



**COLLEGE ADMISSION GENERAL RULES & REGULATIONS**

1. Admission to various classes is granted on merit in accordance with the rules and regulations and policy of the Higher Education Department, Government of Punjab.
2. Applications for admission will be received within specified period of time to be notified in the newspaper.
3. Candidates seeking admission to Queen Mary College should apply on prescribed forms. These forms can be obtained from the College Office. The following documents should be attached with the application forms:
  - a) Two attested photo copies of Matriculation/F.A/ F.Sc /I.Com.
  - b) Character certificate from the Head of the Institute last attended.
  - c) Candidates from boards other than Lahore Board should present original NOC at the time of admission.
  - d) One photocopy of the national identity card of father/ guardian.
  - e) The selected candidates are required to bring all the original documents and three (1”X1”) photographs at the time of admission.
  - f) One attested copy of B’ form.
  - g) Internet result card will not be accepted.
  - h) The maximum age limit for the candidates seeking admission to Intermediate Arts (part 1), I.Com and Intermediate Science (part 1) is 17years and for B.A/B.Sc/B.Com/ BS(Hons) (part 1) is 20 years on the receipt of the forms.
4. The former students of the college who were found guilty of misconduct & indiscipline in Intermediate will not be considered for admission to B.A/B.Sc/B.Com.
5. Admission will be granted without late fee for ten days. After the lapse of ten days, late fee will be charged according to the rules of University and Board.
6. The candidates who fail to deposit their full dues within the specified time will forfeit their right of admission.
7. Admission to Arts classes will not be granted on the Science form even if the marks of the candidate are



according to the merit. To avoid disappointment, candidates should apply both on Science and Arts forms separately.

8. A student who attains good marks but with a star (concessional marks) in one subject, is considered eligible for admission. The Board approved the consideration of the star case admission to the Intermediate and degree classes only on merit, with the condition of clearing a test conducted by the college in the star subject.

9. Admissions to B.A/ B.Sc. class will be granted according to the following ratio:

- a. 60% for the old students of college.
- b. 38% for the outsiders on open merit.
- c. 2% for disabled.

10. Admission to B.Com. will be granted on open merit basis, 2% seats are reserved for disabled.

11. The medium of instruction will be English in the following subjects, both at Intermediate and Degree level.

- a. Economics
- b. Psychology.

### **Reserved Seats**

#### **1. Seats for disabled students**

2% seats are reserved for the physically handicapped. The candidates seeking admission on these seats must submit the certificate of their physical disability signed by the M.S of a Government Hospital. Candidates suffering from some minor disability will not be considered eligible for admission on reserved seats for the disabled.

#### **2. Admission on Sports and Co-curricular basis:**

According to the Admission Policy announced by the Government, 2% seats will be reserved for sports and co-curricular basis. According to the decision of the meeting of the BOG 2% seats are granted to sports and co-curricular activities each to Arts and Science group of Intermediate.

#### **Admission in co-curricular activities in QMC is conducted in the following categories:**

- a) Qiraat/Naat



- b) Drama
- c) English Debate
- d) Urdu Debate
- e) Sports

**List of Sports Activities:**

- 1) Badminton
- (2) Net Ball
- (3) Table Tennis
- (4) Volley Ball
- (5) Basket Ball
- (6) Cricket
- (7) Hockey
- (8) Hand Ball
- (9) Karate
- (10) Gymnastics
- (11) Aerobics
- (12) Health/ Fitness club

**Rules for Admission on Sports and Co-curricular Basis:**

The following aspects of criteria shall be considered for preference :

- i) Distinction at International/ National or HEC level.
  - ii) Distinction at Inter Board/ Provincial level.
  - iii) Performance before the Co-curricular Committee.
- Candidates applying on Co-curricular basis have to apply on a separate form and attach copies of their certificates.
  - Candidates have to appear for trials /performance according to the schedule issued by the Admission Committee.
  - The selected candidates will be called for interview.
  - Students who remain absent or fail in interview will have no claim for admission.
  - The Admission Committee has the right to assign subjects to candidates in arts or science group on the basis



of the student's aptitude and ability.

- The decision of the Admission Committee will be final and cannot be challenged in any court.

