

Islamabad Model College for Girls, F-6/2, Islamabad.

ISLAMABAD MODEL COLLEGE FOR GIRLS

PROSPECTUS

HSSC

St. # 25, F-6/2, Islamabad, Pakistan
Telephone: 9202222, 9202006 Fax: 9202990
Email: imcg_fsixtwo@yahoo.com

2020

Islamabad Model College for Girls, F-6/2, Islamabad.

INTRODUCTION

Located in the foot hills of Damn-e-Koh, IMCG, F-6/2, St. 25, is imparting quality education in the field of Sciences and Humanities to the young girls of Islamabad from grass root to B.A., B.Sc., BS (Hons) level. College has firm belief in meeting educational needs of our young girls in such a manner that they can struggle, challenge and contribute in promoting, a peaceful culture in Pakistan. It aims at the blossoming of inner human potential.

This institution started functioning as Middle School in 1984, upgraded to High School level in 1987, Intermediate level in August 1989, and Degree level in August 1991. Encouraged by the spiraling upward trend in enrolment, the existed facilities especially classrooms fell short. Ministry of Education was kind enough to facilitate with the construction of new building, Canteen, Garages, Visitors Room, Administrative Block, Laboratories, Library, College Block and a big auditorium. From September 1994, the Second Shift for School Section started to fulfill the ever increasing demand of admission

In 2003, by the Grace of Allah Almighty and with special concern of FDE, a large piece of land, adjacent to the main Campus was acquired, which has now been developed into an activity centre to be used exclusively for sports and recreation purposes for the students. Another big addition to the building is the construction of Intermediate Block consisting of six laboratories and eight lecture rooms in 2006. . In 2006, Classes for B.Sc and B.S (Hons) in Computer Science started with affiliation of the University of the Punjab. A separate IT section has also been established with fully equipped Labs. Administration Block and Library have been renovated to a completely new look. Our library has more than 27000 books on a variety of subjects. A spacious cafeteria has been constructed, grounds and pathways have been tuff tiled. Five buses have been added to the transport fleet from College own resources. College has also installed a water filtration plant with the co-operation of PTA. The faculty and the students enjoy research conducive environment.

The institution has started semester based BS programmes in Computer Science, and Mathematics from the session 2018-2019, after the approval from the Quaid e Azam University.

Associate Degree Program (ADP) in Social Sciences has been started from the session 2019-2020 with the approval from the HEC and Quaid-e-Azam University.

The Principal's Message

Dear Prospective Students and Respected Parents,

Choosing where to continue your education is a crucial decision and I believe that Islamabad Model College for Girls, F-6/2 Islamabad will be a choice you will never regret afterwards. Here we aim to provide the best possible environment and facilities to pave way for the success of our students. We are fortunate to have a qualified, talented and highly committed Teaching Staff, assisted by supportive Administrative Staff, to ensure the ideal teaching and learning atmosphere.

We encourage high academic standards and have high expectations of personal discipline and motivation from our students. Our values, centered on strong Islamic faith, are exhibited in all facets of college life.

We support the individual well-being of our girls and provide a college environment that allows every student to thrive as she works towards achieving her personal goal. We are partners in learning with our students and seek to deepen their knowledge, provide enriching learning experience, while also gently urging our girls out of their comfort zone to face new challenges.

We seek to train our young girls with the finest preparation for practical life. Our departing collegians should be well-educated citizens, passionate to utilize all their capabilities, resources and energies to make a positive contribution towards their homeland.

Respected Parents, we strongly believe in the importance of teachers, parents and administrators collaborating and communicating openly and frequently. It is our strength which is reflected in the outstanding performance of our students throughout the history of this college.

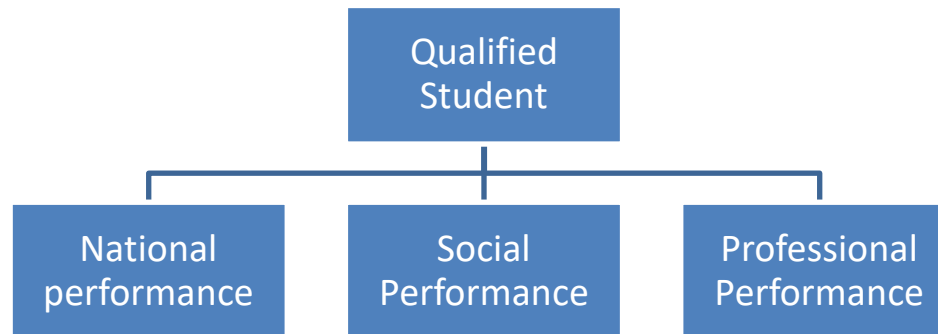
Thank you for considering IMCG F-6/2 as the college for your daughter/ward.

**Principal
Prof. Aaliya Durrani**

AIMS AND OBJECTIVES

1. To inculcate Islamic values in the students making them true Muslims and patriotic Pakistanis.
2. To provide for all-round and harmonious development of individuals and society.
3. Holistic development for present & future life roles.
4. Provide comprehensive, balanced and equitable education.
5. To educate and train the students to work hard and develop self-confidence & a belief that they can achieve anything in life both in the personal & social fields.
6. To provide a broad aimed field of education and knowledge.
7. To provide an atmosphere to the students, this would help them in bringing out their potentialities at their fullest.

MISSION



Islamabad Model College for Girls, F-6/2, Islamabad.

FACULTY

The institution being a Government body comes under the direct control of Federal Directorate of Education/Ministry of Education.

COLLEGE STAFF

Prof. Aaliya Durrani

Principal

M.Sc (Physics)

Phone: 9202222

Ms. Naheed Akhtar Malik

Vice Principal (Academic)

Associate Professor

M. Sc (Chemistry), B.Ed

Phone: 9202660

Ms. Shazia Shamim Rizvi

Vice Principal (Co-Curricular)

Associate Professor,

M.Sc. (Home Economics/ Food & Nutrition)

Phone: 9202660

Ms. Rakshan Rahim

Headmistress

M. Phil (Education) PhD (In progress)

Phone: 9205599

TEACHING STAFF

SENIOR / COLLEGE SECTION

DEPARTMENT OF APPLIED PSYCHOLOGY

1. Ms. Munazza Mastoor (**HOD**)
Lecturer
M.Sc. Pak.Studies
M.Sc. App. Psychology, B.Ed.

2. Ms. Ambreen Javaid
Lecturer
M.Sc. (Applied Psychology), B.Ed

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DEPARTMENT OF ARABIC

1. Ms. Afshan Afzal (**HOD**)
Associate Professor,
M.A.(Arabic),
M.A (Islamic Studies), B.Ed,
2. Ms. Tayyaba Khatoon
Assistant Professor,
M.A (Arabic),
M.A (Islamic Studies)B.Ed
3. Ms. Afifa Shaheen
Lecturer (Evening Shift)
B.A(Hons.), B.Ed.

DEPARTMENT OF BIOLOGY

1. Ms. Saadat Begum (**HOD**)
Associate Professor
M.Sc. (Biology), B.Ed
2. Ms. Najma Aasim
Assistant Professor
M.Sc, M.Phil. (Botany), B.Ed.
3. Dr. Hina Waheed
Assistant Professor
PhD (Botany).
4. Ms. Lubna Shehzadi
Lecturer (Evening Shift)
M.Sc. (Zoology). B.Ed
5. Ms. Bushra Waheed
Lecturer
M.Sc. (Biology), B.Ed
6. Ms. Farzana Sarwar
Lecturer (Evening Shift)
M.Sc. (Biology). B.Ed

DEPARTMENT OF CHEMISTRY

1. Ms. Naheed Akhtar Malik,
V.P (Academics)
Associate Professor
M.Sc. (Chemistry) B. Ed
2. Ms. Sadia Waheed, (**HOD**)
Assistant Professor
M.Sc, M.Phil (Chemistry), B.Ed.
3. Ms. Sarwat Tahira
Assistant Professor
M.Sc, M.Phil (Chemistry) B.Ed, PhD (In progress)
4. Ms. Naila Rashid
Lecturer
M.Sc. (Chemistry) B. Ed
5. Ms. Lubna Shakir
Lecturer
M.Sc. (Chemistry), B. Ed.
6. Ms. Uzma Kiani
Lecturer (Evening Shift)
M.Sc. (Chemistry)

