





هَلْ يَسْتَوِي الَّذِينَ لَا يَعْلَمُونَ وَالَّذِينَ يَعْلَمُونَ  
بِالْحَقِّ يَوْمَ الْقِيَامَةِ تَتَوَفَّوْنَ بِالْحَقِّ كَوَّافُونَ

صَدَقَ اللهُ الْعَظِيمُ



○ قُلْ هَلْ يَسْتَوِي الَّذِينَ يَعْلَمُونَ وَالَّذِينَ لَا يَعْلَمُونَ

Say (O' Muhammad ﷺ) "Are those who know,  
equal to those who know not?"



## INDEX

1	<i>Foreword</i>	5
2	<i>Board of Governors</i>	8
3	<i>Legal Advisors &amp; Consultation Committee</i>	8
4	<i>Teaching Staff</i>	8
5	<i>School Organization</i>	9
6	<i>Our Targets</i>	10
7	<i>Education Departments</i>	10
8	<i>Academic Year &amp; Examinations</i>	15
9	<i>Rules &amp; Regulations</i>	20
10	<i>Admissions</i>	22



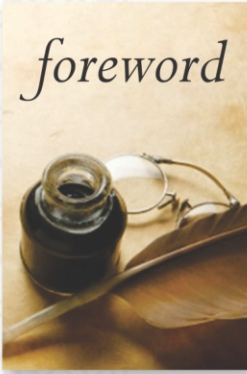
جو انوں کو میری آہ سحر دے  
پھر ان شاپین بچوں کو باپ و پردے

خدا یا! آرزو میری یہی ہے  
میرا نور بصیرت عام کر دے

علامہ محمد اقبال ع



## foreword



***Assalam-o-Alaikum Wa Rehmatullahi Wa Barakatuhu!***

***Respected Parents / Guardians:***

Virtuous and righteous child is one of greatest bounties of Allah Almighty. The best way to pay gratitude for this great bounty is to train our children in such a way so that they not only become better and useful human being, leading a safe and sound life in this world, but they are also successful in the life hereafter, and become an everlasting & continuous source of reward for their parents as well. This is a great responsibility, a great obligation and we are encouraged by our Religion (Deen) to spend all our efforts for the training and grooming of our children. We can achieve this objective only by choosing such institutions for our children which provide compulsory religious education alongwith modern education. Unfortunately, due to the shortage of such institutions, the parents are faced with a dilemma, if they send their children to modern institutions, they will be deprived of religious grooming and if they send them to institution, purely dedicated to religious education, then they will be deprived of modern scientific education.

Lord MacAulay while addressing British Parliament in 2<sup>nd</sup> February 1835 said: “I have traveled across the length and breadth of India and I have not seen even one person who is a beggar, who is a thief. Such wealth I have seen in this country, such high moral values, people of such caliber, that I do not think we would ever conquer this country, unless we break the very backbone of this nation, which is her spiritual and cultural heritage and therefore, I propose that we replace her old and ancient education system, her culture, for if the Indians think that all that is foreign and English is good and greater than their own, they will lose their self-esteem, their native self-culture and they will become what we want them, A Truly Dominated Nation.” Acting upon the advice of Lord MacAulay the Britishers totally neglected the Islamic education system and implemented their own from which religious aspect was totally neglected.

According to Justice Mufti Taqi Usmani “If we have insight into centuries old educational

system of Muslims, we will find no difference between school and Madrassa (religious school). This state of affairs continued till the advent of British in the sub-continent. It was understood that according to Shariah, it was not obligatory for every Muslim to become a religious scholar. It is Farz-e-Kafaya (compassionate) a general obligation whose performance by an adequate number absolves all. But to learn basic religious education is a duty of every person and this basic education was provided to each and every Muslim without any discrimination in those Madaris. However whoever wanted to specialize in religious education he had opportunities and whoever wanted to specialize in any other field, he had separate opportunities of contemporary education available. Difference between worldly and religious education arose when British Imperialism got hold over sub-continent and the British tried to convince the Muslims that religion is a hurdle in the way of progress. While the fact is that Islamic teachings are not a hurdle, they rather facilitate the path to progress. As a proof we can name a large number of great Muslim scientists like Musa Al-Khwarizmi, Umar Khayyam, Nasir-ud-din Tusi, Jabir Bin Hayyan, Bu Ali Sina, Ibn-ul-Hassam and Farabi who laid the foundation of modern sciences.

