

# PROSPECTUS



I. Com

ADC

BS



## COLLEGE OF COMMERCE SULTANA FOUNDATION

# Social Reconstruction Through Human Development



**Dr. Naeem Ghani**  
Founder  
**Sultana Foundation**

College of Commerce Sultana Foundation

# Social Reconstruction Through Human Development

## *The Founder's Thoughts* **The Founder's Thoughts**

Sultana Foundation Human Development and Social Reconstruction Mission is to involve our children and youth in Human Development through General/Professional Education and Technical Skills Training programs.

College of Commerce Sultana Foundation 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 will have belief that

Our value **is not** what we **Have**  
Our value **is not** what we **Know**  
Our value **is not** what we **Consume**  
Our value **is not** what we **Achieve**

Our value **is** what we **Give**  
Our value **is** what we **Do**  
Our value **is** what we **Create**  
Our value **is** what we **Contribute**

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**

**College of Commerce Sultana Foundation**

# Social Reconstruction Through Human Development

## *The Founder's Message* **The Founder'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 an 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**

<b>Moto</b>	Social Reconstruction through Human Development
<b>Paradigm</b>	Faith Knowledge Participation
<b>Principle of Development</b>	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، پُر شفقت 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 نمونہ بھی ساتھیوں کے خلوص اور اہتمام کی پراڈکٹ ہے۔ یہ ان گنت لوگوں کے تجربات سے پھولا پھلا ہے۔ ان تجربوں اور سکھائیوں 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.

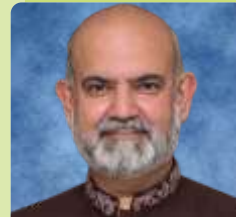
May Allah give all of us strength to pursue a balanced path to build our society and country as an example for other nations! Amen

**Dr. Naeem Ghani**

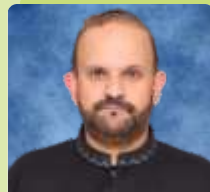
**College of Commerce Sultana Foundation**

# Social Reconstruction Through Human Development

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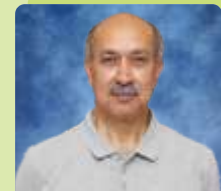
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College of Commerce Sultana Foundation



# Social Reconstruction Through Human Development

## *Mission* **MISSION**

Social Reconstruction  
through  
Human Development

## *Vision* **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

# Social Reconstruction Through Human Development

*Sultana Foundation as seen by others*

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 programs of Sultana Foundation, more specifically, 'Schoolless 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 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 programs to fulfill our duties towards our people.

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

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



**Mr. Raja Pervaiz Ashraf**  
Ex- Prime Minister  
Islamic Republic of Pakistan

College of Commerce Sultana Foundation

# Social Reconstruction Through Human Development



**Mr. Shoukat Aziz**  
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 fair deeds and works for public. I really congratulate the team of Sultana Foundation. They have expressed a true devotion and dedication to work.



**Mr. S. Sikandar Hayat Khan**  
Ex- Prime Minister  
Azad Jammu Kashmir

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. Muhammad Baligh ur Rehman**  
Federal Minister for Education

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.

*Sultana Foundation as seen by others*

College of Commerce Sultana Foundation



# Social Reconstruction Through Human Development

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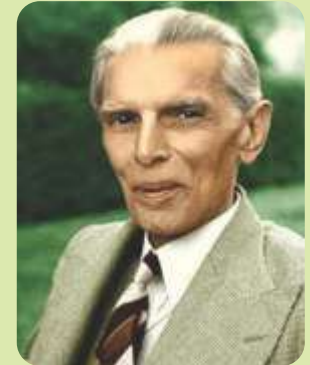
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## *Quaid's Message* **Quaid's Message**

Education does not mean academic education, and even that appears to be of a very poor type. What we have to do is to mobilize 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.

