



# GOVT. GIRLS DEGREE COLLEGE KOTNA JIBULLAH, HARIPUR

## **1.VISION**

To be a forward-looking center for quality education where all the stakeholders have open opportunities of discourse and wisdom. To equip the student's community with a range of practices to identify, create, and distribute knowledge and skills in their chosen stream there by inusing emotional investment in the shape of values. To shape the learners into future leaders and entrepreneurs in diverse fields and above all into good human beings.

## **2.MISSION**

We do our best every day to achieve the vision by building up learning environments in the college that promotes personal and intellectual exploration to turn out skilled, patriotic and pioneering students who can meet the universal standards. Our mission is to contribute to the global community through promotion of teaching, learning and knowledge. We promote individual's contribution to the social, political, economic and cultural development of the society, provide up-to-date technology and facilities of global standard and constantly improve the standard of teaching through innovative and effective teaching methodology.

## **3.GOALS AND VALUES**

Our Vision and Mission is visualized in our learning strategies, supportive environments, access to library and modern computer technology, students' access to rules, admissions, financial support and counseling in the course and career selection. The existence of sound financial position, use of available resources for the development of academic environment, availability of best infrastructure and collegial harmony among the college community further contribute to the attainment of our goals.

The institution is proud of instilling values like patriotism, altruism, unity, faith, discipline, trust, peace, simplicity, co-operation, honesty, courage, love, respect, hope, faithfulness, happiness, and service of humanity.

## **4.Principal's Message**

**Education is pathway to ascendancy. It introduces mankind to new heights of progress and prosperity, moral values and manners of life. Learn to make your surroundings peaceful and liveable, make your environment pleasant and healthy for yourself and your neighbors and fellow human beings. As Bertrand Russell says,**

***“The good life is one inspired by love and guided by knowledge”***

**Please abide by the golden teachings of islam in your pursuit for good and cherished life.**

**I pray for your success in future life.**

**Professor Mrs.Raheela Zeb**

## **5.Introduction**

Govt. Girls Degree College Kot Najibullah Haripur started its journey in October 2016. Formal start of the college was made by Gohar Nawaz Khan, MPA PK-51 in 2012.

The college is situated on 25 kanals of (land) area. It has a prime locality of the town and having a graceful aesthetic view. This grand building also includes science laboratories and a hostel.

For conducting examination the college is affiliated with Board of Intermediate and Secondary Education Abbottabad and with the University of Haripur at inter and graduate levels respectively.

The college also has a high degree of library.

In order to polish the abilities of students and to promote a Higher level of Education the most competent and hardworking teaching staff is made available.

## 6.Administrative and teaching faculty staff

S. #	Name of Faculty	Designation	Department	Qualification
1	Professor Mrs.Raheela Zeb	Principal	Urdu	M.A Urdu
2	Mrs. Farzana Bibi	Lecturer	Urdu	M.A Urdu
3	Mrs. Nighat Zehra Zadi	Lecturer	English	M.A English
4	Mrs. Komal Atta	Lecturer	English	M.A English
5	Mrs. Musarat	Assist. Professor	Economics	M.A Economics
6	Mrs.Saima Mehnaz	Lecturer	Chemistry	MSc. Chemistry
7	Mrs.Farkhanda Jabeen	Lecturer	Statistics	M.Sc Statistics (M.phil)
8	Mrs.Salma Bangash	Assist. Professor	Political Science	M.A Pol.Sci (B.Ed).(M.Ed)
9	Mrs.Alia Khatoon	Lecturer	Health & Physical Education	M.Sc Health & Physical Education
10	Mrs.Maria Rehman	Lecturer	Psychology	M.Sc Psychology
11	Mrs. Ayesha Bibi	Lecturer	Computer Science	MCS,(B.Ed).(M.Ed)
12	Mrs. Aysha kousar	Lecturer	Zoology	MSc Zoology
13	Miss. Sadia Bano	Lecture	Math	MSc Mathematics
14	Mrs. Khudija	Lecturer	Math	MSc Mathematics
15	Mrs. Ruby Zaman	Lecturer	Geography	MSc Geography
16	Miss. Salma Bibi	Lecturer	Physics	MSc Physics
17	Mrs. Rabila	Assist. Professor	Pak-Studies	MSc Pak-Study

