

**GOVERNMENT OF PAKISTAN  
FEDERAL DIRECTORATE OF EDUCATION**

\*\*\*\*\*

**ADMISSION POLICY**

**HSSC PART I, ASSOCIATE DEGREE PROGRAM (2 YEARS) & BS PROGRAM (4 YEARS)  
FOR THE ACADEMIC YEAR 2020-2021 ONWARDS**

Admission Policy will be applicable to all Islamabad Model Colleges functioning under the administrative jurisdiction of Federal Directorate of Education, Islamabad.

**1. ACADEMIC SESSION**

The academic session for Intermediate level (HSSC) and Bachelors level (BS/ADP) shall be determined by the announcement of results of SSC and HSSC by Federal Board of Intermediate & Secondary Education, Islamabad and/or as per schedule issued by Quaid-e-Azam University where applicable.

**2. BASIC ELIGIBILITY**

Candidates of the following categories will be eligible for admission against all seats:

- 1) Federal Government Employees residing in Islamabad/Rawalpindi.
- 2) Residents of Islamabad Capital Territory.
- 3) Diplomats stationed at Islamabad.

A candidate, who has passed the last examination from an institution not located in Islamabad Capital Territory shall produce residence certificate from Estate Office/CDA or any other valid legal document (**CNICs or Utility Bills indicating residential address of the parents**) in support of **their** claim pertaining to residence.

3. Admission to HSSC Part I, Associate Degree Program (two years) and Bachelor of Science BS(4 years) will be made on merit as per allocation of seats given below:

**CLASS HSSC I**

**A. ADMISSION QUOTA**

<b>S.No</b>	<b>Quota</b>	<b>Percentage</b>
1.	Open Merit	92%
2.	Bona fide Students of the institutions (FDE Setup)	NIL
3.	FATA/GB	03%
4.	Transfer Cases	02% over and above- mentioned quota (Within the ICT no transfers cases are allowed)
5.	Sports	03%
6.	Disabled	02%
7.	Real Daughter/Sons of Teachers/Employees of the institutions.	01% seats in every Institution in order of merit amongst themselves (over and above the above mention quota).

**B) MINIMUM MARKS FOR EACH GROUP**

1. Pre-Engineering 65%
2. Pre-Medical 65%
3. General Science 60%
4. Commerce 50%
6. Home Economics 50%
7. Humanities 45%

\* The cases for late admission according to the merit of the respective colleges will be entertained subject to the approval of Director Academics.

\*The bottom line of marks may be reviewed if sufficient applications have not been received in a particular group or shift, subject to prior approval of the Director Academics Directorate of Education, Islamabad.

#### **4. BS and AD Programs**

##### **A) ADMISSION QUOTA**

Admissions to BS Program and AD Program should be made in accordance with the admission policy of the Quaid I Azam University.

<b>S. #</b>	<b>Quota</b>	<b>Percentage</b>
1	Open Merit	92%
2	Bona fide Students of the Institutions (FDE Setup)	NIL
3	FATA/FANA	3%
4	Transfer Cases	01% over and above the mentioned quota
5	Sports	3%
6	Disabled	2%
7	Real daughter/sons of Teacher/Administrative Employees of the institutions	01% seats in every Institution in order of merit amongst themselves (over and above the above mention quota).

##### **B) ELIGIBILITY FOR ADMISSION IN BS & AD PROGRAMS**

i. An individual holding a Higher Secondary School Certificate from a Pakistani Board of Examination or an equivalent certificate from any other recognized institution, with at least 50% marks, or its equivalent grade, is eligible for admission to the BS program.

ii. An individual holding a Higher Secondary School Certificate from a Pakistani Board or an equivalent certificate from any other recognized institution, with at least 45% marks or its equivalent grade, is eligible for admission to the AD program

##### **i) Age Limit**

The maximum age limit for admission to the BS/AD program is 22 years. Any one beyond the age of 22 years shall not be given admission unless the relaxation is granted by the Vice-Chancellor Quaid-e-Azam University under special circumstances on the recommendations of the Principal concerned.

ii) In case a college offers multiple BS programs, the candidate will apply separately for each program if he/she so desires.