# Social Reconstruction Through Human Development

## *Director's Message* **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)*

## *Principal's Welcome* **Principal's Welcome**

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 conducive learning/teaching environment.

*(M. Arif Awan)*



## 4. Introduction

Sultana Foundation works for social reconstruction through education with a firm belief in the paradigm of Faith, Knowledge and Participation. Our relentless endeavor manifests how society has been reshaped in multiple dimensions. The **College of Commerce Sultana Foundation (CoC SF)** is one of the educational projects of Sultana Foundation, established in 2001, inclined to impart quality education to all segments especially the under-privileged class of society. The College is affiliated with University of the Punjab for **BS (Commerce) & ADC programs** and with FBISE for **I. Com program**. The College affirms to produce competitive graduates acquiring skills to acclimate and reconstruct socio-economic fabric of society. The College follows male/female segregation policy (I. Com & ADC level) and ensures dynamic and vigorous study environment for students.

Launching the post-graduate program (M. Com) in 2015 was another milestone of College towards welfare projects of Sultana Foundation. M. Com was replaced with BS program which was launched in 2021 in affiliation with University of the Punjab.

The College adapts to the changing demands of global business education and combines academic study with practical experiences to drive the students towards their career goals.

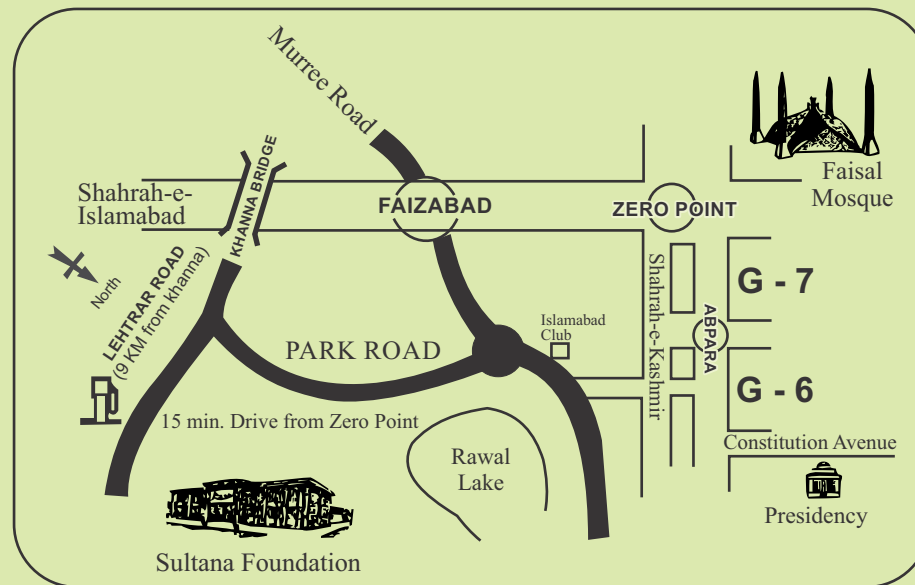
# Social Reconstruction Through Human Development



## 5. 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 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



# Social Reconstruction Through Human Development

## 6. Faculty

The College is staffed with highly qualified and experienced MS & PhDs (foreign qualified) male and female Faculty committed to impart knowledge and training. Faculty focuses on character building of students with missionary zeal. The mission of our Faculty is to develop human resources for occupying leadership positions in the domain of Commerce and Trade. The Faculty strives to inculcate values essential to meet the mounting challenges of life with problem-solving approach by making maximum utilization of indigenous resources.

We work to promote management skills, leadership traits and team-work qualities in our graduates by following the highest professional and ethical standards.

