

### **Disclaimer**

This Prospectus is informational and should not be taken as binding on the college. The college reserves the right to change the rules applicable to the students whenever it is deemed appropriate or necessary.

# PROSPECTUS

**F. G. DEGREE COLLEGE FOR WOMEN, SHER SHAH ROAD**



**MULTAN CANTT**

**Tel: 061-9200444**

## **Mission of FGEI**

Provide purposeful and quality education to the wards of Armed Forces personnel as well as of civilians, residing in cantonments/garrisons throughout the country by nurturing fine citizens' skills among the students and providing the healthy educational environment, so as to make them useful members of the society.

## **INTRODUCTION OF FGEIs**

Taken over by the Ministry of Education on 1st June 1975, the Cantonment Board Educational Institutions have their presence in almost every city and town of Pakistan. Due to this change in the chain of command, its employees became Federal Government employees who are civil servants working under Civil Servants Act 1973.

The control and management of these institutions were transferred to GHQ in September 1977. The FGEI(C/G) Directorate is an attached department of Federal Ministry of Defence and has a dual responsibility to deal, at one hand with the GHQ and Military Formations, on the other hand with the Ministry of Defence (MoD). The budget for pay and allowances etc. of the employees as well as for establishing new institutions is provided by the Ministry of Finance through MoD.

Federal Government Educational Institutions Directorate (Cantonments/Garrisons), headed by the Director General of FGEI(C/G), is one of the directorates of the IGT&E's Branch. The administrative structure of the directorate has been changed adding three Brigadiers in total of 12 subordinating Regional Offices to uplift the administrative standard of the overall organization, and to make it the most productive institutions of Pakistan. These Regional offices are located at Peshawar, Wah, Rawalpindi, Chaklala, Kharian, Lahore, Multan, Bahawalpur, Gujranwala, Karachi, Fazaia and Quetta (Regional Offices Gujranwala, Bahawalpur, Chaklala & Fazaia are working on ad-hoc basis).

The aim of this Directorate is to provide unparalleled educational facilities to the children of Armed Forces Personnel in particular, and the children of civilians residing in the cantonments, in general. The Directorate exercises complete administrative, academic, technical and financial control over all the educational institutions and their employees, in accordance with the policies of the Ministry of Defence/ Establishment Division.

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## **INTRODUCTION OF COLLEGE**

Federal Government Degree College is centrally located between the Cantonment and the city on Sher Shah Road, near Power Station. It is an established institution which has maintained high educational standards since its inception in 1986. The college was upgraded to degree level in 1988. The college successfully initiated BS4 year's degree programme in English Literature & Linguistics, Islamic Studies and Mathematics in 2019.

The *Mission and Vision of the College* is:

1. To provide a congenial and healthy atmosphere for students.
2. To inculcate the spirit of dedication, wisdom and high moral sense.
3. To impart a sound knowledge of Pakistan's ideology as well as high values of Islamic ideas to the students.
4. To produce better and conscientious citizens.

The college includes administrative block, spacious & well stocked Library, well equipped Laboratories for Humanities/Science subjects, Computer lab and Hygienic Cafeteria.

A healthy mind is in a healthy body. Sports are an integral part of a proper growth of human personality. College can boast of two big sports grounds. The sports enthusiasts can satisfy their thirst for outdoor and indoor games like Badminton, Volleyball and Table Tennis.

The head of the institution, the Principal is empowered to run day to day administration of the college and to implement policy directives of the FGEI Directorate. Principal's decisions and orders in all matters of the college are binding on all students on roll.

The hard work, dedication and the spirit of selflessness of the team-the Principal, the Faculty, the NTS, the Students and the Parents are responsible for the pride of the College.

## ADMISSION POLICY

Admission of HSSC–I and BS starts after the declaration of the FBISE/other boards results. Exact dates of admission are notified through the national press. Students residing in Multan Cantt area can apply for admission.

Keeping in view the general admission policy as notified by the FGEI Directorate (Cantt & Garrison) admissions to HSSC–I shall be governed by the following rules:

1. As directed by the competent authority, all admissions shall be made in accordance with the following quota:
2. 80% of the total seats in each gp be filled out of FBISE candidates in 1<sup>st</sup> merit list and the remaining seats be filled out of the leftover cases of FBISE and other bds candidates in the 2<sup>nd</sup> & 3<sup>rd</sup> merit lists.

### **Quota for HSSC:**

- |   |     |                           |     |
|---|-----|---------------------------|-----|
| a. Open Merit                                   | 52% | e. Defense Paid Employees | 10% |
| b. Serving Armed Forces Personnel/MES           | 25% | f. Disability quota       | 02% |
| c. Retired Armed Forces Personnel               | 10% | g. Sports Quota           | 01% |
| d. FGEI Emp and wards of Shuhada over and above |     |                           |     |

### **Quota for BS:**

- |                                   |     |                       |     |
|-----------------------------------|-----|-----------------------|-----|
| a. Open Merit                     | 80% | d. Shuhada            | 03% |
| b. Serving Armed Forces Personnel | 10% | e. FGEI (C/G) Serving | 02% |
| c. Retired Armed Forces Personnel | 04% | f. Disability quota   | 01% |
3. Candidates seeking admission are required to submit the following recent documents along with their admission forms:

- a. Children of Civilians residing in Cantonment areas shall have to submit a residence certificate from the Cantonment Board.
  - b. Children of Serving Army Personnel/MES employees shall be required to attach arecent service certificate from concerned Fmn/Unit etc.
  - c. Children of Retired Armed Forces Personnel shall attach a copy of Pension Book and Discharge Certificate.
  - d. Children of Shaheed shall attach a copy of declaration of Shahadat Certificate.
  - e. Children of serving FGEI (Cantt & Garrison) Employees shall submit a recent certificate from the Head of Office/Institution.
  - f. Children of Serving Civilians Paid out of Defense Estimates shall be required to furnish a recent certificate from the concerned office that they are being paid out of Defense Estimates. Expired certificates will not be entertained.
4. Re-admission to HSSC First Year will not be allowed except in cases where a student could not appear in first year examination owing to medical reasons. Intimation in this respect will be given to the college well in time.
  5. Candidates of senior Cambridge, O/A Level examinations will be granted admission subject to the availability of seats .Admission will be confirmed only after the results are available.
  6. Admission forms will not be issued/ received after expiry of the stipulated date.
  7. Only students with more than 60% marks in SSC Examination are eligible to apply in Pre-Medical, Pre-Engineering and General Science Group at HSSC level. Students who have appeared in Humanities group at SSC Level are not eligible for admission in General Science and Computer Science Groups.
  8. Candidates who apply for Economics, Statistics and Computer Science must have secured 60% marks with Science Subjects in SSC.



9. Candidates with a minimum of 50% marks in SSC are eligible to apply in Humanities group with an exception of mentioned category in clause (h). (“No. of seats available in a category to which a candidate belongs and her merit there in according to the marks obtained by her are the basic consideration for admission”).
10. **Migration from local colleges /Intra city will not be allowed.**
11. Candidates who appeared from any board other than FBISE will have to submit their migration certificate within a week after admission, otherwise College administration will not be responsible for any delay in Registration Card or Roll No. slips.
12. Students have to submit a gap certificate in case they apply in the college after a gap of a year or two.
13. If the candidates get themselves admitted in two institutions simultaneously, they will have to get their admission terminated in any one and will have to provide related documents to the college office, otherwise Board/University will not issue Registration Card or Roll No. slip due to dual registration and College authorities will not be responsible for any delay.
14. Incomplete admission form or forms containing incorrect or false information shall stand rejected forthwith. If at any stage it comes to light that admission has been secured on fake documents, the admission shall stand cancelled forthwith.
15. Candidates, who wish to be considered for more than one group, shall have to submit separate forms for each group (Pre-Medical, Pre-Eng, G. Science, Arts etc.) within the stipulated period.
16. Acceptance of application form will not necessarily mean acceptance of a candidate for admission. In their own interest, candidates are advised to apply for admission to other local colleges as well.
17. **FEE ONCE DEPOSITED WILL NOT BE REFUNDED.**
18. Maximum Age limit for HSSC-I is 18 years and for BS is 24 years.

## REQUIRED DOCUMENTS

Candidates seeking admission in **HSSC Part-1** are required to submit the following recent documents along with their admission form:

1. One copy of SSC marks sheet duly attested by any gazetted officer.
2. One recent photograph (1”x1” blue background) to be pasted on form.
3. One copy of CNIC / Form B of candidate
4. One copy of CNIC of father.
5. One copy of Character Certificate duly attested by the Principal of the school/college last attended.
6. One copy of complete pension book in case of retired armed forces personnel.
7. One copy of Service certificate in case of armed forces personnel, MES/Defense paid employees.
8. One copy of declaration of Shahadat certificate in case of Shaheed’s daughter.
9. Migration certificate in original and one photocopy in case the applicant has passed her SSC examination from a board other than the Federal Board, Islamabad is to be submitted after admission.

### NOTE:

1. Along with above mentioned documents following documents will also be required for the admission in **BS programme**:
  - One copy of HSSC marks sheet duly attested by any gazetted officer for admission in BS
2. **All original documents, marks sheet, original pension book etc., must be provided at the time of interview for verification.**

## **ADMISSION PROCEDURE**

1. Admission forms duly completed in all respects are received by the college till the stipulated date announced by the FGEI Directorate. Incomplete forms stand rejected forthwith.
2. Lists of names of candidate eligible for interview are displayed and dates of interviews are announced.
3. A candidate stands formally admitted to the college after her form has been signed by the Principal and she has paid all college dues by the stipulated date.

## **GENERAL INSTRUCTIONS FOR ADMISSION**

1. Acceptance of an application form does not necessarily mean acceptance of a candidate for admission.
2. In their own interest, candidates are advised to apply for admission to other colleges as well.
3. Admission form containing incorrect or false information shall stand rejected even after a candidate has paid admission fee.
4. The college does not admit students on casual basis.
5. The Principal reserves the right to refuse admission to any candidate without any reason.
6. No forms will be shifted from one group/category to another in any case.

## **STUDENT MAY BE REFUSED ADMISSION IF**

They do not fulfill the basic condition of merit/admission as prescribed by the FGEI Directorate or the college, for the year in which admission is sought. Admission in General Science and Computer Science Group will not be granted to an applicant appearing in Humanities group at SSC level.

## **SUBJECTS OFFERED/SCHEME OF STUDIES**

Candidates must refer to the group of subjects while filling the admission form. They are warned that change in the subject, once offered, is not permitted except in very special circumstances within 15 days after admission. Due care, therefore, should be taken in the selection of subjects offered.