Pakistan is an Islamic country and ideological state. We have firm faith that Islam is a complete code of life. It has its own distinctive judicial, economic, social and political system. Our success and our Country's progress and prosperity depend on following the same system. We have been dominated by foreign non-Muslim power for more than 200 years which has adversely affected every field of our life. It is a matter of great concern that our educational system is yet not according to objective and ideology of Pakistan, which is reflected in all those individuals who complete their education from these institutions. They learn no moral values and the impact of this great harm is prominent in our politics, public and all institution of the state. Corruption, personal interest, favouritism and dishonesty have become part of our culture which has brought our nation to the brink of destruction. So, there is a dire need to formulate such an educational system which can produce such a generation which is free and pure of all above mentioned immoral practices is able to reap the fruits and benefits of creation of Pakistan and can lead the nation to the road of progress. Now it is essential that we

introduce our generation with true Islamic teachings & values and train them in such a way so they can become good Pakistani citizens, excellent engineers, honest business man, competent doctors, scientists and soldiers as well as true preachers of Islam and devotees of ideology of Pakistan.

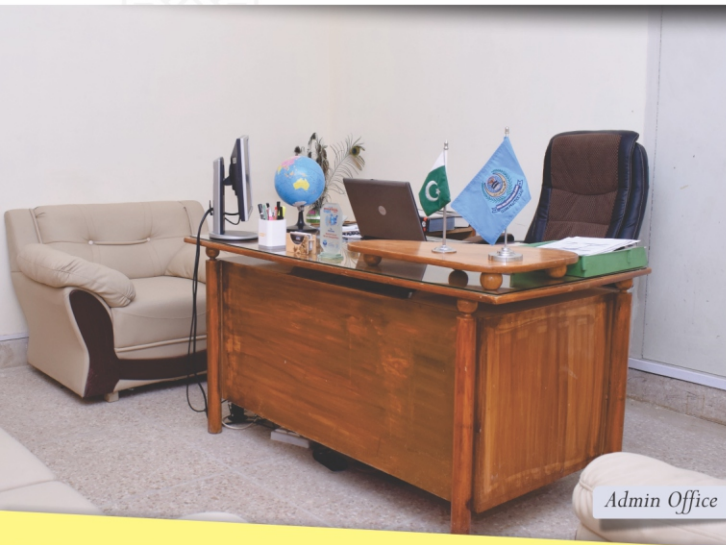
Ummul Qura International School is an endeavour in this regard, so that parents can acquire a suitable environment for contemporary and religious education as well as an educational house for balanced grooming for their children.

Alhamdulillah! Ummul Qura International School has always shown distinctive performance in Abbottabad Board and Wifaq-ul-Madaris exams where its students have clinched top positions. May Allah make this effort useful for this country & nation and a source of reward for us in the hereafter (Ameen)

Humble Servant

Jawed Khan Hazarwe and Companions

Ummul Qura International School & College Abbottabad



*Admin Office*



*Principal's Office*



## BOARD OF GOVERNORS

Executive Director:	Mr. Jawed Hazarwe
Managing Director:	Mr. Muhammad Saad Javed
Principal:	Lt. Col (R) Abdul Aziz
Admin Officer:	Mr. Muhammad Nayyar Zia
Accounts Manager:	Mr. Muhammad Zia-Ud-Din Zia

