Vision and Mission

Vision Statement
The vision for Kinnaird is to be a Centre of excellence for the education of women in South Asia, by offering an academic program of International Standards, engaging in research and service that serves the development of new knowledge and ideas and promotes social responsibility and active citizenship. This is in recognition and continuation of the reputation the college has of being the most prominent and prestigious institution for women in Pakistan.

Mission Statement
The Mission of Kinnaird is to provide access to an education that is holistic, of quality and relevant to the context and time. An education that serves personal transformation, develops leaders, innovators and entrepreneurs, women who think independently, work cooperatively and act responsibly and courageously for social transformation. Women who are able to live according to the college oath, “to live up to the trust placed in me, willingly and conscientiously fulfill my responsibilities and to work with integrity and loyalty; to be rather than to seem.”

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**Spring Semester 2020**

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*Gazetted / Public Holidays
**Holidays Subject to the appearance of the moon
Kinnaird is Pakistan’s oldest college for Women and its rise to prominence over a hundred and six years of its existence has been the result of many factors including the contribution of dedicated staff and the enthusiasm and creativity of its students and alumni to make a difference in whatever they chose to do.

We all know that education has the power to transform lives at any and every age. Kinnaird believes in that power and therefore life at Kinnaird is a combination of academic study, out of classroom experience, and social interaction through its excellent set up of clubs and societies and a meaningful community service program. We are committed to producing graduates with outstanding leadership abilities, sense of purpose, intellectual capacity, and a commitment to service to society.

I, the faculty, and administration look forward to welcoming you on campus. I am sure you will find it exciting, stimulating, and a supportive place in which to shape your future. We wish you the best in your decision making, your chosen study, and your subsequent career.

Kinnaird is special and I hope you find this handbook useful in that it conveys to you our vision of a professional and caring institution.

Prof. Dr. Rukhsana David
Kinnaird is one of the esteemed colleges for women in Pakistan and we are proud of its history and present achievements. The name Kinnaird comes from Lady Mary Kinnaird who belonged to a titled family of Scotland. During the British period in India, certain British philanthropic enterprises, run by educated and sometimes very wealthy women from UK, worked for the education of women in India. Education was also a significant agenda for the family of Lady Kinnaird, who was politically involved with India. Her husband and her son successively were Chairmen of the committee that spoke on Indian issues in the British parliament. The Kinnaird family raised financial support and even donated personal funds and thus the college evolved in 1913 from within Kinnaird High School which was already in existence. Today Kinnaird ranks as a premier institution of Pakistan for education of women, where over 2000 students are enrolled every year. The college shifted to its present location in 1938 and is home to more than 5000 girls who study at the college. The beautifully laid out gardens provide a charming setting for the twenty acre campus.
This campus, owned by the parent body, the Association of Kinnaird College, provides a range of spacious study spaces in the original Main Academic Building, the adjoining Amaltas Block built in 2008, the McNair Science block, the New Science Block and the recently built Postgraduate Block. The classrooms are equipped with audio visual aids such as overhead projectors and LEDs. There are well equipped science and computer laboratories with access to the Internet and the Higher Education Commission digital library.
Kinnaird Library is providing a dynamic and interactive learning environment with its innovative and instructional programs, resources and services for faculty students and other community users. Kinnaird Library holds a collection of more than 42000 books and connectivity to over 20,000 journals and e-books across all subject areas. A computer section is built giving access to e-resources within the library premises to fulfill the research needs of our future scholars. A fully equipped special students lab with Braille books and Braille machines for visually impaired students is a valuable and remarkable addition in Kinnaird Library services. The Postgraduate Library caters to students at the graduate level and has the latest books on a wide range of disciplines. Kinnaird Library is a knowledge hub and door to independent learning for students and faculty members.
Accommodation

Residential facilities are available to students in three hostels custom built for the purpose. Apart from dormitories, each of the three hostels provides bedrooms for triple, double or single occupancy and its own common room. A central dining room is provided for the residents of all three hostels.
Good food is all the sweeter when shared with good friends. The Kinnaird Association runs the KC Cafeteria which provides an area both indoors and outdoors where students can relax and enjoy their meal. Students can choose a variety of food items and enjoy freshly made to order snacks with their favorite beverage.

Along with providing excellent teaching facilities to students, Kinnaird adds an extra dimension by providing them an opportunity to become members of the student council, and the clubs and societies of the college. Students participate in a wide range of activities that exemplify the diversity of interests and talents within the college community and help students to be creative, develop their confidence, take initiatives and be prepared for real life situations.
Kinnaird aims to provide high quality sports facilities and offers a blend of opportunities to compete, lead, and contribute to the community. Kinnaird is one of the largest sports nurseries for producing and grooming sportswomen to represent Pakistan in Olympics, World cup, Islamic games, Commonwealth games, ICC championships, Asian games, SAF games and other mega events. Kinnaird hosted 1st International T-20 blind women cricket series between Nepal and Pakistan in 2019. A variety of sports facilities including cricket, hockey, basketball, football, table tennis, badminton, lawn tennis, and fitness center are available at campus. The college is proud of its athletes who bring honor and glory to their alma mater by taking top positions in intercollegiate, interprovincial, national, and international competitions.
Undergraduate Programs

Faculty of Applied Sciences & Business Studies
- B.Sc Honors in Accounting & Finance
- Bachelor Honors in Business Administration
- B.Sc Honors in Computer Science
- B.Sc Honors in Economics
- B.Sc Honors in Mathematics
- B.Sc Honors in Statistics

Faculty of Physical & Earth Sciences
- B.Sc Honors in Chemistry
- B.Sc Honors in Environmental Sciences
- B.Sc Honors in Geography
- B.Sc Honors in Physics

Faculty of Biological & Life Sciences
- B.Sc Honors in Biochemistry
- B.Sc Honors in Biotechnology
- B.Sc Honors in Botany
- B.Sc Honors in Food Science & Human Nutrition
- B.Sc Honors in Genetics
- B.Sc Honors in Zoology

Faculty of Languages, Literature & Education
- B.A Honors in Applied Linguistics
- B.Ed Honors Education
- B.A Honors in English Literature
- B.A Honors in Urdu Literature

Faculty of Art, Design & Media Studies
- Bachelor in Fine Arts
- Bachelors in Design
- B.A Honors in Media Studies

Faculty of Social Sciences & Law
- B.Sc Honors in Applied Psychology
- B.A Honors in International Relations
- B.A Honors in Political Science
- Bachelors in Law
Accounting & Finance is the process of identifying, measuring and communicating financial information to permit informed judgments and decisions. The curriculum is designed to prepare students with conceptual accounting and business knowledge and the tools for analyzing financial processes. It also seeks to develop students' capacity for inquiry, abstract, logical thinking and critical analysis. It provides them opportunities to use these critically, analysis of management accounting information for the purposes of planning and control, product costing, performance measurement and evaluation. This program prepares students to meet the challenges of a career in accounts and finance.

**Admission Requirement**
- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.

Bachelor Honors in Business Administration

Today’s business graduate — tomorrow’s managers — must meet unprecedented challenges, emerging environmental concerns, international financial markets, electronic commerce and intense global competition. Specialization, flexibility and a global approach to new opportunities characterize the way business operates. The Bachelor of Business Administration degree prepares students to operate effectively in the business world of today and the future. It integrates classroom theory with actual management practice providing broad knowledge of business management, enhancing problem-solving competence and skills, improving critical and creative thinking, analytical ability and communicative and presentation skills. This enables the students to become competent, skilled, confident and result-oriented professionals who can effectively support management and leadership roles in today’s highly competitive environment.

