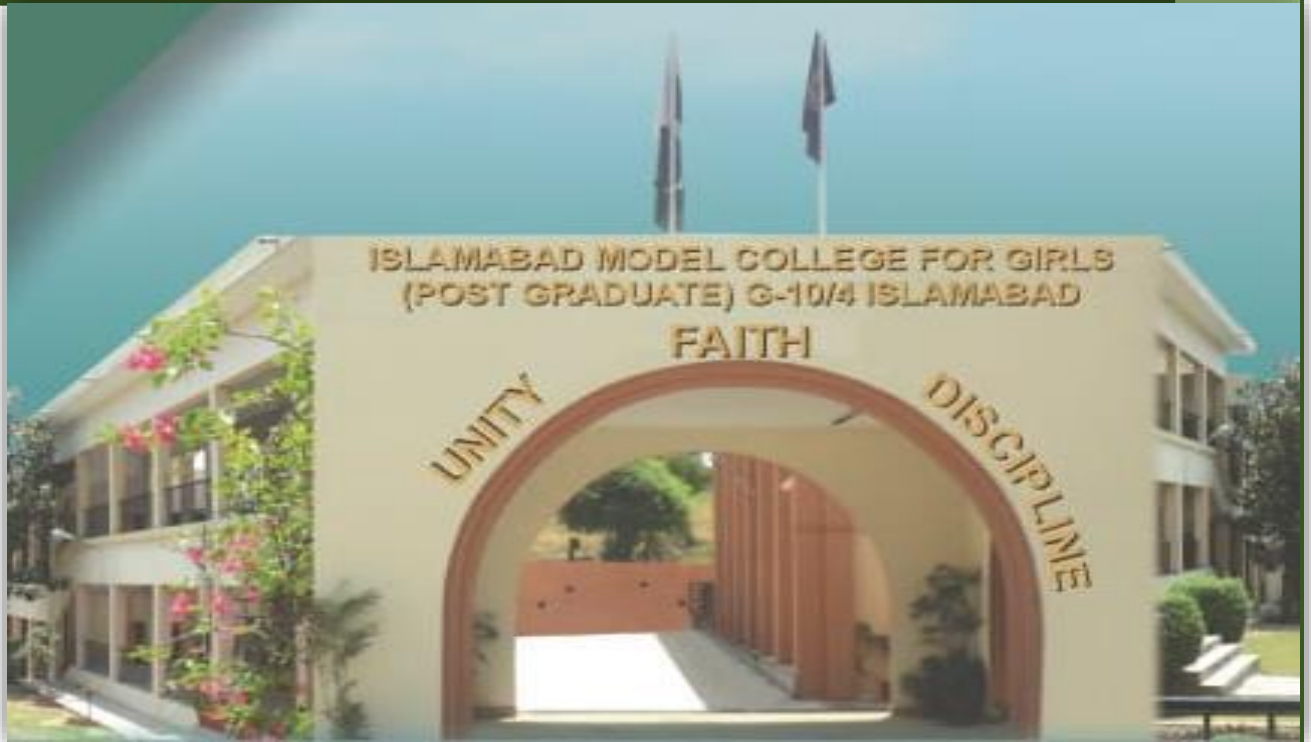




Prospectus 2020-21

Aspire, believe and achieve



Email: imcpg104@gmail.com

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<http://www.imcgg104.edu.pk>

In the name of Allah, The Most Merciful, The Most Beneficent

رَبِّ زِدْنِي عِلْمًا

اے میرے رب! میرے علم میں اضافہ فرما۔

My Lord, increase me in knowledge.

(Surah Taaha – Ayat: 114)

Prospectus

2020-2021



ISLAMABAD MODEL COLLEGE FOR GIRLS (PG)

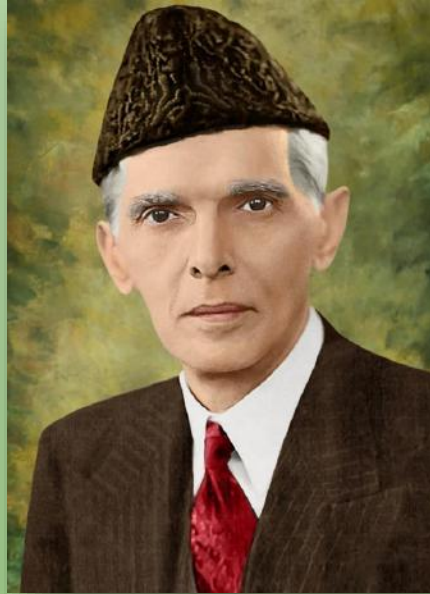
G-10/4, ISLAMABAD

Vision

To nurture a spirit of intellectual liberty, creative inquiry and selfless service in our students so as to carve them into responsible citizens of Pakistan.

College Mission Statement

The college envisions education as social commitment thus strives to develop latent self-realisation and self-enrichment, intellectual and moral potential of its students. Our mission is to effectuate academic merit by devising well-aimed programmes designed to equip the graduates to battle multifarious challenges of the rapidly pacing modern world in a competent and intrepid manner.



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.....Develop a sound sense of discipline, character initiative, and a solid academic background. You must devote yourself whole - heartedly to your studies, for that is your first obligation to you yourself, your parents and to the state. You must learn to obey for only then you can learn to command”.

Islamiyah College Peshawar

12th April 1948



Principal's Message

Aesthetically sited in the heart of the federal capital, our institution seeks to create a balanced and fluid educational framework conducive for panoramic learning. We firmly believe that academic learning must be supplemented duly by flowering of analytical abilities and most importantly an inestimable moral coaching of students.

Dear students, it should be a matter of mirth for you that our institution aims to empower collaborative learning by encouraging teamwork and group tasks among students. Multifarious activities streamlined in our academic calendar stand as a testimony to our institutional conviction that exciting innovation must be inspired thus shaping learning as a joyous and not a cumbersome process. It is my firm belief that only a balanced approach to academic teaching shall generate a truly knowledgeable workforce for the nation. In the era of hybrid learning, we ardently strive to mobilize our students with the newly emerging technological resources so as to keep abreast of radical developments. Our veteran faculty thoroughly upgraded curriculum and all - encompassing co -curricular events, all propel the young impressionable minds to embrace challenges posed by newly rippling educational trends. Our proficient faculty stirs them to become creative and enthusiastic learners by delving into a boundless realm of deep exploration. Subsequently our students assimilate themselves well into the emerging transition in educational landscape.

