



Uswa College Islamabad

Prospectus





USWA COLLEGE ISLAMABAD

PROSPECTUS

Introduction

1. **Background.** Uswa College Islamabad is a project of Jabir Bin Hayyan Trust. This Trust, established in the name of Father of Chemistry, is a vibrant and effective NGO working in the areas of education, health and poverty alleviation in rural areas of Pakistan. Its major focus area is the field of education. Uswa College Islamabad was established in April 2003. The College is a residential institution affiliated with the Federal Board of Intermediate & Secondary Education Islamabad.
2. **Board of Governors.** The College had been running under the direct control of the Jabbir Bin Hayyan Trust since its establishment in April 2003. The Trust converted the College into an independent and autonomous institution in May 2008 and constituted a Board of Governors for its administrative control. Members of the Board are renowned personalities of repute and integrity who have vast experience in different fields.
3. **The College Campus.** The College Campus is spread over 65 kanals (8 acres) and includes following facilities:-
 - a. Auditorium & Admin Block
 - b. Academic Block which houses class rooms as well as physics, chemistry, biology and computer laboratories.
 - c. Students Hostels.
 - d. Students Mess.
 - e. Library.
 - f. Mosque.
 - g. Playgrounds for basketball, football, hockey, volleyball, badminton and athletics.
 - h. Eight bedded dispensary.
 - i. Water filtration plant.
 - j. Standby electric generators.
 - k. Canteen, laundry and barber shop.
4. **Mission.** Mission of the College is to groom boys to adopt successful careers for leadership and service to the nation and become enlightened members of pristine Islamic society.



5. **Goals.** In order to fulfill its mission, Uswa College Islamabad has set for itself following goals:-
 - a. Achieving high grades in academics by providing competent faculty and helping students discover and reach their full potential.
 - b. Ensuring physical fitness through regular sports and physical training.
 - c. Improving and polishing communication skills and sharpening intellect through debates, discussions, seminars, guest speakers, study tours and quiz programmes etc.
 - d. **Character Building.** Nurturing the young students to become good human beings and useful members of society is a cherished goal of the College. Utmost efforts are, therefore, made to conduct all activities in a manner which contribute towards achievement of this goal. Conducive environment is provided to inculcate following traits: -
 - (1) Team work, comradeship and spirit of sacrifice.
 - (2) Honesty, integrity and truthfulness.
 - (3) Correct and balanced religious orientation based on basic beliefs of Islam and love for humanity.
 - (4) Service to the country and society.
6. **Level of Education.** Boys are inducted in class VII and after six years stay at the College obtain intermediate level certificate from the Federal Board of Intermediate and Secondary Education Islamabad.
7. **Management and Teaching Faculty.** The College has well qualified and experienced staff. The entire teaching faculty holds masters degree or higher in their respective subjects with proven track record. PTIs are mostly retired Army personnel, well qualified to conduct sports, physical training, drill, gymnastics and martial arts etc.



Admission Policy

8. **Classes in which Admission is Given.** Regular admission in the College is made in class VII. Limited admissions may be made in class VIII and XI (pre-Medical, pre-Engineering and Computer Sciences, only) subject to availability of seats. No admissions are made in classes 9th, 10th and 2nd year.
9. **Terms & Conditions for Admission.** Admissions are made according to the schedule, subject to the following conditions: -
 - a. The candidates must be between the age of 11 to 13 years, 12 to 14 years and 15 to 17 years for admission in class VII, VIII and XI respectively on 01st April of the year of entry. The candidates must have passed previous class exams. Attested copy of Form 'B' must be attached with the Application Form alongwith original **School Leaving Certificate which must bear the date of birth of the candidate and must be stamped and signed by the Head of the Institution.** Any tempering with/overwriting on Application Form and School Leaving Certificate or incomplete documents may render the candidate ineligible. The physical appearance of the candidate must correspond with the age mentioned in the Application Form.
 - b. The late candidates (whose one year of passing matric and applying for admission in First Year has elapsed) must submit an affidavit stating that the candidate has either not appeared in HSSC Part - I, or is ignoring the previous HSSC Part - I result to reappear as a fresh candidate, in which case he must also submit the cancellation certificate issued by the concerned Board. The candidates belonging to boards other than the Federal Board must submit an NOC/Migration Certificate from their previous Board.
 - c. Selection is on the basis of written test in Mathematics, English, Science and Urdu for class VII and VIII and English, Mathematics/Biology, Physics, Chemistry/Computer for class XI followed by an interview and medical fitness examination.
 - d. Applications for admission are invited on the prescribed form through newspapers advertisement/online announcement and other means of publicity.
 - e. Admission of students who pass matric examination from Uswa College Islamabad is not automatic in 1st year but is subject to the following conditions:-



