ARMY PUBLIC COLLEGE OF MANAGEMENT & SCIENCES

ANNUAL PROGRESS REPORT

B.B.A & B.S.C (A&F) DEPARTMENT
TEACHER TRAINING AND FACULTY DEVELOPMENT ACTIVITIES

B.B.A & B.S.C (A&F) DEPARTMENT
Higher Education Quality Enhancement

Faculty Training Workshop

Agenda of the workshop

- Appraisal
- Quality Assurance Strata
- QA Concept – HEC Perspective
- QA Framework
- Concept of QEC
- Discussions

Date of commencement

15th May 2015

Aims / Objective

- Maintain and continuously enhance academic standards
- Enhance students’ learning
- Verify that the existing programs meet their objectives and institutional goals
- Provide feedback for quality assurance of academic programs
- Prepare the academic program for review by discipline councils

Description

The purpose of the workshop is to ensure Quality knowledge, imparted by quality faculty. Adopting quality means using quality practices and processes in a quality environment characterized by quality awareness and consciousness, is a requisite for Quality Graduates. Goal is to prepare those graduates who meet and exceed expectations of parents, society, employers, nation and fellow humans universally. The quest is to, collectively find and create, an institutional value system based on discovering, adopting, fostering and sustaining commonly conducive, gratifying and enjoyably rewarding Learning Centric Ecosystem at APCOMS.

Achievements

- Establishment of Cell
- Training of Support Staff
- Development of different internal Processes
- Review of Internal Evaluation Mechanisms
- Review of Programs
- Development of ILOs
- Internal Audit of Programs
- Internal Audit of Processes
- Internal Audit of Staff

Result
- Quality assurance of Higher degree Programs
- Subject review(s)
- Institutional audit
- Program specifications
- Qualification framework
- Overall quality improvements in institutional management/leadership

Recommendations (Optional)
- QEC will be established in each university / Degree Awarding Institute to be headed by a Professional
- QEC will be responsible for promoting public confidence that the quality & Standard for award of degree are up to the mark
- QEC will be responsible for the review of quality standards by auditing academic standards & quality of teaching
- QEC will be responsible for the review of academic affiliations with other institutions
- QEC will be responsible for defining clear and explicit standards as points of reference to the reviews
- QEC will be responsible to develop qualifications framework

Photographs of event
**HIGHER EDUCATION QUALITY ENHANCEMENT**

Friday, 15 May 2015

**Program**
- Registration & Networking: 10:00
- Inaugural Session: 11:00
- Concept Session: 12:00
- Lunch & Prayers: 01:00
- Processes Session: 02:30
- Deliberations & Discussions: 03:30
- Closing Session: 04:30

**KEYNOTE**
Engr. Syed Muhammad Ayub Shah

**TEAM**

- **Engineering Sciences Track**
  - Engr. Shehzad Ahmad Malik
  - Engr. Umaid Khan

- **Management Sciences Track**
  - Mr. Muhammad Bilal Kayani
  - Mr. Haris Bin Khalid

APCOMS, Khadim Hussain Road, near Lal Kurti, Rawalpindi. Telephone: (051) 5794512
Web: www.apcms.edu.pk
Teacher Training Workshop conducted on “HEC policy guidelines for unified semester system examination in the universities of Pakistan” in AIOU

Member of the committee to attend the workshop regarding “HEC policy guidelines for unified semester system examination in the universities of Pakistan” in AIOU, salient points discussed in the workshop are as follows:

- Discussion of Semester System
- Discussion of the academic Calendar
- Standardized scheme of studies for degree programs
- Credit hours for Undergraduate and MS/MPhil Degrees
- Pakistan Qualification Framework
- Enrolment / Registration in Courses
- Repeating Courses
- Cancellation of Admission
- Freezing of Semester
- Grading Policy
- Fractionalized Grading Policy
- Computation of GPA and CGPA
- Transfer of Credits
- Requirements for award of degree
- Format of final transcript
SIGNIFICANT ACHIEVEMENTS IN SPORTS, EXTRA AND CO-CURRICULAR ACTIVITIES
SIGNIFICANT ACHIEVEMENTS IN SPORTS, EXTRA AND CO-CURRICULAR ACTIVITIES

SPORTS

B.B.A & B.S.C (A&F) DEPARTMENT
Students Week Spring 2015

Student’s week Spring-2015 was supervised by sports committee - MS department. The committee was headed by Mr. Muhammad Ali (Faculty – BBA department), Ms. Nazia Perveen (Faculty – BBA department) and Mr. Suleman Khan (Faculty B.Sc. A&F).

Aims / Objectives
The Sports week aims at bringing out the best of potential in students in a spirited environment.

The main events in student’s week of spring 2015 were:

1. Tug of war (boys),
2. Table tennis (Boys and girls)
3. Volleyball
4. Badminton (Boys and girls) and
5. Dumb charade (Boys and girls)

Teams were divided into two houses, Iqbal house and Jinnah House. All the students with odd roll numbers were in Iqbal House and all the students with even roll numbers were in Jinnah House. Management Sciences department was responsible to manage all the activities of Iqbal House and ES department managed Jinnah House. After having internal matches between the teams in Iqbal Club, the winning teams played final matches against Jinnah club.

Achievements

Iqbal house managed to win:

1. Tug of war (girls)
2. Badminton (Girls-singles) and
3. Table tennis (Boys and girls)
Students Week Fall 2015

Student’s week, Fall 2015 was held from 30th November to 4th December 2015. The sports committee - MS department was supervised by Mr. Muhammad Ali (Faculty – BBA department), Ms. Sarah Nawaz Malik (Faculty – BBA department) and Mr. Tanveer Ahmad (B.Sc. A & F).