Dear students, your budding potential can materialize into your reality only with an uncompromising will to succeed. To meet that end, think intensively and critically and never cease to ask questions in the classroom for asking is a step forward to self -growth while remaining quiet is a step backward to false illusion of safety.

I promise you a nurturing care combined with unbending professional dedication and zealous pedagogical commitment awaiting you with open arms.

May God bless you!

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PRINCIPAL

Professor

Ms. Rakhshanda Manzoor

M.Sc Physics (QAU)

B.Ed (AIOU)

VICE PRINCIPAL

Associate Professor

Ms. Najm un Nisa

M.Sc. Chemistry

(Shah Abdul Latif University Khairpur)

B.Ed. (AIOU)

COLLEGE PROFILE

IMCG (PG) G-10/4 traces its origin to September 1990 when it was established to cater to the growing educational needs of the federal capital. On the completion of academic and administrative blocks in 1992, it was shifted to its own building. The college progressed gradually with the sublime vision of imparting quality education and providing a healthy learning milieu encompassing all the significant facets of human life.

The college was upgraded in 2003 to Post Graduate level with the initiation of M.Sc. Mathematics classes. Later in 2007 four year B.S. Computer Science programme was introduced in affiliation with Punjab University. Currently the college is offering B.S. programmes in Mathematics, Computer science and Zoology along with Associate Degree Programme. The College offers proper environment for academic and co-curricular programmes with its experienced faculty, well equipped library, auditorium and sports facilities. It endeavours to become an avatar of learning with its tradition of discipline, self-reliance and co-operation, a deep faith in hard work and doing what is best for its students.

The college is affiliated with Federal Board of Intermediate and Secondary Education Islamabad at HSSC level and with Quaid e Azam University Islamabad for the Degree classes.

Burgeoning in both academic and co-curricular activities, our college is rapidly evolving among the leading alma maters of the federal capital.

Existing Physical Facilities

- A fully furnished and well-organised library.
- State-of-the-art computer labs.
- Well-equipped science laboratories to enliven the spirit of enquiry.
- Adequate facilities for participating in sports activities.
- A mosque for spiritual purgation.
- A canteen for enjoying delicious snacks.
- An infirmary which provides assistance during minor ailments.
- Efficacious transport facility as the college owns five buses.
- A filtration plant which provides clean drinking water.
- Postgraduate block with library.
- Public address system for better communication.
- Security cameras for effective monitoring of the college premises.

PHYSICAL FACILITIES

College Library

The college offers a rich reservoir of knowledge on widely ranged topics through its well-stocked library having books on different subjects, newspapers, magazines, journals, reference books, periodicals both national and international.

Seminar Library

The college is equipped with a seminar library enriched with multi -disciplinary books, journals and research treatises. This resourceful library is aimed to provide expeditious access to knowledge catering to the scholastic needs of the entire student body and college faculty.

Science Laboratories

The college has well equipped science labs and a state-of- the- art IT infra structure, which has Core I-3, I-5 &I-7 computers along with laser printer, scanners, digital cameras, networking and multi -media equipment.

Infirmary

The college has an infirmary to provide relief in day to day minor ailments. Any student suffering from prolong illness is required to fill up the proforma at the time of admission elucidating the nature of illness. Medicines are not provided to the students.

Transport

The college has a fleet of 5 buses and 2 vans for providing the students with daily transportation facility. The students residing in Islamabad and desirous of availing the bus facility may apply for the same, which will be granted on the basis of merit /distance and availability of seats. Bus routes are given on the last page. Students are required to specify their appropriate routes in the admission forms.

CO CURRICULAR ACTIVITIES

Games and Sports

The college offers adequate facilities and dexterous coaching in the arenas of sports and athletics. The college teams are very talented and have won many laurels for the college by participating in various tournaments of Lawn Tennis, Badminton, Cricket, Volley Ball and Table Tennis organised by the Federal Board, Quaid e Azam University and the Federal Directorate of Education.

Our college has been holding the unprecedented title, “The Best College in Sports” for six consecutive years exhibiting the matchless athletic feats of our budding talent and the vivacious endeavours of faculty.

Inter class competitions in various events are also organised in the college and prizes are awarded to the winners.

Science Club

Science club provides sound platform for conducting exclusive research projects mainly focusing on environment and energy issues. Participation of students in national and international science fairs is primarily ensured.

Senior Girls Guide Programme

The college in collaboration with Girls Guide Association organises senior Girls Guide training programme, to promote the humane spirit of altruistic devotion and benevolence.

College Magazine and Newsletter

The college magazine “NAQSH” is an expression of the students’ creative potential. The college encourages its students to think and compile their creative efforts independently under the guidance of their respected teachers.

A quarterly Newsletter is also published highlighting all the academic and co - curricular activities and accomplishments of the college.

MULTIFARIOUS ASSOCIATIONS

Academic Council

The academic council is constituted in accordance with rules laid by Federal Directorate of Education. It is a supreme body in all matters regarding academics and maintenance of discipline in the college. It comprises of the Principal and the heads of various departments.

College Council

College council operates under the guidance of Principal and is managed by senior faculty members. It arranges inter class and inter collegiate functions. Ample opportunities are provided to students to exhibit their latent talents in diverse co-curricular activities.

Proctorial Board

The proctorial board comprising of the teaching staff is constituted for ensuring discipline, punctuality, order and implementation of rules and regulations in the college.

College Management Committee

CMC comprises of Parents and Teachers working collaboratively in order to facilitate students and assist in the alleviation of educational environment besides promoting a learning conducive atmosphere.

Societies for Co-Curricular Activities

The co-curricular activities enliven the academic life of students. They impel our budding students to utilise their talent in the way of uplifting the prestige of the institution. College societies work vibrantly to arrange multifarious opportunities for the holistic development of the students. These societies include:

- Science Society
- Social Science Society
- Islamic Studies Society

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

S.No	Quota	Percentage
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.

