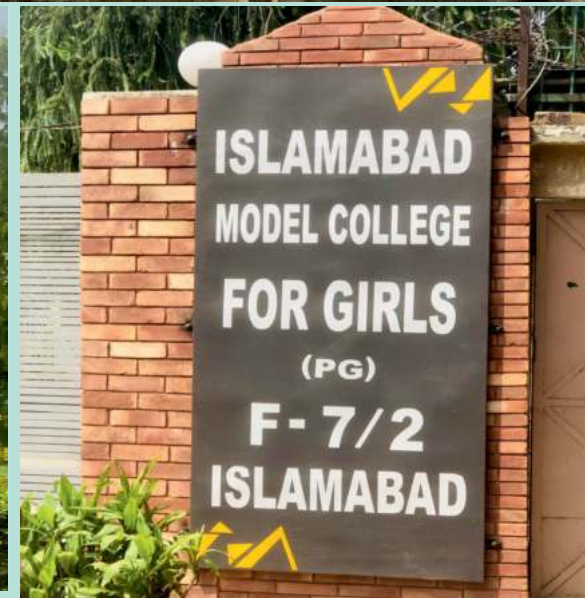


Islamabad Model College For Girls (Post Graduate) F-7/2, Islamabad



Prospectus



CALENDAR OF ACTIVITIES

AUGUST

1. Commencement of classes for HSSC (Part I-II)
2. Independence Day Celebrations

SEPTEMBER

1. Commencement of BS classes
2. Milad
3. Literacy Day
4. Defence Day
5. PTM-First Connect
6. Election of Class Representatives

OCTOBER

1. General Elections of the Student Council
2. United Nations Day
3. Kashmir Day
4. PTM-Second Connect
5. Class Tests HSSC (Part I-II)

NOVEMBER

1. Investiture Ceremony
2. Iqbal Day Celebrations
3. Interclass Competitions

DECEMBER

1. Send-up / Mid Term Examination (HSSC/BS)
2. Quaid-i-Azam Day
3. Human Rights Day
4. Anti-Corruption Day

Miscellaneous Activities

- 1- Blood Donation Camp
- 2- Career Counseling Sessions
- 3- Lectures and Activities of NAB
- 4- Cancer Awareness Lectures
- 5- Girl Guides Workshops

JANUARY

1. Intercollegiate Competitions
2. PTM-Final Connect

FEBRUARY

1. Kashmir Solidarity Day
2. Sports Day

MARCH

1. Pre Board Examination HSSC (Part I-II)
2. Pakistan Day
3. Teachers' Day
4. Women's Day
5. Farewell/Class Parties

APRIL

1. Tree Plantation Day & Earth Day
2. Anti Narcotics Day

MAY

1. Labour Day
2. Convocation/Prize Distribution

JUNE-JULY

1. Summer Vacation



Prospectus

**ISLAMABAD MODEL COLLEGE FOR GIRLS (POSTGRADUATE)
F-7/2, ISLAMABAD**

**In the name of Allah
the most Merciful, the most Beneficent**

Mission Statement from the Institution

Our mission is to achieve academic excellence through specially designed progressive programs aiming at high standards of education, enabling the learners to continue learning and working as autonomous, reflective and responsible citizens of Pakistan.

Vision

To impart quality education that inculcates a spirit of inquiry and analytical skills and to incorporate knowledge into diverse practical fields of life; to empower students to cope with future challenges. We aim at developing a holistic approach, providing education at par with international standards which helps them grow into dynamic, dignified and tolerant global citizens.

Objectives

- To nurture sound academic background and to help young girls present themselves confidently, helping them compete on merit.
- To help young girls develop creative minds making them think innovatively and devise solutions to increasingly complex problems.
- To help the young girls realize their potential through a host of meaningful co-curricular activities.
- To prepare the students to face the challenges of future by inculcating intellectual, moral and ethical values.
- To make them acquire skill based education which may help in economic prosperity in the years to come, transforming them into worthy professionals of future.
- To help young minds develop depth of vision and ability to understand diverse points of view with tolerance.

Quaid's Message

There is immediate and urgent need for training our people in the scientific and technical education in order to build up our future economic life, and we should see that our people undertake science, commerce, trade and particularly well-planned industries. But do not forget that we have to compete with the world which is moving very fast in this direction. In short, we have to build up the character of our future generations which means highest sense of honor, integrity, selfless service to the nation and sense of responsibility and we have to see that they are fully qualified or equipped to play their part in various branches of economic life in a manner which will do honour to Pakistan.

All-Pakistan Education Conference (Karachi)

November 27, 1947

Message by the Principal

Dear Girls,
Assalam-o-Alaikum

Welcome to IMCG (PG) F-7/2, Islamabad. Today is the beginning of a new era in your life- the start of College life. College education is a dream that materializes for few girls in our country. You are especially blessed, not just because you are going to receive college education but also because your college is one of the oldest and the most prestigious institutions of higher learning in the Federal capital of Pakistan.

College life is the beginning of an exciting time in a student's life as it is synonymous with greater personal freedom, recognition of being a mature person and having good times. You feel you are ready to take on the world, to accept new challenges. College education is also the stepping stone to professional education. Your future course of life, the quality of life you lead would depend, to a great extent, on how you spend the next few years of your life here.

Our country is blessed with rich natural resources but its richest resource is its bright and enterprising youth. You are very special as you are girls. As such you are the homemakers- the weavers of the fabric of society. Your outlook and values would determine Pakistan's tomorrow, the outlook and values of the coming generations.

Allah Kareem has blessed you with abilities and talents you might not be fully aware of. IMCG (PG), F-7/2 gives you the opportunity to attain quality education from Intermediate to BS level in varied disciplines. The highly educated and enlightened teaching faculty of the college would help you tap your hidden potential, explore your latent talent and abilities, polish the multi-faceted diamond of your personality.

Dear Girls,

Use your time well. Equip yourself with knowledge and skills. Be confident, be courageous. Attain the highest degrees but never compromise on your honour and modesty. Become balanced, mature, good human beings with a strong civic sense. Be aware not just of your rights but also your duties. Have the will, the courage, the ability and the vision to make this world a better place- with peace within and peace without. Work hard, maximize your potential and together we shall strive to make Pakistan a glorious country In sha Allah.

Principal
Prof. Dr. Fauzia Tanveer Sheikh



Prof. Dr. Fauzia Tanveer Sheikh
Principal
Islamabad Model College for Girls (PG) F-7/2, Islamabad

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COLLEGE INTRODUCTION

1- Profile

Founded in 1967, Islamabad Model College For Girls (Post Graduate) F-7/2, Islamabad formerly known as Federal Government College for Women, F-7/2, has completed its 56 Years of establishment. It is the oldest girls' institution in Islamabad offering HSSC and Degree Classes in Science and Humanities.

The number of enrolled students is 3000 approximately. The college campus is ideally located at the center of the city. College is easily accessible from Rawalpindi and rural areas of Islamabad. It spreads over 13 acres and offers excellent facilities for the students.

The college is affiliated with the Federal Board of Intermediate and Secondary Education, Islamabad at the Higher Secondary School level and with the Quaid-i-Azam University Islamabad at the Graduate level. The college is reputed for having excellent results in Board and University Examination along with top academic positions.

Four year BS Programs in subjects of Economics, Islamic Studies, Chemistry and Psychology affiliated with Quaid-i-Azam University are presently functioning. The academic session for HSSC classes is determined by the Federal Board of Intermediate & Secondary Education Islamabad and for the Degree classes by the Quaid-i-Azam University.

Medium of instruction in this college is both English and Urdu for Humanities, for faculty of Science the medium of instruction is English only.

2- Faculty

PRINCIPAL

Professor:

Dr. Fauzia Tanveer Sheikh
Ph.D. Linguistics (NUML)
M.A. TEFL (AIOU)
M.A. English (University of the Punjab)
M.Sc. Computer Science
(Quaid-i-Azam University)

VICE PRINCIPAL

Professor:

1. Ms. Shabana Tabassum
M.Sc. Home Economics
(Karachi University)

Associate Professor:

2. Ms. Sarwat Nazir
M.A. English Literature (University of the Punjab)
PGD TEFL (AIOU)

APPLIED PSYCHOLOGY

Assistant Professor:

1. Ms. Shaista Shaikh
M.Sc., M.Ed., B.Ed.
(University of Sindh Jamshoro)

Lecturer:

1. Ms. Sadia Ahmad
M.Phil. (NUML)
M.Sc., NIP (Quaid-i-Azam University)
2. Ms. Anam-ul-Malik
M.Phil. (Quaid-i-Azam University)
M.Sc. (University of the Punjab)
B.Ed. (AIOU)
3. Ms. Akhtar Parveen
M.Sc. (University of the Punjab)
B.Ed. (AIOU)
4. Ms. Nazia Ashraf
M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)
5. Ms. Sadia Misbah
M.Sc. (University of the Punjab)
B.Ed. (Virtual University)

ARABIC

Assistant Professor:

1. Ms. Shagufta Shahid
M.Phil. Arabic Literature (AIOU)
M.A., B.Ed., Higher Diploma in Arabic
(University of the Punjab)

2. Dr. Raheela Kauser
Ph.D. (IIUI)
M.Phil. (G.C. University, Faisalabad)
M.A., M.Ed. (University of the Punjab)
A.T.T.C. (AIOU)
(On temporary duty to IMCG I-8/3)

