



# STUDENTS' HANDBOOK 2024 - 25

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This handbook is a reference to keep students and their parents abreast of the policies and procedures of Commecs College. Students are required to adhere to the rules and regulations mentioned herein.

In the wake of extraordinary situation, policies may be reviewed and so Commecs College reserves the right to make changes in the Students' Handbook at any time.

The changes may affect matters such as tuition and other fees, courses, programs offered, academic policies, rules pertaining to students' conduct and discipline.

As Commecs College is an esteemed alma mater of the country, it is expected from the students admitted here to abide by all the rules to ensure being worthy of representing this institute.

## 1. GETTING READY FOR COMMECS COLLEGE (FOR THE NEXT DAY)

### a. While at Home you are supposed to:

- i. Give academic study a priority.
- ii. See whether you have completed the given assignments or homework given by different teachers.
- iii. See whether you have prepared for the assigned quiz or test.
- iv. Check whether your haircut is as per requirement of the college.

### b. Before going to Bed you are supposed to:

- i. Check whether your uniform is washed and well pressed, and whether your shoes are polished.
- ii. Check whether your tie and ID card are ready.
- iii. Check your Time Table carefully and put your books accordingly.
- iv. Get up early at least two hours before the college arrival time.
- v. Offer morning prayers.
- vi. Take a healthy breakfast: e.g. Milk-almonds-apples-porridge-paratha-bread-butter-honey-juice etc.

### c. Before Entering Commecs College you are supposed to:

- i. Check whether you are on time, i.e. at least 5 minutes earlier than the actual college timings (7:55 am)  
Check whether your tie and ID card are ready.
- ii. Check whether you are in complete college uniform which should be full sleeves shirt & sweater, Coat or Blazer in winters and half sleeves shirt in summers.
- iii. See your complete look whether it is presentable and according to college protocols.

### d. While in College you are supposed to:

- i. Greet everyone and say "Assalam-o-Alaikum" to everyone including your teacher.
- ii. (Non-Muslim student could be an exception and say "Hello").
- iii. Put your bag into your respective class and go to the backyard in case of a boy or front area in case of a girl. You are supposed to remain there until assembly starts.

- iv. Quickly move towards the assembly area after hearing assembly bell and being a responsible and disciplined student, make your line independently without any help of CR, Proctor, and Class teacher etc.
- v. Check your height while making lines, and do not stand in front of a student who is shorter in height than you. Similarly do not stand behind a taller boy than you.
- vi. Remain quiet in assembly area and do your work with complete silence if you are assigned any duty during assembly time.
- vii. Maintain silence while standing in the line. You shouldn't laugh, talk, shout also pass remarks or clap unnecessarily.
- viii. Pay attention to all announcements, watch and listen how a class gives its presentation, and learn things attentively.

**e. National Anthem Protocols:**

- i. National Anthem is a blessing of Almighty Allah for us. It is our identity as we are an independent nation.
- ii. You should stand straight respectfully and sing it enthusiastically in a moderate voice.
- iii. At the end of it wait patiently for your turn to move to your class.

**f. While Moving into Classrooms:**

- i. If you are having a proper haircut, proper & tidy uniform with your ID card displayed on your person, nobody will hold you in assembly area. You can move towards your class smoothly.
- ii. If you come across any other problem, talk to your discipline incharge for it.

**g. Class Room Protocols (in the Presence of the Teacher):**

- i. Teaching & learning is a sacred activity, do not disturb the decorum of the class & deviate the attention of your teacher by unnecessary activities. Therefore, you are supposed to:
- ii. Sit quietly and open your books and relevant register.
- iii. Be attentive; answer the question posed by the teacher.
- iv. Ask question if you could not understand any concept. Put queries in a decent manner.
- v. Be calm and do not disturb your peers, also do not allow them to disturb you.
- vi. Bring your own books, stationery and other learning material.

**h. Class Room Protocols (in the Absence of the Teacher):**

- i. Prove yourself as a responsible student take out your subject books & registers & revise your previous work & wait for your teacher or the substitute teacher.
- ii. If your subject teacher is absent, welcome the substitute teacher.
- iii. Good students & good humans always respect elders and especially teachers.
- iv. See what the new teacher has brought for you, some work, a worthy talk, a healthy discussion or any other thing.
- v. Respect your entire teaching faculty, irrespective of Discipline or their relation with you as your subject teacher.
- vi. Learn good manners and spread the same where ever you go.

- vii. Prove yourself as the best class. When the teacher will go back to the faculty he / she will take along your best behavior.

**i. Break Time Protocols:**

- i. Before the break bell, try to arrange your lines properly.
- ii. After the break bell take out your lunch box or your money and go to cafeteria / tuck shop or backyard. Remember to keep your money safe and keep it safely in pocket.
- iii. Consume your food in cafeteria, tuck shop or backyard. Don't bring your food to class room or academic areas.
- iv. If your period before break is in Library, Computer Lab, or in any other Lab, take your money with you so that you will not come to your class during break time.
- v. Return to the class 5 minutes before start of unit. No student is allowed to enter into his/her class once the bell has rung.
- vi. During break time, go to wash room or fill your water bottle.
- vii. Do not bully your juniors and let them enjoy their food & you enjoy yours.

**j. Sports Period Protocols:**

- i. Make a line and quickly go to the backyard.
- ii. Your sports teacher will guide you further.
- iii. Do not roam here & there, be there in the backyard.
- iv. Do not go to cafeteria if it is not break time.
- v. Do not violate rules & disciplinary codes of college.

**k. Library Protocols:**

- i. Students! the world of Books is the most wonderful world which only gives you something & never demands anything back.
- ii. Visiting the library is a wonderful opportunity for students.
- iii. Whatever minutes are on your disposal, utilize them profitably.
- iv. Pick up newspapers, weekly magazines, monthly magazines or book, whatever you like.
- v. Do your assignments.
- vi. Obey library staff observe all library rules
- vii. Read something and later make a small write up for whatever you have read & gained after reading it.
- viii. It is expected from all decent students that they will not talk unnecessarily in the library & will not violate the rules of library.

