



Islamabad Model College For Girls (Post Graduate)

F-7/2, Islamabad



CALENDAR OF ACTIVITIES

AUGUST

1. Commencement of classes for HSSC (Part I-II)
2. Independence Day Celebration
3. PTM-First Connect

SEPTEMBER

1. Commencement of BS Classes
2. Election of Class Representatives
3. Literacy Day
4. Defence Day

OCTOBER

1. General Elections of Student's Council
2. United Nations Day
3. Kashmir Day
4. PTM- Second Connect

NOVEMBER

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

DECEMBER

1. Quaid-i-Azam Day
2. Human Rights Day
3. Anti-Corruption Day

Miscellaneous Activities

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

JANUARY

1. Milad
2. Intercollegiate Competitions
3. PTM-Final Connect

FEBRUARY

1. Kashmir Solidarity Day
2. Sports Day
3. Fun Fair
4. Tribute to Renowned Literary Personalities

MARCH

1. Pakistan Day
2. Teacher's Day
3. Women's Day
4. Farewell Class Parties

APRIL

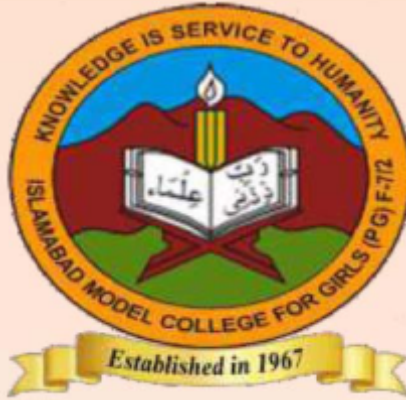
1. Tree Plantation Day & Earth Day
2. Anti Narcotics Day

MAY

1. Labour Day
2. Convocation/Prize Distribution

JUNE- JULY

1. Summer Vacation



Prospectus

HSSC-I

**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 programmes 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 solution 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 overcome the challenges of future by inculcating intellectual, moral and ethical values.*
- *To make them acquire a 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 honour, 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)

27th November 1947

Message by the Principal

As a Principal and an Educationist, I am committed to provide an intellectually challenging and academically empowering education for students. Islamabad Model College for Girls (Postgraduate) F-7/2, Islamabad is a progressive institution that offers a wide spectrum of educational programmes. We focus on inculcating the spirit of diligence and responsible citizenship among our students. I strongly urge students to benefit from the extensive range of academic and co-curricular opportunities that the institution offers as our staff and administration are committed to helping each and every student to their full potential. I regard the youth of today as leaders of tomorrow. It is our institutional value to equip students to successfully cope with contemporary challenges and confidently confront forthcoming ones. I advise my students to have staunch faith in Allah and a strong belief in our religion, Islam. The Holy Prophet (PBUH) should be the role model for students to get success in every sphere of life and in the world hereafter. As Muslims we are expected to behave with self-discipline and noble conduct. The Holy Prophet (PBUH) said “I was only sent to perfect noble character.” (Ahmed) I prompt the faculty and students to contribute to the local, national and global community in a meaningful and respectful manner. I wish everyone at Islamabad Model College for Girls (Postgraduate) F-7/2, Islamabad wonderful years ahead.

Principal



Dr. Balqees Nabbi
Principal
Islamabad Model College for Girls (PG) F-7/2, Islamabad

CONTENTS

1- COLLEGE INTRODUCTION	01	2- ADMISSION POLICY	17
1- Profile	01	1- Allocation of Seats	17
2- Faculty	02	2- Basic Eligibility	17
Non Academic Staff	10	3- General Instructions	18
3- College Facilities	12	4- Migration Cases	21
1- General Library	12	5- Admission Policy for Foreign Students	22
2- Seminar Library	12	3- SCHEME OF STUDIES	23
3- Digital library	12	HSSC - I	23
4- Laboratories	12	4- FEE AND FUNDS	27
5- Day Care Center	13	1- Payment of Fee	27
6- College Mosque	13	2- Structure of Fee and Funds	27
7- College Auditorium	13	3- Monthly Breakage Charges	28
8- Canteen and Stationery Shop	13	5- GENERAL RULES AND REGULATIONS	29
9- Security Measures	13	1- Payment of Admission Fee	29
10-Drinking Water Facility	13	2- Fee Concession /Stipends etc.	29
11-College Magazine	14	2- Attendance	29
12-Educational Trips/Excursions	14	4- Promotion/Examination	30
13-Sports Facility	14	5- Public Examination	30
14-Transport Facility	14	6- Format for Leave Application	31
15-College Hostel	14	7- Leave Rules	31
16-First Aid	14	8- Rules for Borrowing Books	32
17-Transcript	15	9- Code of Conduct for Students	33
4- Associations	15	10- College Uniform	35
18-The Academic Council	15	11- Change of Residential Address	36
19-The Student's Council	15	12- Intimation Through SMS	37
20-College Management Committee	15	13- Students Identity Card	37
21-Societies for Co-Curricular Activities	16	14- College Awards	37
22-Students Welfare Program	16	15- Specimen of Undertaking	39

I. 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 50 years of establishment. It is the oldest girls' institution in Islamabad offering HSSC Degree and Postgraduate Classes in Science and Humanities.

The number of enrolled students is 3500 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 and Post Graduate level. The college is reputed for having excellent results in Board and University Examination along with top academic positions.

Four year BS Programmes in subjects of Economics, Islamic Studies and Psychology affiliated with Quaid-i-Azam University are presently functioning. More Programmes in various disciplines are going to start in the new academic session in line with the policy of Higher Education Commission.

