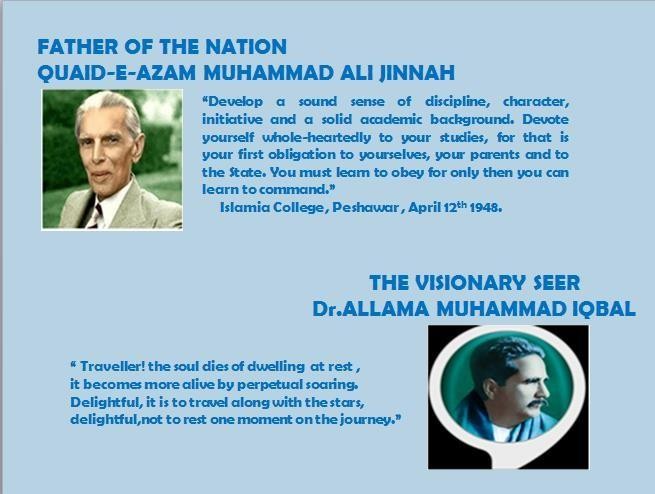


**CONSPECTUS**

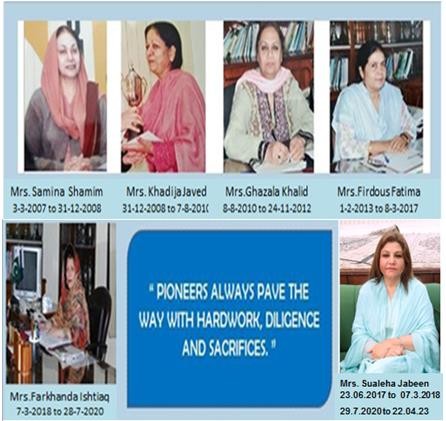
**39 years of Excellence**

42 YEARS OF EXCELLENCE



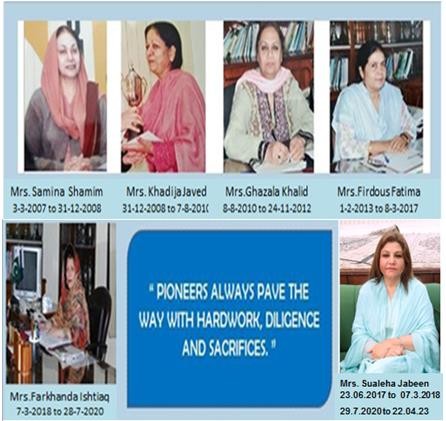
**Character building, inculcating a sense of responsibility, integrity and selfless service to the nation**.

**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**.





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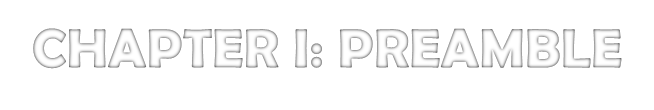
## As we begin the new session of the year ,I am immensely pleased to extend an invitation to

## 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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**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

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

Ms. Ayesha Kayani

M.Sc. (Applied Psychology) University of the Punjab

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

PGD (NIH) (Speech and Language Therapy)

##### VICE PRINCIPAL

Ms Sarah Kazmi

M. Sc History (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 Professor**

1. Ms Sidra Saleem, Botany

M. Sc (Sindh), BS (Gold Medalist - Jamshoro)

##### Lecturer

1. Ms Rehana, Biology

M. Sc, B. Ed (Gomal)

##### DEPARTMENT OF CHEMISTRY

**Associate Professors**

1. Ms Misbah Aamir

M. Sc (QAU), M.A EPM (AIOU)

1. 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)

1. Ms Faiza Zaidi

M. Sc (Punjab), MS (AIOU)

##### Lecturer

1. Ms Maliha Afzal

BS (SBKWU, Quetta)

##### DEPARTMENT OF ECONOMICS

**Assistant Professors**

1. Ms Sabrina Dogar

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

1. Ms Qudsia Fatima

M. Sc, B. Sc Hons (IIUI)

##### DEPARTMENT OF EDUCATION

**Associate Professor**

1. Ms Mumtaz Jabeen

M.A (Punjab)

##### DEPARTMENT OF ENGLISH

**Associate Professor**

1. Ms Shazia Shakeel

M.A (Punjab)

**Assistant Professors**

1. Ms Iffat Nazir

M.A (IIUI)

1. Ms Kaukab Qabool

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

1. Ms Hajra Karim

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

1. Ms Almas Barkat

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

1. Ms Muneeba Babar

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

1. Ms Samina Noreen

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

7. Ms. Mahrukh Khan

M.A. English (NUML)

##### 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)

##### DEPARTMEMENT OF HOME ECONOMICS

**Lecturer**

1. Ms Nadia Mobeen

1. Sc Food & Nutrition (Punjab)

##### DEPARTMENT OF ISLAMIC STUDIES

**Associate Professor**

1. Ms Fehmida Qamber

* 1. (Punjab)