**l. Auditorium Protocols during any Program:**

- i. You belong to Commecs college so all guests invited in the college are your guests.
- ii. We must respect all our guests once we have invited them to the campus.
- iii. The first gesture is of respect & obedience. We must maintain silence and order throughout program and show our guests that we value them.

- iv. When the guest especially addresses you, it is your prime responsibility to be attentive & listen to the message he / she wants to give you.
- v. Take a very simple example; if you talk to someone and that person starts talking to some one else how would you feel? Disrespected! Yes, this is the point you must remember always!

**m. Off Time Protocols:**

- i. All students must keep this important point in mind that they are the representatives of Commecs College as they are wearing the college uniform & emblem.
- ii. Whatever they will do or however they behave will reflect college culture.
- iii. Be careful when you leave the college gate, no matter how hot it is, you will not take your shirts out of pants. This gives a very bad impression, don't do this.
- iv. If you are hungry & thirsty, eat something, drink some water before leaving college in the off time.
- v. Once you leave the college gate go straight to your destination, your van, your car, or public bus etc. Do not stand on any dhaba, cigarette shop, paanwala or any other area. Go straight and do not stop on the way. Snatcher may find the opportunity and take away your valuables.
- vi. If you will be caught violating the rules you'll have to face a severe punishment and fine.
- vii. Standing on the bus stop, walking on the street, talking to your friend must all be in a very decent manner. People walking on the street do not know You but, what they will notice is your uniform & emblem that you are Commecs College Student. Do you want to give a bad name to your very own college? Be careful!

**n. What should be your General Day to Day Conduct:**

- i. Remember, Islam or every religion you follow has given you a code of conduct.
- ii. Be respectful to elders, be polite & a strength to your peers. Love your youngsters and be a helping hand.
- iii. Inside college, behave decently with everyone and always remain humble. Pride is for the Almighty Allah only as He is the only Lord!
- iv. Walk & talk gently. Do not shout in the college premises not even in the sports period as your sport area is close to teaching area.
- v. Promise yourself that you will not hurt anyone not even an ant.
- vi. You will set the best example in front of everyone.
- vii. Promise yourself that you will become a good Muslim, a patriotic Pakistani and an obedient student, son and daughter.

## 2. CODE OF CONDUCT

### a. As Commeccs College student, you are expected to observe the following:

- i. Be honest, respectful, confident, disciplined, cooperative and future oriented.
- ii. Be an exemplary student and follow students' code of conduct under all circumstance.
- iii. Beware that breaking any rule from the students code of conduct is a punishable act.
- iv. You should have your own identity. Don't follow the mob and malign any one.
- v. Own your College. Do not litter around, and never try to damage the College property.
- vi. Give respect – Gain respect; be respectful to CR(s) and Proctor(s), and follow their instructions without arguments.
- vii. Be keen to learn your subjects.
- viii. Never do smoking. It is strictly prohibited inside and outside the premises of college; failing to comply may lead to strict actions.
- ix. Be a respectable student. Maintain student like appearance. Wear neat and clean uniform.Keep your haircut proper. Polish your shoes daily, and reach the College on time.
- x. Be respectful to teachers. Follow their instructions, do not argue with them, and make no disturbances during classes.
- xi. Wear the college ID card all the time while in campus.
- xii. Pay attention to all the announcements and other instructions made in Morning assembly. Attending assembly is mandatory.
- xiii. A student is expected to attend all classes. Bunking is a severe breach of conduct and is dealt with strictly.
- xiv. Make the best use of all the college resources i.e. library, IT, Sports etc.
- xv. Move in and outside the class in a disciplined smooth and noiseless manner.
- xvi. Do not possess any undesired items such as cameras, mobiles, perfumes etc.
- xvii. Maintain the decorum of the class, auditorium, cafeteria, playgrounds and other such places of the campus.
- xviii. Exhibit self-control during different co-curricular and extra-curricular activities.
- xix. Feel importance of the College education; be regular and punctual, and never miss the College.
- xx. Be a responsible student; bring your books, notebooks, and stationery daily according to the timetable.
- xxi. Communicate with your parents (only) through College phone. Never bring your cell phone to the College.
- xxii. Feel honour to attend morning assembly regularly.
- xxiii. Don't misuse social media.
- xxiv. Keep your aim in the focus.

**b. Respect for Others:**

It is expected to have a healthy relation between a teacher and student. A relation of respect and care between the two can benefit a great deal in learning. Notwithstanding the fact that children are taught to be respectful to others, College also preaches character building and students are advised to adopt the following within college premises.

- i. Greet or wish “Asalam-o-Alaikum” to their teachers and every senior they encounter.
- ii. Keep their voice pitch low.
- iii. Display politeness, kindness and a helping tone when with peers.

**3. ATTENDANCE**

75% attendance is mandatory failing which students will not be allowed to sit in BIEK examination and their admission in Second year will be difficult. However, shortfall in attendance because of any genuine reason may be considered subject to the approval of the Principal.

**4. LEAVE**

- a. Leave is to be applied only under inevitable circumstances.
- b. A student who is absent from college for a day or more must provide an application for leave from parents on the very first day back to college.
- c. Leave for reason other than sudden illness is discouraged.
- d. For sick leave, medical certificate will be required.
- e. Absence without leave application for six days or more makes a student liable for withdrawal from college.



## 5. DRESS CODE

- a. Following policy on dress code is promulgated:
- b. Students will attend the college only in prescribed uniform.
- c. Avoiding instruction to follow dress code will lead to some punitive action.
- d. Wearing college uniform should be taken by students as identity of affiliation with Commecs College and they must feel pride in it.

