



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**

43 YEARS OF EXCELLENCE

Website: www.imcgf74.edu.pk

Landline No. : +92-51-910 0017, 910 0019

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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 12th 1948.

THE VISIONARY SEER Dr.ALLAMA MUHAMMAD IQBAL

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



VISION

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

MISSION

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

THE PATH FINDERS

GALAXY OF ICONS

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



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



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



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



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



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



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



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



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

3-3-19B7 to 11-12-1991&



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

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



Mrs. Sualeha Jabeen
23.06.2017 to 07.3.2018
29.7.2020 to 22.04.23

TORCH BEARER OF MARGALA

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



Mrs. Ayesha Kayani
(May 8th 2023 onwards)

PRINCIPAL'S MESSAGE

As we begin the new session of the year, I am immensely pleased to extend an invitation to you to come and join IMCG(PG)-Margala, F-7/4, Islamabad. Our college is an 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!

CONTENTS

CHAPTER 1: PREAMBLE

- A: PROFILE
- B: AMENITIES
- C: FACULTY
- D: ADMINISTRATIVE STAFF
- E: PHYSICAL FACILITIES

CHAPTER II: ADMISSION

- A: ADMISSION POLICY
- B: LATE ADMISSION
- C: MIGRATION
- D: FOREIGN STUDENTS
- E: GENERAL INSTRUCTIONS
- F: ADMISSION PROCESS

CHAPTER III: SCHEME OF STUDIES

- A: INTERMEDIATE
- B: BS
 - BS MASS COMMUNICATION
 - BS ENGLISH

CHAPTER IV: FEERULES

- A: FEE RULES
- B: RATE OF FEE AND FUNDS
- C: FEE CONCESSIONS/STIPENDS
- D: BS FEE STRUCTURE

CHAPTER V: DISCIPLINE

- A: CODE OF CONDUCT FOR STUDENTS
- B: COLLEGE UNIFORM

CHAPTER VI: ATTENDANCE

- A: ATTENDANCE RULES
- B: LEAVE RULES

CHAPTER VII: EXAMINATION

- A: INTERNAL EVALUATION
- B: EXAMINATION SCHEDULE
- C: ELIGIBILITY FOR PUBLIC EXAMINATION
- D: COLLEGE AWARDS

BUS ROUTES

CALENDAR OF ACTIVITIES

CHAPTER I: PREAMBLE

A: COLLEGE PROFILE

Founded in 1982

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

Affiliated with Quaid-e-Azam University in 2012

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

B: AMENITIES

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
History M. Sc
(QAU)

DEPARTMENT OF APPLIED PSYCHOLOGY

Assistant Professor

1. Ms Nagina Safdar
M. Sc (Punjab), M. Phil (QAU), B. Ed (AIOU)
2. Ms. Zahida Khalid
BS Applied Psychology (Silver Medalist)
Islamia University of Bahawalpur
MS Clinical Psychology
(Government College University Lahore)

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)

Lecturers

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)
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), MS (AIOU)

Lecturer

1. Ms Maliha Afzal
BS (SBKWU, Quetta)

DEPARTMENT OF ECONOMICS

Assistant Professors

1. Ms Sabrina Dogar
M. Sc (IIUI), M.Ed, B. Ed (AIOU)
2. 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 (IIU)
2. Ms Kaukab Qabool
M.A English, M.A Urdu, B. Ed
(UOP) PGD TEFL (NUML)
3. Ms Hajra Karim
M.A (QAU), B. Ed (AIOU)
4. Ms Almas Barkat
M.A (Punjab), PGD TEFL (AIOU)
5. Ms Muneeba Babar
M.A, B. Ed (Punjab), MS (FU), PGD TEFL
(AIOU)
6. Ms Samina Noreen
M.A (Punjab), M. Phil (IIU), B. Ed (AIOU)
7. Ms Safina Insaf
M.A (Peshawar), EPM, M.A Education (AIOU)
(On Study Leave)
Lecturer
1. Ms. Mahrukh Khan
M.A. English (Linguistics & Literature), (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)
2. Ms. Lamiya, M. Sc (Baluchistan)

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

i

Assistant Professors

1. Ms Suaad Afzal
M.A, B. Ed (Punjab), M. Ed (AIOU)
2. Ms Rabia Sultana
M.A, M. Phil (IIU), M.A Arabic (Punjab)
B. Ed (AIOU)
3. Ms. Ghazala Jamali
M.A in Islamic Studies (Sindh) on deputation

