

Prospectus



Academic Session 2021-22

Princess Sultana Degree College for Women

Farash Town, Islamabad

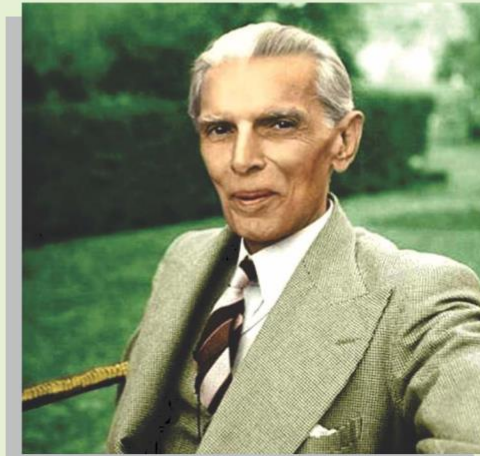
Ph: +92 (051) 2618201-6, +92 (051) 2618214, Ext: 147, Fax +92 (051) 2618207

Email: psdcwcollege@gmail.com Website: www.sultanafoundation.org

Message to the Students

Father of the Nation Quaid-e-Azam Mohammad Ali Jinnah

Pakistan is proud of her youth, particularly the students who are the nation builders of tomorrow. They must fully equip themselves by discipline, education and training for the arduous task lying ahead of them. When you have got that light of knowledge by means of education and when you have made yourselves strong economically and industrially, then you have got to prepare yourselves for your defense - defense against external aggression and to maintain internal security.



Mission Statement of the Institution

“Social Reconstruction Through Human Development”

Princess Sultana Degree College for Women is one of the institutes of Sultana Foundation a Non-Commercial Welfare Organization working on the mission of Social Reconstruction Through Human Development, Through Education, Health Care & Skills Training since 1992.

Its paradigm is Knowledge, Faith and Participation to build a society of Harmony, Justice, Peace and Opportunities where every ordinary individual can develop his natural endowments. Knowledge increases Spectrum of Opportunities for an individual besides enlightenment in his faith and purpose of life.

CONTENTS

Chapter 1: INTRODUCTION

- A. Profile
- B. Faculty
- C. Non-Academic Staff
- D. Physical Facilities
- E. Multifarious Associations

Chapter 2: SCHEME OF STUDIES

- A. Medium of Instruction
- B. HSSC-I
Associate Degree Program of Arts
(2 year, Semester System)
- C. Associate Degree Program of Science
(2 year, Semester System)
- D.

Chapter 3: ADMISSION

- A. Academic Session
- B. Admission Procedure
- C. Migration Cases
- D. Identity Card

Chapter 4: FEE RULES

- A. Payment of Fee
- B. Fee Structure
- C. Fee Concession

Chapter 5: DISCIPLINE

- A. Code of Conduct for Students
- B. Suspension / Rustication / Expulsion
- C. College Uniform

Chapter 6: LEAVE RULES

- A. Leave Rules
- B. Fine

Chapter 7: EXAMINATION

- A. Internal Evaluation
- B. Examination Schedule
- C. Promotion
- D. Eligibility for Public Examination
- E. College Awards

A. COLLEGE PROFILE

- Established in 2001, Princess Sultana Degree College for Women, has grown into a premier institute in the area with a student strength of more than 700.
- The College, which is actively imparting education at the Under-Graduate and Graduate levels is affiliated with the Federal Board of Intermediate and Secondary Education, Islamabad for its F. A / F. Sc Courses and with the University of the Punjab, Lahore for Graduate level B. A / B.Sc. Associate Degree Program 2 year, Semester System.
- Apart from excelling in general academics, College has its own well-equipped computer lab. It also offers computer science as an elective subject at both HSSC and Degree levels.
- Department of Fine Arts teaches subjects across a range which encompasses both the traditions as well as innovations. Tutors with decades of experience teach syllabus dealing with all genres, styles and manifestations.
- Princess Sultana Degree College for Women, Islamabad now offers Journalism and media studies which provides unique opportunities to students to acquire both theoretical as well as practical knowledge in multifarious avenues of media and communication with the help of technological support.
- Outlines/Essentials of Home Economics Subject is being offered by PSDCW at both HSSC and Degree levels. It would assist the students to excel in multifarious domains related to professionalized housework. The subject would enhance the artistic and creative abilities of the students.

