



STUDENT HANDBOOK

ISLAMABAD COLLEGE FOR GIRLS (POST
GRADUATE)-MARGALA, F-7/4, ISLAMABAD



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**ISLAMABAD MODEL COLLEGE FOR GIRLS
(POST-GRADUATE)-MARGALA
F-7/4, ISLAMABAD**

**44 YEARS OF
EXCELLENCE**

Website: www.imcgf74.edu.pk

Landline No. : +92-51-9100017, 9100018

Email: fgmargalla@yahoo.com

FATHER OF THE NATION QUAID-E-AZAM MUHAMMAD ALI JINNAH



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

Islamia College, Peshawar, April 12th 1948.

THE VISIONARY SEER Dr.ALLAMA MUHAMMAD IQBAL

**" Traveller! the soul dies of dwelling at rest ,
it becomes more alive by perpetual soaring.
Delightful, it is to travel along with the stars,
delightful,not to rest one moment on the journey."**



VISION

Character building, inculcating a sense of responsibility, integrity and selfless service to the nation.

MISSION

Beginning in the classroom with exposure to new ideas, new ways of understanding, and new ways of imbibing knowledge, students embark on a journey of intellectual transformation. The institution aspires to be a knowledge-driven organization with learning conducive environment using latest audiovisual aids thus facilitating a technology-integrated classroom. Through the fine tuning of interactive teaching methodology, students' mettle is shaped and further moulded thus preparing them to take up the challenges of future as responsible citizens.

THE PATH FINDERS

GALAXY OF ICONS

“Founders never leave our memories for they are the Path Finders. They leave indelible footprints on our minds!”



Mrs.Khalida Masood Ali
The Founding Head
19-5-1982 to 3-3-1987



Mrs.Farhat Mujtaba
3-3-1987 to 11-12-1991&
24-8-1998 to 10-10-2003



Mrs.Nikhat Moazzam Ali
11-12-1991 to 24-8-1998



Mrs.Dr. Ferre Nahid
11-10-2003 to 2-3-2007



Mrs. Samina Shamim
3-3-2007 to 31-12-2008



Mrs. Khadija Javed
31-12-2008 to 7-8-2016



Mrs. Ghazala Khalid
8-8-2010 to 24-11-2012



Mrs. Firdous Fatima
1-2-2013 to 8-3-2017



Mrs. Farkhanda Ishtiaq
7-3-2018 to 28-7-2020

" PIONEERS ALWAYS PAVE THE
WAY WITH HARDWORK, DILIGENCE
AND SACRIFICES. "



Mrs. Sualeha Jabeen
23.06.2017 to 07.3.2018
29.7.2020 to 22.04.23

TORCH BEARER OF MARGALA

Success and failure are a part of life. Never surrender to failures but keep working hard: another academic year is all set to begin a new chapter. Work harder, focus stronger and you will be able to accomplish the impossible. Trust the magic of new beginnings!



Mrs. Ayesha Kayani
(May 8th 2023 onwards)

PRINCIPAL'S MESSAGE

As we begin the new session of the year, I am immensely pleased to extend an invitation to you, to come and join IMCG (PG)-Margala, F-7/4, Islamabad. Our college is open and inclusive college of the city; providing ideal conditions for academic and co-curricular activities combined with a stable and learning conducive environment. The name of Margala College has become synonymous with quality education owing to its thorough ethos and commitment to upholding the highest standards of learning all-around instruction. We are happy and feel honored that our students represent a diverse cross-section of society (Education for All). Although we have good reason to be proud of our academic presentation, instruction at IMCG (PG) -Margala, F-7/4, Islamabad encompasses much more than the pursuit of high grades. Our hallmarks include character development, instilling high virtues, enhancing good character and paying attention to our commitment as a great nation. We are fully aware of our responsibility to prepare our students to become confident, thoughtful, polite, and reliable, global and patriotic citizens. One of the College's greatest strengths is its high sense of discipline and respect for rules and regulations. As we work to further our guiding principle of unwavering confidence, faith in difficult work, accomplishments through legitimate and fair means, and firmly confronting difficulties, developing problem solving skills is a reason learning community looks for progress for every understudy. All the best!

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BUS ROUTES

CALENDAR OF ACTIVITIES

CHAPTER I: PREAMBLE

A: COLLEGE PROFILE

Founded in 1982

Upgraded to Postgraduate level in 2002 with the inclusion of Mass Communication Department

Affiliated with Quaid-e-Azam University in 2012

Inauguration of BS Programs as a joint venture of QAU & HEC in 2019

B: AMENITIES

3 comprehensive and well-stocked Libraries

State-of-the-art Computer Labs

Well-equipped Science Labs

A Gymnasium

A Mosque

A Cafeteria

A fleet of Buses

A Water Filtration Plant

A separate block for BS Mass Communication with latest Media Labs

A separate block for BS English

A Conference Room

C. FACULTY

(Currently Working in the College)

PRINCIPAL

Ms. Ayesha Kayani
M.Sc. Applied Psychology (Punjab)
M.Phil (QAU)
B.Ed., M.Ed. (AIOU)
PGD, (Certified Therapist)

VICE PRINCIPAL

Ms Kahkashan Sohail
M.Sc, M. Phil (Chemistry) (QAU)

DEPARTMENT OF APPLIED PSYCHOLOGY

Assistant Professor

1. Ms Nagina Safdar
M.Sc (Punjab), M.Phil (QAU), B. Ed (AIOU)

Lecturer

1. Ms. Zahida Khalid
BS (Silver Medalist) (IU Bahawalpur)
MS Clinical Psychology (GCU)

DEPARTMENT OF ARABIC

Assistant Professor

1. Ms Farhat Habib
M.A (NUML), B. Ed (AIOU)

DEPARTMENT OF BIOLOGICAL SCIENCE

Assistant Professors

1. Ms Sidra Saleem, Botany
M.Sc (Sindh), BS (Gold Medalist - Jamshoro)
2. Ms Rehana, Biology
M.Sc, B.Ed (Gomal)

Lecturer

1. Ms Farva Khizar, Zoology
BS, M.Phil, M.Ed (Sargodha), B.Ed (AIOU)

DEPARTMENT OF CHEMISTRY

Assistant Professors

1. Ms Nasreen Bano
M.Sc (Peshawar), M. Ed (AIOU)
2. Ms Somia Khattak
M.Sc, M.Phil (Peshawar)
3. Ms Sumaira Saleem
M.Sc (IU, Bahawalpur), MS (KFU, Rahim Yar Khan)
B,Ed (IUB)

DEPARTMENT OF COMPUTER SCIENCE

Assistant Professors

1. Ms Nabeela Naeem
M.Sc (Gomal)
2. Ms Faiza Zaidi
M.Sc (Punjab), MS (AIOU), B.Ed (AIOU)

DEPARTMENT OF ECONOMICS

Assistant Professors

1. Ms Sabrina Dogar
M.Sc (IIUI), B. Ed, M.Ed (AIOU)
2. Ms Qudsia Fatima
M.Sc, B. Sc Hons (IIUI), M.Phil (Preston University)

Lecturer

1. Ms Aminah Shaikh, *(On Deputation)*
M.Sc (AJK), MS (IIUI)
B.Ed, M.Ed (AIOU)

DEPARTMENT OF EDUCATION

Assistant Professor

1. Ms Darakhshan Fatima
M.A (NUML), B.Ed (AIOU)

DEPARTMENT OF ENGLISH

Associate Professors

1. Ms Shazia Shakeel
M.A(Punjab), M.Phil Gold Medalist (AIOU)

2. Ms Iffat Nazir

M.A (IIUI)

Assistant Professors

1. MsKaukabQabool

M.A English, M.A Urdu, B. Ed
(UOP) PGD TEFL (NUML)

2. Ms Hajra Karim

M.A (QAU), M.Phil (NUML) B. Ed(AIOU)

3. Ms Almas Barkat

M.A (Punjab) , PGD TEFL (AIOU)

4. Ms Muneeba Babar

M.A, B. Ed (Punjab), MS (FU), PGD TEFL
(AIOU), Ph. D Scholar (FU)

5. Ms Samina Noreen

M.A (Punjab), M. Phil (IIUI), B. Ed (AIOU)

Lecturer

1. Ms. Mahrukh Khan

M.A. English(NUML), M.Phil (NUML)

DEPARTMENT OF FINE ARTS

Lecturer

1. Ms Nayab Rizwan

MFA (Gold Medalist - FJWU)

DEPARTMENT OF GEOGRAPHY

Lecturers

1. Ms Sara Batool Kazmi

M.Sc (Punjab), M. Ed, B. Ed (AIOU)

2. Ms Lamiya

M.Sc (University of Balochistan)

M.Phil (BU), B.Ed (AIU)

**DEPARTMENT OF HEALTH & PHYSICAL
EDUCATION**

Lecturer

1. Ms Aafia Asghar

M. Sc (Gold Medalist - BZU), M. Phil (Riphah
International University,Faisalabad)
M. Ed, B. Ed (AIOU)

DEPARTMENT OF HISTORY

Lecturer

1. Ms Ismat Bibi

M.A (Sargodha), B.Ed (AIOU)

DEPARTMENT OF HOME ECONOMICS

Lecturer

1. Ms Nadia Mobeen

M. Sc Food & Nutrition (Punjab)

DEPARTMENT OF ISLAMIC STUDIES

Associate Professors

1. Ms Fehmida Qamber

(Punjab)

2. Ms Suaad Afzal

M.A, B. Ed (Punjab), M. Ed (AIOU)

3. Ms Rabia Sultana

M.A, M. Phil (IIUI), M.A Arabic (Punjab)
B. Ed (AIOU)

Assistant Professor

1. Ms Ghazala Jamali, *(On Deputation)*

M.A (Sindh University)

**DEPARTMENT OF JOURNALISM & MASS
COMMUNICATION**

Associate Professor

1. Dr. Sadaf Irtaza, *(On Deputation)*

M.A, M. Phil (Balochistan)

Ph. D (Federal University, Karachi)

Assistant Professors

1. Ms YasmeenShahab

M.Sc (FJWU)

2. Ms Maira Shafaq

M.Sc (UAAR), B. Ed (AIOU)

3. Ms Memoona Ahmad

M.Sc (UAAR), M.Phil (AIOU)

Lecturer

1. Ms Saira Tariq Abbasi

M.Sc (IIUI), MA (AIOU)

DEPARTMENT OF LIBRARY & INFORMATION SCIENCES

Lecturer

1. Ms Sumaira Gul
M.A (Peshawar), B. Ed (AIOU)

Librarian

1. Ms Robina Minhas
Library Training Course (PLA)

DEPARTMENT OF MATHEMATICS

Assistant Professors

1. Ms Asia Noor
M.Sc, B.Ed (Punjab), M. Phil, M.Ed (AIOU)
2. Ms Saleha Javaid
M.Sc (Punjab), MS (COMSATS)
M.Ed (AIOU), B. Ed (Air University)
3. Ms Sania Rahim, (*On Deputation*)
BS (SALU, Khairpur)

Lecturer

1. Ms Wasim Kausar
M.Sc (QAU), M.Phil, B.Ed (AIOU)

DEPARTMENT OF PAKISTAN STUDIES

Assistant Professor

1. Ms Arshi Naureen
M.Sc, M. Phil (QAU), B. Ed (AIOU)

Lecturers

1. Ms Sadia Zia
M.Sc, M. Ed (AIOU), B. Ed (EU, Lahore)
2. Ms. Quratulain Jafeer
BS History (Gold Medal) (IIUI)
M.Phil Pakistan Studies (QAU)

DEPARTMENT OF PERSIAN

Assistant Professor

1. Dr. Asiya Muhammad Ullah
M.A (Balochistan University) (Gold Medalist),
Ph. D (University of Tehran)

DEPARTMENT OF PHYSICS

Associate Professor

1. Ms Iram Akhter
M.Sc (SU), B. Ed (PU)

Assistant Professors

1. Ms Saima Andaleeb
M.Sc (QAU), B. Ed (AIOU)
2. Ms. Farzana Jafar
BS, MS (COMSATS)

DEPARTMENT OF POLITICAL SCIENCE

Assistant Professor

1. Ms. Hina Irfan (*On Deputation*)
M.A IR & PS (Peshawar)

Lecturer

1. Ms Samina Orakzai, (*On Deputation*)
M.A (Peshawar University)

DEPARTMENT OF SOCIOLOGY

Lecturers

1. Ms. Bushra Khan
BS (Hons) (Gold Medalist)
M. Phil (GCU)
2. Ms. Ghulam Zehra
MA (SALU, Khairpur)
B.Ed (SALU), M.Ed (AIOU)

DEPARTMENT OF STATISTICS

Assistant Professors

1. Ms Naheed Khan
M.Sc (UAAR), B. Ed (AIOU)
2. Ms Rukhsana Shaheen
M.Sc (QAU), B. Ed (AIOU)
3. Ms Saira Bibi
M.Sc (Peshawar University)
M.Phil (Riphah), B.Ed (AIOU)
4. Ms Tehseen Haider
M. Sc, B. Ed (Gold Medalist - AJK)