**Admission Requirement**
- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.

Bachelor Honors in Computer Science

The program offers a wide matrix of interesting courses, to help students attain a broad understanding of the concepts, techniques and theory of Computer science. This program aims at developing the student’s critical professional thinking and intuition. The curriculum provides a balanced mixture of theory and practical experiences at foundation and advance levels to make the graduate capable of sound professional decisions in the field of Computer Science. After completing the degree, the graduate will be able to assume responsible position in software Houses as developers, testers and at the research, development, and planning levels in any organization. The program also provides an excellent foundation for further formal learning and training.

**Admission Requirement**
- F.Sc Part-I with Pre Engineering / ICS Stats / ICS Physics with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate and must have studied Mathematics.
- Candidates must appear for an Aptitude Test. Only short listed candidates will be called for an Interview.

B.Sc. Honors in Economics

BSc. (Hons) in Economics at Kinnaird College is one of the most sought after undergraduate degrees in the discipline of Economics. It is a comprehensive degree that trains students in qualitative, quantitative and analytical skills. Degree in Economics broadens the horizon and efficaciously prepares students for

**Admission Requirement**
- F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate and must have studied Mathematics.
- Candidates must appear for an Aptitude Test. Only short listed candidates will be called for an Interview.
multiple options for post-graduate studies. Our graduates successfully secure admissions in well-reputed local and foreign universities for post-graduate degrees. Furthermore, their analytical acumen and flexibility equip them with an impressive skillset that makes them an attractive choice for a wide range of employers in both private and government sectors.

The Department of Economics is devoted to restructuring its coursework with time in order to incorporate the dynamic, contemporary economic spectrum in its curriculum. Also, it is committed to organizing seminars and workshops to keep the students updated on the latest trends and robust changes in the field of economics. The Department offers an enabling learning environment based on interactive teaching, mentorship and linkages with other institutions and market. The premium is placed on students’ well-being and development as well-rounded and responsible economic professionals and scholars.

Admission Requirement

- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.

B.Sc Honors in Mathematics

Mathematics plays an important role in the world today which is now undergoing a revolution driven largely by technology. Business and government, science and technology and almost every aspect of professional work involves mathematics. The B.Sc. Mathematics program at Kinnaird College is designed to set high standards in graduate level mathematics education and helps students to attain the ability to think logically, analyze complex situations and conduct research. Advanced courses in mathematics are the strength of this program, supported by highly competent faculty members. All that is required on the part of the student is genuine interest in mathematics and hard work.

Admission Requirement

- F.Sc/I.CS Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.

- Candidates must appear for an Interview.

B.Sc Honors in Statistics

Statistics are used in all areas of science, engineering, technology, business, industry and commerce. Statistical models are often developed to assist in predicting the evolution of many phenomena including production, planning, bio-medical aspects, weather patterns and climate changes. Throughout many businesses and industries, statistical and operations research methods are used to solve problems such as resource allocation, planning and forecasting future requirements. In the business sector decisions on future strategies usually depend on the forecast of economic and financial trends that are generated from statistical models of the market phenomena.

The structure and content of the courses within the program focus on the skills and techniques that are relevant and applicable.

Admission Requirement

- FA/F.Sc Part-I with minimum 55% marks OR A-level in three main subjects (no subsidiary) with minimum Grade C (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.

- Candidates must appear for an Interview.
Faculty of Physical & Earth Sciences

B.Sc Honors in Chemistry
This program introduces students to the basics and the latest developments in the field of chemistry. All major chemistry courses are supported with practicals in the lab to reinforce the concepts studied in theory and to develop further understanding of the subject. The courses are taught by a combination of lectures, tutorials, seminars, practical activities, visits to relevant laboratories, industries and research organizations. The students undertake internships in concerned organizations during the summer vacations in the final year to acquire work experience. The program of study is designed to prepare students for higher learning in this field; to work as professionals with an ability to classify the elements of chemistry and applications thereof, in academia or in chemical, petrochemical, metallurgical, ceramic, biomedical industries and in research institutions.  
- F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.

B.Sc Honors in Environmental Sciences
The Environmental Sciences program has been designed to provide the students with concepts, methods and practical field experience in air quality, water quality assessment, endangered species management, industrial hygiene, environmental policy, environmental pollution / impact assessment and pollution control technology through a multidisciplinary approach. A variety of career opportunities for environmental scientists in government, industry, NGO’s, private companies and consulting firms are available for students graduating with a BS degree in Environmental Sciences.

Admission Requirement
- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- SSC (Science Group) with a minimum Grade B (60%) OR O-level in eight subjects with minimum Grade B (60%) with Equivalence Certificate OR any equivalent examination.
- Preference will be given to F.Sc students.
- Candidates must appear for an Interview.

B.Sc Honors in Geography
Geography is the study of Earth and provides a broad perspective on the transformation of environment by society and nature at a variety of levels. Areas of study include Physical Geography, study of Lithosphere, Atmosphere, Hydrosphere and Biosphere, Human Geography, Cultural Geography, Urban Geography, Population Geography, Political Geography, Economic Geography, Practical Geography, Map Making, Map Reading and Ground Surveying Techniques. The study of Geography has long been recognized as central to a liberal arts education and has served as a foundation for successful careers in many fields. Although the study of Geography is most often associated with careers in cartography, public service, teaching and the research world, but the skills learned through Geographic study have proven useful in a great variety of careers ranging from city administrators, advertising and logistics to the Foreign Service. Geography students are offered courses in which they learn specific technical skills in computerized information retrieval, spatial data analysis, cartographic representation, remote sensing, and geographic information systems. Geography major is an appropriate base for further specialized training in environmental management.
Admission Requirement
- FA/F.Sc Part-I with minimum 55% marks OR A-level in three main subjects (no subsidiary) with minimum Grade C with Equivalence Certificate OR Grade 12 with minimum Grade C with Equivalence Certificate.
- Candidates must appear for an interview.

B.Sc Honors in Physics
Physics is one of the oldest sciences in the world under natural Philosophy. Physics has extensive use in the fields of engineering, computer science, medicine and instrumentation for various purposes. The Physics 4-year program covers a wide range of courses from classical and quantum Physics to the latest techniques of applied Physics and Electronic Devices. The courses stress on concept learning and problem-solving skills. Laboratory work includes Thermodynamics, Modern and Nuclear Physics, Electricity and Magnetism, Circuit Theory, Basic and Advanced Electronics, Communication Systems and Computational Physics.

Admission Requirement
- F.Sc (Pre Engineering)/ICS Physics Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- Candidates should have studied mathematics in Intermediate /A-Levels.
- Candidates must appear for an interview.
Faculty of Biological & Life Sciences

B.Sc Honors in Biochemistry
The department strives to instill basic knowledge of Biochemistry among the students. It specifically teaches biochemical mechanisms operating in a living system at molecular level that can be applied in daily life scenarios. The department imparts the skills of leadership, practical knowledge and innovation amongst its students in order to make them serve in various sectors of health, agriculture, industry and education. The elaborative course contents and impactful teaching methodologies develop high quality training in the rapidly growing fields of science. Success of Biochemistry has led the biochemists to develop new technologies in vast areas of biological sciences. It is no surprise that this field not only interests a large number of people but also offers various career opportunities in research organizations, academics and industries.

Admission Requirement
- F.Sc Part-I (Pre Medical) with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.

B.Sc Honors in Biotechnology
Biotechnology is a highly interdisciplinary field that combines biological sciences with engineering technologies to produce products that advances healthcare, medicine, agriculture, food, pharmaceuticals and environment control. It draws heavily from a number of biological science disciplines such as Microbiology, Biochemistry, Genetics, Molecular Biology, Immunology, Cell and Tissue Culture etc. for understanding the occurrence and treatment of diseases, development of agriculture, food production, protection of the environment and many more. The B.Sc. honors program in Biotechnology at Kinnaird equips its graduates with the necessary intellectual and practical skills as well as required theoretical knowledge to begin careers in medical research, in hospital and public health laboratories, and also in the pharmaceutical, food and agricultural industries.

