



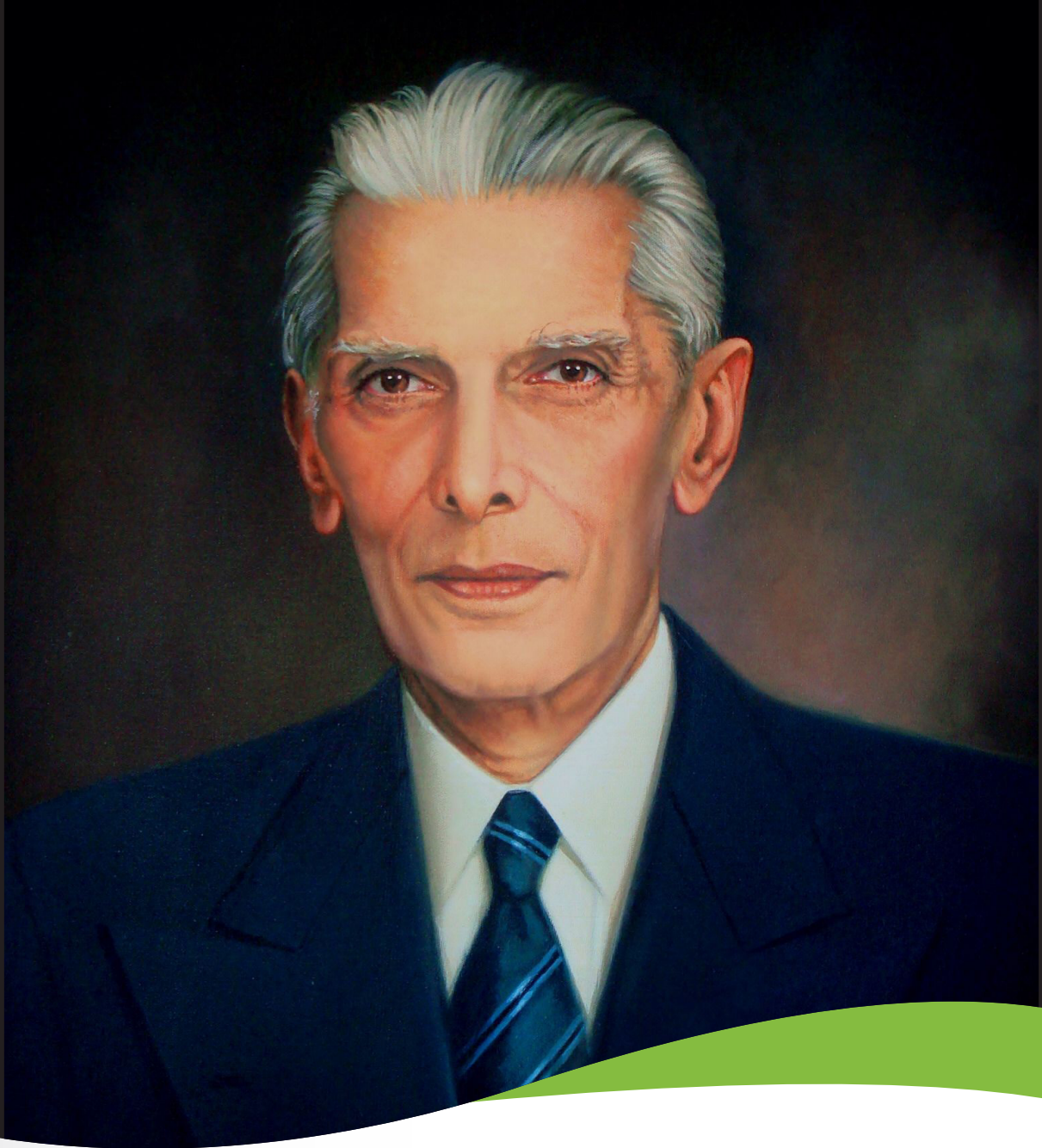
Welcome to the World of

Islamabad Model College for Girls

Street 25, F-6/2, Islamabad

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 info@imcgf62.edu.pk



Quaid's Message

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras molestie placerat placerat. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nam non malesuada metus. Fusce in vulputate nisl. Nulla vel porta augue. Maecenas eget massa egestas, blandit est ac, condimentum mauris. Vestibulum varius vestibulum malesuada. Morbi quam eros, sagittis et consectetur non, consectetur vel tellus. Integer placerat, est quis sagittis dictum, tellus ligula varius quam, eu fermentum lorem quam vel odio. In bibendum ut purus eget malesuada. Ut ultricies ipsum sed sapien semper, sit amet pulvinar dui faucibus. Suspendisse odio erat, aliquet sit amet auctor sit amet, dignissim id diam."

Address to Pakistan Youth Something

IMCG, F-6/2 - An Introduction

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

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

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

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

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



Vision

To empower young women with the knowledge, skills, and confidence to lead in a rapidly evolving world, fostering a culture of lifelong learning, innovation, and social responsibility.

Mission

Our mission is to provide a nurturing and inclusive educational environment that promotes academic excellence, critical thinking, and holistic development from early education to undergraduate studies. We are committed to shaping future leaders who contribute positively to society, excel in their chosen fields, and inspire change globally.

Principal's Message

Dear Prospective Students and Respected Parents,

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

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

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

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

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

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

Prof. Aaliya Durrani

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Faculty

At IMCG, F-6/2, we take pride in our highly qualified and experienced faculty who are dedicated to fostering an environment of academic excellence and personal growth. Our faculty members, spanning various disciplines, bring a wealth of knowledge, expertise, and passion to the classroom, ensuring that students receive a comprehensive and up-to-date education.