##### Assistant Professors

* + 1. Ms Suaad Afzal

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

* + 1. 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)

1. Ms Maira Shafaq

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

1. 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 Asia Noor

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

##### Lecturer

1. Ms Saleha Javaid

M. Sc (Punjab), MS (COMSATS)

M. Ed (AIOU), B. Ed (Air University)

##### 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), Ph. D (University of Tehran)

##### DEPARTMENT OF PHYSICS

**Assistant Professors**

1. Ms Irum Riasat

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

*(Ex-Pakistan Leave)*

1. 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 POLITICAL SCIENCE

**Associate Professor**

1. Ms Shazia Kabir

M.A (Peshawar University), B.Ed (AIOU)

##### DEPARTMENT OF STATISTICS

**Assistant Professors**

1. Ms Naheed Khan

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

1. Ms Rukhsana Shaheen

M. Sc (QAU), 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)

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)

##### Lecturers

1. Ms Fazeelat Hussain

M.A (Punjab)

*On temporary duty at IMCG, I-8/3, Islamabad*

1. Ms Memoona Insar

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

##### DEPARTMENT OF SOCIOLOGY

##### Lecturer

##### 1. Ms. Bushra Khan

##### BS (Hons) (Gold Medalist)

##### M.Phil (GCU)

##### D. ADMINISTRATIVE STAFF

1. Ch. M. Aslam Maan

Admin Officer

*On temporary duty at IMCG-1-8/3*

1. Mr Muhammad Zaheer Bursar
2. Syed Wasif Ali Zaidi

Superindent

*On temporary duty at FDE, Islamabad*

4.. Mr Qaiser Akram

Stenographer

*On temporary duty at FDE, Islamabad*

5.Ms Uzma Sufian

*On temporary duty at IMS, (I-V) G-9/4, Islamabad*

6.Ms Zaib-un-Nisa

Assistant

7.Mr Waseem Akram,

(Caretaker*)*

*On Deputation at Ministry of Education*

8.Mr Waheed Anwar

Head Clerk

9..Ms Mehnaz Raza

Computer Lab InCharge

10..Ms Albina Tauqeer

Library Assistant

11.Ms Attiya Yasmeen

Library Assistant

12..Mr Nisar Ahmed

UDC

13.Mr Zareef Khan

UDC 14.Ms.Qaiser Iqbal

LDC

15.Mr Muhammad Naveed

LDC, *On temporary duty at FDE*

16. Mr Raja Ammar Ali

LDC

17.Mr. Mushtaq Ali

LDC

18.Mr Saqib Abbas

LDC

19.Ms. Nadia Tahir LDC

20.Ms. Ayesha LDC

21. Irfan Sabir LDC

22.Ms Faiza Alam

Urdu Typist (resignation in process)

23..Tariq Nawaz

Lab Assistant

24.Ms Zakia Begum Lab Assistant

25.Mr. Shukat Ali Lab Assistant

26Mr. Aamir Bashir Lab Assistant

27.Ms. Aalia Amir Lab Assistant

28.Ms. Nargis Bibi

Lab Assistant

29.Ghulam Fatima Lab Assistant

30.Ms. Qamar Shagufta

Lab Assistant

31.Ms. Shama Bashir

Lab Assistant

On temporary duty at IMCG Humak

32.Ms .Humera Syed

Lab Assistant

33.Ms. Mussarat Jabeen

Library Attendant

34.Mr. Syed Usama Sahah

Library Attendant

35.Ms. Nida

Laboratory Attendant

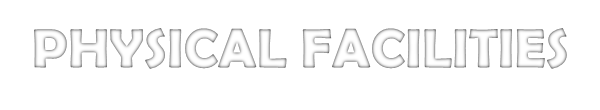
36.lMr. Muhammad Siddique

Laboratory Attendant

37.Mr. Abdullah Ahmed Laboratory Attendant

38.Ms. Saima Ahmed Comp. Lab Attendant

##### COLLEGE LIBRARIES:



**E. PHYSICAL FACILITIES**

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 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.

1. **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.

##### 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.

1. **SCIENCE LABORATORIES:**

The college boasts well-equipped science labs with latest technology integrated teaching aids.

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

#### INFIRMARY:

Upon the initiative of the Secretary, MoFEPT an ideally 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.

#### 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.

#### 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 Boardhas graciously donated the state of the art IT-Park equipped with all latest networking

facilities for future enterprises

#### 9. CO-CURRICULAR ACTIVITIES:

##### 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.

##### 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.

#### MULTIFARIOUS ASSOCIATIONS:

##### 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 an occasion demands. Decisions taken by it in all matters are binding on the students concerned.