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DEPARTMENT OF COMMERCE

1. Ms. Shaista Kanwal (**HOD**)
Assistant Professor
M.Com

DEPARTMENT OF COMPUTER SCIENCE

1. Associate Professor
(Vacant)

3. Ms. Shahina Naz
Assistant Professor
M.Sc (CS)
5. Ms. Sadia Mujtaba
Assistant Professor
MIT, B.Ed. MS (In-progress)
7. Ms. Samreen Laghari
Lecturer
BS (CS) – Gold Medalist
MS (CS) – Gold Medalist

DEPARTMENT OF ECONOMICS

1. Ms. Shamim Akhtar (HOD)
Lecturer
M.Sc. (Economics)
3. Ms. Mahjabeen Khalid
Lecturer (Evening Shift)
M.A. (Economics), B.Ed

DEPARTMENT OF EDUCATION

1. Ms. Nabila Nazir (**HOD**)
Lecturer
M.A. (Education)
M.A (Islamiat), B. Ed.

2. Ms. Rubina Aziz
Assistant Professor
M.Com

2. Dr. Munazza Faheem (**HOD**)
Associate Professor,
M.Sc., PhD (Physics)
4. Ms. Umm e Kulsoom
Assistant Professor
M.Sc. (CS), B.Ed.
6. Ms. Nadia Mobeen
Assistant Professor
M.Sc (CS)
8. Ms. Aniq
Senior Computer teacher
MS(CS) in Artificial Intelligence

2. Ms. Sadia Sultan
Lecturer (Evening Shift)
M.Sc.(Economics), B.Ed.
4. Ms. Nida Iqbal
Lecturer (Evening Shift)
M.Sc. (Economics)

2. Ms. Shagufta Perveen
Lecturer (Evening Shift)
M.A Education

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3. Ms. Aamna Anum
Lecturer (Evening Shift)
M.A Education

DEPARTMENT OF ENGLISH

- | | |
|---|---|
| 1. Ms. Farah Jamal (HOD)
Associate Professor
M.A (English) | 2. Ms. Smana Akhtar
Assistant Professor,
M.A (English) |
| 3. Ms. Naheed Akhtar (On Ex-Pak Leave)
Lecturer
M.A (English), B.Ed. | 4. Ms. Sumbla Hussain
Lecturer ,
M.A (English), B. Ed |
| 5. Ms. Naseem Yousaf
Lecturer (Evening Shift)
M.A (English), B.Ed.
Special Diploma in English Language | 6. Ms. Iram Aziz
SLT
M.A (English), M.A (Islamic Studies)
M.Ed., B.Ed. |
| 7. Ms. Ghazala Kanwal
SLT ,
M.A (English), M.A (Education), M.A (TEFL),
M. Ed., B. Ed. | 8. Ms. Sadaf Arshad
Lecturer
M.A (English), B. Ed |
| 9. Ms. Zakkia Minhas
Lecturer
M.A.(English). M.A (History),
M.Ed., B.Ed. | 10. Ms. Qurat-ul-ain
Lecturer (Evening Shift)
M.Sc (IR), M.A English, B.Ed. |
| 11. Ms. Madeeha Ishaq
Lecturer
M.A. (Mass communication), B.Ed | |

DEPARTMENT OF FINEARTS

- | | |
|---|---|
| 1. Ms. Huda Aqeel Khan (HOD)
Lecturer
M.A. (Fine Arts), B.Ed
Diploma (Interior Designing) NCA | 2. Ms. Sarwat Abbasi
Lecturer,
M.A. (Fine Arts) |
|---|---|

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DEPARTMENT OF GEOGRAPHY

1. Ms. Asma Maqbool Niazi (**HOD**)
Associate Professor
M.Sc. (Geography), B. Ed
2. Ms. Rabia Siddique
Lecturer
M.Sc. (Geography), B. Ed
3. Ms. Nousheen Haqique
Lecturer (Evening Shift)
M.Sc. (Geography)
4. Ms. Manal Ahmad
Lecturer
M.Sc. (Geography)

DEPARTMENT OF HEALTH & PHYSICAL EDUCATION

1. Directress Physical Education
(Vacant)
2. Ms. Iffat Nawaz
ADPE
M.Sc.(Physical Education)

DEPARTMENT OF HOME ECONOMICS

1. Ms. Shazia Shamim Rizvi (**VP Co-curriculum**)
Associate Professor,
M.Sc. (Home Economics/ Food & Nutrition)
2. Ms. Farah Khan (**HOD**)
Associate Professor,
M.Sc. (Home Economics/ Food & Nutrition)
3. Ms. Tehreem Fatima
Lecturer
M.Sc. (Home Economics/ Clothing & Textile)

DEPARTMENT OF ISLAMIC STUDIES

1. Ms. Shehla Ahmed Ansari (**HOD**)
Assistant Professor,
M.A. (Islamic Studies),
M.A.(Arabic), M. Ed., B.Ed
2. Ms. Farkhanda Jabeen
Assistant Professor,
M.A. (Islamic Studies),
M. Ed., B.Ed.
3. Ms. Robina Anjum
Assistant Professor,
M.A. (Islamic Studies), B.Ed
4. Ms. Maimoona Aleem
Lecturer,
M.A. (Islamic Studies), B.Ed

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5. Ms. Shahbano Misbah
Lecturer,
M.A (Islamic Studies), B.Ed
7. Ms. Sarwat Rafiq
Lecturer (Evening Shift),
M.A. (Islamic Studies), B. Ed.
6. Ms. Taseer Salma
Lecturer
M.A. (Islamic Studies), M.Ed
8. Ms. Fehmina Shahzadi
Lecturer (Evening Shift)
M.A. (Islamic Studies), M. Ed.

DEPARTMENT OF MATHEMATICS

1. Ms. Saleha Tabassum (**HOD**)
Associate Professor
M. Sc (Mathematics), B.Ed
3. Dr. Nosheen Malik
Assistant Professor
M. Phil. PhD (Mathematics)
5. Ms. Bushra Javed
Assistant Professor
M.Sc. (Mathematics), B.Ed.
7. Dr. Nasir Shah
Assistant Professor
M. Phil. PhD (Mathematics)
9. Dr. Abid Majeed
Assistant Professor
PhD (Mathematics)
11. Ms. Faiza Abbasi
Lecturer
M.Sc. (Mathematics)
13. Ms. Amrina Arooj
Lecturer (Evening Shift)
M.Sc. (Mathematics), B.Ed.
2. Ms. Summera Khalid
Assistant Professor
M.Sc. (Mathematics), M.Ed
4. Ms. Nazma Naz
Assistant Professor,
M.Phil (Mathematics), B.Ed
6. Ms. Sara Asgher Abbassi
Assistant Professor
M.Sc. (Mathematics), B.Ed.
8. Ms. Aroosa Umar
Assistant Professor
MS (Mathematics)
10. Ms. Habiba Rehman
Lecturer
M.Sc. (Mathematics), M. Ed.
12. Ms. Maryam Hanif
Lecturer,
M.Sc. (Mathematics), M. Ed.

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DEPARTMENT OF PAK.STUDIES

1. Ms. Riffat Sultana (**HOD**)
Assistant Professor,
M.Sc (Pak.Studies), B. Ed
2. Ms. Asma Naureen
Assistant Professor
M.Sc (Pak.Studies), B. Ed,
M.Ed, M.S (Education),
Ph. D (In progress)
3. Ms.Sobia Tanveer
Lecturer,
M.Sc(Pak.Studies)
4. Ms. Munazza Mastoor
Lecturer
M.Sc (Pak.Studies)
M.Sc (App. Psychology), B.Ed.
5. Ms. Sunia Abbasi
Lecturer (Evening Shift)
M.Sc. (Pak.Studies), B.Ed.