The academic session for HSSC classes is determined by the Federal Board of Intermediate & Secondary Education Islamabad and for the Degree and Postgraduate 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

Dr. Balqees Nabbi
M.Sc. (Quaid-i-Azam University)
Ph.D. (Allama Iqbal Open University)

VICE PRINCIPAL

Ms. Abida Azhar
M.Sc. (University of the Punjab)

APPLIED PSYCHOLOGY

Associate Professor:

1. Ms. Ayesha Kayani
M.Sc. (University of the Punjab)
PGD in Speech and Language Therapy (NIH)

Lecturer:

1. Ms. Shaista Sheikh
M.Sc. M.Ed B.Ed
(University of Sindh Jam Shoro).
2. Ms. Sadia Ahmed
M.Sc. Psychology
NIP (Quaid-i-Azam University)
3. Ms. Anam-ul-Malik
M.Sc. Applied Psychology
M.Phil (Quaid-i-Azam University)

4. Ms. Nazia Ashraf
M.Sc. (Daily Wage)
5. Ms. Akhtar Parveen
M.Sc. (Daily Wage)

ARABIC

Associate Professor:

1. Ms. Abida Yunus
M.A. Arabic.
M.A. Islamic Studies
(University of the Punjab)

Assistant Professor:

1. Ms. Shagufta Shahid
M.A. Arabic.(University of the Punjab)
B.Ed. (University of the Punjab)
Higher Diploma in Arabic.
(University of the Punjab)
2. Ms. Raheela Kausar
M.A. Arabic, Islamiyat, M.Ed
(University of the Punjab).
M.Phil (G.C. University, Faisalabad)
A.T.T.C (Allama Iqbal Open University)

3. Ms. Rabia Bibi
M.A. (Daily Wage)
4. Ms. Shafqat Parveen
M.A. (Daily Wage)

BOTANY

Associate Professor

1. Ms. Humaira Rashid
M.Sc. (University of the Punjab)
M.Ed,B.Ed (Allama Iqbal Open University)
MS Bio Sciences (Comsats University Islamabad)

Assistant Professor:

1. Ms. Munazza Makhdoom
M.Sc. (Quaid-i- Azam University)
PGD,E.P.M (Allama Iqbal Open University)
B.Ed (Allama Iqbal Open University)

Lecturer

1. Ms. Anum Kaleem
M.Sc. (University of Arid Agriculture Rawalpindi)
B.Ed (Allama Iqbal Open University)
2. Ms. Samra
M.Sc. M.Phil (University of Sindh)
B.Ed M.Ed (University of Sindh)
3. Ms. Mehwish Raja
M.Sc. M.Phil (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)

CHEMISTRY

Associate Professor:

1. Dr. Humera Jabeen
M.Sc. M.Phil (Quaid-i-Azam University)
Ph.D POSTECH (South Korea)
2. Ms. Fehmida Gul
M.Phil (Deputationist)
(On temporary duty at IMCG I-14/3)

Assistant Professor:

1. Ms. Uzma Akhtar
M.Sc. M.Phil (Quaid-i-Azam University)
2. Dr. Salma Shahnaz
M.Sc. (University of Karachi)
Ph.D, ICCBS, HEJRIC
(University of Karachi)
3. Dr. Shabana Taj
M.Sc. M.Phil. Ph.D
(Quaid-i-Azam University)
4. Ms. Saeeda Nazneen
M.Sc. M.Phil. (Quaid-i-Azam University)
B.Ed. (Allama Iqbal Open University)
5. Dr. Rahima Rahman
M.Sc. M.Phil. Ph.D
(Quaid-i-Azam University)
B.Ed. (Allama Iqbal Open University)

6. Ms. Farzana Shujaat
M.Sc.

Lecturer:

1. Ms. Adeela Asim
M.Sc. (Quaid-i-Azam University)
B.Ed. (Allama Iqbal Open University)
2. Ms. Tahira Ismail
M.Sc. (Quaid-i-Azam University)
3. Ms. Sobia Munir
M.Sc.,(UET)
M.Phil. (University of the Punjab)
B.Ed. (Allama Iqbal Open University)
4. Ms. Uzma Parveen
M.Sc (Gomal University D.I Khan)
B.Ed (Gomal University D.I Khan)

COMPUTER SCIENCE

Assistant Professor:

1. Ms. Sadaf Zehra
M.Sc. (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
2. Ms. Saira Asaf
PGD, M.Sc. (International Islamic University)
M.Sc, Anthropology (Quaid-i-Azam University)

Lecturer:

1. Ms. Qurat-ull-Ain
MCS (University of Lahore, Islamabad).
B,Ed. (Muhi-ud-Din Islamic University, AJK)
2. Ms. Anjum Ara
M.Sc. M.Phil (Quaid-i-Azam University)
3. Ms. Abida Najab
MS FAST University
(On Temporary duty to IMCG G-10/4)

ECONOMICS

Associate Professor:

1. Dr. Rummana Shah
M.Sc. (Quaid-i-Azam University)
(Gold Medalist)
Ph.D (Quaid-i-Azam University)

Assistant Professor:

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

Lecturer:

1. Ms. Ayesha Azeem
M.Sc (International Islamic University)
2. Ms. Mehwish Taj
M.Sc,(International Islamic University)
(On Temporary duty to IMCG I-8/3)
3. Ms. Bibi Fatima
M.Sc. (International Islamic University)
M.Ed (Allama Iqbal Open University)
4. Ms. Sara Ishaque
M.A. (Daily Wage)