##### 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.

##### 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.

##### 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.

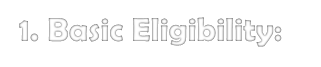
The elected/nominated members of the CMC hold office for a period of two years only. No faculty member will contest for a CMC office from her own institution as a parent. No parent can be an office bearer for more than one term.

# CHAPTER II: ADMISSION

**A.ADMISSION POLICY FOR THE SESSION 2024-2025 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:

* 1. Federal Government employees residing in Islamabad and Rawalpindi
  2. Residents of Islamabad Capital Territory
  3. 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 (Total) | 530 |
| II | Science (Total) | 585 |
| i | Pre-Medical | 230 |
| ii | Pre-Engineering | 100 |
| iii | General Group (Without Computer) | 90 |
| iv | General Group (Computer) | 165 |
|  | Total Seats Humanities and Science | 1115 |

1. **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.) |

1. 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.

1. **Re-Admission:**
2. 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.
3. 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.
4. 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.

##### 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:**
   1. According to the HEC requirement, the BS program shall be offered in Fall 2024 subject to approval of the HEC/QAU.
   2. 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.
   3. No student shall be enrolled in the BS program after the respective admission deadline. (LDRA+45 days)
   4. Late admission fee shall be charged as below:
3. Up till 15 days after the LDRA: Rs. 1000/-
4. Up till 30 days after the LDRA: Rs. 2000/-
5. Up till 45 days after the LDRA: Rs. 3000/-
   1. 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.

##### 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:

* 1. A copy of father’s transfer letter
  2. Character and school/college leaving certificate from the head of the institution last attended
  3. Attendance and academic record from the institution last attended
  4. Migration certificate from the Registrar/Secretary of the previous Board
  5. Registration/Enrolment of the Board/University from which the student migrated
  6. 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 05 working days from the date of commencement of classes.

1. **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.

##### GENERAL INSTRUCTIONS FOR ADMISSION PROCEURE:

1. 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.
2. 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.
3. 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.
4. 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. 1st prize/champion in an individual/team event at Board level | 10 |
| 2. 2nd prize/Runner up in an individual/team event at Board level | 07 |
| 3. 3rd prize/Runner up in an individual/team event at Board level | 05 |
| 4. Participation in an individual/team event at Board level | 03 |
| 5. Representation at National level as a team member or in an individual event at Board level | 10 |

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

##### Admission Process:

1. Admission form is available in the college campus while 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. Student’s NIC/B Form (NADRA) (1 copy)
4. Father’s NIC (1 copy)
5. Mother’s NIC (1 copy)
6. Residential Proof (1 copy)
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 (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. 1 photograph of both parents/guardian (in case of Father’s death) **at the time of Admission/Payment of Fee**
9. 4 Photographs (with white background **at the time of admission/payment of fee)**

10.Prescribed Affidavit/Undertaking at the time of Admission/Payment of Fee

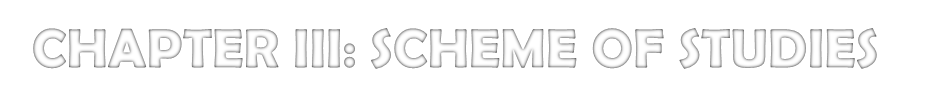
11.Original Migration Certificate (at the time of admission/payment of fee) for applicants who have passed HSSC Examination from a Board/University other than Federal Board/QAU

12.Equivalence certificate for A Level

13Gap 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.

##### HSSC-I (HUMANITIES/ SCIENCE):

**Compulsory Subjects:** 6 Papers 550 Marks

* + 1. English Compulsory/English Advance 1 Paper 100 Marks
    2. Urdu Compulsory/Pakistani Culture (for foreigners)/Urdu Salees in lieu of Urdu Compulsory 1 Paper 100 Marks
    3. Islamic Education I/Ethics (for Non-Muslim students only)/Pakistan Studies II Compulsory 1 Paper 50 Marks
    4. Three Elective Subjects 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 05 working days after admission.

|  |  |
| --- | --- |
| **S. No.** | **Subject Combinations** |
| H1 | Arabic Literature, Islamic Studies, History |
| H2 | Civics, History, Education |
| H3 | Psychology, Fine Arts, Outlines of Home Economics |
| H4 | Persian Literature, Education, Psychology |
| H5 | Sociology, Library Science, Geography |
| H6 | Statistics, Economics, Geography |
| H7 | Persian Literature, Outlines of Home Economics, Health and Physical Education |
| H8 | English Literature, Psychology, Fine Arts |
| H9 | Sociology, Psychology, Outlines of Home Economics |
| H10 | Civics, Education, Health and Physical Education |

##### NOTE:

* + - 1. English Literature and Fine Arts will be allowed only to those students who qualify the aptitude test at the time of admission.
      2. 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.

