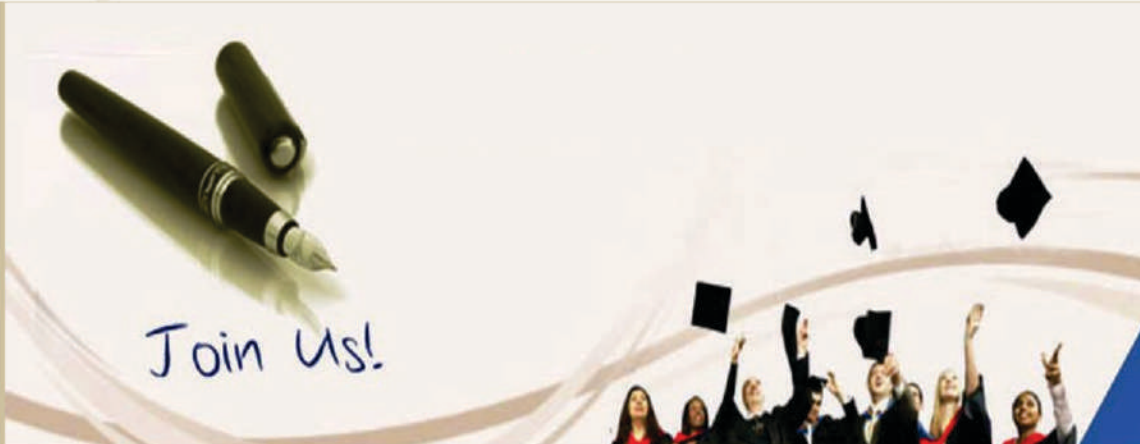


# ADMISSION PROCEDURE



The College offers admission on an open merit to all female candidates who have passed the matriculation examination and are eligible for admission under the rules of Board of Intermediate and Secondary Education Peshawar.

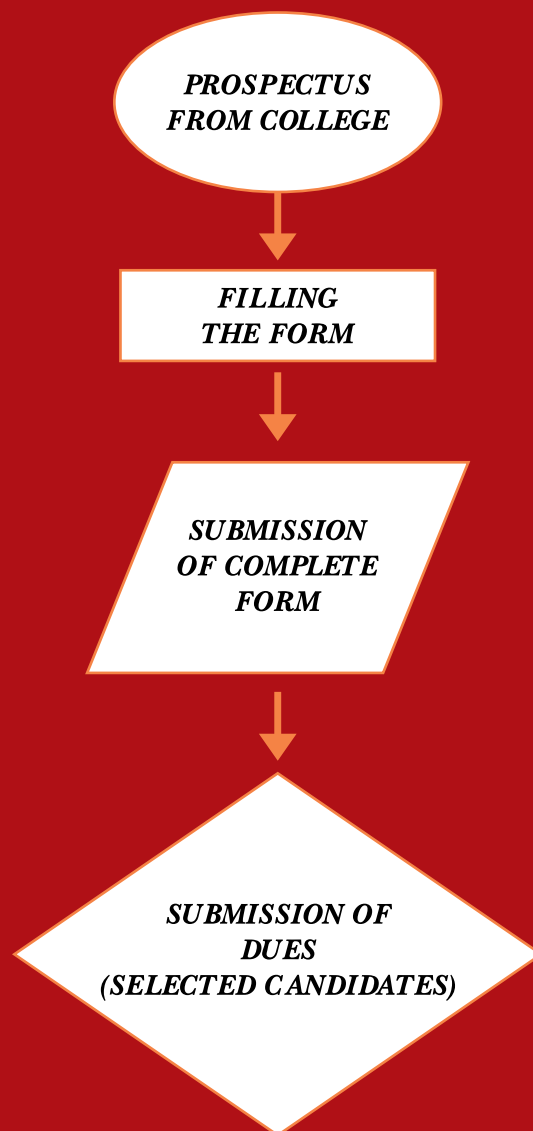
1. Application for admission should be submitted on prescribed form attached in the College prospectus within stipulated period.
2. Minimum age limit for admission is 15 years and maximum age limit is 19 years.
3. Candidate found guilty of moral turpitude or convicted for a criminal offence by a court of law is not eligible for admission in Forward Girls College.
4. Admission to Forward Girls College is at the sole discretion of the Board of Directors. The Board of Directors reserves the right to refuse the admission to any candidate without assigning any reason.
5. The number of admission to each discipline shall be determined by the College Administration and admission shall be made in accordance with the procedure and policies by the management of Forward Girls College.
6. No revised DMC of SSC shall be accepted once the student is registered with B.I.S.E Peshawar.
7. No revised DMC of F.Sc I shall be accepted after 15 days of declaration of 1<sup>st</sup> year result of B.I.S.E.

