

**HW** HEADWAY  
GROUP OF COLLEGES



2021  
**PROSPECTUS**





## CHAIRMAN'S MESSAGE

Headway College is a dream project that brewed in my mind many years ago when I decided to devote my expertise to the service of the people and my nation. After serving in the UK for over a decade and closely observing the education system here on many levels, I have gotten the knack of understanding what is required to enhance and improve the current educational culture in Pakistan.

My mission is to bring together leaders of the future in an environment of utmost academic standards incorporated with the conduct of discipline, thereby achieving remarkable and excellent percentage of results. I firmly believe that education is the key to a nation's progress and it's our bounded duty to provide the best academic opportunity to our students.

With the vision of an empowered youth who are willing to chase their dreams, who are willing to break cycles, who are willing to thrive for change, I lay the foundations of Headway College.

*Mutab Ribat*

**CHAIRMAN** | Headway Group of Colleges

ACCA, ACA, MBA. - UK



## DIRECTOR'S MESSAGE

" Education is not the learning of facts, but the training of the mind to think." - Albert Einstein

These words advocate and lay the foundation of our motto here at Headway College. We need better education to have better thoughts, to be better humans, to build a better society. Headway College offers students endless possibilities ensuring focused and personal attention.

I welcome you all to this institution of higher learning and assure you of a nurturing environment that will guarantee your growth into empowered human beings.

*Farrukh Shumail*

**DIRECTOR** | Headway Group of Colleges



# ABOUT HEADWAY COLLEGE

Headway College offers the best faculty and pedagogical foundation for the following courses: F.Sc Pre-Medical, F.Sc Pre-Engineering, ICS, and I. Com. The laboratory equipment installed for research and experiments is in line with the Board of Intermediate and Secondary Education Lahore's (BISE Lahore) standards and has all the necessary chemicals and apparatus required for research at intermediate level. Our computer labs are equipped with the latest software, operating systems, and processors keeping in view the significance of the course. Along with academic opportunities, Headway College offers a dynamic set of extracurricular activities where students can participate in their favourite sports and expand their worldview through frequent educational and excursion trips.

We at Headway College, will never compromise on the quality and opportunities necessary for nurturing our students' intellectual and physical aptitude during the two years spent with us. The Pakistani youth are the future of this country and according to our national and spiritual values, we situate our future in well-rounded and polished students.



# OUR VISION & MISSION

The mission of Headway College is to become recognized as a torch bearer of leading educational methods and an institution that has students defining a future not only for themselves but for the world as well. Our College aims to provide the tools and opportunities for students to build and fully explore their intellectual and physical capacities, so they become model citizens of the 21st century.

## OUR VISION

is to promulgate an ambition that not only desires to achieve excellence but outshine distinctively to exalt generations to come.

## OUR VALUES

Headway College's motto is to create leaders for tomorrow. We believe not only in providing educational excellence but also working on character development. Following are the core values that we abide by:



### — • FAITH

Headway College provides an environment that strives to develop faithfulness in students to help them recognise their capabilities and true potential.



### — • DISCIPLINE

At Headway College we aim to amplify discipline in our students and make them believe in following rules and regulations which are based on ethics, morals, honesty and integrity.



### — • REVOLUTION

We encourage students to take initiatives and make a difference by unlocking their aptitude to assimilate new perceptions.



### — • FELLOWSHIP

We are committed in providing all kinds of support and help which can enable our students to excel in their careers. And also help them to become empowered citizens of the country.



# EDUCATIONAL PROGRAMS

Headway College offers several programs to help you choose the right prospect to pursue your ambitions. Whether your interest lies in medicine, engineering, or becoming an entrepreneur, we can guide you through proper channels. Our programs have been specially designed to facilitate students to make the right choice for their future. All programs are taught by highly qualified faculty and academic specialists who are not only able to teach effectively but provide proper life skills and knowledge to help students succeed in their professional life ahead. These programs allow students to formulate their pathways for their future and Headway College leaves no stone unturned to provide all the necessary learning outcomes that can be thought off.

## **F.SC PRE-MEDICAL**

The F.Sc Pre-Medical program at Headway College aims to establish the first steps towards building your career in medicine and other related fields. After completing this program successfully, students can be assured of a successful profession in medicine.

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## **F.SC PRE-ENGINEERING**

The F.Sc Pre-Engineering program at Headway College intends to prepare students for several engineering fields. Our extensive study plan sharpens mental abilities as well as constructs proper methodologies to succeed in engineering universities. This program prepares and provides students with knowledge to overcome all future professional hardships.

