



# PROSPECTUS

(Regular + Self Supporting Programmes)

## BS-4 Year Degree Program **BS-4YDP** 2025



### **Govt. Islamia Graduate College (w)**

Cooper Road, Lahore. Phone: 042-99200776

Facebook: [facebook.com/GIGCW](https://facebook.com/GIGCW)

website address: [gigcwcooperroad.edu.pk](http://gigcwcooperroad.edu.pk)

**Prospectus must be bought for the prescribed price only.**



## VISION STATEMENT



“Our vision is to be a leading public institution to nurture and realize the research potential of our students and faculty, and to impart market oriented quality education making the students beneficial and contributing citizens of Pakistan.”

## MISSION STATEMENT

“Our mission is to provide quality education through a supportive and stimulating teaching/learning environment, to produce empowered young women with the objective of making them skilled, so that they are successful and responsible citizens to play a vital role in the national, social, cultural and economic growth.”







## Contents

1.	College Administration	11
2.	Office Staff	12
3.	BS-4YDP (Admission Rules, Procedure, Criteria, Admission Form Requirements, Reserve Seats)	13
4.	BS-4YDP Affiliated with Lahore College for Women University, Lahore	13
(i)	Applied Psychology	13
(ii)	BBA	13
(iii)	B. Com	13
(iv)	Chemistry	13
(v)	Computer Science	13
(vi)	Economics	14
(vi)	English Literature & Language	14
(vii)	TESOL	14
(viii)	Education	14
(ix)	Islamic Studies	14
(x)	Political Science	14
(xi)	Social Work	14
(xii)	Urdu	14
(xiii)	Zoology	14
5.	Allied Departments	14
6.	College Faculty	16
7.	Examination System	22
8.	Fee Structure	27
9.	General Rules	28
10.	BS-4YDP (Affiliated with Govt. College University, Lahore)	28
(i)	BS Microbiology	28
(ii)	BS Communication Studies / Journalism	28
11.	Attendance Criteria, Govt. College University	28
12.	General Criteria for Qualifying a Semester (Govt. College University, Lahore)	28
13.	College Uniform	30
14.	College Disciplinary Committee	31
15.	College Societies	33
16.	Facilities	33
17.	Hostel Facility	34
18.	Self-Support Program (Affiliated with Lahore College for Women University, Lahore)	36
19.	BSCS	36
20.	Fee for Self-Financed Programmes	36
21.	General Rules for Self-Financed Programs	36



# Principal's Message



**Prof. Dr. Fauzia Naz**  
Ph.D Applied Psychology (P.U)  
Post Doctorate (U.K)

## Dear Students! 🌟

The new academic year calls for a re-designing of academic plan in order to meet the challenges and emerging needs of the new world. To make our students Well-equipped with relevant knowledge of *Science, Information Technology (IT), Humanities and Social Sciences*, we provide a stimulating and supportive learning environment for the students, enabling them to achieve the objectives of Higher Education.

The rapid changes in science and technology have an effective long-term impact on the socio-economic and cultural aspects of the society. Therefore, our Institution with its broad spectrum of curricular and co-curricular activities focuses on the development of critical and analytical abilities of the students for an empowered role in society.

Govt. Islamia Graduate College for Women, Cooper Road, Lahore works for a qualitative change in young minds to exercise tolerance and respect for others with especial focus on transmission of an all-inclusive world view towards grooming personality and character building.

I heartily welcome all the new students and believe that they will follow the college rules and regulations. I advise them to make the most of this time and work hard to achieve the higher academic goals, focusing on making Pakistan a more progressive country. This can be achieved through conscious efforts for self-development and by safe guarding our moral and cultural identity.

I wish you all the best.





## HISTORY OF COLLEGE

Govt. Islamia Graduate College for Women, Cooper Road, Lahore was established in 1939 at Intermediate level. The college was a beacon of light for learning which opened its doors for young women to get higher education at that time, without any discrimination of creed, race or religion. It is worth mentioning that the college has the singular distinction of having been visited by the father of the nation ***“Quaid-e-Azam Muhammad Ali Jinnah and Mohtarma Fatima Jinnah on 26<sup>th</sup> March, 1944.*** The students of this college actively participated in the Pakistan Movement and kindled a torch which guided the Muslim women of the region towards progressive Pakistan. Govt. Islamia Graduate College for Women, Cooper Road, Lahore has always promoted and provided opportunities for the curricular and co-curricular activities for its students. To meet the ever increasing academic and non-academic needs, new buildings and blocks were added. In 1952, the commodious Shuja-ud-Din Hall was built. The Science Block (Botany & Zoology) and College Library were built during the year 1986-87 and a new Academic Block called Urdu Block was built in 1993-94.

In the year 2010, BS-4 Year Degree Program was introduced and college was affiliated **with Lahore College for Women University, Lahore for BS 4-Year Degree Program.** In 2011, the construction of BS Block was completed and well equipped Computer Labs were added in 2012-2013 by Higher Education Department, Govt. of the Punjab. In the year 2014-2015, two more computer labs were established. Internet and computer facilities have been provided to many departments to give the students and faculty an access to advanced sources of knowledge.

### Alumnae:

The college has a long list of old students who have been contributing to the society in various positions like doctors, engineers, business administrators, software engineers etc. Some noteworthy names are as under:

### Begum Fatima Sughra:

Fatima Sughra also known as Sughra Begum a Pakistani activist. She was the student of Govt. Islamia Graduate College for Women, Cooper Road, Lahore. In February 1947, Fatima Sughra pulled down the British Union Jack from the Civil Secretariat Lahore and hoisted the Muslim League flag. This act became a big symbol of independence for which she was rewarded a gold medal in 1987.





### Shaista Anjum:

Ms. Shaista Anjum completed her BS English Language & literature from Govt. Islamia Graduate College for Women, Cooper Road, Lahore and is serving in Postal Services after Passing CSS.



### Dr. Aisha Aqeel:

Dr. Aisha Aqeel is the Chairperson of the experimental Physics of Functional Spin Systems at Technical University of Munich, Germany.



### Hafiza Qaria Rubina:

Hafiza Qaria Rubina, a globally renowned Qaria, was a Professor of Arabic in Govt. Islamia Graduate College for Women, Cooper Road, Lahore from September 2010 till her death in 2017. She received more than 400 national and international awards. She was the only woman Qaria to have received Pride of Performance from the Government of Pakistan and the title “Chota Basit” from Qari Abdul Basit himself.



### Achievements:

Govt. Islamia Graduate College for Women, Cooper Road, Lahore is one of the most prestigious institutions of Punjab, Pakistan with a full-time enrollment of about 5100 students. Since its establishment, its dedicated faculty now comprising 21 PhDs, 79 M.Phils and 88 MA/ MSC teachers have been working very hard to maintain its glory and to achieve its noble objectives i.e. obedience, loyalty and service through dedication and professional commitment. The College secured “W” category in ranking by Higher Education Commission in the year 2014.

The college students have secured 1<sup>st</sup> positions, Gold Medals and Silver Medals in various disciplines of BS-4YDP. The students of session 2020-24 secured 03 Gold medals in the disciplines of B.Ed. Secondary Education, Islamic Studies and Political Science and 03 Silver medals in English, Islamic Studies and Urdu. Whereas 2 students in English and Social Work got 3<sup>rd</sup> Position.





