



PROSPECTUS

2024



**Govt. Graduate College for women,
Baghbanpura, Lahore.**

Principal's Message

Students, Parents and teachers are three primal pillars of an institute. Therefore, my message is three dimensional addressing all these three indispensable factors.

Students are the primary and basic component of an institute. Their first and foremost duty is to concentrate on their studies to become the most valuable part in progress of the country. They must focus on their character building by following the teachings of the Holy Quran and Sunnah for getting reward in this world and hereafter.



Second important component is parents who play vital role in the success of their children. They have far reaching responsibility in this regard. They must keep in contact with the teachers and remain inquisitive about the progress of their children. They must be vigilant about the performance as well as character building of their off springs.

Teachers play a pivotal role in the ultimate grooming of students. They have multidimensional duty as they should not only provide quality education to the students but also inculcate best moral values in them for their strong character building. They must not only educate them but also train them by following the teachings of Islam.

All the above factors work harmoniously to make an institute a conducive and perfect learning place which will step forward towards the boundless progress of a country.

We want all our students to achieve their full potential. Our task is to make it possible and our mission is to provide a platform for the same.

At the closing, I am pleased to welcome you all to the new and novel era of learning.

Dr. Koser Parveen

Principal

**Govt. Graduate College (W)
Baghbanpura, Lahore**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

يَرْفَعِ اللَّهُ الَّذِينَ آمَنُوا مِنْكُمْ
وَالَّذِينَ أُوتُوا الْعِلْمَ دَرَجَاتٍ

**God will elevate to high ranks,
those of you who believe and those
of you who were given knowledge.**

تم میں سے جو لوگ ایمان لائے ہیں اور تم میں سے
جن کو علم دیا گیا ہے اللہ ان کے درجات بلند کرے گا۔

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INTRODUCTION

The recognized building known as Government College for Women, Baghbanpura, is located in the north-east block of Lahore. It has immense importance for those people of Shalimar Town and its vicinity who are inclined to provide personality and educational grooming to their daughters.

Government College for Women, Baghbanpura, Lahore was established in 1963 in a rented building. In the beginning, Intermediate level was introduced. At initial stage, there were only 150 students. In 1967, Higher Education Department acquired a building consisting of 33 canals 9 marlas and promptly college was shifted to that building. In 1974 it was upgraded to Degree level. In the beginning of January 1995, the Education Department handed over a new constructed block, comprised of 8 Rooms and 3 Laboratories, to the college administration. Later the college building possessed 20 Classrooms, 8 Laboratories, 1 Library and 1 Hall. Moreover, the total strength of students is 4040. The teaching staff is comprised of 84 members and non-teaching staff has 21 members. The ultimate goal of this institution is not only to fulfill the students educational needs but also make them a true, patriotic Pakistani. In this regard the accentuated aspect is their character building. Under the guidance and supervision of their teachers, the students try to adopt civil ethics, follow the way to respectable life and groom their personalities.

Considering the needs of modern and changed times, Computer Sciences classes were formally commenced in October, 2000. The college computer lab is fully equipped and facilitated according to the needs of modern and technical era. Owing to the best performance this college was ranked/titled as " Model College" in 2002 and 2005 respectively.

Second shift has been started in this college since 2003. Arts in 2003, ICS in 2005, FSC and I.Com in 2010.

On account of the increasing number of students and to meet their educational needs in 2016, a double storey new block was constructed, comprised of 12 rooms and handed over to the college management.

By the grace of Allah Almighty the BS4YDP has been introduced in the college during the academic year 2020-21. The college has been upgraded as Govt. Graduate College for Women, Baghbanpura (GGCWB), Lahore.

The Faculty

Dr. Koser Parveen	Ph. D. Islamiyat (Gold Medalist)	Principal
Professor Munazza Shah	M.Sc Physics	Vice Principal
<u>Department of Arabic</u>		
Ms. Anam Naeem	M.A Arabic	Lecturer (H.O.D)
Ms. Azka Seher	M.A Arabic	Lecturer
<u>Department of Biology</u>		
Ms. Javedan Khanum	M.Phil. Botany	Associate Professor (H.O.D)
<u>Department of Botany</u>		
Mrs. Nadira Butt	M.Sc. Botany	Professor (H.O.D)
<u>Department of Chemistry</u>		
Mrs. Shumaila Iqtidar	M.Sc. Chemistry	Assistant Professor (H.O.D)
Ms. Amber Naeem	M.S Chemistry	Assistant Professor
Ms. Uzma Tehseen	M.Sc. Chemistry	Lecturer
Ms. Saima Bashir	M.Phil. Chemistry	Lecturer
<u>Department of English</u>		
Mrs. Qurat-ul-Aine Waqar	M.S Eng. Lit, B.Ed.	Associate Professor (H.O.D)
Mrs. Mumtaz Zaheer	M.A. English, B.Ed.	Associate Professor
Mrs. Yasmeen Sultana	M.A. English, B.Ed.	Associate Professor
Mrs. Sara Zahid	M.A. English	Assistant Professor
Mrs. Nausheen Tahir	M.Phil. English	Assistant Professor
Ms. Mahwash Afzal	M.Phil. English	Assistant Professor
Mrs. Attique Bano	M.Phil. English	Assistant Professor
Mrs. Sumbal Javed	M.Phil. English	Assistant Professor
Mrs. Rooma Naureen	M.Phil. English	Assistant Professor
Mrs. Asia Khalil	M.Phil. English	Lecturer
Ms. Momina Azher	M.A English	Lecturer
<u>Department of Economics</u>		
Mrs. Farhat Jabeen	M.Phil. Economics	Assistant Professor (H.O.D)

