

### Intermediate programs Fee Structure

Serial No	Annual Fee	FA	Fsc
1	Admission Fee	80	65
2	Tuition Fee	600	600
3	Registration Fee	Board	Board
4	College Welfare Fund	50	50
5	Magazine Fund	120	120
6	Red Cross Fund	60	60
7	Medical Fund	50	50
8	General Fund	50	50
9	Library Security Fund (Refundable)	500	500
10	Science Breakage Fund		60
11	Sports Fund	180	180
12	Burqa Fund	100	100
13	College Card Fund	50	50
14	Board/university affiliation Fee	240	240
15	Examination Fee	180	180
16	Computer Fund(only for computer science students)	300	300
17	College Bus Fund	150	150
18	Milad Sharif Fund	100	100

**BS 4 year Degree program science/Arts Fee Structure**

<b>Serial No</b>	<b>Dues</b>	<b>Science</b>	<b>Arts</b>
<b>1</b>	<b>Admission Fee</b>	<b>175</b>	<b>225</b>
<b>2</b>	<b>Tuition Fee</b>	<b>360</b>	<b>360</b>
<b>3</b>	<b>Library Security Fee (Refundable)</b>	<b>300</b>	<b>300</b>
<b>4</b>	<b>General Fund</b>	<b>50</b>	<b>50</b>
<b>5</b>	<b>Red Cross Fund</b>	<b>30</b>	<b>30</b>
<b>6</b>	<b>Magazine Fund</b>	<b>60</b>	<b>60</b>
<b>7</b>	<b>Medical Fund</b>	<b>30</b>	<b>30</b>
<b>8</b>	<b>Registration</b>		
<b>9</b>	<b>Science Breakage Fund</b>	<b>120</b>	<b>120</b>
<b>10</b>	<b>College Welfare Fund</b>	<b>50</b>	<b>50</b>
<b>11</b>	<b>Examination Fee</b>	<b>200</b>	<b>200</b>
<b>12</b>	<b>Burqa Fund</b>	<b>50</b>	<b>50</b>
<b>13</b>	<b>Computer Fund</b>	<b>300</b>	<b>300</b>
<b>14</b>	<b>Sports Fund</b>	<b>90</b>	<b>90</b>
<b>15</b>	<b>College Card Fund</b>	<b>50</b>	<b>50</b>
<b>16</b>	<b>University Affiliation Fee</b>	<b>100</b>	<b>100</b>
<b>17</b>	<b>College Bus Fund</b>	<b>150</b>	<b>150</b>
<b>18</b>	<b>Milad Sharif Fund</b>	<b>100</b>	<b>100</b>

## **Admission Policy for BS (4-Year Degree Program)**

**Admissions for BS(4-Year) programs are granted per the Government of Punjab policies and respective University rules. Applications are received within a notified period through the college website and newspapers.**

### **Admission Guidelines:**

**Affiliation:** The BS program is affiliated with Punjab University adhering to its academic standards.

### **Eligibility Criteria:**

- 1. Minimum 45% marks in F.A./F.Sc./A-Level or equivalent.**
- 2. Applicants may apply for subjects not offered at the Intermediate level (except Science).**
- 3. For Computer Science admissions F.sc and ICS students are eligible to apply.**
- 4. At the time of admission applicant age should not greater than 20 years.**

### **Application Process**

- 1. Online Application:** Follow instructions on the OCAS Punjab website.
- 2. On-Campus Application:** Obtain the application form and prospectus from the college office.
- 3. Attach the required documents.**
  - I. Student's ID Card/B-Form (2 copies)**
  - II. Father's or guardians ID Card(2 Copies)**
  - III. Recent passport size photographs attested from Back(4 copies)**
  - IV. Result card matric(2 copies)**
  - V. Result card inter(2 copies)**
  - VI. Character certificate from last institution attended(2 copies)**
  - VII. NOC from Board for students other than Sahiwal Board.**
  - VIII. Students passed examination in previous areas should also submit Affidavit.**

**Note:** All documents should be attested.

### **Additional Notes:**

- 1. Prospectus Purchase:** Mandatory for BS program applications.
- 2. Original Documents:** Must be presented at the time of admission.

3. **Health Proforma:** Submission is required for all applicants.
4. **Dues Payment:** Selected candidates must pay dues by the notified dates to confirm their admission. Failure to do so will result in cancellation.

By ensuring strict compliance with these guidelines and deadlines, we aim to uphold a fair and transparent admission process.