Lecturer:

1. Hafiza Ayesha Anam
M.S. Arabic Linguistics, B.S. (IIUI)
2. Ms. Rabia Bibi
M.A. (University of the Punjab)
B.Ed. (AIOU)
3. Ms. Shafqat Parveen
M.A. (University of the Punjab)
B.Ed. (AIOU)
(On temporary duty to IMCG I-8/3)

BIOLOGY:

Associate Professor:

1. Ms. Humaira Rashid
M.S. Bio Sciences (COMSATS University, Islamabad)
M.Sc. Botany (Government College University, Lahore)
M.Ed., B.Ed. (AIOU)

Assistant Professor:

1. Ms. Munazza Makhdoom
M.S. Molecular Biology (Virtual University, Pakistan)
M.Sc. (Quaid-i-Azam University)
EPM (PGDC), M.Ed., B.Ed. (AIOU)

Lecturer:

1. Ms. Munazza Erum
M.Phil., M.Sc. (Bahauddin Zakariya University)
B.Ed. (AIOU)
2. Ms. Zulleh Huma
M.S. Bio Science (COMSATS University, Islamabad)
M.Sc. (Arid Agriculture University, Rwp)
B.Ed. (AIOU)
3. Ms. Anum Kaleem
M.Sc. (Arid Agriculture University, Rwp)
M.Ed., B.Ed. (AIOU)
4. Ms. Samra
M.Phil., M.Sc., M.Ed., B.Ed.
(University of Sindh)
5. Ms. Mehwish Raja
M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)
(On temporary duty to IMCG I-8/3)

CHEMISTRY

Associate Professor:

1. Ms. Uzma Akhtar
M.Phil., M.Sc. (Quaid-i-Azam University)
2. Dr. Salma Shahnaz
Ph.D., ICCBS, HEJRIC (University of Karachi)
M.Sc. (University of Karachi)

Assistant Professor:

1. Ms. Rabia Rafique
M.Sc., B.S.Ed. (University of Balochistan)
2. Dr. Rahima Rahman
Ph.D., M.Phil., M.Sc. (Quaid-i-Azam University)
M.Ed. (Hazara University)
B.Ed. (AIOU)
3. Ms. Adeela Asim
M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

Lecturer:

1. Ms. Tahira Ismail
M.Sc. (Quaid-i-Azam University)
2. Ms. Sobia Munir
M.Phil. (University of the Punjab)
M.Sc. (UET, Lahore)
B.Ed. (AIOU)
3. Dr. Shazia Asghar
Ph.D. Organic Chemistry (Quaid-i-Azam University)
M.Sc. (AIOU)
B.Ed. (University of the Punjab)
4. Ms. Uzma Parveen
M.Phil. (AIOU)
M.Sc. Chemistry, Mathematics (Gomal University, D.I. Khan)
B.Ed. (Gomal University, D.I. Khan)

COMPUTER SCIENCE**Associate Professor:**

1. Ms. Sadaf Zehra
M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

Assistant Professor:

1. Ms. Saira Asaf
M.S. Computer Science (SZABIST)
M.Sc., PGD (IIUI)
M.Sc. Anthropology (Quaid-i-Azam University)

Lecturer:

1. Ms. Qurat-ull-Ain
MCS (The University of Lahore, Islamabad)
B.Ed. (Muhi-ud-Din Islamic University, AJK)
2. Ms. Abida Najab
M.S. FAST University
B.S. (IT) (University of Malakand)

Economics**Assistant Professor:**

1. Ms. Ayesha Anjum
M.A. (University of the Punjab)
B.Ed. (AIOU)
2. Ms. Minhaj Bibi
M.Sc., M.Ed. (Gomal University)

3. Ms. Ayesha Azeem
M.Sc. (IIUI)

4. Ms. Qudsia Bano
M.Sc. (IIUI)

5. Ms. Mehwish Taj
M.Sc. (IIUI)

Lecturer:

1. Ms. Bibi Fatima
M.Sc. (IIUI)
M.Ed. (AIOU)

2. Ms. Rabail Sindhu
M.A., M.Ed., B.Ed.
(Shah Latif University, Khairpur)

3. Ms. Bint-ul-Islam
M.A. (University of Karachi)

4. Ms. Sara Ishaque
M.Sc. (NUML)
B.Ed. (AIOU)
(On temporary duty to IMCG I-8/3)

EDUCATION

Assistant Professor:

1. Ms. Atiya Sohail
M.Phil., B.Ed. (AIOU)
M.A. (NUML)
On deputation to F.G.E.I (C&G)

Lecturer:

1. Ms. Sidra Naeem
M.Phil., M.A. (University of the Punjab)

2. Dr. Shamaila Haleem
Postdoc (Islamic Research Institute, IIUI)
Ph.D. English Literature (NUML)
M.Phil. English (NUML)
M.Phil. Education, M.Ed. (AIOU)
M.A. English, Economics (University of the Punjab)
B.Ed. (University of the Punjab)

3. Ms. Saman Bibi
M.S., M.A. (IIUI)
B.Ed. (University of the Punjab)
(On temporary duty to IMCG I-14/3)

ENGLISH

Assistant Professor:

1. Ms. Somia Sohail
M.Phil. (NUML)
M.A. (University of the Punjab)

2. Ms. Bushra Nisar
M.A. (University of Peshawar)

3. Ms. Nusrat Batool
M.A. (University of the Punjab)
PGD TEFL (AIOU)

4. Ms. Nosheen Kanwal
M.A. (University of the Punjab)
PGD TEFL (NUML)
B.Ed. (AIOU)
5. Ms. Fouzia Jamal
M.A. (University of Peshawar)
(On temporary duty to IMCG Humak)
6. Ms. Ambreen Tallat
M.A. (University of the Punjab)
PGD TEFL (AIOU)
B.Ed. (AIOU)
7. Ms. Amna Saeed
M.S. Linguistics (Foundation University)
M.A. (NUML)
(On temporary duty to FGCHEMS F-11/1)

Lecturer:

1. Ms. Naila Ahmed
M.A. (Govt College University, Lahore)
B.Ed. (AIOU)
2. Ms. Mahrukh
M.A. (Bahauddin Zakariya University)
PGD TEFL (NUML)
3. Ms. Rabia Amjad
M.A. (University of the Punjab)

4. Ms. Sidra Kanwal
M.A. (Air University, Islamabad)
(On temporary duty to IMCG I-8/3)
5. Ms. Nafeesa Naz
M.S. (COMSATS University, Islamabad)
M.A. (IIUI)
6. Ms. Faiza Khan
M.A. (NUML)
(On temporary duty to IMCG I-8/3)

FINE ARTS

Assistant Professor:

1. Sayyeda Qurat-ul-Aen Rizvi
M.Phil. (Gold Medalist) (Quaid-i-Azam University)
M.F.A. (University of the Punjab)

Lecturer:

1. Dr. Shaista Hyder
Ph.D. (Quaid-i-Azam University)
M.Phil. (Fatima Jinnah Women University)
M.F.A. (University of the Punjab)

GEOGRAPHY

Assistant Professor:

1. Ms. Mehreen Akhter Abbasi
M.Sc. (University of the Punjab)
B.Ed. (AIOU)

Lecturer:

1. Ms. Rubina Naz
M.Sc. (University of the Punjab)
B.Ed. (AIOU)
2. Ms. Samia Riaz
M.Sc. (University of the Punjab)
B.Ed. (AIOU)

HISTORY:**Associate Professor:**

1. Ms. Mussarat Naseer
M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

HEALTH AND PHYSICAL EDUCATION**Lecturer:**

1. Ms. Sadia Tasnim
M.A. (University of the Punjab)
B.Ed. (AIOU)

HOME ECONOMICS**Associate Professor:**

1. Ms. Raheela Tariq
M.Sc. (University of the Punjab)
(On temporary duty to FGCHEMS F-11/1)

2. Dr. Irum Sheikh
Ph.D. Anthropology (Quaid-i-Azam University)
M.Sc. (University of the Punjab)

Lecturer:

1. Ms. Humera Shabnum
M.Sc. (University of Peshawar)

ISLAMIC STUDIES**Associate Professor:**

1. Ms. Aneela Tahir
M.A. (University of the Punjab)
B.Ed. (AIOU)

Assistant Professor:

1. Dr. Aiysha Madni
Ph.D., M.Phil. (AIOU)
M.A. English, Arabic, Islamic Studies
(University of the Punjab)
B.Sc. Home Economics (University of the Punjab)
3. Ms. Shazia Abid
M.Phil., B.Ed. (AIOU)
M.A. (University of the Punjab)
4. Ms. Qurat-ul-Ain Rehan
M.A., B.A. Honors (Usuluddin IIUI)

5. Ms. Sumera Farooq
M.Phil., B.Ed. (AIOU)
M.A. (University of the Punjab)

Lecturer:

1. Ms. Paras Nazneen Gillani
M.Phil. (Gold Medalist), B.Ed. (AIOU)
M.A. (University of Punjab)
2. Dr. Noshaba Khokhar
Ph.D. Islamic Studies, M.Ed. (AIOU)
M.Phil. (University of Gujrat)
M.A. (Fatima Jinnah University, Rwp)
M.A. Arabic (University of the Punjab)
B.A. (Honors) Usuluddin (IIUI)
3. Ms. Saima Rafique
M.Phil., M.A. (Bahauddin Zakariya University)
B.Ed. (AIOU)
4. Ms. Fauzia Malik
M.A. Islamic Studies, M.A. Arabic
(Tanzeem-ul-Madaris Ahl-e-Sunnat, Pakistan)
M.A. English (Government College University, Faisalabad)
(On temporary duty to IMCG I-14/3)

MATHEMATICS

Associate Professor:

1. Ms. Samina Tanveer
M.Phil., M.Sc. (Quaid-i-Azam University)

2. Ms. Uzma Yaqoob Baig
M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

Assistant Professor:

1. Ms. Naveeda Jabeen
M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)
2. Syeda Qurrat-ul-Ain
M.Sc. (University of the Punjab)
MCS (Fatima Jinnah Women University)
M.Ed., B.Ed. (AIOU)
3. Ms. Sabiha Neelum
M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

Lecturer:

1. Ms. Mahvish Muti
M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)
2. Ms. Tahira Naseem
M.Sc. (University of the Punjab)
B.Ed. (AIOU)

PAKISTAN STUDIES

Assistant Professor:

1. Ms. Aneela Tariq
M.Phil., B.Ed. (AIOU)
M.Sc. (Quaid-i-Azam University)
M.A. Political Science (Gomal University)

Lecturer:

1. Ms Anam Zafar
M.A. (University of Sargodha)
B.Ed. (AIOU)

PERSIAN

Assistant Professor:

1. Dr. Rabia Kayani
Ph.D. (University of the Punjab)
M.Phil., M.A. (NUML)
B.Ed. (AIOU)

PHILOSOPHY

Associate Professor:

1. Ms. Neelum Farooq Khattak
M.A., B.Ed. (University of Peshawar)

PHYSICS

Assistant Professor:

1. Dr. Maria Younas
Ph.D., M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

2. Ms. Seema Kausar
M.Sc. (Quaid-i-Azam University)

3. Dr. Zakia Anjum
Ph.D. (COMSATS University)
M.S. (COMSATS Institute of Information Technology)
M.Sc. (University of the Punjab)
B.Ed. (AIOU)

4. Ms. Sobia Masood
M.Phil., M.Sc. (Quaid-i-Azam University)
B.Ed. (AIOU)

Lecturer:

1. Ms. Ayesha Kiran
M.Phil. (Ripah International University)
M.Sc., B.Ed. (University of the Punjab)
2. Ms. Nousheen Mehboob
M.Phil., M.Ed. (AIOU)
M.Sc. (University of the Punjab)
(On temporary duty to IMCG I-8/3)
3. Ms. Sumaira Samad
M.Phil., B.S. (Bahauddin Zakariya University)
M.Ed., B.Ed. (University of Education, Lahore)
4. Ms. Qudsia Naseer Gardezi
(On Deputation from AJ&K)
M.Phil. (COMSATS University, Islamabad)
M.Sc. (AJ&K University, Muzaffarabad)
(On temporary duty to IMCG Humak)

POLITICAL SCIENCE

Associate Professor:

1. Dr. Samina Mazhar
Ph.D. (IIUI)
M.Phil. (Gold Medalist)
(Bahauddin Zakariya University)
M.A. (University of the Punjab)

Lecturer:

1. Ms. Zubaida Afridi
M.A. (Gold Medalist) (University of Peshawar)
(On Deputation)
2. Aamna Azam
M.Phil. American Studies, M.Sc. International Relations
(Quaid-i-Azam University)
M.A. (University of the Punjab)
M.Ed., B.Ed (AIOU)

SOCIOLOGY

Lecturer:

1. Maryam Naz
M.Phil., M.A. (University of Karachi)

STATISTICS

Assistant Professor:

1. Ms. Shamim Akhtar
M.Sc., B.Ed. (University of the Punjab)
(On temporary duty to IMCG Humak)
2. Ms. Salma Naheed
M.Sc., M.Ed. (Gomal University)

3. Ms. Shumailah Mushtaq
M.Phil. (Gold Medalist), B.Ed. (AIOU)
M.Sc. (Arid Agriculture University, Rwp)

4. Ms. Bushra Bibi
M.Phil. (Arid Agriculture University, Rwp)
M.Sc. (University of Peshawar)
M.Ed. (Sarhad University)

Lecturer:

1. Ms. Farah Ehtisham
M.Sc. (Arid Agriculture University, Rwp)
2. Ms. Anum
M.S. (NUST, Islamabad)
B.S. (Quaid-i-Azam University)
(On temporary duty to IMCG I-14/3)

URDU

Associate Professor:

1. Ms. Samina Rahim
M.A. (University of Karachi)

Assistant Professor:

1. Ms. Tanveer Zahra
M.A. (University of Karachi)

Lecturer:

1. Ms. Shabana Khalid
M.Phil. (Bahauddin Zakariya University)
M.A. (Islamic University Bahawalpur)

3- College Facilities

1. GENERAL LIBRARY

A well stocked library with over 40,000 books on diverse subjects is a great asset to the college. The library has been recently revamped. Comfortable reading environment has been provided and it has been aesthetically furnished to make it look pleasing. A separate corner for mind games has also been established to sharpen the mental abilities of students.

2. SEMINAR LIBRARIES

Besides the main library, there are Seminar Libraries for the undergraduate students of various disciplines i.e. Applied Psychology, Arabic, Economics, Islamic Studies. Here the students can easily quench their thirst for knowledge by taking the help of various reference books, encyclopedia and atlases. Undergraduate students are not issued books from the seminar library but are allowed to use them during their college hours.

3. NETWORKING/VIDEO CONFERENCING

Keeping pace with the new technological developments, the college has gained the latest facilities of networking and video conferencing.

The Management Information System (MIS) of the college handles admissions, attendance, examination results and complete academic records of students. College has access to high speed internet connectivity.

4. LABORATORIES

The college has the latest science as well as computer labs to cater to the needs of students both at the Intermediate and Degree levels. The computer labs are fully air conditioned and well equipped. A latest IT lab for High Impact Training Programs has been recently established by MoFEPT. The lab has been refurnished and latest computer series has been provided.

5. DAY CARE CENTER

Keeping in view the problems of working mothers, a day care center has been provided within the college premises to facilitate the faculty and other female staff.

6. COLLEGE MOSQUE

A grand and magnificent mosque is built to inculcate religious fervor amongst the students. Besides offering prayers during college hours, a special program for teaching “Tajweed” has also been started for the desirous students.

7. COLLEGE AUDITORIUM

The college has a fairly spacious auditorium which is elegantly furnished in view of its multifarious academic and co-curricular requirements. The auditorium has been named after the first honorable Principal Ms. Afroze Begum, in recognition of her meritorious services for the institution.

8. CANTEEN AND STATIONERY SHOP

The college canteen provides a refreshing respite from the daily routine. Students can find a wide range of eatables and drinks at subsidized rates. Keeping in view the ever increasing demand of the students, a Xerox machine is also provided in the college. Other stationery items are also available within the college premises for the convenience of students and teachers alike.

9. SECURITY MEASURES

Considering the prevailing security concerns, the college has taken serious steps to ensure the safety of students and faculty. College has a squad of uniformed watchmen who guard the building and monitor the movements of visitors. CCTV cameras are mounted on top of all the gates to ensure maximum security.

10. DRINKING WATER

The college has installed two huge filtration plants of drinking water along with chillers to provide clean and cold water. Another filtration plant has also been installed in the hostel building to facilitate the boarders round the clock.

11. COLLEGE MAGAZINE

The College Magazine “Al-Mishkat” is published under the patronage of the principal of the college. The English and Urdu sections of the magazine have separate editorial boards, each comprising student editors and advisory members from the teaching staff. Student editors are chosen on the basis of their language proficiency. The status of a student editor is equated with the member of the student council. The primary objective of the magazine is to encourage creative and original writing among students.

12. EDUCATIONAL TRIPS

The college often arranges educational trips in and around Islamabad for educational purposes after due permission from the parents of students and the Principal concerned.

13. SPORTS

The college provides ample facility to students for participation in indoor and outdoor games. Adequate facilities are available for Badminton, Volley Ball, Table Tennis, Lawn Tennis, Net Ball, Basket Ball, Hockey and Athletics. Outstanding players are encouraged to participate in various tournaments under the umbrella of the Federal Board, Quaid-i-Azam University and the Federal Directorate of Education, where students get a chance to exhibit their talent. The students' active participation in sports always brings laurels to the college. Moreover, a gymnasium is under construction which will act as a seat of physical training for the prospective sports women of the future.

14. TRANSPORT

The college has a fleet of ten buses and two vans. The buses ply on different specific routes of Islamabad to facilitate maximum number of students. Students of the college residing in Islamabad may apply for this facility. However, this facility is conditional to the availability of seats in the vehicle. No individual request for change of route is entertained in this regard.

15. COLLEGE HOSTEL

In order to facilitate students from other cities, a well-guarded college hostel houses about 120 students. It is managed and supervised by the warden in collaboration with a senior member of the faculty.

16. FIRST AID

First Aid Room in the college is equipped adequately to lend medical aid in case of minor injury and ailment under the supervision of a member of faculty. The science laboratories are also equipped with first aid kits to handle emergency situation. In case of any contingency parents and guardians are advised to remain vigilant as it is beyond the capacity of the infirmary to treat major health problems such as allergies, asthma, fits etc. The students are directed to keep their emergency phone numbers with them.

