

## **PRINCIPAL'S MESSAGE**

It gives me immense pleasure and pride in welcoming you to Govt. M.A.O. College, Lahore. I feel highly elevated to think that our college is one of the most prestigious institutions rendering great service for sharing the excitement of learning and advancing knowledge. Govt. M.A.O. College has earned great honor by producing great men of learning as well as players at national and international level. We introduced BS 4 Year (H) and also allowed Co-education at BS and Master Level. Now Govt. M.A.O. College has been placed among well disciplined and well known seat of learning. Our highly qualified staff and administration is all out to provide education service up to the mark. We are committed to Academic excellence and emphasize the development of individual student to his potential in terms of intellectual, ethical, physical and social qualities. Students are assisted with balanced academic, extra-curricular and social activities in conducive environment. We are also committed to train our students by inculcating in them the qualities of confidence, dedication and intellectual honesty for becoming an asset for the country. If you decide to join us, I am confident that you will feel pride to be a part of this institution. Indeed this college has lot of reasons to be chosen for Under-graduate, and Post-graduate studies. I wish you good luck and best of success from the platform of Govt. M.A.O. College, Lahore.

**Professor Rashid Najeeb**  
**Principal**

## **INTRODUCTION**

Govt. M.A.O College stands towering amongst the institutions of Punjab in providing education of a high standard at Intermediate (F.A, F.Sc., I.Com, ICS, BS (H) and Post Graduate levels. This college is offering its students opportunities for overall development, amid a disciplined and peaceful environment in multiple phases.

Govt. M.A.O College, adjacent to the Civil Secretariat, is a prestigious seat of learning in disciplines of Arts, Computer, Commerce and Science. It was founded in 1933 by Anjuman-e-Islamia at Amritsar. Had it not been for the significant role which the college played in the creation of Pakistan, the muslims of the Subcontinent would have been relegated to a secondary status. Professor S. Mercado was appointed as the first Principal of the College after its establishment in 1933. After partition in 1947, the college was shifted to Lahore. The likes of Dr. M.D Taseer, Prof. Dr. Dilawar Hussain and Prof. Karamat Hussain Jaffari have served the college as its Principals. Govt. M.A.O College, Lahore has produced renowned scholars and distinguished teachers, judges, professional men, politicians, scientists and sportsmen. They include Akhtar Hussain Raipuri, Faiz Ahmad Faiz, Nazir Ahmad Qureshi, Dr. Imdad Hussain, Sahibzada Mahmood-ul-Zafar, Dr. M.A. Azeem, Arif Abdul Mateen, Dr. Khalid Aftab, Amjad Islam Amjad, Atta-ul-Haq Qasmi, Saqlain Mushtaq, Taufeeq Umer, Saeed Ajmal, Sohail Fazal, Muhammad Saqlain, Naveed Aalam and Salman Akbar. During Seventy Five years of its history the college has left indelible imprints in every phase of human life. The Alumni of the college have won laurels not only for their Alma mater but served the country in different capacities in almost all spheres of life. The college has enviable atmosphere not only conducive to the academic pursuits but also fruitful for Co-Curricular and Extra-Curricular Activities with emphasis on Sports, Debates and Dramatics. There are many literary, science and cultural societies contributing to the balanced personality development of the future generation of Pakistan. The college thus provides ample opportunities to the students to discover themselves realize their potentials and prepare for the Challenges of life.

Govt. M.A.O College offers BS (Hons.) Programme in eleven disciplines and M.A classes in six disciplines. M.A.O College has co-education and provides a congenial atmosphere to all the students. At Post Graduate Levels it offers classes in English, Economics, Mathematics, Mass Communication Psychology, Botany and Urdu. At BS (Hons) levels it offers classes in the disciplines of Chemistry, Computer Science, Mathematics, English, Economics, Physics, Mass Communication & Psychology.

**ADMINISTRATION**

**Prof. Rashid Najeeb**  
Principal

**Mr. Muhammad Tahir Yousaf Bokhari**  
Vice Principal/ Dean of Arts, Social Sciences and Commerce/ Incharge 2<sup>nd</sup> Shift