- (1) Must have obtained minimum 70% marks in matric.
- (2) Must be recommended by College Disciplinary Committee.
- (3) Must not have shown continuous poor academic performance during his stay in the College.
- (4) Must not have poor fee payment record.

Note: Only the students obtaining 90% or above marks will be given admission without entry test whereas the students obtaining below 90% marks will have to appear in entry test.

10. Entry Test

a. **Schedule**

- (1) **7th& 8th.** In March (usually on 23March).
- (2) **1st Year.** After termination of Matric exams of Federal Board.

b. Written test is held at following centers:-

Islamabad	Peshawar	Multan
Gilgit	Skardu	Lahore
Karachi	Parachinar	Quetta
Sobho Dero (Distt. Kahirpur, Sind)		

Note: In case it is not feasible to hold the entrance written test and interview at a particular Centre mentioned above, the candidates of that Centre shall be asked to appear at another nearby Centre.

- c. Candidates short-listed in the written test are interviewed and medically examined.

11. **Registration Fees.** Every candidate is required to remit non-refundable Registration Fee (amount to be announced at the time of admission) with Application Form.



Curricular & Co-Curricular Pursuits

Academics

12. **General.** Curriculum of Federal Education Board is adopted as syllabi for classes from class VII to F.Sc. Curricular activities include regular classes in the morning, closely supervised two to three self study periods in the afternoon and evening and a well structured examination/assessment system.
13. **Examinations.** The College policy with regard to examinations is as under:-
 - a. The boys are prepared for the Secondary School Certificate (matriculation) and Intermediate examinations (F.Sc.) conducted by the Federal Board of Intermediate and Secondary Education Islamabad. The schedule of the exams is announced by the Board every year.
 - b. For internal assessment and monitoring performance trend in academics, terminal tests are held at the end of each term. The Annual Promotion Examinations for Class 7th & 8th are held at the end of 3rd term.
 - c. A specific weightage of December Test marks of Class 7th & 8th will also be added to the annual result.
 - d. Minimum aggregate pass marks in in-house examinations are 60%. Pass marks in individual subjects are 50%.
 - e. In case a student obtains 60% or above aggregate marks in annual promotion examination but fails in two subjects or more (less than 50%), he will be detained in the same class or withdrawn from the College. Decision of the College Promotion Committee is final and cannot be challenged.
14. **Parents/Teacher Meeting.** Parents/teachers meetings are held after terminal and annual examinations to discuss the overall progress of students. Exact dates of the meetings are notified in College Calendar. Parents or their representative must attend these meetings in the interest of their son/ward.

Co-curricular Activities

15. **General.** In order to improve communication skills, create awareness, improve general knowledge and broaden mental horizon, following activities are conducted: -
 - a. Debates, declamation contests, quizzes and exhibitions.
 - b. Motivation to make creative contribution to the annual College Magazine "USWA".



- c. Guest speakers are invited to give talks on important subjects/ issues.
- d. Study tours and picnics (as and if feasible).
- e. Hobbies clubs.