## SHARAI ADVISORS

Sheikh-ul-Hadith Molana Muhammad Nazir
Mufti Muhammad Nasir Jadoon

## ADVISORY COUNCIL

Dr. Mufti Usman Ayub	(P.H.D) Professor Comsats University
Mr. Ahmed Shakeel	(Principal Las Angeles School America)
Dr. Muhammad Naveed Jan	(P.H.D) Professor Comsats University
Mr. Tahir Jalil-ur-Rehman Khan	(C.E.O Cedrus Group Pvt Ltd)

## TEACHING STAFF

The administration of Ummul Qura tries its best to recruit teaching staff equipped with high qualification, devotion and professional competence with their objective of welfare & character building of the students and to maximize their educational skills & abilities. We try to provide our students with well-qualified, minimum master degree holder teacher so that they can teach the student properly. Teachers are bound to pre-plan their lesson and teach whole heartedly. They are bound to pre-plan the syllabus on daily, weekly, monthly & yearly basis. They are supposed to use modern teaching techniques as well.

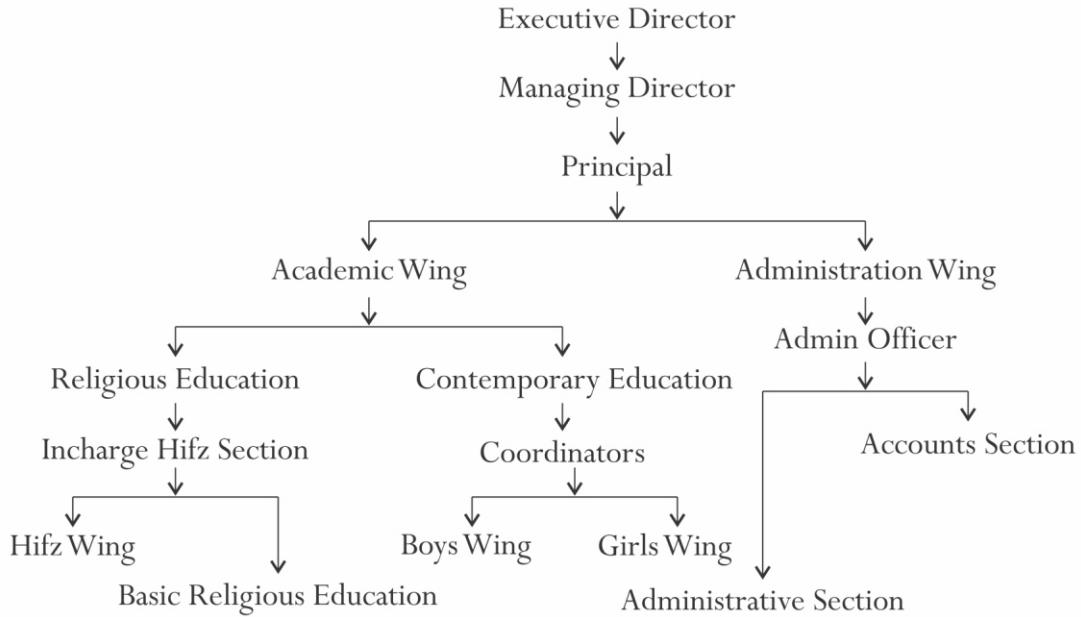
Teachers are encouraged to follow high moral values and create the same sense in their students. They are also bound to keep away from any illegal or immoral activity.



# ORGANIZATION

## UMMUL QURA INTERNATIONAL SCHOOL & COLLEGE

*The Hierarchy of Ummul Qura International School is as follows.*



## TARGETS OF UMMUL QURA INTERNATIONAL SCHOOL

Ummul Qura is trying its best to provide our students these imperishable laws of Islam along with quality modern education:

- 1 Our students will be able to know:
  - ▶ Understand the purpose of creation of Human being. ▶ Proud to be a Muslim.
  - ▶ Keep the knowledge about basic Islamic concepts i.e faith, culture, prayers, social & economic affairs.
- 2 They will be able to identify morally good & bad, right & wrong paths of life.
- 3 The ability to self-esteem and progress in children.
- 4 Make them excellent in speaking, reading, writing & communicating skill to survive better their nation in future.