## POSITIONS OF COLLEGE STUDENTS IN UNIVERSITY EXAMINATION

## Session 2020-24

Sr. No.	Discipline	Name	Position in University
1	B.Ed Secondary Education	Kashaf Zubair	Gold Medal
2	Political Science	Aiman Hassan	Gold Medal
3	Islamic Studies	Haseeba Naveed	Gold Medal
4	English	Faryal Arshad	Silver Medal
5	Islamic Studies	Saman Fatima	Silver Medal
6	Urdu	Attiya Nadeem	Silver Medal
7	English	Anzal Butt	3 <sup>rd</sup> Position
8	Social Work	Aman Tanveer	3 <sup>rd</sup> Position

## Awards: Co-curricular Activities

Sr. No.	Student's Name	Class/Discipline	Competition	Prize
1.	Fizza Jabbar	English	English Speech Competition	1 <sup>st</sup> Position
2.	Alishba Rafiq	Intermediate	English Speech Competition	2 <sup>nd</sup> Position
3.	Wadeea Rizwan	Urdu	English Speech Competition	3 <sup>rd</sup> Position
4.	Wadeea Rizwan Tahreem Shahzad	Urdu English	All Pakistan English Speech Contest	5 <sup>th</sup> Position
5.	Areeba Attaria	English	English Essay Writing	1 <sup>st</sup> Position
6.	Wania Rasool	Intermediate	Punjabi Ghazal	1 <sup>st</sup> Position
7.	Eeman Zahra Fatima Amjad	English	Creative Writing Portfolio Exhibition (Alkhidmat Foundation)	3 <sup>rd</sup> Position
8.	Faiqa Javed Uzma Shaukat Ali		Kalam e Iqbal (International conference)	Consolation Prize
9.	Wadeea Rizwan	Urdu	Youm e Iqbal	3 <sup>rd</sup> Position
10.	Mehnaz Shahbaz	Political Science	Youm e Iqbal	4 <sup>th</sup> Position
11.	Alishba Rafiq	Intermediate	English Speech Competition	2 <sup>nd</sup> Position



### Music Awards

Sr. No.	Name of Participant & Department	Competition	Prize
1.	Shahzadi Kiran (Pol. Science)	Nazaria Pakistan (Milli Naghma Competition)	1 <sup>st</sup>
2.	Fariha Arif (Education)		3 <sup>rd</sup>
3.	Shahzadi Kiran (Pol. Science)	Aiwan-e-Karkunan-e-Tehreek-e-Pakistan	1 <sup>st</sup>
4.	Fariha Arif (Education)		2 <sup>nd</sup>
5.	Shahzadi Kiran (Pol. Science)	100 Years Bang-e-Dara Celebration	1 <sup>st</sup>
6.	Fariha Arif (Education)		3 <sup>rd</sup>
7.	Fariha Arif (Education)	Nazaria Pakistan	3 <sup>rd</sup>

### Sports Awards (Students)

Sr. No.	Sports	Competition	Prize
1.	Athletics	Punjab Olympic Tournament	2 <sup>nd</sup>
2.	Taekwondo	Punjab Inter Schools and Colleges Tournament	2 <sup>nd</sup>
3.	Karate		3 <sup>rd</sup>
4.	Volley Ball		3 <sup>rd</sup>
5.	Volley Ball	1st Inter Faith Harmony Girls Championship	3 <sup>rd</sup>
6.	Volley Ball	3rd Higher Education Sports Events	Gold Medal (Best Player)
7.	Athletics		2 <sup>nd</sup>
8.	Foot Ball		1 <sup>st</sup> (800 m) 2 <sup>nd</sup> (500 m) 2 <sup>nd</sup> (All Districts)
9.	Karate		3 <sup>rd</sup>
10.	Other Competitions	Inter Collegiate Girls Games Higher Education Sports Events	3 <sup>rd</sup>

### Sports Awards (Teachers)

#### 1<sup>st</sup> Higher Education Department Sports Event for Teachers 2025

Sr. No.	Sports	Teacher's Name	Prize
1.	Tug of War (District Level)	Sidra Shafi, Dr. Nighat Ara Saima Anbreen	1 <sup>st</sup>
2.	Tug of War (Division Level)	Sidra Shafi, Dr. Nighat Ara Saima Anbreen	3 <sup>rd</sup>
3.	Cricket	Alia Tahir, Misbah Rashid	3 <sup>rd</sup>
4.	Badminton	Misbah Rashid	Team Coach
5.	Sports Event (District Level)	Alia Tahir, Misbah Rashid	Award of Appreciation
6.	Sports Event (Division Level)	Alia Tahir, Misbah Rashid	Award of Appreciation



Recipients of CM Punjab's Honhaar Scholarship Program



Recipients of CM Punjab's Laptop Program







Recipients of CM Punjab's Honhaar Scholarship Program



College Library





## COLLEGE ADMINISTRATION

1.	<b>Principal</b>	<b>Prof. Dr. Fauzia Naz</b> Ph.D. Applied Psychology (P.U) Post Doctorate (U.K)
2.	Vice Principal (Academics)	Dr. Maliha Shamim (Pol. Science)
3.	Vice Principal (Admin)	Ms. Sabeen Ihtesham (English)
4.	Incharge of BS Students Affairs	Ms. Huma Mumtaz (Zoology)
5.	Incharge of Inter Students Affairs	Ms. Naila Chughtai (Pol. Science)
6.	Incharge QEC	Dr. Hamim Bukhari (Chemistry) Dr. Bushra kaleem (Zoology)
7.	Incharge BS-4YDP Admission	Ms. Saima Bashir ( Pol. Sc) Ms. Yasmeen Akhtar (English) Ms. Qurat-ul-ain (English)
8.	Controller of Examination	Ms. Rukhshanda Afridi (Zoology) Dr. Bushra Kalim (Zool.)
9.	College Bursar	Dr. Maliha Shamim (Pol. Science) Ms. Naheed Akhtar (Pol. Sc) Ms. Sara Mansoor (Math) Ms. Fatima Nawaz (Economics)
10.	Incharge (Self-Support)	Ms. Ghufrana Rizvi (Chemistry)
11.	Incharge Timetable	Ms. Farah Tanveer (Mathematics) Ms. Sara Mansoor (Mathematics)
12.	Incharge Senior Guide	Dr. Nighat Ara (Education)
13.	Incharge Transport	Ms. Sana Idrees (Physical Education)
14.	Librarian	Ms. Hira Muqaddas
15.	Incharge Sports	Ms. Alia Tahir (Physical Education)
16.	Incharge Scholarships/Fee Concession	Ms. Faqiha Naeem Dr. Sadia Javed (Financial Assistance) (Teacher's daughter, Sister & orphan Concession) Ms. Aleena Islam (PEEF, MORA, Merit Scholarship) Amber Munir, Farzana Malik (Zakat Fund)
17.	Hostel Warden	Ms. Tasneem Anjum
18.	Incharge Proctorial Board	Ms. Sabeen Ihtesham (English)
19.	Incharge Uniform	Ms. Wajeeha Muneer Ms. Faiza Arooj



## Controller of Examination

Ms. Rukhshanda Afridi  
Dr. Bushra Kareem  
(Associate Professor of Zoology)

Sr. No.	Session Incharge		Controller Office Assistant
1.	<u>2025-29</u>		Mr. Rang Elahi
	Deputy Controller	Ms. Hina Yaqoob	
	Assistant Controller	Ms. Saania Sisal	
2.	<u>2022-2026</u>		Ms. Naseem Aziz
	Deputy Controller	Ms. Asma Batool	
	Assistant Controller	Ms. Saba Aslam	
3.	<u>2023-2027</u>		Mr. Muhammad Attique
	Deputy Controller	Ms. Memoona Mahmood	
	Assistant Controller	Ms. Muqaddas Nazir	
4.	<u>2024-2028</u>		Ms. Naveed Heera
	Deputy Controller	Ms. Rabia Sattar	
	Assistant Controller	Ms. Nida Haider	
Sr. No.	Session Incharge (GCU)		Controller Office Assistant
1.	Deputy Controller	Dr. Bushra Kalim	Mr. Muhammad Asif
	Assistant Controller	Ms. Amna Siddiqui	

## Clerical Staff

Sr. No.	Room No. 1	
1.	Senior Bursar	Muntazir Bhatti
2.	Superintendent	Mr. M. Nasir Usmani
3.	Senior Clerk	Mr. Muhammad Abbas
4.	Senior Clerk	Mr. Jawad Ahmad
5.	Junior Clerk	Mr. Jawad-ul-Hasan

Sr. No.	Room No. 4	
1.	Head Clerk	Ms. Uzma Shahzadi
2.	Head Clerk	Ms. Shazia Shoukat
3.	Senior Clerk	Mr. Rana Abdul Majeed
4.	Senior Clerk	Mr. Muhammad Qasim
5.	Senior Clerk	Namra Hashmi

## Office & Lab Staff

Office Staff		
1.	Computer Assistant-I	Ms. Khadeeja Gull
2.	Computer Assistant-II	Ms. Khadija Khaliq
3.	Caretaker	M. Adil Gull
4.	Office Assistant	Ms. Samra Shahzadi

Lab Staff		
1.	Lab Superintendent	Ms. Shugfta Irshad
2.	Lab Supervisor	Mr. Jamshaid Hameed
3.	Senior Lecturer Assistant	Mr. Farhan Waqar
4.	Lecturer Assistant	Ms. Nadia Waseem





## BS\_4YDP (FOUR YEAR DEGREE PROGRAM)

Govt. Islamia Graduate College for Women, Cooper Road, Lahore is offering BS Four Year Degree Program with minimum 134 credit hours divided into 8 Semesters with 02 Semesters each year. This program will equip students to pursue further higher education and enable them to meet national demands and international challenges in the rapidly changing world scenario.