### **COMPULSORY SUBJECTS (SCIENCE/ARTS)**

<b>HSSC – I</b>	English	Urdu	Islamic Education
<b>HSSC – II</b>	English	Urdu	Pakistan Studies

### **ELECTIVE SUBJECTS FOR SCIENCES**

<b>GROUP</b>	<b>SUBJECTS</b>		
<b>Pre-Medical</b>	Physics	Chemistry	Biology
<b>Pre-Engineering</b>	Physics	Chemistry	Mathematics
<b>Computer Science/ (ICS)</b>	Mathematics	Statistics/ Physics	Computer Sci.

### **ELECTIVE SUBJECTS (HUMANITIES)**

**Note:** One subject from each group is to be selected.

<b>GROUPS</b>	<b>SUBJECTS</b>	
<b>Group – I</b>	Economics	Islamic Studies (E)
<b>Group – II</b>	Health & Physical Education	Education
<b>Group – III</b>	Psychology	Sociology

A Candidate who has studied Humanities at SSC level is not eligible for admission in Computer Science group.

## INTRODUCTION TO BS PROGRAMME

Like all the FG colleges this college is also affiliated with National University of Pakistan (NUP) Islamabad. The students who will get admission in the BS program in FG institutions will not face any intercity migration issues from one FG college to another. BS four year's programme is termed as undergraduate programme comprising Eight Semesters. In first two years/four semesters, certain pre requisite minor courses provide general knowledge and a foundation of variety of subjects prior to focusing on a specific field of study. In the third year/fifth semester, courses that lead to specialization are introduced. On the completion of four years/eight semesters and fulfillment of the university requirements, a student is awarded undergraduate degree.

## UNDERGRADUATE STRUCTURE OF EDUCATION

The HEC has outlined major policy guidelines for the implementation of uniform semester system in the country. Following is the basic structure of undergraduate programme:

Total No. of Credit Hours(Min)	124
Total No. of Credit Hours(Max)	144
Semester Duration	Min. 16 weeks of teaching excluding examination
Course Duration	Min. of 8 semesters / 4 years as per accreditation body
Extension of time limit	Max. time limit of 6 years, further extendable for one year with the approval of Statuary bodies
Semester Session	For Deficiency/failure/repetition of max. 2 courses of 3 CH each
Course Load Per Semester for Reg. Full-Time Students	15-18 Credit Hours

## CREDIT HOURS FOR UNDERGRADUATE DEGREE

1. A credit hour means teaching/ learning a theory course for one hour each week throughout the semester.
2. One CR in Lab/Practical work/ project would require lab contact of three CRs per week.
3. The Credit hours are denoted by two digits within a bracket with a hyphen/plus in between.
4. The first digit represents the theory part while the second digit (right side digit) represents the practical work. Thus 4(3+1)/4(3-1) means a total of 4 CR, of which, 3 are of theory while one CR is for Lab/Practical work.

## COURSE LAYOUT FOR UNDERGRADUATE PROGRAMME (120-144 CR)

1. All undergraduate degree programmes are composed of 124-144 CR
2. Courses are classified into two categories:
  - a. Foundation or General Courses
  - b. Major or Core Courses (from area of specialization)
3. A total of 78-87 CR must be earned taking a sequence of introductory, intermediate and advanced level courses prescribed for the major area of concentration.
4. The courses for social and basic sciences disciplines will consist of seventy percent of general curriculum leading towards discipline specific areas.
5. Engineering/ Technology programme will consist of 70% of curriculum towards the discipline specific areas of concentration as req. by Accreditation Councils. All undergraduate programmes have a required component of 8-9 courses of 22-25 CR of general education.
6. All students can follow the HEC policy regarding weightage for foundation, elective, major and core courses available on HEC Website.
7. An undergraduate degree programme usually includes theory courses, community work/ thesis/ research report/ project and internship.
  - a. **THEORY:** A theory course is of 3 to 4 CRs as per requirement of the discipline.

- b. **PROJECT:** Every student should write a report thesis or complete a project in the final year up to max. 6 CRs individually on a research topic approved by the faculty.
- c. **INTERNSHIP:** Students should be encouraged to do internship in a relevant academic, research or business organization, relating to the discipline chosen for specialization, of maximum of 3 CR offered in any upper division semester as per requirement of the discipline.

### ATTENDANCE

- 1. Attendance in classes is mandatory, especially in a semester system. Each institution may develop a policy for minimum attendance (>75%) in a course to complete the requirements of the university.
- 2. The instructor may report a student’s absences and the student may be placed on attendance probation by his/ her dean/ HOD and it will be notified by the department.
- 3. A student may be dropped from the BS programme for violating the terms of such probation.

### EXAMINATION SYSTEM

- 1. In each semester, students may be required to appear in quizzes, tests, mid-terms, End Semester exam, presentations. Group discussions and submit project/ assignments/lab reports.  
The weightage may be determined on the basis of following guidelines:

#### Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	50
(b)	Mid-Semester Exam	30
(c)	Quiz / assignment	20
(d)	Practical / Lab / Projects	
(e)	Class Participation	
<b>Total</b>		<b>100</b>

**Practical / Lab Courses**

	<b>Exam</b>	<b>Weightage</b>
(a)	End-Semester Exam	30
(b)	Mid-Semester Exam	20
(c)	Experiment/Lab Reports / Viva Voce / Project / PBL (Problem Based Learning)	50
	<b>Total</b>	<b>100</b>

**FRACTIONALIZED GRADING POLICY:**

National University of Pakistan Islamabad shall follow the Semester System of education in which academic performance of students is measured in terms of Grade Point Average (GPA). Following

GPA/CGPA and percentage is recommended for adoption:

<b>Grade</b>	<b>Grade Points</b>	<b>Percentage</b>
A	3.67-4.00	85 and above
A-	3.34-3.66	80-84.99
B+	3.01-3.33	75-79.99
B	2.67-3.00	71-74.99
B-	2.34-2.66	68-70.99
C+	2.01-2.33	64-67.99
C	1.67-2.00	61-63.99
C-	1.31-1.66	58-60.99
D+	1.01-1.30	54-57.99
D	0.10-1.00	50-53.99
F	0.00	Below 50



### Cumulative Grade Points Average of a Semester (CGPA)

Cumulative Grade Points Average earned in a semester is calculated by totaling Grade Points of all Courses (56.3) studied in the semester and dividing it by total number of the Credit Hours of the Semester (17) as shown below;

$$\text{CGPA Semester} = \frac{\text{Total of Grade Points Earned in all Courses of the Semester}}{\text{Total Number of Credit Hours of the Semester}}$$

### Promotion Rules

A minimum of 50% marks (Grade D) are mandatory to pass a Course. A student must obtain a minimum CGPA (Cumulative Grade Point Average) of 2.00 at the end of each semester for promotion to the next semester. Students will be placed on probation if their CGPA falls below 2.00. The students will be dropped if their CGPA falls below 1.50. Such students may take admission as fresh candidate in 1st Semester.

### Academic Standings

Based on the CGPA earned by a student, their academic standing will be determined at the end of each semester as per the following tables:

Academic Standings - Undergraduate Programs

S. No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{CGPA} < 3.75$	Honors
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Fair
5.	$2.00 \leq \text{CGPA} < 2.50$	Satisfactory
6.	$1.80 \leq \text{CGPA} < 2.00$	Probation
7.	$1.50 \leq \text{CGPA} < 1.80$	Serious Warning
8.	$\text{CGPA} < 1.50$	Dropped & ineligible to continue The student may take admission as fresh candidate in 1 <sup>st</sup> Sem

## ALLOCATION OF SEATS:

*Total 50 seats* are available with following distribution:

Sr. No.	Category	Quota %age	Intake
1.	Open Merit	80%	40
2.	Reserved Seats	20%	10
<b>Details of reserved seats</b>			
1.	Serving Army Personnel	10%	5
2.	Retired Army Personnel	4%	2
3.	Shuhada	3%	1
4.	FGEI Employees	2%	1
5.	Students with Disabilities	1%	1

## **BS PROGRAMMES / DISCIPLINES WITH COURSE OUT LINE**

The institution is offering BS in three disciplines (BS English, BS Islamic Studies, BS computer Science). The BS programs are affiliated with the National University of Pakistan, Islamabad.

### **BS ENGLISH LITERATURE & LINGUISTICS**

This programme prepares students for effective teaching of English as a second/foreign language.

#### **ADMISSON CRITERIA**

##### **ELIGIBILITY**

An individual holding an HSSC certificate from a Pakistani board or any equivalent certificate from any recognized institute with at least 2<sup>nd</sup> division or its equivalent grade is eligible for admission. Selection shall be merit based.

##### **CREDIT HOURS**

All undergraduate degree programs are of 120-144 Credit Hours.

##### **DURATION**

The duration of BS program is four years. It is divided into eight regular semesters excluding summer semesters. Each regular semester spreads over eighteen weeks, sixteen weeks for teaching and two weeks for the conduct of examinations. There shall be Semester Break of at least one week between two Semesters.

##### **ENTRY TEST**

Entry Test will be of 30 marks and minimum 40% marks to be scored in entry test.

## **BS ISLAMIC STUDIES**

This programme provides Islamic education to the students with an exposure to modern science and social development.

### **ADMISSION CRITERIA**

#### **ELIGIBILITY**

An individual holding an HSSC certificate from a Pakistani board or any equivalent certificate from any recognized institute with at least 2<sup>nd</sup> division, 50% marks in Intermediate/ ALevel (HSSC) or its equivalent grade is eligible for admission. Selection shall be merit based.

#### **CREDIT HOURS**

All undergraduate degree programs are of 120-144 Credit Hours.

#### **DURATION**

The duration of BS program is four years. It is divided into eight regular semesters excluding summer semesters. Each regular semester spreads over eighteen weeks, sixteen weeks for teaching and two weeks for the conduct of examinations. There shall be Semester Break of at least one week between two Semesters.

#### **ENTRY TEST**

Entry Test will be of 30 marks and minimum 40% marks to be scored in entry test.

## **BS COMPUTER SCIENCE**

This programme helps students to design, develop, and analyze the software and hardware used to solve problems in all kinds of business, industry, scientific, and social contexts be highly numerate and develop critical and intellectual abilities.

### **ADMISSION CRITERIA**

#### **ELIGIBILITY**

An individual holding an HSSC certificate from a Pakistani board or any equivalent certificate from any recognized institute with at least 2<sup>nd</sup> division or or Equivalent with Mathematics. The students who have not studied Mathematics at intermediate level are eligible to apply for BS Computer Science, but they will have to pass two Deficiency Courses of Mathematics (06 credits) in the First Two semesters.

#### **CREDIT HOURS**

All undergraduate degree programs are of 120-144 Credit Hours.

#### **DURATION**

The duration of BS program is four years. It is divided into eight regular semesters excluding summer semesters. Each regular semester spreads over eighteen weeks, sixteen weeks for teaching and two weeks for the conduct of examinations. There shall be Semester Break of at least one week between two Semesters.

#### **ENTRY TEST**

Entry Test will be of 30 marks and minimum 40% marks to be scored in entry test.

## **FEE RULES/STRUCTURE**

1. **Fee once paid is not refundable.**
2. All official receipts must be kept in safe custody because they may be checked anytime.
3. College leaving certificate (CLC) is issued only after all dues have been paid. A student is expected to have paid fee up to the month during which CLC is issued. A student is required to collect security fee while taking the CLC.
4. A student is required to inform the college immediately if she decides to discontinue studies, failing which, she will continue to run in arrears of fee which will have to be cleared before CLC is issued and the security deposit refunded.
5. The security deposit shall stand lapsed, in favour of the college after one year of declaration of final examination results.

### **PAYMENT OF FEE/FINE**

Until her name is formally withdrawn, a student is liable to pay the college fee and fines levied upon her. A student absenting herself without leave application for more than six working days is liable to have her name struck off from the college roll.

### **FEE COLLECTION DATES**

Fee challan is issued by the college office and deposited in the bank at the time of admission. Fee is collected, in advance, for the whole year for HSSCI & II and Half yearly for BS programme.

**FEE STRUCTURE AND SCHEDULE**  
(subject to reschedule from time to time as per rules)

**a. HSSC**

Sr. No.	Detail	Med / Pre Engg		ICS		Humanities	
		Rate	Fee	Rate	Fee	Rate	Fee
1	Admission Fee	40	40	40	40	30	30
2	Tuition Fee	40	480	40	480	30	360
3	IDF	290	3480	290	3480	260	3120
4	Exam Fund	80	960	80	960	80	960
5	IT	70	840	100	1200	30	360
6	CSF	250	3000	250	3000	250	3000
7	RDF	100	1200	100	1200	100	1200
8	Security Fund	100	1200	100	1200	100	1200
9	Board Registration	1500	1500	1500	1500	1500	1500
<b>TOTAL FEE PER ANNUM</b>		--	<b>12700</b>	--	<b>13060</b>	--	<b>11730</b>

**FEE STRUCTURE AND SCHEDULE**  
(subject to reschedule from time to time as per rules)

**b. BS Discipline**

Sr. No.	Detail	Non-Science Discipline		Computer Science (CS)	
		1st Sem	2 <sup>nd</sup> – 8 <sup>th</sup> Sem	1st Sem	2 <sup>nd</sup> – 8 <sup>th</sup> Sem
1	Admission + Tuition Fee	490	420	490	420
2	University Dues	18000	8000	18000	8000
3	Admin Fund	7600	7600	7600	7600
4	Student Fund	670	550	670	550
5	Academic Fund	1570	1570	8870	4870
6	RDF	390	390	390	390
7	Security Fund	900	900	900	900
<b>Total</b>		<b>29620</b>	<b>19430</b>	<b>36920</b>	<b>22730</b>

**Fee once deposited shall not be refunded for any category. No fee waiver/ concession in any category are allowed.**



## **COLLEGE RULES & REGULATIONS**

### **ACADEMIC SESSION**

The academic session of the college commences in August each year and ends in July the next year.

### **ATTENDANCE AND LEAVE**

1. 75% attendance is mandatory for eligibility in the FBISE/ NUP Examination.
2. A student absenting herself from the college without permission/application will be fined @ Rs.10 per Period.
3. Leave shall be granted on application duly signed by the parents. It must mention.
  - a. Roll No & Name of Student
  - b. Subjects
  - c. Class
  - d. Class Teacher
  - e. Section
  - f. Time Period
4. Government Hospital Medical Certificate (MC) should be attached to the application in the following cases:
  - a. Illness lasting for 5 days or more.
  - b. Illness immediately after admission and before and after the spring, summer and winter vacations.
  - c. Illness during exams, and monthly tests.
5. The name of the student who is irregular in attending the classes will be dropped from the roll after three warnings, even if it is an optional subject.

### **TESTS AND EXAMINATIONS**

1. Tests are held at regular intervals every month and at the end of each term. Proper record of the performance of a student is maintained.
2. A student found using unfair means in tests/examinations shall stand disqualified forthwith and will be required to re-appear in all the papers in re-examination, if allowed by the Principal.

3. Name of a student who fails to qualify in three or more than three subjects is detained and is not eligible for re-admission.

Categories of Exams Categories of Exams

## **DISCIPLINE RULES**

1. It is obligatory for students to abide by the rules of the college. A student may be dropped from the roll for any of the following reasons.
  - a. Nonpayment of fee.
  - b. Irregularity in class even if it is an optional class or games.
  - c. Misbehavior or general misconduct.
  - d. Showing no progress in studies.
  - e. Remaining absent from three consecutive tests.
  - f. Being without proper uniform.
  - g. Failing in 3 or more subjects in promotion exams.
  - h. Every member of the Faculty has the right to check the students for the maintenance of Discipline. Disciplinary cases will be fined.
2. Misbehavior spoils the prestige of the college and disrupts the smooth running of the college. A student showing such a behavior may be dropped from the roll or rusticated.
3. It is the responsibility of all the students to keep the College environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left in the college premises. The designated waste bins should be used for this purpose.
4. The students are advised to refrain from any damage to the college fixtures/furniture including venetian blinds, scribbling/carving/writing on desks/chairs, wall chalking and misusing lab equipment.

5. The students are advised to strictly follow the code of conduct on the field and off the field while taking part in sports and other co-curricular activities. Students are expected to exhibit exemplary behaviour, especially while representing the college in an activity/competition.
6. A student desiring to leave the college must apply in writing. Such application must be duly signed by her parents or guardian.
7. No one will be admitted to the college unless she has signed the declaration printed in the admission form and has paid all dues.
8. Students whose names are dropped from the roll will not be re-admitted or allowed to enter the college.
9. Students of HSSC Part-II, who have failed in the final exams, will not be re-admitted.
10. Students wishing to drop out should clear all the dues and get the college leaving certificate and security fee.
11. Students are not allowed to see visitors in the college.
12. Anybody who disturbs the educational environment of the institution by shouting, whistling, or howling is liable to disciplinary action under college conduct rules.
13. Those found guilty of disobedience, rudeness, to the principal, or members of the faculty or leaving the college without the permission of the Principal, will be rusticated without any notice to the parents.
14. Damage done to the college property is to be made up by the student responsible.
15. Visitors and Parents are not allowed to enter the class rooms.
16. Students are not allowed to bring mobile phones in the college.
17. Complaints must be lodged with the Principal and not with the faculty.
18. Parents can see the Principal from 10:00 am to 12:00 noon on working days.

19. Parents are requested not to make representation for admission and promotion. The policy for admission / Promotion laid down by the directorate of Federal Government Education Institutions (Cantt / Garrisons) is followed strictly.
20. It is hoped that the parents would co-operate with the Principal in the maintenance of the College discipline.
21. Students are not allowed any combination of subjects other than those given in the prospectus.
22. No personal functions are permitted to be arranged by the students in the college premises.
23. Students must possess the college identity card all the time in the college. It can be checked any time.
24. Registration card, result cards and other documents must be kept safe by the students.
25. No student of the college is allowed to be member of any political organization outside the college. If a student is found active in any political organization, the college reserves the right to strike off her name from the college roll.
26. Students not appearing in Pre-Board / Pre-University send up exams will be fined @ Rs.100 per paper. Fine for monthly test is Rs.50 per test.

## **PARENTS' RESPONSIBILITIES**

1. Parents are expected to share their part of responsibility by remaining in contact with the college administration through PTMs. The college is not bound to communicate to them every incident in which their daughter is involved.
2. Parents are expected to see the Principal whenever called upon to do so. Reports sent to them should not be treated as a matter of routine since they indicate symptoms which need to be cured before it is too late. It is always advisable to be in touch with the college administration personally or over the telephone, if a misconduct report is received by them.

3. Parents must inform the college about any change in their postal address, and telephone number, The college assumes no responsibility if letter sent to them is not delivered or is lost in transit due to change of postal address.
- 4.

## **SERVICES**

### **LIBRARY**

1. College students are entitled to use the library books which are issued for seven days only. Unless otherwise permitted, a student who retains a book for more than 7 days will be fined Rupees 5 per day until the book is returned or re-issued.
2. A book if not required by others may be re issued to the same borrower. To get it re-issued the student must first present the book to the librarian for necessary entries.
3. Book specially reference books or periodicals and magazines are not issued. Not more than two books are issued at a time.
4. A student who damages or loses a book shall be liable to pay double the cost or replace the book or the whole set of the series as the case may be.
5. The library will be closed once for annual stock checking. All books must be returned at the time of stock checking.
6. Silence and Discipline must be maintained in the library and the reading room. Willful violation of library rules may result in the expulsion of the defaulter.

At the time of admission, every student is provided a library card. If the card is lost, it should be immediately brought to the notice of the librarian. A new card is issued on payment of Rs 20/-. The library card is nontransferable.

### **THE COLLEGE MAGAZINE**

The college brings out its magazine every year. The credit for its initiation goes both to the staff and the students. The aim of the magazine is to inculcate a spirit of literary participation in students besides serving as preview of all annual activities of the college.

### **CAFETERIA**

College provides the facility of cafeteria for students. Good quality food is available. Hygienic conditions are strictly observed for the wellbeing of students.

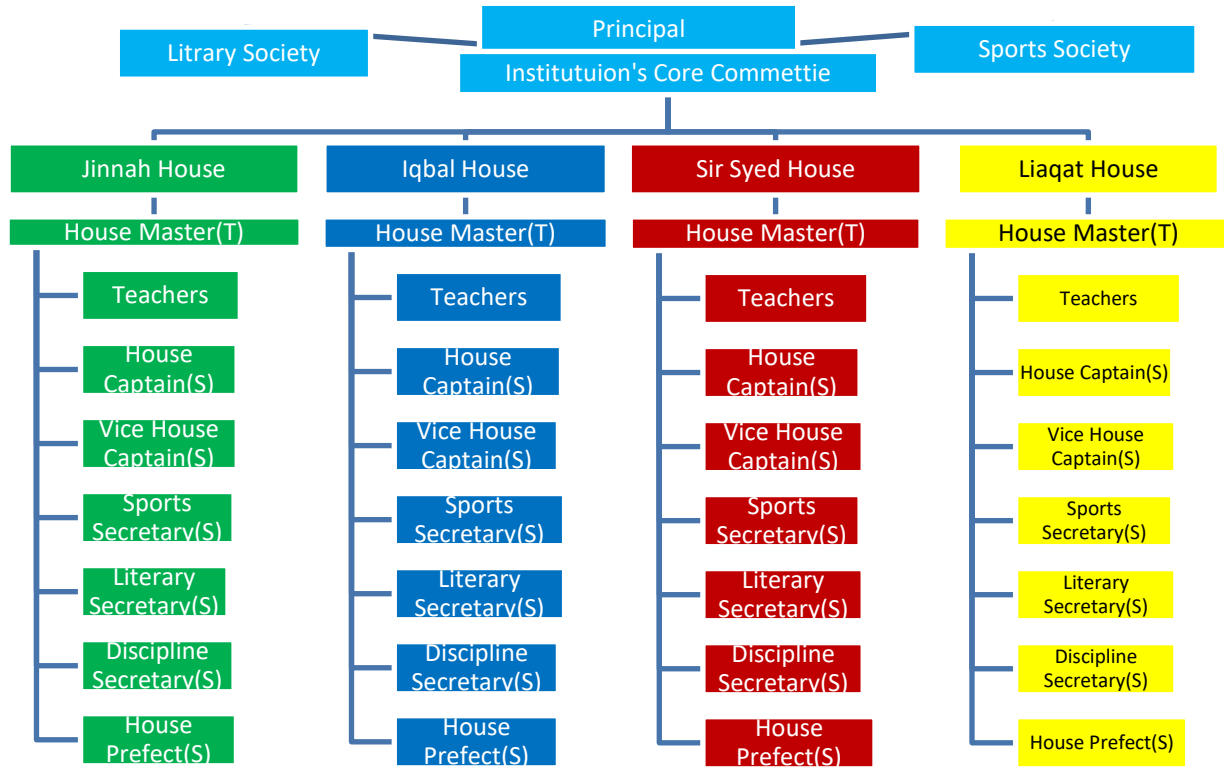
### **SPORTS & CO-CURRICULAR ACTIVITIES**

Ample facilities are available for students to participate in both indoor and outdoor games including volley ball, basketball, badminton and table tennis. Students are encouraged to participate in Inter Class, Inter Collegiate, Inter Board and Inter University competitions.

## HOUSES SYSTEM

The aim of houses system is to conduct structured academics & co-curricular competitions within institutions to explore and polish latent talent of the students and teachers through healthy and progressive competitions.

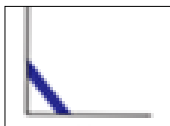
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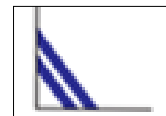
## COLLEGE UNIFORM

### HSSC (Science & Humanities)

1. White knee length shirt with navy blue cuff (2 inches) with navy blue coat collar.
2. While flaps on the shoulders of shirt.
3. A Pocket with College monogram on the mid-section right of the shirt with 1" blue stripe on the top edge of the pocket.
4. Yellow piping with Blue stripe of the pocket for Science Students.
5. On the front right corner of the shirt  $\frac{1}{2}$  " blue stripe/s stitched diagonally.



One diagonal navy blue stripe for 1<sup>st</sup> year.



Two diagonal navy blue stripes for 2<sup>nd</sup> year.

6. Four sided 1" navy blue edging on white dupatta.
7. White shalwar ankle hem (paincha length 8 inches).
8. Black shoes (without heels) and white socks

### WINTER

1. Navy Blue sweater, Navy Blue Blazer.
2. Long coats and Black shawls are NOT ALLOWED.
3. Only white scarves are allowed for those who wear Hijab.



## **UNIFORM FOR BS**

1. White knee length shirt with white coat collar and 2 " white cuffs.
2. White flaps on the shoulders of shirt.
3. White shalwar ankle hem (paincha length 8 inches).
4. Embroidered monogram of the college on pocket at midsection right of the shirt, and blue piping on top of the pocket.
5. Navy Blue Dupatta
6. White socks
7. Black Shoes
8. White scarf (Optional)

## **WINTER**

1. Blue cardigan/Navy Blue Blazer

### **IMPORTANT NOTE:**

Students are advised strict observance of college uniform and simplicity. Cosmetics and Jewelry is banned and the defaulter shall be fined.

## POINTS TO REMEMBER

1. Candidates shall have to submit separate forms for each groups (Pre-Engineering, Pre-Medical, Computer Science, Arts etc.) and for each BS programme (English, Islamic Studies, Computer Science)
2. Forms will not be shifted from one group/category to another.
3. No change of subjects will be allowed after 15 days.
4. The students may be required to take an aptitude test if considered necessary.
5. Studying Science at SSC level is mandatory for admission in General Science & Computer Science Group.
6. **Use of mobile phone in the college is strictly prohibited. Confiscated mobile phones will not be returned.**
7. Admission fee once deposited will not be refunded.

**FACULTY**

**PRINCIPAL**

Ms. Hijab Fatima, Associate Professor  
M.Sc. Psychology, B.Z.U. Multan.

**FACULTY OF ENGLISH**

1	Ms. Farah Naz (Assistant Professor) M.A (Eng Lit), M.A. (Eng Ling), B.Ed	2	Ms. Afeefah Munawar (Hon Lecturer) M.A (English), B.Ed
3	Ms. Anum Fatima (Hon Lecturer) M.A (English), B.Ed	4	Ms. Zahida Rasheed (Hon Lecturer) M.A (English), B.Ed
5	Ms. Saira, Abid, M.Phil (English),	6	Ms Mahnaz Tehseen, M.Phil (English),

**FACULTY OF URDU**

1	Ms. Sara Amber (Associate Professor) M.Phil (Urdu), M.Ed	2	Mr. Abdul Ghani (Assistant Professor) MS (Urdu)
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<b><u>FACULTY OF ISLAMIC STUDIES</u></b>		<b><u>FACULTY OF MATHEMATICS</u></b>	
1	Dr. Allah Ditta (Assistant Professor) PhD (Islamic Studies), M.Ed	1	Ms. Najia Chohdary (Assistant Professor) M.Phil (Mathematics), M.Ed
2	Ms. Sameya Siddiq (Assistant Professor) M.Phil (Islamic Studies), B.Ed	2	Ms. Uzaira Baluch (Lecturer) M.Phil (Mathematics, B.Ed
3	Ms. Kalsoom Naz M.Phil (Islamic Studies), B.Ed		
<b><u>FACULTY OF PAKISTAN STUDIES</u></b>		<b><u>FACULTY OF ECONOMICS</u></b>	
1	Ms. Seema Arif (Lecturer) M.Phil (Political Science)	1	Ms. Shafaq Saeed M.Sc (Economics), B.Ed
<b><u>FACULTY OF COMPUTER SCIENCE</u></b>		<b><u>FACULTY OF H. &amp; PHY. EDUCATION</u></b>	
1	Mr. Muhammad Akhtar Imran Computer Instructor MS Computer Science	1	Mr. Muhammad Ilyas (Lecturer) MSc (Health & Physical Education)
		2	Ms. Salma Shabbir (PTI) MSc (Health & Physical Education)

<b><u>FACULTY OF STATISTICS</u></b>			
1	Ms. Rubina Abid Hussain Assistant Professor M.Sc (Statistics) , B.Ed	2	Ms. Sana Wahid (Lecturer) M.Phil (Statistics), B.Ed
<b><u>FACULTY OF PHYSICS</u></b>		<b><u>FACULTY OF CHEMISTRY</u></b>	
1	Ms. Sumaira Faiz (Assistant Professor) M.Phil (Physics), B.Ed	1	Ms. Saima (Assistant Professor) M.Phil (Chemistry)
<b><u>FACULTY OF PSYCHOLOGY</u></b>		2	Ms. Farah Naz (Hon Lecturer) M.Sc (Chemistry), B.Ed
1.	Ms Madiha Maria M.Phil (Psychology)		
<b><u>FACULTY OF BIOLOGY</u></b>			
1	Dr. Shabnam Ishtiaq (Associate Professor) Ph.D (Botany), B.Ed	2	Mrs Birjis Zohra Assistant Professor M.Sc (Zoology)

3	Mr. Shahzadah Waqas Ahmed Assistant Professor M.Phil (Zoology)		Ms. Samia Irfan (Lecturer) M.Phil (Zoology), B.Ed
<b><u>FACULTY OF SOCIOLOGY</u></b>		<b><u>LIBRARY STAFF</u></b>	
1	Ms. Sajida Jabbar M.Phil (Sociology), B.Ed	1	Ms. Shereen Gul (Librarian) ML.SC

## **ACHIEVEMENTS**

### **PRIZES AND MEDALS**

The Medals, Rolls of Honor and other certificates shall be issued to the students after these have been formally conferred in the Convocation. The Degrees will be issued to the students at the time of Convocation. However, a student may apply for urgent issuance of Degree after submission of prescribed fee.

Shields are awarded to HSSC-II/BS students for achievements in

1. Academics
2. Extra-Curricular Activities
3. Regularity during the session.
4. 1<sup>st</sup> Position in Board/University.

5. 2<sup>nd</sup> Position in Board/University.
6. 3<sup>rd</sup> Position in Board/University.

### **BOOK PRIZES ARE AWARDED TO THE STUDENTS WHO**

1. Stand first in college in the Board/University.
2. Stand first in the aggregate of the three exams during the two year HSSC and four year BS Programme.
3. Stand first in each subject on the basis of the aggregate of three examinations provided the student gets 60% or above marks in the specific subject and gets through in all the other subjects in each examination.
4. Merit Certificates are given for best performance in academics, Qirat, Naat, Debates, Dramas and Games.
- 5.

### **RESULTS & DISTINCTIONS**

Despite the limited and deficient staff and infrastructure, college has set excellent traditions in academic and co-curricular fields. College has achieved best results and was awarded certificates of excellence in the past. The high academic standard of this college is due to the consistent and untiring efforts of the administration, staff & students.

*(Errors and omissions excepted)*

## ترانہ

### ایف جی ای آئی پاکستان

ہے ابن آدم کی پہچان  
علم و حکمت بنے ایمان  
علم کی شمع اپنا ایمان  
ایف جی ای آئی پاکستان

سب کیلئے بس ایک پیغام  
حب الوطنی اپنا ایمان  
ہلائی پرچم سب کی پہچان  
ایف جی ای آئی پاکستان

ہم ہیں فرشتوں کے مسجود  
عقل و دانش سے معمور  
فن اور سائنس کے ہم سلطان  
ایف جی ای آئی پاکستان

اس کی فضائیں اس کی ہوائیں  
ہم کو سدھاریں ہم کو بنائیں  
بڑھتی جائے اپنی شان  
ایف جی ای آئی پاکستان

سینوں میں ایمان کی دولت  
عزت اپنی علم بدولت  
خلق کی خدمت اپنا عرفان  
ایف جی ای آئی پاکستان

فضا میں ہم خوشبو مہکائیں  
پت جھڑ میں نئے پھول کھلائیں  
غنچوں کو دیں نئی اٹھان  
ایف جی ای آئی پاکستان

فرقہ بندی توڑیں ہم  
نظم و ضبط ہے اپنا ایمان  
ایف جی ای آئی پاکستان  
ایف جی ای آئی پاکستان