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

### TEACHING FACULTY

S#	NAME	DESIGNATION	DEPTT.	QUALIFICATION
1	Dr. Faisal Mehmood	V. Principal	Commerce	Ph. D (Finance)
2	Dr. Nazakat Ali	Astt. Prof		Ph. D (Business Admin.)
3	Mr. Muhammad Ramzan	Astt. Prof		M. Com
4	Mr. Zaka ur Rehman	Lecturer		MBA, MS
5	Miss Tehniyat Siddique	Lecturer		MBA (Finance), B. Ed
6	Mrs. Nabila Naz	Lecturer		M. Com, M Phil (Acct. & Finance)
7	Ms. Saba Waheed	Lecturer		M. Com
8	Mr. Syed Ali Raza	Lecturer		MBA, MS
9	Mr. Naimat Ullah Malik	Astt. Prof	Urdu	M.A (Urdu), MS Ed
10	Mrs. Shafaq Taufiq	Lecturer	English	M.A (Urdu), B. Ed
11	Mrs. Sajida Khatoon	Lecturer		M. A (English, TEFL, EPM, Urdu) & B. Ed
12	Mrs. Hina Tahir Bhatti	Lecturer		M. A (English)
13	Ms. Rabia Habib	Lecturer	Statistics	BS (Eng. Lit)
14	Mrs. Saira Younas	Lecturer		M. Sc, M Phil, B. Ed, M. Ed
15	Ms. Ayesha Ifrahim	Lecturer	Economics.	BS (Math)
16	Mr. M Arshad Bashir	Lecturer		BS Hon. (Eco.), MS
17	Mr. Anees Ur Rehman	Lecturer	Isl / Pak Studies	M. A (Isl Studies)
18	Ms. Syeda Jaweria Bibi	Lecturer	Computer	MCS

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# Social Reconstruction Through Human Development

ADMINISTRATION STAFF			
1	Mrs. Faiza Tabassum	Actt. /Teaching Astd	M. Com
2	Miss Uzma Bibi	Office Astd.	M. Com
3	Miss Kehkashan Ali	Office Astd.	M. Com

## 7. Scheme of Studies

Scheme of studies and courses detail of all programs is as under:

### 7.1 I. Com (Intermediate in Commerce)

I.Com is a two year program with deep rooted intention of growing leader-like traits in our youth.

Part-I		
S #	Subjects	Marks
01	English Compulsory-I	100
02	Urdu Compulsory-I	100
03	Islamic Education	050
04	Principles of Accounting-I	100
05	Principles of Economics	75
06	Principles of Commerce	75
07	Business Mathematics	50
TOTAL		550

Part-II		
S #	Subjects	Marks
01	English Compulsory-II	100
02	Urdu Compulsory-II	100
03	Principles of Accounting-II	100
04	Banking	75
05	Commercial Geography	75
06	Business Statistics	50
07	Pakistan Studies	50
TOTAL		550

### 7.2 ADC (Associate Degree in Commerce)

ADC program comprises of 4 Semesters (2 years) duration and it generally prepares the students to plan, direct and control the normal functioning and processing of a firm or organization/industry. Course detail is a below:

Semester-I		
S.#	Course Title	Code
01	Business Mathematics	ADC-101
02	Computer Application in Business	*ADC-102
03	Financial Accounting-I	ADC-103
04	Functional English	ADC-104
05	Business Organization	ADC-105
06	Islamic Studies	ADC-106
07	Quran and Sunnah	

Semester-II		
S.#	Course Title	Code
01	Business Communication	ADC-111
02	Business Statistics	ADC-112
03	Microeconomics	ADC-113
04	Financial Accounting-II	ADC-114
05	Foreign Language (Arabic)	ADC-115
06	Pakistan Studies	ADC-116
07	Quran and Sunnah	

Semester-III		
S.#	Course Title	Code
01	Macroeconomics	ADC-201
02	Cost Accounting	*ADC-202
03	Advanced Financial Accounting-I	ADC-203
04	Taxation Management-I	ADC-204
05	Business Law	ADC-205
06	Money Banking & Finance	ADC-206
07	Quran and Sunnah	