EDUCATION**Lecturer:**

1. Ms. Atiya Sohail
M.A. (NUML)
B.Ed. (Allama Iqbal Open University)
2. Ms. Aisha Shoukat Malik
M.A. (University of the Punjab)
B.Ed. (Allama Iqbal Open University)
3. Ms. Saman Bibi
M.Phil. (Daily Wage)
(On temporary duty at IMCG I-14/3)

ENGLISH**Associate Professor:**

1. Ms. Sarwat Nazir
M.A. (University of the Punjab)
PGD, TEFL (Allama Iqbal Open University)
2. Ms. Ummara Khalid
M.A. (University of Peshawar)

Assistant Professor:

1. Ms. Ghazala Ishtiaq
M.A. (University of the Punjab)
2. Ms. Somia Sohail
M.A. (University of the Punjab)
M.Phil (NUML)
3. Ms. Bushra Nisar
M.A. (University of Peshawar)
(On temporary duty to IMCG I-8/3)
4. Ms. Nusrat Batool
M.A. (University of the Punjab)
PGD. TEFL (Allama Iqbal Open University)
5. Ms. Nosheen Kanwal
M.A.

Lecturer:

1. Ms. Fouzia Jamal
M.A. (University of Peshawar)
(On temporary duty to IMCG Humak)
2. Ms. Ambreen Tallat
M.A. (University of the Punjab)
PGD, TEFL (Allama Iqbal Open University)
B.Ed (Allama Iqbal Open University)
3. Ms. Amna Saeed
M.A. (NUML).
4. Ms. Naila Ahmed
M.A. (Govt. College University Lahore)
5. Ms. Mahrukh
M.A. (Bahuddin Zakria University)
TEFL (NUML)
6. Ms. Rabia Amjad
M.A. (University of Punjab)

FINE ARTS**Lecturer:**

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

2. Ms. Shaista Hyder
M.F.A. (University of the Punjab)
M.Phil (Fatima Jinnah Women University)
3. Ms. Zohra Bano
B.F.A. (National College of Arts) NCA

GEOGRAPHY**Assistant Professor:**

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

Lecturer:

1. Ms. Rubina Naz
M.Sc. (University of the Punjab)
B.Ed (Allama Iqbal Open University)
2. Ms. Lamya
M.Sc.
3. Ms. Samia Riaz
M.Sc. (Daily Wage)

HISTORY**Associate Professor:**

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

HEALTH AND PHYSICAL EDUCATION

Lecturer:

1. Ms. Aniqha Islam
M.Sc.(Gomal University).

ISLAMIC STUDIES

Assistant Professor:

1. Ms. Aneela Tahir
M.A. (University of the Punjab)
B.Ed (Allama Iqbal Open University)
2. Dr. Aiysha Madni
B.Sc. (Home Economics)
M.A. English, Arabic, Islamic Studies
(University of the Punjab)
M.Phil, Ph.D
(Allama Iqbal Open University)
3. Ms. Shazia Abid
M.A. (University of the Punjab)
B.Ed (Allama Iqbal Open University)
M.Phil. (Allama Iqbal Open University)
4. Ms. Qurat-ul-Ain Rehan
B.A. (Honors)
M.A. (Usuladdin Islamic University)
(On temporary duty at IMCG G-10/4)

Lecturer:

1. Ms. Sumera Farooq
M.A. (University of the Punjab)
B.Ed (Allama Iqbal Open University)
2. Ms. Paras Nazneen Gillani
M.A. (University of Peshawar)
B.Ed. (Allama Iqbal Open University)
3. Ms. Noshaba Khokhar
M.A. (Fatima Jinnah University Rawalpindi)
M.A. Arabic (University of the Punjab)
B.A. (Honors) Usuluddin (IIUI)
M.Ed. (Allama Iqbal Open University)
M.Phil (University of Gujrat)
4. Ms. Saima Rafique
M.A. M.Phil
(Bahauddin Zikariya University Multan)

MATHEMATICS

Associate Professor:

1. Ms. Farah Khalid
M.Sc. (University of the Punjab)
2. Ms. Samina Tanveer
M.Sc. M.Phil. (Quaid-i-Azam University)

Assistant Professor:

1. Ms. Uzma Yaqoob
M.Sc. M.Phil. (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
2. Ms. Naveeda Jabeen
M.Sc.M.Phil (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
3. Syeda Qurat ul Ain Amir
M.Sc, MCS, B.Ed.

Lecturer:

1. Ms. Mahwish Habib
M.Sc. M.Phil (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
2. Ms. Waseem Kousar
M.Sc. (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
(On temporary duty at IMCG I-8/3)
3. Ms. Qurat-ul-Ain
M.Sc. (AJK Univeristy)
M. Phil (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
4. Ms. Tahira Naseem
M.Sc. (Daily Wage)

HOME ECONOMICS**Associate Professor:**

1. Ms. Shabana Tabassum
M.Sc.(University of Karachi)
(On temporary duty at IMCG I-14/3)
2. Ms. Raheela Tariq
M.Sc.
(On temporary duty at FGCH&MS)
3. Dr. Iram Sheikh
M.Phil. B.Ed.