16. **Sports & Physical Training**

- a. Robustness and physical health is instrumental in preparing young students for their productive roles in the highly competitive world of today. Based on the notion that a healthy body carries a healthy mind, the College lays great stress on physical training and sports. Drill, physical training and sports are therefore compulsory for students. These are conducted under supervision of well qualified instructors.
- b. Sports grounds and gear are available for basketball, volleyball, football, hockey, badminton, athletics, gymnastics, climbing ropes, heaving beams, etc.

17. **Library.** The College attaches great importance to library as an effective tool for acquiring knowledge. The College Library is well equipped and subscribes to daily newspapers and magazines to inculcate reading habit in the students. A full time experienced librarian has been employed to ensure upkeep and growth of the library and to guide the students in selection / search of reading material.

18. **Research and Development (R&D) Cell.** The R&D Cell is engaged in literary publications including the College Magazine “USWA” which is published annually and contains articles contributed mainly by students. This Cell occasionally publishes other books also.

19. **College Magazine and News Letter.** The College Magazine “USWA” is published annually in two sections (English and Urdu) and contains articles, essays and poems etc written mostly by the students. Every student is issued a copy. The College News Letter is also published annually which covers the highlights of events of the last academic year.

20. **College Functions**

- a. Annual Parents Day & Prize Distribution. It is held once a year. The students display their talent through various activities i.e. Parade, PT, gymnastics, Karate and Science & Arts exhibitions. The winner students/Houses of the previous year in various academic and co-curricular activities are awarded prizes by the Chief Guest.
- b. Following functions are also held regularly on annual basis:-
 - (1) Eid Milad-un-Nabi (SAWW).
 - (2) Youm-e-Hussain (A.S.).
 - (3) Quaid-e-Azam (A.R.) Day.
 - (4) Iqbal (A.R.) Day.



Campus Life

21. **Administrative Structure.** The College is a residential institution where apart from academics, co-curricular, extra curricular activities, living, dining, and discipline etc. are regulated through an administrative structure. There are four Houses for students. i.e Nishtar, Haider, Jinnah, and Jahuar. 7th class students of all four houses are accommodated in a separate building i.e. Iqbal House for specialized handling. Each House has a House Master and an Assistant House Master who are members of teaching faculty. In order to train students in shouldering responsibilities and exercise of authority, there are a number of student appointments i.e.
- College Appointments.** College Prefect, Assistant College Prefect, Sports Prefect, Assistant Sports Prefect, Mess Prefect, Assistant Mess Prefect.
 - House Appointments (Each House)** House Prefect, Assistant House Prefect and Room Prefects.
22. **Daily Routine.** The daily routine at the campus caters for wholesome grooming including academics, physical activities, religious obligations and rest/recreation etc. The timing of various activities are set according to the season but a normal working day routine is as under:-

a.	Fajar Prayer	i.	Games
b.	PT	j.	Tea Break
c.	Breakfast	k.	Prayers (Maghrib, Isha)
d.	Seven periods of academic classes with a 20 minutes Break after first four periods	l.	Prep-2 (Second self study period)
e.	Prayers (Zohar, Asr)	m.	Dinner
f.	Lunch	n.	Prep-3 (Third self study period)
g.	Rest time	o.	Lights Off
h.	Prep-1 (First self study period)		

23. **Students' Mess.** The students' Mess is managed under the supervision of a Messing Officer who is a member of the teaching staff. He is assisted by a whole time Mess Supervisor and an Assistant Mess Supervisor. Students are also associated with the management of the Mess through appointment of a Mess Prefect and an Assistant Mess Prefect. One representative from each class is a member of the Mess Committee which meets regularly to draw up the menu and discuss ways and means of improving messing standard. The Mess Committee meeting is presided over by the Principal. Meals served by the Mess include breakfast, lunch, evening tea and dinner.