Each department is led by seasoned professionals committed to mentoring students, guiding their academic journeys, and preparing them for successful careers in their respective fields. From lecturers to professors, our teaching staff is equipped with advanced degrees and practical experience, allowing them to deliver not only theoretical knowledge but also real-world insights.

Our faculty is not only focused on academic development but also on shaping the overall character and skills of students, encouraging critical thinking, creativity, and leadership. The following section provides detailed information about the heads of departments and the faculty members who will be guiding our students throughout their educational journey at IMCG.

Principal

Prof. Aaliya Durrani

Associate Professor

M.Sc (Physics)

Vice Principal (Academics)

Ms. Saleha Tabbasum

Associate Professor

M.Phil Mathematics

Vice Principal (Co-Curricular)

Dr. Munazza Faheem

Associate Professor

PhD Physics

Headmistress

Ms. Shazia Rabnawaz

M.Sc Applied Psychology,

B.Ed

Department of Applied Psychology

Ms. Munazza Mastoor (HOD)

Lecturer

M.Sc. App. Psychology, M.Sc. Pak.Studies,

B.Ed.

Ms. Ambreen Javaid

Lecturer

M.Sc. (Applied Psychology), B.Ed

Department of Arabic

Ms. Afifa Shaheen

Lecturer (Evening Shift)

B.A(Hons.), B.Ed.

Department of Biology

Ms. Najma Aasim

Assistant Professor

M.Sc, M.Phil. (Botany), B.Ed.

Dr. Hina Waheed

Assistant Professor

PhD (Botany).

Ms. Lubna Shehzadi

Lecturer (Evening Shift)

M.Sc. (Zoology). B.Ed

Ms. Bushra Waheed

Lecturer

M.Sc. (Biology), B.Ed

Ms. Farzana Sarwar

Lecturer (Evening Shift)

M.Sc. (Biology). B.Ed

Department of Chemistry

Ms. Sadia Waheed, (HOD)

Assistant Professor

M.Phil (Chemistry), B.Ed.

Ms. Sarwat Tahira

Assistant Professor

M.Phil (Chemistry), B.Ed, PhD Scholar

Ms. Naila Rashid

Lecturer

M.Sc. (Chemistry) B. Ed

Ms. Lubna Shakir

Lecturer

M.Sc. (Chemistry), B. Ed.

Ms. Uzma Kiani

Lecturer (Evening Shift)

M.Sc. (Chemistry)

Department of Commerce

Ms. Shaista Kanwal (HOD)

Assistant Professor

M.Com

Ms. Rubina Aziz

Assistant Professor

M.Com

Department of Computer Science

Ms. Shahina Naz (HOD)

Associate Professor

M.Sc Horn. Computer Science

Ms. Sadaf Rasheed

Assistant Professor,

M.Sc. Computer Science, MA EPM

Ms. Umm e Kulsoom

Assistant Professor,

M.Sc. Computer Science, B.Ed.

Ms. Fahmida Bibi

Assistant Professor,

BS Computer Science

Ms. Izna Hussain

Lecturer,

MS Computer Science

Ms. Aqsa Akbar

Lecturer,

MS Computer Science

Mr Saqib Iqbal

Lecturer,

MPhil Computer Science, PhD Scholar

Mr Saghir Ahmed

Lecturer

MPhil Computer Science, PhD Scholar

Ms Musarrat Shaheen

Lecturer

MPhil Computer Science

Department of Economics

Ms. Shamim Akhtar (HOD)

Lecturer

M.Sc. (Economics)

Ms. Sadia Sultan

Lecturer (Evening Shift)

M.Sc.(Economics), B.Ed.

Ms. Mahjabeen Khalid

Lecturer (Evening Shift)

M.A. (Economics), B.Ed

Ms. Nida Iqbal

Lecturer (Evening Shift)

M.Sc. (Economics)

Department of Education

Ms. Nabila Nazir (HoD)

Lecturer

M.A. (Education), M.A (Islamiat), B. Ed.

Ms. Shagufta Perveen

Lecturer (Evening Shift)

M.A Education

Ms. Aamna Anum

Lecturer (Evening Shift)

M.A Education

Department of English

Ms. Samana Akhtar (HoD)

Assistant Professor,

M.A (English)

Ms. Naheed Akhtar (On Ex-Pak Leave)

Lecturer

M.A (English), B.Ed.

Ms. Sumbla Hussain

Lecturer ,

M.A (English), B. Ed

Ms. Naseem Yousaf

Lecturer (Evening Shift)

M.A (English), B.Ed.

Special Diploma in English Language

Ms. Iram Aziz

SLT

M.A (English), M.A (Islamic Studies),

M.Ed., B.Ed.

Ms. Ghazala Kanwal

SLT,

M.A (English), M.A (Education), M.A (TEFL),

M. Ed., B. Ed.

Ms. Sadaf Arshad

Lecturer

M.A (English), B. Ed

Ms. Zakkia Minhas

Lecturer

M.A.(English). M.A (History),

M.Ed., B.Ed.

Ms. Qurat-ul-ain

Lecturer (Evening Shift)

M.Sc (IR), M.A English, B.Ed.

Ms. Madeeha Ishaq

Lecturer

M.A. (Mass communication), B.Ed

Department of Fine Arts

Ms. Saira Bano (HoD)

Lecturer

Ms. Huda Aqeel Khan

Lecturer

M.A. (Fine Arts), B.Ed

Diploma (Interior Designing) NCA

Ms. Sarwat Abbasi

Lecturer,

M.A. (Fine Arts)

Department of Geography

Ms. Asma Maqbool Niazi (HoD)

Associate Professor
M.Sc. (Geography), B. Ed

Ms. Rabia Siddique

Lecturer
M.Sc. (Geography), B. Ed

Ms. Nousheen Haqique

Lecturer (Evening Shift)
M.Sc. (Geography)

Department of Health & Physical Education

Directress Physical Education
(Vacant)

Ms. Iffat Nawaz

ADPE
M.Sc.(Physical Education)

Department of Home Economics

Ms. Tehreem Fatima (HoD)

Lecturer
M.Sc. (Home Economics/ Clothing & Textile)

Department of Islamic Studies

Ms. Shehla Ahmed Ansari (HOD)

Assistant Professor,
M.A. (Islamic Studies),
M.A.(Arabic), M. Ed., B.Ed

Ms. Farkhanda Jabeen

Associate Professor,
M.A. (Islamic Studies),
M. Ed., B.Ed.

