



# 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**

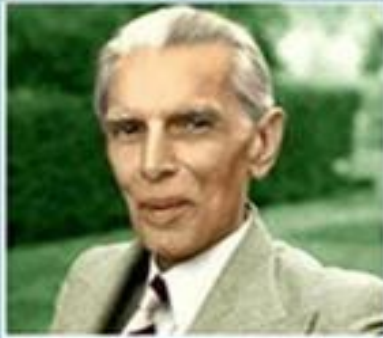
**40 YEARS OF EXCELLENCE**

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## **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 12<sup>th</sup> 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. "

# TORCH BEARER OF MARGALA



“Let us march carrying the flag of our glorious history, saluting our achievements, pondering over our mistakes and thinking of the lessons for the way ahead, as we tread forward to a great tomorrow!”



**Mrs. Sualeha Jabeen**

**23-07-2017 to 07-03-2018**

**&**

**29-07-2020 Till date**

## PRINCIPAL'S MESSAGE

I take pride in being part of the convention of success which capacitates our students to take productive places in the global community. We provide a challenging environment which empowers our students to become innovative, rational thinkers, competent workers and spiritually enlightened entities. The salient features which make our institution nonpareil are exceptional faculty, perfect liaison with parents and nurturing relationship with our students.

Dear students! In this dynamically transforming world, it is of paramount importance that you are equipped with interpersonal skills and adopt a holistic and pragmatic approach. It is imperative upon you to define your goals and achieve your targets with concerted efforts. Each and every student is special so all of you have a right to find an avenue of success and we are all set to pave the way for unfolding your potential. Discover your purpose of life which is beyond the attainment of degrees and adoption of professions. Besides bringing accolades for the college in academic and co-curricular activities we expect you to inculcate and illustrate moral values like integrity, empathy, and humanity. In the process of attaining your goals, be heedful of preserving your heritage but at the same time never be diffident of trying something novel - thinking 'out of the box'. I have full faith that you will exhibit exemplary behavior, be distinct and replicate the values imbued by your alma mater. I realize that the onus is on our institution to prepare you for tertiary education in a manner that instills confidence in you, to not only create a niche for yourself in society but to become a cynosure so that you scale new heights. I wish you all the best in the actualization of your objectives.



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# 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/ADP Programs as a joint venture of QAU & HEC in 2019

## B: AMENITIES

- ✦ 2 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 and Radio Transmission; Voice of Margala (VOM)
- ✦ A Conference Room

## C. FACULTY

### **PRINCIPAL**

Professor Sualeha Jabeen  
M.A English (Gold Medalist - Punjab)

### **VICE PRINCIPAL**

1. Ms Sarah Kazmi  
History M. Sc (QAU)

### **DEPARTMENT OF APPLIED PSYCHOLOGY**

#### **Assistant Professor**

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

### **DEPARTMENT OF ARABIC**

#### **Lecturer**

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

### **DEPARTMENT OF BIOLOGICAL SCIENCE**

#### **Associate Professor**

1. Ms Sumera Mufaz, Zoology  
M. Sc (Punjab), M.A EPM (AIOU)

#### **Lecturers**

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

### **DEPARTMENT OF CHEMISTRY**

#### **Associate Professors**

1. Ms Misbah Aamir  
M. Sc (QAU), M.A EPM (AIOU)
2. Ms Kahkashan Sohail  
M. Sc, M. Phil (QAU)

#### **Assistant Professor**

- 1 Ms Nasreen Bano  
M. Sc (Peshawar), M. Ed (AIOU)

#### **Lecturer**

1. Ms Somia Khattak  
M. Sc, M. Phil (Peshawar)

### **DEPARTMENT OF COMPUTER SCIENCE**

#### **Assistant Professors**

1. Ms Nabeela Naeem  
M. Sc (Gomal)
2. Ms Faiza Zaidi  
M. Sc (Punjab)

#### **Lecturer**

1. Ms Maliha Afzal  
BS (SBKWU, Quetta)

### **DEPARTMENT OF ECONOMICS**

#### **Assistant Professors**

1. Ms Sabrina Dogar  
M. Sc (IIUI), B. Ed (AIOU)
2. Ms Qudsia Fatima  
M. Sc, B. Sc Hons (IIUI)  
*On temporary duty at IMCG, I-8/3, Islamabad*

#### **Lecturer**

1. Ms Bint-UI-Islam  
M.A (Karachi), B.Com (GCW, Karachi)

### **DEPARTMENT OF EDUCATION**

#### **Associate Professor**

1. Ms Mumtaz Jabeen  
M.A (Punjab)

### **DEPARTMENT OF ENGLISH**

#### **Assistant Professors**

1. Ms Shazia Shakeel  
M.A (Punjab)
2. Ms Iffat Nazir  
M.A (IIUI)
3. Ms Kaukab Qabool  
M.A English, M.A Urdu, B. Ed (UOP)  
PGD TEFL (NUML)

4. Ms Hajra Karim  
M.A (QAU), B. Ed (AIOU)
5. Ms Almas Barkat  
M.A (Punjab), PGD TEFL (AIOU)
6. Ms Muneeba Babar  
M.A, B. Ed (Punjab), PGD TEFL (AIOU)
7. Ms Samina Noreen  
M.A (Punjab), M. Phil (IIUI), B. Ed (AIOU)
8. Ms Safina Insaf  
M.A (Peshawar), EPM, M.A Education (AIOU)
9. Ms Zainab Khatoon  
M.A (FJWU), LLB Hons (IIUI), B. Ed (AIOU)  
PGD TEFL (AIOU)  
*On temporary duty from IMCG (PG) G-10/4*

