student of Intermediate / Bachelor fails to attend 85% of scheduled classes in each of his subjects, his admission form will not be sent to the Board of Intermediate & Secondary Education Gujranwala & Punjab University Lahore Annual Examinations.
2. Leave availed on medical or any other grounds will not be counted towards attendance.
3. Prior permission for grant of leave from the competent authority should be obtained on the prescribed LEAVE BOOK, available in Resource Center. In case of the emergency leave application can only be submitted on the following day – very next day.
4. The signature of father or guardian of a student is required in the leave form for a period of more than three days but not exceeding five days in any case.
5. For request of leave exceeding SEVEN DAYS (to a maximum of 15 days), the parent / guardian must schedule a meeting with the Vice Principal **prior to submission of such application.**
6. Medical leave requests for over five days to a maximum of thirty days are acceptable only if supported by the Medical Certificate, issued by a certified Medical Officer. The student will automatically be dropped from the GIFT rolls if the medical leave exceeds thirty days. However he / she may be considered for re-admission by the College Council, by Principal for the following year subject to approval by the Board of Intermediate & Secondary Education, Gujranwala.
7. Leave shall be granted by the following authorities:
 - Leave up to 3 days – Class In-charge (List will be placed on Notice Board)
 - Leave up to 7 days (any sort) – Vice Principal with a prior meeting with Parents.
 - Leave over 7 days (any sort) - College Council with a meeting with Parents.

Matters relating to Absence / Re-admission:

1. (a) If a student remains absent for 7 days of a month for any or cumulative of his enrolled classes without obtaining leave from the competent authority of GIFT, his/her name will be struck off the rolls of GIFT.

(b) Re-admission, on this ground, will be allowed only once in an academic session with a fine of Rs. 3000/-, along with the absence fine from GIFT, subject to the condition that the candidate may apply within 3 days of the issuance of the dropout notice. For this purpose, a candidate shall submit an application together with the re-admission form to the Vice Principal of GIFT. The application should be duly annexed with a written guarantee / assurance from the candidate's parent / guardian to the effect that he / she will attend the classes regularly during the remaining period of the academic session. Failing this, the candidate's name will be struck off the GIFT rolls permanently.
2. On receipt of an application for re-admission, the Vice Principal shall consider the case and may allow re-admission of the candidate concerned, with consultation of College Council, with fine, not later than 3 days after the receipt of the application.
3. After re-admission, the student concerned is required to get him / her self re-entered in the attendance register of the concerned teacher(s) within 2 working days, failing which his / her name will be struck off the GIFT rolls and no pardon to this effect shall be granted.



4. Fine for absence will be charged according to the schedule given below:

- For absence of a single period = Rs. 10/-
- For absence of a whole day = Rs. 60/-
- For absence from a Special Lecture, etc. = Rs. 50/-
- For absence from Practical = Rs. 50/-

MIGRATION RULES & REGULATIONS

1. Subject to the provisions of Board Regulations, the Principal may at his discretion admit a student to the College by migration from another College or Institution.
2. Request for migration shall be entertained prior to the 2nd Phase Test only.
3. No student shall be admitted by migration from a Board other than the Gujranwala Board, unless he brings a "No Objection Certificate" from the Board, from where he intends to Migrate.
4. An application for the admission by migration shall be accompanied by a certificate from the Principal of previous college / institution showing the results of tests and attendance in each subject.
5. An application for migration shall clearly state the ground on which migration is sought.

RULES GOVERNING THE ISSUE OF MIGRATION CERTIFICATE

6. A student desiring to leave GIFT College in order to join another College or Institution shall apply to the Vice Principal.
7. No College leaving certificate shall be issued unless the student has cleared all the annual dues, fines etc., of College, irrespective of the time factor.
8. In case of a student who has been debarred from taking the examination or has been expelled or rusticated, no such certificate shall be issued during the punishment period.
9. The Principal shall be competent to issue a College leaving Certificate on the prescribed form.
10. A student who has obtained Migration certificate from the College but has not secured admission in another college / institution may be re-admitted to the College in the class to which he can be admitted, under the regulation, provided that his / her absence from the current teaching session of that class does not exceed two weeks and further that he / she surrenders the Migration Certificate. However, such student will have to pay the re-admission fee as prescribed, from time to time, by the GIFT Administration.