**Mr. Farzand Ali**  
Dean of Sciences/ Chairperson of Mathematics Department

**Mr. Muhammad Rafi**  
Vice Principal

**Mr. Zafar Jamal**  
Advisor Student Affairs

**Mr. Babur Zaman Khan**  
Registrar

**Mr. Kamran Butt**  
Coordinator BS(H) Programme

**Mr. Abdul Rauf Khan**  
Controller Examination

**Mr. Afrasiab Khan Yousafzai**  
Controller Examination BS (H) Programme

**Mr. Muhammad Toseef Sadiq**  
Estate Officer/ Chief Proctor

# FACULTY OF ARTS/ SOCIAL SCIENCES & COMMERCE

## ARABIC DEPARTMENT

1	Dr. Abdul Ghafoor Rashid, Ph.D (P.U)	<b>Chairperson / Assistant Professor</b>
	<b>DEPARTMENT OF COMMERCE &amp; BUSINESS ADMINISTRATION</b>	
1	Mr. Khalid Mahmud Hashmi, MBA (P.U)	<b>Chairperson / Associate Professor</b>
2	Mr. Gulshan Ali Baig, M.Com (P.U)	Assistant Professor
3	Mr. Muhammad Saeed, M.Com (P.U)	Assistant Professor
4	Syed Anwaar Hussain, M.Com (P.U)	Assistant Professor
5	Mr. Faisal Manzoor, M.Com (P.U)	Lecturer
6	Mr. Muhammad Gulraiz, M.Com (P.U)	Lecturer
7	Mr. Muhammad Naeem, M.Com (P.U)	Lecturer

## ECONOMICS DEPARTMENT

1	Mr. Muhammad Ijaz, M.A (P.U) M.PHIL (G.C.U)	<b>Chairperson / Assistant Professor</b>
2	Ms. Humaira Mehboob, M.A (P.U)	Associate Professor
3	Mr. Tauseef Sadiq, , M.A (P.U)	Assistant Professor
4	Mr. Muhammad Irshad, M.A (P.U)	Assistant Professor
5	Ms. Nadia Erum, M.A (P.U)	Lecturer
6	Mr. Shahzad Iqbal, M.A (P.U)	Lecturer
7	Mr. Asif Javaid, M.A (P.U)	Lecturer

## ENGLISH DEPARTMENT

1	Mr. Muhammad Tahir Yousaf, M.A (P.U)	Professor
2	Ms. Sadiqa Maqbool, M.Phil (P.U)	Associate Professor
3	Mr. Ayub Altaf, M.A, (P.U)	Associate Professor
4	Mr. Sahabzada Faisal Khursheed, M.A (P.U)	<b>Chairperson / Assistant Professor</b>
5	Mr. Farooq-e- Azam Dogar, M.A (P.U)	Assistant Professor
6	Mr. Ahmad Aleem, M.A (P.U)	Assistant Professor
7	Mr. Amjad Afzal Butt, M.A (P.U)	Assistant Professor
8	Mr. Agha Rehan Gul, M.A (P.U)	Assistant Professor
9	Mr. Nadeem Fazal, M.A (P.U)	Assistant Professor
10	Mr. Tahir Jahan Niazi, M.A (P.U)	Assistant Professor
11	Mr. Burhan Ahmad, M.A (P.U)	Assistant Professor
12	Mr. Muhammad Wasem Ch., M.A (P.U)	Assistant Professor
13	Mr. Muhammad Asif Usmani, M.A (P.U)	Assistant Professor
14	Mr. Abdul Rauf, M.A (P.U)	Assistant Professor
15	Mr. Zafar Maqbool Khan, M.A (P.U)	Assistant Professor
16	Mr. Tahir Masood, M.A (P.U)	Assistant Professor
17	Mr. Muhammad Waseem Afzal, M.A (P.U)	Assistant Professor
18	Mr. Rana Shafique Ahmad, M.A (P.U)	Lecturer
19	Mr. Azhar Javaid Shad, M.A (P.U)	Lecturer
20	Mr. Imtiaz Ahmad Awan, M.A (IUBWP )	Lecturer
21	Ms. Alvina Aslam, M.A (P.U)	Lecturer
22	Mr. Muhammad Siddique, M.A (P.U)	Lecturer
23	Mr. Shamim Ahmad, M.A (P.U)	Lecturer

## HISTORY DEPARTMENT

- 1 Mr. Muhammad Saeed-UI-Haq, M.A (P.U)
- 2 Hafiz Safdar Bashir, , M.A (P.U)
- 3 Mr. Shahbaz Ali, , M.A (P.U)
- 4 Ms. Azra Shuaib, , M.A (BZU)
- 5 Mr. Yawar Haroon, M.A (P.U)
- 6 Mian Ghulam Farid, M.A (GCU)

**Chairperson /  
Associate Professor**  
Assistant Professor  
Assistant Professor  
Lecturer  
Lecturer  
Lecturer

## ISLAMIYAT DEPARTMENT

- 1 Hafiz Muhammad Yaqoob, , M.A (P.U)
- 2 Mr. Muhammad Rafiq, M.A (T.M)
- 3 Mr. Masood-UI-Hassan Niazi, M.A (P.U)
- 4 Mr. Akhtar Hussain Asim, M.A (P.U)
- 5 Hafiz Khalil Ahmad, M.A (P.U)
- 6 Mr. Isbah-UI-Khair Bhatti, M.A (P.U)
- 7 Mr. M. Waseem Qureshi, M.A (P.U)
- 8 Hafiz Naseer Ahmad, M. Phil (P.U)
- 9 Mr. Sultan Sikandar, M.Phil (P.U)