**Lecturer**

1. Ms Safia Gulzar  
M.A (NUML), M. Ed, B. Ed (AIOU)

**DEPARTMENT OF FINE ARTS**

**Lecturer**

1. Ms Nayab Rizwan  
MFA (Gold Medalist - FJWU)

**DEPARTMENT OF GEOGRAPHY**

**Lecturer**

1. Ms Sara Batool Kazmi  
M. Sc (Punjab), M. Ed, B. Ed (AIOU)

**DEPARTMENT OF HEALTH & PHYSICAL EDUCATION**

**Lecturer**

1. Ms Aafia Asghar  
M. Sc (Gold Medalist - BZU), M. Phil (Faisalabad)  
M. Ed, B. Ed (AIOU)

**DEPARTMENT OF HOME ECONOMICS**

**Lecturer**

1. Ms Nadia Mobeen  
M. Sc Food & Nutrition (Punjab)

**DEPARTMENT OF ISLAMIC STUDIES**

**Associate Professor**

1. Ms Fehmida Qamber  
M.A (Punjab)

**Assistant Professors**

1. Ms Suaad Afzal  
M.A, B. Ed (Punjab), M. Ed (AIOU)
2. Ms Rabia Sultana  
M.A, M. Phil (IIUI), M.A Arabic (Punjab)  
B. Ed (AIOU)

**DEPARTMENT OF JOURNALISM & MASS COMMUNICATION**

**Associate Professor**

1. Dr. Ambreen Saba  
M.A (Karachi), Ph. D (IUB)

**Assistant Professors**

1. Ms Yasmeen Shahab  
M. Sc (FJWU)
2. Ms Maira Shafaq  
M. Sc (UAAR), B. Ed (AIOU)
3. Ms Memoona Ahmad  
M. Sc (UAAR)

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCES**

**Lecturer**

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

**DEPARTMENT OF MATHEMATICS**

**Assistant Professors**

1. Ms Sumaira Rani  
M. Sc (Peshawar), MS (COMSATS), B. Ed (AIOU)
2. Ms Asia Noor  
M. Sc (Punjab), M. Phil, M. Ed (AIOU), B. Ed (Punjab)
3. Ms Sabiha Neelam  
M. Sc, M. Phil (QAU), B. Ed (AIOU) *On temporary duty from IMCG, F.7/2, Islamabad*

**Lecturers**

1. Ms Saleha Javaid  
M. Sc (Punjab), MS (COMSATS)  
M. Ed (AIOU), B. Ed (Air University)
2. Ms Sadaf Rao  
M. Sc (Wah University) (*Ex-Pakistan Leave*)

**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 Shagufta Fatima  
M. Sc (QAU), M. A, M. Phil, EPM (AIOU)  
M. A Urdu (PU)  
*On temporary duty from IMCG, F.7/4, Islamabad*

### **DEPARTMENT OF PERSIAN**

#### **Assistant Professor**

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

### **DEPARTMENT OF PHYSICS**

#### **Assistant Professors**

1. Ms Irum Riasat  
M. Sc (QAU), B. Ed (AIOU)
2. Ms Nargis Gul Yousafzai  
M. Sc (Peshawar), B. Ed (Punjab)

#### **Lecturer**

1. Ms Sadia Arshad  
M. Sc (UOB), B. Ed (AIOU)  
*On temporary duty at IMCG, I-14, Islamabad*

### **DEPARTMENT OF SOCIOLOGY**

#### **Assistant Professor**

1. Ms Aneela Manzar  
M.A (Balochistan)

### **DEPARTMENT OF STATISTICS**

#### **Assistant Professors**

1. Ms Bushra Bano  
M. Sc (Balochistan)
2. Ms Naheed Khan  
M. Sc (UAAR), B. Ed (AIOU)
3. Ms Rukhsana Shaheen  
M. Sc (QAU), B. Ed (AIOU)
4. Ms Saira Bibi  
M. Sc (Peshawar), B. Ed (AIOU)

#### **Lecturer**

1. Ms Tehseen Haider  
M. Sc, B. Ed (Gold Medalist - AJK)

### **DEPARTMENT OF URDU**

#### **Associate Professors**

1. Dr. Shazia Sadaf  
M.A, Ph. D (Punjab), B. Ed (AIOU)
2. Ms Ghazala Shahid  
M.A (Gold Medalist - Peshawar)
3. Ms Farah Mukhtar Shakir  
M.A (Punjab), B. Ed (AIOU)

#### **Assistant Professor**

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

#### **Lecturers**

1. Ms Fazeelat Hussain  
M.A (Punjab)  
*On temporary duty at IMCG, I-8/3, Islamabad*
2. Ms Memoona Insar  
M.A (Punjab), B. Ed (AIOU)

### **D. ADMINISTRATIVE STAFF**

1. Ms Farhat Waqar  
Librarian
2. Mr Ch. M. Aslam Maan  
Admin Officer
3. Mr Muhammad Zaheer  
Bursar
4. Mr Muhammad Saleem  
Accountant
5. Mr Qaiser Akram  
*On temporary duty at FDE, Islamabad*
6. Ms Maryam Raashid  
Assistant
7. Ms Uzma Sufian  
*On temporary duty at IMS, (I-V) G-9/4, Islamabad*
8. Ms Zaib-un-Nisa  
Assistant (*On PM Package*)
9. Mr Waseem Akram,  
(Caretaker) (*On PM Package*)  
*On temporary duty at College of H. Economics*
- 10 Mr Waheed Anwar  
Head Clerk, *On temporary duty at FDE, Islamabad*

11. Ms Mehnaz Raza  
Computer Lab In Charge
12. Mr Nisar Ahmed  
UDC
13. Mr Zareef Khan  
UDC
14. Ms Albina Tauqeer  
Library Assistant, *On temporary duty at I-8/3*
15. Ms Attiya Yasmeen  
Library Assistant
16. Mr Muhammad Naveed  
LDC, *On temporary duty at FDE*
17. Ms Qaiser Iqbal  
LDC
18. Mr Dilshad Alam  
LDC (PA to Principal)
19. Ms Nadia Tahir  
LDC
20. Mr Raja Ammar Ali  
LDC
21. Mr Saqib Abbas  
LDC
22. Mr Irfan Sabir  
LDC
23. Ms Ayesha Hashmi  
LDC, *On temporary duty at IMCG (PG) G-10/4*
24. Ms Aneela Aslam  
LDC, *On temporary duty from IMCG (PG) G-10/4*
25. Ms Khalida Liaqat  
Lab Assistant
26. Ms Aneeqa Khalil  
Lab Assistant
27. Ms Zakia Begum  
Lab Assistant

