



Prospectus 2020-21



**Islamabad Model Postgraduate College of Commerce,
H-8/4, Islamabad.**

Quaid's Message

My young friends, I look forward to you as the real makers of Pakistan. Do not be exploited and do not be misled. Create amongst yourselves complete unity and solidarity. Set an example of what youth can do. Your main occupation should be in fairness to yourself, in fairness to your parents, in fairness to the state to devote your attention to your studies. If you fritter away your energies now, you will always regret.

(Speech in Public Meeting at Dacca, 21st March, 1948)

VISION

To provide quality education to our students to enable them to realize their potential and contribute to develop of the society and nation, creating a sense of Pakistani nationhood, the concepts of tolerance, social justice, democracy, social harmony, respect for diversity, pride in identity and links with social and cultural values. Build up the character of our future generation; which means highest sense of honor, integrity, selfless services to nation and sense of responsibility.

AIM

To produce fully equipped or qualified students with strong faith in religion, cultural values and traditions of Pakistani society to play their part effectively and diligently in the various branches of economic life in a manner which will do honor and respect to Pakistan.

OUR BELIEF

- Learning needs to take place across the system at the same level & up and down the system at various levels.
- Demanding and using information to update the skills and knowledge in order to redesign priorities according to changing needs of the “knowledge based society”.

GOALS

- To develop our students a self reliant individual, capable of analytical and original thinking.
- To aim at nurturing the total personality of the individual to face the truth as it emerges from the objective study of reality.
- To raise individuals committed to democratic, moral values, self respect and inclined to new ideas and innovations.
- To enable our students to earn honesty.
- To equipped our students with information communication technology (ICT).

MISSION

یوتی الحکمتہ من یشاء و من یوت الحکمتہ فقد اوتی خیرا کثیرا

وہ جسے چاہے حکمت اور دانائی دیتا ہے اور جو شخص حکمت اور سمجھ دیا جائے وہ بہت ساری بھلائی دیا گیا۔ سورۃ البقرہ آیت نمبر ۲۶۹

The mission of the college is to produce graduates who would distinguish themselves by their professional competence, humanistic and ethical standards, utilitarian approach to problem solving through their managerial skills.

PRINCIPAL'S MESSAGE



We all are striving our best for the establishment and development of knowledge based economy in our beloved country, Pakistan. Knowledge based economy requires highly skilled, professionally trained and intrinsically educated youth. Human capital is nourished and cultured in educational institutions of the country. They empower the youth to compete with the challenges of the economy and society both locally and globally.

The students desirous of getting admission to any discipline are naturally in a fix and doldrums as to which institution they should apply for admission. They have to apply to a number of institutions with the ray of hope and disgust but one can join only one institution by dint of merit and scale of preferences. The choice of an institution is a turning point of their academic career. They are required to choose an institution which should be the reflection of their dreams and should equip them with knowledge and enlightenment. This can be managed only by providing challenging environment and ever changing dynamics of quality education.

Dear Students!

The modern age is an era of challenges, inventions & innovations and mercurial changes. One might get bewildered amongst the vast options of educational institutions and a variety of subjects being offered by them. The right kind of choice of the institution and the subjects of studies shall pave your path to success. No doubt, the choice is yours. But, if you choose this institution to satiate your quest of knowledge, I assure you that you have very wisely selected the best institution in the city and you will be proud of your choice in the days to come. This institution enjoys a highly prestigious place among all the ICT institutions and distinguishes itself by possessing highly qualified and experienced faculty members, exemplary discipline and adequate sports facilities.

This college is well aware of changing educational needs. The college believes in change for betterment. To cope with the modern national educational needs, the college has started 04 years BS Programmes (Semester System) in BS Accounting & Finance, BS Business Administration and BS Commerce through affiliation with QAU. The programmes have earned the highest enrollment among the ICT colleges and we have successfully completed the first semester of BS Business Administration and BS Commerce and third semester BS Accounting & Finance of this programme. Since all these BS programmes are market based and have very bright prospectus of employment and higher education, we are proud of having good response from the students in these disciplines.

I assure you that in this institution special attention is being focused on the development of self respect, personal development and ego of the students. We try our best to protect and flourish these fundamentals of human resource development inside the class room & libraries, corridors & lobbies, cafeteria & transportation and even in the college grounds.

***Prof. Zahoor Ahmad
Principal***

INTRODUCTION

Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad (Ex- F.G. Postgraduate College of Commerce) Islamabad is a premier commerce institution in the Federal Capital Territory. In 1972, this institution was established by Ministry of Education, Government of Pakistan, to meet the ever growing needs of commerce education in ICT. Initially it was an intermediate college affiliated with FBISE. In 1975, this college was upgraded to graduation level and started B.Com. classes with the affiliation of University of the Punjab, Lahore. In 1992, the college was shifted to its permanent present campus which is spreading over an area of 10 acres.

The college has excelled among other sister institutions in the year 2002 and had faced enormous enrollment pressure of the students. To meet the growing needs of the students college has started 2nd shift classes at B.Com. level and I.Com. level in the year 2003 and 2004 respectively.

The college made strenuous efforts to start master classes in commerce and at last in the year 2005 a PC-I of 29.98 million was approved for the construction of a new block and for the commencement of M.Com. classes.

In the year 2009, M.Com. classes were started with the affiliation of University of the Punjab, Lahore and since then college has produced hundreds of qualified professionals.

In February 2012 the nomenclature of the college was changed and renamed as Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad. Keeping in view, the pressing demands of the students and the community and on the directions of President of Pakistan (Chancellor Quaid-i-Azam University) QAU granted affiliation to the college along with other ICT colleges. Since then college is excelling by leaps and bounds in imparting quality education and meeting new challenges in the realm of modern education.

In order to stream line local education with the international standard and duration of the studies Higher Education Commission of Pakistan (HEC) has introduced 04 years BS programmes at undergraduate level to all universities / colleges of Pakistan. As per the policy of Higher Education Commission (HEC) 02 years degree programme i.e. BA/BSc/B.Com.'s has been abolished w.e.f 2019 and all the institutions have been directed to commence 04 years BS programmes / 02 years Associate Degree Programme (ADP).

Since this is a postgraduate college, the QAU has granted the permission to start 04 years BS programmes in three disciplines i.e. (BS Accounting & Finance, BS Business Administration and BS Commerce). Because of excellent college environment and by the grace of Allah, the college has succeeded to enroll the goodly number of students in BS Accounting & Finance, BS Business Administration and BS Commerce. This shows the worth & quality of the institution and confidence of the students on this prestigious institution.

This institution is proud of its experienced team of qualified staff. The institution aims at equipping the students with quality education and character building to meet the challenges of life. The college has weaved a nexus of curricular and co-curricular / extra curricular activities to explore and polish the latent talent of the students. Different subjects societies and forums have been established to provide the better opportunities to the students for the expression of their ideas and polishing of their nascent ideologies.

Students are also provided with opportunity to participate in Board / University sports competitions and other declamation / speech contests. Because of special interest and attention of the faculty members, the students have secured many top positions in academics and the sports competitions of FBISE / QAU.

Two separate computerized libraries for M.Com. / BS block and Intermediate block are being maintained by the college. The total numbers of books in both the libraries are more than 17000. Both the libraries are having a good number of news papers and national & international journals of repute. These libraries are computerized and equipped with multimedia.

