PROSPECTUS

SULTANA FOUNDATION

COLLEGE OF COMMERCE SULTANA FOUNDATION

Chairman's Thoughts

Sultana Foundation Human Development and Social Reconstruction Mission is to be actively involved in Human Development through General Education, Professional Education and Technical Skills Training programmes for our children and youth.

Sultana Foundation's College of Commerce is one of the organs to build capacities of our youth in the field of Commerce with market-oriented competence along with a holistic personality development through exposure to management skills and social awareness for social challenges. Our graduates will emerge with:

- New expanded vision of life with Higher goals
- New Business Startup
- Confidence to face any Challenge
- Much enhanced and imposing personality
- Better communication skills

We prepare students along with their economic capacity for the social life where they would have belief that

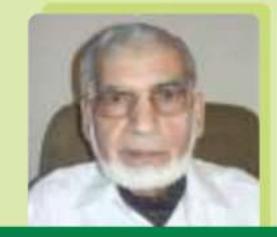|	
Our value **is not** what we **H**ave	Our value **is** what we **G**ive
Our value **is not** what we **K**now	Our value **is** what we **D**o
Our value **is not** what we **C**onsume	Our value **is** what we **C**reate
Our value **is not** what we **A**chieve	Our value **is** what we **C**ontribute

The Mission of Sultana Foundation exposes students to the philosophy that institutional base of society is fundamental for individuals to achieve excellence in their journey to life.

(Dr. Naeem Ghani)

Board of Directors

Dr. Naeem Ghani
Chairman

AVM (R) M. Y. Khan
S. V. Chairman

Engr. Aziz Ghani
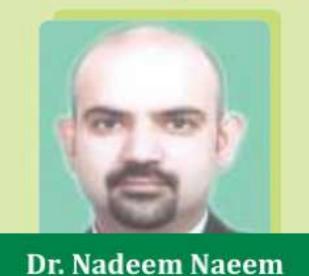*Vice Chairman Academics/
Director Schools*

Dr. Tasneem Ghani
Director Administration

Engr. Khalid Mahmud Akhtar
Director DoPE / Finance

Prof. A. D. Khan
*Director FGCE/
External Coordinator*

Dr. Nadeem Naeem
Director Medical

Mr. Hassan Naeem
Co-Director Research

Brig. (R) Amjad Javaid
Director RRMSC

Lt. Col (R) Mahfooz Ali
Director PSIT

MISSION

Social Reconstruction
through
Human Development

VISION

- Dawn of an era of hope, confidence and responsibility

- Resolve to revive "commitment to knowledge" in our society

- Prepare people to share responsibility

- Create realisation in every individual to participate in thinking, in action and in accepting responsibility

- A paradigm of knowledge, faith and participation

Ex-Prime Minister

Message from the Ex-Prime Minister on the Occasion of Ground Breaking ceremony of Justice Yusaf Saraf Centre for Research, Rehabilitation and Mainstreaming of Street Children, Sultana Foundation Complex

It gives me deep satisfaction to see Sultana Foundation's patrons and the dedicated Team creating a vision to see our society as a **Knowledge-Based Society** with a practical Mission motivating hundreds of volunteers ,Workers and philanthropists contributing in Social Reconstruction through Human Development. We all realize that our greatest national resources are creative brains and hardworking nature of our people who make unity, Faith and Discipline as the foundations of their lives.
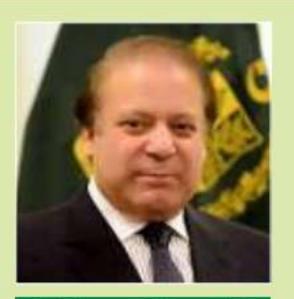
I congratulate Sultana Foundation for creating out of box solutions with practical steps in general education and Technical education making it value based, market oriented and life related.

Sultana Foundation's pioneers work for out of school and identityless children in our society is a commendable step and I offer every possible help needed in enlarging the scope of such a Social Reconstruction programmes to fulfill our duties towards our people.

Our Society needs more organizations like Sultana Foundation to supplement official level programmes to make our society a knowledge-based society.

May Almighty Allah give us the strength and ability to build a strong and prosperous Pakistan.

(Raja Parvez Ashraf)

Social Reconstruction Through Human Development

Sultana Foundation is one of the welfare projects shaping the future of Pakistan. Conventional and unconventional approaches adopted by Sultana Foundation are its unique distinction in the field of education. New programmes of Sultana Foundation, more specifically, 'School less Children' initiative taken by Dr. Naeem Ghani, named as "Quantitative Deficiency in Education" is an important aspect that needs attention from both government and private sector. It is of utmost pleasure that Foundation started its work in 1994 with only two rooms available. Today it has many significant institutes and disciplines, where thousands of students are quenching the thirst of knowledge.

Mr. Muhammad Nawaz Sharif
Ex- Prime Minister
Islamic Republic of Pakistan

I am really happy to know that Sultana Foundation is working for common people. It is producing the infrastructure that would strengthen the society. This is the best example of such highly and appreciable service, started by a group of people. Through this service, we can manage human energy for volume fairy deeds and works for public.
I really congratulate the team of Sultana Foundation. They have expressed a true devotion and dedication to work.

Mr. Shoukat Aziz
Ex- Prime Minister
Islamic Republic of Pakistan

Social and non-governmental organizations, like Sultana Foundation, are serving in education health and many other sectors, for common people. I must say that the government institutions should take help from these kinds of institutions. In this reference, I appreciate the efforts of all the concerning persons, who are working for Sultana Foundation.
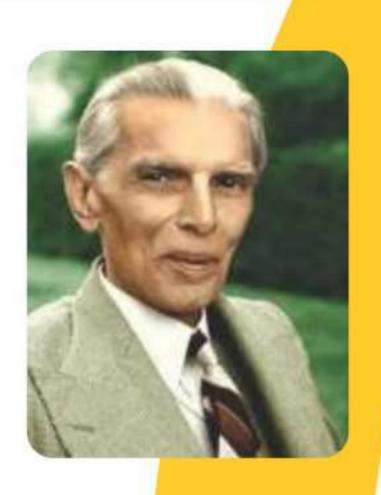
Mr. S. Sikandar Hayat Khan
Ex- Prime Minister
Azad Jammu Kashmir

I am pleased to see the good work and dedication of the Chairman Sultana Foundation, Principals/head of departments, Faculty and the entire team is appreciable and praise worthy. I feel contented that Ministry of Federal Education, Government of Pakistan, is partnering in this noble cause by introducing vocational education through National Education Foundation. Let's continue to join hands for improvement into a better and prosperous Pakistan. In Shaa Allah.

Mr. Muhammad Baligh ur Rehman
Federal Minister for Education

Sultana Foundation As seen by others

College of Commerce Sultana Foundation

Contents

Quaid's Message

Education does not mean academic education, and even that appears to be of a very poor type. What we have to do is to mobilise our people and build up the character of future generations. There is immediate and urgent need for training of our people in the scientific and technical education in order to build up our economic life and we should see that our people undertake scientific, commerce, trade and particularly, well planned industries. But do not forget that we have to compete with a world which is moving very fast in this direction. Also, I must emphasize that greater attention should be paid to technical and vocational education.

(Quaid-e-Azam)
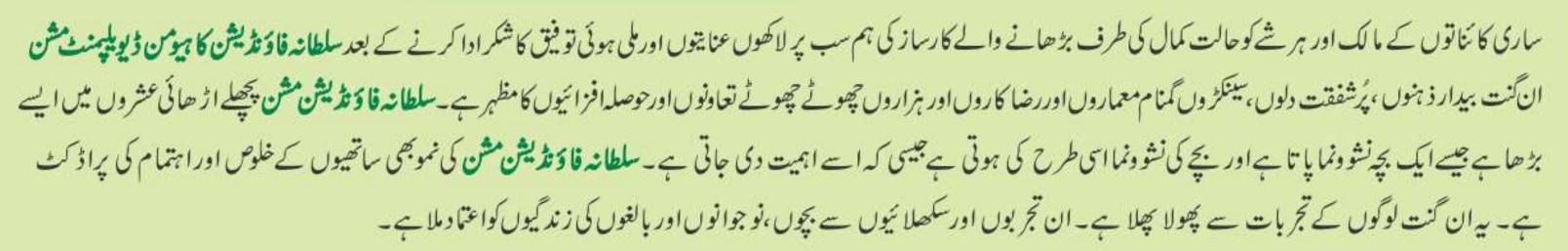
All Pakistan Education Conference,

27th November 1947,

Karachi.

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Chairman's Message

Sultana foundation works to bridge the gaps between theoretical and applied knowledge in society through unending endeavor for human growth and zest for contribution towards creation all around in society. We aim to produce a society where there is abundance of opportunities along with higher values of humanity. Only the individuals equipped with knowledge can shoulder the nation's responsibilities and Sultana Foundation strives to generate such individuals through its divine mission.

Sultana Foundation Mission Human Development

Moto	Social Reconstruction through Human Development
Paradigm	Faith Knowledge Participation
Principle of Development	Trust in Human Resource

ساری کائناتوں کے مالک اور ہر شے کو حالت کمال کی طرف بڑھانے والے کارساز کی ہم سب پر لاکھوں عنایتوں اور ملی ہوئی توفیق کا شکر ادا کرنے کے بعد **سلطانہ فاؤنڈیشن کا ہیومن ڈیولپمنٹ مشن** ان گنت بیدار ذہنوں، پُرشفقت دلوں، سینکڑوں گمنام معماروں اور رضا کاروں اور ہزاروں چھوٹے چھوٹے تعاونوں اور حوصلہ افزائیوں کا مظہر ہے۔ **سلطانہ فاؤنڈیشن مشن** پچھلے اڑھائی عشروں میں ایسے بڑھا ہے جیسے ایک بچہ نشوونما پاتا ہے اور بچے کی نشوونما اسی طرح کی ہوتی ہے جیسی کہ اسے اہمیت دی جاتی ہے۔ **سلطانہ فاؤنڈیشن مشن** کی نمو بھی ساتھیوں کے خلوص اور اہتمام اور اہتمام کی پراڈکٹ ہے۔ یہ ان گنت لوگوں کے تجربات سے پھولا پھلا ہے۔ ان تجربوں اور سکھلائیوں سے بچوں، نوجوانوں اور بالغوں کی زندگیوں کو اعتماد ملا ہے۔

All of our programmes aim to inculcate discipline and leadership in our youth to prepare them to reconstruct a society based on justice and our cherished values to enable them to protect the collective freedom of this as well as the coming generations.

My heart goes out to express my deep gratitude to all my colleagues and friends whose dedication and commitment helped in converting a mere dream into a big reality. It is because of their unwavering support that helped to translate this Vision of a few friends into a full-fledged Mission.

May Allah give all of us strength to pursue a balanced path to build our society and country as an example for other nations! Ameen

(Dr. Naeem Ghani)

Director's Message

Selection of a college for continuing your education after passing the Matriculation or Intermediate examination is the most important decision that you have to make. This must be done carefully and wisely. Several factors must be considered when selecting a course for further education and preparing for the future. You will find College of Commerce Sultana Foundation to be most suitable institution to set you along a successful career path in the field of Commerce. You will find that the College provides high quality education, has excellent results, welfare oriented affordable cost and student-friendly environment.

The College started in 2001 and education programme for female students was introduced from session 2003-04 The programme proved to be very popular and we were obliged to create full fledged facilities to cater for female candidates. Since 2007 the female / male shifts have been separated. This is to ensure male/female segregation, in line with our traditional and religious values.

We take pride in our excellent academic and professional achievements and creating an Institution which is sincerely committed to meet the nation's need to impart education in the field of commerce. I take this opportunity to urge you to benefit from this facility, Join us and start on a fine career.

I welcome you to the College of Commerce and wish and pray for your success.

(Engr. Khalid Mahmud Akhtar)

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Principal's Message

Since its inception in 2001, College of Commerce Sultana Foundation (CoC SF) has embraced upon new horizons of achievement with an exalted aim of adding to the nation's glory by producing responsible graduates. I strive to provide a conducive and intellectually challenging environment to achieve academic excellence as well as to nurture market skills among students. Such an environment of self-integrity, dignity and respect enhances the chances of students' self-grooming.
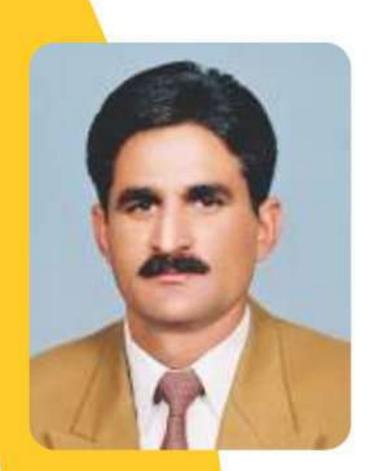
The experienced, qualified and dedicated faculty exerts all efforts to take its students to the pinnacle of academic excellence which, in turn, assists them to excel in this competitive era of professionalism.

Thus, CoC SF is offering quality education on innovative lines and is determined to provide equitable excess to holistic education in the field of commerce which is the hallmark of this institution.

Diligence, devotion, dedication and perseverance are the traits which lead the students towards their destination. My dear students! If you stay consistent in your endeavor, the future belongs to you. Stay informed and be involved in productive activities and develop yourself like a pioneer which will ultimately incline you towards your obligations. Alhamdulillah! We have been blessed with strong determination, vigor and consistency which are the prime requisites to meet the set objectives'. May Allah help us to continue our endeavors and to produce the distinctive, productive and professional people for society! (Amen)

I welcome and wish the students to get prepared for future challenges in the field of commerce in conductive learning/teaching environment.

(M. Arif Awan)

5. Introduction

Sultana Foundation is relentlessly working for social reconstruction of the society through education for the last 24 years. The **College of Commerce Sultana Foundation** is one of the educational projects of Sultana Foundation established in 2001 when University of the Punjab granted affiliation to run **B.Com-IT** classes. In the same year it was affiliated with the Federal Board of Intermediate and Secondary Education, Islamabad, for **I.Com-IT** classes. Since then, the College has been imparting Commerce education up to graduation level both for male and female students. There are separate classes, computer labs, sports facilities and library timings for the male and female students.

Another milestone has been achieved as Sultana Foundation launched Postgraduate programme in Commerce (M.Com) in 2015. Since then, **M.Com** classes are being conducted in affiliation with University of the Punjab.

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6. Site

College of Commerce Sultana Foundation is located in building # 3 at the main campus of Sultana Foundation at Lehtrar Road in the suburban area of Islamabad. It can be easily approached from Rawalpindi and Islamabad via Lehtrar Road which can be accessed through Islamabad Highway and Park Road. The distance from Lehtrar Road junction (Islamabad Highway) is 9km and about 4km from the Park Road junction. Public transport is available for Lehtrar Road from Islamabad and Rawalpindi.

A location map is provided below for guidance to reach Sultana Foundation main campus.

Murree Road

KHANNA BRIDGE

Shahrah-e-Islamabad

FAIZABAD

ZERO POINT

Faisal Mosque

North

LEHTRAR ROAD (9 KM from khanna)

Islamabad Club

Shahrah-e-Kashmir

ABPARA

G - 7

PARK ROAD

G - 6

15 min. Drive from Zero Point

Rawal Lake

Constitution Avenue

Presidency

Sultana Foundation

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7. Faculty

The College is staffed with highly qualified (MS/M. Phil and Ph. D Scholars) and competent male & female faculty, committed to impart knowledge, training and strive for character building of the students with missionary zeal. The staff for teaching, training and lab work, administration and support services is dedicated to serve the community in line with the mission of Sultana Foundation.

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Principal
Prof. M. Arif Awan
B. Com (Hons.) M. Com

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S#	NAME	QUALIFICATION	DESIGNATION
	TEACHING FACULTY		
1	Mr. Faisal Mehmood	MBA, MS (Finance) Ph. D (Scholar)	Vice Principal
2	Mr. Naimat Ullah Malik	M. A Urdu, M.Sc Ed	Assistant Professor
3	Mr. Nazakat Ali	M. Com, MS (Finance) Ph. D (Scholar)	Assistant Professor
4	Miss Tehniyat Siddique	MBA (Finance), B. Ed	Lecturer
5	Mr. Zaka Ur Rehman	MBA, MS (Act. & Fin)	Lecturer
6	Mrs. Sajida Khatoon	M. A (English), M. A TEFL, B. Ed	Lecturer
7	Mr. Syed Masood Hussain	M. A (English)	Lecturer
8	Mr. Muhammad Ramzan	M. Com	Lecturer
9	Mr. Naeem Saleem	M. A (Islamic Studies)	Lecturer
10	Mr. M Arshad Bashir	M. A (Economics), M. Phil	Lecturer
11	Mr. Hafiz Masood Jillani	MBA, MS (Finance)	Lecturer
12	Mr. Umer Shameem	MBA (Finance)	Lecturer
13	Mrs. Shafaq Taufiq	M. A (Urdu), B. Ed	Lecturer
14	Mrs. Nimra Malik	M. Sc (Economics), B. Ed	Lecturer
15	Mrs Amira Zahoor	M. Sc (Statistics)	Lecturer
16	Mrs. Saira Younis	M. Sc (Statistics), M. Phil, B. Ed	Lecturer
17	Mrs. Nabila Naz	M. Com	Lecturer
18	Mr. Khalid Farooq	MBA	Lecturer
19	Miss Hina Tahir Bhatti	M. A (English)	Lecturer
20	Miss Saba Waheed	M. Com	Lecturer
	ADMINISTRATION STAFF		
1	Mrs. Faiza Tabassum	M. Com	Accounts/ Teaching Astt.
2	Miss Uzma Bibi	M. Com	Office Assistant
3	Miss Tasmina Perveen	M. Com	Accounts/ Teaching Astt.

8. Scheme of Studies

The College is affiliated with Federal Board of Intermediate & Secondary Education, Islamabad for **I. Com-IT** and with the University of the Punjab for **B. Com-IT** & **M. Com** Programmes.

I. Com-IT

PART-I				PART-II		
S #	SUBJECTS	MARKS		S #	SUBJECTS	MARKS
01	English-I	100		01	English-II	100
02	Urdu-I	100		02	Urdu-II	100
03	Principles of Accounting-I	100		03	Principles of Accounting-II	100
04	Principles of Commerce-I	75		04	Banking/Compter Studies	75
05	Principles of Economics	75		05	Commercial Geography	75
06	Business Mathematics	50		06	Business Statistics	50
07	Islamic Studies	50		07	Pakistan Studies	50
	TOTAL	550			TOTAL	550

B. Com-IT

PART-I				PART-II		
CODE	SUBJECTS	MARKS		S #	SUBJECTS	MARKS
BC-301	Business Statistics and Mathematics	100		BC-401	Advanced Financial Accounting	100
BC-302	Computer Application in Business	100		BC-402	Auditing	100
BC-303	Economics	100		BC-403	Business Comm. & Report Writing	100
BC-304	Financial Accounting	100		BC-404	Business Law	100
BC-305	Functional English	100		BC-405	Business Taxation	100
BC-306	Introduction to Business	100		BC-406	Cost Accounting	100
BC-307	Money Banking and Finance	100		BC-407	Economics of Pakistan	100
BC-308	Islamic Studies	60		BC-408	Pakistan Studies	40
	TOTAL	760			TOTAL	740

M. Com

PART-I				PART-II		
CODE	SUBJECTS	MARKS		S #	SUBJECTS	MARKS
MC-501	Organizational Behavior	100		MC-601	Human Resource Management	100
MC-502	Financial Management	100		MC-602	Operations & Production Management	100
MC-503	International Business & Finance	100		MC-603	Management Accounting	100
MC-504	Business Management	100		MC-604	Research Methods in Business	100
MC-505	Principles of Marketing	100		MC-605	Accounting Information System & E-Commrce	100
MC-506	Banking Law & Practice in Pakistan	100		MC-606	Total Quality Management	100
MC-507	Interpersonal Skills	100		MC-607	Logic & Critical Thinking	100
MC-508	Non-Banking Financial Institutions	100		MC-608	Investment & Port Folio Management	100
	TOTAL	800			TOTAL	800

15 MUST READ BOOKS FOR ECOMMERCE PROFESSIONALS

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9. Admission

The Admission schedule is announced immediately after the declaration of the SSC/HSSC/B. Com results. Admission is open for both Boys and Girls on 'first come first served' basis subject to availability of seats and meeting the prescribed minimum criteria & Board /University regulations.

The College offers equal opportunity to people belonging to all section of the society. Welfare programmes launched by the Sultana Foundation provide special assistance to the under-privileged students.

9.1. Eligibility for B. Com / M. Com

I.   The candidates holding I. Com / F.A / F.Sc or equivalent qualification with at least 2nd division is eligible for admission in B. Com programme.

ii.   The candidates holding B. Com degree from a recognized University with at least 2nd division is eligible for admission in M. Com programme.

iii.   Maximum age limit for admission in B. Com and M. Com is 24 and 26 years respectively. However, the Vice Chancellor on the recommendation of the Principal, may relax this regulation up to a maximum of 2 years for male and 5 years for female candidates.

iv.   As per University of the Punjab admission regulation 2017 the admission of students of previous session can be made by allowing up to the previous 5 years/ sessions.

9.2. Admission Procedure

a.   The admission form and the College prospectus can be obtained from the College office on payment of prescribed charges.

b.   Fully completed Admission Form with attested copies of the following documents should be submitted in the College Office within the specified date.

    i.   Two copies of marks sheet of SSC, HSSC & B. Com

    ii.   Two copies of Provisional Certificate testifying that the student has passed the SSC/HSSC/B. Com examination

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iii.   Two copies of Character Certificate from the Head of the institution last attended

iv.   Four recent passport size photograph with sky blue back ground

v.   One copy of the CNIC of candidate and that of his/her father/guardian

vi.   Original Migration Certificate from the Board/University, if the student has passed his/her SSC/HSSC/B. Com examination from a Board other than FBISE or out of the jurisdiction of University of the Punjab.

vii.   Gap Certificate (if applicable)

viii.   Affidavit (if applicable)

ix.   Result cancellation certificate (if applicable)

c.   Original documents must be produced for verification when the admission is confirmed.

d.   The students will be allowed to join the class only after meeting admission requirement and payment of dues

9.3. Rejection/Cancellation of Admission

Incomplete forms in any respect will be rejected. The admission will be cancelled if any malpractice is detected in the documents submitted to the College for admission. The College reserves the right to refuse admission to any candidate without giving any reason. This decision cannot be challenged in court of law.

9.4. Readmission Policy

If a student is struck off from the College due to irregular attendance or non payment of dues, he / she may seek readmission within 15 days. Readmission may be granted subject to;

1. Approval by the Principal.
2. Meeting Board/ University attendance requirements.
3. Payment of readmission fee and any other outstanding dues.
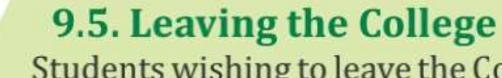
This concession can be availed only once in the session.

The students struck off due to violation of discipline will not be eligible for readmission.

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9.5. Leaving the College

Students wishing to leave the College must submit a written request through their father/guardian and clear all dues up to the date of request. They will be issued a College leaving certificate and will be ceased to be on the College rolls.

10. Migration/Transfer from other Institution

1. The students wishing to join College in the course of a term shall be charged fee for the full academic session.

2. A College leaving certificate from the institution last attended showing attendance record and confirm amenability to discipline and good behavior is required.

3. For B. Com / M. Com within city (College to College) migration is not allowed. However, inter-city migration can be recommended.

11. Financial Norms

All programmes of Sultana Foundation and CoC SF focus on social welfare as a part of its mission of 'Social Reconstruction through Human Development.' Likewise, all financial receipts are considered as 'contribution' and are used for running/sustaining these institutions. The contribution is highly subsidised to ensure that quality education is within the reach of all. The shortfall in the receipts and payments is met from contributions and donations received from the Foundation Friends. The schedule of dues to be paid on admission and on quarterly basis is as under:

FINANCIAL NORMS					
S #	SUBJECTS	I. Com-IT	B. Com-IT	M. Com
1	Admission /Readmission Charges	2000	2000	5000
2	Development Fund (per annum)	1000	1000	0
3	Student Fund (per annum)	1500	1500	3000
4	Monthly Contribution	1800*	2000*	4000*
5	Board/University Registration Fee	As notified by Board	As notified by University	As notified by University
6	Board/University Examination Fee	As notified by Board	As notified by University	As notified by University

* (subject to revision)

FINANCIAL NORMS					
INSTALLMENT	FEE RECEIPTS DATE	PARTICULARS	I. Com-IT	B. Com-IT	M. Com
1st Installment	(along with Admission Form)	Admission Fee	2000	2000	5000
		Development Fund (per annum)	1000	1000	0
		Student Fund (per annum)	1500	1500	3000
		Quarterly Contribution (July, Aug & Sep)	5400	6000	12000
2nd Installment	Oct 01 to Oct 20	Quarterly Contribution (Oct, Nov & Dec)	5400	6000	12000
3rd Installment	Jan 01 to Jan 20	Quarterly Contribution (Jan, Feb & March)	5400	6000	12000
4th Installment	April 01 to April 20	Quarterly Contribution (April, May & June)	5400	6000	12000

This financial year is from 1st of July to 30th of June

11.1. Payment of Dues

Fee contribution is collected on Quarterly basis. Contribution must be deposited latest by the 20th of July, Oct, Jan and April, after which late payment charges will be applied. The name of student will be struck off if a payment is in arrears for one month.

11.2. Refund Policy

Contribution, except the advance payments, once deposited is non-refundable & non-transferable.

11.3. Financial Assistance

Within its financial resources the College provides financial support to the deserving students. The support may be in the form of reduction in monthly/Quarterly contribution, scholarship, books or help in paying University / Board fees. The support can be withdrawn if the student becomes irregular in attendance, shows poor performance in internal examinations or on disciplinary grounds.

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12. College Discipline

Exemplary behavior is expected from all students, both on-campus and off-campus. They are required to abide by all standing instructions and those which may be issued from time to time. Specifically:

a.   They must abide by rules, regulations and instructions issued by the College.

b.   They must cooperate to keep their class rooms and labs clean..

c.   For entry and exit from the campus follow the designated routes and use gates as specified.

d.   Smoking is not allowed anywhere at the campus.

e.   The use of mobile phone in the College is not allowed.

f.   Violation of College discipline, can induce heavy punishment.

g.   Political activities are strictly prohibited. Any involvement in political activities can lead to expulsion from the College.

12.1. Discipline Issues Concerning Female Students

The College conducts separate classes for male & female students upto B. Com level. There are separate class rooms, computer labs, sports facilities and library timings for male and female students. Following disciplinary rules are especially applied for female students.

a.   Late arrival/early departure is not allowed. Written approval of the parents is necessary for emergency situations.

b.   Students are not allowed to receive any visitor within the College premises. For unavoidable situations prior approval of the Principal will be essential.

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c.   The students are not allowed to receive any telephone call directly. In emergency situations, blood relations of the student can drop a message at College office number.

d.   All leave requests must be signed by the parents/guardian.

e.   Students are not allowed to bring Mobile phones to College.

13. Attendance/Leave Regulations

Regularity and Punctuality in attendance being one of the most conducive factors to the success of students is the hallmark of academic activity. The students are required to observe keen sense of regularity in the class work. Following rules will be followed in this regard

1.   A student failing to attend classes for ten (10) consecutive days or 15 days in one month without prior approval of the Principal is automatically dropped from the roll of the College.

2.   A sum of Rs. 20/- is charged as fine for each day's absence and Rs. 50 per day after the 5th absence in that particular month.

3.   A student marked absent in any period will be marked absent for the whole day.

4.   Absence from the College tests/ exams without an acceptable reason is liable to punishment which may include a fine of Rs. 100 per paper.

5.   Latecomers may face punishment, fine or they may be refused to enter the College.

6.   In emergency cases proper application duly countersigned by parents / guardians along with their CNIC copy is required, for approval from Principal.

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13.1. Attendance for Board/University Examinations

Minimum attendance prescribed for sitting in the FBISE examination is 75% and for the Punjab University it is 66%. This is calculated as fraction of number of days attended & total College days for the whole session. Students are advised in their own interest to satisfy this rule. Approved leaves are not counted as present.

14. Internal Examination/Tests/Presentations

Regular test & examinations are conducted during the session to gauge the progress of the studies. The results of these tests help the students, teachers and parents to improve the students' level of performance and take corrective steps where needed. Tests include class tests, monthly tests, term tests, send ups and Pre-Board/University examinations. Students are urged to take part in these tests very seriously and take full advantage of the sincere efforts of their teachers.

Absence from any test, without a valid reason is considered to be a violation of discipline and candidate may be punished with fine, blocking promotion to the next class or not permitting to appear in the Board/University examination. These violations are reported to the parents.

No student is allowed to sit in any examination unless his/her dues are fully paid up before the commencement of exams.

14.1. Policy for Promotion to Next Class

Promotion from first year to second year is subject to clearing Part-I of the FBISE examination. The students who fail in more than three subjects will not be allowed to sit in the next class. According to the prescribed rule of University of the Punjab, promotion from B.Com-I to B.Com-II and M.Com-I to M.Com-II is subject to clearing Part-I examinations.

As per University of the Punjab Rules, students having more than two compartments in B.Com-I / M.Com-I Examination will not be eligible to appear in B.Com-II / M.Com-II annual examination.

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15. College Uniform

College uniform is a symbol of the institution. It must be worn with decorum & it is to be kept neat & tidy when in the College or representing the College elsewhere. The uniform items for I. Com and B.Com are listed below:

Male Students	
Shirt	White
Trouser	Jet black
Necktie	Black with College insignia
Belt	Black
Shoes	Black with laces
Socks	Black
Pullover V-neck With Full Sleeves	Black (without any pattern)
Coat	Black

Female Students	
Shalwar Kameez	White (Not of see through material) with tennis collar and shoulder loops
Dopatta	White (Cotton) must hold in shoulder loops (with royal blue ribbon on all sides of dopatta)
Head Scarf	Black (without any pattern, lace or accessories)
Shoes (Without heal fully enclosed)	Black
Socks	White
Jersey front open with full sleeves	Black (without any pattern or accessories)

Female students are not allowed to wear any jewellery or apply make up. They are expected to wear Chaadar or a head scarf while arriving / leaving the campus.

16. College Identity Card

Each student is issued an Identity Card within 2 weeks of admission. The card must be worn visibly while at the Campus, otherwise entry to College will be denied. The card must be returned to College Administration as part of final clearance before issuance of roll number slip. There is a fine of Rs. 200 for losing the ID Card and issuance of a duplicate card.

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17. Computer Labs

To meet the challenges of the 21st century, Sultana Foundation has established well equipped computer labs with latest PCs and multi-media facilities. High speed internet facility is also available for students to browse for their educational needs.

18. Library

There is a central library which serves CoC SF and other institutions at the Campus. It has over 14000 books on various subjects in addition to a number of Journals and newspapers. It has a number of reference books which are not issued but may be consulted within the library. The library is managed by qualified professionals who look after the library and serve the users.

To qualify for use of library, Membership must be obtained by submitting prescribed form and meeting other requirements. The users are expected to demonstrate responsible behavior and take utmost care of the books, journals & furniture, etc.

A set of rules is specified by the library management/College which must be followed by all users. Apart from the central library, College of Commerce has its own departmental library with more than 3000 books on Commerce & related subjects.

19. Sports

The College encourages sports activities at the Campus. Presently, these facilities include basketball, volleyball, cricket, football, badminton and many indoor games. A qualified Director Physical Education, supervises sports activities. Inter Collegiate competitions & Sports are also organised to motivate the students & enhance their abilities.

20. Co-Curricular Activities

Co- Curricular activities are encouraged and supported by the College. These comprise union week, fun gala, fare well parties, functions, educational trips, debates and discussions which are

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organized by College administration and students. Participation in such formal and informal gatherings help to spur the qualities and talent of the students.

21. Awards & Scholarships

21.1 Awards

The students who exhibit outstanding performance in studies, sports and co-curricular activities are encouraged with awards, scholarships and prizes. The criteria of qualifying for these honours announced at an appropriate time.

Sultana Foundation gives special awards and medals to the students who win any of the first three positions in the Board or the University.

21.2 Merit Scholarships

To create healthy competition among students, College of Commerce Sultana Foundation has been awarding "Merit Scholarship" since the year 2007-08. A large number of students have benefitted from this scheme. All the students either existing or new arrivals who fall in the categories mentioned below are eligible to get scholarship as mentioned against each category.

CLASS	CATEGORY	MARKS	SCHOLARSHIP (P.A)
M. Com	A	75% & Above	Rs. 48,000/-
	B	70% - 74.99%	Rs. 36,000/-
	C	65% - 69.99%	Rs. 24,000/-
B. Com-IT	A	80% & Above	Rs. 24,000/-
	B	75% - 79.99%	Rs. 12,000/-
	C	70% - 74.99%	Rs. 8,400/-
I. Com-IT	A	80% & Above	Rs. 21,600/-
	B	75% - 79.99%	Rs. 9,600/-
	C	70% - 74.99%	Rs. 7,200/-

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22. Health Care

A primary medical care centre functions at the campus. It has X-ray facility, test labs, qualified male, female doctors, eye specialist and adequate paramedical staff. Some specialists are also available on specified days. The treatment is free as this is a part of welfare programs of Sultana Foundation.

23. Cafeteria, Photocopy

A cafeteria is functioning at the Campus. It serves all the departments at the Campus. Special arrangements are made for catering the needs of female students. It offers refreshment to the students at nominal prices. The College management supervises the cafeteria to ensure good quality of service and food.
Photocopy facility is also available for the students

24. Masjid

There is a masjid at the campus where regular prayers, including 'Juma' prayers and 'Tarawih', are offered. A separate enclosure is provided for females to offer prayers.

25. College Calendar

The College holds special functions to celebrate important religious and national events to educate the students and highlight their significance. The schedule is given in the College calendar which is issued separately.

26. Practical Training

A programme to create liaison with relevant commercial/industrial concerns is planned. This is aimed to provide training, experience and exposure to real life working conditions.

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27. Quality Assurance

To ensure quality, 'Postgraduate Academic Council' has already been formulated to overview the M. Com programme academic activities. The Council will suggest ways and means to enhance high standard and quality assurance at postgraduate level. The council comprises of Sultana Foundation officials and external eminent scholars having educational and subject experience. Initially the Academic Council consists of the following members,

I.	**Engr. Aziz Ghani** Vice Chairman Academics, Sultana Foundation	**Convener**
ii.	**Engr. Khalid Mahmud Akhtar** Director Directorate of Professional Education, Sultana Foundation	**Deputy Convener**
iii.	**Dr. R. M Ikram Azam** CD.; Ph. D; D. Litt Co-Founder & Hony Co-Chairperson, The PFI & MVs, Islamabad	**Member**
iv.	**Dr. lnam ur Rehman** Scientist Emeritus, PAEC Formerly Rector Pakistan Institute of Engineering & Applied Sciences (PIEAS)	**Member**
v.	**Prof. Dr. Sadia Nadeem** Chartered MCIPD Ph. D in Management (UK) Associate Professor FAST School of Management, Islamabad	**Member**
vi.	**Prof. Muhammad Arif Awan** Principal College of Commerce Sultana Foundation	**Member/Coordinator**
vii.	**Prof. Faisal Mehmood** Vice Principal College of Commerce Sultana Foundation	**Secretary**

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COC Distinction

یونیورسٹی میں
4th پوزیشن

صبا وحید

سیشن 2015-17

M. Com لیول پر یونیورسٹی میں
4th پوزیشن حاصل کرنے کا اعزاز

یونیورسٹی میں
8th پوزیشن

تسمینہ پروین

سیشن 2015-17

M. Com لیول پر یونیورسٹی میں
8th پوزیشن حاصل کرنے کا اعزاز

فیڈرل بورڈ میں
7th پوزیشن

کہکشاں علی

سیشن 2015-16

فیڈرل بورڈ سے 100,000 روپے
میرٹ سکالرشپ حاصل کرنے کا اعزاز

فیڈرل بورڈ میں
12th پوزیشن

عمر فاروق

سیشن 2015-16

فیڈرل بورڈ سے 100,000 روپے
میرٹ سکالرشپ حاصل کرنے کا اعزاز

فیڈرل بورڈ میں
5th پوزیشن

صبا وحید

سیشن 2012-13

فیڈرل بورڈ سے 24,000 روپے
میرٹ سکالرشپ حاصل کرنے کا اعزاز

فیڈرل بورڈ میں
4th پوزیشن

فریحہ منصور

سیشن 2011-12

فیڈرل بورڈ سے 24,000 روپے
میرٹ سکالرشپ حاصل کرنے کا اعزاز

فیڈرل بورڈ میں
8th پوزیشن

سندس منیر

سیشن 2010-11

فیڈرل بورڈ سے 24,000 روپے
میرٹ سکالرشپ حاصل کرنے کا اعزاز

فیڈرل بورڈ میں
12th پوزیشن

صائمہ بی بی

سیشن 2006-07

فیڈرل بورڈ سے 18,000 روپے
میرٹ سکالرشپ حاصل کرنے کا اعزاز

Social Reconstruction Through Human Development

Saba Waheed
M. Com
(2015-17)
967/1400
4th Position in University

Tasmina Perveen
M. Com
(2015-17)
909/1400
8th position in university

Fariha Mansoor
I. Com IT
(2011-12)
909/1100
4th Position in FBISE (Commerce)

Sundus Muneer
I. Com IT
(2010-11)
873/1100
8th Position in FBISE (Commerce)

Saba Waheed
I. Com IT
(2012-13)
870/1100
5th Position in FBISE (Commerce)

Umer Farooq
I. Com
(2015-16)
894/1100
12th Position in FBISE (Commerce)

Hina Basheer
B. Com IT
(2016-17)
968/1500

Huma Malik
B. Com IT
(2013-14)
969/1500

Attia Mughal
B. Com IT
(2015-16)
946/1500

Nazish Kanwal
B. Com IT (2015-16)
991/1500

Abeera Firdous
B. Com IT
(2016-17)
976/1500

Khushnuma
I. Com IT
(2014-15)
729/1100

Samra Tul Islam
B. Com IT
(2012-13)
993/1500

Sabeela Rehman
B. Com IT
(2013-14)
923/1500

Shamaila Farooq
B. Com
(2014-15)
905/1500

Nabeel Ahmed
B. Com IT
(2016-17)
949/1500

Aalyna Saleem
B. Com IT
(2015-16)
979/1500

Rukhsar Rehman
I. Com IT
(2012-13)
778/1100

Kehkashan Ali
I. Com IT
(2015-16)
918/1100

Saifana Yasmeen
I. Com IT
(2016-17)
719/1100

Nida Arshad
I. Com IT
(2016-17)
780/1100

Atia Fareed
I. Com IT
(2016-17)
704/1100

B Right Stars

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College of Commerce Sultana Foundation

College Achievements

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College Events

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Sultana Foundation
A Project of
Islah-e-Fikr Educational & Welfare Trust

College of Commerce Sultana Foundation

Affiliated with FBISE & University of the Punjab

Programmes offering:
I. Com-IT, B. Com-IT & M. Com

Prince Salman College of Professional Education

Affiliated with FBISE & University of the Punjab

Programmes offering:
F. Sc, ICS & B.Sc

Prince Salman Institute of Technology

Affiliated with B.T.E. Peshawar
Programmes offering:
DAE (Elecrical, Electronics, Computer Hardware, Telecommunication and Bio Medical)

Princess Sultana Degree College for Women

Affiliated with FBISE & University of the Punjab

Programmes offering:
FA, F. Sc, ICS, B.A & B. Sc

Fatima Ghani College of Education

Affiliated with University of the Punjab

Programmes offering:
B. Ed

Sultana Foundation Boys High School

Affiliated with FBISE

Class:
6th to SSC

Sultana Foundation Girls High School

Affiliated with FBISE

Class:
6th to SSC

College of Computer Sciences

Affiliated with B.T.E. Peshawar
Programme Offering:
Diploma in IT, Computer Application Course, Computer Familiarization Course, Graphic Designing

Sultana Foundation Special Children (Physical Handicapped)

Affiliated with FBISE
Programmes offering:
Prep to SSC

Department of Basic Social Trainings (BST)

Programmes including:
**First Aid Training Programme (FATP)
Health Awareness Cell
Environmental Responsibilities
Programme**

Sultana Foundation Voc. Skills Center

Programmes including:
Dress Designing, Embroidery Knitting, Fabric and Glass Painting

Sultana Foundation Primary Education School

Students Strength
About 1000

Medical Department

Programmes including:
**Primary Health Care Clinic
School of Assistant Health Officers**

Justice Yousaf Saraf Centre

Programme for:
Research, Rehabilitation and Main Streaming of Street Children

Sultana Foundation Masjid Schools Programme & Sultana Foundation Village Literacy Centres

Offering Primary Level Education

Center for Education Research & Social Development

(CERSD)

Sultana Foundation

College of Commerce Sultana Foundation

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