### C) REQUIREMENTS FOR ADMISSION IN BS/AD Programs

#### i) Social Sciences

Sr.#	Program	Eligibility	Test
1	Applied Psychology	FA/F. Sc. or equivalent with at least 50%marks in aggregate for BS Programs and 45% for AD Programs	No
2	Business Administration		
3	Business Studies		
4	Economics		
5	Education		
6	International Relations		
7	Commerce		
8	Accounting & Finance		
9	English		
10	Geography		
11	Islamic Studies		
12	Mass Communication		
13	Pakistan Studies		
14	Urdu		
15	Fine Arts		

#### ii) Biological Sciences

Sr.#	Program	Eligibility	Test
16	Botany	F. Sc (Pre-Medical) or equivalent with at least 50%marks in aggregate for BS Programs and 45% for AD Programs	No
17	Microbiology		
18	Zoology		

#### iii) Natural Sciences

Sr.#	Program	Eligibility	Test
19	Computer Science	F.A/F.Sc with Mathematics with at least 50% in aggregate for BS Programs and AD Programs	No
20	Mathematics	F.Sc or equivalent with Mathematics as a subject and at least 50%marks in aggregate for BS program and 45% for AD Programs	No
21	Statistics	F.A/F.Sc or equivalent with Mathematics as a subject and at least 50%marks in aggregate for BS Programs and 45% for AD Programs	No
22	Chemistry	F.Sc (Pre-Eng./Medical)or equivalent with at least 50% marks in aggregate for BS Programs and 45% for AD Programs	No
23	Physics	F.Sc or equivalent with Physics as a subject with at least 50% marks in aggregate for BS Programs and 45% for AD Programs.	No

## D) MERIT CRITERIA

The merit shall be calculated as per criteria mentioned here under:

Matric/SSC/Equivalent: 30%

FA/FSC/Equivalent: 70%

$$\text{Merit} = \frac{\text{MOM}}{\text{TM}} \times 30\% + \frac{\text{MOF}}{\text{TM}} \times 70\%$$

Where, MOM=Marks obtained in Matric or equivalent MOF=Marks obtained in F.Sc or equivalent

TM=Total Marks in the relevant Examination

## E) MERIT LIST

The lists of selected candidates will be displayed as per dates announced by FDE on the notice board as well as on the website of concerned college, if the facility is available. No call letters shall be sent to the selected candidates. Admission to one department shall not give a student a right to migrate to another department.

## F) Equivalence Certificate

Candidates having foreign certificates should provide equivalence certificates and conversion of the grades into marks from Inter Board Committee for SSC and HSSC levels.

## 5. GENERAL INSTRUCTIONS

Following general instructions will be strictly followed during the process of admission.

a) A candidate domiciled in FATA/FANA will not contest a seat reserved against the allocated quota if she has qualified SSC/HSSC from any institution outside the tutorial jurisdiction of FATA/FANA. However, after admission process has been completed, in case there is any vacant seat under this category, admission may be granted to applicants with FATA/FANA Domicile. **Such candidates will, however, have to arrange for their own accommodation in case Hostel facilities are not available in the respective college of admission.**

b) Top three position holders from any Examination Board of Pakistan will be eligible for admission for all levels i.e. **HSSC, BS, Associate Degree Program** in their respective disciplines, regardless of the basic eligibility criteria i.e. proof of residence. However, they will not be eligible for hostel accommodation.

c) Students seeking admission on sports quota basis at Board Level will submit an authentic Merit Certificate issued from the relevant Board along with the application form. Merit within sports quota will be determined after addition of points obtained as per following criteria to the total marks obtained by the applicant in respective examination.