28. Mr Shaukat Ali  
Lab Assistant
29. Mr Aamir Bashir  
Lab Assistant
30. Mr Tariq Nawaz  
Lab Assistant
31. Ms Aalia Aamir  
Lab Assistant
32. Ms Humera Syed  
Lab Assistant
33. Ms Faiza Alam  
Urdu Typist
34. Mr Muhammad Mushtaq  
Lab Attendant
35. Ms Zahida Perveen  
Lab Attendant
36. Ms Sadaf Noreen  
Lab Attendant
37. Mr Ifrahim Ali  
Lab Attendant
38. Mr Adeel Akbar  
Lab Attendant
39. Ms Saima Ahmed  
Computer Lab Attendant
40. Ms Musarrat Jabeen  
Library Attendant
41. Ms Nargis Bibi  
Lab Assistant
42. Ms Ghulam Fatima  
Lab Assistant
43. Ms Shama Bashir  
Lab Assistant
44. Ms Shagufta Qamar  
Lab Assistant



## **E. PHYSICAL FACILITIES**

### **1. COLLEGE LIBRARIES:**

There are two comprehensive libraries 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 Library is currently being computerized.

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

**Students are advised to maintain strict discipline by observing silence and refraining from eating or drinking within premises of the library.**

### **2. BOOK BANK:**

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. THREE COMPUTER LABORATORIES:**

The College comprises three latest fully resourced computer laboratories 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.

Voice of Margala: Since its launch on March 3<sup>rd</sup> 2011, the transmission of “Voice of Margala” is being aired on daily basis from 10 am - 11 am.

### **5. INFIRMARY:**

An adequately stocked infirmary/first aid room caters to any emergent minor injuries/ailments. Facilities include stretcher, wheelchair, bed and blankets, thermometer, sphygmomanometer, glucometer, heaters, van as well as trained nurse. However, no pill/oral medication is administered for fear of allergies.



## **6. COLLEGE TRANSPORT:**

Six buses, one coaster and three vans 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. CO-CURRICULAR ACTIVITIES:**

### **i. INDOOR 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.

## **9. 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.

## **10. MULTIFARIOUS ASSOCIATIONS:**

### **i. ACADEMIC COUNCIL:**

The College Academic Council, comprising senior members of the faculty and the Principal, who is 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.

The Council meets during the academic year as often as an 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 COUNCIL:**

The College 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.

# CHAPTER II:ADMISSION

## A.ADMISSION POLICY FOR THE SESSION 2022-2023 FOR INTERMEDIATE/BS/ADPs

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	Humanities	500
ii	Pre-Medical	250
iii	Pre-Engineering	100
Iv	General Group	65
V	General Group (Computer)	165

#### 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/ADP) over and above the aforementioned quota) (Within the ICT, no transfer cases are allowed.)
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#### 4. Minimum Marks for Each Discipline:

S. No.	Groups	Percentage
i	Pre-Engineering	65%
ii	Pre-Medical	65%
iii	General Science	60%
iv	Humanities	45%

**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.

#### 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/ADP Programs:

- According to the HEC requirement, the BS/ADP program shall be offered in Fall 2022 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/ADP program after the respective admission deadline. (LDRA+45 days)
- Late admission fee shall be charged as below:
  - Up till 15 days after the LDRA: Rs. 1000/-
  - Up till 30 days after the LDRA: Rs. 2000/-
  - Up till 45 days after the LDRA: Rs. 3000/-
- The maximum age limit for admission to BS/ADP 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 will 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 will have to adhere to the subject combination offered by the College.**

### **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/ADP programs, 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/ADP, 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.

<b>S# Criteria</b>	<b>Points</b>
1. 1 <sup>st</sup> prize/champion in an individual/team event at Board level	10
2. 2 <sup>nd</sup> prize/Runner up in an individual/team event at Board level	07
3. 3 <sup>rd</sup> 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
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	

**F. Admission Process:**

1. Admission form, along with the College Prospectus, is available on college website
2. The applicants, for admission to Intermediate courses, are required to submit the documents, mentioned as under, at the time of admission. All the required documents must be duly attested.

### **Documents Required at the time of admission to HSSC I:**

1. SSC Mark Sheet (2 copies)
2. Character Certificate (1 copy)
3. NIC/B Form (NADRA) (1 copy)
4. Father's NIC (1 copy)
5. Residential Proof (1 copy)
6. 3 Photographs (blue background) at the time of Admission/Payment of Fee
7. 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
8. Gap Certificate (in case of one year or more gap between SSC result & HSSC-I admission)
9. FG employment proof of parents if the candidate is a resident of Rawalpindi
10. Equivalence certificate for O Level
11. 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 for Admission to BS/ADP:**

1. HSSC Mark Sheet (2 copies)
2. SSC Mark Sheet (2 copies)
3. Character Certificate (1 copy)
4. NIC/B Form (NADRA)
5. Father's NIC (1 copy)
6. FG employment proof of parents if the candidate is a resident of Rawalpindi
7. Residential Proof
8. 4 Photographs (with white background at the time of admission/payment of fee)
9. Prescribed Affidavit/Undertaking at the time of Admission/Payment of Fee
10. 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
11. Equivalence certificate for A Level
12. Gap Certificate (in case of one year or more gap between HSSC result for BS/ADP I admission)

**No admission will be granted in BS/ADP in case of previous history of disciplinary violation.**

## 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

6 Papers	550 Marks
1 Paper	100 Marks
1 Paper	100 Marks
1 Paper	50 Marks
3 Papers	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 admission.