THE BOARD DOES NOT ALLOW LOCAL MIGRATION

TRANSPORTATION RULES & REGULATIONS

- Transport facility is available to only students of GIFT Colleges. This facility is provided for the specific routes only as per defined by the authorities. The complete route information / map is enclosed with the Application Form, available from Student Affairs Office.
- After filling in the form with complete information along with three photographs, they should submit it with the Student Affairs Manager along with the Admission Form.
- This facility is being provided for the **academic year** and specific routes and stops only as per defined by the authorities. No diversion from the specific routes will be allowed. Students will pay prescribed transport charges in **two installments** according to academic year. Students will pay 1st installment at the commencement of classes whereas the 2nd installment payment must be deposited till 25th of Dec.
- Once a student gets registered him/herself for transport facility, has to pay the whole year transport charges as per prescribed two installments. Because the seat is reserved for the said student for the whole academic year. There is no refund at all except security that would be equal to Rs=1000/-.
- GIFT Transport will be responsible for picking up a student from the point specified earlier and dropping him / her at the same point. **No diversion from the specified route will be allowed.**
- However, a group of at least 7 students may apply in writing to add a new stop in a particular route subject to approval from authorities. The charges and routes are subject to change without prior notice.
- The students traveling through the GIFT Transport are required to abide by the General Discipline Rules. However, they are required to refrain from:
 - Indulging in acts or behavior that threaten other students, faculty / staff members and passersby in any manner;
 - Indulging in undesirable acts that may disrupt the functioning of the transport vehicle;
 - Smoking in or around the transport vehicle;
 - Keeping fire arms or other weapons, even if licensed;
 - Involving in fighting or use of abusive language;
 - Damaging or breaking any part of the transport vehicle College property;
 - Performing any act contrary to law.
 - Writing anything on the seats or on the sides of the coaches.
 - Abnormal behavior of any type.

**Violation of these rules will lead to strict disciplinary action by the Disciplinary Council.*

- All request concerning transport arrangements, like change of address, route or time, should be intimated **in written form** to the Manager Student Affairs and it will take at least **TWO** days to be incorporated **if found feasible**.
- A Resident Student desirous of using GIFT Transport facility for a route other than hostel and College (for going home on weekends), he / she should apply in writing. He / she would be charged Rs. 600/- per month (subject to change from time to time) to avail this service.
- In case a Bus Pass is lost by a student, he / she should inform about this in writing to the Manager Transport who will issue a new Bus Pass on payment of a fine of Rs.100/-.

HOSTEL RULES & REGULATIONS

These rules will be termed as Hostel Occupancy Rules & Regulations. Failure to abide by these rules will be considered an unprofessional conduct on part of the residents, and will result in appropriate Disciplinary action. For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its all fixtures, furnishings and any other materials/equipment supplied by GIFT will be considered **GIFT Property**.

THE HOSTEL FACILITY

The Hostel Facility, namely **SIR SYED HALL**, comprises of 24 rooms for male students and Hostel Facility, namely **FATIMA JINNAH HALL** comprises of 16 rooms for female students in Roshni Homes.

Hostel Management Committee: The hostel committee is comprised of Registrar GIFT University, Principal GIFT College, Director Service, and Manager Accounts. The committee will meet on quarterly basis, in which hostel wardens present the quarterly report for review and discussion.

Assistant warden Hostel: A faculty member, appointed by the Hostel Committee, one each in Boys & Girls Hostels will monitor the implementation of the hostel policies and day-to-day activities of the hostelites. The Assistant will be available in Hostel after academic hours on daily basis.

Superintendent: A permanent hostel employee, appointed by the Hostel Committee one each in Boys & Girls Hostels, available round the clock (24 hours) in the hostel will be the main to manage the day-to-day activities/problems of the resident students.

Hostel Secretaries: Two of the resident students, each from Inter Section & Senior Section, will be appointed as **Hostel Secretaries** with mutual understanding between resident students and Assistant Warden. The Hostel Secretaries will represent students regarding any facilities and maintenance complaints made by the students as well as safeguard GIFT interests and act as a custodian of the GIFT property. Any untoward incident at the hostel or any non-compliance of Administration instructions will be reported by the Hostel Secretary to the Superintendent immediately. The hostel secretary will be appointed for 6 months.

Support Staff: The support staff provided at hostels is there to facilitate your stay, and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.

