

Undergraduate & Postgraduate



KINNAIRD COLLEGE FOR WOMEN

**Admission Handbook
2012-2013**





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Phones Numbers: 042-99203781 - 4

Postgraduate School Phone: 042-37569536

E-mail: info@kinnaird.edu.pk , kc_postgraduate@hotmail.com

Website: <http://www.kinnaird.edu.pk>



Academic Calendar 2012 – 2013

For Undergraduate & Postgraduate Programs

Fall Semester 2012

Academic Session Begins	September 03, 2012
Deadline to Drop a Course	September 14, 2012
Eid ul Azha**	October 25- 26, 2012
Midterm Examinations	October 29 - November 06, 2012
Iqbal Day	November 09, 2012
Ashura**	November 23 - 24, 2012
Christmas and Winter break	December 23 - January 01, 2013
Final Examinations	January 03 - 12, 2013
Declaration of Result	January 21, 2012

Spring Semester 2013

Academic Session Begins	January 22, 2013
Eid ul Milad Nabi**	January 25, 2013
Deadline to Drop a Course	February 02, 2013
Midterm Examinations	March 11 - March 19, 2013
Pakistan Day*	March 23, 2013
Spring Break and Easter Break	March 25 - April 01, 2013
May Day*	May 01, 2013
Final Examinations	May 20 - 28, 2013
Declaration of Result	June 18, 2013

Summer Semester 2013 (Tentative)

Academic Session Begins	June 03, 2013
Deadline to Drop a Course	June 10, 2013
Midterm Examinations	July 01 - 02, 2013
Final Examinations	July 25 - 26, 2013

*Gazetted / Public Holidays

**Holidays Subject to the appearance of the moon





Message from the Principal

Almost a hundred years old, Kinnaird continues to attract numerous young women like you to its portals. With its beautiful campus, up to date programs and highly qualified faculty, it is the perfect place to enroll for a lifetime experience.

We are devoted to providing our students an opportunity to progress academically and also be motivated to enhance their personal development. With a range of prospects available, our commitment is to create a learning environment in which young women can excel and achieve their full potential in the college and the society as a whole.

Light, courage and love are three words that represent the spirit of Kinnaird and encourage in our students a lasting sense of integrity. On behalf of Kinnaird I look forward to welcoming you to your course of study and to watch you realize your capabilities.

A handwritten signature in black ink, which appears to read "Rukhsana David". The signature is written in a cursive style and is positioned above a horizontal line.

Dr. Rukhsana David

History of the College

The history of Kinnaird documents a relentless struggle and an ever enlarging futuristic stance guided by the vision to empower women through education.

The name Kinnaird comes from a titled family of Scotland involved in social and missionary work under the Presbyterian Church. Lord Kinnaird himself donated from his personal funds, to help construct the College. The funds for the development of the College were also generated through endowments and public service schemes.

Kinnaird beginnings were humble and simple. At the dawn of the 20th century, in 1901, Kinnaird Training Center was established within Kinnaird School on Empress Road, Lahore. On the demand of students for higher education, Kinnaird College was established in 1913 in the existing Kinnaird High School. It was affiliated with the University of the Punjab. Six students were enrolled for the Intermediate Program. In 1917 the Bachelors Program was introduced and the number of students rose to 15. In

1926 the College was moved to Lake Road, Lahore. Interestingly, in 1932 the Government wanted Kinnaird to move to Agra but on the insistence of the then Principal, Miss I. T. McNair and her team, the College remained in Lahore.

According to the Principal it was in the Punjab that the need for women's education was most strongly felt. In 1933, land was acquired near Lahore's famous Canal and new buildings were constructed to house the increasing number of girls who flocked to this institution. The College moved to these premises in 1938. The architecture of the buildings reflects a mix of Classical Gothic and new modern style. The gardens were laid out by Miss Potter, who selected trees and shrubs that would bloom throughout the year. By 1939 the twenty acre campus was humming with activity.

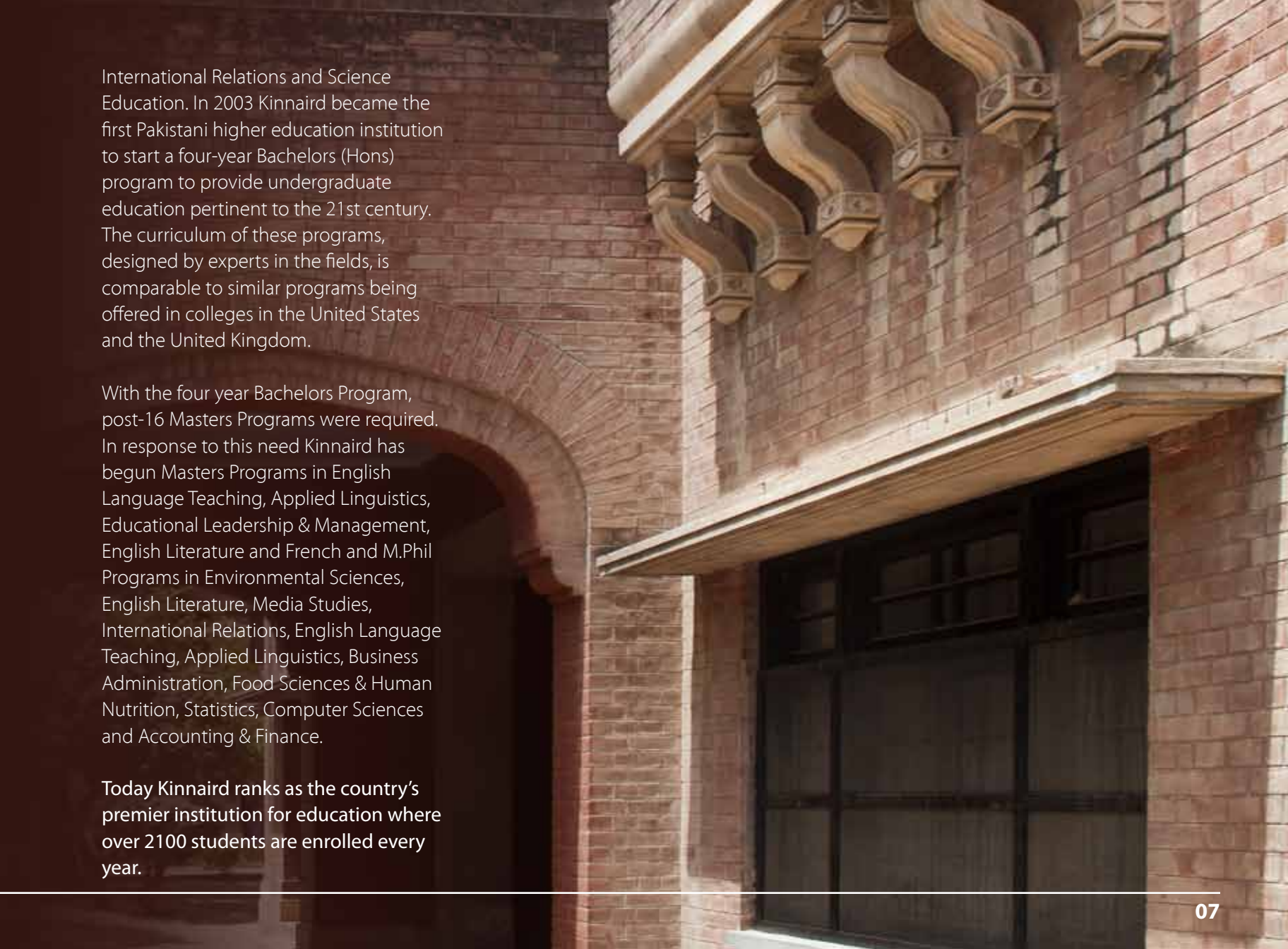
For Kinnaird College, 1947 was the most traumatic year of its history, requiring massive readjustments. The College closed in early summer with 230 students. It reopened in the newly born Pakistan with only 22 students, with the number increasing to 59 in March 1949. The enrollment increased