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

DEPARTMENT OF MATHEMATICS

Assistant Professors

- Ms Asia Noor
M. Sc (Punjab), M. Phil, M. Ed (AIOU), B. Ed (Punjab)

Lecturers

- Ms Saleha Javaid
M. Sc (Punjab), MS (COMSATS)
M. Ed (AIOU), B. Ed (Air University)

DEPARTMENT OF PAKISTAN STUDIES

Assistant Professor

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

Lecturers

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

DEPARTMENT OF PERSIAN

Assistant Professor

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

DEPARTMENT OF PHYSICS

Assistant Professors

- Ms Nargis Gul Yousafzai
M. Sc (Peshawar), B. Ed (Punjab)

Lecturer

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

DEPARTMENT OF STATISTICS

Assistant Professors

- Ms Naheed Khan
M. Sc (UAAR), B. Ed (AIOU)
- Ms Rukhsana Shaheen
M. Sc (QAU), B. Ed (AIOU)

Lecturer

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

DEPARTMENT OF URDU

Associate Professors

- Dr. Shazia Sadaf
M.A, Ph. D (Punjab), B. Ed (AIOU)
- Ms Farah Mukhtar Shakir
M.A (Punjab), B. Ed (AIOU)

Assistant Professor

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

Lecturers

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

DEPARTMENT OF SOCIOLOGY

Lecturer

Ms. Bushra Khan
BS (Hons) Sociology (Gold Medalist)
M.Phil. Sociology
Government College University Faisalabad.

D. ADMINISTRATIVE STAFF

- Mr Muhammad Zaheer Bursar
- Syed Wasif Ali Zaidi
Superintendent
On temporary duty at FDE, Islamabad
- Mr Qaiser Akram
Stenographer

4. Ms Uzma Sufian
On temporary duty at FDE, Islamabad
5. Ms Zaib-un-Nisa
Assistant
6. Mr Tajammul Hussain,
(Caretaker)
7. Mr Waheed Anwar
Head Clerk
8. Ms Mehnaz Raza
Computer Lab InCharge
9. Ms Albina Tauqeer
Library Assistant
7. Ms Attiya Yasmeen
Library
Assistant
8. Mr Nisar Ahmed
UDC
9. Mr Zareef Khan
UDC
15. Ms
Qaiser
Iqbal
LDC
16. Mr Muhammad Naveed
LDC, *On temporary duty at FDE*
17. Mr Raja Ammar Ali
LDC
18. Mr. Mushtaq Ali
LDC
19. Mr Saqib Abbas
LDC
20. Ms. Nadia
Tahir LDC
21. Ms. Ayesha
Rizwan LDC
22. Irfan Sabir
LDC
23. Ms Faiza Alam
Urdu Typist (resignation in process)

24. Ms. Aneeqa Khalil
Lab Assistant
25. Tariq Nawaz
Lab Assistant
26. Ms Zakia Begum Lab
Assistant
27. Mr. Shukat Ali Lab
Assistant
28. Mr. Aamir Bashir Lab
Assistant
29. Ms. Aalia Amir Lab
Assistant
30. Ms. Nargis Bibi
Lab Assistant
31. Ghulam Fatima Lab
Assistant
32. Ms. Qamar Shagufta
Lab Assistant
33. Ms. Shama Bashir
Lab Assistant
On temporary duty at
IMCG Humak
34. Ms .Humera Syed
Lab Assistant
35. Ms. Mussarat Jabeen
Library Attendant
36. Mr. Syed Usama Sahah
Library Attendant
37. Ms. Nida
Laboratory Attendant
38. Mr. Muhammad
Siddique
Laboratory Attendant
39. Mr. Abdullah Ahmed
Laboratory Attendant
40. Ms. Saima Ahmed
Comp. Lab Attendant
41. Mr. Rameez Fida
Accountant

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

5. INFIRMARY/FULLY-EQUIPPED SICKROOM:

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 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:

- a) Federal Government employees residing in Islamabad
- b) Residents of Islamabad Capital Territory
- c) 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

3. Seats Allocation:

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

vi	Transfer Cases	02% (for HSSC) &1% (for BS) over and above the aforementioned quota) (Within the ICT, no transfer cases are allowed.)
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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 Program:

- According to the HEC requirement, the BS program shall be offered in Fall 2023 subject to approval of the HEC/QAU.
- Late admission shall only be allowed under special circumstances by the Vice-Chancellor QAU upon satisfactory reasons narrated in the recommendations of the Principal concerned.
- No student shall be enrolled in the BS program after the respective admission deadline. (LDRA+45 days)
- 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 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. There shall be no change in the subject combination after 05 working days.

