

# PROSPECTUS

**VIQAR UN NISA NOON GIRLS HIGHER SECONDARY INSTITUTE, RAWALPINDI**





**Lady Viqar-un-Nisa Noon**

**(July 1920-January 2000)**

**Founder of Viqar-un-Nisa Noon Girls Higher Secondary Institute Rawalpindi**

## CHAIRPERSONS OF VNS SOCIETY

<b>Names</b>	<b>Designation</b>	<b>Date of Appointment</b>	<b>Date of Leave</b>	<b>Remarks</b>
<b>1 Begum Viqar-un- Nisa Noon</b>	<b>Chairperson and Founder</b>	<b>19-11-1953</b>	<b>21-02-2000</b>	<b>Passed Away</b>
<b>2 Maj Gen. Shabbir Hussain Shah (retd)</b>	<b>Member/ Chairmen</b>	<b>02-04-1994 21-01-2000</b>	<b>02-12-2013</b>	<b>Passed Away</b>
<b>3 Mrs. Kaisra Shah</b>	<b>Member/ Chairperson</b>	<b>19-08-1985 09-12-2013</b>	<b>26-03-2015</b>	<b>Passed Away</b>
<b>4 Begum Najma Hameed</b>	<b>Member/ Chairperson</b>	<b>09—02-1981 09-05-2015</b>	<b>20-01-2021</b>	<b>Resigned</b>
<b>5 Advocate Mr. Muhammad Ikram Chaudhary</b>	<b>Member/ Chairmen</b>	<b>06-05-</b>	<b>Acting</b>	

**VIQAR-UN-NISA NOON GIRLS HIGHER SECONDARY INSTITUTE**

**THIS STONE WAS LAID  
BY  
HIS EXCELLENCY GHULAM MUHAMMAD  
GOVERNOR GENERAL OF PAKISTAN  
ON APRIL THE 29<sup>TH</sup> 1954**

## **HISTORY**

On 19<sup>th</sup> November, 1953, Viqar-un-Nisa School Society, Rawalpindi was established under the chairmanship of Begum Viqar-un-Nisa Noon. She was among the few who worked in earnest for women education in Pakistan at that time. Her role in organizing the Red Crescent Society, Girls-Guides, SPCA and APWA is well-known. She was awarded Nishan-i-Imtiaz, the highest Civil Award, in October, 1959 by the Govt. of Pakistan. In 1978, she became the Minister of State as the Chairperson, Pakistan Tourism Development Corporation.

Prompted by her love of education Lady Noon founded two schools in both wings of Pakistan, both named as Viqar-un-Nisa Girls High School. The Dacca branch was founded in 1952, and Rawalpindi branch in 1954.

The foundation stone of the Viqar-un-Nisa Noon Girls High School, Rawalpindi was laid by His Highness Mr. Ghulam Muhammad, the then Governor General of Pakistan, on April 29, 1954. It was a privately managed (Teaching-cum-Boarding) school that started running under the chairmanship of Maj. General Nawabzada Sher Ali Khan, the Chief of the General Staff, Pakistan Army and the patronage of the Governor of Punjab. Mrs. TahiraVahidy, BSc, M.ED, (Nerbska University of America), under the valuable guidance of Begum Viqar-un-Nisa Noon, prepared the curricula of studies which reflected a modern outlook together with an equal stress on Urdu and religious studies. Mrs. TahiraVahidy was appointed as the first Principal of the School in January, 1956.

The school started functioning from 1<sup>st</sup> March, 1956; became an Arts College in 1957, Intermediate Science classes started in September, 1959 and B.A, B.Sc. classes started in 1964, so the first batch graduated in 1966. The Institution thus attained a unique position in Punjab having classes from grade I to B.A/B.Sc. level. In August 1972, the College Section was nationalized, the whole Governing Body was dissolved and a

new Viqar-un-Nisa School Society was constituted under the Chairpersonship of Begum Viqar-un-Nisa Noon. The school again started flourishing under the dynamic guidance of Lady Noon, and extremely committed governing body and a galaxy of devoted and dedicated teachers.

To meet the challenges of the modern world 'O Level classes were started in 1984 and higher secondary classes in 1994.