**Boys:** Grey trousers (specific shade), white half sleeves shirt for summer from (August to November) and full sleeves shirt for winter from (December to March) with Commecs College logo, navy blue tie with Commecs College logo, black waist belt, plain black shoe with laces and black socks.

During winters, boys may wear navy blue pullover with Commecs College logo or navy blue blazer with blue buttons and Commecs College logo.

**Boys Shoes:** Black Colour (Article No. Bata 821-6147 & 821-6011)

**Girls:** using a scarf to cover their heads are allowed to use black scarves only. During winters, girls may wear a navy blue pullover with Commecs College logo.

During winters Girls: White shirt with Commecs College logo, white shalwar, Plain black shoes with black socks and light grey dupatta (specific shade).

Commecs College Uniform can be purchased from any branch of “Maria’s Uniform & Sports Wear” or the vendor as announced by Commecs College management.

Students are not allowed to wear caps in the campus, or any other article of clothing or jewelry, that is considered improper as per Commecs College rules and regulations.

**Girls Shoes:** Black Colour (Article No. Bata 651-6061 OR 651-6071)

**Note:** Wearing necktie by the students during hot and sultry days in summer may be allowed to discontinue temporarily upon the discretion of principal.

Date of switching over from half to full sleeves shirts with / without pull-over or blazer or both according to the weather conditions will be announced by the college as per requirement.



## 6. COUNSELLING

The College provides counseling to students who might be facing certain personal, emotional or mental health problems which may be affecting their output and potential. To achieve the objective, the services of an experienced psychologist are available at the College as a Student Counselor. Any student requiring formal counseling are referred to the counselor for professional guidance and advice.

## 7. SEARCH AND SEIZURE

To safeguard and protect students from any mishap, college authorities may check a student or his / her backpack. Search activity can only be conducted with the permission of Coordinator Discipline.

- a. Students are supposed to stand aside when their bags are being checked.
- b. It's a surprise check and all students are required to cooperate.

## 8. CODE OF CONDUCT DURING COLLEGE EVENTS

Commecs College wants its students to take part in extra-curricular events and show their best performance both on and off the stage and exhibit their best learning attitude. We have the following expectations from students who perform on stage.

### Do's

- ✔ Respect the rules set beforehand while on the stage or off the stage in true letter and spirit. Follow the rehearsal schedule given by the Incharge Program.
- ✔ Maintain professional focus on the assigned role. Respect the rights and feelings of the other participants.
- ✔ Strictly follow the dress code during rehearsals and while appearing on stage.
- ✔ If any special dress/get up is required, it should be duly approved by the Program Incharge.
- ✔ Always use proper language during rehearsals with other participants and faculty members.
- ✔ Display performances approved by the Incharge.
- ✔ Display approved dance of Boys only. Dance should not show provocative body movements.
- ✔ Extend your best cooperation and support during rehearsals and shows.

### Dont's

- ✘ Don't violate rules set by the Program Incharge. Don't neglect or stay away from rehearsal schedule given by the Program Incharge.
- ✘ Don't show disrespect to any other fellow performer or participant.
- ✘ Don't dress up inappropriately or violate the dress code
- ✘ Don't wear any provocative dress or adopt any get up without the approval of Program Incharge.
- ✘ Don't use uncivilized language during rehearsals with participants and others.
- ✘ Don't present any 'Surprise Performance'.
- ✘ Don't present any dance performance of Girls.
- ✘ Don't show casualness and negligence on rehearsals and shows.

## 9. EXAMINATION

- a. All students to be seated 10 minutes before the start of paper in their respective examination rooms.
- b. No water or washroom breaks in 2 hours paper. However, invigilator can use his/her judgement and discretion considering genuineness of the need. For 3 hours paper, water and washroom break can only be allowed after 10 am.
- c. If any student is found cheating or using unfair means during examination, he will be disallowed to sit in that paper further and marked fail. For repeated offence, more serious actions leading to cancellation of admission can be taken.
- d. All disciplinary issues reported during exam will be referred to Coordinator Discipline.
- e. **BIEK Examinations:** Commecs College reserves the right of withholding Board of Intermediate Education, Karachi (BIEK) Examination Form if my:
  - i. Academic performance in the in-house examinations remains poor/unsatisfactory.
  - ii. Attendance remains below 75% which is the minimum requirement of BIEK.

Admission to XII will be based on:

- i. XI Academic Performance in internal examinations
- ii. Minimum 75% attendance in XI.
- iii. No involvement in any case of breach of discipline.

Any attempt at influencing the Commecs College management's decision in any of the above situations, or in such situations other than the above, where it may be necessary to take punitive action, would be considered as a further disqualification and would only serve to strengthen the management's decision.

## 10. STUDENTS' APPOINTMENTS

### a. Appointment Holders in First Year:

- i. Class Representative (CR): A boy and a girl from each section.
- ii. Proctor: A boy and a girl from each section.

### b. Appointment Holders In Second Year:

- i. Class Representative (CR): A boy and a girl from each section.
- ii. Proctor: A boy and a girl from each section.
- iii. Deputy Chief Proctor (DCP): Four vacancies for DCPs (two boys and two girls).
- iv. Chief Proctor (CP): Two vacancies for CPs (a boy and a girl).

### c. Selection Criteria for Appointment Holders:

- i. Teacher's Recommendation: All-round performing students are recommended by teachers.
- ii. Academics: Students must have good grades in in-house exams and in Board exams.
- iii. Attendance: Students must have good grades in in-house exams and in Board exams.
- iv. Participation in Co-curricular: Considered as important area for selection.

#### **Activities:**

- v. General Discipline: Students who follow college rules and regulations are eligible for the appointment.
- vi. Class Voting: Class mates vote for the recommended candidates, those who get higher votes are selected.
- vii. Communication Skills: Communicatively smart students are eligible for the appointments.