Ms. Robina Anjum

Assistant Professor,
M.A. (Islamic Studies), B.Ed

Ms. Maimoona Aleem

Lecturer,
M.A. (Islamic Studies), B.Ed

Ms. Shahbano Misbah

Lecturer,
M.A (Islamic Studies), B.Ed

Ms. Taseer Salma

Lecturer
M.A. (Islamic Studies), M.Ed

Ms. Sarwat Rafiq

Lecturer (Evening Shift),
M.A. (Islamic Studies), B. Ed.

Ms. Fehmina Shahzadi

Lecturer (Evening Shift)
M.A. (Islamic Studies), M. Ed.

Department of Mathematics

Ms. Summera Khalid

Assistant Professor
M.Sc. (Mathematics), M.Ed

Dr. Nosheen Malik

Assistant Professor
PhD (Mathematics)

Ms. Nazma Naz

Assistant Professor,
M.Phil (Mathematics), B.Ed

Ms. Bushra Javed

Assistant Professor
M.Sc. (Mathematics), B.Ed.

Ms. Sara Asgher Abbassi

Assistant Professor

M.Sc. (Mathematics), B.Ed.

Dr. Nasir Shah

Assistant Professor

PhD (Mathematics)

Ms. Aroosa Umar

Assistant Professor

MS (Mathematics)

Dr. Abid Majeed

Assistant Professor

PhD (Mathematics)

Ms. Habiba Rehman

Lecturer

M.Sc. (Mathematics), M. Ed.

Ms. Faiza Abbasi

Lecturer

M.Sc. (Mathematics)

Ms. Maryam Hanif

Lecturer,

M.Sc. (Mathematics), M. Ed.

Ms. Amrina Arooj

Lecturer (Evening Shift)

M.Sc. (Mathematics), B.Ed.

Department of Pak Studies**Ms. Riffat Sultana (HoD)**

Assistant Professor,

M.Sc (Pak.Studies), B. Ed

Ms. Asma Naureen

Assistant Professor

M.Sc (Pak.Studies), M. Ed, MS (Education),

Ms. Munazza Mastoor

Lecturer

M.Sc (Pak.Studies) B.Ed.

Ms. Sunia Abbasi

Lecturer (Evening Shift)

M.Sc. (Pak.Studies), B.Ed.

Department of Physics**Ms. Tahira Rashida,**

Assistant Professor

M.Sc (Physics)

Ms. Tahira Rashida,

Assistant Professor

M.Sc (Physics)

Ms. Safia Ali

Lecturer,

MS (Physics), B.Ed.

Ms. Uzma Abbasi

Lecturer (Evening Shift)

M.Sc. (Physics)

Department of Political Science**Ms. Asia Naz (HoD)**

Assistant Professor

M.A (Political Science), B. Ed.,

Diploma in Gender and Women Studies

Department of Statistics**Ms. Noeen Nasir (HD)**

Assistant Professor,

M.Sc. (Statistics), B.Ed.

Ms. Sana Mubassir

Lecturer

M.Sc. (Statistics), B.Ed.

Department of Sociology

Ms. Sadia Haq (HoD)

Lecturer

M.A. (Sociology, Education), LLB

Department of Urdu

Ms. Tasneem Kausar (HoD)

Associate Professor,

M.A. (Urdu), B.Ed.

Ms. Fouzia Rabab (Evening Shift)

Lecturer

B.Ed., M.A. (Urdu)

Ms. Nargis Bano

Lecturer

M.A. (Urdu), B.Ed

Ms. Lubna Malik

Lecturer

M.A. (Urdu), B.Ed

Ms. Asia Tabassum

Lecturer

M.A. (Urdu), B.Ed.

Ms. Sairash Naz

Lecturer

M.A. (Urdu), B. Ed.

Primary School Section

Ms. Shazia Rehman

M. Phil (Microbiology), B. Ed

Ms. Nida Naseer

M. Sc.(Zoology), M. Ed., B. Ed

Ms. Maryam Khalid

M.A (Education), B. Ed

Ms Maimoona Iftikhar

B.A., B.Ed.

Ms. Attiya Naz

M.A.(Islamic Studies), B. Ed.,

Ms. Bilqees Zuhoora

B.Sc. , B. Ed, M. Ed

Ms. Maryam Asim

M.A (Islamiat), B.Ed.

Ms. Asmat Zahoora

B.L.I.S., B. Ed.

Ms. Nagina Ilyas

B.A., B. Ed.

Ms. Mehwish Fahim,

B.A., B. Ed., M. Ed.