The school has also been running a "Viqar-un-Nisa Junior Memorial School" since November 1991 for the under privileged children upto class V, charging only Rs. 100 as monthly fee. This school is a fine example of our devotion and dedication to the cause of education.

Viqar-un-Nisa Noon School Society is run by a Governing Body. All members are honorary and no member can derive any benefit what so ever from the funds of the society. Honorable Governing Body members aim to make VNS a merit-oriented organization and work in earnest to translate the vision, mission and motto of the school into reality. The Governing Body of the school aims to create an environment of Excellence for students seeking high quality education at this highly reputed Institution. The underlying values that govern the activities of Viqar-un-Nisa Noon School and all its employees are: **Excellence, Trust, Integrity and Accountability.**

All the employees of Viqar-un-Nisa Noon School are expected to conduct themselves in a dignified, honest, efficient, and diligent manner, thus building the good reputation of the Institution they serve. All decisions of the Governing Body are considered final and binding on all employees. The school management and the Governing Body are available to address all concerns of the employees.

## Why VNS?

- Purpose Built Campus
- Ideal Location
- Experienced and qualified faculty
- Environment Conductive to Learning
- Excellent FBISE and Cambridge Results
- Internationally compatible curriculum
- Wide Range of Co-curricular activities

## **SITE LOCATION**

Viqar-un-Nisa Noon Girls Higher Secondary Institute, Jehangir Road, Rawalpindi.

## **VNS MASTER PLAN**

Image of master plan -----

## **OUR VISION**

Our vision is to become one of the leading schools of the country with its standards comparable to the best schools of the developed world.

## **OUR MISSION**

The mission of Viqar-un-Nisa Noon School Society is the Promotion of Education by becoming a center of excellence in providing quality education of international standard to the girls and plays our part in enhancing literacy among the female population of Pakistan.

## **OUR MOTTO**

**“Devotion is my Art”**

In accordance with the teachings of our religion, demands of the society, the country and today's world, all Viqarians pledge to uphold this motto in whatever they do in life and where ever they go.

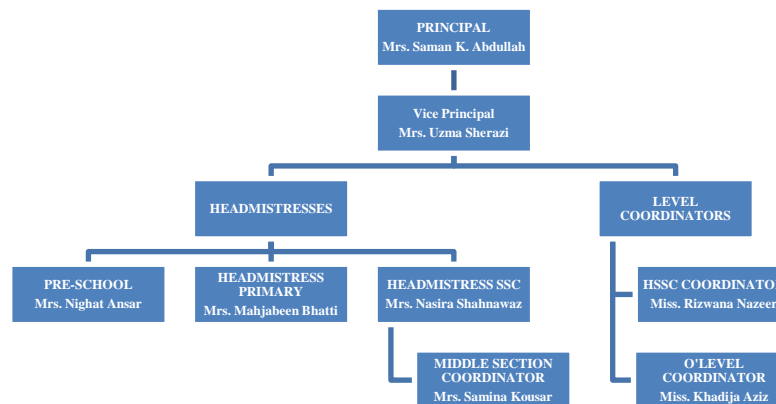
## AIMS AND OBJECTIVES

The school is dedicated to excellence in teaching with an emphasis on character building. The ‘students’ are our focus. We aim to impart our students sound academic knowledge based on Islamic Principles. This knowledge is flexible enough to absorb the scientific and technological advancements of the modern-day world. The school aims to develop balanced personalities to enable our girls to successfully handle the complex family and social responsibilities, which await them in future.