4- Associations

1. THE ACADEMIC COUNCIL

The College Academic Council has been constituted in accordance with the rules laid down by the Federal Board of Intermediate and Secondary Education, Islamabad. It is the supreme body in all matters regarding maintenance of discipline and order in the college. It comprises of senior members of the teaching staff including the Principal, who is the chairperson of the council. The council holds its session whenever necessary and also deals with any case of indiscipline or misconduct. Decisions taken by it regarding expulsion or rustication are strictly in accordance with the Board/University rules and are binding on the students concerned.

2. THE STUDENT COUNCIL

The Student Council works under the guidance of Principal and is managed by a group of senior faculty members. It arranges inter-class and inter-collegiate functions. It is also responsible for holding elections amongst students for different offices. The council conducts lectures/seminars on subjects of various social and intellectual significance for students and faculty alike.

3. COLLEGE MANAGEMENT COMMITTEE (CMC)

Keeping in view the importance of parent teacher interaction for better academic performance, College Management Committee has been formed. Office bearers are elected from parents of 1st Year and BS students and the college faculty. They hold their respective office for a period of two years. Periodic meetings of CMC are called by the administration during the session to discuss the academic progress of students.

4. SOCIETIES FOR CO-CURRICULAR ACTIVITIES

Students are encouraged to exhibit their talent in co-curricular activities of the college. The college has set up a number of societies under the supervision of faculty. Students are encouraged to select amongst the following societies according to their aptitudes and contribute in their best capacity:

4.1 Girl Guides

4.2 Urdu Literary Society

4.3 English Literary Society

4.4 Science Society

4.5 Performing Arts Society

4.6 Na'at and Qiraat Society

4.7 Environmental Society

5. STUDENTS' WELFARE PROGRAM

Besides catering to the academic needs of the students, the faculty has initiated a Students' Welfare Fund purely on humanitarian grounds. They contribute regularly to meet the financial needs of deserving students belonging to low income families. The donations are utilized for diverse purposes including purchase of text books, uniform, medical aid, payment of hostel charges and miscellaneous expenses.

2- ADMISSION POLICY

1. **Allocation of Seats:**

The number of seats available in IMCG(PG) F-7/2, Islamabad in different faculties is given below:

HSSC

1. Humanities	450
2. Pre-Medical	350
3. Pre-Engineering	150
4. Science General	260

2. **Basic Eligibility HSSC-I**

Students in the following categories will be eligible for admission against all seats except reserved for Ex-FATA/GB domicile holders.

Daughters of:

1. Federal Government employees residing in Islamabad/Rawalpindi.
2. Residents of Islamabad Capital Territory.
3. Diplomats stationed in Islamabad.

A candidate who has passed her last examination from an institution not located in Islamabad and Federal Area shall produce residence certificate from the Estate Office/CDA or produce any other valid legal document in support of her claim that she is a resident of Islamabad.

Admission to HSSC-I will be made on merit as per allocation of seats given below:

A. HSSC- I

1. Open merit	92%	
2. Ex-FATA / GB	03%	
3. Transfer Cases	02%	(over & above the above mentioned quota within the ICT no transfer cases are allowed)
4. Sports	03%	
5. Quota for the disabled	02%	
6. Real daughters of Teachers/ Employees of educational institutions of the concerned set up	01%	seats in every institution in the order of merit amongst themselves (over and above the above mentioned quota)

B. MINIMUM MARKS FOR ADMISSION IN EACH DISCIPLINE FOR HSSC-I

1.	Pre-Engineering	65%
2.	Pre-Medical	65%
3.	Science General	60%
4.	Humanities	45%

This minimum criteria may be reviewed in case sufficient applications have not been received in a particular group, subject to prior approval of the Principal of college.

3. General Instructions

Following general instructions will be strictly followed while conducting the admission process:

- a. A candidate domiciled in Ex-FATA/GB will not contest a seat reserved against the allocated quota if she has qualified SSC/HSSC from any institution outside the territorial jurisdiction of Ex-FATA/GB. However, after admission process has been completed, in case of any vacant seats under this category, admission may be granted to applicants with Ex-FATA/GB domicile. Such candidates are not eligible for hostel accommodation.
- b. Top three position holders from any Examination Board of Pakistan are eligible for admission in all disciplines of HSSC-I/BS Programs in their respective disciplines, regardless of the basic eligibility criteria, i.e. proof of residence. However, they are not eligible for hostel accommodation.
- c. Students seeking admission on Sports Quota (all levels) should have participated in sports activities at the Board level. They will submit, along with the application form, an authenticated certificate issued from the relevant Board certifying their claim. Merit within Sports Quota will be determined after addition of points obtained as per the following criteria to the total marks obtained by the applicant in respective examination:

Note: If a student fails to prove her competence in the specific sport, her admission will be cancelled.

S. #	Criteria	Points
1.	Representation at national level as a team member or in an individual event.	10
2.	1st Prize / Championship in an individual / Team event at Board level.	10
3.	2nd Prize / Runner up in an Individual / Team Event at Board Level.	07
4.	3rd Prize / Runner up in Individual / Team Event at Board Level.	05
5.	Participation in an Individual / Team event at Board Level.	03

d. If any seat(s) against any quota are not fully utilized due to non-availability of eligible candidates, the same will stand transferred to the Open Merit Quota. However, proper documentation of transfer of each seat shall be made by the Principal concerned.

e. Admissions shall be made as per the timeline and schedule notified by Federal Directorate of Education.

f. Students placed in compartment in SSC/HSSC Examination will compete for admission after clearing the subject(s) in the same year within the prescribed time limit fixed by Board, subject to availability of seats in the institution or next year as fresh candidates.

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 by them.

h. The number of seats is determined by the institution in each faculty after careful consideration of physical facilities and the number of teachers available. However, the number of seats is finalized by the Federal Directorate in consultation with the heads of the institutions before the commencement of an academic session.

- i. Students who have passed GCE/O/A-Level Examination/Diploma from Polytechnic will be eligible for admission. 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 Chairmen, Islamabad. A certificate to this effect is pre-requisite for admission at any level concerned.
- j. All foreign national students are required to route their application for admission through the Ministry of Federal Education and Professional Training.
- k. Migration cases inter-city and inter-provincial eligible for admission as per policy will be entertained by institutions where seats are available provided the merit in the desired discipline of the institution is not compromised. No local migration is allowed.
- l. Twenty (20) marks are added to the merit of Hafiz-e-Quran for admission provided the candidate produces a certificate of successful completion from a registered / recognized institution.
- m. Every successful applicant has to submit an affidavit on a stamp paper giving assurance to 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.
- n. In case any person other than father/mother of the candidate is declared guardian, an affidavit/Guardianship Certificate is required to be submitted. Guardianship of only real grand parents, elder brother/sister and maternal/paternal uncles shall be accepted.
- o. Students are expected to exercise their choice of subjects carefully with due consideration. Change is not allowed to the choice once exercised. However, in case of extraordinary circumstances, change of subjects is allowed within two weeks after commencement of classes. The change, of course, will be conditional to the availability of the seat in the desired discipline, subject to the condition that a candidate admitted to lower merit does not opt for higher merit group.
- p. The last date for admission fixed by the Federal Directorate of Education will be strictly adhered to.

q. Attendance criteria prescribed by the Federal Board of Intermediate and Secondary Education and Quaid-i-Azam University will be strictly adhered to. Principals will ensure that transparent, unambiguous regular record of daily attendance is maintained on roll call registers.

4. Migration Cases

Migration cases, with special reference to the daughters of Federal Government Employees on transfer, will be accommodated any time during the academic session. These cases are subject to the following conditions:

- i. Availability of seats in the particular faculty.
- ii. Performance of the student in the previous requisite public examination in relation to the corresponding merit of this College.
- iii. Provision of the following documents:
 - a. A copy of father's transfer letter.
 - b. Character and College Leaving Certificates from the Head of the Institution last attended.
 - c. Attendance and academic record from the institution last attended.
 - d. Original Migration Certificate from the Registrar/Secretary of the previous University/ Board.
 - e. Registration/Enrollment of the Board/University from which the student migrates.
 - f. Certificate/Receipt showing the payment of school/college fee and period for which payment is made.
 - g. The student must adhere to the subject combination offered by the college during the academic year in which she migrates.

5. Admission Policy For Foreign Students

All foreign students are required to route their application for admission through Federal Ministry of Education and Professional Training. Female students of foreign nationalities may get enrolled in the college as regular students. However, their applications for admission, should be routed through the Federal Ministry of Education and Professional Training. Initially, admission is granted on provisional basis. Confirmation depends upon the decision taken by the Equivalence Committee of the Board on the examination passed by the students in their respective countries. As per directive of the government of Pakistan, the tuition fee for foreign students varies for different classes. Other charges remain unchanged for foreign students.