## ACADEMIC SECTIONS

**Pre-Schooling System:** It is divided into three sections,

1 Play Group 2 KG-I 3 KG-II In this system attention is paid on child's academic as well as moral base so that child's writing, reading & comprehension skills can flourish and they are introduced to Islamic manners and values.

Play Group: Age limit: 3 to 4 years

KG-I: Age limit: 4 to 5 years

KG-II: Age limit: 5 to 6 years

**Primary School System:** Class 1st to 5th In this section focus is mainly on reading, writing, speaking and comprehending abilities and that children are not over-burdened with unnecessary subjects.

**Middle Level:** Apart from Science, Mathematics, English, and Urdu, a portion of grade 9th is also taught in class 8th.







**Matric Level:** As the school is affiliated with Board of Intermediate and Secondary Education Abbottabad, the syllabus of KPK Text Book Board is taught at this level.

**Matric For Huffaz:** Those students whose Hifz is delayed we have arranged their timings in such a way as to complete their Matric course in due time.

**College Section:** Regular classes at college level will start in 2018 (In Sha Allah).

**Hifz Section:** Hifz section is an important part of Ummul Qura. It has been working successfully for the last thirteen years. Number of students have completed their Hifz from school.

**Computer Literacy:** Keeping in view the needs of modern age school has arranged computer literacy programme with well qualified teacher and well-equipped computer lab.

## RELIGIOUS GROOMING PERIOD

It is quite essential for a Muslim to spend his 24 hours life according to the commandments of Allah and Sunnah of the Holy Prophet (ﷺ). His way of sitting, walking, eating, talking, day-to-day matters, praying and dealing should never be against Shariah. For learning all this it is quite necessary to devise a grooming plan and training course that can make the students ideologically strong, so that they can keep themselves away from the evil practices of contemporary age and enable them to take their responsibility in the guidance of their religion. We have allocated a regular period for Islamic grooming so that the relevant teachers can focus on religious and moral grooming of students with full concentration. There is a proper syllabus for this purpose that includes:

- 1 Imaniyat: Iman-e-Mufassal and other compulsory basic elements of faith.
- 2 Ibadat: Five obligatory elements of worship Salah, Soum etc and all important matters related to Islam.
- 3 Taharat (Purification): Ablution, taking bath and relevant matters.
- 4 Supplication taught by the Holy Prophet (ﷺ) for all occasions.
- 5 Moral Values and Manners: Concept of good and bad manners
- 6 Social Values and Norms: Rights of parents and other relations. Manners of eating, sleeping and greeting etc.
- 7 Other Matters: including matters of buying and selling debt, borrowing etc.
- 8 Life history of the Holy Prophet (ﷺ) from birth to death.
- 9 Miscellaneous: Problems and matters related to present age, temptation and trials and the ways to keep away from them.



## NAZRA QURAN

We firmly believe that the Holy Quran is a system of life, its recitation, comprehension and application in all walks of life is a source of success in both worlds. It is the only way of salvation. Allah Almighty has given us three sources of seeking knowledge i.e five senses, wisdom and revelation. Though our five senses and intellect, our wisdom are a great source of learning but their scope is limited if they are left without the guidance of revelation they will astray us, unfortunately our educational institution & society at large lack this highly important element and the loss of this is evident.

Tajweed: The recitation of Holy Quran with correct pronunciation is basic and foremost in learning of the Quran. So keeping in view all these important facts, we have made special arrangements for teaching Nazra and every student is supposed to recite the Holy Quran with correct pronunciation.

