

OPERATIONAL MANUAL



**RAMAL INTERNATIONAL COLLEGE,
ZAFARWAL**

2026



Operational Manual

This Operational Manual of **Ramal International College** serves as a comprehensive reference for the smooth functioning of the institution. It contains the **Job Descriptions (JDs)** of all key personnel, including the Director, Principal, teaching faculty, administrative staff, and supporting staff, clearly defining roles, responsibilities, and reporting structures. The manual also incorporates the **College's policies**, including admission, examination, academic, administrative, and zero-tolerance regulations, designed to ensure discipline, ethical conduct, and quality enhancement. In addition, it includes detailed information about **student and staff clubs**, promoting co-curricular and extracurricular engagement, a full **event calendar** highlighting major and minor celebrations, and a complete **academic and examination calendar** covering monthly tests, send-ups, half-book exams, pre-boards, and Board examinations. This manual is intended to serve as a practical guide for all stakeholders, ensuring clarity, transparency, and consistency in the operations, administration, and academic management of the College.

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Staff Roles, Duties, and Organizational Accountability

This section of the manual outlines the roles, responsibilities, and accountability of all staff members at Ramal International College. The purpose is to ensure **clarity in duties, transparency in operations, and accountability across all levels** of the organization. By clearly defining responsibilities, expected behaviour, reporting lines, and performance evaluation criteria, this section serves as a practical guide to uphold the College's standards, policies, and mission.

1. Director

1.1 Job Purpose

The Director is responsible for providing strategic leadership, setting institutional goals, and ensuring overall operational, academic, and administrative excellence of the college. The Director ensures compliance with educational regulations, promotes institutional growth, and upholds the college's vision and values.

1.2 Required Qualifications

- 1.2.1 Masters' degree in **any subject**
- 1.2.2 Doctorate (PhD) degree will be given preference
- 1.2.3 Knowledge of higher education administration, policy, and accreditation standards
- 1.2.4 Strong understanding of institutional governance and compliance requirements

1.3 Required Experience

- 1.3.1 Minimum **10–15 years of progressive experience** in academic administration or higher education leadership
- 1.3.2 At least **5 years in a senior management or executive role**
- 1.3.3 Proven experience in strategic planning, governance, and institutional development
- 1.3.4 Experience liaising with regulatory and accreditation bodies preferred

1.4 Required Skills & Competencies

- 1.4.1 Strategic vision and leadership skills
- 1.4.2 Strong decision-making and problem-solving ability
- 1.4.3 Excellent communication, negotiation, and interpersonal skills
- 1.4.4 Financial and resource management expertise
- 1.4.5 Change management and organizational development capability
- 1.4.6 Crisis management and conflict resolution

1.5 Personality & Professional Attributes

The Director must demonstrate:

- 1.5.1 Integrity, accountability, and professionalism
- 1.5.2 Inspirational leadership and motivational skills
- 1.5.3 Ethical decision making and impartiality
- 1.5.4 Commitment to academic excellence and institutional values
- 1.5.5 Forward-thinking and innovative mindset

1.6 Job Description (Key Duties & Responsibilities)

The Director shall be responsible for the following duties:

- 1.6.1 Monitoring Teachers Performance and teaching methodologies
- 1.6.2 Coordinating with College Principals for improvement of student's performance.
- 1.6.3 Reviewing the Examination Process, schedule, and implementation of examination policy in true spirit.
- 1.6.4 Ensure curriculum quality, assessment integrity, and full compliance with applicable education boards, universities and regulatory authorities.
- 1.6.5 Admission process be implemented as per the define policy and drive to be initiated to enroll best students on merit basis.
- 1.6.6 Marketing strategy and awareness for the role of Ramal College in the education sector to the local regions.
- 1.6.7 Develop and implement cross-training of teacher development and college administrative personnel.
- 1.6.8 Maintain a positive attitude and be responsive to student/campus needs.
- 1.6.9 Adhere to all college policies and procedures and all provincial and state regulations and statutes.
- 1.6.10 Serve on campus committees as appointed by Board of Governance
- 1.6.11 Ensure effective implementation of student discipline, welfare, counselling and ethical standards.
- 1.6.12 Contribute to institutional planning, growth initiatives and the introduction of new academic programs.
- 1.6.13 Grievances be addressed timely manner and decision be made in true spirit and shared with authorities.
- 1.6.14 Implementation of Harassment policy, and maintain zero tolerance in that area.
- 1.6.15 Represent the institution in interactions with government departments, regulatory bodies, accreditation agencies and external stakeholders.
- 1.6.16 Lead accreditation, inspection, and quality assurance processes, ensuring institutional readiness and adherence to standards.
- 1.6.17 Strategically plan and collaborate with college leadership regarding the growth of the campus.
- 1.6.18 Oversee faculty recruitment, performance management, professional development and retention in coordination with HR and senior management.
- 1.6.19 Support academic budgeting, staffing plans, and effective utilization of educational resources and facilities.
- 1.6.20 Provide management, supervision, and leadership to the employees in the area.
- 1.6.21 Review existing policies for further improvement and implementation in real spirit.
- 1.6.22 May need to respond to emergency situations during/after hours for the purpose of resolving immediate needs.
- 1.6.23 Assuring data and information updated on periodic basis in College Management System, and reports to be generated accordingly.
- 1.6.24 Supervise, coordinate, and be responsible for all college facilities, grounds, custodial, Solar System and Water Plant.
- 1.6.25 Ensure the college is progressive in its approach to energy management and sustainability.
- 1.6.26 Monitoring the College sports facilities
- 1.6.27 Monitoring the College green areas and initiate plantation drives periodically.
- 1.6.28 Actively manage assigned college construction and renovation projects from start to finish.
- 1.6.29 Assuring of internet service and other utility services available maintenance of the facility
- 1.6.30 Perform all job functions in a timely manner.
- 1.6.31 Monitoring the College Transport System.

1.7 Working Hours

- 1.7.1 Working hours will be 8:00 am to 4pm.
- 1.7.2 Availability is required beyond standard hours for board meetings, events, emergencies, and inspections
- 1.7.3 Expected to maintain accessibility to senior management, staff, and stakeholders

1.8 Expected Behaviour & Code of Conduct

The Director is expected to:

- 1.8.1 Lead by example in ethics, professionalism, and compliance
- 1.8.2 Foster a culture of transparency, collaboration, and accountability
- 1.8.3 Maintain confidentiality of sensitive institutional information
- 1.8.4 Ensure fair and consistent decision making across all departments
- 1.8.5 Uphold the values, reputation, and mission of the college
- 1.8.6 Avoid conflicts of interest and personal gain from institutional decisions

1.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken

- 1.9.1 Misuse of authority or institutional resources
- 1.9.2 Breach of confidentiality or ethical standards
- 1.9.3 Favouritism, bias, or discrimination in decision making
- 1.9.4 Failure to comply with legal, regulatory, or accreditation requirements
- 1.9.5 Negligence in institutional oversight
- 1.9.6 Any action that damages the college's reputation or operational integrity

1.10 Performance Evaluation

Performance will be evaluated based on:

- 1.10.1 Achievement of institutional strategic goals
- 1.10.2 Operational and financial management effectiveness
- 1.10.3 Leadership and development of senior management and staff
- 1.10.4 Compliance with laws, regulations, and accreditation standards
- 1.10.5 Institutional growth, academic excellence, and stakeholder satisfaction

1.11 Reporting

- 1.11.1 All matters shall be reported by the Director to the General Manager, or Head Office.

1.12 Department

- 1.12.1 The Director position falls under the Executive Leadership / Administration Department.

2. Principal

2.1 Job Purpose

The principal is responsible for providing academic leadership, managing faculty and student affairs, ensuring the quality of teaching and learning, and promoting the overall academic growth and excellence of the college in alignment with its mission and strategic goals.

2.2 Required Qualifications

- 2.2.1 MS in **Education, Management, or a relevant academic field**
- 2.2.2 PhD preferred for academic leadership and research excellence
- 2.2.3 Familiarity with curriculum development, pedagogy, and accreditation requirements

2.3 Required Experience

- 2.3.1 Minimum **8–12 years of progressive academic experience**
- 2.3.2 At least **3–5 years in senior academic or administrative leadership**
- 2.3.3 Proven experience in managing faculty, academic programs, and student affair
- 2.3.4 Experience in curriculum planning, accreditation, and academic compliance

2.4 Job Description (Key Duties & Responsibilities)

- 2.4.1 The working hours for the principal shall be **8:00 am to 3:30 pm**.
- 2.4.2 The Principal shall report to the college at least **30 minutes** before the start of the day.
- 2.4.3 The Principal shall be present **daily** at the respective main entrance of the building, along with teaching staff (the duty roster will be prepared by the respective Principal), to welcome students, ensure orderly entry, and monitor student behaviour and discipline. While making the duty roster, Principal must ensure the presence of a teacher twice a week.
- 2.4.4 The Principal shall serve as the Head of all Academic and respective supporting staff, with full authority and responsibility for supervision, professional guidance, performance monitoring, evaluation, and accountability. In case, any decision making require, the Campus Director will be taken in confidence.
- 2.4.5 Supporting staff of respective campuses will initially report to Principal of respective campus than for final approval, he/she will inform to the Director/Admin Officer regarding all activities/responsibilities.
- 2.4.6 The principal shall conduct at least one formal classroom observation per day and provide documented, constructive feedback to teachers, besides this overall supervision of the respective campus.
- 2.4.7 The Principal will get the respective academic coordinators observations and make corrective action accordingly.
- 2.4.8 The Principal shall conduct **weekly** campus-level review meetings to evaluate academic performance, address concerns and planned syllabus completion.
- 2.4.9 The Principal shall be directly responsible for the safe and orderly evacuation of students at the end of each academic day.
- 2.4.10 The Principal shall ensure high standards of cleanliness, hygiene, and overall campus order.

- 2.4.11 The Principal can conduct meeting with parents if required and visiting time for the parents will be 12 noon to 1pm. Principals will assure their availability during that time.
- 2.4.12 The Principal shall enforce strict discipline across the campus, including classrooms, corridors, restrooms, and common areas.
- 2.4.13 The Principal shall monitor daily attendance, discipline cases, student dropouts, and new enrolments.
- 2.4.14 The Principal shall be responsible for planning and execution of the annual admission campaign, enrolment and student retention strategies and presentation of admission action plans.
- 2.4.15 The Principal shall submit **annual enrolment targets** to the Campus Director.
- 2.4.16 The Principal shall track and report daily enrolment during admission seasons and submit **monthly consolidated dropout reports** to the Campus Director.
- 2.4.17 The Principal shall coordinate with the Deputy Director Colleges, School Education Department, BISE, and other regulatory authorities, as required.
- 2.4.18 The Principal shall represent the college at official forums, inspections, meetings, and external engagements.
- 2.4.19 The Principal/class in-charge shall ensure the complete and timely collection of all student fees, including tuition fees, transportation fees, and any other outstanding dues.
- 2.4.20 The Principal shall attend daily assemblies and address students twice per month to reinforce discipline, institutional values, and expectations.
- 2.4.21 The Principal shall oversee all clubs, committees, and co-curricular activities.
- 2.4.22 The Principal shall ensure the planning, execution, discipline, and reporting of all college events in accordance with the approved academic and events calendar.
- 2.4.23 The Principal shall be responsible for the custody, safe use, upkeep, and maintenance of all college property, including furniture, fixtures, and inventory, and shall ensure proper inventory management and asset control in accordance with institutional policies.
- 2.4.24 The Principal shall **lead by example**, demonstrating the highest standards of professionalism, discipline, integrity, and accountability.
- 2.4.25 The Principal shall remain fully accountable to management for the overall academic, administrative, financial, and reputational performance of the college.
- 2.4.26 The Principal shall ensure transparent, fair, and timely assessment practices, including the proper conduct of Monthly Tests, Send-Up Examinations, Pre-Boards and term examinations.
- 2.4.27 The principal shall oversee all post-examination activities, including evaluation, result analysis, and Pre-Parent Teacher Meetings (PTMs). This shall include Collective review meetings with teaching staff, Individual meetings with teachers and students, where required.
- 2.4.28 All meetings shall be formally documented with written minutes. Meetings conducted without recorded minutes shall be considered invalid and non-compliant.
- 2.4.29 The Principals shall ensure fairness, transparency, accuracy, and integrity in all examination and assessment processes as advised by authorities.
- 2.4.30 The Principals shall ensure full compliance with accreditation requirements and inspection standards.

2.4.31 The Principal shall conduct annual staff **appraisals** that are evidence-based, transparent, fair, and unbiased. Any conflict of interest or lack of transparency shall be treated as serious misconduct and shall directly impact the principal's own performance evaluation.

2.4.32 Principals will be responsible for the requirement of laboratories and library.

2.5 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken

2.5.1 Breach of confidentiality regarding academic matters such as leak of tests/examination paper, personally related matters

2.5.2 Favouritism, bias, or discrimination in academic decisions

2.5.3 Negligence in supervising faculty, students, or academic programs

2.5.4 Non-compliance with institutional or accreditation policies

2.5.5 Unethical behaviour, including plagiarism or academic misconduct

2.5.6 Any action that undermines the reputation or integrity of the college

2.6 Performance Evaluation

Performance will be evaluated based on:

2.6.1 Quality and effectiveness of academic programs

2.6.2 Student performance and success metrics

2.6.3 Faculty management and development

2.6.4 Compliance with academic policies and accreditation standards

2.6.5 Feedback from students, faculty, and management

2.7 Reporting

2.7.1 All matters shall be reported by the Principal to Campus Director.

3. Academic Coordinators

3.1 Job Purpose

The Academic Coordinator is responsible for coordinating academic activities, ensuring smooth implementation of curriculum, supporting faculty and students, and maintaining academic standards in alignment with the college's policies and strategic objectives.

3.2 Required Qualifications

- 3.2.1 Bachelor's degree in **Education, Science, or relevant academic discipline**
- 3.2.2 Master's degree preferred
- 3.2.3 Familiarity with curriculum planning, academic administration, and student assessment

3.3 Required Experience

- 3.3.1 Minimum **3–5 years of experience** in teaching, academic coordination, or administrative support in an educational institution
- 3.3.2 Experience with student monitoring, academic reporting, and curriculum support
- 3.3.3 Prior experience in higher education or internationally accredited institutions is an advantage

3.4 Required Skills & Competencies

- 3.4.1 Strong organizational and coordination skills
- 3.4.2 Effective communication and interpersonal abilities
- 3.4.3 Knowledge of curriculum, assessment, and academic policies
- 3.4.4 Attention to detail and record-keeping skills
- 3.4.5 Ability to work collaboratively with faculty, staff, and students

3.5 Personality & Professional Attributes

The Academic Coordinator must demonstrate:

- 3.5.1 Professionalism, integrity, and ethical conduct
- 3.5.2 Supportive and approachable attitude
- 3.5.3 Strong work ethic and reliability
- 3.5.4 Attention to academic quality and standards
- 3.5.5 Adaptability and proactive problem-solving

3.6 Job Description (Key Duties & Responsibilities)

The Academic Coordinator shall be responsible for, but not limited to, the following duties:

- 3.6.1 Assist in planning and scheduling courses, classes, and academic programs
- 3.6.2 Coordinate with faculty to ensure syllabus coverage, lesson planning, and assessment schedules
- 3.6.3 Monitor student academic progress and attendance
- 3.6.4 Maintain and update academic records, reports, and databases
- 3.6.5 Support examination planning and coordination with the Controller of Examinations
- 3.6.6 Liaise between faculty, students, and administration regarding academic matters
- 3.6.7 Organize workshops, training sessions, and academic events

- 3.6.8 Assist in implementing quality assurance and accreditation standards
- 3.6.9 Prepare reports on academic performance for the Principal and Director
- 3.6.10 Ensure compliance with institutional academic policies and regulations

3.7 Expected Behaviour & Code of Conduct

The Academic Coordinator is expected to:

- 3.7.1 Facilitate academic processes efficiently and accurately
- 3.7.2 Maintain confidentiality of student and faculty information
- 3.7.3 Comply with institutional policies and regulations
- 3.7.4 Support faculty and students in a professional, respectful manner
- 3.7.5 Uphold the college's academic standards and values

3.8 Working Hours

- 3.8.1 Standard working hours (8:00 am to 4:00 pm) as assigned by College Administration
- 3.8.1 May require additional hours during exams, academic events, or reporting deadlines
- 3.8.2 Attendance, punctuality, and responsiveness are mandatory

3.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken

- 3.9.1 Negligence in coordinating academic activities
- 3.9.2 Breach of confidentiality regarding student or faculty records
- 3.9.3 Bias or favouritism in academic matters
- 3.9.4 Failure to comply with institutional policies or academic standards
- 3.9.5 Misrepresentation of academic records or reports

3.10 Performance Evaluation

Performance will be evaluated based on:

- 3.10.1 Accuracy and timeliness of academic coordination
- 3.10.2 Compliance with institutional policies and procedures
- 3.10.3 Feedback from faculty, students, and administration
- 3.10.4 Support for curriculum implementation and academic standards
- 3.10.5 Efficiency in reporting and maintaining academic records

3.11 Reporting

3.11.1 All matters shall be reported by the Academic Coordinator to the Principal, Director, General Manager.

3.12 Department

3.12.1 The Academic Coordinator position falls under the Academic Affairs Department.

4. Teachers

4.1 Job Purpose

Teachers are responsible for delivering high-quality instruction, fostering student learning and development, and maintaining a safe, engaging, and inclusive classroom environment aligned with the college's curriculum, values, and academic standards.

4.2 Required Qualifications

4.2.1 Primary Section Teachers:

4.2.1.1 Bachelor's degree in **any subject or Early Childhood Education**

4.2.1.2 Teaching certification preferred

4.2.2 Middle, Matric, and Intermediate Teachers:

4.2.2.1 Master's degree in the relevant **subject area**

4.2.2.2 Teaching certification or license preferred

4.3 Required Experience

4.3.1 Minimum **1–3 years of teaching experience** for primary and middle school

4.3.2 Minimum **2–5 years of teaching experience** for Matric and Intermediate levels

4.3.3 Experience in **curriculum delivery, assessment, and classroom management**

4.3.4 Familiarity with modern teaching methodologies and educational technology

4.4 Required Skills & Competencies

4.4.1 Strong subject knowledge and instructional skills

4.4.2 Lesson planning, classroom management, and student assessment skills

4.4.3 Communication and interpersonal skills

4.4.4 Patience, empathy, and motivational ability

4.4.5 Use of educational technology and teaching aids

4.4.6 Ability to work collaboratively with colleagues and administration

4.5 Personality & Professional Attributes

Teachers must demonstrate:

4.5.1 Professionalism, integrity, and ethical conduct

4.5.2 Enthusiasm and passion for teaching

4.5.3 Positive and supportive attitude toward students

4.5.4 Reliability, punctuality, and accountability

4.5.5 Adaptability and creativity in teaching methods

4.5.6 Commitment to continuous professional development

4.6 Job Description (Key Duties & Responsibilities)

The Teacher shall be responsible for, but not limited to, the following duties:

4.6.1 Plan and deliver lessons according to the curriculum and academic guidelines

4.6.2 Prepare lesson plans, instructional materials, and assessments

4.6.3 Evaluate and monitor student progress and maintain accurate academic records

4.6.4 Provide feedback and support to students to enhance learning outcomes

4.6.5 Maintain discipline and foster a positive classroom environment

- 4.6.6 Collaborate with colleagues, Academic Coordinators, and administration on academic activities
- 4.6.7 Participate in parent-teacher meetings, workshops, and professional development programs
- 4.6.8 Implement school policies, safety regulations, and ethical standards
- 4.6.9 Support extracurricular activities, events, and school initiatives

4.6 Working Hours

- 4.6.1 Standard teaching hours as assigned by the College Administration.
- 4.6.2 May include preparation periods, meetings, events, and parent-teacher sessions
- 4.6.3 Attendance and punctuality during teaching and assigned duties are mandatory

4.7 Expected Behaviour & Code of Conduct

Teachers are expected to:

- 4.7.1 Maintain a respectful, safe, and inclusive classroom environment
- 4.7.2 Follow the college's policies, rules, and curriculum guidelines
- 4.7.3 Maintain confidentiality of student information
- 4.7.4 Communicate effectively with students, parents, and colleagues
- 4.7.5 Lead by example in behaviour, ethics, and professionalism
- 4.7.6 Avoid favouritism, bias, or unprofessional conduct

4.8 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action shall be taken

- 4.8.1 Inappropriate behaviour with students, staff, or parents
- 4.8.2 Negligence in teaching, assessment, or lesson preparation
- 4.8.3 Breach of confidentiality regarding student information
- 4.8.4 Discrimination, favouritism, or bias
- 4.8.5 Non-compliance with college policies or curriculum standards
- 4.8.6 Use of unapproved teaching methods or materials

4.9 Performance Evaluation

Performance will be evaluated based on:

- 4.9.1 Student learning outcomes and performance
- 4.9.2 Lesson planning and delivery quality
- 4.9.3 Classroom management and student engagement
- 4.9.4 Compliance with academic policies and professional standards
- 4.9.5 Feedback from students, parents, and administration
- 4.9.6 Participation in professional development and school initiatives

4.10 Reporting

- 4.10.1 All matters shall be reported by the Teachers to Academic Coordinator and Principal

5. Controller of Examinations (CoE)

5.1 Job Purpose

The Controller of Examinations is responsible for planning, coordinating, and supervising all examination-related activities, ensuring transparency, fairness, and compliance with institutional academic policies and standards.