## SUBMISSION OF ADMISSION FORM

- Prospectus and admission form may be obtained from the admission office of Forward Girls College after the declaration of Peshawar board SSC annual examination result.
- Application for admission complete in all respect is to be submitted to the College Office during office hours.
- No merit list shall be displayed and all admissions will be on First Come First Get basis if the candidate is on merit as decided by the College management.
- Those candidates who successfully qualify for the admission according to the College merit, are required to confirm their admission as soon as possible.

**Note:**

Please note that College offers admission on First Come First Get basis. Hence parents are requested not to wait for long in order to avoid any inconvenience.





## DOCUMENTS TO ATTACH ADMISSION FORM



An application will be considered complete only when the attested photocopies of following documents accompany the application form;

- 1) Application for admission must be submitted on the original printed form attached to prospectus. Photocopy of the admission form will not be accepted.
- 2) Character Certificate from the school last attended.
- 3) 3 Copies of DMC (Duly attested).
- 4) Verified SSC DMC (for students from other boards) .
- 5) Valid CNIC of Father/Guardian ( Photo copy Duly attested).
- 6) 4 Passport size photographs of applicant with white background.
- 7) Migration Certificate (in original) if passed from Board other than Peshawar or seeking migration from another college.
- 8) Hafiza-e-Quran Certificate if required.
- 9) Equivalence Certificate for O- level students.
- 10) Letter from Commissioner Afghan Refugees for students holding Afghan Nationality.
- 11) Photograph of Father/Guardian.
- 12) Form-B of the candidate / Smart Card.



## RULES & REGULATIONS

1. 1. Candidate who does not apply for admission in time or fail to deposit College dues within notified dates shall lose the right of admission.
2. 2. If a candidate fails to submit the required documents within the prescribed time, her admission will be cancelled.
3. 3. The student will abide by the status, rules and regulations promulgated from time to time by BISE Peshawar with regard to their curricular, co-curricular and disciplinary matters.
4. 4. They will, however, for all practical purposes be governed by rules and directions issued by the Management.
5. 5. Late admission cases will be dealt in accordance to Board (BISEP) rules.
6. 6. Student passing the supplementary examination in the year of admission shall not be admitted as regular student.
7. 7. Students who have failed in one or more subjects in SSC examination will not be admitted in 1st year in any group.
8. 8. Any change in admission rules made by the Government of KP whenever received will be applicable from that session onwards.
9. 9. Students and their parents or guardians have to provide a full confidential address and telephone numbers enabling the management to be in direct contact with the parents/guardians.
10. 10. Any student with the health problem / disability must inform the College at the time of admission. However the College accepts no responsibility of any casualty.
11. 11. Students should not move about or talk in the verandahs and corridors, so that there is no disturbance in the class work of other students.
12. 12. Students should not enter the administrative offices or staff rooms without permission.
13. 13. Students are not allowed to celebrate parties during academic hours.
14. 14. Students should read the Notice Board daily.
15. 15. Students are supposed to attend College co-curricular activities whenever arranged.
16. 16. Student I.D card is issued to every student of the College with all the information for security purpose. This card must be worn by the students regularly. If this card is lost, fine shall be imposed & duplicate shall be issued.
17. 17. If any incident occurs whether with any teacher, fellow student or College management which disturbs or aggrieves any student, the issue cannot be put into legal proceedings, as all matters happening inside the premises and related to College are to be resolved only by the College authorities and no outside institution can intervene, rather the student must inform the Principal who has the authority to either resolve the issue herself or forward the issue to College Discipline Committee.
18. 18. Students are not allowed to propagate any school of thought regarding religion or politics verbally or through any leaflet, notice, handbill, drawing, pamphlet etc.
19. 19. Students are not allowed to paste any news, article or promotion without the prior approval of the College authorities.
20. 20. Students are not allowed to object any change in Time Table or re-arrangement of classes or any change in College Timings and Schedule of Examination.
21. 21. The College authorities has the sole right to take any disciplinary, administrative and legal action against any student who is a fee defaulter or breaches any code of discipline.