The college also boasts a state of the art, fully equipped computer labs., providing facility to students to acquire knowledge. Moreover, an infirmary (dispensary) also exists in the college where the services of a qualified dispenser are available for ailing students. CMC (College Management Committee) is very effective body, which consists of parents / guardians of students & teachers. The triangular co-ordination of parents, teachers and students is bearing fruit and the college is continuously excelling in personal & academic development of the students. A fleet of 07 buses & 01 coaster provides pick and drop facility on fixed, coherent and well integrated bus routes to more than 1500 students in both the shifts.

Islamabad Model Postgraduate College of Commerce, H-8/4, Islamabad is the center of learning and skill building in management sciences and it is continuously producing managers, leaders and professionals of repute.

FACULTY

Prof. Syed Izhar-ul-Hassan Bukhari

Principal

DEPARTMENT OF COMMERCE

Abdul Khaliq Associate Professor/Vice Principal	M.Com. M.A. (Economics), L.L.B., Dip. in labor Admin. (University of Karachi)
Muhammad Shafique Ch. Associate Professor	M.Com. (University of the Punjab)
Dr. Jamshed Khan Khattak Associate Professor	PhD (CUST), MS (MAJU), M.B.A (Quaid-i-Azam University)
Muhammad Iqbal Assistant professor	B.Com. (Hons), M.Com. (Shah Abdul Latif University, Khairpur Mirs)
Istikhar Ahmed Assistant Professor	B.Com. (Hon), M.Com. (Shah Abdul Latif University, Khairpur Mirs)
Dr. Muhammad Arif Assistant Professor	PhD. (Finance) M.Com. (University of Peshawar)
Muhammad Nehal Hussain Lecturer	MS- Finance (MAJU) M.Com. (Mohi-ud-Din Islamic University) B.Ed.
Khurram Shehzad Lecturer	M Phill-Economics(IIU) M.Com. (University of the Punjab)B.Ed.
Atif Azhar Lecturer	M.Com (University of the Punjab) CMA (Inter) B.Ed.
Irfan Ahmed Lecturer	M.Com. (University of Sargodha)
Muhammad Waseem Sikhani Lecturer	M.Sc. (Accounting & Finance) BZU Multan, M.Phil (Accounting & Finance) University of Lahore, ACMA (ICMAP)
Mr. Zia Ullah Lecturer	M.Com. M.Phil (on temp duty at IMCB, Sihala)

DEPARTMENT OF COMPUTER SCIENCES

Babar Jahangir Lecturer	M.Sc (Computer Science) (Sarhad University of Science & Inf. Technology)
Faisal Bashir Lecturer	MS- Computer Science CECOS University Peshawar

DEPARTMENT OF ENGLISH

Rizwan Ahmad Assistant Professor	M.A (English, Philosophy, Political Science, History) (University of the Punjab)
Zafar Iqbal Assistant Professor	M.Phil. (Language and Linguistics) (Air University) M.A (English) (Islamia University Bahawalpur) B.Ed (University of the Punjab), Diploma in TEFL, Diploma in Journalism (AIOU)
Mr. Muhammad Rafiq Assistant professor	M.A (English) (Islamia University Bahawalpur) B.Ed (University of the Punjab)
Mr. Aamir Rashid Sheikh Assistant Professor	M.A. English (Government College Lahore), TEFL, AIOU
Muhammad Habibullah Assistant Professor	M.A English, B.Ed. (BZU Multan) Diploma TEFL (AIOU), ATTC (AIOU)

DEPARTMENT OF ECONOMICS

Waqas Aziz Associate Professor/Vice Principal	M.A (Economics), L.L.B(Bahauddin Zakriya University, Multan)
Yasir Karim Assistant Professor	M.Sc (Economics), BZU Multan, M.Phil (Economics), Islamic University Bhawalpur
Abdul Qayoom Solangi Lecturer	MSc. (Economics), QAU

DEPARTMENT OF GEOGRAPHY

Husnul Amin Assistant Professor	MS (IPM) IIUI M.Sc (Geography)(University of Peshawar), B.Ed (Al Khair University)
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DEPARTMENT OF ISLAMIC STUDIES

Mr. Muhammad Javed Iqbal Gondal Associate Professor	M.Phil Islamiat, AIOU, MA Arabic Punjab University, MA Islamiat, Punjab University, M.Ed. AIOU,
Waseem Ahmed Farooq Assistant Professor	M.A (Arabic), Karachi University M.A. (Islamic Studies), University of the Punjab) B.Ed (AIOU), Fazil-e-Arabi (Karachi Board) fazil-e-Nizami (wafaaq-ul-Madaris) Specializarion in FIQH (Jamia Farooqia)

DEPARTMENT OF MATHEMATICS

Muhammad Adnan Assistant Professor	MSc. Mathematics (University of the Punjab)
Syed Assad Abbas Zaidi Assistant Professor	MS-Mathematics (COMSATS University), M.Sc Mathematics (AIOU) MBA (Finance) (Preston University), B.Ed (Al-Khair University)

DEPARTMENT OF STATISTICS

Mr. Ishfaq Ahmed Assistant Professor	M.Sc (Statistics)(University of Peshawar) P.G.D (Computer), B.Ed.
Mr. Tanveer Ahmad Lecturer	MSc Statistics,

DEPARTMENT OF PAKISTAN STUDIES

Azmat Ullah Raja Lecturer	MSc. (Pak Studies), M.Phil (QAU), B.Ed. (PU)
Noman Ahmad Lecturer	MSc. (Pak Studies), BZU Multan

DEPARTMENT OF URDU

Ehsam Ullah Baig Associate Professor/Vice Principal	B.A. (Hons) M.A (Urdu) (University of Karachi) B.Ed. (KIU)
Abdul Basit Awan Assistant Professor	M.A (Urdu), (University of the Punjab) M.Phil (Urdu) AIOU, B.Ed (University of the Punjab)
Mr. Shakeel Ahmad	M.Phil, Federal Urdu University, Islamabad, MA Urdu, NUML

LIBRARIAN

Mukhtar Ahmad	(MLIS)(M.Ed) University of Sargodha
Shafi-ur-Rehman	(BLIS) AIOU

OFFICE MANAGEMENT

1. Muhammad Javed Sheikh Accountant
2. Abdul Rasheed Head Clerk
3. Muhammad Usman Bhatti Computer Lab. In charge
4. Irfan Ahmad Library Assistant
5. Nasir Ali Library Assistant
6. Muhammad Naeem U.D.C
7. Saeed Ahmad U.D.C
8. Qaiser Rasool Cheema L.D.C
9. Fawad Ahmad L.D.C
10. Muhammad Shoaib Shahzad L.D.C
11. Sikander Hayat L.D.C
12. Muhammad Huzaifa Chaudhry L.D.C
13. Munir Hussain Ground Supervisor
14. Gulzar Ali Dispenser
15. Shahzad Ali D.M.O

ADMISSION POLICY AND PROCEDURE

CLASS: I.COM / ICS / BS / M.COM

Admission policy will be applicable to all IMCB, Higher Secondary Schools and Islamabad Model College (Male / Female) functioning under the administrative jurisdiction of Federal Directorate of Education.

BASIC ELIGIBILITY

1. Sons and daughters of the following categories will be eligible for admission against all seats except seats reserved for FATA/FANA (Domicile):-
 - i) Federal Government employees residing in Islamabad/ Rawalpindi
 - ii) Resident of Islamabad Capital Territory
 - iii) Diplomats stationed at Islamabad

Candidates who have passed annual examination 2019 or Supplementary Examination 2018 with minimum marks as shown in the following table and subsequent requirements are eligible to apply for admission.