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Subject Combination** | **Group** |
| 1 | Physics, Chemistry, Biology | Pre-Medical |
| 2 | Physics, Chemistry, Mathematics | Pre-Engineering |
| 3 | Mathematics, Physics, Computer Science | General |
| 4 | Mathematics, Statistics, Computer Science | General |
| 5 | Mathematics, Statistics, Physics | General |
| 6 | Mathematics, Statistics, Economics | General |

##### NOTE:

1. Only those students who have studied science at SSC level would be eligible for admission in HSSC-I (Science).
2. 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.
3. 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.
4. The Principal shall have the discretion to drop a certain subject/subject combination if the number of students is less than ten.

##### BS PROGRAMS:

The College offers three degree awarding programs:

* + 1. BS Mass Communication
    2. BS English

##### Duration of the Programs

1. The BS programs shall be of four years duration, equally divided into eight regular semesters.
2. 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 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**

1. 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.
2. Whenever any student’s CGPA is 1.0 and or more but less than 2.0, she shall be placed on probation.
3. A student shall be allowed three chances to remain on probation during the entire BS Program of Studies.
4. 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.
5. 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.
6. A student shall have to complete the BS Program within twelve regular semesters or six years.

##### 4. Freezing of a Semester

1. 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.
2. 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.
3. 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.
4. 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:

1. The application must have been recommended by the respective Principal.
2. There should be no outstanding dues against her.
3. If the student is in first semester, the request for the cancellation will be entertained within 60 days from the commencement of semester.
4. 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.

1. 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**

**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 |
|  | **Total credit hours** | | **18** |

##### 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 |
|  | **Total credit hours** | | **18** |

**SEMESTER III**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **No.** | **Course Code** | **Paper Name** | **Credit hours** |
| 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 |
|  | **Total credit**  **hours** | | **16** |

**SEMESTER IV**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **No.** | **Course code** | **Paper Name** | **Credit hours** |
| 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 |
|  | **Total credit**  **hours** | | **18** |

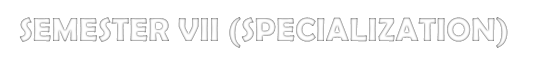
**SEMESTER V**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **No.** | **Course code** | **Paper Name** | **Credit hours** |
| 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 |
|  | **Total credit**  **hours** | | **15** |

**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 |
|  | **Total credit**  **hours** | | **15** |

**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) 3. Public Relations and Advertisement (III)
    2. Print Media (II) 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 |
|  | **Total credit hours** | | **18** |

**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 |
|  | **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 | EN-417 Introduction to Computational Linguistics | 03 |
| EN-418 | EN-418 English for Specific Purpose ESP | 03 |
| EN-419 | EN-419 Introduction to Critical Pedagogy | 03 |
| EN-420 | EN-420 Pakistani English | 03 |
| EN-421 | 3 EN-421 Second language acquisition | 03 |
| EN-422 | EN-422 Introduction to Syntax | 03 |
| EN-423 | 3 EN-423 Introduction to Forensic Linguistics | 03 |
| EN-424 | EN-424 Clinical Linguistics | 03 |
| EN-425 | EN-425 Language Testing and Assessment | 03 |
| EN-426 | EN-426 Language and education | 03 |
| EN-427 | EN-427 Language and gender | 03 |
| EN-428 | EN-428 Corpus linguistics | 03 |

**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 3 EN-105 | Introduction to Phonetics & Phonology | 03 |
| Code of Major 4 EN-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** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sem | Course 1 | Course 1 | Course 1 | Course 1 | Course 1 | Course 1 | CH |
| 1st | EN-103 Introduction to Language Studies | EN-104 Introduction to Literary Studies | Islamic Studies\* / Religious Study | EN100- Functional English | Arts & Humanities\* | Interdisciplinary – 1 | ***16*** |
| **2nd** | EN-105 Introduction to Phonetics & Phonology | EN 106- Literary Forms & Movements | Ideology and Constitution of Pakistan\* | Quantitative Reasoning - I | Natural Sciences | Interdisciplinary – 2 | **17** |
| **3rd** | EN-203 Introduction to Morphology | EN 204- Short Fictional Narratives | EN-210 Global Poetry | EN-200 Expository Writing | Social Sciences\* | Civic & Community Engagement\* | **16** |
| **4th** | 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** |
| **5th** | Major (Elective) linguistics 11 | Major (Elective) – linguistics 12 | Major (Elective) – literature 13 | Major (Elective) – literature 14 | Interdisciplinary – 3 | **-** | **15** |
| **6th** | Major (Elective) – linguistics 15 | Major (Elective) – linguistics 16 | Major (Elective) – literature 17 | Major (Elective) – literature 18 | Interdisciplinary 4 | **-** | **15** |
| **7th** | Major (Elective) – linguistics – 19 | Major (Elective) – linguistics – 20 | Major (Elective) – literature 21 | Major (Elective) – literature 22 | Capstone | **-** | **15** |
| **8th** | 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 8.