### SYLLABUS FOR NAZRA

- ▶ Play Group: Complemental age of Qaida is 5 to 6 years. During this class student will have to learn Qaida 1 hour in a day.
- ▶ Class 1st: age limit (6-7 years) 30th Para will be completed at this level and last 10 Surahs will be taught and student will learn them by heart with correct pronunciation.
- ▶ Class 2nd: Three Paras will be taught
- ▶ Class 3rd: Six Paras will be taught
- ▶ Class 4th: Ten Paras will be taught
- ▶ Class 5th: Last ten Paras and completion of the whole Quran
- ▶ Class 6th: Last ¼ part of 30th Para will be learnt by the students.
- ▶ Class 7th: Surah Yaseen and Surah Mulk will be learnt by heart by the students.
- ▶ Class 8th: Revision and Quran that is recited in prayer will be learnt by the students.

Those students who will take admission in any senior class, they will also be made to learn Nazra properly.



## SYLLABUS FOR HIFZ

- 1 Student of grade II will read Noorani Qaida and one or two Paras in one year.
- 2 When the student will start Hifz in grade III, he will have to learn five Paras during first year.
- 3 In the second year he will learn 7 Paras in the following order:
  - ▶ 1st Para within two months.
  - ▶ 2nd Para within 1 month 25 days.
  - ▶ 3rd Para within 1 month 20 days.
  - ▶ Then 4 Paras within 1 ½ month's time and lesson will be off during the last fifteen days.
- 4 In the 3rd year, 8 Paras will be completed and each Para will take time of one and a half month (1 ½ month).
- 5 In the 4th and last year, last 10 Paras will be completed and the remaining time will be allocated for revision and federal exams (Wifaq-ul-Madaris)
- 6 An average and hardworking student can easily complete his Hifz-ul-Quran, if he is regular throughout this period.

## GUIDELINES FOR THE PARENTS/GUARDIANS

Parents will be responsible to help the students in memorizing the given lesson on regular/daily basis. The most appropriate time for learning is from Maghrib to Isha and revision time half an hour after the Fajar prayer. Parents are supposed to check & sign the diary regularly. If the parents/guardian will not follow this time table, the student can never get the desired results. This syllabus is arranged keeping in view the average students. If the student is more intelligent and hardworking, he can complete his Hifz-ul-Quran in lesser time, as some students have completed their Hifz within one year (Alhamdulillah!).



## SCHEDULE FOR EXAM (HIFZ SECTION)

A monthly test is held in Hifz section regularly and the report is sent to the parents. The students who complete their Hifz-ul-Quran can appear in the Board exam of Wifaq-ul-Madaris. Every Hafiz or Hafiza must appear in monthly test and Board exam of Wifaq-ul-Madaris.

## ACADEMIC YEAR & EXAMINATIONS

**Academic Year** March to December

Detail is as follows:

- ▶ Two examinations are held during one academic year i.e First Term and Final Exams. Monthly test are also taken regularly.
- ▶ Every student is bound to take all above mentioned tests and exams. Absent student during these tests or exams will not be allowed to reappear in any of the test or exam.
- ▶ Passing percentage is 40.
- ▶ Students of grade 9th and 10th are required to get 60% marks in pre-board exams. Otherwise, they will not be allowed to appear in Board examinations and no concession will be given in this regard.
- ▶ Results of all tests & exams will be handed over to the parents/guardians only.

### **Winter Vacations**

From January to February (As per BISE schedule)

## CO-CURRICULAR ACTIVITIES

- Re-creational and Study Tours
- Urdu/English Speech Contests
- Naat and Qirat Contests
- Quiz Competition
- Sports Competition
- Creative Writing Competitions

The students are encouraged to participate in these activities and their lack of interest will be considered as a weakness on part of students.

## REWARDS & PUNISHMENTS

- Research has proved that undue scolding & punishment to children can spoil them rather than reforming. So the institution encourages the idea of rewarding and giving incentives to the student in order to make them perform well.
- Students who show good performance in any field will be rewarded with trophies, shields, certificates & other such rewards. These rewards are given on different occasion like annual function, morning assembly, during result declaration or even in the classrooms.



