



## 12. ACADEMIC RECORD

Examination Passed	School/ College/ City	Name of the Board/ University	Registration Number	Year	Annual/ Supplementary	Roll Number	Marks Obtained	Total Marks	Position Distinction If any	Subjects
Secondary School Certificate/ Matriculation/ Equivalent										
Higher Secondary/ Intermediate/ Equivalent										
B.A/B.Sc										
Any Other										

**13. Please attach attested copies of your NIC, degrees, detailed marked sheets, certificates, and domicile.**

**14. Write a paragraph in English describing yourself and your family.**

**I hereby certify that all the information provided by me in this admission form is true to the best of my knowledge and belief and I solemnly declare that I shall abide by the rules and regulations of the University and shall devote myself wholeheartedly to my studies.**

**Signature of the Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Counter Signature of Father/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**Important Information: Candidates are given the option of taking any amount of courses from the program; however, a certificate will only be provided to those candidates who complete all the courses in the Certificate Program plus the required hours of community service.**

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**FOR OFFICE USE ONLY**

Form received on \_\_\_\_\_

All the documents are/are not attached and the candidate is/is not eligible for admission

Result of admission test/Interview: Qualifies/does not qualify for admission

Recommended/not recommended for admission

Admitted with the approval of the Vice Chancellor

VIDE No. \_\_\_\_\_ Dated \_\_\_\_\_

Fee paid Rs \_\_\_\_\_

Receipt No \_\_\_\_\_

Date \_\_\_\_\_

## Courses offered

### Part 1 March 14 to May 13

#### Personal Grooming

- personal hygiene
- manicures
- foot care
- hair care
- facials
- makeup application
- eyebrow plucking

#### Food and Nutrition

- carbohydrates
- proteins
- the four food group (fruits,vegetables,grains,meat)
- sugars
- calories

\*Cooking methods for soups, appetizers,main courses,desserts,punches and mock tails will also be taught.

#### Child Care

- feeding
- breast feeding /bottle feeding
- milk and water preparation
- introducing soft foods
- sterilization of food and utensils
- early childhood education

#### Body for Life

- daily exercise regimen to maintain healthy body and mind

### Part 2 May 16 to July15

#### Home Management

- personal finances
- home budgeting
- home furnishing
- home cleaning
- time management

- Students will maintain a vegetable, flower and herb garden-they will utilize the produce for the drying of herbs, choosing flowers by colour and texture for floral arrangement for the home, and cooking nutritious and appetizing dinners. Preparation and presentation will be emphasized.

### **Art thru' the Ages**

- Islamic Art and Architecture – An Introduction
- Islamic Architecture in the sub continent (Forts, palaces, tombs, mosques)
- Moghul Miniature paintings.
- Pakistan Art from Traditional to modern.

### **Etiquette**

- correspondence – e mails, memos, letters
- social etiquette will be discussed and practiced

### **Hostessing**

- how to arrange a dinner party
- thank you notes
- place settings
- greeting guests
- preparation/serving of finger foods
- deportment (sitting, standing)
- preventing waste
- sanitation
- invitations
- wrapping of gifts
- handshaking

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### **Learning Outcomes**

To empower women with the ability and skills to manage their home more economically, more efficiently and more effectively, to serve nutritious and appetizing meals using the fresh produce available and to care for themselves, their children, their homes, and their husbands in a healthy and more productive and creative manner while celebrating the flavour and culture of Pakistan.

### **Required Learning Resources**

- attendance
- books
- community involvement

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### **Method of Evaluation**

- quiz, daily exercises
- multiple choice questions
- practical application

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### **Additional Information**

- a “Certificate of Achievement” will be awarded
- In semester two of the program, the student will be required to complete 30 hours of community service not only for her own personal growth but, for the betterment of the

community. This community service will instill a sense of pride in her national heritage while providing a necessary and needed service to the surrounding areas.