Ms. Safia Moeen

B.A., B. Ed., M. Ed

Ms. Samina Naz

M.A.(Islamic Studies), B. Ed

Ms. Saira Liaqat

B. A, B. Ed

Ms. Saiqa Noreen

B.Sc., B.Ed., M.Ed

Ms. Nasreen Akhtar

M. Sc (Pak-Studies), B. Ed.

Ms. Maimoona Hafeez

B. A, B. Ed., M.Ed

Ms. Rabia Bibi

MA Islamic Studies, MA Education, B.Ed

Ms. Rubina Kausar

M.A.(Islamic Studies) B.Ed

Ms. Samina Kousar

M.A.(Islamic Studies), B. Ed

Ms. Saima Latif

M.Sc.(Geography), M.Sc (Pak-Studies) , B. Ed

Ms. Shahzadi Maryam

B.A., B. Ed

Ms. Sumaira Gul

M. A.(Economics), B.Ed.

Ms. Yasmeen Akbar

M.A. Urdu, B.Ed

Ms. Gulnaz

M.A (Political Science), M.Ed .
C.T, B. Ed.

Ms. Sumaira Hafeez

M.A.(Education), B. Ed

Mr. Muhammad Saleem Naeemi

Qari, M. A.(Islamic Studies)

Library**Ms. Nasira Parveen,**

Assistant Librarian,
M.A. (Isl), B.Ed, C.L.S, M.L.I.S.

Ms. Qurat-ul-ain

Assistant
B.A

Administrative Staff

VACANT
Admin Officer

Syed Fiaz Hussain Shah

Accountant
MS (Finance), LLB

Mr. Malik Ijtaba Mehdi

Head Clerk

Ms. Samia Babar,

U.D.C

Mr. Farrukh Ali

U.D.C

Mr. Abdul Jalil,

U.D.C

Ms. Nadia Niaz,

L.D.C.

Ms. Shakeela Rafiq

L.D.C.

Ms. Noreen Akhtar

L.D.C.

Mr. Muhammad Mauz Khan

L.D.C

Mr. Ansar Mahmood

L.D.C.

Mr. Ahmad Hassan

Telephone Operator

Supporting Staff (Labs)**Ms. Samina Mohsin**

(Lab Assist.), BLS, B.Ed.

Ms. Saeeda Bibi

(Lab Assist.), B.A., B.Ed., CT

Ms. Irum Naz

(Lab Assist.)

Ms. Hina Yaqoob

(Comp. Lab Incharge)

B.Ed , M.Ed

Ms. Shahida Perveen

Lab Assistant (Home Economics)

Ms. Naveeda Parveen

Lab Assistant (Chemistry)

Academic Structure and Programs Overview

Islamabad Model College for Girls (IMCG) offers a well-rounded academic structure designed to cater to students at various stages of their educational journey. Our institution provides comprehensive education from the foundational junior levels to advanced degree programs, ensuring a seamless transition for students as they progress through their academic careers.

The college is divided into different sections based on educational stages, providing targeted learning experiences at each level. From primary education to specialized degree programs, IMCG is committed to nurturing young minds and equipping them with the knowledge and skills necessary for academic excellence and personal growth.

Academic Divisions:

1. Junior Section (Prep to Class V)

This section focuses on building a strong foundation in core subjects for young students, setting the stage for future academic success.

2. Senior Section (Class VI to Class X)

The senior section offers a well-rounded curriculum that prepares students for higher secondary education. Students receive a solid grounding in sciences, humanities, and general subjects.

3. College Section (Class XI to Class XII)

For Higher Secondary School Certificate (HSSC) students, we offer specialized streams including Pre-Medical, Pre-Engineering, General, and Humanities groups. This section is designed to prepare students for university-level education in their chosen fields.

4. Associate Degree Program (ADP)

From the 2019-2020 session, the college has introduced an Associate Degree Program (ADP) in Social Sciences, approved by the Higher Education Commission (HEC) and Quaid-e-Azam University. This two-year program provides students with a strong foundation in social sciences, equipping them for further studies or entry-level professional roles.

5. BS Programs (Four-Year Duration)

IMCG offers four-year Bachelor of Science (BS) programs in **Computer Science** and **Mathematics**, affiliated with Quaid-e-Azam University. These programs are designed to meet the demands of today's job market by providing students with in-depth knowledge and practical skills in their respective disciplines.

This comprehensive academic structure ensures that students have access to a variety of learning opportunities, fostering their intellectual and personal development at every stage.

Secondary School Certificate

The Secondary School Certificate (SSC) Program at IMCG, F-6/2 provides a strong academic foundation for students in Science and Humanities streams, preparing them for higher education and future career opportunities. With a comprehensive curriculum designed to foster critical thinking, creativity, and analytical skills, the program ensures a balanced blend of theoretical knowledge and practical learning. Students opting for the Science group develop a deep understanding of subjects like Mathematics, Physics, Chemistry, and Biology, while those in the Humanities group explore diverse disciplines such as Literature, Social Sciences, and Fine Arts. Supported by experienced faculty, well-equipped laboratories, and an interactive learning environment, the SSC program at IMCG, F-6/2 aims to nurture well-rounded individuals, empowering them for academic excellence and personal growth.

Scheme of Studies

SSC-I (Class - 9)

Compulsory Subjects

- English - I
- Urdu - II
- Islamiyat/Ethics (Non-Muslims)
- Pakistan Studies
- Mathematics (Science)
- General Mathematics (Humanities)
- General Science (Humanities)

Science Group

- Physics-I
- Chemistry-I
- Biology-I / Computer Science-I

Humanities Group

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

SSC-II (Class - 10)

Compulsory Subjects

- English - II
- Urdu - II
- Islamiyat/Ethics (Non-Muslims)
- Pakistan Studies
- Mathematics (Science)
- General Mathematics (Humanities)
- General Science (Humanities)

Science Group

- Physics-II
- Chemistry-II
- Biology-II / Computer Science-II

Humanities Group

- H. Economics-II / Computer-II / Fine Arts/ Arabic-II
- Economics-II / Islamic Studies-II/ Health & Physical Education-II

Higher Secondary School Certificate

The Higher Secondary School Certificate (HSSC) Program at IMCG, F-6/2 offers a diverse range of academic disciplines, catering to the varied interests and career aspirations of students. With options in Pre-Medical, Pre-Engineering, General Science, Commerce, and Humanities, the program provides a strong foundation for higher education and professional success.