**Chairperson /  
Associate Professor**  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Lecturer  
Lecturer

## PERSIAN DEPARTMENT

- 1 Mr. Muhammad Afzal, M.A (P.U)
- 2 Mr. Gul Nawaz, M.A (P.U)

**Chairperson /  
Assistant Professor**  
Assistant Professor

## PHILOSOPHY DEPARTMENT

- 1 Mr. Sardar Hussain, M.A (GCU)

**Lecturer**

## PHYSICAL EDUCATION DEPARTMENT

1	Ch. Muhammad Sarwar, M.A (P.U)	Assistant Professor
2	Mr. Sohail Bashir, M.A (P.U)	<b>Chairperson /</b>
3	Mr. Sarfaraz Ali Tahir, M.A (P.U)	<b>Lecturer</b> Lecturer

## POLITICAL SCIENCE & PAK STUDIES DEPARTMENT

1	Mr. Mehmood Farid, , M.A (P.U)	<b>Chairperson /</b>
2	Mr. Zafar Yasin, M.A (P.U)	<b>Associate Professor</b>
3	Mr. Kamran Butt, M.A (P.U)	Associate Professor
4	Mr. Mirza Shahid Baig, M.A (P.U)	Assistant Professor
5	Mr. Iftikhar Ahmad, M.Phil (G.C.U)	Assistant Professor
6	Ms. Lubna Yousaf, M.A (S.U)	Lecturer
7	Mr. Jawwad Qadir, M.A (P.U)	Lecturer Lecturer

## PSYCHOLOGY DEPARTMENT

1	Dr. Nadeem Ahmad Pirzada, P.hd (P.U)	<b>Chairperson /</b>
2	Mr. Tauqeer Saleem Khan, M.Sc. (P.U)	<b>Associate Professor</b>
3	Mr. Zafar Jamal, M.Phil (P.U)	Associate Professor
4	Dr. Shabbir Ahmad Rana, Ph.D (U.K)	Associate Professor
5	Ms. Mamoona Mushtaq, M.Sc. (P.U)	Associate Professor
6	Mr. Amjad Tufail, M.Sc. (P.U)	Assistant Professor
7	Ms. Fariha Iram Rizvi, M.Sc. (P.U)	Lecturer
8	Ms. Ayesha Sheraz, M.Sc. (P.U)	Lecturer
9	Ms. Abida Sarwar, M.Sc. (P.U)	Lecturer
10	Mrs. Tayyaba Noor, M.Sc. (P.U)	Lecturer
11	Mr. Saleem Gul, M.Sc. (P.U)	Lecturer

## PUNJABI DEPARTMENT

1	Mr. Mushtaq Ahmad, M.A (P.U)	<b>Chairperson / Assistant Professor</b>
2	Dr. Shabnam Ishaq, Ph.D (P.U)	Lecturer
3	Dr. Naheed Zafar, Ph.D (P.U)	Lecturer

## STATISTICS DEPARTMENT

1	Dr. Zahid Ahmad , Ph. D (G.C.U)	<b>Chairperson / Associate Professor</b>
2	Mr. Muhammad Ibrahim, M.Sc. (P.U)	Associate Professor
3	Mr. Muhammad Moeen, M.Phil (NCBA)	Associate Professor
4	Syed Aqdas Abbas, M.Sc. (P.U)	Assistant Professor
5	Mr. Muhammad Saleem, M.Sc. (P.U)	Assistant Professor
6	Mr. Ashfaq Ali, M.Sc. (P.U)	Lecturer
7	Mr. Imran Rasheed, M.Sc. (P.U)	Lecturer

## SOCIAL WORK DEPARTMENT

1 Post Vacant

## URDU DEPARTMENT

1	Mr. Muhammad Rafi, M.A (P.U)	<b>Chairperson / Associate Professor</b>
2	Dr. Azadar Hussain Jawaz Jaffari, Ph.D (P.U)	Associate Professor
3	Mr. Shaheryar Abbas Zaidi M.A (P.U)	Assistant Professor
4	Dr. Atta-ur-Rehman, Ph.D (AIU)	Assistant Professor
5	Mr. Muhammad Azeem Iqbal, M.A (G.C.U)	Assistant Professor
6	Mr. Muhammad Tariq, M.A (P.U)	Assistant Professor
7	Mr. Abdul Rauf, M.A (P.U)	Assistant Professor
8	Mr. Mazhar ul Hassan, M.A (P.U)	Assistant Professor
9	Mr. Riaz Ahmad, M.Phil (AIU)	Assistant Professor

