

# **EMALAH FOUNDATION SCHOOL & COLLEGE**

## **GENERAL**

**Aims and Objectives:** The Emalah Foundation School & College aims at providing the best possible education to its students. Provision of quality education coupled with character building by inculcating high moral values and discipline through example, motivation and counseling. All out efforts are made to develop the traits of Self-Respect, Dignity, Honour, Tolerance, Diligence and Selfless Service to the Nation. Attainment of Genuine, High Academic Standard remains the foremost objective of the institution.

**Brief History:** In 1992, about quarter a century ago, a Coaching Centre known as “Yasir Academy” was established, which soon became a reputable entity due to sheer hard work, dedication and quality education. Faculty expanded and students produced excellent results in SSC (Secondary School Certificate) and HSSC (Higher Secondary School Certificate) Exams. This prompted Parents to impress administration to establish a regular educational institution. In April 2014 under **Emalah Foundation** a School & College was established. The institution affiliated with Federal Board of Intermediate and Secondary Education (FBISE) Islamabad is amongst the reputed Educational Institutions of the Country.

## **Medium of Instruction**

The medium of instruction is English.

## **Location**

Emalah Foundation School & College is situated in PIA Colony, Misrial Road. It is at a distance of one Kilometer from the Peshawar Road Chour Chowk and is also approachable from Range Road.

## **Affiliation/Registration**

The institution is affiliated with Federal Board of Intermediate and Secondary education (FBISE) Islamabad at SSC & HSSC both levels and registered with EDO (Education) Rawalpindi.

## **Campus**

Presently the institution has separate blocks for boys and girls classes of college and school sections having all the required science and computer

laboratories and library. The laboratories are equipped with the most modern and up-to-date science equipments and the latest computers. The library has over 3000 books increasing day by day along with an E-library facility and managed by qualified library staff.

### **Hall/ Auditorium**

The institution has a furnished hall which is used for Examinations and Annual Functions including Urdu/English Debates, Qiraat, Naat & Quiz Competitions, Teachers' Meetings, Seminars, Teachers' Training Workshops and Parents' Teachers' Meetings. It has a seating capacity of 200 students/ individuals.

### **Sports**

Institution provides sports gear to its students by providing the indoor games facilities such as Table Tennis, Badminton and Basketball etc.

### **Institution Structure:**

The institution i.e. The Emalah Foundation School & College is divided in three sections. Section identification along with classes in each section are listed below:

- **Elementary Section**
  - Class VI (6<sup>th</sup>)
  - Class VII (7<sup>th</sup>)
  - Class VIII (8<sup>th</sup>)
- **Secondary Section**
  - Class IX (9<sup>th</sup>)
  - Class X (10<sup>th</sup>)
- **Higher Secondary Section**
  - Class XI (1<sup>st</sup> Year)
  - Class XII (2<sup>nd</sup> Year)

### **Management**

The institution functions under the supervision of Chairman Emalah Foundation who follows and complies with the policy and guide line issued by the Board of Directors of Emalah Foundation.

### **Principal**

The Principal is over all head of institution who looks after and commands all the matters of the institution. He is assisted by the following senior faculty members and bodies:

- **Director Administration:** Accounts, Finance, Transportation, Security and General Administration.

- **Director Academics:** Monitors and coordinates all activities of teaching staff, students and parents.
- **Principal (Girls Section):** Supervision of students and staff activities regarding prescribed syllabus, administrative and FBISE matters.
- **Principal Academics College:** Coordinates academic performance of students of college section,
- **Senior Vice Principal:** Academics, Student and Administrative Affairs related to college and school both sections.
- **Section Heads:**
  - **Section Head Secondary Section:** Coordinates with teachers and parents on academic performance of students of Secondary Classes.
  - **Section Head Elementary Section:** Coordinates with teachers and parents on academic performance of students of Elementary Classes.
- **Academic Council**  
This council is headed by Principal and comprises by the following senior staff Members:
  - Director Academics Vice Chairman
  - Principal Girls Section Secretary
  - Principal Academics EF College Member
  - Vice Principal EF School Member
  - Section Head Secondary Section Member
  - Section Head Elementary Section Member
  - Any senior faculty member designated by the Principal
  - The council may take up any matter related to the Institution's affairs; it particularly focuses on educational and disciplinary aspects within the overall policy framework of the Institution Rules. Its decisions in such matters are final.
  - **Section Heads:** In order to ensure more intimate teachers' students' interaction, the system of section heads has been introduced. The section Heads are responsible for the academic performance and grooming of the students as well issuing guide line to teachers of their respective sections.
- **Head of Departments:** The senior teacher of each department performs duties as Head of Department.
- **Students Appointments:** In order to provide a chance to the students to exhibit their leadership qualities, the students excelling in academics are appointed as Head Boy / Girl for College Section and Vice Head Boy / Girl for School Section Separately. Each class has a Class Prefect assisted by Class