Sub. Code.	Subject Combinations
H1	Arabic Literature, Islamic Studies, Education
H2	English Literature, Psychology, Fine Arts
H3	Fine Arts, Education, Outlines of Home Economics
H4	Islamic History, Sociology, Health and Physical Education
H5	Islamic Studies, Statistics, Education
H6	Islamic Studies, Islamic History, Education
H7	Outlines of Home Economics, Civics, Persian Literature
H8	Outlines of Home Economics, Geography, Psychology
H9	Outlines of Home Economics, Urdu Literature, Library Science
H10	Sociology, Civics, Library Science
H11	Statistics, Geography, Psychology
H12	Urdu Literature, Psychology, Education
H13	Sociology, Psychology, Geography
H14	English Literature, Education, Psychology
H15	Outlines of Home Economics, English Literature, Fine Arts
H16	Statistics, Computer Science, Economics
H17	Persian Literature, Education, Psychology
H18	Arabic Literature, Islamic Studies, Health and Physical Education
H19	Civics, Psychology, Sociology



**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. The Principal shall have the discretion to drop a certain subject/subject combination if the number of students is less than ten.

**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.

<b>Sub. Code.</b>	<b>Subject Combination</b>	<b>Group</b>
S1	Physics, Chemistry, Biology	Pre-Medical
S2	Physics, Chemistry, Mathematics	Pre-Engineering
S3	Mathematics, Physics, Computer Science	General
S4	Mathematics, Statistics, Computer Science	General
S5	Mathematics, Statistics, Physics	General
S6	Mathematics, Statistics, Economics	General

**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/ADP PROGRAMS:**

The College offers three degree awarding programs:

1. BS Mass Communication
2. BS English
3. Associate Degree Program

**Duration of the Programs**

- a) The BS programs shall be of four years duration, equally divided into eight regular semesters.
- b) ADP shall be of two years duration, equally divided into four regular semesters.
- c) 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/ADP PROGRAMS:**

### **1. 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.

### **2. 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 45 days.
- 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).

### **3. 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.

e) 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.

f) The request for cancellation of admission will not be allowed after the 6<sup>th</sup> semester.

#### 4. Evaluation

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

i. Assignments, term papers, quizzes, class participation, presentation and lab work (if applicable) etc. with a weightage of 25%

ii. Mid-Semester Examination of 1.5 – 3 hours duration having weightage of 25% by the end of the 8<sup>th</sup> week of commencement of classes for each semester

iii. 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

### SEMESTER I

S. No.	Course Code	Paper Name	Credit hours
1	MC 101	Introduction to Mass Communication	03
2	MC 104	Journalistic Language	03
3	EN 101	English I: Reading and Writing Skills	03
4	PY 100	Introduction to Psychology	03
5	HI 201	Introduction to History of South Asia	03
6	IS 100 / SO 102	Islamic Studies / Ethics	03
<b>Total credit hours</b>			<b>18</b>

### SEMESTER II

S. No.	Course Code	Paper Name	Credit hours
1	MC 107	National and International Affairs	03
2	MC 108	Mass Media in Pakistan	03
3	EN 102	English II: Composition Writing	03
4	SO 100	Introduction to Sociology	03
5	CS 100	Introduction to Computer	03
6	PK 100	Pakistan Studies	03
<b>Total credit hours</b>			<b>18</b>

**SEMESTER III**

<b>S. No.</b>	<b>Course Code</b>	<b>Paper Name</b>	<b>Credit hours</b>
1	MC 202	Introduction to Broadcast Media	03
2	MC 204	News Bulletin	02
3	MC 205	Photo Journalism	02
4	GS 200	Introduction to Gender Studies	03
5	SPIR 100	Introduction to Political Science	03
6	EN 201	English III: Communication and Presentation Skills	03
<b>Total credit hours</b>			<b>16</b>

**SEMESTER IV**

<b>S. No.</b>	<b>Course code</b>	<b>Paper Name</b>	<b>Credit hours</b>
1	MC 207	Media Ethics & Law	03
2	MC 209	Communication Theory – I	03
3	MC 210	Introduction to Research Methodology - I	03
4	MC 211	News Writing & Reporting	03
5	SPIR 200	Introduction to International Relations	03
6	SOC 200	Foundation of Social Work	03
<b>Total credit hours</b>			<b>18</b>

**SEMESTER V**

<b>S. No.</b>	<b>Course code</b>	<b>Paper Name</b>	<b>Credit hours</b>
1	MC 301	Research Methodology-II	03
2	MC 303	Online Journalism	03
3	MC 304	International Communication	03
4	MC 305	News Page Designing	03
5	MC 306	Mathematics/Calculus	03
<b>Total credit hours</b>			<b>15</b>

**SEMESTER VI**

S. No.	Course code	Paper Name	Credit hours
1	MC 307	Principles of Public Relations	03
2	MC 308	Principles of Advertising	03
3	MC 309	Editorial, Feature & Column Writing	03
4	MC 310	Media Communication & Marketing	03
5	MC 311	Development Support Communication	03
<b>Total credit hours</b>			<b>15</b>

**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)

S. No.	Course code	Paper Name	Credit hours
1	MC 401	Electronic Media: I (Radio News Production Specialized Sequence –I)	03
2	MC 402	II: Television News Production (Specialized Sequence –I)	03
3	MC 403	Print Media: I Advanced Reporting (Specialized Sequence –II)	03
4	MC 404	II: Magazine/Book Production (Specialized Sequence –II)	03
5	MC 405	Public Relations –I (Specialized Sequence –III)	03
6	MC 406	Advertising –I (Specialized Sequence –III)	03
7	MC 407	Development Support Communication (Specialized Sequence –IV)	03
8	MC 408	Development Journalism	03
9	MC 409	Thesis/Two Optional Courses	03
<b>Total credit hours</b>			<b>18</b>