24. **Medical Facilities.** The College has an eight bed dispensary. A qualified Dispenser provides first aid and treatment for minor ailments/injuries. Casual visits of a doctor are also arranged. In-house treatment and medicines are free of charge. Serious cases are taken to local hospitals and for costly treatment the parents are charged.
25. **Terms and Vacations.** The academic year is divided into three terms which are normally as under:-

1st TermApril to June
Summer VacationJune to July
2nd Term.....August to December
Winter Vacations.....Last week of December to 1st week of January
3rd TermJanuary to March

Note:

- a. *Some necessary adjustments, however, may be made owing to Eids or other factors.*
- b. *The Hostel will remain closed during summer & winter vacations.*

Fee Rules

26. **Fee/Dues**

a. **Non-Refundable (One Time)**

- (1) Admission fee
- (2) **Personal Use Items:-**
- (a) Clothing:-
- (1) Uniforms - 3 Pairs
- (2) Walking Out - 2 Pairs
- (3) Sports Dress - 2 Pairs
- (4) P.T Dress - 2 Pairs
- (b) **Bedding**
- (c) **Books**



- (3) Development Fund

- b. Refundable (One Time) Security deposit... Equal to ONE month fee Note: Security deposit will be refunded at the time of issuance of College Leaving Certificate and clearance of all dues.



c. Non-Refundable Monthly Fee.

- (1) The fee is fixed after calculation of total annual expenses. However, for ease of payment the amount is then divided in 12 equal instalments to be paid as monthly fee.
- (2) Students taking admission in class 7th& 8th will start fee payment w.e.f April of year of entry.
- (3) Students leaving College after Matric and 2nd Year will pay fee upto the month of last practical exam.
- (4) Students taking admission in class 1st Year will start fee payment w.e.f July of the year of entry.

Note: The scale of the fee and other dues mentioned above are fixed in July of each year. The current scale of fee/dues is attached with the Prospectus.

27. Other Expenses

- a. Medicines for first aid and minor ailments shall be issued by College Dispensary free of cost. Expenses for hospital admission and major diseases / tests etc. will be charged.
- b. Winter clothing items will be issued on payment.
- c. Pocket money will be provided by the parents/ guardians. This shall be sent directly to the student and not in the College account by any means i.e. on line, cheques, bank drafts, pay orders etc.

28. Schedule of Payments. The College is a self-financing institution. Timely clearance of fee dues is, therefore, essential. The fee dues must be paid by 10th of every month in advance. Thereafter the fine will be charged@ Rs. 50/- per day. Name of the defaulter students will be struck off the College roll if fee is not paid upto 10th of the subsequent month. Re-admission fee will be charged if the student is re-admitted.

29. Fee/Dues Payment Procedure

- a. College does not accept payment of fee/dues in cash. All payments must be deposited through Chalan Form direct in any branch of Habib Bank Limited.
- b. For new entry, a Chalan Form is attached with this prospectus. Parents/ guardians must fill in the Chalan Form and deposit fee/dues in bank (HBL).



- c. Fee / Dues Chalan Form. It is uploaded on monthly basis well in time on College website i.e. www.uswacollege.edu.pk for guardians to download.
 - d. No pocket money should be sent in College account.
30. **Scholarships.** The College makes efforts to arrange financial assistance for those boys who are financially handicapped and show sustained outstanding academic performance i.e. score above 80 percent marks in terminal and annual exams. The amount and duration of such financial assistance depends on the donations received from donor agencies.

Discipline

31. **Visitors.**

- a. Parents/guardians can visit their sons/wards only on the days notified in the College calendar at following timings: -

October to March	9:00 a.m. to 4:30 p.m.
April to September	9:00 a.m. to 6:30 p.m.
- b. Students are not allowed to invite their relatives/guests and keep them in any College building.
- c. Parents/guests are to keep their movements restricted to the College Reception Area.

32. **Leave.**

- a. Grant of casual leave is the discretion of the Principal. Leave is granted on a written application from parents.
- b. Leave other than the holidays authorized by the College will not be granted excepting in very exceptional circumstances. No leave will be granted for attending a wedding except of real brothers and sisters provided there is no important College commitment, and long distance travelling is not involved.
- c. In each term, there will be fixed number of week-ends that students can avail. These are notified separately.