Admission Requirement
- F.Sc Part-I (Pre Medical) with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.

B.Sc Honors in Botany
This course of Botany seeks to give the students a comprehensive knowledge that would develop a critical insight into the specialized areas of Botany with an applied approach starting from cellular details in cell biology, to molecular approach in Biochemistry. Genetics has become an indispensable component of almost all research in modern biology and medicine. In order to meet the challenging demands, subjects like Principles of Genetics, Plant Biochemistry, Microbiology, Molecular and Microbial Genetics, Recombinant DNA Technology, Biotechnology, Biochemical techniques would orient the students in modern research areas. Besides this, important and core issues related to agriculture are also taught, given its importance for Pakistan. It is compulsory for all the students to conduct a research project. The research would be carried out in most active and applied areas like Plant Tissue Culture, Biotechnology, Eco-physiology, Phytopathology, Biochemistry, Phytopathology and Plant Anatomy and Environmental Biology.

Admission Requirement
- F.Sc (Pre Medical) Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.
B.Sc Honors in Food Science & Human Nutrition

The curriculum is designed to provide students with a solid foundation in nutrition and food science so as to equip them to face current challenges related to health, food & nutrition. This program promotes students participation in experiential learning projects and prepares them for active participation in local and global issues related to food & nutrition. It also addresses important issues such as: nutrition for limited resource audiences which is critical in the perspective of Pakistan. The graduates of Food Science & Human Nutrition will be able to take up careers in various fields ranging from the food industry, hospitals, NGOs and community projects.

Admission Requirement
- F.Sc Part-I (Pre Medical)/BS Part-I from home economics with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.
- Preference will be given to the students who have studied Food Science & Nutrition in O/A Level.
- Candidates must appear for an Interview.

B.Sc Honors in Genetics

Genetics is one of the most fascinating fields that have emerged in the 21st century. The study of human DNA is not only intellectually fascinating, but it also has plenty of practical applications. From the use of DNA in court cases to the discovery of new therapies for genetic diseases, a thorough understanding of the human genome can have important medical, social and legal impacts. Pakistan is an agriculture-based economy, thus research and understanding of genetics is inevitable for sustainable growth and health of our crops and cattle. Our country is amongst the worst hit countries with genetics disorders like thalassaemia, hereditary deafness, blindness etc. Graduates from this degree will have better understanding of our genomes and will harness vast research opportunities in this field nationally and internationally. Having a deeper understanding and solid foundation of genetics, its graduates will also help create awareness among our population.

Admission Requirement
- F.Sc Part-I (Pre Medical) with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate.
- Preference will be given to the students who have studied Food Science & Nutrition in O/A Level.
- Candidates must appear for an Interview.

B.Sc Honors in Zoology

The program in Zoology includes diverse and interdisciplinary subjects taught in departments of Biotechnology, Biochemistry, Environmental Sciences, Toxicology and Fisheries. The program of study at Kinnaird seeks to equip students with knowledge of Ornithology (study of Birds), Herpetology and Mammalogy. It also seeks to facilitate an understanding of animal biodiversity, conservation and teach students the zoological techniques required in fields such as Biotechnology and Genetic Engineering. Graduates from the department are well prepared for higher studies in Zoology or related disciplines, for work in schools and colleges as teachers, in diagnostic laboratories or in research centers in zoological gardens as Biodiversity Conservationists.

Admission Requirement
- F.Sc Part-I (Pre Medical) with minimum 55% marks OR A-level in three main subjects (no subsidiary) with minimum Grade C with Equivalence Certificate OR Grade 12 with minimum Grade C with Equivalence Certificate
- Candidates must appear for an Interview.
Faculty of Languages, Literature & Education

B.A Honors in Applied Linguistics
This four-year Honors course in Linguistics offers a wide range of subjects related to language and linguistics. Subject areas in this degree program include grammatical structure of language, its sound system, language acquisition theories, language variation within society, integration of the four language skills, computer skills, the relationship of language with literature, analysis of spoken and written discourse and language in a global context.

Admission Requirement
- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.
- Candidates must appear for an Aptitude Test and Interview.

B.A Honors in English Literature
This dynamic program spread over four years, provides students with a vast exposure to the various genres of literature starting from the middle ages till the present time. It includes works of writers from all over the globe, of all nationalities, with emphasis on Post-colonial, Sub-continental and African American writers. The course is innovative and demanding, with in depth analytical readings and written work on selected texts.

Admission Requirement
- FA/F.Sc Part-I with minimum 55% marks OR A-level in three main subjects (no subsidiary) with minimum Grade C with Equivalence Certificate OR Grade 12 with minimum Grade C with Equivalence Certificate.
- Candidates must appear for an Interview.

B.A Honors in Urdu Literature
This B.A Honors program seeks to develop in students an understanding of Urdu literature both in poetry and prose. The students are exposed to Urdu literature starting from the 17th century till the present time. This includes the study of selected literary text from the classical and modern period covering the works of writers of Urdu literature as well as those who have translated world classical literature into Urdu.

Admission Requirement
- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.
- All Candidates must appear for an Aptitude Test and only short listed candidates will be called for the Interview.

B.Ed Honors Education
The four-year B.Ed. Honors program is designed for students seeking rigorous training to become teachers. The B.Ed. Honors program will train students to excel as teachers as well as understand the intricacies of teaching such as teaching methodologies, classroom management, foundations of education, guidance and counseling, classroom assessment, and psychology of learning among other topics. This is an interdisciplinary program that highlights the relationship between the field of education and other disciplines that influence the process of teaching and learning. Furthermore, students will also become familiar with the educational policies that impact the implementation of educational programs. Students in the program will have practical experience in the classroom under supervision to gain practical knowledge of the theories they have studied in earlier semesters.

Admission Requirement
- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate.
- Candidates must appear for an Interview.
Bachelor in Fine Arts  
(Painting, Miniature Painting)

Bachelors in Design  
(Textile Design)

This 4-year degree program starts with foundation courses for the first two semesters where students are introduced to the basics of Drawing, Design, Sculpture and Drafting. In the third semester the Fine Arts and Textile Design students divide into their respective majors (Fine Arts further sub-divides into Painting and Miniature Painting in the fourth semester). The last four semesters are dedicated to the study and practice of their chosen specialization. The students are required to produce a body of work which constitutes as their thesis project in the last semester. Along with practical courses, theory courses constitute as 30% of the degree requirements.

Admission Requirement

- FA/F.Sc Part-I with minimum 50% marks OR A-level in three main subjects (no subsidiary) with minimum Grade C (50%) with Equivalence Certificate OR Grade 12 with minimum Grade C (50%) with Equivalence Certificate
- All candidates must appear for an aptitude test based on drawing and design ability. An interview and portfolio review of previous work will be conducted of the short listed candidates.
- Candidates must specify their major preference i.e. Fine Arts or Textile Design in their admission form.

B.A Honors in Media Studies

The Bachelors degree in Media Studies offered by Kinnaird Media School is a highly rigorous and wide-ranging program for those students who are confident in their ability to become a successful part of the media industry. Our program is highly practice-oriented, providing hands-on training to our students in the areas of their interest. It offers solid foundations in all aspects of the media, as we unravel the world of the media from the general to the specific, from the theoretical to the practical, with research work and special projects; all with the aim to put our students at the top of the media scene once they step out in the real world.

Admission Requirement

- FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
- Candidates must appear for an Interview.