**6. CRITERIA FOR OFFERING OF MINOR(S)**

6.11 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** |

**REVISED SCHEME OF STUDIES (w.e.f. Fall 2021)**

##### SEMESTER I

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Title** | **Course type** | **Cr. Hrs.** |
| EN 100 | Study Skills | compulsory General 1 -Foundational 1 | 3 |
|  | Any General Course # 1 | General | 3 |
| IS 100/SO 102 | Islamic Studies/Ethics | Compulsory 1 | 3 |
| EN-101 | English I: Reading and Writing Skills | Foundational 2 | 3 |
| EN103 | Introduction to Language Studies | Subject-specific Foundational | 3 |
| EN 104 | Introduction to Literary Studies | Subject-specific Foundational | 3 |
|  | Total |  | 18 |

**SEMESTER II**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course type** | **Cr. Hrs.** |
| PK 100 | Pakistan Studies | Compulsory 2 | 3 |
| MA105 | Elementary Mathematics& Stats | General –Compulsory 3 | 3 |
|  | Any General Course # 2 | General | 3 |
| EN 102 | English II: Composition Writing | Foundational 3 | 3 |
| EN 105 | Introduction to Phonetics & Phonology | Subject-specific Foundational | 3 |
| EN 106 | Literary Forms and Movements | Subject-specific Foundational | 3 |
|  | Total |  | 18 |

**SEMESTER III**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course type** | **Cr. Hrs.** |
| AS per BOF | Introduction to Information &  Computer Technology (ICT) Skills | Foundational 4 | 2+1 |
|  | Any General Course # 3 | General | 3 |
| EN 200 | Global Poetry | Subject- specific | 3 |
| EN201 | English III: Communication  and Presentation Skills | Foundational 5 | 3 |
| EN203 | Introduction to Morphology | Subject-specific | 3 |
| EN204 | Short Fictional Narratives | Subject-specific | 3 |
|  | Total |  | 18 |

**SEMESTER IV**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course type** | **Cr. Hrs.** |
| SO 200 | Human Rights & Citizenship | Compulsory General 2 | 3 |
| EN202 | English IV: Academic Reading & Writing | Foundational 6 | 3 |
| EN205 | Classical and Renaissance Drama | Subject-specific | 3 |
| EN206 | Classical Poetry | Subject-specific | 3 |
| EN 207 | Semantics | Subject-specific | 3 |
| EN 208 | Rise of the Novel (18th to 19th century) | Subject-specific | 3 |
|  | Total |  | 18 |

**SEMESTER V**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course type** | **Cr. Hrs.** |
| AN 314 | Introduction to Environmental Studies | Compulsory General 3 | 3 |
| EN 301 | Romantic and Victorian Poetry | Subject-specific | 3 |
| EN 302 | Foundations of Literary Theory &  Criticism | Subject-specific | 3 |
| EN 303 | Sociolinguistics | Subject-specific | 3 |
| EN 304 | Popular Fiction | Subject-specific | 3 |
|  | Any general course |  | 3 |
|  | Total |  | 18 |

**SEMESTER VI**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course type** | **Cr. Hrs.** |
| EN 305 | Modern Poetry | Subject-specific | 3 |
| EN 306 | Modern Drama | Subject-specific | 3 |
| EN 307 | Modern Novel | Subject-specific | 3 |
| EN 308 | Grammar & Syntax | Subject-specific | 3 |
| EN 309 | Discourse Studies | Subject-specific | 3 |
| EN 310 | Creative Nonfiction | Subject-specific | 3 |
|  | Total |  | 18 |

**SEMESTER VII**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course Type** | **Cr. Hrs.** |
| EN 401 | Research Methods and Term-Paper Writing | Subject-specific | 3 |
| EN 402 | Introduction to Applied Linguistics | Subject-specific | 3 |
| EN 403 | Introduction to Stylistics | Subject-specific | 3 |
| EN 404 | Literary Theory and Practice | Subject-specific | 3 |
| EN 405 | Pakistani Literature in English | Subject-specific | 3 |
|  | Total |  | 15 |

##### SEMESTER VIII

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Codes** | **Course Title** | **Course Type** | **Cr. Hrs.** |
| EN 406 | Postcolonial Literature | Subject-specific | 3 |
| EN 407 | American Literature | Subject-specific | 3 |
| EN 408 | Introduction to Translation Studies | Subject-specific | 3 |
| EN 409 | Introduction to Women’s Writing | Subject-specific | 3 |
| EN 410 | World Englishes | Subject-specific | 3 |
|  | Total |  | 15 |