<b><u>Laboratory Assistant</u></b>				
1	Miss. Maria Bibi	Lab Assist		MSc
2	Mrs. Hifsa	Lab Assist		MSc
3	Miss. Sundas	Lab Assist		MSc
<b><u>Hostel Warden</u></b>				
1	Miss. Romana Shakoor	Hostel Warden		MSc
<b><u>Clerical &amp; Administrative Staff</u></b>				
1	Miss. Musarat Bibi	Assistant		
2	Mr. Shahid	Senior Clerk		
3	Mr. Wajid Khan	Junior Clerk		

## Courses Offered

### **1st year**

Group-1	Pre Medical	Physics	Chemistry	Biology
Group-2	Pre Engineering	Physics	Chemistry	Mathematics.

### **1st year (General Science)**

Group-1	Physics	Mathematics	Statistics
Group-2	Physics	Mathematics	Computer Science
Group-3	Statistics	Mathematics	Computer Science

### **1st year (Arts)**

Group-1	Economics	Statistics	Mathematics
Group-2	Civics	Physical Education	Geography
Group-3	Urdu (Advance)	Islamic History	Islamic studies
Group-4	Civics	Physical Education	Psychology
Group-5	Home Economics	Geography	Economics
Group-6	Home Economics	Islamic Studies	Urdu Advance
Group-7	Civics	Islamic History	Geography

### **3<sup>rd</sup> year (Science Subjects)**

Group-1	Computer Science	Mathematics A	Statistics
Group-2	Computer Science	Mathematics-A	Mathematic-B
Group-3	Computer Science	Mathematics-A	Physics
Group-4	Computer Science	Statistics	Physics
Group-5	Zoology	Botany	Chemistry
Group-6	Zoology	Botany	Statistics
Group-7	Zoology	Botany	Physical Education

### **3<sup>rd</sup> year (Arts)**

Group-1	Statistics	Mathematics-A / Economics
2	Political Science	Law
3	Physical Education	Geography / Urdu (Advance)/Islamic Studies
4	Urdu (Advance)	Islamic Studies/Psychology
5	Economics	Mathematics-A
6	Psychology	Statistics

### **8.Co-curricular activities**

For Co-curricular activities the institution caters for different societies. Under these societies different functions are managed and conducted for the students.

The societies are as under:

- |                           |                     |                    |                                |
|---------------------------|---------------------|--------------------|--------------------------------|
| 1. Islamic Society        | 2. Urdu Society     | 3. English Society | 4. Science Society             |
| 5. Social Science Society | 6. Dramatic Society | 7. Sports Society  | 8. Character Building Society. |

## **9.Sports**

Along with Curricular and Co-curricular activities ample opportunities of sports are also provided for the students. For Sports a large ground is available. In the college the sports events managed and supported by the Directorate of Higher Education and the University of Haripur are held in which the students participate with zeal and zest and win many prizes as well.

## **10.Library**

The institute has provided for the benefit of students a high class of library to quench the thirst on various subjects. In the library books on Science, Arts and general topics in variety are available. For research work all sorts of books and material is provided to the students, which gives them a chance to polish and upgrade their skills and abilities.

## **11.Proctorial Board**

A Proctorial board prevails in the college. Among the staff members, a member is designated as a Chief Proctor. From every department and class some students are given key positions in the proctorial board. They help the institution in the maintenance of law and order. The guidance of Principal reaches the Proctorial Board members through the Chief Proctor. The Principal and the Chief Proctor has full authority to suspend any of the proctors if they are found negligent or lazy in their respective duties.

## **12.ADMISSION**

Admission to the college is conducted strictly in accordance with the rules and regulations, framed by the Provincial Higher Education Department, BISE Abbottabad and University of Haripur. Admission forms to the candidates will be made available just after the declaration of results by the Board / University. The College Admission Committee will announce the last date for the submission of the application forms in each case.

## **GENERAL ADMISSION RULES AND REGULATIONS**

1. Admission process starts on the date announced by the admission committee and continues according to the schedule of BISE Abbottabad / University of Haripur at the relevant levels.
2. The application form duly filled by the candidates shall be supported by attested photocopies of the following documents:
  - a. SSC Certificate for admission at any level of studies
  - b. Detailed Marks / Provisional Certificate of the last exam passed.
  - c. Character Certificate issued by the learning institution last attended: where the candidate has passed the last examination in private capacity such certificate shall be signed by a gazetted officer.
  - d. Domicile Certificate.
  - e. Self / father CNIC/ Form-B
  - f. Three passport size colored photographs.
  - g. Quota eligibility certificate in case a candidate applies for a specified quota notified by the governments, e.g Sports, Disable or Higher Education Employees Khyber Pakhtunkhwa (college subsector) quotas, etc.
  - h. Migration Certificate for candidates having passed their examination from other than BISE Abbottabad / University of Haripur.
  - i. Affidavit as per specimen.

**Note:** Migration certificate-(n) and affidavit in light of Supreme Court decision for refraining from politics-(i) will be obtained from the candidates at the time when their admission is confirmed.

3. Applications which are not registered within due date shall not be considered for admission.
4. The Principal may keep 10% of the total number of seats in each faculty for 15 days for meritorious students who may not turn up for admission within the prescribed time for admission due to unavoidable circumstances. The minimum marks declaring a candidate as meritorious will be determined by the concerned committee of the college.
5. If a student applies for admission one or more years late (maximum up to three years) then she shall produce an affidavit to the effect that she has not been admitted to any college / institution previously and she is availing the opportunity for admission for the first time.
6. Students passing in supplementary are not eligible for admission in the academic year in which they have passed the examination.
7. Students who failed in any class or did not appear in the examination or discontinued their studies are not allowed readmission in the same or lower class.
8. Students failed in one or more subjects are not allowed to take admission in Part-1/1st Semester of Intermediate or Degree classes.
9. Students placed in "E" grade in SSC exam are not allowed admission in 1st year in any faculty / group. Candidates who obtain less than 45% in the last examination passed are not allowed admission to 3rd year / Degree Part-1.
10. General conditions as well as conditions specific to particular faculty/group or subject for admission to the Intermediate and Degree classes are those set by the concerned Education Board or University for the relevant level, faculty or subject.

11. No regular admission in any class is allowed to a candidate who has already passed equivalent examination in another faculty/group or subject.
12. Candidates who fail to confirm their seat by depositing the required fee within the specified period shown on any merit list shall lose their right of admission and her seat will be allotted to the next candidate in order of merit. However, If such candidate(s) turn for admission at a later stage and vacant seats are available then such candidate may be given opportunity before offering admission to next candidate having lower stage on the merit list.
13. (A) For Intermediate Part-1/1st year and Two years Degree Part-1/3rd year, admissions are awarded on the basis of the following allocations:

1. Seventy Eight percent 78% of the total number of seats are reserved for local candidates of the area in which the college is situated.

A candidate is defined local to a college if she:

- a. Is domiciled of district Haripur.
- b. Is child/spouse of an employee of the federal or provincial government serving in the district of Haripur.
- c. Has passed the last exam from a feeding school/college of the area situated in district Haripur.

2. 10% seats are reserved for candidates of areas other than district Haripur provided they have obtained A or A+ Grade in the last examination passed.

3. 5% seats at each level are reserved for the children of the employees of the Higher Education Department Khyber Pakhtunkhwa (college subsector) on Provincial basis.

4. 2% seats are reserved for disable candidates on Provincial basis.

5. 5 %seats are reserved at each level for sports quota on Provincial basis. These seats are reserved only for the games which are available and offered by the college.

6. Seats falling vacant under any quota will be allocated to quota for local candidates.

13.(B) One seat in each faculty over and above the allocated total seats is reserved for Afghan refugees.

However, such candidates shall submit their applications through proper channel.