5.2 Required Qualifications

- 5.2.1 Master's degree in **any subject**
- 5.2.2 Candidate with PhD degrees will be given preference.
- 5.2.3 Knowledge of examination management systems and academic regulations
- 5.2.4 Familiarity with accreditation and compliance standards in higher education

5.3 Required Experience

- 5.3.1 Minimum **5 years of experience** in academic administration or examination management
- 5.3.2 Experience in handling board/BISE examinations is preferred
- 5.3.3 Prior experience in **higher education institutions** is strongly recommended

5.4 Required Skills & Competencies

- 5.4.1 Strong organizational and planning skills
- 5.4.2 Ability to maintain confidentiality and integrity
- 5.4.3 Decision making and problem-solving capabilities
- 5.4.4 Proficiency in examination management software and MS Office
- 5.4.5 Strong communication and interpersonal skills

5.5 Personality & Professional Attributes

The Controller of Examinations must demonstrate:

- 5.5.1 High ethical standards and integrity
- 5.5.2 Professionalism and impartiality
- 5.5.3 Analytical thinking and meticulousness
- 5.5.4 Leadership and supervisory capability
- 5.5.5 Commitment to maintaining academic standards

5.6 Job Description (Key Duties & Responsibilities)

The Controller of Examinations shall be responsible for, but not limited to, the following duties:

- 5.6.1 Plan and schedule examinations in coordination with academic departments
- 5.6.2 Ensure timely preparation and dissemination of examination timetables and instructions
- 5.6.3 Supervise the preparation, printing, and distribution of question papers and examination materials
- 5.6.4 Maintain the security and confidentiality of examination papers and related records
- 5.6.5 Manage examination centres, invigilation, and logistics
- 5.6.6 Supervise evaluation, grading, and tabulation of results
- 5.6.7 Ensure compliance with academic policies, regulations, and accreditation standards
- 5.6.8 Resolve examination-related complaints, disputes, and academic misconduct cases
- 5.6.9 Prepare reports and analysis of examination outcomes for management

5.6.10 Coordinate internal and external audits of examinations as required

5.6 Expected Behaviour & Code of Conduct

The Controller of Examinations is expected to:

- 5.6.1 Maintain confidentiality and security of examination materials
- 5.6.2 Ensure fairness and transparency in all examination processes
- 5.6.3 Comply with institutional policies and regulations
- 5.6.4 Treat faculty, staff, and students with respect and professionalism
- 5.6.5 Report irregularities or breaches immediately to higher authorities

5.7 Working Hours

- 5.7.1 Full-time position with standard working hours (8:00 am to 4:00 pm) as assigned by College Administration
- 5.7.2 May require additional hours during examination periods, result processing, and audits
- 5.7.3 Flexibility and availability during peak academic schedules are mandatory

5.8 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration.

- 5.8.1 Leaking or compromising examination papers or materials
- 5.8.2 Favouritism, bias, or manipulation of examination results
- 5.8.3 Negligence in organizing, supervising, or evaluating examinations
- 5.8.4 Breach of confidentiality regarding students or examination matters
- 5.8.5 Unethical behaviour or failure to comply with academic regulations
- 5.8.6 Unauthorized disclosure of examination processes or results

5.9 Performance Evaluation

Performance will be evaluated based on:

- 5.9.1 Accuracy and integrity of examination processes
- 5.9.2 Timely preparation and processing of examinations and results
- 5.9.3 Compliance with institutional and accreditation standards
- 5.9.4 Leadership and supervision of examination staff

5.10 Department

5.10.1 The Controller of Examinations position falls under the Examinations & Academic Affairs Department.

5.11 Reporting

5.11.1 All matters shall be reported by the Controller of Examinations to the General Manager, or Head Office.

6. Front Desk Officer / Receptionist

6.1 Job Purpose

The Front Desk Officer serves as the first point of contact for students, staff, visitors, and stakeholders, ensuring professional communication, efficient handling of inquiries, and smooth administrative support at the college front office.

6.2 Required Qualifications

- 6.2.1 Minimum education: **High School Diploma or equivalent**
- 6.2.2 Bachelor's degree preferred
- 6.2.3 Basic knowledge of office operations and computer skills
- 6.2.4 Familiarity with student services or administrative processes is advantageous

6.3 Required Experience

- 6.3.1 Minimum **1–2 years of experience** in a front desk, receptionist, or administrative support role
- 6.3.2 Experience in an **educational institution** preferred
- 6.3.3 Experience handling LMS, telephone systems, email correspondence, and visitor management

6.4 Required Skills & Competencies

- 6.4.1 Excellent verbal and written communication skills
- 6.4.2 Strong interpersonal and customer service skills
- 6.4.3 Ability to multitask and prioritize responsibilities
- 6.4.4 Professional appearance and demeanour
- 6.4.5 Basic computer literacy (MS Office, email, database systems)

6.5 Personality & Professional Attributes

The Front Desk Officer must demonstrate:

- 6.5.1 Friendly, approachable, and courteous demeanour
- 6.5.2 Professionalism and integrity at all times
- 6.5.3 Patience and calmness under pressure
- 6.5.4 Reliability, punctuality, and discipline
- 6.5.5 Positive attitude and team-oriented mindset

6.6 Job Description (Key Duties & Responsibilities)

The Front Desk Officer shall be responsible for, but not limited to, the following duties:

- 6.6.1 Greet and assist students, staff, parents, and visitors in a professional and courteous manner
- 6.6.2 Answer and route incoming calls, emails, and inquiries promptly
- 6.6.3 Maintain visitor logs and manage entry/exit procedures if required
- 6.6.4 Provide information regarding college programs, services, and procedures
- 6.6.5 Coordinate appointments, meetings, and schedules for administrative staff
- 6.6.6 Maintain the front office area, ensuring cleanliness and organization
- 6.6.7 Handle administrative documentation and correspondence

- 6.6.8 Assist in receiving deliveries and managing office supplies
- 6.6.9 Escalate issues or complaints to the Director as appropriate
- 6.6.10 Support other administrative staff as assigned
- 6.6.11 Upload all the data on LMS timely and efficiently

6.7 Expected Behaviour & Code of Conduct

The Front Desk Officer is expected to:

- 6.7.1 Provide prompt, accurate, and courteous assistance to all visitors, students, and staff
- 6.7.2 Maintain confidentiality of institutional information
- 6.7.3 Follow institutional policies, procedures, and safety guidelines
- 6.7.4 Keep the reception area organized and presentable
- 6.7.5 Report issues or incidents to the Director immediately
- 6.7.6 Avoid personal use of office resources during duty hours

6.8 Working Hours

- 6.8.1 Standard working hours (8:00 am to 4:00 pm) as assigned by College Administration
- 6.8.2 May include early mornings, late evenings, or weekends during events or special activities
- 6.8.3 Attendance, punctuality, and availability during peak hours are mandatory

6.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration.

- 6.9.1 Rude, unprofessional, or discourteous behaviour
- 6.9.2 Negligence in answering calls, handling visitors, or completing tasks
- 6.9.3 Unauthorized disclosure of confidential information
- 6.9.4 Misuse of institutional resources or equipment
- 6.9.5 Unauthorized absence from the front desk or lateness
- 6.9.6 Conflict of interest or inappropriate interactions

6.10 Performance Evaluation

Performance will be evaluated based on:

- 6.10.1 Professionalism and courtesy in interactions
- 6.10.2 Accuracy and timeliness of tasks
- 6.10.3 Attendance and punctuality
- 6.10.4 Ability to manage multiple responsibilities effectively
- 6.10.5 Feedback from students, staff, and visitors

6.11 Department

6.11.1 The Front Desk Officer position falls under the Administration & Student Services Department.

6.12 Reporting

6.12.1 All matters shall be reported by the Front Desk Officer to the Director, General Manager, or the Board of Management, or to the designated authority.

7. Admin Officer

7.1 Job Purpose

The Admin Officer is responsible for overseeing and managing all administrative, operational, and support functions of the college to ensure efficient, compliant, and professional institutional operations in alignment with the college's mission and policies.

7.2 Required Qualifications

- 7.2.1 Bachelor's degree in **Business Administration, Public Administration, Management**, or a related field
- 7.2.2 Master's degree preferred
- 7.2.3 Knowledge of educational administration and institutional operations
- 7.2.4 Familiarity with regulatory and compliance requirements

7.3 Required Experience

- 7.3.1 Minimum **5–8 years of progressive administrative experience**
- 7.3.2 At least **3 years in a supervisory or managerial role**
- 7.3.3 Prior experience in an **educational institution** strongly preferred
- 7.3.4 Experience working with senior management and regulatory bodies

7.4 Required Skills & Competencies

- 7.4.1 Strong leadership and people management skills
- 7.4.2 Excellent organizational and planning abilities
- 7.4.3 Policy development and implementation skills
- 7.4.4 Effective written and verbal communication
- 7.4.5 Problem solving and decision-making capability
- 7.4.6 Time management and multitasking skills

7.5 Personality & Professional Attributes

The Admin Head must demonstrate

- 7.5.1 High level of integrity and professionalism
- 7.5.2 Leadership presence and accountability
- 7.5.3 Strategic and analytical thinking
- 7.5.4 Calm and fair decision-making under pressure
- 7.5.5 Confidentiality and discretion
- 7.5.6 Strong work ethic and commitment

7.6 Expected Behaviour & Code of Conduct

The Admin Head is expected to:

- 7.6.1 Lead by example in professional conduct
- 7.6.2 Ensure fairness, transparency, and consistency in decisions
- 7.6.3 Maintain confidentiality of sensitive institutional information
- 7.6.4 Foster a respectful and inclusive workplace
- 7.6.5 Comply with all institutional policies and ethical standards
- 7.6.6 Avoid conflicts of interest

7.7 Job Description (Key Duties & Responsibilities)

The Admin Head shall be responsible for, but not limited to, the following duties:

- 7.7.1 Plan, direct, and supervise all administrative and campus operations
- 7.7.2 Ensure implementation and enforcement of institutional policies and procedures
- 7.7.3 Oversee support staff, security, and non-academic personnel
- 7.7.4 Coordinate with academic leadership on operational requirements
- 7.7.5 Manage facilities, logistics, transportation, and campus services
- 7.7.6 Ensure compliance with legal, regulatory, and accreditation requirements
- 7.7.7 Prepare administrative reports for senior management
- 7.7.8 Handle disciplinary matters (outside the classroom, as mentioned in code of conduct policy) in coordination with management
- 7.7.9 Manage vendor relations and procurement activities.
- 7.7.10 Support institutional audits, inspections, and official visits

7.8 Working Hours

- 7.8.1 The Admin Officer is a full-time leadership position (8:00 am – 5:00 pm).
- 7.8.2 Working hours may extend beyond standard office hours as required
- 7.8.3 Availability during emergencies, events, and inspections is mandatory
- 7.8.4 Flexibility is expected based on institutional needs

7.9 Misconduct (Acts Subject to Disciplinary Action)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration. Abuse of authority or misuse of institutional resources

- 7.9.1 Negligence in administrative duties
- 7.9.2 Breach of confidentiality
- 7.9.3 Discrimination, harassment, or unethical behaviour
- 7.9.4 Failure to enforce institutional policies
- 7.9.5 Conflict of interest without disclosure
- 7.9.6 Financial or procedural misconduct

7.10 Performance Evaluation

Performance will be evaluated based on:

- 7.10.1 Operational efficiency and compliance
- 7.10.2 Staff management and leadership effectiveness
- 7.10.3 Policy implementation and enforcement
- 7.10.4 Institutional feedback and audit outcomes
- 7.10.5 Achievement of administrative objectives

7.11 Department

- 7.11.1 The Admin Officer position falls under the Administration & Campus Operations Department.

7.12 Reporting

7.12.1 All matters pertaining to administrative operations shall be reported by the Admin Officer to the Director, General Manager, or the Board of Management, or to the designated authority.

8. Accounts Officer

8.1 Job Purpose

The Accounts Officer is responsible for managing and maintaining the college's financial records, ensuring accurate accounting, compliance with financial regulations, and supporting strategic financial planning for the institution.

8.2 Required Qualifications

- 8.2.1 Bachelor's degree in **Accounting, Finance, Commerce, or Business Administration**
- 8.2.2 Professional accounting certifications (ACCA, CPA, CA) are preferred
- 8.2.3 Strong knowledge of accounting principles, financial regulations, and software
- 8.2.4 Familiarity with educational institution finance is an advantage

8.3 Required Experience

- 8.3.1 Minimum **3–5 years of experience** in accounting or finance roles
- 8.3.2 Experience in **educational institutions or non-profits** is preferred
- 8.3.3 Prior experience with **financial reporting, auditing, and payroll**

8.4 Required Skills & Competencies

- 8.4.1 Strong numerical and analytical skills
- 8.4.2 Proficiency with accounting software (Tally, QuickBooks, SAP, or similar)
- 8.4.3 Attention to detail and accuracy
- 8.4.4 Time management and ability to meet deadlines
- 8.4.5 Problem-solving and ethical decision-making
- 8.4.6 Confidentiality and discretion in handling sensitive information

8.5 Personality & Professional Attributes

The Accounts Officer must demonstrate:

- 8.5.1 Integrity and ethical behaviour
- 8.5.2 Reliability and accountability
- 8.5.3 Organized and methodical approach
- 8.5.4 Proactive and solution-oriented mindset
- 8.5.5 Strong interpersonal and communication skills

8.6 Expected Behaviour & Code of Conduct

The Accounts Officer is expected to:

- 8.6.1 Handle all financial matters with honesty and transparency
- 8.6.2 Maintain confidentiality of institutional and staff financial information
- 8.6.3 Comply with all internal policies, regulations, and procedures
- 8.6.4 Submit reports and accounts accurately and on time
- 8.6.5 Cooperate with internal and external auditors
- 8.6.6 Avoid conflicts of interest in financial matters

8.7 Job Description (Key Duties & Responsibilities)

The Accounts Officer shall be responsible for, but not limited to, the following duties:

- 8.7.1 Maintain accurate financial records, including receipts, payments, and ledger entries

- 8.7.2 Prepare monthly, quarterly, and annual financial report
- 8.7.3 Monitor and manage budgets for departments and projects
- 8.7.4 Process staff salaries, reimbursements, and vendor payments
- 8.7.5 Ensure compliance with institutional financial policies and relevant laws
- 8.7.6 Assist in audits and financial inspections by internal or external auditors
- 8.7.7 Manage cash flow, bank transactions, and reconciliations
- 8.7.8 Maintain financial documentation and filing systems
- 8.7.9 Support management in financial planning and decision-making
- 8.7.10 Advise administration on financial risks and opportunities

8.8 Working Hours

- 8.8.1 Standard working hours (8:00 am – 4:00 pm) as assigned by College Administration
- 8.8.2 May require extra hours during audits, financial year-end, or events
- 8.8.3 Attendance, punctuality, and availability during critical deadlines are mandatory

8.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration.

- 8.9.1 Misappropriation or misuse of institutional funds
- 8.9.2 Falsifying financial records or reports
- 8.9.3 Negligence in processing payments or maintaining records
- 8.9.4 Breach of confidentiality regarding financial information
- 8.9.5 Unethical behaviour or conflicts of interest
- 8.9.6 Deliberate delay in financial reporting or compliance

8.10 Performance Evaluation

Performance will be evaluated based on:

- 8.10.1 Accuracy and timeliness of financial reporting
- 8.10.2 Compliance with accounting standards and policies
- 8.10.3 Budget management and resource utilization

8.11 Department

- 8.11.1 The Accounts Officer position falls under the Finance & Administration Department.

8.12 Reporting

- 8.12.1 All matters pertaining to administrative operations shall be reported by the Accounts Officer to the Director, General Manager, or the Board of Management, or to the designated authority.

9. Admission Officer

9.1 Job Purpose

The Admission Officer is responsible for managing the full student admission process, ensuring a seamless, efficient, and professional experience for prospective students, and maintaining accurate enrolment records in compliance with institutional policies.

9.2 Required Qualifications

- 9.2.1 Bachelor's degree in **Education, Business Administration, or a related field**
- 9.2.2 Knowledge of admission processes, record-keeping, and student services
- 9.2.3 Familiarity with educational regulations and compliance standards
- 9.2.4 Additional certifications in administration or student services are a plus

9.3 Required Experience

- 9.3.1 Minimum **2–4 years of experience** in admissions, student services, or administrative roles
- 9.3.2 Experience in an **educational institution** is preferred
- 9.3.3 Experience with student databases and enrolment management systems

9.4 Required Skills & Competencies

- 9.4.1 Strong organizational and record-keeping skills
- 9.4.2 Excellent verbal and written communication skills
- 9.4.3 Customer-service orientation and interpersonal skills
- 9.4.4 Ability to handle confidential information responsibly
- 9.4.5 Problem-solving and decision-making abilities

9.5 Personality & Professional Attributes

The Admission Officer must demonstrate:

- 9.5.1 Professional, courteous, and approachable demeanour
- 9.5.2 Integrity, honesty, and ethical conduct
- 9.5.3 Patience and empathy in handling prospective students
- 9.5.4 Positive attitude and strong work ethic
- 9.5.5 Ability to work under pressure during peak admission periods

9.6 Job Description (Key Duties & Responsibilities)

The Admission Officer shall be responsible for, but not limited to, the following duties:

- 9.6.1 Manage all aspects of student admissions, including application processing, evaluation, and enrolment
- 9.6.2 Respond to inquiries from prospective students and parents via email, phone, or in-person
- 9.6.3 Ensure compliance with college admission policies, eligibility criteria, and documentation requirements
- 9.6.4 Maintain and update accurate student records in the admissions database
- 9.6.5 Coordinate entrance tests, interviews, and other admission assessments
- 9.6.6 Prepare reports on applications, enrolments, and admission statistics for management

- 9.6.7 Collaborate with academic and administrative departments to support new student on boarding
- 9.6.8 Assist in organizing admission events, orientations, and information sessions
- 9.6.9 Promote the college's programs and admissions process to potential applicants

9.7 Expected Behaviour & Code of Conduct

The Admission Officer is expected to:

- 9.7.1 Provide timely, accurate, and courteous assistance to all prospective students and parents
- 9.7.2 Maintain confidentiality of student records and personal information
- 9.7.3 Follow all institutional policies and admission procedures
- 9.7.4 Work collaboratively with colleagues and other departments
- 9.7.5 Uphold the college's values and represent the institution professionally

9.8 Working Hours

- 9.8.1 Standard working hours (8:00 am – 4:00 pm) as assigned by College Administration
- 9.8.2 Additional hours may be required during peak admission periods, events, or orientations
- 9.8.3 Attendance, punctuality, and availability during deadlines are mandatory

9.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration.

