Develop a sound sense of discipline, Character, initiative and a solid Academic Background. You must devote yourself wholeheartedly to your studies, for that is your first obligation to yourselves, your parents and to the state. You must learn to obey for only then you can learn to command.

(Islamia College Peshawar - 12th April, 1948)
This is an un-deniable fact that education determines position of a nation in the global community. Likewise, in the present era of science and technology, changes and growth in ideas is unprecedentedly rapid. In this challenging atmosphere, I firmly believe, all the educational institutions need up gradation, both in academics as well as administration. With this vision, we are trying to bring about multiple changes and improvements. On the academic front, all possible measures are being taken to ensure regular classes, quality teaching and character building of the students. In this regard, through financial support programs, the poor and intelligent students, especially those coming from the far flung areas of Pakistan, are accommodated. This is done to ensure that no student be deprived of education because of inability of the parents to support them financially. Repair and renovation of the classrooms, provision of furniture and other teaching aids is on the way. Besides this, we are trying to launch four years BS programs so as the students may be offered opportunities of higher education with a reasonable and affordable fee structure. Cases of affiliation for BS programs in Mathematics, Economics, Applied Biology and BBA have already been submitted with Quaid e Azam University Islamabad. On the administrative front, we are trying to ensure safe, neat and clean campus with all types of facilities for sports and other co-curricular activities. Through management information system (MIS) and examination department, regular assessment and evaluation of the students is being done. In the resent session, we are optimistic that further improvements will be made in testing and evaluation system and coordination among the teachers and the parents will be promoted. In the new session, by the grace of God; and active participation of the teaching and the non-teaching staff, the pace of progress and improvement in the results will be expedited.

Prof. Muhammad Mudassir Niaz Ahmed
Principal
## Contents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction</td>
</tr>
<tr>
<td>2.</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>3.</td>
<td>Admin Staff</td>
</tr>
<tr>
<td>4.</td>
<td>Basic Eligibility for Admission to HSSC-I &amp; II</td>
</tr>
<tr>
<td>5.</td>
<td>Admission Policy</td>
</tr>
<tr>
<td>6.</td>
<td>College Leaving/ Migration</td>
</tr>
<tr>
<td>7.</td>
<td>Admission &amp; Registration Rules for B.A/B.Sc/B.Com</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Migration</td>
</tr>
<tr>
<td></td>
<td>e. Documents to be Submitted</td>
</tr>
<tr>
<td>8.</td>
<td>Scheme of Studies HSSC-I &amp; II</td>
</tr>
<tr>
<td>9.</td>
<td>Scheme of Studies B.A/B.Sc/B.Com</td>
</tr>
<tr>
<td>10.</td>
<td>BS Mathematics Program</td>
</tr>
<tr>
<td>11.</td>
<td>Library Rules</td>
</tr>
<tr>
<td>12.</td>
<td>College Council</td>
</tr>
<tr>
<td>13.</td>
<td>Academic Council</td>
</tr>
<tr>
<td>14.</td>
<td>Proctorial Board</td>
</tr>
<tr>
<td>15.</td>
<td>Sports Committee</td>
</tr>
<tr>
<td>16.</td>
<td>College Magazine</td>
</tr>
<tr>
<td>17.</td>
<td>Transport</td>
</tr>
<tr>
<td>18.</td>
<td>Parents Teachers Association</td>
</tr>
<tr>
<td>19.</td>
<td>The College Hostel</td>
</tr>
<tr>
<td>20.</td>
<td>Examination/ (MIS)</td>
</tr>
<tr>
<td>21.</td>
<td>Fee Structure</td>
</tr>
<tr>
<td>22.</td>
<td>The College Uniform</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction 3</td>
</tr>
<tr>
<td>2.</td>
<td>Academic Staff 4</td>
</tr>
<tr>
<td>3.</td>
<td>Admin Staff 09</td>
</tr>
<tr>
<td>4.</td>
<td>Basic Eligibility for Admission to HSSC-I &amp; II 10</td>
</tr>
<tr>
<td>5.</td>
<td>Admission Policy 12</td>
</tr>
<tr>
<td>6.</td>
<td>College Leaving/ Migration 16</td>
</tr>
<tr>
<td>7.</td>
<td>Admission &amp; Registration Rules for B.A/B.Sc/B.Com 17</td>
</tr>
<tr>
<td>8.</td>
<td>Scheme of Studies HSSC-I &amp; II</td>
</tr>
<tr>
<td>9.</td>
<td>Scheme of Studies B.A/B.Sc/B.Com 20</td>
</tr>
<tr>
<td>10.</td>
<td>BS Mathematics Program 25</td>
</tr>
<tr>
<td>11.</td>
<td>Library Rules 30</td>
</tr>
<tr>
<td>12.</td>
<td>College Council 31</td>
</tr>
<tr>
<td>13.</td>
<td>Academic Council 32</td>
</tr>
<tr>
<td>14.</td>
<td>Proctorial Board 32</td>
</tr>
<tr>
<td>15.</td>
<td>Sports Committee 33</td>
</tr>
<tr>
<td>16.</td>
<td>College Magazine 33</td>
</tr>
<tr>
<td>17.</td>
<td>Transport 34</td>
</tr>
<tr>
<td>18.</td>
<td>Parents Teachers Association 34</td>
</tr>
<tr>
<td>19.</td>
<td>The College Hostel 35</td>
</tr>
<tr>
<td>20.</td>
<td>Examination/ (MIS) 37</td>
</tr>
<tr>
<td>21.</td>
<td>Fee Structure 38</td>
</tr>
<tr>
<td>22.</td>
<td>The College Uniform 40</td>
</tr>
</tbody>
</table>
INTRODUCTION

Islamabad Model College for Boys H-9, Islamabad (Formerly Federal Govt. College (Men) H-9 Islamabad is one of the oldest institutions of the Federal Capital. It was founded by the Punjab Government in 1965. The Federal Government took over administrative control of this college in 1974. It is situated on main double road linking the twin cities and 9th Avenue, and is easily accessible by public and private transport. The college has a vast area of 47 acres, a very beautiful campus with spacious classrooms, a library, laboratories, administrative and academic blocks and an auditorium. A Gymnastic stadium, Cricket, foot ball and Hockey grounds, Basketball court and magnificent Jamia mosque and hostel for those students who hail from far flung areas are the unique features of the campus.

Our ultimate goal is to provide quality education to the students of Federal area and from all the four provinces, in healthy academic atmosphere so that they become valuable and proud Pakistanis and exercise their skills and expertise in their respective fields. IMCB H-9, Islamabad has shown great improvement in the Board/University results in the previous years. We are optimistic to improve further in academics, co-curricular and curricular activities in the coming years. The college has a teaching staff of more than 100 highly qualified teachers, some of them are foreign qualified and are of national and international repute. The college is affiliated with the Federal Board of Intermediate & Secondary Education Islamabad at Intermediate level and with Quaid-e-Azam University Islamabad at Degree level. It offers disciplines in Commerce, Humanities, Pre-Medical, Pre-Engineering, General Science and Computer Sciences at intermediate level and B.A, B.Sc and B.Com at Graduation levels. All possible measures are being taken to give the campus a new and better look.
Department of Arabic.
1. Dr. Mehboobullah
   Assistant Professor
   M.A, Ph.D. Hon. In Arabic

2. Dr. Asif Mehmood.
   Lecturer
   M.A, Ph.D

Department of Biology/ Botany / Zoology
1. Mr. M. Moin-ud-Din Shaikh
   Associate Professor
   M.Sc, M.Phil. (Endocrinology), DHMS, RHMP

2. Mr. Abid Ali Mughal
   Lecturer
   M. Sc (Hons) (Botany), M.Phill (Biotechnology)

3. Mr. Saadat Bashir Qureshi
   Lecturer
   M. Sc. (Botany), B.ED

4. Mr. Zahid Yousaf.
   Lecturer
   M. Sc (Zoology)

5. Mr. Ibrar Khan
   Lecturer
   M.Sc (Zoology)

6. Mr. Shaheen Attar
   Lecturer
   M.Sc (Zoology), M.Phill (Biochemistry)

Department of Commerce
1. Mr. Rana Abdul Quddous
   Associate Professor
   M.Com, M. Phil, CPA

2. Mr. Javed Kamran
   Assistant Professor
   M.Com

3. Mr. Noor Alam
   Lecturer
   M. Com

4. Mr. Muhammad Wasim Sikhani
   Lecturer
   M.Sc
Department of Chemistry
1. Mr. Ismail Khan.
   Associate Professor
   M.Sc

2. Mr. Sarwar Ahmed Qazi
   Associate Professor
   M.Sc

3. Mr. Zahir Rehman
   Assistant Professor
   M.Sc,

4. Mr. Iftikhar Ahmed
   Assistant Professor
   (On Study Leave)

5. Mr. Abdul Rahim
   Lecturer
   M.Sc

6. Mr. Umar Daraz Khan
   Lecturer
   M.Sc

7. Mr. Muhammad Shoaib
   Lecturer
   BS, M.Phil,

Department of Computer Science
1. Mr. Adeel Sarwar
   Lecturer
   M.Sc

2. Mr. Zaheer Ahmad Babar
   Lecturer
   M.Sc, B.Ed

3. Mr. M Farooq Azam Khan
   Lecturer
   M.Sc, M.Phil

4. Mr. Abaidullah Shah
   Lecturer
   M.Sc  PGD (C.S), B.Ed

5. Mr. Nadeem Taj
   Lecturer
   (On Temporary duty FDE)

6. Mr. Javid Ullah
   Lecturer
   M.S, (C.S), M.A (Eco) M.Ed

Department of Economics
1. Dr. Malik M. Sajid Manzoor
   Associate Professor
   M.A, Ph.D

2. Mr. Liaqt Ali
   Assistant Professor
   M.Sc
Department of Geography

1. Mr. Naib Ali
   Assistant Professor
   M.Sc., B.Ed.

2. Mr. Salahudin
   Lecturer
   M.Sc

3. Mr. Muhammad Usman Lateef
   Lecturer
   M.Sc., B.Ed.

Department of Library Science

1. Post Vacant

Department of History

1. Mr. Shamsul Haq. (Vice Principal)
   Associate Professor
   M.A, B.Ed,

2. Mr. Muhammad Nauman Farooqui
   Lecturer
   M.Sc, B.Ed

Department of Health & P.Edu

1. Mr. Ehtesham Aziz
   Lecturer
   M.A

2. Mr. Mumtaz ul Haq
   Lecturer
   M. H. B.Ed

Department of Economics

3. Mr. Mudassir Ul Zaman
   Assistant Professor
   M.Sc, M.Phil.

4. Syed Mujtaba Ali
   Lecturer
   M.A.

Department of English

1. Mr. Munir Hussain Anjum
   Associate Professor
   M.A

2. Mr. Sagheer Ahmed Mirani
   Assistant Professor
   M.A

3. Mr. Muhammad Ashraf
   Assistant Professor
   M.A Dip. in TEIL

4. Mr. Manzar Zafar Kazmi
   Assistant Professor
   M.A

5. Mr. Faisal Arif Sukhera
   Assistant Professor
   M.A

6. Mr. Muhammad Habibullah
   Lecturer
   M.A B.Ed, ATTC, Dip. In TEFL
Department of Islamic Studies
1. Mr. Ghulam Sarwar
   Assistant Professor
   M.A

2. Dr. Khalid Hameed
   Assistant Professor
   M.A, M.Phil, Ph.D

3. Mr. Zakar Bacha
   Lecturer
   M.A (Islamic Studies), M.A (pushto) M.A (History)
   B.Ed.

Department of Mathematics
1. Mr. Zahid Ali Shah (Vice Principal)
   Associate Professor
   M.Sc.

2. Mr. Athar ul Islam
   Associate Professor
   M.Sc. (on temp. duty in FDE)

3. Mr. Azmat Ali
   Associate Professor
   M.Sc.

4. Mr. Abdul Rauf
   Assistant Professor
   M.Sc.

5. Mr. Muhammad Rizwan
   Assistant Professor
   M.Sc.

6. Mr. Muhammad Tariq
   Assistant Professor
   M.Sc.

7. Mr. Muhammad Faisal
   Lecturer
   M.Sc. M.Phil, PGD, (IT), B.Ed,

8. Mr. Irfan Younis
   Lecturer
   M.Sc.

Department of Pakistan Studies
1. Mr. Syed Zair Hussain
   Assistant Professor
   M.Sc, M. Phil

2. Dr. Imran Ahmed
   Assistant Professor
   M.Sc. M.Phil, Ph.D,

3. Mr. Azmat Ullah Raja
   Lecturer
   M.Sc. M.Phil

4. Mr. Atif
   Lecturer
   (On temp. Duty in H-8 college)

Department of Physics
1. Mr. Zaheer Ud Din
   Associate Professor
   M.Sc.
Department of Physics
2. Mr. Muhammad Raftaz Kayani  
   Associate Professor  
   M.Sc
3. Syed Kazim Raza  
   Assistant Professor  
   M.Sc
4. Mr. Nadeem Ali Hussain  
   Lecturer  
   M.Sc
5. Mr. Zaheer Abbas Baloch  
   Lecturer  
   M.Sc.
6. Mr. M. Azfar Ali Moughal  
   Lecturer  
   M.Sc, M.S (HEP) B.Ed
7. Mr. Noor Muhammad  
   Lecturer  
   M.Sc. M.Ed
8. Mr. Asif Iqbal  
   Associate Professor (on Deputation)  
   M.Sc

Department of Philosophy
1. Mr. Muhammad Hanif  
   Assistant Professor  
   M.A Philosophy M.A English, TEFL
2. Mr. Muhammad Arif  
   Lecturer  
   M.A (on deputation)

Department of Psychology
1. Dr. Najmul Hassan Abbasi  
   Lecturer  
   M.A, Ph.D,

Department of Pol. Science
1. Mr. Baz Muhammad  
   Assistant Professor  
   M.A
2. Mr. Tariq Iqbal  
   Assistant Professor  
   M. A
3. Mr. Abdul Qadir Memon  
   Lecturer  
   M.A

Department of Statistics
1. Mr. Deedar Ali  
   Assistant Professor  
   M.Sc
2. Mr. Sabir Ali.  
   Lecturer  
   M.Sc. B.Ed
Department of Statistics
3. Mr. Tanveer Ahmed
   Lecturer
   M.Sc, M.Ed, B.Ed,

Department of Urdu
1. Dr. Salah ud Din
   Assistant Professor
   M.A  M.Phil Ph.D

2. Mr. Asad ullah Ghalib
   Assistant Professor
   M.A

3. Mr. Ghulam Hassan
   Assistant Professor
   M.A

4. Mr. Adnan Mehmood Saddiqui
   Assistant Professor
   M.A, M.Phil, B.Ed, M.Ed, LLB, M.A
   (Pol.Sci), M.A (History)

5. Mr. Qamar Sultan Khan
   Assistant Professor
   M.A

6. Mr. Shahid Mehmood
   Assistant Professor
   M.A

Department of Urdu
7. Mr. Kamran Sarfaraz Baig
   Lecturer
   M.A, M.Ed, M.Phil,

8. Mr. Iftikhar Ahmed
   Lecturer
   M.A

Administrative Staff
1. Mr. Mubarik Ali A. P. S.

2. Mr. Ajmir Ali Khan Burser

3. Mr. Adil Zia Accountant

4. Mr. Zeeshan Saeed Head Clerk

5. Mr. Ijaz Ahmed Khan U.D.C

6. Mr. Muhammad Zulfiqar L.D.C

7. Mr. M. Naeem Khan L.D.C

8. Mr. Sajid Ali L.D.C.

9. Mr. Muhammad Hanif L.D.C

10. Mr. Mushtaq Ali L.D.C

11. Mr. Muhammad Zulfiqar L.D.C.
Admissions to Intermediate Classes

**BASIC ELIGIBILITY**

Basic Eligibility for the students seeking admission to the college in HSSC-I & HSSC-II (As notified by Federal Directorate of Education) is given below.

**HSSC-I & II**

i. Federal Government employee’s sons residing in Islamabad / Rawalpindi

ii. Sons of Residents of Islamabad Capital territory.

iii. Sons of Diplomats stationed at Islamabad.

A candidate, who has passed his last examination from an institution located in Islamabad or its Federal area, shall produce residence certificate from the Estate office / CDA or in lieu any other valid legal document in support of his claim.

Admission to classes XI and XII will be determined on merit as per seats allocated according to various categories as given below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open Merit</td>
<td>90%</td>
</tr>
<tr>
<td>2</td>
<td>FATA / FANA (Quota)</td>
<td>03%</td>
</tr>
<tr>
<td>3</td>
<td>Disabled Students (Quota)</td>
<td>02%</td>
</tr>
<tr>
<td>4</td>
<td>(Sports Quota)</td>
<td>05%</td>
</tr>
<tr>
<td>5</td>
<td>Real sons of teachers/ employees of educational institutions of the Federal Govt. in Islamabad (concerned setup)</td>
<td>01% seats in every institution in the order of merit amongst themselves (over and above the mentioned (quota)</td>
</tr>
<tr>
<td>6</td>
<td>Transfer cases</td>
<td>(02% over and above the mentioned quota)</td>
</tr>
</tbody>
</table>
Admission Policy

1) SEATS AGAINST VARIOUS CATEGORIES FOR CLASS XII

<table>
<thead>
<tr>
<th>S.No</th>
<th>Quota</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bonafide students of the institution</td>
<td>54%</td>
</tr>
<tr>
<td>2</td>
<td>Open Merit</td>
<td>36%</td>
</tr>
<tr>
<td>3</td>
<td>FATA / FANA</td>
<td>03%</td>
</tr>
<tr>
<td>4</td>
<td>Disabled quota</td>
<td>02%</td>
</tr>
<tr>
<td>5</td>
<td>Sports</td>
<td>05%</td>
</tr>
<tr>
<td>6</td>
<td>Real sons of Teachers/ Employees of educational institutions of the setup and concerned Transfer cases</td>
<td>01% seats in every institution in IMCB In the order of merit amongst themselves (over and above the mentioned Quota)</td>
</tr>
<tr>
<td>7</td>
<td>Transfer Quota</td>
<td>02% (over and above the mentioned quota)</td>
</tr>
</tbody>
</table>

2) GENERAL INSTRUCTIONS

Following general instructions will be strictly followed in the process of admission to different disciplines.

a) A candidate domiciled in FATA/FANA will not contest against a reserved seat/Quota if he has qualified SSC/HSSC examination from any institution outside the territorial jurisdiction of FATA/FANA. However after the admission process is completed, and there are vacant seats against this category, admission may be granted with FATA/FANA domicile.

b) Top three position holders from any board will be eligible for admission in FA/FSc/I.Com. regardless of the basic eligibility criteria i.e. proof of residence.

c) Students seeking admission on sports quota should have participated in sports activities at the board level. They will submit, along with the application form, a valid 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 applicant in the respective activities. In this regard, final decision regarding admission on sports basis will be made by the Sports committee after holding trials.
Admission policy

Acceptance of Sports Certificates

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Prize/Championship</td>
<td>in an individual/team event at board level.</td>
</tr>
<tr>
<td>2nd Prize/Runner up</td>
<td>in an individual/team event at board level.</td>
</tr>
<tr>
<td>3rd Prize/Runner up</td>
<td>in an individual/team event at board level.</td>
</tr>
<tr>
<td>Participation</td>
<td>in an individual/team event at board level.</td>
</tr>
<tr>
<td>Participation at national level</td>
<td>as a team member or in an individual event</td>
</tr>
</tbody>
</table>

d) If any seat(s) against any quota are not fully utilized due to non-availability of eligible Candidates, the same will stand transferred to the Open Merit quota. However, proper documentation of transfer of each seat shall be made for verification, initially by the Director concerned, to be Consent finally by the Director General.
e) No casual admission will be made.
f) Admission will be made only once in an academic year on dates fixed by the College/FDE after the declaration of results by the Examination Boards.
g) The Students placed in compartment in SSC/HSSC examination may compete for admission after Clearing the subject in the same year with in prescribed time limit fixed by the Federal Board, subject to availability of seats in the institution or next year as fresh candidate.
h) Candidates seeking admission with 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 head of the institution last attended. Reason of the gap should also be clearly stated in the affidavit. Merit of such candidates will be determined after deducting five marks for each year of the gap from the total marks obtained by them. However, the college may determine the years of gap to be considered for admission.
i) The number of seats will be determined by the institutions in each faculty after careful consideration of physical facilitates and the number of teachers available. However, the numbers will be finalized by the Federal Directorate in consultation with the Head of the Institution before the commencement of academic session.
j) Students who have passed senior Cambridge, GCE/O-Level/ A-Level examination/polytechnic Diploma will also be eligible for admission along with other candidates. Their merit will be determined on the percentage of marks Obtained in the respective examinations and Equivalence shall be determined by Inter Board Committee of Chairmen, Islamabad or Quaid-e-Azam University Islamabad, which ever is applicable. A certificate to this effect is a pre-requisite for admission at the level concerned.
k) All foreign students are required to route their applications for admission through the Ministry of Capital Administration & Development.

m) Migration cases, eligible for admissions as per policy, will be entertained by the institution where seats are available, provided that the merit in the desired discipline of the institution is not compromised. No local migration will be allowed. However the relaxation in rules may be permitted by the competent authority i.e. Director General, Federal Directorate of Education keeping in View genuine hardships on case to case basis.

n) Twenty (20) marks will be added in the merit of Hafiz-e-Quran for admission at all levels provided the candidate produces a certificate of successful completion of the course from a registered/recognized Institution.

o) Notice for calling the applicants for admission would be advertised in the Press by the Federal Directorate of Education, Islamabad.

p) Every successful applicant will submit an affidavit on legal stamp paper, solemnly assuring the Principal that he will refrain from participating in politics or in any subversive activity during the course he remains on the college roll. His Parent/guardian will endorse this undertaking and will further under take that his ward would be liable for removal from the college roll if he participates in political activities and does not abide by the rules/regulations of the college.

q) In case any person other than father/mother of the candidate is guardian, a proper affidavit/guardianship certificate will have to be submitted. Guardianship other than real grand parents, elder brother/sister and Maternal/paternal uncles shall not be accepted.

r) Students are expected to exercise their choice of subjects carefully with due consideration. Ordinarily, Change will not be allowed to the choice once exercised. However in cases of extreme hardships change of subjects may be allowed within maximum of two weeks after commencement of the classes. This change, of course, will be subject to the condition that a candidate admitted in group of lower merit does not opt for a group of higher merit.

s) The last date for admission fixed by the Federal Directorate of Education, shall be strictly adhered to. In case a Principal is in need of filling the vacant seats after the expiry of the stipulated admission date, he will seek formal permission from Federal Directorate of Education.

t) Attendance criteria prescribed by the Federal Board and the University will be strictly adhered to. Principals will ensure that transparent, regular and unambiguous record of daily attendance is maintained at all times on an accountable roll call register.

u) Hostel facility may be provided subject to availability. However, it is not right of the students in any case.
The academic session for HSSC-I & II is determined by the Federal Board of Intermediate & Secondary Education, Islamabad and for the Degree and Post Graduate classes, by the University. Generally, it commences in the middle of August each year and ends in May the next year.

Application forms along with the prospectus will be available in the college office up to a fixed date as announced by the college or Federal Directorate of Education Islamabad, in the press. The admissions will be granted as per Admission policy notified by Ministry of Education in 2004. The admission form duly filled in and complete in all respects is to be submitted to the college office.

On submission of the form, the college will furnish a receipt. The dates of the interview will be notified on the college Notice Board. A list of the students provisionally selected for admission will be put up on the Notice Board. The selected students will enroll themselves by paying the required fee etc, within the specified time limit. A selected student who fails to enroll in time will lose his claim for admission.

The students are granted admission to this institution with the specific understanding that they will abide by rules and regulations of the college regarding discipline, uniform and attendance in classes, as laid down in the prospectus. In this regard, they must strictly adhere to the following code of conduct chalked out for them:

1. During stay in the college, every student will diligently apply himself to the field of study in which he is enrolled.
2. He will participate in extra and co-curricular activities compatible with his aptitude.
3. He will never use violence, threat of violence or pressure for settlement of differences or disputes with his fellow students, college employees or teachers. He shall respect the judgment of the authorities constituted by the college for the settlement of all such matters.
4). He will refrain form:
   a) Indulging in the use of unfair means or malpractice in examination.
   b) Allowing or abetting entry into the college premises of unauthorized persons.
   c) Bringing into the campus, consuming or encouraging the use of drugs, narcotics, alcoholic products or any kind of weapons.
   d) Damaging college property including building, equipments and vehicles etc.
   e) All such activities which are defined by the college authorities as non academic/ undesirable/ objectionable and which brings disgrace and a bad name to the college.
   f) Aimless wandering and other unbecoming activities in shopping centers / public places in the vicinity of the college while in college uniform.
g) Bringing any guest in the college premises.
5. He will uphold and practice propriety, modesty and decorum in his behavior and conduct.
6. Use of mobile phones is strictly prohibited in the college campus.

**GENERAL RULES**

**ATTENDANCE AND DETENTION**

1. According to the Federal Board regulations, a student must attend at least 75% of the lectures delivered in each of his subjects failing which his examination form will not be sent up for Board. The same rules apply to science practicals also.
2. A student who remains absent from any class for a continuous period of 06 days or 12 days during a month, will automatically stand struck off the college roll. However, subject to a satisfactory explanation and comments of the teacher concerned, the Principal reserves the right to accept/reject the student's request for re-admission; a student struck off twice will not be admitted again.
3. Students are required to pass in all the subjects/papers in the send-up examinations held by the college failing which their examination forms will not be sent up for Board examinations.

**IMPOSITION OF FINE**

1. According to the instructions of Federal Directorate of Education, Islamabad, vide education code 2006, an absence fine at the rate of Rs. 10 per period/day will be charged from the student. The head of institution is empowered to impose a special fine up to a maximum of Rs: 1000.

**REMISSION OF FINE**

1. The head of the institution is empowered to remit/reduce the fine mentioned above.

**IDENTITY CARD RULES**

1. A student, on his admission in the college, is provided identity card. It carries a photo duly signed by the Principal/Vice Principal. Students must keep the college identity cards with them and must produce when ever demanded. Failure to do so is liable to be punished. Duplicate identity cards are not issued except under very special circumstances. A fine of Rs: 100/- will be charged for issuance of a duplicate card.
2. Bus cards are available to all Bonafide students of the college. They are signed by the principal and the relevant transport authorities. A fine of Rs: 100/- is charged for issuance of duplicate Bus card.
FEE CONCESSION / STIPENDS

1. The principal of the college may admit deserving students on the score of poverty at half of the prescribed rates of Tuition Fee (where applicable) up to a limit of 15% of the total number on the roll of the college, on the last day on which admissions are permissible. Such concessions shall be withdrawn by the principal in case of unsatisfactory progress in studies and conduct.

2. If two or more brothers/sisters are studying in the federal Govt. Colleges, the younger ones will be granted half fee Concession on request.

3. The college awards a number of stipends to poor and deserving students from the Mutual Help Fund reserved for this purpose. The monthly rate of each stipend is fixed by the Principal through Mutual Help Fund Committee, according to the need of the applicant and the availability of funds.

4. All concessions are tenable for one year, provided the attendance, academic performance and conduct of the student continue to be satisfactory.

5. The fee concession committee headed by a senior staff member invites applications for fee concession at the beginning of each session. Students are interviewed by the committee and the concession is granted to the deserving students only.

6. Good conduct and satisfactory progress in studies are essential for the grant as well as for the continuation of the concession.

7. Applications for financial aid/fee concession must be made on the prescribed forms obtained from the college office and must be countersigned by the father/guardian of the applicant and duly verified by his employers in respect of the total emoluments drawn by him each month. Scholarship holders shall not be eligible of fee concession in any case. (Vide Education code 2006, issued by FDE)

COLLEGE LEAVING RULES

If a student wishes to leave the college, he must apply to the principal in writing at least seven days before his intended departure and his application must be countersigned by his father/guardian. Clearance of college accounts, library books, the college hostel and different departments (if he is a science student) is pre-requisite. No Objection Certificate is also necessary from Director Physical Education.

MIGRATION FROM OTHER BOARDS/ UNIVERSITIES (requirements)

If otherwise eligible, the cases of transfer will be treated under the following two categories:

1. If the transfer takes place at a time when the regular admissions for first year/third year are open, the student will compete in accordance with the criteria laid down for the other candidates.
2. If the transfer takes place at a time when the academic session is in progress, the student will be considered for admission, subject to the merit determined for regular admissions. Students migrating from other boards / universities will produce the Following.

1. Marks sheet of S.S.C / H.S.S.C
2. A character and school/college leaving certificate from the head of the institution last attended.
3. Migration certificate of the Board / University form where the student has passed S.S.C / H.S.S.C /B.A/B.Sc examination except Federal Board / Quaid-e-Azam University, Islamabad.
4. Record of attendance and house exams of the college.
5. In addition to the normal character certificate, the principal may, if he deems proper, call for a special report of good behavior, Attendance, student’s reputation, and his overall behavior in the college.
6. If a student is permitted to join the college but fails to pay his dues on or by the date notified by the college, his admission will stand cancelled.

EXPULSION

Wherever it is deemed necessary (for any reason) in the interest of college, a student may be suspended, rusticated, expelled, given forced T.C or his admission cancelled at any time by the principal without assigning any reason.

ADMISSION AND REGISTRATION RULES & REGULATIONS FOR THE ICT AFFILIATED COLLEGES/INSTITUTIONS FOR ADMISSIONS TO B.A/ B.SC/ B.COM AS NOTIFIED BY QUAID-E-AZAM UNIVERSITY ISLAMABAD ADMISSIONS

The following rules and regulations shall be observed in all the affiliated Colleges/institutions:

BACHELORS PROGRAM

Admission to first year of the Bachelors Degree program shall be completed within four weeks, hereinafter referred to as “The last date of Regular Admission” (LDRA), after publication of the HSSC examination results by The Federal Board of Intermediate and Secondary Education, Islamabad (FBISE). However, for the candidates who have qualified either from other Boards or Cambridge Higher School Certificate or the Higher Oxford local Examination or the Inter Arts Examination from the University of London and the like, the admission shall be completed within six weeks after publication of the HSSC results by FBISE. This duration may, however, be revised by the University authorities as and when required.
ELIGIBILITY
For admission to the Bachelors Program a candidate:

a) must have HSSC from a Pakistani Board of an equivalent certificate from any other recognized institution.
b) must have at least 2nd division (45% marks) or equivalent grade in the HSSC or equivalent examination.
c) must fulfill all the criteria as prescribed in admission policy of the program.

AGE LIMIT

a) The age limit for admission to the Bachelors Program shall be 24 years.
b) The Vice-Chancellor, on recommendation of Principal of the college/institution concerned, may relax age limits only in hardship cases.

LATE ADMISSION

Late admissions shall be allowed under special circumstances by the Vice-Chancellor upon satisfactory reasons narrated in the recommendations of the principal concerned. However, no student shall be enrolled in Bachelors Classes after the respective admission deadline. Late admission fee shall be charged as below:

a) up till 15 days after the LDRA: Rs. 1000/-
b) up till 30 days after the LDRA: Rs. 2000/-
c) up till 45 days after the LDRA: Rs. 3000/-

RE-ADMISSION

If a student's name is struck off the rolls of college/institution, or he/she is rusticated/expelled or the like, such fact shall be immediately reported to the university. If the striking off is due to a reason other than mis-conduct/disciplinary or moral grounds. Shortage of attendance, he/she may be re-admitted to the same class (courses) in the same academic year at the will of the principal concerned. However, a student whose name has been struck off for the said reasons may be re-admitted to the same program (Courses), beginning next year in the same or another affiliated college/institution, at the will of the principal concerned.

REGISTRATION

Normal Registration

a) Principal of the affiliated college/institution, shall forward the registration forms (complete in all respects) of every student admitted to the college/institution together with the required registration fee as prescribed by the University within forty five days of the deadline.

b) A record of all registered students of affiliated colleges/institutions shall be maintained by the QAU registrar Office under a unique Registration Number for each student showing all pertinent information like dates of admission (re-admission) and leaving of the affiliated college/institution, scholarship/medal/prize won degree(s) taken and
complete data related to the University examinations.

c) The Registration Number is to be quoted in all future correspondence regarding the student and shall be conveyed to the student through the principal.

d) All applications for admission to the University Examinations shall be liable to scrutiny through comparison with the University Record. The University may refuse application of a candidate having any discrepancy or incomplete Information.

e) If any mandatory information mentioned/ required in the Registration Form is not provided at the time of its submission, a fee of Rs. 500/- per document/omission will be received from the affiliated college.

f) A registered student may receive a certified copy of all the entries in the QAU record under his/ her name by payment of Rs. 200/-.

**LATE REGISTRATION**

In case of delay in submission of registration form to the University by the due date, the respective affiliated college shall be liable to pay the late registration fee at the following, rates:

a) After 45 days up till 60 days from the deadline: Rs. 500/- per Student.

b) After 60 days up till 75 days from the deadline: Rs. 570/- per Student.

c) After 75 days from the deadline the registration will not be allowed.

d) The Vice-Chancellor may remit late registration fee in deserving, cases.

e) In case of default in submission of the registration form, the colleges may be called upon to show causes as to why proceeding should not be initiated against it for withdrawal of affiliation on the charge of violation of the above University Rules and Regulations.

**SPECIAL PROVISIONS**

a) Transfer from one affiliated college/institution to another would be made on the grounds acceptable to the governing bodies of The two colleges/ institution involved. The cases for transfer to both Bachelors shall only be entertained within six months from commencement of the respective first academic year. A non-refundable amount of Rs. 2000/- shall be charged as processing fee for each transfer case.

**MIGRATION**

a) A student enrolled with another university, whose syllabi and examination are considered equivalent to the corresponding syllabi and examinations at the QAU, may be allowed to join the same class (courses) of an affiliated ICT college/ institution in which the student was studying in the previous university. However, such migration will be done only in the first year to the program and an application for this purpose duly recommended by the principal of the ICT college/institution must reach the QAU at least thirty days before commencement of the part-I annual examinations of the respective program at QAU.
b) Such student shall have to produce satisfactory evidence of having attended the necessary percentage of lectures at the previous institution. The student shall have to submit a Migration Certificate from the previous university within the prescribed time if migration is allowed.

c) Such migration shall be granted by the QAU Equivalence Committee whose decision in this regard shall be final.

d) An amount* of Rs. 5000/- shall be charged as Migration fee.

**CHANGE/ CORRECTION IN REGISTRATION RECORD (PERSONAL)**

Any change in record shall be made by the competent authority, provided the student submits sufficient/undeniable evidence to that effect through the principal. However, the name on the degree shall be maintained as per last degree/certificate submitted to the University. A fee* of Rs. 1000/- shall be charged for correction each time.

**CHANGE/ CORRECTION IN REGISTRATION RECORD (ACADEMIC)**

a) Any change/correction of course/program shall only be allowed by the university in exceptional circumstances, provided the application to the effect is duly recommended by the principal within thirty days after the registration deadline.

b) It is the sole responsibility of the student to apply on prescribed application form and to follow up for the change of course/program through the principal of the concerned college.

c) For the change/correction if Course the student shall be required to pay a prescribed fee* or Rs. 1000/-, (per subject) to the university. Whereas, if the change in course results in the change of program, an additional fee* of Rs. 3000/- shall be charged.

**DOCUMENTS REQUIRED (to be submitted along with the admission form)**

(i) Marks sheet of S.S.C/H.S.S.C

(ii) Character certificate reporting on the behavior and other activities of the candidate from the Head of the institution last attended.

(iii) Provisional certificate issued by the institution last attended testifying that the student has passed the S.S.C/H.S.S.C Examination.

(iv) Certificate of residence from the Govt. Estate Office. CDA/ Electoral list.

(V) Certificate from father/mother/guardian being a Federal Govt. Employee (wherever applicable). (vi) Four (4) Photographs. Paste one photograph on the Admission Form and submit three at the time of depositing the Admission Fee with the name and marks obtained written on the back.

(vi) Photostat copies of the Parents and candidate’s own National Identity Cards.

(vii) An affidavit on legal stamp paper solemnly assuring the Principal that he will refrain from participation in politics or indulging in any subversive activity. (Specimen printed on the last page)

(Viii) Whenever it is detected that an applicant has submitted false/forged document(s), his Admission will be cancelled and a case of forgery will be initiated against him.
1. The intermediate examination consists of two parts. Part-1 includes six papers, five of which are of 100 marks each and of three hours duration while one paper is of 50 marks and has 2 hours duration (Islamic Education/ civics for Non (Muslims). Part-II includes six papers, five of which are of 100 marks each and of three hours duration while one paper is of 50 marks and has 2 hours duration. (Pakistan studies).

2. A list of the combination of subjects is given below. The students must refer to the list of Combinations while filling in the admission forms.

### COMPULSORY SUBJECTS

<table>
<thead>
<tr>
<th>HSSC-I</th>
<th>HSSC-II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English</td>
<td>1. English</td>
</tr>
<tr>
<td>2. Urdu</td>
<td>2. Urdu</td>
</tr>
<tr>
<td>3. Islamic Education/Ethics (for non Muslims)</td>
<td>3. Pakistan Studies</td>
</tr>
<tr>
<td>100 marks each</td>
<td>100 marks each</td>
</tr>
<tr>
<td>100 marks each</td>
<td>100 marks each</td>
</tr>
<tr>
<td>50 marks</td>
<td>50 marks</td>
</tr>
</tbody>
</table>

1. Islamic Education (Compulsory) OR Ethics (for Non Muslim Students only) 1st Year & Pak. Studies (Compulsory) 2nd Year, 1 Paper Each = 50 Marks Each

2. Three Elective Subjects, 3 Papers of 100 Marks Each = 300 marks

3. Students are required to select ONE of the following combinations. This selection should be made carefully as no change will be allowed after admission, except in extreme hardship cases.
<table>
<thead>
<tr>
<th>PRE-ENGINEERING GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRE-MEDICAL GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Biology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL SCIENCE. GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Statistics</td>
</tr>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Statistics</td>
</tr>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Economics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMERCE GROUP (ICOM) PART I (300 MARKS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting Paper I (100 Marks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMERCE GROUP (ICOM) PART II (300 MARKS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting Paper II (100 Marks)</td>
</tr>
</tbody>
</table>
### HSSC HUMANITIES /ARTS GROUP ELECTIVE SUBJECTS (300 MARKS)

<table>
<thead>
<tr>
<th></th>
<th>Islamic Studies</th>
<th>Health &amp; Physical Education</th>
<th>Civics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Islamic Studies</td>
<td>Health &amp; Physical Education</td>
<td>Geography</td>
</tr>
<tr>
<td>2</td>
<td>Islamic Studies</td>
<td>Health &amp; Physical Education</td>
<td>Arabic</td>
</tr>
<tr>
<td>3</td>
<td>Islamic Studies</td>
<td>Islamic History</td>
<td>Civics</td>
</tr>
<tr>
<td>4</td>
<td>Islamic Studies</td>
<td>Islamic History</td>
<td>Geography</td>
</tr>
<tr>
<td>5</td>
<td>Economics</td>
<td>Health &amp; Physical Education</td>
<td>Civics</td>
</tr>
<tr>
<td>6</td>
<td>Economics</td>
<td>Health &amp; Physical Education</td>
<td>Geography</td>
</tr>
<tr>
<td>7</td>
<td>Economics</td>
<td>Islamic History</td>
<td>Geography</td>
</tr>
<tr>
<td>8</td>
<td>Economics</td>
<td>Islamic History</td>
<td>Arabic</td>
</tr>
<tr>
<td>9</td>
<td>Economics</td>
<td>Philosophy</td>
<td>Civics</td>
</tr>
<tr>
<td>10</td>
<td>Economics</td>
<td>Philosophy</td>
<td>Geography</td>
</tr>
<tr>
<td>11</td>
<td>Psychology</td>
<td>Health &amp; Physical Education</td>
<td>Geography</td>
</tr>
<tr>
<td>12</td>
<td>Psychology</td>
<td>Health &amp; Physical Education</td>
<td>Arabic</td>
</tr>
</tbody>
</table>

**NOTE:**

i. The selection of subject combinations must be made very carefully as there are limited seats in each subject so change of subjects will not be allowed after admission.

ii. If the number of students opting a particular subject/subject combination is less than 10, it shall be offered only at the discretion of Admission Committee.

iii. In view of the limited number of seats in each elective subject, it may not be possible to accommodate candidates according to their choice, in which case, the required adjustments will be made according to the availability of seats.
NOTE:

i. The selection of subject combinations must be made very carefully as there are limited seats in each subject. Change of subjects will not be allowed after admission due to non-availability of seats except in extreme hardship cases.

ii. If the number of students offering a particular subject/subject combination is less than 10, it shall be offered only at the discretion of the Admission Committee.

iii. In view of the limited number of seats in each elective subject, it may not be possible to accommodate candidates according to their choice, in which case, they will be asked to adjust their option according to the availability of seats. In certain subjects they may also have to take an Aptitude Test.

**SCHEME OF STUDIES**
**BACHELOR OF SCIENCE (PASS COURSE)**

Bachelor of Science (B.Sc. Pass Course) covers a period of two years. A University Examination is held at the end of each academic year. This course comprises three compulsory subjects and three elective subjects as per the following scheme.

**COMPULSORY SUBJECTS**

1. English (Compulsory) 2 Papers: 50 Marks Each
2. Islamic Studies (Compulsory) OR Ethics (for Non-Muslims) 1 Paper 60 Marks (3rd Year)
3. Pakistan Studies (Compulsory) 1 Paper 40 Marks (4th Year)

**ELECTIVE SUBJECTS**

Three Elective subjects from the given combinations of 200 marks each 600 Marks

<table>
<thead>
<tr>
<th></th>
<th>Mathematics A Course</th>
<th>Mathematics B Course</th>
<th>Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mathematics A Course</td>
<td>Mathematics B Course</td>
<td>Statistics</td>
</tr>
<tr>
<td>3</td>
<td>Mathematics General</td>
<td>Chemistry</td>
<td>Physics</td>
</tr>
<tr>
<td>4</td>
<td>Mathematics General</td>
<td>Computer Studies</td>
<td>Physics</td>
</tr>
<tr>
<td>5</td>
<td>Mathematics General</td>
<td>Computer Studies</td>
<td>Statistics</td>
</tr>
<tr>
<td>6</td>
<td>Mathematics General</td>
<td>Economics</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

Total: 800 Marks
Scheme of Studies B.A/ B.Sc/ B.Com

<table>
<thead>
<tr>
<th></th>
<th>Mathematics General</th>
<th>Geography</th>
<th>Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Botany</td>
<td>Chemistry</td>
<td>Zoology</td>
</tr>
<tr>
<td>9</td>
<td>Botany</td>
<td>Geography</td>
<td>Zoology</td>
</tr>
</tbody>
</table>

**NOTE:**

i. The selection of subject combinations must be made very carefully as there are limited seats in each subject so change of subjects will not be allowed after admission.

ii. Botany and Zoology are offered only to the students who have passed F.Sc. with Pre-Medical Group. Computer Science is offered only to the students who have passed F.Sc. with Computer Science / Mathematics.

iii. If the number of students opting a particular subject/subject combination is less than 10, it shall be offered only at the discretion of Admission Committee.

iv. 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, required adjustments will be made according to the availability of seats.

Tree Plantation Ceremony

Welcome to the Principal in H-9 College
NOTE:
I. The selection of subject combinations must be made very carefully as there are limited seats in each subject. So change of subjects will not be allowed after admission due to non-availability of seats except in extreme hardship cases.
ii. Botany is offered only to the students who have passed F.Sc. with Pre-Medical Group.
iii. If the number of students offering a particular subject/subject combination is less than 10, it shall be offered only at the discretion of Admission Committee.
iv. 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 Test.

**BACHELOR OF ARTS (PASS COURSE)**

Bachelor of Arts (Pass Course) covers a period of two years. At the end of each academic year, the University examination is held and a degree is awarded to successful candidates after completing the session successfully. This course comprises three compulsory, two elective and one optional subject according to the following scheme.

**COMPULSORY SUBJECTS**
1. English (Compulsory) 2 Papers 200 Marks
2. Islamic Education (Compulsory)/Ethics (for Non-Muslim students) 1 Paper 60 Marks (3rd Year)
3. Pakistan Studies (Compulsory) 1 Paper 40 Marks (4th Year)

**ELECTIVE SUBJECTS**
Two Elective Subjects 2 Papers for Each Subject 400 Marks

**OPTIONAL SUBJECTS**
Optional Subject 1 Paper 100 Marks (4th Year)

<table>
<thead>
<tr>
<th>1</th>
<th>Political Science</th>
<th>History of Pakistan</th>
<th>Urdu Optional / Islamic Studies Optional / Arabic Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Political Science</td>
<td>Islamic Studies</td>
<td>Urdu Optional / Arabic Optional</td>
</tr>
<tr>
<td>3</td>
<td>Political Science</td>
<td>Economics</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>4</td>
<td>Political Science</td>
<td>Psychology</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>---</td>
<td>------------------</td>
<td>------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Geography</td>
<td>History of Pakistan</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>6</td>
<td>Geography</td>
<td>Islamic Studies</td>
<td>Urdu Optional / Arabic Optional</td>
</tr>
<tr>
<td>7</td>
<td>Geography</td>
<td>Economics</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>8</td>
<td>Philosophy</td>
<td>History of Pakistan</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>9</td>
<td>Philosophy</td>
<td>Economics</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>10</td>
<td>Philosophy</td>
<td>Psychology</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
<tr>
<td>11</td>
<td>Arabic Literature</td>
<td>Islamic Studies</td>
<td>Urdu Optional</td>
</tr>
<tr>
<td>12</td>
<td>Health &amp; Physical Education</td>
<td>History of Pakistan</td>
<td>Urdu Optional / Islamic Studies Optional / Arabic Optional</td>
</tr>
</tbody>
</table>

**NOTE:**

i. Subjects selected as Elective cannot be taken as Optional.

ii. The selection of subject combinations must be made very carefully as there are limited seats in each subject so change of subjects will not be allowed after admission.

iii. If the number of students opting a certain subject combination is less than ten, it shall be offered only at the discretion of Admission Committee.

iv. 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, required adjustments will be made according to the availability of seats.
The college is starting B.Com classes from the session 2011-2012. (For Both girls as well as Boys the classes will be held both morning as well as evening. For B.Com Program, the college is affiliated with University of the Punjab Lahore. The college has tried at its level best to meet all the requirements and to provide the learners the best teaching atmosphere. A new Commerce Block, Commerce Department and about 300 books on the subjects related to B.Com, are some of the additions in the existing facilities. We look forward to raise our standard equal to the best institutions of the country.

### B.Com (I.T) Part-I

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Title of Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC-301</td>
<td>Business Statistics and Mathematics</td>
<td>100</td>
</tr>
<tr>
<td>BC-302</td>
<td>Computer Application in Business</td>
<td>100</td>
</tr>
<tr>
<td>BC-303</td>
<td>Economics</td>
<td>100</td>
</tr>
<tr>
<td>BC-304</td>
<td>Financial Accounting</td>
<td>100</td>
</tr>
<tr>
<td>BC-305</td>
<td>Functional English</td>
<td>100</td>
</tr>
<tr>
<td>BC-306</td>
<td>Introduction to Business</td>
<td>100</td>
</tr>
<tr>
<td>BC-307</td>
<td>Money, Banking and Finance</td>
<td>100</td>
</tr>
<tr>
<td>BC-308</td>
<td>Islamic Studies/Ethical Behavior (for non Muslims)</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>760</strong></td>
</tr>
</tbody>
</table>

### B.Com (I.T) Part-II

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Title of Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC-401</td>
<td>Advanced Financial Accounting</td>
<td>100</td>
</tr>
<tr>
<td>BC-402</td>
<td>Auditing</td>
<td>100</td>
</tr>
<tr>
<td>BC-403</td>
<td>Business communication &amp; Report writing</td>
<td>100</td>
</tr>
<tr>
<td>BC-404</td>
<td>Business Law</td>
<td>100</td>
</tr>
<tr>
<td>BC-405</td>
<td>Business Taxation</td>
<td>100</td>
</tr>
<tr>
<td>BC-406</td>
<td>Cost Accounting</td>
<td>100</td>
</tr>
<tr>
<td>BC-407</td>
<td>Economics of Pakistan</td>
<td>100</td>
</tr>
<tr>
<td>BC-408</td>
<td>Pakistan Studies</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>740</strong></td>
</tr>
</tbody>
</table>
INTRODUCTION OF BS (4 YEARS SEMESTER BASED PROGRAMS)

Capital Administration & Developments Division has permitted the college to launch BS Programs in Mathematics, Economics, Applied Biology. These semester based Post Graduate Degree programs will offer a great opportunity for the students (both boys & girls) from Federal Capital, its suburbs and from other areas of the dear homeland to get themselves educated in the most fascinated subjects of the job market. These programs will be semester based and will make the graduates well equipped with the knowledge and skill required in the job market and to serve the nation to the goal of social and economic excellence. The process of affiliation with Quaid-e-Azam University Islamabad is on the way. After the completion of affiliation process with the University, the programs will be launched.