DEPARTMENT OF PERSIAN

1. Ms. Shazia Tabasum (**HOD**)
Assistant Professor,
M.A. (Persian), B. Ed.

DEPARTMENT OF PHYSICS

1. Ms. Kaneez Fatima (**HOD**)
Associate Professor,
M.Sc. (Physics), B.Ed,
M.Ed (Pop.Edu)
2. Dr. Munazza Faheem
Associate Professor
M.Sc., PhD. (Physics)
3. Ms. Tahira Rashida,
Assistant Professor
M.Sc (Physics)
4. Ms. Safia Ali
Lecturer,
M.Sc. (Physics), B. Ed. MS
5. Ms. Uzma Abbasi
Lecturer (Evening Shift)
M. Sc. (Physics)

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DEPARTMENT OF POLITICAL SCIENCE

1. Ms. Asia Naz (**HOD**)
Assistant Professor
M.A (Political Science), B. Ed.,
Diploma in Gender and Women Studies

DEPARTMENT OF STATISTICS

1. Ms. Noeen Nasir (**HOD**)
Assistant Professor,
M.Sc. (Statistics), B.Ed.
2. Ms. Sana Mubassir
Lecturer
M.Sc. (Statistics), B.Ed.

DEPARTMENT OF SOCIOLOGY

1. Ms. Sadia Haq (**HOD**)
Lecturer
M.A. (Sociology, Education),
LLB

DEPARTMENT OF URDU

1. Ms. Fatima Mobin (**HOD**)
Associate Professor,
M.A. (Urdu), M.A (Education)
2. Ms. Tasneem Kausar
Associate Professor,
M.A. (Urdu), B.Ed.
3. Ms. Fouzia Rabab
Lecturer
B.Ed., M.A. (Urdu)
4. Ms. Nargis Bano
Lecturer
M.A. (Urdu), B.Ed
5. Ms. Lubna Malik
Lecturer
M.A. (Urdu), B.Ed
6. Ms. Asia Tabassum
Lecturer (Evening Shift)
M.A. (Urdu), B.Ed.
7. Ms. Sairash Naz
Lecturer
M.A. (Urdu), B. Ed.
8. Ms. Noma Shabnum
SLT
M. Sc (Pak. Studies) M. Ed, B. Ed

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JUNIOR SECTION

1. Ms. Rakshan Rahim
Headmistress
M.Phil (Education) PhD (In progress)
3. Ms. Shazia Rehman
M. Sc. (Bio- Chemistry)
M. Phil (Microbiology), B. Ed
5. Ms. Maryam Khalid
M.A(Education), B. Ed
7. Ms. Attiya Naz
B.Sc., B. Ed., M. A.(Islamic Studies)
9. Ms. Maryam Asim
M.A (Islamiat), B.Ed.
11. Ms. Nagina Ilyas
B.A., B. Ed.
13. Ms. Safia Moeen
B.A., B. Ed., M. Ed
15. Ms. Saira Liaqat
B. A, B. Ed
17. Ms. Nasreen Akhtar
M. Sc (Pak-Studies), B. Ed.
19. Ms. Rabia Bibi
M.A.(Islamic Studies, Education) B.Ed
21. Ms. Samina Kousar
M.A.(Islamic Studies), B. Ed
23. Ms. Shahzadi Maryam
B.A., B. Ed
25. Ms. Yasmeen Akbar
M.A. Urdu, B.Ed
2. Ms. Shazia Rabnawaz
Assistant Headmistress
M.Sc (Applied Psychology), B. Ed
4. Ms. Nida Naseer
M. Sc.(Zoology),
M. Ed., B. Ed
6. Ms Maimoona Iftikhar
B.A., B.Ed.
8. Ms. Bilqees Zuhoora
B.Sc. , B. Ed, M. Ed
10. Ms. Asmat Zahoor
B.L.I.S., B. Ed.
12. Ms. Mehwish Fahim,
B.A., B. Ed., M. Ed.
14. Ms. Samina Naz
B.Sc., M.A.(Islamic Studies), B. Ed
16. Ms. Saiqa Noreen
B.Sc., B.Ed., M.Ed
18. Ms. Maimoona Hafeez
B. A, B. Ed., M.Ed
20. Ms. Rubina Kausar
M.A.(Islamic Studies) B.Ed
22. Ms. Saima Latif
M.Sc.(Geography), M.Sc (Pak-Studies) , B. Ed
24. Ms. Sumaira Gul
M. A.(Economics), B.Ed.
26. Ms. Gulnaz
M.A (Political Science), M.Ed .
C.T, B. Ed.

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27. Ms. Sumaira Hafeez
M.A.(Education), B. Ed

28. Mr. Muhammad Saleem Naeemi
Qari, M. A.(Islamic Studies)

LIBRARY

1. Ms. Nasira Parveen,
Assistant Librarian,
M.A. (Isl), B.Ed, C.L.S, M.L.I.S.

2. Ms. Qurat-ul-ain
Assistant
B.A

ADMINISTRATIVE STAFF

1. VACANT
Admin Officer

3. Syed Fiaz Hussain Shah
Accountant
MS (Finance), LLB

5. Ms. Samia Babar,
U.D.C

7. Mr. Abdul Jalil,
U.D.C

9. Ms. Shakeela Rafiq
L.D.C.

11. Mr. Muhammad Mauz Khan
L.D.C

13. Mr. Ahmad Hassan
Telephone Operator

2. Mr. Muhammad Akmal
APS

4. Mr. Malik Ijtaba Mehdi
Head Clerk

6. Mr. Farrukh Ali
U.D.C

8. Ms. Nadia Niaz,
L.D.C.

10. Ms. Noreen Akhtar
L.D.C.

12. Mr. Ansar Mahmood
L.D.C.

SUPPORTING STAFF (LABS)

1. Ms. Samina Mohsin
(Lab Assist.), BLS, B.Ed.

3. Ms. Irum Naz
(Lab Assist.)

2. Ms. Saeeda Bibi
(Lab Assist.), B.A., B.Ed., CT

4. Ms. Shahida Perveen
Lab Assistant (Home Economics)

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5. Ms. Hina Yaqoob
(Comp. Lab Incharge)
B.Ed , M.Ed
6. Ms. Naveeda Parveen
Lab Assistant (Chemistry)
6. Ms. Khalida Perveen
Lab Assistant (Geography)

ORGANIZATION

The curriculum covers a complete course from Class-I to Degree Level of Federal Board of Intermediate and Secondary Education, and Quaid-i-Azam University. The College has three sections: -

1. JUNIOR SECTION
From Prep to V
2. SENIOR SECTION
From VI to X
3. COLLEGE SECTION
From XI to XII.
For HSSC, Pre-Medical, Pre-Engineering, General and Humanities Groups are offered.
4. Four years BS Programmes in Computer Science and Mathematics have been offered after the approval from the Quaid e Azam University.
5. Associate Degree Program (ADP) in Social Sciences has been started from the session 2019-2020 with the approval from the HEC and Quaid-e-Azam University.

**ADMISSION POLICY
FOR THE ACADEMIC YEAR 2020-2021**

Admission in Class XI

BASIC ELIGIBILITY

Admission Policy will be applicable to all Federal Government Colleges/Federal Government Higher Secondary Schools and Islamabad Model Colleges functioning under the administrative jurisdiction of Federal Directorate of Education, Islamabad.

Candidates of the following categories will be eligible for admission against all seats:

- 1) Federal Government Employees residing in Islamabad/Rawalpindi.
- 2) Residents of Islamabad Capital Territory.
- 3) Diplomats stationed at Islamabad.

A candidate, who has passed the last examination from an institution not located in Islamabad Capital Territory shall produce residence certificate from Estate Office/CDA or any other valid legal document (**CNICs or Utility Bills indicating residential address of the parents**) in support of **their** claim pertaining to residence.

Admission to Class XI will be determined on merit as per allocation of seats given as under: -

CLASS XI

SEATS AGAINST VARIOUS CATEGORIES:

S.No	Quota	Percentage
1.	Open Merit	92%
2.	Bona fide Students of the institutions (FDE Setup)	NIL
3.	FATA/GB	03%
4.	Transfer Cases	02% over and above- mentioned quota (Within the ICT no transfers cases are allowed)
5.	Sports	03%
6.	Disabled	02%
7.	Real Daughter/Sons of Teachers/Employees of the institutions.	01% seats in every Institution in order of merit amongst themselves (over and above the above mention quota).

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B) MINIMUM MARKS FOR EACH GROUP

1.	Pre-Engineering	65%
2.	Pre-Medical	65%
3.	General Science	60%
4.	Commerce	50%
5.	Humanities	45%

* The cases for late admission according to the merit of the respective colleges will be entertained subject to the approval of Director Academics.