D. Foreign Students:

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

E. General INSTRUCTIONS for Admission Procedure:

- a. The academic session for the Intermediate classes is determined by the Federal Board of Intermediate and Secondary Education, Islamabad and for the BS program, by the Quaid-e-Azam University. Generally, it commences in the middle of August each year and ends in May next year.
- b. A candidate domiciled in FATA/FANA will not contest a seat reserved against the allocated quota if she has qualified SSC/HSSC from any institution outside the territorial jurisdiction of FATA/FANA. However, after the admission process has been completed, in case there are any vacant seats under this category, admission may be granted to applicants with FATA/FANA domicile.
- c. Top three position holders from any Board will be eligible for admission to all levels i.e. FA/FSc, BS, in their respective disciplines, regardless of the basic eligibility criteria i.e. proof of residence.
- d. Students seeking admission against sports quota should have participated in sports activities at the Board level. They are required to submit an authenticated certificate issued from the relevant Board certifying their claim along with the application form. Merit within the sports quota will be determined after addition of points obtained, as per following criteria to the total marks obtained by the applicant in the respective examination.

S# Criteria

Points

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

e. If any seat(s) against any quota is not fully utilized due to non-availability of eligible candidates, it will be transferred to the Open Merit Quota. However, proper documentation of transfer of each seat shall be made for verification initially by the Director concerned, to be finalized by the Director General.

f. Admissions shall be made only once in an academic year according to the schedule provided by the College/FDE/QAU after the declaration of results by the Examination Boards/Universities.

g. Candidates who seek admission after a gap of one or more years may be considered for admission. However, they will have to submit an affidavit of good conduct duly verified by the Head of the Institution last attended. Reason of the gap should also be clearly stated in the affidavit. Merit of such candidates will be determined after deducting five marks for each year of the gap from the total marks obtained.

h. Students who have passed Cambridge: GCE/O-Level/A-Level Examination/Diploma from Polytechnic will be eligible for admission, along with other candidates. Their merit will be determined on the percentage of marks obtained in their respective examinations and equivalence shall be determined by the Inter Board Committee of Chairman, Islamabad/University, whichever is applicable. A certificate to this effect is a prerequisite for admission at the level concerned.

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

j. Every successful applicant will submit an affidavit on legal stamp paper solemnly assuring the Principal that she will refrain from participating in politics or in any subversive activity during the time she is on the College rolls. Her parent/guardian will endorse this undertaking and further undertake that his/her ward would be liable for removal from the College rolls if she participates in politics or does not abide by the rules of the College.

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

F. 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. NIC/B Form (NADRA) SMART CARD
4. Father's & Mother's NIC (1 copy each of Father & Mother ID CARD COPY))
5. Residential Proof (1 copy)
6. 3 Photographs (blue background) **at the time of Interview/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
10. Equivalence certificate for O Level
11. Prescribed Affidavit/Undertaking **at the time of Interview /Fee Payment**
- 12 One Photo each of both parents/Guardian only in case of an orphan. **at the time of Interview/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:

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 I admission)
13. One Photo each of both parents/Guardian only in case of an orphan.

**No admission will be granted in BS in case of previous history of disciplinary violation.
Mobile phones are strictly prohibited in the college and if found will be confiscated.**

CHAPTER III: SCHEME OF STUDIES

Medium of Instruction:

Students may opt for English or Urdu as their medium of instruction in the faculty of Arts. However, the medium of instruction for the faculty of Science will be English only.

A. HSSC-I (HUMANITIES/SCIENCE):

Compulsory Subjects:

1. English Compulsory/English Advance	6 Papers	550 Marks
2. Urdu Compulsory/Pakistani Culture (for foreigners)/Urdu Salees in lieu of Urdu Compulsory	1 Paper	100 Marks
3. Islamic Education I/Ethics/Civics (for Non-Muslim students only)/Pakistan Studies II Compulsory	1 Paper	100 Marks
4. Three Elective Subjects	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 05 working days after admission.

S. No.	Subject Combinations
1	Arabic Literature, Islamic Studies, History
2	Civics,, History, Education
3	Fine Arts, Psychology, Outlines of Home Economics
4	Persian Literature, Education, Psychology
5	Sociology, Library Science, Geography
6	Economics, Geography, Statistics
7	Persian Literature , Outlines of Home Economics, Health &Physical Education

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.