### d. Selection Criteria for CPs & DCPs:

- i. After selecting Proctors, the students who show interest for the positions of DCPs and CPs are shortlisted from both boys and girls.
- ii. These students are allowed to run their voting. They initiate their campaign formally with voting speeches during morning assembly to convince students for vote.
- iii. Teachers, Proctors and CRs vote for them as planned by the Discipline Committee.
- iv. After counting of votes top eight high scorers are called for final interview with the selection board chaired by Principal, Coordinators and DPEs.
- v. Final decision for nominating CPs and DCPs is made by the Principal.

### e. Duties of Appointment Holders:

Class Representative (CR):

CRs perform following duties:

- i. Handling of multimedia and other equipment in class.
- ii. Distribution and collection of learning material and assignments among students.

- iii. Looking after class in the absence of teacher.
- iv. Coordination with class teachers for time table.
- v. Facilitating class teacher in Whatsapp group communication between teacher & students.
- vi. Performs discipline duties in college programs.

**f. Proctors:**

Proctors perform following duties:

- i. Daily discipline duties during morning and break time.
- ii. Discipline duties in college programs.
- iii. Checking of uniform in morning assembly and in their own classes on daily basis.
- iv. Helping CR in class in the absence of teacher.

**g. Chief Proctors:**

Chief proctors perform following duties:

- i. Conduct morning assembly.
- ii. Conduct meeting with all appointment holders weekly to solve their problems regarding maintenance of discipline in the college.
- iii. Make duty roaster for all appointment holders on weekly basis.
- iv. Monitor break duties of proctors in cafeteria and elsewhere diligently.
- v. Ensure discipline in all programs.
- vi. Report students' unusual activities and behaviors to the Discipline Committee.
- vii. Countercheck records of late arrivals recorded by DCPs on regular basis and inform Discipline Committee about habitual late comers.
- viii. Assign duties to proctors during PTM.

**h. Deputy Chief Proctors (DCPs):**

Deputy Chief Proctors perform following duties:

- i. Assign duties to proctors on weekly basis.
- ii. Lead programs with CPs in terms of maintaining college discipline.
- iii. Help in conduct of morning assembly in the absence of CPs.
- iv. Record and collect fine for late arrival of students.
- v. Monitoring of all appointment holder in performing their duties and report it to CPs.

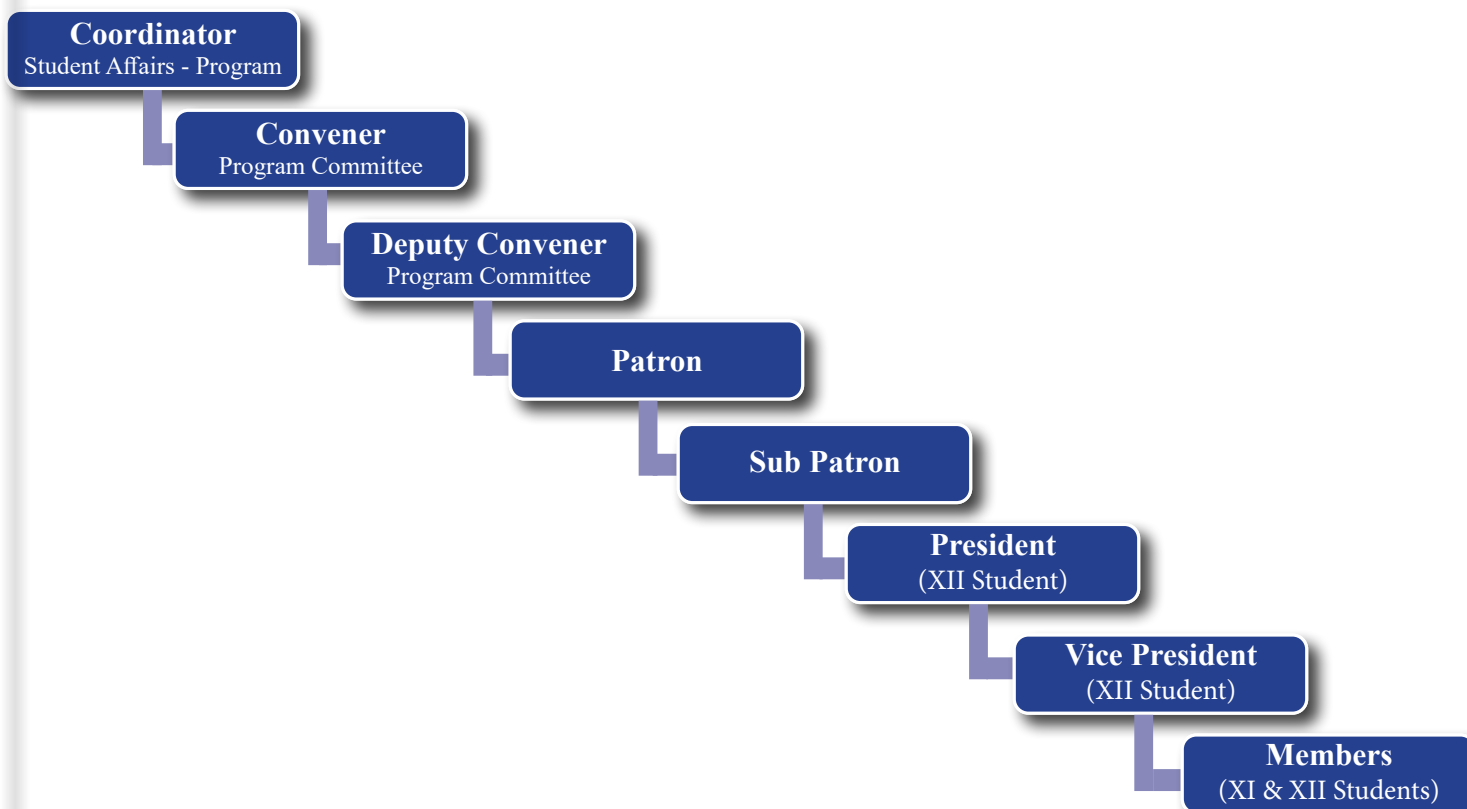
## 11.COMMECS COLLEGE CLUBS & SOCIETIES:

Apart from academics, Commecs College also believes in personality grooming of students and so has taken initiative to organize Clubs and Societies providing opportunity to all students to show their skill and ability in areas of their interest. Each student can opt for any two societies or clubs to spend their leisure time in creative activities in an efficient manner.