Assistant Professor:

1. Ms. Amtul Sadia
M.Sc. (University of Karachi)

Lecturer:

1. Ms. Humera Shabnum
M.Sc.

PAKISTAN STUDIES**Associate Professor:**

1. Ms. Naira Qadeer
M.Sc Pakistan Studies (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
MS History
(International Islamic University Islamabad)

Lecturer:

1. Ms. Anila Tariq
M.Sc. (Quaid-i-Azam University)
M.A. Political Science (Gomal University)
B.Ed (Allama Iqbal Open University)

PERSIAN**Associate Professor:**

1. Ms. Adeela Rashid
M.A. Persian (NIML, Quaid-i-Azam University)
(Gold Medalist)
M.A. Urdu (University of the Punjab)
Diploma (Persian Language) NIML

Lecturer:

1. Ms. Rabia Kayani
M.A. M.Phil (NUML)
B.Ed (Allama Iqbal Open University)

PHILOSOPHY**Assistant Professor:**

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

PHYSICS**Assistant Professor:**

1. Ms. Rahat Tariq
M.Sc. (University of the Punjab)

2. Dr. Maria Younas
M.Sc. M.Phil (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
P.h.D. (Quaid-i-Azam University)

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

4. Ms. Zakia Anjum
M.Sc. (University of the Punjab)
MS (COMSATS Institute
of Information Technology)
B.Ed (Allama Iqbal Open University)

Lecturer:

1. Ms. Sobia Masood
M.Sc. M.Phil (Quaid-i-Azam University)
B.Ed (Allama Iqbal Open University)
2. Ms. Ayesha Kiran
M.Sc. B.Ed (University of the Punjab)
3. Ms. Nousheen Mehboob
M.Sc. (University of Punjab)
M.Ed M.Phil
(Allama Iqbal Open University)
(On Temporary duty to IMCG I-8/3)
4. Ms. Sumaira Samad
BS. M.Phil (Bahauddin Zikariya University Multan)
B.Ed , M.Ed (Education University)

POLITICAL SCIENCE**Associate Professor:**

1. Dr. Samina Mazhar
M.A (University of the Punjab)
M.Phil (Bahauddin Zikariya University Multan)
(Gold Medalist)
Ph.D. (Islamic International University Islamabad)

Lecturer:

1. Ms. Zubaida Afridi
M.A (University of Peshawar) (Gold Medalist)
B.Ed (Allama Iqbal Open University)

STATISTICS**Assistant Professor:**

1. Ms. Shamim Akhtar
M.Sc. B.Ed. (University of the Punjab)
2. Ms. Salma Naheed
M.Sc. M.Ed (Gomal University)
3. Ms. Shumaelah Mushtaq
M.Sc. (Arid Agriculture University Rawalpindi)
B.Ed (Allama Iqbal Open University)

Lecturer:

1. Ms. Bushra Bibi
M.Sc. (University of Peshawar)
M.Ed (Sarhad University)
M.Phil (Arid Agriculture University Rawalpindi)
2. Ms. Farah Ehtisham
M.Sc. (Arid Agriculture University, Rawalpindi)
(On temporary duty to IMCG Humak)

URDU**Assistant Professor:**

1. Ms. Samina Rahim
M.A. (University of Karachi)
2. Ms. Arifa Sameen Tariq
M.A. (University of the Punjab)
3. Ms. Tanvir Zahra
M.A. (University of Karachi)

ZOOLOGY**Assistant Professor:**

1. Ms. Ayesha Aqeel Rana
M.Sc. (University of the Punjab)
B.Ed. (Allama Iqbal Open University)

Lecturer:

1. Ms. Munazza Erum
M.Sc., M.Phil (Baha-ud-Din Zakria University)
B.Ed (Allama Iqbal Open University)
2. Ms. Behjat ul Mudassir
M.Sc. M.Phil (Quaid-i-Azam University)
3. Ms. Zulleh Huma
M.Sc. (Arid Agriculture University)
MS (Bio Sciences COMSATS Institute
of Information Technology)
B.Ed (Allama Iqbal Open University)
4. Ms. Shazia Hameed
M.Sc, B.Ed (University of the Punjab)
(Deputationist)

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. Many daily newspapers, prestigious journals and magazines both in English and Urdu are available for students and teachers. The library is well equipped with the latest audio-visual aids. Establishment of a new state of the art library is in progress which is likely to benefit the students greatly.

2-SEMINAR LIBRARIES

Besides the main library, there are Seminar Libraries for the postgraduate 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. Under-graduate students are not issued books from the seminar library but are allowed to use them during their college hours.

3- DIGITAL LIBRARY/NETWORKING/VIDEO CONFERENCING

Keeping pace with the new technological developments, the college has gained the latest facilities of networking, digital library and video conferencing. All labs, staff rooms and libraries have access to the Higher Education Commission's (HEC) Digital Library. The Management Information Systems (MIS) set up of the college handles admissions, attendance, examination results and complete academic records of students. College has access to high speed Internet connectivity. The Video Conferencing Room allows students and members of faculty an access to national and international educational lectures organized by the HEC.

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 equipped with the latest Pentium Series.

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 members.

6- COLLEGE MOSQUE

A grand and magnificent mosque is built at the expense of five million rupees 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 recently been named after the first honourable 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. Additionally, 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 students’ council. The primary objective of the magazine is to encourage creative and original writing among students.

12- EDUCATIONAL TRIPS/ EXCURSIONS

The College often arranges educational trips/ excursions in and around Islamabad for recreation and educational purposes.

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 shall be entertained.** Postgraduate students can avail bus facility **only in the 2nd Trip**, in the afternoon,

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- FIRSTAID

First Aid Room in the college is equipped adequately to lend medical aid in case of minor injury and

aliment under the supervision of a trained nurse and 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 college assigned health cards and phone numbers with them.