- 9.9.1 Providing misleading or inaccurate information to prospective students or parents
- 9.9.2 Negligence in processing applications or maintaining records
- 9.9.3 Breach of confidentiality regarding applicant information
- 9.9.4 Unprofessional, rude, or discriminatory behaviour
- 9.9.5 Misuse of institutional resources or authority
- 9.9.6 Failure to comply with admission policies and procedures

9.10 Performance Evaluation

Performance will be evaluated based on:

- 9.10.1 Accuracy and efficiency in handling applications and admissions
- 9.10.2 Compliance with institutional policies
- 9.10.3 Professionalism and communication skills
- 9.10.4 Responsiveness to prospective students and parents
- 9.10.5 Collaboration with academic and administrative departments

9.11 Department

- 9.11.1 The Admission Officer position falls under the Admissions & Student Services Department.

9.12 Reporting

- 9.12.1 All matters pertaining to admission shall be reported by the Admission Officer to the Director, General Manager, or the Board of Management, or to the designated authority.

10. Supporting Staff/ Campus Support Services

10.1 Job Purpose

The Supporting Staff is responsible for providing general assistance and operational support to ensure the smooth day-to-day functioning of the college campus, offices, classrooms, and common areas.

10.2 Required Qualifications

- 10.2.1 Minimum education: **Primary or Secondary School Certificate.**
- 10.2.2 Basic literacy and understanding of instructions.
- 10.2.3 Ability to perform physical tasks related to campus support.
- 10.2.4 Knowledge of workplace hygiene and safety is preferred.

10.3 Required Experience

- 10.3.1 Prior experience of **1–2 years** in a similar support role preferred.
- 10.3.2 Experience in an **educational institution** is an advantage.
- 10.3.3 Fresh candidates may be considered based on attitude and capability.

10.4 Required Skills & Competencies

- 10.4.1 Ability to follow instructions accurately.
- 10.4.2 Time management and basic organizational skills.
- 10.4.3 Teamwork and cooperation.
- 10.4.4 Basic communication skills.

10.5 Personality & Professional Attributes

Supporting Staff must demonstrate:

- 10.5.1 Honesty and dependability.
- 10.5.2 Willingness to assist and cooperate.
- 10.5.3 Positive attitude and discipline.
- 10.5.4 Clean and presentable appearance

10.6 Expected Behaviour & Code of Conduct

Supporting Staff is expected to:

- 10.6.1 Show respect toward students, staff, and visitors.
- 10.6.2 Perform assigned duties responsibly and on time.
- 10.6.3 Remain at assigned workplace during duty hours.
- 10.6.4 Follow college rules, policies, and safety procedures.
- 10.6.5 Avoid unnecessary conversations during working hours

10.7 Job Description (Key Duties & Responsibilities)

The Supporting Staff shall be responsible for, but not limited to, the following duties:

- 10.7.1 Assist administrative and academic departments as assigned.
- 10.7.2 Support daily office operations and campus activities.
- 10.7.3 Maintain cleanliness and orderliness of assigned areas.
- 10.7.4 Assist in arranging classrooms, offices, meetings, and events.
- 10.7.5 Handle movement of files, documents, and materials within the campus.
- 10.7.6 Support faculty, staff, and students when required.
- 10.7.7 Ensure proper use and care of college furniture and equipment.
- 10.7.8 Report maintenance issues, damages, or shortages promptly.

10.7.9 Follow instructions given by supervisors and administration.

10.8 Working Hours

10.8.1 Working hours shall be as assigned by the administration, in accordance with labour laws (**8 hours per day**).

10.8.2 Duty hours may include **morning, evening, weekends, or holidays**.

10.8.3 Overtime may be required during events or emergencies.

10.8.4 Unauthorized absence or late arrival will be subject to disciplinary action.

10.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration.

10.9.1 Negligence or refusal to perform assigned duties.

10.9.2 Leaving duty without permission.

10.9.3 Rude, disrespectful, or uncooperative behaviour.

10.9.4 Damage to college property due to carelessness.

10.9.5 Theft or misuse of institutional resources.

10.9.6 Substance use (alcohol, drugs, tobacco) during duty hours.

10.10 Performance Evaluation

Performance will be assessed based on:

10.10.1 Attendance and punctuality.

10.10.2 Quality and reliability of work.

10.10.3 Compliance with instructions and policies.

10.10.4 Behaviour and cooperation with others.

10.10.5 Feedback from supervisors

10.11 Department

10.11.1 The supporting staff position falls under the Administration & Campus Operations Department.

10.12 Reporting

10.12.1 The supporting staff report all issues, incidents, and concerns to the Admin Officer / Principal/Director or designated authority.

11 Security Officer

11.1 Job Purpose

The Security officer is responsible for maintaining campus safety, controlling access to college premises, and ensuring a secure, orderly, and welcoming environment for students, staff, visitors, and institutional property at all times.

11.2 Required Qualifications

- 11.2.1 Minimum education: **Secondary School Certificate or equivalent**
- 11.2.2 Basic literacy (able to read, write, and understand instructions)
- 11.2.3 Knowledge of basic security procedures preferred
- 11.2.4 First aid knowledge is an added advantage

11.3 Required Experience

- 11.3.1 Minimum **1–2 years of experience** in security, gatekeeping, or a related role.
- 11.3.2 Prior experience in an **educational institution** is preferred.
- 11.3.3 Retired military or security personnel may be given preference.

11.4 Required Skills & Competencies

- 11.4.1 Strong observation and alertness.
- 11.4.2 Ability to follow instructions and protocols.
- 11.4.3 Good communication skills.
- 11.4.4 Conflict management and calm response under pressure.
- 11.4.5 Physical fitness suitable for security duties.

11.5 Personality & Professional Attributes

A security officer must demonstrate:

- 11.5.1 Honesty and integrity.
- 11.5.2 Alert, disciplined, and responsible nature.
- 11.5.3 Polite, respectful, and service-oriented attitude.
- 11.5.4 Professional appearance and demeanour.
- 11.5.5 The minimum height should be **5 feet 6 inches**.
- 11.5.6 The maximum age should be below 50 years.

11.6 Expected Behaviour & Code of Conduct

The security officer is expected to:

- 11.6.1 Treat students, staff, parents, and visitors with respect.
- 11.6.2 Follow all administrative instructions without negligence.
- 11.6.3 Remain at assigned post during duty hours.
- 11.6.4 Wear prescribed uniform and identification badge.
- 11.6.5 Avoid unnecessary conversations while on duty.

11.7 Job Description (Key Duties & Responsibilities)

The security officer shall be responsible for, but not limited to, the following duties:

- 11.7.1 Monitor and control all entry and exit points of the campus.
- 11.7.2 Verify identity of visitors and ensure proper authorization before entry.
- 11.7.3 Maintain accurate visitor logs and records.

- 11.7.4 Ensure students enter and leave the campus according to college rules.
- 11.7.5 Prevent unauthorized access to college premises.
- 11.7.6 Maintain discipline and order at the main gate and surrounding areas.
- 11.7.7 Immediately report suspicious activity, security breaches, or emergencies.
- 11.7.8 Assist administration during emergencies, events, or inspections.
- 11.7.9 Safeguard college property and infrastructure.
- 11.7.10 Cooperate with administration, faculty, and law enforcement if required.

11.8 Working Hours

- 11.8.1 Working hours shall be as assigned by the administration, in accordance with labour laws (**8 hours per day**).
- 11.8.2 Shifts may include **morning, evening, night, weekends, or holidays**.
- 11.8.3 Overtime or shift rotation may be required during events or emergencies.
- 11.8.4 Unauthorized absence or late arrival will be subject to disciplinary action.

11.9 Misconduct (Strictly Prohibited Actions)

If any of the following acts of misconduct are observed, disciplinary action (Explanation letter, Warning letters, Termination) shall be taken by the College Administration.

- 11.9.1 Sleeping, negligence, or inattentiveness during duty hours.
- 11.9.2 Rude, aggressive, or disrespectful behaviour.
- 11.9.3 Accepting bribes, gifts, or Favors from visitors or students.
- 11.9.4 Allowing unauthorized persons to enter campus.
- 11.9.5 Misuse of authority or involvement in disputes.
- 11.9.6 Substance abuse (alcohol, drugs, tobacco) on duty.

11.10 Performance Evaluation

Performance will be evaluated based on:

- 11.10.1 Attendance and punctuality
- 11.10.2 Alertness and vigilance
- 11.10.3 Compliance with security procedures
- 11.10.4 Feedback from administration

11.11 Department

- 11.11.1 The security officer position falls under the Administration & Campus Operations Department.

11.12 Reporting

- 11.12.1 The security officer shall report all issues, incidents, and concerns to the Admin Officer/Principal / Director or designated authority.

Quality Enhancement and Institutional Values

1. Introduction

Ramal International College is committed to the continuous enhancement of academic quality and institutional effectiveness. Quality enhancement is viewed as a systematic and ongoing process aimed at improving teaching, learning, governance, and student support services. The College recognizes that sustainable quality improvement requires realistic planning, responsible implementation, and regular evaluation.

2. Objectives of Quality Enhancement

The primary objectives of this policy are to:

- 2.1 Improve the effectiveness of teaching and learning processes
- 2.2 Ensure consistent academic standards across programs
- 2.3 Strengthen faculty performance and professional development
- 2.4 Enhance student learning outcomes and overall experience
- 2.5 Promote ethical practices and accountability
- 2.6 Support continuous institutional improvement

3. Institutional Values Supporting Quality

Quality enhancement at Ramal International College is guided by the following core values, which must be followed and implemented

- 3.1 **Integrity:** Upholding honesty, fairness, and ethical conduct in all academic and administrative activities
- 3.2 **Accountability:** Taking responsibility for institutional performance and outcomes
- 3.3 **Inclusiveness:** Providing equal opportunities and support to all students
- 3.4 **Professionalism:** Maintaining high standards in teaching, administration, and service
- 3.5 **Continuous Improvement:** Regularly reviewing and improving systems and practices

4. Academic Quality and Curriculum Implementation

- 4.1 The College administration should ensure academic quality through structured academic planning and effective curriculum delivery. Approved curricula should be implemented in accordance with regulatory requirements. Faculty members must prepare course plans at the beginning of each academic year to ensure clarity in content coverage and learning outcomes.
- 4.2 Curriculum implementation should be reviewed periodically through departmental meetings, academic results, and stakeholder feedback. Minor improvements are introduced within the approved framework to enhance relevance and clarity.

5. Teaching and Learning Practices

- 5.1 Teaching practices at the College should be practical, interactive, and learner-centered. Faculty members should use a combination of lectures, discussions, practical sessions, case studies, and assignments, as appropriate to the course requirements.

5.2 Digital tools, presentations, and online learning resources must be utilized. Faculty should maintain attendance records, lesson plans, and assessment documentation to ensure consistency and transparency.

6. Assessment, Evaluation, and Academic Integrity

6.1 Student assessment should be conducted through a fair and transparent evaluation system aligned with academic regulations. Continuous assessments, assignments, quizzes, and examinations should be used to measure learning outcomes, as outlined in the examination policy.

6.2 Clear guidelines must be followed for examinations, grading, and result compilation. Mechanisms are in place to address student grievances related to assessment, and academic honesty and integrity are strictly enforced.

7. Faculty Development and Performance Enhancement

7.1 Faculty development is recognized as a key component of quality enhancement. The principal should organize orientation programs, workshops, and training sessions to strengthen teaching skills and subject knowledge.

7.2 Faculty performance should be reviewed annually based on teaching effectiveness, student feedback, academic results, and professional contributions. Opportunities for professional growth are encouraged within available resources.

8. Student Support and Academic Progress

8.1 The College provides structured academic and personal support to students to enhance retention and success. Faculty advisors and mentors guide students in academic planning and performance improvement.

8.2 Remedial classes and additional academic support are arranged for students who require assistance. Career guidance, counselling, and skill development activities are conducted periodically to support student development.

9. Learning Resources and Infrastructure Enhancement

9.1 The College administration should ensure the availability of essential infrastructure and learning resources required for effective teaching and learning. Classrooms, laboratories, libraries, and IT facilities are maintained and upgraded according to the institution's capacity.

9.2 Efforts should be made to gradually expand digital learning resources and improve access to academic materials. Safety, cleanliness, and accessibility are maintained across all campus facilities.

10. Feedback Mechanisms and Stakeholder Engagement

10.1 Feedback from students, faculty, staff, alumni, and employers should systematically collected and reviewed. Student feedback on teaching and facilities should be collected at regular intervals.

10.2 Feedback findings should be discussed at departmental and administrative levels and must used to plan improvements. Stakeholder engagement is encouraged to strengthen institutional effectiveness and relevance.

11. Governance and Internal Quality Assurance

- 11.1 An Internal Quality Assurance system monitors academic and administrative processes. Regular reviews should be conducted to assess compliance with policies, academic standards, and operational procedures.
- 11.2 Action plans must be developed to address identified gaps, and progress is reviewed periodically. Documentation and record-keeping are maintained to support transparency and accountability.

12. Ethical Conduct and Institutional Discipline

- 12.1 The College maintains a disciplined and ethical environment conducive to learning. Codes of conduct for students, faculty, and staff should clearly communicated and enforced (as mentioned in code of conduct policy).
- 12.2 Disciplinary actions, when required, should follow due process and fairness. Mutual respect and professional behaviour are promoted across the institution.

13. Community Engagement and Social Responsibility

- 13.1 The College administration should encourage students and staff to participate in community service and social responsibility activities. Outreach programs, awareness campaigns, and social initiatives are organized to promote civic engagement. Such activities support holistic education and contribute positively to society.

14. Continuous Review and Improvement

- 14.1 Quality enhancement at Ramal International College is an ongoing and evolving process. Institutional performance should review annually through academic results, feedback analysis, and internal assessments. Based on these reviews, corrective and preventive measures are implemented to improve academic delivery, student services, and administrative efficiency.

15. Policy Review and Implementation

- 15.1 This Quality Enhancement Policy shall be implemented across all academic and administrative units of the College. The policy shall be reviewed annually and updated as necessary to reflect institutional goals and regulatory requirements.

Admission Policy

Admission Policy applies to the student's seeking admission in Ramal Cambridge School (Grades 1 to 8) and Ramal International College (Pre-9th to 12th Grade). The purpose of the policy is to ensure a Merit-based admission process across all the academic levels.

1.0 Ramal International College (Grade 1-9)

1.1 Admission Test

The admission test will be mandatory for all applicants, and no relaxation will be granted. The schedule of the admission test will be announced by the college authorities and will be displayed on the notice boards of each school/college section as well as on the college website.

- 1.1.1 Admission test is mandatory for all applicants.
- 1.1.2 The test will be based on the previous class knowledge e.g., (if student wants to take admission in class 7th the test will be conducted based on syllabus of class 6th).
- 1.1.3 The Composition of test will be based on the core subjects e.g., **Maths, English, Urdu, Science** and a combine section of **Islamic studies, General knowledge, Geography & History**.
- 1.1.4 Duration of the test will be **1 hour**.
- 1.1.5 The total test score will be **50** for primary (Grade 1–5) and **75** for middle (Grade 6–8). For primary students, 40 marks will be allocated to the written test and 10 marks to the oral test. For middle students, **50 marks** will be for the written test and **25 marks** for the oral test.
- 1.1.6 A minimum overall score of **25%** is required to qualify for admission.
- 1.1.7 If applicant secure the required score of **25%**, admission office will admit the applicant for the subject class.
- 1.1.8 Students who obtain less than **25% marks** will be placed in the **remedial section of the same class** for which admission is sought.
- 1.1.9 For admission to **Pre-9th**, internally registered students of **Ramal International College** may progress from **Class 7 to Pre-9th** upon securing minimum **60% marks** in the previous class. Similarly, admission to **Class 9** requires a minimum of **60% marks** in the preceding class. External students may seek admission from **Class 8 to Class 9** by passing the admission test with a minimum score of **33%**. Students scoring below **33%** will be eligible for admission to the **Pre-9th** class.
- 1.1.10 The Admission Test will be prepared by Examination Cell. Examination Cell will keep the Multiple Tests at their Databank; test will be revised after every three months.
- 1.1.11 Sample test of each category will be available at Admission Office and as well at the website of the College.
- 1.1.12 The test will be conducted and evaluated by the Examination Cell (Monday to Saturday).
- 1.1.13 The Examination Cell will communicate the test results to the Admission Officer on the same day.
- 1.1.14 Result will be communicated by admission officer to the applicant/applicant parents.
- 1.1.15 If applicant and parents would like to review the test, they will be allowed to see the test at admission office in the presence of admission office staff.

- 1.1.16 Transportation charges shall be **charged in full** at the prescribed rate for all students, including Sa'adat and orphan students, without any exception or concession.
- 1.1.17 The admission fee will be **Rs. 3,000** (Grade 1–9), and an additional **Rs. 3,000** will be charged for the paper fund.
- 1.1.18 The **tuition fee** shall be charged as follows: **Rs. 1,000-15,00** for Primary (Grade 1-5), **RS. 1500-1800** for Middle (Grade 6-8) and **RS. 2,000-2500** for matric admission.
- 1.1.19 Any student who secures a position in the final examination shall be eligible for a tuition fee concession, under which the payment of fees will be waived until the completion of the first term. Continuation of this concession in subsequent terms will be strictly subject to the student maintaining a minimum of **80% academic performance** and **85% attendance**. If the student fails to meet these requirements, the fee concession will be automatically withdrawn, and the standard fee structure will apply.
- 1.1.20 An annual **fee increase of 10%** shall be applied when a student is promoted to the **next grade**.
- 1.1.21 No transportation fee discount shall be allowed for any student.
- 1.1.22 **Sibling discounts for Grades 1 to 10** shall be applicable on **tuition fees only** as follows: **First sibling:** 100% tuition fee payable, **Second sibling:** 75% tuition fee payable, **Third sibling:** 50% tuition fee payable, **Fourth sibling:** 25% tuition fee payable. For college-level students, a flat **25%** sibling discount shall be applicable on tuition fees only. All other fees, including transportation and miscellaneous charges, shall be payable in full.
- 1.1.23 Sa'adat and orphan students must maintain a minimum of **50% marks and 85% attendance** in all terms to continue tuition fee concession. Failure to meet this requirement will result in the student being required to pay the full tuition fee.
- 1.1.24 Students with a gap in education, such as having last attended a class one or more years prior to seeking admission, shall not be eligible for merit-based scholarships.

1.2 Required Documents

- 1.3.1 Duly filled Admission form will be submitted by parents/guardians to the Admission Office. (Applicant can get admission form from the admission office or download from the college website).
- 1.3.2 Birth Certificate from the respective Union Council.
- 1.3.3 NADRA Family Registration Certificate (FRC).
- 1.3.4 NADRA CNIC one of the Parents/Guardian (in case parents are deceased then CNIC of the sibling or grandparents).
- 1.3.5 A School Leaving Certificate from the previous institution.
- 1.3.6 The previous class result card may also be accepted.
- 1.3.7 Three passport size photographs with blue background of applicant will be required.

1.4 Admission in Grade 11 (Eleven)

Applicants are allowed to take admission in Grade 11 to fulfill the following criteria.

- 1.4.1 **50%** marks in SSC exam are required for the admission in FSC (Pre-Engineering/ Pre Medical) and ICS.
- 1.4.2 **33%** marks in SSC exam are required for the admission in FA.
- 1.4.3 Applicant with one supplementary may be considered for admission in the FA program only, however applicant must provide the supplementary exam result of that specific subject within **60** days.
- 1.4.4 If applicant could not provide the result of supplementary exam of the specific subject, applicant admission will be cancelled.
- 1.4.5 Supplementary (fail) applicants in Matric are not eligible for admission in FSC or ICS.
- 1.4.6 The admission fee shall be charged as follows: **Rs. 8,000** for admission to the 1st and 2nd years, and **Rs. 2,000** for the paper fund. Tuition fees shall be charged in accordance with the fee structure.
- 1.4.7 No transportation fee discount shall be allowed for any student.
- 1.4.8 For college-level students, a flat **25%** sibling discount shall be applicable on tuition fees only. All other fees, including transportation and miscellaneous charges, shall be payable in full.
- 1.4.9 For **merit-retention scholarships**, students must maintain the following minimum percentages in monthly tests and send-up examinations: **75%** for Pre-Medical and **70%** for ICS and FA. Failure to maintain the required percentage in any category will result in immediate withdrawal of the scholarship, and the student shall be required to pay the full tuition fee thereafter.
- 1.4.10 **Sa'adat and orphan students** must maintain a minimum of **50% marks** and **85% attendance** in monthly tests and send-up examinations to continue tuition fee concession. Failure to meet this requirement will result in the student being required to pay the **full tuition fee** for the 2nd and 3rd instalments. The same condition shall apply to **merit scholarship retention students**. If a student fails to maintain the required percentage as prescribed for the respective program, the student shall be liable to pay the **full tuition fee** for the 2nd and 3rd instalments.
- 1.4.11 Students with a gap in education, such as having last attended a class one or more years prior to seeking admission, shall not be eligible for **merit-based scholarships**.
- 1.4.12 New Students will not be allowed to admit in Matric or Intermediate classes, if college have already submitted the student information for registration of the Board exams.

1.5 Required Documents for Admission

- 1.5.1 Secondary School Certificate (SSC) issued by respective Board of Intermediate and Secondary Education.
- 1.5.2 Character Certificate
- 1.5.3 Three passport size photographs with blue background of applicant will be required.
- 1.5.4 Birth Certificate from the respective Union Council
- 1.5.5 NADRA Family Registration Certificate (FRC).

- 1.5.6 NADRA CNIC one of the Parents/Guardian (in case parents are deceased then CNIC of the sibling or grandparents).
- 1.5.7 If any document found fake/forfeited admission will be cancelled.
- 1.5.8 If applicant studying/registered in any other education institution, will not be allowed to admit at Ramal International College in any grade.



Ramal International College

Fee Structure & Scholarship Policy

The fee structure of HSSC (Intermediate) is revised for the academic session 2026–27.

Based on Matric/SSC percentage	Monthly Fee
Students obtained Marks 80% and above	Full tuition fee waiver
Students obtained Marks 75% and above	Rs. 1500/-
Students obtained Marks 71% and above	Rs. 2000/-
Students obtained Marks Below 70%	Rs. 3000/-

***Special full fee waiver to students belongs to Saadat family**

Special fee concession on humanitarian basis and financial constraints.

Orphanage	Full tuition fee waiver
Household income between Rs 35,000 – 45,000	Rs.1500/-
Household income between Rs 32,000 – 35,000	Rs. 1000/-
Household income between Rs 25,000 - 30000	Rs. 500/-

Note: Financially deserving students may be granted an additional fee concession only after submission and verification of appropriate supporting evidence, such as *income proof, financial hardship documentation, or other relevant documents*.

Employees of RSWF and Ramal International College.

Monthly Income Above 50,000	Rs 1500/-
Monthly Income between Rs 40,000 – 50,000	Rs 1000/-
Monthly Income Below Rs 40,000	Rs. 500/-



Ramal International College

Fee Structure & Scholarship Policy

The fee structure of Primary (Pre-1- Grade 5) is revised for the academic session 2026-27.

Based on Matric/SSC percentage	Monthly Fee
Students obtained Marks 80% and above	Full tuition fee waiver
Students obtained Marks 75% and above	Rs. 1000/-
Students obtained Marks 71% and above	Rs. 1200/-
Students obtained Marks Below 70%	Rs. 1500/-

Special full fee waiver to students belongs to Saadat family

Special fee concession on humanitarian basis and financial constrains.

Orphanage	Full tuition fee waiver
Household income between Rs 35,000 – 45,000	Rs.1000/-
Household income between Rs 32,000 – 35,000	Rs. 800/-
Household income between Rs 25,000 - 30000	Rs. 500/-

Note: Financially deserving students may be granted an additional fee concession only after submission and verification of appropriate supporting evidence, such as *income proof, financial hardship documentation, or other relevant documents*.

Employees of RSWF and Ramal International College.

Monthly Income Above 50,000	Rs 1000/-
Monthly Income between Rs 40,000 – 50,000	Rs 800/-
Monthly Income Below Rs 40,000	Rs. 500/-



Ramal International College

Fee Structure & Scholarship Policy

The fee structure of Middle, SSC (Matriculation) revised for the academic session 2026-27.

Based on Matric/SSC percentage	Monthly Fee
Students obtained Marks 80% and above	Full tuition fee waiver
Students obtained Marks 75% and above	Rs. 1500/-
Students obtained Marks 71% and above	Rs. 2000/-
Students obtained Marks Below 70%	Rs. 2500/-

Special full fee waiver to students belongs to Saadat family. Special fee concession on humanitarian basis and financial constraints.

Orphanage	Full tuition fee waiver
Household income between Rs 35,000 – 45,000	Rs.1500/-
Household income between Rs 32,000 – 35,000	Rs. 1000/-
Household income between Rs 25,000 - 30000	Rs. 500/-

Note: Financially deserving students may be granted an additional fee concession only after submission and verification of appropriate supporting evidence, such as *income proof, financial hardship documentation, or other relevant documents.*

Employees of RSWF and Ramal International College.

Monthly Income Above 50,000	Rs 1500/-
Monthly Income between Rs 40,000 – 50,000	Rs 1000/-
Monthly Income Below Rs 40,000	Rs. 500/-

TEACHING METHODOLOGY

1.0 Teaching Methodology Policy for Matric (9th & 10th Grades) & Intermediate Classes (11th & 12th Grades)

1.1 Purpose of the Policy

This policy aims to ensure standardized, effective, and student-centered teaching practices that improve learning outcomes, gauge the student performance, maintain classroom discipline, and support Board examination's preparation.

1.2 Scope

This policy applies to all teachers, who are teaching Matric (9th & 10th) and Intermediate (11th & 12th) classes across all subjects.

1.3 Review and Revision in Teaching Methodology

- 1.3.1 To ensure consistent and effective teaching practices, the College Teaching Methodology Committee will work under the supervision of Academic Coordinator and supported by Subject Heads, Committee will be responsible for review the teaching methodology and if revision is required in teaching methodology, the changes will be incorporated. This process will be in three phases, first will be initiated before summer break, second will be in October after summer break and third will be in January.
- 1.3.2 Teaching Methodology Committee will review the performance of all subject teachers as of clause 1.3.1.
- 1.3.3 Teaching Methodology Committee will conduct meeting, and put up their findings and every teacher performance to the College Management Committee. Committee will also give the recommendations for improvement in the teaching practices.
- 1.3.4 Academic Coordinator will prepare a schedule for physical monitoring of lectures deliver by teachers; this process will be conducted after every six weeks of every class section.

1.4 Core Teaching Principles

- 1.4.1 **Concept Clarity First** – Teachers must focus on building conceptual understanding instead of conventional memorization practice.
- 1.4.2 **Student-Centred Learning** – Lessons must encourage participation, questions, and interaction, provide opportunities to students to explain the certain topic to their classmates during the class sessions.
- 1.4.3 **Board Exam Orientation** – Teaching practices must align with Punjab Board Syllabus, past papers, and marking schemes.
- 1.4.4 **Inclusiveness** – Accommodate slow learners/performers through extra support by giving tutoring sessions on one-to-one basis (either after the schools' hours or dedicated time on Saturdays). The session will be conducted after school hours for 30 minutes and should not exceed more than this time.
- 1.4.5 Teachers will identify the slow learner/performer students, and this information will be shared with Teaching Methodology Committee, and with parents of slow learner/performer students. Teacher will also inform the respective parents regarding each session before one week.
- 1.4.6 Teachers should develop relationship with students to improve their mental abilities to

achieve the knowledge.

1.5. Lesson Planning & Delivery

Teachers must follow these guidelines:

- 1.5.1 Prepare daily and weekly lesson plan.
- 1.5.2 Align subject content with the annual academic calendar.
- 1.5.3 Include activities, questioning strategies, and homework tasks.
- 1.5.4 Incorporate Board exam past papers where possible.
- 1.5.5 Start class with a 5-minute recap of previous topics.
- 1.5.6 Use whiteboard effectively and neatly.
- 1.5.7 Deliver content using simple and clear language.
- 1.5.8 Encourage students to take notes properly.
- 1.5.9 Provide real-life examples relevant to the topic.
- 1.5.10 End class with a short summary and assign homework.
- 1.5.11 A volunteer student from the class be given chance to explain the topic at the end of the class.
- 1.5.12 Topic based videos may be shown to the student for better understanding of the topic, all subject based videos must be approved by Teaching Methodology Committee.
- 1.5.13 Teachers will not be allowed to show any other content to the students.

1.6 Lecture Method

- 1.6.1 Lecture must be focused on conceptual explanation, so that student will be able build practical and theoretical aspects.
- 1.6.1 The delivery of the lectures must be interactive (not one-way).
- 1.6.2 Teachers should ask questions during the class, especially from those students who are behind the understanding of the subject topic.
- 1.6.3 Teachers must involve all students to respond of the questions and the class discussion.

1.7 Activity-Based Learning

- 1.7.1 Short in-class activities, pair work, and group tasks.
- 1.7.2 Diagrams, flowcharts, models, maps, and charts for science & arts subjects.
- 1.7.3 Encourage the students to participate in the class activities and question-answer sessions.

1.8 Language classes of English and Urdu

- 1.8.1 Teachers must focus on improving the vocabulary
- 1.8.2 Speaking in the language which being taught
- 1.8.3 Improving writing abilities, by giving short topics
- 1.8.4 Oral practice between dialogue of two students or group of students by giving a scenario.
- 1.8.5 Students should also be given a chance to speak a certain topic in front of class.
- 1.8.6 To improve the accent, audios and videos to be played during the class.

1.9 Board-Exam Oriented Practice

- 1.9.1 Students will practice the past papers of BISE after the completion of full syllabus.
- 1.9.2 Subject specialist teachers will prepare BISE type exam and at-least two – three practice exams will be conducted of the full syllabus.
- 1.9.3 Sample answer writing and marking according to board criteria.
- 1.9.4 Invite brilliant students to the class, who have taken the board exams, to give exam taking tips and how to attempt the questions.

2.0 Preparation of Exam for Slow Learner Students

2.1 Those students who are not performing throughout the year, separate papers will be prepared by the subject specialist teachers. Papers will be conducted in short interval of time, such as 1 hour, 15 minutes and exam will be conducted in that syllabus in which these weak students have more strength. For betterment of these weak students as many as short exams will be conducted accordingly.

3.0 Technology Integration

- 3.1 Multimedia/animations especially for science subjects.
- 3.2 Use of digital notes & presentations.
- 3.3 All such audios and videos clips must be reviewed by authorities and approval be given to run these in the classrooms.

4.0 Remedial Teaching

- 4.1 For slow learners, a separate section will be formulated, the best teacher will assign to that separate section, if those students start performing than they will be transfer to good performing section.

5.0 Classroom Management

- 5.1 The teacher must be present in class at the start of the lecture. Teacher must be prepared the lecture in a way to complete the session within the define time.
- 5.2 Teacher must maintain the decorum of the class such as:
 - 5.2.1 Unnecessary movement or noise
 - 5.2.2 No side discussions among the students
 - 5.2.3 Seating arrangements (First come first policy)
- 5.3 Teachers must ask questions during the lecture and this opportunity should be given to all students.
- 5.4 Teachers are not allowed to sit during the whole lecture, the only way, the teacher may deliver the lecture while sitting unless there is a medical issue. This must be intimated to the authorities.
- 5.5 Teacher must avoid abusive language and should not scream loudly, however teacher can be strict to maintain the discipline. Any incident such as throwing stuff to the other students, this must be reported to the authorities or teacher may handle the situation on its own.
- 5.6 Teacher must report to the floor in-charge if student is not present in the class during the lecture.
- 5.7 The teacher who is delivering the first lecture, he/she must do the counting of the students present in the class and put this information outside the class in the counting box.
- 5.8 Teacher should monitor that students may not write any abusive remarks on the board or the classroom walls or the furniture.
- 5.9 Students will be allowed to go the restrooms during the lecture; however, one student will be allowed at one time. Floor in charge will monitor the movement of students for using the restrooms.
- 5.10 Discouraging the students to go outside the class in the first period, unless there is an emergency.

11. Review & Compliance

This policy will be reviewed annually and Non-compliance will be reported to the Academic Coordinator/Principal.

1.0 Teaching Methodology Policy for Primary (1-5 Grades) & Middle Classes (6-8 Grades)

1.1 Purpose of the Policy

This policy aims to ensure standardized, effective, and student-centered teaching practices that improve learning outcomes, gauge the student performance, maintain classroom discipline, and support Board examination's preparation.

1.2 Scope

This policy applies to all teachers, who are teaching primary (1-5 grades) and middle (6-8) classes across all subjects.

1.3 Review and Revision in School Teaching Methodology

- 1.3.1 To ensure consistent and effective teaching practices, the School Teaching Methodology Committee will work under the supervision of Academic Coordinator and supported by Subject Heads, Committee will be responsible for review the teaching methodology and if revision is required in teaching methodology, the changes will be incorporated. This process will be in three phases, first will be initiated before summer break, second will be in October and third will be at start new session.
- 1.3.2 Teaching Methodology Committee will review the performance of all subject teachers as of clause 1.3.1.
- 1.3.2 Teaching Methodology Committee will conduct meeting, and put up their findings and every teacher performance to the College Management Committee. Committee will also give the recommendations for improvement in the teaching practices.
- 1.3.4 Academic Coordinator will prepare a schedule for physical monitoring of lectures deliver by teachers; this process will be conducted daily, at-least one class observation per day.

1.4 Core Teaching Principles

- 1.4.7 **Concept Clarity First** – Teachers must focus on building conceptual understanding instead of conventional memorization practice.
- 1.4.8 **Student-Centered Learning** – Lessons must encourage participation, questions, and interaction, provide opportunities to students to explain the certain topic to their classmates during the class sessions.
- 1.4.9 **Single National Curriculum (SNC) Exam Orientation** – Teaching practices must align with the SNC.
- 1.4.10 **Inclusiveness** – Accommodate slow learners/performers through extra support by giving tutoring sessions on one-to-one basis (either after the schools' hours or dedicated time on Saturdays). The session will be conducted after school hours for 30 minutes and should not exceed more than this time.
- 1.4.11 Teachers will identify the slow learner/performer students, and this information will be shared with Teaching Methodology Committee, and with parents of slow learner/performer students. Teacher will also inform the respective parents regarding each session before one week.
- 1.4.12 Teachers should develop relationship with students to improve their mental abilities to achieve the knowledge.

1.5. Lesson Planning & Delivery

Teachers must follow these guidelines:

- 1.7.1 Prepare daily and weekly lesson plan.
- 1.7.2 Align subject content with the annual academic calendar.
- 1.7.3 Include activities, questioning strategies, and homework tasks.
- 1.7.4 Start class with a 5-minute recap of previous topics.
- 1.7.5 Use whiteboard effectively and neatly.
- 1.7.6 Deliver content using simple and clear language.
- 1.7.7 Encourage students to take notes properly.
- 1.7.8 Provide real-life examples relevant to the topic.
- 1.7.9 End class with a short summary and assign homework.
- 1.7.10 A volunteer student from the class be given chance to explain the topic at the end of the class.
- 1.7.11 Topic based videos may be shown to the student for better understanding of the topic, all subject based videos must be approved by Teaching Methodology Committee.
- 1.7.12 Teachers will not be allowed to show any other content to the students.

1.8 Lecture Method

1.8.1 Lecture must be focused on conceptual explanation, so that student will be able build practical and theoretical aspects.

- 1.8.1 The delivery of the lectures must be interactive (not one-way).
- 1.8.2 Teachers should ask questions during the class, especially from those students who are behind the understanding of the subject topic.
- 1.8.3 Teachers must involve all students to respond of the questions and the class discussion.

1.9 Activity-Based Learning

- 1.9.5 Short in-class activities, pair work, and group tasks.
- 1.9.6 Diagrams, flowcharts, models, maps, and charts for science & arts subjects.
- 1.9.7 Encourage the students to participate in the class activities and question-answer sessions.

1.10 Language classes of English and Urdu

- 1.10.1 Teachers must focus on improving the vocabulary
- 1.10.2 Speaking in the language which being taught
- 1.10.3 Improving writing abilities, by giving short topics
- 1.10.4 Oral practice between dialogue of two students or group of students by giving a scenario.
- 1.10.5 Students should also be given a chance to speak a certain topic in front of class.
- 1.10.6 To improve the accent, audios and videos to be played during the class.

4.0 Technology Integration

- 4.1 Multimedia/animations especially for science subjects.
- 4.2 Use of digital notes & presentations.
- 4.3 All such audios and videos clips must be reviewed by authorities and approval be given to run these in the classrooms.

4.0 Remedial Teaching

4.1 For slow learners, a separate section will be formulated at the start of term after taking admission test, the best teacher will assign to that separate section.

4.2 If slow learner students start performing than they will be shifted to the whole syllabus of that class instead of remedial syllabus.

5.0 Classroom Management

- 5.11 The teacher must be present in class at the start of the lecture. Teacher must be prepared the lecture in a way to complete the session within the define time.
- 5.12 Teacher must maintain the decorum of the class such as:
 - 5.12.1 Unnecessary movement or noise
 - 5.12.2 No side discussions among the students
 - 5.12.3 Seating arrangements (First come first policy)
- 5.13 Teachers must ask questions during the lecture and this opportunity should be given to all students.
- 5.14 Teachers are not allowed to sit during the whole lecture, the only way, the teacher may deliver the lecture while sitting unless there is a medical issue. This must be intimated to the authorities.
- 5.15 Teacher must avoid abusive language and should not scream loudly, however teacher can be strict to maintain the discipline. Any incident such as throwing stuff to the other students, this must be reported to the authorities or teacher may handle the situation on its own.
- 5.16 Teacher must report to the floor in-charge if student is not present in the class during the lecture.
- 5.17 The teacher who is delivering the first lecture, he/she must do the counting of the students present in the class and put this information outside the class in the counting box.
- 5.18 Teacher should monitor that students may not write any abusive remarks on the board or the classroom walls or the furniture.
- 5.19 Students will be allowed to go the restrooms during the lecture; however, one student will be allowed at one time. Floor in charge will monitor the movement of students for using the restrooms.
- 5.20 Discouraging the students to go outside the class in the first period, unless there is an emergency.