Facility of Art, Design & Media Studies
Faculty of Art, Design & Media Studies
Faculty of Social Sciences & Law

B.Sc Honors in Applied Psychology
The 4-year B.Sc Honors program in Applied Psychology aims to provide students with a well-rounded knowledge base and application in the domains of Applied Psychology. The curriculum is designed to introduce students to the theories of psychology and their application. The program focuses on experiential teaching so students can relate the concepts to practice. Students are required to conduct a research project under the supervision of a faculty. The experience of conducting the research and writing the research report hones students’ research skills. Students are expected to complete their internship during the summer and document their learning and experience in the form of a report.

Admission Requirement
• FA/F.Sc Part-I with minimum 65% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
• Candidates must have 65% marks in psychology in F.A/A-Level or 60% marks in biology in F.Sc/A-Level.
• Candidates must appear for an Interview.

B.A. Honors in International Relations
The Bachelor in International Relations (IR) is an interdisciplinary undergraduate major focusing on the changing political, economic and socio-cultural relations within the international system of the modern era. The program explores how global, regional, and domestic factors influence relations between actors on the world stage. It seeks to provide students with an understanding of the global system’s past, the tools to function effectively in the present, and the ability to respond to future developments.

Admission Requirement
• FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
• Candidates must appear for an Interview.

B.A. Honors in Political Science
The Bachelors Program in Political Science considers the subject from a political, philosophical and historical point of view. It emphasizes the importance of political thought in the past in shaping the ideas and circumstances that affect national and international politics. It facilitates students in understanding constitutions and the rule of law, government, distributive justice, public interest groups, human rights, the economy and economic development from a political point of view and the politics of the environment. Emphasis is placed on the study of conflict and conflict resolution and defense and diplomatic studies. Students are also facilitated in undertaking a critical analysis of the dynamics of local, regional and international politics.

Admission Requirement
• FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
• Candidates must appear for an Interview.

Bachelors in Law
Law studies have become increasingly popular and today the profession offers tremendous career scope and prospects for the youth. Keeping in mind the importance of this for young women, Kinnaird College felt a compelling need to introduce law at Bachelor’s level. This five years joint BA-LL.B degree is designed for students seeking a challenging and rigorous, interdisciplinary exposure to law and its related disciplines. While the focal point is the Pakistani legal system, the teaching methodology encompasses a critical and comparative approach to broaden perspectives and sharpen analytical skills of the students. Nadira Hassan Law Department will offer an extensive curriculum, emphasizing skills in courses such as legal writing, drafting, advocacy and legal argumentation. Kinnaird is also the first women only law college in the Punjab providing intensive legal study and research opportunities.

Admission Requirement
• FA/F.Sc Part-I with minimum 60% marks OR A-level in three main subjects (no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate
• Candidates must appear for an Interview.

• Candidates must appear for LAT organized by HEC
All admissions to Kinnaird College for Women are based on merit. Previous academic performances are taken into account for admission on “open merit” and also for any category within “reserved seats”. A separate form must be used for each category and the chosen option clearly indicated on each admission form. Applicants must ensure all relevant documents listed in the forms are attached.

Applicants for admission in this category must submit disability certificate, medical reports and other relevant documents.

Applicants for admission on religious minority seats such as Christians, Hindus, Ahmedis and Parsis must provide supporting documents.

Applicants for admission on Provincial seats must have obtained their schooling and passed the Board examination from the province of their domicile. They must submit their nominations through the provincial government of their domicile.

Applicants for admission on Balochistan & FATA seats must have obtained their schooling and passed the Board examination from the province of their domicile. They must submit their nominations through the provincial government of their domicile.

Applicants applying for admission on sports seats must attach their certificates of participation and awards won at intercollegiate, district, provincial and national sports events. Students will also be required to demonstrate on the field.

In accordance with the admission policy limited seats are reserved for the following categories:

1. Disabled Persons
2. Religious Minority seats
3. Provincial seats
4. Balochistan & FATA
5. Sports

How to Apply for Admission

Reserved Seats Quota

In accordance with the admission policy limited seats are reserved for the following categories:

1. Disabled Persons
2. Religious Minority seats
3. Provincial seats
4. Balochistan & FATA
5. Sports

Important Note:
Admission on the basis of these categories will not be changed till the completion of the degree. The decision of the Admission Committee is final and cannot be challenged. Applicants can apply for admission on more than one category. A separate form must be submitted for each category being applied for.

If on verification any document is found to be fake or forged admission will be cancelled.
Degree Requirements for Undergraduate program

To receive a BA / B.Sc / BBA (Hons) or a BFA degree, a student must complete a total of 130 credit hours with a minimum CGPA of 2.50. Students are required to fulfill the following course requirements during the eight semesters:

- Course requirements for a BFA / BD degree may vary.
- Internship is optional for a few majors, decided by the concerned Head of Department. In case of exemption, the student has to study a 3 credit hour major course in lieu of internship.
- Course of Research Methodology must be completed before commencement of research work.
- **NO STUDENT will be allowed to commence her research work without completing at least 90 credit hours of course work with a minimum CGPA of 2.50.

**Course of Research Methodology** must be completed before commencement of research work.

***NO STUDENT will be allowed to commence her research work without completing at least 90 credit hours of course work with a minimum CGPA of 2.50.

Degree Requirements for BA-LL.B
BA-LL.B is a 5 years program and has 10 regular semesters. To receive a BA-LL.B degree, a student must complete a total of 166 credit hours with a minimum CGPA of 2.50.

Active Citizenship Program
Active Citizenship program offered by Kinnaird College in collaboration with British Council and HEC is a social leadership training program that promotes intercultural dialogue and community-led social development. It is a mandatory requirement for the completion of undergraduate degree and based on two semesters. All students will study the theoretical portion through different activities starting in their 3rd semester. They will plan their social action projects in 4th semester and implement it in the field.

Academic Awards
Kinnaird College for Women awards degree with Honors to a few students in each graduating class. The criteria for graduation with Honors are as follows:

**Gold Medals**
Students with the highest CGPA in their faculty are awarded gold medals provided they complete their Bachelors degree without any break from the time of their registration in the first semester and do not improve or repeat any course.

**Principal's Honor List**
Students with CGPA of 3.90 or above are placed on the Principal's Honor List.

**Merit List**
Students with CGPA of 3.80 or above are placed on the Merit List.

### Courses and Credit Hours

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core/Compulsory</td>
<td>9</td>
</tr>
<tr>
<td>English</td>
<td>2</td>
</tr>
<tr>
<td>Pak Studies</td>
<td>2</td>
</tr>
<tr>
<td>Islamiat/Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Multi-disciplinary courses outside the faculty of the major</td>
<td>39</td>
</tr>
<tr>
<td>Major Courses</td>
<td>57</td>
</tr>
<tr>
<td>Internship*</td>
<td>3</td>
</tr>
<tr>
<td>Research Methodology**</td>
<td>6</td>
</tr>
<tr>
<td>Research Report***</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>130</strong></td>
</tr>
</tbody>
</table>

The Gold Medals are awarded to students with the highest CGPA in their faculty, provided they complete their Bachelors degree without any break from the time of their registration in the first semester and do not improve or repeat any course.

Principal’s Honor List includes students with a CGPA of 3.90 or above.