## OUR VALUES

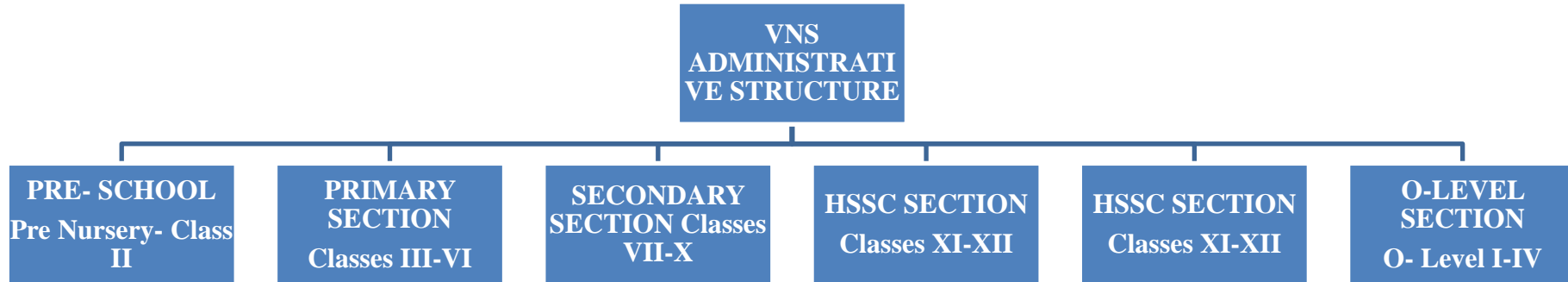
<b>Integrity</b>	<b>Tolerance</b>
<b>Courage</b>	<b>Creativity</b>
<b>Tolerance</b>	<b>Sensitivity</b>
<b>Love</b>	<b>Justice</b>
<b>Dedication</b>	<b>Merit</b>
<b>Respect</b>	<b>Community Welfare</b>
<b>Thinking</b>	<b>Team Work</b>

## GENERAL ORGANIZATION



## THE ADMINISTRATIVE STRUCTURE

In order to facilitate smooth functioning, the school is divided into the following administrative units:



## THE CAMPUS AT A GLANCE

The campus is located at Jehangir Road, Rawalpindi and the premises; spread over an area of 82 Kanals offers a pleasant environment with flowering trees, lush green lawns, spacious playing ground and a vast open area. The school rightly claims to have the best and ideal learning environment in the heart of the city.

<b>Class Rooms</b>	<b>Staff Rooms</b>
<b>Libraries</b>	<b>Visitor's Room</b>
<b>Science Labs</b>	<b>Home Economics Lab</b>
<b>Home Economics Hall</b>	<b>Conference Room</b>
<b>Computer Labs</b>	<b>Fine Art Rooms</b>



<b>Montessori Lab</b>	<b>Music Room</b>
<b>Play Ground</b>	<b>Photocopying Room</b>
<b>Lawns</b>	<b>Servant Quarters</b>
<b>Carpenter's Workshop</b>	<b>Store Room</b>
<b>Auditorium</b>	<b>Medical Center</b>
<b>Admin Office</b>	<b>Day Care Center</b>
<b>Cafeteria</b>	<b>Tuck Shop</b>
<b>Book Shop</b>	<b>Uniform Shop</b>

<b>Viqar-un-Nisa School Society</b>		
<b>Present composition of Governing Body is as under:</b>		
<b>Sr.</b>	<b>Names</b>	<b>Designation</b>
<b>1</b>	Mr. M. Ikram Chaudhary Advocate Supreme Court of Pakistan	Chairperson
<b>2</b>	Ms. Fatma Shah Independent Consultant in various financial institutions including United Nations Development Project, Philanthropist.	Member
<b>3</b>	Engr. Mansoor Malik Chairman: Kamyab Pakistan, Former D.G National University of Science & Technology	Member
<b>4</b>	Mrs. Tahira Ikram Chaudhary	Member
<b>5</b>	Mr. Nasrul Karim Ghaznavi	Member
<b>6</b>	Mrs. Nabeela Ajaz	Member
<b>7</b>	Mrs. Saman K. Abdullah	Secretary/Principal

## **QUALIFIED TEACHING STAFF**

We at Viqar-un-Nisa Noon Girls Higher Secondary Institute, Rawalpindi have highly educated and well experienced teaching staff. All of the staff have specialized qualification relevant to their subjects which makes them competitive and competent and helps them stand out prominently among other institutes.

## **LIBRARIES**

Pre School, Primary Section and Senior Section have their own libraries. These libraries contain more than 10,000 volumes of books having knowledge and information on all disciplines according to the age-level of the students. Books, encyclopedia, dictionaries, globes, charts, maps, magazines and computer access are available at these libraries. A very favorable learning / reading environment is provided in these libraries.