10	Mr. Asif Ali Chattha, M.Phil (P.U)	Assistant Professor
11	Mr. Shafqat Rasool, M.A. (P.U)	Lecturer

## FACULTY OF SCIENCES

### Botany Department

1	Mr. Khalid Farooq, M.Sc. (P.U)	Associate Professor
2	Mr. Afrasiab Ahmad Khan Yousafzai M.Sc. (P.U)	<b>Chairperson /</b>
3	Dr. Farhat Mehmood, M.Sc. (P.U), Ph.D (GCU)	<b>Assistant Professor</b>
4	Mr. Sohail Sheikh M.Sc. (P.U), M.Phil (GCU)	Assistant Professor

### CHEMISTRY DEPARTMENT

1	Mr. Muhammad Akbar, M.Phil (G.C.U)	<b>Chairperson /</b>
2	Mr. Muhammad Safdar Hussain , M.Sc (P.U)	<b>Associate Professor</b>
3	Mr. Sohail Yousaf, M.Sc. (P.U)	Associate Professor
4	Mr. Shahid Aslam, M.Sc. (P.U)	Assistant Professor
5	Mr. Muhammad Younas Farooqi, M.Phil (P.U)	Assistant Professor
6	Ms. Shakila Bukhtiar, M.Phil (G.C.U)	Lecturer
7	Ms. Amna Rehman, M.Sc. (P.U)	Lecturer
8	Mr. Muhammad Abbas, M.Sc. (P.U)	Lecturer
9	Mr. Muhammad Ahmad, M.Sc. (G.C.U)	Lecturer
10	Ms. Samara Amanat, M.Phil (U.E.T)	Lecturer

### COMPUTER SCIENCE DEPARTMENT

1	Mr. Muhammad Zeeshan Shabbir, M.Sc. (BZU)	<b>Lecturer</b> <b>Computer Science</b>
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## GEOGRAPHY DEPARTMENT

1	Mr. Muhammad Abbas, M.Sc. (P.U)	<b>Associate Professor</b>
2	Mr. Rashid-UR-Rashid, M.Sc. (P.U)	<b>Chairperson / Assistant Professor</b>

## MATHEMATICS DEPARTMENT

1	Mr. Farzand Ali, M.Phil (QAU)	<b>Chairperson / Associate Professor</b>
2	Mr. Abdul Rauf Khan, M.Sc. (P.U)	Associate Professor
3	Mr. Iqbal Haider, M.Sc. (P.U)	Assistant Professor
4	Mr. Malik Anjum Javed, M.Phil (G.C.U)	Assistant Professor
5	Dr. Mehmood Aalam, Ph.D (Germany)	Assistant Professor
6	Mr. Shahbaz Ahmad, M.Sc (P.U)	Assistant Professor
7	Mr. Liaqat Ali, M.Phil (GCU)	Lecturer
8	Mr. Ali Raza Malik M.Sc (P.U)	Lecturer
9	Mr. Muhammad Ajmal, M.Sc. (P.U)	Lecturer

## PHYSICS DEPARTMENT

1	Mr. Javaid Akhtar, M.Sc. (P.U)	<b>Chairperson / Associate Professor</b>
2	Mr. Zaheer Ahmad, M.Sc. (QAU)	Associate Professor
3	Mr. NasirUllah, M.Sc. (P.U)	Associate Professor
4	Ms. Rozina Ch. , M.Sc. (P.U)	Assistant Professor
5	Mr. Muhammad Zahid, M.Sc. (P.U)	Assistant Professor
6	Mr. Ahmad Ali, M.Sc. (P.U)	Assistant Professor
7	Mr. Muhammad Naeem, M.Sc. (P.U)	Assistant Professor
8	Mr. Waseem Aftab, M.Phil (U.E.T)	Assistant Professor
9	Ms. Fauzia Jabeen, M.Sc. (P.U)	Assistant Professor
10	Dr. Farrukh Shahzad, Ph.D (P.U)	Assistant Professor
11	Ms. Farzana Tufail, M.Sc (P.U)	Lecturer
12	Mr. Fahad Shahzad, M.Sc. (P.U)	Lecturer

## ZOOLOGY DEPARTMENT

- 1 Dr. Mirza Muhammad Ashraf, Ph.D (G.C.U)
- 2 Mr. Khursheed Khawar, M.Sc. (P.U)
- 3 Mr. Babur Zaman Khan, M.Phil (GCU), B.Ed (P.U)

**Professor**  
**Chairperson /**  
**Associate Professor**  
Assistant Professor

## LIBRARY

- 1 Mr. Azhar Jan, M.A (P.U)

**Librarian**

# Admission

## General Rules for Admission

- i. Admission is granted strictly on merit.
- ii. College Authorities can reject candidate's application for admission on the ground of unbecoming character or conduct.
- iii. College Authorities have the right to cancel the admission of a candidate, at any stage after the admission, when it comes to their knowledge that the documents presented by him are fake or there is a misstatement or an error in the documents which may affect his merit.