S. #	Quota	Percentage
1	Open Merit	92%
2	Bona fide Students of the Institutions (FDE Setup)	NIL
3	FATA/FANA	3%
4	Transfer Cases	02% over and above the mentioned quota (within the ICT no transfer cases are allowed)
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-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.

S.	CRITERIA	Points
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.

SCHEME OF STUDIES

A. Medium of Instruction

Students may opt for English or Urdu as their medium of instruction in the faculty of Arts. However, the medium of instruction will be only English for the faculty of Science at Intermediate, Degree and Post Graduate levels.

B. HSSC (Humanities / Science)

HSSC Part-I and Part-II examinations are held by the Federal Board of Intermediate and Secondary Education, Islamabad at the end of each academic year. The certificate is however, awarded by the Board on the successful completion of the two year course. This course consists of three compulsory subjects and the three elective subjects as per the following scheme.

HSSC PART -I

1. English (Compulsory)	1 Paper	100 Marks
2. Urdu (Compulsory)	1 Paper	100 Marks
3. Islamic Education-I Civics (for Non-Muslims)	1 Paper	50 Marks
4. Three Elective Subjects	3 Papers	300 Marks
Total:		550 Marks

HSSC PART -II

1. English (Compulsory) II	1 Paper	100 Marks
2. Urdu (Compulsory) II	1 Paper	100 Marks
3. Pakistan Studies-II	1 Paper	50 Marks
4. Three Elective Subjects	3 Papers	300 Marks
Total:		550 Marks

GRAND TOTAL: 1100 Marks

ELECTIVE SUBJECTS (HUMANITIES)

Students are required to select any one of the following subject combinations. The selection should be made very carefully, as no change will be allowed after admission.

H-01	Economics, Statistics, Civics
H-02	Economics, Statistics, Geography
H-03	Economics, Statistics, Education
H-04	Civics, Islamic Studies, History
H-05	Civics, Sociology, Education
H-06	Civics, History, Education
H-07	Islamic Studies, Education, Civics
H-08	Psychology, Education, English Lit.
H-09	Psychology, Education, Urdu Lit.
H-10	Psychology, Education, Arabic Lit.
H-11	Psychology, Education, Persian Lit.
H-12	Psychology, Education, Sociology
H-13	Psychology, Geography, Education
H-14	Islamic studies, Education, Health & Physical Education
H-15	Islamic Studies, Education, Outline of Home Economics
H-16	Psychology, Outline of Home Economics, Arabic Literature
H-17	Psychology, Outline of Home Economics, Persian Literature

ELECTIVE SUBJECTS (SCIENCE)

Any one of the combinations from the following groups may be selected. Each subject carries 100 marks. The selection of subjects should be done very carefully as no change will be allowed after admission.

S-01	Physics, Chemistry, Biology (Pre-Medical)
S-02	Physics, Chemistry, Mathematics (Pre-Engineering.)
S-03	Physics, Computer Science, Mathematics (General Science)
S-04	Physics, Statistics, Mathematics (General Science)
S-05	Statistics, Computer Science, Mathematics (General Science)
S-06	Mathematics, Statistics, Economics (General Science)

- Students passing their SSC Examination with Humanities Group shall not be eligible for admission in Science Group at HSSC level.
- The subject of Mathematics can only be offered to the students passing SSC with Science subjects by securing at least 60% marks.
- Sections once allocated at the time of admission will not be changed on any request.
- English literature will be allowed to those students only who qualify the aptitude test. This test will be held within a week after the commencement of the classes.
- If the number of students selecting a specific subject and subject combinations is less than 10, it will not be offered.
- In view of limited number of seats candidates may be asked to adjust their options according to the availability of seats in each combination.

Note: As virtual academic culture sees an upsurge, our students need to be technologically furnished so that they may extract benefit from variant e- learning platforms.

FEE RULES

Payment of Fees

The academic year of the college for payment of fee starts from the month of July. Students are therefore required to pay their tuition fees and other dues from that date and according to the schedule notified from time to time.

The fee is collected annually at the commencement of the new session therefore students are advised to pay their dues on time.

Students are advised to deposit all dues to fee clerk after obtaining proper receipt. No other person is authorised to collect any fee. Parents/guardians must emphasise upon their daughters/wards to obtain fee receipts. Students should keep the receipts of fee paid, on person and produce them on demand.

Structure of Fees

S #	Description	Intermediate
1	Regular Enrollment Fee	600
2	Student Fund	3,460
3	Library Security (Refundable)	250
4	Admission Fund (Govt Fund)	200
5	Tuition Fee (Govt Fund)	2,340
6	College Magazine	100
7	PTA	35
8	Bus Fee (For those who will avail bus facility)	4,500
Breakage Funds		Intermediate
	Psychology	240
	Biology	240
	Chemistry	240
	Computer Science	1,560
	Fine Arts	240
	Geography	240
	Home Economics	240
	Physical Education	240
	Physics	240
	Statistics	240

DETAIL OF FINE FUND

S #	Government Dues	Intermediate
1	Fine for overdue Book (per Day) if any	1.00
2	Absence Fine (Daily/Per Period)	5.00
3	Duplicate College Bus Card (Incidental)	30.00

4	Duplicate College ID Card (Incidental)	50.00
5	Duplicate Library Card (Incidental)	50.00
6	College Leaving Certificate (Each Time)	25.00
7	Late Coming Fine	50.00
8	Improper Uniform (Per Day)	100.00
9	Class/ College Bunking	50.00
10	Late Fee (After 20th of a month)	200.00
11	Absence from Exam / College Function	50.00
12	Violation of Discipline	100.00

FEE CONCESSION /STIPENDS

- Half fee concession may be granted on request to deserving students of the college subject to the availability of funds.
- If two or more sisters are studying in the college, the youngest one will be granted half fee concession on submission of necessary proof of her claim provided no other financial benefit is enjoyed by her.
- The Student Mutual Help Fund is established for grant of stipends to the deserving students, the amount of which is fixed by the Principal.
- All concessions/ stipends will be tenable for one year and shall be renewed for the second year provided the attendance, academic performance and conduct of the student continues to be satisfactory.
- Application for fee concession/stipends should be forwarded on the prescribed form at the beginning of the academic session. The form should be countersigned by the parent/ guardian and duly verified by his/ her employer.