- **Senior Section Library**

## **SCIENCE LABORATORIES**

Three science laboratories are available to facilitate the study of Physics, Chemistry and Biology in the Asim Shah Block. These labs are fully equipped with material and apparatus and can be compared to the standardized labs of any degree college. Classes VII to XII and O level perform practical's here and the young minds are given the training of thinking scientifically through observation and experimentation.

- Biology Laboratory
- Chemistry Laboratory
- Physics Laboratory

## **COMPUTER LABS**

It is a matter of great pride for the school that when the Rawalpindi Board introduced “Computer Studies” as a subject in 1995, our school was the one and only school in Rawalpindi that enrolled its students in this subject and produced 100% result at SSC Level. It was made possible just because of the far-sightedness of the administration and the then Principal Miss Umer Bano who had foreseen the need of the hour and had introduced this subject in the school in 1986 for classes I to VIII. At present, we have three computer labs, one in each section of the school. The school also have a Multimedia room.

- Arfa Karim IT Lab- Senior Section
- Multimedia Room

## **HOME ECONIMICS LAB**

This consists of a big kitchen for practical and a spacious hall for lectures, demonstrations, displays and for various inter house and inter schools’ competitions. There are 2X side rooms for teaching sewing etc. In addition to teaching Home Economics, the school also offers ‘Food and Nutrition’ and ‘Elements of Home Economics’ as elective subjects at SSC and at HSSC levels. Courses like baking flower arrangement and sewing are offered here.

- Students are busy in-Home Economics Lab

## **MUSIC ROOM**

- “Music is the food for soul”

## **FINE ART ROOM**

The self-sufficient and fully equipped Fine Arts room has always been a source of pride for the school. The keen interest and talent of the students and the teachers often gets reflected through various awards and prizes won in competitions held at different educational and cultural institutes.

## **AUDITORIUM**

VNS is one of the few schools in the city that have its own auditorium. The multipurpose auditorium has the capacity to accommodate about five hundred students. Extensive use is made of the auditorium to hold various debates, declamations and other literary/cultural/educational activities.

- Fine Arts Students are busy in “Still Life Painting)

## **SPECIAL FACILITIES**

To equip our teachers with all modern facilities and thus promote learning, following facilities are available in the school.

### **MEDICAL CENTRE**

A special medical Centre has staff has been hired from HIS with a full time MBBS Doctor and a trained Nurse in the school which operates from 0730 hrs. to 1350 hrs. Along with providing emergency medical treatment and treating day to day health issues of the students, teachers and non-teaching staff members of Viqar-un-Nisa as well as well as the students of Junior Memorial School, regular medical checkup of the students is carried out annually. A classified medical practitioner and a trained staff look after the Medical Centre.

### **CAFETERIA, BOOK SHOP, UNIFORM SHOP AND TUCK SHOP**

One large cafeteria with neat and clean kitchen and open-air dining area, one uniform shop, one bookshop and a tuck shop are located in the school premises and are run by responsible and hardworking-trained staff. The standard and quality of these shops are regularly and closely monitored. These facilities enable the students to buy their necessities at economical rates and thus save their time and energy.

### **WATER FILTRATION PLANT**

To ensure the health of our students, the availability of pure & filtered water is a pre requisite, in addition to many water filters & chillers, a water filtration plant had been installed in the school, as we believe that only healthy bodies can produce healthy minds.

## **Viqar-un-Nisa Noon Girls Higher Secondary Institute, Rawalpindi**

### **The School Curriculum**

Our curriculum is designed to meet the dual challenge of providing a skilled knowledge base and sound character. The medium of instruction, at all levels is English.

- **Language Policy**

English is the official language of communication at Viqar-un-Nisa Noon Girls Higher Secondary Institute.

The medium of instructions from Playgroup to HSSC classes and at O' Level is English. Students are motivated and encouraged to speak in English

All official documents including publications, office orders, correspondence, public notices and advertisements, announcements etc. are prepared/written/ communicated in English.

There is an adequate focus on respect and development of national language. Co-curricular activities including Inter-house writing and declamation contests and performances in skits and plays are arranged in both Urdu and English.