CLASS	Minimum Marks Required for Admission	Note:
I.Com-I	50% FDE Policy	The bottom line of marks may be revised for admission in class (I.Com-I and ICS-I) if sufficient application have not been received subject to the approval of the Director General (FDE)
ICS-I	60% FDE Policy	
BS	50% (QAU Criteria)	
M.Com-I	45% (QAU Criteria)	

2. Maximum age limit for admission to M.COM-I class on the last date of receipt of application is 26 years.
3. A candidate who has passed his/her previous examination from an institution not located in Islamabad Federal Area shall produce residence certificate from Estate Office/CDA or any other valid legal document in support of his or her claim.
4. Admission to class I.COM-I/ICS-I/BS/M.COM-I will be determined on merit as per following allocation of seats.

		I.COM-I	ICS-I	BS	M.COM-I
I	Bonafide Students of the institute	NA	NA	Nil	NIL
II	Open Merit	92%	92%	92%	Male 60% Female 40%
III	FATA/GB	03%	03%	03%	03%
IV	Disable Quota	02%	02%	02%	02%
V	Sports	3%	3%	3%	-

VI	Real sons/daughters of Teachers/employees of the concerned set up * For BS/ADP Real sons/daughters of Teachers/employees of the institution	01% seats in every institution on the basis of separate merit, (over & above the mentioned quota) 01% seats are reserved for real sons/daughters of employees of IMPCC, (over & above the mentioned quota) for M.Com. classes
VII	Transfer Cases	02% (over & above the mentioned quota)
Note:01 seat is reserved for Islamabad Chamber of Commerce and Industry (ICCI) and one seat for financial institution (Which would award gold medal and scholarships) over and above the prescribed quota in M.Com-I class.		

ADMISSION CRITERIA FOR M.COM-I CLASS

The merit for admission to M.Com class will be determined on the bases of following weightage:

SSC Marks: 25%

HSSC: 25%

B.Com: 50%

(Hafiz-e-Quran shall be given additional 20 marks in determination of merit)

GENERAL INSTRUCTIONS

Following general instructions will be strictly followed while conducting the admission process.

- A candidate domiciled in FATA/ FANA will not contest for a seat reserved against the allocated quota if he/she has qualified S.S.C/H.S.S.C from any institution outside the territorial jurisdiction of FATA/FANA. However after admission process has been completed, in case there are any vacant seats under this category admission may be granted to applicants with FATA/GB Domicile. Such candidates will however not be eligible for hostel accommodation.
- Top Three position holders from any Board will be eligible for admission for all levels i.e. I.Com, B.Com and M.Com regardless of the basic eligibility criteria, i.e. Proof of residence. However they will not be eligible for hostel accommodation.
- Students seeking admission against sports quota should have participated in sports activities of the board level. They are supposed to submit along with the application form, an authenticated certificate issued from the relevant board certifying their claim. Merit within sports quota will be determined after the addition of points obtained as per following criteria to the total marks obtained by the applicant in respective examination.

S.#	Criteria	Points
1	1 st prize / Championship in an individual Team event at Board Level	10
2	2 nd prize / Runner up in an individual / Team event at Board Level	07
3	3 rd prize / Runner up in an individual / Team event at Board Level	05
4	Participation in an individual / Team event at Board Level	03
5	Representation at National Level as a Team member or in an individual event.	10

- d. If any seat (s) against any quota is /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 consented finally by the Director General.
- e. Students qualifying from model institution where there are no college classes at present will be treated as own students in other model colleges where they are desirous to seek admission.
- f. Students of Higher Secondary Schools will be considered as own students in Islamabad Model Colleges(Former F.G college) (Male & Female) for admission to B.Com Part-1
- g. No casual admission will be made in the morning as well as in the evening shift.
- h. Admission shall be offered only once in an academic year on dates fixed by the college/FDE after the declaration of result by the examination boards.
- i. Students placed in compartment in SCC/HSSC examination would compete for admission after clearing the subject (s) in the same year within the prescribed time limit fixed by the Board / University subject to availability of seats in the institution or next year as a fresh candidate.
- j. Candidates who seek admission after gap of one or more years may be considered for admission. 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 of each year of the gap from the total marks obtained by them.*
- k. 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 seats will be finalized by the Directorate in consultation with the Head of the Institution before the commencement of academic session.
- l. Students who have passed senior Cambridge, GCE /O-Level / A-Level examination / diploma from polytechnic will be eligible for admission along with other candidates. Their merit will be determined on the percentage of marks obtained in their respective examination and equivalence shall be determined by “IBCC” Islamabad, or HEC, which ever is applicable. A certificate to this effect is a prerequisite for admission at the level concerned.
- m. All foreign students are required to route their application for admission through the Federal Education & Professional Training, Islamabad.
- n. Migration cases, eligible for admission as per policy, will be entertained by the 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, the relaxation in rules may be permitted by the competent authority i.e Director General, Federal Directorate of Education Keeping in view genuine hardship on case to case basis.

- o. Twenty (20) marks will be added in the merit of a Hafiz-e-Quran for admission at all levels provided that the candidate produces a certificate of successful completion of the course from a registered /recognized institution.
- p. Notice for calling the applications for admission would be advertised by the Federal Directorate of Education Islamabad.
- q. Every successful applicant must submit on legal stamp paper solemnly assuring the principal that he/she will refrain from participating in politics or in any subversive activity during the time he/she participates in politics or does not abide by the rules of the college.
- r. In case any person other than father/mother of the candidate is declared guardian, a proper affidavit/guardianship certificate will have to be submitted. Guardianship other than real grandparent, elder brother / sister and maternal / paternal uncles shall not be accepted.
- s. Students are expected to exercise their choice of subjects carefully with due consideration. Change will not ordinarily be allowed to the choice once exercised. However in cases of extreme hardships 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 admission in group of lower merit does not opt for a group of higher merit.
- t. The last date for admission fixed by the Federal Directorate of Education shall be strictly adhered to. In case Principals are in need of filling the vacant seats after the expiry of the stipulated admission date they will seek formal permission from the federal Directorate of Education.
- u. Attendance criteria prescribed by the F.B.I.S.E and QAU will be strictly followed. The Principals will ensure that transparent, regular and unambiguous record of daily attendance is maintained, at all times on accountable roll call registers.

ADMISSION PROCEDURE

Notice for admission announcing the last date of submission of the admission forms along with other conditions shall be given through the press. The admission forms duly filled in (incomplete forms are likely to be rejected) should be submitted to the college office during office hours, all working days, for which a receipt is to be issued. The dates for the interview of the candidates will be displayed on the college notice board.

The selected candidates, whose names are put up on the college notice board, will be required to pay the college dues (subject to the fulfillment of admission policy) along with an undertaking on a judicial paper of Rs. 4/- according to the attached Performa.

A candidate who fails to deposit the dues and undertaking in time shall lose his/her claim to admission. Complete admission forms should invariably be accompanied along with the following documents:-

- I. Attested photocopies of mark sheets of the relevant examination.
- II. Character certificate from the head of the institution last attended.
- III. Certificate testifying that the student has passed the S.S.C./H.S.S.C./B.Com. or any other relevant examination.
- IV. Four latest passport size photographs with the name of the candidate written on the back. (In case the admission is granted).
- V. Attested photo copy of the parent's C.N.I.C (for Pakistani Candidates)
- VI. Resident certificate from the Estate office Govt. of Pakistan /CDA Estate Office, wherever applicable.
- VII. Certificate of parents, being a Federal Government Employees / wherever applicable.
- VIII. Undertaking mentioned above. (in case the admission is granted))
- IX. Migration certificate (in original). In case the student had passed B.Com. examination other than Q.A.U. Islamabad jurisdiction.