gradually in the following years.

In 1972, the College was nationalized and a new phase of organizational struggle set in. However, Kinnaird continued to respond to the needs of the time. The first Masters Program in English Literature was launched in 1985. In 1987 the seven positions in the University of the Punjab M.A English Literature examinations, were taken by Kinnaird students.

In September 1996 the College was awarded autonomy giving it more academic and administrative freedom. On becoming an autonomous institution the College started an ambitious program of expanding and updating its academic programs. The College, which had been affiliated with the University of the Punjab, was given a degree awarding status in October 2002.

In 1998, Kinnaird started offering more courses at the Postgraduate level adding to the Masters in English Literature that it was now well known for. Masters programs were offered in English Language Teaching, Applied Linguistics, Mass Communication, French, Environmental Sciences, Statistics,



International Relations and Science Education. In 2003 Kinnaird became the first Pakistani higher education institution to start a four-year Bachelors (Hons) program to provide undergraduate education pertinent to the 21st century. The curriculum of these programs, designed by experts in the fields, is comparable to similar programs being offered in colleges in the United States and the United Kingdom.

With the four year Bachelors Program, post-16 Masters Programs were required. In response to this need Kinnaird has begun Masters Programs in English Language Teaching, Applied Linguistics, Educational Leadership & Management, English Literature and French and M.Phil Programs in Environmental Sciences, English Literature, Media Studies, International Relations, English Language Teaching, Applied Linguistics, Business Administration, Food Sciences & Human Nutrition, Statistics, Computer Sciences and Accounting & Finance.

Today Kinnaird ranks as the country's premier institution for education where over 2100 students are enrolled every year.





The Campus

The Campus owned by the parent body, the Association of Kinnaird College, houses the following buildings:

The Main Block of Kinnaird, the original academic building, contains class rooms, a large library, staff rooms and offices.

The Amaltas Court completed on September 1, 2008, is an extension of the main Academic Building. It houses a Video Conferencing Room, a Computer Laboratory, a Students' Common Room in addition to classrooms and laboratories.

The McNair building for Sciences and New Science Block which includes classrooms, science laboratories, science staffroom and faculty offices.

The Postgraduate Block includes class rooms, library, laboratories and a new administrative wing.

The Campus also has a swimming pool,

basket ball and tennis courts, a hockey field and sprawling fields for games and sports.

The Hladia Hall and the state of the art Perin Boga Amphitheatre are two sites where plays, shows and other performances are held for which Kinnaird College is famous.

The KC Cafeteria is a popular place among students where they can relax and enjoy a meal both indoor and outdoor.

A gift shop run by the OAKS, the alumni association has a wide selection of cards and other knick knacks.

Beautiful lawns and gardens with a profusion of flowers in all the seasons.

Library

The library is an integral part of the teaching and learning experience. Students are expected to spend a significant number of hours in the library as part of the research dimensions of their curriculum.

The Main College Library has about





35000 books on subjects ranging from Urdu Literature to Space Sciences. The College Library is connected to the Higher Education Commission (HEC) digital Library which has access to over 20000 journals (both national and international) in all the academic disciplines.

The Postgraduate Library has books related mainly to the programs offered at the graduate level. It has the latest books on English Literature, English Language Teaching, Applied Linguistics, Business Studies, Computer Sciences, Statistics, Mass Communication and Environmental Sciences.

Computer Laboratories

There are 5 computer laboratories at Kinnaird equipped with Pentium IV and two-core personal computers. All laboratories have access to the Internet and HEC digital library. Students use the internet facility for their research projects and presentations. Each student is expected to take at least one computer course to acquire basic computer skills. The research students are especially trained in using the computer for analysis of research data.

Science Laboratories

Each science discipline has its own well equipped, state-of-the-art laboratory. A central laboratory is in the pipeline. It will be equipped with the latest technology to facilitate both learning and research.





Life in Class

Kinnaird provides an intellectually challenging learning environment. Class rooms are spacious, airy and equipped with up to date audio visual aids like multimedia, overhead projectors and LCDs. Interactive modes of teaching promote students' active participation in learning. Students are involved in discussions where they share ideas and opinions and listen to different points of view to enable them to come to a better understanding of the topic under discussion. The semester system allows students to learn at a constant pace. Students are required to read the latest literature, lead seminars and make presentations in practically all courses. Through direct teaching and independent learning, students learn to apply concepts and gain confidence to solve problems and think logically. In such class rooms students not only acquire knowledge but also learn social and communication skills, values and attitudes of responsibility, regularity and punctuality, preparing them to become professionals.



Life outside Class

Learning in the class room is continued outside the class room. Students are encouraged to become members of the student council, the 25 clubs and societies of the college and participate in a wide range of co-curricular activities: drama productions, debates, musical programs, exhibitions, science fairs, statistical projects and panel discussions for which Kinnaird is famous. The list of clubs and societies exemplifies the

diversity of interests and talents within the college community. These activities help students to be creative and to develop their confidence and initiative and prepare them for the future.

Sports and exercise are important for the physical well being of the students. Basket ball, cricket, hockey and tennis are sports Kinnaird College students excel in. The College teams bring laurels to their alma mater by bagging top positions in intercollegiate and inter province

competitions. They also take part in sports events outside the country.

A Fitness Center funded by the HEC was opened on November 15, 2008. It is equipped with the latest exercise machines like jogging machine, Home Gym, Exercise Cycles, Heavy Twister, AB King, Heavy Weight Scale, Stopper and Ropes, Treadmill, twister, Five Station multi gym and Cycling Machines. The fitness center is very popular with both students and faculty.





Living on Campus

Residential facilities for students are provided at the Mangat Rai Hostel, the Najmuddin Hostel and Mira Phailbus Center. The Mangat Rai Hostel and the Najmuddin Hostel. The Mira Phailbus

Center was constructed in 1997. It is designed with small clusters of rooms around open spaces, which in turn knit together into a larger open space, thus providing individual privacy as well as social interaction with the larger community. This hostel houses 100

students.