**Migration Rules:**

Local migration is not allowed. Only migration from areas outside Lahore is allowed:

- a. If the marks of the students are according to the merit of this college.
- b. In case of Father's /Mother's transfer.
- c. The transfer order should be attached with the application of migration.
- d. Students who seek migration to Queen Mary College, Lahore will have to select the subject combination offered in the College prospectus. There will be no relaxation of rules in this regard

**All rules and regulations applicable to the Morning Shift students, will also apply to the Evening Shift students.**

1. No fee concession will be granted to Evening Shift students as it is a self supporting programme.
2. Students granted admission to the Evening Shift classes will not be allowed to change to the Morning Shift classes. Moreover, they will have to sign an undertaking in this respect otherwise their admission may be cancelled.
3. There will be a different merit list for the Morning and Evening Shift students.
4. Evening Shift classes:
  - a. Summer Timings 11:30 am onwards
  - b. Winter Timings 12:15 pm onwards
5. Students admitted in Evening Shift classes will not be allowed to come to the College in the morning.

**College Uniform Arts/Science**

**Morning Shift Classes Summer Uniform:**

White cotton shirt and shalwar (trousers are not allowed)

Pink dupatta.

Plain black pumps/plain black joggers/white joggers/ white tennis shoes

Only plain socks (white/skin coloured/black).

Only plain black/white hijab is allowed.

**Morning Shift Classes Winter Uniform:**

Grey blazer with crest



White cotton shirt and shalwar (trousers are not allowed)

Pink dupatta

Pink sweater

Plain black pumps/plain black joggers/white joggers/white tennis shoes

Only plain socks (white/skin coloured/black).

Only plain black/white hijaab is allowed.

**Evening Shift Classes Summer Uniform:**

Grey shirt and white shalwar (trousers are not allowed. )

White dupatta with one inch pink piping

Plain black pumps/plain black joggers/white joggers/white tennis shoes

Only plain socks (white/skin coloured/black).

Only plain black/white hijaab is allowed.

**Evening Shift Classes Winter Uniform:**

Grey blazer with crest

Steel grey sweater

Grey shirt with white shalwar, (trousers are not allowed)

White dupatta with one inch pink piping

Plain black pumps/plain black joggers/white joggers/white tennis shoes

Only plain socks (white/skin coloured/black)

Only plain black/white hijaab is allowed.

**Note: The Proctor or a Teacher can check a student in the College campus, if a student is found without proper uniform she can be fined.**

**College Discipline Rules and Regulations:**

Students are directed to abide by the College rules and regulations. Disregard or disobedience of College rules, misbehaviour and any wilful damage to the College property shall result in heavy fine and severe disciplinary actions.

All the following rules and regulations are applicable to both the Morning Shift and the Evening Shift classes:



1. Students will not be allowed to enter the College premises if the 1st period has passed.
2. Students cannot leave College premises before the fixed time without the permission of the College authorities.
3. Students are not allowed to wear make-up or jewellery of any kind. Any student found guilty of violating these rules will be fined Rs. 50/- daily.
4. Students will not be allowed to change the section allotted to them at the time of admission. Only real sisters will be granted exemption.
5. Students should specially pay attention to the following:
  - i. Regular attendance in classes
  - ii. Payment of College and hostel dues on time.
  - iii. Return of library books on time
6. The Principal reserves the right to impose fine or expel any student from the College if she is found indulging in activities detrimental to the interest and reputation of the College.
7. Any student of 1st Year or 2nd Year found guilty of misconduct will not be granted admission to 3rd Year.
8. Parents/Guardians should maintain a constant contact with the College authorities for better rapport between parents and teachers.
9. Mobile Phones/tape recorders/laptops/cameras/Mp3/ IPod/ walkman, found in possession of students will be confiscated. These confiscated items shall not be returned to the students.
10. Throwing of litter and scribbling on the walls is strictly forbidden. Any student found guilty of doing so shall be severely punished.
11. College administration will not be responsible for the safety of students once the College is closed.
12. Any student found guilty of indulging in negative activities such as strikes, instigating other students, blowing crackers, flying kites in the College ground, will be severely penalized and she can be expelled from the College.
13. Students are not allowed to hold parties during College hours.
14. All members of the staff or student's council have full rights to check students for violating College rules and their recommendations can result in severe punishment to the defaulters.
15. Students are expected to maintain a high standard of ethics in their conduct. They must try their best to create an atmosphere which is conducive to teaching/learning in the College.