The Students in the Lab

The Students on a study tour
The library consists of two sections, that is, reference room, and reading room. It has a collection of almost 20 thousand books on different subjects by different authors.
1. College library books will not be lent to outsiders.
2. Maximum of 10 books can be issued to teachers for period of 2 months. However they can retain the books for a full academic session, if the duplicate copies of books are available in the library. However all the books must be returned before annual verification i.e. 31st May of each year.
3. Students of all classes can borrow two books at a time.
4. Books will be lent for a period of 14 days; this period can be extended further after the physical presentation of books.
5. Reference books cannot be issued but these can be consulted in the library during working hours.
6. A book lost/ damaged in any way will have to be replaced by the borrower or he will pay the current price of the book plus a fine up to a maximum of Rs: 50.
7. A fine of Rs: 1/- per day book will be imposed on overdue books.
8. Students will borrow books only against the fee card. Every borrower shall be responsible for the books drawn by him.
9. The borrower and readers who abuse their privileges will be reported to the principal for appropriate action.
10. Sanctity of library requires maintenance of complete silence. Eating and smoking is strictly forbidden in the library. Any breach of the sanctity shall be dealt strictly.
11. During annual stock-checking the library will remain open but the borrowing privileges will remain suspended. All books on loan with the borrowers will be returned before the stock-checking.
12. The library books must be returned at least 10 days before the commencement of preparatory leave for annual examination.
ACADEMIC COUNCIL

The College Academic Council determines the academic policy of the college. The following constitute the college Academic Council:

1. Prof. Muddasir Niaz Ahmed  Principal  Chairman
2. Prof. Shams-ul-Haque,  Vice Principal  Member
3. All Heads of Departments  Member

COLLEGE COUNCIL

The college Council is the supreme body in all matters regarding academics, administration and all other related functions. The Principal may call meeting of the College Council whenever it is necessary to deliberate over any case. Decisions taken by the College Council are treated as final and unchallengeable. The following constitute the College Council.
The Proctorial Board, consists of members of the teaching staff, and some of the students Proctors also. It is headed by the senior Chief Proctor and the Chief Proctor. The Proctorial Board is responsible for ensuring discipline and order in the college. It also ensures that all the students come to the college in proper uniform and well in time. Those who violate discipline are penalized keeping in view the violation recorded. Under the present administration, the proctorial Board has performed excellent duties assigned to them. That is why, marked improvement has been seen in discipline, regularity of classes and the routine of the students. It has not only improved academics of the college but also, we are optimistic, will create a permanent atmosphere in the college in the days to come. Therefore, every coming student will automatically become disciplined and the institution will offer an excellent atmosphere congenial to learning and personality building.

The college has a sports committee under the supervision of a Director Physical Education. Many members of the teaching staff are also in-charge of different teams. IMCB H-9, offers a number of sports to the students to participate in them for physical and personality grooming. We have a vast campus consisting of 47 acres with big stadium (being used both for cricket as well as for football), Hockey ground, Basket Ball ground, a Gymnasium, a court for Badminton, a Hall for Table tennis and some others. In the past, the college teams have won many Inter-Board and University Competitions.

The college authorities firmly believe that sports are as necessary as are the academics. With this vision, all possible facilities are provided to the students, and sports ceremonies are arranged time and again.
COLLEGE MAGAZINE

College Magazine entitled “Manzil” is periodically published. It is supervised by the Editorial Board which is patronized by the principal and headed by the Chief Editor. The Editorial Board Comprises teachers from the Urdu & English Department, because the creations published in the magazine are both in Urdu & English Languages. “Manzil” contains articles of both the teachers as well as the students. It plays an important role in mental grooming of the students. For this propose, like many other prestigious institutions, this college also offers an ample opportunity to the students to express themselves in different literary genres, like poetry, plays, stories, Jokes, fiction writing and criticism and in vast range of scientific, social and other fields under the supervision of their teachers. This co-curricular activity for the promising young learners helps them in the practical life in the later years.

TRANSPORT

The college has three buses which provide transport facility to the students coming from different areas of twin cities (Islamabad & Rawalpindi). Keeping in view the number of students (more than sixteen hundred), the transport facilities available are not sufficient. However, the college administration tries its best to chalk out routes of the buses in such a manner that maximum number of students can be accommodated. Keeping in view the number of the students coming from different areas, the change in route of the buses is also possible if a considerable number of students apply for this. However, the students who travel by the college transport are supposed to keep discipline and follow all other rules in the buses. In case of any type of violations, the case is referred to the Transport in-charge. However, in serious cases, the Transport In-charge may refer the case to the Chief Proctor who may penalize the student/s with different punishments.

PARENTS TEACHERS ASSOCIATION

The importance of parent-teacher co-operation towards shaping the career of the students is universally acknowledged. It enables the parents to understand what the college is doing for their sons/wards. The college has a Parents Teachers Association (PTA). It consists of parents and teachers, elected annually in a general body meeting. The Principal is patron of Parents Teachers Association. The President of PTA and other elected members from the parents hold meetings time and again. This meeting provides an opportunity to them to discuss affairs regarding needs of the students and the ways they can be provided maximum facilities to the students in the academics. They also discuss problems of their sons/wards with their teachers.
**DISPENSARY**

The College has a dispensary where First Aid is available to the Students. The College administration is trying to improve the services available. A full time dispenser is there to provide first Aid in case of emergency. The present Administration is trying to provide more medical facilities for the dispensary. Ambulance service is also available in the College to take the students and the staff members to the Hospital. This ambulance is available for the hostel boarders also at night. A driver residing within the college campus performs this duty.

**HOSTEL**

There is a small building with a limited residential facility for the students who hail from FATA/ FANA, Kashmir, Balochistan and far flung areas of the Punjab. The hostel helps to meet, to a certain extent, the residential needs of students of this institution. It is looked after by Hostel Management committee. A Residential Hostel Warden is Chairman of the committee. The committee is responsible for providing all possible facilities to the hostel boarders congenial to comfortable living and provision of peaceful atmosphere for studies.

The residents of the twin cities of Islamabad and Rawalpindi are not entitled to the hostel facility.
The guests are not allowed in the College Hostel. The enrolment of the students in the college, therefore, does not offer any right to them for automatic enrolment or entry into the Hostel. Besides, the students applying for the Hostel facility will submit an affidavit that they will co-operate with the Hostel Administration and follow strictly the rules and regulations notified/made by the hostel administration. Only students of 1st year and 2nd year are accommodated in the hostel (as per Policy) because of very little capacity. During summer vacation, all boarders shall vacate the hostel and it shall remain closed. Any boarder wishing to stay in the hostel during vacation must obtain prior permission from the Principal well in time. Misbehavior or violation will be severely penalized. If the Hostel Warden desires, keeping in view sensitivity of a case, he may request the Principal to constitute a committee to deal with the case as per College rules.

**EXCURSION/CELEBRATIONS/FUNCTION/TRIPS COMMITTEE**

There is an excursion/celebrations/function/trips committee which holds celebrations on different occasions and arranges debate competitions in the College. It also prepares students to participate in intercollegiate competitions. Many students of the college have been seen on the victory stand and have won trophies in these competitions. These co-curricular activities are an integral part of all the activities being performed in the College.
EXAMINATION

The college conducts First term, Mid-Term and Final Term Internal Examinations and student’s attendance is mandatory in exams. For intermediate, End of Unit Tests are conducted by class teachers. HSSC send-up Exams are conducted on 10th to 24th December every year. Pre-Board exams are held at the conclusion of academic session, keeping in view dates of annual exams under FBISE. The students of degree classes have to undergo college internal exams. At the conclusion of exam, student’s results are communicated to parents/guardians and meetings of teachers with parents/guardians are arranged to ensure due collaboration between parents/guardians and the teachers. A student has to secure at least 40% marks so as to pass in the college internal examinations.

MANAGEMENT INFORMATION SYSTEM (MIS)

The college has an up to date Management information system (MIS). The college MIS committee works under the noble goal of facilitating students and parents/guardians to collect a single click information of student’s academic and attendance record. Management Information System (MIS) helps the parents/guardians build up a healthy career of their sons/wards by keeping them aware of students’s attendance and academic updates. MIS is running college website www.imcbh9.edu.pk which is update regularly to keep the students and parents/guardians in constant and instant touch with the college updates.
**Hostel Fund**  
Hostel Fund Rs: 5000 (Non-refundable)  
Mattress Fund Rs: 500 (Non-refundable)  
Crockery Fund Rs: 500 (Non-refundable)  
Water Charges Rs: 600 (Non-refundable)

**FEE STRUCTURE FOR INTER CLASSES**  
SESSION 2015-16

**Note.** Students are advised to deposit all dues to fee clerk after obtaining proper receipt. No other person is authorized to collect any fee. Parents/Guardians must ask their sons/wards to provide fee receipts.

<table>
<thead>
<tr>
<th>Description of Fee/ fund</th>
<th>1st &amp; 2nd year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission fee/ fund</td>
<td>200</td>
<td>Once</td>
</tr>
<tr>
<td>Tuition fee</td>
<td>195</td>
<td>Monthly</td>
</tr>
<tr>
<td>Student fund</td>
<td>200</td>
<td>Monthly</td>
</tr>
<tr>
<td>Examination Fee</td>
<td>200</td>
<td>Annually</td>
</tr>
<tr>
<td>Admission Fund</td>
<td>800</td>
<td>Once</td>
</tr>
<tr>
<td>College Leaving Certificate</td>
<td>25</td>
<td>Each time</td>
</tr>
<tr>
<td>Computer Lab. Charges</td>
<td>100</td>
<td>Monthly</td>
</tr>
<tr>
<td>Magazine Fund</td>
<td>100</td>
<td>Annually</td>
</tr>
<tr>
<td>Fee Card</td>
<td>20</td>
<td>Each time</td>
</tr>
<tr>
<td>Bus Fee</td>
<td>100</td>
<td>Monthly</td>
</tr>
<tr>
<td>Bus Fund</td>
<td>400</td>
<td>Monthly</td>
</tr>
<tr>
<td>Library Security</td>
<td>250</td>
<td>Once (Refundable)</td>
</tr>
<tr>
<td>PTA Fund</td>
<td>85</td>
<td>Annually</td>
</tr>
<tr>
<td>Lab. Charges (per Lab)</td>
<td>20</td>
<td>Monthly</td>
</tr>
<tr>
<td>Late Coming Fine</td>
<td>20</td>
<td>Monthly</td>
</tr>
<tr>
<td>Absence Fine</td>
<td>50</td>
<td>Per Day</td>
</tr>
<tr>
<td>Improper Uniform</td>
<td>100</td>
<td>Per Day</td>
</tr>
<tr>
<td>Class/ College bunking</td>
<td>50</td>
<td>Per Day</td>
</tr>
<tr>
<td>Late fee fine</td>
<td>200</td>
<td>After 20th of the monthly</td>
</tr>
<tr>
<td>Violation of Discipline</td>
<td>100</td>
<td>Each Time.</td>
</tr>
</tbody>
</table>
**FEE STRUCTURE FOR DEGREE CLASSES **
**SESSION 2015-16**

**Note.** Students are advised to deposit all dues to fee clerk after obtaining proper receipt. No other person is authorized to collect any fee. Parents/Guardians must ask their sons/wards to provide fee receipts.

<table>
<thead>
<tr>
<th>Description of Fee/ fund</th>
<th>3rd &amp; 4th year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission fee/ fund</td>
<td>200</td>
<td>Once</td>
</tr>
<tr>
<td>Tuition fee</td>
<td>195</td>
<td>Monthly</td>
</tr>
<tr>
<td>Student fund</td>
<td>200</td>
<td>Monthly</td>
</tr>
<tr>
<td>Examination Fee</td>
<td>200</td>
<td>Annually</td>
</tr>
<tr>
<td>Admission Fund</td>
<td>800</td>
<td>Once</td>
</tr>
<tr>
<td>College Leaving Certificate</td>
<td>25</td>
<td>Each time</td>
</tr>
<tr>
<td>Computer Lab. Charges</td>
<td>100</td>
<td>Monthly</td>
</tr>
<tr>
<td>Magazine Fund</td>
<td>100</td>
<td>Annually</td>
</tr>
<tr>
<td>Fee Card</td>
<td>20</td>
<td>Each time</td>
</tr>
<tr>
<td>Bus Fee</td>
<td>100</td>
<td>Monthly</td>
</tr>
<tr>
<td>Bus Fund</td>
<td>400</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Fee/ fund</th>
<th>3rd &amp; 4th year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Security</td>
<td>250</td>
<td>Once (Refundable)</td>
</tr>
<tr>
<td>PTA Fund</td>
<td>85</td>
<td>Annually</td>
</tr>
<tr>
<td>Lab. Charges (per Lab)</td>
<td>20</td>
<td>Monthly</td>
</tr>
<tr>
<td>Late Coming Fine</td>
<td>20</td>
<td>Monthly</td>
</tr>
<tr>
<td>Absence Fine</td>
<td>50</td>
<td>Per Day</td>
</tr>
<tr>
<td>Improper Uniform</td>
<td>100</td>
<td>Per Day</td>
</tr>
<tr>
<td>Class/ College bunking</td>
<td>50</td>
<td>Per Day</td>
</tr>
<tr>
<td>Late fee fine</td>
<td>200</td>
<td>After 20th of the monthly</td>
</tr>
<tr>
<td>Violation of Discipline</td>
<td>100</td>
<td>Each Time.</td>
</tr>
</tbody>
</table>
COLLEGE UNIFORM

College uniform is compulsory for all regular and Bonafide students of the college; the detail of the college uniform is as under:

SUMMER UNIFORM

Light blue shirt with steel grey trousers & maroon necktie

WINTER UNIFORM

Light blue shirt with steel grey trousers & maroon blazer/pullover/jersey/sweater

NOTE:

1. No student will be allowed to enter the college premises without uniform.
2. Admission to the college will be provisional and subject to the wearing of the prescribed uniform.
3. Students are required to come in uniform on the commencement of the session. No student will be allowed, in any Circumstances, to attend the classes without uniform.
AFFIDAVIT / UNDERTAKING

1. Mr. ____________________ s/o _______________ NIC # (father/Guardian) ______________
Resident of ______________________________________________________________ 

Do Hereby undertake, if admitted in Islamabad Model College For Boys H-9 Islamabad, to abide by the following, rules:

1. That I shall not indulge in Politics.
2. That in case I indulge in politics Violating the above under taking, I be expelled from the College.

Place _______________ Date _______________ Sin.of Applicant(__________________________)
in presence of

WITNESS-1
Signature __________________
Name __________________
NIC. No ________________
Date __________________

WITNESS-2
Signature __________________
Name __________________
NIC. No ________________
Date __________________

Declaration by Parent/Guardian

I __________________ S/O ___________________ Resident of ____________________________
to the declarations signed by my son, submitted as above to the college by him.

Signature of Parent of the candidate

Solemnly affirmed and accepted before me his _____________ day of ____________ by him who is identified by me who is personally know to me.