Each hostel has its own common room with television, DVD player and a large variety of indoor games. The Mira Phailbus Center also houses the dining room which serves as a Mess for the residents of all three hostels.

College Administration

PRINCIPAL

Prof. Dr. Rukhsana David

PhD Fine Arts (LCWU)

MFA (PU)

VICE PRINCIPAL & DEAN OF POSTGRADUATE STUDIES

Prof. Dr. Nikhat Khan

PhD Molecular Science (USA)

MS Physics (USA)

MSC Physics (PU)

DEAN OF NATURAL, APPLIED & FORMAL SCIENCES

Prof. Dr. Seemen S. Khan

PhD Chemistry (University of Salford England)

MSC Chemistry (PU)

DEAN OF PROFESSIONAL STUDIES

Dr. Isabel William

Associate Professor

PhD (Trinity University)

PG Diploma ELT (UGC-ODA UK)

Certificate English Literature

(Selwyn College Cambridge UK)

MA (PU)

MA TEFL (UK)

College Administration

DEAN OF ARTS & HUMANITIES

Ms. Nasreen Z. Pasha

Associate Professor
MA TEFL (AIOU)
MA English Literature (PU)
PGD TEIL (UGC-HEC)
BA (Hons) (PU)

DEAN OF SOCIAL SCIENCES

Ms. Farrukh Suhail

Assistant Professor
PhD (on going) (Minhaj University)
MPhil (Minhaj University)

DEAN OF INTERMEDIATE PROGRAM

Ms. Helen Khokar

Associate Professor
MPhil Environmental Science (KC)
MSC Physics (PU)

DIRECTOR RESEARCH

Dr. Saleha Naghmi Habibullah

Associate Professor
PhD Applied Statistics (NCBA&E)
MSC STATISTICS (University of Toronto)
Canada
MSC Statistics (PU)

Faculty

ACCOUNTING & FINANCE

Ms. Manal Talat

Lecturer
PHD (on going)
MPhil HRM (UCP)
MBE Marketing (PU)

Ms. Hafiza Iram Butt

Lecturer
MPhil (ongoing) (KC)
MCom (UCP)

ARABIC

Ms. Mamunah Mushtaq

Professor
MA Islamiyat (PU)
MA Arabic (PU)

Ms. Narmeen Faryal

Lecturer
MPhil Arabic (Minhaj University)
MA Arabic (PU)

BIO CHEMISTRY

Dr. Hooria Younas

Assistant Professor
PhD Biological Sciences (PU)
MSC Biochemistry (PU)

Ms. Amna Younus

Lecturer
PhD (Ongoing) (Lahore College University)
MS Biochemistry (PU)

Ms. Tooba Mohtsham

Lecturer
MS Biochemistry

BIOTECHNOLOGY

Dr. Shahnaz Choudhry

Associate Professor
PhD Molecular Biology CEMB (PU)
MSC Zoology (PU)

Dr. Amber Shahzadi

Assistant Professor
PhD (CEMB, PU)
MPhil Molecular Biology (PU)
MSC Chemistry (PU)

Dr. Iram Anjum

Assistant Professor
PhD Biotechnology (NIBGE)
MSC Zoology (BZU)

Ms. Sana Elahi

Lecturer
PhD (Ongoing) (Muhammad Ali Jinnah University)
MPhil Industrial Biotechnology (GC)
BS Bioinformatics (IIUI)

BOTANY

Ms. Asifa Irshad Kiyani

Assistant Professor
MPhil Industrial Biotechnology (On going) (GCU)
MSC Botany (GCU)

Dr. Aafia Aslam Khan

Assistant Professor
PhD BioTech (Institute of Industrial Biotechnology)
MPhil Botany (PU)
MSC Botany (PU)

Ms. Shehneela Bokhari

Assistant Professor
MPhil Botany (Agriculture University)
MSC Botany (Islamia University Bahawalpur)

Ms. Samina Hassan

Senior Lecturer
MPhil Biotechnology (QAU)
MSC Botany (QAU)

BUSINESS STUDIES

Ms. Saira Farooqi

Assistant Professor
MPhil (on going) (NCBA)
MPA Specialization-Finance (PU)
LL.B (PU)

Faculty

Ms. Farhat Iqbal Awan

Senior Lecturer
MPhil Economics (PU)
MA Economics (PU)

Syeda Fizza Abbas

Lecturer
MPhil (UCP) (on going)
MSC Economics (GCU)
MSC Banking & Finance (GCU)

Ms. Anum Zafar Butt

Lecturer
MPhil (Ongoing) (KC)
MBA Banking & Finance (KC)

Ms. Maryam Rehmat

Lecturer
MPhil (Ongoing)(KC)
MBA Banking & Finance (KC)
BSc Hons (KC)

Ms. Sara Aslam

Lecturer
MSC HRM (University of Glasgow, Scotland, UK)
MBA Marketing(UMT)

CHEMISTRY

Ms. Rahila Tariq

Senior Lecturer
PhD. (Ongoing)
MPhil Chemistry (PU)
MSC Chemistry (GCU)

Ms. Rubina Munir

Senior Lecturer
PhD (On going) (PU)
MPhil Chemistry (PU)
MSC Chemistry (PU)

Ms. Zarish Charles

Lecturer
MSC Chemistry (Sargodha University)

Ms. Zarish Sunil Sabir

Lecturer
MSC Organic Chemistry (QAU)

Ms. Saliha Mehboob

Lecturer
MS Analytical Chemistry (PU)
BS Hons Chemistry (PU)

COMPUTER SCIENCE

Ms. Jaweria Manzoor

Senior Lecturer
MSCS (KC)
MS TQM
BCS (KC)

Ms. Hafsa Qaiser

Lecturer
MS CS (LCWU)
BCS (PUCIT)

Ms. Hina Gul

Lecturer
MS (LCWU)
BS (LCWU)

Ms. Maria Tamoor

Lecturer
MS- CS (FAST-NUCES)
BCS (University of the Punjab)

Ms. Sara Asif

Lecturer
MSCS (FAST)
BCS (UMT)

ECONOMICS

Ms. Zubaira Hassan

Associate Professor
MA Economics (PU)

Ms. Saima Malik

Assistant Professor
MA (PU)

Ms. Sadia Bilal

Senior Lecturer
MPhil (GCU)

Ms. Zubda Rashid

Lecturer
MA (PU)

Ms. Madiha Noor

Lecturer
MA Economics

Ms. Madiha Aslam

Lecturer
MPhil Economics (ongoing)
MSC Economics (GCU)

Faculty

Ms. Eram Izhar

Lecturer
MSC (LUMS)
BSC (LUMS)

ENGLISH

Dr. Nadia Anjum

Associate Professor
PhD (USA)
MA (PU)
MA TEFL SLALS, Reading (UK)