## Bs Rules

- 1- Admission will be on merit. No pressure or recommendation will be accepted.
- 2 No admission will be made after the date fixed by the university.
- 3 Students who have scored less than 45% marks in the previous examination will not be eligible for admission.
- 4. Students can apply for admission in more than one discipline for BS but separate prospectuses will have to be submitted for each discipline.
- 5- CGPA must be 2.00 for promotion in the next semester.
- 6-If it is above 1.75GPA in the first semester and less than 2.00, it will be put on probation in the next semester.
- 7 For promotion in all the next semesters, students must have 2.00 CGPA and must also pass at least 50% of the subjects. If the CGPA of the student is less and she does not pass in 50% of the subjects, she will be dropped.
- 8-Students who score less than 50% marks in the first four semesters will be dropped and will be dismissed from the college.
- 9-After the first four semesters, if a student's CGPA falls below 2.00 in any semester, that student will fail that semester and will be allowed to appear for the next exam of the same semester. She will be given four additional semesters to clear her semester.
10. In case of failing more than one subject in any semester of BS, she will be eligible to appear for exam one subject of one semester at a time.
- 11 inter-university migration will be as per the rules and regulations of the university, otherwise migration will not be allowed.
12. At the beginning of each semester, the college fee must be deposited as per the schedule prescribed. And at the end of the semester, the examination fee must be deposited in UBLU HBL Bank as per the schedule prescribed by the university.

## **Eligibility Criteria for BS Admission**

- 1. Students who have secured less than 45% in the Inter examination will not be eligible to apply for BS admission.**
- 2 Students who have obtained a concessional pass in any subject in the Inter examination i.e., star marks will not be eligible to apply for admission.**
- 3 Under the rules and regulations of the University of the Punjab, Lahore, the merit for admission to BS Urdu, Physics, English and Computer Science will be determined on the basis of the marks obtained in the Intermediate. - Pre-Medical, Pre-Engineering and ICS (Math) students will be eligible for admission to BS Physics and Computer Science on the basis of merit**

### **Instructions for filling the form:**

- (1) The form attached with the prospectus should be complete in all respects. Uncertified photocopies will not be acceptable. (2) Any cutting on the form will not be acceptable. In case of cutting, a new form will have to be taken.**
- (3) Provide only the phone number that is in use.**
- (4) Write the co-curricular activities clearly.**
- (5) At the time of fee submission and interview, bring all the originals documents.**

## **Scholarships and Fee Concessions:**

All scholarships given by the government, university, board, municipal committee, army continue to be given to female students. Government scholarships of the relief type are given on the basis of merit and university and board scholarships are given on the basis of academic merit. If a student's elder sister or brother is studying in a government college, then half the tuition fee is concessioned. Provided that the student provides a certificate that the sibling is studying in another educational institution and has paid the full dues. For these scholarships, an application must be made on the prescribed form on the dates specified by the college office. All these concessions are basically given for one year. Provided that the student's attendance, examination performance and conduct are satisfactory. One scholarship or one concession can be given at a time. Fee concession will also be given to the children of teachers, which will be applied as follows. The entire fee of the elder daughter will be waived.

And half the fee will be charged from the younger daughter. Teachers should submit their original service certificate to the concerned authorized officer. Get confirmation from the DO and Deputy DO and attach the application fee waiver. Fee concession will be given only to the children of teachers up to grade 15 (Employees of grade 16 or above will not get this concession). The fee of the elder daughter of the teacher can be waived. Provided that she submits Form B along with the certificate to the registration office.

#### **Attendance and Leave Rules and Regulations:**

HED has laid down new rules and regulations since the year 2016, which are mandatory for the female students of this college.

- 1. If the female students are absent from any examination or monthly test of this college, their admission will not be sent to the Board of University. Also, in case of absence from any examination or monthly test, the admission will be stopped.**
- 2. Admission will also be stopped in case of less than 75% attendance.**
- 3. In case the female students do not complete their attendance as per the academic calendar, roll number slips will not be issued to the female students.**
- 4. If the female students fail in two or more subjects in the internal examination, their admission will be stopped by the Board of University. I will not be sent.**
- 5. Students must apply for temporary leave and in case of attendance without applying, a fine of Rs. 51 per parade and Rs. 101 per day will be imposed.**

**In case of illness, only four days of leave will be granted. For more than four days of leave, it is essential to provide a medical certificate from a government hospital.**

**English teachers will be authorized to sign only two days of leave. For more than two days of leave, the application must be signed by the principal.**

**Those students who are not present at the college when the academic year begins will be denied admission in any case. Students who remain absent for 15 consecutive days will be**

**excluded. Re-admission will be on the assurance of parents and this will be done only once in an academic year.**

**10. For leave in exams, only sick students will be required to provide a medical certificate (signed by MS) from a government hospital before the exams. The certificate sent after the exams will not be acceptable. Students will be required to appear for the exam after recovery. Otherwise, a fine of Rs. 200 per subject will be imposed.**

