



PROMOTION, DETENTION / SEND UP POLICY

Promotion

- ◆ Class Prep to III No Detention
 - ◆ Class IV to VIII As approved by Air HQ
 - ◆ Class IX to X and XI to XII
- (a) A student having compartment in one subject to be promoted to the next higher class i.e. from class IX to X and class XI to XII.
 - (b) A student having compartment in two subjects and securing 40 percent marks in the aggregate in HSSC Part-I exam is to be promoted from class XI to class XII, but in case of SSC Part-I, such a student is to be detained in class XI.
 - (c) A student having compartment in more than two subjects is to be detained in class XI.

Send-up & Pre-Board Examination Policy

- ◆ Send-up examination for SSC (classes IX & X) and HSSC (classes XI & XII) is held about five weeks prior to the date for submission of admission forms to the Board. Pre-Board exam is held about two weeks before submission of forms with double fee.
- (a) Any student having less than 75% attendance in all subjects in the academic session may not be issued admission form.
 - (b) The admission forms of SSC & HSSC students are to be sent if they obtain 40% marks in science subjects and 33% marks in humanities subjects send-up exams, subject to fulfilment of minimum 75% attendance criteria..
 - (c) HSSC students may be given a prep leave of 20 to 30 days, however, if they have obtained less than 60% marks in the pre-board exams, they will not be given any prep leave, instead special prep classes will be conducted for them in the failed subjects.

Failure / Unfair Means Cases for Board Exams

- (a) Failure cases in SSC and HSSC Part-I exams of the board are to be allowed to stay on rolls of the institution for a period of one year following the session in which they failed.
- (b) Use of unfair means in internal as well as board exams is treated as unacceptable practice. Involvement of a student in case of unfair means is considered highly unscrupulous, serious breach of integrity and absolute dishonesty. Therefore, all cases of use of unfair means are dealt with utmost severity.
- (c) A student disqualified by the board for using unfair means in exam is to be debarred from admission to any of the Fazaia Institutions (for the period of his/her disqualification).



COLLEGE UNIFORM (SUMMER DRESS)

(A) Summer Dress: Boys (from 1st April to 30th October)

- ◆ Shorts/Trousers (class Prep to III) : Dark Grey (Tropical / Cotton)
- ◆ Trousers (Class IV to XII) : Dark Grey (Cotton)
- ◆ Shirts : Air Force blue with Collar
(Full or Half Sleeves) optional
- ◆ Socks : Grey
- ◆ Shoes with laces : Black
(or polishable Jogging shoes)
- ◆ Belt : Belt with Insignia of PAF Schools & Colleges engraved on metallic piece

(B) Summer Dress: Girls (Class I to III)

- ◆ Skirt : Dark Grey (Tropical / Cotton)
- ◆ Blouse : Air Force blue with Collar
- ◆ Socks/Stockings : Grey
- ◆ Shoes with laces : Black
(or polishable Jogging shoes)
- ◆ Girls will also have option to wear shalwar & Shirt as specified for Classes IV & above.

(C) Summer Dress: Girls (Class IV to XIII) from 1st April to 30th October

- ◆ Shalwar : White Cotton shalwar with bottom (Paancha) of 6" to 7" size
- ◆ Shirt (Full or Half Sleeves) optional during Summer : Air Force blue Poplin / wash and wear with open collar in the front having three buttons.
- ◆ Stole (White Patti) of 4" width for Girls upto class V and Stole (White Dupatta) of 5" width for girls from class VI onwards) : White Cotton
- ◆ Girls of class VI onwards may also Wear scarf to cover their head. : White Cotton
- ◆ Socks : Grey
- ◆ Shoes with laces : Black
(or polishable Jogging shoes)





COLLEGE UNIFORM (WINTER DRESS)

(A) Winter Dress: Boys (from 1st November to 31st March)

- ◆ Blazer (optional) : Oxford Blue (two buttons)
- ◆ Shirt : Air Force blue Poplin/Wash & Wear with collar
- ◆ Trousers : Dark Grey Tropical
- ◆ Pullover (V-Neck) : Oxford Blue (without Pattern & Full Sleeves)
- ◆ Shoes with laces : Black
(or polishable Jogging shoes)
- ◆ Socks : Grey
- ◆ Neck Tie : With specified design