Ms. Priya Awais

Assistant Professor
MPhil Applied Linguistics (UMT)
MA Applied Linguistics (KC)
MA English Literature (PU)

Ms. Ghazala Hameed

Associate Professor
MA (PU)

Ms. Ayesha Baber

Assistant Professor
MPhil (GCU)
MA ELT (KC)
MA English Literature (PU)

Ms. Uzma Imran

Assistant Professor
PhD (on going) (GCU)
MPhil English Literature (PU)
MA English Literature (PU)

Ms. Firdous Shafqat

Assistant Professor
PhD (ongoing) (UMT)
MPhil Applied Linguistics (UMT)
MA

Ms. Tania Fraz

Assistant Professor
MPhil (PU)
MA (GCU)

Ms. Mamoona Anwar

Lecturer
MPhil (KC)
MA (KC)

Ms. Rabia Zaheer

Senior Lecturer
MPhil (PU)
MA (PU)

Ms. Marium Zahid

Lecturer
MA (PU)
MA T.E.F.L (AIOU)

Ms. Nadia Mubashir Khan

Lecturer
MPhil (UMT)
MA (KC)

Ms. Aeisha Altaf

Lecturer
MA (GCU)
M.Ed (BNU)

Ms. Aisha Usman

Lecturer
MPhil ELT (ongoing) (KC)
MA TEFL (on going)(AIOU)
MA English Literature (PU)

Ms. Sadia Ghaznavi

Lecturer
MPhil (on going) (KC)
MA (KC)

Ms. Amna Haider

Lecturer
MPhil (University of Bristol, UK)
MPhil (GCU)

ENVIRONMENTAL SCIENCES

Ms. Almas Hamid

Lecturer
MPhil (KC)
MA Environmental Sciences (KC)
MSC (Chemistry) (PU)

Dr. Ghazala Yaqub

Assistant Professor
PhD Chemistry (Lahore College University for Women)
MS Chemistry (Lahore College University for Women)
MSC Chemistry (GC)

Ms. Sana Akhter

Lecturer
PhD Environmental Science (Ongoing) (PU)
MPhil Environmental Science (PU)
MSC Hons (Environmental Science) (PU)
PGD (Applied Economics) (PU)

Faculty

Syeda Amber Fatima

Lecturer
PhD Environmental Science (Ongoing) (PU)
MPhil Environmental Science (PU)
MSC (Environmental Science) (PU)

FINE ARTS

Ms. Iram Iqbal

Assistant Professor
MA Interior Design (NCA)
4-Years Technical Diploma in Sculpture (KSA)

Ms. Samina Zia Sheikh

Assistant Professor
First professional degree (NCA)

Ms. Rebecca Augustine

Lecturer
BFA (NCA)

Ms. Hina Mehboob

Lecturer
MFA (PU)
BFA (PU)

FOOD SCIENCES & HUMAN NUTRITION

Ms. Mahnaz Nasir Khan

Assistant Professor
MPhil Food & Nutrition (AIOU)
MSC Food & Nutrition (College of Home Economics-PU)

Ms. Memoona Khalid

Lecturer
MPhil (Ongoing)
PGD In Dietetics (College of Home Economics-PU)
MSC (PU)
BSC (PU)

Ms. Nasreen Kauser

Lecturer
Post Graduate Diploma in Dietetics (College of Home Economics-PU)
MSC Food & Nutrition (College of Home Economics-PU)

FRENCH

Dr. Nashid Syed

Assistant Professor
Post Doc (France)
PhD (France)
MPhil (France)
MA (France)
BA (Hons) (France)

Ms. Amber Jaffer

Lecturer
MA French (KC)

GEOGRAPHY

Ms. Rabia Shahid

Lecturer
MSC Geography (PU)

Ms. Asma Ali

Assistant Professor
PhD (ongoing) (KU)
MSC (Geography) (KU)

Ms. Ambreena Mubashir

Lecturer
PhD (on going)
MSC (Geography)

Ms. Kanwal Naseem

Lecturer
MSC (Geography) (PU)
MSC Environmental Management (University of New Castle-Australia)

Ms. Shumaila Majeed

Lecturer
MSC (Computer Science) (PU)
MSC (Geography)(PU)

INTERNATIONAL RELATIONS

Ms. Arifa Kiyani

Assistant Professor
MPhil IR (KC)
MA History (GCU)

Ms. Fareeda Majeed

Associate Professor
MPhil IR (ongoing)
MA IR (Karachi University)
MSC (PU)
MPH (University of Lahore)

Faculty

Ms. Bano Ashraf

Associate Professor
MA (PU)

Ms. Ayesha Jawad

Lecturer
LLM (University of Kent, UK)
MA History
MSC IR (QAU)
LLB (PU)

Ms. Quratulain Ayesha

Lecturer
PhD (on going) (PU)
MPhil US Studies (QAU)
MSC Pakistan Studies (QAU)

ISLAMIC STUDIES

Ms. Tasneem Niazi

Lecturer
MPhil (on going) (Minhaj University)
MA Islamic Studies (Islamia University
Bahawalpur)

Ms. Samawia Saeed

Lecturer
MA Islamic Studies (L.C.W)
MA E.L.T (KC)

Ms. Fatima Shingraf

Lecturer
MPhil Islamic Studies (Minhaj University)
MA Islamic Studies (L.C.W)

Ms. Sara Iqbal

Senior Lecturer
MPhil Islamic Studies (PU)
MA Islamic Studies (PU)

MATHEMATICS

Ms. Nighat Altaf

Assistant Professor
MSC (PU)

Ms. Zeba Sohail

Assistant Professor
MPhil (NCBA &E)
MSC (PU)

Ms. Sajida Jamil

Assistant Professor
MPhil (UET)
MSC (PU)
B.Ed (PU)

Ms. Shumaila Waheed

Assistant Professor
MPhil (Ongoing)
MSC (PU)

Ms. Nargis Jahan

Assistant Professor
MPhil (UET)
MSC (UET)

Ms. Sadaf Butt

Lecturer
MSC (PU)

Ms. Saba Qamar

Lecturer
MPhil (ongoing)
MSC (GCU)

Ms. Marwa Khalid

Lecturer
MS (LUMS)

Sarod Mazhar

Lecturer
MSC Mathematics (FAST-NUCES)

MEDIA STUDIES

Ms. Shazia Saeed

Lecturer
PhD (ongoing)
MPhil Communication Studies (PU)
MA Mass Communication (PU)
MA English Literature (PU)

Ms. Amna Ashraf

Senior Lecturer
PhD Ongoing (PU)
MPhil (PU)
MA Communication Studies (PU)
MA (Political Science) (PU)

Ms. Ayesha Siddiqua

Senior Lecturer
MPhil (PU)
BA (Hons) (PU)

Ms. Seemab Far Bukhari

Lecturer
MPhil (PU)
MA (PU)