Semester-IV		
S.#	Course Title	Code
01	Audit & Assurance	ADC-211
02	Entrepreneurship	ADC-212
03	Advanced Financial Accounting-II	ADC-213
04	Taxation Management-II	ADC-214
05	ERP in Business & Commerce-III	ADC-215
06	Quran and Sunnah	



# Social Reconstruction Through Human Development

## 7.3 BS (Commerce)

BS program is comprised of 8-Semesters (4 years) after HSSC and 4-Semesters (2 years) after ADC with following **objectives**:

- To cope up our students with changing industrial/ market requirements.
- To enable them to survive in competitive environment.
- To assist our graduates to pursue their career goals both on national and international level.
- To promote entrepreneurial spirit for commerce practices
- To encourage research culture and knowledge based on problem-solving aptitude.

Semester wise Course detail is available on University Web Portal [www.pu.edu.pk](http://www.pu.edu.pk)

## 8. Admission

The Admission schedule is announced just after declaration of SSC, HSSC & ADC results. Admissions are open for both male and female on 'first come first served' basis subject to availability of seats and meeting the prescribed minimum criteria and Board/University regulations

### 8.1 Eligibility Criterion.

Program	Duration	Eligibility	
		Qualification	Age limit
<b>I. Com</b>	2 Years	SSC with at least 45% marks	NA
<b>ADC</b>	2 Years (4 Semesters)	I. Com/F.Sc/ICS/DAE/F.A or equivalent with at least 45% marks	Maximum age limit for ADC/BS (1 <sup>st</sup> Semester) and BS (5 <sup>th</sup> Semester) 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.
<b>BS (Commerce) 1<sup>st</sup> Semester</b>	4 Years (8 Semesters)		
<b>BS (Commerce) 5<sup>th</sup> Semester</b>	2 Years (4 Semesters)	ADC with at least 45 % marks	

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.



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College of Commerce Sultana Foundation



# Social Reconstruction Through Human Development



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## 8.2 Admission Procedure

- 1) The admission Form and College Prospectus can be obtained from the College office on payment of prescribed charges.
- 2) Duly filled Admission Form with attested copies of the following documents should be submitted in the College Office within the specified date.
  - a. Two copies of Result Card of SSC, HSSC and ADC.
  - b. Two copies of Provisional & Character Certificate from the Head of the Institution last attended testifying that the student has passed the SSC/HSSC/ADC examination.
  - c. Four recent passport size photograph with sky blue background.
  - d. One copy of the CNIC of candidate and that of his/her father/guardian.
  - e. Original Migration Certificate from the Board/University, if the student has passed his/her SSC/HSSC/ADC examination from a Board other than FBISE or out of the jurisdiction of University of the Punjab.
  - f. Gap Certificate (if applicable).
  - g. Affidavit (if applicable).
  - h. Result cancellation certificate (if applicable).
- 3) Original documents must be produced for verification when the admission is confirmed.
- 4) The students will be allowed to join the class only after meeting admission requirement and . payment of dues.

# Social Reconstruction Through Human Development

## 8.3 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.

## 8.4. Readmission Policy

If a student is struck off from the College due to irregular attendance or nonpayment 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 a session.*

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

## 8.5. 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.

## 9. 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 ADC / BS within city (College to College) migration is not allowed. However, inter-city migration can be recommended.



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# Social Reconstruction Through Human Development



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## 10. Financial Norms

All programs 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 subsidized to ensure that quality education is within the reach of all. The shortfall of 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	ADC	BS
1	Admission/Readmission Charges	2000	2000	5000
2	Development Fund (Per annum/ Semester)	1000	1000	0
3	Student Fund includes Stationery, Sports, ID Cards etc. (Per annum/Semester)	1500	1500	3000
4	Monthly Contribution	2600*	3000*	5000*
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)