17- TRANSCRIPT/ ISSUANCE OF DUPLICATE CERTIFICATES

For the issuance of transcripts / duplicate certificates students are required to submit relevant papers and service fee of Rs. 500.00. At least five working days are required for the issuance of these documents.

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 to deal 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 STUDENTS' 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 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 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 Art Society
- 4.6 Naa't and Qiraat Society
- 4.7 Environmental Society

5- STUDENTS' WELFARE PROGRAMME

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, uniforms, 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	200
2.	Pre-Medical	200
3.	Pre-Engineering	100
4.	General Group / General Group with Computer	50/75

2. Basic Eligibility HSSC-I

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

Daughters of:

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

A candidate who has passed her last examination from an institution not located in Islamabad and Federal Area shall 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 classes HSSC-I will be made on merit as per allocation of seats given on the next page.

A. ISLAMABAD MODEL COLLEGES HSSC-I

1.	Open merit	92%
2.	FATA/GB	03%
3.	Transfer Cases	02% over & above mentioned quota (Within the ICT no transfer cases are allowed)
4.	Sports	03%
5.	Quota for the disabled	02%
6.	Real daughter of FGEIs.	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.	Pe-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 Director General, Federal Directorate of Education.

3. General Instructions

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

1. Admission to HSSC, classes shall be determined as per admission Policy notified by the Ex. Ministry of Education. Admission policy will be applicable to all Ex Federal Government Colleges/Ex. Federal Government Higher Secondary Schools and Islamabad Model Colleges (Male/Female) functioning under the administrative jurisdiction of the Federal Directorate of Education.
2. A candidate domiciled in FATA / GB will not contest a seat reserved against the allocated quota if she has qualified SSC from any institution outside the territorial jurisdiction of 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 FATA / GB. domicile. Such candidates are not however, eligible for hostel accommodation.

3. Top three position holders from any Board are eligible for admission in all disciplines of HSSC regardless of the basic eligibility criteria, i.e. proof of residence. However, they are not eligible for hostel accommodation.
4. Students seeking admission on Sports Quota 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 following criteria to the total marks obtained by the application respective examination:

s. #	Criteria	Points
1.	Representation at national level as a team member or in an individual event.	10
2.	1 st Prize / Championship in an Individual/ Team event at Board level.	10
3.	2 nd Prize/Runner up in an Individual/ Team event at Board Level.	07
4.	3 rd Prize/Runner up in an Individual/ Team Event at Board Level.	05
5.	Participation in an Individual/ Team event at Board Level.	03
5.	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 for verification initially by the Director concerned, to be consented finally by the Director General, Federal Directorate of Education, Islamabad.	
6.	Students qualifying from other institutions where there are no college classes at present will be treated as own students in other colleges where they are desirous to seek admission.	
7.	No casual admission will be made.	
8.	Admissions shall be made only once in an academic year on dates announced by the college/FDE after the declaration of results by the examination boards.	
9.	Students placed in compartment in SSC 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 a fresh candidate.	

10. 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, attended last. 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.
11. 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.
12. Students who have passed GCE / O -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 Inter Board Committee of Chairmen, Islamabad. A certificate to this effect is pre-requisite for admission at any level concerned.
13. Migration cases 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.

However, relaxation in rules may be permitted by the competent authority i.e. Director General, Federal Directorate of Education keeping in view genuine hardship on case to case basis.
14. 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.
15. Notice for calling the applications for admission would be advertised through newspapers by the college.
16. Every successful applicant is 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.
17. 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.

18. 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.
19. The last date for admission fixed by the Federal Directorate of Education shall be strictly adhered to. In case of availability of vacant seats after expiry of the stipulated admission date, the principal concerned must seek formal permission from the Federal Directorate of Education.
20. Attendance criteria prescribed by the Federal Board of Intermediate and Secondary Education will be strictly adhered to. Principals will ensure that 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 Board.
 - (e) Registration/ Enrollment of the Board 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, Islamabad. 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-I (Humanities/ Science/ Commerce)

Compulsory Subjects	6 Papers	550 Marks
1. English (Compulsory) OR English (Advanced)	1 Paper	100 Marks
2. Urdu (Compulsory) OR Pakistani Culture (for foreigners) OR Urdu (Salees) in lieu of Urdu (Compulsory)	1 Paper	100 Marks
3. Islamic Education (Compulsory) For Muslim Students Civics (For Non-Muslim Students)	1 Paper	50 Marks
4. Three Elective Subjects	3 Papers	300 Marks

Important Note:

Students desirous of applying in more than one discipline (i.e Pre-Medical, Pre-Engineering, Science General, Humanities) must do so on separate admission forms. No subsequent request for change of discipline will be allowed on the same form in case a student fails to meet the merit criteria of the applied discipline.

Elective Subject Combination

A. Elective Combinations (Humanities) HSSC-I

Students are required to select ONE of the following combinations.

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

Note:

- English Literature 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.
- If the number of students opting for a certain subject / paper falls short of the benchmark of ten, then it is offered only at the discretion of the Principal.

B. Elective Combinations (Science) HSSC-I

Science Students are required to choose ONE of the following subject combinations.

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:

Maths as an elective subject for General Science Group will be offered to those students only who have matriculated with science subjects.

HSSC (II)

COMPULSORY SUBJECTS	6 Papers	550 Marks
1. English (Compulsory) OR English (Advance)	1 Paper	100 Marks
2. Urdu (Compulsory) OR Pakistani Culture (for foreign students) OR Urdu (Salees) in lieu of Urdu (Compulsory)	1 Paper	100 Marks
3. Pakistan Studies (Compulsory)	1 Paper	50 Marks
4. Three Elective Subjects (as per combination selected in HSSC-I)	3 Papers	300 Marks

Note:

1. HSSC Part-I and Part-II Examinations 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 Nationals/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.