(B) Winter Dress: Girls (Class Prep to III)

- ◆ Blazer (optional) : Oxford Blue (two buttons)
- ◆ Shirt : Air Force blue Poplin/Wash & Wear with open collar in the front having three buttons
- ◆ Blouse : Air Force blue Poplin/Wash & Wear with full sleeves
- ◆ Socks / Stockings : Grey Woolen
- ◆ Shoes with laces : Black
(or polishable Jogging shoes)

(C) Summer Dress: Girls (Class IV to XIII) from 1st April to 30th October

- ◆ Blazer (optional) : Oxford Blue (two buttons)
- ◆ Shalwar : White Cotton with shalwar bottom (Paancha) of 6" to 7" size
- ◆ Shirt with Full Sleeves : Air Force blue Poplin / wash and wear with open collar in the front having three buttons. White Cotton
- ◆ Stole (White Patti) of 4" width for Girls upto class V and Stole (White Dupatta) of 5" width for girls from class VI onwards) : White Cotton
- ◆ Girls of class VI onwards may also Wear scarf to cover their head. : Oxford Blue
- ◆ Sweater with Full Sleeves (V-Neck front open) : Grey
- ◆ Socks : Black
- ◆ Shoes with laces :
(or polishable Jogging shoes)





ATTENDANCE

- ◆ Minimum 75% attendance in each subject is Compulsory for a Student to be eligible to appear in the Board examination.
- ◆ Name of a student shall be removed from the college/school roll if he/she cannot complete the attendance requirements for Board/University Examination.
- ◆ Student's name shall be struck off after thirty days consecutive absentee without a genuine reason after once the classes have commenced and there will be no re-admission.
- ◆ A student's name shall also be struck off if he / she fails to attend classes for 7 consecutive days after fresh admission, without intimation.

Leave

- ◆ A written application, duly signed by the parents, should be sent to the principal prior to seeking leave.
- ◆ Sick leave for more than three days can be granted only by producing a medical certificate.

Home Exams / Bi-Monthly Test / End Chapter Test

- ◆ Regular tests are held throughout the academic year for all the Classes.
- ◆ End chapter tests have 20% weightage for the send up exams. Missing an end chapter test would entail zero "0" marks thus reducing this weightage.





CO-CURRICULAR ACTIVITIES

The college believes in promoting, learning and developing all round presentation of the students and imparting education by supporting the academic programmes through co-curricular activities. In this regard, workshops, seminars and lectures are delivered by resource persons, staff members and guest speakers.

English, Urdu debates and declamation, Qirat & Naat competitions, flower arrangement, painting competitions, Arts & Science Exhibitions are held every year. The students are also encouraged to participate in different sports events at local and zonal level.



Cultural Festival



Independence Day Celebration



Pakistan Day Celebration



Science Exhibition



Peace March



Naat Competition



Bi-Lingual Declamation Contest



Local Sports Event



Zonal Sports Event



FACILITIES

Libraries

The college has well-stocked and well equipped libraries to facilitate the students in their academic pursuits and general knowledge in a comfortable physical setting. The library currently has a stock of 15000 plus books on different subjects.



Laboratories

The Institution has well equipped science laboratories for Physics, Chemistry, Biology and Computer Science in the college as well as in school sections. Latest equipment is procured on yearly basis.



Psychological Care

To help students any psycho social or emotional tribulations, College provides a unique facility of a psychologist. The college psychologist is exclusively qualified to support student's ability to learn, promote





FACILITIES

positive behaviour, help other students, and succeed academically, socially, behaviorally, and emotionally. College psychologist partners with parents, teachers, school administration, and other professionals to create safe, healthy, and supportive learning environment that strengthens connections between home, college, and the community.