- The Pre-Medical stream focuses on Biology, Chemistry, and Physics, preparing students for careers in medicine, healthcare, and life sciences.
- The Pre-Engineering stream emphasizes Mathematics, Physics, and Chemistry, equipping students with the analytical skills necessary for engineering and technology-related fields.
- The General Science group provides flexibility with a combination of Computer Science, Mathematics, and Statistics, ideal for students interested in IT, data sciences, and applied sciences.
- The Commerce stream develops expertise in Accounting, Business Studies, and Economics, preparing students for careers in finance, banking, and entrepreneurship.
- The Humanities group offers a broad selection of subjects, including Literature, Social Sciences, and Fine Arts, fostering creativity, critical thinking, and a deeper understanding of human culture and society.

With experienced faculty, well-equipped laboratories, and a stimulating learning environment, the HSSC program at IMCG, F-6/2 ensures that students receive the academic excellence and practical knowledge needed to excel in their future academic and professional pursuits.

Scheme of Studies

Compulsory Subjects

- English	2 papers (200 marks)	- Pakistan Studies	1 paper (50 marks)
- Urdu	2 papers (200 marks)	- Islamic Education	1 paper (50 marks)

Science Group

The students need to choose one group of the following:

Pre-Medical Group

Physics, Chemistry, Biology

Pre-Engineering Group

Physics, Chemistry, Mathematics

General Group

The students need to select two subjects from Column II, III & IV

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

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

Humanities Group

The students need to choose one subject from each column.

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

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

** Subject to the availability of the Staff

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

Commerce Group

Part 1:

	Course Title	Marks
i	Principles of Accounting	100
ii	Principles of Commerce	75
iii	Principles of Economics	75
iv	Business Mathematics	50

Part 2:

	Course Title	Marks
i	Principles of Accounting	100
ii	Principles of Banking	75
iii	Commercial Geography	75
iv	Business Statistics	50

Admission Policy

HSSC - I

Basic Eligibility

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

- Candidates of the following categories will be eligible for admission against all seats:
- Federal Government Employees residing in Islamabad/Rawalpindi.
- Residents of Islamabad Capital Territory.
- Diplomats stationed at Islamabad.

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

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

i	Open Merit	92%
ii	Bona fide Students of the institutions (FDE Setup)	0
iii	FATA/GB	3%
iv	Transfer Cases (Over & Above)	2%
v	Sports	3%
vi	Disabled	2%
vii	Real Daughter of Employees of the institutions.	1%

Marks Eligibility

Minimum marks for each group

- Pre-Engineering: 65%
- Pre-Medical: 65%
- General Science: 60%
- Commerce: 50%
- Humanities: 45%

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

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

General Instructions

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

a) A candidate domiciled in FATA/FANA will not contest a seat reserved against the allocated quota if she has qualified SSC/HSSC from any institution outside the tutorial jurisdiction of FATA/FANA. However after admission process has been completed, in case there is any vacant seat under this category admission may be granted to applicants with FATA/FANA Domicile. Such candidates will however have to arrange for their own accommodation.

b) Top three position holders from any Board will be eligible for admission for all level i.e. F.A. /F.Sc, in their respective disciplines, regardless of the basic eligibility criteria, i.e. proof of residence.

c) Students seeking admission on sports quota at the Board level, will submit, along with the application form, an authenticated certificate issued from the relevant Board. Merit within sports quota will be determined after addition of points obtained as per following criteria to the total marks obtained by the applicant in respective examination.

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

Criteria		Points
i	1st Prize/Championship in an Individual/Team event at Board Level.	10
ii	2nd Prize/Runner up in an Individual/Team Event at Board Level	7
iii	3rd Prize/Runner up in an Individual/Team Event at Board Level.	5
iv	Participation in an Individual/Team event at Board Level	3
v	Re-presentation at Nation Level as a team member or in an individual event	10

d) If any seat(s) against any quota are not fully utilized due to non-availability of eligible candidates, the same will stand transferred to the Open Merit quota. However, proper documentation of transfer of each seat shall be made for verification initially by the Director concerned, to be finalized by the Director General.

e) Students qualifying from model institution, where there are no college classes, will be treated as own students in other model colleges, where they are desirous to seek admission.

f) No casual, admission will be made in the morning as well as in the evening shift.

g) Admissions shall be made only once in an academic year on dates fixed by the college/FDE after the declaration of results by the examination Boards.

h) Students placed in compartment in SSC/HSSC examination will compete for admission after clearing the subject(S) in the same year within the prescribed time limit fixed by Board/University subject to availability of seats in the institution or next year as a fresh candidate.