**Note: Students will not be allowed to enter the College without their I.D cards due to security reasons. They can be checked anytime so they must bring it with them daily.**

**LEAVE AND ATTENDANCE RULES**

1. Students will be fined per period per day, if they are absent from their classes without any information.
2. Not more than 7 days absence (including leaves) is allowed in one month.
3. Only those students of Intermediate, BA/B.Sc/B.Com will be eligible to appear in the Board/University Exams, who have attended their classes according to the following ratio.
  - a. 75% of the total number of lectures delivered in each subject of Intermediate classes
  - b. 66% of the total number of lectures delivered in each subject of B.A/B.Sc. (2 yr Degree programme)
  - c. 75% of the total number of lecturers delivered in each subject of B.Com.
  - d. 75% of the total practicals.
4. All leave applications should be addressed to the Principal with the student's name, roll no., class, section and the signature of Parents/ guardian.
5. Leaves and applications will only be entertained through Leave Card, which will contain the record of student's leaves throughout the academic year.
6. The student will be responsible to maintain her Leave Card after getting signed by the concerned staff members.
7. If the student is to be absent for more than three days, she must make sure that the concerned teachers have received her application.
8. Prior sanction of leave by the Section Head is necessary for private affairs such as weddings etc.
9. As per rules of the Board/ University the total absences including leaves should not exceed 31 days in one academic year.
10. If absences including leaves (random/ consecutive) exceed 7 days in a month in one or two subjects she will be fined Rs. 500/- per subject. However, leaves/absences exceeding seven days in a month in three or more subjects will result in students' name being struck off and re-admission will be compulsory. Re-admission fine of Rs. 3025/- will have to be paid.
11. It will be compulsory for the student to take readmission within a week of the display of lists otherwise their college identity cards will be confiscated. Failing in the above mentioned condition their entry in the college



premises will be restricted; however, in special cases, the Principal reserves the authority to allow any concession.

**Note:** While counting total lectures, no exemption will be allowed on the basis of absence/leave for illness or any other personal reason

12. The consolidated list of students of all classes (struck off/ re-admission/ absentee fine) will be displayed regularly on the College Notice Board.

13. Until re-admission fine is paid the students will not be allowed to sit in the class.

14. The roll number of the said student will not be called out until payment of re-admission fine.

15. Two chances of re-admission will be given. If she still remains irregular in attendance after availing two chances her name will be struck off without warning.

16. The Challan form for the re-admission fine will be given by the College Accountant. A copy of the readmission fine Challan form must be submitted to the Section Head office.

17. Medical certificates will have to be submitted for more than three days of illness in a month from a Government hospital, verified by the College Lady Doctor.

18. If medical leave is repeatedly given by the student, the eligibility of the said student to appear in the Board/ University exams would be verified by the College Lady Doctor. If considered medically unfit, the Examination form/ roll no. will not be issued to her.

19. If the student is absent on medical grounds, the Medical Certificate must be submitted within 8 days, otherwise the admission to the University /Board Examination will not be sent on account of short attendance.

20. The concerned teacher may contact the parents/ guardians regarding the re-admission of the students.

### **College Examination Rules and Regulations**

1. Admission to the Board/University Examination will be withheld due to the short attendance as per Rules and Regulations of the Board/University.

(a). A student will not be allowed to remain absent from Examinations twice on the basis of M.C.

(b). M.C will be accepted only if it is submitted prior to or during the examination.

(c). M.C issued by the Medical Superintendent of a Government Hospital is accepted. It must be verified by the College Lady Doctor





- (d). No M.C will be accepted for the Retest Examination.
4. Students who remain absent in any paper during the Examination will be fined Rs. 300/- per paper.
- (a). A student will not be allowed to remain absent from Examinations twice on the basis of M.C.
- (b). M.C will be accepted only if it is submitted prior to or during the examination.
- (c). M.C issued by the Medical Superintendent of a Government Hospital is accepted. It must be verified by the College Lady Doctor.
- (d). No M.C will be accepted for the Retest Examination.
5. A student will be fined Rs. 1000/- or expelled from the College, if she is caught cheating during the examination.
6. A student will be detained, if she takes the answer sheet out of the examination hall.
7. Students can apply for re-checking of any paper of Annual Examinations after payment of Rs. 500/- per paper.
8. A Parent–Teacher meeting will be held after Examinations if required.
9. Monthly tests are compulsory for all the classes.
10. Internal assessment of the students will be based on their performance in these tests. A student will be fined Rs. 50/- per subject for missing these tests.