- **Academic Year**

Normally begins in April and ends in March also is conducted as per government policy/ announcement. Session is divided into two terms. Four monthly tests are taken in a year. Promotion to next class is granted based on cumulative result of all tests\exams conducted during the year.

- **Curriculum**

Textbook review meetings begin four months before the start of the next academic session every year. School Curriculum Committee comprises following members:

- Principal
- Vice principal
- Headmistresses
- Level Coordinators
- Subject Coordinators

Each textbook is reviewed by the above committee and in the light of feedback received from teachers, parents, students and expert opinion of the Subject Coordinators, decision for continuing/or not the book, for the next academic session, is taken. Feedback of parents during PTMS, diary notes and various interactive sessions is put forward by the committee and if the need to change is required all available, options are considered and after a thorough comparative analysis best book is approved for the next session.

- **Notebook Checking**

The head of the section provide well-framed rules for notebook checking. Thorough notebook checking must be done regularly and at short intervals. Enough homework/class work must be there in the notebooks to ensure understanding of the students and to provide them with sufficient practice.

Regular counter-checking is done by the Subject Coordinators; Level Coordinators keep a check and the HMs does supervision of the whole process.

Neatness, cleanliness and proper format for homework on notebooks is ensured. Notebooks must be properly covered and duly protected. Use of notebooks with school name and monogram is not mandatory.

- **Policy for Struggling Learners**

As every child is our focus, all efforts are made to help improve the struggling learners. Following strategies / remedial measures may be adopted:

- Reinforcement of syllabus/Curriculum
- Remedial sessions
- Additional classes before or after school or on Saturdays
- Drill worksheets
- Extra resource material
- Additional PTMs with parents for collaborative solutions
- Record maintenance of these learners

- **Assessments and Examination**

Question papers are made according to Bloom's Taxonomy keeping in view the Principle of HOTS and LOTS. Papers are prepared by teachers and counter checked by Subject Coordinators and Section Heads. Quality, standards and marking schemes are all given due importance. Progress is shared through PTMs and progress reports. AFL is conducted before the start of new Term.

- **Parent Teacher Meetings**

The Institute organizes parent teacher meetings at specified times during the year. These provide an opportunity for parents to discuss their daughter's progress. In addition, parents are always welcome to contact the office to arrange an appointment with particular teachers.

### **Extracurricular and Co-curricular Activities**

In line with our Aims and Objectives due attention is paid to the curricular and co-curricular activities.

- **Sports and Games**

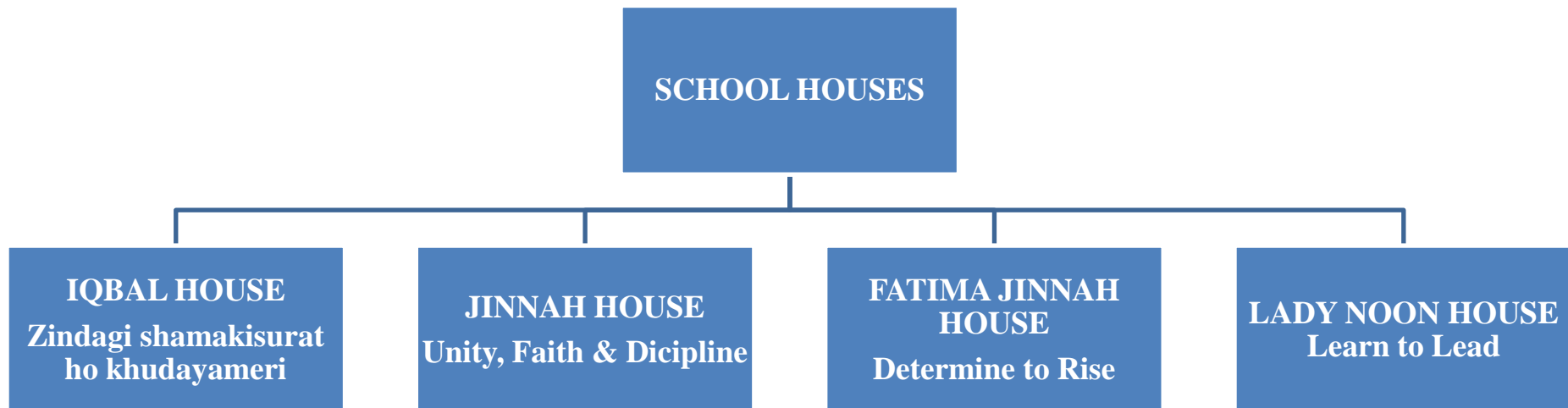
To help groom the personalities of our students, due emphasis is laid on physical exercises, sports and extracurricular activities.