1. The given courses in the seventh and eighth semesters may be replaced with courses from the list of electives given below, provided the required expertise is available in the department. However, the ratio of the literature (total number 13) and linguistics (total number 13) courses should remain the same as the aim of undergrad degree is to impart general education in humanities.
2. The choice of general courses may also be determined by the availability of expertise in the institution from the list of approved General Courses.
3. **LIST OF ELECTIVES FOR BS (ENGLISH) PROGRAM** ENGLISH LITERATURE
   1. EN-411 African English Literature
   2. EN-412 Postcolonial Women’s Writing
   3. EN-413 Postmodern Fiction
   4. EN-414 Islam and Western Literature
   5. EN-415 Pakistani Folk Literature

##### ENGLISH LANGUAGE/LINGUISTICS

1. EN-416 Emerging Trends in Sociolinguistics
2. EN-417 Introduction to Computational Linguistics
3. EN-418 English for Specific Purpose ESP
4. EN-419 Introduction to Critical Pedagogy
5. EN-420 Pakistani English
6. EN-421 Second language acquisition
7. EN-422 Introduction to Syntax
8. EN-423 Introduction to Forensic Linguistics
9. EN-424 Clinical Linguistics
10. EN-425 Language Testing and Assessment
11. EN-426 Language and education
12. EN-427 Language and gender
13. EN-428 Corpus linguistics

##### Note: All Letters ‘ELL’ in CODES are replaced with ‘EN’ GENERAL COURSES

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr**  **.** | **Block** | **Course Code** | **Course Title** |
| 1 | Block: 1 | AN 100 | Introduction to Anthropology |
| 2 |  | AR100 | Introduction to Archaeology |
| 3 |  | EC 100 | Fundamentals of Economics |
| 4 |  | ED 100 | Fundamentals of Education |
| 5 |  | HS 100 | Introduction to History |
| 6 |  | MS 100 | Introduction to Commerce |
| 7 |  | MS101 | Introduction to Business  Studies |
| 8 |  | PY 100 | Introduction to Psychology |
| 9 |  | SO 100 | Introduction to Sociology |
| 10 |  | PS 100 | Introduction to Political  Science |
| 11 |  | LA/W 100 | Introduction to Law |
| 12 | Block: 2 | AS 200 | Introduction to Biology |
| 13 |  | DS 200 | Introduction to Defense &  Strategic Studies |
| 14 |  | EC 200 | Introduction to the Economy  of Pakistan |
| 15 |  | GS 200 | Introduction to Gender  Studies |
| 16 |  | HS 200 | Introduction to the History of  Muslim Civilizations |
| 17 |  | HS 201 | Introduction to History of  South Asia |
| 18 |  | SO 200 | Foundations of Social Work |
| 19 |  | LS 200 | Introduction to Library  Sciences |
| 20 |  | MS 200 | Principles of Management |
| 21 |  | MS 201 | Principles of Accounting |
| 22 |  | IR 200 | Introduction to International  Relations |

**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Categories** | **No. of Courses** | **Credit Hours** |
| 1 | Foundational | 05-06 | 15-18 |
| 2 | Compulsory | 02-03 | 04-09 |
| 3 | Compulsory General | 03-02 | 09-06 |
| 4 | General | 05-03 | 15-09 |
| 5 | Subject-specific Foundational | 04 | 12 |
| 6 | Subject-specific (Linguistics:13 + Literature:13) | 27-26 | 81-78 |
|  | **Total** | **46-44** | **136-132** |

**CHAPTER-IV (FEE RULES)**

1. **GENERAL FEE RULES**
2. 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** .

1. The fee for foreign students will be determined by the Ministry of Education.

##### Students should submit one copy of receipt to the College fee section.

1. **RATE OF FEE/FUNDS FOR HSSC I & II 2024-25**

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** | **XI to XII** | **Yearly** | **Remarks** | **Head of A/C** |
| 1 | Admission Fee | 200 | 200 | At the time of admission | Govt. Fee (Treasury) |
| 2 | Tuition Fee | 225 | 2700 | (Monthly Rs. 225/-) |
| 3 | Bus Fee | 500 | 4500 | 09 Months  (Subject to availing facility) |
| 4 | Examination Fee | 200 | 200 | Annual |
| 5 | Enrollment Reg. Fee | 1500 | 1500 | At the time of admission | FBISE Fee |
| 6 | Student Fund | 200 | 2400 | (Monthly Rs. 200/-) | Student Fund Rs. 3200/- |
| 7 | Admission Fund | 800 | 800 | At the time of admission |
| 8 | Magazine Fund | 100 | 100 | -do- | Merged in St. Fund w.e.f. Dec. 17 |
| 9 | PTA Fund/ CMC | 50 | 50 | -do- | Merged in St. Fund w.e.f. Dec. 17 |
| 10 | Home Economics | 20 | 240 | At the time of admission | Lab Breakage Charges (Merged in St. Fund w.e.f. Dec. 17) |
| 11 | Geography | 20 | 240 | -do- |
| 12 | Psychology | 20 | 240 | -do- |
| 13 | Statistics | 20 | 240 | -do- |
| 14 | Physics | 20 | 240 | -do- |
| 15 | Library Sciences | 20 | 240 | -do- |
| 16 | Fine Arts | 20 | 240 | -do- |
| 17 | Chemistry | 20 | 240 | -do- |
| 18 | Biology | 20 | 240 | -do- |
| 19 | Health and Physical Education | 20 | 240 | -do- |
| 20 | Computer Lab Charges | 100 | 1200 | -do- |
| 21 | Library Security | 250 | 250 | At the time of admission  (Refundable) |  |