**LIST OF OPTIONAL PAPERS**

S. No.	Course Code	Paper Name	Credit hours
1	MC 416	Reporting: Interpretative & Investigative	03
2	MC 417	Newspaper Management	03
3	MC 418	Web Designing	03
4	MC 419	Magazine Journalism	03
5	MC 420	TV Production	03
6	MC 421	Radio Production	03

**SEMESTER VIII (SPECIALIZATION)**

S. No.	Course code	Paper Name	Credit hours
1	MC 410	Electronic Media. I. Radio Program Production (Specialized Sequence –II)	03
2	MC 411	Television Program Production (Specialized Sequence –II)	03
3	MC 412	Print Media. I. Sub-editing & Designing (Specialized Sequence –II)	03
4	MC 413	News Paper Management & Production (Specialized Sequence –II)	03
5	MC 414	Public Relations –II (Specialized Sequence –II)	03
6	MC 415	Advertising –II (Specialized Sequence –II)	03
7	MC 416	Development Support Communication (Specialized Sequence –II)	03
8	MC 417	Development Journalism	03
9	MC 418	Internship	03
<b>Total credit hours</b>			<b>15</b>

**D. BS ENGLISH****SCHEME OF STUDIES****SEMESTER I**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
EN:100	Study Skills	3	English	Compulsory General 1
GC102	Introduction to Geography	3	Geography	General
PK:100	Pakistan Studies	3	Pakistan Studies	Compulsory 1
EN:101	English I : Reading & Writing	3	English	Foundational 1
EN:104	Introduction to Literary Studies	3	English	Subject-Specific Foundational
EN:103	Introduction to Language Studies	3	English	Subject-Specific Foundational
<b>Total</b>		<b>18</b>		

**SEMESTER II**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
IS:100	Islamic Studies	3	Islamic Studies	Compulsory 2
MA:105	Elementary Mathematics & Stats	3	Mathematics	General
GC106	Introduction to Political Science	3	Political Science	General
EN: 102	English II: Composition Writing	3	English	Foundational 2
EN: 105	Introduction to Phonetics & Phonology	3	English	Subject-Specific Foundational
EN: 106	Literary Forms and Movements	3	English	Subject-Specific Foundational
<b>Total</b>		<b>18</b>		

**SEMESTER III**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
GC201	Introduction to information & Computer Technology (ICT) Skills	2 +1	Computer	Foundational 3
GC202	Islamic History & Culture	3	Islamic History	General
GC203	Introduction to Psychology	3	Psychology	General
EN'201	English III: Communication & Presentation Skills	3	English	Foundational 4
EN: 204	Short Fictional Narratives	3	English	Subject – Specific
EN: 203	Introduction to Morphology	3	English	Subject – Specific
	<b>Total</b>	<b>18</b>		

**SEMESTER IV**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
SO:200	Human Rights & Citizenship	3	FSS	Compulsory General 2
EN:202	English IV : Academic Reading & Writing	3	English	Foundational 5
EN: 205	Classical and Renaissance Drama	3	English	Subject – Specific
EN:206	Classical Poetry	3	English	Subject – Specific
EN: 207	Semantics	3	English	Subject – Specific
EN: 208	Rise of Novel (18 <sup>th</sup> to 19 <sup>th</sup> Century)	3	English	Subject – Specific
	<b>Total</b>	<b>18</b>		

**SEMESTER V**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
GC: 301	Introduction to International Relations	3	FSS	General
AN:314	Introduction to Environmental Studies	3	FNS	Compulsory General 3
EN: 301	Global Poetry	3	English	Subject – Specific
EN: 302	Foundations of Literary Theory & Criticism	3	English	Subject – Specific
EN: 303	Sociolinguistics	3	English	Subject – Specific
EN: 304	Popular Fiction	3	English	Subject – Specific
	<b>Total</b>	<b>18</b>		

**SEMESTER VI**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
EN:305	Modern Poetry	3	English	Subject – Specific
EN: 306	Modern Drama	3	English	Subject – Specific
EN: 307	Modern Novel	3	English	Subject – Specific
ELL 308	Grammar and Syntax	3	English	Subject – Specific
EN: 309	Discourse Studies	3	English	Subject – Specific
EN: 310	Creative Non – Fiction	3	English	Subject – Specific
	<b>Total</b>	<b>18</b>		

**SEMESTER VII**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
EN: 401	Research Methods and Term Paper Writing	3	English	Subject – Specific
EN: 402	Introduction to Applied Linguistics	3	English	Subject – Specific
EN: 403	Introduction to Stylistics	3	English	Subject – Specific
EN: 404	Literary Theory and Practice	3	English	Subject – Specific
EN: 405	Pakistani Literature in English	3	English	Subject – Specific
	<b>Total</b>	<b>15</b>		

**SEMESTER VIII**

Course Code	Course Title	Credit Hours	Subject / Faculty	Course Type
EN: 406	Postcolonial Literature	3	English	Subject – Specific
EN: 407	American Literature	3	English	Subject – Specific
EN: 408	Introduction to Translation Studies	3	English	Subject – Specific
EN:409	Introduction to Women’s Writing	3	English	Subject – Specific
EN: 410	World Englishes	3	English	Subject – Specific
	<b>Total</b>	<b>15</b>		



## E. ASSOCIATE DEGREE PROGRAMME

### Subject Combinations Offered

Students are required to select one subject as major from following combination. This selection should be made very carefully as no change will be allowed.