11. Review & Compliance

This policy will be reviewed annually and Non-compliance will be reported to the Academic Coordinator/Principal.

Code of Conduct

Academic rules are essential to promote honesty, maintain discipline of highest level, and to ensure every student has an equal opportunity to succeed. These rules help to protect the value of education, ensuring that the qualifications students receive are respected by employers and other institutions. These academic rules shows that we take our education seriously and are committed to personal and academic growth. Academic rules include:

11.0 Discipline and Responsibility

The disciplinary rules should be observed by each student of the college: helps students develop self-discipline, accountability, and responsibility, which are essential life skills.

- 11.1 It is compulsory for the students to attend the college in proper uniform. If students violate the uniform rules.
- 11.2 Student will be fined PKR 100 for first time (such as not wearing the full uniform and missing one of the items or other than uniform item).
- 11.3 Students who come to college in plain cloths, will be fined PKR 150.
- 11.4 Repeating such violations may end up in termination from the college.
- 11.5 In case of medical issue, student may allow to wear other than uniform clothes, with the necessary document provided by the Medical Officer.
- 11.6 Students are not allowed to celebrate birthdays or any other event in the college premises. However, celebration of any academic success will be allowed with the approval from the authority of the college.
- 11.7 Students'/Teachers/ Non-Teaching Staff are not allowed to give presents/gifts in any form to each other.
- 11.8 Any un-academic activity, such as applying mehndi, waxing, threading, using cosmetics, are not allowed in the college premises. If found to be involved in such activities, students will be issued warning letter. The warning letters will also be shared with the parents/guardians.
- 11.9 If repeated violations of such activities, then monetary fine of 100 PKR be imposed.
- 11.10 Wearing jewellery is not allowed, management will confiscate the jewellery items and will hand over the respective student parents/guardians. If found repeatedly violations, students wearing jewellery will be fined 100 PKR.
- 11.11 Students are not allowed to bring camera, radio, tape recorder, music player or mobile phone in the college. (However, a permission will be obtained from management to bring any electronic device for certain event.
- 11.12 If found the items will be confiscated by the college authorities. A fine of 500 PKR will be imposed to the violators. The items will be only be returned on the written request of the parents of the students and if it is repeated, item will be confiscated by college authorities.
- 11.13 Students should avoid to come around the Admin Block or Staff Room un-necessarily, however students may visit if being asked by authorities.
- 11.14 Students should be responsible for taking care or personal items, such as school bag, money, books, the college management will not be responsible, if any item misplace. However, College disciplinary committee may conduct inquiry for missing of the items and share the findings with Authorities and as well student's Parents/Guardians.

- 11.15 The students are not allowed to participate in any political, destructive and sectarian activities. The college administration will take necessary action against those students, who will be involved in these malicious activities, (who creates rumours, and motivates others for any destructive plan). Inquiry committee will impose the penalties on those students based on the nature of the violation. A special committee will review the recommendations of the Inquiry Committee and will take further course of action on each such student.
- 11.16 Drugs are strictly prohibited in the college, if student found in possession of drug or taking drug, or offering drug to other students, in view of this violation, strict action will be taken against the student and may be handover to local/district management authorities as per the college disciplinary rules.
- 11.17 Wall chalking is strictly forbidden. The students violating this rule will be expelled.
- 11.18 The students damaging the college premises or belongings of the college will be fined heavily or expelled.
- 11.19 The students should leave the college premises within half an hour after the timings at which college is closed. The college will not be responsible for the students staying in the college after that time.
- 11.20 The college gate will be closed after 15 minutes of the time at which college starts. After that no student is allowed to enter the college.
- 11.21 The student should obey all the teachers of the Ramal including RCS Teachers. Every teacher is responsible for the welfare of the students and to report any violation of the rules by the students.
- 11.22 Parents/guardians are supposed to come to college when asked by the teachers.
- 11.23 College identity card will be provided by the admission office at the cost of 250 PKR.
- 11.24 Student must wear the identity card during the school hours.
- 11.25 In case of student lose the identity card, he/she will be issued new card at the cost of 300 PKR.
- 11.26 Alteration in identity card is strictly prohibited.

2.0 Attendance for Students

- 2.1 Student will allow one leave in a month; a valid reason must be provided with the consent of Parents or Guardians.
- 2.2 A medical leave may be allowed to the student (a medical certificate must be provided from registered medical practitioner). Such cases will be reviewed by the management and the consent taken from the parents and Guardians, and authorities will make the decision accordingly.
- 2.3 If there is an emergency in family, student can apply for the leave with the consent of parents and Guardians. Such cases will be reviewed by the management and authorities will make the decision accordingly.
- 2.4 If a student takes half leave, two half leaves will be considered as one leave.
- 2.5 Those students who take more than one leave in a month, monetary fine 150 PKR per day will be imposed.
- 2.6 Student remains absent from the college for 6 consecutive days, his/her name shall be struck off. However, readmission will be considered on the request of the parents/guardian by depositing re-

admission fee. This facility shall only be available once in the academic year.

3.0 Attendance for Board Exam (Grade 9-12)

3.1 Students must maintain 85% attendance to appear in the board exams, those who do not maintained 85% attendance, roll number slips will not be issued to those students.

3.2 85% attendance must be maintained for each subject.

4.0 College Uniform

4.1 Summer Uniform

Boys

4.1.1 White coloured shirt (as per college design)

4.1.2 Dark blue pant (as per college design)

4.1.3 Black shoes and College-approved

Girls

4.1.4 Shalwar kameez (as per college design)

4.1.5 Dupatta/scarf (Official uniform)

4.1.6 Black pump shoes without heels

4.2 Winter Uniform

Boys

4.2.1 Blue college sweater or blazer

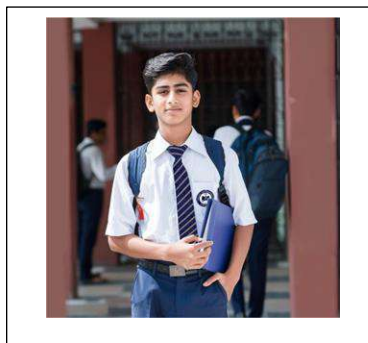
4.2.2 Black shoes

4.2.3 White socks

Girls

4.2.4 Blue college sweater or blazer

4.2.5 Black pump shoes and White socks



Note: Student violating these rules, a warning letter will be issued to the student which also be shared with parents/Guardian. If repeated violations of such activities, then monetary fine of 100 PKR be imposed.

5.0 College Leaving Procedure

5.1 Parents/Guardian shall submit the application for leaving of college of their child.

5.2 Admission office will review the application and management committee will approve the case.

5.3 Accounts office will assure, that all charges have been paid by the Parents/Guardian of the student.

5.4 Accounts office will inform the admission office for the clearance of the dues.

5.5 Admission office will submit the case to the management committee for approval of providing college leaving certificate.

5.6 Admission office will release the school/college leaving certificate to the Parents/Guardian and keep the copy for their record.

6.0 Assembly

- 6.1 The college will start with the morning assembly (assembly time will be decided by the management, preferably in summer at 7:30 am and in winter at 8:30 am). Assembly will start with the recitation of Holy Quran and National Anthem.
- 6.2 All students must attend the assembly, if any student found in the classroom or any other area of the college premises during assembly time, disciplinary action will be taken accordingly.
- 6.3 All the teachers and management staff must attend the assembly.

7.0 Re-Admission Rules

Those students who have been expelled from college due to disciplinary reasons, they may allow to readmit in the college based on following conditions:

- 7.1 Parents/Guardians of the student may allow to submit the application for re-admission of their child within the 15 days of termination.
- 7.2 The committee will send the recommendation to the principal for final decision/approval.
- 7.3 If student request for re-admission is approved, then student will be admitted in the same class, and re-admission fee will be deposited in College Account Office.

8.0 Procedure for using Library Facility

- 8.1 Students are allowed to use the library facility during the college hours.
- 8.2 Students will allow to check out two books for seven days; students must return the book within seven days of the checkout.
- 8.3 Students are allowed to take the check out books to their homes.
- 8.4 If student return the book after the due date, he/she will be fined **25 PKR per day**.
- 8.5 If student will lose the book, he/she will either submit the **cost of the book or purchase** the new book and submit to the library.
- 8.6 Students should not tear the pages from the library books as well do not write on the pages of the books, if librarian found for such violation, a warning letter will be issued to the student. If student will repeat the violation, then fine of **150 PKR** will be imposed to the student.

9.0 Mobile Policy

- 9.1 All teaching and supporting staff shall submit their mobile phones at the reception upon arrival and may collect them at the time of evacuation.
- 9.2 In case of emergency teaching and supporting staff may use the phone services which will be available at the reception or administration office.
- 9.3 Students are not allowed to bring any kind of mobile phone at the campus, administration and teaching staff must assure that no student carry a mobile phone in their school bags or in uniforms.
- 9.4 Teachers may call the parents/guardians of those students who will be absent, teachers can use the dedicated mobile phone available at the reception.
- 9.5 For any activity to be recorded at the campus premises through mobile phone by teaching and

supporting staff, the permission must be granted by Principals and Campus Director.

- 9.6 All the IT staff may use the personal mobile phones if required.
- 9.7 IT staff should not give their personal mobile phones to teaching and supporting staff to use it.
- 9.8 If teaching staff and supporting staff, found carrying or using a mobile phone during class or duty hours, a warning letter will be issued. In case of repeated violations, a fine of PKR 1,000 shall be imposed and continued non-compliance may result in termination.

Leave Policy

This policy provides guidelines for leaves to be availed by permanent, and contractual full-time employees.

For Administrative Staff at the Campus (Including Director & Principals)

1.1 Annual Leave

- 1.1.1 Management, Administrative, and support staff are entitled for **twenty-four (24) leaves** with pay.
- 1.1.2 Annual leaves can be accumulated maximum of four years.
- 1.1.3 If employee leaves the organization, she/he will not claim accumulated annual leave.
- 1.1.4 Annual leaves are on pro-rata basis; upon completion of one year's continuous service and at the end of each year thereafter.
- 1.1.5 Annual leaves are not allowed during the probation period.

1.2 Casual Leaves

- 1.2.1 There are 15 casual leaves for Administrative Staff, these leaves cannot be accumulated for previous years, however staff cannot take more than 3 days casual leaves consecutively.
- 1.2.2 Employee's can avail casual leave during his/her probation period.

1.3 Short Leave

- 1.3.1 Hourly-based leave shall be allowed; however, six hours shall be treated as one full leave and deducted from casual or annual leave.
- 1.3.2 A half-day leave shall be equivalent to three hours.
- 1.3.3 Two half-day leaves shall be counted as one full leave. A half-day leave shall apply after completion of three hours of duty.
- 1.3.4 Three short leaves shall be counted as one full leave. A short leave shall be for less than three hours of duty.
- 1.3.5 Three consecutive late arrivals shall be counted as one leave.

1.4 Medical Leave

- 1.4.1 Employees are entitled medical leaves with pay for 10 days in a year, medical leave cannot be accumulated from previous years, employee can avail the leave subject to provide the medical certificate.
- 1.4.2 In case of prolonged illness and extending beyond the normal entitlement, such as situations arising from an accident or serious illness, case must be put up along with medical reports and doctor prescriptions, in such cases, employee may be allowed to avail leave without pay of absence from duty for a maximum period of 6 months, subject to approval from authorities.
- 1.4.3 An employee can availed medical leave during his/her probation period.

1.5 Maternity Leaves

- 1.5.1 Female employees may avail **45 calendar days** of paid (basic pay) maternity leave.

1.5.2 Leaves over & above **45 calendar days**, may be availed from annual leaves.

- 1.5.3 Maternity leave can only be avail twice during the entire length of service.
- 1.5.4 Those employees, who have completed one year of service at the college, they are entitled for Maternity Leave.

1.6 Leave Without Pay

- 1.6.1 After completion of one year service, employee may avail leave without pay.
- 1.6.2 The case of without pay leave will be processed through HR Department and the approval will be taken from the Director, however without pay leave is at the sole discretion of the Ramal International College.
- 1.6.3 Benefit allowances, including health insurance and provident fund contributions, appraisal increments and promotions are suspended during Leave without pay.
- 1.6.4 Leave without pay will not be treated as service period, re-joining of the employee will require recommendation of the relevant Director/In charge and will be at the sole discretion of the Head Office.

1.7 Hajj Leaves

- 1.7.1 Employees will be eligible to avail **18 calendar days** leave with pay once in full service to perform Hajj.
- 1.7.2 Those employees, who have completed one year of service at the college, they are entitled for Hajj Leave.
- 1.7.3 If an employee requires additional days; they can use their annual leave quota or can be allowed without pay leave.

Teaching Staff at the Campus

1.1 Summer/Winter Leave

- 1.1.1 Teaching staff are entitled for **30** leaves during the summer, however the number of days will be decided by the authorities depending upon the requirement of teaching staff. Further to that teacher can not claim maximum of summer entitled leaves.
- 1.1.2 The winter break will be as per notification by Ramal authorities.

1.2 Casual Leaves

- 1.2.1 There are 7 casual leaves for teaching staff, these leaves cannot be accumulated for previous years, however staff cannot take more than 2 days casual leaves consecutively.
- 1.2.2 Teachers can avail casual leave during his/her probation period.
- 1.2.3 Teachers can not combine causal and medical leave together however it's the discretion of authority to allow to combine both leaves.

1.3 Short Leave

- 1.3.1 Hourly-based leave shall be allowed; however, six hours shall be treated as one full leave and deducted from casual or annual leave.
- 1.3.2 A half-day leave shall be equivalent to three hours.

- 1.3.3 Two half-day leaves shall be counted as one full leave. A half-day leave shall apply after completion of three hours of duty.
- 1.3.4 Three short leaves shall be counted as one full leave. A short leave shall be for less than three hours of duty.
- 1.3.5 Three consecutive late arrivals shall be counted as one leave.

1.4 Medical Leave

- 1.4.1 Teachers are entitled medical leaves with pay for 7 days in a year, medical leave cannot be accumulated from previous years, Teacher can avail the leave subject to provide the medical certificate.
- 1.4.2 In case of prolonged illness and extending beyond the normal entitlement, such as situations arising from an accident or serious illness, case must be put up along with medical reports and doctor prescriptions, in such cases, employee may be allowed to avail leave without pay of absence from duty for a maximum period of 6 months, subject to approval from authorities.
- 1.4.3 A Teacher can avail medical leave during his/her probation period.

1.5 Maternity Leaves

- 1.5.1 Female Teachers may avail 45 calendar days of paid (basic pay) maternity leave.
- 1.5.2 Leaves over & above **45 calendar days**, may be availed from annual leaves.
- 1.5.3 Maternity leave can only be availed twice during the entire length of service.
- 1.5.4 Those female teachers, who have completed one year of service at the college, they are entitled for Maternity Leave.

1.6 Leave Without Pay

- 1.6.1 After completion of one year service, teacher may avail leave without pay.
- 1.6.2 The case of without pay leave will be processed through HR Department and the approval will be taken from the Director, however without pay leave is at the sole discretion of the Ramal International College.
- 1.6.3 Benefit allowances, including health insurance and provident fund contributions, appraisal increments and promotions are suspended during Leave without pay.
- 1.6.4 Leave without pay will not be treated as service period, re-joining of the employee will require recommendation of the relevant Director/In charge and will be at the sole discretion of the Head Office.

1.7 Hajj Leaves

- 1.7.1 Teachers will be eligible to avail 18 calendar days leave with pay once in full service to perform Hajj.
- 1.7.2 Those employees, who have completed one year of service at the college, they are entitled for Hajj Leave.
- 1.7.3 If an employee requires additional days; they can use their annual leave quota or can be allowed without pay leave.

1.8 General Guidelines

1.8.1 Annual, casual and medical leave balances mentioned in the policy are applicable for the calendar year and indicate the number of working days. Public holidays or weekends which fall within the leave period requested will not be included in the leave calculation.

1.8.2 Annual and casual leaves for employees joining within the year will be calculated on pro rata basis.

1.8.3 All leaves within the allocated days mentioned in the policy shall be leave with pay. Any leaves over and above the number of days given in the policy will be considered as leave without pay.

1.8.4 The winter break for teaching/administrative staff will be as per notification by Ramal authorities.

Hygiene Policy

It covers personal hygiene (handwashing, respiratory etiquette), facility maintenance (regular cleaning of classrooms, restrooms, and cafeterias), and food safety (sanitation, vendor monitoring, and food handler health checks). It should include clear guidelines, regular cleaning schedules, and resources for students and staff to promote a healthy environment.

1.0 Introduction

Though learning can proceed even under difficult circumstances, school water, sanitation, and hygiene education (WASHE) is imperative to achieving a healthy school environment and making a difference in the health, attendance, and learning ability of students and their teachers. Poorly maintained toilets lacking in privacy may prevent adolescent girls from attending school. Lack of instruction on why hygiene is important will prevent students from properly using their WASHE facilities and developing good hygiene habits for life. Integrating practical activities around safe drinking water, sanitation, and handwashing into lessons and daily school tasks will help reinforce the adoption of healthy behaviours.

Nonetheless, the provision of these facilities and services is the first step; to ensure that they continue to work effectively for the long term, a series of operations and maintenance (O&M) tasks must be attended to: toilets need to be cleaned, hand and drinking water containers filled, and soap and toilet paper made available on a daily basis.

2.0 Whose Responsibility is School Hygiene?

The overall responsibility for the health and safety of students and staff in schools, the school management must implement hygiene procedures to follow the school staff and students. They should also arrange trainings and provide information to teachers and students, who are responsible for day-to-day management of health and safety in the school.

Although teachers have a duty of care at the front line towards the health and safety of students in their care, they cannot be obliged to assist with cleaning-up procedures or administer first aid or medicines. Procedures should be in place whereby they may notify another member of staff to deal with these tasks.

3.0 Key Components of a School Hygiene Policy

- 3.1 **Policy Statement & Scope:** Clearly state the school's commitment to maintaining a healthy environment and define which facilities and operations are covered.
- 3.2 **Roles & Responsibilities:** Assign specific duties to cleaning staff, management, teachers, students, and contractors. The school principal or head of the institution typically holds the ultimate responsibility.
- 3.3 **Training Requirements:** Establish initial and refresher training for cleaning staff and general hygiene awareness programs for all employees and students.
- 3.4 **Monitoring & Verification:** Implement quality inspection procedures, checklists, and feedback mechanisms for occupants to ensure compliance and address issues promptly.
- 3.5 **Special Circumstances Protocols:** Develop procedures for infection control during illness outbreaks, handling spills, and enhanced cleaning after events. A comprehensive school facility hygiene policy should cover several key areas to ensure the health, safety, and well-

being of students and staff. Key guidelines generally include adequate Water, Sanitation, and Hygiene (WASH) facilities, regular cleaning protocols, hygiene education, and clear roles and responsibilities for all stakeholders.