**Note: If a student fails to prove his/her competence in the specific sport, his/her admission will be cancelled.**

<b>S.</b>	<b>CRITERIA</b>	<b>Points</b>
1	1st Prize/Championship in an Individual/Team event at Board Level.	10
2	2nd Prize/Runner up in an Individual/Team Event at Board Level	07
3	3rd Prize/Runner up in an Individual/Team Event at Board Level.	05
4	Participation in an Individual/Team event at Board Level	03
5	Re-presentation at Nation Level as a team member or in an individual event	10

- d) If any seat(s) against any quota are not fully utilized due to non-availability of eligible candidates, the same will stand transferred to the Open Merit quota. However, proper documentation of transfer of each seat shall be made for verification initially by the Director concerned, to be finalized by the Director General.
- f) Admissions shall be made as per timeline and schedule issued by Federal Directorate of Education.
- g) Students placed in compartment in SSC/HSSC examination will compete for admission after clearing the subject(s) in the same year within the prescribed time limit fixed by Board/University subject to availability of seats in the institution or next year as a fresh candidate.
- h) Candidates who seek admission after a gap of one or more years may be considered for admission when applied. However, they will have to submit an affidavit of good conduct duly verified by head of the institution last attended. Reason of the gap should also be clearly stated in the affidavit. Merit of such candidates will be determined after deducting five marks for each year of the gap from the total marks obtained by them.
- i. The number of seats will be determined by the institution in each faculty after careful consideration of physical facilities and the number of teachers available. However, the number of admissions will be finalized by the Federal Directorate of Education in consultation with Hads of Institutions before the commencement of academic session.
- j) Students who have passed Senior Cambridge, GCE/O-Level/A-Level examination/Diploma from Polytechnic institutions will be eligible for admission along with other candidates. Their merit will be determined on the percentage of marks obtained in their respective examinations and equivalence shall be determined by Inter Board Committee of Chairmen, Islamabad / University concerned, whichever is applicable. A certificate to this effect is a pre-requisite for admission at the level concerned.
- k) All foreign national students are required to route their application for admission through the Ministry of Federal Education and Professional Training.
- l) Migration (inter-city and inter-provisional) cases eligible for admission as per policy will be entertained by institution where seats are available provided that the merit in the desired discipline of the institution is not compromised. No local migration will be allowed. However, relaxation in rules may be permitted by the competent authority i.e. Director General, Federal Directorate of Education, Islamabad, keeping in view genuineness of hardship on case to case basis.
- m) Twenty (20) marks will be added in the merit of Hifz-e-Quran for admission at all levels, provided that the candidates produce a certificate of successful completion of the course from a registered/recognized Institution (Religious Boards)

- n) Notice for calling the applications for admission would be advertised by the Federal Directorate of Education, Islamabad and no college shall be allowed to advertise on its own.
- o) Every successful applicant will submit an affidavit on legal stamp paper addressed to the Principal solemnly assuring that she will refrain from participating in politics or in any subversive activity during the time he/she is on the college rolls. His/her parent/guardian will endorse this undertaking, and further undertake that his/her ward would be liable for removal from the college rolls if she participates in politics or does not abide by the rules of the college.
- p) In case any person other than father/mother of the candidates is declared guardian, a proper legal affidavit/legal Guardian ship certificate will have to be submitted. Guardian ship of persons other than grandparents/real elder brother/sister and maternal/paternal uncles shall not be accepted.
- q) Students are expected to exercise their choice of subject carefully with due consideration. Change will not ordinarily be allowed to the choice once exercised. However, in case of extreme hardship cases change of subjects may be allowed within maximum of two weeks after commencement of classes. The change, of course, will be subject to the condition that a candidate admitted in group of lower merit does not opt for a group of higher merit.
- r) The last date for admission fixed by the Federal Directorate of Education, Islamabad shall be strictly adhered to. In case Principals are in need of filling the vacant seats after expiry of the stipulated admission date they will seek formal permission from the Federal Directorate of Education.
- s) Attendance criteria prescribed by the Federal Board of Intermediate and Secondary Education and Quaid-i-Azam University will be strictly adhered to. Principals will ensure that transparent, regular, unambiguous record of daily attendance is maintained at all times on accountable roll call registers.