## ADMISSION RULES

### Procedure:

For year I (semester I & II), the academic session starts in October and concludes in July whereas for the last three academic years (semesters III to VIII), the academic session starts in September and ends in May (tentatively). Admission to BS-4YDP is made according to the schedule advertised in the leading newspapers. The merit lists of candidates selected provisionally are displayed on the College Notice Board. The selected candidates must pay admission dues within the notified dates. If they fail to do so, their admission shall stand cancelled.

### IMPORTANT NOTE:

1. All admissions are made on merit.
2. Student must have 50% marks to apply for BS-4YDP affiliated with LCWU and 45% marks for BS-4YDP affiliated with GCU, Lahore
3. As per the directions of the Government of Punjab, before the announcement of the result of Intermediate Part II.
  - Candidates are eligible to apply on the basis of F.A/F.Sc A-Level 1<sup>st</sup> year result.
  - Admissions will be finalized after the submission of F.A/F.Sc A-Level complete result.
4. After the announcement of the result (Inter Part-II), candidates will apply on the basis of complete result.
5. Admissions to Computer Science, Micro Biology, BBA, B.Com. and B.ED Secondary Education will be purely conditional. The students must achieve 60% marks to meet the criterion of GCU (for Micro Biology) or standards of accreditation for the rest of the subject after producing the complete Intermediate Part –II result.
6. The candidates will be fully responsible for submitting the complete result of Intermediate Part-II to the admission committee/concerned department. In case of any issue in future, the student will be solely responsible for it.

### Eligibility Criteria BS Applied Psychology

- F.Sc. Pre Medical, F.A with Psychology, A Level /equivalent qualification

### Eligibility Criteria B.Com & BBA

- F.A (Mathematics/Statistics/Economics), F.Sc. (Pre-Medical/Pre-Engineering), I.COM/ I.C.S / A-Levels or any equivalent qualifications

### Eligibility Criteria BS Chemistry

- F.Sc, Pre Medical, F.Sc. Pre Engineering, A-Level

### Eligibility Criteria BS Computer Science

- ICS Physics, ICS G.Sc. F.Sc Pre-Engineering, A-Level or having equivalent qualification.



- It is compulsory to have studied Mathematics at Intermediate level to apply for BS Computer Science/

#### Eligibility Criteria BS Economics

- F.A with Economics, G.Sc, I.Com, I.C.S, F.Sc. (Pre- Engineering. Pre-Medical)

#### Eligibility Criteria BS English Literature & Language/TESOL

- F.A, F.Sc, A Level at least 50% Marks in English Language.
- Candidates have to qualify Admission Test for BS English Literature & Language & Interview for BS TESOL (Teaching English to Speakers of Other Languages)

#### Eligibility Criteria B.Ed Secondary

- F.A, F.Sc, I.C.S, G. Science, I.Com or any equivalent qualification
- Minimum 60% Marks in intermediate

#### Eligibility Criteria BS Islamic Studies/BS Political Science/BS Urdu/BS Social Work

- F.A , F.Sc., G.Sc ,ICS, I Com. any equivalent qualification.

#### Eligibility Criteria BS Zoology

- F.Sc, Pre Medical or equivalent

#### Open Merit

98% seats are filled on open merit.

#### RESERVED SEATS

The applicant must meet the minimum eligibility criteria for admission set for open merit for reserved seats as well.

#### Minority Quota

1. 2% minority seats are reserved in overall BS admission.
2. Original documentation (Diocese, Gurdhwara, Mandir, etc.) will have to be submitted to the college committee which has the right to determine the eligibility.

#### Hifz-e-Quran Quota

1. 2% seats are reserved for the Hifz-e-Quran in overall BS admission.
2. It is compulsory to bring *Wafaq-ul-Mudaris Certificate* / Certificate of Madrassa, at the time of test.
3. Twenty marks will be added to the marks obtained in HSSC/A-Level/Equivalent in case the candidate passes oral test.

#### Disability Quota

1. 2% seats are reserved for the disabled in overall BS admission.
2. Physical disability means disability that cannot be rectified by any equipment. Being short sighted and hard of hearing does not fall under the definition of disability for admission purpose.
3. The candidates must enclose with their admission forms the certificate of their physical disability duly signed by the M.S. Services Hospital Lahore / PSRD, Ferozpur Road, Lahore.



### Sports Quota

1. As per rules set by LCWU, sports quota is reserved only in faculty of Social Sciences, Education and Languages.
2. At the time of sports trials, the students must bring their original documents; otherwise they will not be allowed to appear in selection trials.
3. At the time of admission, students applying for BS will submit an affidavit duly signed by parents and students that original documents will be kept in the college for 4 years, and the students are bound to attend all sports sessions as per requirement of sports department.
4. Eligibility of admission on sports quota basis in each department will be determined by each respective teaching department itself.

**NOTE:** No seat/ Sports quota is reserved for the Faculty of Science and Technology.

## REQUIREMENTS FOR ADMISSION FORM

*Attach attested photocopies of the following documents with the form.  
(One copy of each document)*

- a. Secondary School Certificate (Matric)
- b. Detailed Marks of F.A/F.Sc (1<sup>st</sup> year/ 2<sup>nd</sup> year as applicable)
- c. Provisional/ Character Certificate from the Head of the institution last attended
- d. Domicile Certificate
- e. B-Form or CNIC of candidate (The students, 18 years and above who fail to submit their CNIC at the time of admission, will have to provide a copy of their CNIC to the class teacher at the beginning of the classes.)
- f. 2 passport size photographs with blue background without attestation in a separate envelope be attached with the admission form
- g. CNIC of candidate's Father/Guardian
- h. Monthly Income Certificate of Father/Guardian.
- i. No Objection Certificate (NOC) from the parent board (in case of transfer/migration from a board other than Lahore Board. NOC can be submitted within two weeks of admission).
- j. Health Proforma attached with the prospectus
- k. Roll. No. slip of Second Year Exam (in case of admission on the basis of 1<sup>st</sup> year result)



## COLLEGE FACULTY

### 1- FACULTY OF APPLIED PSYCHOLOGY

#### Assistant Professor

1.	Ms. Asma Batool (H.O.D)	M.Phil (BZU)	2.	Ms. Uzma Jabeen	MS (GCU)
3.	Ms. Faqiha Anjum	M.Phil (GCU)	4.	Ms. Fouzia Yaqoob	M.Phil (RIU)
5.	Ms. Rabia Naeem	M.Sc (P.U)	6.	Ms. Mehlaqa Riaz	MS (GCU)
7.	Ms. Saba Aslam	M Phil (GCU)			

#### Lecturer

1.	Ms. Anam Naeem	M.Phil (GCU)	2.	Ms. Zainab	M.Phil (LCWU)
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### 2- FACULTY OF COMMERCE

#### Assistant Professor

1.	Ms. Anam Mehmood (H.O.D)	M.Phil (SU)	2.	Ms. Zahida Parveen	MS (UET)
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#### Lecturer

1.	Ms. Saira Anam	M.Phil (SU)	2.	Ms. Taabia Fatima	MBA (P.U)
3.	Ms. Areeba Aslam	MBA (P.U)	4.	Ms. Zarin Irfan	M.Phil (P.U)
5.	Ms. Shadaba Ahmad	M. Phil (P.U)	6.	Ms. Shumaila Akram	BBA (UOE)