4.0 Facility-Specific Hygiene Guidelines

4.1 Hand Hygiene

- 4.1.1 Provide adequate handwashing stations with soap (liquid or bar), water, and paper towels or air dryers in classrooms, restrooms, and canteens.
- 4.1.2 Ensure all individuals (students, staff, visitors) wash hands upon entering or leaving classrooms, after using the toilet, before handling food or eating, and after coughing or sneezing.
- 4.1.3 Provide alcohol-based hand sanitizer (at least 60% alcohol content) at entrances and in frequently accessed areas.
- 4.1.4 Emphasize frequent and proper handwashing with soap and water, especially before eating and after using the toilet.
- 4.1.5 Staff and students must wash their hands with soap after visiting the toilet or washroom. Toilet with dirty, unwashed hands, they can spread disease. Taps they must be kept full with water as much as possible.

4.2 Personal Hygiene

- 4.1.6 Handwashing works better with soap, if a student comes out of the toilet and finds no water, and soap, he or she will conclude that you are not serious about handwashing.
- 4.1.7 Teach students to cover coughs and sneezes, preferably into a tissue they dispose of immediately.
- 4.1.8 Discourage sharing personal items like eating utensils, toothbrushes, and food to prevent the spread of germs.
- 4.1.9 Encourage the daily wearing of clean clothes.
- 4.1.10 A standard haircut for boys as shown in the figure 1.
- 4.1.11 Student must wear the polish shoe. If student is coming with dirty shoes, he/she will be sent to the facility available in premises for shoe polishing.
- 4.1.12 College will keep uniform items in certain amount so that if any student is missing the uniform item, he/she will be provided with that item for that day and it will be the responsibility of the person and the management to keep the item in the store

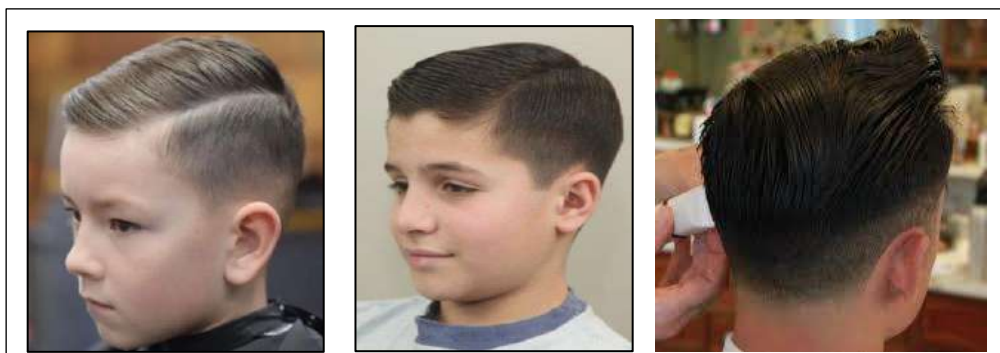


Figure 1. Standard haircuts for Boys

HOW TO WASH YOUR HAND PROPERLY



WET YOUR HANDS WITH WATER



APPLY ENOUGH SOAP TO COVER
ALL HAND SURFACES



RUB HANDS PALM TO PALM



LATHER THE BACKS OF YOUR HANDS



SCRUB BETWEEN YOUR FINGERS



RUB THE BACKS OF FINGERS ON THE
OPPOSING PALMS



CLEAN THUMBS



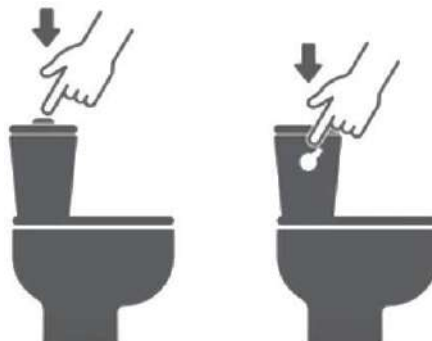
WASH YOUR FINGERNAILS AND
FINGERTIPS



RINSE HAND



Don't through tissue paper or other materials in the Toilet



Press button after using the toilet

4.3 Restrooms

- 4.3.1 Ensure an adequate number of gender-segregated toilets proportionate to the student population.
- 4.3.2 Maintain cleanliness through regular cleaning (at least twice daily) and ensure proper ventilation.
- 4.3.3 Provide covered bins with lids for the safe disposal of tissues, paper towels, and menstrual hygiene products.
- 4.3.4 Ensure lockable doors for privacy and accessibility for children with disabilities.
- 4.3.5 Wheel chairs will be available for the disable students.
- 4.3.6 Preschool students will be assisted by dedicated janitorial staff.
- 4.3.7 Senior girl students are particularly concerned about privacy and menstrual hygiene management. Girls must have the opportunity and privacy to wash themselves and change their sanitary towels or pads, School should maintain a stock of sanitary pads.
- 4.3.8 Clean and disinfect frequently touched surfaces (door handles, light switches, desks, shared equipment) at least twice a day.
- 4.3.9 Ensure adequate ventilation by allowing cross-ventilation.
- 4.3.10 Provide a lined litter bin with a lid in each classroom.
- 4.3.11 Prohibit the sharing of personal items like pens, food, or eating utensils.

4.4 Food Preparation Areas (Canteen/Kitchen)

- 4.4.1 Mandate strict personal hygiene for food handlers (headgear, masks, aprons, closed shoes).
- 4.4.2 Ensure all surfaces are cleaned daily with an appropriate disinfectant cleaner.
- 4.4.3 Implement staggered serving times and encourage students to clean their eating areas after meals.
- 4.4.4 Regulate school meal services to ensure high standards of food sanitation.
- 4.4.5 Require health checks for food handlers to prevent foodborne illnesses.
- 4.4.6 Monitor food vendors for proper hygiene and the nutritional quality of food served.

4.5 Waste Management

- 4.5.1 Establish a systematic waste disposal process, including separate bins for general waste and recyclables.
- 4.5.2 Ensure bins are emptied regularly and waste is disposed of safely.

4.6 Infrastructure & Maintenance

- 4.6.1 Ensure reliable access to a safe and adequate water supply throughout the day.
- 4.6.2 Perform routine maintenance and repairs of all WASH facilities (e.g., non-blocked toilets, functional taps) to ensure they are usable.

4.8 Injuries

The following procedures be adopted to deal with injuries in school:

- 4.8.1 A senior member of staff should be responsible for receiving reports of accidents involving staff and children, even the most minor incidents.

- 4.8.2 Normal first aid procedures should be followed, which should include the use of disposable gloves and, where appropriate, suitable eye protection and a disposable plastic apron.
- 4.8.3 All wounds should be washed immediately in copious amounts of soap and water, treated with a disposable disinfectant tissue and covered with an appropriate adhesive dressing. If the accident involves the eye or mouth, wash them thoroughly with water.
- 4.8.4 Splashes of blood, saliva or other body fluids on the skin should be washed off with soap and water. If these enter the eye or mouth, wash them copiously with water.
- 4.8.5 Wheel chairs will be used in case of emergency.
- 4.8.6 Where there is a risk of contracting a blood-borne virus, the employer should provide adequate information and training on the potential risk as well as protective clothing and equipment, e.g. disposable gloves, aprons, medical tissues and disinfectant.

4.9 Facility Maintenance

- 4.9.1 **Cleaning schedule:** Establish a regular cleaning and disinfection checklist for high-touch surfaces like doorknobs, desks, and shared equipment.
- 4.9.2 **Restrooms:** Ensure adequate, well-maintained, and separate toilet facilities for different genders and staff, with clean running water and soap.
- 4.9.3 **Waste disposal:** Provide sufficient, covered waste bins, preferably with foot-pedal lids, and ensure they are emptied regularly.
- 4.9.4 **Water and sanitation:** Maintain functional drainage and ensure access to safe drinking water for all students, including those with disabilities.

5.0 Policy Implementation

By implementing these guidelines, schools can create a healthy and safe learning environment, reduce illness-related absences, and foster positive, lifelong hygiene habits among students.

- 5.1 **Education:** Educate both students and staff on the importance of hygiene and the specific practices expected.
- 5.2 **Resources:** Provide necessary supplies like soap, hand sanitizer, and tissues.
- 5.3 **Monitoring:** Implement a system to monitor the status of hygiene facilities and address issues promptly.

Examination Policy

1.0 Examination and Assessment Policy for Primary Level (Grade 1-5)

1.1 Purpose

This policy aims to establish a systematic, transparent, and academically rigorous framework for assessing student learning in Primary level (Grade 1-5). It ensures fairness, consistency, and accountability in all assessments while promoting continuous learning and performance tracking.

1.2 Scope

This policy applies to the students enrolled in Primary level (Grade 1-5) in all subjects.

1.3 Assessment Structure Exam Terms

- 1.3.1** First term exams will be conducted in the 3rd week of May and, exams will be completed before start of the summer break. If adjustment of exam dates will be required, exams start date will be rescheduled.
- 1.3.2** Assessment will be conducted after the completion of four weeks of classes, during the first term, students will take the exam in their routine classes, and exam will start from the first Monday, and exams will be completed in all subjects within that week.
- 1.3.3** Assessment and Second term exams will be conducted in the 2nd week of October. If adjustment of exam dates will be required, exams start date will be rescheduled. Assessment format will be followed as of clause 1.3.2
- 1.3.4** Assessment and Final term exams will be conducted in the 1st week of February. If adjustment of exam dates will be required, exams start date will be rescheduled. Assessment format will be followed as of clause 1.3.2
- 1.3.5** The schedule of tests will be prepared by the Examination Cell; the class teachers will prepare the tests and assessments for each subject.
- 1.3.6** Results of each assessment and term exam of every student will be recorded in SMS.
- 1.3.7** The Examination Cell will review all tests to ensure appropriate level, fairness, and alignment with curriculum objectives.

1.4 Term Wise Marks Distribution:

1.4.1 The exam term:

- 1.4.1.1** Marks of each subject will be 40 and each assessment of the first term will be 10 for each subject.
- 1.4.1.2** Second term marks will be 40, assessment of the second term will be 10 for each subject.
- 1.4.1.3** Final term marks will be 75, assessment of the final term will be 25 for each subject, all together there will be 200 marks for each subject.
- 1.4.1.4** The percentage will be calculated based on the marks obtained by the student in all three terms and assessments for each subject.
- 1.4.1.5** The class positions will be determined on the basis of overall result of all three terms and assessments.

1.4.3 Average Percentage Calculation

- 2.1.1.1** Each term marks will be recorded individually, and average percentage will represent student overall performance in that respective subject.

- 2.1.1.2** The first term total marks of each subject will be 50, second term marks will be 50 and final

term marks will be 100, all together there will be 200 marks for each subject. The percentage

will be calculated based on the marks obtained by the student in each subject.

- 2.1.1.3 The class positions will be determined on the basis of overall result of all three terms. Class positions will be calculated from the overall class results rather than section-wise results.

1.4.4 Passing Criteria

- 1.4.1.6 Those students who secure less than **50% marks** in any subject, student will be provided special assistance.
- 1.4.1.7 Those students who secure less than **50% marks** in any subject he/she will not be promoted to next class.
- 1.4.1.8 In case student secure less than **50% marks** in any subject, student will be considered for the same class and he/she will not be promoted to next class.
- 1.4.1.9 If any student is absent from an examination paper, no re-paper (re-examination) will be conducted, and the student shall be considered failed for that paper.
- 1.4.1.10 Sa'adat and orphan students must maintain a minimum of **50% marks** in all terms to continue fee concessions. Failure to meet this requirement will result in the student being required to pay the full tuition fee.

1.4.5 Test Preparation Guidelines

- 1.4.5.1 The level of topic-based test preparation for each term should maintain a 25-25-50 ratio (25 for easy questions, 25 for middle level and 50 for high severity level questions).
- 1.4.5.2 The **Examination Cell** will validate the appropriateness of each test to ensure consistency and fairness.
- 1.4.5.3 A training session must be conducted for the teachers for the preparation of exams.

1.4.6 Paper Marking

- 1.4.6.1 Papers will be marked by the respective class teacher.
- 1.4.6.2 Papers may also be marked through a process of cross-checking to control the biasness.
- 1.4.6.3 Marked tests will be submitted to Examination Cell within **one week** of test being held.

1.4.7 Result Compilation

- 1.4.7.1 Result of each subject will be compiled by Examination Cell and result will be announced for each term within one week after the submission of checked papers by the subject teachers. Results will be available in SMS and as well in the hard form.

1.4.8 Reporting and Feedback

- 1.4.8.1 Cumulative percentages for each subject will be communicated to students and parents/guardians after completion of all tests.
- 1.4.8.2 Teachers will provide individualized feedback to support continuous improvement and academic growth.

2.0 Examination and Assessment Policy for Middle Level (Grade 6-8)

2.1 Purpose

This policy aims to establish a systematic, transparent, and academically rigorous framework for assessing student learning in Middle level (Grade 6-8). It ensures fairness, consistency, and accountability in all assessments while promoting continuous learning and performance tracking.

2.2 Scope

This policy applies to the students enrolled in middle classes across all subjects and academic programs.

2.3 Assessment Structure

2.3.1 Exam Terms

- 2.3.1.1 First term exams will be conducted in the 3rd week of May and, exams will be completed before start of the summer break. If adjustment of exam dates will be required, exams start date will be rescheduled. Marks of each subject will be 40 and each assessment of the first term will be 10 for each subject.
- 2.3.1.2 Second term exams will be conducted in the 2nd week of October. If adjustment of exam dates will be required, exams start date will be rescheduled. Marks of each subject will be 40 and each assessment of the second term will be 10 for each subject.
- 2.3.1.3 Final term exams will be conducted in the 1st week of February. If adjustment of exam dates will be required, exams start date will be rescheduled. Marks of each subject will be 75 and each assessment of the final term will be 25 for each subject.
- 2.3.1.4 The schedule of tests will be prepared by the Examination Cell, if more than one teacher is teaching same subject, they may prepare one test for that specific subject. The test will be submitted to the Examination Cell one week prior to the exam date.
- 2.3.1.5 The Examination Cell will review all tests to ensure appropriate level, fairness, and alignment with curriculum objectives.
- 2.3.1.6 Any amendment in the test must be discussed with the teacher, if teacher is agreed with the amendment as purposed by examination cell it may be incorporated.

2.3.2 Average Percentage Calculation

- 2.3.2.1 Each term marks will be recorded individually, and average percentage will represent student overall performance in that respective subject.
- 2.3.2.2 The first term total marks of each subject will be 50, second term marks will be 50 and final term marks will be 100, all together there will be 200 marks for each subject. The percentage will be calculated based on the marks obtained by the student in each subject.
- 2.3.2.3 The class positions will be determined on the basis of overall result of all three terms. Class positions will be calculated from the overall class results rather than section-wise results.

2.3.3 Passing Criteria

- 2.3.3.1 Those students who secure less than 50% marks in the any term of subject, student will be provided special assistance.
- 2.3.3.2 Those students who secure less than 50% marks in any subject will be considered for the same class and student will not be promoted to next class.
- 2.3.3.3 Sa'adat and orphan students must maintain a minimum of **50% marks** in all terms to continue fee concessions. Failure to meet this requirement will result in the student being required to pay the full tuition fee.

2.3.4 Test Preparation Guidelines

2.3.4.1 The level of topic-based test preparation for each term should maintain a 25-25-50 ratio (25 for easy questions, 25 for middle level and 50 for high severity level questions).

2.3.4.2 The **Examination Cell** will validate the appropriateness of each test to ensure consistency and fairness.

2.3.4.3 A training session must be conducted for the teachers for the preparation of exams.

2.3.5 Paper Marking

2.3.5.1 Papers will be marked by the respective class teacher.

2.3.5.2 Papers may also be marked through a process of cross-checking to control the biasness.

2.3.5.3 Marked tests will be submitted to Examination Cell within **one week** of test being held.

2.3.6 Result Compilation

2.3.6.1 Result of each subject will be compiled by Examination Cell and result will be announced for each term within one week after the submission of checked papers by the subject teachers. Results will be available in SMS and as well in the hard form.

2.3.7 Reporting and Feedback

2.3.7.1 Cumulative percentages for each subject will be communicated to students and parents/guardians after completion of all tests.

2.3.7.2 Teachers will provide individualized feedback to support continuous improvement and academic growth.

3.0 Examination and Assessment Policy for Matric and Intermediate Students

3.1 Purpose

This policy aims to establish a systematic, transparent, and academically rigorous framework for assessing student learning in Matric (Grades 9–10) and Intermediate (Grades 11–12) levels. It ensures fairness, consistency, and accountability in all assessments while promoting continuous learning and performance tracking.

3.2 Scope

This policy applies to all students enrolled in Matric and Intermediate classes across all subjects and academic programs.

3.3 Assessment Structure

3.3.1 Time-Based/Topic Tests

3.3.1.1 Tests will be conducted after the completion of each topic or end of the month (if needed topics can be merged) to evaluate student learning.

3.3.1.2 The schedule of tests will be prepared by the subject teacher however, more than one teacher is teaching same subject, they may prepare one test (homogeneous) for that specific subject. The test will be submitted to the Examination Cell one week prior to the exam date.

3.3.1.3 The pattern of the test should be according to the board papers, and try to match the questions are being prepared as of board assessment. The detail question on certain topic

must not be repeated with MCQ'S or short question.

3.3.1.4 The Examination Cell will review all tests to ensure appropriate level, fairness, and alignment with curriculum objectives.

3.3.1.5 Any amendment in the test must be discussed with the teacher, if teacher is agreed with the amendment as purposed by examination cell it may be incorporated.

3.3.2 Average Percentage Calculation

3.3.2.1 Average percentage of each student will be calculated after each topic-based test or by monthly is taken for each subject. Each test's marks will be recorded individually, and average percentage will represent student overall performance in that respective subject. Example: For English Subject, if there are ten topics (which will be defined by subject teacher) so ten tests will be conducted and cumulative percentage will be recorded.

3.3.3 Mock Tests

3.3.3.1 Mock tests will be conducted (board classes) by the Examination Cell after completion of the syllabus. Mock tests will be prepared by the Examination Cell, full month will be dedicated for the Mock tests.

3.3.3.2 Mock test will be taken after the completion of syllabus of each subject.

Mock tests will conduct from Monday to Saturday, and one test will be taken each day however tests of Turjuma Tul Quran, (ترجمة القرآن), Islamiyat, Pak Study will be held on same day.

3.1.1.1 After the completion of mock tests, a review of each mock test will be conducted on next school day by the subject teacher with their respective class. Review of the mock tests schedule will be prepared as per requirement.

3.1.1.2 Mock tests are prepared according to the board sample papers of last ten years, and board papers pattern to be adopted, and prepare students for summative assessments. The results of the mock tests of each test of each subject will be recorded and evaluation will be prepared of each student to gauge the progress of the respective student.

3.1.1.3 The performance in mock tests will be used for feedback and academic guidance.

3.1.1.4 Duties will be assigned for the conductance of exams and invigilation by the authorities.

3.3.4 Passing Criteria

3.3.4.1 The minimum passing marks for each monthly test and mock test shall be **40%**.

3.3.4.2 Those students who secure less than **40% marks** in the any mock test of subject, students will be provided special assistance.

3.3.4.3 If those students who could not achieve more than **40% marks**, a special session of that subject and topic will be conducted by one of the subject teachers.

3.3.4.4 If any student does not appear in a monthly test, he/she shall be fined **PKR 100** per subject. In case a student is absent from the Send-Up Examination or Pre-Board Examination, a fine of **PKR 500** per subject shall be imposed, and the student's admission shall not be forwarded to the Board.

3.3.4.5 **Sa'adat and orphan students** must maintain a minimum of **40% marks** in monthly tests and send-up examinations to continue fee concessions. Failure to meet this requirement will result in the student being required to pay the **full tuition fee** for the 2nd and 3rd instalments. The same condition shall apply to **merit scholarship retention students**. If a student fails to maintain the required percentage as prescribed for the respective program, the student shall be liable to pay the **full tuition fee** for the 2nd and 3rd instalments.