Associate Degree Program 4 Semester Course Breakdown					
<b>Combination No. 18</b>		<b>Combination: Urdu, Islamic Studies, Sociology</b>			
<b>Major: Urdu</b>					
<b>Semester-I (Fall)</b>					
S. No	Subject	Course Code	Course Title	Type	Credit Hours
1	Computer	CS-100	Introduction to Computer	Compulsory	3
2	English	EN-101	English I: Reading & Writing Skills	Compulsory	3
3	Urdu	UR-101	اردو زبان : تشکیل و ارتقاء	Foundation 1	3
4	Islamic Studies	IS-112	Introduction to Topics of Holy Quran	Foundation 2	3
5	Sociology	SO-111	Fundamentals of Sociology	Foundation 3	3
<b>Total</b>					<b>15</b>

Semester-II (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	EN-102	English II: Composition Writing	Compulsory	3
2	Islamic Studies	IS-100	Islamic Studies	Compulsory	3
3	Pak. Studies	PS-100	Pakistan Studies	Compulsory	3
4	Urdu	UR-111	شعری اصناف: تعارف و تفہیم ( حصہ اول)	Foundation 1	3
5	Islamic Studies	IS-211	Ulum al Quran	Foundation 2	3
6	Sociology	SO-507	Sociology of Education	Foundation 3	3
<b>Total</b>					<b>18</b>

Semester-III (Fall)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	EN-201	English III: Communication & Presentation Skills	Compulsory	3
2	Urdu	UR-201	شعری اصناف: تعارف و تفہیم (حصہ دوم)	Foundation 1	3
3	Islamic Studies	IS-222	History and Compilation of Hadith	Foundation 2	3
4	Sociology	SO-242	Classical Sociological Theory	Foundation 3	3
5	Urdu	UR-202	نثری اصناف تعارف و تفہیم حصہ اول	Elective 1	3
6	Urdu	UR-213	پاکستانی زبانوں کا ادب	Elective 2	3
<b>Total</b>					<b>18</b>

Semester-IV (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	Urdu	UR-211	نثری اصناف: تعارف و تفہیم (حصہ دوم)	Foundation 1	3
2	Islamic Studies	IS-224	History of Fiqh	Foundation 2	3
3	Sociology	SO-241	Philosophical Foundation of Social Thought	Foundation 3	3
4	Urdu	UR-212	اردو صحافت	Elective 1	3
5	Urdu	UR-214	اردو ادب میں طنز و مزاح کی روایت	Elective 2	3
<b>Total</b>					<b>15</b>
<b>Total Credit Hours</b>					<b>66</b>

Associate Degree Program 4 Semester Course Breakdown					
<b>Combination No. 18</b>		<b>Combination: Urdu, Islamic Studies, Sociology</b>			
<b>Major: Sociology</b>					
Semester-I (Fall)					
S. No	Subject	Course Code	Course Title	Type	Credit Hours
1	Computer	CS-100	Introduction To Computers	Compulsory	3
2	English	EN-101	English I: Reading & Writing Skills	Compulsory	3
3	Urdu	UR-101	اردو زبان: تشکیل و ارتقاء	Foundation 1	3
4	Islamic Stud.	IS-112	Introduction to Topics of Holy Quran	Foundation 2	3
5	Sociology	SO-111	Fundamentals of Sociology	Foundation 3	3
<b>Total</b>					<b>15</b>

Semester-II (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	EN-102	English II: Composition Writing	Compulsory	3
2	Islamic Studies	IS-100	Islamic Studies	Compulsory	3
3	Pak. Studies	PS-100	Pakistan Studies	Compulsory	3
4	Urdu	UR-111	شعری اصناف: تعارف و تقہیم ( حصہ اول)	Foundation 1	3
5	Islamic Stud.	IS-211	Ulum al Quran	Foundation 2	3
6	Sociology	SO-507	Sociology of Education	Foundation 3	3
<b>Total</b>					<b>18</b>

Semester-III (Fall)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	EN-201	English III: Communication & Presentation Skills	Compulsory	3
2	Urdu	UR-201	شعری اصناف: تعارف و تقہیم (حصہ دوم)	Foundation 1	3
3	Islamic Studies	IS-222	History and Compilation of Hadith	Foundation 2	3
4	Sociology	SO-242	Classical Sociological Theory	Foundation 3	3
5	Sociology	SO-231	Social Psychology	Elective 1	3
6	Sociology	SO-232	Social Research	Elective 2	3
<b>Total</b>					<b>18</b>

Semester-IV (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	Urdu	UR-211	نثری اصناف: تعارف و تقہیم (حصہ دوم)	Foundation 1	3
2	Islamic Studies	IS-224	History of Fiqh	Foundation 2	3
3	Sociology	SO-241	Philosophical Foundation of Social Thought	Foundation 3	3
4	Sociology	SO-361	Introduction to Population Studies	Elective 1	3
5	Sociology	SO-351	Social Statistics	Elective 2	3
<b>Total</b>					<b>15</b>
<b>Total Credit Hours</b>					<b>66</b>

**Associate Degree Program  
4 Semester Course Breakdown**

**Combination No. 18**

**Combination:** Urdu, Islamic Studies, Sociology

**Major:** Islamic Studies

**Semester-I (Fall)**

S. No	Subject	Course Code	Course Title	Type	Credit Hours
1	Computer	CS-100	Introduction to Computers	Compulsory	3
2	English	EN-101	English I: Reading & Writing Skills	Compulsory	3
3	Urdu	UR-101	اردو زبان : تشکیل و ارتقاء	Foundation 1	3
4	Islamic Stud.	IS-112	Introduction to Topics of Holy Quran	Foundation 2	3
5	Sociology	SO-111	Fundamentals of Sociology	Foundation 3	3
<b>Total</b>					<b>15</b>

**Semester-II (Spring)**

S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	EN-102	English II: Composition Writing	Compulsory	3
2	Islamic Studies	IS-100	Islamic Studies	Compulsory	3
3	Pak. Studies	PS-100	Pakistan Studies	Compulsory	3
4	Urdu	UR-111	شعری اصناف: تعارف و تفہیم ( حصہ اول)	Foundation 1	3
5	Islamic Stud.	IS-211	Ulum al Quran	Foundation 2	3
6	Sociology	SO-507	Sociology of Education	Foundation 3	3
<b>Total</b>					<b>18</b>