14. Twenty extra marks are awarded to Hafiz-e-Quran. Such candidates shall not only support their claim by the relevant certificate but they shall also have to pass the recitation test conducted by the relevant admission committee.

15. Five marks per year are deducted from the obtained marks of a candidate who has passed the last examination in the previous year(s). Such procedure is limited for the candidates who failed to get admission during the previous three consecutive years only.

16. Merit list of sports quota for the game(s) the facility for which is available in the college will be prepared on the basis of performance of candidates in sports, which will be measured as below:

1. Previous Participation Marks	35	
	SSC	HSSC
a. School/College Level Certificate	10	15
b. Inter District/Zonal Certificate	15	.....
c. District Level Certificate	20	.....
d. Regional/BISE inter School / inter Colleges / DHE Regional level certificate	25	25
e. Inter-Board / Provincial Certificate	30	30
f. BISE / Other National Level Certificate	35	35

**Note:** Candidate having more than one of the above certificates shall be awarded marks of only the highest certificate that she has.

2. Trial Marks 65

3. Total Sports Marks (a+b) 100

4. Students admitted on sports basis shall be required to submit an undertaking that they will actively participate in the college sports team, failing which their admission shall stand cancelled.



5. If a student admitted on sports basis either does not submit an undertaking that she will actively participate in the sports activities of the college.
6. On the request of the student provided the request is made within a specified time period notified by the admission committee.

## **16. Struck off on Account of Absenteeism**

A student who remains absent for more than six consecutive days without approved leave shall be struck off the college rolls without any notice.

## **17. Re - Admission**

A student whose admission is cancelled or whose name is struck off on the basis of long absence can apply for re-admission to the Principal within 15 days of the issue of such notification. The Principal may allow her re-admission on payment of the Re-admission fee / Admission Fee and any other outstanding dues.

Re-admission for the second time in a current academic session shall not be generally allowed. However, genuine and deserving cases may be submitted to the Director Higher Education on the basis of valid documentary proof with the condition that the applicant can make up for his shortages and can fulfill the requirement of 75% attendance during the remaining period of the session. Such students shall pay all the Government fees and Pupils Fund except security and BISE / University charges.

## **18. Change of Subject**

Change of faculty is not allowed. However, change of subject is allowed subject to the following conditions:

1. The student must apply for change of subject within 21 days of the start of the classes at each level of studies.
2. Change of subject is allowed only within a faculty or group of subjects.

## **19. Migration**

Migration to or from the college may be allowed by the Principal of both the colleges subject to the conditions:

1. That the applicant is seeking migration from a college situated beyond 16 kilometer of this college.
2. That the request is based on genuine grounds like parents / spouse transfer, family shifting, family enmity or marriage duly supported by documentary proof
3. Marks obtained by the candidates in the last examination passed are not less than the minimum marks obtained by a regular student of that class.
4. The migration is within prescribed time period of BISE Abbottabad/University of Haripur.

## **20. DUES / FEE STRUCTURE**

The following dues are charged at the intermediate, two years degree and four years degree levels.

### **(A) Government Dues**

	Tuition Fee	Admission Fee	Re Admission Fee
<b>F.A</b>	Rs.500/-P.A	Rs.250/-P.A	Rs.250/-
<b>F.Sc</b>	Rs.550/-P.A	Rs.250/-P.A	Rs.250/-
<b>B.A</b>	Rs.600/-P.A	Rs.300/-P.A	Rs.300/-
<b>B.Sc</b>	Rs.600/-P.A	Rs.300/-P.A	Rs.300/-

### **(B) Hostel Fee**

Hostel Admission Fee  
Rs.350/P.A

Hostel Room Rent  
Rs.350/P.A

### **(c) Pupils' Funds**

- |                                 |  |
|---------------------------------|--|
| (1) General Fund                | Rs.624 /-P.A or 243/-P.S (Form all students)               |
| (2) General Security            | Rs. 500 /-(Refundable)                                     |
| (3) Computer Security           | Rs.1000/--(Refundable)(Form Comp Sc students only)         |
| (4) Computer Stationary Charges | Rs. 1000/-P-A or Rs.500/-P.S (Form Comp. Sc students only) |
| (5) Hostel Fund                 | Rs. 609/-P.A or Rs.309/-P.S (Form Boards only)             |