DEPARTMENT OF URDU

Associate Professor

1. Ms Farah Mukhtar Shakir
M.A (Punjab), B. Ed (AIOU)

Assistant Professor

1. Dr. Shahnaz Parveen
M.A, B. Ed (BZU), Ph. D (IIUI)

Lecturer

1. Ms Memoona Insar
M.A (Punjab), M. Phil (AIOU), B. Ed (AIOU)

D. ADMINISTRATIVE STAFF

1. Mr. Rameez Fida
Accountant
2. Mr. Waheed Anwar
Head Clerk
3. Ms. Zaib-un-Nisa
Assistant
4. Ms. Uzma Sufyan
Assistant
5. Ms. Mehnaz Raza
Computer Lab InCharge
6. Ms. Albina Tauqeer
Library Assistant
7. Ms. Attiya Yasmeen
Library Assistant
8. Mr. Zareef Khan
UDC
9. Mr. Mushtaq Ali
LDC
10. Mr. Syed Saqib
Abbas
LDC
11. Ms. Nadia Tahir
LDC
12. Ms. Ayesha Rizwan
LDC
13. Mr. Irfan Sabir
LDC
14. Ms. Albina Tauqeer
Library Assistant
15. Ms. Attiya Yasmeen
Library Assistant
16. Mr. Zareef Khan
UDC
17. Mr. Mushtaq Ali
LDC

18. Mr. Syed Saqib Abbas
LDC
19. Ms. Nadia Tahir
LDC
20. Ms. Ayesha Rizwan
LDC
21. Mr. Irfan Sabir
LDC
14. Mr. Wazir Zulfiqar
LDC
15. Ms. Aneeqa Khalil
Lab Assistant
16. Mr. Tariq Nawaz
Lab Assistant
17. Ms. Zakia Begum
Lab Assistant
18. Mr. Shukat Ali
Lab Assistant
19. Mr. Aamir Bashir
Lab Assistant
20. Ms. Nargis Bibi
Lab Assistant
21. Ms. Ghulam Fatima
Lab Assistant
22. Ms. Qamar Shagufta
Lab Assistant
23. Ms. Humera Syed
Lab Assistant
24. Ms. Saima Ahmad
Comp. Lab Attendant
25. Ms. Mussarat Jabeen
Library Attendant
26. Ms. Beenish Nawaz
Laboratory Attendant
27. Mr. Abdullah Ahmed
Lab Attendant

28. Mr. Amjad Parvez
Ground man
29. Mr. Abdul Jabbar
Gate Keeper
30. Mr. Naseer Ahmed
Gate Keeper
31. Mr. M. Ashraf
Conductor
32. Ms. Rashida Qamar
Naib Qasid
33. Mr. Tauseef Awan
Naib Qasid
34. Mr. Kamran Raza
Naib Qasid
35. Mr. Maratab Ali
Naib Qasid
36. Ms. Nargis Bibi
Sanitary Worker
37. Mr. Azam Masih
Sanitary Worker
38. Ms. Ambreen Prince
Sanitary Worker
39. Mr. Amir Masih
Sanitary Worker
40. Mr. Basharat David
Sanitary Worker
41. Ms. Saima Amir
Sanitary Worker

E. PHYSICAL FACILITIES

1. COLLEGE LIBRARIES:

There are three comprehensive libraries (main college library, Mass Com library, English Department library in the new block) in the premises that are stocked with over 20,000 books which cater to the requirements of teaching faculty/students, up to Postgraduate level in the disciplines of Humanities, Journalism, Social and Natural Sciences. The Main Library is currently being computerized.

To facilitate a conducive learning environment, there is a separate Reading Room for individual study.

Students are strictly advised to observe complete SILENCE in the library.

Upon the initiative of the Secretary, MoFEPT, the libraries are open for all students to empower their minds and facilitate learning-conducive milieu in the college.

2. BOOKBANK:

A Book Bank has been formulated that issues text books for a period of one year to assist less privileged students. Upon expiry of the specified time, the books are returned.

3. FOUR COMPUTER LABORATORIES:

The College comprises four latest fully resourced computer laboratories with one Hi-Tech lab, to cater to technology integrated teaching sessions/online classes/exams.

Various Wi-Fi connections are installed within the premises to facilitate the Academic Faculty. In addition to this, there is a fully equipped IT Room where the main network is installed.

The College is the pioneer among the ICT colleges to inaugurate online classes promptly at the onset of Corona Crisis.

4. SCIENCE LABORATORIES:

The college boasts well-equipped science labs with latest technology integrated teaching aids. There are three Botany, two Bio and one Zoology labs and one museum whereas the subject of Applied Psychology has one lab and two lecture halls.

5. INFIRMARY:

Upon the initiative of the Secretary, MoFEPT an ideally stocked infirmary/first aid room caters to any emergent minor injuries/ailments. Facilities include fridge, stretcher, wheelchair, bed and blankets, cold packs, thermometer, sphygmomanometer, glucometer, heaters, van as well as trained nurse. However, no pill/oral medication is administered for fear of allergies.

6. COLLEGE TRANSPORT:

Nine buses, one coaster, one Hiace and one Bolan comprise the College transport facility. Bonafide students of the College residing in Islamabad may apply for the same on prescribed bus forms.

Students availing the bus facility are required to carry bus passes on their person. Any kind of indiscipline/misbehavior or damage to the bus shall be treated as a case of serious misconduct resulting in expulsion or penalty.

7. PHOTOCOPYING FACILITY:

For the convenience of students/faculty, the college has arranged a photocopying facility within the premises where stationery items are also available

8.IT PARK:

Pakistan Software Export Board has graciously donated the state of the art IT-Park equipped with all latest networking facilities for future enterprises

9.CO-CURRICULAR ACTIVITIES:

i. IN-DOOR GAMES:

A spacious gymnasium caters to all indoor games.

The College has presently inaugurated a gymnasium for the fitness of students.

The College has a tennis court specifically for tennis playing students.

Each year, Team Margala participates and wins various Intercollegiate and Interuniversity tournaments organized under the banner of Federal Board/Quaid-e-Azam University/Federal Directorate of Education.

Annual Sports Day is annually organized where, in addition to various outdoor competitions, the winning teams/students are awarded prizes. Interclass competitions are also organized in the College and prizes/trophies are awarded to the winners on Annual Sports Day.

ii. SENIOR GIRL GUIDES:

The Senior Girl Guides training program inculcates in the young minds devotion, cooperation, comradeship, self-sacrifice, dignity of labor and zeal to serve humanity in the true Islamic spirit.

10.COLLEGE MAGAZINE:

The College Magazine “*Aaghi*” is published under the patronage of the Principal. The English and Urdu sections of the magazine have separate editorial boards, each comprising student editors and advisory members from the teaching staff. The objective of the Magazine is to encourage creative and original writing in diverse literary pursuits.

11.MULTI-FARIOUS ASSOCIATIONS:

i. ACADEMIC COUNCIL:

The College Academic Council, comprising senior members of the faculty and the Principal; the Chairperson of the Council, is the supreme body in all matters regarding academics, awards and prizes, maintaining discipline and order in the college as well as other matters concerning students. All core decisions are taken by the council.

The Council meets during the academic year as often as the occasion demands. Decisions taken by it in all matters are binding on the students concerned.

ii. COUNSELLING/GUIDANCE:

To facilitate the students in their choice of career and to solve their academic and developmental problems, a counseling and guidance cell has been established under the patronage of the Principal, who is assisted by senior and experienced faculty members.

iii. COLLEGE STUDENTS' COUNCIL:

The College Students' Council operates under the guidance of the Principal and is managed by senior faculty members. It organizes various interclass and intercollegiate events. Ample opportunities are provided to students to exhibit their latent talents in diverse co-curricular activities and competitions.

iv. COLLEGE MANAGEMENT COMMITTEE (CMC):

Keeping in view the welfare and interest of the students, parents, teachers and society in general, a College Management Committee is constituted.

The elected/nominated members of the CMC hold office for a period of two years only.

No faculty member will contest for a CMC office from her own institution as a parent.

No parent can be an office bearer for more than one term.

v. STUDENTS' COUNSELLING/GRIEVANCE/ANTI-BULLYING COMMITTEE:

This committee is set up to deal with student welfare, discipline and complaints. Its main role is to support students and maintain a safe and protective environment, conducive for the students.

CHAPTER II: ADMISSION

A. ADMISSION POLICY FOR THE SESSION 2026-2027 FOR INTERMEDIATE/BS

The College strictly adheres to the Admission Policy as laid out by the Federal Directorate of Education and Quaid-e-Azam University.

INTERMEDIATE

1. Basic Eligibility:

Daughters of the people belonging to the following categories will be eligible for admission to all seats except those reserved for FATA/FANA Domicile:

- Federal Government employees residing in Islamabad and Rawalpindi
- Residents of Islamabad Capital Territory
- Diplomats stationed at Islamabad

A candidate who has passed her last examination from an institution not located in Islamabad and Federal Area shall provide residence certificate from Estate Office/CDA or any other valid legal document (CNICs or Utility Bills indicating residential address of parents) in support of her claim. Admission to class XI will be determined on merit as per allocation of seats given below:

2. Intake Capacity:

S. No.	Groups	No. of Seats
i	Pre-Medical	650
ii	Pre-Engineering	300
iii	General Science (With Computer)	250
iv	General Science (Without Computer)	250
v	Humanities	1050
	Total Seats Humanities and Science	2500

3. Seats Allocation:

S. No.	Quota	Percentage
I	Open Merit	92%
Ii	FATA/FANA/GB	03%
Iii	Disabled	02%
Iv	Sports	03%
V	Daughters of Teachers/Employees of the Institutions	01% seats in every institution in the order of merit amongst themselves (over and above the aforementioned quota)

vi	Transfer Cases	02% (for HSSC) &1% (for BS) over and above the aforementioned quota) (Within the ICT, no transfer cases are allowed.)
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NOTE: Scholarships will be available in Pre-Medical (02), Pre-Engineering (02), ICS (02) and Humanities (02) for students securing 95% and above marks in SSC.

4. Minimum Marks for Each Discipline:(Minimum Eligibility Criteria for Submission of Admission Form)

S. No.	Groups	Percentage
I	General Science (With Computer)	80%
II	Pre-Medical	70%
III	Pre-Engineering	65%
IV	General Science (Without Computer)	60%
V	Humanities	50%

THE MINIMUM MARKS MAY BE REVIEWED IN CASE SUFFICIENT APPLICATIONS ARE NOT RECEIVED IN A PARTICULAR DISCIPLINE.

5. Re-Admission:

- If a student's name is struck off the rolls of the College or she is rusticated/expelled, it shall be immediately reported to the Board/University.
- If a student's name is struck off due to a reason other than misconduct/disciplinary or moral grounds/shortage of attendance, she may be readmitted to the same class (courses) in the same academic year subject to the approval of the Principal concerned.
- Re-admission to the same program (discipline) may take place, beginning next year in the same or another affiliated college, subject to the approval of the Principal concerned.
- Shortage of attendance for re-admission will be considered only on solid reasons like medical or death of first blood relative
- Student applying for re-admission will pay the full charges of admission

B. Late Admission Cases:

1. Intermediate: The parents and the students will have to undertake that any technical requirement such as registration with the relevant board, shortage of attendance, courses already covered etc. would be the sole responsibility of the applicant.

2. BS Program:

- According to the HEC requirement, the BS program shall be offered in Fall 2026 subject to approval of the HEC /QAU.
- Late admission shall only be allowed under special circumstances by the Vice-Chancellor QAU upon satisfactory reasons narrated in the recommendations of the Principal concerned.
- No student shall be enrolled in the BS program after the respective admission deadline. (LDRA+45 days)
- The maximum age limit for admission to BS is 22 years. Anyone beyond this age shall not be eligible unless granted relaxation by the Vice -Chancellor QAU on the recommendations of the Principal concerned under special circumstances.

C. Migration Cases (For All Classes):

Cases of migration (inter-city & inter-province), with special reference to the daughters of Federal Government employees on transfer, will be accommodated any time during the academic session, subject to the following condition: availability of the seats in a particular discipline provided that the merit is not compromised.

Following Documents shall be required:

- a. A copy of father's transfer letter
- b. Character and school/college leaving certificate from the head of the institution last attended
- c. Attendance and academic record from the institution last attended
- d. Migration certificate from the Registrar/Secretary of the previous Board
- e. Registration/Enrolment of the Board/University from which the student migrated
- f. Certificate/Receipts showing the payment of the school/college fee and period for which payment is made

The student are advised to choose subject combination carefully as there shall be no combination change after 03 working days from the date of commencement of classes.

D. Foreign Students:

Female students of foreign nationalities may also get enrolled in the College as regular students. However, their applications for admission should be routed through the Ministry of Education, Islamabad. Initially, admission is granted on a provisional basis. Confirmation depends upon the decision taken by the Equivalence Committee of the IBCC/University on the basis of examinations passed by the students in their respective countries. All rules and regulations of the College, as specified in the College Prospectus and those notified from time to time, are equally applicable to foreign students.

E. GENERAL INSTRUCTIONS FOR ADMISSION PROCEDURE:

- a. The academic session for the Intermediate classes is determined by the Federal Board of Intermediate and Secondary Education, Islamabad and for the BS program, by the Quaid-e-Azam University. Generally, it commences in the middle of August each year and ends in May next year.
- b. 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 territorial jurisdiction of FATA/FANA. However, after the 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.
- c. Top three position holders from any Board will be eligible for admission to all levels i.e. FA/FSc, BS, in their respective disciplines, regardless of the basic eligibility criteria i.e. proof of residence.
- d. Students seeking admission against sports quota should have participated in sports activities at the Board level. They are required to submit an authenticated certificate issued from the relevant Board certifying their claim along with the application form. Merit within the sports quota will be determined after addition of points obtained, as per following criteria to the total marks obtained by the applicant in the respective examination.