The Merit List includes students with a CGPA of 3.80 or above.
## Fee Structure for Undergraduate Programs

### DUES FOR YEAR 2019-20 (Pak Rupees) Fall and Spring Semester Only

<table>
<thead>
<tr>
<th></th>
<th>B.A. /B.Sc. Without Practical</th>
<th>B.A. /B.Sc. With Practical</th>
<th>BBA / Acct. &amp; Finance / LLB</th>
<th>BCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee (Rs.)</td>
<td>80,100</td>
<td>80,100</td>
<td>108,000</td>
<td>108,000</td>
</tr>
<tr>
<td>Funds (Rs.)</td>
<td>24,900</td>
<td>24,900</td>
<td>24,900</td>
<td>24,900</td>
</tr>
<tr>
<td>Practical Subject Fee (Rs.)</td>
<td>-</td>
<td>2,000</td>
<td>-</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>105,000</strong></td>
<td><strong>107,000</strong></td>
<td><strong>132,900</strong></td>
<td><strong>142,900</strong></td>
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</table>

### Funds at the Time of Admission

<table>
<thead>
<tr>
<th></th>
<th>B.A. /B.Sc. Without Practical</th>
<th>B.A. /B.Sc. With Practical</th>
<th>BBA / Acct. &amp; Finance / LLB</th>
<th>BCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Library Security</td>
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<td>5,000</td>
<td>5,000</td>
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<tr>
<td>Endowment Fund</td>
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<td>7,800</td>
<td>7,800</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16,800/-</strong></td>
<td><strong>16,800/-</strong></td>
<td><strong>16,800/-</strong></td>
<td><strong>16,800/-</strong></td>
</tr>
</tbody>
</table>

### Annual Funds

<table>
<thead>
<tr>
<th></th>
<th>B.A. /B.Sc. Without Practical</th>
<th>B.A. /B.Sc. With Practical</th>
<th>BBA / Acct. &amp; Finance / LLB</th>
<th>BCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Fee</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>General Funds</td>
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<tr>
<td>Building Funds</td>
<td>2,700</td>
<td>2,700</td>
<td>2,700</td>
<td>2,700</td>
</tr>
<tr>
<td>Academic Development Fund</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Red Crescent Fund</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8,100/-</strong></td>
<td><strong>8,100/-</strong></td>
<td><strong>8,100/-</strong></td>
<td><strong>8,100/-</strong></td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td><strong>24,900/-</strong></td>
<td><strong>24,900/-</strong></td>
<td><strong>24,900/-</strong></td>
<td><strong>24,900/-</strong></td>
</tr>
</tbody>
</table>

Note: Fee can be paid in two installments (1st at the time of admission and 2nd in January next year)

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### Important Notes:
- Fee once paid is refunded only as per below mentioned HEC policy for all students including those who are admitted on result awaiting basis:
  1. Full (100%) fee refund up to 7th day after commencement of classes as notified by the college
  2. Half (50%) fee refund from 8th to 15th day after commencement of classes as notified by the college
  3. No Fee refund thereafter except refundable security
- A fine of Rs. 25 per day will be charged if fee is not deposited within the scheduled dates. No fine waivers are available in any case.
- In addition to fee, students will pay research project fee in the 3rd & 4th year as detail below:
  - Major without practical: Rs. 2000
  - Major with practical: Rs. 5000
- Students opting to take Summer Courses will have to pay the course fee of Rs. 4,000 for each course of B.A. / B.Sc. For BBA, Accounting & Finance, LLB and BCS courses the fee will be Rs. 6000/-
- Fee for repeat of a course is Rs. 4000/- for B.A. / B.Sc. programs and Rs. 6000/- for BBA, Accounting & Finance, LLB and BCS program.
Postgraduate Programs

- M.Phil in Applied Linguistics
- M.Phil in Biochemistry
- M.Phil in Biotechnology
- MBA / M.Phil Business Administration (2 years)
- MBA / M.Phil Business Administration (2½ years)
- M.S in Clinical Psychology
- M.S in Computer Science
- M.Phil in English Language Teaching
- M.Phil in English Literature
- M.Phil Environmental Sciences
- M.Phil in Food Science & Human Nutrition
- M.Phil in International Relations
- M.Phil in Media Studies
- M.Phil in Political Science
- M.Phil in Statistics
- Diploma in English Language Teaching
**Biochemistry** has great importance called for an Interview. This test will include content related to: Phonetics and applied areas of Biotechnology.

**Admission Requirement**
- 04 years B.Sc. (Hons) with a minimum CGPA of 2.50 OR 60% marks in Masters. Candidate having B.A/B.Sc. (Hons) OR Master degree in Biotechnology, Biomedical engineering, ELT, Education, English Literature, TELF and TESOL are eligible to apply.
- All candidates must appear for KC Graduate Assessment Test. This test will include content related to: Phonetics and Phonology, Syntax, Semantics and Pragmatics and Language Acquisition.
- Only short listed candidates will be called for an interview.

**M.Phil in Biochemistry**

Biochemistry is the field of science which has returned to the field of life sciences and medicine. Biochemistry has great importance in present time as it deals with the study of biochemical processes taking place in major areas such as cellular components and their biomedical importance, enzymes, hormones, diseases and drugs. The program develops in depth theoretical and practical knowledge of advance topics of Biochemistry and its allied areas. The students will be able to critically analyze the case studies / scenarios and apply the biochemistry knowledge in solving problems.

**Admission Requirement**
- 04 years B.Sc. (Hons) with a minimum CGPA of 2.50 in degree OR 60% marks in Masters after 02 years B.Sc. The applicants must have completed their Graduation/ Masters in Biochemistry, Biotechnology, Molecular Biology, Microbiology, Chemistry with specialization in Biochemistry or other allied disciplines of sciences.
- All candidates must appear for KC Graduate Assessment Test.
- Only short listed candidates will appear for the Interview.

**M.Phil in Biotechnology**

Biotechnology is a futuristic and highly interdisciplinary field that combines Biological Sciences with engineering technologies to produce products that advance healthcare, medicine, agriculture, food, pharmaceuticals and environment control. The scope of Biotechnology is increasing with more and more basic and applied research endeavors in major areas such as the development of modified or new products, ultimately, leading to commercialization of these products, which can be used for human welfare. Many plant and animal products, which were not affordable to common people few years ago, are now available in some parts of the world due to decrease in prices and acceleration of their production. The M.Phil program in Biotechnology will empower women to become high quality scholars and professionals who would serve effectively and efficiently in academia and other relevant organizations/companies through equipping its graduates with quality education alongside necessary analytical and research skills in the selective specialized areas of Biotechnology.

**Admission Requirement**
- 04 years B.Sc. (Hons) majoring in Biotechnology or any other related discipline of Biological Sciences with a minimum CGPA of 2.50 OR 60% in Masters after 02 years B.Sc. The students will develop understanding of psychopathology, diagnosis and multi-tasking qualities that Business Administration students are equipped with.
- All candidates must appear for KC Graduate Assessment Test.
- Only short listed candidates will be called for the Interview.

**MBA / M.Phil Business Administration (2 years)**

<table>
<thead>
<tr>
<th>Admission Requirement</th>
<th>4 years BBA/B.COM (Hons) with minimum CGPA of 2.50.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All candidates must appear for KC Graduate Assessment Test.</td>
<td></td>
</tr>
<tr>
<td>Only short listed candidates will be called for the Interview.</td>
<td></td>
</tr>
</tbody>
</table>

**MBA / M.Phil Business Administration (2½ years)**

<table>
<thead>
<tr>
<th>Admission Requirement</th>
<th>4 years B.A/B.Sc. (Non- Business education) with minimum CGPA of 2.50 OR 60% marks in Masters after 2 years B.A / B.Sc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All candidates must appear for KC Graduate Assessment Test.</td>
<td></td>
</tr>
</tbody>
</table>

**MS in Clinical Psychology**

MS in Clinical Psychology aims to prepare Clinical Psychologists to work in the area of mental health in clinical settings. The program offers courses to enhance the knowledge and understanding of psychopathology, diagnosis and therapeutic interventions for both adult and children. Furthermore, students will develop understanding of the impact of cultural, social and environmental factors that affect mental health and well-being. In addition to the coursework, students are required to attend seminars, workshops, lecture and discussion forums arranged by the department. Students are required to do their internship in clinical settings for both adult and child psychology and complete a research project in the domain of clinical psychology. This is a full time program.