FEE FOR FOREIGN STUDENTS

The fee will be determined by the Ministry of Education.

Note: Any future changes in the fee/fund will be applicable as per government policy.

EXAMINATION

INTERNAL EVALUATION

The academic zenith of an institution is achieved by means of panoramic evaluation of its students. It is incumbent upon all students to take these examinations, failing which their admission forms will not be sent for the Federal Board / Quaid-e-Azam University Annual Examination. The following internal exams are conducted by the college.

- **Class Tests**
- **Send - Ups**

Examinations conducted prior to forwarding admission forms to Board / University.

- **Pre-Board / Pre-University**

Examination conducted just before the Annual Examination.

- **Detention Policy**

Failure in three or more subjects in the Send up Examination will render a student ineligible for appearing in Federal Board Examination unless she passes a Re-test of the same subjects in the event that it is held in the college.

Note: Absence / Failure in these examinations will render a student ineligible for the Public Examination / Promotion.

EXAMINATION SCHEDULE

The tentative schedule of internal examination and periodical tests as approved by Federal Directorate of Education, Islamabad, is given below:

Promotion

HSSC

Promotion from HSSC Part-I to HSSC Part-II shall be granted as per rules prescribed by the Federal Board of Intermediate and Secondary Education, Islamabad after declaration of the result by the Board.

Eligibility for Public Examination

A student must fulfil the following criteria to enable her to be eligible for Board / University Examinations.

- She must be a regular and bona fide student of the college.
- She must bear a good character.
- She must acquire 80% attendance in all subjects including practicals and tutorials.
- She must show satisfactory academic progress in internal evaluation as per guidelines given by the Federal Board / Quaid-e-Azam University.

Examination Schedule

S. No.	Class	Send Ups
1.	HSSC-I	December
2.	HSSC-II	December

Hope Certificate, if required for higher classes and professional colleges, will be issued based on the performance / grades achieved in the internal examination.

COLLEGE AWARDS

The college gives the following awards to students showing outstanding performance in curricular and co-curricular activities.

Public Examination

Internal Evaluation: Academic prizes are awarded in individual subjects and for overall best performance. Students are required to fulfil the following criteria to qualify for an award:

- To secure 60% or above marks in the subject and should be the highest scorers in all the sections of the class
- To appear in and pass all other subjects in the class tests / Send Up /Pre-Board examination.

Prizes for Co-curricular Activities

Prizes are awarded in the following fields on extraordinary performance in co-curricular activities at various Inter-class and Inter-collegiate competitions over a period of two years.

- Qirat / Naat
- Debates / Declamation
- Singing
- Dramatics
- Painting / Computer Graphics
- Athletics
- Flower Arrangement / Cookery

Criteria for the Best Student:

- Passed all subjects and attained satisfactory academic progress.
- Has sound moral character.
- Participated and won prizes in co-curricular activities.
- Showed regularity and punctuality.
- Displayed excellence in the performance of other college duties.
- A participant found guilty of misconduct according to the Discipline and General Rules shall not qualify for any award / post of honour in the college.

CASH AWARDS / MERIT

1. Cash awards are presented to the students of all classes who have secured top positions in the internal examinations conducted by the college.
2. Merit Scholarships

Sessions	No. of Students
2009 - 2011	20
2010 - 2012	27
2012 - 2014	44
2015 - 2016	19
2017 - 2018	52
2018 - 2019	56
2019 - 2020	66

STIPEND FOR NEEDY STUDENTS

1. MORA (Zakat - Usher)
2. Scholarship for deserving students

GENERAL RULES AND REGULATIONS

Code of Conduct for Students

In order to maintain discipline, decorum and modesty among the students it is mandatory for them to:

- Attend the morning Assembly at 8:10 am daily.
- Attend all classes and practicals regularly.
- Attend and participate in co-curricular activities arranged in the college.
- **Students are prohibited to:**
- Stay in college premises after 3.30 pm as college administration will not be responsible for their security after the said time.
- Indulge in the use of unfair means or immoral practices inside the classrooms/laboratories and during the examinations.
- Indulge in damaging college property including building, equipment, plants and vehicles.
- Meet any outsider during college hours.
- Paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in the college.
- Participate in agitation or any subversive activities.

DISCIPLINE

Uniform

Students can only enter the college premises in complete uniform during the regular classes as well as at the time of receiving Roll no. slips from the college.

Science students are required to wear overalls during the practical exams.

Students are only allowed to wear simple black accessories.

Identity card (no id no entry)

The college ID card is an integral part of the uniform and it must be worn during college hours. Defaulters will be fined.

Bus card

Bus cards are issued after the submission of bus fee and are mandatory for boarding the bus.

Gadgets

Students are not allowed to bring any valuables including cell phones, jewellery, digital cameras or electronic gadgets.

If found the said items will be confiscated and will only be returned on the request of parents on payment of fine amounting to rupees 1000/-. In case this act is reiterated the students shall be fined Rs. 2,000/- and Rs. 3,000/- respectively.

Leave and absentee rules

- A student must have attended 80% of the total lectures delivered in each subject to appear in board/university examination, failing which her name will not be forwarded for the public examination.
- A student who remains absent from the class for fifteen days at a stretch in a month without any intimation will be automatically dropped from the college rolls.
- Two leaves per month will be granted in case any need arises.
- Students absenting themselves from any class/lecture, practical will be fined Rs. 5 per lecture.
- Students are required to attend the classes till the last formal date as announced by the college authorities.
- Fine will be imposed on self- preparation leaves before the exams.
- Fine up to Rs. 50 will be imposed by the college administration on the students absenting themselves from the college examination and for bunking the classes.