S# Criteria**Points**

1. 1 st prize/champion 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 at Board level	10

e. If any seat(s) against any quota is not fully utilized due to non-availability of eligible candidates, it will be 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 only once in an academic year according to the schedule provided by the College/FDE/QAU after the declaration of results by the Examination Boards/Universities.

g. Candidates who seek admission after a 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 the 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.

h. Students who have passed 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 examinations and equivalence shall be determined by the Inter Board Committee of Chairman, Islamabad/University, whichever is applicable. A certificate to this effect is a prerequisite for admission at the level concerned.

i. Twenty marks will be added to the merit of Hafiz-e-Quran upon provision of a certificate of successful completion of the course from a registered/recognized institution.

j. Every successful applicant will submit an affidavit on legal stamp paper solemnly assuring the Principal that she will refrain from participating in politics or in any subversive activity during the time she is on the College rolls. 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.

k. In case any person other than the father/mother of the candidate is declared guardian, a proper Affidavit/Guardianship certificate will have to be submitted. Guardianship, other than grandparents, elder brother/sister and maternal/paternal uncles, shall not be accepted.

l. Criteria for HSSC students regarding issuance of Hope Certificate:

Marks obtained in Send-up Exams (ICS= 70%, Sciences= 60%, Humanities= 50%)

F. Admission Process:

1. Admission form is available online at FDE portal while the College Prospectus is available on college website.

2. Only those applicants who are selected for admission to HSSC or BS are required to submit attested copies of documents mentioned as under:

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION TO HSSC-I:

1. SSC Mark Sheet (2copies)
2. Character Certificate (1copy)
3. Student's CNIC/B Form/Smart Card (NADRA) (1copy)
4. Father's CNIC (1copy)
5. Mother's CNIC (1 copy)
6. Residential Proof (1copy)
7. 1 photograph of both parents/guardian (in case of Father's death) at the time of Admission/Payment of Fee
8. 3 Photographs (blue background) at the time of Admission/Payment of Fee
9. Original Migration Certificate (at the time of admission/payment of fee) for applicants who have passed SSC Examination from a Board other than Federal Board
10. Gap Certificate (in case of one year or more gap between SSC result & HSSC-I admission)
11. FG employment proof of parents if the candidate is a resident of Rawalpindi
12. Equivalence certificate for O-level
13. Prescribed Affidavit/Undertaking at the time of Admission/Payment of Fee

Whenever it is detected that an applicant has submitted FALSE/forged documents, her admission is liable to be cancelled.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION TO BS:

1. HSSC Mark Sheet (2copies)
2. SSC Mark Sheet (2copies)
3. Character Certificate (1copy)
4. Student CNIC/B-Form/Smart Card (NADRA)
5. Father's CNIC (1copy)
6. Mother's CNIC (1copy)
7. FG employment proof of parents if the candidate is a resident of Rawalpindi
8. Residential Proof
9. 1 photograph of both parents/guardian (in case of Father's death) at the time of Admission/Payment of Fee
10. 4 Photographs (with white background at the time of admission/payment of fee)
11. Prescribed Affidavit/Undertaking at the time of Admission/Payment of Fee
12. Original Migration Certificate (at the time of admission/payment of fee) for applicants who have passed HSSC Examination from a Board/University other than Federal Board/QAU
13. Equivalence certificate for A Level
14. Gap Certificate (in case of one year or more gap between HSSC result for BS I admission)

No admission shall be granted in BS in case of a previous history of disciplinary violation.

Mobile Phones are strictly prohibited in the campus and if found, shall be confiscated.

CHAPTER III: SCHEME OF STUDIES

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 for the faculty of Science will be English only.

A. HSSC-I (HUMANITIES/ SCIENCE):

Compulsory Subjects:

1. English Compulsory/English Advance
2. Urdu Compulsory/Pakistani Culture (for foreigners)/Urdu Salees in lieu of Urdu Compulsory
3. Islamic Education I/Ethics (for Non-Muslim students only)/Pakistan Studies II Compulsory
4. Three Elective Subjects

6Papers	550Marks
1Paper	100Marks
1Paper	100Marks
1Paper	50Marks
3Papers	300 Marks

HSSC-I:(HUMANITIES) SUBJECT COMBINATIONS OFFERED:

The students are advised to select one of the following combinations discreetly and carefully as no change will be allowed after 03 working days after admission.

S. No.	Subject Combinations
1	Arabic Literature, Islamic Studies, History
2	Arabic Literature, Islamic Studies, Library Science
3	Civics, History, Sociology
4	Civics, Islamic Studies, Sociology
5	Economics, Geography, Islamic Studies
6	Economics, Geography, Civics
7	Economics, Islamic Studies, Urdu Literature
8	English Literature, Psychology, Fine Arts
9	English Literature, Psychology, Outlines of Home Economics
10	English Literature, Psychology, Stats
11	English Literature, Psychology, Education
12	Fine Arts, Home Economics, Sociology
13	Geography, Islamic Studies, Health and Physical Education
14	Islamic Studies, Arabic Literature, Geography
15	Islamic Studies, Geography, Library Science
16	Persian Literature, Psychology, Education
17	Persian Literature, Sociology, Health and Physical Education
18	Stats, Economics, Geography
19	Stats, Psychology, Education
20	Sociology, Persian Literature, Outlines of Home Economics
21	Sociology, Health and Physical Education, Library Science
22	Urdu Literature, Geography, Sociology
23	Urdu Literature, History, Sociology
24	Urdu Literature, Civics, Economics

NOTE:

- i. English Literature and Fine Arts will be allowed only to those students who qualify the aptitude test at the time of admission.
- ii. Because of the shortage of staff, minimum 25 students in one combination will be entertained otherwise students will have to change their combination.

HSSC-I (SCIENCE) SUBJECT COMBINATIONS OFFERED:

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

S. No.	Subject Combination	Group
1	Physics, Chemistry, Biology	Pre-Medical
2	Physics, Chemistry, Mathematics	Pre-Engineering
3	Mathematics, Physics, Computer Science	General Science
4	Mathematics, Statistics, Computer Science	General Science
5	Mathematics, Statistics, Physics	General Science (Without Computer)
6	Mathematics, Statistics, Economics	General Science (Without Computer)

NOTE:

- i. Only those students who have studied science at SSC level would be eligible for admission in HSSC-I (Science).
- ii. Owing to a limited number of seats in the subject of Computer Science, only those students securing 60% (aggregate) marks in SSC examination shall be allowed the subject.
- iii. In view of the limited number of seats in each elective subject, it may not be possible to accommodate candidates according to their choice, in which case, they will be asked to adjust their option according to the availability of seats. In certain subjects, they may also have to take aptitude tests.
- iv. The Principal shall have the discretion to drop a certain subject/subject combination if the number of students is less than ten.

B. BS PROGRAMS:

The College offers three degree awarding programs:

1. BS Mass Communication
2. BS English

Duration of the Programs

- a) The BS programs shall be of four years duration, equally divided into eight regular semesters.
- b) Each regular semester shall be spread over eighteen weeks, 16 weeks for teaching and two weeks for the preparation and conduct of examinations.

RULES AND REGULATIONS FOR BS PROGRAM:

1.Merit Criteria

The merit shall be calculated as per criteria mentioned.

Matric/SSC/Equivalent: 30%

F.A/F.Sc/Equivalent: 70%

Merit = (MOM) / TM x 30% + (MOF) / TM x 70%

Where

MOM = Marks obtained in Matric or equivalent

MOF = Marks obtained in F.Sc or equivalent and TM=Total Marks

2.Merit List

All the lists of selected candidates shall be displayed as per scheduled dates on the notice board as well as on the website/portal of the college. No call letters are sent to the selected candidates.

Admission to one department shall not give a student the right to migrate to another department. Thus a candidate seeking admission in more than one program must apply to each program separately on a separate form.

3.Promotion & Probationary Period

a) If a student scores CGPA (Cumulative Grade Point Average) less than 1.0 at the end of any semester during the program of studies, she shall be dropped from the College/University rolls. For first semester students, the GPA (Grade Point Average) at the end of the first semester would be considered for the above purpose. The CGPA at the end of any semester will be calculated on the basis of all courses registered up to that semester, including courses registered in the summer session(s) if any.

b) Whenever any student's CGPA is 1.0 and or more but less than 2.0, she shall be placed on probation.

c) A student shall be allowed three chances to remain on probation during the entire BS Program of Studies.

d) A student failing to achieve the required CGPA of 2.0 for the fourth time shall cease to be the student of the University. However, such a student may apply for an Associate Degree if eligible as per rules.

e) The student eligible to continue the study program and having failed in a compulsory course(s) shall have to repeat the course(s) whenever such course(s) is offered by the College in the regular semesters.

f) A student shall have to complete the BS Program within twelve regular semesters or six years.

4. Freezing of a Semester

a) If a student, due to an unavoidable reason, is unable to pursue her studies in a particular semester, she may request for the freezing of the said semester. A student will not be allowed freezing of the first semester of her studies.

b) A student shall be allowed freezing of a semester (at the most two semesters) in her entire program of studies. The application must be submitted within 45 days from the commencement of classes. Only in exceptional circumstances of medical emergency of the student or fatality of an immediate family member, the University may allow freezing of semester after 45days.

c) Being allowed a semester-freeze, the student who has deposited/paid the tuition fee for the frozen semester, may request for a refund. In such case, the College shall deduct 25% of the tuition fee deposited and the remaining 75% shall be reimbursed to the student.

d) Being allowed a semester-freeze, the student has to complete the degree requirements within 06 years from the date of her first admission (including the period of semester(s) declared to have been frozen).

5. Cancellation

In case a student applies for cancellation of her admission, the following shall be applicable:

- a) The application must have been recommended by the respective Principal.
- b) There should be no outstanding dues against her.
- c) If the student is in first semester, the request for the cancellation will be entertained within 60 days from the commencement of semester.
- d) If the student is in other than the first semester and has never availed a chance, the request for the cancellation will be entertained within 60 days from the commencement of semester. If the student has availed a chance in the first three semesters, her request for cancellation will be entertained only within 30 days from the commencement of semester.
- e) The request for cancellation of admission will not be allowed after the 6th semester.

6. Evaluation:

There shall be a system of evaluation of students' performance consisting of the following components:

- a. Assignments, term papers, quizzes, class participation, presentation and lab work (if applicable) etc. with a weightage of 25%
- b. Mid-Semester Examination of 1.5 – 3 hours duration having weightage of 25% by the end of the 8th week of commencement of classes for each semester
- c. Semester's Terminal Examination of 03 hours duration, having a weightage of 50% at the end of the semester

C. BS MASS COMMUNICATION

SCHEME OF STUDIES (2023)

First Semester

Code	Title	Credit Hours
IS-100	Islamic Studies	02
IS-103	Religious Studies	02
EN-100	Functional English	03
FR-101	Farsi Language (Arts & Humanities)	02
PY-100	Introduction to Psychology	03
MC-105	Introduction to Mass Communication	03
MC-104	Journalistic Language	03
	Total Credit Hours:	16

Second Semester

Code	Title	Credit Hours
PK-100	Constitution and Ideology of Pakistan	02
EC-103	Quantitative Reasoning-I	03
GE-100	Introduction to Geography	02
SO-100	Introduction to Sociology	03
MC-107	National and International Affairs	03
MC-108	Mass Media in Pakistan	03
	Total Credit Hours:	16

Third Semester

Code	Title	Credit Hours
EN-200	Expository Writing	03
IT-100	Applications of Information & Communication Technologies	03
SW-100	Civic and Community Engagement	02
MC-202	Introduction to Broadcast Media	03
MC-211	Newswriting & Reporting	03
MC-215	Geography Journalistic Perspective	03
	Total Credit Hours:	17

Fourth Semester

Code	Title	Credit Hours
EC-203	Quantitative Reasoning–II	03
MS- 100	Entrepreneurship	02
AS-200	Introduction to Biology	03(2+1)
MC-207	Media Ethics & Law	03
MC-216	Digital Media	03
MC-305	News Page Designing	03
	Total Credit Hours:	17

Fifth Semester

Code	Title	Credit Hours
SO-200	Foundation of Social Work	03
MC-210	Research Methodology-I	03
MC-303	Online Journalism	03
MC-316	Media Management	03
MC-315	Communication Theories	03
	Total Credit Hours:	15

Sixth Semester

Code	Title	Credit Hours
GS-200	Introduction to Gender Studies	03
MC-301	Research Methodology-II	03
MC-307	Principles of Public Relations	03
MC-308	Principles of Advertising	03
MC-309	Editorial, Feature Column writing	03
MC-311	Development Support Communication	03
	Total Credit Hours:	18

SEMESTER-VII (SPECIALIZATION)

For Seventh and Eight Semesters every Student will have to opt for any of the following **TWO** Specializations.