*The bottom line of marks may be reviewed if sufficient applications have not been received in a particular group or shift, subject to prior approval of the Director Academics Directorate of Education, Islamabad.

GENERAL INSTRUCTIONS

Following general instructions will be strictly followed during the process of admission.

- A candidate domiciled in FATA/FANA will not contest a seat reserved against the allocated quota if she has qualified SSC/HSSC from any institution outside the tutorial jurisdiction of FATA/FANA. However after admission process has been completed, in case there is any vacant seat under this category admission may be granted to applicants with FATA/FANA Domicile. Such candidates will however have to arrange for their own accommodation.
- Top three position holders from any Board will be eligible for admission for all level i.e. F.A. /F.Sc, in their respective disciplines, regardless of the basic eligibility criteria, i.e. proof of residence.
- Students seeking admission on sports quota at the Board level, will submit, along with the application form, an authenticated certificate issued from the relevant Board. Merit within sports quota will be determined after addition of points obtained as per following criteria to the total marks obtained by the applicant in respective examination.

Note: If she fails to prove her competency in the specific sport, her admission will be cancelled.

S. #	Criteria	Points
1	1st Prize/Championship in an Individual/Team event at Board Level.	10
2	2nd Prize/Runner up in an Individual/Team Event at Board Level	07
3	3rd Prize/Runner up in an Individual/Team Event at Board Level.	05

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4	Participation in an Individual/Team event at Board Level	03
5	Re-presentation at Nation Level as a team member or in an individual event	10

- d) If any seat(s) against any quota are not fully utilized due to non-availability of eligible candidates, the same will stand transferred to the Open Merit quota. However, proper documentation of transfer of each seat shall be made for verification initially by the Director concerned, to be finalized by the Director General.
- e) Students qualifying from model institution, where there are no college classes, will be treated as own students in other model colleges, where they are desirous to seek admission.
- f) No casual, admission will be made in the morning as well as in the evening shift.
- g) Admissions shall be made only once in an academic year on dates fixed by the college/FDE after the declaration of results by the examination Boards.
- h) Students placed in compartment in SSC/HSSC examination will compete for admission after clearing the subject(S) in the same year within the prescribed time limit fixed by Board/University subject to availability of seats in the institution or next year as a fresh candidate.
- i) Candidates who seek admission after a gap of one or more years may be considered for admission. However they will have to submit an affidavit of good conduct duly verified by head of the institution last attended. Reason of the gap should also be clearly stated in the affidavit. Merit of such candidates will be determined after deducting five marks for each year of the gap from the total marks obtained by them.
- j) The number of seats will be determined by the institution in each faculty after careful consideration of physical facilities and the number of teachers available. However, the numbers will be finalized by the Federal Directorate in consultation with heads of institutions before the commencement of academic session.
- k) Students who have passed Senior Cambridge, GCE/O-Level/A-Level examination/Diploma from Polytechnic will be eligible for admission along with other candidates. Their merit will be determined on the percentage of marks obtained in their respective examinations and equivalence shall be determined by Inter Board Committee of Chairmen, Islamabad / University of the Punjab, whichever is applicable. A certificate to this effect is a prerequisite for admission at the level concerned.
- l) All foreign students are required to route their application for admission through the Ministry of Federal Education and Professional Training.
- m) Migration case eligible for admission as per policy will be entertained by institution where seats are available provided that the merit in the desired discipline of the institution is not compromised. No local migration will be allowed. However, relaxation in rules may be permitted by the competent authority i.e. Director General, Federal Directorate of Education, and Islamabad keeping in view genuineness of hardship on case to case basis.

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- n) Twenty (20) marks will be added in the merit of Hifz-e-Quran for admission at all levels, provided the candidates produce a certificate of successful completion of the course from a registered/recognized Institution (Religious Boards).
- o) Notice for calling the application for admission would be advertised by the Federal Directorate of Education, Islamabad and no college shall be allowed to advertise on their own.
- p) Every successful applicant will submit an affidavit on legal stamp paper addressed to the Principal solemnly assuring that she will refrain from participating in politics or in any subversive activity during the time she is on the college rolls. Her parent/guardian will endorse this undertaking, and further undertake that his/her ward would be liable for removal from the college rolls if she participates in politics or does not abide by the rules of the college.
- q) In case any person other than father/mother of the candidates is declared guardian a proper legal affidavit/legal Guardian ship certificate will have to be submitted. Guardian ship of persons other than grandparents/real elder brother/sister and maternal/paternal uncles shall not be accepted.
- r) Students are expected to exercise their choice of subject carefully with due consideration. Change will not ordinarily be allowed to the choice once exercised. However in case of extreme hardship cases change of subjects may be allowed within maximum of two weeks after commencement of classes. The change, of course, will be subject to the condition that a candidate admitted in group of lower merit does not opt for a group of higher merit.
- s) The last date for admission fixed by the Federal Directorate of Education, Islamabad shall be strictly adhered to. In case Principals are in need of filling the vacant seats after expiry of the stipulated admission date they will seek formal permission from the Federal Directorate of Education.
- t) Attendance criteria prescribed by the Federal Board and Quaid-i-Azam University will be strictly adhered to. Principals will ensure that transparent, regular, unambiguous record of daily attendance is maintained at all times on accountable roll call registers.

ACADEMIC SESSION

The academic session for Intermediate level (HSSC) and Bachelors level (BS/ADP) shall be determined by the announcement of results of SSC and HSSC by Federal Board of Intermediate & Secondary Education, Islamabad and/or as per schedule issued by Quaid-e-Azam University where applicable

**CLASSES Prep - IX
POLICY GUIDELINES**

The policy aims at providing a uniform pattern and guidelines for admission, ranging from class I to class IX students.

The General Admission Procedure for both shifts (Morning/Evening) is as follows:

- i. Admission will be open to daughters of Federal Government employees residing in Islamabad/Rawalpindi, residents of Federal Capital Area, and the children of diplomats stationed at Islamabad.
- ii. Admission will be offered according to the number of seats available in the various classes.
- iii. The student desirous of Admission has to qualify the admission test with at least 40% marks, in the subject of English, Maths, Urdu & Science.
- iv. All the admissions, except transfer/migration cases and class-I, will be dealt with by the concerned college administration.

TRANSFER/MIGRATION CASES

Transfer/Migration means the shifting of a family to Islamabad from any other city of Pakistan or Overseas as posting/transfer of Federal Government employee to Islamabad or settling of a family in Islamabad on permanent basis. The salient requisites of admission in such cases are as follows: -

FOR ADMISSION

- i. The admission will be made through the Model Colleges Wing FDE.
- ii. The application will be submitted to the Director Model Colleges, along with the following documents: -
 - a. School Leaving Certificate.
 - b. Transfer orders of the Federal Government employee.
 - c. Permanent Residence Certificate (in case of Non-Government applicants).
 - d. Migration certificate (in case of Board/University classes).
 - e. Marks certificates (in case of Board/University Classes).
 - f. Any other document which proves the genuineness of Transfer/Migration.
- iii. Payment of dues from the last payment onwards.
- iv. The admission will be subject to the availability of seat/seats, however maximum efforts will be made to accommodate such cases.

TRANSFER FROM ONE INSTITUTION TO THE OTHER

- i. There is no provision of transfer of students from one institution to the other. In case a parent intends to shift his ward to another institution, the students will have to undergo the process of admission as a fresh candidate. Such admissions are again, subject to the availability of seats in the desired institution.
- ii. Mutual transfer of students will be allowed for the same class/shift.

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ADMISSION AT THE BEGINNING OF AN ACADEMIC YEAR OR DURING THE SESSION

At the beginning of an academic year, the Colleges Administration may announce for the admissions to various classes according to the number of seats available in both the shifts. The process will start during Summer Vacations. The available seats in the morning/evening shifts will be filled through a combined admission test.

A student seeking admission will have to appear in test comprising of following subjects:

Class II to III	Urdu, English, Maths
Class IV to V	Urdu, English, Maths, G. Science
Class VI to IX	Urdu, English, Maths, G. Science, Islamiat

Test in Urdu and English is of general nature and not from the prescribed text books. Test in other subjects will be from the relevant text books.

SYLLABUS FOR THE ADMISSION TEST

Admission test will be given from the syllabus of one class below the class for which admission is sought i.e. if a candidate seeks admission in Class VI, she will be given admission test from the course of Class V and so on.