Mrs. Romana Javed	M.Phil. Economics	Assistant Professor
Ms. Sadia Asgher	M.Phil. Economics	Lecturer
Mrs. Sana Rehan	M.Phil. Economics	Lecturer

Department of Fine Arts

Ms. Asmat Batool Shamsi	M.Phil. Art History	Assistant Professor (H.O.D)
Mrs. Kiran Shahzadi	M.Phil. Painting (Silver Medalist)	Lecturer
Mrs. Hina Shahzeb	M.Phil. Miniature Painting	Lecturer

Department of Geography

Ms. Sana Noor	M.Phil. Geography	Assistant Professor (H.O.D)
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Department of History

Mrs. Fehmida Kauser	M.A History	Professor
Mrs. Tayyaba Rubbani	M.Phil. History	Associate Professor (H.O.D)
Ms. Shabana Yaseen	M.Phil. History	Associate Professor
Mrs. Shazia Latif	M.A History, B.Ed.	Associate Professor
Ms. Adeeba Akram	LLB, M.Phil. Education	Lecturer

Department of Home Economics

Mrs. Saeeda Khanum	M.Sc., M.Ed.	Associate Professor
Mrs. Darakhshan Shakoor	M.Sc., B.Ed.	Assistant Professor (H.O.D)
Mrs. Nawal Aslam	M.Phil.	Lecturer

Department of Islamiyat

Mrs. Shagufta Mushtaq	M.A. Islamiyat, B.Ed.	Associate Professor (H.O.D)
Mrs. Faiza Malhaz	M.Phil. Islamiyat	Assistant Professor
Mrs. Ayesha Riaz	M.Phil. Islamiyat	Assistant Professor
Ms. Saba Aurangzeb	M.Phil. Islamiyat, B.Ed.	Lecturer
Dr. Muniba Rizvi	Ph.D. Islamiyat	Lecturer
Mrs. Asma Anwar	M.Phil. Islamiyat	Lecturer
Ms. Aqsa Tasgheer	M.Phil. Islamiyat	Lecturer
Ms. Saima Shehzadi	M.A. Islamiyat	Lecturer

Department of Library Science

Dr. Memoona Iqbal Ph.D. Library Science Lecturer (H.O.D)

Department of Mathematics

Mrs. Saira Aslam M.Sc. Math Professor (H.O.D)
Mrs. Mehmooda Manzoor M.Sc. Math Associate Professor
Mrs. Rida Sheraz BS Hons Lecturer

Department of Music

Ms. Maria Samuel M.A. Music Lecturer (H.O.D)

Department of Persian

Mrs. Attia Manzoor M.Phil. Persian Associate Professor
(H.O.D)
Mrs. Uzma Hussain M.Phil. Persian Assistant Professor
Dr. Huma Mushtaq Ph.D. Persian Lecturer
Ms. Asifa Aslam M.Phil. Persian Lecturer
Ms. Aneela Razzaq M.Phil. Persian (Gold Med.) Lecturer
Ms. Ruby Shahid M.Phil. Persian Lecturer

Department of Physics

Mrs. Mussarrat Shaheen M.Sc. Physics Professor (H.O.D)
Mrs. Munnazza Shah M.Sc. Physics Professor
Mrs. Ayesha Asif M.Phil. Physics Lecturer

Department of Political Science

Ms. Almas Zahra M.A Political Science Associate Professor
(H.O.D)

Department of Psychology

Mrs. Lubna Shireen M.Sc. Psychology Associate Professor
(H.O.D)
Ms. Asma Batool M.Phil. Psychology Assistant Professor
Mrs. Adeela Rehman M.Phil. Psychology Assistant Professor

Department of Philosophy

Ms. Attia Aziz M.Phil. Philosophy Lecturer

Department of Social Work

Mrs. Rabia Ashfaq M.Phil. Social Work Assistant Professor
(H.O.D)

Department of Statistics

Ms. Faryal Shabbir	M.Phil. Statistics	Associate Professor (H.O.D)
Dr. Asma Arshad	Ph.D. Statistics	Assistant Professor
Mrs. Aqsa Majeed	M.Phil. Statistics	Assistant Professor

Department of Urdu

Mrs. Tabinda Batool	M.Phil. Urdu	Professor (H.O.D)
Mrs. Misbah Sohail	M.A. Urdu, B.Ed.	Associate Professor
Mrs. Rehana Kausar	M.Phil. Urdu	Associate Professor
Mrs. Riffat Sultana	M.Phil. Urdu	Associate Professor
Mrs. Afifa Hasnain	M.Phil. Urdu	Assistant Professor
Dr. Kiran Altaf	Ph.D. Urdu	Assistant Professor
Mrs. Anaiza Gull	M.Phil. Urdu	Assistant Professor
Mrs. Tayyaba Shahzadi	M.Phil. Urdu	Assistant Professor

Department of Zoology

Dr. Amna Nadeem	Ph.D. Zoology	Professor (H.O.D)
Mrs. Quratul Ain	M.Phil. Zoology	Assistant Professor