<table>
<thead>
<tr>
<th>Admission Requirement</th>
<th>04 years BA/B.Sc. (Hons) with a minimum CGPA of 2.50 OR 60% marks in Masters after 02 years BA/B.Sc. The applicants should have done their Graduation/ Masters in Psychology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All candidates must appear for KC Graduate Assessment Test.</td>
<td></td>
</tr>
</tbody>
</table>

**Admission Handbook 2019-20**
Admission Requirement

• 04 years BA/B.Sc. (Hons) with a minimum CGPA of 2.50 in related disciplines. Applicants must have done their Graduation/Masters in Science, Engineering, Social Sciences, Information Technology or any other related field.

• All candidates must appear for KC Graduation Assessment Test. Preference will be given to those students who have done their Graduation/Masters in Environmental Sciences, Food Science & Human Nutrition, Home Economics (Food & Nutrition), Biotechnology, and Biochemistry.

• All candidates must appear for KC Graduate Assessment Test. Only short listed candidates will be called for the Interview.

M.Phil in English Literature

The M.Phil in English Literature at Kinnaird is a 2 year course designed particularly for students wishing to take up literature as a research oriented discipline with an intensive focus on literary texts in their historical and intellectual contexts, as seen in both generic and chronological perspectives. The course is cumulative and self contained, and involves rigorous research work leading to a dissertation on a topic that interests the student.

Admission Requirement

• 04 years BA/B.Sc. (Hons) with a minimum CGPA of 2.50 OR 60% marks in Masters after 02 years BA/B.Sc. The applicants should have done their Graduation/Masters in Computer Science, Technology or any other related discipline.

• Only short listed candidates will be called for the Interview.

M.Phil in Environmental Teaching

The course is designed for English language education professionals who wish to remain practitioners of various kinds, so the academic continuum of the course leads from research and scholarship back into practice. The course offers students the opportunity to carry out educational research in ways intended to enhance their own professional development and to enable them to contribute to innovation in their work environment.

Admission Requirement

• First class M.A degree in e.g. ELT, Education, Applied Linguistics, TELF or TESOL and a CGPA not less than 3.0 or teachers / lecturers with a good second division in M.A English Literature (Annual Systems)

• She will need to give evidence of good research potential

• Should have a minimum of three years of teaching experience.
Admission Requirement

• 4 years BA/B.Sc. (Hons) with a minimum CGPA of 2.50 or 60% marks in Masters after 2 years BA/B.Sc. The applicants should have done their Graduation/ Masters in Statistics, Mathematics.

• All candidates must appear for KC Graduate Assessment Test.

• Only short listed candidates will be called for the Interview.

Admission Requirement

• 04 years BA/B.Sc. (Hons) with a minimum CGPA of 3.0, internship of 6 credit hours and pass the oral proposal defense in an oral examination involving a presentation and question answer session in the presence of an external examiner.

Important Note:

If a student does not complete requirements for her degree in two years then she would be charged Rs.6000/- per semester till she completes her degree (no longer then 3 years from the date of starting the program)
## Fee Structure for Postgraduate Programs

### For English Literature, Applied Linguistics, ELT, Media Studies, IR, Political Sciences, Environmental Sciences, Statistics

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td>Research Fund</td>
<td>Rs. 5,000</td>
</tr>
<tr>
<td>Per Course Fee</td>
<td>Rs. 18,000</td>
</tr>
<tr>
<td>Research Thesis</td>
<td>Rs. 30,000</td>
</tr>
</tbody>
</table>

### For Business Administration, Clinical Psychology, Food & Nutrition and Biochemistry, Biotechnology and Computer Science

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td>Research Fund</td>
<td>Rs. 5,000</td>
</tr>
<tr>
<td>Per Course Fee</td>
<td>Rs. 20,000</td>
</tr>
<tr>
<td>Research Thesis</td>
<td>Rs. 30,000</td>
</tr>
</tbody>
</table>

### For Diploma in ELT

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td>Per Course Fee</td>
<td>Rs. 10,000</td>
</tr>
<tr>
<td>Total Fee</td>
<td>Rs. 110,000</td>
</tr>
</tbody>
</table>

### Please Note:
- Fee once paid is non-refundable.
- Rs 20,000 each for the first two semesters to be paid by MS Clinical Psychology students on account of internship charges.
- A fine of Rs. 25 per day will be charged if fee is not deposited within the scheduled dates. No fine waivers are available in any case.
Academic Rules & Regulations

How a Semester system works:
A Semester system divides the academic year into two 16-18 weeks duration. The academic year starts with the Fall semester in August and ends with the Spring semester in May. A four year Program thus has eight semesters.

Credit Hour:
A Student gains one credit hour by attending 16 hours of classes. Most courses are of 3 credit hours, which mean a student is required to attend 48 hours of class teaching to complete a course. The courses in science subjects are of 4 credit hours that include 48 contact hours of class teaching and 32 contact hours of lab work.

For a BFA, a student is required to attend 96 hours of studio classes for a 18 credit hours course.

Course Registration:
All students, after consulting their Head of departments may register themselves in courses they decide to attend. The Head of departments may register all students, after consulting their own departments / Admission Office. Students are allowed to drop a course within two weeks of the commencement of the semester from their online student information system account.

Withdrawal of a Course:
A written request for withdrawal from any course must be approved by the Head of the department and submitted to exam cell within one week after the midterm exams. However, a 'W' will appear on the transcript and fees paid for such courses will neither be refunded nor carried over to the next semester. Student will have to pay the course repeating fee whenever she registers for the course again.

Class Attendance:
Students are expected to attend every class for each course in which they are enrolled. Absences of more than six lecture hours in 3 credit hours course and 4 lecture hours in 2 credit hours course will lead to denial of pursing the course, an 'W' on the transcript and the student will have to repeat the course whenever offered again.

Course Load in a Semester:
Students can register for a maximum of 12 credit hours per semester in the regular semester.

Academic Grading Policy:
The performance of students is assessed during the course through a variety of assessment procedures such as written assignments, quizzes, projects, case studies, oral presentations, tests and examinations or any other method considered appropriate by the course teachers and the College. Mid-term and Final examinations contribute 60% and other assessment tasks contribute 40% to the final grade. It is at the discretion of the course teacher to decide on the weightage of all assessment tasks.

Absolute Marking System:
In this system the student grade is given on the basis of the marks obtained by student on an assessment item. For example, if her marks are between 85 - 89 she will get an 'A' grade and if her marks are between 73 - 75 she will get a B grade.

Relative Marking System:
In this system the overall grading in the course is done so that students can be compared with each other. The top students will be assigned 'A' grade while the students who get the lowest marks will be given "D" or "F".

Grading Criteria:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>85 - 89</td>
<td>A</td>
<td>3.89</td>
</tr>
<tr>
<td>80 - 84</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>76 - 79</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>73 - 75</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>70 - 72</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>66 - 69</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>63 - 65</td>
<td>C</td>
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<td>60 - 62</td>
<td>C-</td>
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<td>D+</td>
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<td>53 - 55</td>
<td>D</td>
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<tr>
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<tr>
<td>Withdraw</td>
<td>W</td>
<td>0.00</td>
</tr>
</tbody>
</table>

CGPA:
Semester Grade Point Average (CGPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following relationship:

\[ CGPA = \frac{\text{Total Semester Credit Hours}}{\text{Total Credit Hours Taken in all Semesters}} \]

Grades earned in each semester will appear on the student’s transcript. Students receiving an “F” grade must repeat the course by re-taking the entire course including attending all classes and redoing all course work (tests, quizzes, assignments etc.) whenever the course is offered again after payment of the fee. Students receiving a grade “C+” or below for undergraduate program must repeat the course if they fail to maintain a minimum CGPA of 2.50. Postgraduate students receiving grade “B-” or below must repeat the course if they fail to maintain a minimum CGPA of 3.0.