3- SCHEME OF STUDIES (HSSC)

HSSC-I (Humanities / Science):

Compulsory Subjects	6 Papers
English (Compulsory)	
OR	1 Paper
English (Advanced)	
Urdu (Compulsory)	
OR	1 Paper
Pakistani Culture (for foreigners)	
OR	
Urdu (Salees) In lieu of Urdu (Compulsory)	
Islamic Education (Compulsory) (for Muslim Students)	1 Paper
Civics (for Non-Muslim Students)	
Three Elective Subjects	3 Papers

Elective Combinations (Science)

Combination Code	Combination Name
S-1	Physics, Chemistry, Biology (Pre-Medical)
S-2	Physics, Chemistry, Mathematics (Pre-Engineering)
S-3	Mathematics, Physics, Statistics (Science General)
S-4	Mathematics, Statistics, Economics (Science General)
S-5	Mathematics, Physics, Computer Science (Science General)
S-6	Mathematics, Statistics, Computer Science (Science General)

Note

Mathematics as an elective subject for Science General Group will be offered to those students who have matriculated with Science subjects or scored at least 75% marks in General Mathematics in Matriculation Examination. Such students are also required to qualify the aptitude test conducted by college.

Elective Combinations (Humanities)

Combination Code	Combination Name
H-1	Islamic Studies, Islamic History, Arabic
H-2	Fine Arts, Psychology, Arabic / English / Persian / Urdu Elective
H-3	Fine Arts, Outline of Home Economics, Sociology
H-4	Economics, Geography, Statistics
H-5	Education, Islamic Studies, Outline of Home Economics
H-6	Health & Physical Education, Islamic History, Outline of Home Economics
H-7	Education, Psychology, Arabic / English / Persian / Urdu Elective
H-8	Fine Arts, Islamic Studies, Outline of Home Economics
H-9	Psychology, Outline of Home Economics, Arabic / English / Persian / Urdu Elective
H-10	Education, Health & Physical Education, Sociology
H-11	Civics, Sociology, Arabic / English / Persian / Urdu Elective
H-12	Civics, Geography, Statistics
H-13	Education, Civics, Islamic History
H-14	Psychology, Sociology, Islamic History
H-15	Sociology, Civics, Islamic History
H-16	Psychology, Economics, Statistics
H-17	Psychology, Statistics, Education,
H-18	Education, Civics, Sociology
H-19	Economics, Civics, Statistics
H-20	Psychology, Geography, Statistics
H-21	Geography, Civics, Statistics
H-22	Islamic Studies, Sociology, Education

Note

- English Elective, Urdu Elective and Fine Arts are offered to those students only, who pass the aptitude test held for these subjects. Their selection of these subjects will be finalized if they clear the test. The test will be held only once on dates announced by the respective departments. In case a student does not qualify the aptitude test, she will have to change the subject combination.
- If the number of students opting for a certain subject falls short of the benchmark of ten, then it is offered only at the discretion of the Principal.

HSSC-II

COMPULSORY SUBJECTS	6 Papers
English (Compulsory)	1 Paper
OR	
English (Advance)	
Urdu (Compulsory)	1 Paper
OR	
Pakistani Culture (for Foreign Students)	
OR	
Urdu (Salees) in lieu of Urdu (Compulsory)	
Pakistan Studies (Compulsory)	1 Paper
Three Elective Subjects (as per combination selected in HSSC-I)	3 Papers

Note

1. HSSC Part-I and Part-II Examination are held separately by the Federal Board of Intermediate and Secondary Education Islamabad at the end of each academic year. The certificate is, however, awarded by the Board on the successful completion of the two year course.
2. 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.
3. Pakistani national/candidates of foreign origin who remained abroad for a continuous period of three years before appearing in an examination of the Board, and did not have the opportunity to study Urdu in that country up to the level of SSC Examination, may take Urdu (Salees) or Pakistani Culture in lieu of Urdu (Compulsory) Paper I and Paper II, if they opt for English (Advance) in lieu of English (Compulsory), subject to permission from the Federal Board of Intermediate and Secondary Education.
4. Candidates of category 3 who have not studied under the British or American System of Education or who have not appeared in or passed such an examination at G.C.E. Ordinary Level are granted the concession of taking English (Compulsory) in lieu of English (Advance). Prior permission from the Board shall be necessary in this regard.

4- FEE AND FUNDS

1. Payment of Fee

- i) The fee is collected once at the commencement of new session.
- ii) Fee is to be deposited at NBP F-7 Markaz, Islamabad.
- iii) The students are advised to pay their dues according to the schedule notified by the college.
- iv) In case of late fee submission a fine of Rs.200 will be charged.
- v) Copy of paid fee challan must be provided to the college fee office within due date.
- vi) Fee/Funds once deposited are non refundable.
- vii) Any future change in the fee/funds will be applicable as per Government policy.

2. Structure of Fee and Funds for HSSC-I

Government Dues		Monthly Breakage Charges	
Admission fee	Rs. 200	Physics	Rs. 20
Tuition fee (Annual)	Rs. 2700	Chemistry	Rs. 20
Bus fee(those who avail bus facility)	Rs. 4500	Geography	Rs. 20
Examination fee	Rs. 200	Biology	Rs. 20
College Leaving Certificate	Rs. 25	Psychology	Rs. 20
College Dues		Statistics	Rs. 20
Student fund (Annual charges)	Rs. 2400	Fine Arts	Rs. 20
Library security(Refundable)	Rs. 250	Outline of Home Economics	Rs. 20
Admission fund	Rs. 800	Health and Physical Education	Rs. 20
Magazine fund	Rs. 100	Computer Science	Rs. 100
PTA (CMC)	Rs. 50		
Registration fund (FBISE)	Rs. 1500		

5- GENERAL RULES AND REGULATIONS

1. Payment of Admission Fee

- a. Students are required to pay their tuition fee and other dues in accordance with the schedule notified by the college authority.
- b. On admission, along with fee payment, three passport size photographs (with white background) must be provided to the fee clerks, for the student's personal file and college identity card.
- c. Students migrating from other institutions shall not be charged tuition fee for the period already paid for, subject to verification from the fee receipt.

2. Fee Concession/Stipends etc.

A committee is in place to work out the selection of the students for fee concession and stipends. All concessions are tenable for one year, provided the attendance, academic performance and conduct of the students is up to the mark. Application for financial aid/ fee concession (duly signed by the student and counter-signed by the parents/guardian) can be forwarded on the prescribed forms at the outset of the academic session. The following criteria are observed for financial aid:

- a. If two or more sisters/brothers are studying in the Federal Government Colleges, the younger one is given fee concession (half tuition fee only) on request.
- b. Students holding scholarships are not eligible for fee concession.
- c. Students' welfare fund is established for grant of stipends to deserving students. The amount of stipend is fixed by the Principal.

3. Attendance HSSC

- a. The college starts at 8:30 a.m. Students are advised to be punctual.
- b. Students showing continuous absence of 02 weeks from college without prior sanction of leave, are liable to have their names struck off.
- c. The college authorities shall not be held accountable if students miss any information regarding college or public examinations displayed on the college notice-board due to their absence from college.
- d. Students getting married in the course of an academic session can avail leave for 15 days only. If they fail to attend classes after that, their name will be struck off.
- e. Students are required to fulfil the minimum attendance criteria of the Federal Board. The threshold of 75% attendance for HSSC in each subject is mandatory. Students failing to meet this criteria will not be eligible to appear in the Board Examination.

4. Promotion/Examination HSSC-I

Promotion from HSSC-I to HSSC-II shall be granted as per rules prescribed by the Federal Board of Intermediate and Secondary Education, Islamabad. Provisional classes of HSSC-II shall commence immediately after the HSSC-I Examination.

Send-up Examination

Send-up Examination is conducted to forward students' admission to the Federal Board and taking this examination is mandatory for all students.

Use of unfair means in any college examination will be strictly dealt with and penalty shall be imposed in accordance with the Board rules.

5. Public Examination HSSC

A student must fulfil the following criteria to enable herself to appear in the Board Examinations.

- a. She must be a regular and bonafide student of the college.
- b. She must bear a good character.
- c. She must acquire 75% attendance in all subjects including practical and tutorials for HSSC.
- d. She must show satisfactory academic progress in internal evaluation as per guidelines given by the Federal Board of Intermediate and Secondary Education.

6. Format of Leave Application HSSC

A leave application should contain the information given below:

- a. A leave application should be addressed to the Principal and processed through the office of the Vice Principal and Examination Room. Duty leave or medical leave will not be entertained in the classroom.
- b. It must be written on proper plain paper duly signed by the parent/guardian. An attempt to forge signatures of the guardians/parents will be severely dealt with.
- c. It should carry the name, roll number, class and section of the applicant.
- d. It should clearly mention the date/dates for which the leave is applied.
- e. It should mention the number of leaves already availed.
- f. A leave request other than on medical ground, seeking exemption from the college examination will not be entertained.

7. Leave Rules HSSC

a. Leave from College

Students are allowed to avail 02 leaves per month in case any need arises. Cumulative leave record will be digitally maintained by the Examination Department every month.

b. Medical Leave HSCC

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

c. Duty Leave

- i. All duty leave applications must be duly signed by the teachers concerned and directly forwarded to the Examination Department at the end of the session.

Note

No leave application, duty or medical will be entertained in the classroom.