1. Electronic Media Radio & Television (I)
2. Print Media (II)
3. Public Relations and Advertisement (III)
4. Development Support Communication (IV)

SEMESTER-VII				
S. No	Subject Code	Title of Subject	Course Type	Credit hours
1	MC401	Electronic Media: I (Radio News Production specialized sequence-I)	Subject Specific	03
2	MC402	Television News Production (Specialized Sequence -I)	Subject Specific	03
3	MC403	Print Media-I Advance Reporting (Specialized sequence -II)	Subject Specific	03
4	MC404	II. Magazine/Book Production (Specialized Sequence-II)	Subject Specific	03
5	MC405	Public Relation-I (Specialized sequence- III)	Subject Specific	03
6	MC406	Advertising-I(Specialized sequence- III)	Subject Specific	03
7	MC407	Development Support Communication (-IV)	Subject Specific	03
8	MC408	Development Journalism	Subject Specific	03
10		Field Experience/Internship		03
		Total credit hours		15

SEMESTER-VIII(SPECIALIZATION)

SEMESTER-VIII				
S. No	Subject Code	Title of Subject	Course Type	Credit hours
1	MC410	Electronic Media I. Radio Program Production (specialized sequence–II)	Subject Specific	03
2	MC411	Television Program Production (specialized sequence–II)	Subject Specific	03
3	MC412	Print Media I. Sub-editing& Designing (specialized sequence–II)	Subject Specific	03
4	MC413	News Paper Management &Production (specialized sequence–II)	Subject Specific	03
5	MC414	Public Relations–II (Specialized Sequence–II)	Subject Specific	03
6	MC415	Advertising–II (Specialized Sequence–II)	Subject Specific	03
7	MC416	Development Support Communication (Specialized Sequence–II)	Subject Specific	03
8	MC417	Development Journalism	Subject Specific	03
9		Capstone Project		03
	Total credit hours			15

Curriculum of Mass Communication BS Program (4 Years Semester System)

Syllabus 2025

STRUCTURE OF BS MASS COMMUNICATION PROGRAM

Area	Cr. Hrs.
a) General Education Courses	32
b) Interdisciplinary Courses	11
c) Major Courses	87
Area	Cr. Hrs.
f) Internship	03
g) Project	03
Total	136

A) General Education Courses (32 Cr. Hrs.)

Sr No	Course Title	Category	Cr. Hrs.
1	Farsi Language	Arts and Humanities	2
2	Everyday Science	Natural Sciences	2+1
4	Functional English	Functional English	3
3	Expository Writing	Expository Writing	3
5	Quantitative Reasoning – I	Quantitative Reasoning	3
6	Quantitative Reasoning – II	Quantitative Reasoning	3
7	Islamic Studies	Islamic Studies	2

8	Ideology & Constitution of Pakistan	Ideology & Constitution of Pakistan	2
9	Applications of Information Communication Technologies	Applications of Information & Communication Technologies (ICT)	2+1
10	Entrepreneurship	Entrepreneurship	2
11	Civics and Community Engagement	Civics and Community Engagement	2
12	Pakistan Studies	Pakistan Studies	2
13	Understanding of Qur'an-I Understanding of Qur'an-II	Understanding of Holy Qur'an	1+1

B) Interdisciplinary Courses (11 Cr. Hrs.)

Sr No	Course Title	Cr. Hrs.
1	Foundation of Social Work	3
2	Introduction to Psychology	3
3	Introduction to Political Science	3
4	Introduction to Geography	2

Internship & Capstone

Sr No	Course Title	Category	Cr. Hrs.
1	Internship	Field Experience	3
2	Capstone Project	Capstone Project	3

Major Courses (BS Mass Communication)

Sr.	Courses	Credit Hours
1	Introduction to Mass Communication	3
2	Mass Media in Pakistan	3
3	Digital Media	3
4	Media Laws & Ethics	3
5	Introduction to Broadcast Media	3
6	Newswriting and Reporting	3
7	Journalistic Writing	3
8	Communication Theories	3
9	Principles of Advertising	3
10	Principles of Public Relation	3
11	Newspage Designing	3
12	Development Support Communication	3
13	Editorial, Feature and Column Writing	3
14	Online Journalism	3
15	Introduction to Research Methodology-I	3
16	International Communication	3
17	Media Management	3
18	Documentary Production	3

19	Conflict and Crisis Communication	3
20	Research Methodology-II	3
21. 22	Application of AI in Mass Media Four subjects from Specialized Sequence-I	3 6+6
22	Four subjects from Specialized Sequence-II	6+6

Scheme of Studies Overview

The board of studies discussed all the composing units of the scheme of studies in detail. The standard range prescribed by HEC to qualify for the undergraduate degree is **120–144 credit hours** with a normal range of **15–18 credit hours** in each semester.

i. General Education Courses:

BS Mass Communication degree program shall be comprised of a mandatory set of **32 credit hours** for general education courses as prescribed in HEC policy. These will be covered in the first four semesters of the BS Mass Communication program.

ii. Major Courses:

These courses are specific to the main field of study in which the degree program is offered. Major courses consist of **87 credit hours** for the undergraduate BS Mass Communication degree program.

iii. Interdisciplinary / Allied Courses:

BS Mass Communication program shall comprise of a mandatory set of 4 **interdisciplinary courses of 11 credit hours**.

iv. Field Experience / Internship:

Will be undertaken during semester or summer break. It will be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of **3 credit hours** as a part of general courses.

v. Capstone Project:

A capstone project will be offered in **8th semester** of the program. It will be supervised and graded by a faculty as per the protocols prescribed by the department. This is a mandatory degree award requirement of **3 credit hours** as a part of general courses.

Revised Scheme of Studies for BS Mass Communication

First Semester

Code	Title	Credit Hours
MC-105	Introduction to Mass Communication	03
MC-108	Mass Media in Pakistan	03
EN-100	Functional English	03
EC-103	Quantitative Reasoning-I	03
HI-109	Everyday Science	03
IS-100 IS-103	Islamic Studies Religious Studies	02
FQ-101	Understanding of Holy Qur'an – I	01
	Total Credit Hours	18

Second Semester

Code	Title	Credit Hours
MC-121	Introduction to Broadcast Media	03
MC-122	Journalistic Language	03
EC-203	Quantitative Reasoning-II	03
PY-100	Introduction to Psychology	03
EN-200	Expository Writing	03
PK-200	Pakistan Studies	02
FQ-102	Understanding of Holy Qur'an – II	01
	Total Credit Hours	18

Third Semester

Code	Title	Credit Hours
MC-221	News Writing Reporting	03
MC-222	Media Ethics and Law	03
MC-223	Digital Media	03
GE-100	Introduction to Geography	02
IT-100	Application of Information Communication and Technology	03
PK-100	Ideology and Constitution of Pakistan	02
FR-101	Farsi Language	02
	Total Credit Hours	18

Fourth Semester

Code	Title	Credit Hours
MC-231	Communication Theories	03
MC-232	Principles of Advertising	03
MC-233	Online Journalism	03
MC-234	Documentary Production	03
SW-100	Civic and Community Engagement	02
MS-100	Entrepreneurship	02
	Total Credit Hours	16

Fifth Semester

Code	Title	Credit Hours
MC-321	Development Support Communication	03
MC-322	News Page Designing	03
MC-323	Principles of Public Relation	03
MC-324	Introduction to Research Methodology-I	03
SO-200	Foundation of Social Work	03
Mc 325	Application of AI In mass Media	03
	Total Credit Hours	18

Sixth Semester

Code	Title	Credit Hours
MC-331	Editorial, Feature Column Writing	03
MC-332	Research Methodology-II	03
MC-333	Media Management	03
MC-334	International Communication	03
MC-335	Conflict and Crisis communication	03
PS-100	Introduction to Political Science	03
	Total Credit Hours	18

Semester VII (Specialization)

For Seventh and Eighth Semester, every student will have to opt for **any two** of the following specializations:

1. Electronic Media Radio & Television (I)
2. Public Relations and Advertisement (II)
3. Development Support Communication (III)
4. Communication Research and Thesis

Semester VII

S. No	Subject Code	Title of Subject	Course Type	Credit Hours
1	MC-431	Radio News Production (Specialized Sequence-I)	Subject Specific	03
2	MC-432	Television News Production (Specialized Sequence-I)	Subject Specific	03
5	MC-433	Public Relation in Different Sector (Specialized Sequence-I)	Subject Specific	03
6	MC-434	Advertising Designing and Layout (Specialized Sequence-I)	Subject Specific	03
7	MC-435	Development Support Communication (Specialized Sequence-I)	Subject Specific	03
8	MC-436	Development Journalism (Specialized Sequence-I)	Subject Specific	03
9.	MC. 437	Media Research and audience Studies (Specialized Sequence-I)		03
10	MC- 438	Communication Research Statistic (Specialized Sequence-I0)		03
10	MC-439	Field Experience / Internship		03
		Total Credit Hours		15

Semester VIII (Specialization)

S. No	Subject Code	Title of Subject	Course Type	Credit Hours
1	MC-441	Radio Program Production (Specialized Sequence-II)	Subject Specific	03
2	MC-442	Television Program Production (Specialized Sequence-II)	Subject Specific	03
3	MC-443	Public Relations Campaign (Specialized Sequence-II)	Subject Specific	03
4	MC-444	Broadcast Advertising and production (Specialized Sequence-II)	Subject Specific	03
5	MC-445	Development Support Communication (Specialized Sequence-II)0	Subject Specific	03
6	MC-446	Development Journalism (Specialized Sequence-II)	Subject Specific	03
7	MC-447	Thesis		06
8	MC-448	Capstone Project		03
		Total Credit Hours		15

BS ENGLISH REVISED SCHEME OF STUDIES (w.e.f Fall 2023)

New Undergraduate Scheme as Proposed by HEC (w.e.f. Fall 2023)

Credit hours:

126 (with single major)

138 (with one minor)

1. CATEGORY-WISE SPLIT-UP OF COURSES:

1.1	12 General Courses	30 credit hours
1.2	04 Interdisciplinary Courses:	12 credit hours
1.3	27 Major Courses:	81 credit hours
	10 core compulsory courses:	30 credit hours
	17 optional/elective courses:	51 credit hours
1.4	04 Minor Courses:	12 credit hours

2. MINOR FIELDS /SUBJECTS:

2.1 Anthropology	12 credit hours
2.2 Computer Science	12 credit hours
2.3 Environment Sciences	12 credit hours
2.4 Gender Studies	12 credit hours
2.5 History	12 credit hours
2.6 International Relations	12 credit hours
2.7 Information Technology	12 credit hours
2.8 political science	12 credit hours
2.9 Psychology	12 credit hours

3. GENERAL COURSES (COMMON COMPULSORY COURSES) 30 Credit Hours

Course Code	Course Title	Credit hours
EN-100	Functional English	03
EN-200	Expository Writing	03
IS-100	Islamic Studies	02
IS-101	Religious Studies (for non-Muslim Students, in lieu of Islamic Studies)	02
PK-100	Constitution and Ideology of Pakistan	02
MS-100	Entrepreneurship	02
SW-100	Civic and Community Engagement	02
	Quantitative Reasoning – I	03
	Quantitative Reasoning – II	03
	Applications of Information & Communication Technologies	03
	Arts & Humanities**	02
	Social Sciences**	02
	Natural Sciences**	3(2+1)

** One course from the approved cluster will be offered

Note: Course Codes will be assigned by the respective Board of Studies / Academic Committees

4. CORE COMPULSORY COURSES 30 Credit Hours

Course Code	Course Title	Credit hours
EN-103	Introduction to Language Studies	03
EN-104	Introduction to Literary Studies	03
EN-105	Introduction to Phonetics and Phonology	02
EN-106	Literary Forms & Movements	02
EN-203	Introduction to Morphology	02
EN-204	Short Fictional Narratives	02
EN-205	Classical and Renaissance Drama	02
EN-207	Introduction to Semantics and Pragmatics	03
EN-210	Global Poetry	03
EN-308	Grammar & Syntax	03

5.ELECTIVE /OPTIONAL COURSES 30 Credit Hours

Course Code	Course Title	Credit hours
EN-206	Classical Poetry	03
EN-208	Rise of the Novel (18th to 19th century)	03
EN-301	Romantic and Victorian Poetry	03
EN-302	Foundations of Literary Theory & Criticism	03
EN-303	Sociolinguistics	03
EN-304	Popular Fiction	03
EN-305	Modern Poetry	03
EN-306	Modern Drama	03
EN-307	Modern Novel	03
EN-309	Discourse Studies	03
EN-310	Creative Nonfiction	03
EN-311	Introduction to Eco linguistics	03
EN-312	Contemporary South Asian Fictional Narratives	03
EN-401	Research Methods and Term Paper Writing	93
EN-402	Introduction to Applied Linguistics	03
EN-403	Introduction to Stylistics	03
EN-404	Literary Theory and Practice	03
EN-405	Pakistani Literature in English	03
EN-406	Postcolonial Literature	03
EN-407	American Literature 3	03
EN-408	Introduction to Translation Studies	03
EN-409	Introduction to Women's Writing	03
EN-411	African English Literature	03
EN-412	Postcolonial Women's Writing	03
EN-413	Postmodern Fiction	03
EN-414	Islam and Western Literature	03
EN-415	Pakistani Folk Literature	03
EN-416	Emerging Trends in Sociolinguistics	03
EN-417	Introduction to Computational Linguistics	03
EN-418	English for Specific Purpose ESP	03
EN-419	Introduction to Critical Pedagogy	03
EN-420	Pakistani English	03
EN-421	Second language acquisition	03
EN-422	Introduction to Syntax	03
EN-423	Introduction to Forensic Linguistics	03
EN-424	Clinical Linguistics	03
EN-425	Language Testing and Assessment	03
EN-426	Language and education	03
EN-427	Language and gender	03

EN-428	Corpus linguistics	03
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5. SEMESTER WISE BREAKUP OF COURSES:

First Semester

Course Code	Course Title	Credit hours
Code of Major 1 EN-103	Introduction to Language Studies	03
Code of Major 2 EN-203	Introduction to Morphology	03
IS-100 / IS – 101	Islamic Studies (or Religious Studies)	02
EN – 100	Functional English	03
	One Course from the Cluster of Arts & Humanities	02
	Interdisciplinary – 1 (from the approved cluster)	03
Total credit hours		16

Second Semester

Course Code	Course Title	Credit hours
Code of Major 3EN-105	Introduction to Phonetics & Phonology	03
Code of Major 4EN-106	Literary Forms & Movements	03
PK-100	Constitution and Ideology of Pakistan	02
EN – 100	Quantitative Reasoning – I	03
	One Course from the Cluster of Social Sciences	02
	Interdisciplinary –2 (from the approved cluster)	03
Total credit hours		16

Third Semester

Course Code	Course Title	Credit hours
Code of Major 5 EN-210	Global Poetry	03
Code of Major 6 EN-203	Introduction to Morphology	03
Code of Major7 EN-204	Short Fictional Narratives	03
EN – 200	Expository Writing	03
	Applications of Information & Communication Technologies	03
	Civic and Community Engagement	02
Total credit hours		17

Forth Semester

Course Code	Course Title	Credit hours
Code of Major 8 EN-205	Classical and Renaissance Drama	03
Code of Major 9 EN-207	Introduction to Semantics and Pragmatics	03
Code of Major10 EN-308	Grammar & Syntax	03
EN – 200	Quantitative Reasoning – II	03
MS-100	Entrepreneurship	02
	One Course from the Natural Sciences	3(2+1)
Total credit hours		17

Fifth Semester

Course Code	Course Title	Credit hours
	Interdisciplinary – 3 (from the approved cluster)	03
	Option – 1	03
	Option – 2	03
	Option – 3	03
	Option – 4	03
Total credit hours		15

Sixth Semester

Course Code	Course Title	Credit hours
	Interdisciplinary – 4 (from the approved cluster)	03
	Option – 5	03
	Option – 6	03
	Option – 7	03
	Option – 8	03
Total credit hours		15

Seventh Semester

Course Code	Course Title	Credit hours
	Option –9	03
	Option – 10	03
	Option – 11	03
	Option –12	03
	Option – 13	03
Total credit hours		15

Eight Semester

Course Code	Course Title	Credit hours
	Option –14	03
	Option – 15	03
	Option – 16	03
	Option –17	03
	Capstone Project *	03
Total credit hours		15

Se m	Course 1	Course 1	Course 1	Course 1	Course 1	Course 1	CH
1 st	EN-103 Introduction to Language Studies	EN-104 Introduction to Literary Studies	Islamic Studies* / Religious Study	EN100- Functional English	Arts & Humanities*	Interdisciplinary – 1	16
2 nd	EN-105 Introduction to Phonetics &	EN 106- Literary Forms & Movements	Ideology and Constitution	Quantitative Reasoning - I	Natural Sciences	Interdisciplinary – 2	17

	Phonology		of Pakistan*				
3 rd	EN-203 Introduction to Morphology	EN 204- Short Fictional Narratives	EN-210 Global Poetry	EN-200 Expository Writing	Social Sciences*	Civic & Community Engagement*	16
4 th	EN -205 Classical and Renaissance Drama	EN 207- Introduction to Semantics and Pragmatics	EN-308 Grammar & Syntax	Information & Comm. Tech.	Quantitative Reasoning– II	Entrepreneurship*	17
5 th	Major (Elective) linguistics 11	Major (Elective) – linguistics 12	Major (Elective) – literature 13	Major (Elective) – literature 14	Interdisciplinary – 3	-	15
6 th	Major (Elective) – linguistics 15	Major (Elective) – linguistics 16	Major (Elective) – literature 17	Major (Elective) – literature 18	Interdisciplinary y 4	-	15
7 th	Major (Elective) – linguistics – 19	Major (Elective) – linguistics – 20	Major (Elective) – literature 21	Major (Elective) – literature 22	Capstone	-	15
8 th	Major (Elective) – linguistics 23	Major (Elective) – linguistics 24	Major (Elective) – literature 25	Major (Elective) – literature 26	Major (Elective) – 27	-	15

*

Capstone Project will be allocated in 7th Semester and Evaluated in 8th Semester Fieldwork / Internship will be offered in Summer Session

MAJOR COMPULSORY: Courses from Major 1-10 are Major Compulsory Courses (Five linguistics courses and Five Literature courses)

MAJOR ELECTIVE(S): Courses from Major (Elective) 11-27 are Major (Elective) Courses. The given courses of Major (Elective)s must be selected from the list of (Elective)s, provided the required expertise is available in the department. However, the ratio of the literature and linguistics courses should remain the same (9:10) as the aim of an undergrad degree is to impart general education in humanities

Note: Fieldwork / Internship will be offered in Summer Session. Capstone Project will be allocated in 7th semester and evaluated in 8th semester.

6. CRITERIA FOR OFFERING OF MINOR(S)

6.1 Students will be given an option to select One Minor from the approved list.

6.2 Department / School can restrict the options as per its requirements

6.3 Minimum enrollments in each minor should be 12

6.4 Minors will be offered from 5th semester (one course in each semester 5th to 8th)

6.5 Students with minimum 3 CGPA (in first 4 semesters) will be allowed to take minors

7. MINORS OF ENGLISH LITERATURE FOR STUDENTS OF OTHER DISCIPLINES (ANY FOUR CAN BE OPTED):

Course Code	Paper Name	Credit hours
EN-103	Introduction to Language Studies	03
EN-203	Introduction to Morphology	03
EN-207	Introduction to Semantics and Pragmatics	03
EN-105	Introduction to Phonetics and Phonology	03
EN-308	Grammar and Syntax	03
Total credit hours		12

HEC CURRICULA FOR ENGLISH DEGREE PROGRAMS 2025

GUIDING PRINCIPLES

Minimum Standards

The curricular standards and guidelines prescribed in this document are mandatory at minimum level. Universities or the departments concerned may, however, set higher standards provided that the standards prescribed herein are not reduced or compromised.

Course Sequence, Titles & Credits

For Associate Degree (AD), Bachelor of Studies (BS) and Master of Studies (MS) in English, the sequence of courses prescribed in this document is logically arranged and is suggestive only. The department concerned may re-arrange the sequence and alter the course titles and credit hours provided that the essence of the courses prescribed herein remains intact. The department concerned may also add more courses as and when required subject to the approval of the university's relevant statutory body.

Course Learning Outcomes

Course learning outcomes (CLOs) are the bare minimum standards of learning that students must achieve upon completing a specific course. While these standards must not be compromised, departments are encouraged to enhance the rigor of the CLOs by incorporating additional learning outcomes, provided these do not alter the essence of the prescribed standards. In this document, CLOs are developed for major and interdisciplinary courses and whereas for electives, the concerned departments are required to develop their CLOs considering the course's advanced nature. For General Education courses as prescribed in the HEC Undergraduate Education Policy V 1.1 including the courses of "Pakistan Studies" and "Understanding of Holy Quran I & II", the departments may adopt the CLOs as prescribed in the HEC developed model courses.

Course Syllabus

This document serves as a comprehensive guideline delineating the CLOs for each course as prescribed for the AD, BS and MS in English as minimum standards. The department concerned is required to prepare, modify, and tailor the syllabus of each course, ensuring alignment with the stipulated learning outcomes and scholarly demands. It is in this regard imperative that the department concerned utilizes instructional, reference, and reading materials that it deems appropriate to effectively meet the CLOs.

General Education

For AD and BS in English, the courses for General Education component including the courses of “Pakistan Studies” and “Understanding of Holy Quran I & II” must mandatorily be offered with the same titles and credit hours as prescribed in the HEC Undergraduate Education Policy V 1.1., and subsequent notifications. The department concerned may adopt and follow the learning outcomes and study contents developed by HEC for these courses as available on its website. The requirement of General Education is not applicable to MS in English.

Requirement of Internship

Supervised internship of 3 credit hours in accordance with HEC Undergraduate Education Policy V.1.1. is a mandatory degree award requirement for BS. This requirement must be graded and supervised under a faculty member in collaboration with a supervisor in the field, protocols of which will be determined by the concerned department subject to approval of the same by the university’s relevant statutory body.

Requirement of Capstone

It is a mandatory degree award requirement of 3 credit hours for BS in English. The capstone is a multifaceted body of work that serves as a culminating academic and intellectual experience for students. It must be supervised and graded by a faculty member as per the protocols prescribed by the department concerned. This requirement cannot be substituted with additional course work or internship.

Associate Degree

The eligibility criteria and the first-four semesters of the BS in English as prescribed in this document guide the admission requirement and the structure of AD in English, respectively. Field experience / internship is not a mandatory requirement for the AD in English.

Electives

- a) In accordance with the National Qualifications Framework, the department is required to offer at least 7 electives comprised of 21 credit hours i.e., minimum of 25% of the major i.e., English comprised of 84 credit hours, to meet the criteria of nomenclature with specialization. Where the department increases the range of major beyond 84, the number of electives will accordingly be adjusted.
- b) Where the electives are opted from the general pool, the degree will be awarded as BS in English in its generic form and without any specialization. Example: **Bachelor of Studies in English**.
- c) Where the electives are opted from within a single specialization domain, the degree will be offered as Bachelor of Studies in English (with name of specialization) in accordance with the National Qualifications Framework (2015). Example: **Bachelor of Studies in English (English Linguistics)**, **Bachelor of Studies in English (English Literature)** etc.
- d) Subject to approval of the relevant statutory body, the department may develop additional specializations other than those prescribed in this document. It should however be noted that offering of the degree program with specialization is prescribed in this document as an option only and not as a mandatory requirement or a binding on the offering department. In view of this, the

department concerned may consider offering the degree program with specialization or not, in accordance with its available academic, human and infrastructural resources.

Equivalence of Qualifications

All the graduates having degrees of BS in English with or without specialization will be considered at par in terms of their knowledge, skills and abilities acquired through the course of the degree program, for the purpose of employment and further education. Therefore, all graduates having BS in English with any specialization are considered equivalent to BS in English. However, where specific specialization is required by employment agencies such as English (English Linguistics), the same cannot be considered at par with any other specialization such as English (English Literature). The titles given here are examples for clarification only.

Entry & Exit Provisions at Undergraduate Level

Pathway for Graduates with Associate Degree

- a) Candidates who have completed AD in English are allowed admission in the fifth semester of the BS in English with or without any deficiency course up to a maximum of 18 credit hours as determined by the concerned university / department. In case the deficiency courses are of more than 18 credit hours, the university concerned may decide not to offer admission in accordance with its screening, admission and merit calculation criteria approved by its statutory bodies.
- b) Candidates who have completed AD in any discipline other than English shall be required to complete deficiency courses up to a maximum 18 credit hours in a bridging semester as determined by the concerned university / department on case-to-case basis. In case the deficiency courses are or more than 18 credit hours, the university concerned may decide not to offer admission in accordance with its screening, admission and merit calculation criteria approved by its statutory bodies.
- c) The minimum eligibility for admission in the fifth semester in the above cases is 2.00 / 4.00 CGPA in the prior qualification i.e., AD. The university concerned may, however, set higher eligibility and admission criteria for admission in the fifth semester of BS in English.

Pathway for Graduates with Conventional BA / BSc / Equivalent Degree Programs

- a) Candidates having completed two-year conventional BA / BSc / equivalent degree programs are allowed admission in the fifth semester of BS in English in which case, such students shall be required to complete deficiency courses up to a maximum of 21 credit hours through a bridging semester as determined by the concerned university. In case the deficiency courses are of more than 21 credit hours, the university concerned may decide not offer admission, in accordance with its screening, admission and merit calculation criteria approved by its statutory bodies.
- b) The minimum eligibility for admission in the fifth semester in this case is 45% cumulative score in the prior qualification i.e., two-year conventional BA / BSc / equivalent degree programs. The university concerned may, however, set higher eligibility and admission criteria for admission in the fifth semester of BS in English.

Exiting from Bachelor of Studies in English with the Associate Degree

Students enrolled in BS in English are allowed to exit the program provided they have completed the requirements of the first-four semesters of the BS degree program as prescribed in this document, and subject to approval of the university's relevant statutory body.

BACHELOR OF STUDIES (BS)

Program Description

The program of BS English is structured in accordance with the HEC Undergraduate Education Policy V 1.1 (2023) and subsequent notifications, to provide a comprehensive and interdisciplinary understanding of the English language, literature, and linguistics in both historical and contemporary contexts. Throughout the program, students will engage with a broad spectrum of literary texts, linguistic theories, and communicative practices to develop a critical awareness of language, culture, identity, and meaning-making. The curriculum is designed to equip students with foundational and advanced knowledge in English Literature and English

Linguistics, supported by core and elective courses that reflect global trends, local relevance, and emerging fields such as digital humanities, discourse studies, and language technology. Students will learn to analyze texts, investigate language structure and use, and explore the socio-political and philosophical dimensions of literature and language. As a policy requirement, the program includes a capstone project that allows students to apply their disciplinary and interdisciplinary learning to real-world linguistic, literary, or cultural questions. Through this capstone, students will demonstrate research competence, critical thinking, and academic communication skills while contributing original insights to the field of English studies. The main goal of this program is to prepare students for diverse career paths in academia, education, research, publishing, media, cultural institutions, and language-related industries. Graduates of BS English will possess strong analytical and interpretive abilities, advanced communication and writing skills, and a critical understanding of how language and literature shape and are shaped by societies across time and space.