Representative (CR). All these Appointment Holders form part of Students Council which functions under the supervision of a senior faculty member who is called Chief Proctor, to address student's issues and maintain discipline within Institution.

- **Students Related Matters:**

- **Admission:** Admission is granted to students on the basis of merit as per policy framework and the number of seats available in each class.
- **Procedure:**  
Applications for admission are received on the prescribed **"Registration Form"** attached to the prospectus as Annex-C available at the Institution's reception office.

**(Parents / Candidates are requested to read the prospectus carefully before seeking admission.)**

- **"Registration Form"** duly completed is to be returned to the concerned office (Institution's Reception Office). The office upon receiving the Form will intimate the **Entrance Test** date.
- Syllabus for the Entrance Test of Class VI to VIII is attached with Registration Form.
- Admission in Class XI is granted strictly on merit based on the marks obtained by the students in the **SSC Annual Examination** with **65%** as a minimum acceptable score.
- For Class **VI, VII** and **VIII** the candidates have to appear in an entrance test in English, Urdu, Mathematics and Science. Students qualifying the written test are interviewed for final selection by the Principal.
- Admission to classes **IX** is very limited, and not a routine, it depends on the availability of seats and the result of written test in English, Urdu, Mathematics and Science.
- Based on the result of **Entrance Test Merit List**, selected students will be issued Admission Forms.
- Admission to classes **X & XII** is very limited / not a norm and subject to the availability of seats, prior registration with Federal Board, qualifying merit and interview with the Principal.
- Admission to **XI** is offered after the announcement of result of **SSC Exam** by the Federal Board of Intermediate & Secondary Education (FBISE). At least **65%** marks in SSC Exams are minimum score for accepting Admission Form for **XI**.

- Candidates qualifying for admission are required to provide following documents along with Admission Form:
  - 1 x Copy of CNIC of Father/Guardian
  - 4 x Passport Size Photographs (blue background & in school uniform).
  - Photocopy of Computerized Form “B” (NADRA).
  - An undertaking by the Student and Parents / Guardians on a Stamp Paper. Undertaking specimen attached as Annex D & E respectively.
  - For Class VI to VIII, School Leaving Certificate (in original) from the last school attended, in case of admission to Class XI Provisional/ Character Certificate issued by the previous institution and attested photo copy of SSC Exams Result Card.
  - In Class **XI** 20% seats will be left to be filled on declaration of Rawalpindi Board Results.
  - Parents are advised to ensure that their son’s/daughter’s name is complete and correctly spelled. No change of name spelling will be accepted after admission. Parents are required to give a certificate that they have entered the name of their son/daughter as given in form-B.

**Note:**

- Admission is a privilege not a right.
  - Institution’s Administration reserves the right of admission and its decision will be final and cannot be challenged in any court of law.
- **Courses of Study:** The Emalah Foundation School & College offers the following courses of study to its students:-
  - **School**
    - **Class VI to VIII:** English, Urdu, Mathematics, Islamiyat, Social Studies, General Science, Computer Science (Oxford Pattern & Punjab Text Book Board both)
    - **Class IX & X:**
    - **Compulsory Subjects:** English, Urdu, Pakistan Studies, Islamiyat, Mathematics, Physics and Chemistry (FBISE Syllabus).
    - **Optional/Elective Subjects:** Biology or Computer Science (FBISE Syllabus).
  - **College (Class XI & XII)**
    - **Compulsory Subjects:** English, Urdu, Islamiyat, Pakistan Studies.
    - **Elective Subjects:**
      - Pre Engineering: Mathematics, Physics & Chemistry
      - Pre Medical: Biology, Physics & Chemistry

- General Science: Mathematics, Physics, Computer Science\*

**Note:** \*Basic Computer Literacy is compulsory for students

- **System of Examination**

Comprehensive system of examination is being practiced in this institution. It includes:-

- **Weekly/ Spot Tests**

Tests are conducted by the concerned subject teachers during teaching periods.