B. FACULTY

DIRECTOR/PRINCIPAL

Professor Ghazala Khalid
M. Sc Mathematics (Punjab University)

VICE PRINCIPAL

Ms. Asia Arshad
M. Sc Economics (IIUI) B.Ed (AIOU)

DEPARTMENT OF APPLIED PSYCHOLOGY

Lecturer
1. Ms. Naila Jabeen
M.Sc (Punjab University)
B.Ed (Punjab University)

DEPARTMENT OF ARABIC

Lecturer
1. Ms. Samra Zahid
M.A (Punjab University)
M. Ed (Sarhad University)

DEPARTMENT OF COMPUTER SCIENCE

Lecturers
1. Ms. Mehreen Ishaq
MSCS(NUML), MCS (NUML),
B. Ed (AIOU)
2. Ms. Aasma Javed
MCS (UAAR)
Lab Assistant
1. Ms Nagina Asad
B.A (Punjab University) B.Ed
(Punjab University)
DIT (BOTE KPK)

DEPARTMENT OF ECONOMICS

Assistant Professor
1. Ms. Asia Arshad
M.Sc (IIUI), B.Ed (AIOU)
Lecturer
1. Ms Shehneela
Idrees M.Sc (UAAR)

DEPARTMENT OF EDUCATION

Lecturer
1. Ms Fizza Nazir
M.A (AIR University), B.Ed (AIOU)

DEPARTMENT OF ENGLISH

Lecturers
1. Ms. Amna Mushtaq
M.A (QAU)
2. Ms. Noreen Mahmood
M.A (QAU), B. Ed (AIOU)
3. Ms. Ayesha Jamil
M.A (QAU), M.Ed(AIOU)

DEPARTMENT OF FINE ARTS

Lecturer
1. Ms Andleeb Tabassam
BS Hons. (University of Gujrat)
2. Lab Assistant
Ms Nazma Bibi
B.A Punjab University

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Lecturer
1. Ms. Sonia Nusrat
M.Sc (Mohid-ud-Din Islamic University)

DEPARTMENT OF ISLAMIC STUDIES

Assistant Professor

1. Ms Yasmeen Malik
M.A (IIUI)
M.A (Arabic) (Punjab University)

DEPARTMENT OF JOURNALISM

Lecturer

1. Ms Mehnaz Liaqat

DEPARTMENT OF MATHEMATICS

Lecturers

1. Ms. Tayyaba Tariq
MS Mathematics (CIIT Islamabad)
2. Ms Urooj Tariq
BS .Hons (IIUI)

DEPARTMENT OF PAKISTAN STUDIES

Lecturer

1. Ms Bisma Riaz
M. Sc (QAU) B. Ed (AIOU)

DEPARTMENT OF POLITICAL SCIENCE

Lecturer

1. Ms Noshaba Khalid

M.A (Punjab) B.Ed (AIOU)