ADMISSION REQUIREMENTS

Application is to be made on the prescribed form available on payment from the College reception and is to be submitted on or by the last date notified for the admission along with the following documents: -

- a. Three latest passport size colour photographs.
- b. Attested photocopies of the original Matriculation/Intermediate Certificates or marks sheet if the original certificate of Matric/HSSC Examination has not been issued.
- c. Migration Certificate in original in case the applicant has passed her Matric/HSSC Examination from a board other than the Federal Board, Islamabad.
- d. College Leaving Certificate in original if the candidate is joining this college under migration from another college. It is the responsibility of the student to fulfill all requirements of the Board at the time of admission to this college.
- e. Admission form duly completed in all respects will be received by the college only up to the date announced by the Federal Directorate of Education, Islamabad. Incomplete form stands rejected forthwith.
- f. Attested copy of Provision/Character Certificate issued by the Head of Institution last attended.
- g. Attested copy of residence certificate in case of candidate passed her examination from an institution not located in Islamabad from the Estate Office/CDA or in lieu any other valid legal documents in supports of her claim pertaining to residence.

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ADMISSION OF FOREIGN STUDENTS:

The case of admission of foreign student/students will be routed through the Ministry of Education, Islamabad. The students will be placed in the morning shift over and above the specified number of students in a particular class.

POLICY FOR HAFIZ-QURAN STUDENTS:

A student after Hifz will be admitted to the desired class on the basis of her results in the admission test for the respective class. A student, while proceeding for Hifz may remain on the roll of college on payment of dues and appearing in the annual exams of her relevant class. In such cases, her admission will not be affected. However, if she leaves the college permanently and her name is struck off the roll, on returning from Hifz her readmission will be subject to the availability of seat. The student has no right to claim for the admission on the basis of her previous admission, which ceases on her receiving the school-leaving certificate.

1. SCHEME OF STUDIES

1.1. SECONDARY SCHOOL CERTIFICATE

1.1.1. 9th CLASS

i. Compulsory Subject

1. English (Compulsory)
2. Urdu (Compulsory)
3. Islamiyat Compulsory/Ethics (for Non-Muslims)
4. Pakistan Studies
5. Mathematics (for Science Group)/ General Mathematics (for Arts Group)
6. General Science (for Arts Group)

ii. Science Group:

1. Physics-I
2. Chemistry-I
3. Biology-I / Computer Science-I

iii. Elective subjects. (For Arts group)

1. H. Economics-I / Computer-I / Fine Arts/ Arabic-I
2. Economics-I / Islamic Studies-I/ Health & Physical Education

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Proposed Combinations for Session (2020-2021)

Level: SSC (Arts)

Select Two Subjects Choosing One from each column

Column I	Column II
Computer Science	Economics
Fine Arts	Elective Islamiat
Essentials of Home Economics	Health & Physical Education
Arabic	

1.1.2. 10th CLASS

i. Compulsory Subjects

1. English (Compulsory) -II
2. Urdu (Compulsory) -II
3. Islamiyat Compulsory /Ethics (for Non-Muslims)
4. Pak. Studies
5. Mathematics (for Science Group)/ General Mathematics (for Arts Group)
6. General Science (For Arts group)

ii. Science Group

1. Physics-II
2. Chemistry-II
3. Biology/ Computer Science-II

Three Elective subjects choosing only one from each group 1 and 2.(for 10th Arts)

1. H. Economics-II / Computer-II / Fine Arts-II
2. Economics-II / Islamic Studies-II

1.2.HIGHER SECONDARY SCHOOL CERTIFICATE (I and II)

1.2.1. Compulsory Subject (500 Marks)

1. English 2 papers (200 marks)
2. Urdu 2 papers (200 marks)
3. Pakistan Studies 1 paper (50 marks)
4. Islamic Education 1 paper (50 marks).

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1.2.2. Science Group (600 marks)

The student will choose one group of the following: -

- a) Pre-Medical Group Physics, Chemistry, Biology
 b) Pre-Engineering Group Physics, Chemistry, Mathematics

1.2.3. General Group (600 Marks)

Select Three Subjects Choosing One from each column

Column I	Column II	Column III	Column IV
Mathematics	Physics	Statistics	Computer Science
	Economics		

*** The students opting Computer Studies must have 60% marks in Mathematics(Science Group) at SSC level.**

1.2.4. Humanities Group (600 Marks)

Select Three Subjects Choosing One from each column

Column I	Column II	Column III
Fine Arts	Economics	*Statistics
Outlines of Home Economics	Sociology	Islamic Studies
Psychology	Education	Health and Physical Education
Civics		Arabic Literature
Geography		Persian Literature
		**English Elective

***The students opting Statistics must have 60% marks in Mathematics at SSC level.**

****Subject to the availability of the Staff**

**** It is mandatory for the students desirous to opt English Elective to qualify the aptitude test conducted by the English Department**

1.2.5. COMMERCE GROUP (600 MARKS)

a. Part-I

	Subjects	No. of Papers	Marks
i.	Principles of Commerce	01	75
ii.	Principles of Accounting	01	100
iii.	Principles of Economics	01	75
iv.	Business Mathematics	01	50

b. Part-II

	Subjects	No. of Papers	Marks
i.	Principles of Accounting	01	100
ii.	Commercial Geography	01	75
iii.	Banking	01	75
iv.	Business Statistics	01	50

2. SYLLABUS/TEXT BOOKS

Syllabus and courses of studies as approved by the Ministry of Education/Federal Board of Intermediate & Secondary Education, Islamabad are followed.

3. TEST/EXAMS AND REPORTS

3.1.CLASS/MONTHLY TEST:

Subject teachers conduct class/monthly test regularly. The schedule of class test is usually notified to ensure that all subjects are conveniently covered.

3.2.TERMINAL EXAMINATIONS:

Terminal Examinations are conducted at the end of 1st and 2nd terms according to the schedule of Federal Directorate of Education, Islamabad.

3.3.SEND UP EXAMINATIONS:

Exams are arranged according to schedules and date of Federal Board. Classes IX to XII will observe Send-up Examination to appear in the Board Examination. Students are allowed to appear in the Board Examination only after qualifying in their Send-up examination and securing required percentage of attendance.

3.4.ANNUAL EXAMINATION:

Final Examination for Class-I to VII is held in the month of February/March. Annual Examinations of Class V, VIII, IX, X, XI & XII are held according to the schedule announced by the FDE and Federal Board respectively.

4. OPEN DAY

Progress reports are sent to parents to keep them aware about the progress of their children in the class. “Open Days” are arranged for the

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parents after every terminal examination. The parents are invited to discuss the progress and shortcomings of their children.

5. PROMOTION POLICY:

A uniform Promotion Policy, prepared by the Federal Directorate of Education, will be implemented for Class I-IX.

5.1. Class IX, X, XI & XII:

A uniform policy will be adopted in all the Federal Government Colleges/Model Colleges with regard to promotion from 9th to 10th & 1st Year to 2nd Year as prescribed in the academic rules for Secondary School Certificate & Higher Secondary School Certificate of Federal Board of Intermediate & Secondary Education, Islamabad.

6. SCHOLARSHIP

Merit scholarship scheme has been introduced to generate healthy competition among students of different classes. MERIT SCHOLARSHIPS are awarded to 10-12 best students from each class every year on the basis of combined merit of the class in the result of Annual Examination. The amount of scholarship is valid for one academic session and disbursed to the student in two installments.

S. No.	Class	Rate
1.	I-V	Rs. 600/- per annum
1.	VI-X	Rs. 900/- per annum
3	XI	Rs. 1200/- per annum

7. HOMEWORK/ASSIGNMENT

All students of Class I to X must maintain their diaries. All home work/assignments are recorded on the diary and signed by the subject teachers. Parent's cooperation in helping the child to complete the written work in time is imperative for maintaining steady progress. Parents must check the diary daily and sign it. Schedule of homework is drawn up so that too much or too less home work is avoided.

8. PARENTS' RESPONSIBILITY

Parents are expected to share their part of the responsibility by remaining in touch with the teachers as undertaken by them at the time of admission of their children to the college. They must attend all Open Days to discuss the academic progress of their daughters.