## STATIONARY

- School books and notebooks are available at the school canteen.
- Homework diary and Hifz section diary must be purchased from the school canteen.



## CANTEEN

Canteen facility is provided within the premises of school building where student can buy hygienic food items, however school encourages the students to bring home-made lunch.

## SCHOOL UNIFORM

Dress is an important part and has great impact on one's personality. As our national dress is Shalwar Kameez, it is in harmony with our civilization, culture and nearest to our Shariah. So it has been adopted as school uniform:



## *Girl's Uniform*

### *Summer*

- ▶ Sky Blue shirt with check pattern and White Shalwar
- ▶ White Scarf with sky blue checked lining
- ▶ Black Socks & Black School Shoes

### *Winter*

- ▶ Navy blue sweater and coat (with school badge)
- ▶ Black high-necked vest and trouser



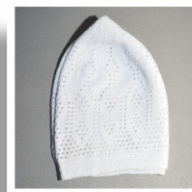
## *Boy's Uniform*

### *Summer*

- ▶ Sky Blue Shalwar Kameez with school badge
- ▶ White headgear (Cap with net)
- ▶ Black Socks & Black School Shoes

### *Winter*

- ▶ Navy blue sweater and coat (with school badge)
- ▶ Black high-necked vest and trouser (undergarments)
- ▶ Navy blue woolen winter cap



- School uniform is available at school canteen.
- The appearance of students should be according to Sunnah.
- Male students must have proper hair cut likewise their nail must be properly cut.
- Parents should make sure that their child comes to school in proper and neat & clean uniform following the discipline of school.
- School uniform is provided by the school in order to keep uniformity in colour & design.

## INSTRUCTIONS FOR PARENTS & STUDENTS

It is to remember that Islam has given great importance to the Rights of the children as an only well groomed child can become a righteous Muslim, an obedient son/ daughter, a useful member of society and a patriotic citizen. He/she will not only be successful in this world but can also be a continuous source of reward in the real and eternal life in the hereafter.

The Prophet (ﷺ) said: كل مولود يولد على الفطرة فابواه يهودانه او ينصرانه او يمجسانه  
 “Every child is born of Fitra (Nature). It is his parents who turn him into a Christian, Jew or Zoroastrian.”

It shows that parents role in the training of the child is of highest importance as these are parents who choose teachers and educational institution for their offsprings. The parents' decisions play a vital role in forming or deforming of a child. We as parents are endowed with a great responsibility and not doing justice to it. Usually the parents lay the total responsibility on the school and themselves don't take interest which is negligence on their part. Remember education is a triangle of teachers, parents and students.

The best training and education depends on perfect coordination between above three.



## **PARENT-TEACHER MEETING (PTM)**

Regular visit of parents to school and to remain aware of student's performance is of utmost importance. Usually parents are called after every monthly test or terminal exams in order to discuss about child's performance. It is a proved fact that exchange of thoughts between parents and teacher has always positively improved the child's performance.

Parents' participation in other co-curricular activity based functions is also a source of encouragement for the children. Likewise in case of any urgent or serious situation relating to the child's undue absence and rude behavior parents must visit the school when required.

## **CHECKING OF DIARY & HOMEWORK**

All students are provided with a homework diary which is used for assigning homework as well as for necessary instructions for both children and parents. The students of Hifz section are also provided with a separate diary. Parents are required to check & sign these diaries regularly. Parents to ensure that notebooks are complete & books are properly bound.



## **MESSAGE TO PARENTS**

The school sends various messages to parents on different occasion in the form of circulars, pamphlets, syllabus, date-sheets, invitation cards & fee slips. Parents are required to see them carefully and not to lose them as administration has to face problems in case these are lost.

## **MODES OF CONTACT**

Parents are normally contacted through diaries, sms and phone calls. Parents are required to give their correct online phone and mobile numbers to the administration. They are also provided the facility of watching their children's performance at school's website. They can also get information about children by registering them through online mobile application.