- i) Candidates who seek admission after a gap of one or more years may be considered for admission. However they will have to submit an affidavit of good conduct duly verified by head of the institution last attended. Reason of the gap should also be clearly stated in the affidavit. Merit of such candidates will be determined after deducting five marks for each year of the gap from the total marks obtained by them.
- j) The number of seats will be determined by the institution in each faculty after careful consideration of physical facilities and the number of teachers available. However, the numbers will be finalized by the Federal Directorate in consultation with heads of institutions before the commencement of academic session.
- k) Students who have passed Senior Cambridge, GCE/O-Level/A-Level examination/Diploma from Polytechnic will be eligible for admission along with other candidates. Their merit will be determined on the percentage of marks obtained in their respective examinations and equivalence shall be determined by Inter Board Committee of Chairmen, Islamabad / University of the Punjab, whichever is applicable. A certificate to this effect is a prerequisite for admission at the level concerned.
- l) All foreign students are required to route their application for admission through the Ministry of Federal Education and Professional Training.
- m) Migration case eligible for admission as per policy will be entertained by institution where seats are available provided that the merit in the desired discipline of the institution is not compromised. No local migration will be allowed. However, relaxation in rules may be permitted by the competent authority i.e. Director General, Federal Directorate of Education, and Islamabad keeping in view genuineness of hardship on case to case basis.
- n) Twenty (20) marks will be added in the merit of Hifz-e-Quran for admission at all levels, provided the candidates produce a certificate of successful completion of the course from a registered/recognized Institution (Religious Boards).
- o) Notice for calling the application for admission would be advertised by the Federal Directorate of Education, Islamabad and no college shall be allowed to advertise on their own.
- p) Every successful applicant will submit an affidavit on legal stamp paper addressed to the Principal solemnly assuring that she will refrain from participating in politics or in any subversive activity during the time she is on the college rolls. Her parent/guardian will endorse this undertaking, and further undertake that his/her ward would be liable for removal from the college rolls if she participates in politics or does not abide by the rules of the college.
- q) In case any person other than father/mother of the candidates is declared guardian a proper legal affidavit/legal Guardian ship certificate will have to be submitted. Guardian ship of persons other than grandparents/real elder brother/sister and maternal/paternal uncles shall not be accepted.
- r) Students are expected to exercise their choice of subject carefully with due consideration. Change will not ordinarily be allowed to the choice once exercised. However in case of extreme hardship cases change of subjects may be allowed within maximum of two weeks after commencement of classes. The change, of course, will be subject to the condition that a candidate admitted in group of lower merit does not opt for a group of higher merit.
- s) The last date for admission fixed by the Federal Directorate of Education, Islamabad shall be strictly adhered to. In case Principals are in need of filling the vacant seats after expiry of the stipulated admission date they will seek formal permission from the Federal Directorate of Education.

t) Attendance criteria prescribed by the Federal Board and Quaid-i-Azam University will be strictly adhered to. Principals will ensure that transparent, regular, unambiguous record of daily attendance is maintained at all times on accountable roll call registers.

Classes Prep – IX

Policy Guidelines

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

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

i. Admission will be open to daughters of Federal Government employees residing in Islamabad/Rawalpindi, residents of Federal Capital Area, and the children of diplomats stationed at Islamabad.

ii. Admission will be offered according to the number of seats available in the various classes.

iii. The student desirous of Admission has to qualify the admission test with at least 40% marks, in the subject of English, Maths, Urdu and Science.

iv. All the admissions, except transfer/migration cases and class-I, will be dealt with by the concerned college administration.

Transfer / Migration Cases

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

For Admission

i. The admission will be made through the Model Colleges Wing FDE.

ii. The application will be submitted to the Director Model Colleges, along with the following documents: -

a. School Leaving Certificate.

b. Transfer orders of the Federal Government employee.

c. Permanent Residence Certificate (in case of Non-Government applicants).

d. Migration certificate (in case of Board/University classes).

e. Marks certificates (in case of Board/University Classes).

f. Any other document which proves the genuineness of Transfer/Migration.

iii. Payment of dues from the last payment onwards.

iv. The admission will be subject to the availability of seat/seats, however maximum efforts will be made to accommodate such cases.

Transfer from one institution to the other

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

ii. Mutual transfer of students will be allowed for the same class/shift.

Admission Tests

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

admission test.

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

- Class II to III: Urdu, English, Maths
- Class IV to V: Urdu, English, Maths, G. Science
- Class VI to IX: Urdu, English, Maths, G. Science, Islamiyat

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

Syllabus for the test:

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

Hafiz-e- Quran Student

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

Syllabus / Text Books

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

Tests/Exams & Reports

Class/Monthly Tests

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

Terminal Exams

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

Send up Exams

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

Annual Examination

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

Open Day

Progress reports are sent to parents to keep them aware about the progress of their children in the class. "Open Days" are arranged for the parents after every terminal examination. The parents are invited to discuss the progress and short comings of their children.

Promotion Policy

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

Parents' Responsibilities

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

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

Parents are expected to inform the college about any change in their postal address and telephone number. The college assumes no responsibility of letters sent to them are miss-delivered or lost in transit due to change in their address.

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

College Management Committee (CMC)

The College Management Committee (CMC) at IMCG F-6/2 serves as a vital bridge between the school administration, teachers, and parents, fostering collaboration to ensure the best educational experience for students. The CMC is dedicated to supporting the overall development of the institution, enhancing communication, and encouraging parental involvement in key decision-making processes.

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

General Body consists of all the parents/guardians whose children/wards are on the rolls of the institution.

Executive Body consists of the following members: -

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

Religious Education

Islamic Studies is a compulsory subject. It is a matter of pride for the college that a qualified Qari has been engaged to teach Tajweed-o-Qirat to the students. Nazra, Quranic teaching is arranged in such a manner in all classes that every student is enabled to read the Holy Quran by the time she passes 8th Class. Morning Assembly starts with the recitation from the

Holy Quran along with the translation of verses recited. All the religious days are observed in the college. Inter house Naat, Qirat and Islamic Quiz competitions are held regularly. An Islamic atmosphere is maintained in the college.

Co-Curricular Activities

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

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

Each house is under the charge of a house mistress who guides and supervises the activities of her group.

There is a coordinator of Houses from teaching staff nominated by the Principal. Inter houses activities are held regularly to develop the various aspects of student's personality. She is nominated amongst the teaching staff members by the Principal every year.

Student Council

The college proudly supports a dynamic Students' Council, which serves as an advisory body, playing a crucial role in maintaining discipline and addressing the day-to-day concerns of the student body. Acting as a bridge between the administration and students, the council not only ensures that student issues are resolved efficiently but also actively contributes to creating a harmonious and productive campus environment.