**Semester-III (Fall)**

S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	EN-201	English III: Communication & Presentation Skills	Compulsory	3
2	Urdu	UR-201	شعری اصناف: تعارف و تفہیم (حصہ دوم)	Foundation 1	3
3	Islamic Stud.	IS-222	History and Compilation of Hadith	Foundation 2	3
4	Sociology	SO-242	Classical Sociological Theory	Foundation 3	3
5	Islamic Stud.	IS-122	Arabic language-I	Elective 1	3
6	Islamic Stud.	IS-221	Islamic Morals	Elective 2	3
<b>Total</b>					<b>18</b>

Semester-IV (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	Urdu	UR-211	نثری اصناف: تعارف و تفہیم (حصہ دوم)	Foundation 1	3
2	Islamic Stud.	IS-224	History of Fiqh	Foundation 2	3
3	Sociology	SO-241	Philosophical Foundation of Social Thought	Foundation 3	3
4	Islamic Stud.	IS-223	Arabic language-II	Elective 1	3
5	Islamic Stud.	IS-225	Islam and Modern Social Thought	Elective 2	3
<b>Total</b>					<b>15</b>
<b>Total Credit Hours</b>					<b>66</b>

Associate Degree Program					
Combination No. 31		Combination: Botany, Zoology, Chemistry			
Major : Zoology					
Semester-I (Fall)					
S. No	Subject	Course Code	Course Title	Type	Credit Hours
1	Computer	EC-256	Computer Skills	Compulsory	3
2	English	ENG-101	English I: Reading & Writing Skills	Compulsory	3
3	Islamiyat	ISL-100	Islamic Studies	Compulsory	2
4	Zoology	ZOO-101	Animal Diversity-I (Invertebrates) & LAB	Foundation 1	3+1
5	Botany	BOT-101	Diversity of plants & LAB	Foundation 2	3+1
6	Chemistry	CH-101 CH-191	Chemistry-I & LAB	Foundation 3	3+1
<b>Total</b>					<b>20</b>

Semester-II (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	ENG-102	English II: Academic Reading and Writing (Communication Skills)	Compulsory	3
2	Pak.Studies	PS-100	Pakistan Studies	Compulsory	2
3	Zoology	ZOO-102	Animal Diversity-II (Chordates) & LAB	Foundation 1	3+1
4	Botany	BOT-102	Plant Systematic, Anatomy and Development/Embryology & LAB	Foundation 2	3+1
5	Chemistry	CH-102 CH-192	Chemistry-II & LAB	Foundation 3	3+1
<b>Total</b>					<b>17</b>

Semester-III (Fall)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	English	ENG-201	English III: Communication & Presentation Skills	Compulsory	3
2	Zoology	ZOO-201	Animal Forms and Functions-I & LAB	Foundation 1	3+1
3	Botany.	BOT-201	Cell Biology, Genetics and Evolution & LAB	Foundation 2	3+1
4	Chemistry	CH-201 CH-291	Chemistry-III & LAB	Foundation 3	3+1
5	Zoology	ZOO-103	Cell Biology	Elective 1	2+1
6	Zoology	ZOO-203	Biochemistry-I	Elective 2	2+1
<b>Total</b>					<b>21</b>

Semester-IV (Spring)					
S. No	Subject	Course Code	Course Title & Code	Type	Credit Hours
1	Zoology	ZOO-204	Animal Forms and Functions-II & LAB	Foundation 1	3+1
2	Botany.	BOT-202	Plant Physiology and Ecology & LAB	Foundation 2	3+1
3	Chemistry	CH-203 CH-292	Chemistry-IV & LAB	Foundation 3	3+1
4	Zoology	ZOO -206	Biological Techniques	Elective 1	2+1
5	Zoology	ZOO -202	Fundamental Microbiology	Elective 2	3
<b>Total</b>					<b>18</b>
<b>Total Credit Hour</b>					<b>76</b>

## CHAPTER IV: FEE RULES

### A. 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 **National Bank of Pakistan, F-7 Markaz branch** .
3. The fee for foreign students will be determined by the Ministry of Education.
4. **Students should submit one copy of receipt to the College fee section.**

### B: RATE OF FEE/FUNDS FOR HSSC I & II 2022-23

*Reference to the Federal Directorate of Education's letter No.F1-2/2012 Admn) FDE, dated 30-10-2012 it is clarified that the annual fee/fund received from students of classes XI and XII studying 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. #	Descriptions 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/ SMC	-	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 <sup>th</sup> of the month
19	Absence from Exam/College Function	50	-	Per Day/Event
20	Violation of Discipline	100	-	Each time

Note: Fee structure is likely to be revised.

### 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 BS 4-Years/ADP 2-Years Program 2022-2023

Description of Fee/Fund	Amount	Remarks	Head of A/C
Admission Fee	200	At the time of admission	Govt. Fee (FTO)
Tuition Fee	1350	Per semester	
Bus Fee	2250	Per semester	
Admission Fund	1000	At the time of admission	Student Fund
Student Fund	6800	1 <sup>st</sup> Semester (Arts)	
	2000	2 <sup>nd</sup> -4 <sup>th</sup> Semester (ADP and BS Arts)	
	7000	5 <sup>th</sup> -8 <sup>th</sup> Semester (BS Arts)	
	9800	1 <sup>st</sup> Semester (Science)	
	4000	2 <sup>nd</sup> -4 <sup>th</sup> Semester (ADP and BS Science)	
	10000	5 <sup>th</sup> -8 <sup>th</sup> Semester (BS Science)	
Health Fund	1650	Per semester	QAU Dues
Library Security	2333	Refundable (at the time of admission)	
University Registration	5250	Once at the time of registration	
Terminal/Examination Fee	5832	Per semester	QAU Dues
Sports charges	1166	Per semester	



- i. Any future change in the fee/fund will be applicable as per Govt. policy.
- ii. Fee for the daughters of FDE employees at the time of BS/ADP admission (University Registration Charges: Rs. 5,250 + Sports fee. Rs. 1166 +Library Security Rs.2333 +Admission Fee Rs.200 = Rs. 8949.
- iii. Fee for BS/ADP semesters 2 onwards will be taken accordingly.
- iv. DMC/Transcript Fee (per semester) = Rs. 702/-
- v. University Degree Fee (in the last semester) = Rs. 4060/-
- vi. Fee structure is likely to be revised at the start of the semester.