DEPARTMENT OF SOCIOLOGY

Assistant Professor

1. Ms Nuzhat Iftikhar
M.A (Karachi University) B.Ed (AIOU)

DEPARTMENT OF STATISTICS

Lecturer

1. Ms Nosheen Akhtar
M.Sc (UAAR)

DEPARTMENT OF URDU

Lecturers

1. Ms Sumera Kauser
M.A (Punjab University), B. Ed (AIOU)
2. Ms. Nuzhat Parveen
M.A, (AIOU), B. Ed (AIOU)

C. ADMIN STAFF

Admin Officer

1. Muhammad Arif

Fee Accountant

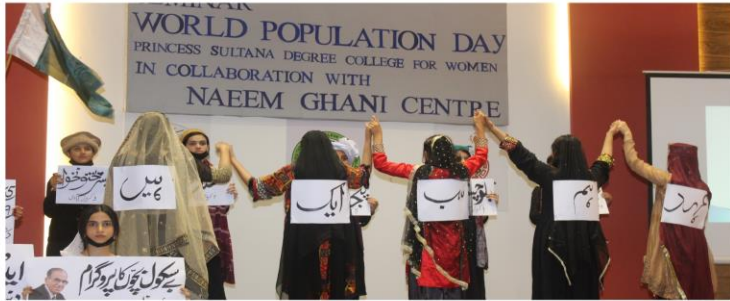
2. Saira Kazmi

Office Clerk

3. Syed Zeeshan Haider

Office Boy

4. Syed Aqarib Hussain Shah



C. PHYSICAL FACILITIES

1. COLLEGE LIBRARY

- The college library is stocked with an adequate number of books which cater to the requirements of teachers / students.
- Newspapers, Magazines/Periodicals in English/Urdu are also available.

2. COMPUTER LAB

- The college has well-equipped computer lab.

3. FREE MEDICAL CLINIC

- In Sultana Foundation, a free Medical Clinic is available where teachers and students get free medical aid. Experienced doctors are serving in this clinic.

4. CO-CURRICULAR ACTIVITIES SPORTS AND GAMES

Under the supervision of Principal, sports society works for mental and physical fitness of the students. Different games are arranged for the inter college games competitions and prizes / trophies are awarded to the winners on the Annual Sports Day.

5. COLLEGE MAGAZINE

- The College Magazine “Charagh-e-Lala” is published under the patronage of the Principal.
- English and Urdu sections of the Magazine have separate editorial boards, each



comprising student editors and advisory members from teaching staff. Student editors are selected on the basis of their language proficiency.

- The basic objective of the Magazine is to encourage creative and original writing in diverse literary pursuits.

D. MULTIFARIOUS ASSOCIATIONS

• 1. ACADEMIC COUNCIL

- The college Academic Council has been constituted in accordance with the rules laid down by the Federal Board / Punjab University. It is the supreme body in all matters concerning the students.
- It comprises of senior members of the teaching staff including the Principal, who is the Chairperson of the Council.
- The Academic Council meets different situations during the academic year as an occasion demands. Decision taken by it in all matters is binding on the students concerned.

2. PARENT TEACHER ASSOCIATION (PTA)

- Keeping in view the welfare and interest of the students, parents, teachers and society in general, a Parent Teacher Association has been constituted in College.
- Besides strengthening the bond between students, parents and teachers, the association plays an effective role in promoting a learning friendly environment.

Chapter II: SCHEME OF STUDIES

A. MEDIUM OF INSTRUCTION

Students may opt for English or Urdu as their medium of instruction in the faculty of Arts. However the medium of instruction for the faculty of science will be English at both intermediate and degree levels.

B. HSSC PART I

Humanities/Science

Compulsory/ Elective subjects	6 Papers	550 Marks
1. English (Compulsory)	1 Paper	100 marks
2. Urdu (Compulsory)	1 Paper	100 marks
3. Islamic-Education-I/ Pak-studies-II (Compulsory)	1 Paper	50 marks
4. Three Elective Subjects	3 Papers	300 marks

Elective Subjects (Humanities)

Students are required to select one of the following combinations:

This selection should be made very carefully, as no change will be allowed after admission, except in extreme hardship cases

- | | |
|---|---|
| 1. Economics, Computer Science, Statistics | 5. Civics, Sociology, Education |
| 2. Islamic Studies, Education, Civics | 6. Health & Physical Education, Outline of Economics, Education |
| 3. Islamic Studies, Civics, Health & Physical Education | 7. Islamic Studies, Health & Physical Education, Outlines of Home Economics |
| 4. Islamic Studies, Civics, Outline of Home Economics | 8. Civics, Sociology, Islamic Studies |