OCCUPATION / USE OF HOSTEL ROOMS

- Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the administration, which may allot the rooms either on first come first serve basis or any other basis, say academic background, etc.
- The furniture assigned to a room shall not be shifted from it. A student shall be responsible for the articles issued to him and shall return them in proper condition to the hostel authorities when leaving the room or hostel. He shall be responsible for due compensation in case of any loss or damage to these articles.
- A student that breaks or damages any property shall have to pay the cost of the article, in addition to any disciplinary action that may be taken against him.
- The student should keep their rooms neat, clean and tidy, in case of violation they may also be fined.
- The hostelites will not be allowed to use any electrical gadgets except those provided to them by the authorities.

GENERAL CODE OF CONDUCT:

- The students are expected to behave in a dignified manner. They should pay due respect to the elders and remain within the norms of decency with fellows.
- Running in the corridors, fighting, shrieking and use of abusive / objectionable language in conversation is strictly prohibited.
- The students are responsible for safe custody of their valuables. It is in their interest, not to keep in their rooms cash or valuable articles.
- The students shall not keep in the hostel any fire arms or other weapons, even if licensed. Violation of this rule shall render a student liable to expulsion from the Institute / university, in addition to any criminal proceedings that may be instituted against him under the law.
- The students are not allowed to gamble or to use any intoxicants and narcotics. Violation of this restriction shall render a student liable to expulsion from the Institute / university, in addition to any criminal proceedings that may be instituted against him under the law.
- Any religious ceremony likely to injure the sentiments of other residents shall not be performed in the hostel.
- A ward shall not indulge in any amusement (including playing music), which is likely to cause nuisance to others.
- The students should not involve themselves in any entertainment activity, which may disturb the fellow students e.g., playing of music at high tone etc.
- The students should put off the lights and fans while leaving the room.
- Smoking is strictly prohibited in the hostel premises.
- If you are facing any difficulty for any reasons with your roommate and are unable to resolve the issue, the matter must be reported to the Assistant warden. You are expected not to involve your parents or Guardians, in such cases.
- Mobile phones are prohibited in the hostel. In case of any emergency Superintendent can be requested for telephone use.
- No student can stay in the hostel during academic hours except those whose classes are off or those who are sick.
- Hostel doors will be closed at 8:30 pm in winter and 9:00pm in summer.
- Intermediate students are bound to read for full fledge two study hours as per given schedule.
- All students are expected to wear proper dress according to the norms of decency and code of Islam.
- The students are not allowed to arrange any kind of parties in the hostel premises. In case, the students need to organize a party at the hostel, they are required to get prior permission from the Registrar / Vice Principal through the Assistant Warden after giving a written request in this regard.
- If the administration allows residents to organize any function, the Assistant warden may be asked to provide a written undertaking of good conduct and observing accepted norms of behavior.
- Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to GIFT property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostelites.

- If the students plan to go for a picnic / tour, they will plan in advance and inform the Administration Office in writing. Verbal messages to the Superintendent will not be sufficient.
- The support staff is not meant for your personal chores like washing and/or pressing clothes, they should not be asked to do so. No student is allowed to involve them in any of these activities.

MAINTENANCE AND UPKEEP OF HOSTELS

It is expected that students will treat GIFT property with care and consideration.

- Furnishings for individual rooms will be provided once at the beginning of the academic year. The subsequent maintenance will be the responsibility of the hostelites. Any damage to the individual room furnishings will be taken care of by the individuals concerned, and that to the items of collective use by the hostelites as a group.
- Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited. The damage caused to the walls / doors due to this sort of activity will be recovered from the occupants of the respective rooms.
- On joining the hostel, every student will be provided one key each for the room and two keys each for the cabinet, desk, side table, etc. The keys will be returnable to the Superintendent on vacating the hostel. Duplicate keys (if needed) will only be arranged by the Administration on payment of the prescribed charges.
- An independent laundry facility has been provided on the monthly payment basis of Rs.280/- to Rs.300/- per month for the washing / ironing of clothes. Quantity details can be checked from Superintendent office.
- All incoming mail will be received in Superintendent Office that may be collected by the students subsequently.

MAINTENANCE COMPLAINTS

A hostel Committee comprising of Superintendents, Hostel Secretaries, Director Services and Manager Accounts is constituted to look into various matters/problems, related to hostels.

For the convenience of the hostelites, a complaint handling system is in vogue. In case of any complaints regarding upkeep and maintenance or repair/replacement of any item, the complaint form should be filled out / dropped in superintendent office. A complaint register is also placed in the office of Superintendent for this purpose.