MEDICAL LEAVE

- In case of illness, medical leave of maximum 20 days, can be obtained after getting written approval from Principal/Vice Principal.
- Application for medical leave must be accompanied by a genuine medical certificate from a certified medical practitioner or government hospital.

CLEANLINESS

- The students are not allowed to bring eatables in the classrooms.
- The students are not supposed to leave the stuff related to cafeteria in its adjacent areas.
- If a student is caught throwing the trash outside the trash bins she will be punished and fined.
- If a student's involvement in the act of graffiti and wall chalking (writing obscene remarks on college property) is proved, she will be rusticated.

COLLEGE LEAVING

- A student willing to leave the college for good should submit an application duly signed by her parents 15 days prior to the date of intended departure.
- College leaving certificate will be granted after the student has cleared her dues and obtained clearance from the office and library.

CHANGE OF RESIDENTIAL ADDRESS

The addresses and telephone numbers of students given in the admission forms should correspond to their actual addresses and telephone numbers where the college administration may contact the parents in case of emergency. Students providing incomplete/wrong information will be strictly dealt with.

Parents are advised to intimate college administration about any change in their addresses and telephone numbers immediately.

BS PROGRAMME

The BS Programme is designed to provide sufficient knowledge in core areas of Natural Sciences. The programme aims at providing students with the firm basis for taking higher studies in Computer Science, Mathematics and Zoology. The programme leading to BS shall be of four- year duration, equally divided into eight regular semesters. Each regular semester shall comprise of eighteen weeks, (sixteen weeks for teaching, and two weeks for the preparation and examination).

SEMESTER WISE PLAN (COMPUTER SCIENCE)

Semester-I:

Course Code	Subjects	Credit Hours
EN-101	English-1	03
PS-101	Pakistan Studies	02
MA-101	Calculus & Analytical Geometry-I	03
PH-101	Introductory Mechanics & Waves	03
CS-101	Introduction to Computing	03
CS-105	Problem Solving and Programming	02+01
Total Credit Hours		17

Semester-II:

Course Code	Subjects	Credit Hours
EN-102	English-2	03
IS-101	Islamic Studies	02
MA-102	Calculus & Analytical Geometry-II	03
PH-103	Electricity, Magnetism and Thermal Physics	03
MA-205	Discrete Mathematics	03
CS- 121	Object Oriented Programming	03+01
Total Credit Hours		18

Semester-III:

Course Code	Subjects	Credit Hours
EN-201	English – 3	03
PY-101	Introduction to Psychology	03
CS-211	Data Structures	03+01
CS-212	Human Computer Interaction	03
CS-103	Introduction to Computer Organisation	03
Total Credit Hours		16

Semester-IV:

Course Code	Subjects	Credit Hours
CH-101	Chemistry-I	03
CS-225	Database System	03
MA-207	Differential Equations & Linear Algebra	03
CS-213	Computer Organisation & Assembly Language	03+01
	Elective Course –I	03
Total Credit Hours		16

Semester-V:

Course Code	Subjects	Credit Hours
ST-101	Introductory Biology	03
CS-311	Analysis & Design of Algorithms	03
ST-101	Probability & Statistics	03
CS-322	Software Construction	02+01
CS-324	Web Applications Development	02+01
CS- 223	Operating Systems	03
Total Credit Hours		18

Semester-VI:

Course Code	Subjects	Credit Hours
EC-201	Principles of Economics	03
CS-331	Theory of Automata	03
CS-312	Computer Communications & Networks	03
CS-423	Computer Graphics	03
	One Elective from CS Electives offered	03
Total Credit Hours		15

Semester-VII:

Course Code	Subjects	Credit Hours
CS-489	Project-I	03
CS-411	Compiler Construction	03
CS-414	Artificial Intelligence	03
CS-332	Net Centric Programming	03
	One Elective from CS Electives offered	03
Total Credit Hours		15

Semester-VIII:

Course Code	Subjects	Credit Hours
CS-490	Project-II	03
CS-474	Software Testing Techniques	03
CS-449	ICT and Society	03
	Two Electives from CS Electives offered	06
Total Credit Hours		15

SEMESTER WISE PLAN (MATHEMATICS)**Semester-I:**

Course Code	Subjects	Credit Hours
EN-101	English-1	03
PS-101	Pakistan Studies	02
MA-101	Calculus & Analytical Geometry-I	03
PH-101	Introductory Mechanics	03+1
PH-192	Lab	
CS-101	Introduction to Computing	03
CH-100	General chemistry	02+1
CH-190	Lab	
Total Credit Hours		18

Semester-II:

Course Code	Subjects	Credit Hours
EN-102	English-II	03
IS-101	Islamic Studies	02
MA-102	Calculus & Analytical Geometry-II	03
PY -101	Introduction to Psychology	03
ST-101	Probability and Statistics	03
PH-104	Waves and Optics	03+01
PH-194	Lab	
Total Credit Hours		18

Semester-III:

Course Code	Subjects	Credit Hours
EN-201	English – III	03
MA-201	Fundamentals of Maths	03
MA-202	Vector Calculus & Complex Numbers	03
ST-102	Basic Statistical Interface	03
BY-201	Introductory Biology	03
Total Credit Hours		15

Semester-IV:

Course Code	Subjects	Credit Hours
MA-203	Discrete Mathematics	03
MA-204	Introduction to Group & Topology	03
MA-205	Differential Equations & Linear Algebra	03
CS-111	Programming	03+1
EC-201	Basic Economics	03
Total Credit Hours		16

Semester-V:

Course Code	Subjects	Credit Hours
MA-301	Real Analysis	03
MA-302	Linear Algebra	03
MA-303	Differential Geometry I	03
MA-304	Set Topology	03
MA-305	ODE	03
Total Credit Hours		15

Semester-VI:

Course Code	Subjects	Credit Hours
MA-306	Group Theory	03
MA-307	Complex Analysis	03
MA-308	Analytic Mechanics	03
MA-309	PDE	03
MA-310	Functional Analysis	03
Total Credit Hours		15

Semester-VII:

Course Code	Subjects	Credit Hours
MA-406	Numerical Analysis	03
MA-407	Integral Equations	03
MA-451	Fluid Mechanics-I	03
MA-454	Special Relativity	03
MA-403	Optimisation	03
Total Credit Hours		15

Semester-VIII:

Course Code	Subjects	Credit Hours
MA-401	Numerical Method	03
MA-408	Differential Geometry	03
MA-252	Fluid Mechanics II	03
MA-402	Measure and Integration	03
MA-420	Rings and Field	03
Total Credit Hours		15

- 03 credit hours mean 3 hours class per week of respective subject.