### a. Club & Societies:

- i. Commecs Choir
- ii. Oratory Club
- iii. Dramatic Society
- iv. Commecs Blog
- v. Sports Society
- vi. Science and Business Club
- vii. Adventure Club
- viii. Photo and Videography Club
- ix. Social Media Society
- x. Public and Social Service Society
- xi. Publication and Literary Society
- xii. Horticulture Society

### b. Hierarchy:



**c. Membership:**

- i. Society appointment holders will be mainly from XII. They will be selected by the society patrons in consultation with Convener Program Committee and Coordinator Student Affairs (Programs) within the first week of academic session. Appointment holders can also be selected from XI if they possess potential and interest.
- ii. Society Presidents will be issued sashes or badges after their selection.

**d. Member Selection:**

- i. Society Members from XII as guided by patrons will issue an online membership form in the second week at the start of new session.
- ii. Interested students will submit completed forms latest by the end of second week.
- iii. President and his Executive Council will review the forms and shortlist promising candidates in week Three. (It is at the discretion of the society whether to select students on the basis of forms they receive or to conduct interviews for final selection.)
- iv. Interviews will be conducted for finalizing the members for each academic session in week Four.
- v. Final list of the appointment holders and successful members will be displayed by the end of week four

**e. Club's or Society's Operations:**

- i. As soon as the society/club members are finalized they will start functioning and the first thing they will do is to make their events calendars for the session.
- ii. Each Society/Club will conduct regular meetings.
- iii. The Society members will record the minutes of each meeting.
- iv. The same would be shared with Coordinator Program and presented in the next Society meeting.

**f. Logistics & Finances:**

- i. Societies would be encouraged to arrange sponsors for different activities and programs.
- ii. They will have to share their financial plans before finalizing sponsors.
- iii. College will also provide logistics and financial support where and whenever necessary and possible.

**g. Selection Criteria:**

- i. Patron is to be selected by the Principal upon the recommendation of the Coordinator Programmes.
- ii. President (XII) and Executive Members will be selected by election.

**h. Responsibilities:**

- i. Patron is the facilitator who supervises all society activities and functions and the main person to be contacted by the Principal or Coordinator for any updates.
- ii. President & Vice President would be the empowered students who would be responsible of carrying out all assigned duties. They would be the main people to plan and organize all society events and look after all matters. They would be in direct contact with the Patron in particular. They would also ensure that all executive and society members are positively contributing for the cause of the society and performing their duties religiously.

## 12. MERIT & NEED BASED SCHOLARSHIP POLICIES

**Free ship in Tuition Fee is offered to a total of 10% of the students.**

100% Scholarship on Tuition fee is offered to top 3% of the students from each Discipline, Pre Engineering, Pre Medical, Computer Science, Commerce and Humanities. Students of Commerce & Humanities are treated as one discipline for the sake of scholarship.

100% need based scholarship on Tuition Fee is offered as per criteria to 7% of the students.

### a. Merit Scholarship Policy - Session 2024-25:

Students of each discipline will be divided in 02 groups as given below and top 3% students from each group calculated separately for each discipline will be awarded 100% scholarship in Tuition Fee as under:

Discipline	Group-1	Group-2
Commerce / Humanities	Karachi Board / Other Boards	Cambridge / Aga Khan / Edexcel / Federal
Pre-Engineering		
Pre-Medical		
Computer Science		

- i. Minimum eligibility marks to contest for the merit scholarships are:
  13. 88% and above marks in Karachi and other matric stream boards.
  14. 85% and above marks in Cambridge, Edexcel, Aga Khan and Federal Boards.
  15. 85% and above in BIEK 1st Year.
- ii. Conditions: The scholarships amount awarded on merit to student would be continued if the student meets conditions given below:

#### Stage – 1 Conditions:

1. Minimum 75% in First Term Examination results
2. Attendance till First Term Examination - 90% and above.

If the above conditions are not met, 20% deduction in the approved Scholarship amount will be done. **However, in case of any disciplinary issue 100% Scholarship amount may be cancelled.**

#### Stage – 2 Conditions:

1. Minimum 80% in Second Term Examination results
2. Attendance till Second Term Examination - 90% and above.

If the above conditions are not met, 30% deduction in the approved Scholarship amount will be done. **However, in case of any disciplinary issue 100% Scholarship amount may be cancelled.**

A student can avail either Need Based Scholarship or Merit Scholarship. However, if a student is availing need based scholarship and earns merit scholarship of amount higher than the need based scholarship, he/she may opt for merit scholarship and withdraw from need based scholarship.

## **b. Need Based Scholarship Policy - Session 2024-25:**

COMMECS College offers Need Based Scholarship on Need cum Merit basis to students facing financial hardship. Strict confidentiality is maintained. Commecs College Need Based Scholarship is tied to the results, attendance and disciplinary record. If a student fails to perform satisfactorily in any of the above, the Need Based Scholarship facility may be withdrawn with immediate effect. The decision to grant or refuse Need Based Scholarship is the sole discretion of the Managing Committee.

### **Eligibility Criteria:**

#### **1<sup>st</sup> Year**

- \* **Parent's income from all sources upto Rs.175,000/- per month.**
- \* Minimum **60%** marks in Matric for Commerce and Humanities.
- \* Minimum **65%** marks in Matric for Pre-Engineering, Computer Science & Pre - Medical Group.