ACADEMIC SESSION

The academic session for intermediate classes is determined by the F.B.I.S.E and for the degree and post graduate classes by the QAU Islamabad. Generally it commences in the mid of August each year and ends in May next year.

SCHEME OF STUDIES

Courses as given in the scheme of studies are offered in accordance with the syllabi determined by the Federal Board of Intermediate and Secondary Education, Islamabad for I.Com classes and by the Quaid-i-Azam University for B.Com and M.Com classes. I.Com. students are required to take their examination at the end of each academic year, for a two years, course. They will sit for the Part-I examination for seven papers with a total of 550 marks and in part-II examination again for seven paper with a total of 550 marks. M.Com course is of Two years duration the

students of M.Com will sit in for eight papers in Part-I and Part-II. In the Final year students, have the option of specialization in the field of accounting or finance. For specialization, the students may opt two optional subjects of specialization in accounting or finance. The QAU Islamabad, holds examinations at the end of each year for B.Com. Part-II and M.Com. Part-I & - II separately. BS Programme (Commerce, Accounting & Finance and Business Administration) is of 04 years under semester system.

COURSES OFFERED IN I.COM

I.COM-I			I.COM-II	
S.No.	Title of Subject	Marks	Title of Subject	Marks
1	English-I	100	English-II	100
2	Urdu-I	100	Urdu-II	100
3	Principles of Accounting-I	100	Principles of Accounting-II	100
4	Principles of Commerce	75	Banking / Computer studies	75
5	Principles of Economics	75	Commercial Geography	75
6	Business Mathematics	50	Business Statistics	50
7	Islamic Education/ Ethics (For Non-Muslims)	50	Pakistan Studies	50
	Total Marks	550	Total Marks	550

COURSES OFFERED IN ICS

ICS-I			ICS-II	
S.No.	Title of Subject	Marks	Title of Subject	Marks
1	English-I	100	English-II	100
2	Urdu-I	100	Urdu-II	100
3	Mathematics-I	100	Mathematics-II	100
4	Computer Science-I	100	Computer Science-II	100
5	Economics-I/Statistics-I	100	Economics-II/Statistics-II	100
6	Islamic Education/ Ethics (For Non-Muslims)	50	Pakistan Studies	50
	Total Marks	550	Total Marks	550

COURSES OFFERED IN B.COM (I.T) Part-II

Subject Code	Title of Subject	Marks
BC-201	Advance Financial Accounting	100
BC-202	Auditing	100
BC-203	Business Communication & Report Writing	100
BC-204	Business Law	100
BC-205	Business Taxation	100
BC-206	Cost Accounting	100
BC-207	Economics of Pakistan	100
BC-208	Pakistan Studies	40
	Total Marks	740

COURSES OFFERED IN M.COM

M.COM Part-I			M.COM Part-II		
Subject Code	Title of Subject	Marks	Subject Code	Title of Subject	Marks
BC-301	Business Management & Total Quality Management	100	BC-401	Accounting Information System & E-Commerce	100
BC-302	Business Communication & Presentation Skills	100	BC-402	Entrepreneurship	100
BC-303	Financial Management	100	BC-403	Logic and Critical Thinking	100
BC-304	Financial Management	100	BC-404	Management Accounting	100
BC-305	International Business & Finance	100	BC-405	Operation & Production Management	100
BC-306	Managerial Economics	100	BC-406	Research Methods in Business	100
BC-307	Organizational Behavior & Human Resource Management	100	BC-407-413	Two Optional Subjects of Specialization in Accounting or Finance	100 marks each
BC-308	Principles of Marketing	100			
	Total Marks	800		Total Marks	800

Admission policy for BS Programme (Semester System)

BASIC ELIGIBILITY

Candidates who have passed HSSC current year Annual examinations or 2nd Annual Examinations of HSSC of previous year with minimum 50% marks (as required for eligibility criteria by QAU and belongs to the following categories:

- i) Son / Wards of Federal Government employees residing in Islamabad/Rawalpindi,
- ii) Residents of Federal Capital Area,
- iii) The children of diplomats stationed at Islamabad.

2. Age limit

The maximum age limit for admission to the BS program is 22 years as per rules of QAU. In exceptional cases the relaxation of age is subject to prior permission of Vice Chancellor, QAU.

2. SEATS RESERVED FOR VARIOUS CATEGORIES

i)	Open Merit:	92%
ii)	*FATA/GB	03%
iii)	Sports quota	3%
iv)	Disabled Quota:	02%
v)	Real sons/daughters of teachers/ employees of the institutions.	01% over and above the mentioned quota
vi)	Transfer Cases:	02% over and above the mentioned quota

- * A candidate domiciled in FATA / FANA will not contest for a seat reserved against the allocated quota, if he/she has qualified HSSC or equivalent from any other institution outside the territorial jurisdiction of FATA/FANA. However, after admission process has been completed, in case there are any vacant seats under this category, admission may be granted to applicants with FATA/FANA domicile.
- * Seats reserved for various categories are not exempted from the minimum 50% marks in HSSC or equivalent examination.

Admission procedure

- i) Date of admission to the 1st semester of every discipline shall be announced in the news paper (at least 02 news papers 01 in English 01 in Urdu) on or before the announcement of HSSC result by FBISE.
- ii) However, institutions may call up the students for provisional registration before the announcement of HSSC results.
- iii) QAU policy guidelines for admissions shall be implemented in true letter and spirit.

Essential qualification for admission in BS programmes

SNo	Name of BS programme	Essential qualification / subject
01	Accounting & Finance	HSSC in any discipline or equivalent
02	Business Administration	HSSC in any discipline or equivalent
03	Commerce	HSSC in any discipline or equivalent

Calculation of Merit

Weightage of SSC or equivalent marks = 30%

Weightage of HSSC or equivalent marks = 70%

FORMULA FOR CALCULATING MERIT	
$\frac{(MOM)}{(TM)} \times 30 + \frac{(MOF)}{(TM)} \times 70$	
Where:	
MOM	= Marks obtained in Matric or equivalent
MOF	= Marks obtained in F.A / FSc. Or equivalent
TM	= Total Marks in the relevant Examination

(Hafiz-e-Quran shall be given additional 20 marks in the determination of merit)

Examination

In each semester, students may be required to appear in the quizzes, midterms, final examinations, presentation (individual / group), group discussion, and projects / assignments/ lab reports. These assessment marks to be determined by the teacher concerned. This weightage may be determined on the following guidelines.

Nature of examination	Weightage (min/max)
Quizzes	5-10%
Mid Semester Examinations	20-25%
Assignments / Presentations / Practical	5-25%
Sessional Examination	10-15%
Final Examinations	35-40%

Cancellation of admission

If a student fails to attend any lecture during the first four week after the commencement of the semester as per announcement schedule his/her admission shall stand cancelled automatically without any notification.