Standard Nomenclature

The scheme of study prescribed for the four-year undergraduate degree in English is based on a total of 7 electives. Where these courses are opted from the general pool of electives, the degree will be titled **Bachelor of Studies in English** in its generic form and without any specialization. Whereas, if all the electives are opted from within a single specialization domain, the degree will be titled Bachelor of Studies in English with the name of specialization in parenthesis in accordance with the National Qualifications Framework (2015).

Eligibility & Admission Criteria

Higher Secondary School Certificate (involving 12 years of schooling) or an IBCC equivalent qualification in any group is the basic eligibility requirement for admission in the BS in English including any of its specializations. Further, the university concerned may set minimum eligibility scores and may conduct entry / admission test through its own testing body or an external testing services provider of repute as per the screening, admission and merit calculation criteria approved by its statutory bodies.

Program Structure

The Bachelor of Studies in English is structured in accordance with the provisions of the HEC Undergraduate Education Policy V 1.1. and comprises of minimum **136** credit hours spread over 8 regular semesters. Universities may offer courses up to a maximum of 148 credit hours provided that the total number of credit hours are reasonably set to achieve the Program Learning Objectives (PLOs) without putting an undue burden on students.

Minimum Credit Hours (including all program related requirements)		136
General Education		34 credit hours (15 courses)
Major	a) Compulsory	63 credit hours (21 courses) Mandatory courses as reflected in the scheme of study, irrespective of the area of specialization (where applicable).
	b) Mandatory Electives	21 credit hours (7 courses) (to be opted from either general pool of electives or from a particular specialization)
	Total Major Requirement	84 credit hours (28 courses)
Interdisciplinary Courses		12 credit hours (4 courses)
Internship		03 credit hours
Capstone Project		03 credit hours
Program Duration		Minimum: 4 Years Maximum: 6 Years

	(further extendable to another year subject to approval of university's statutory body)
Semester Duration	16-18 weeks for regular semesters (1-2 weeks for examination) 8-9 weeks for summer semesters (1 week for examination)
Course Load (per semester)	15-18 credit hours for regular semesters Up-to 8 credit hours for summer semesters (for remedial / deficiency / failure / repeat courses only)
3 Credit Hours (Theory)	3 classes (1 hour each) OR 2 classes (1.5 hour each) OR 1 class (3 hours) per week throughout the semester

The standard scheme of studies for the program of BS in English (irrespective of the area of specialization) is given as under:

SEMESTER I			
S.N.	COURSE	CR. HRs.	CATEGORY
1	Introduction to Literary Studies	3 (3-0)	Major
2	Introduction to Linguistics	3 (3-0)	Major
3	Quantitative Reasoning-I *	3 (3-0)	General Education
4	Functional English *	3 (3-0)	General Education
5	Islamic Studies */(Religious Education/Ethics for Non-Muslim Students)	2 (2-0)	General Education
6	Applications of Information and Communication Technologies *	3 (2-1)	General Education
7	Understanding of Holy Quran – I *	1 (0-1)	General Education
TOTAL CREDIT HOURS= 18			

SEMESTER II			
S.N.	COURSE	CR. HRs.	CATEGORY
1	Introduction to Literary Movements	3 (3-0)	Major
2	Introduction to Phonetics & Phonology	3 (3-0)	Major
3	Quantitative Reasoning – II *	3 (3-0)	General Education
4	Pakistan Studies *	2 (2-0)	General Education
5	Expository Writing *	3 (3-0)	General Education
6	Social Sciences **	2 (2-0)	General Education
7	Understanding of Holy Quran – II *	1 (0-1)	General Education
TOTAL CREDIT HOURS= 17			

SEMESTER III			
S.N.	COURSE	CR. HRs.	CATEGORY
1	Introduction to Textual Analysis	3 (3-0)	Major
2	Introduction to Morphology	3 (3-0)	Major
3	British Literary History: Medieval to Romantic	3 (3-0)	Major
4	Natural Science ***	3 (3-0)	General Education
5	Arts & Humanities ****	2 (2-0)	General Education
6	Civics & Community Engagement *	2 (2-0)	General Education
7	Ideology & Constitution of Pakistan *	2 (2-0)	General Education
TOTAL CREDIT HOURS= 18			

SEMESTER IV			
S.N.	COURSE	CR. HRs.	CATEGORY
1	British Literary History: Victorian to Postmodern	3 (3-0)	Major
2	Semantics and Pragmatics	3 (3-0)	Major
3	Syntax	3 (3-0)	Major
4	Poetry: 14th to 19th Century	3 (3-0)	Major
5	Stylistics	3 (3-0)	Major
6	Entrepreneurship *	2 (2-0)	General Education
TOTAL CREDIT HOURS= 17			

SEMESTER V			
S.N.	COURSE	CR. HRs.	CATEGORY
1	Classical Drama	3 (3-0)	Major
2	Sociolinguistics	3 (3-0)	Major
3	Non-Fiction	3 (3-0)	Major
4	Interdisciplinary Course – I *****	3	Interdisciplinary
5	Interdisciplinary Course – II *****	3	Interdisciplinary
6	Interdisciplinary Course – III*****	3	Interdisciplinary
TOTAL CREDIT HOURS= 18			

SEMESTER VI			
S.N.	COURSE	CR. HRs.	CATEGORY

1	Novel: 18th & 19th Century	3 (3-0)	Major
2	Discourse Studies	3 (3-0)	Major
3	Psycholinguistics	3 (3-0)	Major
4	Second Language Acquisition	3 (3-0)	Major
5	Literary Theory and Criticism	3 (3-0)	Major
TOTAL CREDIT HOURS= 15			

SEMESTER VII			
S.N.	COURSE	CR. HRs.	CATEGORY
1	Elective – I *****	3	Major
2	Elective – II*****	3	Major
3	Elective – III *****	3	Major
4	Elective – IV *****	3	Major
5	Research Methods for English Studies	3 (3-0)	Major
TOTAL CREDIT HOURS= 15			

SEMESTER VIII			
S.N.	COURSE	CR. HRs.	CATEGORY
1	Elective – V *****	3	Major
2	Elective – VI *****	3	Major
3	Elective – VII *****	3	Major
4	Language & Technology in the Digital Age *****	3 (3-0)	Interdisciplinary (Mandatory)
5	Capstone Project	3	Capstone
TOTAL CREDIT HOURS= 15			

* HEC designed **model courses** for general education may be used by the university.

** The university / concerned department may offer any course in the broader category of “**Social Sciences**” including but not limited to a course of Sociology, Social Work, Anthropology, Psychology, Education etc.

*** The university / concerned department may offer any course in the broader category of “**Natural Sciences**” which should have relevance to the purpose of the degree program.

**** The university / concerned department may offer any course in the broader category of “**Arts & Humanities**” including but not limited to a course of regional or international language such as Chinese, Arabic, French, Spanish etc. or any other course such as Philosophy, History etc.

***** The university / concerned department must offer at least 4 **interdisciplinary courses**. Out of 4 interdisciplinary courses, 1 namely course namely “Language & Technology in the Digital Age” is mandatory, whereas the remaining 3 may be offered from the recommended list provided in this document, or any other such course to enhance the interdisciplinary understanding of the students, keeping in view the available academic, human and infrastructural resources of the department. **Credit combination** may be arranged in accordance with the nature of the course.

***** Read in conjunction with guidance given on “**Standard Nomenclature**” in this document, the university / concerned department may offer any 7 advanced courses from either the general pool or from within one of the specializations as **electives** keeping in view its available academic, human and infrastructural resources. **Credit combination** may be arranged in accordance with the nature of the course.

Recommended List of Interdisciplinary Courses

Students may opt interdisciplinary courses from the following list where required in the scheme of studies for BS in English, from the same or other departments to complement their holistic understanding of the major, provided that the same is allowed by the department concerned. The list provided here is a recommended one only and the department concerned may add more courses as and when needed.

1. Creative Writing across Disciplines
2. Environmental Humanities
3. Intercultural Communication
4. Introduction Human Nutrition & Dietetics
5. Introduction of Media Studies
6. Introduction to Gender Studies
7. Introduction to Political Science
8. Introduction to Public Administration
9. Language & Politics
10. Language & Power
11. Language, Race & Ethnicity
12. Literature & Law
13. Modern World History
14. Narratives of Health & Illness
15. Philosophy of Language
16. Postcolonial Thought & Cultural Studies
17. Public Relations
18. Sustainable Development Goals
19. Technology & Society in the 21st Century
20. Visual Culture & Representation

Degree Award Requirements

The following minimum requirements are prescribed for the award of BS in English:

- a) All courses in the General Education category with titles and credit hours as prescribed in HEC Undergraduate Education Policy V 1.1. including the courses of “Pakistan Studies”, “Understanding of Holy Quran – I” and “Understanding of Holy Quran – II” must be completed.
- b) A minimum of **136** credit hours as prescribed in this document must be completed.
- c) A capstone of 3 credit hours must be completed in accordance with HEC Undergraduate Education Policy V 1.1. This requirement cannot be substituted with additional coursework or internship / field experience.
- d) A supervised internship of 3 credit hours must be completed in accordance with HEC Undergraduate Education Policy V 1.1. This requirement cannot be substituted with additional coursework, capstone or project work.

- e) CGPA must not be below 2.00/4.00 at the time of completion of the degree program. The university may, however, set a higher standard in this regard.
- f) The minimum duration to complete the degree is 8 regular semesters spread over 4 years whereas the maximum duration is 12 regular semesters spread over 6 years. The maximum duration may further be extended to 2 more semesters **(OR)** 1 year, in extraordinary circumstances subject to approval of the university's relevant statutory body. Summer semester is not considered as a regular semester.

MAJOR SPECIALIZATIONS FOR BS

Major Specializations for BS English

The following are a few example specialization streams in case the BS in English is offered with specialization. Subject to approval of the relevant statutory body, the department may develop additional specializations other than those prescribed below. The department concerned may consider offering the degree program with specialization or otherwise, keeping in view availability of its academic, human and infrastructural resources.

Specialization 1: English Linguistics

Below is the recommended list of courses within the given specialization. The department concerned may offer courses from the following list or any other course as elective(s) relevant to the given specialization, keeping in view its available academic, human and infrastructural resources:

1. Anthropological Linguistics
2. Applied Linguistics
3. Artificial Linguistics
4. Cognitive Linguistics
5. Comparative Linguistics
6. Computational Linguistics
7. Corpus Linguistics
8. Critical Discourse Analysis
9. Ecolinguistics
10. English for Specific Purposes
11. Forensic Linguistics
12. Language Acquisition Disorders
13. Language Testing & Assessment
14. Language, Gender & Identity
15. Multilingualism
16. Multimodalities in Communication
17. Neurolinguistics
18. Pedagogical Grammar
19. TESOL: Theory & Practice
20. Translation Studies

Specialization 2: English Literature

Below is the recommended list of courses within the given specialization. The department concerned may offer courses from the following list or any other course as elective(s) relevant to the given specialization, keeping in view its available academic, human and infrastructural resources:

1. 20th Century Global Literature: Poetry & Drama
2. American Literature
3. Children Literature
4. Comparative Literature
5. Continental Literature
6. Digital Narratives & Electronic Literature
7. Disability Studies
8. Environmental Humanities
9. Fantasy & Speculative Fiction
10. Literature of Resistance
11. Literature, Film and Theater
12. Medical Humanities
13. Pakistani Literature in English
14. Partition Literature
15. Post Modernist Literature
16. Postcolonial Literature
17. South Asian Literature
18. Teaching of Literature
19. Women Writings
20. World Literatures in Translation

Department of English

Quaid-i-Azam University, Islamabad

BS ENGLISH INTERNSHIP

The BS English Internship is a supervised, credit-bearing academic component designed to bridge classroom theory with professional practice in language, literature, media, and communication industries. The internship shall not be treated as a passive work attachment; it must actively demonstrate the student's ability to apply linguistic and literary competencies, observe professional communication workflows, engage with industry-standard production and editing processes, and communicate evidence-based insights in polished written English.

BS English Internship Guideline:

Internship will be performed by all BS English students (as per HEC Scheme 2023) after completion of 2nd or 3rd year of studies (at least once during the complete degree program).

Targeted Industry: Mandatory Internship will be conducted in the industry/public or private sector organization relevant to the BS

English degree program.

Duration: Duration of internship will be minimum of 5 weeks duration (5 days a week, minimum 5 working hours a day; preferably during the summer semester), which can be completed through multiple internships.

Grade: As per HEC's latest UGEP, the Mandatory Internship will be considered as a graded course of 03 credit hours and will be endorsed on Transcript as "Q" or "NQ" (where Q stands for Qualified and NQ for Not Qualified) internship will be considered using assessment / feedback forms. Furthermore, as per HEC's UGEP, the internship must be graded by a regular faculty member(s) of the respective field of study in collaboration with the industry/organization's supervisor in the field.

Credit Hours: The 03 credit hours of internship will be added to the total credit hours to be studied by the student.

ROLE OF SUPERVISOR / INTERNSHIP COORDINATOR

Faculty members/ Internship Coordinator supervising the internship are requested to:

1. Identify the internship opportunities and motivate students to explore such opportunities.
2. Orient and introduce the purpose and objectives of internship program to the organizations.
3. Coordinate the activities between the Institute and the employing organization and facilitate communication between student and the supervisor when required.