#### **2<sup>nd</sup> Year**

- \* **Parent's income from all sources upto Rs.175,000/- per month.**
- \* Minimum **70%** marks in Prelim Exam of 1<sup>st</sup> Year.
- \* Attendance **85%** and above in 1st year.

- i. **100% Freeship:** 7% of students to get 100% Need Based Scholarship for Tuition Fee only (including deserving orphans / ward of single parent (mother) / divorced mother (not supported by father)). Number of students equivalent to 7% of the total strength will be chosen from those topping the Need Based Scholarship point table. Rest of the students will be awarded as per their earned score on points table.
- ii. **Need Based Scholarship for Orphans:** Deserving orphans / ward of single parent (mother)/divorced mother (not supported by father) will be awarded 100% tuition fee waiver. They will, however, meet eligibility criteria and Need Based Scholarship continuation conditions. The scholarship of such students will be included in 7% students given this facility as stated above. The Need Based Scholarship will be, subject to financial health of family.
- iii. **Evaluation:** After receipt of the need based scholarships applications the scholarship committee will evaluate/assess the applicants documents as per the laid down criteria The successful applicants will be intimated the amount of scholarship approved for the year subject to fulfillment of the under mentioned conditions in two stages:

### **Stage – 1 Conditions:**

1. Minimum **65%** marks in First Term Examination.
2. Attendance upto First Term Examination - **90%** and above.

If the above conditions are not met, 20% deduction in the approved scholarship amount will be done. **However, in case of any disciplinary issue 100% scholarship amount may be cancelled.**

### **Stage – 2 Conditions:**

1. **70%** in Second Term Examination results.
2. Attendance upto Second Term examination - **90%** and above.

If the above conditions are not met, 30% deduction or 30% additional deduction (where applicable) in the approved endowment amount will be done.

**However, in case of any disciplinary issue 100% endowment amount may be cancelled.**

***Note: Need Based Scholarship will be granted on Tuition Fee only.***



## 13.SOCIAL MEDIA

It is irrefutable that social media has had enormous impact on everyone's life and there is a dire need to chalk out a path for its safe usage. Students need to be aware of its Dos and Don'ts to avoid any situation which can be detrimental to the College repute and for them selves. Commecs College has, therefore, devised a social media policy for its students. Social Media Policy guidelines for students are as under:

- c. Students are not allowed to add their teachers in their friend list on Facebook, Twitter, Instagram, Snap chat etc. They can, however, use WhatsApp for academic purpose and to receive official information. Separate WhatsApp group will be maintained and administered by class teacher.
- d. Students are expected not to post anything unpleasant tarnishing college reputation.
- e. Students cannot share personal information or picture of teachers, staff of the College or their peers without their consent.
- f. Students cannot discuss, post or share policy matters and other official information of the College on Social Media without prior permission of the College management.
- g. Cyber bullying of peers and College staff is punishable.
- h. Students cannot create or join any political or religious group where they are identified as students of Commecs College.
- i. For any ambiguity students are to seek help of their teachers or College management.

## 14.GUIDELINES AGAINST HARASSMENT

### a. Policy Statement :

As a part of academic community, Commecs College upholds its fundamental commitments to academic freedom maintaining an environment in which all individuals can engage in open discussion without intimidation and harassment.

### b. Harassment Defined:

Harassment is any unwelcome advance, request or signal. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

### c. Types of Harassments:

- i. Asking students to visit personal offices after office hours or meet out of the College premises with the promise of improvement in grades or to discuss academics.
- ii. Intimidation and providing material to newspaper / magazines in order to tarnish the reputation (character assassination) of faculty/staff/student/employer.
- iii. Vulgar jokes, gossip, written or oral references to obscenity and unwelcome staring, whistling, brushing against the body, suggestive or insulting comments.
- iv. Dressing which is provocative and culturally inappropriate.
- v. Support staff asking students to pay for doing their official work.
- vi. Threatening students by using forge / fake documents and pictures to black mail them into compliance.
- vii. Anonymous letters / pamphlets / e-mails defaming or assassinating character of employees / teachers / students.
- viii. Harassment of students by students of any sort.

**d. Jurisdiction:**

This policy applies to all members of the College; faculty, staff, students and those with whom Commecs College does business and any person on College's property (including contractors who are involved in any business, construction work or services etc)

*Complaint can be made for any alleged violation of this policy that took place on College premises.*

**e. False Allegation:**

Allegations of harassment made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed will be dealt with as serious offence. A charge which is intentionally dishonest or made in willful disregard of the truth, and to malign or damage the reputation, however, will subject the complainant (student, staff or faculty) to severe disciplinary action.

**f. Informal Resolution without a Written Complaint:**

The primary objective of resolution is to stop the offending behavior. To this end, it is important that complaints be resolved through informal means. No third party will be informed of the identity of the respondent unless and until the respondent is informed of the complaint and given an opportunity to respond and that too if inquiry warrants.

*After attempting 'Informal Resolution without a Written Complaint', the complainant may decide to take no further action or to proceed with the formulation of a written complaint.*

**g. Penalties / Sanctions and Remedies:**

Following penalties, singly or in combination, may be imposed upon a student:

- i. Oral or written reprimand.
- ii. Inclusion of the decision in a personal file of the respondent, for a specified period.
- iii. Prohibition of the respondent from attendance in a course, a program, or a teaching unit, for a certain period.
- iv. Others, as deemed appropriate

**h. Harassment Monitoring Committee:**

Harassment Monitoring Committee constituted by the College will be the focal point for handling harassment cases.

**15. FEE PAYMENT POLICY**

- a. Accounts department will issue fee vouchers by 5th of each month.
- b. Due date to pay the fee will be 10 days.
- c. A penalty of Rs.1,000/- will be imposed, if the fee is not paid within due date.
- d. Vouchers will be valid till last day of each month.
- e. If the fee is not paid for consecutive two months, the admission will be cancelled.
- f. Students may, however, be readmitted on receiving the written request from the parents, subject to approval by the management and payment of readmission fee of Rs.10,000/- and the outstanding fee. The application for readmission will be entertained if submitted within 7 days of cancellation of admission.