All avenues are available to you for lodging complaints for unattended works. It would, however, be appropriate if immediate channels are tapped first. These are:

- (1) Superintendent
- (2) Assistant Warden
- (3) Chief Warden

LEAVE:

- There is no restriction for residents going on leave but they have to intimate in writing to the Superintendent.
- Any student wishing to leave the hostel temporarily or permanently will have to submit an application with the Superintendent in this regard. In either case, the student has to pay the full hostel dues.
- In case there is any delay in their return, while on leave, the hostel authorities must be informed by the parents on phone.
- After final examination the wards are required to vacate the hostel immediately.

TIMINGS:

- Hostel gates will be closed at 9pm during winters and 10pm during summers.
- ✓ Compulsory study hours for intermediate students will be observed between
 - Winter 09:00pm to 11:15pm
 - Summer 10:00pm to 11:15pm
 - T.V. Timings will be from 05:30pm to 09:00pm

ENTRY/EXIT TO/FROM HOSTELS

For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostelites except for guests during specified hours and administration representatives.

- Resident Students will not be allowed to go out of Campus after 09:00 p.m., unless they have prior approval of the Assistant warden.
- Cases of the hostelites who fail to abide by security personnel instructions in this regard will be referred to the Disciplinary Committee.

VISITORS TO THE HOSTELS

- Only parents and relatives authorized by the parents can meet the hostel students. The visitors can meet the residents as per following schedule:-
 - Sunday 08:00 am – 8:30 pm
 - Working Days 04:00 pm – 8:30 pm
- In case of emergency, relaxation of the time will be on discretion of Assistant Warden.
- In girls hostel, only females are allowed to visit hostel premises and male visitors will be made to sit in the waiting room.
- Day scholars visiting hostels will be treated as guests to the hostels. Use of hostels, as a place of rest by the day-scholars is also not permitted. All the visitors are required to sign the Visitor's book before entering the hostel.
- Overnight stay in the hostel of visitors is prohibited.

VARIOUS CHARGES

All charges/expenses prescribed in the application form or any other documents are subject to change without notice. At the start of the Programme, rent will be charged from the date the hostels are made available for occupancy. While at the end of the Programme, charges shall be apportioned on the basis of actual days of occupancy.

- Security (Refundable) Rs.2000/-
- Registration Charges (Non Refundable) Rs.1000/- (One Time)
- Room Rental for shared occupancy / Year Rs.28000/- (Payable in Two Installments)

* These charges can be changed at any time without prior notice.



Duplicate keys:

- | | |
|----------------------------------|----------|
| ▪ Duplicate key for a room | Rs.100/- |
| ▪ Duplicate key for a drawer | Rs.50/- |
| ▪ Duplicate Hostel Identity Card | Rs.100/- |

The rental per month includes bills for normal usage of utilities like electricity. Normal usage means any amount of utilities consumed through the fixtures provided by GIFT.

PAYMENT OF BILLS

- All the hostel bills must be paid by the due date. In case a student fails to pay his hostel dues by the due date, a surcharge of Rs **100/- per day subject to a maximum of 10% of the amount due** will be applicable. Students are required to enquire about their bills from the Accounts Office themselves.
- In case a student fails to clear his bills one month after due date, He will have to vacate the hostel immediately, and the security amount will not be refunded. Re-admission to the hostel will be subject to approval of the competent authority and subject to **fresh security deposit.**

CHECK-IN / OUT PROCEDURE / SECURITY REFUND

- The students joining the hostel during any academic year are allowed to vacate the hostel accommodation after paying the annual charges of Rs.26000/-.
- Before vacating the hostel accommodation, students are required to hand over the room to the Superintendent in the same condition it was handed over to him/her except for normal wear and tear. They will also return the keys provided to them.
- A student vacating the hostel permanently will get his room inspected by the Superintendent. The warden will carry out a thorough check of the room and note any deficiency/discrepancy/damage, if any and it will be charged to the student as per rules.
- The students will then hand-over the room keys to the superintendent, who will issue a clearance certificate and the Assistant Warden will wet the clearance form for the release of security.
- The student will have to vacate the room there after and will not be allowed to use the facility after he is cleared from the hostel.
- The student will submit the clearance certificate in the accounts department for release of security as per rules, which implies that if the student is also passing out in the same year then his security will only be refunded on final settlement of accounts which is done in **August** every year.