**Note:** General Fund and Hostel Fund shall increase @ 5% per annum.

**(D) BISE Dues (For 1st year Students)**

Registration Fee       Rs...../- (As per BISE requirement)  
Sports Fund            Rs...../- (As per BISE requirement)

**(E) University Dues (For 3rd year / 1st Semester Students)**

(1) Registration Fee   Rs...../- (As per University requirement)  
(2) Social Work Fee   Rs...../- (As per University requirement)  
(3) Sports Fee         Rs...../- (As per University requirement)

**(F) INSTRUCTIONS REGARDING COLLEGE DUES**

1. All dues must be paid in advance by the students seeking admission to the Part-1 of their respective courses.
2. 2nd year and 4th year students have to deposit all the dues before the commencement of their classes.
3. Roll Numbers of Board/University examinations are issued only when a student clears his dues and has the required number of attendance at his credit.
4. BISE Registration Fee and Sports Fee is payable by 1st Year Students only.

5. University Registration Fee , Social Work Fee and Sports Fee, if any, is payable only by 3rd Year / 1st Year.

6. Students studying Computer Science at any level shall also pay the computer stationary charges in every year/semester of their studies.

7. Security should be claimed within one month of the termination of the public examination, otherwise it will be forfeited in favor of the government.

## **21. Fee Concession and Scholarships**

1. Deserving students within the ambit of 10% of the total strength are given fee concession.

2. Deserving and meritorious students are also granted financial assistance/prizes from Pupils' Fund.

3. Besides these, scholarships like MORA, Fauji Foundation, and FATA etc are also floated from different agencies.

4. Only one financial assistance is to be availed at one time.

5. Any of the above privileges is with held in case a student is short of the required attendances, remain willfully absent from the class-tests or internal examinations or shows poor result.

## **22. UNIFORM**

Winter White Shalwar and Qamees with dupatta , black shoes and Socks and black jersey

Summer White Shalwar and Qamees with Dupatta and black shoes with black Socks

**Note:** The college administration reserves the right to prevent any student dressed in improper uniform from entering into the college premises. College uniform is obligatory for all students.

## **23. MINIMUM REQUIRED CLASS ATTENDANCE**

At least 75% attendance of the delivered lecturers is compulsory for a student in theory and practical classes in each subject. Students falling short of 75% attendance in any subject shall not be allowed to take the annual public examination of the board / University.

## **24. IDENTITY CARDS**

The college identity card is issued to all students with in fifteen days of their admission. It is binding upon every student to obtain the college identity card and display it on their chest during the college hours. In case of loss or spoilage, a duplicate identity card is issued on payment of a fine of Rs.50/-

## **25. SOCIAL WORK**

Some work of social welfare for at least three weeks during two academic years is must for the degree students. Social work may include cleanliness and beautification of an area, look -after the play grounds and lawns or some other assignments of social interest inside/outside the college premises.

## **26. CODE OF CONDUCT**

It is binding upon every student of the college to follow the following rules and regulations:

1. Every student is bound to observe the religious obligations and to show tolerance for other religions, beliefs, customs and traditions. Promoting communal, regional and religious disharmony among students of college staff is strictly prohibited;
2. Every student has to be loyal to the ideology of Pakistan and is not allowed to commit any actions which may damage the honor and integrity of the motherland:
3. Every student has to demonstrate tolerance, patience, and politeness in his dealing with teachers and fellow students:
4. Every student should respect the college teachers and the college administration and abide by the rules and regulations introduced from time to time .Any form of harassment of any student or other employee of the college or visitor is strictly prohibited:

5. Every student should pledge to keep his mind and body clean and must demonstrate good manners and should develop the spirit to help and serve his fellow students:
6. Every student must receive his education keenly and participate in sports and co-curricular activities with honesty and sincerity:
7. Every student must take care of the public and college property and persuade others to do so:
8. Every student, for any personal concern, has to directly contact the concerned Incharge. Improper interference in the academic, administrative, sporting, social or other activities is strictly prohibited:
9. Every student shall regularly observe the college and class timing and shall ensure his/her regular presence in the classes such that his/her attendance shall not fall short of the required attendances of the public examining bodies:
10. Every student shall regularly take class tests and home examinations:
11. Every student must come to the college in the college prescribe uniform:
12. Every student must provide correct information to the college administration, whenever required:
13. Every student must observe all the rules and regulations related to the class-room, common room, library, lawns, playgrounds and hostel:

14. Every student must abstain himself from using unfair means in the class tests, home examination and public examination.

15. Smoking, consuming or possessing alcoholic drink or other intoxicants, gambling, possessing or using any weapons in the college, premises and unauthorized audio/video recording/photography is strictly prohibited:

16. Every student shall pay all the college, board, or university dues well in time:

17. Taking part in politics and wearing of any badge or cap of political parties/ federations with in college premises is strictly prohibited:

18. Display of any sort of poster/banner in the college building or boundary wall is not allowed:

19. No student shall facilitate unauthorized entry of any person into the campus or unauthorized occupation of any portion of college premises, including hostels either himself or by any person:

20. Female student are not allowed to use or keep cellular and social norms of the society:

21. Every student shall observe the regular student and ex-students can visit the college after 11.00A.M.for any official work.

In order to ensure the code of conduct and discipline, the Chief Proctor , and the staff proctor may extend the range of duties of the Proctorial monitors to check indiscipline and indecency among the student even outside the college premises.

## **27. ACCOUNTABLE IRREGULARITIES**

Students are required to observe and maintain a reasonable standard of conduct .Any act of misconduct committed by a student inside or outside the campus shall mean the violation of the college discipline resulting in penalties of different intensities including expulsion, rustication or struck off from the college.

Committing any or more of the following will be considered as misconduct and violation of college discipline:

1. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the college including any attempt to prevent any staff member. Student or visitor of the college from carrying on his or her work:
2. Violent, indecent, disorderly, threatening, defamatory or offensive behavior or language and use of abusive and derogatory slogans or intimidatory language whilst on college premises or elsewhere:

3. Any form of harassment of any student or other employee of the college or visitor to the college whether in person, in writing by email, via the internet or otherwise, whilst on college premises or whilst engaged in any college activity:
4. Fraud, deceit, deception, dishonesty or forgery, tampering with or misuse of the college documents or records, identification cards, etc:
5. Furnishing false certificate or false information to any office under the control and jurisdiction of the college:
6. Action which causes or is likely to cause injury or impair safety on college premises:
7. Misuse or unauthorized use of college premises or items of property or damage to, or defacement of college or associated property or the property of other members of the college community caused intentionally or recklessly or by negligence, and misappropriation of such property:
8. Engaging in any attempt at wrongful confinement of teachers, Offices, employees and students of the college or camping inside.
9. Breach of the provisions of the Policies, Codes Rules and Regulations of the college:
10. Smoking, consuming or possessing alcoholic drinks, dangerous drugs other intoxicants in the college premises:

11. Indulging in acts of gambling in the college premises:

12. Possessing or using any weapons such as knives, lathes, iron chains, iron rods, sticks, explosives and fire arms of any kind in the college premises:

13. Unauthorized audio/video recording/photography of a learning or other activity:

14. An act of ragging which includes the action of teasing, playing a practical joke upon someone, display of noisy, disorderly conduct, teasing by rough or rude treatment or handling, including such activities which causes or likely to cause annoyance, undue hardship, physical or psychological harm or raising apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life:

15. Conduct which constitutes a criminal offence (including conviction for an offence) where that conduct: (a) took place on college premises, or (b) affected or concerned other members of the college community. or (c) damaged the good name of the college, or (d) itself constitutes misconduct within the terms of this Code:

16. Any act of moral turpitude:

17. Failure to disclose name and/or other relevant details to an officer or employee of the college in circumstances when it is reasonable to require that such information be given:

18. Failure to comply with a previously - imposed warning under this Code or any other Policies, Codes, Rules and Regulations of the college:

19. The deliberate false activation of a fire alarm or fire extinguisher:

20. Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of college furniture in one's hostel room or elsewhere:

21. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of college premises, including hostels by any person:

22. Arousing communal, caste or regional feelings or creating disharmony among students or college staff:

23. Tearing of pages, defacing, burning and destroying of books of the college library:

24. Any offence under law:

25. Using or committing an attempt for using unfair means in class test and home examination:

26. Pasting of posters or distributing pamphlets, handbills etc, of an objectionable nature or writing on walls and disfiguring buildings:

27. Disobeying teachers or college administration:

28. Neglects his academic work or other assignments and without any reason absents himself from the class:

28. Does not clear his college dues in time:

29. Indulges in politics:

30. Any other act which may be considered by the Principal or the college Discipline Committee to be an act of violation of discipline:

## **28. OFFICERS AUTHORIZED TO TAKE DISCIPLINARY ACTION**

The following person are authorized to take disciplinary action by way of imposing penalties as specified under the heading, “Range of Penalties”

1. The Chief Proctor
2. Disciplinary Committee
3. Principal of the College
4. College Council

Any penalty enumerated under the heading “Range of Penalties” may be imposed by the Principal or Chief Proctor of the college upon the recommendation of a Teacher, Head of the

Department, Librarian, Imam e Masjid, Hostel Warden, college Controller of Examination, incharge Sports, Head of any college Society, Discipline Committee and college Council.

## **29. RANGE OF PENALTIES**

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:

1. Written warning and information to the guardian
2. Fine from Rs, 100 to Rs, 5000
3. Suspension from the Class/Department/College/Hostel/Mess/Library/ or availing of any other facility
4. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency
5. Recovery of pecuniary loss caused to college Property
6. Debarring from participation in sports, debates, different societies, academic or refreshing tours and other such activities

7. Disqualifying from holding any representative position in the Class/ College/ Hostel/ Mess/ Sports/ Clubs and in similar other bodies
8. Hostel shift and between Morning/ Evening shifts
9. Expulsion from the College/Department/Faculty/Hostel/Mess/Library/Club for a specified period
10. Debarring from an examination
11. Issue of Migration Certificate
12. Issue of character certificate with adverse remarks
13. Prohibition of future admission or re-admission
14. Struck-off from the college rolls for the current academic year/session or for any extended period

### **30. SUSPENSION OF STUDENTSHIP**

Any student against whom a charge of misconduct has been initiated may be suspended from the college by the Principal which shall continue till the final decision of the competent authority.

A review of disciplinary action/actions initiated against a student would lie with the officer issuing the orders, within seven days, and an appeal would lie against the orders of the authorities mentioned in these Rules to the college Council.

### **31. AMENDMENT AND ANNULMENT OF RULES**

The Principal in consultation with the college Council is competent to amend the rules or regulations, except those related to admission policy, in the interest of the institution

### **32. BAN ON POLITICAL ACTIVITES**

In the light of the Supreme Court verdict which reads as under.

“Students’ indulgence in political activities in the college shall be prohibited”.

“We, therefore, hereby direct that at the time of admission to an Educational institution the student and her parent/guardian shall give an undertaking that the student shall not indulge in politics failing which she shall not be allowed admission. And if after admission, she violates such undertaking i.e.”

Indulges herself in Politics”, she shall be expelled from the institution without any further notice. All the Educational institutions shall henceforth seek and obtain similar Undertaking in respect of all existing enrolled students.

It is explained that the finding with regard to “indulgence in politics” given by the Head of institution under her seal and signature shall be final and shall not be questioned except only before the Supreme Court”.

The specimen of undertaking given on the following page has to be filled and signed by the student and her father/guardian on judicial paper and attested by a competent authority to be produced at the time of interview/admission.

Unless a candidate is granted admission to the college, there is no need of producing the undertaking along with the Admission form. It should be produced at the time of interview admission.