Aims / Objectives
The Sports week aims at bringing out the best of potential in students in a spirited environment.

Following is the list of events conducted:

1. Cricket (Girls & Boys)
2. Futsol
3. Basketball
4. 100 meter race
5. Dodge the ball (Girls)
6. English debates (Girls & Boys) (Topic: Our generation is more responsible than our forefathers)
7. Urdu debates (Girls & Boys) (Topic: Social media hamari naslon ko tabah kar raha hai)

Teams were divided into two houses, Iqbal house and Jinnah House. All the students with odd roll numbers were in Iqbal House and all the students with even roll numbers were in Jinnah House. Management Sciences department was responsible to manage all the activities of Iqbal House and ES department managed Jinnah House. After having internal matches between the teams in Iqbal Club, the winning teams played final matches against Jinnah club.

Achievements

Iqbal house, under the supervision of Management Sciences department managed to win 4 events in this student’s week. These 4 events include:

1. Basketball
2. 100 Meter race
3. Dodge the ball and
4. English debate competition (1st and third positions)
5. Urdu debate competition (2nd position)
Participation in “Triangular DSA Cup”, UET Taxila

Description of the event

“Triangular DSA Cup – 2015” was organized by University Athletics and Sports Club (UASC), UET Taxila, from 19th March, 2015 to March 20th, 2015. Students from BBA and BS (A&F), participated in:

a) Cricket
b) Futsal
c) Badminton
d) Table tennis
e) Spring

Achievements

Students won following games:

a) Futsol
b) Table Tennis
c) Cricket
Participation in “Student Week - 2015”, UET Taxila

Description of the event

“Student week – 2015” was organized by University Athletics and Sports Club (UASC), UET Taxila, from 11th May, 2015 to May 15th, 2015. Students from BBA and BS (A&F) participated in:

a) Cricket

b) Futsal

Achievements

Students won following game:

a) Futsol
Participation in “RCCI Business Plan Competition - 2015”, UET Taxila

Date of commencement

A business plan competition was organized by Rawalpindi Chamber Of Commerce and Industry (RCCI), on March 26\textsuperscript{th}, 2015 (Thursday) at Aiwan-i-Quaid, Sector, F-9, Islamabad.

Description

A delegate of following students participated under the supervision of Ms. Fozia Malik:

a) Mr. Fasih ur Rehman
b) Mr. Sarmad Ahmad
c) Ms. Sana Altaf
d) Ms. Ramsha Nasir
Participation in “RCCI Business Plan Competition - 2015”, UET Taxila

Date of commencement

A business plan competition was organized by Rawalpindi Chamber Of Commerce and Industry (RCCI), in December 2014.

Description

A delegate of following students participated under the supervision of Ms. Nazia Perveen:

a) Mr. Fasih ur Rehman
b) Mr. Sarmad Ahmad
c) Ms. Sana Altaf
d) Ms. Rabia Arif
e) Ibrahim Ahsan

Achievement

Won 2nd prize and a cash reward of 15,000 Pkr.
Participation of BBA students in NASCON 2015 organized by FAST University

Date of commencement

FAST University organized NASCON - 15, was scheduled from May 8th, 2015 to May 10th 2015.

Description of the event

Students of BBA department participated in the following events:

a) Business plan competition
b) Futsal
c) Photography summit
d) Scavenger hunt
Participation of students of BBA in “Welfare Project Proposal Competition” - PRESTON

Following students from the department of BBA participated in an event named “Welfare Project proposal competition” organized by PRESTON in spring 2015:

a) Fasih ur Rehman
b) Sarmad Ahmad
c) Rabia Arif
d) Ibrahim Ahsan
e) Sana Altaf

Description:

The welfare project proposal presented by students encompassed an idea of Training and development of Handicapped People and accommodating them in the corporate sector of Pakistan.

Achievement:

Students won 2nd position in the competition
Participation of students of BBA in “IJSEC - 2015” – MAJU, Islamabad


Students participated in the following events:

a) E- Gaming
b) E-Gaming FIFA (Code 4)
c) Sequencer hunt
d) Football Penalty
e) Photography
Participation of students of BBA in “CASE SPARK - 2015” – CASE University, Islamabad

CASE university Islamabad organized CASE SPARK – 2015 on 23\textsuperscript{th} - 24\textsuperscript{th} May, 2015. There was a league of universities who participated in the event including APCOMS. Students participated in “Business Plan Competition” and gained hands on experience in this regard.
Participation of students of BBA in “Declamation contest - 2015”

Students of BBA department participated in a “Declamation contest” under the supervision of Ms. Maria Farooq, held on May 30th, 2015. The event was held at National Library of Pakistan, constitution Avenue, Islamabad.

Hafiz Zubair from BBA -26 participated as a speaker to deliver a speech in favor of the topic provided.
SIGNIFICANT ACHIEVEMENTS IN SPORTS, EXTRA AND CO-CURRICULAR ACTIVITIES

EVENTS

B.B.A & B.S.C (A&F) DEPARTMENT
SIGNIFICANT ACHIEVEMENTS IN SPORTS, EXTRA AND CO-CURRICULAR ACTIVITIES

EVENTS

Seminars / Workshops

B.B.A & B.S.C (A&F) DEPARTMENT
Research Workshop on Qualitative & Quantitative research Techniques

The workshop was conducted during the Fall 2015 semester to equip the students with advance research skills as per the market dynamics. The workshop comprised two sessions of 3:00 hours each with full focus on latest software Endnote, SPSS, E-Views, Stata 14.