### 3- FACULTY OF CHEMISTRY

#### Professor

1.	Dr. Hamim Bokhari (H.O.D)	Ph.D (GCU)
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#### Associate Professor

1.	Dr. Syeda Shehzadi Batool	Ph.D (UET)
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#### Assistant Professor

1.	Dr. Afifa Saeed	Ph.D(GCU)	2.	Dr. Madiha Batool	Ph.D (GCU)
3.	Dr. Maria Saleem	Ph.D (P.U)			

#### Lecturer

1.	Ms. Saania Sisal	M.Phil (FCC)	2.	Dr. Neelam Pery	Ph.D (P.U)
3.	Ms. Sabeeha Naveed	MS (P.U)			

### 4- FACULTY OF COMPUTER SCIENCE

#### Assistant Professor

1.	Ms. Nadia Ilyas (H.O.D)	M.Phil (UET)	2.	Ms. Sania Batool	Masters, (UK)
3.	Ms. Abida Idrees	MCS(COMSATS)	4.	Ms. Samrah Mukhtar	MS (LLU)
5.	Ms. Ayesha Jalal	M.Phil (LCWU)			



**Lecturer**

1.	Ms. Sehrish Ashfaq	M.Phil (UET)	2.	Ms. Maria Rana	M.Phil (PUCIT)
3.	Ms. Huma Zahid	M. Phil (UET)	4.	Iqra Munir	M.Phil
5.	Mehreen Iqbal	M.A			

**5- FACULTY OF ECONOMICS****Associate Professor**

1.	Ms. Amber Munir	M.Phil (P.U)	2.	Ms. Farzana Malik	M.Phil (AIU)
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**Assistant Professor**

1.	Ms. Simky Shahzadi	M.A (P.U)	2.	Ms. Nadia Asad	M.Phil (GCU)
3.	Ms. Jaweria Adnan	M.A (P.U)	4.	Ms. Zainab Zaheer	M.Phil (LCWU)

**Lecturer**

1.	Ms. Zahra Toufiq Ahad	M.Phil (P.U)	2.	Ms. Fatima Nawaz	BS Hons. (FC)
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**6- FACULTY OF ENGLISH LITERATURE & LANGUAGE / TESOL  
(Teaching English to Speakers of Others Languages)****Associate Professor**

1.	Ms. Fatima Nasir Alvi (H.O.D)	M.A (P.U),	2.	Ms. Sabeen Ihtasham	M.Phil (Minhaj)
3.	Ms. Farnaz Bano	M.A (P.U)	4.	Ms. Hamna Bashir	M.A (P.U)
5.	Ms. Shamsa Amber Nadia	M.A (P.U)	6.	Ms. Yasmin Akhtar	M.A (P.U), M.A. TESOL (LCWU)
7.	Ms. Abida Khushi	M.A (P.U)			

**Assistant Professor**

1.	Ms. Asma Hassan	M.A (P.U)	2.	Ms. Ayesha Tariq	M.Phil (LCWU)
3.	Ms. Tahira Rehman	M.Phil (BZU)	4.	Ms. Sidra Shafi	M.Phil (Minhaj)
5.	Ms. Hurya Fatima	M.A (P.U)	6.	Ms. Shaheen Kausar	M.A (P.U)
7.	Ms. Qurat-ul-Ain	M. Phil (LCWU)	8.	Ms. Afia Yasin	M.A. LCWU)
9.	Ms. Afnan Salman	M.A. (GCU)	10.	Ms. Asma Maznoor	M.Phil (UMT)
11.	Ms. Sumaira Kausar	M.A (P.U)	12.	Ms. Maryam Sarfraz	M. Phil (LCWU)
13.	Ms. Aleena Islam	M.Phil (UMT)	14.	Ms. Saba Tabasum	M.Phil (UMT)
15.	Ms. Haleema Aslam	M.A. (UK)			

**Lecturer**

1.	Ms. Rafia Shaheen	M.A (AKU)	2.	Ms. Rabiha Saleem	MS (LCWU)
3.	Ms. Zunera Bukhari	M.Phil (FCC)	4.	Ms. Saba Idris	M.Phil (LCWU)
5.	Ms. Maida Batool	B.A(Hons.) (GCU)			

**7- FACULTY OF EDUCATION (B.ED HONS. SECONDARY)****Associate Professor**

1.	Ms. Fouzia Mah Jabeen	M.A (P.U)
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**Assistant Professor**

1.	Ms. Maria Fayyaz	M.A (IIUI)
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### Lecturer

1.	Ms. Shazia Irshad	M.A (UOE)	2.	Ms. Sadaf Hameed	M.Phil (P.U)
3.	Ms. Muqaddas Nazir	M.Phil (UOE)	4.	Dr. Nighat Ara	PhD (UOE)
5.	Ms. Nusrat Anwar	M.Phil (P.U)			

## 08- FACULTY OF ISLAMIC STUDIES

### Associate Professor

1.	H. Tahira Balquees (H.O.D)	M.A (P.U)	2.	Ms. Bushra Tasnim	M.A (LCWU)
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### Assistant Professor

1.	Ms. Muddasar Hamid	M.Phil (P.U)	2.	Ms. Iram Mahmood	M.Phil (LLU)
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### Lecturer

1.	Ms. Huma Mehnaz	M.A (P.U)	2.	Ms. Umm-e-Kalsoom	BS (Minhaj)
3.	Ms. Fakiha Naeem	M.A (LCWU)	4.	Ms. Wajeeha Saeed	M.Phil (P.U)
5.	Dr. Hafsa Sadia Javed	Ph.D (P.U)	6.	Ms. Ammara Habib	M.Phil (P.U)

## 09- FACULTY OF POLITICAL SCIENCE

### Associate Professor

1.	Dr. Maliha Shamim (H.O.D)	PhD (P.U)	2.	Ms. Arsla Noreen	M.A (P.U)
3.	Ms. Nyla Chughtai	M.A (P.U)	4.	Ms. Naheed Akhter	M.A (P.U)

### Assistant Professor

1.	Ms. Saima Ambreen	M.A (P.U)	2.	Ms. Saira Ahsan	M.A (P.U)
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### Lecturer

1.	Ms. Iqra Bashir	BS (GCU)	2.	Ms. Wasaf Rasool	M.A (P.U)
3.	Ms. Akifa ur Rehman	BS (LCWU)	4.	Ms. Hadiqa Mehboob	M.A (P.U)
5.	Ms. Farwa Hussain	M.A (LCWU)	6.	Noor-ul-Wara	BS (LCWU)
7.	Kanwal Shaukat	M.Phil (Kinnaid)	8.	Mehwish Sadiq	M.Phil

## 10- FACULTY OF SOCIAL WORK

### Assistant Professor

1.	Ms. Majida Yahya (H.O.D)	M.Phil (AIU)	2.	Ms. Huma Ijaz	M.A. (P.U)
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### Lecturer

1.	Ms. Maryam Malik	M.Phil (UOS)	2.	Ms. Iqra Afzal	M. Phil (P.U)
3.	Ms. Shahida Zahid	M.A. (P.U)	4.	Ms. Shahnaila Shaukat	M. Phil (P.U)

## 11- FACULTY OF URDU

### Associate Professor

1.	Ms. Riffat Gohar	M.Phil (P.U)	2.	Ms. Naheed Akhter	M.Phil (LCWU)
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### Assistant Professor

1.	Dr. Shagufta Parveen	PhD (GCU)	2.	Ms. Naheed Ismail	M.Phil (LCWU)
3.	Ms. Farrukh Rehman	M.A (P.U)	4.	Ms. Bushra Ishaq	M.Phil (GCU)

**Lecturer**

1.	Ms. Sidra Mahmood	M.Phil (LCWU)	2.	Hafiza Ayesha Saddiq	M.Phil (LGU)
3.	Ms. Saba Kiran Naeem	M.Phil (GCU)	4.	Ms. Hina Shahzadi	M.A (LCWU)

**12- FACULTY OF ZOOLOGY****Associate Professor**

1.	Ms. Huma Mumtaz (H.O.D)	M.Phil (GCU)	2.	Ms. Rabia Sheikh	M.Sc (P.U)
3.	Ms. Rukhshanda Afridi	M.Phil (G.C.U)	4.	Ms. Saadia Naseem	M.Sc (P.U)