- d. Only parents/guardians and limited number of close relations whose names are provided to the College at the time of admission shall be allowed to visit the students. The students will be allowed to spend the weekend and leave only with them.
 - e. Students overstaying leave/weekend without a valid reason will be fined or punished.
33. **Telephone Calls.** Students are not permitted to make telephone calls or receive calls from outside except on Sundays.
34. **Important College Rules.** Students are not permitted to keep the following items in the House: -
- a. Radios, video games, electronic appliances, personal computer, TV, mobile telephone.
 - b. Unauthorized medicines/drugs.
 - c. Money and valuables.
 - d. Weapons of any kind.
 - e. Cigarettes, tobacco and narcotics in any form.
 - f. Matches, burners, heaters etc.
 - g. Undesirable printed material and photographs.
 - h. Explosive/ combustible material.
 - f. Musical instruments.
35. **Serious Offences.** Students found guilty of the following offences are liable to be withdrawn from the College: -
- a. Cheating, lying, stealing, gambling and immoral conduct.
 - b. Wilfully damaging College property.
 - c. Keeping fire arms or knives of large size.
 - d. Breaking bounds.
 - e. Rudeness to the staff and seniors. Rude behaviour of the students' parents



- towards the staff.
- f. Absenting from the class and any other College activities without cogent reason.
 - g. Being habitually unpunctual, untidy and slovenly.
 - h. Smoking, using or keeping narcotics or tobacco in any form.
 - j. Consistently showing poor performance in academics.
 - k. Using unfair means in tests/ examinations.
 - l. Being guilty of any act of indiscipline/ misconduct.
36. **Leaving College Premises without Permission.** No student is allowed to leave College premises without written permission. Despite all possible security measures, if any student leaves the premises / runs away, the College shall not be responsible for any untoward consequences. Such a student may stand liable to be withdrawn if the Disciplinary Committee so decides.
- 37 **Leaving College to go Abroad.** Students are not allowed to go aboard, even during vacations/leave, without specific written permission in the form of “No Objection Certificate(NOC)” from the College.

**THE DECISIONS TAKEN BY THE COLLEGE IN ALL DISCIPLINARY CASES ARE FINAL
AND CANNOT BE CHALLENGED**

Miscellaneous

38. **Journey to College/Home.** It is the responsibility of the parents/ guardians to arrange safe journey for their sons/wards for going home and coming back to the College in the beginning and end of breaks / holidays.
39. **Accidents/ Mishaps.** The College will adopt all possible measures for the safety and security of the students during their stay in the College campus. However, the College shall not be held responsible for any kind of accidents/ mishaps.

Picture Gallery



A view of parade on Parents Day



Parade Inspection by the Chief Guest



P.T.Display on the Parents Day



A thrill in Gymnastics



Dive through the Fire Ring



Calligraphy stall in Science & Arts Exhibition



House Prefect Haider House Receiving Champion's Trophy from the Chief Guest



The Principal presenting College Shield to the Chief Guest



Faculty members with the Chief Guest



Prize Holders with Chief Guest



Biology Lab



Chemistry Lab



Physics Lab



Computer Lab



A View of College Library



Football Match



Basketball Match



Race during Athletics Meet



Addressed by Dr. Rashid Hameed, DG Pakistan Academy of Letters on Iqbal Day



Addressed by the guest speaker, Allama Maqbool Alavi (UK) on Eid Milad-un-Nabi (PBUH)