## 16. DISCIPLINE POLICY

Discipline is the training that develops self-control, character and efficiency. It is the essential factor for the enhancement of moral and cultural values. An environment devoid of discipline hampers the process of education.

To provide education without disciplining the minds of youngsters is tantamount to teaching them how vehemently they could undermine the rule of authority in future. Making the students behave in a certain manner under coercion is a short lived phenomenon. Developing capability of judgment to know the difference between right and wrong and then willingly choosing the right is the most desirable personality trait. To achieve this, teachers are required to play a pivotal role.

It may be kept in mind that it is only by example and not by precept that the young minds can be influenced the most. Whereas it is expected that students will be self-disciplined, there is a need to expect the exceptions. The management of Commecs College, however, reserves the right to suspend, expel, impel, impose fine or terminate a student who is found guilty.

### **Discipline Committee:**

The discipline committee shall investigate all serious lapses in discipline and recommend the extent of punishment to an offending student. The college discipline committee shall review and scrutinize such recommendations before final action is taken against the student. The discipline committee shall comprise the following:

- a. Coordinator Discipline
- b. Convener Discipline Committee
- c. Deputy-Convener Discipline Committee or Floor Incharges
- d. Committee Members

## 17. STUDENTS CORRECTIVE & DISCIPLINARY ACTION PROCEDURE

Act #	Student Act	Penalties
1	Morning Late	<ul style="list-style-type: none"> <li>• Verbal warning on first late</li> <li>• 150/= fine on second late onwards</li> <li>• Warning letter issuance by the Discipline Committee</li> <li>• Talking to parent or meeting with parents for continuing late comings.</li> </ul>
2	Uniform / ID Card Violation	<ul style="list-style-type: none"> <li>• 300/= fine</li> <li>• Involving Parents.</li> </ul>
3	Using Cell Phones / Gadgets	<ul style="list-style-type: none"> <li>• 2500/= fine on first violation and 3500/= on second.</li> <li>• Confiscation on third violation ( To be returned after session).</li> <li>• Meeting with parents.</li> </ul>
4	Misconduct with Teachers / Staff members	<ul style="list-style-type: none"> <li>• Apology letter / The student will deliver a talk in the morning assembly.</li> <li>• Meeting with parents.</li> <li>• Suspension from classes / college.</li> <li>• Termination from college.</li> </ul>
5	Disrupting Classroom Decorum	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• The student will deliver a talk in the morning assembly.</li> <li>• Meeting with parents.</li> </ul>
6	Bunking	<ul style="list-style-type: none"> <li>• Assignment / Class presentation on missed topic or the student will deliver a talk in the morning assembly.</li> <li>• Warning letter on 2<sup>nd</sup> violation.</li> <li>• Meeting with parents.</li> </ul>
7	Smoking	<ul style="list-style-type: none"> <li>• 2500/- fine on first violation and 3500/- on second along with confiscation of smoking devices and material.</li> <li>• Meeting with parents.</li> <li>• The student will deliver a talk on harms of smoking in the morning assembly.</li> <li>• Suspension from college.</li> </ul>
8	Bullying and Ragging	<ul style="list-style-type: none"> <li>• Rs.1000/= fine (depending upon gravity)</li> <li>• Warning letter</li> <li>• Meeting with parents</li> <li>• Suspension from classes / college</li> </ul>
9	Violating Code of Conduct	<ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Warning letter</li> <li>• Suspension from classes / college</li> <li>• Termination</li> </ul>
10	Fighting / Violence Inside and Outside College	<ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Warning letter</li> <li>• Suspension</li> <li>• Termination</li> </ul>
11	Maligning College Student or Employees (on Social Media)	<ul style="list-style-type: none"> <li>• Apology letter</li> <li>• Meeting with parents</li> <li>• Suspension from classes / college</li> <li>• Termination</li> </ul>
12	Harassment	<ul style="list-style-type: none"> <li>• Meeting with parents</li> <li>• Warning letter</li> <li>• Suspension</li> <li>• Termination</li> </ul>
13	Damaging College Property	<ul style="list-style-type: none"> <li>• Suspension / Termination</li> <li>• Fine according to the damage</li> <li>• Meeting with parents</li> </ul>
14	Possessing Contraband	<ul style="list-style-type: none"> <li>• Termination</li> </ul>

*Note: Cash collected above Rs. 1000 will be given to registered Social Work Organization.*

## 18. TRANSPORT POLICY

### **Arrangement for Transport:**

The transporter will provide transport (vans) sufficient for seating persons on a particular route for pick/drop to/from Commecs College from designated destinations.

In case of development of any fault en-route in the van, transporter will be responsible to make alternate arrangements immediately to avoid inconvenience to students.

Sundays will be observed as holidays on which proper maintenance of vans is to be carried out by the transporter.

At all times clean vans be provided with mechanical fitness strictly ensured.

En-route vans will not stop for any refreshment even on the request of students.

Maintenance of discipline inside the van will be the responsibility of the driver.

The contract will be between parents of student's / staff members and the transporter and all responsibility in this respect will rest with the parties contracting who engage the services of the transporter.

The College management will only be responsible for monitoring the performance and attitude / behavior of the transporter.

Students discipline will be of equal importance while traveling in the contractor's vehicles. If any student is found guilty of indiscipline or for some irresponsible act, he/she will be treated in the same way as if the event had occurred on the campus.

All complaints, however, will be promptly taken up by the administration department which is responsible to take action after consultation with the Academic Coordinators.

Action will be decided on the gravity of nature of complaint.

### **Billing:**

All bills/dues will be directly collected every month from parents of students directly by the transporter.