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21. The College authorities has the sole right to take any disciplinary, administrative and legal action against any student who is a fee defaulter or breeches any code of discipline.





## RULES FOR CHANGE OF FACULTY

- Change of a faculty is not permissible once a student is registered with B.I.S.E. Peshawar because of Online registration and Examination forms.



## RULES FOR CHANGE OF SECTION

- Admission granted to a student in any class / section shall be final.



## RULES FOR CANCELLATION OF ADMISSION

Admission will be considered cancelled in following cases.

- If any information given by the student in her admission form is found to be incorrect at any stage.
- If a student is absent for a week without any proper leave application at the commencement of the session.
- If the student has been expelled / struck off from any educational institution on disciplinary grounds or found to be a habitual agitator.



## RULES FOR CANCELLATION OF PAPER

- If any student wants to re-appear in any subject in Annual II Examination, she shall submit an under taking to be regular for the classes and test / exam conducted in the College. Other wise fine shall be imposed, either being irregular in attendance or being absent in college test / exam.



## PAYMENT OF DUES

- 1) Complete payment of dues can be made at the beginning of the session or maximum in three installments.
- 2) Students failing to deposit their dues in time shall not be allowed to attend any class or to appear in the examination.
- 3) The above mentioned rules are applicable to all the students including the late admitted as well as students migrating from other Colleges.
- 4) Students failing to pay their installment within the first 10 days of the specific time period shall be fined Rs.50/- per day till dues are cleared, otherwise they will not be permitted to attend the classes.
- 5) The name of the habitual defaulter is liable to be struck off from the College roll.
- 6) Students are required to pay fee for the whole programme of 1st year / 2nd year in maximum three installments.
- 7) Students will not be issued clearance/ Character Certificate / BISE Roll numbers/ DMC for their respective examination till they clear dues/fine.
- 8) The College pays regular BISE fee of the students, those who are unable to clear the detention exam in 1<sup>st</sup> attempt, they shall pay the late fee as applicable by BISE, Peshawar.

## REFUND POLICY

- In any case, whether any candidate applies for refund on the very next day of taking admission or before the commencement of classes, Rs. 30,000/- shall be withheld.
- A student availing any kind of discount or rebate (all concessions) shall be considered cancelled if she withdraws her name from College roll and the normal (payment of full fee) refund policy will be applied.





## Rules of Migration

### 1. Migration from other Colleges of B.I.S.E Peshawar to Forward Girls College.

#### I. MIGRATION IN FIRST YEAR

Students enrolled in other Colleges of Peshawar Board in first year and wish to migrate to this College, will only be admitted if seats are available and she qualifies on merit. Such students are required to submit Original Migration Certificate from B.I.S.E Peshawar and Original College Leaving Certificate from the College from where she wants to migrate at the time of admission. However no migration will be allowed after one month of commencement of classes.

#### II. MIGRATION IN SECOND YEAR

Any student migrating in second year from another College to this College shall only be enrolled if she qualifies on merit declared and seats are available. Such students are required to submit original Migration Certificate and Original College Leaving Certificate, at the time of admission. She has to submit an undertaking that she has not cancelled any paper of 1st year. However no migration will be allowed after one month of commencement of classes.