## Entrance Requirements

- i. Only those candidates who have passed their secondary school certificate (SSC) examination in the 1st annual 2013 and in the 2<sup>nd</sup> annual 2012 will be eligible to apply for admission.
- ii. Applicants who have passed secondary school certificate (Tech) shall not be eligible for admission.
- iii. The candidates must not be above 18 years of age on the last date of the receipt of applications.
- iv. Only eligible candidates will be called for interview on dates mentioned in the list of the candidates eligible for admission.

## Admission Procedure

- i. Admission form is attached with the prospectus.
- ii. Admission form will be submitted at the Authorized Bank from where it is obtained within the prescribed period of time, notified by the college. No admission form will be accepted after the expiry of the last date for submission of Admission Forms.
- iii. The candidates seeking admission on sports/ co-curricular activities/ special categories basis shall write the category clearly on top, **a sports form/ co-curricular activities form/ special categories form**, as the case may be on top of the general application form. The Merit List of the candidates eligible for interview will be displayed on the College Notice Board.
- iv. The candidate has to bring his father/ guardian at the time of **interview alongwith original documents**. The candidate, who remain absent from the interview will forfeit his right to admission, however, with the permission of the Principal, he may be allowed to appear for interview provided he proves that due to unavoidable circumstances he could not appear in the interview, and only if there is a seat available.
- v. After the completion of all formalities pertaining to admission, the **final list** of the selected candidates shall be displayed on the College Notice Board.
- vi. The candidates who fail to deposit their dues within due date will forfeit their right to admission.

**The applicant has to attach the following documents with appropriately filled admission form.**

- i. 3 attested copies of Provisional Certificate/Result Card/Mark Sheet.
- ii. One attested photocopy of Character Certificate from the institution last attended.
- iii. 4 duly attested passport size photographs.
- iv. 6 self addressed postal envelopes.
- v. Photocopy of Father/Mother/Guardian's NIC and Annual Income Certificate.
- vi. In case of any other Board (than Lahore) a Migration Certificate.

### **ONLINE COLLEGE ADMISSIONS SYSTEM (OCAS)**

Every year hundreds of thousands of students and their parents stand in long queues at public colleges across Punjab to complete the admissions application process. The Process traditionally is hectic, time-consuming, and costly for students and their families who have no option but to take time off from work to tend to the matter. The Higher Education department has facilitated the candidates in this respect. Now every candidate can process his application by visiting this website: [www.ocas.punjab.gov.pk](http://www.ocas.punjab.gov.pk)

#### **Important:**

- i. A candidate will have to bring original documents at the time of interview.
- ii. All dues will have to be paid immediately after the display of Merit List.
- iii. Principal reserves the right to accept or reject the application of any candidate for admission.
- iv. Admission can be sought only in the Faculty (Science, Arts, Computer Science, Commerce) in which the Admission Form has been submitted.
- v. A student can opt only for those combinations of subjects which are allowed in the prospectus.
- vi. Subjects once opted will not be allowed to change.
- vii. No such subject will be opted by the student which is not offered in the time table.
- viii. Photocopy of Admission Form will not be accepted.
- ix. Form submitted after due date shall not be entertained.
- x. Get your receipt No. of admission form at the time of submission and bring it with you at the time of interview.
- xi. **The students who fail to get admission in the 1<sup>st</sup> shift can submit an application for admission to 2<sup>nd</sup> shift.**

## **Disability:**

2 % of total seats will be reserved for disable candidates. The Disable Candidates shall attach with their admission forms the “Disability Certificate” obtained from District Disability Board or the District Assessing Board. The candidate must write “Special Candidate” in the space provided at the top of the admission form. The candidates will have to appear before the Medical Officer appointed for this purpose by the College Authorities.

## **College Uniform:**

According to the college rules, every student of this college has to wear uniform.

The purpose of specifying a uniform is that the student should have a distinct identity, and also, they refrain from wearing expensive and gaudy clothes. The college has prescribed the following uniforms for intermediate students.

### **Uniform for Boys:**

- (1) White Shirt (2) Grey Trousers (3) Uniform Neck Tie (Blue & Grey Stripes) (4) Black Shoes (5) Navy Blue Blazer/ Sweater (for winter only)

### **Uniform for Girls:**

- (1) White Shalwar Qameez (2) Green Dupatta (for 1<sup>st</sup> & 2<sup>nd</sup> semester students) (3) Maroon Dupatta ( for 3<sup>rd</sup> & 4<sup>th</sup> semester students) (4) Navy Blue Blazer/ Black Shawl (for winter only)

**Note: No student, except Post Graduate Students, is allowed to enter the college without wearing Uniform.**

### **College Identity Card:**

- i. It is compulsory for every college student to obtain his identity card from the college office immediately after his admission. Defaulters will be fined.
- ii. Students are directed to contact Registrar Office in this connection.
- iii. If an identity card is lost, a new card will be issued after the student deposit a fine of Rs.100/-.
- iv. **A student should always display his Identity Card during his stay at college campus. Anyone not displaying his/her card will not be allowed to enter the college premises.**
- v. Student’s Identity Card is the property of the college. It is compulsory for every student to hand over his identity card to the college I.D Card office for record, if he is dropped from the college rolls, or leaves the college or at the termination of the college session.
- vi. No certificate will be issued unless the student has deposited his identity card to the college.