**Assistant Professor**

1.	Dr. Kanwal Zahra	Ph.D (UVAS)	2.	Ms. Sumaira Ejaz	M.Phil (G.C.U)
3.	Ms. Misbah Ehsan	M.Phil (GCU)	4.	Ms. Maida Waheed	M.Sc. (P.U)
5.	Dr. Bushra Kalim	PhD (GCU)			

**Lecturer**

1.	Dr. Sana Safdar	Ph.D (P.U)	2.	Ms. Noor Virk	MS (LCWU)
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**ALLIED DISCIPLINES****13- FACULTY OF ARABIC****Associate Professor**

1.	Ms. Tazeen Afshan	M.A (P.U)
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**Assistant Professor**

1.	Ms. Azzah Khadim	M.Phil (P.U)	2.	Ms. Shabnam Naz	M.Phil (P.U)
3.	Ms. Amna Abdul Hameed	M. Phil (P.U)			

**14- FACULTY OF BOTANY****Assistant Professor**

1.	Ms. Maria Aslam (H.O.D)	M.Phil (UAF)	2.	Ms. Faiza Asif	M.Phil. (GCU)
3.	Ms. Ayesha Munir	M.Phil (GCU)			

**Lecturer**

1.	Ms. Farah Naz	M.Phil (GCU)
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**15- FACULTY OF FINE ARTS****Associate Professor**

1.	Ms. Khalida Maqbool (H.O.D)	M.A (P.U)
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**16- FACULTY OF GEOGRAPHY****Associate Professor**

1.	Ms. Rizwana Anjum (H.O.D)	M.Sc (P.U)
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**Lecturer**

1.	Dr. Hina Yaqub	Ph.D (P.U)
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**17- FACULTY OF HISTORY/PAK. STUDIES****Associate Professor**

1.	Dr. Humaira Masood (H.O.D)	Ph.D (France)
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**Lecturer**

1.	Ms. Wajeeha Munir	M.Phil (P.U)	2.	Ms. Rehana Ashraf	M.A (P.U)
3.	Ms. Rabbia Fatima	M.A (P.U)			

**18- FACULTY OF MATHEMATICS****Associate Professor**

1.	Ms. Zahida Saif (H.O.D)	M.Sc (P.U)	2.	Ms. Aasia Sharif	M.Sc (P.U)
3.	Ms. Farah Tanveer	M.Phil (NCBA)			

**Assistant Professor**

1.	Ms. Najm-un-Nisa	M.Sc (P.U)	2.	Ms. Munnaza Habib	M.Phil (Ripha U)
3.	Ms. Rabia Sattar	Ph.D (P.U)	4.	Ms. Sara Mansoor	M.Sc (P.U)

**Lecturer**

1.	Ms. Nida Haider	M.Phil (P.U)
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**19- FACULTY OF MASS COMMUNICATION****Assistant Professor**

1.	Dr. Shazia Saeed	PhD (P.U)	2.	Ms. Qurratulaien	M.Phil (Sup.)
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**20- FACULTY OF MUSIC****Lecturer**

1.	Ms. Zara Sadiq	B.A Hons (NCA)
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**21- FACULTY OF PAKISTAN STUDIES****Assistant Professor**

1.	Ms. Saima Bashir	M.Phil (GCU)
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**Lecturer**

1.	Ms. Nabila Fatima	M.Phil (P.U)	2.	Ms. Haleema Ahmed	M.Phil (P.U)
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**22- FACULTY OF PERSIAN****Lecturer**

1.	Ms. Khadija Saddique	M.A (P.U)	2.	Ms. Ramisa Batool	M.Phil (P.U)
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**23- FACULTY OF PHYSICAL EDUCATION****Associate Professor**

1.	Ms. Alia Tahir	M.A. (P.U)	2.	Ms. Misbah Rashid	M.A (P.U)
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**Lecturer**

1.	Ms. Sana Idrees	M.A. (P.U)
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**P.E.T**

1.	Ms. Fazeelat Kausar	
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**24- FACULTY OF PHYSICS****Assistant Professor**

1.	Ms. Iram Nasreen (H.O.D)	M.Sc (P.U)
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**Lecturer**

1.	Ms. Anam Zahra	M.Sc (P.U)	2.	Ms. Amna Khan	BS (BZU)
3.	Hafiza Amna Siddiqi	MS (P.U)	4.	Ms. Habiba	M.Phil (P.U)

**25- FACULTY OF PHILOSOPHY****Lecturer**

1.	Ms. Faiza Arooj	M.Phil (P.U)
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**26- FACULTY OF SOCIOLOGY****Assistant Professor**

1.	Ms. Tehsin Fatima	M.Phil (UOS)
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**Lecturer**

1.	Ms. Shahrukh Bukhari	BS (FCC)
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**27- FACULTY OF STATISTICS****Assistant Professor**

1.	Ms. Faiza Abdul Rashid	M.Phil (P.U)	2.	Ms. Memoona Bari	M.Sc. (AUF)
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**Lecturer**

1.	Ms. Mamoonah Mehmood	M.Phil (P.U)	4.	Ms. Mehwish Irshad	M.Phil (GCU)
3.	Ms. Hina Khalid	M.Phil (P.U)	6.	Ms. Saba Younas	M.Phil (P.U)
5.	Ms. Samman Fatima	M.Phil (P.U)			
2.	Ms. Maleeha Ahsan	M.Phil (P.U)			



## EXAMINATION SYSTEM

## MEDIUM OF INSTRUCTIONS

The medium of instructions and examination in Lahore College for Women University Lahore (affiliated colleges) shall be English except in the case of Pakistani/ Regional/ Foreign/ oriental languages where Pakistani/ Regional/ Foreign/ oriental language may be used along with English.

## WEIGHTAGE OF MARKS

The weightage of marks for each course in a Semester shall be as under.

Sr. No.	Internal Assessment	
1.	Mid Semester Test	30%
2.	Sessional Work	20%
3.	Final Examination	50%
Total		100%

The course instructor shall be responsible for the allocation of sessional work (i.e. topics for quizzes/ assignments/ presentations etc.) at the start of each semester.

Separate Practical Papers will be set for the courses with practical work as a module. Weightage shall be determined by the respective statutory body.

## MID SEMESTER TEST

In the Ninth week of the Semester a Mid Semester Test will be conducted, without disturbing the teaching schedule.

A student has to appear in the Mid Semester Test of each course in a semester, failing which she shall be awarded "F" grade in that course and such student shall have to repeat the course along with forthcoming semester.

## ATTENDANCE CRITERIA

- A student must attend **80 percent** of the lectures delivered in each course in a semester to be eligible to appear in the Final Examination of that course.
- The **list of Eligible candidates** for the Final Examination shall be notified to the controller office by the Chairperson of the respective Department **before the start** of Final Examination of each Semester.
- In case a student **does not attend 80% of the lectures** delivered in any course/s in a Semester, **she will not be allowed to appear** in the Final Examination of that course/s.
- She will be **awarded "I" (Incomplete) grade** in such course/s. Such students will have to repeat the concerned course/s in a forthcoming Semester which offers the course/s.
- Medical leave shall not be considered towards attendance.

**Note:** Parents are directed to check the class Whatsapp groups of all teacher for important notices.

## FINAL EXAMINATION OF SEMESTER

- There will be a Final Examination **at the end of each Semester** covering the **whole prescribed syllabus** for each course.