- **Monthly Tests**

At least four Monthly Tests of all subjects comprising of 20 marks and having 40 minutes duration are held during the session in addition to Terminal Exams/ Final Exams.

- **Term/ Annual Examinations**

The institution's academic year is divided into three terms. At the end of 1<sup>st</sup> and 2<sup>nd</sup> Terms, 1<sup>st</sup> Terminal Examination and 2<sup>nd</sup> Terminal Examination/ Send-up Examination are held based on particular syllabus covered during these terms. At the end of Final Term, Revision of Syllabus and Test Series are completed. After that Annual Examination of Classes VI to VIII is held normally. Annual Exam of VI to VIII is held in Feb & March and at least 75% of the prescribed courses are included in Annual Exam.

- **Condition for Promotion in School Examination:**

- Passing in all Subjects.
  - Students failing in one or two subjects but secure 30% marks in failed subjects may be conditionally promoted.
  - If a student passes in all subjects in 1<sup>st</sup> and 2<sup>nd</sup> Term Exams but does not appear in Annual Exams wholly or partially due to medical reasons, his case is referred to **Academic Council** along with medical certificate for grant of promotion to the next class.

- **Send up Exam**

Students of Class IX, X, XI and XII, who have to appear in the FBISE Examination, are required to appear in Send up Examinations. Performance in this examination determines whether a student shall be allowed to appear in Federal Board Exams or not.

- **Revision Tests**

After the completion of syllabus, at least a six week revision test series is organized for Class IX to XII for preparing the students for Board Exams.

- **Pre Board Examinations**

Pre Board examination of Classes IX to XII is conducted after completion of test series.

- **Rules and Regulations**

- **Discipline:** The institution attaches great importance to develop the traits of good conduct and behavior among the students. While the students are regularly reminded of maintaining discipline in all spheres of academic activities, the administration reserves the right to expel or struck off any student who is found guilty of:-

- Cheating, stealing, immoral conduct or gross misbehavior.
- Willfully and deliberately damaging the institution property.
- Rudeness to any Faculty or Staff Member.
- Smoking or use of drugs.
- Violating the institution rules and regulations.
- Participating in violent or agitational activities harmful to the interest of the institution and its students.
- Carrying a knife, fire arm or any other dangerous weapon.
- Being habitually unpunctual, Irregular in Attendance, Untidy, Improperly dressed and keeping Long Hair.
- Showing consistently poor performance in studies
- Remaining absent (continuous for 5 days during the academic hours without prior permission of the authorities.
- Conduct in any manner or form, which is unbecoming of a good student of Emalah Foundation School & College.
- Writing/making sketches on walls / washrooms.

- **General Rules:**

- Visitors are not allowed to see the students in class rooms under any circumstances but can meet them in visitor's room through the Vice principal/Section Head if allowed.
- Students are not permitted to bring outsiders to the institution without prior permission of the Principal.
- Smoking is strictly prohibited in the institution premises. Smoking by parents / guardians visiting the institution is also not allowed.
- Students may leave the institution before closing hours under extreme circumstances with written permission of the institution authorities and on the written / telephonic request of parents / guardians.
- No union activity of any sort is allowed under any circumstances.
- The institution administration reserves the right to Suspend/ Expel or rusticate any student who violates any rules / regulations or whose conduct is detrimental to Institution Discipline or Reputation according to the interpretation of Institution Administration whose decision is final.
- Students are not allowed to bring Transistors, Video Games, Walkman Sets, Cassettes, CDs, Mobile Phones, Weapons of any kind etc to the Institution. However, Mobile Phone may be allowed in certain extreme cases on the written request of parents and with the permission of Vice Principal/Principal. Such mobile phone will be switched off during class / academic hours. If a student is found using mobile phone during academic hours in the institution premises the mobile phone will be confiscated and necessary action will be taken against the student.
- Self-driven cars and motor-cycles by students are discouraged. The institution is not responsible for the Safety/Security of such vehicles
- **Since the institution is situated in residential area therefore parents / guardians are requested not to park**