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:

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

B. BS PROGRAMS:

The College offers three degree awarding programs:

1. BS Mass Communication
2. BS English

Duration of the Programs

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

RULES AND REGULATIONS FOR BS PROGRAM:

1. Merit Criteria

The merit shall be calculated as per criteria mentioned.

Matric/SSC/Equivalent: 30%

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

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

Where

MOM = Marks obtained in Matric or equivalent

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

7. 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

2.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.

3. 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).

4. Cancellation

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

- a) The application must have been recommended by the respective Principal.
- b) There should be no outstanding dues against her.
- c) If the student is in first semester, the request for the cancellation will be entertained within 60 days from the commencement of semester.
- d) If the student is in other than the first semester and has never availed a chance, the request for the cancellation will be entertained within 60 days from the commencement of semester.

If the student has availed a chance in the first three semesters, her request for cancellation will be entertained only within 30 days from the commencement of semester.

- e) The request for cancellation of admission will not be allowed after the 6th semester.

5. 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 SCHEME OF STUDIES

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.

- i. Electronic Media Radio & Television (I) 3. Public Relations and Advertisement (III)
- ii. 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

D. BS ENGLISH

REVISED SCHEME OF STUDIES (w.e.f. Fall 2024)

Semester	Course - 1	Course - 2	Course - 3	Course - 4	Course - 5	Course - 6	CH
1 st	Islamic Studies ^a / Religious Study	EN100- Functional English	Arts & Humanities ^a	EN-103 Introduction to Language Studies	Interdisciplinary -1	EN-104 Introduction to Literary Studies	16
2 nd	Ideology and Constitution of Pakistan ^a	Natural Sciences	Quantitively Reasoning - I	EN-105 Introduction to Phonetics & Phonology	Interdisciplinary -2	EN 106- Literary Forms & Movements	17
3 rd	Social Sciences ^a	EN-200 Expository Writing	Civic & Community Engagement ^a	EN-210 Global Poetry	EN-203 Introduction to Morphology	EN 204- Short Fictional Narratives	16
4 th	Entrepreneurship ^a	Information & Comm. Tech.	Quantitively Reasoning – II	EN -205 Classical and Renaissance Drama	EN 207- Introduction to Semantics and Pragmatics	EN-308 Grammar & Syntax	17
5 th	Interdisciplinary – 3	Major (Elective) – linguistics 11	Major (Elective) – linguistics 12	Major (Elective) – literature 13	Major (Elective) – literature 14	-	15
6 th	Interdisciplinary 4	Major (Elective) – linguistics 15	Major (Elective) – linguistics 16	Major (Elective) – literature 17	Major (Elective) – literature 18	-	15
7 th	Major (Elective) – linguistics – 19	Major (Elective) – linguistics 20	Major (Elective) – literature 21	Major (Elective) – literature 22	Capstone	-	15
8 th	Major (Elective) – linguistics 23	Major (Elective) – linguistics 24	Major (Elective) – literature 25	Major (Elective) – literature 26	Major (Elective) – 27	-	15

* Capstone Project will be allocated in 7th Semester and Evaluated in 8th Semester

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.

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 (18 th to 19 th 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

- 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.
- The choice of general courses may also be determined by the availability of expertise in the institution from the list of approved General Courses.
- LIST OF ELECTIVES FOR BS (ENGLISH) PROGRAM** ENGLISH LITERATURE
 - EN-411 African English Literature
 - EN-412 Postcolonial Women's Writing
 - EN-413 Postmodern Fiction
 - EN-414 Islam and Western Literature
 - EN-415 Pakistani Folk Literature

ENGLISH LANGUAGE/LINGUISTICS

- EN-416 Emerging Trends in Sociolinguistics
- EN-417 Introduction to Computational Linguistics
- EN-418 English for Specific Purpose ESP
- EN-419 Introduction to Critical Pedagogy
- EN-420 Pakistani English
- EN-421 Second language acquisition
- EN-422 Introduction to Syntax
- EN-423 Introduction to Forensic Linguistics
- EN-424 Clinical Linguistics
- 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