Schedule of Payment					
Installment	Fee Receipts Date	Particulars	I. Com	ADC	BS
1 <sup>st</sup> Installment	(along with Admission Form)	Admission Fee	2000	2000	5000
		Development Fund <small>includes Stationery, Sports, ID Cards etc. (Per annum/Semester)</small>	1500	1500	3000
		Student Fund <small>(Per annum/Semester)</small>	1000	1000	0
		Quarterly Contribution (July, Aug & Sep)	7800	9000	15000
2 <sup>nd</sup> Installment <small>(Annual System)</small>	Oct 01 to Oct 20	Quarterly Contribution (Oct, Nov & Dec)	7800	*9000	*15000
3 <sup>rd</sup> Installment <small>(Annual System)</small>	Jan 01 to Jan 20	Quarterly Contribution (Jan, Feb & March)	7800	*9000	*15000
4 <sup>th</sup> Installment <small>(Annual System)</small>	April 01 to April 20	Quarterly Contribution (April, May & June)	7800	*9000	*15000

For payment of quarterly contribution financial year is of 12-months from July 01, to June 30 of each year. Therefore, students have to pay 4-quarterly installments or 12-month fee.

\*Tuition fee of semester program will be deposited in advance.

# Social Reconstruction Through Human Development

## 10.1. 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. However, in case of semester system programs (ADC & BS) semester fee must be deposited before commencement of Mid Term Examination of each semester. The name of student will be struck off if his/her payment is in arrears for one month.

## 10.2. Refund Policy

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

## 10.3. Financial Assistance

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

## 11. 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 on Campus
- e) The use of mobile phone in 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 College.



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# Social Reconstruction Through Human Development



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## 11.1. Discipline Issues Concerning Female Students

The College conducts separate classes for male and female students up to ADC level. There are separate classrooms, 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. In unavoidable situations prior approval of the Principal will be required.
- c) The students are not allowed to receive any telephone call directly. In emergency situations, blood relations of the students 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.

## 12. 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 their 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 College.
2. The 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 particular 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.



# Social Reconstruction Through Human Development

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/guardian along with their CNIC copy is required for approval from Principal.

## 12.1. Attendance for Board/University Examinations

Minimum attendance prescribed for sitting in FBISE examination is 75% and for the Punjab University it is 80%. This is calculated as fraction of number of days attended & total College days for the whole session/ semester. Students are advised in their own interest to satisfy this rule. Approved leaves are not counted as present.

## 13. Internal Examinations/Evaluation

Regular tests and examinations are conducted during the session/semester to gauge the progress of studies. The results of these tests help the students, teachers and parents to improve the students' level of performance and take corrective measures where needed. Internal examination includes bi-weekly/monthly tests, Mid Term examination, send ups and Pre-Board/University examinations. Students are urged to take these internal examinations very seriously and gain advantage of the sincere efforts of their Teachers. Detail of semester evaluation criterion is as under:

### 13.1 Semester Evaluation Criterions

Students of ADC & BS programs will be evaluated on the basis of Mid Term and Final examination. Details are as under:

Internal Assessment by College/Course Teacher	40% (40 Marks)	a. Mid Term Exam : 25 Marks
		b. Assignments : 5 Marks
		c. Quizzes & Presentations : 5 Marks
		d. Attendance : 5 Marks
External Assessment by University of the Punjab	60% (60 Marks)	Final Term Examination

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I. The course Teacher is responsible for evaluation of the work/performance of the students of his/her class as well as for awarding grades to them on the basis of such evaluation.

ii. The number and nature of tests and assignments depend on the nature of course, however minimum number of assignments/quizzes is mentioned above. To pass a course, a student must obtain 50% marks ( i.e 'D' grade) cumulative in Mid Semester Examination, Sessional Work and Final Examination.

iii. There will be no choice in questions in the Mid Semester and Final examination papers.

iv. The Mid Semester Examination will be conducted after eight weeks of the commencement of semester. The final examination will be conducted according to schedule announced by University of the Punjab.

Attendance in Mid Term examination is mandatory. However, absence from any other internal exam, without a valid reason is considered to be violation of discipline and candidate can be punished with fine, blocking promotion to the next class or not permitting to appear in the Board/University examination. These violations are also reported to the parents.

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

## 13.2 Policy for Promotion to Next Class

Promotion from 1st year to 2nd year is subject to clearing Part-I of the FBISE examination. However, students having compartments in two subjects can also be promoted depending upon availability of seats.

Promotion rules for ADC and BS programs are available on University Web portal [www.pu.edu.pk](http://www.pu.edu.pk)

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## 14. College Uniform

College uniform is the symbol of institution. It must be worn with decorum and it is to be kept neat & tidy when in the College or representing the College elsewhere. The uniform for I. Com and ADC is as 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 makeup. They are expected to wear Chaadar or head scarf while arriving / leaving the campus.

## 15. 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 in case of losing the ID card and getting a duplicate of it.



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# Social Reconstruction Through Human Development



## *16 Computer Labs* **16. Computer Labs**

To meet the challenges of 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.

## *17 Library* **17. 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 can be consulted within the library. The Library is managed by qualified professionals who look after the library and serve the users.

To qualify for the 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 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.

## *18 Sports* **18. 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 competition & Sports are also organized to motivate the students & enhance their abilities.

## *19 Co-Curricular Activities* **19. 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





# Social Reconstruction Through Human Development

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

## 20. Awards & Scholarships

### 20.1 Awards

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

**Naeem Ghani Awards** (Maymar-e-Pakistan award for the best teacher and Shaheen-e- Pakistan award for the best student of the session) are bestowed upon teachers and students for their outstanding performance in the relevant field. Sultana Foundation also confers special awards and medals on the students who win any of the first three positions in the Board or University.

### 20.2 Merit Scholarships

To create competition among students, College of Commerce Sultana Foundation has been awarding "Merit Scholarship" since 2008. A large number of students have benefited 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)
I.Com	A	80% & Above	Rs. 26,400
	B	75% to 79.99%	Rs. 14,400
	C	70% to 74.99%	Rs. 10,800
ADC	A	80% & Above	Rs. 28,800
	B	75% to 79.99%	Rs. 16,800
	C	70% to 74.99%	Rs. 12,000
BS (5 <sup>th</sup> Semester)	A	75% & Above 3.8/4 & above CGPA	Rs. 60,000
	B	70% to 74.99% 3.6/4 to 3.79/4 CGPA	Rs. 36,000
	C	65% to 69.99% 3.4/4 to 3.59/4 CGPA	Rs. 24,000



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College of Commerce Sultana Foundation



# Social Reconstruction Through Human Development



## 21. Health Care

A primary Medical Unit 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 of cost as this is a part of welfare programs of Sultana Foundation.

## 22. Cafeteria, Photocopy

A cafeteria is functioning at the Campus. It serves all the departments of 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 cafeteria to ensure good quality of service and food. Photocopy facility is also available for students.

## 23. Masjid

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

## 24. 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 added in College calendar which is issued separately.

## 25. Practical Training

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



# Social Reconstruction Through Human Development

## 26. Quality Enhancement Cell

To ensure quality education, Quality Enhancement Cell (QAC) has already been established to overview curricular and co-curricular activities of BS and ADC programs. The Cell will suggest the ways and means to enhance standard of education at graduate level. The Cell comprises of Sultana Foundation officials and external eminent scholars having educational and subject experience. Initially the Quality Enhancement Cell consists of the following members