## College Timings

**Generally College starts at 08:00A.M. No students will be allowed to leave the college once he enters the college premises before 11:30A.M.**

### Attendance:

- i. The minimum attendance percentage in each subject to qualify for final examination will be **75%** as per BISE regulations.
- ii. In case a student leaves the college without approval of sanctioning/concerned authority and if his attendance falls below **50%** in a month, he will be dropped from the College Rolls and his status will be notified and communicated to the parents.
- iii. The name of the student will be dropped from the College Rolls if he remains absent for 07 days in a month.
- iv. A student whose name has been dropped from the College Rolls may be allowed Re-Admission only once.
- v. The Re-Admission fee is Rs.500/-.
- vi. The fine for remaining absent for one period is Rs.5/- and for a full day is Rs.10/-.
- vii. The fine for remaining absent from practical class/ English class is Rs.10/- per class.
- viii. As per board/ college rules **75%** of the total No. of Lectures delivered in each subject are compulsory to attend for a student otherwise the admission will be withheld.
- ix. Principal reserves the right to expel a student from college on account of misconduct/ failure to pull up academically.
- x. Internal grades are evaluated after 4 monthly tests in intermediate classes, which are inscribed on the student certificate.

### Leave Rules:

- i. Leave is granted only in case of high urgency by the Deputy Registrar.
- ii. Leave application has to be submitted and got sanctioned beforehand.
- iii. Sick leave should be accompanied with Proper Medical Certificate.
- iv. Prescribed Leave Application Forms are available in the college office.
- v. The Leave Application should reach the Registrar Office on the prescribed Proforma. This application must be counter signed by the father/ guardian.

## Anti Harassment Committee:

Govt. M.A.O College, Lahore is committed in creating and maintaining conducive Educational and working environment free from any form of discrimination and harassment. The college harassment committee has been entrusted with the responsibility to deal with cases of extra ordinary personal nature, if any. This committee takes up all representation on priority bases and ensures effective dispensation of justice, irrespective of status, faith, class or gender of the complainant while maintaining confidentiality of the matter.

## Internal Examinations:

The students who get admission to 1<sup>st</sup> year class at intermediate level have to appear in internal examinations and class tests during their two year stay in this institution, under the supervision of the Examination Department, according to the following schedule:

### Schedule of Tests for XI & XII

Type of Test	Duration	Conducted by	Max. Marks	No. of Tests	Months
Class Test	50 min.	Class Teacher	50	1	November
Dec. Test	3 hours	Exam. Deptt.	100	1	December
Class Test	50 min.	Class Teacher	50	1	Jan. & Feb.
Pre-Board Examination	3 hours	Exam. Deptt.	100	1	March

## Examination Rules:

- i. The Examination Admission Forms of the students of Intermediate Classes are submitted to BISE Lahore provisionally. In case a student fails to attend **75%** of the total No of Lectures delivered in each subject, as required by BISE Lahore, his Examination Admission form will be withdrawn from BISE Lahore, before the commencement of Final Examination of Intermediate Classes scheduled by BISE Lahore.
- ii. Every student must take the December Test, conducted during the month of December. A student who remains absent in these Examinations shall be fined @ Rs.200 per paper up to a maximum of Rs.1200/-. Such student will have to appear in a make-up Test for December Test after due permission by the controller of examination.
- iii. A student who remains absent in the December Test, due to illness or unavoidable circumstances, shall be allowed to appear in the make-up Test, in papers in which he remains absent in the December Test, according to the schedule notified by the Controller of Examinations. Such students shall have to file an application along with the documentary proof for permission to appear in the Make-up Test to the controller of examinations within 7 days after the December Test. If such a student does not appear in the make-up Test, he shall be fined according to Rule No ii.

- iv. The internal grade of each student for the intermediate examination to be conducted by BISE Lahore will be calculated on the basis of performance of the students in December Test/Make up Test, co-curricular activities and conduct of the students.
- v. The Examination Form of a student of class xii, who scores an “F” internal grade, will not be forwarded to the Board of Intermediate and Secondary Education Lahore for the Annual Examination.