CURRICULUM BS 4 YEARS (8 SEMESTERS) PROGRAM IN ZOOLOGY

Year-1

SEMESTER-I

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	COMPULSORY -I	English	ENG-101	English-I functional English	3(3+0)
2	COMPULSORY -II	Pakistan Studies	PS-100	Pakistan Studies	2(2+0)
3	COMPUSORY-III	Mathematics	MTH-101	Mathematics-I	3(3+0)
4	GENERAL-I	Botany	BOT-101	Botany-I (Diversity of Plants)	4(3+1)
5	GENERAL-II	CHEMISTRY	CHE-101	Chemistry-I (Organic Chemistry)	3(2+1)
6	FOUNDATION-I	Zoology	ZOO-101	Animal Diversity-I (Invertebrates)	4(3+1)
Total					19

SEMESTER-II

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	COMPULSORY -IV	English	ENG-102	English-II	3(3+0)
2	COMPULSORY-V	Islamic studies	ISL-100	Islamic Studies/Ethics	2(2+0)
3	GENERAL-III	Botany	BOT-102	Botany -II (Plant Systematics, Anatomy, & Developmental Embryology)	4(3+1)
4	GENERAL-IV	CHEMISTRY	CHE-102	Chemistry-II (Inorganic Chemistry)	3(2+1)
5	FOUNDATION-II	Zoology	ZOO-102	Animal Diversity-II (Chordates)	4(3+1)
6	FOUNDATION-III	Zoology	ZOO-103	Cell Biology	3(2+1)
Total					19

Year-II SEMESTER-III

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	COMPULSORY -VI	English	ENG-201	English-III Technical Writing and Presentation skills	3(3+0)
2	COMPULSORY - VII	Computer	COM-201	Introduction to Computer	3(1+2)
3	GENERAL-V	Botany	BOT-202	Botany -III (Plant Physiology and Ecology)	4(3+1)
4	GENERAL-VI	CHEMISTRY	CHE-201	Chemistry-III (Physical Chemistry)	3(2+1)
5	FOUNDATION-IV	Zoology	ZOO-201	Animal Form & Function-I	4(3+1)
Total					17

SEMESTER-IV

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	COMPULSORY - VIII	Zoology	ZOO-202	Fundamental Microbiology	3(2+1)
2	FOUNDATION-V	Zoology	ZOO-203	Biochemistry-I	3(2+1)
3	FOUNDATION-VI	Zoology	ZOO-204	Animal Form & Function-II	4(3+1)
4	GENERAL-VII	Psychology	Py-101	Introduction to Psychology	2(2+0)
5	MAJOR-I	Zoology	ZOO-205	Animal Behaviour	3(3+0)
6	MAJOR-II	Zoology	ZOO206	Biological Techniques	3(1+2)
Total					18

Year-III SEMESTER-V

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	FOUNDATION-VII	Zoology	ZOO-301	Economic Zoology	3(2+1)
2	FOUNDATION-VIII	Zoology	ZOO-302	Biochemistry-II	3(2+1)
3	FOUNDATION-IX	Zoology	ZOO-303	Evolution	2(2+0)
4	MAJOR-III	Zoology	ZOO-304	Physiology	4(3+1)
5	MAJOR-IV	Zoology	ZOO-305	Ecology	3(2+1)
Total					15

SEMESTER-VI

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	FOUNDATION-X	Zoology	ZOO-306	Principles of Systematics	3(2+1)
2	MAJOR-V	Zoology	ZOO-307	Research Methodology	2(2+0)
3	MAJOR-VI	Zoology	ZOO-308	Developmental Biology	4(3+1)
4	MAJOR-VII	Zoology	ZOO-309	Genetics	4(3+1)
5	MAJOR-VIII	Zoology	ZOO-310	Wildlife	3(2+1)
Total					16

YEAR-IV
SEMESTER-VII

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	COMPULSORY-IX	Zoology	ZOO-401	Biostatistics	3(2+1)
2	MAJOR-IX	Zoology	ZOO-402	Special Paper A1/Thesis (Uni Option)	3(2+1)/0+3
3	MAJOR-X	Zoology	ZOO-403	Molecular Biology	3(2+1)
4	ELECTIVE-I	Zoology	ZOO-	Special Paper A2/Uni Option (as per list of electives)	3(2+1)
5	ELECTIVE-II	Zoology	ZOO-	Uni Option (as per list of electives)	3(2+1)
Total					15

SEMESTER-VIII

S. No	Course Category	Subject	Course Code	Course Title	Credits
1	MAJOR-XI	Zoology	ZOO-404	Bioinformatics	3(2+1)
2	MAJOR-XII	Zoology	ZOO---/ZOO-402	Special Paper B1/Thesis (Univ. Option)	3(3+0)
3	MAJOR-XIII	Zoology	ZOO-405	Zoogeography & Paleontology.	3(2+1)
4	ELECTIVE-III	Zoology	ZOO-	Univ. Option (as per list of electives)	3(2+1)
5	ELECTIVE-IV	Zoology	ZOO-	Univ. Option (as per list of electives)	3(2+1)
Total Credits					15

Total Credit Hours

Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII	Total
19	19	17	18	15	16	15	15	134

Courses marked as *ZOO-: students will choose from list of elective courses that will be offered in a particular semester. Course codes are given in the attached list of Elective courses.
** Thesis/Research Project/Internship will be offered in semester VII & VIII but result will be declared at the end of semester VIII after completion of 1-Year Thesis/Research Project.

EXAMINATION

A student must fulfil the following criteria to be eligible for university examination:

- She must be registered at the University for the respective study programme and must have paid all the required dues and must be a bona fide student of the college.
- She must bear a good moral character.
- She must show satisfactory academic progress in internal evaluation as per guidelines given by Quaid-e-Azam University.
- She must acquire 80% attendance in all subjects.