Parents Teacher Meeting



Addressed by Dr. Nazir Hussain, Director IR QAU on Independence Day

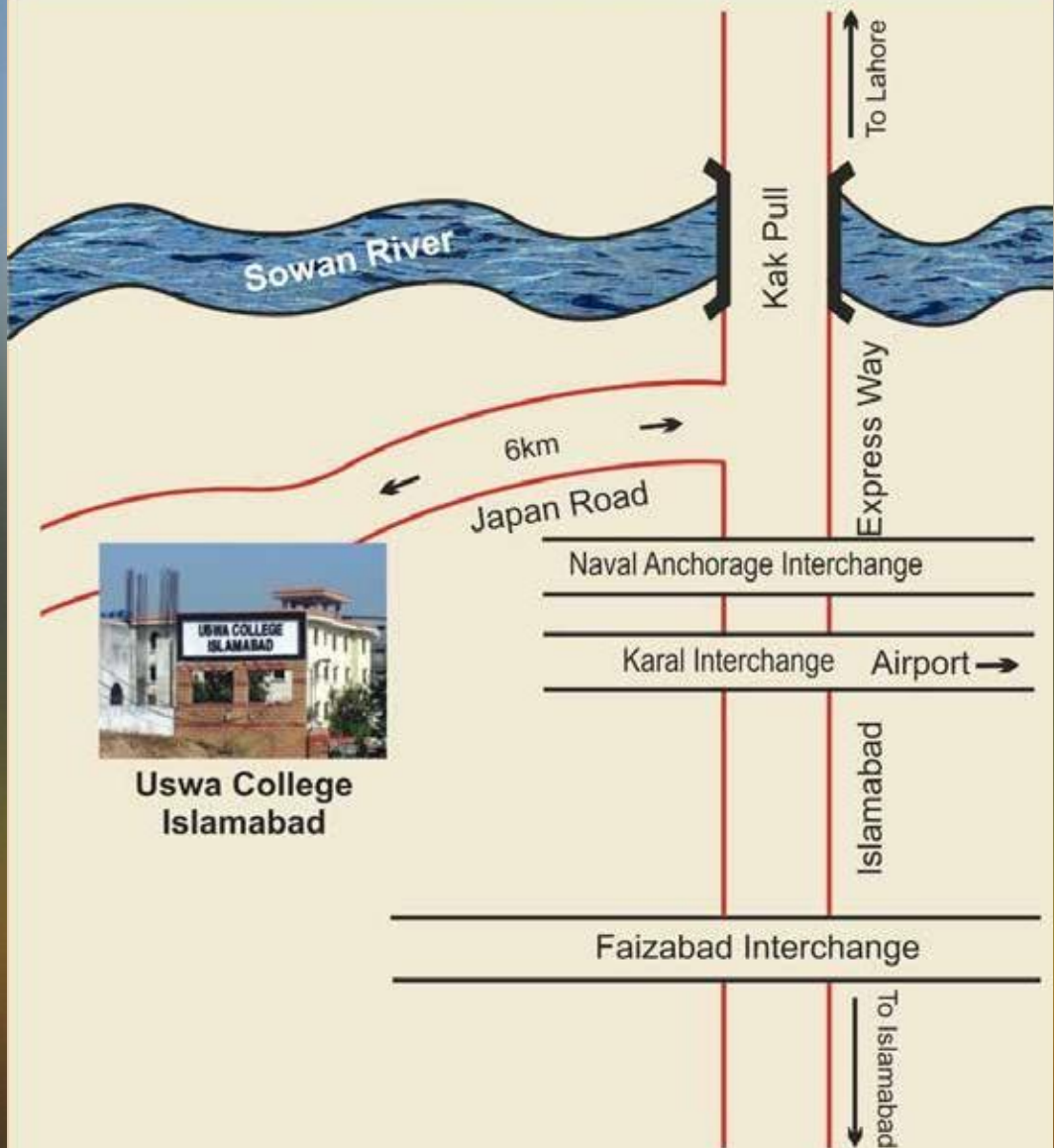


Inter House Quiz Competition



College Dispensary

Location Uswa College Islamabad



Saif Ali Educational Complex, Japan Road, Sehala, Islamabad

Cell: +92-333-527 8314, +92 300-520 5900

E-mail: uswacollege@gmail.com Website: www.uswacollege.edu.pk