The Institute actively caters to the physical requirements of the young developing bodies through a comprehensive physical training programme, duly accomplished by qualified physical training instructors. The high standard of physical fitness of our girls is reflected in various medals, which they constantly win at inter-school, inter-board and at divisional levels.

- **School Houses**

For nurturing and polishing the hidden talents of the students, house system is devised in the school and the whole student body is divided into four houses. Competition, contests, events and matches are held among these houses and best house is declared every year. In inter-schools, inter-city and in international events, student participation is made mandatory and is a regular feature of the school curriculum.

Students are arranged in mixed ability houses. Various sports programs and class competitions are arranged under these houses from time to time. Four houses are present in the school:







- **Clubs and Societies**

An English literary society and an Urdu literary society arrange literary events like debates, speeches, declamations, plays and other functions. These platforms help the students to establish their talents, abilities and literary tastes.

- **VNS Magazine**

The Institute Magazine “Al-Viqar” is published once in an academic year.

It is not only an organ for the expression of the students’ thoughts, but also a pictorial and written record of their activities in a particular academic year. The magazine has separate Urdu and English sections. Students regularly contribute articles, poems, stories, cartoons and puzzles etc. for publications.

- **Student Council**

The student Council of the Institute is a forum where students are given chance to exhibit their best qualities in leadership and organization. They are elected members and, in this way, they are tuned to the democratic process.

- **School Band**

A school band comprising 16 students clad in beautiful uniforms, are always ready to welcome and present a guard of honor to our guests.

- **Study and Recreational Trips**

These trips are an integral part of the curriculum. No compromise is made on safety and security of the child. Advance information is given to parents and parental permission sought.

## **SYLLABI**

### **Subjects offered at SSC Level:**

<b>Compulsory Subjects:</b>	<b>English, Urdu, Pak studies, Islamiyat, Mathematics</b>
<b>Elective Subjects:</b>	<b>1. Physics, Chemistry, Biology</b>
	<b>2. Physics, Chemistry, Computer Science</b>
	<b>3. Islamic Studies, Gen Science, Fine Arts, Food &amp; Nutrition</b>

**Subject offered at O Levels:**

<b>Compulsory Subjects:</b>	<b>English, Urdu, Pak studies, Islamiyat, Mathematics</b>
<b>Elective Subjects:</b>	<b>1. Physics, Chemistry, Biology</b>
	<b>2. Physics, Chemistry, Computer Science</b>
	<b>3. Accounting, Business studies, Economics</b>

**Subjects Offered to HSSC students:**

<b>Groups at FA/FSc. Level</b>				
<b>Compulsory Subjects:</b>	<b>English</b>	<b>Urdu</b>	<b>Islamic Education (Part I)</b>	<b>Pak studies (Part –II)</b>
<b>Groups</b>	<b>Subjects (Elective Subjects)</b>			
<b>FSc. (Pre-Medical)</b>		<b>Physics</b>	<b>Chemistry</b>	<b>Biology</b>
<b>FSc. (Pre-Engineering)</b>		<b>Physics</b>	<b>Chemistry</b>	<b>Mathematics</b>
<b>ICS</b>		<b>Physics/ Statistics</b>	<b>Mathematics</b>	<b>Computer Science</b>
<b>Humanities</b>		<b>Islamic Study/ Education</b>	<b>Sociology/Fine Arts</b>	<b>Computer Science/ Psychology</b>
<b>I.COM</b>	<b>Principles of Accounting, Principles of Commerce, Principles of Economics, Business Statistics, Business, Mathematics, Commercial Geography, Banking and Computer Science</b>			

## **ADMISSION PROCEDURE**

### **School Level**

Registration for admission in the Play Group begins in January. Parents are requested to get child registered in February for Admission to Play Group. Normally the students should be more than three years of age. A school readiness assessment is conducted and selection is made after this. Application for admission in other classes may be accepted from March till 15<sup>th</sup> of May and if there are seats available, the applicant will have to appear in an admission test. The date for test is notified after the last date of submission of registration forms. Admission is based on merit. Principal's decision is final.