**their vehicles (cars) in-front of main gate / door of any house or residential unit. They must also instruct their drivers to respect the comfort of neighborhood community and follow these rules.**

- Students who are irregular and do not achieve the required attendance as laid down by Federal Board (75%), will be struck off from the college rolls and will not be allowed to appear in the Board Examination.
- **Student Leave Rules:**
  - Students join Emalah Foundation School & College to acquire academic excellence. Missing classes, under any pretext, is, therefore, taken very seriously. Parents are expected to plan their family functions in a manner, which causes no disturbance to class attendance of their sons / daughters / wards.
  - Parents are expected to understand that the three spells of vacations i.e. summer, winter and spring are ample stock of leave for the students to refresh / recreate themselves and for the parents to have their children attend major / minor family functions/ events.
  - **Following leave rules are strictly followed:-**
    - Leave is to be applied under totally unavoidable circumstances and that too for the barest minimum period.
    - Leave other than illness will be applied well In advance for a period of no more than three days. (Except Hajj and Umrah)
    - All applications, duly endorsed by the parents/ guardians, are to be addressed to the Principal. Applications should be put by hand to the Principal otherwise student will be considered absent. A fine of Rs. 50/- will charged against each absence.
    - Absence of a student for 5 consecutive days or 10 days in a month will result in his/her being struck off from the college rolls. If student applies for readmission and the College Council decides the case in his/her favour, the student will have to pay Rs. 5,000/- as readmission fee.

- A student who remains absent from the college for more than two days because of sickness has to produce medical certificate from a Registered Medical Practitioner of Government Hospital justifying his absence from the college.
- **Expulsion from the Institution:** Any of the actions listed below will lead to expulsion from the Institution:-
  - Student failing twice in any class during his stay in the institution.
  - Student involved in cheating case.
  - Student failing in four or more subjects in terminal examinations in an academic year.
  - Student showing consistently poor results in academics / attendance.
- **Uniform**

Uniform is the symbol of the institution. It must be worn properly and must always be kept neat and tidy. Our uniform is:-

  - **Boys – Summers:**
    - Quarter Sleeve White Shirt
    - Dark Grey Trousers
    - School/College Badge
    - Black Oxford pattern Shoes with Black Socks (Students will be exempted from wearing college tie from May 1st to September 30 each year).
  - **Boys – Winters**
    - White Shirt
    - College Tie
    - College Badge
    - Dark Blue pullover
    - Dark blue Coat
    - Dark Grey Worsted Trousers
    - Black Oxford pattern Shoes with Black Socks.
  - **Girls Summer**
    - White Shirt (with light blue piping) & White Shalwar
    - White Dopatta
    - School/College Badge
    - Black Shoes with White Socks

- **Girls Winter**
  - White Shirt (with light blue piping) & White Shalwar
  - White Dopatta
  - School/College Badge
  - Dark Blue pullover
  - Dark Blue Blazer
  - Black Oxford Pattern Shoes with White Socks
  - Name plate is an important part of the uniform and must be put on the right lapel of the blazer in winters and on the right pocket of the shirt in summers.
- **Tutorial Classes:** Tutorial classes are held in the last period on Friday for discussion and speeches by students on various topics.
- **Fee Structure:** Fee concessions and other details are given below.-
  - The fee will be paid in Account Office (Admin Block) of institution upto 10<sup>th</sup> day of each month. After 10<sup>th</sup> a fine of Rs. 10 will be charged for each day of delay upto 30 days. If a student fails to deposit fee by the 10<sup>th</sup> of succeeding month, the rate of fine shall increase to Rs. 20 per day (31 - 60 days), for next (61 - 90 days) the rate of fine shall increase Rs. 30 per day. His/ Her name will be struck off after 90 days. He may be re-admitted as a fresh case after depositing the requisite Admission Fee, Tuition Fee along with Three Months Fine. In case last day of depositing of fee is a closed holiday, the last day will be extended accordingly.
  - In case of summer vacations, the students are allowed to deposit fee on monthly basis.
    - **The rates of School & College Fee and Funds are subject to revision from time to time.**
    - No fine will be levied if entire period of absence is covered by Medical Certificate, provided the same has been issued by Government Hospital. In case of private hospital, the certificate must be countersigned by Medical Superintendent of the private hospital.