### 2. Migration from other Boards to Forward Girls College.

#### I. MIGRATION IN FIRST YEAR

Students studying in first year in Colleges affiliated with Boards other than Peshawar, shall be admitted only if the

seats are available and she qualifies on merit. Such students are required to submit verified DMC, Original Migration Certificate (issued by their respective Board), and Original College Leaving Certificate (issued by the College in which they have been studying) at the time of admission. Their attendance shall start from the day they submit these documents. However no migration shall be allowed after one month of commencement of classes.

#### II. MIGRATION IN SECOND YEAR

Any student studying in 2<sup>nd</sup> year in any College of any Board other than Peshawar and wishes to migrate in 2<sup>nd</sup> year to this College, shall be admitted only depending upon the availability of seats and falling of her marks between merit. She shall be required to submit Original Migration Certificate from her respective board along with Original College Leaving Certificate issued by her College, as such students are to be re-registered with Peshawar board. She has to submit undertaking that she has not cancelled any paper of 1st year. Hence their attendance shall start from the day they provide these certificates.

### 3. Migration from Forward Girls College to any other College or Board

Those students of Forward Girls College who want to migrate to other Colleges or Boards whether in 1<sup>st</sup> year or 2<sup>nd</sup> year shall be issued Original Migration Certificate from B.I.S.E Peshawar, for which migration form can be taken from B.I.S.E Peshawar. It shall be duly signed by the Principal of this College. However College Leaving Certificate shall be issued by this College.



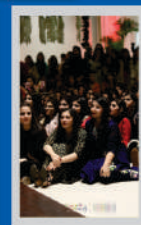


**I. MIGRATION IN FIRST YEAR**

Any student once admitted in this College in 1<sup>st</sup> year and wishes to migrate to any other College of B.I.S.E Peshawar or any other board, shall not be refunded any fee. Moreover if she is admitted against scholarship, the amount of scholarship shall be paid back to this institute.

**II. MIGRATION IN SECOND YEAR**

If a student of this College wishes to migrate to another College after the commencement of classes, no College leaving certificate shall be signed by the Principal unless she clears all her dues. If such student remained on scholarship in 1<sup>st</sup> year, she has to pay back the entire scholarship amount.



## Examination Procedure

- ❁ All the students must appear in the College tests/exams. Parents are requested to follow the progress of their child and are supposed to encourage them for their betterment & well being.
- ❁ The College authorities reserve the right to detain a student appearing in the Board Examination. If she has attendance shortage or is fee defaulter .
- ❁ It is mandatory for all students to appear in the detention examination, otherwise, they will not be allowed to appear in Board Exam.
- ❁ Those students who do not appear in the College tests/ examinations will be fined Rs.3000/- while for absence in a single paper a fine of Rs. 500/- per paper and Rs.300/- per Practical will be charged. In case of illness, medical certificate is acceptable only after submitting blood reports, x-ray, prescription and receipt of medicine purchased.
- ❁ Regular tests are held throughout the academic year for all classes. Pass percentage for every subject is 40%. Regular & punctual attendance in

lectures/practical is compulsory for the students.

- ❁ Every student is required to attain 75% attendance in each subject, otherwise she will be issued a warning & failing to makeup the shortage, will be disqualified from appearing as a regular student.





# LABORATORIES

College has following well equipped Laboratories.

- ❖ Chemistry Lab
- ❖ Botany Lab
- ❖ Physics Lab
- ❖ Zoology Lab
- ❖ IT Lab



## Library

- ❖ The College library has a large collection of books on various subjects as well as reference books, dictionaries, encyclopedia and classic novels. These books have been carefully selected to cater the needs and interest of students.
- ❖ The students cannot keep library books for more than fifteen days. A fine of Rs. 10/- per day is payable on each book after the expiry of the allotted period.
- ❖ In case of damage or loss of a book triple price of the book is recoverable.
- ❖ Not more than two books are issued to a student at a time.
- ❖ Addition of important, standard and useful books to the library is a continuous process.
- ❖ Students are instructed to observe complete silence in the library.

## Sick Room

- ❖ First aid is provided to the students in a well-equipped sick room with proper expertise. However if any student has any previous medical history or critical illness the College authorities must be informed in writing at the time of admission. The College shall not be held responsible if any mishap occurs in and outside the College.
- ❖ A student who is feeling sick in the morning must not come to the College.