3.3.5 Test Preparation Guidelines

3.3.5.1 The level of topic-based test preparation should maintain a 25-25-50 ratio (25 for easy questions, 25 for middle level and 50 for high severity level questions).

3.3.5.2 The **Examination Cell** will validate the appropriateness of each test to ensure consistency and fairness.

3.3.5.3 If subject specialist is not available to validate the test other than who make the test, then authorities can engage a subject specialist from another Institutions/College.

3.3.5.4 A training session must be conducted for the teachers before the mock tests to explain the changes being made by the respective Boards for the preparation of Board exams.

3.3.6 Paper Marking

3.3.6.1 Papers will be marked through a process of cross-checking. Relevant class teacher of the subject may also can review the marked papers.

3.3.6.2 After the marking of the papers, of each subject, the marked papers will be returned to the subject teacher and the subject teacher will review the papers to identify the deficiencies and the common mistakes made by the students.

3.3.6.3 Respective College/School Principal will sign the award list.

3.3.6.4 Marked tests and award lists will be submitted to Examination Cell within **one week** of test being held.

3.3.7 Result Compilation

3.3.7.1 Result of each subject will be compiled by Examination Cell; results will be available in SMS and as well in the hard form.

3.3.8 Reporting and Feedback

3.3.8.1 Cumulative percentages for each subject will be communicated to students and parents/guardians after completion of all tests.

3.3.8.2 Teachers will provide individualized feedback to support continuous improvement and academic growth.

3.3.9 Zero Tolerance for Examination Violations

Ramal International College maintains a **zero-tolerance policy** toward any violation of examination rules, academic dishonesty, or misconduct related to examinations, assessment, invigilation, marking, or result preparation. The following acts shall be considered **serious violations** of the examination policy:

- 3.3.9.1 Improper or negligent invigilation during examinations
- 3.3.9.2 Allowing unauthorized materials, electronic devices, or unfair assistance
- 3.3.9.3 Wrong, biased, careless, or negligent checking of answer scripts
- 3.3.9.4 Intentional increase or decrease of marks without academic justification
- 3.3.9.5 Tampering with answer scripts, award lists, or examination records
- 3.3.9.6 Favouritism or discrimination in marking or moderation

3.3.10 Disciplinary Actions

If misconduct is proven, following actions may be taken depending on the severity of the violation:

- 3.3.10.1 Warning Letter
- 3.3.10.2 Suspension or termination of service (in severe cases)

Zero Tolerance Policy

1. Purpose

Ramal International College is committed to maintaining an environment of **academic excellence, personal integrity, safety, and mutual respect**. To uphold these standards, the College enforces a **Zero Tolerance Policy** against any behaviour or action that compromises the well-being, safety, or rights of students, staff, and the institution.

2. Scope

This policy applies to all members of Ramal International College, including enrolled students, full-time and part-time faculty, and all administrative and support staff. It is designed to address a wide range of unacceptable behaviours, including but not limited to violence, harassment, or abuse, discrimination or prejudice, academic dishonesty, misuse of college property, illegal activities, and any form of ethical misconduct. All individuals associated with the College are expected to adhere to this policy at all times, both on campus and during any College-related activities.

2. Policy Guidelines

2.1 For Students

- 2.1.1 Violence & Harassment:** Physical, verbal, or cyberbullying, harassment, intimidation, or threats toward any student, staff, or visitor will not be tolerated. Depending on the severity of the offense, disciplinary action may include a written warning, detention, suspension, expulsion, and legal action where applicable.
- 2.1.2 Weapons & Illegal Substances:** Carrying or using weapons, drugs, alcohol, or any illegal substance on college premises or at college events is strictly prohibited. If found any, immediate suspension, expulsion, confiscation of prohibited items, and reporting to law enforcement authorities where required.
- 2.1.3 Academic Integrity:** Cheating, plagiarism, or falsifying records will result in immediate disciplinary action, including suspension or expulsion. If found any then cancellation of examination results, academic probation, suspension, or expulsion, depending on the nature and repetition of the offense will be done.
- 2.1.4 Respect for Rules:** Students must adhere to all College rules, including attendance, behaviour, and dress code. Violations may lead to detention, fines, or removal from the College rolls.
- 2.1.5 Cyber & Social Media Conduct:** Sharing offensive, threatening, or illegal content related to the college or its members is strictly prohibited. If any students found in these activities, written warning, restriction from college activities, suspension, expulsion, and legal action will be taken where applicable.
- 2.1.6 Damage to College Property:** Any act of vandalism, theft, misuse, or intentional damage to college property, facilities, equipment, or learning resources is strictly prohibited. Students found responsible shall be required to compensate for the loss or damage and may face suspension or expulsion.
- 2.1.7 Note on Student Discipline:** All disciplinary matters shall be reviewed by the **College Discipline Committee** after due inquiry. Disciplinary decisions shall be final and binding, and no leniency shall be granted on the basis of influence, recommendation, or personal connections.

2.2 For Teaching & Administrative Staff

- 2.2.1 Abuse of Authority & Favouritism:** Any misuse of authority, favouritism, bribery, or granting of unfair advantage to any student or staff member is strictly prohibited. If found, appropriate disciplinary action shall be taken, which may include a written warning, suspension, demotion, or

termination, depending on the severity of the violation.

2.2.2 Sexual Misconduct: Any form of sexual harassment, inappropriate behaviour, or unprofessional relationship with students or colleagues is strictly prohibited. If found, immediate disciplinary action shall be taken, which may include suspension pending inquiry, termination of employment, and legal action where applicable.

2.2.3 Attendance & Duty Compliance: Staff members must adhere to assigned schedules, teaching loads, office hours, and official responsibilities. Habitual absenteeism, late coming, or negligence of duty is strictly prohibited. Disciplinary action may include a verbal or written warning, salary deduction, suspension, or termination in case of repeated violations.

2.2.4 Financial Integrity: Misuse of College funds, acceptance of unauthorized payments, bribery, or involvement in financial irregularities is strictly prohibited. Violations shall result in disciplinary action, which may include immediate suspension, termination of employment, recovery of losses, and legal proceedings.

2.2.5 Professional Boundaries: Staff members must maintain appropriate professional boundaries with students and colleagues at all times, including proper conduct in digital communication and on social media platforms. Any violation may result in disciplinary action, including a written warning, restriction from duties, suspension, or termination.

2.2.6 Use of College Resources: Unauthorized use, damage, theft, or misuse of college property, facilities, equipment, or digital systems is strictly prohibited. If found, disciplinary action may include a written warning, recovery of damages, suspension, or termination.

2.2.7 Confidential Grievance Handling: Staff involved in disciplinary or grievance matters must act impartially and maintain strict confidentiality. Any breach of confidentiality shall be treated as a serious offense and may result in disciplinary action, including a written warning, suspension, or removal from assigned authority.

2.2.8 Compliance with Policies: Staff members must comply with all College policies. Failure to comply may result in disciplinary action ranging from a written warning to termination of employment and legal reporting, depending on the nature of the violation.

2.2.9 Reputation & Public Conduct: Any conduct, public statement, or online activity that damages the reputation, credibility, or integrity of the College is strictly prohibited. Such actions may result in disciplinary measures including a written warning, suspension, termination, and legal action where required.

Repair and Maintenance Policy

1. Purpose

The purpose of this policy is to ensure the effective and efficient maintenance of Ramal International College's infrastructure, equipment, and facilities to provide a safe and conducive learning environment. This policy outlines the responsibilities, procedures, and guidelines for regular and emergency repair and maintenance activities.

2. Scope

This policy applies to all buildings, classrooms, laboratories, libraries, administrative offices, IT infrastructure, furniture, and other assets owned or managed by Ramal International College.

3. Responsibilities

3.1 Administration and Management

- 3.1.1 Oversee the implementation of the maintenance policy
- 3.1.2 Approve the annual maintenance budget
- 3.1.3 Ensure compliance with safety and regulatory requirements.

3.2 Maintenance Committee

- 3.2.1 Conduct periodic inspections and assessments
- 3.2.2 Approve and prioritize maintenance requests
- 3.2.3 Monitor ongoing repair works and ensure timely completion

3.3 Facility Maintenance Staff

- 3.3.1 Carry out routine maintenance tasks
- 3.3.2 Respond promptly to emergency repair requests
- 3.3.3 Maintain records of repairs and maintenance work

3.4 Faculty, Staff, and Students

- 3.4.1 Report any maintenance issues immediately.
- 3.4.2 Follow safety guidelines related to the use of college facilities.

4.0 Types of Maintenance

4.1 Preventive Maintenance

- 4.1.1 Regular inspection and servicing of buildings, electrical systems, plumbing, and IT equipment.
- 4.1.2 Scheduled cleaning and upkeep of classrooms, labs, and administrative offices.
- 4.1.3 Periodic checks on fire safety equipment, generators, and HVAC systems.

4.2 Corrective Maintenance

- 4.2.1 Repairs of damaged furniture, plumbing leaks, electrical faults, and IT systems.
- 4.2.2 Replacement of worn-out or non-functional equipment.
- 4.2.3 Restoration of paintwork, flooring, and fixtures

4.3 Emergency Maintenance

- 4.3.1 Immediate response to hazardous conditions such as electrical failures, water leaks, or structural damage.
- 4.3.2 Coordination with external contractors for urgent repairs when necessary.

5.0 Maintenance Request Procedure

- 5.1 Reporting an Issue:** Faculty, staff, or students report maintenance issues through an official request form or email to the administration.
- 5.2 Issue Assessment:** The Maintenance Committee assesses the urgency and feasibility of repairs.
- 5.3 Approval Process:** Necessary approvals are obtained from the administration for major repairs.
- 5.4 Execution of Work:** Maintenance staff or external contractors carry out the repair work.
- 5.5 Completion and Verification:** Work is inspected and verified before being marked as complete.
- 5.6 Record Keeping:** All maintenance activities are documented for future reference.

6.0 Budget and Funding

- 6.1 The administration will allocate a specific budget for repair and maintenance annually.
- 6.2 Emergency funds will be set aside for unforeseen repairs.
- 6.3 Cost-effective maintenance solutions will be prioritized without compromising quality.

7.0 Vendor and Contractor Management

- 7.1 Qualified vendors and contractors will be engaged for specialized maintenance work.
- 7.2 Contracts will be awarded based on reliability, experience, and cost-effectiveness.
- 7.3 Performance of vendors will be regularly evaluated.

8.0 Safety and Compliance

- 8.1 All maintenance work must comply with local building codes and safety regulations.
- 8.2 Workers must use appropriate personal protective equipment (PPE).
- 8.3 Regular fire and electrical safety inspections will be conducted.

9.0 Review and Monitoring

- 9.1 This policy will be reviewed annually by the administration and Maintenance Committee.
- 9.2 Feedback from faculty, staff, and students will be incorporated into future updates.
- 9.3 Maintenance records will be maintained for audits and performance analysis.

10.0 Policy Enforcement

Non-compliance with this policy may result in disciplinary action. Any intentional damage to college property will lead to penalties as per college regulations.

Recruitment Policy & Procedure

1. Recruitment Policy

- 1.1 Ramal International College's recruitment policy, applicable to Ramal International College, and Ramal Cambridge School, ensures that employees are selected through a rigorous screening process based on clearly defined criteria established by the Selection Committee. All candidates nominated for positions undergo interviews with the Selection Committee to verify that they meet the specified requirements for each role.
- 1.2 A thorough reference check of all candidates is conducted, either verbally or in writing. Ramal International College reserves the right to decline employment offers based on negative reference checks or misrepresentation of information.

2. Number of Positions

- 2.1 Each department forecasts its workload based on allocated budgets and the required work.
- 2.2 The President, on behalf of the BOD, approves the number of positions annually based on anticipated workload and confirms all appointments in writing.

3. Staff Requisition

- 3.1 New vacancies due to workload, or skill requirements are initiated through a Staff Requisition Request submitted to the Human Resource Unit.

4. Requisition Approval

- 4.1 Upon approval by the President, the HR Unit initiates recruitment by announcing the position internally and externally. The Selection Criteria includes:
 - 4.1.1 Responsibilities/Job Description
 - 4.1.2 Job Specification
 - 4.1.3 Competence
 - 4.1.4 Qualifications
- 4.2 The Head of Department (HOD)/Principal initiates a request to the HR Unit for recruitment for a specific position.
- 4.3 The HR Head verifies that the recruitment request is budgeted and approved by the competent authority.

5. Recruitment Process

5.1 Sourcing Candidates:

- 5.1.1 The HR Unit may search for candidates through internal databases, organizational websites, job portals, national newspapers, educational institutions, and headhunting.

5.2 Vacancy Notices:

- 5.2.1 All vacancy notices will specify selection criteria, job descriptions, and preferred qualifications, emphasizing the organization's equal opportunity policy.

5.3 Screening and Short-listing:

5.3.1 HR screens applications against criteria and presents a short-list to Senior Management. Short-listed candidates are selected for further assessment, including written tests and interviews.

6 Selection Criteria and Guidelines

6.1 **Short-listing Criteria:** Factors include academic qualifications, work experience, job knowledge, and management experience for managerial roles.

6.2 **Final Selection Criteria:** Based on interviews, criteria such as personal attributes, potential for development, past performance, and career aspirations are applied to evaluate candidates.

7 Candidate Information Requirements

Selected candidates are required to submit:

- 7.1 Salary Slip
- 7.2 Educational and Experience Certificates (Original)
- 7.3 CNIC Copy
- 7.4 Medical Fitness Certificate
- 7.5 References

8 Written Test

8.1 The HOD designs a questionnaire for each position as necessary and forwards it to HR for written test purposes. The HR Department will finalize the written test questionnaire at their own discretion.

8.2 Written tests are assessed for:

- 8.2.1 Clarity
- 8.2.2 Proficiency
- 8.2.3 Creativity
- 8.2.4 Competence
- 8.2.5 Language Use

8.3 HR department will mark the tests, and compiles scores to prepare a ranking sheet.

9 Class Demonstration Test

9.1 Following the written test, shortlisted candidates will conduct a **class demonstration**. This will be observed by the respective Principals and HODs to assess instructional skills and interaction with students.

10. Assessment Criteria (Total 100%)

- 10.1 Academic Score: 25 Marks
- 10.2 Work Experience Score: 15 Marks
- 10.3 Performance Score: 60 Marks (including 30 marks for Written Test, 15 marks for Class Demonstration, and 15 marks for Interview)

11.0 Interview

11.1 The interview panel will consist of at least two individuals from the head office, being the GM as head of the panel, director and principal of the relevant school/college. Two interview rounds may be conducted for detailed evaluation.

11.2 The panel will treat all candidates equally and base assessments on relevant skills and competencies.

12.0 Emergency Recruitment Procedures

12.1 In emergencies, recruitment procedure exemptions may be obtained from the President or BOD. The General Manager, being the Head of HR, will be authorized to finalize the hiring with the prior approval of the Governing Body members.

13.0 Approval & Offer of Employment

13.1 A comprehensive evaluation sheet, detailing the scores of all candidates based on the established criteria, will be prepared and submitted to the President/GS for final approval.

13.2 After the approval of the candidates, HR finalizes employment terms, and an offer letter is sent, detailing the job title, start date, salary package, and employment terms.

14.0 Employment Formalities

14.1 Before confirmation, HR ensures the candidate meets legal recruitment requirements.

14.2 Candidates are required to certify their qualifications and experience by providing original/certified documents.

15.0 Contract of Employment

15.1 Accepted candidates receive a contract signed by the President detailing job description, salary, and employment terms.

16.0 Induction and Orientation

16.1 HR organizes orientation sessions covering RSWF's mission, projects, policies, and includes briefings from major programs and management meetings.

Dress Code Policy

1. Professional Dress Code Policy for Female Teachers

1.1 General Appearance

- 1.1.1 Female teachers are expected to maintain a professional, decent, and modest appearance at all times.
- 1.1.2 Clothing should reflect the dignity of the teaching profession and set a positive example for students.
- 1.1.3 Personal hygiene and grooming must be maintained at all times (clean and ironed clothes, neat hair, and minimal makeup).

1.2 Acceptable Attire

- 1.2.1 Shalwar Kameez or Kurta with Dupatta/Scarf (traditional and modest).
- 1.2.2 Formal trousers paired with long shirts ensuring appropriate coverage.
- 1.2.3 Long maxi-style dresses or frocks.
- 1.2.4 Footwear: Comfortable, closed shoes or closed sandals. Slippers, joggers, and sneakers are strongly discouraged.

1.3 Unacceptable Attire

- 1.3.1 Tight, transparent, or body-revealing clothing
- 1.3.2 Short shirts/tops or dresses without proper coverage
- 1.3.3 Jeans, tights, or leggings worn without a long shirt
- 1.3.4 Casual T-shirts
- 1.3.5 Flashy, glittery, or party-style outfits
- 1.3.6 Loud prints, neon, or excessively bright colours unsuitable for a classroom environment
- 1.3.7 High heels that cause disturbance or overly casual footwear.

1.4 Dupatta / Scarf

- 1.4.1 A dupatta or scarf must be carried in a presentable and respectful manner
- 1.4.2 Teachers may choose to wear it on the head or drape it over the shoulders; however, it must be carried appropriately at all times.

1.5 Accessories & Makeup

- 1.5.2 Jewellery should be minimal and decent; heavy or distracting items are not permitted
- 1.5.2 Makeup should be light and professional
- 1.5.3 Hair must be neat, properly tied, or styled decently.

1.6 Seasonal Guidance

- 6.1 **Summer:** Light, modest cotton or summer fabrics are recommended. Very casual lawn prints should be avoided.
- 6.2 **Winter:** Sweaters, shawls, and coats must maintain a professional appearance. Oversized or casual hoodies are not permitted.

1.7 Overall Conduct in Dressing

Teachers are role models for students; therefore, their dress should always be:

- 1.7.1 Decent (not revealing)
- 1.7.2 Professional (not casual)
- 1.7.3 Consistent with institutional values

2.0 Professional Dress Code Policy for Male Teachers

2.1 Acceptable Attire

- 2.1.1 Collared dress shirt with formal dress pants
- 2.1.2 Shalwar Kameez with a waistcoat (mandatory)
- 2.1.3 Formal coat, tie, or waistcoat as part of regular attire (mandatory for official events and ceremonies)
- 2.1.4 Formal, polished shoes (black or brown).

2.2 Unacceptable Attire

- 2.2.1 Jeans, casual T-shirts, hoodies, or sportswear
- 2.2.2 Sleeveless or unbuttoned shirts
- 2.2.3 Joggers, sandals, or slippers
- 2.2.4 Bright, flashy, or inappropriate prints
- 2.2.5 Untidy clothing, unkempt hair, or poorly maintained beard.

2.3 General Guidelines

- 2.3.1 Male teachers must maintain neatness, modesty, and professionalism at all times.
- 2.3.2 Grooming is essential; hair should be properly trimmed, and beards (if kept) must be well maintained.
- 2.3.3 Attire should reflect the dignity of the teaching profession and set a positive example for students.

Harassment Policy

1. Purpose and Commitment

Ramal International College is committed to providing a safe, respectful, and dignified academic and work environment for all members of the college community. Harassment of any kind is strictly prohibited and will not be tolerated under any circumstances. This policy aims to prevent harassment, provide clear reporting mechanisms, and ensure fair, timely, and confidential resolution of complaints. This policy is formulated in accordance with the Higher Education Commission (HEC) Policy on Protection Against Harassment in Higher Education Institutions (Revised 2025) and The Protection Against Harassment of Women at the Workplace Act, 2010 (as amended in 2022).

