



SUPERIOR GROUP OF COLLEGES

COLLEGE DISCIPLINE

GENERAL AND DISCIPLINARY RULES:-

All Students must abide by the College Rules, Regulations, Policies and Guidelines as may be promulgated by the College Administration from time to time. Breach of these Rules, Regulations, Policies and Guidelines shall render them liable to disciplinary, administrative and legal action including but not limited to imposition of fine, suspension or expulsion (both provisional and permanent) from the College.

1. All students are expected to show a high sense of dignity, courteousness and decency in behavior.
2. Students must keep their college identity cards with them.
3. Students are advised to visit the notice board regularly.
4. No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in or outside the College premises without prior permission from the Principal.
5. Use of mobile phone is strictly prohibited in the College premises and also during the College Functions. Confiscated mobiles shall only be returned if disciplinary committee permits.
6. Smoking in the College premises is strictly prohibited. Special fines, suspension from the college or both penalties can be given to the defaulters.
7. Students can apply for the leave only on the prescribed format along with CNIC of any one of the parents and other required documents in case of sick and medical leave.
8. Absence from the college for one lecture or one day without leave application shall result in fine amounting to at least Rs.50 or more as decided by the authorities.
9. No student is allowed to leave the class without the permission of his/her teacher or until the class is over.
10. Late-comers in the class shall be marked absent.
11. Any student misbehaving in the classroom/College shall at once be reported to the Principal by the teacher. The Principal will take such action as he/she may deem proper. The teacher can recommend a penalty as well.
12. Any political or religious activity without prior permission is strictly prohibited in or around the College premises.
13. Students must keep the College identity Card during their stay in the College premises and during College functions.
14. Compliance of the dress code/uniform is compulsory in any case. Defaulters shall have to pay fine Rs. 100 Per day .
15. Parking outside the college premises shall not be the responsibility of college. The college shall not be responsible for any type of loss to the bikes or vehicles.



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16. The College is not responsible for any loss/damage regarding the students' belongings.
17. The students who want to migrate from Superior College to any other college can apply within ten days of taking their Board/University Examinations. After ten days, they will have to pay full fee for Clearance.
18. The College reserves the right to make, amend and introduce any rule as and when deemed appropriate.
19. Submission of college fee after the due date shall be made along with the late fee fine amount (Rs. 100 per Day) till one month. In case of fee default after one month, the name of student shall be struck off from the college roll and can be reinstated after paying the readmission fine (10,000) along with the outstanding dues.
20. No student is allowed to be absent from the college without any leave application. After 6 continuous absences, student's name shall be struck off the college rolls and shall only be reinstated after the written assurance from the parents and also the payment of readmission fine.
21. 100 % presence is a must during Assessments/Tests no leave shall be entertained during these days.
22. The College, in its sole discretion, shall have the right to take any disciplinary, administrative and legal action against a defaulting student committing breach of any of the College Rules, Regulations, Policies or Guidelines. Such an action may include, but shall not be limited to, expulsion, suspension, withholding of Examination Admission Forms of the Board/University, release of the Examination Roll No. Slips or withholding the examination result card issued by the Board/University particularly due to any of the following.
 - Poor Attendance
 - Non-payment of College Dues
 - Poor overall Academic Record
 - Default in Transport fee payment
 - Failure in the College Examinations
 - Misconduct
 - any other reason not specifically mentioned herein
23. If the College Administration pays any amount to any Authority, Board, Government Department etc. on behalf of any Student (s), all such amounts shall remain recoverable from such Student(s) as outstanding College Dues.
24. Sections/Roll Numbers once allotted to the students shall not be changed in any case.
25. Transport fee is recoverable from the students on quarterly basis. The fee is decided and collected by the transport vendors / authorities according to distance from the college. No discount in transport dues can be made by the college authorities.



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26. NOCs and College leaving certificates can only be issued if the student pays his/her all dues till the submission date of his/her application for the issuance of these.
27. Students may apply for the cancellation of their admission (subject to the permission of Principal) within 15 days after getting admission, however no fee refund shall be made.
28. The provisions contained in the College Rules, Regulations, Policies and Guidelines, including but not limited to the General & Disciplinary Rules and Admission Rules, and the Declaration of the Student in the College Admission Form shall collectively form a contract between the College Administration and the Student and shall remain binding till a Student is on Roll of the College. The College Administration shall have the right to amend and replace all or any of the College Rules, Regulations, Policies and Guidelines. Such amended or replaced provisions shall also remain binding till the student remains on the Roll of the College. The College shall be entitled to initiate legal proceedings, in addition to other disciplinary or administrative actions, against a Student who fails to comply with these binding provisions.
29. Despite all the necessary arrangements, the college is not responsible for any kind of mishap during college tours and functions.