8. Fines and Special Fines

The following miscellaneous fines may be imposed on students:

- a. Rs. 50 per day if they remain absent from the college beyond the permitted two days leave per month.
- b. Rs. 50 per day if they remain absent from the classes but are present on the college premises.
- c. Rs. 50 per day if they remain absent from the college on self-imposed preparation leave prior to the examinations.
- d. Rs. 50 per paper is imposed for missing periodical test and Rs 50 per paper for missing Send up and Pre-board Examinations at HSSC level. (Medical certificate should be submitted two days before commencement of examination.)
- e. **Carrying of mobile phone is strictly prohibited. A special fine of Rs. 1000 will be imposed for carrying mobile phone in the college. The mobile phone will be confiscated by the college authorities and will only be returned at the end of the academic session**
- f. Rs. 100 per day fine may be imposed for improper/incomplete uniform.
- g. Rs. 50 per event may be imposed if the student remains absent from college functions.
- h. Rs. 100 each time may be imposed for violation of discipline.
- i. Rs. 50 will be imposed for coming late to college.

BS PROGRAMS

6- ADMISSION POLICY (FOR BS PROGRAMS)

1. *Allocation of Seats*

The number of seats available in IMCG (PG) F-7/2, Islamabad in different BS Programs is given below:

BS Chemistry	50
BS Economics	50
BS Psychology	50
BS Islamic Studies	50

2. *Admission Quota*

Open Merit	92 %
Ex-FATA/GB	03 %
Disabled Quota	02 %
Sports Quota	03 %
Real daughters of teachers/ employees of educational institutions of FDE	01 % over and above the afore- mentioned quota
Transfer cases	01 % over and above the afore- mentioned quota

3. Basic Eligibility

A candidate holding a Higher Secondary School Certificate, from a Pakistani Board or an equivalent certificate from any other recognized institution, with at least 50% marks is eligible for admission to the BS Program.

4. Age Limit

The maximum age limit for admission to the BS program is 22 Years. Anyone beyond the age of 22 Years shall not be given admission unless the relaxation is granted by the Vice-Chancellor under special circumstances on the recommendation of the Principal.

5. Equivalence Certificate

Candidates having foreign certificate/A-Level (or Equivalent Qualification) should provide Equivalence Certificate and conversion of the grades into marks from the Inter Board Committee of Chairmen for Matric and Intermediate Level. Certificates with CGPA of local institutions also require conversion of grades into marks or percentage from the concerned Institutions in Pakistan.

6. Merit Criteria

The merit shall be calculated as per criteria mentioned.

Matric/SSC/Equivalent:	30%
F.A/F.Sc/Equivalent:	70%
Merit =	$(\text{MOM}) / \text{TM} \times 30\% + (\text{MOF}) / \text{TM} \times 70\%$
Where	
MOM =	Marks obtained in Matric or equivalent
MOF =	Marks obtained in F.Sc or equivalent
TM =	Total Marks

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.

8. Requirements for Admission in BS PROGRAMS

Program	Eligibility
BS Chemistry	F.Sc (Pre-Eng./Medical) or equivalent with at least 50% marks in aggregate.
BS Economics BS Islamic Studies BS Psychology	F.A/F.Sc or equivalent with at least 50% marks in aggregate.

7- FEE AND FUNDS FOR BS PROGRAMS

1. Payment of Fee

- a. The fee is collected for each semester at the beginning of session. (Fall Semester: Sep-Jan and Spring Semester: Feb-June).
- b. Fee is to be deposited at NBP F-7 Markaz, Islamabad.
- c. The students are advised to pay their dues according to the schedule notified by the college.
- d. Copy of paid fee challan must be provided to the college fee office within due date.
- e. A sum of Rs.5832/- per semester is charged as Examination Fee by the Quaid-i-Azam University. Further more Rs. 1500/- per paper is charged as Examination Fee in case a student re-appears in any paper.
- f. Transport Dues are Rs. 3000/- per semester (only for those who avail transport facility).
- g. Fee/Funds once deposited are non refundable.
- h. Any future change in fee/funds will be applicable as per Government/Quaid-i-Azam University policy.

2. Structure of Fee and Funds for BS Programs

Subject	Semester-I	Semester-II to IV	Semester-V to VIII
BS Chemistry	Rs. 25749	Rs. 11166	Rs. 17166
BS Economics	Rs. 25749	Rs. 11166	Rs. 17166
BS Islamic Studies	Rs. 22749	Rs. 9166	Rs. 14166
BS Psychology	Rs. 25749	Rs. 11116	Rs. 17166

3. Registration of Courses

At the beginning of each semester, a student shall register in the course(s) being offered for the respective BS program. Registration shall only be allowed if the student has paid all the required dues.

8- RULES AND REGULATIONS

1. Duration of the Program

- 1.1. The programs leading to BS shall be of four years duration, equally divided into eight regular semesters.
- 1.2. Each regular semester shall spread over eighteen weeks, 16 weeks for teaching and 02 weeks for the preparation and conduct of examinations.

2. Promotion & Probationary Period

2.1. Cumulative Grade Point Average

If a student scores a CGPA 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 student, the GPA (Grade Point Average) at the end of the first semester will 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.

2.2. Probation

Whenever any student's CGPA is 1.0 or more but less than 2.0 she shall be placed on probation. A student shall be allowed three chances to remain on probation during the entire BS Program of Studies.

A student failing to achieve the required CGPA of 2.0 for the fourth time shall cease to be the student of the College/University.

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) shall be offered by the college in the regular semesters.

3- Credit Hours

- 3.1. A credit hour means teaching a theory course for 60 minutes each week throughout the semester. The college may require attendance in the tutorial session as a part of the requirement.
- 3.2. One credit hour in laboratory or experimental work would require lab contact of at least two hours per week for first four semesters courses while for the remaining semesters laboratory courses one credit hour would require three contact hours per week.
- 3.3. For a course that includes both theory and practical components, the credit hours would be indicated as theory plus practical, for example 3+1=4.

4. Examinations

4.1 Eligibility to appear in the terminal examination of a semester

- a. No student shall be eligible to appear in the terminal examination unless she is registered at the University for the respective Study Program and has paid all the required dues.
- b. A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the semester's terminal examination of that course. However, the Principal may grant a relaxation of 10% of the attendance in lieu of her participation in extracurricular activities duly recommended/nominated by the college or in case of serious illness of the student/demise of her immediate family member. This relaxation will be subject to the provision of evidence.
- c. Students having class attendance less than 80% in a particular course(s) will be required to repeat the course(s) or its substitute course(s) as advised by the concerned Head of the Department.

5. *Evaluation*

- 5.1. There shall be 100 marks assigned to each course.
- 5.2. There shall be a system of evaluation of a student's performance consisting of the following components:
 - a. Home assignments, term papers, quizzes, class presentation and lab work (if applicable) etc with a weightage of 25%.
 - b. Mid Semester Examination of 2-3 hours duration having weightage of 25%. The mid semester examination shall be held by the end of the 8th week of commencement of classes for each course.
 - c. Semester's terminal examination of three hours duration having a weightage of 50% shall be held by the University.

6. *Award of Degree*

- 6.1. After successful completion of all the academic requirements of the program, the University shall award BS-4 year Degree to the students. Rs. 4000/- is charged as Degree Fee by the University for the issuance of degree.

9- SCHEME OF STUDIES

1. BS CHEMISTRY

Compulsory Courses (C)		General Courses (G) to be Chosen from other Department (Any Eight)		Discipline Specific Foundation Courses (F)		Major Courses including Research Project / Internship (Compulsory Courses)		Elective Courses within the Major (Any Four Courses)	
Course Title	CH	Course Title	CH	Course Title	CH	Course Title	CH	Course Title	CH
English (Eng I)	3	Introductory Mechanics and Waves (Theory and Lab)	2+1	Chemistry-I Chemistry-I Lab	3+1	Analytical Chemistry-I Analytical Chemistry Lab-I	3 1	Inorganic/Analytical Chemistry Molecular Spectroscopy	3
English (Eng II)	3	Electricity, Magnetism And Thermal Physics (Theory and Lab)	2+1	Chemistry-II Chemistry-II Lab	3+1	Inorganic Chemistry-I Inorganic Chemistry Lab-I	3 1	Atomic Spectroscopy	3
Ideology and Constitution of Pakistan	2	Quantitative Reasoning-I	3	Chemistry-III Chemistry-III Lab	3+1	Organic Chemistry-I Organic Chemistry Lab-I	3 1	Organometallic Chemistry	3
Islamic Studies / Ethics	2	Quantitative Reasoning-II	3	Chemistry-IV Chemistry-IV Lab	3+1	Physical Chemistry -I Physical Chemistry Lab-I	3 1	Crystallography	3
Mathematics-I (Basic Mathematics)	3	Introductory Biology	3	Industrial Chemistry	2	Analytical Chemistry-II Analytical Chemistry Lab-II	3 1	Inorganic Polymers	3
Mathematics-II (Calculus and Analytical Geometry)	3	Social Sciences	2	Environmental Chemistry	3	Inorganic Chemistry-II Inorganic Chemistry Lab-II	3 1	Group Theory in Chemistry	3
Introduction to Computing	3	Civics and Community Engagement	2	Total Credit Hours:	21	Organic Chemistry-II Organic Chemistry Lab	3 1	Chemical Process Industries	3
Introduction to Programming	3	Linguistics	2			Physical Chemistry-II Physical Chemistry Lab-II	3 1	Nuclear Methods of Analysis	3