### CRITERIA TO QUALIFY THE SEMESTER

- A student shall pass the course if she scores **at least 50% marks** in the Semester Work and Final Examination combined.
- “F” grade shall be awarded to a student, who was eligible to appear in the Final Examination of course(s) of any semester but,
  - fails to appear in the Mid Semester Test and/or
  - fails to appear in Final Examination of any course(s) and/or
  - does not have at least 50% marks in Internal Assessment and Final Examination combined,
- Such student shall have to get herself enrolled for repeating the said course(s) in the forthcoming semesters and shall be allowed to appear in all the Assessments (Internal as well as Final Examinations) given by the respective course instructor.
- **No grace marks** will be awarded to the students.
- A student who fails to score **at least 1.50 CGPA** after any Semester will be required to get Re-admission in the program.
- **Re-admission** in Program is **allowed only once**. The fee for university re-admission will be **Rs 1000/-**.
- A student who gets re-admission in the program shall get exemption for the course(s) which she has qualified with grade equal to or higher than “C+”. Such student shall have to complete the Degree within maximum duration allowed

### PROBATION

- A student who scores **CGPA between 1.50 and 2.00** in a Semester will be conditionally promoted to the next semester and will be placed on **First Probation**.
- In case she **fails to score 2.00 CGPA after the Semester of First Probation**, another chance will be granted and she will be placed on **Last Probation**.
- In case she **fails to score 2.00 CGPA after the semester of Last Probation**, she shall have to get Re-admission in the program.
- A student, who remains **absent** or **fails** to qualify **all the courses of a semester**, shall **not be allowed** to continue in the next semester. Such student may be allowed to re-join the same semester along with the following session only, subject to the maximum length of the program.

### AWARD OF DEGREE

- A BS student has to complete **at least 130 - 140** credit hours.
- For BS one has to score at least **2.30 CGPA at the end of Program**.
- The **maximum duration** allowed to a student for the completion of BS Degree is **Six years**.
- Degree will be handed over only to the student. No relative (male/female) can collect the degree in any case.

### SEMESTER FREEZE

- A student may take a Semester off due to unavoidable circumstances (e.g. Financial/ Health Constraints etc.) by applying for a Semester Freeze.



- Such student must submit an application **within First Two weeks of the start of Semester.** The application must be verified by the Chairperson of the respective department/ Principal of the Affiliated Institution before submission to the Controller of Examinations for notification. The student will **re-join the same Semester** in the following academic year **subject to the maximum duration** as per the Examination Regulations of the program.
- The **duration of Semester Freeze shall be counted towards maximum duration** allowed for the completion of respective degree

### RECHECKING OF ANSWER SCRIPT

- A student can apply to the Controller of Examinations for rechecking of the answer script of Final Examination of a Semester/ Academic Year **within 15 days of the date of declaration of result**, on prescribed Proforma after payment of prescribed fee.

### PAYMENT OF FEE AND OTHER DUES

1. The college fee, hostel fee, funds and other dues must be paid on the dates notified by the college at the Bank Counter established in college premises. The Challan Form will be issued by the college office only. Candidates who fail to pay their dues within the due date will lose their right of admission.
2. After payment of dues at the time of new admission, the student must contact the staff on duty for allotment of Roll No. and section slip otherwise her admission will be cancelled.
3. The fee for BS-4YDP is non-refundable after submission.

### FINANCIAL AID

1. Financial Aid to the students of semester-I will be provided on the basis of their attendance of two months and result of mid-term exams.
2. Financial Assistance is available to the students on merit as well as merit-cum need basis from semester II.
3. 50% concession in tuition fee is granted to the younger sister, in case two real sisters are studying in the college.
4. Fee concession is also available to teacher's daughter.
5. Financial Aid is granted to Orphan students.
6. Financial Aid is available for the needy under the Heads of Zakat, Bait-ul-Maal, and Education Endowment Fund.

All these concessions are granted for one semester only but continue on the condition that the performance and behavior of the students is satisfactory.

### CM PUNJAB'S HONHAR SCHOLARSHIP AND LAPTOP SCHEME

Under CM Punjab's Honhar Scholarship Program, full fee of all eight semesters of BS programs is provided as scholarship to the students of public sector colleges. In the session 2024-25, 82 students of Government Islamia Graduate College for Women, Cooper Road, Lahore achieved Honhar Scholarship in two phases of the scheme. 56 students of the college received laptops in the CM Punjab's Laptop Scheme announced for the students of Government colleges only.



## Literary & Dramatic Activities









## FEE STRUCTURE FOR BS-4YDP (FOUR YEARS DEGREE PROGRAM) Affiliated with LCWU

### To be paid once for whole Program

Sr. No.	Details	Amount
1.	Admission Fee	175/-
2.	Registration Fee	2090/-
3.	Library Security Fund	600/- Refundable
	<b>Total:-</b>	<b>Rs.2865/-</b>

### To be paid per Semester

Sr. No.	Details	Amount
1.	Sc. Breakage / Practical. Lab Charges. (Per Sub)	120/-
2.	Uni. Examination Fee/ as per Uni notification	4140/-
3.	Computer Fund	300/-
	<b>Total:-</b>	<b>Rs.4560/-</b>

### To be paid per Annum

Sr. No.	Details	Amount
1.	Tuition Fee.	720/-
2.	General Fund	100/-
3.	I.D.Card Fund	50/-
4.	Magazine Fund	120/-
5.	Red Cross Fund	60/-
6.	Medical Fund	60/-
7.	St. Welfare Fund	100/-
8.	Burqa Fund	100/-
9.	Transport Maintenance charges	140/-
10.	Sports Funds	180/-
11.	College Exam Fee	400/-
12.	LMS	70/-
13.	Affiliation fee	100/-
14.	Accreditation fee	350/-
	<b>Total:-</b>	<b>Rs.2550/-</b>

To be paid in 1st Semester	2865/-
To be paid per Semester	4560/-
To be paid per Annum	2550/-
<b>Total:-</b>	<b>9975/-</b>

## FEE STRUCTURE FOR BS-4YDP (FOUR YEARS DEGREE PROGRAM) Affiliated with GCU, Lahore

### To be paid once for whole Program

Sr. No.	Details	Amount
1.	Admission Fee	175/-
2.	Registration Fee	9000/-
3.	Library Security Fund	600/- Refundable
	<b>Total:-</b>	<b>Rs.2675/-</b>

### To be paid per Semester

Sr. No.	Details	Amount
1.	Sc. Breakage / Practical. Lab Charges. (Per Sub)	120/-
2.	Uni. Examination Fee/ as per Uni notification	6500/-
3.	Computer Fund	300/-
	<b>Total:-</b>	<b>Rs.4180/-</b>

### To be paid per Annum

Sr. No.	Details	Amount
1.	Tuition Fee.	1200/-
2.	General Fund.	100/-
3.	I.D.Card. Fund	50/-
4.	Magazine Fund.	120/-
5.	Red Cross Fund.	60/-
6.	Medical Fund.	60/-
7.	St. Welfare Fund.	100/-
8.	Burqa Fund.	100/-
9.	Transport Maintenance charges	140/-
10.	Sports Funds	180/-
11.	College Exam Fee	400/-
	<b>Total:-</b>	<b>Rs.2510/-</b>

To be paid in 1st Semester	2495/-
To be paid per Semester	3840/-
To be paid per Annum	2030/-
<b>Total:-</b>	<b>9085/-</b>

**Note: 1.** Fee structure is **tentative**. If University makes 10% raise, the fee structure will be revised.

**2.** Computer Fee **Rs. 300/-** will be charged when the subject will be offered according to the scheme of studies. However, Computer Fee is compulsory for BSCS Students in each semester.



## Disciplines Bs-4YDP (Four Year Degree Program)

(Affiliated with GCU, Lahore)

### 1. BS Microbiology

#### Eligibility Criteria

- F. Sc. Pre-Medical, A-Level with Biology or having equivalent qualification.

### 2. BS Communication Studies/Journalism

#### Eligibility Criteria

- F.A. F.Sc. Gen. Science /I.C.S./I.Com /A. Level having equivalent qualification.

## ATTENDANCE CRITERIA GOVT. COLLEGE UNIVERSITY

- 1.1 A student must attend at least 80 percent of the lectures delivered in each course in a semester to be eligible to appear in the Final Examination of that course.
- 1.2 In case a student does not attend at least 80% of the lectures delivered in any course(s) in a Semester, s/he shall not be allowed to appear in the Final Examination of that course(s).