Note:

- i) All the rules and regulations pertaining to semester system i.e. examination, enrolment, awarding degree etc. are subject to QAU policy guide lines.
- ii) Fee structure and other allied charges are subject to revision by the Ministry of Federal Education and Professional Training, FDE and QAU

SCHEME OF STUDIES FOR BS PROGRAMMES

I) BS Accounting and Finance (8 Semesters)

Semester I			
SNo	Subject Code	Title	Credit hours
01	BSAF-101	Business English	03
02	BSAF-102	Business Mathematics	03
03	BSAF-103	Financial Accounting – I	03
04	BSAF-104	Introduction to Business	03
05	BSAF-105	Micro Economics	03
06	BSAF-106	Islamic Studies / Ethical Behavior	02
Total			17
Semester II			
01	BSAF-111	Business Statistics	03
02	BSAF-112	Communication Skills	03
03	BSAF-113	Financial Accounting - II	03
04	BSAF-114	Macro Economics	03
05	BSAF-115	Money and Banking	03
06	BSAF-116	Pakistan Studies	02
Total			17
Semester III			
01	BSAF-201	Advanced Financial Accounting - I	03
02	BSAF-202	Business and Corporate Law of Pakistan	03
03	BSAF-203	Business Taxation	03
04	BSAF-204	Cost Accounting – I	03
05	BSAF-205	Financial Management - I	03
06	BSAF-206	Report Writing	03
Total			18
Semester IV			
01	BSAF-211	Advanced Financial Accounting - II	03
02	BSAF-212	Auditing	03
03	BSAF-213	Computerized Accounting	03
04	BSAF-214	Cost Accounting – II	03
05	BSAF-215	Financial Management – II	03
06	BSAF-216	Fundamentals of Marketing	03
Total			18

Semester V			
01	BSAF-301	Business Management	03
02	BSAF-302	Financial Markets and Institutions	03
03	BSAF-303	Financial Reporting & Analyses	03
04	BSAF-304	Management Accounting – I	03
05	BSAF-305	Managerial Economics	03
06	BSAF-306	Operation and Production Management	03
Total			18
Semester VI			
01	BSAF-311	Entrepreneurship	03
02	BSAF-312	Investment and Portfolio Management	03
03	BBAF-313	Management Accounting – II	03
04	BSAF-314	Organizational Behavior	03
05	BSAF-315	Research Methods in Business	03
Total			15
Semester VII			
01	BSAF-401	Advanced Accounting Problems - I	03
02	BSAF-402	Human Resource Management	03
03	BSAF-403	International Business	03
04	BSAF-404	Issues in Corporate Governance	03
05	BSAF-405	Public Sector Accounting	03
Total			15
Semester VIII			
01	BSAF-411	Advanced Accounting Problems- II	03
02	BSAF-412	Corporate Finance	03
03	BSAF-413	International Finance	03
04	BSAF-414	Islamic Banking and Finance	03
05	BSAF-415	Total Quality Management	03
06	BSAF-450	Internship/Project and Viva Voce	03
Total			18
Grand Total			136

SCHEME OF STUDIES FOR BS BUSINESS ADMINISTRATION

Semester I			
SNo	Subject Code	Title	Credit hours
01	MSB-100	Freshman English – I	03
02	MSB-160	Computer Applications to Business	03
03	MSB-107	Islamic Studies	02
04	MSB-104	Psychology	03
05	MSB-120	Principles of Accounting	03
06	MSB-103	Business mathematics - I	03
Total			17
Semester II			
01	MSB-101	Freshman English – II	03
02	MSB-102	Sociology	03
03	MSB-105	Micro Economics – I	03
04	MSB-121	Financial Accounting	03
05	MSB-110	Principles of Management	03
06	MSB-106	Pak Studies	02
Total			17
Semester III			
01	MSB-200	Oral Communication	03
02	MSB-230	Principles of Marketing	03
03	MSB-203	Business Economics – II	03
04	MSB-205	Business Statistics– II	03
05	MSB-221	Cost Accounting	03
06	MSB-202	Business Mathematics - II	03
Total			18

Semester IV			
01	MSB-201	Business Communication	03
02	MSB-204	Pakistan Economy	03
03	MSB-220	Fundamentals of Finance	03
04	MSB-231	Marketing Management	03
05	MSB-240	Organizational Behavior	03
Total			15
Semester V			
01	MSB-300	Business Ethics	03
02	MSB-301	Business Research Methods	03
03	MSB-320	Financial Management	03
04	MSB-330	Consumer Behavior	03
05	MSB-340	Human Resource management	03
06	MSB-308	Internship – I	01
Total			16
Semester VI			
01	MSB-321	Money & Banking	03
02	MSB-311	Strategic Management	03
03	MSB-302	Language	03
04		Elective Course – 1	03
05		Elective Course - 2	03
Total			15

Semester VII			
01	MSB-410	Operations Management	03
02	MSB-460	Management Information System	03
03	MSB-402	Dissertation – 1 / Elective	03
04		Elective Course – 3	03
05		Elective Course – 4	03
	MSB-404	Internship – 2	01
Total			16
Semester VIII			
01	MSB-400	Business Law	03
02	MSB-401	Entrepreneurship	03
03	MSB-403	Dissertation-2/Elective	03
04		Elective Course-5	03
05		Elective Course-6	03
06	MSB-500	Viva Voce	02
Total			17
Grand Total			134

III) Syllabus of BS Commerce (8 Semesters)

The Board of Studies in Commerce for the Quaid-i-Azam University, Islamabad has recommended the following Syllabus and Courses of Reading for BS Commerce Semester I to VIII, Four years Programme under Semester System, with effect from the Session 2018-2022.

Sr. No	Subject Code	Title of Subject	Credit Hours
SEMESTER I			
01	BSCM-101	Business Economics - I (Micro Economics)	03
02	BSC M-102	Business Mathematics	03
03	BSCM-103	Financial Accounting - I	03
04	BSCM-104	Functional English	03
05	BSCM-105	Introduction to Business	03
06	BSCM-106	Islamic Studies / Ethical Behavior	02
Total			17
SEMESTER II			
01	BSCM-111	Business Economics - II (Macro Economics)	03
02	BSCM-112	Business Statistics	03
03	BSCM-113	Communication Skills	03
04	BSCM-114	Financial Accounting – II	03
05	BSCM-115	Money and Banking	03
06	BSCM-116	Pakistan Studies	02
Total			17
SEMESTER III			
01	BSCM-201	Advanced Accounting – I	03
02	BSCM-202	Auditing	03
03	BSCM-203	Computer Application in Business	03

04	BSCM-204	Cost Accounting – I	03
05	BSCM-205	Economic Issues of Pakistan	03
06	BSCM-206	Report Writing	03
Total			18
SEMESTER IV			
01	BSCM-211	Advanced Accounting - II	03
02	BSCM-212	Business Law	03
03	BSCM-213	Business Taxation	03
04	BSCM-214	Cost Accounting – II	03
05	BSCM-215	Inferential Statistics	03
06	BSCM-216	International Business	03
Total			18
SEMESTER V			
01	BSCM-301	Financial Management - I	03
02	BSCM-302	Financial Reporting and Analyses	03
03	BSCM-303	International Finance	03
04	BSCM-304	Managerial Accounting – I	03
05	BSCM-305	Managerial Economics	03
06	BSCM-306	Principles of Marketing	03
Total			18

SEMESTER VI			
01	BSCM-311	Business Management	03
02	BSCM-312	Entrepreneurship	03
03	BSCM-313	Financial Management - II	03
04	BSCM-314	Managerial Accounting - II	03
05	BSCM-315	Research Methods in Business	03
Total			15
SEMESTER VII			
01	BSCM-401	Human Resource Management	03
02	BSCM-402	Logic and Critical Thinking	03
03	BSCM-403	Organizational Behavior	03
04	BSCM-421-436	Elective-I	03
05	BSCM-421-436	Elective-II	03
Total			15
SEMESTER VIII			
01	BSCM-411	E-Commerce	03
02	BSCM-412	Strategic Management	03
03	BSCM-413	Total Quality Management	03
04	BSCM-421-446	Elective-III	03
05	BSCM-421-446	Elective-IV	03
06	BSCM-460	Internship/Project and Viva Voce	03
Total			18
Grand Total			136