Faculty

Ms. Samar Rizwan

Lecturer
MA Multimedia (N.C.A)
BSC (Pak AIMS)

Ms. Nida Tahir

Lecturer
MSC Journalism (North Western University-USA)

MUSIC

Mr. Abdul Rauf

Lecturer
MA Political Science

Ms. Mughira Ahmad

Lecturer
BA (Hons) Musicology

PAKISTAN STUDIES

Ms. Bushra Jabeen

Lecturer
MA History (PU)
MA Urdu (PU)

Ms Farah Ahsan

Lecturer
MA History (PU)
B.Ed (AIOU)

PERSIAN

Ms. Attiya Haider

Assistant Professor
PhD (ongoing)
MPhil (PU)
MA (GCU)

PHILOSOPHY

Ms. Maliha Fawad

Assistant Professor
MA (GCU)
MA (Ireland)

Ms. Sadaf Munir

Assistant Professor
MPhil (GCU)
MA (GCU)

Ms. Nasreen Rehan

Lecturer
MA

PHYSICS

Ms. Sabiha Zain

Associate Professor
MSC Physics (PU)

Ms. Shabana Khurshid

Assistant Professor
MSC (PU)

Ms. Saima Mubeen

Assistant Professor
BSC Electrical Engineering

Ms. Samia Qamar

Lecturer
MS Electrical Engineering (on going) (UET)
BSC Electrical Engineering

Ms. Aysha Aftab

Lecturer
MPhil in Solid State Physics (PU)
MSC Physics (PU)

Ms. Sidra Farooq

Lecturer
MPhil in Solid State Physics (PU)

POLITICAL SCIENCE

Ms. Saira Malik

Assistant Professor
MPhil (PU)
MA (PU)

Ms. Saleha Abid

Associate Professor
MA (PU)

Ms. Asma Awan

Lecturer
MPhil (PU)
MA (PU)

Ms. Khushboo Ijaz

Senior Lecturer
PhD (on going) (PU)
MPhil (PU)

Ms. Saba Syed

Lecturer
MA (PU)

Ms. Malaika Asif

Lecturer
MPhil (Ongoing)(GCU)
MA (GCU)

PSYCHOLOGY

Mrs. Rukhsana Gauhar

Associate Professor
MA (Peshawar University)

Faculty

Dr. Sumaira Rashid

Assistant Professor
PhD (Liberiya)
MPhil (University of Education)
MA (PU)

Ms. Masha Khan

Assistant Professor
PhD (PU)
MPhil (PU)
MSC (GCU)

Ms. Raumish Masood Khan

Assistant Professor
PhD (ongoing) (BNU)
MPhil (GCU)
MSC (PU)

Ms. Sonia Naeem

Lecturer
MSC (PU)

Maryam Farooq

Senior Lecturer
MPhil (PU)
MSC (QAU)

Ms. Mahira Ahmed

Lecturer
MSC (Quaid-e-Azam University)

SOCIAL WORK

Ms. Rashida Butt

Associate Professor
MA (PU)

STATISTICS

Ms. Munaza Bajwa

Assistant Professor
MPhil (N.C.B.A.E)
MSC (PU)

Ms. Asifa Arif

Associate Professor
MSC (PU)

Ms. Farah Anjum

Assistant Professor
MSC (PU)

Dr. Kalsoom Akhthar

Assistant Professor
PhD (N.C.B.A.E)
MPhil (University of Lahore)
MSC (PU)

Ms. Itrat Batool Naqvi

Senior Lecturer
PhD (Ongoing)(NCBA/E)
MPhil (Sweden)

URDU

Ms. Sheeba Alam

Lecturer
PhD (on going) (GCU)
MPhil Urdu Literature (GCU)
MA (GCU)

Ms. Samia Shaheen

Assistant Professor
MA (PU)

Ms. Rukhsha Afzal

Assistant Professor
MA (PU)

Ms. Sadaf Bokhari

Lecturer
PhD (on going) (GCU)
MPhil (GCU)
MA

Ms. Humaira Majeed

Senior Lecturer
PhD (on going) (GCU)
MPhil (GCU)
MA (GCU)

Ms. Shazia Sajid

Senior Lecturer
PhD (on going) (University of Education)
MPhil (University of Education)
MA (PU)

Ms. Elizabeth Shad

Senior Lecturer
PhD (on going) (University of Education)
MPhil (University of Education)
MA (PU)

Ms. Salma Siddiqui

Senior Lecturer
PhD (on going) (GCU)
MPhil (GCU)
MA

Faculty

Ms. Faiza Butt

Lecturer
PhD (ongoing) (PU)
MPhil (PU)
MA (PU)

Ms. Bushra Shereen

Lecturer
PhD (ongoing)
MPhil (University of Education)
MA Urdu (PU)
MA Philosophy (PU)

ZOOLOGY

Dr. Saleema Bashir

Associate Professor
PhD (U.K)
MPhil (PU)
MSc (PU)

Ms. Shumaila Nadeem

Assistant Professor
MPhil (KC)
MSC (GC) (Zoology)

Ms. Gaittee Joshua

Senior Lecturer
MPhil (UVAS Wild Life & Ecology)
MSC Zoology (PU)
BS Biology (Canada)

PHYSICAL EDUCATION

Ms. Nosheen Hanif

Assistant Professor
MA (PU)

Ms. Sadiqa Ayub

Assistant Professor
MA (PU)

Ms. Beenish Amin

Lecturer
MSC Statistics (PU)
MSC Sports Sciences, Physical Education
(PU)

Ms. Ammara Rabab

Lecturer
MA (PU)

Ms. Saman Islam

Lecturer
MA (PU)

LIBRARIES

Ms. Naseem Farhat Qizilbash

Chief Librarian
M.A. Library Sciences (PU)

Ms. Munaza Atif

Cataloger
M.A. Library Sciences (PU)
ADMINISTRATION STAFF

Ms. Samreen Aslam

I.T. Librarian
M.A. Library Sciences (PU)

ADMINISTRATIVE STAFF

Mr. Muhammad Iqbal

Finance Manager

Ms. Sadaf Irshad

Human Resource Manager

Mr. Farooq Babar

Deputy Registrar
Admissions & Examinations

Mr. Kashif Aftab

Network/System Administrator

Mr. Muhammad Tariq Saleem

Accounts Officer
Postgraduate Studies

Mr. Khurram Ejaz

Fee Section Incharge
Intermediate & Undergraduate Program

Undergraduate Programs

The following 4 years degree programs are offered leading to BA/BSc (Hons) BBA/BFA Degrees*

Faculty of Arts and Humanities

English Literature
Fine Arts
English Language & Linguistics
Urdu

Faculty of Social Sciences

Economics
Geography
International Relations
Political Science
Psychology

Faculty of Professional Studies

Accounting and Finance
Business Administration
Media Studies

Faculty of Natural Formal & Applied Sciences

Biochemistry
Biotechnology
Botany
Chemistry
Computer Science
Environmental Sciences
Food Sciences and Human Nutrition
Mathematics
Physics
Statistics
Zoology

* A Major will only be offered if 15 or more students opt for that major.