FEE AND FUNDS

1.Payment of Fee

1. The academic year of the college for payment of fee starts from the month of July. Students are therefore required to pay their tuition fee and other dues from that date.
2. The fee is collected once at the commencement of new session The Students must deposit all dues in the authorised bank branch only. Fee once deposited is non-refundable.
3. No other person is authorized to collect College Fee/Funds. Students must obtain proper receipt as proof of payment. Parents/Guardians must emphasize upon their daughters/wards to obtain fee receipts.

2. Structure of Fee and Funds HSSC

College Dues	Intermediate
Student Fund	Rs. 2400.00
Library Security (Refundable)	Rs. 250.00
Admission Fund (including Magazine Fund)	Rs. 900.00
Health Fund (including breakage, PTA)	Rs. 275.00
Registration Fund FBISE (yearly)	Rs. 600.00
Computer Lab (for computer subject) (yearly)	Rs. 1200.00
Fine for overdue book (per day)	Rs. 15.00
Improper Uniform (per day)	Rs. 100.00
Internal Examination Absentee Fine (per day)	Rs. 50.00
Late Fee (Per month)	Rs. 200.00
Violation of Discipline (per day)	Rs. 100.00
Late Coming Fine (per day)	Rs. 50.00
Absentee Fine (per day)	Rs. 50.00
Class/ College Bunking Fine (per day)	Rs. 50.00

Government Dues	Intermediate
Admission Fee	Rs. 200.00
Tuition fee	Rs. 2340.00
Bus Fee (Only for students availing bus facility)	Rs. 4500.00

Monthly Breakage Charges

S.No	BREAKAGECHARGES	Intermediate
1	Physics (Monthly)	Rs. 20.00
2	Chemistry (Monthly)	Rs. 20.00
3	Botany (Monthly)	Rs. 20.00
4	Zoology (Monthly)	Rs. 20.00
5	Geography (Monthly)	Rs. 20.00
6	Biology (Monthly)	Rs. 20.00
7	Applied Psychology (Monthly)	Rs. 20.00
8	Statistics (Monthly)	Rs. 20.00
9	Fine Arts (Monthly)	Rs. 20.00
10	Outlines of Home Economics (Monthly)	Rs. 20.00
11	Health & Physical Education (Monthly)	Rs. 20.00
12	Computer Studies (Monthly)	Rs. 100.00

Rules and Regulations:

- 1) Candidates are required to apply separately for each BS/Associate Degree Program.
- 2) The programs leading to BS shall be of four years duration, equally divided into eight regular semesters.
- 3) If a student scores CGPA (Accumulated 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 upto that semester, including courses registered in the summer session (s), if any.
- 4) Whenever any student's CGPA is 1.0 and/or more but less than 2.0, she shall be placed on probation.
- 5) A student shall be allowed three chances to remain on probation during the entire BS Program of Studies
- 6) A student failing to achieve the required CGPA of 2.0 for the fourth time, she shall cease to be the student of the University. However, such a student may apply for an Associate Degree, if eligible as per rules.
- 7) Registration shall be allowed if the student has paid all the required dues.
- 8) A student is required to take 15-18 credit hours course work per regular semester, as offered by the College.

Credit Hours:

- 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.
- 2) One credit hour in laboratory or experimental work would require lab contact of at least two hours per week for the first four semesters' courses while for the remaining semesters' laboratory courses one credit hour would require three contact hours per week.
- 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.

EXAMINATIONS:

- 1) 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.
- 2) A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the terminal semester examinations 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/University or in case of the serious illness of the student/demise of her immediate family member. This relaxation will be subjected to the provision of evidence.
- 3) Students having class attendance less than 80% in a particular course(s) will be required to repeat the course or its substitute course as advised by the concerned Head of the Department.

ELECTIVE SUBJECT COMBINATION

A. Associate Degree Program (02 Years = 04 Semester)

ADP Associate Degree Program (02 Years = 04 Semester)		BS Program (04 Years = 08 Semester)	
Combination Code	Combination Name	S.No.	Subject
C-1	Fine Arts, Home Economics, Psychology	1	BS Chemistry
C-2	Economics, Geography, Statistics	2	BS Economics
C-3	History, Islamic Studies, Political Science	3	BS Islamic Studies
C-4	Botany, Chemistry, Zoology	4	BS Psychology

Note: If the number of students opting for a certain combination is insufficient, it will not be offered.

FEE AND FUNDS

1. Payment of Fee

- The fee is paid at the beginning of each semester as follows:
Fall Semester: Sep-Jan
Spring Semester: Feb-Jun
- Fee is to be deposited at NBP F-7 Markaz, Islamabad.
- The students are advised to pay their dues according to the schedule notified by the college.
- Fee once deposited is non-refundable.
- Copy of paid fee challan must be provided to the college office.
- Transport Dues = Rs. 3000/- per semester (Transport Fee is charged from students desirous of using college transport facility).

2. Structure of Fee and Funds BS / ADP

Subject	Semester-I (Rs.)	Semester-II to IV (Rs.)	Semester-V to VIII (Rs.)
BS Chemistry	21500	8000 Per Semester	14000 Per Semester
BS Economics	18500	6000 Per Semester	8650 Per Semester
BS Islamic Studies	18500	6000 Per Semester	8650 Per Semester
BS Psychology	18500	8000 Per Semester	8650 Per Semester
ADP (Science)	21500	8000 Per Semester	-
ADP	18500	6000 Per Semester	-

Note: Excluding bus facility charges.