ELECTIVE COURSES FOR THE SPECIALIZATION FIELDS:

Accounting:

01	Accounting for Associations Not-For-Profit	BSCM-421	02	Advanced Accounting Problems	BSCM-422
03	Financial Statements Analysis	BSCM-423	04	International Accounting Standards	BSCM-424
05	International Financial Reporting Standards	BSCM-425	06	Public Sector Accounting	BSCM-426

Banking:

01	Advanced Banking in Pakistan	BSCM-431	02	Banking law and Practice in Pakistan	BSCM-432
03	Dynamics of Consumer Banking	BSCM-433	04	Islamic Banking and Finance	BSCM-434
05	Management of Banking Operations	BSCM-435	06	Non- Banking Financial Institutions	BSCM-436

Finance:

01	Corporate Finance	BSCM-441	02	Financial Risk Management	BSCM-442
03	Investment & Portfolio & Management	BSCM-443	04	Islamic Modes of Financing	BSCM-444
05	Islamic Banking and Finance	BSCM-445	06	Non- Banking Financial Institution	BSCM-446

COLLEGE DUES

SNo	Particulars	I.Com./ICS	M.Com.
01	Admission Fee	200	200
02	Admission Fund (at the time of admission)	800	800
03	Re-Admission Fee	50	1000
04	Tuition Fee (Annual)	2340	12000
05	Board/University Registration Fee + QAUS Fee	600	4000
06	Student Medical Fund (Annual)	60	200
07	Student Fund (Annual) 1 st Shift	2400	2400
	2 nd Shift	5880	18000
08	Student Sports Fund (Annual)	60	400
09	College Magazine Fund (Annual)	100	100
10	House Exam Fee (Annual)	200	200
11	House Exam Fund (Annual)	60	200
12	Student Mutual Help Fund (Annual)	36	36
13	College Library Security (Refundable)	250	2000
14	College Library Fund	120	120
15	College Library Card	10	100
16	College Welfare Fund (Annual)	240	600
17	Miscellaneous Fund (Annual)	120	120
18	College Student Identity Card	50	100
19	School/college Management Committee Fund	35	35
20	College Student Bus Card	50	100
21	Absence Fine (Per period / per day)	50	50
22	Late Deposit Fee (Per day After Due Date)	02	02
23	Over due library Books (Per volume each day following the due date)	01	01
24	Duplicate College Student Identity Card	50	50
25	Duplicate College Student Bus Card	50	100
26	Duplicate College Student Library Card	25	100
27	College bus fee (Only for those who avail the facility) (Per Academic session)	4500	4500
28	Computer Charges (Annual)	00/1200	1440
29	Computer Breakage Fee (Annual)	00/360	360
30	Statistics lab charges	00/240	-
31	Late Coming Fine (Per day)	50	50
32	Improper Uniform (Per day)	100	N/A
33	Class / College Bunking (Per day)	50	50
34	Absence from exam / college function (Prevent)	50	50
35	Violation of discipline	100	100
36	College Leaving Certificate	25	50

Note: dues once deposited are non-refundable.

SEMESTER WISE FEE STRUCTURE FOR BS PROGRAMME

(Commerce / Accounting & Finance /
Business Administration)

S#	Particulars	1 st Semester	2 nd to 4 th Semester	5 th to 8 th Semester
1.	Admission Fee	200	---	---
2.	Tuition Fee	1,350	1,350	1,350
3.	Admission Fund	1,000	---	---
4.	Student Fund	6,800	2,000	7,000
5.	Health Fund	1,650	1,650	1,650
6.	QAU Registration Fee	4,500	---	---
7.	Sports Charges	1000	1000	1000
8.	Library Security (Refundable)	2,000	---	---
9.	QAU Terminal examination Fee (per semester)	5,000	5,000	5,000
TOTAL		23,500	11,000	16,000

- **Terminal fee and other QAU charges is subject to changes in QAU policy.**
- **College leaving, college fine, absence fine fund and readmission fee etc. shall be applicable.**

PAYMENT OF COLLEGE DUES

Students are required to pay their fee and other dues according to the schedule notified from time to time. This, however, does not apply to the students whose names have been formally withdrawn from the college roll. A student whose name has been struck off from the college roll may not be re admitted, provided he pays re-admission fee of Rs.50/200 (with the permission of college Principal) along with outstanding dues and if he fulfils re admission condition of the QAU/ FBISE. No student shall be allowed to take the Board / University examination if the college dues are out standing against him. Application for college leaving Certificate / discharge certificate must be countersigned by father / guardian of the student.

No objection certificate (NOC) from the following departments is a pre-requisite to get roll no.slip and College Leaving Certificate

- | | | |
|---------------------|--------------------|--------------------|
| I. College Accounts | II. Library | III. Chief Proctor |
| IV. Book Bank | V. College Canteen | Vi. DPE |

FEE CONCESSION

At the beginning of each session applications are invited from the deserving students for grant of fee concession. The applications are considered by a committee comprising of academic staff and headed by the chairman. The Principal has the power to remit half of the tuition fee of a limited number of deserving students.

For the grant of the fee concession, a student must have satisfactory progress and bear good moral character. The application for the grant of fee concession is required to be countersigned by the father/guardian of the student and must carry monthly income certificate from appropriate authority.

IDENTITY / LIBRARY / BUS CARD

All the students admitted to the college are issued college cards. They are required to display/wear these cards within the college premises. The students availing library or transport facility are also duly issued library or bus cards. They are required to display/wear transport card while traveling to and from the college and produce library card at the time of issuance of the library books. Duplicate identity card will not be issued except under very special circumstances. The cards are authenticated by the Principal. Fine is charged for the issuance of a duplicate Identity /Library / Bus Card.

LIBRARY

The college operates two computerized, air conditioned libraries with a collection of nearly twenty thousand books, a video section and publication of different journals of commerce/ Business/ Economics in particular are provided to students and members of the teaching faculty of the college. In addition, leading newspapers and periodicals are subscribed to keep library members abreast of the national and international affairs.

LIBRARY RULES

1. Only the bonafide students and persons on the staff list of the college can become the members of the library. Membership to outsider is not allowed.
2. In the reading room, the students must maintain silence so that fellow readers are not disturbed. Defaulters and violators are liable to punishment.
3. Each student member will be entitled to have a borrower's card once in a year. The card must be kept in safe custody of the member. In case of loss, the matter should immediately be brought to the notice of the librarian. The card is non-transferable.
4. Duplicate card will be issued on payment of fine.
5. Books will only be issued on college library cards.
6. Maximum number of books that may be issued to the students at a time is given below.
I.Com/ICS.....2 BS.....3 M.Com.....3
7. Books are normally issued for two weeks only, the library may renew these on request, provided such books are not needed by others.
8. A fine of Rs.1 per day will be charged for each book that is kept overtime.
9. Reference books such as dictionaries, encyclopedias, gazetteers cannot be issued. Reference books can be used in the reading room with the prior permission of the Librarian.
10. The library shall remain opened during the annual stock checking but the borrowing privileges shall remain suspended. Book issued to the borrowers must be returned on the eve of stock checking.
11. Claim for the refund of library security must be made within four months of the date of declaration of the Board/ University examination results after which no claim shall be entertained and the security shall automatically lapse in favor of the college.

BOOK BANK FOR DESERVING STUDENTS

Islamabad Model Postgraduate College has a Book Bank Facility for the benefit of the deserving students. The deserving students can borrow all the required books for the entire academic session from the Book-Bank. At the completion of their session they are supposed to return these books to the Book-Bank. Passing out students may also contribute their books for this noble cause.