### **College (FA + FSc. Level)**

Application forms and prospectus for admission in FA, FSc. (Pre-Medical, Pre-Engineering, and ICS) and I.COM will be available in school office after the announcement of the Matriculation Result by FBISE, Islamabad or BISE, Rawalpindi.

## **VNS UNIFORM**

### **Pre-Nursery to Class II**

	<b>Summer Uniform (Girls)</b>	<b>Winter Uniform (Girls)</b>
<b>1</b>	White blouse (half sleeves, baby collar)	White blouse (full sleeves, baby collar)
<b>2</b>	Grey tunic (with broad pleats)	Grey tunic (with broad pleats)
<b>3</b>	White shalwar	White shalwar
<b>4</b>	White socks	White socks
<b>5</b>	Black shoes	Black shoes
<b>6</b>	White dupatta	Red cardigan (round neck), black blazer (with monogram)

Summer Uniform (Boys)		Winter Uniform (Boys)
1	White Shirt (half sleeves)	White shirt (full sleeves)
2	Grey shorts	Grey trousers
3	White socks	White socks
4	Black shoes	Black shoes
5	Sweater (V-neck)	Black Blazer (with monogram)

For class III-X Summer Uniform (Girls)		For higher secondary level
1	White blouse (half sleeves, baby collar)	White cotton shirt (coat collar, appropriate length)
2	Grey muzri tunic (with broad pleats)	White cotton shalwar
3	White cotton shalwar	Colored dupatta, according to group: Pre-medical: green General science: maroon Humanities: blue
4	White dupatta (class VI-X)	White socks
5	White sash (class III-V)	Black shoes
6	White socks	Black cardigans (for winter, front open, medium size)
7	Black shoes	Black blazer (for winter) (Black shawls are not allowed)
8	Black blazer (with monogram for winters)	
9	Sweater (V-neck)	

## **CRITERIA OF FINANCIAL ASSISTANCE AND MERIT SCHOLARSHIPS (Higher Secondary Section Only)**

- 100 % scholarship on achieving 92% and above marks in SSC II
- 60% scholarship on achieving 85% to 91 % marks in SSC II
- 40% scholarship on achieving 80% to 84% marks in SSC II
- Admission fee exemption & limited need-based concessions may be offered

These criteria may change from year to year.

## **MERIT CERTIFICATES**

Certificates are awarded to the top scorers of all classes in the subjects (70% marks are required to qualify)

## **ATTENDANCE**

- A student must attend all classes for which she is time tabled.
- The secondary and higher secondary and O' Level students must attend at least 80% lectures in each subject otherwise their names will not be sent for Board examination.
- A student absent without application / permission will be fined as under:

<b>Absence per day</b>	<b>Fine amount</b>
<b>Class I – VIII</b>	Rs. 20
<b>Class IX – XII and O Level III and IV</b>	Rs. 100
<b>Exam/test days</b>	Rs. 200

A student is expected to be punctual for all classes and assemblies.

- If a student is unable to attend the institute on any particular day the school office must be notified before the commencement of morning assembly. If this notification is not given in writing, a written application signed by the parents must be brought to the school when the student returns.
- No student may leave the institute premises during school hours without signed permission from the school office, which will not be granted unless there is a written request signed by the parents.
- If student remains absent for three consecutive days without adequate notification her name is liable to be struck off from the school register. Readmission is not granted.
- If parents wish to withdraw their child's name from the school, one-week notice in writing must be given otherwise, one month's fee in lieu of notice must be paid. In exceptional circumstances, the Principal has the discretion to waive this notice period.
- School leaving certificate will not be issued unless all the dues (up to and including the month in which SLC is applied) are paid and a library clearance has been obtained.