Library Staff

Ms. Fatima Noor	M.A Library Science	Librarian
Ms. Numaira Munir	M.A Library Science	Librarian

Office Staff

1. Mr. Muhammad Yaseen	Assistant
2. Mr. Muhammad Afzal	Senior Clerk
3. Mr. Mohsin Younas	Clerk
4. Mr. Muhammad Tahir	Junior Clerk

Senior Lecturer Assistant

1. Mrs. Uzma Ali	Senior Lecturer Assistant
2. Mrs. Namood-e-Sehar	Senior Lecturer Assistant

Lab Staff

1. Mr. Muhammad Nadeem	Lab Supervisor
2. Mr. Muhammad Nazir	Lab Attendant
3. Mr. Asghar Ali	Lab Attendant
4. Mr. Aftab Ahmad	Lab Attendant
5. Mr. Muhammad Iqbal	Lab Attendant

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| 6. | Mr. Muhammad Rizwan | Lab Attendant |
| 7. | Mr. Shahid Mehmood | Lab Attendant |
| 8. | Mr. Zubair Akhtar | Lab Attendant |
| 9. | Mr. Syed Ali Waqas | Lab Attendant |
| 10. | Mrs. Nasreen Munsif | Lab Attendant |

Supporting Staff

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| 1. | Mr. Sameer | Peon |
| 2. | Mr. Shahid Mehmood | Peon |
| 3. | Mrs. Majeedan Bibi | Sweepers |
| 4. | Mr. Barkat Ali | Gardener |
| 5. | Mr. Muhammad Yasir | Gardener |
| 6. | Mr. Usman Ali | Gatekeeper |
| 7. | Mr. Kashif Abbas | Gatekeeper |
| 8. | Mrs. Banaras Jan | Attendant |

Admission Policy

Admission is given in the following disciplines:

F.Sc (Pre-Medical)	F.Sc (Pre-Engineering)	ICS
General Science	FA(Humanities)	

Subject Combination Intermediate 1st Shift**Compulsory Subjects:**

1. Urdu	2. English	3. Pakistan Studies
4. Tarjimat-ul-Quran	5. Islamic Education /Ethics (Optional for Non-Muslim)	

Pre-Medical Group (F.Sc)

Biology	Chemistry	Physics
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Pre-Engineering Group (F.Sc)

Mathematics	Chemistry	Physics
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I.C.S

Group 1	Computer Science	Physics	Mathematics
Group 2	Computer Science	Statistics	Mathematics
Group 3	Computer Science	Economics	Mathematics

F.A (Arts) Humanities Group 1st Shift

Select one combination from the following:

Group	Subjects		
1.	Islamiyat Elective	History	Persian
2.	Islamiyat Elective	History	Arabic
3.	Islamiyat Elective	Education	Arabic
4.	Islamiyat Elective	Home Economics	Persian
5.	Lib. Science	History	Music
6.	Lib. Science	Economics	Persian
7.	Lib. Science	Fine Arts	Persian
8.	Lib. Science	Home Economics	Arabic
9.	Psychology	History	Arabic
10.	Psychology	Education	Philosophy
11.	Psychology	Fine Arts	Persian

12.	Psychology	Education	Geography
13.	Computer Science	History	Geography
14.	Computer Science	Economics	Geography
15.	Computer Science	Economics	Persian
16.	Computer Science	Education	Philosophy
17.	Sociology	Economics	Persian
18.	Sociology	Fine Arts	Persian
19.	Sociology	Home Economics	Persian
20.	Sociology	History	Music

Subject Combination Intermediate 2nd Shift**Compulsory Subjects:**

1. Urdu	2. English	3. Pakistan Studies
4. Tarjamat-ul-Quran	5. Islamic Education /Ethics (Optional for Non-Muslim)	

Pre-Medical Group (F.Sc)

Biology	Chemistry	Physics
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Pre-Engineering Group (F.Sc)

Mathematics	Chemistry	Physics
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I.C.S

Group 1	Computer Science	Physics	Mathematics
Group 2	Computer Science	Economics	Mathematics

I.Com Part-I

1. Principle of Accounting	2. Principle of Economics
3. Principle of Economics	4. Business of Mathematics

F.A (Arts) Humanities Group 2nd Shift

Group	Subjects		
1.	Education	Health & Physical Education	Punjabi
2.	Education	Health & Physical Education	Islamiat Elective

Fee & Funds

Account Heads	Intermediate 1 st Shift			Intermediate 2 nd Shift			
Admission Fee	80	80	65	80	80	65	Once
Tuition Fee	600	600	600	600	600	600	Annual
General Fund	50	50	50	50	50	50	Annual
Welfare Fund	50	50	50	50	50	50	Annual
Medical Fund	50	50	50	50	50	50	Annual
Hilal-E-Ahmar Fund	60	60	60	60	60	60	Annual
Mag/Gazatte/News Letter	120	120	120	120	120	120	Annual
Library Security	500	500	500	500	500	500	Annual
Burqa Fund	100	100	100	100	100	100	Annual
Board/Reg. Fee	AS PER BOARD RULE						
Examination Fee	180	180	180	180	180	180	Annual
Board/Affiliation Fee	240	240	240	240	240	240	Once
Science Breakage Fund	60	60	60	60	60	60	Annual
Transport Fund	150	150	150	150	150	150	Annual
College ID Card	50	50	50	50	50	50	Once
Computer Fund	300	300	-	-	300	-	Annual
Sports Fund	180	180	180	180	180	180	Annual
2nd Shift Fund	-	-	-	3600	3600	3600	Annual

Note:

1. Registration Fee, Sports Fee/Board, University Fee will be charged as per rule of Government rules and rate.
2. Re-Admission will be as per rule of Government rate and fine will also be added.

ABSENTEE FINE:

1. A fine of **Rs.5/-** per period will be charged for absence from class
2. If the student is absent in exams, she will be charged **Rs. 200/-** per paper.

College Website: www.ggcwbbp.edu.pk
Facebook I.D: GCW_Baghbanpura_Official

Associate Degree Program (ADP Arts/Science)

Compulsory Subjects:

1. English	2. Pakistan Studies
3. Tarjmat-ul-Quran	4. Islamic Education /Ethics (Optional for Non-Muslim)

Subject Combination for ADP Arts:

Sr. No.	Subject 1	Subject 2	Optional Subject
1.	History	Geography	Persian
2.	Social Work	Home Economics	Arabic
3.	Computer Science	Economics	Arabic
4.	Computer Science	Geography	Persian
5.	Computer Science	Social Work	Persian
6.	Economics	Geography	Persian
7.	Economics	Social Work	Persian
8.	History	Social Work	Persian
9.	History	Fine Arts	Arabic
10.	Persian	Fine Arts	Arabic
11.	Arabic	Social Work	Persian

1. Subject Combination for ADP Science:

Sr. No.	Subject 1	Subject 2	Subject 3
1.	Botany	Zoology	Geography
2.	Computer Science	Economics	Maths
3.	Computer Science	Economics	Geography
4.	Computer Science	Physics	Maths

Bs Four Year Degree Program (BS4YDP)

1. Psychology	2. History	3. Islamic Studies
4. English	5. Urdu	6. Statistics
7. Physics	8. Chemistry	9. BFA (Fine Arts)
10. Home Economics		

Eligibility for BS or Equivalent

The candidates holding F.A/F.Sc or equivalent qualification with at least 2nd division and age not more than 24 years are eligible for admission in BS 4-Years Degree Programme (BS4YD) or equivalent.

**Semester Rules and Regulations for the 4-Years
Undergraduates (BS) Degree Programs at the Colleges
Associated with University of the Punjab**

Eligibility Criteria for Admission

1. Students securing 3rd division in Intermediate Examinations are not eligible to apply for admission.
2. Any student having a star (pass with grace marks) in one subject is eligible for admission on the condition of clearing a test in the subject in which the student has got a star.

Total Period of Study

The normal duration of a 4-year bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the college. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

Schedule of Semesters

There will be two semesters in an academic year, called Fall Semester and Spring Semester.

Each semester will be of 18 working weeks - 16 weeks for teaching and one to two weeks for Mid Semester Examinations. Final Examinations will be conducted by University of the Punjab at the end of each semester. Schedule (date sheet) of final examinations will be issued by Controller of Examinations, University of the Punjab.

Entrance into 3.5-4 and / Entrance into 5 years Bachelors Program after 2 years Bachelor's Degree (14 years education)

The students after obtaining 2 years Bachelor's degree are entitled to enter into third year of 3.5-4/ or 5 years Bachelors Program if the courses of study of 2 years Bachelor's degree are equivalent to the courses of study of first two years of 3.5-4 and / or 5 years Bachelors Program.

Exit from 4 and / or 5 years Bachelors Program after completion of 2 years study

The students of 4 and / or 5 years Bachelors Program are allowed to opt for an exit on medical / emergency grounds after successful completion of study of first two years. Such students will be awarded 2 years Bachelor's Degree i.e. BA

or B.Sc. and will not be eligible for admission in any program of any other department of the university on the basis of this degree.

Re-Sit Examination

If a student fails in a course, he/she will be provided two chances to pass a course by registering for the course again in the same semester of the subsequent years. If a student fails to pass the course after availing these two chances, he/she will be dropped from the rolls of the college.

Cancellation of Admission

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission stands cancelled automatically without any notice.

Class Attendance

1. A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final examination.
2. In case the student remains absent from the class for seven consecutive days without leave, his/her name will be removed from the rolls.

Course Evaluation, Course Grade, and Grade Distribution

Students will be evaluated on the basis of two examinations, called Mid Semester Examination and Final Examination, homework, quizzes, assignments, presentations, etc. These evaluation instruments and their percentage weight of a grade are given below:

Evaluation Instrument Percentage Weight

1. Sessional (Quizzes, homework, assignments, presentations, etc.) 15%
2. Mid Semester Examination 25%
3. Final Examination 60%

College will be responsible for evaluating student work and assigning marks for Sessional and Mid Semester Examinations. University of the Punjab will be responsible for conducting the Final Examination at the end of each semester.

Evaluation System

1. The course teacher is responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation.
2. The number and nature of tests and assignments depends on the nature of course.

To pass a course, a student must obtain 50% marks (i.e., 'D' grade) cumulative in Mid Semester Examination, Sessional Work, and Final Examination.

4. The Mid Semester Examinations will be conducted after eight weeks of the commencement of the semester. The final examination will be conducted according to the schedule (i.e. date sheet) announced by University of the Punjab.

Promotion Rules

1. A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for promotion to the next semester.
2. In case a student is able to obtain GPA of 1.70 or more but less than 2.00 except first semester where GPA of 1.50 or more but less than 2.0, he/she will be promoted to the next Semester on probation (1st probation). If the student does not achieve the desired CGPA of 2.0 but obtain CGPA greater than or equal to 1.7, will go to 2nd (last) probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in a subsequent semester, will stand automatically dropped from the rolls of the college.
3. A student has to obtain CGPA 2.00 in the last semester of each program for the award of the degree.

Course Outline for Bs 4 Year Program**Scheme of Studies for BS English**

SEMESTER-I		
Course Title	Course Code	Course Hours
Islamiat/Ethics	ISE-111	2
English-I (Language in Use)	ENG-111	3
Computer (Introduction and Applications)	COMP-111	3
Introduction to Literature-I (History of English Literature-I)	ENG-101	3
Introduction to Linguistics-I	ENG-102	3
Fundamentals of Psychology	APSY-111	3
Semester's Total Credits		17

Scheme of Studies for BS Islamic Studies**Scheme of Studies for First Eight Semesters (valid from November, 2012)**

SEMESTER-I		
Course Title	Course Code	Course Hours
Arabic-I	ARB-101	3
Computer-I	COMP-101	3

English-I (Language in Use)	ENG-111	3
Tafseer-I	ISE-101	3
Hadith-I	ISE-102	3
Semester's Total Credits		15

Scheme of Studies for BS Urdu

SEMESTER-I		
Course Title	Course Code	Course Hours
Introduction to Expository Writing	BSU 101	3
What is Science?	BSU 102	3
A Science of Society I	BSU 103	3
Exploring Quantitative Skills	BSU 104	3
Fables, Wisdom Literature, and Epic	BSU 105	3
تدریس ترجمہ قرآن	HQ-001	0
Semester's Total Credits		15

Scheme of Studies for BS Statistics

(COMBINATION-II)

SEMESTER-I		
Course Title	Course Code	Course Hours
Islamiat/Ethics	ISE-111	2
English-I (Language in Use)	ENG-111	3
Fundamentals of Economics	ECON-111	3
Mathematics A-I [Calculus (I)]	MATH-101	4
Computer-I	COMP-101	3
Computer Lab-I	COMP-102	1
Statistics-I	STAT-101	3
Statistics Lab-I	STAT-102	1
Semester's Total Credits		20

Scheme of Studies for BS Applied Psychology

SEMESTER-I		
Course Title	Course Code	Course Hours
English-I	ENG-111	3

Pakistan Studies	PST-111	2
Elementary Mathematics I	MATH-111	3
Social Work	SOCW-111	3
Fundamentals of Economics	ECON-111	3
Introduction to Psychology (Revised)	APSY-111	2
Semester's Total Credits		16

Scheme of Studies for BS Chemistry (COMBINATION-II)

SEMESTER-I		
Course Title	Course Code	Course Hours
English-I (Functional English)	ENG 101	3
Islamic Studies	ISE 101	2
Introduction to Computer	COMP 101	3
Translation of Holy Quran	HQ 001	0
Inorganic Chemistry	CHEM 101&102	3+1
Plant Diversity	BOT 101&102	2+1
Invertebrate Diversity	ZOOL 101&102	2+1
Semester's Total Credits		18

Scheme of Studies for BS Physics

SEMESTER-I		
Course Title	Course Code	Course Hours
English-I (Reading and Writing Skills)	Gen 1001	3
Pakistan Studies	Gen 1002	2
Islamic Studies/Ethics	Gen 1003	2
Calculus-I	Math 1001	3
Mechanics	Phys 1001	3
Waves and Optics	Phys 1002	3
Physics Lab-I	Phys 1601L	1
Semester's Total Credits		17

Scheme of Studies for BS History

SEMESTER-I		
Course Title	Course Code	Course Hours
Islamiat/Ethics	ISE-111	2

English-I (Language in Use)	ENG-111	3
Computer (Introduction and Applications)	COMP-111	3
History of Freedom Movement (1857-1930)	HIS-101	3
History of World Civilizations (Early Life to 600 A.D.)	HIS-102	3
Elementary Mathematics-I (Algebra)	MATH-111	3
Semester's Total Credits		17

Scheme of Studies for BS Home Economics

SEMESTER-I	
Course Title	Course Hours
English-I	3
Pakistan Studies	2
Math/Stat-I	3
General -I Chemistry	2
Foundation-1 Introduction to Home Economics	2
Foundation-2 Introduction to Art & Design I	3
Foundation-3 Clothing & Consumer Education	3
Quran Studies	0
Semester's Total Credits	18

Scheme of Studies for BS Fine Arts (Painting)

SEMESTER-I		
Course Title	Exam Time	Marks
English I (Language in use) Theory	3 hours	100
Pakistan Studies (Theory) +Islamic Studies (Theory) or Ethics (For Non-Muslims) Theory	1 hour & 30 mins 2 hours	40 60 (40+60=100)
Art Appreciation I (Ancient• Civilization) (Theory)	3 hours	100
Techniques of painting Theory)	3 hours	50
Drawing (Practical)	3 days 3 hours (Per day)	100
Portrait Painting (Practical)	4 days 3 hours (Per day)	100
Exhibition of work (Practical)•	1 day	150

Fee & Funds for BS4YDP & ADP

	BS4YDP		ADP	
Admission Fee	225	Once	225	175
Tuition Fee	720	Per Sem	720	720
General Fund	50	Per Sem	50	50
Welfare Fund	50	Per Sem	50	50
Medical Fund	30	Per Sem	50	50
Hilal-E-Ahmar Fund	30	Per Sem	60	60
Mag/Gazatte/News Letter	60	Per Sem	120	120
Library Security	300	Once	500	500
Burqa Fund	50	Per Sem	100	100
Board/Uni. Reg. Fee	As per Univ. rules	Once in BS Prog.		
Examination Fee	200	Per Sem	180	180
Board/Uni. Affiliation Fee	100	Once	360	360
Science Breakage Fund	120 (per sub)	Per Sem	120	120
Transport Fund	70	Per Sem	150	150
College ID Card	50	Once	50	50
Computer Fund	300	Per Sem	400	400
Sports Fund	90	Per Sem	180	180

Note:

1. Registration Fee, Sports Fee/Board & University Fee will be charged as per rule of Government rate.
2. Re-Admission will be as per rule of Government rate and fine will also be added.

ABSENTEE FINE:

1. A fine of Rs.05/- will be charged on missing any lecture in any subject.
2. If the student is absent in monthly test/ exams, she will be charged Rs. 200/- per paper.

College Website: www.ggcwbbp.edu.pk

Facebook I.D: GCW_Baghbanpura_Official

RULES & REGULATIONS FOR ADMISSION

According to the admission policy devised by the Director of Public Instructions (DPI) office:

1. The college admission should be applied through the admission form. The relevant department should be marked with a ().
2. The students can apply online for admission. The following three steps should be followed:
 - I. Open the website **www.ocas.punjab.gov.pk**
 - II. Open the page: Online College Admission System
 - III. Select your relevant Board and enter your matriculation roll number. Select relevant college and the program. Get a print of the Fee Slip and submit the slip for Rs. 30/- in any branch of Bank of Punjab.
3. The applicants should attach following documents with the admission form:
 - I. Three duly attested photocopies of Matriculation result cards (the computerized print outs are NOT accepted)
 - II. Three duly attested photocopies of Father/ Guardian National Identity Card
 - III. Three duly attested photocopies of applicant's National Identity Card/ Bay-form
 - IV. Three 1.5 x 1.5 inches white background pictures with applicant's name and father's name written at the back of the photographs.
 - V. Three duly attested photocopies of character certificate obtained from the previous institution.
 - VI. The private candidates should produce three photocopies of character certificate duly attested by the relevant Nazim/ Councilor/ First Class Officer.
 - VII. The original migration certificate if the applicant appeared from some other board for previous examination. (The applicant should keep a photocopy of the migration certificate and submit the original with the form).
 - VIII. Anyone securing admission on disabled quota should provide the authentic certificate of disability evidence.
 - IX. The applicants applying on sports quota should provide the certificate of sports obtained from previous institution. Only the first year Arts students are eligible for the sports quota admission.
4. The admissions in BS4YD will be according to the schedule issued by Board of Intermediate and Secondary Education Lahore and Punjab

University through an advertisement printed in newspapers by the college. The students successful in securing admission should pay their dues within the given time period and in case of failure to do so will result in the cancellation of their admission. The students should bring their original academic certificates on admission day.

5. The students should be present in person on admission day. The students can be exempted from this condition under extraordinary circumstances.
6. The sections of classes are assigned to students at the time of admission and the students are NOT allowed to change their sections.
7. The students with O level can submit a handwritten admission application according to the schedule of relevant Board.
8. The O level students should submit an equivalence certificate issued by PBCC with the other relevant documents when applying for admission.
9. The admission will be merit- based. The students and their parents will be responsible for the consequences in case of using illegal means for admission.
10. The admission will be cancelled in case of clerical mistake.

Age Relaxation for Inter

1. According to the notification no. SO (CA) 1-28/2015 by the Higher Education Department Government of the Punjab, the students Associate can be given age relaxation for up to 5 years. The Principal can allow above mentioned relaxation in age keeping in view the hardships faced by the student. The Director of Education Colleges can allow age relaxation for up to 8 years and the Director of Public Instructions Colleges can allow relaxation in age for up to 10 years.
2. The age relaxation cases will be sent to the Chairman of BISE for formal approval and registration after the verification of such cases from the College Council.
3. The students requesting age relaxation will submit an affidavit confirming that they did not secure admission in any other college during the gap.

Age Relaxation for ADP & BS

According to Admission Regulation, any person who has attained the age of twenty-four years or more on the last date fixed for the receipt of the applications for admission shall not be admitted to Associate Degree in Arts & Science or equivalent classes (BS Programme). However, the Vice-Chancellor on the recommendations of the Chairman/Directors/Principals and Deans of

Faculty concerned, may relax this Regulation for male candidates/female/foreign candidates / up to a maximum of 2 years for male and 5 years for female candidates seeking admission to the undergraduate/graduate Course. No age limit for Disable/Special students. (Vide Notification No. S.O. (A-III) 1-83/2012 dated 07/11/2013 issued by HED).

Class Attendance Rules

1. According to the instructions communicated by the Director of Public Instructions Colleges Punjab, the students are expected to be regular in their class. They should fulfill the condition of 75% attendance devised by BISE and Punjab University. In case of failure to fulfill this condition, the students' final examination admission will not be sent and consequently they will not be allowed to sit in final examination.
2. The Board and University final examination admission of a student who will not appear in the college internal examinations, will be stopped.
3. The Board and University examination admission of a student who will fail in 2 to 3 subjects in college's internal examination will not be sent.
4. The name of a student who remains absent from college for 15 days without prior permission, will be struck off. The struck-off student will be allowed re-admission only once.

Migration

The migration from college of one city to another can be taken according to the notification no. SO(C) 7-7-85 and the migration policy devised by the Government of the Punjab. In the light of this:

1. The students will not be allowed to apply for migration within the city.
2. The migration from another city can be applied only under the following conditions:
 - I. The availability of seat in the host college.
 - II. The student fulfils the merit conditions of the host college.
 - III. The subjects are in concordance with those offered at the host college.
3. The proof of residence change (documentary evidence of address change, transfer/ retirement certificate of father) should be attached with the migration application.

Payment of Fee & Fines

1. The fee is submitted according to the schedule devised by the BISE and Punjab University.

2. The Board/University/Government rules are applicable on fee, funds and other payments.
3. If a student is able to secure admission but fails to pay the fee and other dues within the allocated time, the admission will be cancelled and the seat will be secured by the next student in the merit list.

Note: The details of fee and funds are given on the last page of this prospectus.

The details of fine rules related to the College and its related affairs according to the policy issued by the Director Public Instruction Colleges are as follows:

- Without permission absence from class Rs. 5 per period
- Absence for 15 days without prior permission Name struck off
- Absence from college examination Rs. 200/- per subject
- Irregularity/ Violation of college rules Rs. 200/- to Rs.1000/-
- Without uniform (colored clothes) Rs. 150/-
- Incomplete uniform Rs. 100/-
- Carrying electronic devices (Mobile Phone etc.) Rs. 1000/-

Note: The items confiscated by the college administration will be returned only at the formal request of parents. The students' mothers preferably will be allowed to visit college in such cases.

House Examination for Intermediate

According to Punjab academic calendar issued by Director Public Institutions, Lahore, Punjab, four (4) internal exams other than the monthly tests will be conducted during the academic session of two years.

1. In October Monthly Test
2. In November Monthly Test
3. In December Full Exams
4. In March Pre-board

Rules and Regulation Regarding Exams

1. Students' attendance is mandatory in every monthly test.
2. All the resource persons will keep and maintain the subjects' attendance record of all the monthly tests and house/ internal exams during the whole academic session. The marks of all the monthly tests will be entered in the result register.
3. It is mandatory for all students not only to appear in all monthly tests, mid-term exams of BS4YD (Four Semesters) but also to pass them successfully.

4. The student who has submitted medical certificate to the controller of examinations on account of illness and unable to take the examination will have to appear in the exams afterwards. Absence in exams will be considered as sheer failure. A fine of Rs.200/- per subject will be charged in case of absence from exams. The medical certificate must be provided and submitted during the commencement of exams. The medical certificate must be issued, stamped and duly signed by the Medical Officer (MO) of a government hospital.
5. The admission of the students securing "F" grade (will be withdrawn) will not be forwarded to the university for final exams.

The College Council has full authority to take a strict action against any student who is found and caught red-handed while using unfair means in the exams and the final decision taken by the council cannot be challenged in any court of law.

Discipline

To maintain exemplary discipline in the college premises, students need to observe following directions:

1. Students must maintain discipline in the class-rooms and play grounds.
2. The library books must be returned timely. In case of non-compliance, repercussion will be fine and non-issuance of Roll No. slip.
3. Classes must be attended regularly. In case of less attendance, as per rules the admission will not be entertained.
4. As per rules of the Government of the Punjab it is strictly forbidden to bring Mobile in college premises. In case of un-abiding the rule, fine will be minimum Rs. 1000/-
5. The students of Science Department and Home Economics Department must use over-all coats during practicals.
6. The students of science must handover the lab apparatus to the lab attendant before leaving the laboratory. In case of mishandling of apparatus, the actual cost of the used apparatus will be fined.
7. The students must not damage the plants and flower- pots.
8. Students are not allowed to go outside college premises during college timings. Besides they cannot visit or meet anyone without Principal's permission. However, the permission will be granted based on circumstances and the visitor (parents/guardian) will have to bring his/her ID card.
9. Students' stay after college timings must not be more than 15 minutes. The administration will not be responsible after 15 minutes.

10. College council and all faculty members have full authority to penalize those students who do not abide by the college laws.
11. The students will be fined for displaying and pasting stickers either on their uniforms or on the walls of the college.
12. It is mandatory for the students not to get involved and urge others in any kind of illicit activity, boycott, strike and protestations. Principal is the sole-authority of the college. She is authorized to fine, punish and expel out any student who do not maintain discipline or go against college rules.

Rules for Leave

1. Application for leave must be addressed to the Principal.
2. Application for leave in normal circumstances, there must be a prior sanction of the application for leave. However, during some crisis, the application can be applied and sanctioned right after joining the college.
3. During some sudden and serious happening, the application will be sanctioned by the Principal for maximum 10 days.
4. In case of sickness, an application applied for more than 4 days, must be annexed with the proof of medical certificate.
5. A student who stays absent for consecutive 15 days from college, will be struck off. The opportunity for re-admission can be availed only once in academic year.