COLLEGE MAGAZINE

College magazine “RAWAIL”, a compendium of the literary activities of the students and the staff is published by the college after a period of two years. It also reflects the curricular and co-curricular activities during the academic sessions. The students are encouraged to write and contribute articles on their personal experience so as to develop their creative writing ability. The magazine is edited by the students under the supervision of the experienced faculty members. English and Urdu sections of the magazines are maintained separately. Rawail volume 2017-18 is a master piece of literary activities of the students and it has been admired among the literary circles of educational institution of ICT.

SUBJECT SOCIETIES

To provide an opportunity for academic pursuits and healthy activities, subject societies are formed under the supervision of subject teachers.

At present, Commerce, Economics, Geographic and Literary Societies are functioning in full swing.

SEMINAR & WORKSHOP/TUTORIALS

In spite of lack of funds and other facilities, seminars, workshops and talks are organized by the College for creating an environment conducive to all round development of the students as well as the teaching faculty.

Special attention is paid to the tutorial work in the classes to promote fruitful relationship between teachers and students for confidence building and polishing the potentialities of the students.

GAMES & SPORTS

Islamabad Model Postgraduate College of Commerce has earned a good name in sports. The college has sufficient playgrounds for outdoor and facilities for indoor games. The College participates in the Inter Collegiate tournaments conducted by the board of Intermediate & Secondary Education Islamabad and Quaid-i- Azam University. The College teams have earned the distinction of being the champions and runners up of the Inter Collegiate tournaments and also in the university tournaments.

MEDICAL FACILITIES

The college is alive to take care of its students' health. For this purpose the college has set up an air-conditioned dispensary. It has hired a qualified doctor who visits the college twice a week. A full time qualified dispenser performs his duties regularly. The students are also provided with medicines and first aid facilities free of cost.

CAFETERIA

The college cafeteria provides the students with refreshment facilities. The college management pays special attention and care to ensure the quality and freshness of food items at affordable prices as well as cleanliness in the cafeteria.

COLLEGE TRANSPORT

Catering for the commuting need of student the college extends transport facility to them at reasonable transport fee i.e. Rs 4550/- for I.Com., B.Com., BS & M.Com. students. Any kind of indiscipline in the bus or damaging the buses shall be treated as an offence, which may result in the imposition of fine, and expulsion etc. The college bus card must be surrendered by the student if he does not wish to avail the facility any longer. The proposed college bus routes are given below.

Route No	Proposed College Bus Routes
1.	G-7, G-6, F-6,
2.	G-8, G-9, G-10, G-11
3.	I-8, I-9, I-10
4.	Faizabad, Rawal Dam, Chak Shehzad, Taramri Chowk,
5.	Khanapul, Karal / Airport Chowk, Kackpul
6.	Bharakau

INTERNSHIP

In partial fulfillment of the requirement for passing the B.Com /M.Com Final examination, a candidate is also required to undergo three months practical training with a commercial concern, subject to the approval of college principal and on the production of a certificate to that effect. The candidates are required to undertake the training soon after their B.Com Part-II examination.

CAREER COUNSELING CELL

The college provides a variety of services to assist the students in obtaining positions in public / private accounting firms and financial institutions such as banks, insurance companies manufacturing firms and corporate sector.

We are grateful to the management of various organizations which continue to extend their co-operation in adjusting our graduates against different positions.

Since 1976, a large number of college Alumni have achieved positions of significance, authenticity and responsibility in various organizations Viz-a-Viz, Banks, Corporate Sector, Marketing, Chartered Accountancy etc.

ALUMNI

The college, in consultation with the participants, has inaugurated Alumni.

Membership of the association is optional. The aims and objectives of the alumni are as under:

1. To establish and maintain a liaison between the participants in the field and the college.
2. To provide an opportunity to the experienced comrades to get together.
3. To facilitate an exchange of ideas and opinions among the participants who have

Graduated from the college.

4. To invite ex-students who have attained the position of prominence in business and Industry to attend seminars and conferences.

5. To publish a journal containing articles on business and allied fields.

COLLEGE MANAGEMENT COMMITTEE

Education is of vital importance in polishing the potentialities of a child, building up his character, providing him a dignified posture and determining his destiny. The process of his education is a kind of triangle which remains incomplete if one of the three essentials (the student, the teacher and the parent) is missing. Parents are supposed to remain in touch with the institution of their son/ward. This entails the formation of parent-teacher Association in educational institution as the most effective way to establish liaison between parents of the students and the teachers for their academic excellence.

The college maintains this effective forum and holds quarterly meeting with the parents /guardians of the students. These meetings enable both the parents and the teachers to discuss the academic progress of the students and impediments to their academic pursuits. This forum ensures proper grooming and dignified posture, after successful completion of their academic pursuits.

COLLEGE NEWS LETTER

The college publishes a monthly news letter at the end of every month to impart information about the curricular and co-curricular activities. It acts as a spokesman of the college and keeps all the stake holders well informed of the developments in the college as well as in the domain of education.

INTERNAL EXMINATIONS

The college administration conducts two internal examinations at I.Com / ICS / M.Com level for the students every year to evaluate the students' performance to get effective feedback. Moreover, a well integrated and compact monthly class test system enables the faculty members to monitor the meaningful learning of the students. Assignments, surprise tests and quizzes to help the students prepare themselves for final examination. For BS programme mid terms examinations for each semester is conducted as per policy of QAU.

ELIGIBILITY FOR BOARD / UNIVERSITY EXAMINATIONS

Students will not be eligible for Board / University examination unless they fulfill the following conditions:-

- I. Must be regular and bonafide student of the college.
- II. Must have attended 75% of the total lecturers delivered in each subject for the Board and the University examination.
- III. Must have shown satisfactory progress in studies.
- IV. Must bear good moral character /conduct.
- V. Must have cleared all college dues and paid examination fee prescribed by the Board/ University.
- VI. Must have passed the send-up examination.

PROMOTION

Promotion from I.Com-I to I.Com-II will be made according to academic rules prescribed by the Federal Directorate of Education, Islamabad.

Promotion from B.Com-I to B.Com-II and M.Com-I to M.Com-II will be made as decided by the Board of studies in Commerce, the QAU.

Promotion of BS students from one semester to another semester is subject to maintenance of GPA and required attendance.

INCENTIVES FOR PROMISING STUDENTS

The college is always in pursuit of motivation for its students to soar higher and higher in the realm of education. The promising students are rewarded with cash prize of Rs.15000, Rs.10000 and Rs.8000 for 1st, 2nd and 3rd positions respectively in the university and Board examinations. Similarly to encourage the students, they are rewarded with the cash prize of Rs.5000, Rs.4000 and Rs.2000 for 1st, 2nd, and 3rd positions respectively at the college level in the board / University examination as under:-

Position at college Level	
1 st Position	5000/-
2 nd Position	4000/-
3 rd Position	2000/-

Position at Board University Level	
1 st Position	15000/-
2 nd Position	10000/-
3 rd Position	8000/-

STUDENTS' POSITIONS

The College has been making progress by leaps and bounds for the last many years in curricular and co-curricular activities. It is a regular feature that the college students get positions in

University and Board Examination. In the realm of sports, our students have won many medals and trophies also.

FACULTY DEVELOPMENT

The college administration takes keen interest in the professional development of its Faculty members. They are sent abroad as well as locally for professional training. In the last years many teachers were sent abroad for professional training in South Korea and India.