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 2024-25

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	2700	-	Annual Charges
3	Student Fund	-	2400	Annual Charges
4	Examination Fee	200	-	Annual Charges
5	Admission Fund	-	800	At the time of admission
6	College leaving Certificate	-	-	Each time
7	Computer Lab Charges	-	100	Monthly Charges
8	Magazine Fund	-	100	Annual Charges
9	Fee Card	-	-	Each time
10	Bus Fee	4500	-	Annual Charges
11	Library Security	-	250	Once (refundable)
12	PTA Fund/ SMC	-	50	Annual Charges
13	Lab Charges (Per Lab)	-	20	Monthly Charges

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 Program 2024-2025

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

- i. Any future change in the fee/fund will be applicable as per Govt. policy.
- ii. 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 College in complete uniform wearing College Identity Card
- ii. Attend all classes and practicals regularly
- iii. Be punctual in their classes
- iv. Attend and participate in co-curricular activities arranged in the college
- v. 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.)
- vi. Appear in the college/Board/University Exams/Practicals in full uniform
- vii. Use the college telephone facility only in case of an emergency
- viii. Be polite, respectful and deferential towards all the members of teaching/non-teaching staff and always use civilized language
- ix. 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
- x. Litter the classes/grounds

**BRINGING MOBILES/CELL PHONES TO THE COLLEGE IS STRICTLY PROHIBITED AND WILL BE CONFISCATED IF FOUND.
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:

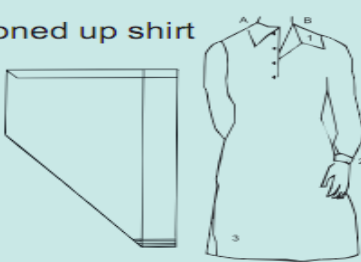
- i. Students can only enter the college premises in complete uniform during regular classes as well as at the time of receiving Roll No. Slips and during exams.
 - ii. . A uniform made of see-through material and use of cosmetics/jewelry and high-heeled shoes are not allowed.
- The college uniform includes the following.

iii. College uniform includes the following.

- 1: White shirt and shalwar as per design below
- 2: Dupatta
 - i) HSSC: White dupatta with one layer of blue ribbon
 - ii) BS Mass Com: Navy Blue
 - iii) BS English: Turquoise Green
- 3: Black shoes/black joggers only for sports.
- 4: Black sweater and Coat.

UNIFORM DESIGN

DESIGN OF UNIFORM

Shirt:	Loose fitting with collar buttoned up shirt 1= Tennis Collar 2= Cuff with one button 3= Slit A= Collar shown upto the neck B= Collar shown stretched	
Shalwar:	Plain or belted	

Note
Strict action will be taken against those who deviate from the specified design and material of the shirt, shalwar and dupatta.

CHAPTER VI: ATTENDANCE

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

A. ATTENDANCE RULES

- i. A student must have attended 80% of the total lectures delivered in each subject to appear in Board/University Examination, failing which her name will not be forwarded for Examination.
- ii. A student with the highest attendance receives a special cash award.
- iii. A student who remains absent from class for fifteen days in a month without any intimation, will be immediately dropped from the College rolls.
- iv. Having a genuine reason for her absence, the student may be readmitted within a week after being struck off the College rolls. However, the Principal has the authority to accept or reject the request for re-admission.
- v. A student struck off twice will not be readmitted.

B. LEAVE RULES

a. Leave from College

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

b. Medical Leave

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

c. Duty Leave

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

CHAPTER VII: EXAMINATION

A. INTERNAL EVALUATION

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

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

A. SCHEDULE OF INTERNAL EXAMINATION/PERIODICAL TESTS 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	September 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	December 2024 - January 2025
7	Result of Send-Up Examination/PTM	January 2025
8	Submission of Forms for Board Examination	December 2024– February 2025
9	Pre-Board Exams (As instructed by FDE)/HSSC I & II Crash Program (completion, revision and evaluation of courses)	March 2025

i. Note: Dates are subject to FBISE calendar.

B. 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 program.

C. COLLEGE AWARDS

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

1. PUBLIC EXAMINATION

BS/BS Level

i. **Class Positions:** Students securing 4 CGPA will be awarded 1st, 2nd and 3rd 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:

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

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

- Passing all subjects and attaining satisfactory academic progress
- Bearing commendable character
- Participating in at least three co-curricular activities
- Possessing leadership, initiative and drive
- 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

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 not refundable. STUDENTS will not be allowed to board the BUS without BUS card and proper uniform.

BUS routes and availability of buses to certain areas are subject to change.

CALENDAR OF ACTIVITIES 2024-25

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

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