Parents are expected to see the Principal whenever called upon to do so. Reports sent to the parents should not be treated as routine since they indicate the shortcomings which need to be improved upon in time before it is too late.

Parents are expected to inform the college about any change in their postal address and telephone number. The college assumes no

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responsibility of letters sent to them are miss-delivered or lost in transit due to change in their address.

Suggestions by the parents, if any, should be made directly to the Principal, either personally or in writing. Parents are however, not allowed to visit the class rooms during college hours.

9. College Management Committee (CMC)

According to the constitution of CMC approved by the FDE there are two bodies as under:

- a. General Body consists of all the parents/guardians whose children/wards are on the rolls of the institution.
- b. Executive Body consists of the following members: -
 - i. Chairperson: Principal/Headmaster/Headmistress of the Institution
 - ii. President: A parent elected by the General Body through a majority vote
 - iii. General Secretary: Nominated by the Chairperson from amongst the teaching faculty
 - iv. Finance Secretary: A parent elected by the General Body
 - v. Four Executive Members including Vice, Principal, Deputy Headmaster/Headmistress and teachers nominated by the Principal. The number of members in this category shall be reduced to one, where the strength of teaching faculty is less than ten.
 - vi. Six Executive Members from amongst the parents elected by the General Body. This figure will proportionally decrease in harmony with the size of the institution. However, the minimum limit will be two (one male, one female). Out of six at least two seats shall be reserved for women/mothers. Equal representation shall be given to the parents of Evening Shift where Evening Shift is functioning. In this case the number of Executive member can be increased up to eight. However the ratio of members between parents and teachers shall 1:1
 - vii. Two individuals nominated from community may be inducted as honorary members on the recommendation of the Executive Committee

10. RELIGIOUS EDUCATION

Islamic Studies is a compulsory subject. It is a matter of pride for the college that a qualified Qari has been engaged to teach Tajweed-o-Qirat to the students. Nazra, Quranic teaching is arranged in such a manner in all classes that every student is enabled to read the Holy Quran by the time she passes 8th Class. Morning Assembly starts with the recitation from the Holy Quran along with the translation of verses recited. All the religious days are observed in the college. Inter house Naat, Qirat and Islamic Quiz competitions are held regularly. An Islamic atmosphere is maintained in the college.

11.CO-CURRICULAR ACTIVITIES

Specific talent of students are developed through different societies and competed through houses. In order to encourage competitions, students in Junior and Senior Section are divided into houses. These houses are named after the renowned ladies of historic character.

These are: -

1. Bi Amman House
2. Salma Tassadaq House
3. Fatima Jinnah House
4. Jahan Ara House

Each house is under the charge of a house mistress who guides and supervises the activities of her group. There is a coordinator of Houses from teaching staff nominated by the Principal every year. Inter houses activities are held regularly to develop the various aspects of student's personality.

12.STUDENTS COUNCIL

The college has a students' council which works as an advisory body and helps to maintain the discipline, solves day to day problems of the students and organizes the co-curricular activities with the collaboration of Houses, Societies and Clubs. The main objective of the council is to develop leadership qualities in the students.

The office bearers of the council are elected by the students. These are: -

1. President
2. Executive Members from BS
3. Vice President
4. Secretary
5. Joint Secretary
6. Treasurer
7. Head Girl
8. Class Representative from each class

13.CLUBS AND SOCIETIES:

There are several societies and clubs in the college working as a part of College Council. These societies and clubs arrange different functions from time to time under the guidance of society incharges. Every society has a Secretary where as one of the staff members is the society incharge. The following societies are working in the college: -

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1. English Literary Society
2. Bazm-e-Adab Society
3. Islamic Society
4. Home Economics Society
5. Fine Arts society
6. Dramatic Society
7. Computer Science Society
8. Pakistan Studies Society
9. Natural Science Society
10. Social Science Society
11. Sports Society
12. Press & Photographic Society
13. Civic Society
14. Singing Society

14.FUNCTIONS HELD IN THE COLLEGE

Every year different functions are held in the college premises in which parents are also invited i.e.: -

1. Eid Millad-un-Nabi
2. Convocation
3. Annual Prize Distribution
4. Oath Taking Ceremony
5. Union Week/Students' Week
6. Quaid-e-Azam Day
7. Iqbal Day
8. Pakistan Day/Independence Day
9. Sports Day
10. Aashura etc.

15.GIRLS GUIDE

Girl Guiding in Junior &Senior Section is a training programme which is to inculcate in young minds selfless devotion, co-operation, dignity of labour and willingness to serve humanity. Eight guiders, who are from the teachers community guide, organize and supervise

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the activities of Girl Guide. Principal of IMCG, F-6/2 is the Chairperson Projects for Federal Zone.

16.COLLEGE AWARDS:

Besides Conferring degrees, the college gives the following awards and prizes to the talented students in appreciation of their performance in curricular and co-curricular activities

- 16.1. Roll of Honour: A student passing all subjects and securing 65% or more marks in aggregate in the degree examination is awarded Roll of Honour.
- 16.2. Shield for Best Student: The best student at Matric, Intermediate, Degree and BS(CS) levels are awarded shields on the basis of the following criteria in order of priority
 - a. Appearing in & Passing all periodicals and examinations
 - b. Being regular & punctual
 - c. Having good conduct
- 16.3. Shields & Prizes for co-curricular activities: On the basis of best performance in co-curricular activities at various inter class and All Pakistan competitions shields and prizes are awarded in the following fields:
 - a. Qirat
 - b. Naat
 - c. Essay Writing (English/Urdu)
 - d. Debates/Declamation (English/Urdu)
 - e. Painting
 - f. Flower Arrangements
 - g. Dramatics
 - h. Athletics
 - i. Singing
- 16.4. **Academic Prizes:** Prizes are awarded to the students for individual subjects and for the overall best performance during the academic year; they are required to fulfill the following criteria to qualify for a prize.
 - a. Securing highest marks in the subjects
 - b. Appear in and pass all the college periodical tests, annual and send-up examination in the subject.
 - c. Appear in and pass all the other selected subjects.

17.INCENTIVES FOR THE OUTSTANDING PERFORMANCE

1. Cash prizes will be awarded to the students, securing **First position in the Board and University Examinations.** Cash prizes will

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also be awarded to the students bagging first position in the Centralized/Scholarship Examinations.

2. Cash prizes will also be awarded to the students
 - a. Showing 90% and above results for consecutive five years.
 - b. Showing outstanding performance in co-curricular activities at college and inter college level for ten years.
3. Special incentives will be given to the students having 95% and above marks at the time of admission.
4. Cash awards will be given to the teachers showing excellent results in the Board and University Examination.

18. ACHIEVEMENTS IN ACADEMICS

1. IMCG has a unique history of bagging Best Institution Award for four consecutive years at SSC level by Federal Board of Intermediate & Secondary Education (1996, 1997, 1998 & 1999).
2. Keeping the tradition of maintaining good results IMCG, F-6/2, achieved 2nd highest number of scholarships among all colleges of Islamabad in the scholarship examination, 2016 of class VIII under the supervision of their class teacher Ms. Asma Naureen.
3. **Mahnoor Javaid**, class **VIII-B**, was awarded a **shield** and a **cash prize of Rs. 10,000/-** on securing **3rd** position among all IMCG in her scholarship examination 2016 of class VIII.
4. In university examination (QAU) of B.A/B.Sc **Ms. Sana Mushtaq** got **1st** position in **B.A** whereas **Ms. Shamsa Jabeen** got **2nd** position in the 2013-15 session.
5. IMCG, F-6/2 bagged first three positions in M.Sc Mathematics in the university examination (QAU) for the session 2013-15.
6. **Ms. Sehrish Shafique** got **1st** position in the BS(CS) among all of the affiliated colleges of the University of Punjab, Lahore in 2016
7. **Aqsa Tasaddeq** of Class VIII bagged First position securing 645/700 in 2017
8. **Ms. Qurat-ul-ain Zulfiqar** got **1st** position, **Ms. Fozia Ambareen** got **2nd** position and **Ms. Shumaila Nazeer** got **3rd** position in the BS (CS) among all affiliated college of the Quaid-e-Azam University in 2017.
9. **Ms. Komal Sadiq** got **1st** position, **Ms. Saman Ikhtlaq** got **2nd** position and **Ms. Irmeen Ameen** got **3rd** position in the BS (CS) among all affiliated college of the Quaid-e-Azam University in 2018.
10. **Fatima Masooma** of Class V bagged 8th position in Centralized Annual Examinations 2018.
11. **Sumayya Iman, Tayyaba Usman & Hadia Liaquat** of Class VIII bagged 5th, 7th and 10th position in Middle-Standard (Scholarships) Examination 2018.
12. **Darosham Khan, Yumna Sajjal & Khadija Zia** of Class VIII bagged 1st, 4th and 7th position in Middle-Standard (Scholarships) Examination 2019.
13. **Romaisa Saboor & Minahil Fatima** of Class VIII bagged 5th position in Middle-Standard (Scholarships) Examination 2020.