## RULES AND REGULATIONS

*Important*

All students are required to obey by the rules and regulations formulated by the school.

### **Punctuality:**

- ▶ Punctuality is of utmost importance. Parents are responsible for sending their children to school in time. Students habitual of coming late will be sent back home.
- ▶ Going outside the premises of school building is not allowed without the prior permission of the principal.
- ▶ Parents are not allowed to take their children out of school during school hours except for emergent situation.
- ▶ Students are also not allowed to go from school with any other person during school hours except with their parents, elder brother or sister in case of any emergency.

### **Uniform:**

- ▶ No student will be allowed to sit in the classroom without uniform.
- ▶ Uniform must be proper, neat, clean and properly ironed.
- ▶ School shoes must be polished and in good condition.
- ▶ Student must keep their student's ID card on during school hours.

### **School Bag:**

- ▶ Every student must bring his neat & clean school bag with all text books and notebooks.
- ▶ Every student has to complete his homework in time and keep his textbooks and notebooks properly covered and binded.



### ***Absence or Leave:***

- It must be ensured that the child is not absent without any valid reason, the school will not be responsible for academic weakness of the child in case of their absence.
- In case of leave, it will be obligatory to send an application with parents' signature or to make a telephone call asking for leave; otherwise the child will be considered absent.
- For sick leave of more than two days a medical certificate attached with the application will be necessary.
- In case of six consecutive leaves during a month, the student's name will be struck off from the school and if the student wants to continue his studies readmission fee will have to be deposited.

### ***Disciplinary Measures:***

- All students are bound to respect all the teachers, administration and other school staff.
- In case of any kind of misconduct, firstly the student will be warned and if he/she does not mend way, he/she will be struck off from the school.
- Students are strictly forbidden to keep any kind of drugs, weapons or sharp edged items.
- They are also strictly forbidden to have affiliation with any political party or organization, nor they are allowed to keep any literature belonging to any organization.
- Students are not allowed to keep any type of mobile phone.



### ***Sharai Hijab for Female Students:***

- Complete observance of pardah in the girls section is mandatory neither boys nor girls are allowed to go to each other's sections during school hours.

### **Fee Rules:**

- ▶ Parents are requested to deposit the dues in time & follow these rules.
- ▶ Try to deposit the fee before the 10th of each month in order to avoid any inconvenience.
- ▶ Annual fee along with the monthly fee is obligatory in the first month of every academic year.
- ▶ Admission fee & monthly tuition fee is non-refundable.
- ▶ If fee is not deposited within due time, the student will not be allowed to sit in the class.
- ▶ With regard to the fee of winter vacations the schedule formulated by the account office will be followed.
- ▶ Students who will complete their session upto december are bound to pay the school fee for january and february, even in case of school leaving certificate.

*In case of agreement with above mentioned terms and conditions we*

*Welcome*

*you to Ummul Qura International School & College*



## TERMS & CONDITIONS FOR ADMISSION

- First of all school prospectus will be obtained from the school office.
- Admission form attached to the prospectus will be filled and date of entry test will be taken.
- Subjects for Entry Test are: Urdu, English, Maths & G. Science (from Grade I to VIII)
- Physics, Chemistry, Biology, Maths & English for 9th, 10th & 1st year.
- Both child and his/her parents will be interviewed after qualifying the test.
- The names of successful candidates will be informed via sms and phone call.
- Admission fee will be deposited in the bank prescribed by the school.
- After depositing the fee, the following documents will have to be deposit in the school office.
  - a Fee slip
  - b Form 'B'
  - c Attested photocopy of anyone of the parents' ID card
  - d Two passport size photos of the candidate
  - e School leaving certificate from the previous school (except for prep class).
  - f Any other academic certificate of previous school
- If you provide all these documents in due time then your admission will be considered as final. In case of delay, admission can be cancelled.
- The school has right to cancel the admission incase of giving wrong information for admission.