## 2 GENERAL CRITERIA FOR QUALIFYING A SEMESTER (GCU)

- 2.1 Every student has to complete Semester Work and take the Final Examination offered by the University in each Semester.
- 2.2 In case a student does not complete the Semester Work or does not appear in the Final Examination s/he will be awarded an "F" grade in that course and such student shall have to take re-admission in the course(s).
- 2.3 A student shall pass a course if s/he scores at least 40% marks in the Semester Work and Final Examination combined, subject to the fulfilment of the condition given in 2.5.1 and 2.5.1.1.
- 2.4 No grace marks shall be awarded to the students.
- 2.5 A student, who fails to score a minimum of 1.50 CGPA at the end of any semester, shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. six years.
- 3.6 A student who scores CGPA between 1.50 and 2.00 at the end of any semester; shall be placed on First Probation. Such student shall be conditionally promoted to the next semester.
- 2.7 In case a student fails to score 2.00 CGPA in the Semester of First Probation, another chance shall be given to such student. S/he shall be conditionally promoted to the next Semester and shall be placed on Last Probation.
- 2.8 In case a student fails to score 2.00 CGPA in the semester of Last Probation s/he shall have to get Re-admission in the Program i.e. First Semester, subject to the maximum length of the program i.e. six years.
- 2.9 Re-admission in Program is only allowed once.



- 2.10 A student who gets re-admission in the program shall get exemption for the course(s) which s/he has qualified with grade equal to or higher than “C+”. Such student shall have to complete the Degree within Six years from the first admission to the program.
- 2.11 A student who scores “F” grade in any course(s) in a Semester, shall have to get re-admission in the concerned course(s) along with the forthcoming semester when these course(s) are offered by the University, provided that s/he is not debarred
- 2.12 A student can be given only one chance to improve a course with grade less than “C+”. The improvement is only possible by repeating the course(s) along with the forthcoming semester which offers the course(s), provided that s/he is not debarred
- 2.13 A student, who remains absent or fails to qualify all the courses of a semester, will not be allowed to continue in the next semester. Such student may be allowed to rejoin the same semester along with the following session only, subject to the maximum length of the program, i.e. six years.





## GENERAL RULES

### COLLEGE UNIFORM

Proper college uniform is compulsory and students will not be granted permission to enter the college in colored clothes.

#### 1. Summer Uniform:

- White cotton kameez - shalwar
- White dupatta (1.5-inch specified semester ribbon on all sides)

Sem-I & II	Dark Green
Sem-III & IV	Royal Blue
Sem-V & VI	Red
Sem-VII & VIII	Orange

- Ribbon in Prescribed colors can be purchased from the college canteen.
- Black-, white- or skin-coloured socks
- Black shoes

#### 2. Winter Uniform:

- Black Sweater (no black shawl/cape shawl, coat is allowed)

**Note:** Students who choose to wear head scarf, will only use college specified dupattas for this purpose.

## COLLEGE CARDS

College cards are issued to all the students at the time of admission. Students will not be allowed to enter the college without showing their college cards. They are required to keep their cards with them at all times. If a student fails to produce her card on demand by the teaching staff, she will be fined. In case of loss of cards, a duplicate card will be issued on payment of Rs. 100/-

## LEAVE RULES

1. Leave is granted only in case of genuine need.
2. Leave up to two days can be granted only once in a month by HOD.
3. Students should apply for leave on medical grounds within three days of falling ill and leave application should be accompanied by a medical certificate (from registered medical practitioner). The students must clearly write their Roll No, Name, Semester, and Discipline on leave application. The application must be signed by the parents, verified by the HOD of the department before submission to the Principal Office for further consideration.
4. Medical certificate from a registered medical practitioner duly endorsed by the Controller of Examination is required, if a student fails to take an exam due to medical reasons.



## COLLEGE DISCIPLINARY COMMITTEE

1. The Disciplinary Committee comprising the Principal & the senior faculty members assist in maintaining the academic atmosphere and discipline of the college.
2. It also ensures that students follow the rules and regulations stated in the prospectus.
3. All issues concerning college discipline, hostel, canteen, and library are presented before the committee and its decision is considered as final.

**Note:** The cases of malpractice during examinations are forwarded to LCWU by the college disciplinary committee.

## PROCTORIAL BOARD

To maintain discipline and peaceful academic atmosphere of the College, there is a Proctorial Board comprising, the Principal, Vice Principal, Ms. Sabeen Ihtesham and Senior Associate faculty. Cases of violation of the following rules will be reported to Proctor room for appropriate action.

1. Students are expected to maintain cleanliness in the college campus as well as in the hostel.
2. Students should not move about or talk in the verandahs and corridors, so that there would be no disturbance in the class-rooms.
3. Students are not allowed in the administrative offices or staff rooms without permission.
4. Students must be punctual and regular in:
  - a. Attendance in lectures/classes.
  - b. Payment of college fee in time.
  - c. Submission of issued Library books.
  - d. Taking class tests.
5. Students are not allowed to see their visitors or bring them in the college during academic hours.
6. Students are not allowed to leave the college premises during academic hours.
7. Students are not allowed to celebrate birthday parties during academic hours.
8. Students must read the notice board daily.
9. Students should come to the college in proper uniform.
10. Students are encouraged to participate in the co-curricular activities.
11. They are not allowed to take pictures or record videos of college functions (academic/non-academic) and college building. Legal action can be taken if any student is found violating the said rule.
12. Students are not allowed to bring cameras, MP3 player, hand free and Mobile Phones etc. to the college. Violators will be fined Rs. 1000/-.



13. Any student, who violates the college rules, involves herself in negative activities like strikes or instigates other students for this purpose or blows crackers will be liable to disciplinary action.
14. Every staff member has full right to check students for not observing the above mentioned rules and any report by the staff members will result in disciplinary action.
15. No proctor can collect any fine/fund without the presence of duty officers.
16. The Principal's authority in the college is absolute. She has the power to impose fine or some other appropriate punishment for a breach of college discipline, rudeness to staff, irregularity and disorderly behavior. A serious violation of these rules will render the student liable to be rusticated from the college on the recommendation of the Disciplinary Committee.

**Note:** These rules are meant to cultivate refined behavior in the students and to bring about a proper disciplined academic atmosphere in the college.

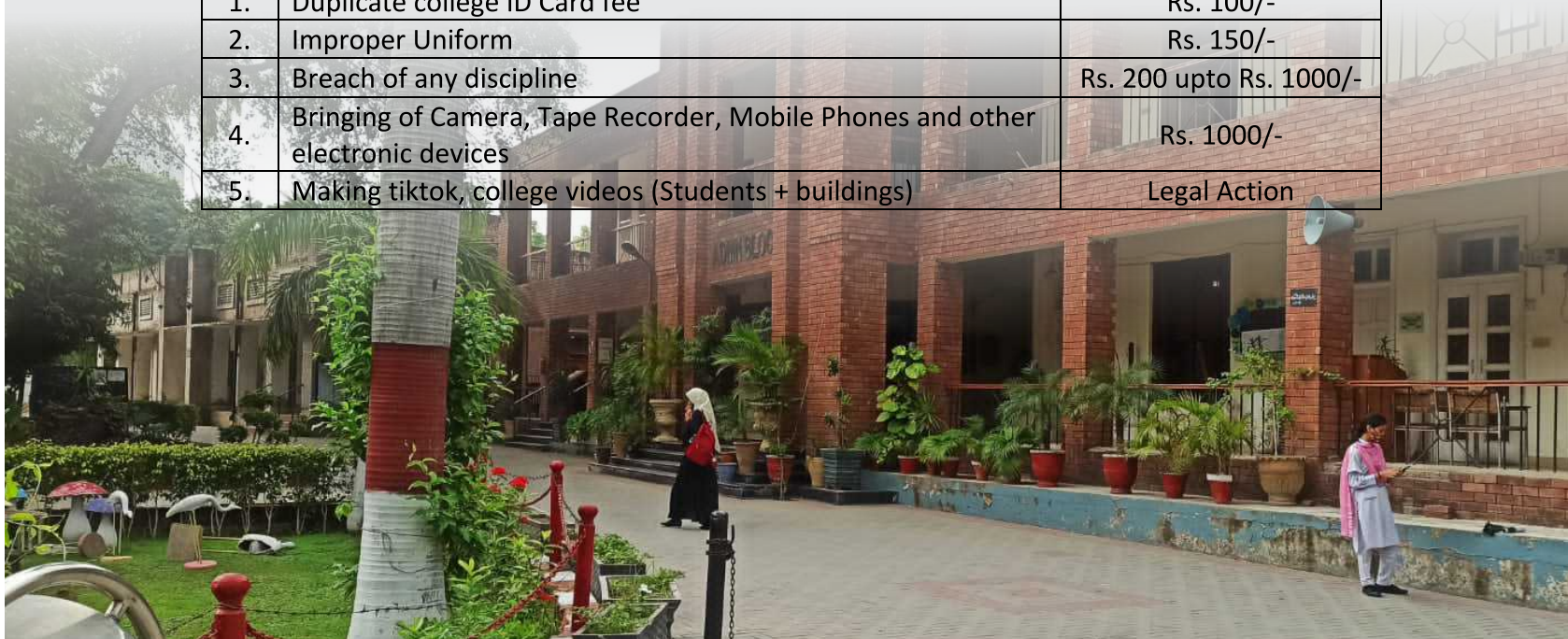
## COLLEGE PROCTORS

College Proctors are selected on merit to maintain the college discipline, under the supervision of Proctorial Board. College Proctors along with faculty officers on duty are responsible to:

1. Check student's uniform
2. Report violation of college rules.
3. Maintain college discipline

## Schedule Of Fine For Absence/ Discipline Matters

Sr. No.	Violations	Fine
1.	Duplicate college ID Card fee	Rs. 100/-
2.	Improper Uniform	Rs. 150/-
3.	Breach of any discipline	Rs. 200 upto Rs. 1000/-
4.	Bringing of Camera, Tape Recorder, Mobile Phones and other electronic devices	Rs. 1000/-
5.	Making tiktok, college videos (Students + buildings)	Legal Action







## COLLEGE SOCIETIES

The college faculty takes personal interest to encourage students' participation in co-curricular activities held under the supervision of Incharge College Societies. Following 24 societies remain active throughout the year.

1.	Bazm-e-Adab	10.	Science Society
2.	Bazm-e-Iqbal	11.	Dengue Control Society
3.	English debating society	12.	Horticulture Society / Environmental Society
4.	Urdu Debating Society		
5.	Fine Arts Society	13.	Senior Guide Society
6.	Music Society	14.	Social Work Society
7.	Psychological Counseling Society	15.	Society of Islamic studies
8.	Anti –Narcotics Society	16.	Sports Society
9.	Red Crescent Society	17.	Character Building Society

## FACILITIES

### 1. MEDICAL FACILITIES

The college has a dispensary, offering full time medical facility. In case of medical emergency students can consult the medical staff available in the dispensary for first-aid.

### 2. STUDENT COUNSELING FACILITY

A Clinical Psychologist offers student counseling for the students in the college.

### 3. TRANSPORT FACILITIES

Transport facility is available to the students on first come first serve basis. College buses routes are to and from (Faizpur, Burj Attari) and (Kot Abdul Malik, Javed Nagar). Transport dues are revised annually. Students are directed to contact Ms. Samra Shahzadi in the Computer Office to get their bus cards. The cards are issued after the admission for one academic year. The students have to pay full dues to avail the transport facility. The cards of defaulters will be cancelled and re-issued on the payment of fine of Rs/- 100.

### 4. BANK COUNTER

To facilitate the students, a booth of Bank of Punjab is established in the college premises where only students can deposit the dues/ fee. No Family member (male/female) of the student is allowed to deposit the dues at the college bank counter.

**Note:** Dues are only paid at college bank counter not in bank branch.

### 5. LIBRARY

The main library of the college consists of thirty-seven thousand four hundred and thirty-five valuable books (Humanities, Science, Commerce and Computer). Moreover, there are numerous up-to-date magazines, publications and national newspapers which are received regularly in the library.



Students are issued a library card after admission. Two books are issued at a time. Students can visit library according to their designated timetable. Books to different classes are issued turn wise on different days of the week. However, reference books, magazines and newspapers cannot be issued or taken out of the library. The students are fined for late return of the books or in case of losing the book. The result of Final Semester exams will be issued only if the students bring the clearance slip from the Librarian.

## **HOSTEL FACILITY**

The college offers Hostel facility on merit to the students taking admission from the other cities. Students seeking admission in Hostel should submit an application in the college hostel to the college warden. Students must come along with the parents for the interview on notified dates.

## **RULES AND REGULATIONS FOR HOSTELLERS**

Hostellers are not allowed to go to the Main Office, Main Gates or towards the Academic Building after the college working hours.

1. Hostellers are not allowed to hold any political or religious meetings which are likely to hurt the feelings of any resident.
2. Every hosteller is expected to observe peace, tranquility and calm atmosphere in the hostel and to respect the rights of others.
3. Hostellers must be careful about damaging the hostel property.
4. Hostellers are expected to stay inside the Hostel premises and not to leave the Hostel/college without valid gate pass issued by the warden. If they do so, strict disciplinary action will be taken and their names will be struck off /rusticated from the hostel.
5. The boarding house provides accommodation for all unmarried students subject to the availability of accommodation. Local students are not provided hostel accommodation.
6. Before admission to the hostel, every boarder's parents/ guardian must supply a list of visitors, giving details of names and relationship to the student concerned. Distinction should be clearly made between those permitted to visit the boarder during the visiting days and those allowed to take her home for week-ends and other holidays. This list must be signed by the father/guardian and accompanied by photographs and specimen signatures of the visitors which should not exceed five.
7. Appointment of a local guardian by the father/ guardian is compulsory, otherwise hostel seat will not be granted
8. Hostellers are allowed to visit home for the week-end with the permission of the warden. Gate passes for this purpose are issued only by the Warden on the request of their parents /Guardians.
9. On Saturday and Sunday the Warden permits the hostellers to visit homes with their parents/ guardian but they are required to come back the same day by 6.00 p.m. in summer and by 5.00 p.m. in winter.



- 10.If the hostellers wish to take leave, the application must be submitted to the Warden three days in advance.
- 11.They must sign in the departure register before going home.
- 12.They must sign in the arrival register on return to the hostel.
- 13.A breach in punctuality on weekends going home facility will result in restriction the next time.
- 14.If a boarder remains absent from hostel without any information to Warden for three days, her name will be struck off from hostel rolls and she can get readmission in hostel after the payment of Hostel Re-admission fee Rs. 500/- once only during an academic session.
- 15.Hostellers are required to have their breakfast, lunch, and dinner only in the dining room to keep the atmosphere hygienically neat & clean.
- 16.Visitors of the boarder are not allowed to stay with them.
- 17.Any student who violates the hostel rules, leaves the hostel without permission and involves herself in negative activities will render herself liable to disciplinary action. A serious violation of these rules will render her liable to be even expelled from the College.
- 18.Fee submitted for hostel accommodation is non-refundable







## Self-Support Programs



### Affiliated with LCWU

#### BS Computer Science

##### Eligibility Criteria

- ICS, G.Sc., F.Sc Pre-Engineering, A Level or having equivalent qualification.

#### Fee Structure for Self-Supporting Programmes

Fee structure is tentative. If University makes any changes the fee structure will be revised.

### GENERAL RULES:

- General Rules mentioned on page no. 30.
- All Disciplinary Rules mentioned on page no.31.
- Candidates with Intermediate/A Level/ Equivalent in relevant subject with at least 50% are eligible to apply. (percentage of marks may be relaxed if seats are available)
- A separate class would be managed only in case of a more than 20 students, less than 20 students will be merged in Regular Class. The fee will remain the same.

### COLLEGE UNIFORM (SELF-SUPPORTING PROGRAM)

- Malaysian Gray kameez, White shalwar
- White dupattas
- Black or Skin coloured socks
- Black Shoes.
- It is compulsory to wear College Cards with the uniform.

The College Cards are issued to all students at the time of admission. Students without college cards will not be allowed to enter the college. They are required to keep their cards with them at all times. If a student fails to produce her card on demand by the teaching staff, she will be fined Rs. 50/-. Refusal to show the card can even entail a heavier fine. In case of loss of cards, a duplicate will be issued on payment of Rs. 100/-

**Students are advised to keep the college campus and hostel neat and clean. The observance of the cleanliness is the only way to protect themselves against dengue virus or any other epidemic disease. May Allah shower His blessings upon all of us.**

**Prof. Dr. Fauzia Naz**