The contents of the workshop are as follows:

Workshop on End Note:

- Create a library in Endnote
- Add references to your library
  - Import from Google scholar or others
  - Directly import from Emerald, EBSCO, Elsevier, Springer Link, Wily online etc
- Import PDFs
  - Manually
  - Find Full Text
- Organize references using Groups
  - Simple Group
  - Smart Group
- Use Endnote Web for collaboration
- Cite while you write function

Workshop on SPSS:

- Introduction to SPSS
- Descriptive statistics
- Correlation
- Regression
- Reliability through Chrone Bach Apla test
  - Baran and Kany(1986) Moderation regression analysis
  - Baran and Kany(1986) Mediation regression analysis
  - Peacher and Hayes(2008) Mediation regression analysis

Workshop on E-Views:

- Introduction to E-Views
- Time series data, Cross sectional data and Penal data
- Descriptive statistics
- Correlation
- Penal data regression
  - Hausman test
• Fixed effect model
• Random effect model

Workshop on Stata:

• Introduction to E-Views
  • How to import data
  • Edit the data
  • How to make Do file
  • How to make Log file
• Time series data, Cross sectional data and Penal data
• Descriptive statistics
• Correlation
• Hausman test
• Fixed effect model
• Random effect model
RCCI Seminar on Entrepreneurship

“The Global Entrepreneurial Week”

This annual event occurs over the span of one week and includes the participation of entrepreneurial experts, policy-makers, education practitioners and politicians. Last year 88 countries hosted Global Entrepreneurship Week and generated over 32,000 activities.

**Date of commencement**

17th November 2015

**Aims / Objectives**

The GEW aims to expose people to the benefits of entrepreneurship through different activities and to motivate them to explore their own entrepreneurial ideas.

**Description**

Global Entrepreneurship Week (GEW) is an international initiative that introduces entrepreneurship to young people in six continents. GEW emerged in 2008 as a result of Enterprise Week UK and Entrepreneurship Week USA 2007. Since its creation, more than 10 million people from 102 countries have participated in entrepreneurial-activities.

**Achievements**

Business Students comprehend the concept of entrepreneurship and motivate to start their own venture in near future.
Workshop on “Advertising in Practice”

Date of commencement
18\textsuperscript{th} November 2015

Aims / Objective
- Define advertising and explain its key components
- Discuss the roles and functions of advertising within society and business
- Identify the key players and their roles in creating advertising
- Explain the different types of advertising
- Summarize the characteristics of effective advertising and explain why it is always goal directed
- Analyze the changes affecting the advertising industry

Description
Students got a chance to understand the working of Print and electronic media and also come to know about the industry tools and practices. Software’s simulations also provided to students for better comprehension. Windows and Mac environment was also introduced,

Achievements
Students came to know about
- Media Production
- Copy writing
- Print Media Practices
- Tools of Digital media

Photographs of event
Islamic Banking Seminar

Topic: Misconceptions about Islamic Banking: A Myth or Reality

Guest Speaker: Mr. Asfand Zubair Malik

Profile of the Speaker: Mr. Malik is the Head of Shariah Audit and Islamic Financial Audit and also Islamic Financial Advisory of North Region in Meezan Bank Ltd, Islamabad.

Conducted on: October 21, 2015

Teacher Incharge: Mrs. Hina Saifullah

Aim of the Seminar:
To make students comprehend the concept of Islamic Banking and clarify misconceptions which they generally have regarding Islamic Banking.

Description:
The seminar was primarily planned for the Department of Accounting and Finance and the students of BBA studying Finance as major. It helped in making students abreast their knowledge on the topic by introducing the basic concept and principles of Islamic Banking. The interactive format of the seminar helped in increasing the participation of the students on the topic.

Differences between Conventional Banking and Islamic Banking were highlighted which helped in clarifying myths about the latter. Eagerness of different countries for applying Islamic Banking concepts as an alternative to their existing banking systems was communicated so as to make the audience aware of negative impacts of compounding on the economy of a country. Examples were established so as to explain the adverse effects of conventional banking on poor countries like Nigeria.

Islamic Financial Accounting Standards, Islamic Financial transaction terminologies, Islamic laws on trading and Islamic modes of financing were discussed in detail. Islamic rules on transactions (known as Fiqh al-Muamalat) were explained in detail so as to explain the basic stance which Islam adopts regarding the lending of money on interest. The basic techniques of profit sharing (Mudharabah), safekeeping (Wadiah), joint venture (Musharakah), cost plus (Murabahah) and leasing (Ijara) were discussed in detail.

The information was backed up with references from Holy Quran and Sunnah. The speaker also discussed the general objections raised on Islamic Banking which helped in clarifying the myths and misconceptions on the topic.
Achievements:
The seminar helped in clarifying misconceptions which people generally have regarding Islamic Banking in Pakistan. The interactive nature of the seminar helped in making students participate by responding to the principles of Islamic Banking and by resolving their queries regarding various issues related to Conventional and Islamic Banking.

Conclusion:
The seminar was a reinforcement of knowledge for Accounting and Finance students as Islamic Banking is taught as a core subject in Semester VII and VIII and it also assisted other students in enhancing their knowledge in the subject.
Workshop conducted during Orientation Week (Zero Semester)

Topic: Workshop for Improving English Language Skills

Conducted by: Mrs. Hina Saifullah

Duration:
Two weeks session for Engineering Sciences students (Aug 24 – Sep 3, 2015)
One week session for Management Sciences students (Sep 7 – Sep 11, 2015)

Aim of the Seminar:
The main aim of the workshop was to enable students improve their proficiency in English by practicing listening, speaking, reading and to some extent writing skills effectively.

Description:
A two-week workshop was planned for the newly inducted students at the Bachelors and Masters Level (BS CS I, BSc EE I, BBA I and M.Com I) so as to help them discover numerous ways of developing and improving their basic oral and written communication skills.