## **CHAPTER V: DISCIPLINE**

### **A. CODE OF CONDUCT FOR STUDENTS**

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

- i. Attend the morning assembly daily
- ii. Attend College in complete uniform wearing College Identity Card
- iii. Attend all classes and practicals regularly
- iv. Be punctual in their classes
- v. Attend and participate in co-curricular activities arranged in the college
- vi. 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.)
- vii. Appear in the college/Board/University Exams/Practicals in full uniform
- viii. Use the college telephone facility only in case of an emergency
- ix. Be polite, respectful and deferential towards all the members of teaching/non-teaching staff and always use civilized language
- x. Be picked by the parents well within time, as the college will not be responsible after 02:00 pm

#### **Students are prohibited to:**

- i. Enter the College Office, Administration Block, Accounts Section, Examination Room and Staff Rooms
- ii. Use violence, threat of violence or pressure for settlement of differences/disputes with their fellow students and indulge in agitation of any kind.
- iii. Indulge in the use of unfair means and malpractices in the Board/University as well as the College Examination
- iv. Bring/meet any unauthorized person (impostors, friends or relatives)
- v. Bring into the campus, consume or arrange the use of drugs, narcotics, cigarettes etc.
- vi. Damage and disfigure College property including building, furniture, equipment, vehicles and plants and write remarks/slogans, paste posters on the College walls/notice boards, exhibit or distribute leaflets, pamphlets in the College
- vii. Wander and indulge in unbecoming activities in the vicinity of the College while in College uniform
- viii. Bring valuables to the College (In case of loss, the College shall not be responsible.)
- ix. Arrange parties, exchange gifts and bring photo albums  
Litter the classes/grounds

**DO NOT BRING MOBILES/CELL PHONES TO THE COLLEGE AS THEY WILL BE CONFISCATED.**

**Suspension/Rustication/Expulsion**

If a student is found guilty of misconduct or indiscipline, the Principal may, on the recommendation of the Academic Council, suspend, rusticate or expel her in accordance with the rules.

**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.

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.

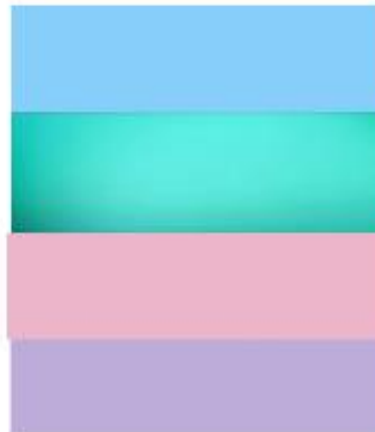
- 1:White Cotton Qameez and Shalwar
- 2: Black Sweater/Blazer
- 3:Black Joggers/flat shoes
- 4: White socks
- 5: Simple black hair accessories and
- 6: For HSSC-I White Dupattas with one stripe of navy blue ribbon.For BS/ADP Semesters I the colours recommended are as below:

i)BS English :Turquoise Green

ii)BS Mass Communication: Sky Blue

iii)ADP Arts : Baby Pink

iv)ADP Science: Purple



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.

#### **B. SCHEDULE OF INTERNAL EXAMINATION/PERIODICAL TESTS 2022-23**

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

S. No.	Events	Dates
1	Commencement of Classes HSSC II	August 2022
2	Commencement of Classes HSSC I	September 2022 (Subject to SSC Result Declaration)
3	Bimonthly Test	November 2022
4	PTM	November 2022
5	Registration of FBISE	End of October 2022
6	Send-up Examination after Completion of 75% Course of HSSC I & II	December 2022 - January 2023
7	Result of Send-Up Examination/PTM	January 2023
8	Submission of Forms for Board Examination	December 2022 – February 2023
9	Pre-Board Exams (As instructed by FDE)/HSSC I & II Crash Program (completion, revision and evaluation of courses)	March 2023

i. Note: Dates are subject to change owing to multifarious factors.

### C. ELIGIBILITY FOR PUBLIC EXAMINATION

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

- i. She must be a bonafide student of the College, bearing satisfactory conduct.
- ii. Her academic performance must be satisfactory.
- iii. 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 and ADP programs.

### D. 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.

### 1. PUBLIC EXAMINATION

#### BS/ADP Level

i. **Class Positions:** Students securing 4 CGPA will be awarded 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions respectively.

#### 2. INTERNAL/EXTERNAL EVALUATION (HSSC I & II)

1. **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:

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

#### 2. 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 Students

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 the student to pass all subjects in Internal Evaluations. If found guilty of misconduct, the student shall not qualify for an award**

## BUS ROUTES

S. No.	Code	Bus Routes
1	1	G-6, G-7
2	2	E-8, E-9, F-10 (Main Road of Markaz), G-8, G-9, G-10, G-11
3	3	I-8, I-9, I-10, H-9
4	4	Islamabad Express Way, Koral Chowk
5	5	Khanna Pul, Sanam Chowk, Burma Taralai School Stop
6	6	Rawal Town, Chak Shahzad, Taramri Chowk, Thandapani

**Fee, once deposited, is not refundable. Students will not be allowed to board the bus without bus card and proper uniform.**

## CALENDAR OF ACTIVITIES 2022-23

(In accordance with Government directives amid Covid-19 SOPs)

S. No.	Activities	Dates
1	Independence Day	14 <sup>th</sup> August 2022
2	Defence Day	6 <sup>th</sup> September 2022
3	Mehfil-e-Milad	October 2022 (subject to moon sighting)
4	Iqbal Day	9 <sup>th</sup> November 2022
5	Quaid Day	25 <sup>th</sup> December 2022
6	Kashmir Day	5 <sup>th</sup> February 2023
7	Women's Day	8 <sup>th</sup> March 2023