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

##### C. FEE CONCESSIONS/STIPENDS

1. Half fee concession may be granted on request to deserving students of the College.
2. 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.
3. The Student Mutual Help Fund is established for grant of stipends to the deserving students, the amount of which is fixed by the Principal.
4. 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.
5. Fee concessions can be withdrawn in case of misconduct, irregularity in attendance or poor academic performance.
6. 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 2024-25**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | 1st Semester (Arts) |
| **2000** | 2nd-4th Semester (ADP/BS Arts) |
| **7000** | 5th-8th Semester (BS Arts) |
| **9800** | First Semester (Sci) |
| **4000** | 2nd-4th Semester (ADP/BS Sci) |
| **10000** | 5th-8th Semester (BS Sci) |
| Health Fund | **1650** | Per semester |
| Library Security | **2333** | Refundable  (at the time of admission) |
| University Registration | **5250** | Once at the time of admission | **QAU**  **Dues** |
| Terminal/Examination Fee | **5832** | Per semester |
| Sports charges | **1166** | Per semester |

1. Any future change in the fee/fund will be applicable as per Govt. policy.
2. FDE employees at the time of admission (University Charges: Rs. 6416 + Library Security Rs.2333 +Admission Fee Rs.200 = Rs. 8949.
3. BS Semester 2nd, 3rd and 4th fee will be taken accordingly.
4. DMC/Transcript Fee (per semester) = Rs. 702/-
5. University Degree Fee (in the last semester) = Rs. 4060/-
6. Fee structure is likely to be revised at the start of the each semester.

# CHAPTER V: DISCIPLINE

##### CODE OF CONDUCT FOR STUDENTS

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

* 1. Attend College in complete uniform wearing College Identity Card/bus card
  2. Attend all classes and practicals regularly
  3. Be punctual in their classes
  4. Attend and participate in co-curricular activities arranged in the college
  5. 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.)
  6. Appear in the college/Board/University Exams/Practicals in full uniform
  7. Use the college telephone facility only in case of an emergency
  8. Be polite, respectful and deferential towards all the members of teaching/non-teaching staff and always use civilized language
  9. Be picked by the parents well within time, as the college will not be responsible after 02:00 pm
  10. 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.
  11. 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.
  12. 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.
  13. 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:

1. Entering the College Office, Administration Block, Accounts Section, Examination Room and Staff Rooms
2. Using violence, threat of violence or pressure for settlement of differences/disputes with their fellow students and indulging in agitation of any kind.
3. Indulging in the use of unfair means and malpractices in the Board/University as well as the College Examination
4. Bringing/meeting any unauthorized person (impostors, friends or relatives)
5. Bringing into the campus, consuming or arranging the use of drugs, narcotics, cigarettes etc.
6. 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.
7. Wandering and indulging in unbecoming activities in the vicinity of the College while in College uniform
8. Bringing valuables to the College (In case of loss, the College shall not be responsible.)
9. Arranging parties, exchanging gifts and bringing photo albums
10. Littering the classes/grounds
11. Entering the college without the college identity/bus cards
12. Wearing make-up or gold jewelry as violation shall be liable to disciplinary proceedings and jewelry and without uniform items shall be confiscated and no claim is admissible.

**STUDENTS ARE STRICTLY ADVISED NOT TO 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.**

**Wall chalking is a punishable act and shall lead to immediate rustication after repaint and fine of Rs.10000/.**

##### COLLEGE UNIFORM:

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

1. 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.
2. 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

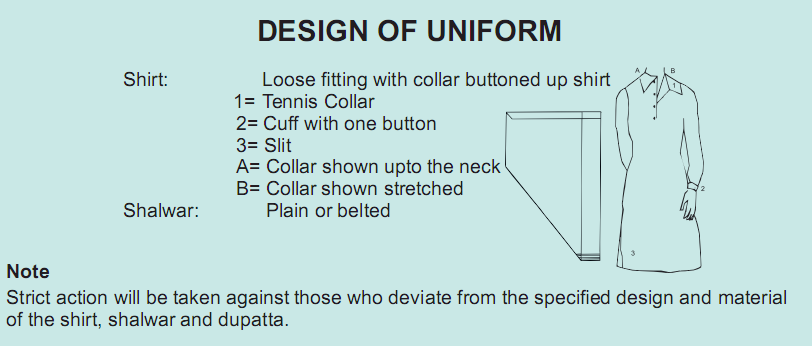
iii) BS English: Turqoise Green

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.