#### **College Leaving Rules**

1. A student who intends to leave the College should apply to the Principal.
2. Her application must be signed by her parent/guardian.
3. The College leaving certificate will only be issued to a student when she has paid all her College dues to date.
4. The library security fee (Rs. 200/-) of only those students of 1st year and 3rd year classes, who have completed their term in College, will be refunded, unless the student decides to drop the programme. No other fee will be refunded
5. It is mandatory for the student to return her ID card to the College before applying for College leaving certificate.

#### **PAYMENT OF FEE AND OTHER DUES**

- I. The total fee of one Academic year will be paid at the commencement of the new Academic Session.
- II. The College fee, hostel funds and other dues must be paid on the dates notified by the College.



III. The fee challan form will be issued by the College and fee will be deposited at the booth of the designated Bank.

IV. After the payment of dues at the time of new admission, the student must contact the staff on duty for the issuing of roll no. and section otherwise her admission will be cancelled.

V. After the payment of dues at the time of new admission if a student leaves the College for some reason, she will be refunded the library security Rs. 200/- (Two hundred only) as per rules of the College. **No other fee will be refunded.**

## **COLLEGE LIBRARY RULES AND REGULATIONS**

1. Library facilities are available during College hours.
2. Students can get books issued to them for 14 days, after which a fine of Rs. 5/- per day will be charged.
3. In case a book is lost by a student, she will have to provide a new copy of the lost book to the library. If the book is not available in the market at that time then the student will pay the new cost of the book, not the old cost that was printed on the book at the time of its publication.
4. The following books and magazines can be consulted only in the College library and cannot be issued to the students.
  - Reference Books /Latest magazines/ Research Journals
  - Textbooks prescribed by the Board/Universities.
5. Students should collect their library security fee within two years of leaving College otherwise it will lapse.

## **FEE CONCESSION RULES**

All classes in the College section except self supporting disciplines that is (Evening shift and Postgraduate classes).

### **1. Full Fee Concession**

5% students of the total strength of each level shall be allowed full tuition fee concession (Lowest category of tuition fee will be considered as bench mark, applicable to the orphan/ needy students).

### **2. Half Fee Concession**

10% students of the total strength of each level shall be allowed half tuition fee concession (Lowest category of tuition fee will be considered as bench mark, applicable to the needy students).

- All classes except self supporting disciplines as mentioned above will be considered for fee concession as per criteria.



• 1st year and 3rd year students will initially pay full fee on their own and will later be reimbursed through pay order, subject to provision of photocopy of paid challan.

### **3. Sister Fee Concession**

Sister fee concession will be applicable only in 2nd year and 4th year.

- Elder sister will pay the full fee.
- Sister fee Concession will be granted to only one sister, even if the number of sisters who apply for the concession is more than two. (Lowest category of tuition fee will be considered as bench mark)
- Form 'B' issued by NADRA will be required to get the above mentioned fee concession in case of minor students.

### **COLLEGE IDENTITY CARD**

1. It is mandatory for every College student to obtain the College Identity Card immediately after her admission due to security reasons. Defaulters will be fined Rs. 50/- if found without ID card
2. Students should submit 1" x 1" size photographs for their ID cards.
3. A student should keep her ID card with her at all times.
4. ID Card should be produced when required:
  - While getting books issued from the library.(along with the library card)
  - While making payment of College dues.
  - When receiving stipends/scholarship
  - At the time of the Examination
5. A student is responsible for the safety of her ID Card.
6. If an ID card is lost a new card will be issued for Rs. 50/-.
7. Students' ID card is the property of the College.
8. It is mandatory for every student to hand over her I.D card to the College at the termination of the Academic Session.
9. In case of migration to another college or expulsion / withdrawal from the College her ID card must be deposited in the College office.
10. No Certificate/Degree will be issued unless the students have handed over their ID cards in the College office.