EXHIBITIONS

Exhibitions are held during the academic session. These exhibitions provide platform for the students to show their passion for creativity and talent for different activities in keeping pet animals and birds. Kress shows, collection of coins and tickets. Numismatists and ticket collectors enrich the knowledge of students. It enhances their knowledge of history, geography and culture. Pet animals are also brought by the students and students showed take interest in animals' show. The objective of these activities is to channel the energies of the youth in creative, positive and productive manner. It gives students a sense of achievement and participation, and the students really feel encouraged and appreciated. Dress-show has been a source of great enthusiasm among the students' tailoring, style, fabric, shade and colors of their dresses pleases everyone. Participants earn applause from the audience. The very activity lends modernity and novelty, which is really a great fun.

FEATHER IN COLLEGE CAP

Miss Sabiha Shaheen secured **1ST POSITION** in Quaid-i-Azam University in M.Com. Annual Examination 2018

Mr. Faizan ul Haq secured **2ND POSITION** in Quaid-i-Azam University in M.Com. Annual Examination 2018

Mr. Nasir Hussain secured **3RD POSITION** in Quaid-i-Azam University in M.Com. Annual Examination 2018

Mr. Mansoor Ahmad secured **2ND POSITION** in Quaid-i-Azam University in B.Com. Annual Examination 2018

Mr. Saad Naveed secured **3RD POSITION** in Quaid-i-Azam University in B.Com. Annual Examination 2018

- College secured **2ND POSITION** in Volleyball Championship Trophy in the intercollegiate QAU Championship 2018-19.

- College secured **2ND POSITION** in Kabaddi Championship Trophy in the intercollegiate QAU Championship 2018-19.
- College secured **3RD POSITION** in Hockey Championship Trophy in the intercollegiate QAU Championship 2018-19.
- College secured **3rd POSITION** in Cricket Championship Trophy in the intercollegiate QAU Championship 2018-19.
- College secured various prominent positions in **Athletics** Tournaments in the intercollegiate QAU Championship 2018-19.
- College secured **3rd POSITION** in Volleyball Championship Trophy in the intercollegiate FBISE Championship 2018-19.
- Mr. Hasham ul Hassan , Student of M.Com. secured 1st position in inter collegiate NAAT Competition organized by FDE, Islamabad.
- In the year 2019 one honourable faculty member Dr. Muhammad Arif completed his PhD programme and awarded with PhD degree in Finance from Iqra University, Islamabad.
- 03 faculty members completed their M.Phil degrees

ORCHID

In M.Com Block, a corner is exclusively allocated for fruit trees. The objective of the fruit Tree Corner is to create awareness among the students, that trees play an important role in life. It inculcates among students a sense of belonging and love for nature and environment. Trees are not only a source of beauty but also keep our environment clean and fresh. Trees of Different fruits like apple, apricot, fig, olive, almond, orange, peach, walnut, pomegranate, etc are planted by dignitaries and distinguished guests like Advisor to prime Minister Sardar Aseef Ali Ahmad and Affiliation committee from the University of the Punjab, Chairman National language Authority, vice Chancellor Prof. Dr. Masoom Yasinzai and the students who performed extraordinary in curricular and co-curricular activities Trees planted by passing out students will be handed over to the new comers: the alumni would feel a sense of ownership.

COLLEGE COUNCIL

The College council is the supreme body in all matters regarding maintenance of discipline and order in the college. The principal acts as the Chairman of the council with one of the senior members of the faculty as secretary of the council and three other members one of whom may be the chief proctor or any other teaching staff member nominated by the principal as co-opted member.

Meeting of the council may be convened whenever it is necessary to deliberate on any case of indiscipline, misconduct, etc. The council may impose fine, suspension, rustication and

compulsory migration (transfer certificate) or may cancel a student's admission depending upon the nature of his offence. Decisions taken by the council are irrevocable.

PROCTORIAL BOARD

The proctorial Board consisting of the Chief proctor and a number of teachers / student proctors maintains discipline in and around the college. The Proctorial Board has the power to impose fine, recommend expulsion of those who violate the college rules.

COLLEGE UNIFORM

The College students are required to wear the following prescribed uniform with insignia while coming to the college or representing it at other places.

I.Com. / ICS classes

1 st Shift	2 nd Shift
White Shirt Steel Gray Trousers Black Jersey Black Shoes Black Socks Black Belt	White Shirt Dark Gray Trousers Light Gray Jersey Black Shoes Black Socks Black Belt

BS classes

White shirt with blue lining / strips Steel Gray Trousers Light blue Jersey / blazer Black Shoes Black Socks Black Belt
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M./Com. Classes

Male students	Female students
Light blue shirt Steel gray trouser Navy blue Jersey / blazer Black Shoes Black Socks Black Belt	White Shalwar Qameez Navy blue Jersey / blazer Black Shoes Black Socks

IDENTITY / LIBRARY /BUS CARD

After enrolment every student is provided with non-transferable college identity card and library card. Students must keep / display the identity card in their possession while coming to the college, which must be produced on demand. Failure to do so is punishable.

ATTENDANCE

A student who remains absent from classes for continuous seven days, shall automatically stand struck off from the college roll unless the cause of absence is explained to the satisfaction of the principal. In such cases the student may be re-admitted within a week after being struck off from the college roll.

EXPULSION

In the interest of the college, a student may be fined, suspended, rusticated, expelled, given forced transfer Certificate (T.C) or his admission cancelled at any time by the principal.

Continuation of enrolment of students in the college is subject to his good behavior. Students are directed to conform strictly to the rules of discipline as well as order / notice issued by the principal from time to time. Violation of these rules may render a student liable to rustication / expulsion from the college.

GENERAL RULES

1. Every students inside or outside the college is expected to maintain discipline and good behavior. Severe action may be taken against those defying order of their teachers and incurring breach of any college rule.
2. Students are strictly forbidden to talk near the class rooms and library. No loitering is allowed in and around corridors during the teaching hours.
3. Students are not allowed to enter the college without college uniform and college identity card.
4. Use of mobile phone is strictly prohibited in the college premises.
5. Smoking and use of intoxicants within the college premises and nearby outside the premises is strictly prohibited.
6. Bicycles, Motor-cycles, and Cars should be kept locked and parked at the place provided for the purpose. College does not assume any responsibility in case of loss / damage.
7. Students must not enter the college administrative office. They should communicate through the window provided for this purpose.
8. All applications for issuance of character and other certificates should be submitted through the office.
9. Nothing will be pasted, distributed and written on the college walls.
10. Students are warned not to participate in political, anti national and activities against the college discipline.
11. Students shall abide by all such rules and orders as may be issued y the college, whether these rules and orders supplement the rules printed in the prospects or modify or supersede any of these rules.
12. In conditioning deficiencies, the candidate's examination results, regularity in class work etc. shall be taken in to consideration.

13. All applications for remission of fine should be made before the dues are paid and should be left with the college
14. Carrying of weapons / firing in the college premises is strictly prohibited.
15. Students are bound to pay all college dues well in time.

Note: Violation of any one of the above rules laid down / amended subsequently shall render the offender (s) liable to disciplinary action or expulsion /rustication from the college.

CODE OF HONOR

Every student joining the college is supposed to adhere strictly to the following code of honor.

1. Respect for others, morality, personal honor and rights of other, honesty and integrity in all dealings with fellow students and teachers, both in and out side the college campus.
2. Protection of the college property and of the fellow students
3. Showing due respect to elders, teachers and visitors, courteous and helpful behavior towards all those with whom they come in contact.
4. Pledge to work and complete the courses of study in the shortest possible period without wasting time or causing disturbance.
5. Pledge to work hard to excel in life to serve the nation after leaving the institution.