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## **ICS**

Our ICS program is exceptionally designed for students who want to pursue their careers in computer science and information technology. The course content along with profound technology available at Headway College enhances the skills and competencies of students to become tech experts of the future.

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## **I.COM**

The I.Com program is articulated for students who desire to become professionals in the fields of Commerce and Accounting. It prepares students to join promising professions in accountancy and related fields.





# CAMPUS LIFE AND FACILITIES

To guide and make the journey of our students at Headway College comfortable and exciting, the College provides several facilities and resources. These facilities assist in making a conducive and purposeful learning environment for the students.

We offer fully equipped classrooms with air-conditioning, computer labs with the latest processor generations, contemporary laboratories for experiments and practical work and a well stacked library that enables us to provide our students with an exceptional learning experience.

## LAB FACILITIES

Headway College possesses state-of-the-art laboratory equipment. The computer labs have new generation computers to help our youth develop interest in IT & Computer Science. Expert computer teachers and practitioners guide students in proper usage and implications of computers. The science lab facilities include necessary chemicals, surgical tools, a model skeleton, models for parts of the body, and microscopes for a detailed analysis of tissues and cells. We believe that these labs are the base house of future expert doctors, engineers & researchers, hence, we provide students with a practical experience facilitating their professional careers.

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## TOP-TIER FACULTY

Highly qualified and top-tier faculty not only educates the minds of the students but provides them with the tools required to prosper in their journey at an educational institute. At Headway, we boast about our esteemed faculty members and their years of rigorous experience. Our faculty members are trained to deliver students an experience like no other. They not only focus on completing course contents but guide students through the learning process involving problem-solving, one-to-one test discussions, and assistance during student assessments.

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## TEST SYSTEM AND E-LEARNING

We focus on taking frequent tests, where students can keep a track on their weekly and monthly progress. As E-learning is now an integral part of our educational system, we conduct both on-campus and online tests. Students are highly encouraged to take online exams as it helps us assess their shortcomings so the faculty members can guide them accordingly.

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## EXTRA COACHING CLASSES AND STUDENT ASSESSMENT

Apart from regular classes, students are given extra coaching classes to increase their understanding of the courses. These classes facilitate students who need additional attention for their course work and helps them get a good grasp on the main curriculum.

Headway College also arranges parent-teacher meetings (PTM) to keep a transparent relationship with the parents, so that they are well aware of their child's progress.





### **ROBUST LEARNING MANAGEMENT SYSTEM (LMS)**

Headway's Learning Management System (LMS) is a web-based application designed for a centralized source of educational resources for students and information for parents. These learning resources are available on an online portal to be accessed at anytime and anywhere. Students can download PDFs and other course-related files from this web-based system, without having to go through the hassle of paper printing. E-learning based education and the online portal facility are highly operative at Headway College, where students can take video lectures online and also take tests and feedbacks simultaneously.

### **WELL STOCKED LIBRARY**

Headway students are provided with an up-to-date library with a sound environment aiding students with an extraordinary opportunity to develop insights alongside course work. Libraries are one of the most important aspect of a modern educational system and its advantages are undeniable. We have a large variety of books, periodicals and journals available at the disposal of our students to enhance their knowledge. Students can utilize the library's silence to focus on their studies and reading experiences.



# EXTRA-CURRICULAR ACTIVITIES

Headway College fully focuses on the students overall development by not only educating them to gain knowledge about their specific courses but also by getting them involved in extra-curricular activities. This wholesome experience encourages students to become a part of the College community, which helps in enhanced learning experience.

We provide a vast range of cultural, educational, sports and social activities for our students. Our goal is to help students make the most of their time at Headway College by providing them useful learning experiences inside and outside the classroom.

## WELCOME AND FAREWELL PARTY

From beginning till end, Headway College aims to create a memorable experience for our students. We welcome them with open arms and bid them farewell with prayers for their future endeavors.

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## CULTURAL EVENTS

We aim to organize fun filled cultural festivals and fairs for our students where they can exhibit their artistic potentials.

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## EDUCATIONAL AND RECREATIONAL TRIPS

Headway organizes exciting knowledge and recreation based trips for students which are governed by rules and supervised by our experienced staff members.

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## SPORTS

An annual sports event is organized by Headway College allowing students to compete with each other in various sports. The winners are rightly awarded.

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## MUSICAL FESTIVAL

Headway College organizes an annual musical festival, where prominent musicians and singers are invited to give performances for the students.