2. Scope and Applicability

This policy applies to:

- 2.1 All students, faculty, administrative staff, contractual employees, interns, and management.
- 2.2 Visitors, vendors, and third-party service providers

The policy covers conduct occurring:

- 2.3 On college premises
- 2.4 During college-related activities, events, or programs
- 2.5 Off-campus or online conduct that affects the college environment
- 2.6 Through electronic means such as emails, messages, social media, or phone communication

3. Definition of Harassment

Harassment includes any unwelcome verbal, non-verbal, written, visual, electronic, or physical conduct of a sexual or gender-based nature that:

- 3.1 Interferes with an individual's academic or work performance
- 3.2 Creates an intimidating, hostile, or offensive environment
- 3.3 Is made a condition for academic or employment-related decisions
- 3.4 Harassment may occur between individuals of the same or different gender and includes abuse of authority.

4. Prohibited Conduct

The following behaviours are strictly prohibited (this list is not exhaustive):

- 4.1 Unwelcome sexual advances or requests for Favors
- 4.2 Inappropriate touching, staring, gestures, or physical contact
- 4.3 Sexually suggestive comments, jokes, remarks, or body-related comments
- 4.4 Displaying or sharing offensive or explicit material
- 4.5 Stalking, following, or persistent unwanted communication
- 4.6 Gender discrimination or biased treatment
- 4.7 Harassment through electronic or digital platforms
- 4.8 Exploitation, coercion, or blackmail of any kind

5. Complaint and Reporting Mechanism

Any individual who experiences or witnesses' harassment may file a complaint.

Complaints may be submitted:

- 5.1 Directly to any member of the College Inquiry Committee
- 5.2 Through a supervisor, head of department, or administration
- 5.3 In writing or verbally (to be documented by the committee)

A complaint can be filed without fear of retaliation. Informal and formal complaint mechanisms are available.

6. Inquiry Committee

Ramal International College shall constitute an **Inquiry Committee** comprising:

- 6.1 Three members, including at least one woman
- 6.2 One senior management representative

The committee shall:

- 6.3 Receive and investigate complaints
- 6.4 Ensure fair hearing to both complainant and respondent
- 6.5 Maintain confidentiality
- 6.6 Complete inquiry within **30 days**
- 6.7 Submit findings and recommendations to the Competent Authority

7. Interim Measures

To protect affected individuals, interim measures may be taken, including:

- 7.1 Adjustment of class or work schedules
- 7.2 Temporary reassignment
- 7.3 Restriction of contact between parties
- 7.4 Access to counselling or medical support

8. Confidentiality

All complaints, proceedings, and records shall be treated with strict confidentiality. Breach of confidentiality by any party involved will result in disciplinary action.

9. Penalties and Disciplinary Action

If harassment is proven, disciplinary action may include:

9.2 For Students:

- 9.2.1 Warning or reprimand
- 9.2.2 Suspension or expulsion
- 9.2.3 Withholding of results or degree

9.3 For Faculty/Staff:

- 9.3.1 Written warning or reprimand
- 9.3.2 Suspension or termination
- 9.3.3 Financial penalties or demotion
- 9.3.4 Penalties shall be proportionate to the severity of the offense

10. Right of Appeal

Both the complainant and the accused have the right to appeal the decision within **30 days** of notification. Appeals may be made to the relevant Appellate Authority or Ombudsperson as per law.

11. False or Malicious Complaints

False complaints made with malicious intent will be treated as a serious offense and may result in disciplinary action.

12. Protection Against Retaliation

Ramal International College strictly prohibits retaliation against any individual who:

- 12.1 Files a complaint
- 12.2 Participates in an inquiry
- 12.3 Assists or testifies in proceedings
- 12.4 Any act of retaliation will be subject to disciplinary action

13. Awareness and Prevention

The College shall:

- 13.1 Display this policy prominently on campus and the website
- 13.2 Conduct awareness sessions and trainings
- 13.3 Include harassment policy in orientation programs

14. Conclusion

Ramal International College is committed to upholding dignity, respect, and equality. All members of the college community are expected to adhere to this policy and contribute to a harassment-free environment.

Canteen & Cafeteria Policy

1. Purpose

Ramal International College is committed to providing safe, hygienic, affordable, and quality food services to students, faculty, staff, and visitors. This Canteen & Cafeteria Policy establishes standards for operations, hygiene, pricing, monitoring, and accountability to ensure a healthy and disciplined environment on campus.

2. Scope

This policy applies to:

- 2.1 The college canteen/cafeteria management and staff
- 2.2 Students, faculty, administrative staff, and visitors
- 2.3 Any third-party contractor operating food services within the college premises

3. Operating Hours

- 3.1 Canteen operating hours shall be approved by college management
- 3.2 Any change in timings must be approved by the administration

4. Approved Food Items

Only approved food items may be prepared and sold in the canteen. Sale of unhealthy, expired, or substandard food is strictly prohibited.

5. Rate List of Items

The canteen/cafeteria shall operate strictly in accordance with an **officially approved rate list**.

- 5.1 A detailed rate list of all food and beverage items shall be prepared by the canteen management
- 5.2 The rate list must be **reviewed, approved, and signed** by the competent college authorities before implementation
- 5.3 The approved rate list shall be **clearly displayed** at prominent locations within the canteen/cafeteria
- 5.4 No item shall be sold at a price higher than the approved rate
- 5.5 Any revision in prices or addition of new items shall require **prior written approval** from the college administration and the Canteen Monitoring Committee.

6. Hygiene and Cleanliness Standards

Strict hygiene standards must be followed at all times:

- 6.1 All food handlers must wear clean uniforms, caps, gloves, and masks
- 6.2 Hands must be washed frequently, especially before food preparation
- 6.3 Cooking and serving areas must be cleaned regularly
- 6.4 Food must be kept covered and protected from contamination
- 6.5 Use of expired, stale, or low-quality ingredients is strictly prohibited
- 6.6 Proper waste disposal bins must be available and used
- 6.7 Drinking water must be clean and safe

7. Health & Safety Requirements

- 7.1 Medical fitness certificates of canteen staff must be maintained
- 7.2 No person suffering from contagious diseases may handle food
- 7.3 Fire safety equipment must be available and functional
- 7.4 Gas cylinders and electrical appliances must be handled safely

8. Monitoring & Evaluation Committee

The college shall constitute a **Canteen Monitoring Committee**, comprising:

- 8.1 Principal
- 8.2 One faculty member
- 8.3 One administrative staff member

9. Responsibilities of the Committee

- 9.1 Conduct regular and surprise inspections
- 9.2 Check food quality, hygiene, and cleanliness
- 9.3 Review pricing and compliance with the approved rate list
- 9.4 Address complaints and recommend corrective actions
- 9.5 Submit inspection reports to college management

10. Complaints and Feedback Mechanism

- 10.1 A complaint register shall be maintained at the canteen
- 10.2 Students and staff may submit complaints or suggestions
- 10.3 All complaints shall be reviewed by the Canteen Committee

11. Penalties for Non-Compliance

Violation of this policy may result in:

- 11.1 Written warning
- 11.2 Monetary fine
- 11.3 Temporary suspension of canteen operations
- 11.4 Termination of contract (if outsourced)

12. Review and Amendment

This policy shall be reviewed annually or as required. Any amendments must be approved by college management.

13. Conclusion

Ramal International College expects full cooperation from canteen management, staff, and users to maintain a clean, healthy, and affordable food environment that supports student well-being.

CCTV Camera Policy

1. Purpose of the Policy

Ramal International College is committed to providing a safe, secure, and supportive learning and working environment for students, staff, visitors, and property. The purpose of this CCTV Camera Policy is to:

- 1.1 Enhance the safety and security of the college community
- 1.2 Prevent and determine crime, misconduct, and damage to property
- 1.3 Assist in the investigation of incidents and disciplinary matters
- 1.4 Support compliance with institutional rules and applicable laws

This policy ensures that the use of Closed-Circuit Television (CCTV) systems respects individual privacy while achieving legitimate security objectives.

2. Scope

This policy applies to:

- 1.2 All CCTV cameras installed on college-owned or controlled premises
- 1.3 All students, staff, contractors, visitors, and any other individuals present on campus
- 1.4 All recorded images, video footage, and related data collected through CCTV systems

3. Legal and Ethical Framework

The operation of CCTV systems at Ramal International College shall:

- 3.1 Comply with applicable national laws and regulations related to privacy, data protection, and surveillance
- 3.2 Respect the rights, dignity, and reasonable expectations of privacy of all individuals
- 3.3 Be conducted in a fair, transparent, and accountable manner

4. Locations of CCTV Cameras

4.1 Permitted Locations

CCTV cameras may be installed in:

- 4.1.1 Main entrances and exits
- 4.1.2 Corridors, hallways, and staircases
- 4.1.3 Parking areas and external perimeters
- 4.1.4 Reception areas and common spaces
- 4.1.5 Laboratories, libraries, and computer labs

4.2 Prohibited Locations

CCTV cameras shall NOT be installed in areas where individuals have a high expectation of privacy, including:

- 4.2.1 Toilets and washrooms
- 4.2.2 Prayer rooms
- 4.2.3 Private offices (unless justified by exceptional security risks and formally approved)

5. Operation and Monitoring of CCTV Systems

- 5.1 CCTV systems shall operate 24/7 or during designated hours based on security needs
- 5.2 Live monitoring shall only be conducted by authorized personnel
- 5.3 Monitoring shall be proportionate, professional, and free from bias or discrimination
- 5.4 Operators shall receive appropriate training on privacy, data protection, and ethical use of surveillance

6. Access to CCTV Footage

6.1 Authorized Access

Access to CCTV footage is strictly limited to:

- 6.1.1 Director and Principal of the College
- 6.1.2 Designated Security Officer or IT Administrator
- 6.1.3 Authorized senior management members

6.2 Unauthorized Access

- 6.2.1 Unauthorized viewing, copying, sharing, or distribution of CCTV footage is strictly prohibited
- 6.2.2 Any misuse of CCTV footage shall result in disciplinary action and may lead to legal consequences

7. Use and Disclosure of CCTV Footage

CCTV footage may be used for:

- 7.1 Internal investigations
- 7.2 Disciplinary proceedings
- 7.3 Health and safety incident reviews
- 7.4 Criminal investigations by law enforcement agencies

Footage shall not be:

- 7.5 Shared on social media or public platforms
- 7.6 Used for personal, entertainment, or non-official purposes

8. Data Storage and Retention

- 8.1 CCTV recordings shall be securely stored with restricted access
- 8.2 Footage shall normally be retained for **60 days**, after which it will be automatically deleted unless required for investigation
- 8.3 Footage related to incidents may be retained until the matter is fully resolved
- 8.4 All stored data shall be protected against loss, unauthorized access, or tampering

9. Responsibilities

9.1 College Management

- 9.1.1 Ensure compliance with this policy
- 9.1.2 Approve CCTV installation and locations
- 9.1.3 Review policy effectiveness periodically

9.2 Security and IT Personnel

- 9.2.1 Maintain and operate CCTV systems securely
- 9.2.2 Ensure equipment is functioning properly
- 9.2.3 Protect stored footage from unauthorized access

9.3 Staff and Students

- 9.3.1 Comply with this policy
- 9.3.2 Report any concerns or misuse of CCTV systems

10. Breach of Policy

- 10.1 Breach of this policy by staff or students may result in disciplinary action
- 10.2 Serious breaches may lead to termination of employment, suspension, or legal action

11. Disciplinary Actions Related to CCTV Misuse

- 11.1 Any misuse, unauthorized access, disclosure, tampering, or negligent handling of CCTV systems or footage by staff, students, contractors, or third parties shall be treated as a serious disciplinary matter. Depending on the nature and severity of the violation, disciplinary actions may include verbal or written warnings, mandatory retraining, restriction or revocation of system access, disciplinary probation, suspension from duties or academic activities, termination of employment, expulsion from the college, cancellation of contracts, and where applicable, reporting the matter to law enforcement authorities and initiation of legal proceedings in accordance with applicable laws.

12. Review of Policy

- 12.1 This policy shall be reviewed every **one years** or earlier if required due to legal, technological, or operational changes.

LABORATORY UTILIZATION POLICY

1. Purpose of the Policy

The purpose of this policy is to ensure the safe, efficient, disciplined, and effective utilization of all academic laboratories and the library at Ramal International College. This includes, but is not limited to, Physics, Chemistry, Biology, and Computer Laboratories, as well as the College Library. The policy aims to support quality teaching and learning while safeguarding institutional resources and ensuring compliance with safety, academic, and regulatory standards.

2. Scope of Application

2.1 This policy applies to all laboratories and the library operated by the College.

2.2 It applies to all students, faculty members, laboratory staff, technical staff, librarians, contractors, and authorized visitors.

3. Governing Authority and Monitoring

3.1 The Principal shall be the overall authority responsible for monitoring, supervising, and ensuring effective implementation of this Laboratory and Library Utilization Policy.

3.2 The Principal shall ensure that all laboratories and the library are utilized strictly for approved academic, instructional, and research purposes.

3.3 The Principal may delegate day-to-day operational responsibilities to designated staff; however, overall accountability shall remain with the principal.

3.4 Laboratory and library schedules shall be approved by the principal.

3.5 Priority shall be given to scheduled academic activities and examinations.

3.6 Special access outside regular hours shall require prior written approval.

4. General Utilization Rules

4.1 Laboratories and the library shall be used only during approved hours and according to officially approved schedules.

4.2 Access to laboratories and the library shall be restricted to authorized users only.

4.3 Facilities shall not be used for personal, commercial, or unauthorized activities.

4.4 Proper discipline, silence (where applicable), and professional conduct shall be maintained at all times.

4.5 Eating, drinking, smoking, or possession of prohibited items is strictly forbidden in laboratories and the library.

5. Safety and Operational Requirements

5.1 All the students and teachers must strictly follow safety instructions, guidelines, and emergency procedures issued by the College.

- 5.2 Use of equipment, chemicals, instruments, computers, and library materials shall be permitted only under supervision or authorization.
- 5.3 Any accident, injury, damage, malfunction, or unsafe condition must be reported immediately to the concerned authority.
- 5.4 Safety equipment and emergency exits shall not be obstructed or misused.
- 5.5 All equipment, instruments, chemicals, specimens, computers, books, and digital resources shall be handled with due care and responsibility.
- 5.6 Removal of any laboratory equipment or library material without proper authorization is strictly prohibited.
- 5.7 All the students and teachers shall be held responsible for loss, damage, or misuse of institutional resources caused by negligence or misconduct.

6. Roles and Responsibilities

The principal shall:

- 6.1 Monitor and review the utilization of laboratories and the library
- 6.2 Ensure compliance with academic, safety, and regulatory requirements
- 6.3 Conduct or authorize periodic inspections and audits
- 6.4 Take corrective and disciplinary action in cases of misuse or violation

Faculty members and staff shall:

- 6.5 Supervise users during academic activities
- 6.6 Ensure adherence to this policy and safety rules
- 6.7 Report violations or incidents to the principal

Students shall:

- 6.8 Follow all instructions and rules
- 6.9 Use facilities responsibly and only for authorized purposes
- 6.10 Maintain discipline and report hazards or misuse

7. Prohibited Practices

- 7.1 Unauthorized experiments, system modifications, or use of resources.
- 7.2 Tampering with equipment, safety devices, or monitoring systems.
- 7.3 Misuse, theft, or intentional damage of institutional property.

8. Violations and Disciplinary Action

- 8.1 Any violation of this policy shall be subject to disciplinary action as per college rules
- 8.2 Disciplinary measures may include warnings, suspension of facility access, recovery of damages, academic penalties, suspension, expulsion, termination of service, or legal action, depending on the severity of the violation.

9. Review and Continuous Improvement

- 9.1 This policy shall be reviewed periodically under the supervision of the principal.
- 9.2 Amendments may be made to ensure alignment with academic needs, safety standards, and regulatory requirements.

Events Calendar 2026

Month	Event / Occasion	Event Type
Jan 2026	International Day of Education/Seminar	One day/Minor
Feb 2026	Kashmir Solidarity Day	One day/Minor
Mar 2026	International Women's Day	International
Mar 2026	Debate, Speak & Quiz Fest (Inter-colleges)	Mega
Apr 2026	Earth Day/ Models/Posters	International
May 2026	Yum-e-Takbeer	National
Jun 2026	Writing Competition (Inter-colleges)	Mega
Aug 2026	Independence Day	National
Sep 2026	Funfair + Open Theatre	Mega Event
October 2026	Cultural Day	Mega Event
Nov 2026	Iqbal Day	Minor Event
Nov 2026	Sports Galla + Art Exhibition	Mega Event
Dec 2026	Quaid-e-Azam Day	National

Clubs/Societies

Sr. No.	Club Name	Purpose / Vision	Suggested Activities
1	Debating Club	Develop critical thinking, public speaking, and argumentation skills	Inter-class debates, panel discussions, debate competitions
2	Quiz / Knowledge Club	Encourage general knowledge, curiosity, and academic excellence	Monthly quizzes, GK competitions, online quiz challenges
3	Science & Innovation Club	Promote STEM learning, experiments, and innovative projects	Science fairs, experiments, innovation challenges
5	Literary & Reading Club	Foster reading habits, creative writing, and poetry	Storytelling sessions, writing workshops, poetry recitals
6	Melody / Music Club	Explore music, singing, and instrumental skills	College concerts, talent shows, music workshops
8	Art & Craft Club	Promote visual arts, creativity, and exhibitions	Painting competitions, craft workshops, art exhibitions
9	Photography & Media Club	Develop photography, videography, and media skills	Campus photography contests, event coverage, video editing workshops
11	Sports Club	Encourage physical fitness, teamwork, and sportsmanship	Football, cricket, basketball, volleyball, athletics events
15	Environment & Sustainability Club	Promote eco-friendly practices and environmental awareness	Tree plantation, clean-up campaigns, sustainability workshops
16	Entrepreneurship & Business Club	Develop business skills and leadership	Startup workshops, business competitions, leadership seminars
17	Technology & Coding Club	Enhance tech skills and innovation	Robotics projects, coding contests, AI/ML workshops
19	Language & Culture Club	Explore languages, traditions, and intercultural understanding	Language workshops, cultural events, heritage days

Exam Calendar for Matric and Intermediate 2026-27

Month	9th Class	10th Class	11th Class	12 Class
May 2026	25 May → Monthly Test 1	25 May → Monthly Test 1	-----	-----
June + July	Summer Break			
Aug 2026	Monthly Test -2	Monthly Test -2	Monthly Test 1	Monthly Test 1
Sep 2026	Monthly Test -3	Monthly Test -3	Monthly Test -2	Monthly Test -2
Oct 2026	Monthly Test -4	Monthly Test -4	Monthly Test -3	Monthly Test -3
Nov 2026	Monthly Test -5	Monthly Test -5	Monthly Test -4	Monthly Test -4
Dec 2026	Send Ups	Send Ups	Send Ups	Send Ups
Feb 2027	2nd Feb - 1st Half Book 16 Feb → 2nd Half Book	2nd Feb - 1st Half Book 16 Feb → Pre-Board Exam	-----	-----
March 2027	2nd March → Pre-Board Exam	Annual Exam	2nd March- 1st Half Book	2nd March- 1st Half Book 16 March-2nd Half Book
Apr 2027	—	-----	2nd Half Book	30 March- Pre-Board Exam
May 2027	-----	-----	Pre-Board Exam	-----