Medical Care

To make primary health care more accessible to students and reduce pressure on parents, the college has facility of a college doctor. The college doctor is in charge of providing medical care to students in accordance with medical science and experience. This care has a holistic approach, i.e. from the physical and mental perspective, regardless of age or gender and represents the health interests of students. The college doctor lobbies for the health matters of students, as well as for the performance and safety at the students' workplace. In creating and consolidating health awareness, the college doctor empowers students to be committed to the maintenance and promotion of their own health.



Canteen

The College has separate canteens for boys and girls in all sections. The canteens cater for the student's needs from morning till afternoon. Rates are controlled by college administration. A hygienic environment is also ensured by the college administration inside the canteens through frequent checking of food handlers for their personal hygiene by college doctor as well as the administration.





HOUSE SYSTEM

To nurture and groom the students of Fazaia Degree College, Peshawar, a house system based on diversified co-curricular and curricular activities has been established. There are four Houses namely Iqbal, Munir, Rafiqi and Younus House.

1. The aforesaid Houses are headed by the Senior Faculty Members as House Master/House Mistress with Assistant House Master/Mistress.
2. There are House Captains of every house along with a team of proctors who facilitate activities of the students.
3. These houses are denoted by different Colors as Red (Rafiqi), Purple (Younus), White (Iqbal) and Yellow (Munir).
4. A healthy spirit of competition is inculcated among the students through inter-house competitions.



Following are the inter-house competition events:-

1. In sports, Football, Basketball, Cricket, Hockey, Athletics, Table Tennis (Girls), Badminton (Girls)
2. Bi-Lingual Essay & Speech Competition
3. Naat & Qirat Competition
4. Quiz Competition
5. Salad & Flower Competition etc



DISCIPLINE

Fazaia Schools and Colleges aim at providing quality education inculcating sound moral and social values among students. The objective is to educate them as well as groom them into responsible citizens. However, occasionally at their young age the students are likely to transgress the basic disciplinary frontiers. With that in view, College Students Council comprising Head Boy / Head Girl, House Captain & Prefects have been constituted which helps in maintaining discipline in the College.

Rules of Conduct for Students

Students are to abide by the following rules and regulations:-

1. Students should be neatly dressed in the prescribed school / college uniform.
2. Boys should have gentlemanly hair-cut and girls should have a simple hair-do. Girls are not to put on jewellery / ornaments.
3. Students should be regular and punctual in attending classes.
4. Students are to attend morning assembly regularly and comply with the instructions announced there in.
5. Students are not to leave the School / College premises without permission of the Principal / Vice Principal / Headmaster / Headmistress.
6. Students are to apply in advance for leave of absence. The application should be duly endorsed by the parents.
7. Students are expected to be respectful, obedient and courteous towards the staff members and fellow students.
8. Students must possess the required books, notebooks and stationery while attending classes.
9. Cheating, stealing or telling lies will be viewed as serious breaches of good conduct and behavior.
10. Use of unfair means in examinations will be considered as a serious violation of rules. The examination in which unfair means are used is to be cancelled and the students marked "Fail" in that subject.
11. Engaging in scuffles / fighting with fellow students or misbehaving with female students are to be considered serious offences and dealt with strictly. Depending upon their nature, such offences may lead to a student's expulsion.
12. Smoking, chewing of Paan (betel leaf) and taking Niswar is strictly prohibited.
13. Students are not to invite any outsiders to the school / college.
14. Silence must be observed in libraries and laboratories.
15. Students are not to visit laboratories except when scheduled to perform practical work or when specially permitted by a teacher.



DISCIPLINE



16. Agitating, instigating students to abandon classes, organizing protests, creating mob situations, causing unrest and disorder is considered as serious violation of discipline.
17. Participation in any kind of political activities is banned absolutely.
18. Students should pay their school / college fee by due date.
19. Students should protect school / college property. Any deliberate and willful attempt to damage / deface the institution's property will be treated as serious breach of discipline.
20. Students are not to bring Mobile phone, any type of photographs, magazines, camera, radio set or weapon to the school / college.
21. Students must look after their belongings. Institution is not responsible for any theft / loss. Students should avoid bringing precious things to the institution.
22. Students must qualify send-up / pre-board examination for appearing in the Board Examination.
23. No student is allowed to bunk the class.
24. Students are not allowed to bring cars, however in unavoidable situations, students are to possess valid driving license.
25. Students having appointments with doctors during college hours should arrange for visiting them from their homes. They are not allowed to go from the college.
26. Punctuality is the hallmark of any educational institution. Students are required to be punctual while coming to the college / school.
27. Minimum 75 % attendance is mandatory for promotion to the next class and for sending roll numbers for board examination (Federal / Peshawar).