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## ANNUAL DEBATES

Debates encourage students to bring forward their ideas on various social, political and historical topics. It exposes them to the practicalities of life and allows them to experience competitive debating. Trophies and cash prizes are awarded to the winners.

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## QUIZ COMPETITION

Headway College conducts quiz competitions on a regular basis where students can participate to showcase their intelligence and knowledge on various subjects.

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## ESSAY WRITING

Headway College always motivates young writers to come forth and share their views on different topics by holding essay competitions. This encourages the young minds to explore and show their talent.



In accordance with the Government guidelines given with respect to Covid-19 situation, Headway College has taken strict measures to maintain a Covid free safe environment. We carefully monitor all students at the College entrance for any signs of fever and aim to immediately take action against students showing the slightest symptoms. Furthermore, it is essential for everyone from students to staff members, to wear masks at all times. In order to ensure a secure atmosphere we have vaccinated all our staff members to avoid any inconvenience.





# INCENTIVES

Headway College seeks to make college education accessible to all admitted students. We believe that all students have a right to quality education and to facilitate this process we offer many incentives and merit-based scholarships. These inspire talented students to attain best results in their examination.



## **MERIT-BASED SCHOLARSHIPS**

Headway College offers merit-based scholarships to high achievers in the Board exams. These scholarships aid students with their tuition fee and are given on first come first serve basis. The merit is revised every year and merit lists are displayed at the time of admission.



## **KINSHIP**

We at Headway College care deeply for your family. For this reason, immediate family members of old and current students are offered special concession for education at our College.



## **TEACHER'S CHILDREN**

All teachers are well recognized at Headway College and we ensure quality education to their children. Therefore, children of teachers at government/private institutions are eligible for special concession.





# DISCIPLINARY RULES & REGULATIONS

Discipline is essential for students to stay focused towards their goal and turn those goals to accomplishments. Headway College takes disciplinary actions gravely in order to maintain a proper code of behaviour amongst students.

1. It is essential for every student to abide by the College rules, regulations, policies and any type of guidelines publicized by the College administration from every now and then. Violation of these rules and guidelines shall make them accountable to disciplinary, administrative and legal action including but not limited to inflicting fine, dismissal or suspension (both permanent and provisional) from the College.
2. If any student is indignant towards any act of the College administration or of any student, they shall first put forward a complaint with the Principal/College committee, which may be established for the rectification of the student's atrocity. After the final order from the Principal or the said College committee, as the case may be, the case can be approached by any outside authority, including court of law for the resolution of the issue. The College Principal or the said College committee shall have exclusive domination to decide upon all the matters such as faculty, students and different affairs of the institution.
3. Students are expected to be punctual and attend all classes without fail. If for unavoidable reasons, leave of absence is required, permission from the Principal should be sought. Failure to comply can lead to suspension (permanent/temporary) along with a fine as per College rules.
4. Students are prohibited from organizing or attending meetings in the College, distributing notices, collecting money and exhibiting banners, flags, posters etc. without the permission of the Principal.
5. Students are prohibited to use mobile phones and cameras on College premises. Confiscated mobiles and cameras shall only be returned if the disciplinary committee permits.
6. All students should reach the classroom on time and shall not leave the class without the permission of the teacher.
7. All students should wear proper uniform with shoes.
8. The behaviour of the students, both within and outside the College premises should be decent and befitting to a professional institution.
9. The College campus is a no-smoking zone.
10. Every student should carry his/ her identity card and produce it on demand by the authorities.
11. If any student misbehaves in the classroom, it shall at once be reported to the Principal by the teacher. The Principal will take action as he/she may consider appropriate.
12. Political/organizational activities are banned in and around College premises.
13. The College authorities can revamp the dues without any prior notice. This revision will be applicable to all the students registered at that time or in future.
14. Students are strictly prohibited to contact any higher authority directly. Any required communication can be submitted through the Principal who will forward it, if he/she considers it appropriate.
15. Personal phone calls of the students will not be entertained. Although an emergency message can be conveyed.
16. The College will not be accountable for loss of any mail/valuables sent to a student at the College address.
17. The College authorities reserve the right to revise any class schedule or to re-position the classes.
18. The College is not responsible for any loss/damage regarding the student's possessions.
19. College students must park their bikes/motor cars at places pinpointed by the College administration. Proper lock/wire lock should be put on them. The College administration will not be responsible for any loss in this account.
20. The students who want to migrate from Headway College to any other college can apply within ten days of taking their Board examination. After the said days, they will have to pay any outstanding amount for clearance.
21. Cancellation of admission can be applied by the student within 15 Days after getting admission, however, no fee refund shall be made.
22. Any false information provided by a student/parent/guardian on any formal document of the College including the admission application, may render the student accountable to dismissal from the College.
23. The College grants scholarships and concessions of various nature at the time of admission. These concessions and scholarships are only applicable to the current installment and must be renewed before the next installment. Simple recommendation does not entitle a student to its grant, certain requirements must be fulfilled for eligibility.