BS CHEMISTRY

	3	Entrepreneurship	2			Total Credit Hours:	32	Coordination Chemistry	3
Total Credit Hours:	22	Biosafety and Ethics	2					Nano-Materials in Chemistry	3
		Total Credit Hours:	25					Inorganic / Analytical Chemistry Lab-III	3
								Advanced Inorganic / Analytical Chemistry Lab Or Research Project in Inorganic / Analytical Chemistry	3
								Organic Chemistry Chemistry of Heterocycles	3
								Reaction Mechanism-I	3
								Spectroscopic Methods in Organic Chemistry-I	3
								Chemistry of Natural Products	3
								Biochemistry	3
								Name Reactions	3
								Organic Polymer Chemistry	3
								Reaction Mechanism-II	3
								Stereochemistry	3

BS CHEMISTRY

							Spectroscopic Methods in Organic Chemistry-II	3
							Organic Chemistry Lab-III	3
							Advanced Organic Chemistry Lab Or Research project in Organic Chemistry	3
							Physical Chemistry Polymer Chemistry	3
							Molecular Spectroscopy	3
							Chemical Kinetics	3
							Solid State Chemistry	
							Electrochemistry	3
							Nuclear and Radiation Chemistry	3
							Surface Chemistry	3
							Photochemistry	3
							Thermodynamics	3
							Solution Chemistry	3
							Colloids and Surfactants	3
							Quantum Chemistry	3
							Numerical Methods and Computational Chemistry	3
							Statistical Mechanics	3
							Physical Chemistry Lab-III	3
							Advanced Physical Chemistry Lab Or Research Project in Physical Chemistry	3
							Total Credit Hours:	30

Total Credit Hours: 130

2. BS ECONOMICS

S #	Foundation Courses for Economics(6)		Compulsory Courses (7)	
	Course Title	*CH	Course Title	*CH
1	Principles of Microeconomics	3	Islamic Studies/Comparative Religions	3
2	Principles of Macroeconomics	3	Ideology of Pakistan	3
3	Intermediate Microeconomics	3	Functional English	3
4	Intermediate Macroeconomics	3	Expository Writing	3
5	Inferential Statistics	3	Information and Communication Technology	3
6	Quantitative Reasoning II	3	Quantitative Reasoning I	3
7			Mathematical Economics I	3
8				
9				
10				
11				
12				
13				
14				
15				

BS ECONOMICS

S #	General/Language Courses Any 7		Core Courses (14)		Optional Courses (Any 5) +Viva	
	Course Title	*CH	Course Title	*CH	Course Title	*CH
1	Introduction to International Relations	3	Microeconomic Analysis	3	Human Resource Development	3
2	Introduction to Geography	3	Macroeconomic Analysis	3	Money Banking and Finance	3
3	Introduction to Sociology	3	Econometrics	3	Agricultural Economics	3
4	Introduction to Political Science	3	Development Economics	3	Environmental Economics	3
5	Introduction to Psychology	3	Monetary Economics	3	Economics of Education	3
6	Fundamentals of Education	3	Financial Economics	3	Population Economics	3
7	Introduction to Anthropology	3	International Economics	3	Fiscal Policy	3
8	Foundations of Social Work	3	Public Sector Economics	3	Globalization	3
9	Arabic/Persian	3	Development Policy	3	Institutions and Development	3
10	Entrepreneurship	2	Economy of Pakistan	3	Theories of Economic Growth	3
11	Civics and Community Engagement	3	Econometrics of Time Series and Panel Data	3	Poverty and Income Distribution	3
12			Islamic Economics	3	Islamic Banking	3
13			Applied Economics/Research	3	Urban Economics	3
14			Project/Field Work	3		
15						

Total Credit Hours: 129

3. BS ISLAMIC STUDIES

S #	Compulsory Courses (8)		General Courses to be chosen from other departments (8)	
	Course Title	*CH	Course Title	*CH
1	English I	3	Introduction to Anthropology	3
2	English II	3	Fundamentals of Economics	3
3	English III	3	Introduction to International Relations	3
4	Pakistan Studies	2	Introduction to Biology	3
5	Islamic Studies / Ethics	2	Introduction to Sociology	3
6	Maths	3	Introduction to Political Science	3
7	Introduction to Computers	3	Introduction to Psychology	3
8			Fundamentals of Education	3
9			Geography	3
10			Introduction to The History of Muslim Civilization	3
11			Foundations of Social work	3
	Credit Hours:	19	Credit Hours:	24

BS ISLAMIC STUDIES

Discipline Specific Foundation Courses (11)		Major Courses including Research Project / Internship (14)		Elective Courses within The Major (4)	
Course Title	*CH	Course Title	*CH	Course Title	*CH
Introduction to the Selected Topics of The Holy Quran	3	Textual Study of Al-Quran - I	3	Methods of Research	3
		Textual Study of Al-Quran - II	3	Fiqh-Al-Maliyah	3
Arabic Language I	3	Textual Study of Hadith - I	3	Criminal Law	3
Ulum-UI-Quran	3	Ulum-Al-Hadith	3	Islamic Morals	3
History and Compilation of Hadith	3	Textual Study of Muslim Family Laws	3	Ilm-Al-Kalam	3
				Objectives of Shariah	3
Arabic Language II	3	The Ethics of Disagreement in Islam	3	Study of Selected Commentaries of Hadith	3
History of Fiqh (Islamic Law)	3				
Study of Seerah of Holy Prophet (PBUH)	3	Introduction to World Religions	3	Study of Tasawwuf	3
		Al-Dawah-Wal Irshad	3	Islam and Science	3
History of Tafsir	3	Textual Study of Al-Quran - III	2		
Study of Islamic Fiqh - I	3	Cultural History of Islam	3		
Ulum UI-Fiqh	3	Islamic Economics	3		
Arabic through Quranic Text	3	Islam & Modern Political Thought	2		
		Islam & Modern Social Thought	2		
Tajwid Al-Quran (Theory & Practice)	3	Textual Study of Aqeeda Tuhawiya	2		
		Thesis / Research Project	6		
Credit Hours:	33	Credit Hours:	42	Credit Hours:	12

Total Credit Hours: 130

4. BS PSYCHOLOGY

Clusters for BS Psychology (2023 onwards)		General Courses (G) to be Chosen from other Department		Discipline Specific Foundation Courses (F)		Major Courses including Research Project / Internship (Core Compulsory Courses)		Elective Courses within the Major (Any Four Courses)	
Course Title	CH	Course Title	CH	Course Title	CH	Course Title	CH	Course Title	CH
Cluster of Arts & Humanities (Any One Course)		Fundamental of Economics	3	Introduction to Psychology	3	Research Methods-I	3	Clinical Psychology	3
Language Study Skills	2	Introduction to Gender Studies	3	Practical / Lab Experiments in Psychology	1	Research Methods-II	3	Counseling Psychology	3
Introduction to Linguistics	2	Introduction to Sociology	3	Applied areas of Psychology	2	Group Research	1	Organizational Psychology	3
Arabic Language	2	Foundations of Social Work	3	Schools & Perspectives in Psychology	2	Statistics in Psychology	3	Educational Psychology	3
Creative Language	2	Functional English	3	Theories of Personality	2	Data Analysis through Software	3	Forensic Psychology	3
Introduction to Fine Arts	2	Expository Writing	3	Experimental Psychology	3	Developmental Psychology	3	Neuropsychology	3
Cluster of Social Sciences (Any One Course)		Islamic Studies	3	Social Psychology	3	Gender Issues in Psychology	3	Psychology of Aging	3
Introduction to Social Sciences	2	Ideology and Constitution of Pakistan	3	Psychopathology	3	Positive Psychology	3	Human Resource Management	3
Introduction to Geography	2	Quantitative Reasoning-I	3	Biological Basis of Behavior	3	Peace Psychology	3	Sports Psychology	3
Contemporary Social Issues	2	Quantitative Reasoning-II	3	Psychological Assessment	3 + 1	Cross Cultural Psychology	3	Military Psychology	3
Cluster of Natural Sciences (Any One Course)		Fundamentals of Education	3	Ethical Issues in Psychology	3	Health Psychology	3	Diasaster and Trauma Management	3
Everyday Scinece	3	Principles of Accounting	3	Active Citizenship, Volunteerism/ Community work	M A N D A T O R Y	Cognitive Psychology	3	Family Psychology	3

BS PSYCHOLOGY

Introduction to Biology	3	Introduction to International Relations	3	Lab Experiments	2	Environmental Psychology	3	Psychology of children with Special Needs	3
		Defense and Strategic Studies	3			Research Thesis	6	Consumer Behaviour and Marketing	3
		Introduction to Gender Studies	3					Assessment and Interventions in Education	3
		Introduction to Anthropology	3					Developmental Psychopathology and its Prevention	3
		Introduction to Archaeology	3					Practicum/Case reports/Internship Report	3
		Introduction to Geography	3						
			3						
		Introduction to Library Sciences	3						
		Introduction to Economy of Pakistan	3						
		Introduction to History	3						
		Introduction to History of Muslim Civilizations	3						
		Introduction to History of South Asia	3						
		Introduction to Business Studies	3						

Total Credit Hours: 137

10- GENERAL INSTRUCTIONS

1. Rules for Borrowing Library Books

College Library books are divided into the following four categories:

- a. Books earmarked for reference (non-issuable)
- b. Periodicals.
- c. General books including text books.
- d. Reference books which may be lent for one day.
 1. Books falling in category (a) and (b) will not be issued.
 2. Books of category (c) will be lent for a period of 7 days to the students. This period can be extended only on the physical presentation of the books. However, no student is allowed to borrow a book for more than one month. The book must be returned before the expiry of this period. The book will be issued only if:
 - i. Request for renewal is made before the due date of its return.
 - ii. No one else has made request for that particular book.
 3. Borrowers and readers are advised to examine books at the time of issuance and to bring into the notice of the librarian if the book is defected or damaged.
 4. Lost or damaged books will be replaced by the borrower.
 5. Fine of 15 Rupees per book per day is charged from the students if books are retained beyond the stipulated time period. A borrower shall not be allowed to borrow more books unless the fine has been paid.
 6. Those who abuse the privilege by showing misconduct in the library will be reported to the Principal for an appropriate action.
 7. At the time of annual stocktaking, the library shall remain closed. All borrowers irrespective of date of return must return their books to the library, before the date notified for this purpose.
 8. All library books must be returned at least 10 days before the commencement of summer vacation. However, Seminar Libraries will remain open for the benefit of readers during summer break.
 9. A student appearing in a public examination shall be issued her roll number only after she has obtained a clearance from the librarian. In case she fails to return her library card, for such clearance she will have to deposit Rs. 100/- (refundable on production of card) to the librarian.