Students coming from diversified backgrounds need a basic training session in English Language. Hence this workshop was particularly aimed at providing students with the opportunity to improve their English Language skills. All higher studies in Pakistan is in English so it is necessary for students to be proficient in the language. The Workshop was a success for all those students who believe that proficiency in English language is essential for their academic and professional growth. More specifically this workshop aimed to improve the listening, speaking, reading and writing skills of students so as to help them gain both fluency and accuracy in the language.

During the session activities were designed to make students improve their pronunciation and vocabulary skills. They were most of the time engaged in active listening activities which improved their ability to listen and comprehend a text and answer the related questions. They were also engaged in pair and group activities so as to make them understand the importance of making clear and relevant contributions during discussions. Video Clippings were shown to students so as to elicit responses from them on various topics which helped in promoting their critical thinking abilities. Students were also taught to speak with clarity and express their ideas using appropriate vocabulary. Some of the basic skills required for preparing effective presentations were imparted to students so as to enable them to speak competently and creatively for different purposes and audiences. They were also taught to develop and adapt speaking skills and strategies in formal and informal contexts. Skimming and scanning abilities of reading a text were introduced so as to enable students locate main points and relevant information from a text. Students were also taught the brainstorming techniques so as to help them plan and produce a coherent piece of text using appropriate syntactical structure.
**Achievements:**
The orientation session helped in making students realize the importance of English language for improving their academic and personal growth. It showed them basic areas they need to focus upon in the language.

**Conclusion:**
English Language Workshop during orientation session is an important feature which prepares students to focus upon the use of the language for diversified purposes in their academic life.
Workshop on “Interview Enhancing Skills”

Students of BBA-26 arranged a seminar on interview enhancing skills in Spring 2015, under the supervision of Ms. Nazia Perveen, it was assigned as a subject project of Organizational Behavior. The guest speaker Mr. Hateem Ghafoor, one of the very talented faculty members of APCOMS, has experience of multiple fields of management like, PMP, Business process management, project planning, project management, software project management and many others.

The seminar was very informative especially for the students of final semester who are going to experience the real professional world very soon. It was very constructive session including role playing and many practical examples of real time scenarios.

This seminar was a great opportunity for the students to learn how to enhance their interview skills; a short summary is as follows,

- Collect information about company
- Practice Good Nonverbal Communication (standing straight, making eye contact and connecting with a firm handshake).
- Dress for the Job or Company (don't wear casual dress, wear suit of formal dress)
- Listen carefully (seek information from interviewer at the start of interview)
- Don't Talk Too Much (don't tell the interviewer more than he/she requires)
- Use Appropriate Language (use professional language, avoid slang or inappropriate language)
- Don't be over confident (keep good balance between confidence, professionalism and modesty).
- Take Care to Answer the Questions (understand the question carefully then give answer)
- Ask Questions (When asked to have a question, try to ask questions to demonstrate interest in the company)
- Don't Appear Desperate (Reflect the three Cs during the interview: cool, calm and confidence)
Other workshops conducted by B.S.C Accounting and Finance Department

Department conducted an 8 weeks Certification on Quick Books Accounting Software. The purpose of the workshop was to provide hands on experience to students about how to use professional software for account keeping in a simulated environment. The objectives of the workshop were well attained through increase in student knowledge and competence to use the software.
SIGNIFICANT ACHIEVEMENTS IN SPORTS, EXTRA AND CO-CURRICULAR ACTIVITIES

EVENTS

Industrial visits

B.B.A & B.S.C (A&F) DEPARTMENT
VISIT to RCCI Rawalpindi Chamber of Commerce & Industry

Global Entrepreneurial Week Conference

Agenda of the visit
- Discussions
- Meetings
- Question and Answer sessions

Date of commencement
19th November 2015

Aims / Objectives
- Learning from Interactive sessions and success stories of entrepreneur from the private sector, foundations, investors and universities to increase opportunities for all entrepreneurs.
- Understand the role of entrepreneurs in the economy
- Identify the traits of successful entrepreneurs
- Think about whether they might want to be an entrepreneur
- Learn the ways entrepreneurs fund their businesses
- Evaluate the trade-off between risk and reward for entrepreneurs

Description
Global Entrepreneurship Week ceremony, hosted by Rawalpindi Chamber of Commerce & Industry, was attended by young entrepreneurs and students. The Rawalpindi Chamber of Commerce and Industry (RCCI) celebrated the GEW which included members which elongates from large manufacturers to home based and premium business. The guest of honor of ceremony was Mr. Ahsan Iqbal Minister of Planning, National Reforms, and Development, Government of Pakistan

Result
Entrepreneurs boost economic growth by introducing innovative technologies, products, and services. Increased competition from entrepreneurs challenges existing firms to become more competitive. Entrepreneurs provide new job opportunities in the short and long term. Entrepreneurial activity raises the productivity of firms and economies. Entrepreneurs accelerate structural change by replacing established, sclerotic firms.
Photographs of event
Industrial Visit to Soda Ash Plant, Khewra And Katas Raj Temples District  
Jehlum

Date of visit  
27th November 2015, (Friday)

Aims / Objective  
The visit generally consists of lectures about the company, the site being visited and a range of topics specific to learning outcomes.  
- Recognize the process units  
- Identify input and output for the process.  
- Experience the importance of Soda Ash.  
- Understand the concept Business markets, How raw materials become final product  
- Understand how does the product of the power plant is interfaced to the world

Description  
Soda Ash Plant in Khewra was established in the 1940s, even before the creation of Pakistan starting with a capacity of 18,000 tons per annum. It would be hard to go anywhere in today’s world without being close to a product produced with or containing Soda Ash

Achievements  
- Understand the significance of Soda Ash, the manufacturing of necessary commodities such as glass, paper and detergents would not be possible. The closest you get to this versatile chemical compound is the baking soda tin in your kitchen used as a baking ingredient.  
- Understanding of the B2B markets in business  
- Comprehend the Supply chain Management

Result  
After performing the industry visit, a brief survey from the students was conducted to assess their understanding from what they learned. The results indicated there was an increase in the student knowledge from the one compared with that before the visit.
Educational Trip to PC Bhurban, Chinar Golf Club, Murree

An educational trip to PC Bhurban was arranged for the students of 8th semester in spring 2015.

Date of visit

June 17th, 2015 (Wednesday)

Description

A seminar was arranged on site in PC Bhurban. The purpose of the seminar was to discuss the Marketing, Finance and Human Resource Management activities performed in PC Bhurban. The sole purpose was to give an overview of the operational level activities in professional life. It was an eventful trip for the students as they went to this beautiful location. Students visited the huge golf area which was well managed by the administration. Lunch was arranged for them at the golf club as well.

Other trips arranged by BS Accounting and Finance Department

Arranged an Industrial/Excursion Trip to Nathiya Gali / Kalabagh Air Base

Industrial trip to Murree Brewery on 10th December 2015

Students of BS (A&F) department, along with Mr. Suleman Khan (Faculty BS - A&F) and Mr. Tanveer Ahmed (Faculty BS - A&F) visited Murree Brewery on 10th December, 2015. Students under the guidance of plant management visited the manufacturing facility in order to gain knowledge about the production and operations function of the organization. The students and faculty of the department were well received and entertained by the management of Murree Brewery, during their stay on facility.

Later on, students went to Trail 6, for hiking. They did Bar-B-Que over there. Overall, the trip was an opportunity to gain knowledge as well as an entertaining activity for the students’ of the department.
SIGNIFICANT ACHIEVEMENTS IN SPORTS, EXTRA AND CO-CURRICULAR ACTIVITIES

EVENTS

Farewell and Welcome party

B.B.A & B.S.C (A&F) Department
Farewell and Welcome Party 2015

Organizing Committee
Organizing committee comprised of following faculty members of BBA and BS (A&F):
   a) Ms. Sarah Nawaz Malik
   b) Mr. Haris bin Khalid
   c) Ms. Hina Saifullah

Theme of the events
The theme selected for the event was ‘The Great Gatsby’.

List of events
- Dances (Boys)
- Singing (Boys)
- Skits
- Funny Speeches
- Modeling (Boys)

Date of commencement
14th November 2015

Aims / Objective
This event was arranged to welcome the new intake of BBA and BSc students and to bid farewell to the senior outgoing semesters. Besides being fun and a great way to socialize with peers, extracurricular activities can enhance students' time management and stress management skills, improving overall productivity. Extracurricular activities also increase a candidate's appeal when applying to college.

Description
There are a range of events and activities took place to welcome the new BBA and BSc (Ac & Fin) Batch also Farewell given to Seniors (Last Semesters) of respective degree disciplines. The official Welcome/Farewell Weekend was celebrated with activities that gave students opportunities to prove their talents and creativity. The University, together with the Students and event Committee members, hosted event with fun filled activities and entertained people, warmly welcomed new students on their journey at APCOMS and also gave farewell to the last semester who participated in different activities in institute with their capabilities and skills.

Achievements
Students in extracurricular activities have higher [academic] scores. They learn to manage their time, relieve stress and learn to strive for excellence in more than one thing.
Photographs of event
Report on Farewell arranged for BS (A&F) Batch 2
Event: Farewell for BS A&F Batch 2

Conducted on: June 18, 2015

Report Prepared By: Mrs. Hina Saifullah

Description:
A farewell party was arranged for the outgoing Batch of BS (A & F Batch 2) at the departmental level. The purpose was to bid farewell to the students who spend four years in the institution and to wish them well for their future endeavors. It also helped in making the junior batches realize the importance of such events at the college level. The event included some speeches and sharing of precious memories. It also included the well-wishing addresses by different faculty members who taught these students during their stay in the college. The event was followed by lunch which was served in cafeteria.

Achievements:
The efforts made by the department for arranging the farewell party were well appreciated by the outgoing batch.

Photographs of the event

![Image of farewell event photographs]
Report on Farewell arranged for BS A&F Batch 3

Event: Farewell for BS A&F Batch 3

Conducted on: November 14, 2015

Report Prepared by: Mrs. Hina Saifullah

Description:

A combined farewell party was arranged for the outgoing Batch of BS (A & F) Batch 3 and BBA 26. The Department of BS Accounting and Finance played its share equally with BBA in making this event a success. Students were nominated from the department who worked alongside BBA department in decorating the auditorium and managing the rehearsals of the skits. A member from the department was also selected for the media coverage of the event.

The event included performances from all the batches which included solo singing, two skits, a mime paying tribute to the students martyred in APS Peshawar attack, a funny speech about the senior students and a video cherishing the memories of the outgoing batch. The events were followed by the titles given to the outgoing students and a cake cutting ceremony was conducted so as to bid farewell to the students and wish them well in their future endeavors. The event was followed by a warm dinner.

Achievements:
The efforts made by the department for arranging the farewell party were well appreciated by the outgoing batch.
OTHER ACTIVITIES WORTH MENTIONING

B.B.A & B.S.C (A&F) DEPARTMENT
Memorandum of Understanding with CIMA
(Chartered Institutes of Management Accountants) For Papers Exemption

The Faculty member of BBA & BS (A&F) had conducted a meeting with Chartered Institute of Management Accountants (CIMA) officials on 12-11-2-15 from 10:30 am to 1:00 pm. The main agenda of the meeting was to understand the procedure for the course exemption and potential benefits offered to the students of APCOMS in case of Memorandum of Understanding (MOU).