9.	Fine Arts, Civics, Sociology	ELECTIVE SUBJECTS (Science)
10.	Fine Arts, Education, Outlines of Home Economics	1. Mathematics, Statistics, Computer Science
11.	Fine Arts, Sociology, Outlines of Home Economics	2. Mathematics, Economics, Computer Science
12.	Fine Arts, Psychology, Islamic Studies	3. Mathematics, Economics, Statistics
13.	Psychology, Sociology, Education	
14.	Health & Physical Education Sociology, Education	
15.	Health & Physical Education, Psychology, Sociology	

C. BACHELOR OF ARTS (PASS COURSE) PART-I

Bachelor of Arts (pass course) covers a period of two years, at the end of which the University Examination is held and a degree is awarded to successful candidates. This course comprises three compulsory, two elective and one optional subject according to the following scheme.

1.	English Compulsory	1 Papers	100 Marks
2.	Islamic Education (Compulsory)	1 Paper	60Marks
3.	Pakistan Studies (Compulsory)	1 Paper	40 Marks
4.	Two Elective Subjects	2 Papers for each subject	200 Marks

COMBINATION OF ELECTIVE SUBJECTS

Select one of the following combinations.

This selection should be made very carefully as no change will be allowed after admission, except extreme hardship cases

1. Applied Psychology, Sociology
2. Applied Psychology, Education
3. Political Science, Health and Physical Education
4. Sociology, Education
5. Sociology , Health and Physical Education
6. Islamic Studies, Education
7. Islamic Studies, Political Science
8. Islamic Studies, Health and Physical Education
9. Fine Arts, Sociology
10. Fine Arts, Education
11. Journalism, Political Science
12. Journalism, Sociology
13. Journalism, Applied Psychology
14. Journalism, Islamic Studies
15. Essentials of Home Economics, Islamic Studies
16. Essentials of Home Economics, Education

OPTIONAL SUBJECTS

Any one of the following subjects can be selected as optional.

1. Urdu
2. Arabic

D. BACHELOR OF SCIENCE (PASS COURSE) PART-I

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

1.	Islamic Studies (Compulsory)	1 Paper	60 Marks
2.	Pakistan Studies (Compulsory)	1 Paper	40 Marks
3.	Three Elective Subjects from the given combination of 100 marks each	3 Paper	300 Marks
		Total	400 Marks

COMBINATION OF ELECTIVE SUBJECTS

1. Mathematics General, Statistics, Computer Studies
2. Mathematics General, Economics, Computer Studies
3. Mathematics General, Statistics, Economics
4. Economics, Statistics, Computer Studies
5. Economics, Applied Psychology Statistics

CHAPTER III ADMISSIONS

A. ACADEMIC SESSION

The academic session for Intermediate classes is determined by the Federal Board of Intermediate and Secondary Education, Islamabad and for the Degree the University of the Punjab.

B. ADMISSION PROCEDURE

1. Admission form, along with the college Prospectus, can be obtained from the college office, on payment, within the dates announced.
2. The applicants for admission to HSSC-I (Humanities / Science) and Associate Degree Program (2 year, Semester System) are required to submit the documents, mentioned as under, at the time of admission. All the required documents must be duly attested.
3. (i) Marks sheet of SSC Examination (2 Copies) for admission in HSSC-I
(ii) Marks sheet of SSC, HSSC-II Examination (2 Copies) for admission in Associate Degree Program (2 year, Semester System).
4. Character certificate from the institution last attended.
5. CNIC of father, CNIC of the candidate and Computerized B-Form for HSSC & Associate Degree Program (2 year, Semester System).
6. Three passport size photographs with sky-blue background.
7. Applicants, who have passed SSC Examination from any other Board than Federal Board, must submit original migration certificate at the time of admission.
8. Applicants seeking admission in Associate Degree Program (2 year, Semester System) and have passed HSSC Examination

other than Federal Board, Rawalpindi Board, Lahore Board, Gujranwala Board and Sargodha Board must submit original migration certificate from their respective boards.