In addition to its advisory role, the Students' Council collaborates closely with various Houses, Societies, and Clubs to organize and promote a wide range of co-curricular

activities. These events, which include academic, cultural, and recreational activities, provide students with valuable opportunities to develop teamwork, time management, and communication skills, all while enhancing their overall college experience.

At its core, the Students' Council is designed to nurture leadership qualities in its members, encouraging them to take initiative, make decisions, and take responsibility for their peers. Through their involvement in the council, students gain invaluable experience in leadership, problem-solving, and organizational skills—qualities that will serve them well in their future academic and professional endeavors.

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

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

Clubs & Societies:

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

1. English Literary Society
2. Bazm-e-Adab Society
3. Islamic Society
4. Home Economics Society
5. Fine Arts society
6. Dramatic Society
7. Computer Science Society

8. Pakistan Studies Society
9. Natural Science Society
10. Social Science Society
11. Sports Society
12. Photographic Society
13. Digital Media Society
14. Civic Education Society
15. Singing Society

Girls Guide

Girl Guides in Junior & Senior Section is a training programme which is to inculcate in young minds selfless devotion, co-operation, dignity of labour and willingness to serve humanity. Eight guiders, who are from the teachers community guide, organize and supervise the activities of Girl Guide. The principal of IMCG, F-6/2 is the Chairperson Projects for Federal Zone.

College Awards

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

Roll of Honour:

A student passing all subjects and securing 65% or more marks in aggregate in the degree examination is awarded Roll of Honour.

Shield for Best Student:

The best student at Matric, Intermediate, Degree and BS(CS) levels are awarded shields on the basis of the following criteria in order of priority

- Appearing in & Passing all periodicals and examinations
- Being regular & punctual
- Having good conduct

Shields & Prizes for co-curricular activities:

On the basis of best performance in co-

curricular activities at various inter class and All Pakistan competitions shields and prizes are awarded in the following fields:

- Qirat
- Naat
- Essay Writing (English/Urdu)
- Debates/Declamation (English/Urdu)
- Painting
- Flower Arrangements
- Dramatics
- Athletics
- Singing

Academic Prizes:

Prizes are awarded to the students for individual subjects and for the overall best performance during the academic year; they are required to fulfill the following criteria to qualify for a prize.

- Securing highest marks in the subjects
- Appear in and pass all the college periodical tests, annual and send-up examination in the subject.
- Appear in and pass all the other selected subjects.

Incentives for the Outstanding Performance

1. Cash prizes will be awarded to the students, securing First position in the Board and University Examinations. Cash prizes will also be awarded to the students bagging first position in the Centralized/Scholarship Examinations.
2. Cash prizes will also be awarded to the students
 - Showing 90% and above results for consecutive five years.
 - Showing outstanding performance in co-curricular activities at college and inter college level for ten years.
3. Special incentives will be given to the students having 95% and above marks at the time of admission.
4. Cash awards will be given to the teachers

showing excellent results in the Board and University Examination.

Achievements in Academics

At IMCG F-6/2, we take immense pride in our tradition of academic excellence. Over the years, our students have consistently demonstrated outstanding performance across various levels, earning accolades in board exams, university examinations, and scholarship assessments. With a focus on fostering both intellectual growth and personal development, our institution has cultivated a strong academic culture that consistently achieves remarkable results.

IMCG F-6/2 has a history of securing top positions in competitive exams, reflecting the dedication of our faculty and the hard work of our students. From primary to undergraduate levels, our students have not only excelled in academics but have also earned prestigious awards and scholarships. Our success is a testament to the well-rounded and rigorous education provided at the college, ensuring that each student reaches their full potential.

The institution's track record of producing top achievers in both federal board exams and university-level assessments continues to set it apart. We aim to maintain this tradition of excellence, providing a nurturing and stimulating environment that encourages students to excel academically, and preparing them for future academic and professional success.

Infrastructure & Facilities

Hall / Auditorium

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

Library

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

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

Laboratories

IMCG F-6/2 is committed to providing students with hands-on learning experiences, and our well-equipped laboratories play a crucial role in this endeavor. These labs cater to the practical components of the curriculum from secondary school to the undergraduate level, allowing students to enhance their understanding of theoretical concepts through practical application. Our expert staff ensures that students receive guidance and support, enabling them to perform experiments and research effectively.

The college boasts a range of modern laboratories across various disciplines, ensuring that students have access to the best facilities for their academic growth. With fully equipped labs in subjects like Biology, Physics, Chemistry, and Computer Science, we aim to create an environment where students can explore, innovate, and achieve excellence in their respective fields.

Infirmary

The college is committed to ensuring the health and well-being of its students, and as such, the

college maintains a fully equipped infirmary to address minor injuries and health concerns. The infirmary is staffed with a trained nurse who is readily available to provide first aid and immediate care to students as needed. This facility ensures that students receive prompt attention in case of minor health issues, offering both comfort and safety on campus.

In the event of a more serious medical situation requiring emergency treatment, parents are immediately notified, and appropriate steps are taken, including transporting the student to the nearest hospital for professional medical care. The college prioritizes the health and safety of its students, ensuring a secure and supportive environment for all.

Cafeteria

The college offers a well-maintained cafeteria that provides a welcoming space for students to relax and recharge during their busy academic day. The cafeteria serves a variety of snacks, meals, and drinks, catering to diverse tastes and ensuring that students have access to fresh and hygienic food options. Whether students need a quick bite between classes or a refreshing break, the cafeteria offers a convenient spot for social interaction and relaxation.