The following privileges may be given to APCOMS in case of signing the MOU with CIMA

- The Business graduate (BBA & BS (A&F)) of APCOMS will get a minimum exemption of the certificate level.
- Along with the exception of certificated level, BSc. (A&F) students will also be eligible for the exemption of Operational level and Management level in case the courses outlines are mapped as CIMA requirements. However the student will have to pass a case study exam for operational level and management level.
- The business graduates of APCOMS may get an exemption of certificate level fee, if the minimum requirement will be fulfilled. Otherwise the student will pay a GBP 53 per subject

Requirements of the MOU

- Either, APCOMS will sign the MOU in presence of NUML or APCOMS will take a NOC from NUML
1) The progress was shared later on with competent authority for necessary action
Memorandum of Understanding with ICMA (Institute of Cost & Management Accountants of Pakistan) For Papers Exemption

The Faculty member of M.Com & BS (A&F) had conducted a meeting with ICMAP officials in Spring Semester 2015. The main agenda of the meeting was to understand the procedure for the course exemption and potential benefits offered to the students of APCOMS in case of Memorandum of Understanding (MOU).

The following privileges may be given to APCOMS in case of signing the MOU with ICMA

- The Business graduate of BS (A&F) of APCOMS will get an exemption of out of 12 courses.
- The Business graduate of M.Com of APCOMS will get an exemption as per the policy decided by the Board.
Participation of students as APCOMS Ambassadors in GIKI innovation summit - 2015

Introduction
Students of BBA, Electrical and Software Engineering along with Accounting and finance department participated in the annual GIKI innovation summit 2015.

Date of commencement
The event was held from Friday, 27th of November till Sunday, 15th of November 2015.

Description of the event
The event was sponsored and covered by Express Media group and few private NGOs. There were various programs categorized under “BIZFEST ‘15(Business Festival)” and “APEC ‘15(All Pakistan Engineering Conference)” and “APHAC” (All Pakistan Health Awareness Conference), consisting of modules, medical related departments.

The activities of the events were spread over a three day period in the vicinity of the university. The opening and closing ceremony were very moving where highly qualified celebrities and public figures delivered very informative and motivational speeches. For entertainment, a cultural themed welcome dinner was organized and a musical night was arranged.

The Event Participation
Students of BBA and BSC A&F participated in the “BIZFEST”. The events were all well organized and well coordinated. The GIKI administration provided students with a good accommodation facility. GIKI Students were very helpful, there were a lot of volunteers to help the visiting universities’ participating students.

There were reportedly 17 universities and Schools participating from all over Pakistan to compete in all of the events of the innovation summit. On Saturday the teams of BBA, BSC A&F departments comprising of three members each, participated in the Elevator Pitch competition and Video Pitch competition.

The names of the participating students in Elevator Pitch are:
- Usman Anwar, BBA 27
- Fasih-ur-Rehman, BBA 28
- Junaid Khan, BBA 32
The names of the team members who participated in the Video Pitch competition are:
- Sarmad Ahmad, BBA 27
- Wajahat Khalid, BSC A&F

The Elevator pitch competition consisted of simulated scenarios to deliver a business plan proposal in a confined space in a limited amount of time to convince the judge and the jury about a business plan. The Video pitch on the other hand required delivering a business plan idea via a video presentation.

**Achievements:**

APCOMS students secured a second position in both of the categories and each of the teams were awarded a runners-up shield and certificates by the chief guest Mr. Shahzad Nawaz at the closing ceremony of GIS'15. Mr. Shahzad is a prominent media personality who has been working in the Applied Visual Arts.

**Conclusion:**

It was an amazing experience; for participating students they were exposed to a competitive environment. They not only got a chance to apply their skills and knowledge but also got to learn a lot from the ever supporting environment. They felt privileged to be given this amazing chance to represent APCOMS in this event.
Report on the Formulation of Editorial Committee for the College Magazine

 Topic: Formulation of Editorial Committee for APCOMIANS Magazine 2016

Teacher Incharge: Mrs. HinaSaifullah

Magazine In charge: Col ® SaleemAkhtar

Basic Aim:
The basic aim of this committee was to discover and develop the creative writing abilities among students and to make them produce articles and essays about different social and academic issues.

Description:
On the directive of the Principal, the magazine committee undertook the task of guiding and persuading students to write about different issues which hold their interest and which are relevant to their personal, social, ethical and moral side of life.

With the advancement in technology and internet occupying every sphere of life, most of the students have lost the ability to read and develop their mental abilities into a coherent piece of writing. They are mostly occupied with their academic needs and curb the impulse to express them both orally and in writing. The magazine helped in providing them a forum for expressing their thoughts and ideas in a coherent and logical manner.

The magazine committee took the task of selecting interesting and innovative articles for the magazine both in Urdu and in English. The committee is still involved in the process of editing and revising different articles which will then be submitted to the overall in charge of the magazine for final publication.

Achievements:
Since the task was not related to any one department students from the entire college were unanimously involved in producing different interesting and innovative articles for the magazine.

Conclusion:
The magazine committee is actively involved in the editing of the articles which will be submitted to the overall in charge of the magazine in the second week of December.
Scholarship Ceremony

Date of commencement:

The scholarship ceremony was conducted on 3 December, 2015 at 15:30 hours to award the scholarship to the higher achievers in fall semester and spring semester, 2014.