- Only Security IS refunded to student on leaving the School / College. Admission Fee / other dues will not be refunded even if parents decide to withdraw their sons from the School/College just after depositing the Fee.
  - Security refund will be issued within 15 days of receipt of application.
  - Fee bills are delivered to the students in their respective classes through class teachers. However, during annual exam of Board classes it is the responsibility of the students/ parents to collect the Fee Bill from the Accounts Branch and deposit by due date (i.e. by 1<sup>0th</sup> of each month).
- Note:** For NEW ADMISSIONS, Fee / Funds will be charged according to the rates approved / revised at start of academic session.

**Co-Curricular Activities:** Students are extended numerous opportunities to display their talents through following activities:-

- **Annual English and Urdu Debates.**  
Inter Class/ Section Debates are held under the arrangements of English and Urdu Departments once a year. School and College students are encouraged to participate in Debate Competitions organized by different reputed Educational Institutions as well as by FBISE on Intra Board and All Pakistan Levels. The institution has a good record in such competitions.
- **Naat and Qiraat Competition.** This competition is held under the arrangement of Islamiyat Department once a year for school and college classes. The institution also participates In FBI&SE competitions held from time to time.
- **Public Speaking.** Public speaking IS held on weekly basis during the tutorial periods.
- **Guest Speakers.** Persons of Letters are invited to deliver .talks on different important topics. Q & A sessions are also held where students are encouraged to ask questions related to the topic.
- **Quiz Competitions.** These competitions are organized by Pakistan Studies Department at SSC and HSSC level.

- **Social Service** Senior students are sent for "social service for various places including SOS village / Government Hospitals.

- **EXTRA CURRICULAR ACTIVITIES**

Following extra-curricular activities are held:-

- **Sports Activities.** Sports play an important role in the grooming of the students and their character building. They also provide students an opportunity to exhibit their talent. The institution pays special attention to this aspect. A sports period / week for every class is conducted under the supervision of Director Physical Education. Annual sports competitions are also held.
- **Houses and Student Appointments.**  
The School and students are divided into four houses:-  

House	House Colour
• Jinnah House	Green
• Iqbal House	Red
• Sir Syed House	Sky Blue
• Liaquat House	Yellow
- **Science Exhibition:** The Institution holds Annual Science Exhibition to give opportunities to talented students to exhibit their skills. Winning Models" compete in the Annual Science Exhibitions held by FBISE.

## MISCELLANEOUS

- **Parent-Teacher Meetings.**  
Regular parents -teacher meetings are organized for all classes immediately after the results of each Monthly/Terminal Exam. In addition, parents are encouraged to meet the concerned subject teachers and the Principal/Vice Principal in order to discuss the academic performance of their sons / daughters / wards. However, for such specific individual meetings they have to suitably coordinate with the respective teachers of their son/ward or the vice principal.
- **Religious Education.** Religion plays an important role in the character building of a person. Our religion has outlined the highest standards morality and discipline. With this in view, Islamiyat is

taught as a compulsory subject. The Daily morning assembly begins with the recitation from the Holy Quran and Dars-e-Hadith. Religious occasions are also celebrated with a view to imparting knowledge about different aspects of Islam.

- **Accidents/Mishaps:** The Institution adopts all possible measures for the safety of the students during their stay in the Campus. The Institution shall not be held responsible for any kind of accident / mishap / injury to any student. First aid facility is available in the campus, a qualified **Doctor** is always available ON CALL and for emergency evacuation an **Ambulance** is also available. Further treatment is the responsibility of the parents.
- **Visiting Hours.** Parents can meet the Principal/Vice Principal/ Section Head between 1100 hours and 1300 hours from Monday to Thursday and between 0930 Hrs and 1130 Hrs on Friday
- **Managing/Organizing Body:** The institution is run by Emalah Foundation comprising of Chairperson, Chief Executive, Directors and Members of Board of Governors.
  - Chairperson Emalah Foundation                      Miss Emalah Saeed
  - Vice Chairman/ Managing Director                      Lt. Col. Nazeer Ahmad (Retd)
  - Director Administration                      Mr. Munir Ahmed
  - Director Academics                      Mr. Hafiz Yasir Saeed
- **Faculty and Staff – Profile / Names:** The institution feels pleasure and proud to it's highly qualified and well experienced faculty which includes Doctors of Philosophy (Ph.D)/ M.Phils and at least MA/MSc in relevant subjects. Some of them are as under: