



GOVT GIRLS DEGREE COLLEGE KHWAZA KHELA SWAT



A MESSAGE FROM THE PRINCIPAL

Dear prospective students:

I congratulate and welcome you on entering his distinguished institution of Government Girls Degree College Khwaza Khela for the session (2020-21). The college has been established almost a decade ago. The philosophy behind the establishment and function of the college is to give the students full exposure to the (modern / latest) knowledge to molding then in such way to have all requisite skills and tools in their hands.

So that they should have a healthy outlook on life and an exuberant lighting. Spirit is all spheres of life.

Promoting female education in particular, is the need of the hour. The college gives an experience of female education embedded in the culture, values & tradition of this region. Ever since I have shouldered the responsibility of heading the college, I have thought of it a mission. I have dedicated teaching and supporting staff at my disposal. We ensure to provide our students a supporting and welcoming environment in which they will develop themselves personality, morally and academically. We prepare them with the hope that they will excel in their future endeavors. Many of our students have joined reputed educational institution for further education.

The Prospectus gives a cursory view of the information about history of the College, the available courses, the details of teaching staff & other facilities available to the students.

I hope that our future students will find it helpful.

**Principal GGDC
Khwaza Khela Swat
Mrs. Najma Rehman**

VISION

The institute envisions being a forward-looking center of quality education where all the stakeholders have open opportunities of discourse and wisdom. It aims to equip the student community with a range of practices to identify, create and distribute knowledge and skills in their chosen stream thereby infusing emotional investment in the shape of values. Further, to shape the learners into future leaders and entrepreneurs in diverse fields and above all, into good human beings.

MISSION

We do our best every day to achieve the vision by building up learning environment in the college that promotes personal and intellectual exploration to turn out skilled, patriotic and pioneering students who can meet the universal standards. Our mission is to contribute to the global community through promotion of social responsibility, philanthropy, and ethical loftiness. We promote individual contribution to the social, political, economic and cultural development of the society, providing up-to-date technology and facilities of global standard and constantly improving the standard of teaching through innovative and effective teaching methodologies.

GOALS AND VALUES

Our vision and mission are visualized in our learning strategies, supportive environment, access to library and modern computer technology, student's access to rules, admissions, financial support and counseling in the course and career selection. The existence of sound financial position, use of available resources for the development of academic environment, availability of best infrastructure harmony in the college community further contribute to the attainment of our goals.

The institution is proud of instilling values like patriotism, altruism, unity, faith, discipline, trust, peace, simplicity, cooperation, honesty, courage, love, respect, hope faithfulness, happiness, and service.

A BRIEF HISTORY

The valley of Swat, spread over an area of 2060 square kilometers, rightly bears the title of the 'Switzerland of Pakistan'. Since ancient times, this valley has been of paramount importance, being host to number of permanent ancient civilizations, the Grecian, the Parthian, the Kashrus and the Marians.

After the independence of Pakistan, Swat had been a princely state till 1969, under the rule of Mian Gul family. During this era, special attention was paid to the provision of education and quick justice to the people of the land. Their focus on female education is evident from the establishment of Sangota Public School and Girls High School Saidu Sharif Swat. As a result of the recent few years militancy, which engulfed the valley, female education was hit hard. GGDC Khwaza Khela was established in 2003, during the militancy, it was shifted to Saidu Sharif in

2007. For almost 4 years, it functioned in unsatisfactory circumstances in a side building of Govt Girls Degree College Saidu Sharif Swat.

After the valuable sacrifices rendered by the public and Pak Army, the valley of Swat at last got cleaned of the insurgency of the militants. With the collaboration and co-operation of Pak Army, this college got shifted to its present building located in Khwaza Khela, on 1st March 2011. The teachers and students are working with zest and zeal in their respective capabilities to make this college a model with regard to female education in area.

RULES & REGULATIONS

General Rules & Regulations:

It is binding upon every student to abide by the college rules and regulations, stated below:

1. Every student is bound to observe the religious obligations and to show tolerance for other religions, beliefs, customs and traditions. Promoting communal, regional and religious disharmony among students or college staff is strictly prohibited.
2. Every student has to be loyal to the Ideology of Pakistan and is not allowed to commit any actions which may damage the honour and integrity of the motherland.
3. Every student has to demonstrate tolerance, patience, and politeness in his dealing with teachers and fellow students.
4. Every student should respect the college teachers and the college administration and abide by the rules and regulations introduced from time to time. Any form of harassment of any student or other employee of the college or visitor is strictly prohibited.
5. Every student should pledge to keep his mind and body clean and must demonstrate good manners and should develop the spirit to help and serve his fellow students.
6. Every student must receive his education keenly and participate in sports and co-curricular activities with honesty and sincerity.
7. Every student must take care of the public and college property and persuade others to do so.
8. Every student, for any personal concern, has to directly contact the concerned Incharge. Improper interference in the academic, administrative, sporting, social or other activities is strictly prohibited.
9. Every student shall regularly observe the college and class timing and shall ensure his/her regular presence in the classes such that his/her attendance shall not fall short of the required attendances of the public examining bodies.
10. Every student shall regularly take class tests and home examinations.
11. Every student must come to the college in the college prescribed uniform.
12. Every student must provide correct information to the college administration, whenever required.

13. Every student must observe all the rules regulations related to the class-room, common room, library, lawns, playgrounds and hostel.
14. Every student must abstain himself from using unfair means in the class tests, home examination and public examination.
15. Smoking, consuming or possessing alcoholic drinks or other intoxicants, gambling, possessing or using any weapons in the college premises and unauthorized audio/video recording/ photography is strictly prohibited.
16. Every student shall pay all the college, board, or university dues well in time.
17. Taking part in politics and wearing of any badge or cap of political parties/ federations within the college premises is strictly prohibited.
18. Display of any sort of poster/ banner in the college building or boundary wall is not allowed.
19. No student shall facilitate unauthorized entry of any person into the campus or unauthorized occupation of any portion of college premises, including hostels either himself or by any person.
20. Students are not allowed to use or keep cellular phones except allowed by the college administration under special circumstances.
21. Every student shall observe the cultural and social norms of the society.
22. Parents/guardians of the regular students and ex-students can visit the college after 11:00 A.M.for any official work.

In order to ensure the code of conduct and discipline, the Chief Proctor, and the staff proctor may extend the range of duties of the Proctorial monitors to check indiscipline and indecency among the students even outside the college premises.

MIGRATION

Migration to or from the college may be allowed by the Principals of both the colleges subject to the conditions.

1. That the applicant is seeking migration from a college situated beyond 16 kilometre of this college
2. That the request is based on genuine grounds like parents / spouse transfer, family shifting, family enmity or marriage duly supported by documentary proof.
3. Marks obtained by the candidates in the last examination passed are not less than the minimum marks obtained by a regular student of that class.
4. The migration is within the prescribed time period of BISE Swat / University of Swat.

RE-ADMISSION

A student whose admission is cancelled or whose name is struck off on the basis of long absence can apply for re-admission to the Principal within 15 days of the issue of such notification. The Principal may allow his re-admission on payment of the Re-admission fee / Admission Fee and any other outstanding dues.

Re-admission for the second time in a current academic session shall not be generally allowed. However, genuine and deserving cases may be submitted to the Director Higher Education on the basis of valid documentary proof with the condition that the applicant can make up for his shortages and can fulfil the requirement of 75% attendance during the remaining period of the session. Such students shall pay all the Government fees and Pupils Fund except security and BISE / University charges.

STRUCK OFF ON ACCOUNT OF ABSENTEIS

A student who remains absent for more than six consecutive days without approved leave shall be struck off the college rolls without any notice.

CANCELLATION OF ADMISSION

Admission in the college shall stand cancelled under the following circumstances.

- i. If any information given by the student in his Admission Form is found to be incorrect at any stage.
- ii. If a student fails to attend the classes within 15 days of the start of the session.
- iii. If a student is found to be professional agitator, or has been struck off from any educational institution on disciplinary grounds.
- iv. If a student is practically involved in Politics.
- v. If a student admitted on sports basis either does not submit an undertaking that she will actively participate in the college sports team, or does not participate in the sports activities of the college.
- vi. On the request of the student provided the request is made within a specified time period notified by the admission committee.

CHANGE OF SUBJECT

Change of faculty is not allowed. However, change of subject is allowed subject to the following conditions:

- i. The student must apply for change of subject within 21 days of the start of the classes at each level of studies.
- ii. Change of subject is allowed only within a faculty or group of subjects.

FEE STRUCTURE

Admission Fee Structure

S.No	Category	F.A	F.Sc	Remarks
1	Admission Fee	250	250	--
2	Tuition fee	500	550	--
3	General Fund	675	675	--
4	Security	1000	1000	Refundable
5	Computer Charges	--	1000	Non Refundable
6	Computer Security	--	500	Refundable
7	Registration fee/ Board	300	300	Non Refund

Hostel Fee Structure

S.No	Category	Fee
1	Hostel Admission Fee	Rs. 350/-P.A
2	Hostel Room Rent	Rs.350/-P.A

ALLOCATION OF SEATS

ALLOCATION OF SEATS FOR INTERMEDIATE LEVEL

S.No	Faculty	No of seats
1	Arts/Humanities	200
2	Pre-Medical	150
3	Pre-engineering	100
4	Computer Science	50

QUOTA WISE DISTRIBUTION OF SEATS

S.No	Quota	Seats percentage	Remarks
1	Open Merit on District Basis	60	Domicile of district swat
2	On College Jurisdiction Basis	18	Domicile Of Tehsil KhwazaKhela
3	Late Meritorious Quota on Provincial Basis	10	With A, A1 grade
4	Employee	5	Child of employee of Higher Education Dptt
5	Disable	2	Provincial basis
6	Sports	5	Provincial basis
*	Seats falling vacant under any quota will be allocated to quota for local candidates	*	

ATTENDANCE

MINIMUM REQUIRED CLASS ATTENDANCE

At least 75% attendance of the delivered lectures is compulsory for a student in theory and practical classes in each subject. Students falling short of 75 % attendance in any subject shall not be allowed to take the annual public examination of the board / university.

SPORTS

Games play an important part in life. Education is incomplete without games. Games are necessary to keep the body fit and healthy. Moreover, they provide recreation. As a result, one feels smart and cheerful throughout the day. If one is cheerful and healthy, he or she is able to get the best out of life.

Inter boards, Zonal games and district level games are played each year in our college and our students also visit other colleges for playing the mentioned games.

1. Basket ball
2. Volleyball
3. Badminton
4. Table tennis
5. Athletics

GIRLS HOSTEL

The college has hostel facility, which provides accommodation for about 50 students. After taking admission, the interested students must take hostel admission from the college office. Admission will be given on merit and strictly according to criteria.

The form must be filled up correctly and returned to the hostel warden, immediately. Students must write their phone numbers and correct home address.

LIBRARY

ABOUT THE LIBRARY:

The library occupies a very important place in college. With its books suited to the interests and aptitude of students of different age groups, with its magazines, periodicals, news papers and with its calm and tranquil atmosphere, it has a special call to the students who go there and quench their thirst for reading the material which cannot be provided to them in the class room. Here they find an environment which is conducive to the building up of habit of self learning. The library is the center of the intellectual and social activities of college. The library has got very wholesome effect over the work of college.

There are approximately two thousands reference and circulating books. Daily Mashriq is an everyday subscription of our library. The habit of self study requires that students must be encouraged to go to the library to select books.

Procedure and rules for issuing books:

In order to take utmost benefits from the library,

- a. library cards are issued to all students for taking books.
- b. Books are issued to all students of different classes on their respective appointed days.
- c. Student will have to spend their free periods in the library in order to improve their learning.

Subjects Groups

#	Subject Group Title	Program	Subjects
1	Humanities V	Arts/Humanities	HPE, Islamic Studies, Pashto,
2	HUMANITIES-I	Arts/Humanities	Economics, Maths, Statistics,
3	HUMANITIES-II	Arts/Humanities	Islamic Studies, Economics, Statistics,
4	HUMANITIES-III	Arts/Humanities	Computer Sc, Maths, Statistics,
5	COMPUTER SCIENCE	Computer Sciences	Computer Sc, Maths, Physics,
6	PRE-ENGINEERING	Pre-Engineering	Chemistry, Maths, Physics,
7	PRE-MEDICAL	Pre-Medical	Biology, Chemistry, Physics,

COLLEGE STAFF

STAFF MEMBERS	EMPLOYEE NAME	SUBJECT
Principal	Najma	History
Associate Professor	Zohra Aslam	Political Science
Associate Professor	Taskeen Kauser	Urdu
Assistant Professor	Musarat bibi	Physics
Assistant Professor	Salma begum	Computer science
Assistant Professor	Nasreen	Chemistry
Assistant Professor	Amtul Zara	Librarian
Assistant Professor	Nusrat jamshid	Pashtu
Assistant Professor	Hazrat begum	Economics
Assistant Professor	Kokab Tabani	HPE
Lecturer	Uzma Shuaib	English
Lecturer	Lubna	English
Lecturer	Nasim Akhter	Statistics
Lecturer	Naila bibi	Maths
Lecturer	Halima ahmad	Chemistry
Non teaching	Ghullam Hussain	Assistant
Non teaching	Saddam Hussain	Junior clerk
Non teaching	Mahboob ur rehman	Naib qasid
Non teaching	Miraj	Bearer
Non teaching	Wahida bibi	Sweeper
Non teaching	Zahira	Sweeper
Non teaching	Bachiroom	Sweeper
Non teaching	Kamala	Lab attendant
Non teaching	Naz Dana	Lab Attendant
Non teaching	Nasir iqbal	Mali
Non teaching	Sameena	Cook
Non teaching	Rehmatia	Lab attendant
Non teaching	Sarbiland	Chowkidar
Non teaching	Riaz ali	Naib Qasid
Non teaching	Zabardast khan	Chowkidar
Non teaching	Main syed habib	Security gaurd
Non teaching	Kashif ullah	Chowkidar
Non teaching	Abdullah	Security gaurd
Non teaching	Ihtesham	Driver
Non teaching	Izhar	Mali

CO-CURRICULAR ACTIVITIES

To develop inherent potentialities and to inculcate organizational capabilities among the students, the following student societies are formed:

1. Character Building Society
2. Islamic Society

Each Society under the leadership of a teacher, gives schedule of its activities to the concerned staff proctor who incorporates it in weekly programs conducted on each Wednesday or as per program announced by the incharge of co-curricular activities.

STAFF COMMITTEES

In order to carry out various programs / to guide the students and to pave way towards character/intellect buildup of the students the following staff committees function in the college.

1. Cleanliness committee
2. Student's welfare committee/Financial Aid committee
3. Home Examination Committee
4. Proctorial Board
5. Social Work Committee

Student's welfare committee/Financial Aid committee

The student welfare committee helps the needy students in the form of (1) Financial Aid (2) Books/Uniform Provision.

There is a bank consisting of old text books. These books are mainly donated by the old students to the college library. A separate register is maintained for these books and these books are given to the deserving students for the session. Contribution of the text books, after the expiry of their program, by the student is highly appreciated.

PROCTORIAL BOARD

The Proctorial board keeps a vigilant eye on the general attitude/behavior of the students and helps in the maintenance of discipline. They have to perform the under mentioned duties:

- (a) To make sure that discipline is properly maintained.
- (b) To be present in the college during functions, Board/University examinations, sports and other competitions.
- (c) To ensure that the students are in proper uniform and represent the college in an appropriate manner in all functions and at all occasions.

- (d) They are required to check the students who are
- i) Bring mobile phone, camera or any digital appliances.

The Principal, in consultation with the college council, may rusticate a student or revoke his privileges if found guilty of gross misconduct, misbehaviour, inefficiency or any irregularity.

COLLEGE COUNCIL

The college council is a supreme body headed by the Principal and comprising the following members.

- 1- Senior Staff Members
- 2- Controller of Exams
- 3- Chief Proctor

Responsibilities of the college council:

1. To formulate policies regarding college matters
2. To decide cases of gross misconduct
3. To finalize decisions of the discipline committee

HOME EXAMINATION COMMITTEE

For the academic excellence, the college is bound to hold monthly test, pre-board/ pre-university exams. Appearing in these exams is mandatory. In case a student remains absent or gets failed, will be fined.

ACCOUNTABLE IRREGULARITIES:

Students are required to observe and maintain a reasonable standard of conduct. Any act of misconduct by a student inside or outside the campus shall mean the violation of the college discipline resulting in penalties of different intensities including expulsion, rustication or struck off from the college.

Committing any or more of the following will be considered as misconduct and violation of college discipline.

1. Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the college including any attempt to prevent any staff member, student or visitor of the college from carrying on his work.
2. Violent, indecent, disorder, threatening, defamatory or offensive behavior or language as well as use of abusive and derogatory or intimidatory language at college premises or elsewhere.