Undergraduate Programs

All admissions to Kinnaird College for Women are based on merit. Previous academic performance and the NAT test scores 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.

Admission Requirements for Undergraduate Programs

- FA/FSc Part-I with minimum 60% marks OR A-level in three subjects (main subjects no subsidiary) with minimum Grade B (60%) with Equivalence Certificate OR Grade 12 with minimum Grade B (60%) with Equivalence Certificate OR any equivalent examination for all majors other than Urdu, Geography and Statistics.
- FA/FSc Part-I with minimum 55% marks OR any equivalent examination for Urdu, Geography and Statistics majors.
- SSC with a minimum Grade B (60%) OR O-level in eight subjects with minimum Grade B (60%) with Equivalence Certificate or Grade 10 with minimum Grade B (60%) with Equivalence Certificate OR any equivalent examination.
- The NAT-I test conducted by ‘National Testing Service’ with a minimum 50% cumulative score.

In addition to the above admission requirements, special conditions apply for the following Majors:

Mathematics

70% marks in Intermediate / A-level Mathematics for admission in Mathematics.

Physics

Candidates should have studied Mathematics in Intermediate / A-level for admission in Physics.

Fine Arts

A candidate must appear for an aptitude / drawing test and for an interview along with previous work / portfolio if she is applying for Fine Arts.

English Literature

A candidate must appear for an Aptitude Test and Interview if she is applying for English Literature.

English Language & Linguistics

A candidate must appear for an Aptitude Test and Interview if she is applying for English Language and Linguistics.

Economics

A candidate must appear for an Aptitude Test and Interview if she is applying for Economics.

Psychology

60% marks in Psychology in F.A. / A-level or 60% marks in Biology in F.Sc. / A-level.

Undergraduate Programs

Computer Science

Candidates who have done F.Sc. Pre Engineering, ICS Stat and ICS Physics can only apply. A candidate must appear for an Aptitude Test and Interview if she is applying for Computer Sciences.

The candidates applying for **Botany, Chemistry, Physics, International Relations, Political Science and Zoology** majors must appear for an interview.

Important Notes:

- Applicants who have studied the Natural Sciences at Intermediate / A-level / Grade 12 can apply for admission in any discipline.
- Applicants who have studied any other group can apply only in their relevant disciplines.
- Applicants who have studied the sciences at Matriculation/ O-level may apply for admission to the Environmental Sciences and Food Sciences & Human Nutrition Majors.
- Every effort is made to give the applicants the subject of their choice. However, due to limited seats, an applicant may not get a major of her choice. In this regard, priority will be given to applicants who have applied for admission on the basis of open merit. Preference will also be given to those applicants who have already studied the subject being chosen as a major.
- 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.

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. Provinces seats
4. Balochistan & FATA
5. Sports

1. Disabled Persons

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

2. Religious Minority Seats

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

3. Provincial Seats

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.

4. Balochistan & FATA Seats

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.

Undergraduate Programs

5. Sports

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.

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.

Degree Requirements for 4-years program

To receive a BA / BSc / BBA (Hons) or a BFA degree, a student must complete a total of 130 credit hours with a minimum CGPA of 2.5.

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 September 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 one-hour classes. Most courses are of 3 credit hours, which means 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 3 credit hour course.

Course Load

Students can take a maximum of 6 courses (18 credit hours) during the Fall and Spring semesters and a maximum of 2 courses (6 credit hours) in the Summer semester.

All the students of undergraduate programs are required to do 100 hours community service during the summer semester. Kindly note, that community service is a mandatory requirement for the completion of degree.

Students are required to fulfill the following course requirements during the eight semesters:

Courses	Credit Hours
Core/Compulsory	
English	9
Pak Studies.....	2
Islamiat/Ethics.....	2
Mathematics	3
Computer Science	3
Multi-disciplinary Courses outside the faculty of the Major*	
Minor Courses**	18
Major	
Courses	57
Internship***	3
Research Methodology***	6
Research Report***	6
Total	130

Undergraduate Programs

For a BFA degree the course requirements may vary.

*In case a student opts for language as a multi-disciplinary course she must complete 12 credit hours in that language.

**Students can opt for general courses instead of Minor Courses

***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.

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.

Please Note:

- Undergraduate students can complete their degree program in a minimum of 3.5 years and a maximum of 6 years from the date of their first registration. If degree requirements are not completed within time the student will not be awarded a degree.
- Students may take any regular semester(s) off by submitting an application to the Principal / Vice Principal before the start of the new semester. On approval, the application is forwarded to the Deputy Registrar (Examination Cell). Students are required to pay a fee of Rs. 6000 for each semester taken off to retain their registration with the college. A maximum of two consecutive semesters can be taken off.
- After completion of the course work, Rs. 6000 will be charged for every semester till students complete their Research Project.





Post Graduate Programs

MASTER IN PHILOSOPHY (M.Phil) DEGREES

(Post 16 Years of Education)

Candidates who have completed 16 years of formal education can apply for M.Phil degree programs listed below.

1. Accounting and Finance
2. Applied Linguistics**
3. English Language Teaching**
4. English Literature
5. Environmental Sciences*
6. International Relations*
7. Media Studies
8. Statistics
9. Business Administration***
10. Applied Psychology
11. Computer Science
12. Food Sciences & Human Nutrition

Admission Requirements

Following are the requirements for admission into M.Phil programs.

- 4 years BA/B.Sc. (Hons) with a minimum CGPA of 2.50 in related degree OR 60% marks in Masters after 2 years BA/ B.Sc. The applicants should have done their Graduation/Masters in the same subject as the one applied for in the M.Phil Program.
- FA / FSc with a minimum Grade B (60% marks) OR A-Level in three subjects (main subjects no subsidiary) with minimum Grade B (60% marks) with Equivalence Certificate OR Grade 12 with minimum Grade B (60% marks) with Equivalence Certificate.
- The GAT (General) conducted by the National Testing Service with a minimum 50% cumulative score.

- Candidates applying for English Literature, Applied Linguistics & Food Sciences & Human Nutrition must appear for an Aptitude test and Interview.
- Candidates applying for Computer Science, Environmental Sciences, International Relations, Business Administration, Statistics, English Language Teaching, Applied Psychology, Media Studies must appear for an Interview.

* Applicants can apply in these majors even if they have not done their graduation in related majors as these are multi-disciplinary areas, but preference will be given to those applicants who have already done their graduation in the subject being chosen as a Major.

** Candidates having Masters degree in ELT, Education, Applied Linguistics, TEFL and TESOL can apply for M.Phil in English Language Teaching and Applied Linguistics. Candidates who have done Masters in English Literature can also apply in M.Phil Applied Linguistics if they have Diploma either in Applied Linguistics or ELT.