Potential Partner Institutions for BS English Interns

Category	Representative Institutions / Departments	Internship Domain
Defence & Public Affairs	ISPR (Inter-Services Public Relations); Press Information Department (PID); Ministry of Information & Broadcasting	English writing, media content, press releases, translation
Electronic Media	PTV (Pakistan Television Corporation); PTV News; ARY Digital; Geo TV; Dunya News; Express News; HUM TV	Script writing, subtitling, content production, video journalism
Radio Broadcasting	Radio Pakistan; FM 101; FM 100; City FM 89	Radio scripting, programme hosting support, translation, content writing
Print & Digital Media	Dawn; The News; The Nation; Pakistan Today;	Journalism, feature writing, sub-editing, proofreading,

	Tribune.com.pk; Pakistan Observer; Nawa-i-Waqt (English Desk)	digital content
Publishing & Editing	Oxford University Press (Karachi/Islamabad); Ilmi Kitab Khana; National Book Foundation; National Language Authority (NLA)	Copy-editing, proofreading, translation, content review
Translation & Linguistics	Academy of Letters (Islamia Academy); National Language Promotion Department; Federal Urdu University	English-Urdu/regional language translation; linguistic research; terminology development
Educational Institutions	Public/private schools & colleges (O/A-Level sections); British Council Islamabad; The City School; Beaconhouse; Froebel's	English language teaching (ELT), curriculum support, academic writing workshops
Category	Representative Institutions / Departments	Internship Domain
Research & Think Tanks	Sustainable Development Policy Institute (SDPI); Institute of Strategic Studies Islamabad (ISSI); Pakistan Institute of Development Economics (PIDE)	Report writing, policy analysis, research assistance, editing
Corporate and NGO Sector	UNDP Pakistan; UN Women; Aga Khan Foundation; Strengthening Participatory Organization (SPO); LUMS Writing Centre	Content creation, grant writing, communications, web content
Higher Education	Quaid-i-Azam University (English Dept.); NUML; AIOU; Fatima Jinnah Women University; Islamabad universities	Research assistance, academic writing, teaching support, library projects

Internship Domains for BS English Students

Given the multi-disciplinary competencies developed in the BS English programme— spanning language, literary analysis, communication, and cultural studies—internship activities may encompass any of the following professional domains:

- **English Writing & Journalism:** News reports, feature articles, editorials, press releases, copy-editing, and proofreading for print and digital media outlets.
- **Content Creation & Digital Media:** Blog posts, social media content, video scripts, web copy, and multimedia production for corporate or media organisations.
- **Translation & Interpretation:** English–Urdu or English–regional language translation of documents, publications, broadcasts, and official communications.
- **Editing & Publishing:** Manuscript editing, typesetting support, academic journal assistance, and publication coordination with presses or language bodies.
- **Video Making & Broadcast Production:** Scripting, subtitling, documentary narration, production assistance, and archiving for television and radio channels.
- **Linguistics Research:** Data collection, corpus analysis, sociolinguistic surveys, and research assistance with language departments or think tanks.
- **English Language Teaching (ELT):** Classroom assistance, lesson planning support, materials development, and tutoring in schools, colleges, or language centres.
- **Public Relations & Communications:** Drafting official communications, speeches, reports, and publicity materials for government or corporate organisations.

Fieldwork (Alternative Option)

As an alternative to a conventional institutional internship, students may opt for faculty-supervised fieldwork. This may include primary linguistic or literary research conducted under a faculty member's ongoing project; documentary production or community journalism; or structured language-teaching practicum in a recognized educational setting. The supervising faculty member will monitor the conduct and assessment of the fieldwork. Assessment for both internship and fieldwork will include a viva voce conducted by a three-member departmental panel, comprising the student's academic supervisor. The panel will evaluate the internship report of minimum 2500 words using the prescribed evaluation proforma.

Assessment proformas are attached to Annexures.

Evaluation: Key Progress Indicators

Performance will be assessed on at least the following indicators:

- a. **Work Accomplishment:** The intern meets performance standards for tasks assigned to them.
- b. **Creative and Problem-Solving Skills:** The intern demonstrates analytical ability along with breaking down complex tasks and brainstorming ideas and solutions.
- c. **Organizational Skills:** The intern complies with organizational policies and supports the organization's mission and goals.
- d. **Communication Skills:** The intern demonstrates requisite written and verbal skills
- e. **Interpersonal Skills:** The intern gets along with co-workers and is able to work in a team.
- f. **Professional Behavior:** The intern demonstrates characteristics such as enthusiasm, motivation, integrity, and reliability.

Tabulating Final Performance Evaluation

The faculty supervisor/ BS Coordinator will evaluate overall performance by using the following weightages:

Evaluation	Contribution
Sight Supervisor Evaluations	50 %
Attendance (at least 75 % is mandatory)	10 %
Evaluation at relevant HEI / Dept-Presentation	40 %

The overall obtained score will indicate performance level, that may be reflected on the student's transcript. The following table provides sample descriptions:

Score	Level	Level Description
90% - 100%	Level 1	The intern demonstrated outstanding performance and exceeded workplace expectations.
80% - 89%	Level 2	The Intern demonstrated high levels of achievement.
70% -79 %	Level 3	The intern's work performance was considered satisfactory.
0% - 69% (Not Qualified)	Level 4	The intern did not demonstrate satisfactory performance.

Mandatory Internship (HEC UGEP 2023)

As per the HEC Undergraduate Education Policy (UGEP) 2023 and Quaid-i-Azam University guidelines, all BS English students are required to complete a mandatory 03-credit-hour internship after the 2nd or 3rd year of study. The internship shall be of at least five weeks' duration in a relevant public or private sector organization. It aims to provide practical exposure in areas such as English language teaching, media and communication, content writing, research, translation, editing, and publishing, thereby enhancing students' professional skills and employability.

CHAPTER-IV (FEE RULES)

A. GENERAL FEE RULES

1. Before the start of the academic year, the students are required to pay their tuition fee and other dues according to the schedule notified by the College Administration.
2. The students are required to collect fee challan from the fee section of the college and deposit their fee in their relevant window. No misconduct will be tolerated during rush hour.
3. For late fee submission, Rs. 100/. will be charged per day and no excuse will be entertained.
4. If a student is absent for more than two weeks, her name will be struck off from the college roll. If she wants to re-join, she will have to apply for re-admission with full admission fee.
5. The fee for foreign students will be determined by the Ministry of Education.
6. Students will submit one copy of student fee receipt to the College fee section, examination and their class in charge (for their personal files).

B. RATE OF FEE/FUNDS FOR HSSC I & II 2026-27

Reference to the Federal Directorate of Education's circular No.F.1-133/2007 (Academics) FDE, dated 06-09-2021. It is clarified that the annual fee/fund received from students of classes XI and XII studying in Islamabad Model Colleges shall be deposited in Government Treasury and Student Fund account as per break up mentioned below. Moreover two separate vouchers shall be provided to admit students.

S. #	Description of Fee/Fund	To be Deposited in Federal Treasury	To be Deposited in Student Fund	Remarks
1	Admission Fee	200	-	At the time of Admission
2	Tuition Fee	225	-	Monthly Charges
3	Student Fund	-	200	Monthly Charges
4	Examination Fee	200	-	Annual Charges
5	Admission Fund	-	800	At the time of Admission
6	College Leaving Certificate	25	-	Each Time
7	Computer Lab Charges	-	100	Monthly Charges
8	Magazine Fund	-	100	Annual Charges
9	Fee Card	-	20	Each Time
10	Bus Fee	500	-	Monthly Charges
11	Library Security	-	250	Once (Refundable)
12	PTA Fund/ CMC	-	50	Annual Charges
13	Lab Charges (Per Lab)	-	20	Monthly Charges
14	Late Coming Fine	50	-	Per Day
15	Absence Fine	50	-	Per Day
16	Improper Uniform	100	-	Per Day
17	Class/College Bunking	50	-	Per Day
18	Late Fee Fine	200	-	After 20 th of the Month
19	Absence from Exam/College Function	50	-	Per Day/Event
20	Violation of Discipline	100	-	Each Time

Note: Fee structure is subject to revision. No admission fee is charged from HSSC II students.

Bus facility is available only on availability of seats after intermediate students and buses will commute from August to March only.

C. FEE CONCESSIONS/STIPENDS

- i. Half fee concession may be granted on request to deserving students of the College.
- ii. If two or more sisters are studying in the College, the younger ones will be granted half fee concession on submission of necessary proof of her claim, provided no other financial benefit is enjoyed by her.
- iii. The Student Mutual Help Fund is established for grant of stipends to the deserving students, the amount of which is fixed by the Principal.
- iv. All concession/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 continue to be satisfactory.
- v. Fee concessions can be withdrawn in case of misconduct, irregularity in attendance or poor academic performance.
- vi. Application for fee concession/stipend should be made 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.

D.FEE /FUND STRUCTURE FOR BS 4-YEAR PROGRAM 2026-27

S,r No	Description of fee / Fund	Amount	Remarks	Head of A/C
1.	Admission fee	200/-	At the time of admission	Govt. Fee(FTO)
2.	Tution fee	1,350/-	Per Semester	
3.	Admission Fund	1,000/-	At the time of admission	
4.	Student Fund	3,200/-	1 st Semester	Student Fund
		3,200/-	2 nd to 4 th Semester	
		7,600/-	5 th to 7 th Semester	
		5,200/-	8 th Semester	
5.	Library Security	2,720/-	Refundable (at the time of admission)	QUA Dues
6.	Health Fund	1,650/-	Per Semester	
7.	University Registration	11,660/-	Once at the time of Admission	
8.	Facilitation charges	2,920/-	Per Student	
9.	Sports Charges	1,360/-	Per Semester	
10.	Terminal Examination Fee	6,800/-	Per Semester	
11.	For Repeater / Compartment	1,750	Per Subject	
12.	DMC Fee	760/-	Per Semester	
13.	University Degree Fee	4,750	In the Last Semester	

- Any future changes in the fee/ fund will be applicable as per government policy.
- Bus facility is available only on availability of seats after intermediate students and buses will commute from August to March only.
- FDE employees at the time of admission will pay
 - University charges Rs. 15,940/-
 - Lib Sec, Rs. 2,720/-
 - Admission fee Rs. 200/-
 - **Total =18860**

CHAPTER V: DISCIPLINE

Mobile Phone Use Policy

Instructions for Students:

- i. Use of mobile phone by student(s) is strictly prohibited within the college premises, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning including phones, ipads, ipods, game consoles and smart watches etc.
- ii. If a student is found with cellular /wireless phone (any type) it shall be confiscated and fine Rs.1000/- (Rupees one thousand only) shall be imposed. The phone will be given back to the student's father/guardian (officially authorized with affidavit at the time of admission) only at the end of the session.

Behavioral and Academic Misconduct

Students will have to be answerable if they are found (in):

- i. Engaging in misbehavior, assault, harassment, intimidation, or issuing threats against any individual or group.
- ii. Any action that endangers the physical or emotional health and safety of others.
- iii. Theft, misuse, destruction, or willful damage to institutional property or the personal property of others.
- iv. Disrupting educational activities or unauthorized use of institutional equipment, digital services, or computer systems.
- v. Possession or use of prohibited substances, including but not limited to cigarettes, vapes, naswar, shisha, or any other intoxicants.
- vi. Possession or use of weapons, such as pistols, knives, daggers, or any object categorized as a dangerous weapon.
- vii. Possession or use of cellular/wireless communication devices during instructional hours.
- viii. Habitual unpunctuality or unauthorized absence from the institution, whether continuous or intermittent.
- ix. Academic dishonesty, including cheating during examinations or consistent late/non-submission of home assignments.
- x. Failure to maintain academic notebooks or returning the free provided textbooks in a damaged condition.
- xi. Non-compliance with the prescribed institutional dress code or uniform.

Administrative and Disciplinary Measures

To address cases of misconduct, the HOI shall implement the following measures:

- i. Issuance of a formal written advisory, warning, or reprimand.
- ii. Implementation of a fifteen (15) day probation and observation period after each warning letter to monitor behavioral improvement.
- iii. Imposition of a financial penalty ranging from Rs. 1000–2000 for repeated infractions (after three warnings), to be deposited into the Federal Treasury.
- iv. Mandatory submission of an affidavit by parents/guardians, countersigned by the SMC President, following a written warning to ensure the cessation of misconduct.
- v. Suspension from the institution for a period not exceeding one month in cases of serious or persistent misconduct.
- vi. At the college level, the HoI may impose suspension, expulsion, or rustication based on the formal recommendation of the Discipline Committee.
- vii. Mandatory reporting of all expulsion cases to the concerned AEO or Director, accompanied by a comprehensive fact-finding report.
- viii. Liability for the full cost of repair or replacement of institutional property to be borne by the student or their legal guardians.
- ix. Referral of sensitive or criminal cases of misconduct to the concerned AEO or Federal Directorate of Education (FDE) following initial findings.

- x. Direction for parents to seek professional psychological support for students exhibiting consistent defiant behavior.
- xi. Immediate confiscation of weapons or dangerous objects, followed by parental intimation and potential referral to law enforcement authorities.
- xii. Any student found guilty as per Clause vii, shall be rusticated immediately.
- xiii. Compliance with Article 25-A of the Constitution; in cases where expulsion is necessary, the institution shall facilitate the student's re-enrollment in an alternative educational setting to ensure their right to education is preserved.