Commecs College administration is not responsible for any sort of payment.

In case of any problem, Commecs College administration and transport committee will make an effort to resolve the same.

## TRANSPORT FORM

### Student's Particulars:

Area : \_\_\_\_\_ Block/ Phase/ Sector \_\_\_\_\_  
Name : \_\_\_\_\_  
Father's / Guardian Name : \_\_\_\_\_  
Class : \_\_\_\_\_ Group : \_\_\_\_\_  
Section : \_\_\_\_\_ Mobile no : \_\_\_\_\_  
Address : \_\_\_\_\_

### Terms and Conditions Fee

- Transport Fee must be paid in transport office directly to the contractor by the student.
- Fee is payable in advance by the 5th of every month otherwise Rs.10/- will be charged per day as a fine.
- Contractor will issue fee card to students mentioning the fee as per the rate list.
- Entry in fee card shall be made at the time of submission of fee.
- Student is liable to pay full fee if the transport is used till 10th of month, however fee will not be charged in case of written application submitted till 5th of the month for not using the facility anymore.
- Students will be liable to pay the fee for the month of April if they use the transport till January.
- Fee for the month of April will be charged with January.
- For any type of closure of college announced by government, the fee shall be paid as under:
  - i. For half month, if the college remains close for more than 15 days including holidays.
  - ii. For full month if the college remains open for more than 15 days including holidays.
  - iii. No fee, if the college remains close for whole calendar month.
- Transporter shall charge 9 months' fee starting from August 2024 from students and hence no fee for the months of May 2025, June 2025, and July 2025. However, fee for May, June and July will be charged if transport is used in these months.
- Contractor is bound not to increase the rates during the session without the consent of administration.

### **Service**

- In case of any breakdown of vehicle enroute, quick and smooth alternate arrangements will be made by the contractor.
- In case of absence of any vehicle the contractor will be bound to pay taxi fare to students from residence to college and back.
- Students are not allowed to disembark the van enroute.
- The Drivers will not stop enroute for refreshments and other activities etc.
- No music shall be played in vans.

### **Declaration:**

COMMECS College has no obligation in any way and the deal is between the Transport Contractor and the Students' Parents. Commeecs College's Administration will act as arbitrator for any conflict and any other problems.

\_\_\_\_\_  
**Signature (Parent/ Guardian)**

## Undertaking (Admissions 2024-25)

1. **Student's Information:** All information mentioned in the Online Registration and Admission Form is correct especially the date of birth and previous examination results.
2. **Eligibility Criteria for SSC/O Level/Edexcel Students:**
  - \* 65% for Science Candidates.                                  60% for Commerce & Humanities.
  - \* O-Level Candidates must clear 08 Subjects including the compulsory subjects i.e. Urdu, English, Islamiat, Pakistan Studies & Mathematics and fulfill above mentioned criteria.
3. **Provisional Admission:** Admission in XI class is PROVISIONAL which will be confirmed on the basis of SSC-II / O Level / equivalent exam results.
4. **Admission Cancellation:** My admission will be cancelled in the following cases:
  - \* Non-fulfillment of Eligibility Criteria after announcement of SSC-II/O Level result.
  - \* Providing incorrect information in the Admission Form.
  - \* Involvement in any disciplinary breach.
  - \* Long absence from college for a month or more without prior approval of the Principal.
  - \* Non-payment of monthly fee for continuous 02 months.
  - \* Poor performance in internal examinations and low attendance.
5. **Fee Refund:**
  - \* In case I withdraw from the college myself due to any reason whatsoever, NO fee under any circumstances will be refunded.
  - \* Fee will not be refunded if I am terminated on disciplinary ground.
  - \* Fee will only be refunded if my admission is cancelled due to non-fulfillment of eligibility criteria after annual result of SSC-II / O Level.
6. **College Policies:** I have read and understood the following policies available on Student's Handbook placed on College Website:
  - \* Social Media Policy    \* Scholarship Policy                  \* Harassment Policy    \* Fee Payment Policy    \* Need Based Scholarship
  - \* Dress Code Policy       \* Code of Conduct Policy    \* Attendance Policy    \* Discipline Policy
7. **Fee Payment:** Rs.1,000/- penalty will be imposed if the fee is not paid within Due Date and student's admission will be cancelled if fee is not paid for continuous two months.
8. **Financial Penalty Criterion:** I will have to bear a financial penalty in case of:
  - \* Using Cell Phone within College    \* Not wearing I.D. Card                  \* Any type of smoking
  - \* Violating dress code                      \* Late coming                                  \* Damaging College property

**Note:** Repeated violations may lead to termination from the College.
9. **BIEK Examinations:** Commecs College reserves the right of withholding Board of Intermediate Education, Karachi (BIEK) Examination Form if my:
  - \* Academic performance in the in-house examinations remains poor/unsatisfactory.
  - \* Attendance remains below 75% which is the minimum requirement of BIEK.

### 10. Admission to XII will be based on:

- \* XI Academic Performance in internal examinations                  \* Minimum 75% attendance in XI
- \* No involvement in any case of breach of discipline

Any attempt at influencing the Commecs College management's decision in any of the above situations, or in such situations other than the above, where it may be necessary to take punitive action, would be considered as a further disqualification and would only serve to strengthen the management's decision.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

### **FOR OFFICE USE ONLY**

1. The entries of the form and documents required have been checked and found in order
2. 1<sup>st</sup> Fee Received. Rs: \_\_\_\_\_ Dated \_\_\_\_\_
3. Photocopy of marks sheet ( Matric / O Level )
4. Migration certificate ( Student of other than Karachi Board )
5. Equivalence Certificate (O Level Students)

**Admission Granted**  Yes  No

\_\_\_\_\_  
Assistant Controller of Admissions

\_\_\_\_\_  
Controller of Examinations & Admissions

\_\_\_\_\_  
Principal