*** Following special conditions apply on admission requirements of M.Phil in Business Administration:

MBA / M.Phil Business Administration (3 years)

- 2-year BA /B.Sc. with minimum Grade B (60%)
- The NAT- II conducted by the National Testing Service with a minimum 50% cumulative score.

MBA / M.Phil Business Administration (2 years)

- 4 years BA/ B.Sc. (Non- Business education) with minimum CGPA of 2.50 OR 60% marks in Masters after 2 years BA / B.Sc.
- The GAT-General conducted by the National Testing Service with a minimum 50% cumulative score.

Post Graduate Programs

MBA / M.Phil Business Administration (1 ½ years)

- 4 years BBA/B.COM (Hons) with minimum CGPA of 2.50.
- The GAT-General conducted by the National Testing Service with a minimum 50% cumulative score.

The decision of the Admission Committee is final and cannot be challenged.

Degree Requirements

To receive an M.Phil degree (other than in Business Administration) students must complete 24 credit hours of course work (12 credit hours in the Fall and Spring Semester) with a minimum CGPA of 3.0 and successfully defend a research thesis which is equivalent to 6 credit hours. Students of M.Phil Environmental Sciences and IR are required to take 6 more credit hours as Bridge Courses if they have not done their graduation in the same major.

MBA / M.Phil Business Administration (3 years)

To receive an M.Phil degree after 14 years of education students must complete 96 credit hours that include 84 credit hours of course work with a minimum CGPA of 3.0, internship of 6 credit hours and successfully defend a research thesis which is equivalent to 6 credit hours.

MBA / M.Phil Business Administration (2 years)

To receive an M.Phil degree after 16 years of Non-Business education, students must complete 72 credit hours that include 60 credit hours of course work with a minimum CGPA of 3.0, internship of 6 credit hours and successfully defend a research thesis which is equivalent to 6 credit hours.

MBA / M.Phil Business Administration (1 ½ years)

To receive an M.Phil degree after 16 years of education students

must complete 42 credit hours that include 36 credit hours of course work with a minimum CGPA of 3.0 and successfully defend a research thesis which is equivalent to 6 credit hours.

Course Work

Most courses are 3 credit hours. Each 3 credit hour course involves 48 contact hours with the teacher in the classroom, plus 144 hours of self study which includes reading book chapters or journal articles, doing assignments or projects and preparation for tests and examinations.

Research Thesis

An M.Phil candidate who has completed her course work with a minimum CGPA of 3.00 must present and pass the oral proposal defense examination before she is allowed to carry out her Masters research. On passing the thesis proposal defense the student must carry out a research study which is described in a thesis. She must successfully defend the completed work in an oral examination involving a presentation and question answer session in the presence of an external examiner.

Important Note:

M.Phil students can take up to a total of 12 credit hours per semester in the Spring and Fall. In the summer semester only 6 credit hours are permitted. This means that a student can complete her degree in one and a half years.

The M.Phil degree must be complete within 4 years from the commencement of the program.

If a student does not complete requirements for her degree in one and a half years then she would be charged Rs.6000/- per semester till she completes her degree (no longer than 4 years from the date of starting the program).

Master Programs (2 Year Programs)

Candidates who have completed the 2-years Bachelor degree (under Annual system), can apply for admission to the following Masters programs*:

1. English Language Teaching
2. English Literature
3. Educational Leadership and Management
4. Applied Linguistics
5. French

* A Masters Program will only be offered if 20 or more students opt for that program.

Admission Requirements

Following are the requirements for admission into Masters Programs:

- 2-years BA/B.Sc. with a minimum second division.
- The NAT-II test conducted by the National Testing Service with a minimum 50% cumulative score.
- Candidates applying for English Literature, Applied Linguistics must appear for an Aptitude test and interview.
- All candidates applying for Masters Program must appear for an interview.

- Candidates applying for ELT Program have preferably 02 year teaching experience
- Candidates applying for ELM program must be professionals i.e. school administrators, principals/ headmistresses, line managers and program coordinators.
- Candidates applying for French must have studied French as elective subject in B.A or 200 hours from Alliance Francoise

Degree Requirements

To receive a Masters degree (after completion of 14 years of education) students must complete 96 credit hours with a minimum CGPA of 3.0 and write a 15000 word dissertation. Duration of Masters Program will be 2 years.

Note:

- English Language Teaching and Applied Linguistics students can also get a Diploma after 01 year.
- Certificate courses (3 credit hours) in Applied Linguistics at the graduate level are also being offered.

Academic Rules & Regulations

Course Registration

Students must register for courses they decide to take in each semester. Registration dates are announced well ahead of time and students are required to complete their registration formalities during those dates.

Add/Drop a Course

Students are allowed to drop a course within two weeks of the commencement of the semester. If a student withdraws from a course after this deadline Grade W will appear on the student's transcript.

Class Attendance

Students are expected to attend every class for each course in which they are enrolled. Absences of more than six lecture hours will lead to denial of pursuing the course, an 'F' 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 18 credit hours in a regular semester including repeating courses and a maximum of 6 credit hours in summer semester.

Academic Grading Policy

The performance of the student is assessed during the course

through a variety of assessment procedures i.e. 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.

Kinnaird strictly follows a 4-point grading system similar to the one prevalent in most accredited institutions **around the globe**. **All grades assigned by the Course Instructor must be based on the Absolute Marking System or Relative Marking System.**

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 then she will get B grade.

Relative Marking System

In this system the overall grading in the class 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".

Academic Rules & Regulations

Grading Criteria

Marks	Grade	Grade Point
90 - 100	A+	4.00
85 - 89	A	3.89
80 - 84	A-	3.67
76 - 79	B+	3.33
73 - 75	B	3.00
70 - 72	B-	2.67
66 - 69	C+	2.33
63 - 65	C	2.00
60 - 62	C-	1.67
56 - 59	D+	1.33
53 - 55	D	1.00
50 - 52	D-	0.67
00 - 49	F	0.00

CGPA

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

$$\text{GPA} = \frac{\text{Course Credit Hours in semester} * \text{Grade Point Earned}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Course Credit Hours taken in all semester} * \text{Grade Point Earned}}{\text{Total Credit Hours Taken in all Semesters}}$$

Academic Rules & Regulations

Grade F

A grade F will be awarded to students in the following cases:

1. Absence of more than 6 lecture hours in a course
2. Failure to attain at least 50% marks in a course
3. Failure to appear in the mid-term or final examinations

Course Repeat

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 Probation and Dismissal

All 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 to or on behalf of a student if in debt to the College. Each student must obtain a clearance from the Finance Office, showing evidence that such debts have been paid in full, and all outstanding balances have been cleared, before a transcript of her record is issued. Minimum 1 week is required to print 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 Masters/M.Phil degree must be completed within 4-years from the commencement of the program. If degree requirements are not completed within this time, the student will not be given a degree.

Semester Off / Freeze of Semester

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 (Examination Cell). A maximum of two consecutive semesters can be taken off. Students are required to pay a fee of Rs. 6000/- for each semester taken off to retain her registration with the college.