3. Any form of harassment of any student or other employee of the college or visitor to the college whether in person, in writing, by email, via the internet or otherwise in the college premises.
4. Fraud, deceit, deception, dishonesty or forgery, tampering with or misuse of the college documents or records, identification cards etc.
5. Furnishing false certificate or false information to any office under the control and jurisdiction of the college.
6. Action which causes or is likely to cause injury or impair safety in the college premises.
7. Misuse or unauthorized use of college premises or items of property or damage to or defacement of college or associated property or the property of other members of the college community caused intentionally or recklessly or by negligence and misappropriation of such property.
8. Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the college or campus rules.
9. Breach of the provisions of the policies, codes, rules and regulations of the college.
10. Smoking, consuming or processing alcoholic drinks, dangerous drugs or other intoxicants in the college premises.
11. Indulging in acts of gambling in the college premises.
12. Unauthorized audio/ video recording/ photography of learning or other activity.
13. Possessing or using any weapons such as knives, iron chains, iron rods, sticks, explosives and fire arms of any kind in the college premises.
14. An act of ragging which includes the action of teasing, playing a practical joke upon someone, display of noisy disorderly conduct, teasing by rough or rude treatment or handling including such activities which causes or likely to cause annoyance, undue hardship, physical or psychological harm or raising apprehension or fear in a fresher or asking the students to do any act or perform something which cause him shame or embarrassment or danger to his life.
15. Conduct which constitutes a criminal offence (including conviction for an offence) where that conduct: (a) take place in college premises, or (b) affected or concerned other members of the college community, or (c) damaged the good name of the college, or (d) itself constitutes misconduct within the terms of the code
16. Any act of moral code
17. Failure to disclose name and/or other relevant details to an officer of employee of the college in circumstances when it is reasonable to require that such information be given
18. Failure to comply with previously imposed warning under the code or any other policies, codes, rules and regulations of the college
19. The deliberate false activation of a fire alarm or fire extinguisher.
20. Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of college furniture in one's hostel room or elsewhere
21. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of college premises including hostels by any person
22. Arousing communal, caste or regional feelings or creating disharmony among students or college staff
23. Tearing of pages, defacing, burning and destroying of books of the college library
24. Any offence under law
25. Using or committing an attempt for using unfair means in class test and home examination

26. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings
27. Disobeying teachers or college administration
28. Neglects his academic work or other assignments and without any reason absents himself from the class
29. Does not clear his college dues in time
30. Indulges in politics
31. Any other act which may be considered by the Principal or the College discipline committee to be an act of violation of discipline.

OFFICERS AUTHORIZED TO TAKE DISCIPLINARY ACTION:

The following persons are authorized to take disciplinary action by way of imposing penalties as specified under the heading 'Range of Penalties'

- 1) The Chief Proctor
- 2) Disciplinary committee
- 3) Principal of the College
- 4) College Council

Any penalty enumerated under the heading 'Range of Penalties' may be imposed by the Principal or chief proctor of the college upon the recommendation of a teacher, Head of the Department, Librarian, Hostel Warden, College Controller of Examination, In charge sports, head of any college society, disciplinary committee and College Council.

RANGE OF PENALTIES:

The following penalties may for act of indiscipline or misconduct or for sufficient reasons be imposed on a student, namely:

- i. Written warning and information to the guardian
- ii. Fine from Rs. 100 to Rs. 5000
- iii. Suspension from the class/ Department/ College/ Hostel/ Library/ or availing of any other facility
- iv. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency
- v. Recovery of pecuniary loss caused to college property
- vi. Debarring from participation in sports, debates, different societies, academic or refreshing tours and other such activities

- vii. Disqualifying from holding from any representative position in the Class/ College/ Hostel/ Mess/ Sports/ Clubs/ and in similar other bodies
- viii. Hostel shift and between Morning / Evening shifts
- ix. Expulsion from the College/ Department/ Faculty/ Hostel/ Mess/ Library/ Club for a specified period
- x. Debarring from an examination
- xi. Issue of Migration certificate
- xii. Issuance of character certificate with adverse remarks
- xiii. Prohibition of further admission or re-admission
- xiv. Struck off from the college roll for the current academic year or for any extended period

SUSPENSION OF STUDENTSHIP:

Any student against whom a charge of misconduct has been initiated may be suspended from the college by the Principal which shall continue till the final decision of the competent authority. A review of disciplinary action/ actions initiated against a student would lie with the officer issuing the orders, within seven days, and appeal would lie against the orders of the authorities mentioned in these rules to the college council.

AMENDMENT AND ANNULMENT OF RULES:

The Principal in consultation with the college council is competent to amend the rules or regulations except those related to admission policy, in the interest of the Institution.