Monthly Breakage Charges

S.No.	BREAKAGE CHARGES	Intermediate
1	Physics (Monthly)	Rs. 20.00
2	Chemistry (Monthly)	Rs. 20.00
3	Botany (Monthly)	Rs. 20.00
4	Zoology (Monthly)	Rs. 20.00
5	Geography (Monthly)	Rs. 20.00
6	Biology (Monthly)	Rs. 20.00
7	Applied Psychology (Monthly)	Rs. 20.00
8	Statistics (Monthly)	Rs. 20.00
9	Fine Arts (Monthly)	Rs. 20.00
10	Outlines of Home Economics (Monthly)	Rs. 20.00
11	Health & Physical Education (Monthly)	Rs. 20.00
12	Computer Studies (Monthly)	Rs. 100.00

GENERAL RULES AND REGULATIONS

1. Payment of Admission Fee

1. Students are required to pay their tuition fee and other dues in accordance with the schedule notified by the college authority.
2. The academic year of the college for payment of fee begins from the month of July. Students are therefore directed to pay their tuition fee and other dues from that date, irrespective of the date of admission. This also applies to foreign students.
3. 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.
4. 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.

1. A committee is in place to work out the selection of the students. 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 can be forwarded on the prescribed forms at the outset of the academic session. The following criteria are observed for financial aid:
2. 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.
3. Students holding scholarships are not eligible for fee concession.

3. Attendance

1. The college starts at 8.30 a.m. However, students are encouraged to attend the assembly held at 8.15 a.m
2. Students showing continuous absence of 2 weeks from college without prior sanction of leave, are liable to have their names struck off.

3. 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.
4. Students getting married in the course of an academic session can avail themselves of leave for 15 days only. If they fail to attend classes after that, their name will be struck off.
5. Students are required to fulfil the minimum attendance 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

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 UPS

Students are required to appear in all the examinations. periodicals, send ups and pre-board examinations held in the college.

NOTE:

Use of unfair means in any college examinations will be dealt with severely 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.

1. She must be a regular and bonafide student of the college.
2. She must bear a good character.
3. She must acquire 75% attendance in all subjects including practical and tutorials for HSSC.
4. She must show satisfactory academic progress in internal evaluation as per guide lines given by Federal Board of intermediate and Secondary Education.

6. Format of Leave Application

A leave application should contain the information given below:

1. A leave applications 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.
2. It must be written on a proper plain paper duly signed by the parent/guardian. An attempt to forge signatures of the guardians/parents will be dealt with severely.
3. It should carry the name, roll number, class and section of the applicant.
4. It should clearly mention the date/dates which the leave is applied for.
5. It should mention the number of leaves already availed.
6. A leave request other than on medical ground, seeking exemption from a college examination will not be entertained.

7. Leave Rules

A. LEAVE FROM COLLEGE

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

B. MEDICAL LEAVE

1. In case of illness, medical leave maximum 20 days. can be obtained after getting written approval from Principal/ Vice Principal.
2. 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

1. 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 class room.

D. FINES AND SPECIAL FINES

The following miscellaneous fines may be imposed on students:

1. Rs. 50 per day if they remain absent from the college beyond the permitted two days leave per month.
2. Rs. 10 per lecture if they remain absent from the class but are present in the college premises.
3. Rs. 50 per day if they remain absent from the college on self-imposed preparation leave prior to the examinations.
4. Fine of Rs. 50.00 per paper is imposed for missing periodical test and Rs 50.00 per paper for missing send up and pre-board examinations. (Medical certificate should be submitted before two days of commencement of examination.)
5. A special fine or Rs. 1000.00 will be imposed for carrying mobile phone in the college.
6. Rs.100 per day fine may be imposed for improper uniform.
7. Rs.50 per event may be imposed if the student remains absent from college functions.
8. Rs.100 each time may be imposed for violation of discipline.

8. 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 reissued only if:
 - (a) Request for renewal is made before the due date of its return.
 - (b) 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 a library, students are directed to observe silence in the libraries and refrain from taking eatables there.

9. Code of Conduct for Students

All prospective students will have to abide by the rules and regulations laid down in the college Code of Conduct.

1. During her stay in the college, every student shall diligently apply herself to the field of study in which she is enrolled.

2. She shall participate in extra and co-curricular activities compatible with her aptitude.
3. It is mandatory for all students to attend every function held in the college. A special fine will be imposed in case of default.
4. 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.
5. She shall refrain from:
 - (a) The use of unfair means or malpractices in examinations.
 - (b) Allowing or letting entry of unauthorised 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 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.
 - (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 while being present in college for no legitimate reason.
6. She shall uphold and practice propriety, modesty and decorum in her behaviour and conduct.
7. Parents and guardians of the students are expected to extend their full co-operation to ensure maintenance of discipline.

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 an 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. The college authorities are not responsible for any mishap that a student might face while commuting to and from the college.