PAYMENT OF TUITION FEE AND DUES

Fee and college dues are received according to the following regulations:-

1. At the time of admission, Class Prep, 1st year and 3rd year Students are considered as fresh admission.
2. Admission fee is not to be charged from children of PAF personnel transferring from one Fazaia Institution to another.
3. Tuition Fee is to be charged for 24 months for SSC / HSSC and Degree classes.
4. Tuition Fee is charged from April onward for all students of all categories seeking admission in Class Prep and 1st year.
5. Tuition Fee from July onward, for students of all categories seeking admission in Class XIII (3rd year).
6. Tuition Fee from the last payment made at previous Institution from all categories of students admitted during in the mid session.
7. **Tuition Fee paid in advance at the previous institution will not be considered.**
8. Security money (Refundable) from retired officers / NEC students and Airmen / ORs / Equivalent will be charged @ 10000/= and 5000/= respectively.
9. If a student withdraws his name within one month of admission, he is to be charged half admission fee and one month tuition fee. The remaining amount may be refunded.
10. **Beyond one month, dues deposited on account of admission and tuition fees are NOT TO BE REFUNDED.**
11. The College fee / dues must be paid by the 15th of each month, failing which, the student will be charged Rs.15/= per day as late fee. In case of non-payment of dues for two consecutive months, the student's name will be struck off from the college roll. Re-admission will be subject to fine equal to one month's tuition fee. The college administration is not responsible for the issuance of any reminders in this regard.
12. Application for issuance of school / college leaving certificate must be submitted one week in advance. Certificates will be issued only after clearance of all dues.

Mobile Phone Policy

Mobile Phones are not allowed for the students in the school / college premises. However, in genuine cases parent of the respective students should formally apply to the Principal for allowing their children to bring mobile phones (without cameras) in college. In case of first violation a fine of Rs.300/= will be imposed. For second time violation, the students would be fined Rs.700/= and on third violation Rs.1000/= would be charged along with confiscation of mobile phone. During college timings the mobile phones are to be deposited in the progress section.



PAYMENT OF TUITION FEE AND DUES

Fine

Fines are to be imposed for the following reasons:

(a) Absentee Fine:

A fine of Rs.50/- per day is to be imposed for absence of more than five days without genuine reason. A student who remains absent continuously for 30 days without valid reason, is to be struck off the roll of the institution.

(b) Late Comers:

Habitual late comers are charged a fine of Rs.15/- per day from first two lapse. The rate of fine is raised to Rs.75/- per day for third time and onward.

(c) Missing a paper:

Missing a paper in Send-up / Pre-Board examination without any valid reason, the student is to be charged Rs.300/- per paper.

Poor Turn Out

Rs.30/- per day would be charged from the students for poor turnout. However, after reminders / warnings a fine of Rs.100/- per day is charged.

FAZAIANS' HONOUR CODE

1. A Fazaian shall consider defeat, in a fair contest, far more honourable than a victory earned through foul means.
2. A Fazaian shall never lie, cheat or steal, nor tolerate those who do so.
3. A Fazaian shall never bully or intimidate the weak.
4. A Fazaian shall do at least one good deed everyday to comfort his fellow human beings without distinction of religion, class, colour or creed.
5. A Fazaian shall treat others with respect and courtesy.
6. A Fazaian shall respect and show tolerance to the viewpoint of others, even if those are not in conformity with his own.
7. A Fazaian shall practice his religion without any prejudice to people of other faiths.
8. A Fazaian shall help the people in difficulties and those struck by natural calamities.
9. A Fazaian shall value far more a Rupee earned than a Hundred found.
10. A Fazaian shall "apply" knowledge rather than "know", shall "do" rather than "willing to do".