Student Code of Conduct

Kinnaird expects that the behavior of its students within and outside the college campus will be in conformity with the highest 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 and its programs. Kinnaird encourages and protects a free interchange of ideas for teaching and research purposes, within the boundaries of orderliness and civil conduct as stated in this policy. When there is a need to weigh the right of freedom of expression against other rights, the balance will be struck after careful review of all relevant facts.

1. General Conduct

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

- a) Students in all settings / occasions on campus are expected to dress in a simple, decent and appropriate manner.
- b) 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.
- c) Students will refrain from the use of illegal drugs and other illegal substances, and are expected to have a mature understanding of the ill effects of tobacco, alcohol and other harmful substances.

- d) 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.
- e) 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.
- f) Students residing or availing the hostel, hostel facilities or other residential facilities on or off campus 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 Students 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.

- a) 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.
- b) 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 a student's own work. This does not

Student Code of Conduct

mean that students may not make use of the work of others. While quoting or paraphrasing material from other sources, they must be acknowledged in full.

- c) Each student shall be solely responsible for completing her scheduled assignments and taking her examinations as per course requirements.
- d) Students shall obtain prior authorization from the relevant authority at the collage 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.
- e) 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, communication, 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;

- a) Repeated failure to attend scheduled instruction, practical work, examination, or other field based assignments and / or coercing other students to act likewise.
- b) Assault, molestation or harassment of students, staff, faculty, or other clients, within or outside the College through conventional and electronic means.
- c) Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any College function in any manner whatsoever.
- d) Any attempt to design or affect any plan of whatever nature the consequence being to disrupt academic programs of the College or its operations.
- e) Malicious acts, theft, or attempted theft, willful damage or misuse of College property or property that belongs to other people in the college.
- f) Smoking in the College.
- g) Use of mobile phones in class rooms and corridors.
- h) Unauthorized housing of persons in the hostel or other buildings on the College campus.
- i) Cheating collusion, plagiarism and or use of unfair means in various assignments, examinations, dissertation / thesis or any other academic work.
- j) Procurement, possession, use, sale, and display of any

Student Code of Conduct

weapon including firearms, banned drugs, alcohol or other contraband items on the college campus and at college functions / events.

- k) An Act of violence causing injury or damage to any person or property in the College.
- l) Raising funds, accepting donations or engaging in similar activities for and on behalf of the College without a prior written approval of the Principal or her nominee.
- m) Any form or use of intimidation, insult, abusive language, unruly behavior, disrespectful attitude with students, faculty, staff, or clients within or outside the College.
- n) Providing wrong information, giving false and / or fabricated evidence, deliberately concealing material facts or information in any proceedings and inquiries carried out on any forum by the College.
- o) Committing or involvement in any act of deceit, fraud, forgery with the College, students, staff, and faculty.
- p) 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 or any infringement of the Code of Conduct, disciplinary action may be initiated for such behavior committed 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 offence.

- a) Counseling of the student.
- b) Probation for a specified period of time with mandatory counseling.
- c) A letter of warning or reprimand to the student.
- d) Suspension from the College for a specified period.
- e) Expulsion from the College and / or expulsion from the hostel if so required.
- f) Any other penalty which the relevant authority / body of the College may deem fit to impose.

(For further details please see the Code of Conduct of Kinnaird College for Women).

Fee Structure for Undergraduate Programs

DUES PERIOD YEAR 2012-2013

Tuition Fee for Fall and Spring Semester Only

Rs. 32100/-

Funds

Admission Fee at the time of admission	Rs. 2000
Registration Fee	Rs. 2000
Examination Fee	Rs. 2000
Library Security	Rs. 500
General Funds (Rs. 50/- month) for Annual	Rs. 600
Medical Fund (Rs. 25/- month) for Annual	Rs. 300
Student Welfare Fund (Annual)	Rs. 250
College Welfare Fund	Rs. 240
Building Fund (Annual)	Rs. 2700
Academic Development Fund (Annual)	Rs. 1500
Verification Fee	Rs. 100
Endowment Fund	Rs. 7800
Magazine Fund (Annual)	Rs. 250
Red Crescent Fund (Annual)	Rs. 60
Parking Fee	Rs. 100

Funds Total

Rs. 20400/-

	B.A. /B.Sc. Without Practical	B.A. /B.Sc. With Practical	BBA / Acct. & Finance	BCS
Funds (Rs)	20400	20400	20400	20400
Practical Subject Fee (Rs)	2000	10000	-	-
Tuition Fee (Rs)	32100	32100	60000	60000
Total (Rs)	52500	54500	80400	90400

Fee Structure for Undergraduate Programs

Fees for Foreign Students

The tuition Fee for Foreign students is \$ 1782 (equivalent to Pak rupees on the date of payment) plus College funds. Fee is not subject to installments. Foreign Students admitted to the BBA, Accounting & Finance and BCS program will pay an additional \$250 towards tuition fee.

Important Notes:

- **Fees once paid is non refundable.**
- Fee should be deposited in **cash only** in designated bank branch.
- 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 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 and BCS program.
- If necessary, tuition fee will be increased in the 3rd year of the program.

Fee Structure for M. Phil Programs

For all M.Phil programs with exception of Business Administration, Accounting & Finance and Computer Science

Registration Fee	Rs. 10,000
Per Course Fee	Rs. 13,750
Research Thesis	Rs. 15,500

For M.Phil Accounts & Finance and MS Computer Science

Registration Fee	Rs. 10,000
Per Course Fee	Rs. 15,000
Research Thesis & Internship Charges	Rs. 22,000

For M.Phil in Business Administration

MBA /M.Phil after BBA (Hons)	
Registration Fee	Rs. 10,000
Per Course Fee	Rs. 15,000
Research Thesis & Internship Charges	Rs. 22,000

MBA / M.Phil after BA/BSc (Hons) (Non Business Education)

Registration Fee	Rs. 10,000
Per Course Fee	Rs. 15,000
Research Thesis & Internship Charges	Rs. 22,000

Fee Structure for M. Phil Programs

MBA / M.Phil after BA/BSc (14 Years Education)

Registration Fee	Rs. 10,000
First Year Fee (Fall & Spring Semesters Only)	Rs. 80,400
Second Year Fee (Fall & Spring Semesters Only)	Rs. 80,400
Third Year Fee (Per Course)	Rs. 15,000
Summer Semester Fee (Per Course)	Rs. 15,000
Research Thesis & Internship Charges	Rs. 22,000

Please Note:

- **Fee once paid is non refundable.**
- 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.

Fee Structure for Masters Programs

Registration Fee	Rs. 10,000
Per Course Fee	Rs. 5,500
Research Dissertation	Rs. 10,000

Please Note:

- **Fee once paid is non refundable.**
- 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.



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93-Jail Road, Lahore. Tel: 92 42 99203781- 4, Fax: 92 42 99203788