The old grade will remain in the transcript but it will not be included in CGPA calculation and new grade received will be indicated by an asterisk (**). On the transcript indicating the grade was received in a course retake.

Academic Grading Policy:
The performance of students is assessed during the course through a variety of assessment procedures such as written assignments, quizzes, projects, case studies, oral presentations, tests and examinations or any other method considered appropriate by the course teachers and the College. Mid-term and Final examinations contribute 60% and other assessment tasks contribute 40% to the final grade. It is at the discretion of the course teacher to decide on the weightage of all assessment tasks.

Absolute Marking System:
In this system the student grade is given on the basis of the marks obtained by student on an assessment item. For example, if her marks are between 85 - 89 she will get an ‘A’ grade and if her marks are between 73 - 75 she will get a B grade.

Relative Marking System:
In this system the overall grading in the course is done so that students can be compared with each other. The top students will be assigned ‘A’ grade while the students who get the lowest marks will be given "D" or "F".

Grading Criteria:

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<thead>
<tr>
<th>Marks</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100</td>
<td>A+</td>
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<tr>
<td>85 - 89</td>
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<td>3.89</td>
</tr>
<tr>
<td>80 - 84</td>
<td>A-</td>
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<tr>
<td>76 - 79</td>
<td>B+</td>
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<tr>
<td>73 - 75</td>
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<tr>
<td>70 - 72</td>
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<tr>
<td>66 - 69</td>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>63 - 65</td>
<td>C</td>
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<tr>
<td>60 - 62</td>
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<tr>
<td>56 - 59</td>
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<tr>
<td>00 - 49</td>
<td>F</td>
<td>0.00</td>
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<tr>
<td>Withdraw</td>
<td>W</td>
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Rechecking of Paper:
A student can apply for rechecking of Final Exams within 15 days after the declaration of result. During rechecking, the Re-checking Committee shall check:

i. Total marks awarded in the answer sheet.
ii. The posting of marks from inside to the front page of answer sheet.
iii. Any question left unmarked.
The Answer sheet once marked shall not be re-evaluated.

Academic Probation and Dismissal
Students who fail to maintain a minimum CGPA of 2.5 for undergraduate program and CGPA of 3.0 for graduate program will be put on probation for the next semester. If at the end of that semester they fail to attain the required CGPA, they will be dropped from the program altogether.

Transcript Policies
Official transcripts, bearing the official embossed seal of the College, are issued to all students on completion of all degree requirements only on written request from students. Transcripts or other evidence of attendance will not be issued if dues to the College are not cleared. Each student must obtain a clearance from the Finance Office, showing evidence that all dues have been paid in full, and outstanding balances have been cleared, before a transcript of her record is issued. A minimum of 01 week is required to print an official transcript after the formal request is made.

Time Limit for Program Completion
Undergraduate students can complete their degree program in a minimum of 4 years and a maximum of 6 years from the date of the first registration. The M.Phil degree must be completed within 3-years from the commencement of the program. If degree requirements are not completed within this time, the student will not be awarded a degree.

Semester Off / Semester Freeze
Student may take any regular semester(s) off by submitting an application to the Head of Department before the start of the new semester. On approval the application must be forwarded to the Deputy Registrar. A maximum of two consecutive semesters can be taken off but the maximum duration of the degree program shall remain the same. Students are required to pay a fee of Rs. 6000/- for each semester taken off to retain her registration with the college.

Language Proficiency
All admitted students of undergraduate program who are weak in oral/written English language skills must take a remedial course of language proficiency. The English proficiency of a student will be determined by English department on the basis of English Core - I result. It will be a mandatory course for these students and a separate fee will be charged for this course.
Kinnaird expects that the behavior of its students within and outside the college will be in conformity with standards of morality and discipline. Students will respect the rights and privileges of the members of the Kinnaird community at all times and will conduct themselves in ways that uphold the reputation of the college. Kinnaird encourages and protects a free exchange of ideas for teaching and research purposes within the boundaries of orderliness and civil conduct as stated in this policy.

1. General Conduct

All students will present themselves with dignity as mature, law abiding and responsible persons.

• Students are expected to dress in a simple, decent and appropriate manner.

• Students individually, or as a group, will refrain from engaging in any activity which hinders or prevents the participation of another person or group of persons in any of the activities of the college.

• Students will refrain from use of illegal drugs and other illegal substances such as tobacco and alcohol.

• Students shall not engage in, assist, associate with or promote any kind of activity of a disruptive nature which would affect the reputation of the college.

• Students shall not conduct or participate in any political activity on campus and shall not organize or participate in demonstration, rallies or picketing on campus.

• Students availing the college hostel facilities shall comply with all the hostel rules and will conduct themselves in a manner that respects the rights of other resident students, faculty and staff of the College. The hostel rules are to be read in conjunction with the Student Code of Conduct.

2. Academic Conduct

All students will diligently apply themselves to their registered courses of study. They will refrain from any conduct that may lead to the disruption of an academic program of the College.

• Students shall attend all academic activities such as field visits, seminars, workshop, internships etc., in accordance with the attendance requirements of the college with regard to each program except for reasons acceptable to the college.

• The submission of items for assessment is an essential part of the learning process and a vital means of assessing students’ understanding of a course. The submitted work therefore must be the student’s own work. This does not mean that students may not make use of the work of others. While quoting or paraphrasing material from other sources, they must acknowledge the source.

• Each student shall be solely responsible for completing her scheduled assignments and taking her examinations as per course requirements.

• Students shall obtain prior authorization from the relevant authority of the college before procuring, possessing, distributing or receiving any confidential material pertaining to research. Students will respect the confidentiality of the information and will use it in no other circumstances than for authorized academic and professional purposes.

• Students will be required to obtain prior approval in writing from the principal or her designated nominee for the following:
  - Organizing any religious or social activities at the campus not already scheduled in the academic calendar.
  - Making public statements, communications, or correspondence with the press or other media for mass communication on behalf of Kinnaird or commenting on the internal affairs of the College.
  - Inviting Government and/or foreign dignitaries, ministers, representatives of foreign governments/agencies or other public personalities in their official capacity on campus.

3. Disciplinary Offences

Without prejudice to the generality of the provisions of the Code of Conduct, the following conduct by students will constitute a disciplinary offence:

• Repeated failure to attend scheduled instruction, practical work, examination, or other field based assignments and/or coercing other students to act likewise.

• Assault, molestation or harassment of students, staff, faculty, or other clients, within or outside the College through conventional and electronic means.

• Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any College function in any manner whatsoever.

• Any attempt to disrupt academic programs of the College or its operations.

• Procurement, possession, use, sale, and display of any weapon including firearms, banned drugs, alcohol or other contraband items on the college campus and at college events.

• An act of violence causing injury or damage to any person or property in the College.

• Cheating collusion, plagiarism and/or use of unfair means in various assignments, examinations, dissertation/thesis or any other academic work.

• Procurement, possession, use, sale, and display of any weapon including firearms, banned drugs, alcohol or other contraband items on the college campus and at college events.

• Making public statements, communications, or gatherings on behalf of Governments/agencies or other public personalities in their official capacity on campus.

• Any act in violation, contravention or disregard to this Code of Conduct.

All students will strictly uphold and adhere to the Code of Conduct outlined in Clauses 1 to 3 above. In cases where there are grounds to suspect a breach of the Code of Conduct, disciplinary action may be initiated for such behavior either within or outside the College. In case of a disciplinary offence, the college will impose any one or more of the disciplinary actions given below, depending on the severity of the offense.