- |      |  |                           |
|------|--|---------------------------|
| I.   | <b>Engr. Khalid Mahmud Akhtar</b><br>Vice Chairman (Academics)<br>Sultana Foundation, Islamabad  | <b>Convener</b>           |
| ii.  | <b>Dr. Inam Ur Rehman</b><br>Scientist Emeritus, PAEC<br>Formerly Rector<br>Pakistan Institute of Engineering & Applied<br>Sciences (PIEAS), Islamabad | <b>Member</b>             |
| iii. | <b>Prof. Dr. Sadia Nadeem</b><br>Chartered MCIPD<br>Ph.D in Management (UK)<br>Associate Professor<br>FAST School of Management, Islamabad             | <b>Member</b>             |
| iv.  | <b>Prof. Muhammad Arif Awan</b><br>Principal<br>College of Commerce Sultana Foundation, Islamabad  | <b>Member/Coordinator</b> |
| v.   | <b>Prof. Dr. Faisal Mehmood</b><br>Vice Principal<br>College of Commerce Sultana Foundation, Islamabad   | <b>Member/Secretary</b>   |
| vi.  | <b>Prof. Muhammad Ramzan</b><br>College of Commerce Sultana Foundation, Islamabad  | <b>Member</b>             |



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## CoC SF Distinctions

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**Saba Waheed**

M. Com  
(2015-17)  
967/1400

4<sup>th</sup> Position in University



**Tasmina Perveen**

M. Com  
(2015-17)  
909/1400

8<sup>th</sup> position in university



**Fariha Mansoor**

I. Com IT  
(2011-12)  
909/1100

4<sup>th</sup> Position in FBISE (Commerce)



**Sundus Muneer**

I. Com IT  
(2010-11)  
873/1100

8<sup>th</sup> Position in FBISE (Commerce)



**Saba Waheed**

I. Com IT  
(2012-13)  
870/1100

5<sup>th</sup> Position in FBISE (Commerce)



**Umer Farooq**

I. Com  
(2015-16)  
894/1100

12<sup>th</sup> 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

*Bright Stars*



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## College Achievements

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College of Commerce Sultana Foundation



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## College Events

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College of Commerce Sultana Foundation

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College of Commerce Sultana Foundation



# Sultana Foundation

## A Project of

### Islah-e-Fikr Educational & Welfare Trust

#### College of Commerce Sultana Foundation

Affiliated with FBISE & University  
of the Punjab

Programs offering:  
**I. Com, ADC & BS**

#### Prince Salman College of Professional Education

Affiliated with FBISE & University  
of the Punjab

Programs offering:  
**F. Sc, ICS & ADS**

#### Prince Salman Institute of Technology

Affiliated with B.T.E. Peshawar  
Programs offering:

**DAE** (Electrical, Electronics, Computer  
Hardware, Telecommunication  
and Bio Medical)

#### Princess Sultana Degree College for Women

Affiliated with FBISE & University  
of the Punjab

Programs offering:  
**FA, F. Sc, ICS, ADS & ADP**

#### Sultana Foundation Boys High School

Affiliated with FBISE

Class:  
**6th to SSC**

#### Sultana Foundation Girls High School

Affiliated with FBISE

Class:  
**6th to SSC**

#### Information Technology & Skills Institute (ITSI)

Affiliated with B.T.E. Peshawar  
Programs Offering:

**Diploma in IT, Computer Application  
Course, Computer Familiarization  
Course, Graphic Designing**

#### Sultana Foundation Special Children (Physical Handicapped)

Affiliated with FBISE

Programs offering:  
**Prep to SSC**

#### Department of Basic Social Trainings (BST)

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

#### Sultana Foundation Voc. Skills Center

Programs including:  
**Dress Designing, Embroidery  
Knitting, Fabric and  
Glass Painting**

#### Sultana Foundation Primary Education School

Students Strength  
**About 1600**

#### Medical Department

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

#### Justice Yousaf Saraf Centre (JYSC)

Programs for:  
**Research, Rehabilitation and  
Main Streaming of Street  
Children**

#### Naeem Ghani Center (NGC)

Programs including:  
**ERSBDD  
MPC  
NG Forum**

**Sultana  
Foundation**

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