In addition to food and beverages, the cafeteria also provides essential stationery items, making it a one-stop solution for students' day-to-day needs. The space is designed to promote a comfortable and positive atmosphere where students can unwind, connect with their peers, and prepare for their next academic challenge. Hygiene and safety standards are rigorously maintained, ensuring a clean and pleasant environment for everyone.

Transport Facilities

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

the following conditions:

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

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

Educational Trips

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

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

College Magazine

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

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

Rules and Regulation of the College

General Rules

- Within the college premises Principal is the sole authority to fine, punish or expel a student from the college if her stay is not in the interest of the institution and no authority can challenge her decision

- No demonstration or strikes be called, organized or held at all within the college campus otherwise strict disciplinary action will be taken.
- Students are not allowed to take part in any sort of activities other than those organized by the college without the prior permission of the Principal.
- Student cannot take part in any Radio or T.V. Programme or write articles in newspapers, without the prior permission of the Principal.
- No visitor is allowed to see the students in the college. Neither is anybody allowed to visit the classroom or disturb the teachers during their teaching hours without the prior permission of the Principal.
- No student may use her status as a student or a member of college society club of the students' council to advance the purpose of any political part on or off campus by means of press statement, publications, poster, leaflets, telegrams, letters, notices or by participation in any meeting, demonstration gatherings of any kind or by any other means inside or outside the college premises.
- In case of applying for any kind of certificate from the college, a minimum of three days, time will be required.
- Any willful destruction or mutilation of building, furniture, book or other property of the college shall be deemed as a serious offence. The offender may be liable to make good the loss/damage and undergo punishment as decided by the authority. Solicitation of funds from students for any cause however worth is not permitted.
- Students must show due respect to all members of the teaching staff. They should exercise self-control and abide by the rules in classrooms, library, college hall, and cafeteria and on playgrounds as well.
- Students must pay all their college dues in time, should return the library books and attend to the lectures/classes punctually.
- During college timings students are not allowed to leave college premises without the prior permission of the Principal. The college gates are locked at 08:30 a.m. in winter and at 08:00 a.m. in summer and no student is allowed to enter or leave the college premises without permission.
- Students are not allowed to sit or walk near the main gate of the college, or roam about in the corridors during teaching hours. Strict disciplinary action will be taken against those who try to violate these rules.
- Students are not allowed to eat at any place other than the Cafeteria. Bottles and wrappers should not be taken to play ground, lawn or classrooms. While making purchases from canteen payment must be made in cash. No purchase from the canteen on loan or credit is allowed.
- The Principal, Headmistress and Staff are accessible at any time and are always helpful in solving problems and their advice is always welcome. Parents are advised to keep in touch with the principal to know about the progress of their wards/children.
- Students must be courageous enough to complain to the Principal in writing along with their name, roll number, class, and section. Anonymous letters will not be entertained.
- Mobile phones, cameras, tablets etc. are strictly prohibited. If found, will be confiscated.

Rules for Borrowing Books

- Reference books/periodicals shall not be issued to the students but will be available to them in the library.
- Borrowers and readers must inspect the books at the time of issue; in case of any damage they should invite the attention of the librarian to it.
- Books will be issued for a maximum period of seven days which is extendable to another week provided a request for renewal is made before the expiry date.
- Borrowers who keep the books after the expiry date will be fined Rs. 10/- per day.
- If a borrower loses or damages a book she will have to pay full cost or replace the book.
- Students will have to return all books two

week before the commencement of preparation leave for examination.

- For annual stock checking before summer vacations, books will have to be returned to the library. However, the library will remain open during summer vacation for the benefit of staff and students.

Leaves Rules

- All leave applications should be addressed to the Principal.
- A leave application should carry the name, roll number, class, and section of the applicant.
- Date must be mentioned for which the leave is applied.
- Leave for reason other than illness must be applied for before a student avails it for herself.
- Urgent piece of work is to be specified and clearly stated.
- Ordinarily not more than three days leave should be applied for in case a student has to attend to some private affair needing her immediate attendance.
- All leave applications should be countersigned by the parents or the legal guardian.
- A medical certificate (MC) should be attached to the application in the following cases.
 - » Illness lasting five days or more.
 - » Illness immediately BEFORE and AFTER the spring, summer and winter vacation.
 - » Illness in the days when class tests, terminals and annual examinations are held.
- In case of sudden illness, BEFORE or DURING a test or examination a student

is required to submit her application with MC immediately. Applications received after the test or examination shall not be entertained.

- Name of a student stands struck-off the rolls if she remains absent without a leave application for five consecutive working days. Habitual defaulters are likely to be refused re-admission.

Uniform Rules

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

- Students without uniform will be denied entry to the college.
- Exemption from wearing the college uniform will not be permissible at any time during college hours or preparation leave.
- Roll numbers for Public Examination will not be issued, nor will the journals be signed by the teachers, of such students who come to college for that purpose in casual dress.
- It is binding on all bonafide students to be in college uniform while appearing in any public or Home Examination.
- Simple and plain Abbayahs/Veils (Black for College and Blue for School) are permitted.
- Hair shall be tied properly and must be kept tidy throughout college timings. Simple plain black accessories (catchers, pins, hair bands, etc) may be used. Dying and streaking is not allowed.
- Make up is strictly prohibited
- Jewellery is not allowed except simple, small sized earrings.

Following these rules will create a healthy atmosphere in the college. Strict disciplinary action will be taken against defaulters of the above rules.

Campus Life in Photos



IMCG, F-6/2

Where Dreams Take Flight, and Futures Begin

Education is more than just academics—it's about building confidence, shaping character, and unlocking potential. At IMCG, F-6/2, we don't just teach; we empower young women to think, lead, and succeed in an ever-evolving world.

Your daughter deserves the best foundation for a bright future. Give her the opportunity to learn, explore, and grow in an environment that fosters excellence, integrity, and innovation.

Contact

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