• Counseling of the student.

• Probation for a specified period of time with mandatory counseling.

• A letter of warning or reprimand to the student.

• Suspension from the College for a specified period.

• Expulsion from the College and/or removal from the hostel if so required.

• Any other penalty which the relevant authority/ body of the College may deem fit to impose.
Teaching Faculty

Ms. Saebeda Qureshi
Assistant Professor
M.Phil English Language Teaching (Kinnaird College for Women, Lahore)
MA Applied Linguistics (Kinnaird College for Women, Lahore)

Ms. Amna Younas
Assistant Professor
PhD Chemistry (Lahore College for Women University, Lahore)
MS Biochemistry (PU, Lahore)

Dr. Rubiya Khalid
Assistant Professor
PhD. Biological Sciences (University of the Punjab, Lahore)
M.Phil leading to PhD. (PU, Lahore)

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M.Phil Molecular Biology (University of the Punjab, Lahore)
BS Hons. (Kinnaird College for Women, Lahore)

Ms. Farah Amir
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PhD Arabic (University of the Punjab, Lahore)

Ms. Firdous Shafaqat
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MA (Lahore College for Women University, Lahore)

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Assistant Professor
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MA Applied Linguistics (Kinnaird College for Women, Lahore)
MA English Literature (PU, Lahore)

Ms. Urooj Fatima Ali
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M.Phil Applied Linguistics (Government College University, Faisalabad)
M.Phil Applied Linguistics (University of Management & Technology, Lahore)

Ms. Dr. Hooria Younas
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PhD. Biological Sciences (University of the Punjab, Lahore)
MSc. Biochemistry (University of the Punjab, Lahore)

Ms. Razia Tasadqu
Assistant Professor
PhD Biological Sciences (University of the Punjab, Lahore)
BSc. Hons. Microbiology & Molecular Genetics (PU, Lahore)

Ms. Dr. Maria Malik
Assistant Professor
M.Phil Biotechnology (University of the Punjab, Lahore)
MS. Botany (Government College University, Lahore)

Ms. Samina Hassan
Assistant Professor
M.Phil Biotechnology (Quaid-i-Azam University, Islamabad)
BS. Biotechnology (Quaid-i-Azam University, Islamabad)

Ms. Iqra Ishaq
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MSc. Botany (Lahore College for Women University, Lahore)
BS Hons. Botany (Lahore College for Women University, Lahore)

Ms. Javaria Asim
Lecturer
M.Com (University of the Punjab, Lahore)
B.Com Hons. (University of the Punjab, Lahore)

Ms. Anam Tariq
Lecturer
M.Phil Commerce (University of Central Punjab, Lahore)
MBA (Kinnaird College for Women, Lahore)

Ms. Asma Nisar
Lecturer
MBA (National University of Computer & Emerging Sciences, Lahore)
BBA Hons. (National University of Computer & Emerging Sciences, Lahore)

Ms. Sadia Arshad
Lecturer
M.Phil Business Administration (Kinnaird College for Women, Lahore)
MBA (International Islamic University, Islamabad)

Ms. Manisha Riaz Bhatti
Lecturer
M.Phil Commerce (University of Central Punjab, Lahore)
B.Com Hons. (Hailey College of Commerce, University of the Punjab, Lahore)

Ms. Rahila Huma
Assistant Professor
M.Sc Chemistry (University of the Punjab, Lahore)
MSc. Chemistry (Government College University, Lahore)

Admission Handbook 2019-20
<table>
<thead>
<tr>
<th>Teaching Faculty</th>
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<tbody>
<tr>
<td><strong>COMPUTER SCIENCE</strong></td>
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</tr>
<tr>
<td>Ms. Ayesha Roohi</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Ms. Amna Ali</td>
<td>Lecturer</td>
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<tr>
<td>Ms. Hina Gul</td>
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<th><strong>ECONOMICS</strong></th>
<th><strong>ENGLISH</strong></th>
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<tbody>
<tr>
<td>Ms. Anum Ali Khan</td>
<td>Lecturer</td>
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<tr>
<td>Ms. Nadia Anjum</td>
<td>Associate Professor</td>
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<tr>
<td>Ms. Rida Zahiba</td>
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<tr>
<th><strong>ENGLISH LANGUAGE TEACHING</strong></th>
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<tbody>
<tr>
<td>Ms. Priscilla Lall</td>
<td>Lecturer</td>
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<td>Ms. Sarah Ihsqat Gill</td>
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<td>Ms. Zahra Hamdani</td>
<td>Lecturer</td>
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<td>Ms. Numra Mehmood</td>
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<tr>
<td>Ms. Maham Latif</td>
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<tr>
<td>Ms. Rida Munir</td>
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<tr>
<td>Dr. Faryal Chaudhry</td>
<td>Assistant Professor</td>
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<tbody>
<tr>
<td>Dr. Muhammad Rizwan</td>
<td>Assistant Professor</td>
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**Teaching Faculty**

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</table>
Dr. Nusra Inayat
Associate Professor
PhD (London South Bank University, London, UK)
PhD Sociology (The American University in London, UK)
Dr. Asma Aftab
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Assistant Professor
Ms. Asma Ali
Assistant Professor
Ms. Fatima Ilyas
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Ms. Nida Tasneem Khan
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M.Phil Public Health (PU, Lahore)
Ms. Kanwal Naseem
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MSc. Hons. Home Economics (Food & Nutrition) (University of Agriculture, Faisalabad)
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M.Phil. French (University of the Punjab, Lahore)
Ms. Shireen Mushtaq
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PhD. International Relations (University of the Punjab, Lahore)
Ms. Shumaila Majeed Quershi
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M.Phil. Geomatics (University of the Punjab, Lahore)
Ms. Ayesha Khaliq
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M.Phil. Islamic Studies (University of the Punjab, Lahore)
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M.Phil. Islamic Studies (University of the Punjab, Lahore)
Ms. Samawia Saeed
Lecturer
M.A Islamic Studies (University of the Punjab, Lahore)
Ms. Faiza Batool
Lecturer
M.A Islamic Studies (University of the Punjab, Lahore)
Teaching Faculty

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M.Sc. (UET, Lahore)

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MS Mathematics
(National University of Sciences & Technology, Islamabad)
BS. Mathematics (Kinnaird College for Women, Lahore)

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M.Phil Microelectronic Engineering &
Semiconductor Physics (University of the Punjab, Lahore)
M.Sc. (University of the Punjab, Lahore)

Ms. Samia Maqsood
Assistant Professor
M.Sc. Electrical Engineering (UET, Lahore)
B.Sc. Electrical Engineering (University of Engineering & Technology, Lahore)

Mr. Abdul Rauf
Lecturer
MA Political Science
(University of the Punjab, Lahore)
PAKISTAN STUDIES

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MA History
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MA Urdu
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M.Sc. (PU, Lahore)

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BS. Hons. Physics
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BS Computational Physics
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MA (University of the Punjab, Lahore)

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MS History
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Administration

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Mr. Muhammad Iqbal
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Mr. Tariq Saleem
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Major Sohail Khurshid
Director Security

Sunil Clifford
Assistant Manager Administration

Mr. Ali Bahadur
Assistant System Administrator

Ms. Elizabeth Shamsa
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Office of Research, Innovation and
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Prof. Dr. Shahnaz Choudhry
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Dr. Ghazala Yaqub
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Ms. Munazza Mahmood
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Campus Counselor
Ms. Abeeha Shaloom

Community Service Coordinator
Ms. Anila Azmat

International Centre for Pakistani
Writing in English
Mr. Athar Tahir
Director International Centre for
Pakistani Writing in English (ICPWE)

The College Motto

Light to guide us
Courage to support us
Love to unite us