Note

Keeping in view the sanctity and discipline of library, students are directed to observe silence in the libraries and refrain from taking eatables there.

2. Code of Conduct for Students

1. All prospective students will have to abide by the rules and regulations laid down in the college Code of Conduct.
2. During her stay in the college, every student shall diligently apply herself to the field of study in which she is enrolled.
3. She shall participate in curricular and co-curricular activities compatible with her aptitude.
4. It is mandatory for all students to attend every function held in the college. A special fine will be imposed in case of default.
5. A student must not resort to means of violence or use of force to settle differences or disputes amongst themselves, college employees or the faculty.
6. She shall refrain from:
 - a. The use of unfair means or malpractices in examinations.
 - b. Allowing or letting entry of unauthorized persons, such as relatives, friends or other visitors within the premises of the college.
 - c. Any use of drugs i.e. narcotics, cigarettes or alcohol.
 - d. **Carrying a mobile phone/i-pad/i-pod/camera or any other electronic gadget in the college.**
 - e. Damaging and disfiguring the college property, including building, equipment and vehicles etc.
 - f. Indulging in unacademic/undesirable/objectionable activities which may bring disgrace to the college will result in suspension/rustication from the institution.
 - g. Aimless wandering and other such unbecoming activities around shopping malls in the vicinity of the college during college hours.
 - h. Indulging in agitational activities.
 - i. Missing out classes for no valid reason while being present in the college.
7. She shall uphold and practice propriety, modesty and decorum in her behavior and conduct.
8. Those who fail to adhere to the above mentioned code of conduct shall be liable to pay the fines and penalties in this regard.
9. The student must submit undertaking on Stamp Paper that she will observe this Code of Conduct, duly signed by herself, parent/guardian, witnesses and the Oath Commissioner.
10. The Academic Council of the college has the power to recommend a student's name to be struck off, if she fails to comply with the Code of Conduct.

11. Parents/guardians are responsible to pick up their daughters/wards from college within 30 minutes of the closing time. After this time the college authorities will not be responsible for any mishap/security of the student.
12. Parents and guardians of the students are expected to extend their full co-operation to ensure maintenance of discipline.
13. The penalty of suspension, expulsion or rustication of a student for serious misconduct may be imposed by the Head of Institution on the advice of the discipline committee.

3. College Uniform

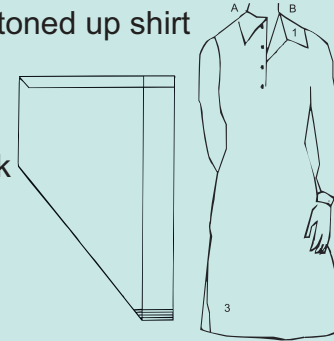
All the students, including foreign students, are required to attend the college in proper and complete uniform that is White Cotton Shalwar, Knee length loose fitted White Kameez as per the given design. The following rules will be observed in this regard:

1. Students not in uniform will be denied entry to the college.
2. Exemption from wearing the college uniform is not to be accorded to any student during the course of her stay in college.
3. Students must come in uniform to collect their Roll Number Slips for Public Examinations or to get their journals signed.
4. It is binding on all bonafide students to be in college uniform while appearing in any Public or Home Examination.
5. Kurtas are not allowed. Students will be fined for inappropriate uniform.
6. A uniform made of see-through material will not be permitted.
7. White open mulmul dupatta with (1 1/2") coloured border or coloured dupatta as per colour assigned by the college administration to each class is a part of the uniform. Students are allowed to wear white scarves only.
8. The college I.D Card is an integral part of the uniform and it must be worn during college hours.
9. Only black flat shoes or black joggers are allowed.
10. Plain-knitted black cardigan or plain black blazer / half coat is allowed. Cardigans with coloured stripes, designs or edges are strictly forbidden.
11. Students of Science are required to wear cotton overalls during parcticals.
12. All students must come to college in a clean uniform with tidy and properly combed or plaited hair, trimmed nails and polished shoes.
13. Students are not allowed to use cosmetics or wear any kind of jewellery in the college.
14. Hair accessories such as hairpins, ribbons, hair bands etc, if used, must be black.

Note: Strict disciplinary action will be taken against defaulters of the above rules.

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.

4. Change of Residential Address

- a. The addresses and telephone numbers of students given in the admission forms should correspond to their actual addresses and telephone numbers where the college administration may contact the parents in case of emergency. Students providing incomplete or wrong information will be strictly dealt with.
- b. Parents are advised to intimate college administration about any change in their addresses and telephone numbers immediately.

5. Intimation Through SMS/Whatsapp

Parents are required to provide correct mobile phone number/Whatsapp number so that they can be intimated about the results/academic performance of their daughters/wards and other important messages through SMS/Whatsapp by the college authorities.

6. College Identity Card

On admission each student is provided with a non-transferable College Identity Card for which she has to provide her particulars.

1. The Identity Card must carry photograph of the student signed by the Principal.
2. The Identity Card must be obtained within 15 days of commencement of classes.
3. Students must wear their ID card during the college time. Non compliance is punishable.
4. Duplicate Identity Cards are not issued except under very special circumstances and after verification of class in charges and on payment of fine of Rs. 500.

7. College Awards

The college gives the following awards to meritorious and talented students in recognition of their performance in curricular and co-curricular activities.

i. Insignia for Best Students

The best students at intermediate level are awarded insignias on the basis of their performance.

ii. Insignias for Co-Curricular Activities

On the basis of extraordinary performance in co-curricular activities at various inter-class and All Pakistan Competitions over a period of two years, insignias are awarded in the following categories:

- a. Qiraat
- b. Naat
- c. Essay Writing (English/Urdu)
- d. Debates / Declamation (Urdu/English)
- e. Painting
- f. Dramatics
- g. Athletics
- h. Flower Arrangement
- i. Singing

iii. Academic Prizes

Students are awarded prizes including cash for individual subjects and for overall best performance during the course of session. They are required to fulfil the following eligibility criteria to qualify for an award:

- a. Secure at least 60% or above marks in the respective subject.
- b. Pass all the college periodical tests, annual and send-up examinations in the subject.
- c. Appear in and pass all the other subjects/ examinations.

Note

- 1. Awards for the best students in co-curricular activities are decided by the Academic Council. All decisions are final and may not be challenged.
- 2. Contestants for these awards, who are likely to miss a test/examination due to a foreseen valid reason, may inform the In charge Examination and their concerned teachers in advance, for further instructions.

3. It is within the jurisdiction of Academic Council to relax the criteria for prizes, if need be, in special cases.
4. A contestant found guilty of misconduct according to the college code of conduct shall not qualify for an award.

All rules quoted in the prospectus are subject to revision.

SPECIMEN OF THE UNDERTAKING

Note: This undertaking is to be furnished on Rs. 10/- Stamp Paper duly completed and attested by the Oath Commissioner at the time of admission i.e. payment of dues.

UNDERTAKING

I hereby undertake to abide by the following:

1. That I shall not indulge in **politics, indiscipline, use of mobile phone, violation of rules and regulations/code of conduct**, as given in the prospectus.
In case of non compliance I may be expelled from the college without any notice.
2. That in case of continuous absence for two weeks from college without approval of leave, my name may be struck off from the college roll.
3. I shall abide by the Federal Board / Quaid-i-Azam University criteria of minimum attendance in each subject, failing which my admission to Federal Board / Quaid-i-Azam University Examination will be withheld.

Place _____

Date _____

Signature of applicant

in presence of

Witness No. 1

Signature with official seal:

Name:

Address:

CNIC No:

Witness No. 2

Signature with official seal:

Name:

Address:

CNIC No:

DECLARATION BY PARENT

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

Provision of correct telephone number and mailing address is my responsibility. In case of any incorrect information the college authorities shall not be responsible for any gap in communication.

CNIC: _____ Mailing Address: _____

Phone (1) _____ (2) _____

Email: _____

Signature of Parent

Solemnly affirmed and accepted before me this _____ day of _____ by _____ who is identified by _____ who is personally known to me.

Seal

Dated _____

Signature of Oath Commissioner



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