**11. The fine for not appearing for the exam will not be waived.**

#### **Uniform Discipline and Rules:**

**-1 The uniform includes only plain white shalwar Kameez. Trousers and fitted shirts are not allowed.**

**-2 The shirt should have shoulder flaps. The color of the dupattas of each year should be checked from the college notice board.**

**-3 In case of wrong shade, the dupatta will have to be re-purchased.**

**-Only plain black closed shoes and black socks are part of the uniform. Wearing of high-heeled shoes is strictly prohibited.**

**-4 No kind of jewelry is allowed. In case of wearing gold jewelry, a fine of Rs. 1000 will be imposed. In case of incomplete uniform, a fine of Rs. 10 will be imposed on a daily basis.**

**5-Coming without uniform Students will be fined Rs. 10.**

**-6 Students will be required to wear their ID cards all day.**

**7 It is prohibited to bring any kind of makeup items and magazines to the college.**

**8- Cameras and mobile phones are not allowed to be brought to the college. Otherwise, a fine of Rs. 1000 will be imposed and the items will be confiscated.**

**All students must wear uniform. Students must use a wash and wear white shirt and white trousers for college uniform. The use of silk clothes is strictly prohibited. Embroidery or designs on clothes are prohibited. In case of irregularities in the uniform, a fine will be charged. Contact the Uniform Discipline In charge for the selection of dupatta colors. Students must adopt simplicity and come to college in correct Islamic attire. Wearing jewelry is strictly prohibited. Students are strictly prohibited from bringing mobile phones to college. Violations will be punished.**

## **Co-curricular Activities:**

**The college provides facilities for co-curricular activities along with curricular education to build a balanced personality. Various subject societies are always active in the college. Students are expected to participate fully in them. Students will also have to go out of the city for co-curricular activities and parents will be obliged to send the students out.**

## **Sports and Physical Training:**

**Sports and physical training are mandatory for every student. There is a regular arrangement for playing badminton, volleyball, and table tennis, hockey. The college teams participate in inter-collegiate tournaments and competitions.**

**Quran Lessons:** Quran lessons are organized to introduce students to religious and religious thoughts, to improve their understanding of religion, morality, and to instill love for Allah and the Prophet.

## **Annual Co-curricular Programs:**

**Essay competition on the occasion of Pakistan Day on 14th August, Eid Milad-un-Nabi celebration, Quran recitation, Islamic discussion, English**

**Urdu Debate, Punjabi Takra, Naat Khwani Competition, Calligraphy Competition, November Iqbal Week Speech Competition, Kalam Iqbal Competition, Mental Test Competition, Inter-College Competition and other annual events, Pak China Handicraft Events, Flower Decoration, Essay Writing Competition and other literary events, Tree Planting Week, 23rd March Ceremony, Prize Distribution Ceremony. The college has the privilege of organizing Ayat Karima Kalma Khwani and other religious events from time to time in the month of Ramadan. Quran lessons are observed.**

## **Medical Facility:**

**A dispensary and a lady doctor have been arranged in the college to provide medical facilities to the students at all times. Parents/Teachers Meeting**

In view of the excellent performance of the students and the convenience of the parents, the college administration and the teachers seek the cooperation of the parents in this regard at all times so that the problems of the students can be solved in time and better results can be obtained. Parents are requested to keep abreast of the performance of the students in curricular and co-curricular activities and keep reviewing the performance of the students every year and keep in touch with the teachers.

Meeting the students during college hours will not be allowed at all. Mobile phones will not be allowed. It is mandatory to discuss and sign the monthly test report, the responsibility of not doing so will be on the student and her parents. And the college administration will not be responsible for the negligence of any student.

The results of the annual examination will be final, there will be no room for any concession.

If parents are called for advice or for the correction of their daughter, they should cooperate fully so that we can all take appropriate steps together for the betterment of the students. Your opinions and useful suggestions regarding the performance or problems of the college can be conveyed verbally or in writing to the principal of the college.

### **Ethical rules and regulations for students:**

Students will take care of the college discipline, moral rules and others. Violation of discipline can result in a fine ranging from Rs. 100 to Rs. 1000.

Will behave in a polite manner while respecting the teachers.

Attend classes regularly. Students who skip classes will be expelled from the college. Will not enter the staff room, principal's office and clerical office without permission. Will spend their free time studying in the library instead of making unnecessary offerings. The college will take care of cleanliness, furniture, building, flowers and plants.

Will cooperate with the teachers in establishing the most educational and peaceful environment in the college.