10. 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 given design. The following rules will be observed in this regard:

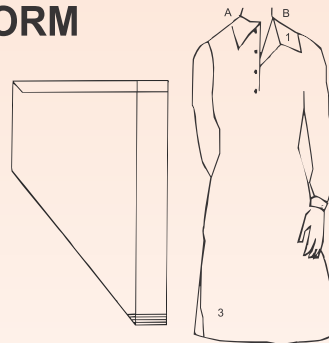
1. Students not in uniform will be denied entry to the college.
2. Exemption from wearing the college uniform is not to be accorded to any student during the course of her stay in college
3. Students must come in uniform to collect their Roll Number Slips for Public Examinations or to get their journals signed.
4. It is binding on all bonafied 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 as per colour assigned by the college administration to each class is a part of the uniform. Students are allowed to wear white scarfs only.

8. The college I.D Card is an integral part of the uniform and it must be worn during college hours. Defaulters will be fined Rs.5/- per day.
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 practicals.
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:
1. Loose fitting with collar buttoned up shirt.
 2. Tennis Collar
 3. 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.

11. Change of Residential Address

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

12.Intimation Through SMS

Parents are required to provide correct mobile phone number so that they can be intimated about the results/ academic performance of their daughters / wards through SMS from the authorized college phone number 0335-0555126 (Parents can only receive messages from this number).

13.Student's 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 3^{1/2} x 4 cm 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 incharges and on payment of fine of Rs. 500

14. College Awards

The college gives the following awards to meritorious and talented students in recognition of their performance in circular and co-circular 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 extra-ordinary 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 for individual subjects and for overall best performance during the course of session. they are required to fulfil the following criteria to qualify for an award:

- (a) Secure 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 Incharge 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 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, violation of rules and regulations, 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 criteria of minimum attendance threshold of 75% in each subject, failing which my admission to Federal Board 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: _____

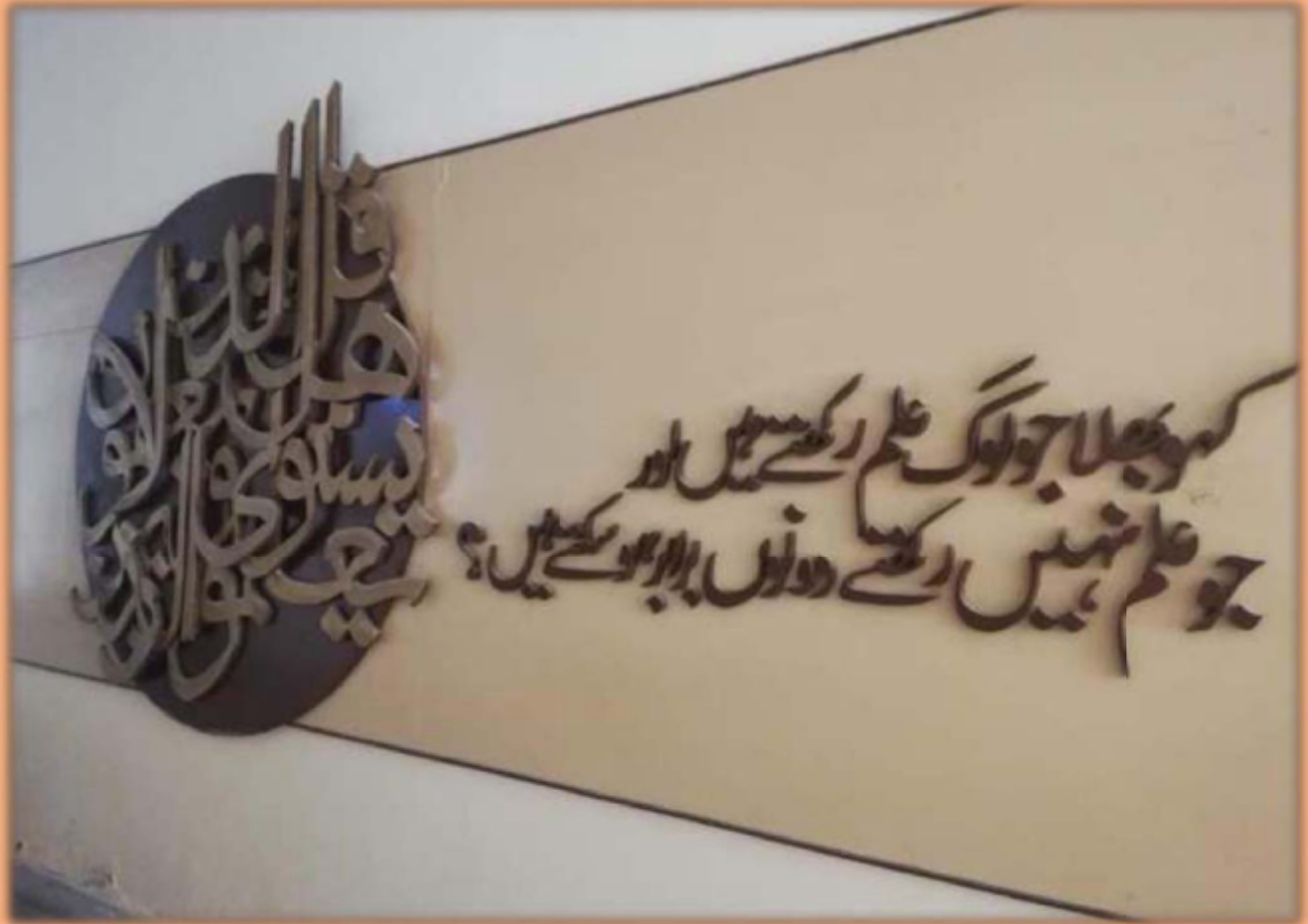
Signature of Parent

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



Phone: 051-910528, 051-9102529

Fax: 051-9102522

Email: imcgf72@gamil.com

Website: www.imcgf72.edu.pk