# DISCIPLINARY RULES & REGULATIONS

- 24.** Students can attain benefits like concessions and scholarships by fulfilling the CGPA requirement and observing the fee-schedule. However, the application must be submitted within the time frame given by the College Administration. Failure to do so will result in the application not being accepted. 90% attendance is mandatory for any scholarship or concession.
- 25.** Any fee concession/prize/scholarship is granted only at the preference of the College administration and can be withdrawn at any time.
- 26.** The College secures the right to make amendments and introduce any rule as considered appropriate.
- 27.** If a student is unable to clear College dues for a period of 2 weeks, the College administration can struck-off his/her name from the College roll.
- 28.** If a student fails to comply with College rules, regulations, policies and guidelines then the College in its sole discretion shall have the right to take any legal, disciplinary and administrative action. Such an action may include but shall not be limited to expulsion, suspension, withholding of Examination Admission Forms of the Board, release of Examination Roll No. Slips or withholding the examination result card issued by the Board particularly due to any of the following:
- Misbehavior
  - Non-remittance of College fee/dues
  - Poor attendance
  - Poor overall academic track record
  - Lack of success/failure in College examination
  - Any other reason which violate any College discipline
- 29.** NOCs and College leaving certificates will only be issued once all the outstanding dues/fees/fines have been paid. Moreover, Students Scholarship Forms (PEEF, MERIT, QUAID-E-AZAM and any other departmental etc.) attestation/verification will only be entertained if the student pays his/her dues till the submission date of the application for attestation and verification.
- 30.** College sections and shifts once allotted to the student shall not be changed in any case.
- 31.** Coinciding registration/admission in two or more colleges is not allowed. The College shall not be responsible for any loss to the student in this regard.
- 32.** If the College administration pays any amount on behalf of any student, to any authority, Board, Government Department etc. the amount shall remain recoverable from the student as outstanding College dues.
- 33.** The students should remain updated and compliant to the College policies, rules, regulations, directives and it is their sole responsibility to make certain timely submission of their College dues/fees/fines. The College and its administration shall not be responsible for any loss caused to the student due to any such failure, non compliance or non-observant. In regard to the financial responsibility of a student, the parents/guardian of the student, signing the College admission form, shall act as the surety of the student and shall be jointly and severally responsible to discharge any outstanding financial liability of the student accruing under the College rules, regulations, policies and guidelines. All College dues/fees/fines once paid are non-refundable and non-transferable unless allowed in the College rules and regulations.
- 34.** Regardless of anything contained in any College rules, regulations, policies or guidelines, if a student's Examination Admission Form, Roll No. Slip or result card is withheld by the College administration the name of the student shall be temporarily struck-off from the College roll with immediate effect. Whether he/she has given notice to this action or not, it will remain the student's duty to apply for re-admission to the College. The College may approve or disapprove his/her re-admission and may also impose conditions and fines as it may deem necessary.
- 35.** Headway College provides reasonable care and a safe environment, it regularly arranges functions that may be arranged on-campus or at other venues. Third party is involved in the management of these functions and various tours. It is compulsory for all the students desiring to participate in the functions or tours to submit their parent/guardian's written consent in the prescribed manners to the College's management/administration.
- 36.** The outline enclosed in the College rules, regulations, policies and guidelines, including but not limited to the general disciplinary rules and admission rules, and the declaration of the student in the College admission form shall collectively form a contract between the College administration and the student and shall remain binding till a student is on College Roll. College Administration withholds exclusive rights to amend, repeal or replace all or any of the College rules, policies and guidelines. Such amended or replaced terms shall also remain binding till the student remains on the College Roll. The College shall have the right to initiate legal proceedings, in addition to other disciplinary or administrative actions, against a student who fails to comply with these binding provisions.



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GIRLS CAMPUS | WAPDA TOWN  
336/D1, NESPAK SOCIETY | 042-35188777

[WWW.HEADWAYCOLLEGES.PK](http://WWW.HEADWAYCOLLEGES.PK)

BOYS CAMPUS | WAPDA TOWN  
347/D1, NESPAK SOCIETY | 042-35180045