## **PAYMENT OF FEE**

- Fee can be deposited at any Habib Bank Limited branch.
- Fee can also be deposited by using any bank's mobile app, online banking facility of funds transfer or through JazzCash or EasyPaisa account.
- Fee should be submitted before the 10<sup>th</sup> of every month.
- After due date a fine of Rs 10.00 per day will be charged as late fee surcharge till the 27<sup>th</sup> of the month, afterwards fine of Rs. 200 will be charged in the next month's fee.
- Matric, FA/FSc and O level students are required to pay fee up till the month of their last public examination. Otherwise, school-leaving certificate will not be issued.
- Students must pay the fee for the complete academic year, even if they join the session in the mid.
- Students must withdraw their refundable security within a year after leaving the institute. Otherwise, the amount will be automatically forfeited.
- Security refund will be made, after clearance from fee office, library, and labs.
- School fee will be revised annually.

## VNS DICIPLINE POLICIES/ CODE OF CONDUCT FOR STUDENTS

- a) Monthly progress reports, evaluation forms, assessment folders and report cards that go home must be signed by parents and brought back the next day.
- b) Students must be punctual; latecomers will be fined and any leave of absence (except in case of sickness) must be given in advance in writing to the Section Heads or otherwise the students shall be subject to 'student disciplinary procedure'.
- c) Students must not cheat in examinations, assignments, assessments or in course of work.
- d) Students must take part in all co- curricular and extra-curricular activities organized by the school. These are especially designed for the overall educational needs and personality development of each child.
- e) Students must not bring the reputation of the VNS into dispute through anti- social behavior either on or off school/ college premises and must abide by reasonable instructions issued by a member of the VNS staff or administration.
- f) No student will leave school premises without the permission of during school hours without the permission of Section Head.
- g) Mobile phones are not allowed and are strictly forbidden within the school and buildings. In case of violation of school rules, the Section Heads will take mobile phones into custody and penalty will be imposed.
- h) Students must not wear heels, jewelry, bangles, nail polish, earrings, fancy accessories and other ornaments with in VNS premises.
- i) At all-time a student must be polite and respectful. She must not distort any lesson or school activity. She must not engage herself in any unfair practice. In the class, during examination or when participating in any other school activity.
- j) Every staff member and the Discipline Council member have the right to check the students for observing discipline. Any report against them will result in disciplinary action.
- k) Students have to show care and respect for school furniture, equipment, buildings and grounds and for the property of the staff and other students. Any breakage or damage must be reported to the office immediately. If damage occurs through misbehavior or gross carelessness, the students will be responsible to pay for the damage.
- l) A student is responsible for the care and security of her own belongings.
- m) Students must not bring large sums of money or other valuables to the institute.
- n) As soon as the last period is over and the bell rings, the students have to come near to the school gate.

**Note:** The rules and regulations governing admissions discipline fee and examinations etc. mentioned in this prospectus may change after the publication of this prospectus. Principal's decision in all matters of discipline, fee, examinations, and promotions will be final.

Admission No. \_\_\_\_\_





وقار النساء نون گرلز ہائر سیکنڈری انسٹیٹیوٹ راولپنڈی

### سکول ترانہ

یہ فرخندہ ، تابندہ پائندہ باد  
یہ ہے مرکز علم و فن زندہ باد

بنا خوشنما جانفزا دلکشا  
ادارہ ہے اپنا وقار النساء  
یہاں ہے ترقی کا ہر راستہ  
یہ ہے منزل علم کا راہنما

یہ فرخندہ ، تابندہ پائندہ باد  
یہ ہے مرکز علم و فن زندہ باد

میسر ہر ایک اس میں امداد ہے  
فضا علم سے اس کی آباد ہے  
یہ دانش کدہ غم سے آزاد ہے  
ہر اک اس پہ نازاں ہر اک شاد ہے

یہ فرخندہ ، تابندہ پائندہ باد  
یہ ہے مرکز علم و فن زندہ باد

جو محبوب ہے وہ ادارہ ہے یہ  
ہم اس کے ہیں بے شک ہمارا ہے یہ  
ہمارے دلوں کا سہارا ہے یہ  
ضیاء دل کی آنکھوں کا تارا ہے یہ

یہ فرخندہ ، تابندہ پائندہ باد  
یہ ہے مرکز علم و فن زندہ باد

زندہ باد زندہ باد وقار النساء زندہ باد