Students will provide accurate information to their parents about their academic weaknesses. The college administration will not be responsible in this regard. All students should deposit their fees and other dues themselves and come to get their college hostel security and other documents.

#### **College Examinations:**

College examinations are held regularly for each class. Attendance is mandatory

Sick students can send a medical certificate signed by an MS doctor during the exam. The certificate sent after the exam will not be accepted. As per the order of the Board of Secondary Education, out of the total 100 marks of the entrance examination, 80% of the marks of the F.A.F.S.C. students are reserved for the examinations conducted in the college and the marks of the four best tests are included in the analysis. The remaining 20% of the marks of the entrance examination are given on the basis of absenteeism, conduct, behavior, class work and participation in co-curricular activities. In case of less than 75% attendance, the board can be prevented from participating in the examination by the university. The annual examination of the first year is conducted by the board. In addition to the December test of FA/F.S.C. first and second years, monthly tests are also conducted every year. Pre-board and pre-university examinations are conducted by the HED for the board university examinations. And it is very important for the students to participate and pass in each pre-board and university examination. The admission of the students in the board and university examination is subject to their performance in the college.

Attendance in all the exams/tests is mandatory for the student.

Disciplinary action will be taken against any unauthorized means in the examinations. Students who are absent from the examination without any reason and without informing will have to pay the fine prescribed. Library Rules and Regulations:

College students can borrow books from the library for one week. In case of not returning the book on time

There will be a fine of one rupee per day.

Students of different classes can get books on the days appointed for them. Library cards will be given from the library which must be with the student at all times. Students can take only two books at a time.

The following books will not be issued. They can be read while sitting in the library. (1) Reference books (2) Magazine issues (3) Encyclopedias (4) Commentary volumes Procedure for leaving the college:

The signature of the father of the student is mandatory on the application for leaving the college. Students should pay the college dues as per the rules until their names are formally removed. If the students have not paid all their dues from the office, laboratory, etc., they will not be allowed to leave the college. In case of absence from the college for ten days without any request, their names will be removed. Accommodation facility for female students: The college has provided accommodation facility for 60 female students. The female students are requested to apply for accommodation in the hostel along with the admission form. Female

**students coming from different places will not be allowed to leave arbitrarily. They should take full advantage of the hostel facility provided by the college.**

**Hostel Rules and Regulations:**

**-1 Submit the application for accommodation in the hostel along with the admission form. There will be no refund under any circumstances after submitting the hostel dues. Students staying in the hostel for more than ten days will have to pay the entire monthly fee.**

**Until a student's seat is reserved in the hostel, the hostel dues will have to be paid in two installments, the first installment being Rs. 2500 and the second installment will have to be paid in the month of January.**

**In case of emergency, only those relatives will be allowed to visit at specific times whose names, nature of relationship and photographs will be mentioned in the signed admission form.**

**The administration will have the right to increase or decrease the monthly food expenses of the hostel according to inflation.**

**Each student will bring with them the necessary items for her use (towels, sheets, bedding, etc.). Valuables including mobile phones, heaters, jewellery and cash will not be allowed in the hostel. Students will not be allowed to go shopping or go to the cinema. Nor will they be allowed to read magazines. Students will be required to return from home on weekends by 6 pm in summer and 4 pm in winter.**

**10. Hostel rules are applicable to all students. Strict disciplinary action will be taken against students who violate them and they may be expelled from the college and hostel.**

**11. In order to maintain discipline in the hostel, various rules will be issued from time to time, which will be mandatory for students to follow. Failure to comply with the hostel rules and regulations will result in the student's seat being cancelled from the hostel.**

**12. A student who remains absent from the hostel for 15 days without notice will be dismissed from the hostel. 13. Parents will be responsible for picking up and dropping off their children from the hostel. No student will be allowed to go home without the permission of their parents along with City Mate. In case the hostel is closed, parents will be required to pick up their children on time.**

14. After leaving the college, the students will be allowed to go home. The relatives should be punctual and bring the original identity card with them. Indoor games are also available, a homely and clean environment, and accommodation and food are also arranged. Except for emergencies, leaving the hostel is not allowed. In case of illness, a check-up with a lady doctor is also arranged. How to leave the hostel: When a student wants to leave the hostel, she will write an application in the name of the head of the institution for this, which will require the confirmation of her parents or guardian. After applying, she will pay her dues. And from the day she has expressed her intention to leave the hostel, she will leave the hostel. Admission requirements: Every student who wants to get admission must have read the Holy Quran with a translation. Those students who have not yet achieved this privilege should also make every effort. The college library has interpretations and translations of the Holy Quran. College students can use it whenever they want. Hostel expenses: In addition to the annual expenses, the monthly expenses for food will be Rs. 7000.