## Prayer Room

Prayer room has been provided with Quran Majeed and Jai-e-namaz to facilitate students at the prayer time, and to provide them the space to carry on religious activities in the supervision of a teacher.

## College Canteen

The College has its own canteen inside the campus for the benefit of the students, teachers and employees. It offers refreshments at reasonable prices and according to the standards of Halal Food Authority.





# Uniform



## Winter Uniform

1. White shirt.
2. White shalwar.
3. Blue checked sash.
4. Navy blue jacket with college logo.
5. Blue highneck.
6. White socks.
7. Plain black flat shoes (Bata only).
8. Blue woolen stole (compulsory).

## Summer Uniform

1. White shirt.
2. White shalwar.
3. Blue checked sash.
4. White socks.
5. Plain black flat shoes (Bata only).
6. White scarf with blue checked piping (Optional).



### Note:

- ❖ Lab coats for all labs are compulsory for students' safety.
- ❖ The care of burquas / chaddars is the responsibility of the students themselves.
- ❖ Embellished jewellery, fancy clips, costly wrist watches, makeup and fancy hair dyes are not allowed.



## Attendance and leave rules.

1. Half-day leave shall not be allowed, unless the parents contact the Principal in person. In intense situation students will have to sign a register giving a genuine reason and take special permission from the authorities.
2. In case of emergency only parents/siblings are allowed to pick the students before off time, from the College. They must bring their original CNIC with them in order to confirm their identity.
3. All applications are to be addressed to the Principal. Leave for reason other than illness, must be applied for before a student avails it. The parents or the legal guardian should countersign the application.
4. A student can avail three leaves in a month after submitting an application, exceeding to that fine shall be imposed per day.



## Struck Off Policy.

1. The College Administration reserves the right to suspend, expel or rusticate any student who violates any of the College regulations or whose behavior is unfavorable to the College. The decision of the College Discipline Committee will be final in this regard.
2. Students involved in cheating cases will be fined or expelled from the College.
3. All students are advised to follow the rules and co-operate to maintain College discipline. Fines will be imposed for breaking rules and disrupting the discipline of the College. In serious cases, students can be expelled/leave the College.



## Proctorial Board

To keep an atmosphere of discipline in the College, the Proctorial system has been introduced to maintain discipline & keep a close coordination between students and staff.



## Parents' Guardians' Responsibilities

- ☼ Parents / Guardians are expected to share their part of responsibility through regular contact with the College administration. The College is not bound to inform or communicate to them every incident in which their wards are involved.
- ☼ Parents are expected to see the Principal whenever called upon to do so. Reports sent to them should not be treated as routine, since they are indicators of problems which need to be resolved in time before it is too late.
- ☼ Parents / guardians are expected to inform the College about any change in the postal address or telephone numbers. The College will not be responsible if letters/reports sent to them are mis-delivered or lost in transit due to change in address.
- ☼ Any student wishing to withdraw her name from the College roll should do so formally in writing and her application should be duly signed by her parents/ guardians. Until student is formally withdrawn, she is liable to pay the College dues.



## Co-Curricular Activities

College organizes different functions/ events to polish the hidden talent of students hence the students will regularly attend all College functions. They will be heavily fined for failing to do so.

In addition to recreational activities the College arranges special lectures by eminent Professionals of different fields to polish the intellectual talent among the students.



## Transport Facility

The College offers transport facility to students at convenient stops. The package consists of provision of transport for eight months.

Transport dues will be paid with the programme fee and fee, once paid will not be refunded in any case. Students availing College transport shall have to pay in advance whether they avail the facility for a short period or for whole eight months. Change of route and stop is not allowed at any stage. The College shall not provide pick and drop during Annual Board Exam.



## Transport Card

Those students who avail College transport shall be issued a Transport Card by the College with residential address of the student and vehicle number. The students will only be allowed to sit in the bus by showing card daily. If card of any student is lost duplicate shall be issued after fine.