

# Prospectus

2026-27



Govt. Islamia Graduate College

**GOVT ISLAMIA GRADUATE COLLEGE , LAHORE**  
i- Ravi Block Allama Iqbal Town, Lahore

## COLLEGE VISION

*To cultivate a dynamic learning environment that inspires excellence, innovation, and integrity, empowering students with knowledge, skills, and values to thrive in a rapidly evolving world.*

## COLLEGE MISSION

- *To provide high-quality education that nurtures intellectual growth and critical thinking.*
- *To promote a culture of research, creativity, and lifelong learning.*
- *To instill ethical values, leadership skills, and social responsibility in students.*
- *To offer modern facilities and a conducive learning environment for holistic development.*
- *To encourage co-curricular activities, sports, and community engagement for well-rounded personality growth.*

# Prospectus

## 2026-27



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## GOVT ISLAMIA GRADUATE COLLEGE

1 - Ravi Block, Allama Iqbal Town, Lahore

TEL: + 92 42 3780825 <http://www.giccommerce.edu.pk>



Prof. Dr. Shahida Sohail  
Principal

*“In the Name of Allah the Most Beneficent and the Most Merciful”*

## *Message From The Principal*

The college has an important role to play in bringing awareness and revamping the future of the youth. We endeavor to empower our students to think, to reason and to analyze critically.

Over the years, higher education has assumed a significant role in the holistic development of students to equip them with the expertise to meet the global challenges and lifelong learning. The urge to seek knowledge and the development of intellect enables the students to excel and achieve their goals. The present era demands career planning and specialization in a particular field blended with development of personality and communication skills.

We are committed to guide our students who are truly motivated. Our aim is to develop a spirit of learning, inquiry and a strong work ethic among our students.

We aim to empower our students with the spectrum of emerging heights of excellence. It includes a focus on developing analytical skills and a critical reflection to synthesize knowledge from different disciplines.

So, welcome to a world where you Live with “Honesty and diligence”.

All the prayers for your best future. Ameen.

Prof. Dr. Shahida Sohail  
Principal

## INTRODUCTION

### Brief Description of the College

Govt Islamia Graduate College, Allama Iqbal Town, Lahore was established in 1966 as a private institution to impart commerce education up to intermediate level. It was upgraded to degree level (B. Com.) in 1970 when University of the Punjab granted affiliation to teach B. Com Classes. This institution was nationalized on 01-09-1972. It has been working under the aegis of Higher Education Department, Government of the Punjab since its nationalization.

The premises of this college spread over an area of more than 50 Kanals comprising of Admin. Block, Academic Block, Computer Lab, Dispensary, vast playground, and lush green lawns, Principal's residence, servant quarters, beautiful flowerbeds and all-around boundary wall. There is a well-equipped library, enriched with the latest editions of related books.

**College offers the following disciplines:**

#### Intermediate Level:

ICS, I.Com, I.Com (IT), FA (IT),  
and  
FA with various combinations.

#### Undergraduate Programs

AD Commerce, AD E-Commerce,  
AD Computer Science, AD English,  
AD Education,

#### Graduate Programs

BSCS (in Process),  
BS Commerce, BSBA,  
BS Commerce 5th Semester

## PRINCIPAL

**Prof. Dr. Shahida Sohail**

Ph. D (Education)

## VICE PRINCIPAL(Academics)

**Ms. Ghazala Shaheen**

Associate Professor(Economics)

## VICE PRINCIPAL(Establishment)

**Mr. Irfan Ali**

Assistant Professor (M. Phil Commerce)



## INTERNAL MEMBERS

1. Principal
2. Vice Principal
3. Vice Principal (Establishment)
4. Senior Associate Professor
5. Senior Assistant Professor
6. Senior Lecturer

## EXTERNAL MEMBERS

- |  |        |                              |        |
|--|--------|------------------------------|--------|
| 7. DO Building I, City Circle. Lahore. | Member | 11. Parent of the Student    | Member |
| 8. Member Provincial Assembly          | Member | 12. Parent of the Student    | Member |
| 9. AC Revenue                          | Member | 13. Students' Representative | Member |
| 10. Social Worker / Philanthropist     | Member | 14. Students' Representative | Member |

## COLLEGE COUNCIL MEMBERS

**Mr. Abid Saeed** holds an MBA from IBA, University of the Punjab, and an LLB from Punjab University Law College. A former position holder and retired civil servant (16th CTP), he has over 35 years of service in senior roles across the Federal Government, Government of Punjab, WAPDA, PEMRA, and BISP. He also served in diplomatic positions in Washington, D.C., and New Delhi, and has represented Pakistan at international forums. He has contributed as a resource person at the Civil Services Academy and the Institute of Management and Professional Development. It is a matter of great pride for us that Mr. Abid Saeed is an alumnus of this college.



**Mudassir Latif Rawn** is a senior educationist, law professor, and highly qualified scholar (LL.B., M.Com., M.Phil.) who completed his early education with distinction in Lahore and studied at Government College Lahore and Punjab University Law College. He began his academic career as a Lecturer and later Assistant Professor, joined Punjab University as an Assistant Professor, and served as a Professor of Law from 1994 to 2009, supervising around 35 LL.M., M.Phil., and Ph.D. research scholars. Actively involved in social and organizational services, he joined Anjuman-e-Himayat-e-Islam in 2005, held key administrative and leadership roles in its educational institutions, and currently serves as its Chief Election Commissioner (2025–2028). He is also associated with Islamia College Civil Lines, Hamid Nizami Press Trust, and the Islamic banking/financial advisory sector (IBL).





Faculty of Business Maths & Statistics



Faculty of Commerce



Faculty of Computer Science



Faculty of Economics



Faculty of Education



Faculty of English Business Communication



Faculty of Islamic Studies



Faculty of Mathematics



Faculty of Physical Education



Faculty of Psychology & Geography



Faculty of Urdu



CTIs



Examination Department



Guidance & Counseling Committee



Laptop & Scholarship Committee



Magazine Committee



Sports Committee



Social Media Committee



College Proctors



Clerical Staff



Support Staff



Higher Education Department (HED) with the Energy Department, Government of Punjab Solarization in Colleges MoU Signing Ceremony



Principal Prof. Dr. Shahida Sohail was honored by the Special Secretary (Higher Education) with a Performance-Based Shield and Certificate in recognition of outstanding services.



Govt. Islamia Graduate College Allama Iqbal Town, Lahore received a new mini bus under the CM Punjab Transport Initiative for College Students.

## DEPARTMENT OF BUSINESS MATH & STATISTICS

- |                           |                     |                    |
|---------------------------|---------------------|--------------------|
| 1. Mrs. Aliya Ahmad (HOD) | Associate Professor | M. Sc Statistics   |
| 2. Dr. Nuzhat Aftab       | Lecturer            | Ph. D Statistics   |
| 3. Mrs. Rabia Tariq       | Lecturer            | M. Phil Statistics |

## DEPARTMENT OF COMMERCE

- |                               |                     |                  |
|-------------------------------|---------------------|------------------|
| 1. Mr. Nazar Farid Rana (HOD) | Associate Professor | M. Phil Commerce |
| 2. Mr. Mehboob Ahmad Raza     | Associate Professor | M. Commerce      |
| 3. Mr. Irfan Ali              | Assistant Professor | M. Phil Commerce |
| 4. Mr. Aleem Shahzada         | Assistant Professor | M. Phil Commerce |
| 5. Mr. Hammad Zahid           | Assistant Professor | M. Phil Commerce |
| 6. Mr. Umair Anwar            | Lecturer            | M. Phil Commerce |
| 7. Mr. Muhammad Zahid Javed   | Lecturer            | MS Finance, LLB  |
| 8. Mr. Umer Maqbooll          | Lecturer            | M. Phil Finance  |
| 9. Mr. Zeeshan Ali            | Lecturer            | M. Phil Commerce |

## DEPARTMENT OF COMPUTER SCIENCE

- |                     |          |      |
|---------------------|----------|------|
| 1. Ms. Maryam Bilal | Lecturer | MSCS |
|---------------------|----------|------|

## DEPARTMENT OF ECONOMICS

- |                               |                     |                   |
|-------------------------------|---------------------|-------------------|
| 1. Mr. Irfan Ullah Khan (HOD) | Associate Professor | M. Phil Economics |
| 2. Ms. Ghazala Shaheen        | Associate Professor | M. A. Economics.  |
| 3. Mr. Atif Siddique          | Assistant Professor | M. Phil Economics |
| 4. Mrs. Maha Ilyas            | Lecturer            | M. A. Economics   |
| 5. Mrs. Faryal Ishtiaq Khan   | Lecturer            | M. Phil Economics |

## DEPARTMENT OF EDUCATION

- |                       |          |                  |
|-----------------------|----------|------------------|
| 1. Mr. Nadeem Mukhtar | Lecturer | M.Phil Education |
| 2. Mrs. Sundas Zahra  | Lecturer | M.Phil Education |

## DEPARTMENT OF ENGLISH /BUSINESS COMMUNICATION

- |                                |                     |               |
|--------------------------------|---------------------|---------------|
| 1. Mr. Sohail Zafar Rana (HOD) | Associate Professor | M. A. English |
| 2. Mr. Shah Jahan Yousaf Khan  | Assistant Professor | M. A English  |

## DEPARTMENT OF GEOGRAPHY

- |                        |          |                  |
|------------------------|----------|------------------|
| 1. Mrs. Khadija Waheed | Lecturer | M.Phil Geography |
|------------------------|----------|------------------|

## DEPARTMENT OF ISLAMIC STUDIES

- |                           |          |                         |
|---------------------------|----------|-------------------------|
| 1. Mr. Abdul Rehman Sajid | Lecturer | M. Phil Islamic Studies |
| 2. Dr. Shahid Faryad      | Lecturer | Ph.D Islamic Studies    |

## DEPARTMENT OF MATHEMATICS

- |                      |          |                     |
|----------------------|----------|---------------------|
| 1. Mrs. Sidra Majeed | Lecturer | M. Phil Mathematics |
|----------------------|----------|---------------------|

## DEPARTMENT OF PHYSICAL EDUCATION

- |                        |                     |                |
|------------------------|---------------------|----------------|
| 1. Mr. Syed Amir Bedar | Associate Professor | M.A. Phy. Edu. |
| 2. Mrs. Sana Khan      | Assistant Professor | M.A. Phy. Edu. |

## DEPARTMENT OF PSYCHOLOGY

- |                       |          |                           |
|-----------------------|----------|---------------------------|
| 1. Mr. Muhammad Latif | Lecturer | M. Phil Psychology, PMDCP |
|-----------------------|----------|---------------------------|

## DEPARTMENT OF URDU

- |                     |          |              |
|---------------------|----------|--------------|
| 1. Dr. Mehvish Amin | Lecturer | Ph.D Urdu    |
| 2. Mrs. Saira Rani  | Lecturer | M. Phil Urdu |

## LIBRARIAN

- |                      |                   |                       |
|----------------------|-------------------|-----------------------|
| 1. Mrs. Maliha Javed | Librarian         | M. A. Library Science |
| 2. Mr. Abdul Rehman  | Library Attendant |                       |

## OFFICE STAFF

- Ms. Neelam Zahra  
Assistant / Head Clerk
- Mr. Muhammad Usman  
Assistant / Head Clerk
- Mr. Muhammad Amir  
Senior Clerk/Accountant
- Post Vacant Senior Clerk
- Ms. Rabia Awan Junior Clerk
- Post Vacant Junior Clerk
- Post Vacant Junior Clerk
- Post Vacant Junior Clerk
- Hafiz M. Munir Dispenser
- Vacant Post Daftri

## CLASS FOUR STAFF

- Mr. Asghar Ali Naib Qasid
- Muhammad Irfan Naib Qasid
- Mr. Umer Basharat Naib Qasid
- Mr. Saif Hayat Naib Qasid
- Mr. Mansab Ali Naib Qasid
- Mr. Mateen Amin Baildar
- Mr. Sufyan Babar Mali
- Mr. Hassan Raza Mali
- Mr. Shahbaz Ahmad Boat Man
- Mr. Sher Ali Chowkidar
- Mrs. Sughra Bibi Sweepress

## WORKING COMMITTEES

The following committees are responsible for the duties being assigned to them strictly in accordance with the standing rules and regulations.

### MANAGEMENT COMMITTEE

1. Prof. Dr. Shahida Sohail	Principal	Chair Person
2. Mr. Irfan Ullah Khan	Associate Professor	Member
3. Mr. Nazar Farid	Associate Professor	Member
4. Ms. Ghazala Shaheen (Vice Principal)	Associate Professor	Member
5. Mrs. Aliya Ahmad	Associate Professor	Member
6. Mr. Mehboob Ahmed Raza	Associate Professor	Member
7. Mr. Sohail Zafar Rana	Associate Professor	Member
8. Mr. Syed Amir Bedar	Associate Professor	Member
9. Mr. Irfan Ali (Vice Principal, Establishment)	Assistant Professor	Member

### OFFICE MANAGEMENT

1. Dr. Nuzhat Aftab	Lecturer
---------------------	----------

### PROSPECTUS COMMITTEE

1. Mr. Muhammad Latif	Lecturer	Chairman
2. Dr. Mehvish Amin	Lecturer	Deputy Chairman
3. Mr. Abdul Rehman Sajid	Lecturer	Member

### TIMETABLE COMMITTEE

1. Ms. Ghazala Shaheen (Vice Principal)	Associate Professor	Chairman
2. Mr. Mehboob Ahmad Raza	Associate Professor	Deputy Chairman
3. Mr. Irfan Ali	Assistant Professor	Member
4. Mr. Umair Anwar	Lecturer	Member
5. Mr. Muhammad Latif	Lecturer	Member

### INCHARGE BS PROGRAM (Overall)

1. Mr. Mehboob Ahmad Raza	Associate Professor	Chairman
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### ACADEMIC COMMITTEE FOR INTERMEDIATE

1. Mr. Irfan Ali	Assistant Professor	Chairman
2. Mr. Muhammad Zahid Javed	Lecturer	Deputy Chairman
3. Mr. Zeeshan Ali	Lecturer	Member
4. Dr. Shahid Faryad	Lecturer	Member

### ACADEMIC COMMITTEE FOR ADPs ( M + E )

1. Ms. Ghazala Shaheen (Vice Principal)	Associate Professor	Chairperson
2. Ms. Rabia Tariq	Lecturer	Asst. Chairperson
3. Mr. Abdul Rehman Sajid	Lecturer	Member
4. Mr. Umer Maqbool	Lecturer	Member
5. CTI		Member

### ACADEMIC COMMITTEE FOR BS COMMERCE, FYDP 5th SEMESTER (M + E)

1. Mr. Aleem Shahzada	Assistant Professor	Chairman
2. Mr. Hammad Zahid	Assistant Professor	Member
3. CTI		Member

### ACADEMIC COMMITTEE FOR BS - BA. (M + E)

1. Mr. Umair Anwar	Lecturer	Chairman
2. Mrs. Faryal Ishtiaq	Lecturer	Member
3. CTI		Member

### ACADEMIC COMMITTEE FOR BSCS (FYDP) (M + E)

1. Mr. Atif Siddique	Assistant Professor	Chairman
2. Ms. Maryam Bilal	Lecturer	Deputy Chairman
3. CTI		Member

### PURCHASE / AUCTION COMMITTEE

1. Mr. Syed Amir Bedar	Associate Professor	Chairman
2. Mr. Hammad Zahid	Assistant Professor	Deputy Chairman
3. Mrs. Maleeha Javed	Librarian	Member
4. Mr. Nadeem Mukhtar	Lecturer	Member

### SCHOLARSHIP & FINANCIAL ASSISTANCE / CHARITY COMMITTEE/ RED CRESCENT

1. Ms. Ghazala Shaheen	Associate Professor	Chairperson
2. Mr. Mehboob Ahmad Raza	Associate Professor	Deputy Chairman
3. Dr. Shahid Faryad	Lecturer	Member

### STUDENTS' AFFAIRS CO-ORDINATORS

- |                             |          |                 |
|-----------------------------|----------|-----------------|
| 1. Mr. Muhammad Latif       | Lecturer | Male Students   |
| 2. Mrs. Faryal Ishtiaq Khan | Lecturer | Female Students |

### EXAMINATION DEPARTMENT (Overall)

- |                           |                     |                      |
|---------------------------|---------------------|----------------------|
| 1. Mr. Irfan Ali          | Assistant Professor | Controller           |
| 2. Mr. Abdul Rehman Sajid | Lecturer            | Deputy Controller    |
| 3. Dr. Shahid Faryad      | Lecturer            | Assistant Controller |

### STUDENTS' ATTENDANCE RECORD/RE-ADMISSION COMMITTEE

- |                        |          |                     |
|------------------------|----------|---------------------|
| 1. Mrs. Rabia Tariq    | Lecturer | Co-ordinator        |
| 2. Mrs. Khadija Waheed | Lecturer | Deputy Co-ordinator |

### SEMINAR / RESEARCH / CAPACITY BUILDING COMMITTEE

- |                           |          |                 |
|---------------------------|----------|-----------------|
| 1. Dr. Nuzhat Aftab       | Lecturer | Chairperson     |
| 2. Mr. Abdul Rehman Sajid | Lecturer | Deputy Chairman |
| 3. Dr. Mehvish Amin       | Lecturer | Member          |
| 4. Mr. Muhammad Latif     | Lecturer | Member          |

### ANTI - DENGUE / COVID - 19 / ENVIRONMENTAL COMMITTEE

- |                             |                     |              |
|-----------------------------|---------------------|--------------|
| 1. Mr. Syed Amir Bedar      | Associate Professor | Focal Person |
| 2. Dr. Shahid Faryad        | Lecturer            | Member       |
| 3. Mr. Nadeem Mukhtar       | Lecturer            | Member       |
| 4. Mrs. Khadija Waheed      | Lecturer            | Member       |
| 5. Mr. Hafiz Muhammad Munir | Caretaker           |              |

### BURSAR / ACCOUNTS

- |                             |                     |        |
|-----------------------------|---------------------|--------|
| 1. Mr. Mehboob Ahmad Raza   | Associate Professor | Bursar |
| 2. Mr. Muhammad Zahid Javed | Lecturer            | Bursar |

### PROCTORIAL BOARD

- |                                   |                     |               |
|-----------------------------------|---------------------|---------------|
| 1. Mr. Irfan Ali (Vice Principal) | Assistant Professor | Chief Proctor |
| 2. Mr. Nadeem Mukhtar             | Lecturer            | Member        |
| 3. Mrs. Sidra Majeed              | Lecturer            | Member        |
| 5. Day officers on rotation basis |                     |               |

### ESTATE MANAGEMENT COMMITTEE

- |                          |                     |               |
|--------------------------|---------------------|---------------|
| 1. Mr. Sohail Zafar Rana | Associate Professor | Chairman      |
| 2. Mr. Syed Amir Bedar   | Associate Professor | State Officer |
| 3. Mr. Nadeem Mukhtar    | Lecturer            | Member        |
| 4. Mrs. Sidra Majeed     | Lecturer            | Member        |
| 5. Mr. Zeeshan Ali       | Lecturer            | Member        |
| 6. Mrs. Sundas Zahra     | Lecturer            | Member        |

### FUNCTIONS / REFRESHMENT COMMITTEE

- |                             |                     |                    |
|-----------------------------|---------------------|--------------------|
| 1. Ms. Ghazala Shaheen      | Associate Professor | Chairperson        |
| 2. Mrs. Aliya Ahmad         | Associate Professor | Deputy Chairperson |
| 3. Mr. Muhammad Latif       | Lecturer            | Member             |
| 4. Mrs. Rabia Tariq         | Lecturer            | Member             |
| 5. Mrs. Faryal Ishtiaq Khan | Lecturer            | Member             |
| 6. Mrs. Khadija Waheed      | Lecturer            | Member             |
| 7. Ms. Maryam Bilal         | Lecturer            | Member             |
| 8. Mrs. Sidra Majeed        | Lecturer            | Member             |
| 9. Mr. Zeeshan Ali          | Lecturer            | Member             |
| 10. Mrs. Saira Rani         | Lecturer            | Member             |

### AFFILIATION COMMITTEE

- |                           |                     |                 |
|---------------------------|---------------------|-----------------|
| 1. Ms. Ghazala Shaheen    | Associate Professor | Chairperson     |
| 2. Mr. Mehboob Ahmad Raza | Associate Professor | Deputy Chairman |
| 3. Mr. Hammad Zahid       | Assistant Professor | Member          |
| 4. Dr. Nuzhat Aftab       | Lecturer            | Member          |
| 5. Mr. Umair Anwar        | Lecturer            | Member          |
| 6. Mr. Nadeem Mukhtar     | Lecturer            | Member          |

### CLEANLINESS COMMITTEE

- |                             |          |                 |
|-----------------------------|----------|-----------------|
| 1. Mr. Nadeem Mukhtar       | Lecturer | Chairman        |
| 2. Mr. Zeeshan Ali          | Lecturer | Deputy Chairman |
| 3. Mrs. Maha Ilyas          | Lecturer | Member          |
| 4. Mrs. Faryal Ishtiaq Khan | Lecturer | Member          |
| 5. Mrs. Saira Rani          | Lecturer | Member          |

### **SOCIAL MEDIA / WEBSITE COMMITTEE**

- |                       |          |             |
|-----------------------|----------|-------------|
| 1. Principal          |          | Chairperson |
| 2. Mr. Muhammad Latif | Lecturer | Member      |
| 3. Ms. Maryam Bilal   | Lecturer | Member      |

### **HARASSMENT / GRIEVANCE / DRUG COMMITTEE**

- |                         |                     |                 |
|-------------------------|---------------------|-----------------|
| 1. Mr. Irfan Ullah Khan | Associate Professor | Chairman        |
| 2. Ms. Ghazala Shaheen  | Assistant Professor | Deputy Chairman |
| 3. Dr. Shahid Faryad    | Lecturer            | Member          |

### **CANTEEN / CAFETERIA COMMITTEE**

- |                           |                     |                    |
|---------------------------|---------------------|--------------------|
| 1. Mr. Mehboob Ahmad Raza | Associate Professor | Chairman           |
| 2. Mr. Ijaz Asim          | Associate Professor | Deputy Chairperson |
| 3. Mrs. Sidra Majeed      | Lecturer            | Member             |

### **ADMISSION ENHANCEMENT COMMITTEE**

- |                        |                     |                    |
|------------------------|---------------------|--------------------|
| 1. Mr. Nazar Farid     | Associate Professor | Chairman           |
| 2. Ms. Ghazala Shaheen | Associate Professor | Deputy Chairperson |
| 3. Mr. Irfan Ali       | Assistant Professor | Member             |
| 4. Dr. Shahid faryad   | Lecturer            | Member             |

### **STUDENTS I.D. CARD COMMITTEE**

- |                             |                     |                    |
|-----------------------------|---------------------|--------------------|
| 1. Mr. Syed Amir Bedar      | Associate Professor | Chairman           |
| 2. Mrs. Faryal Ishtiaq Khan | Lecturer            | Deputy Chairperson |

### **DISCIPLINE COMMITTEE**

- |                          |                     |                 |
|--------------------------|---------------------|-----------------|
| 1. Mr. Sohail Zafar Rana | Associate Professor | Chairman        |
| 2. Mr. Umer Maqbool      | Lecturer            | Deputy Chairman |
| 3. Mrs. Sidra Majeed     | Lecturer            | Member          |
| 4. Mr. Zeeshan Ali       | Lecturer            | Member          |

### **QEC / ACCREDITATION COMMITTEE**

- |                           |          |                 |
|---------------------------|----------|-----------------|
| 1. Dr. Nuzhat Aftab       | Lecturer | Director        |
| 2. Mr. Umair Anwar        | Lecturer | Deputy Director |
| 3. Dr. Shahid Faryad      | Lecturer | Member          |
| 4. Mr. Abdul Rehman Sajid | Lecturer | Member          |

### **ATTENDANCE REGISTER / CASUAL LEAVE COMMITTEE**

- |                         |                     |                    |
|-------------------------|---------------------|--------------------|
| 1. Mrs. Ghazala Shaheen | Associate Professor | Chairperson        |
| 2. Mrs. Maleeha Javed   | Librarian           | Deputy Chairperson |
| 3. Mrs. Rabia Tariq     | Lecturer            | Member             |

### **CLASSROOM MONITORING COMMITTEE**

- |                         |                     |          |
|-------------------------|---------------------|----------|
| 1. Mr. Irfan Ullah Khan | Associate Professor | Chairman |
| 2. Mr. Ijaz Asim Khan   | Assistant Professor | Member   |
| 3. Mr. Umer Maqbool     | Lecturer            | Member   |

### **ANNUAL PHYSICAL STOCK AND COLLEGE PROPERTY VERIFICATION COMMITTEE**

- |                             |                     |                 |
|-----------------------------|---------------------|-----------------|
| 1. Mr. Sohail Zafar Rana    | Associate Professor | Chairman        |
| 2. Mr. Syed Amir Bedar      | Associate Professor | Deputy Chairman |
| 3. Mrs. Maleeha Javed       | Librarian           | Member          |
| 4. Mrs. Sundas Zahra        | Lecturer            | Member          |
| 5. Mr. Hafiz Muhammad Munir | Caretaker           | Member          |
| 6. Mr. Sufian               | Attendant           | Member          |
| 7. Mr. Mateen               | Attendant           | Member          |

### **SECURITY / ELECTRICITY COMMITTEE**

- |                        |                     |                 |
|------------------------|---------------------|-----------------|
| 1. Mr. Syed Amir Bedar | Associate Professor | Chairman        |
| 2. Dr. Shahid Faryad   | Lecturer            | Deputy Chairman |
| 3. Mr. Atif Siddique   | Lecturer            | Member          |

### **STATIONERY COMMITTEE**

- |                        |                     |                    |
|------------------------|---------------------|--------------------|
| 1. Ms. Ghazala Shaheen | Associate Professor | Chairperson        |
| 2. Mrs. Khadija Waheed | Lecturer            | Deputy Chairperson |

### **SECURITY COMMITTEE**

- |                        |  |                 |
|------------------------|--|-----------------|
| 1. Mr. Syed Amir Bedar |  | Chairman        |
| 2. Mr. Nadeem Mukhtar  |  | Deputy Chairman |

### **COLLEGE DISPENSARY / SOCIAL WORK COMMITTEE**

- |                             |                     |          |
|-----------------------------|---------------------|----------|
| 1. Mr. Aleem Shahzada       | Assistant Professor | Incharge |
| 2. Mr. Hafiz Muhammad Munir | Dispensar           | Member   |

**LIBRARY SECURITY COMMITTEE**

- |                       |                   |            |
|-----------------------|-------------------|------------|
| 1. Mrs. Maleeha Javed | Librarian         | Incharge   |
| 2. Mr. M. Aamir       | Senior Clerk      | Accountant |
| 3. Mr. Abdur Rehman   | Library Attendant | Member     |

**DAY CARE CENTRE COMMITTEE**

- |                      |                     |          |
|----------------------|---------------------|----------|
| 1. Mrs. Aliya Ahmed  | Associate Professor | Incharge |
| 2. Mrs. Sidra Majeed | Lecturer            | Member   |
| 3. Dr. Mehvish Amin  | Lecturer            | Member   |
| 4. Mrs. Saira Rani   | Lecturer            | Member   |
| 5. Mrs. Neelam Zahra | Head Clerk          | Member   |
| 6. Mr. Muhammad Amir | Senior Clerk        | Member   |

**LIBRARY COMMITTEE**

- |                       |                   |          |
|-----------------------|-------------------|----------|
| 1. Mrs. Maleeha Javed | Librarian         | Incharge |
| 2. Mr. Abdur Rehman   | Library Attendant |          |

**MAGAZINE / GAZETTE COMMITTEE**

- |                          |                     |              |
|--------------------------|---------------------|--------------|
| 1. Mr. Sohail Zafar Rana | Associate Professor | Chief Editor |
| 2. Mr. Nazar Farid       | Associate Professor | Punjabi      |
| 3. Dr. Mehvish Amin      |                     | Urdu         |
| 4. Mrs. Faiza Iqbal      |                     | English      |

**SPORTS COMMITTEE**

- |                        |                     |                    |
|------------------------|---------------------|--------------------|
| 1. Mr. Syed Amir Bedar | Associate Professor | Chairman           |
| 2. Mrs. Sana Khan      | Assistant Professor | Deputy Chairperson |
| 3. Mr. Shahid Faryad   | Lecturer            | Member             |
| 4. Mrs. Maha Ilyas     | Lecturer            | Member             |
| 5. Mrs. Faryal Ishtiaq | Lecturer            | Member             |
| 6. Mr. Umer Maqbool    | Lecturer            | Member             |
| 7. Mr. Waris Ali       | Support Staff       |                    |
| 8. Mr. Sufyan          | Support Staff       |                    |
| 9. Mr. Mateen          | Support Staff       |                    |

**TRANSPORT COMMITTEE**

- |                        |                     |            |
|------------------------|---------------------|------------|
| 1. Mr. Irfan Ali       | Assistant Professor | Incharge   |
| 2. Mrs. Faryal Ishtiaq | Lecturer            | Accountant |
| 3. Mr. Muhammad Amir   | Senior Clerk        | Accountant |

**CONVOCATION COMMITTEE**

- |                           |                     |          |
|---------------------------|---------------------|----------|
| 1. Ms. Ghazala Shaheen    | Associate Professor | Incharge |
| 2. Dr. Nuzhat Aftab       | Lecturer            | Member   |
| 3. Mr. Abdur Rehman Sajid | Lecturer            | Member   |
| 4. Dr. Shahid Faryad      | Lecturer            | Member   |
| 5. Mr. Muhammad Latif     | Lecturer            | Member   |

**GUIDANCE IN COUNSELLING CENTER / CAREER COUNSELING COMMITTEE / CHARACTER BUILDING SOCIETY**

- |                          |                     |           |
|--------------------------|---------------------|-----------|
| 1. Ms. Ghazala Shaheen   | Associate Professor | Convener  |
| 2. Mr. Sohail Zafar Rana | Associate Professor | Member    |
| 3. Mr. Irfan Ali         | Assistant Professor | Member    |
| 4. Mr. Muhammad Latif    | Lecturer            | Secretary |

**RECRUITMENT COMMITTEE**

- |                           |                     |                 |
|---------------------------|---------------------|-----------------|
| 1. Mr. Mehboob Ahmad Raza | Associate Professor | Chairman        |
| 2. Mr. Sohail Zafar Rana  | Associate Professor | Deputy Chairman |
| 3. Dr. Nuzhat Aftab       | Lecturer            | Member          |

**PLANTATION COMMITTEE**

- |                        |                     |                 |
|------------------------|---------------------|-----------------|
| 1. Mr. Syed Amir Bedar | Associate Professor | Chairman        |
| 2. Dr. Nuzhat Aftab    | Lecturer            | Deputy Chairman |
| 3. Mr. Muhammad Latif  | Lecturer            | Member          |
| 4. Mr. Asghar          | Naib Qasid          | Member          |

**CTI COMMITTEE**

- |                       |                     |                 |
|-----------------------|---------------------|-----------------|
| 1. Mr. Hammad Zahid   | Assistant Professor | Chairman        |
| 2. Mr. Aleem Shahzada | Assistant Professor | Deputy Chairman |

**AUDIT COMMITTEE**

- |                           |                     |                 |
|---------------------------|---------------------|-----------------|
| 1. Mr. Nazar Farid        | Associate Professor | Chairman        |
| 2. Mr. Mehboob Ahmad Raza | Associate Professor | Deputy Chairman |
| 3. Mr. Muhammad Amir      | Senior Clerk        | Accountant      |

**ALUMNI COMMITTEE**

- |                           |                        |                 |
|---------------------------|------------------------|-----------------|
| 1. Mr. Nazar Farid        | Associate Professor    | Chairman        |
| 2. Mr. Mehboob Ahmad Raza | Associate Professor    | Deputy Chairman |
| 3. Mrs. Neelam Zahra      | Assistant / Head Clerk |                 |

### CM HONHAR SCHOLARSHIP AND LAPTOP COMMITTEE

- |                       |                     |          |
|-----------------------|---------------------|----------|
| 1. Mr. Atif Siddique  | Assistant Professor | Chairman |
| 2. Mr. Muhammad Latif | Lecturer            | Mmeber   |
| 3. Ms. Maryam Bilal   | Lecturer            | Member   |

### CARETAKER

1. Mr. Muhammad Munir

## ADMISSION PROCEDURE

The admission procedure has been simplified to facilitate the applicants. The admission applications must be submitted on PRESCRIBED forms attached with the college prospectus before the last date of submission of applications. The prescribed admission forms are printed separately. Students should file admission form filling the relevant program.

Fill in the relevant form and submit it in the college office under a receipt. Attach attested copies of your certificates and photographs with the application form.

### Documents Required:

1. Matriculation Certificate.
2. Provisional Certificate of Result Card of Intermediate Examination for BS admission.
3. Result Card ADC for BS Commerce 5th semester.
4. Certificate of Good Moral Character from the Head of the Institute attended last time.
5. Computerized National Identity Card of the candidate and his/her Father/Guardian.
6. Three recent passport-size photographs with name and father's name on the back.
7. Migration Certificate (in case the applicant has passed the Intermediate Examination from a Board other than B.I.S.E. Lahore and Punjab Board of Technical Education)
8. "B" Form for Intermediate Admission.

**Note: Three (3) sets of copies must be provided.**

**NOTE: Photocopies of Admission Forms will not be accepted.**

## ALLOCATION OF SEATS IN THE LIGHT OF THE GOVT. ADMISSION POLICY

Admissions will be made strictly in accordance with the Govt. Admission policy.

- |     |                       |     |                                  |
|-----|-----------------------|-----|----------------------------------|
| (a) | Open Merit Seats      | (b) | Seats for Disabled Candidates 2% |
| (c) | Seats for Minority 2% | (d) | Transgender 2%                   |

The successful candidates are issued challan form to deposit their dues with the bank till due date mentioned on the challan.

## PROGRAMS OFFERED

<b>INTERMEDIATE PROGRAMS</b>	ICS Physics/ Statistics/Economics	I. COM	I.COM - IT	F.A	F.A - IT
<b>ASSOCIATE DEGREE (2 YEARS) PROGRAMS</b>	ADC	ADCS			
	AD-E-COMMERCE		AD-EDUCATION		AD-ENGLISH
<b>BS 4 YEARS PROGRAMS</b>	BSBA		BS - COMMERCE 5th Semester		
	BSCS (in process)				

### COURSE OUTLINE OF ICS

#### ICS PART - I

English	Computer Science
Urdu	Mathematics
Islamiyat / Ethics	Economics / Statistics / Physics
Tarjuma Tul Quran	

#### ICS PART - II

English	Computer Science
Urdu	Mathematics
Pak. Studies	Economics / Statistics / Physics

### COURSE OUTLINE OF INTERMEDIATE IN COMMERCE

#### I.Com. / I.Com. IT - PART- I

English	Principles of Commerce	Principles of Accounting
Urdu	Principles of Economics	Business Mathematics
Islamiyat / Ethics		
Tarjuma Tul Quran		

#### I.Com. / I.Com. IT - PART- II

English	Principle of Banking/Computer	Principles of Accounting
Urdu	Commercial Geography	Business Statistics
Pak Studies		

### COURSE OUTLINE OF F.A.

#### COMBINATION - I

English	Urdu
Islamiyat / Ethics	
Tarjuma Tul Quran	
Islamiyat Elective	
Education	
Civics	

#### COMBINATION - II

English	Urdu
Islamiyat / Ethics	
Tarjuma Tul Quran	
Islamiyat Elective	
Education	
Punjabi	

#### COMBINATION - III

English	Urdu
Islamiyat / Ethics	
Tarjuma Tul Quran	
Islamiyat Elective	
Education	
Health & Physical Education	

#### COMBINATION - IV

English	Urdu
Islamiyat / Ethics	
Tarjuma Tul Quran	
Islamiyat Elective	
Education	
Economics	

**COURSE OUTLINE OF F.A.-IT****COMBINATION - I**

English	Computer Science
Urdu	Islamiyat Elective
Islamiyat / Ethics	Education
Tarjuma Tul Quran	

**COMBINATION - II**

English	Computer Science
Urdu	Economics
Islamiyat / Ethics	Education
Tarjuma Tul Quran	

**COMBINATION - III**

English	Computer Science
Urdu	Economics
Islamiyat / Ethics	Health &
Tarjuma Tul Quran	Physical Education

**SCHEDULE OF FEE FOR  
ICS, I.COM / I.COM-IT, F.A / F.A-IT PART-I**

Sr.	Items	Amount	Remarks
1.	Admission/Tuition Fee	680.00	Per Annum
2.	Board Registration Fee	2300.00	Per Session
3.	Library Security (Refundable)	500.00	Per Session
4.	Magazine Fund	120.00	Per Annum
5.	College Exam Fund	180.00	Per Annum
6.	Sports Fund	180.00	Per Annum
7.	Identity Card	100.00	Per Annum
8.	Cycle Stand	100.00	Per Annum
9.	Red Crescent Fund	60.00	Per Annum
10.	Medical Fund	50.00	Per Session
11.	General Fund	50.00	Per Annum
12.	Students Welfare Fund	50.00	Per Annum
13.	Breakage (only for ICS & F.A-IT)	60.00	Per Annum
14.	Computer Fund (only for ICS, I.Com-IT & F.A-IT)	300.00	Per Annum
15.	2nd Shift Charges *		
16.			

**Note:** Payable only by the students admitted in 2nd shift as per notification by the Government of the Punjab.

**SCHEDULE OF FEE FOR  
ADCS , ADC/AD-E Commerce  
AD English/AD Education(2 Years)**

Sr	Items	Rate	Amount	Remarks
1.	Admission Fee	Rs. 225/=	225.00	Per Session
2.	Re-Admission Fee	Rs. 85/=		Once after admission
3.	Tuition Fee	Rs. 720/=	1200.00	Per Annum
4.	Identity Card		100.00	One time for a Session
5.	Library Security (Refundable)		500.00	Per Session (2Years)
6.	Hilal-e-Ahmar Fund		60.00	Per Annum
7.	Medical Fund		50.00	Per Annum
8.	General Fund		50.00	Per Annum
9.	Parking Fund		100.00	Per Annum
10.	Students Welfare Fund		50.00	Per Annum
11.	Magazine Fund		120.00	Per Annum
12.	Registration Fee	As per required by the University		
13.	Examination Fund College		180.00	Per Annum
14.	Fine Fund			
15.	Sports Fund College	Rs. 180/=PM	180.00	Per Annum
16.	Computer Fund		400.00	Per Annum
17.	University Affiliation Fee		360.00	Per Annum
18.	P U Sports Fund	As per required by the University		
19.	P U Enrollment Fee	As per required by the University		
20.	P U Affiliation Fee 10% Rs.328/=			

**SCHEDULE OF FEE FOR BBA (BS/BA) YEARLY**

Sr	Items	Rate	Amount	Remarks
1.	Admission Fee	Rs. 225/=	225.00	Once after Admission
2.	Re-Admission Fee	Rs. 225/=	225.00	Once after admission
3.	Tuition Fee		720.00	Per Annum
4.	Identity Card		100.00	Per Annum
5.	Library Security (Refundable)		600.00	Per Session
6.	Hilal-e-Ahmar Fund		60.00	Per Annum
7.	Medical Fund		60.00	Per Annum
8.	General Fund		100.00	Per Annum
9.	Parking Fund		100.00	Per Annum
10.	Students Welfare Fund		100.00	Per Annum
11.	Magazine Fund		120.00	Per Annum
12.	Registration Fee	As per required by the University		
13.	Examination Fund		400.00	Per Annum
14.	Fine Fund			
15.	Sports Fund		180.00	Per Annum
16.	Computer Fund		600.00	Per Semester
17.	University Affiliation Fee		200.00	Per Annum
18.	P U Sports Fund	As per required by the University		
19.	P U Enrollment Fee	As per required by the University		
20.	P U Affiliation Fee 10% Rs.327/=			

## SCHEDULE OF FEE FOR BS COMMERCE 5th SEMESTER

Sr	Items	Rate	Amount	Remarks
1.	Admission Fee	Rs. 225/=	225.00	Once after Admission
2.	Re-Admission Fee	Rs. 225/=	225.00	Once after admission
3.	Tuition Fee		720.00	Per Annum
4.	Identity Card		100.00	Per Annum
5.	Library Security (Refundable)		600.00	Per Session
6.	Hilal-e-Ahmar Fund		60.00	Per Annum
7.	Medical Fund		60.00	Per Annum
8.	General Fund		100.00	Per Annum
9.	Parking Fund		100.00	Per Annum
10.	Students Welfare Fund		100.00	Per Annum
11.	Magazine Fund		120.00	Per Annum
12.	Registration Fee*	As per required by the University		
13.	Examination Fund		400.00	Per Annum
14.	Fine Fund			
15.	Sports Fund		180.00	Per Annum
16.	Computer Fund		300.00	Per Semester
17.	University Affiliation Fee		200.00	Per Annum
18.	P U Sports Fund	As per required by the University		
19.	P U Enrollment Fee	As per required by the University		
	P U Affiliation Fee 10%	Rs.327/=		

\*Not Payable for ex student of Punjab University

Note: This fee structure is subject to change as per board and university policy.



Awareness Walk



Cultural Day

The event was honored by the Worthy Special Secretary, Higher Education Department, Mr. Tajammal Abbas Rana, as the Chief Guest along with DPI Colleges Punjab, Prof. Dr. Syed Ansar Azhar, and Mr. Ahsan Mukhtar, Director Colleges Lahore Division.





Water Filtration Plant



Inauguration of Counselling Center



Seminar



Plantation

Sports Gala





Computer Lab



Chess Club



Admission Desk



Day Care Centre



Badminton

Table Tennis



Karate Club

Gymnastic



PTM

## COLLEGE UNIFORM

### Uniform for Students (Male) Intermediate

**Summer:** Grey Pant with White Shirt

**Winter:** Grey Pant with White Shirt with Sky Blue Pullover / Coat / Sweater

### Uniform for Students (Male) Semester 1 to 4

**Summer:** Black Trousers with Charcoal Grey Shirt

**Winter:** Black Trousers with Charcoal Grey Shirt with Sky Blue Pullover / Coat / Sweater

### Uniform for Students (Male) Semester 5 to 8

**Summer:** Black Trousers with Olive Green Shirt

**Winter:** Black Trousers with Olive Green Shirt with Sky Blue Pullover / Coat / Sweater

### Uniform for Students (Female)

**Summer:** White Dress with + Navy Blue Dupatta

**Winter:** White Dress with + Navy Blue Dupatta / Chadar / Black Sweater

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## SCHOLARSHIPS / MEDALS

1. PEEF
2. BISE Lahore
3. Bait-ul-Mal
4. RC fund scholarships are available as per direction of HED and Government Policy.
5. Mora Scholarship
6. Honhar Scholarship and Laptop Scheme will be given according to Government Policy.

### **This facility may be suspended / withdrawn on account of**

- (a) Expulsion / Rustication from college      (b) Poor performance / absence in House Tests / Examinations without solid reasons.  
(c) Regular absence from classes              (d) Breach of discipline                              (e) False Statement / Fake documents.

### **COLLEGE MAGAZINE:**

The college shall get the college magazine published during every academic session as per the directions of the Higher Education Department. The College Editorial Board shall ensure the inclusion of only those articles in the magazines those are not controversial. The material included in each article or other sections may become a source of healthy information, broadening of the vision, development of the character and enjoyment of the students of the colleges.

### **COLLEGE IDENTITY CARD**

Each student will have to display his / her college identity card on the front pocket during his / her presence in college. In case of loss of an identity card, a **duplicate** one will be issued on payment of **Rs. 50/=**. The second duplicate card could be issued on submission of an **Affidavit on stamp – paper worth Rs.20/(duly attested)** along with payment of **Rs. 100/=** to the college office.

Outgoing students will have to return their identity cards to the college office otherwise their library security will be confiscated as per Govt. instructions.

The students must keep their college cards worn during the academic hours so that the college security system may be streamlined and be made better.

The College Security Teams/Proctorial Board shall check the cards of the students to ensure a conducive and protected college academic atmosphere for the students in the respective colleges.

### **CO-CURRICULAR ACTIVITIES:**

As per instructions and to maintain healthy atmosphere the college management is paying due emphasis on games, sports, functions, debates, seminars, computer training etc. along with routine academic activities.

## PTM (Parents Teacher Meeting)

Regular PTMs at our college foster collaboration between parents and teachers, ensuring student's progress is effectively monitored.

**PROCTORS:** Our college has a dedicated proctorial system to maintain discipline and ensure a positive learning environment. Proctors assist in enforcing rules, addressing student concerns, and promoting a culture of responsibility. This system helps in creating a well-organized and respectful campus atmosphere.

**STUDENTS' LEAVE RULES:** The following students leave rules shall be observed in all the Public Sector colleges of the Province:

1. The students, seeking leave, must send in the leave application, duly signed by the parents, to the Principal of the College.
2. In case of illness, leave for more than 4-days shall only be allowed if the ailing student submits the Medical Certificate duly issued by the MS or the authorized Medical Attendants of Government Hospitals.
3. Leave for Two days may be got sanctioned by the English Teachers/ Tutors and leave for more than two days may be got sanctioned by the Principals concerned.
4. A student who shall remain absent from the college for 15 days continuously his/ her name shall be struck off. However, readmission will be considered on the request of the parents/guardian. This facility shall only be available once in the academic session.
5. The students who shall not join the college after getting admitted to First Year/Part I class and Second Year /Part II class after the start of the Academic Session shall not be eligible for sending of their admission by the college to the Board.

**ATTENDANCE :** A candidate with less than 75% of attendance in lectures shall not be allowed to take the final examination in a course.

### STUDENT FINE:

The following fines shall be allowed to be imposed on the students by the college authorities and the same shall be deposited into the college account concerned through the Fine slip in the Bank Concerned. The following are the different Rates of the Fine:-

Category / Discipline	Fine Rates / Remarks
-----------------------	----------------------

- |   |                       |
|---|-----------------------|
| 1. Incomplete Uniform   | Rs. 100/-             |
| 2. Without Uniform  | Rs. 150/-             |
| 3. Breach of any Discipline   | Rs. 200 upto Rs. 1000 |
| 4. Bringing of Camera, Tape Recorder<br>Cellular Phone in the College | Rs. 1000/-            |

**Note:** The things shall only be returned on the written request of the parents of student.

### COLLEGE SOCIETIES

Special attention and appreciation is given to encourage socio- academic work through societies such as:

- |                                 |  |
|---------------------------------|--|
| (i) Urdu Adab Society           | (ix) Islamic Society                   |
| (ii) English Literature Society | (x) Nazria-e-Pakistan society          |
| (iii) Commerce Society          | (xi) Qira'at & Naat Society            |
| (iv) Business Society           | (xii) Pakistan Red Crescent Youth Club |
| (v) Society of Psychology       | (xiii) Music Society                   |
| (vi) Excursion Society          | (xiv) Drama Society                    |
| (vii) Debating & Quiz Society   | (xv) Festival Society                  |
| (viii) IT Society               | (xvi) Outreach Program                 |

## RULES & REGULATIONS OF DISCIPLINE

Pursuit of education requires perfect discipline, good behavior, sensible attitude, sober habits and civilized manners. Irresponsibility and rowdiness neutralize and nullify all constructive endeavors. Students are, therefore expected and advised to observe all college rules and regulations that may be introduced from time to time. The College Disciplinary Committee offers necessary information and guidance to students, so as to maintain discipline on the College Campus.

However, the following rules and regulations must be strictly and faithfully observed by the students:

- (i) Every student shall follow the following code of honour that is enunciated as the basic principle of conduct prescribed by the University of The Punjab:
  - (a) Respect for order, morality, personal honour and rights of others.
  - (b) Honesty and integrity in dealings with fellow students, teachers and others both on and off the College Campus.
  - (c) Protection of the college property and of the fellow students.
  - (d) Showing due respect to the elders, teachers and outside visitors.
  - (e) Courteous and helpful behavior towards all those with whom they come in contact.
  - (f) Pledge to work hard and complete the course of study in the shortest possible period without wasting time or causing disturbance to others.
- (ii) Every student is required to attend the classes regularly and punctually as per college time table.
- (iii) No student is allowed to leave the lecture room during lecture without permission of the teacher.
- (iv) Immediately after assembly of the classes the rolls may be called and the absence of the student is noted. A student coming late into the class room will be marked absent unless his / her excuse is accepted by the teacher.
- (v) Students are not permitted to remain in the class room except during the prescribed hours of lectures.
- (vi) Any grievances that the student may have with regard to the college life should be brought to the notice of their tutors who will make enquiry and forward / refer the case to the Principal, if necessary.
- (vii) Students are not allowed to address any higher authority directly. Any communication to any higher authority must be submitted to the Principal who will forward it, if necessary or desirable.
- (viii) Representation on any subject by the students to the Principal must be made separately. Joint applications etc are strictly prohibited.
- (ix) Students are allowed direct access to the Principal. The Principal and the tutors will consider any difficulties / hardships / grievances of the students sympathetically. Efforts will be made to solve their genuine problems.
- (x) Smoking on the college premises is strictly prohibited. Severe action will be taken against the defaulters.
- (xi) Students who indulge in any act likely to disturb peace in the classroom or peaceful pursuit of education shall be dealt with severely by the class teacher who will take necessary corrective measures including imposition of fine.
  - (xii) The fine imposed on the students by the teachers for misbehavior etc. shall not be waived off as a matter of routine.
  - (xiii) Any student who will be involved in sale / supply of, and /or who is addicted to drugs/narcotics/such as heroine shall be expelled from the college.
  - (xiv) Non payment of the college dues etc. within the specified period will render a student liable to be struck off the college rolls. The name of the student will also be struck off from class/classes for the continuous absence for the fortnight without permission.
  - (xv) Every subject is compulsory. Students must attend at least 75% of the lectures delivered in every subject so as to qualify themselves to take the University Examination.

- (xvi) In case a student commits any offence on and /or off the college campus, and persistently indulges in objectionable activities, he will render himself liable to action as under in accordance with the nature and gravity of the offence etc. The offender/delinquent may be directed to tender a written apology for the objectionable act or and to furnish an undertaking for good behaviour in future. A special fine may be imposed upon him. Any financial assistance, scholarship, fee – concession etc. allowed to him may be suspended/cancelled or withdrawn. He may be suspended from the classes. He may be directed to withdraw his name from the college rolls. If he fails to withdraw his name immediately after being directed/called upon to do so, it may be struck off the college rolls without any further notice to him. He may be expelled from the college.
- (xvii) The Supreme Court of Pakistan has banned the formation of student bodies/organizations in the educational institutions. The Students are required to abstain from all such activities. They should not indulge in any political activities otherwise such students will be expelled from the college.
- (xviii) The students are not allowed to carry arms in the College Campus.
- (xix) The principal may allow a student to pay the dues by installments on humanitarian grounds as a special case.
- (xx) The students are not allowed to carry mobile phones in the classes. Otherwise their mobiles will be held by the college authorities and will not be returned.

## **COLLEGE LIBRARY**

It is housed at first floor consisting of about 30,000 books. It is exclusively open for Intermediate and BS students. Books relevant to Intermediate and BS Syllabus are available – besides dailies and periodicals. The Library has reference books and publications in the field of Accounting, Business Communication, English Language, Business Mathematics and Statistics, Business Taxation, Computer Science, Macro and Micro Economics, Financial Management, Management Sciences, Insurance, Marketing, Mercantile and Labour Laws, Quantitative Techniques for Business and Banking, Allied subjects and religion. An addition to books is made every year to meet the curricula and research needs of students and faculty.

## **LIBRARY RULES:**

- (1) The Library is open for the use of the students and teaching staff of the college only. No book shall be issued to the non – member except with the sanction of the principal.
- (2) The Library card and books are strictly non – transferable. Students are not allowed to draw books for others on their own cards. Sub – lending of books drawn from the Library to any other person is prohibited.
- (3) The Library card must be brought to the Library and shall have to be presented at the counter at the time of drawing or returning books. If a card is lost, a new one will be issued after 3 days on payment of Rs. 25/= with the latest photograph. The borrower is in all cases responsible for books drawn on his card. The responsibility continues if the card is lost or used by any other person.
- (4) Students of ADC may have in their possession not more than one book at a time.
- (5) Books drawn by borrowers shall be returned not later than the period prescribed on the date slip, pasted at the end of the each volume.
- (6) Books of reference, Encyclopedia, Dictionaries and Current Periodicals are not lent out.
- (7) When more than one student want a book, then it is given in turn. Preference is given to those who have not got before.
- (8) A minimum fine of Rs. 10/= per book for each day will be imposed in case books are kept over due date.

- (9) Books should not be mutilated, marked or pages torn out. They must be handled carefully and with clean hands. When borrowing books, students are requested to bring to the notice of the Librarian marks made or any other damage done to the books, otherwise the student who draws the books in the last will be held responsible for the damage.
- (10) Book(s) lost, damaged or mutilated in anyway by a student shall have to be replaced or paid. The cost of such books shall be doubled the prevailing cost plus additional 25% departmental charges.

**Computer Lab:** The College has well equipped computer lab to teach IT subjects to intermediate and BS students.

## HOUSE TEST & SEND - UP EXAMINATION

- Students of Intermediate have to take class tests on monthly basis. Absentees are imposed special fine. Performance report of every student is sent to his / her parents regularly.
- Students of all AD and BS Programs are bound to appear in Mid-term examination. Absentees / failures are imposed special fine and their examination forms may not be sent to the University.
- The College ensures the conduct of transparent and fair examinations in the colleges. The Academic Calendar of the Department is adhered to in letter and spirit in connection with the conduct of the examinations. The College Authorities shall ensure the following..
- Attendance of the students in the college Monthly tests is compulsory.
- The Teachers must keep the attendance record of the students in a well-prepared form right from the beginning of the academic session till its completion.
- The record of the Monthly tests as per the Academic Calendar must be entered into the register by the teacher concerned.
- The Attendance Registers of the students must be checked either by the Vice Principal or the Principal on monthly basis and duly sign them.
- It is compulsory for all the students to appear in all college tests including class tests, mid-term tests, December Tests & Pre Board / University Tests and pass the same.
- A fine of Rs. 200 per paper for absence in December, Mid-term & Pre Board / University tests shall be charged from the students and deposited into the Bank into the relevant fine fund through college fine slip.
- Students not participating in the college examinations on medical grounds must produce a Medical Certificate duly issued by the MS or Authorized Medical Attendant of a Government Hospital otherwise the student shall be declared fail. Furthermore, after getting well, it will be compulsory to appear in the examination so missed due to illness.
- The cases of the students using unfair means during any examination of the college shall be presented before the College Council and the decision of the College Council shall be final and the same cannot be challenged in any court or legal forum.

College Faculty





**1-RAVI BLOCK ALLAMA IQBAL TOWN, LAHORE**  
**TEL: + 92 42 37808254**  
**<http://www.giccommerce.edu.pk>**

**Price Rs.450/=**