CODE OF CONDUCT FOR STUDENTS

To ensure discipline and sobriety within the college campus, it is compulsory for the students to:

- i. Adhere strictly to the schedule notified by the College Administration regarding bus trips/bus timings (They must show the bus card while boarding the buses in a disciplined manner.)
- ii. Appear in the college/Board/University Exams/Practicals in full uniform
- iii. Use the college telephone facility only in case of an emergency
- iv. Be polite, respectful and deferential towards all the members of teaching/non-teaching staff and always use civilized language
- v. Be picked by the parents well within time, as the college will not be responsible after 02:00pm
- vi. Be informed that in case they fail to achieve at least 45% marks and overall 80% attendance during an educational session, their admission may be withheld.
- vii. Ensure that there is no discrepancy regarding documents, phone contact number and mailing address as it shall lead to cancellation of admission on immediate basis.
- viii. Abide by cleanliness code of conduct. Wall chalking is a punishable offence and may lead to rustication/Rs. 10,000/- fine with repaint of the specific area of the wall.
- ix. Ensure the correction of their subject combination, submission of registration form and all other requirements as well as receiving Roll No Slip for the public exam.

Students are prohibited from:

- i. Entering the College Office, Administration Block, Accounts Section, Examination Room and Staff Rooms
- ii. Bringing/meeting any unauthorized person (impostors, friends or relatives)
- iii. Damaging and disfiguring College property including building, furniture, equipment, vehicles and plants and writing remarks/slogans, paste posters on the College walls/notice boards, exhibiting or distributing leaflets, pamphlets in the College.
- iv. Bringing valuables to the College (In case of loss, the College shall not be responsible.)
- v. Arranging parties, exchanging gifts and bringing photo albums
- vi. Littering the classes/grounds
- vii. Entering the college without the college identity/bus cards/uniform

B. COLLEGE UNIFORM:

Students are required to attend College in proper and complete uniform. The following rules will be observed in this regard:

- i. Students can only enter the college premises in complete uniform during regular classes as well as at the time of receiving Roll No. Slips and during exams.
- ii. A uniform made of see-through material and use of cosmetics/jewelry and high-heeled shoes are not allowed. The college uniform includes the following.
- iii. College uniform includes the following.
 - 1: White shirt and shalwar as per design below
 - 2: Dupatta
 - i) HSSC: White dupatta with one layer of blue ribbon
 - ii) BS Mass Com: Navy Blue
 - iii) BS English: Turquoise Green
 - 3: Black shoes/black joggers only for sports.
 - 4: Black sweater and Coat.
 - 5: College ID/ Bus ID card in blue ribbon.

UNIFORM DESIGN



CHAPTER VI: ATTENDANCE

To encourage regularity in the classes, the College gives a special award to those students who maintain 90% attendance throughout the session.

A. ATTENDANCE RULES

- i. 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 Examination.
- ii. A student with the highest attendance receives a special cash award.
- iii. A student who remains absent from class for fifteen days in a month without any intimation, will be immediately dropped from the College rolls.
- iv. Having a genuine reason for her absence, the student may be readmitted within a week after being struck off the College rolls. However, the Principal has the authority to accept or reject the request for re-admission.
- v. A student struck off twice will not be readmitted.

B. LEAVE RULES

a. Leave from College

- i. Students are allowed to avail 02 leaves per month in case any need arises.
- ii. Cumulative leave records of each student will be digitally maintained on a monthly basis by the Examination Department.

b. Medical Leave

- i. In case of illness, medical leave of maximum 20 days can be obtained after getting written approval from the Principal.
- ii. Medical leave application must have a medical certificate/doctor's prescription and clinical/pathological test report from any Government hospital.

c. Duty Leave

- i. All duty leave applications must be duly signed by the teachers concerned and directly forwarded to the in charge Absentee Committee immediately.

CHAPTER VII: EXAMINATION

A. INTERNAL EVALUATION

For evaluation of academic performance of the students ensuring that learning and achievement is progressively taking place:

- i. Periodical class tests will be held at regular intervals to monitor their achievement.
- ii. Send-up Examination will be held prior to forwarding admission to Board/University.
- iii. Admissions will only be sent on the basis of aggregate academic performance in periodical class tests, send-up examination and 80% attendance in each subject.
- iv. Medical certificates will be accepted in extreme cases, but will not be considered if submitted after the examination.

A. SCHEDULE OF INTERNAL EXAMINATION/PERIODICAL TESTS 2026-27

The tentative class-wise schedule of Internal Examination/Periodical Tests is as under:

S.No.	Events	Dates
1	1 st Class Test (15% Course)	Last week of September 2026
2	2 nd Class Test (15% Course)	Last week of October 2026
3	Registration of FBISE	October 2026
4	PTM based on the results of Class Test	November 2026
5	Send-up Examination after Completion of 75% Course of HSSC I & II	December 2026
6	PTM based on the results of Send-up Exams	January 2027
7	Submission of Forms for FBISE 1 st Annual Exam	December 2026 – January 2027
8	Pre-Board Exams HSSC I & II / Crash Program (After completion of courses)	February 2027

Note: Dates are liable to change subject to FBISE calendar.

B. ELIGIBILITY FOR PUBLIC EXAMINATION

A student must fulfill the following criteria to be eligible for Board/University Examination:

- She must be a bonafide student of the College, bearing satisfactory conduct.
- Her academic performance must be satisfactory.
- She must show utmost regularity in attendance and fulfill the requisite criteria as laid down by Board/University, according to which minimum 80% attendance is compulsory for sending of admission forms of Intermediate, BS program.

C. COLLEGE AWARDS

The College gives awards to meritorious and talented students in recognition and appreciation of their performance in curricular and co-curricular activities. Two of them are Azra Raza Award (of Rs. 50,000) and Hamid Alvi Gold Medal Award.

D. PUBLIC EXAMINATION

BS Level:

E. Class Positions: Students securing 4CGPA will be awarded 1st, 2nd and 3rd positions respectively.

ACADEMIC PRIZES/SCHOLARSHIPS: Students are awarded prizes/scholarships in individual subjects and for overall performance during their 02-year stay in the College. They are required to fulfill the following criteria to qualify for an award:

- Secure highest marks in the subject
- Pass all other subjects in the periodical tests and send-up examination
- Attend 90% and above classes of all subjects

1. PRIZES FOR CO-CURRICULAR ACTIVITIES:

Insignia are awarded in the following fields on the basis of extraordinary performance in co-curricular activities at various Interclass and Intercollegiate Competitions over a period of two years:

- | | | | |
|-----------------------|------------------------|--------------|-----------------|
| i. Qiraat/Na'at | ii. Debate/Declamation | iii. Singing | iv. Dramatics |
| v. Painting | vi. Flower Arrangement | vii. Quiz | viii. Athletics |
| ix. Computer Graphics | | | |

3. INSIGNIA FOR THE BEST STUDENT AWARD:

- i. Passing all subjects and attaining satisfactory academic progress
- ii. Bearing commendable character
- iii. Participating in at least three co-curricular activities
- iv. Possessing leadership, initiative and drive
- v. Showing regularity and punctuality

It is mandatory for students to qualify for any award to pass all internal Evaluation Exam. If found guilty of misconduct the student shall not qualify for any award.

BUS ROUTES

S. No.	Code	Bus Routes
1	1	G-6, G-7, G-8, G-9
2	2	F-6, F-7/Saidpur Village Margala Road, E-8 till E-9
3	3	I-8, I-9, H-8, H-9, 15 Stop
4	4	Rawal Town, Chak Shahzad, U Turn
5	5	Expressway up to Koral Chowk

1. Fee, once deposited is non-refundable.
2. Students will not be allowed to board the buses without a bus card and proper uniform is mandatory.
3. Bus routes are subject to change.
4. Bus facility will be available to HSSC students from August to March.
5. Mobile phone use and misconduct will lead to cancelation of bus card.
6. 1st merit list students will be preferred for availing college transport.

Timings and Tentative Schedule of Vacations 2026-27

Winter Timings	Monday to Thursday 8:30 to 2:00 Friday 8:30 to 12:30
Summer Timings	Monday to Thursday 8:00 to 2:00 Friday 8:00 to 12:00
Summer Break	June 01, 2026 to July 31, 2026
Winter Break	December 25, 2026 to January 01, 2027
Spring Break	5 th to 9 th April, 2027
Islamic Holidays	As per Moon Sighting and Federal Government Notification

CALENDAR OF ACTIVITIES 2026-27

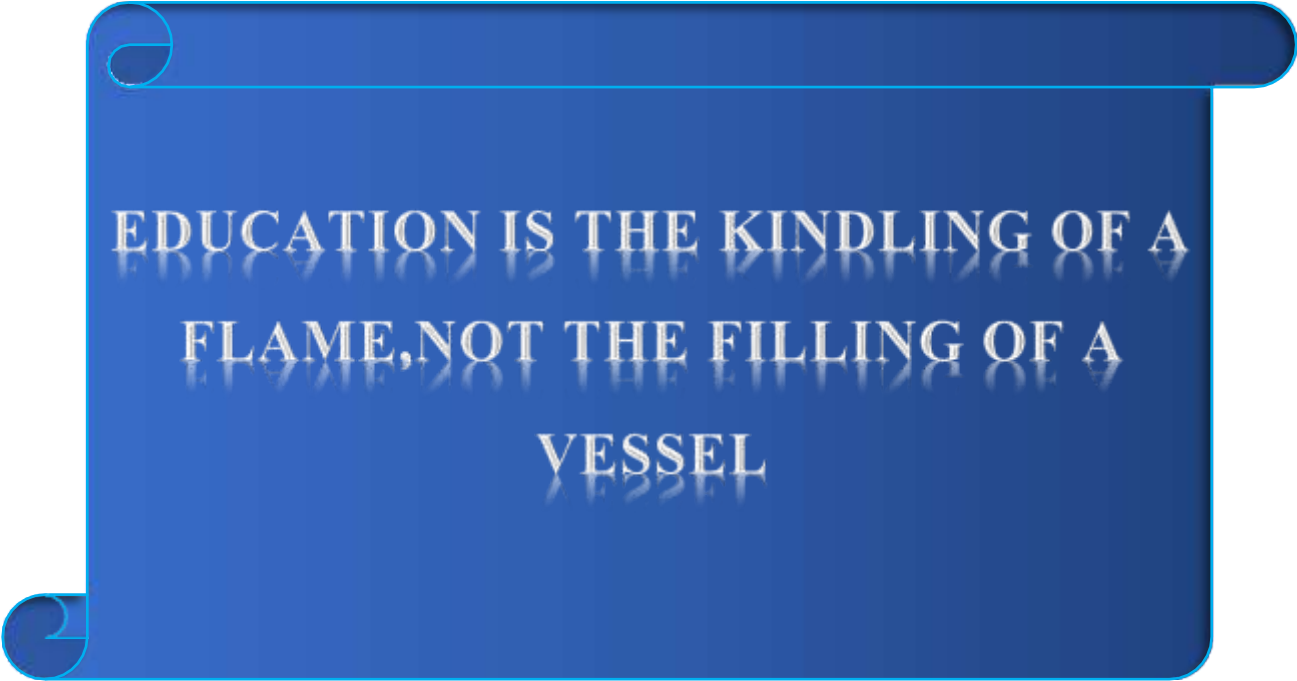
(In accordance with Government directives)

CELEBRATION OF DAYS – SPECIAL MORNING ASSEMBLY/CEREMONIES

S. No.	Activities	Dates
1	Constitution Day	April 10, 2026
2	Earth Day	April 22, 2026
3	Marka-e-Haq Celebrations	May 10, 2026
4	Yum-e- Istehsal Kashmir	August 05, 2026
5	Independence Day	August 14, 2026
6	International Day of Remembrance – Victims of Terrorism	August 21, 2026
7	Meelad Sharif/Seerat Conference	August 25, 2026
8	Student Council Elections and Investiture Ceremony	August, 4 th week
9	Pakistan Defense Day	September 06, 2026
10	International Literacy Day	September 08, 2026
11	Quaid-e-Azam Remembrance Day	September 11, 2026
12	World Teachers' Day	October 05, 2026
13	Dyslexia Day	October 08, 2026
14	Dr. A.Q. Khan Remembrance Day	October 10, 2026
15	Iqbal Day	November 09, 2026
16	Universal Children's Day	November 20, 2026
17	International Day of Differently-abled People	December 08, 2026
18	International Anti-Corruption Day	December 09, 2026
19	Human Rights Day	December 10, 2026
20	World Minorities Rights Day	December 18, 2026
21	Quaid's Day	December 25, 2026
22	Inter class competitions	January, 2 nd week 2027
23	International Day of Education	January 24, 2027
24	Kashmir Day	February 05, 2027
25	Inter Collegiate Competitions	February, 2 nd week 2027
26	International Mother Languages Day	February 21, 2027
27	World Wildlife Day	March 03, 2027
28	International Women's Day	March 08, 2027
29	Pakistan Day	March 23, 2027
30	Eid Millan Party	March, 3 rd week 2027

The events such as **Color Day, Sports Day, Fun Fair, Career Counseling Lectures** etc. will be scheduled and arranged by the college students' council after discussion with Madam Principal.

GOOD LUCK



**EDUCATION IS THE KINDLING OF A
FLAME, NOT THE FILLING OF A
VESSEL**