### **Full Course Pre-Board Examinations**

At the completion of courses, the office of the Controller Examination will hold this exam. The Examination will start in the month of March and this examination is compulsory for all students. The examination admission form submitted to BISE Lahore of the student who does not take this Examination, may be withdrawn before the commencement of Final Annual Examination of BISE Lahore.

### **College Fee/ Dues:**

- i. All fee and dues are charged annually at the beginning of session for **1<sup>st</sup> and 2<sup>nd</sup>** year classes. College Office will issue the schedule accordingly.
- ii. The Student’s name will be dropped from the college rolls if he does not pay the dues. Re-Admission is allowed only on the recommendation of Admission Committee and approval of the Principal.

### **Fee Concession:**

Fee concession and stipends for deserving students are granted on the recommendation of committee set up for this purpose.

### **Eligibility for Fee Concession:**

- i. Only those poor and needy students who are regular in class and have a sound academic career are eligible to apply for fee concession.
- ii. Orphans can be accommodated on compassionate grounds, provided they furnish Death Certificate of the deceased parent/Guardian.
- iii. Irregular, absent and failing students in House Examination will forfeit their right of fee concession.
- iv. Application for fee concession or any kind of Financial Assistance will be written by parents.

### **Disciplinary Rules:**

A student is expected to abide by following rules and any other notification/ order issued by the Principal Office/ Registrar Office during the session.

- i. No student is allowed to take part in any kind of political/ terrorist activity.
- ii. Smoking/ keeping any kind of drug is not allowed.
- iii. Mobile/ Cell Phone as per ruling of Govt. of the Punjab are prohibited on Campus.
- iv. Student should behave gently within college premises.
- v. Wall chalking/ placing any kind of poster is strictly prohibited.
- vi. Causing any damage to College property is not allowed. The defaulters will have to pay for the damages.

- vii. Every student must display his/her I.D. Card during college hours. Any student failing to do so will be turned out of the college.
- viii. No student is allowed to keep any kind of arms (Licensed/ Unlicensed) in his possession.
- ix. Out-siders are not allowed to enter college premises. Offenders may be brought to book and handed over to the police.
- x. College disciplinary committee is responsible for maintaining law and order in the college and reserves the right to punish anyone involved in misconduct.

**PROGRAMME OFFERED IN THE COLLEGE & SUBJECT COMBINATIONS OFFERED AT INTERMEDIATE LEVELS**

**PLEASE SELECT ANYONE OF THE SUBJECT GROUP AND MENTIONED ITS SERIAL NUMBER IN THE APPLICATION FORM IN THE COLUMN NO. 9**

1. F.A, F.Sc. (Pre Engineering & Pre-Medical), I.Com, ICS at Inter Level

**Compulsory subject:**

English, Urdu, Islamic Studies, Pakistan Studies

**Elective Subjects:**

**i. Pre-Engineering Group**

Mathematics, Physics, Chemistry

**ii. Pre-Medical Group**

Biology, Physics & Chemistry

**iii. Computer Science Group**

Mathematics, Computer Science, Physics/ Statistics/Economics

**iv. General Science Group**

Economics, Statistics, Mathematics

**v. Commerce Group**

Accounting, Economics, Commercial Geography, Business Mathematics, Business Statistics, Banking/ Computer Science

**vi. Arts Group A (I)**

Geography	Civics/Psychology	History/Punjabi/Islamiyat
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**Arts Group A (II)**

Economics	Islamiyat/Statistics/Psychology	History/Urdu Adv./ Health & Physical Edu./ Computer Science
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**Arts Group A (III)**

Islamiyat	Civics/Psychology/Philosophy	Punjabi/Urdu Adv./ English Literature/ Health & Physical Edu./ Computer Science
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**Arts Group A (IV)**

History of Pakistan, History of Islam, History of Muslim India, History of Europe	Statistics/ Philosophy	Arabic/Persian/ Punjabi
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2. BS (Hons.) Programme in 10 disciplines i.e. BBA, B.Com, Chemistry, Physics, Mathematics, Mass Communication, Information Technology (IT), Psychology, Economics and English

## **DUES AT THE TIME OF ADMISSION FOR INTERMEDIATE 1<sup>ST</sup> YEAR 2013**

<b>Sr. No</b>	<b>Discipline</b>	<b>Dues</b>
<b>1</b>	Pre-Medical	3684/-
<b>2</b>	Pre-Engineering	3684/-
<b>3</b>	General Science	3684/-
<b>4</b>	ICS Computer Science (3684+2400=6084)	6084/-
<b>5</b>	Humanities Group	3584/-
<b>6</b>	I.Com (Commerce)	3584/-

### **NOTE:**

- i. Rs. 2400/- per year additional computer fee will be charged from the students who OPT for computer as elective subject.
- ii. Rs. 3600/- per year additional 2<sup>nd</sup> shift fee will be charged from 2<sup>nd</sup> shift students.
- iii. The amount of fee/dues may vary as per instructions of Govt. of the Punjab.

## **Life at M.A.O. College:**

### **Tutorial System:**

For social and moral training of students, a tutorial system has been activated. A student joins his tutorial group and learns social activities besides academics. Every tutorial group leader is a teacher called “Tutor”.

### **Responsibilities of a Tutor/Class Incharge:**

1. A tutor may attest photocopies of any document of the student of his group.
2. A tutor is responsible for any recommendation of leave, scholarship, fee concession or relaxation in fine.
3. A tutor will arrange a schedule for his group meetings, (to be held twice a month).
4. Tutor/ Class Incharge will be responsible for maintaining the record of registration, attendance and the record of admission to Board/ University. He will co-ordinate with the respective registrar in this respect.

### **Societies:**

To explore hidden potentials of the students, a number of different Social and Literary Societies exist in college, which are responsible for arrangement of various functions during the session, Every Society is headed by a teacher and its member students work for it.

### **Library and Reading Room:**

The main library of the college (Science & Arts) stocks more than fifty thousand rare, valuable, old and modern books. Beside the main library there are Seminar/departmental libraries as well in the post graduate departments. There are numerous magazines and national newspapers which are received regularly in the library.

1. Two books can be borrowed at a time.
2. Borrowed books should be returned within 14 days or a fine will be charged @ Rs. 2 per day.
3. Lost library book has to be replaced by the borrower or a double of the cost and a fine shall be charged.
4. Students are not allowed to bring their own books in the library.
5. In case of any damage to the library book, disciplinary action will be taken against the defaulters.
6. Reference books are not issued to the students. They can be studied in the reading room attached to the library.
7. Students are expected to observe silence in the library and reading room.

## **Proctorial System:**

To maintain discipline and order in the College, there is a Proctorial Board comprising of Chief Proctor, Secretary Proctorial Board and a team of staff members. Every member of a team is called a proctor and, therefore, can check any student on campus. Cases of violations of College discipline are reported to the Chief Proctor, who immediately takes appropriate action. Fines imposed by the Chief Proctor or the Proctorial Board shall not be remitted or reduced. A proctor shall ensure that students:

- a. Display College Identity Card
- b. Do not wear T-Shirts, Jeans and Joggers.
- c. Must dress up in the College Uniform.
- d. Should not disturb the academic atmosphere.

## **College Magazine:**

College magazine “IQRA” is published annually under the supervision of College Magazine and Publication Committee with English, Urdu and Punjabi sections to explore literary potentials of the students through their writings.

## **Bulletin:**

A college bulletin is published regularly to keep the students informed of all notices/ orders, and progress related to college affairs. Any notice published in bulletin is considered to be communicated to all the students.

## **Dispensary:**

A well equipped dispensary is available for First Aid in case of emergency.

## **Auditorium:**

The College is facilitated with a capacious auditorium. It caters to the educational and cultural activities of the students.

## **Mosque:**

In order to facilitate Islamic teachings and the observance of the five obligatory prayers, there is mosque situated at the College Campus. In the mosque, there are facilities for daily as well as Friday prayers.

### **Water-Filtration Plant:**

A Hi-tech modern filtration plant has been installed in the college by Govt. of the Punjab in collaboration with Nestle (Pakistan) LTD. It provides quality drinking water to the students and the staff.

### **Transport Facility:**

Limited Transport facilities are available for the students on specific routes. The transport office generally issues passes for the New Academic Year from the dates classes begin at the campus.

### **Motor Cycle Stand:**

In the North of College premises, an area has been allocated for Motor Cycle Stand. Although Security guards are there, it is advised to the students and workers to keep their vehicles properly locked. College Administration will not be responsible for any theft or damage. **The stand will remain open from 07:30A.M to 09:30A.M and it will reopen at 11:00A.M to 01:30P.M.**

### **2<sup>nd</sup> Shift:**

A Replica programme for F.A. / F.Sc. / ICS / I.Com has been started as a 2<sup>nd</sup> shift, for below merit students. Rs.300 PM extra is charged along with the regular fee and funds from the students of 2<sup>nd</sup> shift. A separate application form is to be submitted for admission to the 2<sup>nd</sup> shift. 2<sup>nd</sup> Shift Merit List is displayed **separately**.

### **Attestation/ Issuance of Certificates:**

The students are advised to contact, **Controller of Examinations** in his Office in connection with the attestation/ Issuance of the following Certificates:

- a. Admission Forms
- b. Forms for recruitment in Armed Forces / Police etc.
- c. Forms for Admission Abroad.
- d. Expectancy Certificate for Armed Forces / Police etc. for recruitment.
- e. Character Certificates Issued by the Chairpersons of Departments.