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14. **Fatima Azzahra** bagged 6th Position while **Areesha Nawaz & Maryam Javed** bagged 9th position in Class V Centralized Annual Examination 2020.

15. Best Institution Awards by Federal Directorate of Education at Different levels on best results i.e.

➤ VIII	2002
➤ V	2005
➤ VIII	2005
➤ HSSC	2006
➤ SSC	2006
➤ Best institution at all levels	2006
➤ VIII	2007
➤ V	2011
-	
➤ VIII	2012
➤ V	2013
➤ V(Highest GPA)	2014
➤ V(2nd Highest number of Scholarship)	2014
➤ VIII	2014
➤ V(2nd Highest GPA)	2015
➤ VIII(2nd Highest GPA)	2015
➤ VIII(2nd Highest GPA)	2016
➤ VIII(2nd Highest GPA)	2017
➤ VIII (2nd Highest no of scholarships)	2018
➤ VIII (2nd Highest no of scholarships)	2019

1. Two awards by Iqra Foundation in 2004 and 2011 at SSC level.
2. Two awards by Pakistan Education Forum at SSC level in 1998 & 2003.
3. One award by Institute of Advanced Technology in 2002.

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19. 5-YEAR RESULTS SUMMARY

Class V		
Year	Percentage	GPA
2013	100%	5.16
2014	100%	5
2015	100%	5.27
2016	100%	5.02 (Morning Shift) 5.06 (Evening Shift)
2017	100%	5.21 (Morning Shift) 4.44 (Evening Shift)
2018	100%	4.91
2019	100%	5.07
2020	100%	4.91
SSC		
Year	Percentage	GPA
2012	100.00%	
2013	97.17%	
2014	99.03%	
2015	99.55%	
2016	99.11%	
2017	100.00%	4.44 (Evening Shift)
2018	97.29%	4.72
2019	98.46%	4.84
2020	100%	4.93

Class VIII		
Year	Percentage	GPA
2013	100%	5.16
2014	100%	5
2015	100%	5.27
2016	100%	5.02 (Morning Shift) 5.06 (Evening Shift)
2017	100%	5.21 (Morning Shift) 4.44 (Evening Shift)
2018	100%	5.91
2019	100%	
2020	100%	5.97
HSSC		
Year	Percentage	GPA
2012	95.24%	
2013	86.36%	
2014	92.66%	
2015	95.74%	
2016	99.12%	
2017	95.24%	5.21 (Morning Shift)
2018	96.73%	3.65
2019	98.58%	3.94

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HALL/AUDITORIUM

College Auditorium is quite spacious. It nearly accommodates 450 people at a time. It has been built with a view for organizing functions held in the premises from time to time. It is also used for the conduct of examination (Public & in-house) when required.

20.LIBRARY

College has a spacious Library containing 26, 000 books on all subject and a reading room for individual studies. Students are provided an opportunity to read and consult the reference books, etc during college hours and during the vacation. Besides these books, the library is enriched by a number of magazines, periodical, leading daily newspapers, text books, reference books, general books on different subject. There is also a Junior Library for the children of Junior Section which is also controlled by the same staff.

Students are encouraged by the teachers to make full use of the library and are helped in the selection of books/use of reference books and encyclopedias etc.

20.1. RULES FOR BORROWING BOOKS

1. Reference books/periodicals shall not be issued to the students but will be available to them in the library.
2. Borrowers and readers must inspect the books at the time of issue; in case of any damage they should invite the attention of the librarian to it.
3. Books will be issued for a maximum period of seven days which is extendable to another week provided a request for renewal is made before the expiry date.
4. Borrowers who keep the books after the expiry date will be fined Rs. 10/- per day.
5. If a borrower loses or damages a book she will have to pay full cost or replace the book.
6. Students will have to return all books two week before the commencement of preparation leave for examination.
7. For annual stock checking before summer vacations, books will have to be returned to the library. However, the library will remain open during summer vacation for the benefit of staff and students.

21.LABORATORIES

The college possesses well equipped laboratories for the students to perform practicals given in their curriculum. These laboratories fulfill the requirements of the syllabus up to Degree Level. With these well-equipped laboratories and expert staff members better results of the college are expected in the coming years. They are: -

S. No.	Laboratory	Total Number
1	Biology	2

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2	Physics	2
3	Chemistry	2
4	H. Economics	1
5	Geography	1
6	Statistics	1
7	Psychology	1
8	Fine Arts	1
9	Computer	5
Total		16

22.INFIRMARY

A first aid room fully equipped is provided in the college with a trained nurse to attend to minor injuries and problems. If a child needs special emergency medical treatment, parents are immediately informed and the child is taken to the hospital.

23.CAFETERIA

The college has a canteen where besides snacks and drinks, stationery items are also available. Students are strictly not allowed to visit the canteen during their classes.

24.TRANSPORT FACILITIES

The college provides the transport facilities on payment. Parents have to apply to the Principal for securing a seat in the bus for their child. Provision of seat in the bus is subject to the following conditions: -

1. Distance from the college.
2. Non availability of personal conveyance with the parents.
3. Availability of seat in the bus.

Bus charges are Rs. 500/- per month. At present the college possesses ten buses.

25.EDUCATIONAL TRIPS

Educational trips and excursions are arranged by the different societies and departments in collaboration with the tutors.

The aim and purpose of all such trips is to provide a firsthand experience and knowledge of processes and places. Through these arrangements the students are able to visit historical places, go for sightseeing, observe different development projects and have entertainment as well.

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26.FEE STRUCTURE

26.1. CLASS XI to XII

Fee Detail	Classes		Duration
	Prep	XI-XII	
Admission Fee (Non refundable)	200/-	200/-	Once
Tuition Fee (Non refundable)	-	195/-	Monthly
Student Fund (Non refundable)	150/-	200/-	Monthly
Examination Fee (Non refundable)	200/-	200/-	Annually
Report Card (Non refundable)	50/-	50/-	Annually
Admission Fund (Non refundable)	800/-	800/-	Once
College Leaving Certificate (Non refundable)	25/-	25/-	Once
Duplicate College Leaving Certificate(Non refundable)	75/-	75/-	Once
Magazine Fund(Non refundable)	100/-	100/-	Annually
Fee Card(Non refundable)	20/-	20/-	
Bus Fee(Non refundable)	Not allowed	500/-	Monthly
Library Security (Refundable)	-	250/-	Once
CMC Fund(Non refundable)	35/-	35/-	Annually
Lab Charges(Non refundable)	-		
Pre-Med per lab	-	20/-	Monthly
Pre-Eng per lab	-	20/-	
ICS	-	100/-	
H.Eco/Geo/Psy/F. Arts/Stats etc	-	20/-	
Computer Fee	-	100/-	
Educational Material	350/-	-	Annually
Student Diary(Non refundable)	50/-	50/-	Once
Student ID Card(Non refundable)		50/-	Once
College Badge(Non refundable)		50/-	Once

Rules for Fee Submission

- College dues must be paid by the 10th of each month.

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- Dues are accepted with fine of Rs. 2/- per day till 20th of every month after which the name of the student will be struck-off the roll.
- Re-admission is at the discretion of the Principal on payment of full Admission Fee and other dues.
- No College Leaving Certificate is issued until all dues are paid.
- Students cannot appear in any annual examination unless all dues are paid

BROTHERS/SISTER FEE CONCESSION

Brother/Sister fee concession in tuition fee only is granted to students of class XI to XIV, whose elder brothers/sisters are studying in Islamabad Model Colleges. Tuition Fee from Class I to X has already been waived off in all Federal Government and Model Institutions.