College Uniform For 1st Shift

1. It is compulsory for the students to wear white K.T Shalwar Qameez and Wash N Wear dupatta.
2. Dupatta will be available at college canteen. It is mandatory to purchase dupatta only from college canteen.
3. Only black Socks and shoes without heels. No open shoes, slippers, softy and sandals are allowed.
4. Any girl with improper uniform, will be fined.
5. In winter only black colour in, shawl, coat and sweater/Jersey is allowed.
6. Make-up/Jewellery is not allowed.
7. Students are strictly forbidden to wear abayas in college premises.

College Uniform For 2nd Shift

1. It is compulsory for the students to wear a K.T Shalwar Qameez (grey shirt, white shalwar).
2. Dupatta will be available at college canteen. It is mandatory to purchase dupatta only from college canteen.

3. Only black socks and shoes without heels. No open shoes, slippers, softy and sandals are allowed.
4. Any girl with improper uniform, will be fined.
5. In winter only black colour in shawl, coat and sweater/Jersey is allowed.
6. Make-up/Jewelry is not allowed.

Students are strictly forbidden to wear abayas in college premises.

Note: The students of 1st shift and 2nd shift are not allowed to enter without uniform or incomplete uniform. They will be charged fine if they do not follow the instruction mentioned above.

Identity Card

1. College Identity Card will be provided to the students after admission.
2. It is a compulsion for all the students to display their ID cards around their neck during college timings. In case of non-compliance, the students will be fined.
3. In Case of losing card, student must re-apply for the card. The re-application fine is Rs.100/-

Library

The college possesses a library comprised of valuable books. To benefit themselves from it, the students have to exercise following rules:

1. Students can get the books issued for 7 days maximum.
2. In case of exceeding the return date, a fine of Rs.5/-per day will be charged.
3. In case of marking or damaging any book, Rs.5/- per mistake will be fined. To avoid this, students must have a prior thorough look into the book before taking it out of library.
4. A book issued with the name of one student, cannot be transferred to other student.
5. Reference books and magazines will not be issued.
6. In case of losing an issued book or set of books, the student have to provide / purchase it for compensation within due date of submission. A submission after a due date, will be charged with the above mentioned fine.
7. With the ending of every term, the books must be returned within due date.
8. The students of every year (1st, 2nd, 3rd, 4th year & BS) can withdraw books only in their assigned days.





UNDERTAKING

I solemnly declare that:

1. The facts entered in the admission form are true.
2. The application is submitted with the approval of my parents / guardian
3. I accept the rules, regulations and discipline of the college.
4. I accept the authority of the principal to detain a student before or at time of the Board / University Examination, if the college or Board / University requirements are not fulfilled.
5. I accept the authority of the principal to struck off my name if found guilty of breach of college rules or my stay is detrimental to the college environment.
6. If I am already registered in any other college, then I will be responsible for my Registration in Board / University. (اگر میں پہلے سے کسی اور کالج میں رجسٹرڈ ہوں تو میں اپنی رجسٹریشن کی ذمہ داری اٹھائوں گا)

Signature of Applicant

Signature of Father/Guardian

Home Address:

NOTE: Please attach the following documents along with the admission form:

- ★ Photocopy of B. Form (ب. فارم) / CNIC of applicant. (on half page) (3 Copies)
- ★ Father / Guardian CNIC of applicant. (on half page) (3 Copies)
- ★ Matric Certificate / Detailed Marks Sheet. (For Intermediate) (3 Copies)
- ★ Intermediate Certificate / Detailed Marks Sheet. (For Degree) (3 Copies)
- ★ Character Certificate from the Headmistress / Principal of the institute last attended (3 Copies)
- ★ Recent photograph (White Background), one to be pasted with gum on the Admission Form attested from the back bearing the Students Name and Fathers Name on the back of the photograph. (3 Copies)
- ★ NOC from the Board of Intermediate & Secondary Education if passed SSC or Intermediate Examination from the Board other than Lahore. (Two attested copies) (3 Copies)
- ★ Permission from Government or Privste above Bodies in case of service in Government or Privste Bodies (3 Copies)

Signature of Admission Committee.

1. -----
2. -----
3. -----

Principal

Date: -----

GENERAL HEALTH PROFILING OF STUDENTS

College Name: Govt. Graduate College for Women, Baghban Pura Lahore.

1. Personal Information:

i.	Roll No	
ii.	Name	
iii.	Father Name	
iv.	CNIC/B Form Number	
v.	Gender	
vi.	Age & Date of Birth	
vii.	Class	
viii.	Contact Number of Parents	

2. Basic Medical History

i.	Overall General Physical Health on Appearance	
ii.	Height	
iii.	Weight	
iv.	Blood Pressure	
v.	Temperature	
vi.	Pulse Rate	

3. General Mental Health

i.	History of Smoking / any other substance / drug abuse	Yes/ No	If yes, then explain
ii.	Habit of rubbing away / bunking routine classes	Yes/ No	If yes, then explain
iii.	Social Media Post / other pointers of interest towards substances / drug abuse e.g. tattoos, stickers on vehicle / books etc.	Yes/ No	If yes, then explain
iv.	A decline in academic Performance / physical activity.	Yes/ No	If yes, then explain

Stamp and Signature of Principal: _____

Stamp and Signature of Medical Office / Health Officer: _____





Website: www.ggcwbbp.edu.pk
Fb ID: gcw_baghbanpura_official

Rs.200/-