9. An aptitude test will be conducted for the students opting Fine Arts.

C. MIGRATION CASES (FOR ALL CLASSES)

As per rules of Princess Sultana Degree College for Women local migration cases will be entertained for admission in hardship cases only. Following documents are required for it.

1. Character Certificate
2. Attendance record from the Institution last attended
3. Attested Board / University original migration certificate

D. IDENTITY CARD

On admission each student is provided with a College Identity Card. Students must pin it up on their collar. Failure to do is punishable.

CHAPTER IV FEE RULES

A. PAYMENT OF FEE

The academic year of the college starts in July/ August. The students are required to pay their dues and tuition fee according to the schedule notified by the College Administration.

B. FEE STRUCTURE

(i)	Admission Fee	Rs 2000/-
(ii)	Monthly fee	
	a. HSSC I & II	Rs 2100/-
	b. B.A / B. Sc I&II	Rs 2300/-
(iii)	Development Fund	Rs 1000/-per annum
(iv)	Student Help Fund	Rs 1000/- per annum

C. FEE CONCESSIONS

- Half fee concession may be granted to deserving students of the college, on request
- All concessions are tenable for one year, provided the attendance, academic performance and conduct of the students continued to be satisfactory
- Fee concession may be withdrawn in case of misconduct, irregularity in attendance or poor academic performance

CHAPTER V DISCIPLINE

A. CODE OF CONDUCT FOR STUDENTS

In order to ensure decorum, discipline and sobriety among the students, it is compulsory for them to

- Attend the college in complete uniform
- Attend /participate in co-curricular activities arranged in the college
- Be regular throughout the session
- Leave the college at the prescribed time only and not before it
- Be polite, respectful and deferential towards all the members of the teaching /non teaching staff and always use civilized language

All students of the college are forbidden to:

- Enter the college office .Administration Office, Accounts Office, Examination Room and Staff Room.
- Bring cell Phones in College Premises.
- Damage and disfigure College Property including building, furniture and equipment.

B. SUSPENSION/RUSTICATION/EXPULSION

If a student found guilty of misconduct or indiscipline, the principal may be, on the recommendation of Academic Council suspend, rusticate or expel her in accordance with the rules laid down by the University of the Punjab. The admission of the defaulter may also be cancelled by the principal in the interest of the college.

C. COLLEGE UNIFORM

All the students are required to attend college in proper and complete uniform the following rules will be observed in this regard

- Students without uniform will be denied entry into the college
- Use of cosmetics, imitations, jewelry or high heeled shoes is not allowed

DETAILS OF THE COLLEGE UNIFORM ARE AS FOLLOWS:

- White cotton Qameez and White Cotton Shalwar
- Shirt
 - Tennis Collar
 - Cuff with single button
 - Slits
 - 6" Pocket for all the students
- Black simple shoes
- White socks
- White scarf
- Uniform Doppata (will be provided by the college on payment)

Winter

- Black simple women sweater



CHAPTER VI: LEAVE RULES

- To encourage the regularity of the students in the classes, the college gives a special award to those students who maintained 100% attendance throughout the session
- All leave applications should be addressed to Principal and channelized through the faculty in-charge, prior to absence except illness
- A fine of Rs. 20/- per day will be charged for absentees

FINE

- Fine of Rs.20/- will be imposed for each violation of uniform specifications
- Fine of Rs.20/- will be imposed on late comers
- Special fines may be imposed on continuous absence from college /classes without information, absence from college function, irregularity, dereliction or breach of discipline
- Fine of Rs.100/- per paper will be imposed by the College Administration on students absenting themselves from the College Examinations

CHAPTER VII: EXAMINATION

A. INTERNAL EVALUATION

In order to ascertain academic progress of the students, they are examined regularly during their two years Higher Secondary School and Graduate courses respectively. To ensure satisfactory involvement of studies, the following internal evaluation system is evolved:

- Assessments are arranged by the college fortnightly
- Send-up Examination is held prior to forwarding admission forms to Board / University
- Pre-Board / Pre-University Examination held prior to the Annual Examination
- It is compulsory for all students to take these examination on the basis of which their names are sent for Board / University Examination and outstanding students are awarded prizes provided they fulfill the requisite criteria
- It is compulsory and binding for all students of F. A / F. Sc Part-I and II and B. A / B. Sc Part-I and II to sit in the Pre-Board / Pre-University Examination
- Those who absent themselves on any pretext shall be liable to disciplinary action as per rules.