Description of the event

The event was managed by the faculty of business administration department. The management committee consisted of Mr. Shahzad Hussain (Faculty – BBA department) and Ms. Sarah Nawaz Malik (Faculty – BBA department). Students from management sciences and engineering departments were invited along with their parents for the ceremony.

The ceremony was started with the recitation of holy Quran the honorable principal was invited to award the scholarship to the students. Afterward, the principal conveyed his heartiest congratulations to the scholar holders and their parents in his speech at the end of ceremony.

The following students participated as organizers:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Student</th>
<th>Designation</th>
<th>Semester</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anum Shaukat</td>
<td>Master of the ceremony</td>
<td>BBA-8th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>2</td>
<td>Fasih Ur Rehman</td>
<td>Host</td>
<td>BBA-6th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>3</td>
<td>Saad</td>
<td>Organizer</td>
<td>BS(A&amp;F)-8th</td>
<td>BS(A&amp;F)</td>
</tr>
<tr>
<td>6</td>
<td>Aqsa Rafique</td>
<td>Organizer</td>
<td>BBA-7th</td>
<td>BBA(H)</td>
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<tr>
<td>11</td>
<td>Ammar Bhatti</td>
<td>Organizer</td>
<td>BBA-6th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>15</td>
<td>Umer Imran</td>
<td>Organizer</td>
<td>BS(A&amp;F)-5th</td>
<td>BS(A&amp;F)</td>
</tr>
<tr>
<td>16</td>
<td>Ehtesham Rehman</td>
<td>Organizer</td>
<td>BS(A&amp;F)-6th</td>
<td>BS(A&amp;F)</td>
</tr>
<tr>
<td>4</td>
<td>Tuba Rafeez</td>
<td>Vigilance Committee Member</td>
<td>BBA-8th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>5</td>
<td>Maryam Saifullah</td>
<td>Vigilance Committee Member</td>
<td>BBA-7th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>7</td>
<td>Muqadas Noor</td>
<td>Vigilance Committee Member</td>
<td>BBA-3rd</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>8</td>
<td>Haram Aneeqa</td>
<td>Vigilance Committee Member</td>
<td>BBA-6th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>9</td>
<td>Ali khan Arbab</td>
<td>Vigilance Committee Member</td>
<td>BBA-8th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>10</td>
<td>Jahanzeb</td>
<td>Vigilance Committee Member</td>
<td>BBA-6th</td>
<td>BBA(H)</td>
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<tr>
<td>12</td>
<td>Basit Ali khan</td>
<td>Vigilance Committee Member</td>
<td>BBA-5th</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>13</td>
<td>Saad Ali</td>
<td>Vigilance Committee Member</td>
<td>BBA-1st</td>
<td>BBA(H)</td>
</tr>
<tr>
<td>14</td>
<td>Iqra</td>
<td>Vigilance Committee Member</td>
<td>BBA-1st</td>
<td>BBA(H)</td>
</tr>
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</table>
### Vigilance Committee, BSC A & F, Fall 2015

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
<th>Semester</th>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Muhammad Saad</td>
<td>President</td>
<td>8th</td>
<td>6</td>
<td>Nida Shaheen</td>
<td>President</td>
<td>7th</td>
</tr>
<tr>
<td>2</td>
<td>Tahir Ali</td>
<td>Vice president</td>
<td>7th</td>
<td>7</td>
<td>Mahnoor Pervaiz</td>
<td>Vice president</td>
<td>6th</td>
</tr>
<tr>
<td>3</td>
<td>Ehtisham Ali</td>
<td>Coordinator</td>
<td>6th</td>
<td>8</td>
<td>Rabia Faisal</td>
<td>Coordinator</td>
<td>5th</td>
</tr>
<tr>
<td>4</td>
<td>M. Umer</td>
<td>Member</td>
<td>5th</td>
<td>9</td>
<td>Natasha Naveed</td>
<td>Member</td>
<td>3th</td>
</tr>
<tr>
<td>5</td>
<td>Sohail Ali</td>
<td>Member</td>
<td>3th</td>
<td></td>
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</tr>
</tbody>
</table>

**Photographs of the event**
What is the recipe for successful achievement? To my mind there are just four essential ingredients: Choose a career you love, give it the best there is in you, seize your opportunities, and be a member of the team.

BENJAMIN FRANKLIN
Respected sir!

It is of immense pleasure for us to receive your consent for participation in APCOMS – JOB FAIR 2015. We are pleased to send you a formal invitation for the above mentioned event. APCOMS – Job fair is scheduled to be held on 3rd June, Wednesday, 2015, from 9.A.M till 5.00 P.M sharp. Any changes in the above mentioned timings will be notified before time.

Registration of your organization will be free of charge, in order to prosper with your organization in a healthy working relationship. However, we will need some cooperation from your side. Please provide us with the followings:

i) Name (s) of the persons who will be attending the event, in order to make arrangements accordingly. You can bring in maximum two people.

ii) Please provide us with any marketing material of your organization (brochures, flyers and panaflexes –if available), so that we can advertise your organization with maximum strength.

iii) On the day of job fair, please bring in “open offer letters” for valid Jobs / Internships. So that we can present them to successful candidates at the end of the event.

iv) Lunch and tea will be served.