##### ATTENDANCE RULES

1. 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.
2. A student with the highest attendance receives a special cash award.
3. A student who remains absent from class for fifteen days in a month without any intimation, will be immediately dropped from the College rolls.
4. 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.
5. A student struck off twice will not be readmitted.

##### LEAVE RULES

* 1. **Leave from College**

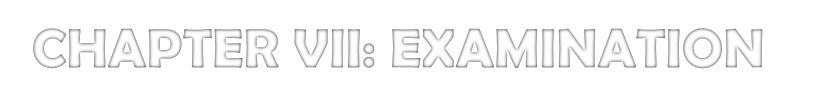
1. Students are allowed to avail 02 leaves per month in case any need arises.
2. Cumulative leave records of each student will be digitally maintained on a monthly basis by the Examination Department.

##### Medical Leave

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

##### 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.



**CAPTER VII: EXAMINATION**

##### A.INTERNAL EVALUATION

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

1. Periodical class tests will be held at regular intervals to monitor their achievement.
2. Send-up Examination will be held prior to forwarding admission to Board/University.
3. 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.
4. Medical certificates will be accepted in extreme cases, but will not be considered if submitted after the examination.

##### SCHEDULE OF INTERNAL EXAMINATION/PERIODICAL TESTS 2024-25

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

|  |  |  |
| --- | --- | --- |
| **S.**  **No.** | **Events** | **Dates** |
| 1 | Commencement of Classes HSSC II | August 2024 |
| 2 | Commencement of Classes HSSC I | August 2024 (Subject to SSC Result  Declaration) |
| 3 | Bimonthly Test | November 2024 |
| 4 | PTM | November 2024 |
| 5 | Registration of FBISE | End of October 2024 |
| 6 | Send-up Examination after Completion of 75% Course of HSSC I & II | October/ November 2025 |
| 7 | Result of Send-Up Examination/PTM | November 2024 |
| 8 | Submission of Forms for Board Examination | December/ January 2025 |
| 9 | Pre-Board Exams (As instructed by FDE)/HSSC I & II Crash Program (completion, revision and  evaluation of courses) | Feb-Mar 2025 |

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

* 1. **ELIGIBILITY FOR PUBLIC EXAMINATION**

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

1. She must be a bonafide student of the College, bearing satisfactory conduct.
2. Her academic performance must be satisfactory.
3. 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.

##### 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.

##### PUBLIC EXAMINATION

**BS Level: A**

* 1. **Class Positions:** Students securing 4 CGPA 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:

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

##### PRIZES FOR CO-CURRICULAR ACTIVITES:

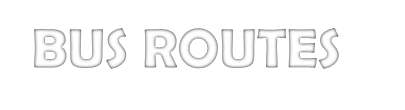
Insignia are awarded in the following fields on the basis of extraordinary performance in co-curricular activities at various Interclass and Intercollegiate Competitions over a period of two years:

|  |  |  |  |
| --- | --- | --- | --- |
| 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:**

* 1. Passing all subjects and attaining satisfactory academic progress
  2. Bearing commendable character
  3. Participating in at least three co-curricular activities
  4. Possessing leadership, initiative and drive
  5. 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**

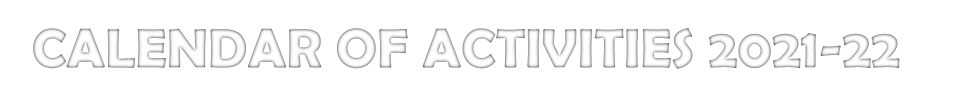
**Bus Facility will be provided to only to the students of 1st Merit List**

|  |  |  |
| --- | --- | --- |
| **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 non-refundable. Students will not be allowed to board the buses without a bus card and proper uniform.**

**Bus routes are subject to change.**

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



**CALENDAR OF ACTIVITIES 2024-25**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Activities** | **Dates** |
| 1 | Independence Day | 14th August 2024 |
| 2 | Defence Day | 6th September 2024 |
| 3 | Mehfil-e-Milad | October 2024 (subject to moon sighting) |
| 4 | Iqbal Day | 9th November 2024 |
| 5 | Quaid Day | 25th December 2024 |
| 6 | Kashmir Day | 5th February 2025 |
| 7 | Women’s Day | 8th March 2025 |