INTERNAL EVALUATION

There shall be 100 marks assigned to each course. A BS student's academic progress and standing will be determined and monitored through the following modes of evaluation.

Assignments	2-3 Assignments per semester
Quizzes	At least three unannounced quizzes per semester
Presentations	Presentation as per instructor's requirement
Midterm Examination	1 ^{1/2} - 3 hours test per semester
Terminal Examination	One announced final exam of up to three hours duration at the end of each semester.

A typical break-up of each mode of evaluation for a course is as follows:

Assignments/Quizzes/ Presentations	25%
Midterm Examination	25%
Terminal Examination	50%

Note: The above-mentioned criteria can be changed as per Quaid-e-Azam University policy.

ASSOCIATE DEGREE PROGRAMME

In the wake of the rapidly traversing socio - economic trends, the educational paradigm is also evolving and initiating skill- oriented market driven subjects. The Associate Degree Programme is a two year post intermediate academic degree programme aimed to professionally equip the students with the local and international emerging trends.

Basic Eligibility

A candidate holding a Higher Secondary School Certificate, from a Pakistani Board or an equivalent certificate from any other recognised institution, with at least 45% marks is eligible for admission in ADP.

COURSES COMPRISING ADP

The Associate Degree Programme comprises of three types of courses with the following minimum credit hours.

A: COMPULSORY COURSES

03 English Courses of **03** Credit Hours each= **09** Credit Hours.

Islamic Studies (Ethics) Course of **03** Credit Hours = **03** Credit Hours.

Pakistan Studies Course of **03** Credit Hours = **03** Credit Hours.

Introduction to Computing Course of **03** Credit Hours = **03** Credit Hours.

Total Credits of Compulsory Courses (06 Courses) = **18** Credit Hours.

B: FOUNDATION LEVEL MAJOR COURSES

Series of 04 Foundation level courses in 03 Subjects (called combinations) each = 36 Credit Hours.

C: ELECTIVE COURSES

04 Foundation level courses (03 Credit Hours each) offered by the college = 12 Credit Hours.

Total of A, B, & C (22 Courses comprising of 04 semesters) = 66 Credit Hours.

SEMESTER WISE PLAN (ASSOCIATE DEGREE PROGRAMME)

Duration ----- 4 Semesters

Credit Hours ----- 66 credits

D. TYPICAL OFFERING SCHEME

Semester	Subjects	Subjects	Subjects	Compulsory/ Elective Subjects	Compulsory/ Elective Subjects
I	Subject A-1	Subject B-1	Subject C-1	Compulsory English -I	Compulsory Isl. Studies
II	Subject A-2	Subject B-2	Subject C-2	Compulsory English -II	Compulsory Pak. Studies
III	Subject A-3	Subject B-3	Subject C-3	Compulsory English -III	Elective I & II
IV	Subject A-4	Subject B-4	Subject C-4	Elective -III	Elective IV

The Subject Combinations for Associate Degree Programme offered by the institution are mentioned below.

Course Code	Subject (A: 1)	Subject (B: 2)	Subject (C: 3)
11	Economics	Statistics	Psychology
13	Economics	Statistics	Sociology
34	Political Science	Psychology	Islamic Studies

FEE STRUCTURE FOR ASSOCIATE DEGREE PROGRAMME

S. No	Description	Fee Science Student	Fee Science Student	Fee For Arts Student	Fee For Arts Student
		First Semester Rs.	2 nd to 4 th Semester Rs.	First Semester Rs.	2 nd to 4 th Semester Rs.
1.	Admission Fee	200/-	-	200/-	-
2.	Tuition Fee	1,350/-	1,350/-	1,350/-	1,350/-
3.	Admission Fund	1,000/-	-	1,000/-	-
4.	Student Fund	9,800/-	4,000/-	6,800/-	2,000/-
5.	Health Fund	1,650/-	1,650/-	1,650/-	1,650/-
	Total:-	14,000/-	7,000/-	11,000/-	5,000/-

FEE STRUCTURE FOR BS PROGRAMME

S. No	Description	Fee Science Student First Semester Rs.	Fee Science Student 2 nd to 4 th Semester Rs.	Fee Science Student 5 TH to 8 th Semester Rs.	Fee For Arts Student First Semester Rs.	Fee For Arts Student 2 nd to 4 th Semester Rs.	Fee For Arts Student 5 TH to 8 th Semester Rs.
1.	Admission Fee	200/-	-	-	200/-	-	-
2.	Tuition Fee	1,350/-	1,350/-	1,350/-	1,350/-	1,350/-	1,350/-
3.	Admission Fund	1,000/-	-	-	1,000/-	-	-
4.	Student Fund	9,800/-	4,000/-	10,000/-	6,800/-	2,000/-	7,000/-
5.	Health Fund	1,650/-	1,650/-	1,650/-	1,650/-	1,650/-	1,650/-
	Total:-	14,000/-	7,000/-	13,000/-	11,000/-	5,000/-	10,000/-

The dues of the University / College (both for Science & Arts) are detailed below

Other Dues	Rate
University Registration (Once at the time of admission).	4,500/-
University Sports Fee (Per Semester)	1,000/-
University Terminal Examination Fee (Per Semester)	5,000/-
DMC / Transcript Fee (Per Semester)	600/-
University Degree Fee (In the last Semester)	3,479/-
Library Security (Refundable)	2,000/-
Breakage Fund	780/-
College Magazine	100/-
PTA	35/-

- Bus Fee of Rs. 2250/-per semester is applicable to only those students who want to avail bus facility.
- Any future changes in the fee / fund will be applicable as per Govt. policy

UNIVERSITY DUES

Each student of the BS programme shall be required to pay tuition fee and such other dues as may be determined by the syndicate from time to time.

SPECIMEN OF THE UNDERTAKING

Note: This undertaking is to be furnished on Rs. 15/- Stamp Paper duly completed and attested by the Oath Commissioner at the time of admission i.e. payment of dues.