We wish you success for you organization. Looking forward towards your prestigious participation,

Team APCOMS (Job Fair)

Saima Aftab
Lecturer / Job Fair event coordiantor
Human resource management
Strategic human resource management
Saima.vaqar@gmail.com
0333-5997374
INTERVIEW DRESS CODE FOR MEN

- Be formal (no matter what the regular dress code is at the job)
- Choose a solid light colored shirt (preferably white or blue).
- Wear a tie in a dark, conservative color (never pink).
- Wear a belt or suspenders, but never both at the same time
- Show off your shoes

Professional Attire for Men

Tie:
- Classic design
- Classic colors
- Should touch the top of the belt

Suit:
- Fitted
- Single breasted
- Navy Blue/Black/Gray
- Should match belt
- Do not button all buttons on the suit jacket

Hair:
- Simple, conservative
- Get a haircut 3-5 days prior to interviews

Dress Shirt:
- Crispy ironed
- Suggested:
  White/Light Blue

Jewelry:
- Should be limited
- A watch and ring are acceptable

Footwear:
- Should always match belt
- Polished and well-maintained
- Socks should be calf-length and should always match shoes (white socks are not acceptable)

Hygiene:
- Always wear deodorant
- Maintain fresh breath
- Avoid strong cologne
- Cover tattoos & remove piercings
- Nails should be neatly trimmed
INTERVIEW DRESS CODE FOR WOMEN

“JOB FAIR NOT FUN FAIR”

- You should be properly dressed up in shalwar kameez with dupattas
- Straight trousers can be used
- NO Jeans, Tights are allowed
- Decent dressing with sober colored dress
- No heavy jewelry
- You can wear small tops and it may include a watch
- Hairs should be properly tied
- No open hairs
- Heels not more than 2.5 inches
Army Public College of Management Sciences
Class of HRM & Class of SHRM
Management Sciences Department

Cordially invite you to the

APCOMS JOB FAIR ‘15

On June 3rd 2015
9:00am to 5:00pm

RSVP: Saima Aftab (+92-3335997374 – saima.vaqar@gmail.com)
www.apcoms.edu.pk
FEEDBACK FROM JOB FAIR EVALUATION FORM

Each participating organization was given a Job fair feedback evaluation form in order to judge the areas of strengths and weaknesses related to the event and its related factors. Following are the results compiled from the feedback provided by the organizations. A total of 22 organizations participated in this job fair out of which 16 filled and duly returned the feedback form.

Rating: 1-Poor,
  2-Fair,
  3-Good,
  4-Excellent

Did you feel welcome

1-Poor,
  2-Fair,
  3-Good,
  4-Excellent
The event was well organized

The job fair met your expectations

1-Poor,
2-Fair,
3-Good,
4-Excellent
overall how would you rate the fair site, set-up and facilities

1-Poor,
2-Fair,
3-Good,
4-Excellent
how well the quality of students met your expectations

1-Poor,
2-Fair,
3-Good,
4-Excellent

how would you rate APCOMS students

1-Poor,
2-Fair,
3-Good,
4-Excellent
do you feel the fair met your expectations in identifying good hiring prospects

1-Poor,
2-Fair,
3-Good,
4-Excellent

would you attend this particular event again?

1-Poor,
2-Fair,
3-Good,
4-Excellent
The results shown above demonstrate that the event was well organized and executed, organizations felt welcomed and a trend of general satisfaction with the on-site facilities was observed. There was a bit of dissatisfactory trend towards the overall quality of the students and the expectations associated with them, however these organizations expressed their willingness to recommend this event to other organizations and to participate in events like this in APCOMS again in future.
RECOMMENDATIONS

In the light of how the event unfolded, general perception about the event among students and teachers alike, and the results compiled through the feedback form, following are some of the recommendations:

1. Events like these must be organized on regular basis, in order to:
   a. Change the perception of students about their institute
   b. Market the institute, in order to pave a smooth entry of students in to professional life with confidence
   c. Give students a glimpse of the actual professional life before their actual encounter with their professional job sites
   d. Gain the trust of existing and prospective students alike
   e. Train students well before time
2. Student quality must be improved
3. Regular workshops for students on
   a. Personality grooming
   b. Professional speech and communication
   c. Soft skills
4. A more aggressive and practical approach towards semester projects of students must be adapted
5. Students and faculty alike, must work towards marketing the institute.
MY FUTURE PROJECT PLANS

Here are some of the future project plans I want to organize in better interests of the institute.

1. Alumni portal
2. Career incubator
3. Career counseling of students
4. Corporate linkage development
5. A regular newsletter of university
6. Regular job fairs on yearly basis
Photographs of Job Fair 2015
Representation of APCOMS in “Cultural Exchange Program – 2015”

Following students from BBA and BS (A&F) departments represented APCOMS in cultural exchange programs, conducted on two different times of the year:

a) Fahad Amjad - BS (A&F)
b) Zayad Zafar Awan - BS (A&F)
c) Sarmad Ahmad – BBA
d) Adnan Pervaiz – BBA

Achievements

During his stay Sarmad Ahmad Won two awards:

a) Funniest Exchange Participant
b) Musical Performance of the day
Representation of APCOMS in Conference held in Bangkok - Thailand

**Topic:** Changing Approach to International Law

**Date of commencement:** 25\textsuperscript{th} - 27\textsuperscript{th} November 2015

**Key Note speaker:** Ex- Prime Minister Pakistan

Mr. Shaukat Aziz

**Description**

A student of BBA – 27, Adnan Pervaiz, participated in a conference held in Bangkok - Thailand. The topic of the conference was “Changing Approach to International Law”. It was a fully sponsored trip, organized by Ministry of Thailand. The student visited on a “Courtesy Visa” granted by ministry of Thailand. It was an informative and career building opportunity availed by the student himself.
Representation of APCOMS in Media Coverage of Dawn Media Group

Members of the Event management team of BBA department, represent APCOMS in media Coverage of Dawn Media Group events from time to time. Events covered by the team are such as “Spelling Bee Competition 2015”.

The representing team includes

a) Adnan Pervaiz – BBA 27

b) Sarmad Ahmed – BBA 27