27. DETAIL OF UNIFORM

Senior Section Class (VI to X):

- Shirt : Light Blue with coat collar, blue piping at the edges of collar, standard size
- Sashes : White, standard size
- Shalwar : White
- Socks : White
- Shoes : Plain black school shoes, polished regularly
- Sweater : Navy Blue with round neck, waist length. **Front open and zippers are not allowed**
- Blazer : Navy Blue, waist length with College Monogram/Emblem.

College Section (Class XI - XII):

- Shirt : White with coat collar
- Dupatta : White with coloured ribbon at the edge prescribed by the College Administration
- Shalwar : White
- Socks : White
- Shoes/Joggers : Plain black school shoes, polished regularly
- Sweater : Black Plain, open with buttons, waist length. **Zippers are not allowed**
- Blazer : Black, waist length with College Monogram/Emblem.
- Head covering (scarf) : white with the ribbon of dupatta at the edges (OPTIONAL)

28. SPECIAL FINE:

Special fines are levied for the following: -

- | | | | |
|-----|--|---|--|
| 1. | Absence from college without application | : | Rs. 10/-per day |
| 2. | Damage to college property | : | in accordance with the nature of loss/damage |
| 3. | Duplicate of I-D Card / Fee Card | : | As per rules |
| 4. | Coming Late | : | Rs. 10/-per day |
| 5. | Improper Uniform | : | Rs. 10/-per day |
| 6. | Bunking Class | : | Rs. 50/- per period |
| 7. | Being Absent from College Functions | : | Rs. 50/- per day |
| 8. | Making College Premises Untidy | : | Rs. 50/- on the spot |
| 9. | Absence in Examinations | : | Rs 100/- per paper |
| 10. | Bringing Camera/Cell Phone/other gadgets | : | Rs 1000/- |
| 11. | Returning Library Books Late | : | Rs. 5/- per day |

29.COLLEGE UNIFORM RULES:

All the students, including foreign students are required to attend the college in proper and complete uniform. The following rules will be observed in this regard:

- a. Simple, white, cotton/wash n wear wrinkle free scarves are permitted to be worn.
- b. White high neck/ inner wear is allowed, if needed.
- c. Students without uniform will be denied entry to the college.
- d. Exemption from wearing the college uniform will not be permissible at any time during college hours or preparation leave.
- e. Roll numbers for Public Examination will not be issued, nor will the journals be signed by the teachers, of such students who come to college for that purpose in casual dress.
- f. It is binding on all bonafide students to be in college uniform while appearing in any public or Home Examination.
- g. Simple and plain Abbayahs/Veils (Black for College and Blue for School) are permitted.
- h. Hair shall be tied properly and must be kept tidy throughout college timings. Simple plain black accessories (catchers, pins, hair bands, etc) may be used. Dying and streaking is not allowed.
- i. Make up is strictly prohibited
- j. Jewellery is not allowed except simple, small sized earrings.
- k. Strict disciplinary action will be taken against defaulters of the above rules.

30.COLLEGE MAGAZINE:

“IDRAAK” is the title of college magazine. It is a composition of the literary activities of the students and staff which is published annually. The magazine is edited by an Editorial Board including students editors and experienced staff. English and Urdu sections of the magazine are arranged separately. The Principal is the patron-in-chief of the college magazine. “Quos-e-Quzah” is the magazine of Junior Section.

A newsletter named “Urooj” which is published quarterly is coverage of co-curricular activities of College and School Sections.

31.COLLEGE CALENDAR:

Details of all co-curricular and sports activities, competitions, approved holidays/vacation, college functions for the entire session appear in a college calendar which are meticulously followed. First Saturday of the month is observed as closed holiday in all Model Institutions.

32.COLLEGE SESSIONS:

- | | | |
|----|-------------|--------------------|
| 1. | First Term | April to June |
| 2. | Second Term | August to December |
| 3. | Third Term | January to March |

33.HOLIDAYS/VACATION:

According to the Activities Schedule issued by the Federal Director of Education.

34.LEAVE RULES:

1. All leave applications should be addressed to the Principal.
2. A leave application should carry the name, roll number, class, and section of the applicant.
3. Date must be mentioned for which the leave is applied.
4. Leave for reason other than illness must be applied for before a student avails it for herself.
5. Urgent piece of work is to be specified and clearly stated.
6. Ordinarily not more than three days leave should be applied for in case a student has to attend to some private affair needing her immediate attendance.
7. All leave applications should be countersigned by the parents or the legal guardian.

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8. A medical certificate (MC) should be attached to the application in the following cases.
 - i. Illness lasting five days or more.
 - ii. Illness immediately BEFORE and AFTER the spring, summer and winter vacation.
 - iii. Illness in the days when class tests, terminals and annual examinations are held.
9. In case of sudden illness, BEFORE or DURING a test or examination a student is required to submit her application with MC immediately. Applications received AFTER the test or examination shall not be entertained.
10. Name of a student stands struck-off the rolls if she remains absent without a leave application for **six consecutive** working days. Habitual defaulters are likely to be refused re-admission.

35. WITHDRAWAL AND DISCHARGE RULES:

1. The intended withdrawal of a pupil should be notified in writing to Principal one month in advance or in lieu thereof one month's fee will be charged. This regulation however does not apply to Government Servants who are transferred out of Islamabad.
2. An application for leaving the college should bear the signature of parents/guardian.
3. Until and unless her name is formally struck-off the rolls, a student should keep paying the dues as per rules.
4. If a student has not paid her dues and obtained clearance certificate from the office and library she will not be granted a College Leaving Certificate. Science students will have to obtain clearance from the Incharge/Assistant of each laboratory as well.

36. RULES & REGULATIONS OF THE COLLEGE

1. Within the college premises Principal is the sole authority to fine, punish or expel a student from the college if her stay is not in the interest of the institution and no authority can challenge her decision
2. No demonstration or strikes be called, organized or held at all within the college campus otherwise strict disciplinary action will be taken.
3. Students are not allowed to take part in any sort of activities other than those organized by the college without the prior permission of the Principal.
4. Student cannot take part in any Radio or T.V. Programme or write articles in newspapers, without the prior permission of the Principal.
5. No visitor is allowed to see the students in the college. Neither is anybody allowed to visit the classroom or disturb the teachers during their teaching hours without the prior permission of the Principal.
6. No student may use her status as a student or a member of college society club of the students' council to advance the purpose of

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- any political part on or off campus by means of press statement, publications, poster, leaflets, telegrams, letters, notices or by participation in any meeting, demonstration gatherings of any kind or by any other means inside or outside the college premises.
7. In case of applying for any kind of certificate from the college, a minimum of three days, time will be required.
 8. Any willful destruction or mutilation of building, furniture, book or other property of the college shall be deemed as a serious offence. The offender may be liable to make good the loss/damage and undergo punishment as decided by the authority. Solicitation of funds from students for any cause however worth is not permitted.
 9. Students must show due respect to all members of the teaching staff. They should exercise self-control and abide by the rules in classrooms, library, college hall, and cafeteria and on playgrounds as well.
 10. Students must pay all their college dues in time, should return the library books and attend to the lectures/classes punctually.
 11. During college timings students are not allowed to leave college premises without the prior permission of the Principal. The college gates are locked at 08:30 a.m. in winter and at 08:00 a.m. in summer and no student is allowed to enter or leave the college premises without permission.
 12. Students are not allowed to sit or walk near the main gate of the college, or roam about in the corridors during teaching hours. Strict disciplinary action will be taken against those who try to violate these rules.
 13. Students are not allowed to eat at any place other than the Cafeteria. Bottles and wrappers should not be taken to play ground., lawn or classrooms. While making purchases from canteen payment must be made in cash. No purchase from the canteen on loan or credit is allowed.
 14. The Principal, Headmistress and Staff are accessible at any time and are always helpful in solving problems and their advice is always welcome. Parents are advised to keep in touch with the principal to know about the progress of their wards/children.
 15. Students must be courageous enough to complain to the Principal in writing along with their name, roll number, class, section. Anonymous letters will not be entertained.
 16. **Mobile phones, cameras, tablets etc. are strictly prohibited. If found, will be confiscated.**

If these rules are strictly followed it will create healthy atmosphere in the college.