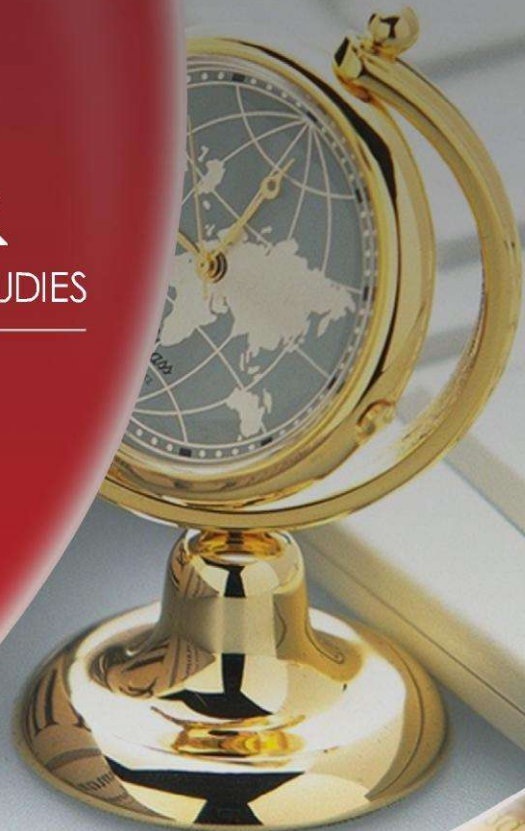




# SCRIBIR

COLLEGE OF ADVANCE STUDIES  
— e - c - a - s —



PROSPECTUS

Intermediate Commerce

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## **Welcome to Escribir College**

*Escribir College of Advance Studies was formed in December, 2010 with the aim of providing excellent educational services with unmatched human and physical facilities initially at its two purpose-built campuses. Backed by country's leading business house, the Machiyara Group of Companies, the college is committed to offer international standards on education to our youths with the sole objective of producing constructive thinking among them resulting in working for the betterment of the country and the society at large.*

## ABOUT THE COLLEGE...

### Board Of Governors

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The Board of Governors of Escribir College of Advance Studies is the governing body of the College and has responsibility for legal oversight and institutional performance. The Board of Governors' mandate is to govern the College by establishing appropriate governance structures, including setting the vision, strategic directions, overall goals and outcomes, hiring and evaluating management head, approving the annual business plan, budget and annual report, and assessing attainment of corporate goals and outcomes and effectiveness of board governance. All of its decisions and policies are made for the best interest of the institution, not for particular constituents.

The honourable members include:

- |    |                              |                                                                |
|----|------------------------------|----------------------------------------------------------------|
| 1. | Mr. Muhammad Hanif Machiyara | Chairman, Machiyara Group of Companies & Patron-in-Chief       |
| 2. | Mr. Sulaiman Bawany          | CEO                                                            |
| 3. | Mr. Safdar Razzak Mithani    | COO                                                            |
| 4. | Mr. Farhan Saeed             | Head of Academic & Student Affairs, and Principal PECHS Campus |
| 5. | Mr. Mudassir Kamal           | Principal Clifton Campus                                       |

### Mission

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To provide a foundation for a lifetime of learning, Escribir College is dedicated to fostering intellectual growth, aesthetic appreciation, and character development in our students. At Escribir we believe on the principles that knowledge is acquired through discipline, competence is established when knowledge is tempered by experience and character is developed when competence is exercised for the benefit of others.

Escribir is committed to attracting a diverse body of students, faculty, and staff. All members of the College community are encouraged to achieve excellence in their chosen fields and to share the responsibilities of citizenship and service in the global community

## Vision

The intellectual formation of our students is a core value of the College. In keeping with our strong academic tradition, we provide a curriculum to the highest academic standards. The College's extensive academic facilities are continually updated. This enables us to offer a wide ranging and balanced curriculum which is relevant to the context in which our students live.



## Investing Group

Machiyara Group of Companies is behind this project. The group has vast experience in Manufacturing, Exporting, Importing, Construction, Textile, Information Technology and Tourism sectors. More than 12,000 employees are engaged with the group, spreading its business activities in more than 12 countries in the world. The group contributes a handsome amount to the national exchequer through various heads. By investing in education sector the group has achieved another milestone in 2010.



## Why Choose Escribir?

- Registered and approved by Government of Sindh
- Different professional courses
- A number of outstanding faculty members
- Emphasis on discipline and character building
- Fosters development of leadership skills
- Availability of scholarships
- Spacious and air conditioned classrooms
- Projectors and interactive white boards
- Advanced English Laboratory
- Resource Centre
- Modern Sports Complex
- Stand by generators
- Advanced Monitoring System

**MESSAGE FROM PRINCIPAL...**

It is a matter of great pleasure for me to inform the Karachiites about the launching in of a new prestigious educational institution under the title of Escribir College of Advance Studies in this mega city.

The progress and advancement of any country is based on the quality of its education. If the students are well taught and groomed by the experienced teachers, especially in business education today, the country will be progressive, well developed and prosperous.

This new institution is fully committed to cultivate high quality human resources for the development of strategic business leaders for the attainment of value optimisation in the field of commerce and trade.

I hope that this institution will be the first choice of students, aspirant for corporate leadership. The students here will find conducive and congenial academic environment to display their talent and capabilities under the able and experienced guidance of their teachers.

I am confident that this college will excel with the drifting by of time and carve out an impressive image to be cherished. This is just the beginning of a better foundation and future for our youths.

In the end, I wish to congratulate all the successful candidates of SSC Examinations and invite them to join hands with us to mark the beginning of a promising professional career at this institution

**Prof. Mudassir Kamal Qureshi**

MA (Eco)

Former Principal, Govt. Premier College Karachi

Erstwhile Visiting Faculty Member:

M. Com.,MPA (KU),AIOU,BCCI (FAST),ICAP,ICMAP,IBP,MCB Staff College,CIBE

## CAMPUSES...

### Location

While finalising the location of both the campuses of the college the priority was given to PECHS and Clifton area because of their accessibility from every nook and corner of the city, hub of such a kind of activities, peacefulness etc.

### Clifton Campus

With a covered area of 10,000 square metres, on the 5th Floor of The Plaza, purpose-built facilities; the Clifton Campus caters all the requirements of students and faculty very well. Separate boys and girls common rooms, administration block, directors' and principal's room, prayer area, canteen, computer lab, well-stocked library, gaming zone etc. all are the attractions that this campus carries.



### PECHS Campus.

Located in the heart of the city, this campus has something that students want to see in their Alma metre at large. Easily accessible location, spreading over 600 yards with ground plus 2 structure, canteen, library, computer lab, GCR, prayer area, book shop; all these facilities support to form an opinion that it is a good place to study.



## PROGRAMMES OFFERED...

Escribir College of Advance Studies offers two tier qualifications, academic and professional.

- Academic:**
- HSC Part I & II in affiliation with the Board of Intermediate Education (BIE), Karachi in Commerce Group.
  - B. Com. Part I and II in affiliation with the University of Karachi\*
  - BBA & MBA Program in affiliation with foreign universities\*

- Professional:**
- Chartered Accountancy with ICAP (Institute of Chartered Accountants of Pakistan)
  - Management Accountancy with ICMAP (Institute of Cost & Management Accountants of Pakistan)
  - Certified Accountancy with ACCA (Association of Chartered Certified Accountants)
  - Management Accountancy with CIMA (Chartered Institute of Management Accountants, UK)
  - Professional Diploma Course with Bims & Edexcel offering HDA (Higher Diploma in Accountancy) and HND (Higher National Diploma)

## Syllabus Coverage

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The College endeavors 100% comprehensive coverage of the syllabus before the Board examination. By virtue of this, our students will be receiving up to 100% result.

## Tests & Examinations

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Our College emphasis on assignments, internal tests and examinations on weekly and monthly basis. It is designed to focus on developing students not only in core areas of their studies but also harnessing their overall personality.



## The Intermediate Program:

It is a two year program being offered in affiliation with BIEK. Both first and second year has 3 compulsory and 4 optional papers, 14 papers in all.

The College prepares students for the following courses:

- a. Higher Secondary Certificate (HSC) Part I and Part II of the Board of Intermediate Education Karachi in Commerce Group.

Compulsory Subjects

### HSC Part I

- (1) English
- (2) Urdu
- (3) Islamiyat

### HSC Part II

- (1) English
- (2) Urdu
- (3) Pakistan Studies

Optional Subjects

Faculty of Commerce

### HSC Part I

- (1) Principles of Accounting I
- (2) Principles of Commerce
- (3) Economics
- (4) Business Mathematics

### HSC Part II

- (1) Principles of Accounting II
- (2) Banking
- (3) Commercial Geography
- (4) Statistics

- b. Different Professional and Business courses :

- ACCA (UK)
- CA (ICAP)
- CIMA (UK)
- ICMAP (PK)
- HDA / HND

- c. In future, Degree and Master courses of Part I and Part II in :

- B.Com
- B.B.A
- M.B.A

## **Our Faculty**

We proud of our faculty team, comprising most respected and seasoned college professors from public sector. Almost all of them have once been Principal of their respective colleges. These experienced teachers along with young faculty members are focused to impart knowledge through traditional lecturing and motivational input.

## **Administrative Staff**

The backbone of every such an organisation is their administrative team. We have a combination of most experienced to young and highly energetic administration staff. Our team includes:

- a) **Head of Academic & Student Affairs**
- b) **Campus Incharge & Program Manager**
- c) **Course Coordinator**
- d) **Student Counsellor**
- e) **Accountant**
- f) **Receptionist**
- g) **Telephone Operator**
- h) **Office Assistant**
- i) **Peon**
- j) **Guard**
- k) **Driver**

## **Clubs and Societies**

The following clubs and societies for inculcating life - long hobbies are active and functioning in our college:

- (1) **Bazme Adab**
- (2) **English Literary Society**
- (3) **Internet Club**
- (4) **Dramatic Club**

## Library

Reading of good books is one of the delightful and life-giving pleasure. However, we offer more than a traditional library. There are books of all sort ,raising us to sublime heights of thoughts and feelings, It includes books, magazines, newspapers and software digital libraries.



## Sports and Games

The art of living implies a healthy development of mind, body and intellect .Escribir provides all facilities for the up keep of the physique, trimmed personality and sharpened mind. We offer a modern sport complex and recreational activities. Indoor and outdoor games are available to students during and after the college hours. The complex has the most modern equipments and offers facilities such as: Gymnasium Squash court, Tennis court, Basket ball, Volley ball, Table tennis.



## English Language Laboratory

One of the peculiarities which distinguish our college is the establishment of English Language Laboratory. The laboratory includes number of audio – visual equipments ,with spacious room to help the students upgrade English Language skills and the ability to communicate confidently within the international business community.



## Transport Services

To facilitate our students commute comfortably between their areas of residence and college campuses we have provided two new brand coasters. These 30 seaters ply on two different popular routes to cover up almost 70% of the city area.



## Computer Section

The College has computer laboratory with internet Wi-Fi facility. A computerized printing facility also exists to undertake limited printing and reproduction works for day-to-day needs of the students and faculty.



## Auditorium

A modern, air conditioned auditorium, having a seating capacity of over 150 seats is used for college functions and special lectures by distinguished speakers. It is fully equipped with multi media and interactive white board.



## Tuck Shop

The College contains cafeteria where students can relax and enjoy hygienic food satisfying to their needs and tastes.



## Life at Escriber

A flower is pretty by itself but a diamond requires a lot of cutting and polishing before it will sparkle and scintillate into a thousand colors. So, at every step the Escriber College is conscious of every sort. We try that our students should feel here hale, hearty and full of life. We, staff and faculty, work as a team with a sole objective of making these years memorable forever. The time our student spent with us give him/her complete satisfaction.



## PICNIC AND STUDY TOUR...

Escribir College is active not only in academics but also in picnic and study tour which does not merely consist of a feverish rush from place to place but widens the student's intellectual horizon. Every year, picnic and study tour at different places of the country is planned. Specially to business, industry exhibitions and historical sites in support of the curriculum.



## Student's Week

Man has a strange nature. He cannot like a thing for all times. Keeping in view, the nature of man that he loves changes according to their own nature. Our College arrange student's week at the end of the session to provide a platform for the students to bring out their talent, innovation and veracity. A number of vibrant activities are run by the students such as:

- a. Debate
- b. Naat
- c. Drama
- d. Language Programme
- e. Sport's day
- f. Function

**POLICIES...**

**Academic Session**

The academic session commences from August and ends in May of the next calendar year.

**Admission Policy**

The policy governing admissions to HSC ( Commerce Group ) is as follows:

1. Admission is opened to eligible male / female candidates for Intermediate classes.
2. Candidates may get an admission to HSC I ( Commerce Group only ) after qualifying SSC / O' Level examinations from any recognized Local and International Board.
3. Admission to HSC II may also be allowed after qualifying HSC I or its equivalent with good marks according to the rules of Board of Intermediate Education, Karachi (BIEK).
4. Admission is given strictly on merit, based on the result of the Board.
5. Admission may be refused on grounds of poor academic standard/ result/ reputation of the candidate.
6. Admission in Degree classes (B.Com Part I, B.B.A ) and Master classes (M.B.A ) will be commenced in forthcoming future.

**Fee Structure**

**Admission Fees**            **Rs 15,000**  
**Monthly Tuition Fees**    **Rs 5000**

**Scholarships & Awards**

Escribir offers direct admission to all the position holders with 100% waiver in tuition fee as a token of appreciation for their exemplary efforts in their exams..

**Miscellaneous**

Our College places GCR (Girls Common Room) and separate prayer room for male/ female. It is in the light of religious impact that gives birth to higher potentialities in human being.



## Student's Council

At Escribir, we want students to feel involved in working with the management of the college. Apart from students, member of the council are responsible to organize and manage various co- curriculum activities. They are encouraged to conduct seminars, sports events, concerts for building their confidence.



## College Timings

The College starts from 0830 to 1400 hours Monday through Thursday and from 0830 to 1230 on Fridays. Saturdays and Sundays are off except for extra classes or co/ extra curricular activities.

## College Uniform

The students and staff of the College are expected to dress keeping in view the local cultural values. Students and staff should not wear tight or see-through dress, shorts, or sleeveless shirts. The dress should not have any script or image, which appears to be provocative or indecent. The students are not expected to put on makeup or expensive jewellery.

All students must wear proper and prescribed College uniform to show their seriousness and commitment towards career building. The detail of the uniform is as under:

Students have to wear the following prescribed uniform:

### For Boys:

- a. Polo T-Shirt (White)
- b. Designer Jeans (Black)
- c. Socks (Black)
- d. Shoes (Black)

### For Girls:

- a. Shirt (Kameez) (Black)
- b. Dupatta (White)
- c. Shalwar (White)
- d. Socks (Black)
- e. Shoes (Black)

## Security

Our College provides a high security by using advanced security cameras, guard and emergency alarms at different places.

## CODE OF CONDUCT...

Escribir College of Advance Studies endeavours to inculcate in its students intellectual diversity, self motivation, critical thinking and inquiry, research oriented approach, capacity for leadership, and community oriented, ethically guided high sense of professionalism. The College aims to equip students to meet the challenges of the 21st century. The College expects its students to strive towards acquisition of attributes that befit the national objectives. These attributes, in turn, should be reflected in their everyday behaviour, attitude and dress.

In order to achieve these goals all students are obliged to strictly follow the Code of Conduct laid down below:

1. Students should refrain from conduct that might damage the reputation of the College, any conduct that may lead to the disruption of any academic program of the Campus.
2. Students will show tolerance, understanding and respect for the rights of others. In case of any misunderstanding with peers or College management, etc., discussions and exchange of views within the frame work of decency and decorum would be the desirable course to follow. Threatening behaviour to fellow students, faculty, staff or the College as an institution could cause irrevocable dismissal from the College.
3. Students will be respectful to members of the opposite gender and will refrain from any behaviour that can be interpreted by others as 'gender harassment'.
4. Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.
5. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste boxes should be used for the purpose.
6. The students are advised to refrain from any damage to the College fixtures/furniture/vehicles etc..
7. The Campus is a no-smoking area, and at no time in any premises of the Campus smoking is allowed.
8. Students are advised to switch off mobiles in class rooms, examination halls, labs and library so as not to disrupt the calm of the said rooms.
9. Students are advised to strictly follow the code of conduct on the field and off the field while taking part in sports and other extra-curricular activities. Students are expected to exhibit exemplary behaviour, especially while representing the College in an activity/competition.
10. Matters of indiscipline would be referred to the Discipline Committee, which is authorized to reprimand or check any indiscipline in any way it deems appropriate. Parents of students who disobey authority and violate the code of conduct will be called to the College.
11. Students must refrain from cheating, plagiarism, lying, stealing, and gender harassment in any setting of the Campus.



## **DISCIPLINE...**

### **Attendance**

A student must attend 85% attendance during the session. If student is remaining absent for one week without prior permission will have their names struck off .In case of sickness a medical certificate should also be submitted .Otherwise the student will be fined Rs. 100/- per day of absent.

### **Discipline**

Living is the most complicated art, based upon good principles of living which govern the behavior and attitude of a human being.

The enforcement of a decent conduct and high standard of discipline in the class of Escribir is the duty of every individual. Members of the faculty and all the students must follow the rules and regulations of the college. Students are expected to exhibit decency in behavior and dress.

### **Rules of Conduct**

The College has the divine relevance, spreading light among the students .We guide them to seek the path of knowledge and wisdom audaciously through patriotic and civilized behavior. The College emphasis on character formation. Parent/ guardian are required to show their fullest co-operation to as them:

- a. Reports are issued after each examination as feedback for parents/guardians.**
- b. Vacations and holidays shall be announced by the administration.**
- c. Keeping long and unkempt hair will not be ignored.**
- d. Violation of college rules enforced on every student.**
- e. Smoking, cell phones, betting and any political activity is fully prohibited.**

**FACULTY PROFILE...**

**ECONOMICS**

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**Principal**

**Prof. Mudassir Kamal**

MA (Eco)  
Lead Faculty

**Former Principal, Govt. Premier College, Karachi  
Erstwhile Visiting Faculty Member:**

M. Com., MPA (KU), AIU, BCCI (FAST), ICAP, ICMAP, IBP,  
MCB Staff College, CIBES

**Lecturer**

**Mr. Muhammad Fahad Kamal**

MA (Eco), MBA, ICMA (Finalist)  
Adjunct Faculty

Lecturer of Commerce & Economics, MCCE:  
Mithani's College of Commerce & Economics,  
Karachi.

Lecturer of Principles of Accounting,  
Financial Accounting at TSA: Tabani's School  
of Accountancy

**ENGLISH**

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**Visiting Professor**

**Prof. A. W. Qureshi**

MA (Eng). M. Phil  
Lead Faculty

Former Principal, Commeccs Institute of Business  
Education, Karachi.

Former Principal, Institute of Business Education (TSA),  
Karachi.

Head - Department of English, Govt. College of  
Commerce & Economics, Karachi.

Visiting Professor, Institute of Business Administration  
(IBA), Karachi.

**Lecturer**

**Ms. Shumaila Asif**

MA (Eng - Lit), BA (Hons)  
Adjunct Faculty

Lecturer of English, MCCE: Mithani's College of  
Commerce & Economics, Karachi.

Lecturer of English, Govt. Nazareth College,  
Hyderabad.

## URDU

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### Visiting Professor

#### **Prof. Latif Ahmed Anwer**

MA (Urdu). MA (Arabic)  
Lead Faculty

Former Principal, Govt. Premier College Karachi.  
Visiting Professor at Liaquat College of Management & Science, Karachi.

### Lecturer

#### **Mrs. Naheed Sajid**

MA (Urdu), B. Ed  
Adjunct Faculty

Former Principal, Nishat High School, Multan.  
Lecturer National College, Multan.  
Lecturer Govt. Girls College, Hub.  
Lecturer Mithani's College of Commerce & Economics, Karachi.

## PRINCIPLE OF COMMERCE

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### Visiting Professor

#### **Prof. Wazir Ahmed Razzaqui**

M. Com., LL. B, DAIBP  
Lead Faculty

Visiting Professor at City, Gulshan, Trinity & Premier College, Karachi.  
Head - Department of Commerce, Govt Premier College, Karachi.  
Authored many books for XI, XII, B. Com. I & II on POC, Money & Banking, Management, Auditing, ITB, and Business Communication.

### Lecturer

#### **Mr. Zafar Raza**

M. Com.  
Adjunct Faculty

Lecturer (CIBES) Commecs College, Karachi.  
Lecturer Askari Degree College, Karachi.  
Lecturer Centre for Management Sciences, Karachi.  
Lecturer School of Business Studies, Karachi.  
Lecturer Foundation Public School, Karachi.  
Lecturer Aga Khan Higher Secondary School, Karachi.  
Lecturer Falconhouse Grammar School, Karachi

## ISLAMIAT

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### Visiting Professor

#### **Prof. Nafeesa Qidwai**

MA (Islamic Studies), MA (Arabic)  
Lead Faculty

Former Principal, Govt. Shaheed-e-Millat College,  
Karachi.  
Professor Govt. Sir Syed Girls College, Karachi.

## BUSINESS MATHEMATICS & STATISTICS

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### Visiting Professor

#### **Prof. Shahid Jamal**

M.Sc. (Statistics)  
Lead Faculty

Professor, Federal Urdu University of Arts, Science &  
Technology, Karachi.  
Authored many books for XI, XII, B. Com. I & II on  
Business Mathematics & Statistics

### Lecturer

#### **Ms. Shakra Zaidi**

M.Sc. (Statistics)  
Adjunct Faculty

Lecturer, Mentors - The Accounting Academy, Karachi.  
Lecturer, Centre for Management Sciences, Karachi.  
Lecturer, NCR College of Emerging Technology,  
Karachi.  
Lecturer School of Accounting & Management  
Science, Karachi.

## PRINCIPLES OF ACCOUNTING

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### Visiting Professor

#### **Prof. Abdul Aziz Memon**

M. Com., MA (Eco), LLB  
Lead Faculty

Former Principal Noor College of Commerce, Karachi.  
Former Vice-principal Institute of Business Education  
(TSA), Karachi.  
Former Associate Professor Govt. College of Commerce  
& Economics, Karachi.  
Former Assistant Professor Govt. Islamia Arts &  
Commerce College, Karachi.  
Former Lecturer Govt. Aisha Bawani College, Karachi  
Former Paper Setter & Head Examiner, BIE, Karachi.

## Lecturer

### Mr. Muhammad Fahad Kamal

MA (Eco), MBA, ICMA (Finalist)

Lecturer of Accounts, MCCE: Mithani's College of Commerce & Economics, Karachi.  
Lecturer of Principles of Accounting, Financial Accounting at TSA: Tabani's School of Accountancy

## Lecturer

### Mr. Zafar Raza

M. Com.

Lecturer (CIBES) Commecs College, Karachi.  
Lecturer Askari Degree College, Karachi.  
Lecturer Centre for Management Sciences, Karachi.  
Lecturer School of Business Studies, Karachi.  
Lecturer Foundation Public School, Karachi.  
Lecturer Aga Khan Higher Secondary School, Karachi.  
Lecturer Falconhouse Grammar School, Karachi

## ESCRIBIAN PLEDGE

*I owe the honor indeed  
As in Escribir College I read  
It leads the faculty's rest  
Cause its tendency is the best  
The cause of education it serves  
Appreciation infect it deserves  
A galaxy of Scholars in it asset  
Each individual true to teacher's test.*

**Clifton Campus:**

5th Floor, The Plaza, Near Two Swords, Block 9, Clifton, Karachi.

Tel: 35308591/2/3/4

**PECHS Campus :**

50-B1, Block-6, PECHS, Near HBL Nursery Branch, Karachi.

Tel: 34301530/1

**[www.escribir.biz](http://www.escribir.biz)**