UNDERTAKING

I hereby undertake, to abide by the following:-

- ◆ That I shall not indulge in politics.
- ◆ That I shall not bring, keep or use mobile during college hours.
- ◆ The parents will remain in contact with the college authorities about their daughters' attendance and academic progress.
- ◆ The address and the contact no. mentioned in the admission form is correct. In case of any change the college will be intimated in time
- ◆ That in case I indulge in politics, any disciplinary or any religious issues violating the above undertaking I be expelled from the college.

DECLARATION BY PARENT / GUARDIAN

I _____ S/O/ D/O _____ adult, resident of _____ Religion _____ do hereby state on solemn affirmation that I bind myself responsible to the declaration signed by my daughter submitted as above to the College by her.

Signature of a Parent of the Candidate

Solemnly affirmed and accepted before me, by _____ who is identified by _____ who is personally known to me.

Place

Date

Signature of the applicant

**In presence of
Witness No. 01**

Signature with official seal

Name & Address

Emergency Contact number

Witness No. 02

Signature with official seal

Name & Address

Seal

Signature of Oath Commissioner

Date

COLLEGE UNIFORM

For all Classes

White Shalwar, Kameez as per the given design.

Shirt: knee length

Sleeves: Full with cuffs

Material: white wash & wear cotton

Shoes/Joggers

Flat black

Socks: white

White Scarf (if required)

1. For HSSC white plain dupatta with green stripes

Winter

Half coat/Blazer: Plain green
Cardigan : Plain



2. For BS
Computer Science,
Mathematics and
Zoology White
dupatta with
stripes of
respective classes.

عمومی قواعد و ضوابط

طالبات کو اس ادارے میں طے کردہ اصول و ضوابط کے تحت داخلہ دیا جائے گا۔ اور داخلے کے بعد طالبات ان پر عمل کرنے کی پابند ہوں گی۔

یونیفارم:-

1- طالبات کو مقرر کردہ مکمل یونیفارم کے ساتھ کالج میں داخلے کی اجازت ہوگی۔ سفید قمیض، شلوار، دوپٹہ (سبز ربن کے ساتھ)

2- کالج کے اوقات میں کالج شناختی کارڈ پہننا لازمی ہوگا۔

3- سائنس کی طالبات پر میکینیکل کے دوران سفید کوٹ پہننے کی پابند ہوں گی۔

4- بورڈ / یونیورسٹی / کالج کے امتحانات میں مکمل یونیفارم میں کالج آئیں گی۔

نظم و ضبط:-

1- تمام طالبات کے لیے صبح 8:10 منٹ پر اسمبلی میں شرکت لازمی ہوگی۔

2- کمرہ جماعت اور تجربہ گاہوں میں باقاعدگی سے حاضر رہیں گی۔

3- کالج میں منعقدہ نصابی اور ہم نصابی سرگرمیوں / تقریبات میں شرکت کریں گی۔

4- کالج کی چار دیواری میں حتی الامکان تہذیب اور شانستگی کا مظاہرہ کریں گی۔

حاضری اور رخصت:-

1- طالبات کی تعلیمی معیار کو بہتر بنانے اور غیر ضروری چھٹیوں کے رجحان کو ختم کرنے کے لیے

مہینے میں صرف دو چھٹیوں کی رخصت دی جاسکتی ہے۔

2- طبی رخصت کے لیے درخواست، ہسپتال کے مستند اور حاضر سروس معالج کے سرٹیفکیٹ کے ساتھ

دی جاسکتی ہے۔ ایک تعلیمی سال میں 20 دن تک کی طبی رخصت دی جاسکتی ہے۔

3- تمام طالبات کے لیے 80 فیصد حاضری لازمی ہے بصورت دیگر ان کا داخلہ روکا جاسکتا ہے۔

جرمانہ:-

- 1- بغیر کسی وجہ کے کالج سے غیر حاضر رہنے والی یا تاخیر سے آنے والی طالبات کو فی جماعت 5 روپے جرمانہ ہو گا۔
- 2- کالج کی انتظامیہ اس بات کی مجاز ہے کہ وہ کالج کے امتحانات نہ دینے والی طالبات سے 50 روپے یومیہ جرمانہ وصول کرے۔
- 3- موبائل فون لانے کی قطعاً اجازت نہیں ہے۔ اگر کسی طالبہ کے پاس سے موبائل برآمد ہو تو ایک ہزار روپے جرمانہ ہو گا۔ اور فون صرف والدین کو واپس دیا جائے گا۔ دوبارہ ملنے کی صورت میں /2000 سے /3000 تک جرمانہ ادا کرنا ہو گا۔
- 4- نظم و ضبط کی کسی انتہائی خلاف ورزی پر طالبہ کا داخلہ منسوخ کیا جاسکتا ہے۔

معطل کرنا:-

اگر کوئی طالبہ مسلسل 15 روز تک بغیر کسی اطلاع کے غیر حاضر رہے گی تو اس کا نام کالج سے از خود خارج کر دیا جائے گا۔

خصوصی رعایت:-

اگر کوئی طالبہ کسی خصوصی سہولت کی متقاضی ہے تو اس کے لیے پرنسپل صاحبہ اور کالج کی اکیڈمک کونسل سے تعاون طلب کیا جاسکتا ہے۔

طالبات کے لیے ممنوعہ امور:-

کالج کی عمارت اور اس میں موجود تمام اشیاء کی حفاظت طالبات کی بھی ذمہ داری ہے۔ وہ عمارت کے کسی بھی حصے دیواریں / پودے / آلات وغیرہ کو نقصان نہیں پہنچائیں گی۔ دیواروں یا فرنیچر کو تعڑے / پمفلٹ / اشہارات سے خراب نہیں کریں گی۔

ہم امید کرتے ہیں کہ کالج ہذا کے ساتھ تعلیم و تربیت کے اس سفر کے اختتام پر طالبات مضبوط کردار بلند سوچ اور بہترین علم کے جواہر سے آراستہ ہو کر معاشرے کے فعال ارکان کے طور پر اپنی تمام ذمہ داریاں بطریق احسن ادا کر سکیں گی۔