B. EXAMINATION SCHEDULE

The tentative class wise schedule of internal examination is as under:



Tentative Calendar for Examination 2021-22

EXAMS	SCHEDULE	DURATION	MARKS
HSSC-I & HSSC-II			
Class Assessments	Fortnightly	45 minutes	20
Send-Up	November	3 Hours	100 <small>as per board paper pattern</small>
Pre-Board	March	3 Hours	100 <small>as per board paper pattern</small>
Associate Degree Program B.A-I /B. Sc-I			
Class Assessments	Fortnightly	45 minutes	20
Send-Up	November	3 Hours	100 <small>as per university paper pattern</small>
Pre-University	March	3 Hours	100 <small>as per university paper pattern</small>
Associate Degree Program B.A-II / B. Sc-II			
Class Assessments	Fortnightly	45 minutes	20
Send-Up	November	3 Hours	100 <small>as per university paper pattern</small>
Pre-University	February	3 Hours	100 <small>as per university paper pattern</small>

C. PROMOTION

1. HSSC
Promotion from HSSC Part-I to Part-II shall be granted as per rules prescribed by the Federal Board of Intermediate and Secondary Education, Islamabad, after declaration of the result by the Board.
2. Associate Degree Program B.A / B. Sc
Promotion from Associate Degree Program B.A / B. Sc Part-I to Part-II shall be granted as per rules prescribed by the University of the Punjab, Lahore, after declaration of the result by the university

D. ELIGIBILITY FOR PUBLIC EXAMINATION

A student must fulfill the following criteria to be eligible for Board / University Examination.

- She must be a bonafide student of the college, bearing satisfactory conduct
- Her academic progress must be satisfactory
- She must show utmost regularity in attendance and fulfill the requisite criteria as laid down by Board / University, according to which minimum 75% attendance is compulsory for sending of admission forms. of F.A / F. Sc and Associate Degree of B.A / B. Sc.

E. COLLEGE AWARDS

On the occasion of the College Annual Day, the college gives the following awards to talented students in recognition and appreciation of their performance in curricular and co-curricular activities.

1. Internal Evaluation
 - a) Prizes for Co-Curricular Activities
Students are awarded prizes in the following fields on the basis of extra ordinary performance in co-curricular activities at various inter class competitions.
 - i) Qirrat / Naat ii) Singing iii) Debates iv) Athletics
 - b) Best Student Award
 - i. Passing all subjects and attaining satisfactory progress
 - ii. Bearing Commendable Character
 - iii. Participating in co-curricular activities



- iv. Possessing leadership initiative and drive
- v. Showing regularity and punctuality

Note: A contestant found guilty of misconduct according to the code of conduct shall not qualify for an award.

c) Merit Scholarships

Merit scholarships are awarded in the following categories at both Intermediate and Degree Levels.

2. ACADEMICS

- Scholarship will be awarded to the students of HSSC Part-I / II and Associate Degree Program of B.A / B. Sc-I on securing 70% marks in the Board Examination
- Scholarship will also be awarded to the students of Associate Degree Program of B.A / B.Sc II on securing 70 % marks in the Associate Degree Program of B. A/ B. Sc-I University Examination





Princess Sultana Degree College for Women

Farash Town, Islamabad

Ph: +92 (051) 2618201-6, +92 (051) 2618214, Ext: 147, Fax +92 (051) 2618207

Email: psdcwcollege@gmail.com Website: www.sultanafoundation.org

