



AL QALAM LEARNING INSTITUTE

Academic Prospectus & Policy Handbook

Session 2026–27

Official Student & Parent Guidelines

Classes 9th, 10th, 11th & 12th

Management

AL QALAM LEARNING INSTITUTE

- Discipline
- Excellence
- Transparency
- Character

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Since 2024



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1. Introduction

As the academic session 2025–26 comes to a successful conclusion, the management of AL QALAM LEARNING INSTITUTE would like to sincerely thank all parents and students for their trust, cooperation, and support throughout the year.

By the grace of Allah Almighty, our institute successfully completed its previous academic session while continuously growing as an educational organization. Being a developing institute, the previous year gave us valuable experience regarding academics, administration, discipline, student management, and overall institutional operations.

After carefully reviewing the strengths and challenges of the previous session, the management has now introduced several major improvements, systems, policies, and operational changes for the upcoming academic session 2026–27.

Our goal is not only to teach students academically, but also to create a disciplined, professional, transparent, and high-performing educational environment where students can prepare effectively for their board examinations and future careers.

This document contains all major updates, policies, and rules that will now be implemented at AL QALAM LEARNING INSTITUTE.

2. Academic Session Starting Dates

- Academic Session for Classes 9th & 10th will begin from 1st June 2026.
- Academic Session for Classes 11th & 12th will begin from 1st July 2026.

Students and parents are requested to complete admission formalities before the commencement of classes to ensure proper academic preparation from the beginning of the session.

3. Vision for Session 2026–27

For the new academic session, the institute aims to:

- Provide a disciplined and professional academic environment
- Maintain high academic standards for board classes

- Ensure timely syllabus completion
- Focus on conceptual learning and board preparation
- Maintain regular testing and revision systems
- Improve communication with parents
- Digitally monitor student performance and attendance
- Maintain limited and manageable batch sizes
- Develop student responsibility, punctuality, and discipline

Our focus is quality education rather than overcrowded classrooms.

4. Limited Seats Policy

To maintain educational quality and proper attention toward every student, the institute has officially adopted a Limited Seats Policy for all classes and batches.

Previously, large student intake created difficulties in:

- Individual student attention
- Discipline management
- Academic monitoring
- Classroom engagement
- Effective board preparation

Therefore, from Session 2026–27:

- Each batch will have limited seats only
- Admissions will be closed once seats are filled
- Priority will be given to early admissions
- Batch transfers will be limited

Seat Allocation

To ensure proper focus and individual attention:

- 6 seats will be allocated for boys in each class
- 6 seats will be allocated for girls in each class

Seats will be offered on a first-come, first-served basis after passing the entry test and approval of admission requirements.

5. Private Students Priority & Board Admission Support

The institute will maintain a strong focus on private board students and students seeking a fully managed academic preparation system.

Priority may be given to students who intend to prepare for board examinations through the institute's complete academic structure and guidance system.

For eligible students, the institute may also provide assistance and guidance regarding:

- Board admission procedures
- Examination registration processes
- Academic documentation guidance
- Board-related updates and schedules
- Examination preparation planning

The purpose of this support is to help students and parents remain properly guided throughout the academic session and board examination process.

Students are expected to cooperate responsibly regarding deadlines, documentation requirements, and official board instructions.

6. Private Students Academic System

Private students remain under the institute's complete academic supervision and board preparation system.

As private candidates do not attend regular schools, the institute takes full academic responsibility for:

- Syllabus completion

- Board preparation
- Daily academic engagement
- Regular testing and monitoring
- Attendance management
- Academic guidance
- Examination preparation

Therefore, private students will attend two academic sessions daily:

Morning Session

8:00 AM – 12:00 PM

Evening Session

4:00 PM – 8:00 PM

This extended schedule is designed to ensure proper board preparation, academic consistency, revision, and discipline.

7. Private Students Seat Allocation

Due to the intensive academic structure and increased institutional responsibility for private candidates:

- 6 seats will be allocated for private boys students
- 6 seats will be allocated for private girls students

These seats will remain highly limited to ensure:

- Individual academic attention
- Proper supervision
- Consistent performance monitoring
- Better board preparation
- Strong classroom discipline

Admissions for private students will be offered strictly on limited capacity basis and subject to management approval.

8. Regular Students Academic System

Regular students who already attend schools will attend evening academic sessions only.

Evening Session

4:00 PM – 8:00 PM

The evening program is designed to support:

- Concept strengthening
- Board examination preparation
- Testing and revision

AL QALAM LEARNING INSTITUTE will operate through its own independent academic calendar and board preparation strategy instead of following different schools individually.

9. Controlled Admission Policy

One of the major academic challenges faced during the previous session was the issue of late admissions during the middle of the academic year.

When students join late:

- They remain behind in syllabus
- Existing students' pace gets disturbed
- Teachers are forced to repeat previous chapters
- Revision schedules are affected
- Students struggle to align academically

To solve this issue, the following policy will now be implemented:

Main Admission Period

Admissions for board classes will primarily remain open during the starting months of the session.

Late Admissions

Late admissions may only be considered under special circumstances and subject to:

- Availability of seats
- Academic assessment
- Student capability
- Management approval

Admission Freeze

After a certain stage of the session, admissions for board classes may be completely closed to protect the academic progress of already enrolled students.

10. Full Subjects Policy

The institute will no longer offer admissions for selective or individual subjects only.

All enrolled students will study the complete academic course and all subjects assigned for their class.

This policy has been introduced to:

- Maintain proper academic structure
 - Ensure equal preparation among students
 - Avoid syllabus imbalance
 - Improve overall board preparation
 - Maintain classroom consistency and discipline
-

11. Structured Academic System

The institute will now follow a properly planned academic structure for all board classes.

Instead of following different schools individually, AL QALAM LEARNING INSTITUTE will operate through its own independent academic calendar and board preparation strategy.

Phase 1 – Foundation & Concepts (June – August)

- Concept building
- Basic understanding
- Chapter foundations
- Student adjustment and discipline building
- Weekly testing

Phase 2 – Syllabus Completion (September – December)

- Timely course completion
- Regular chapter assessments
- Monthly examinations
- Academic monitoring

Phase 3 – Revision & Practice (January – February)

- Revision cycles
- Board-style paper practice
- Past papers
- Weak-area targeting
- Time management preparation

Phase 4 – Final Board Preparation (March onwards)

- Full-length board pattern exams
- Final revision sessions
- Guess papers and important questions
- Exam temperament preparation



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12. Weekly Testing & Performance System

Regular testing is one of the most important parts of academic preparation.

The institute will conduct:

- Weekly tests
- Monthly exams
- Surprise assessments
- Chapter completion tests
- Board pattern practice papers

The purpose of continuous testing is:

- To improve consistency
- To identify weak students early
- To prepare students mentally for board examinations
- To develop writing speed and presentation skills
- To encourage regular study habits

13. Digital Student & Parent Portal System

AL QALAM LEARNING INSTITUTE is currently developing its official web-based portal system for students and parents.

This system is being introduced to improve transparency, communication, and academic monitoring.

Portal Features

Parents will be able to monitor:

- Daily attendance
- Academic performance
- Test marks
- Student progress

- Behavior and discipline remarks
- Important announcements

The purpose of this system is to strengthen communication between the institute and parents while ensuring proper student accountability. Students and parents can access the portal using following link: <https://alqalamlearninginstitute.com/portal>

14. Discipline Policy

Discipline is one of the core values of AL QALAM LEARNING INSTITUTE.

The institute believes that academic excellence cannot be achieved without proper behavior, respect, punctuality, and discipline.

The following behavior will not be tolerated under any circumstances:

- Fighting or physical violence
- Harassment or bullying
- Disrespect toward teachers or staff
- Misconduct toward fellow students
- Use of abusive or inappropriate language
- Damage to institute property
- Disruptive classroom behavior
- Unauthorized social media misuse related to the institute
- Bringing prohibited items into the institute

Disciplinary Actions

Depending upon the seriousness of the matter, disciplinary action may include:

- Verbal warning
- Written warning
- Parent meeting
- Temporary suspension

- Permanent expulsion
- Legal actions under the Law

In severe disciplinary cases, the management reserves the full right to immediately terminate a student's enrollment without multiple warnings. Terminated or expelled students will not be given admission again.

Institute Responsibility & Outside Activity Policy

AL QALAM LEARNING INSTITUTE remains committed to maintaining a safe, disciplined, and professionally supervised academic environment during official institute timings and within institute premises.

However, the institute will not be held responsible for:

- Any activity conducted outside the institute premises
- Student behavior outside institute boundaries
- Activities after official institute timings
- Personal disputes between students outside the institute
- Transportation matters outside institute supervision
- Social gatherings or interactions outside academic hours
- Online or social media activities conducted personally by students outside official institute platforms

Parents are requested to ensure proper supervision of students before arrival and after departure from the institute.

The institute's responsibility remains limited to official academic hours, approved institutional activities, and conduct within institute premises.

Former Students & Restricted Access Policy

To maintain a safe, disciplined, and professionally managed academic environment, the following policy will apply to students who have voluntarily left the institute, discontinued studies, had their admission cancelled, or have been suspended/expelled from the institute.

Such individuals:

- Will not be permitted to enter classrooms or academic areas

- Will not be allowed to remain unnecessarily near institute premises
- Will not be permitted to wait outside the institute for currently enrolled students or friends
- Will not be allowed to interfere in academic activities or institutional operations
- Will not be allowed to interact unnecessarily with students during academic hours

If any former student has an official concern, documentation matter, or administrative requirement, they may only visit the institute office through proper permission and official procedure.

Access to:

- classrooms,
- academic departments,
- student areas,
- or internal institute operations

will remain strictly prohibited.

Any unnecessary interference, disturbance, threatening behavior, harassment, unauthorized presence, illegal activity, or actions affecting the discipline, safety, reputation, or environment of the institute may result in serious disciplinary or legal action according to applicable law and institutional policy.

The institute reserves the right to deny entry or involve relevant authorities in situations considered harmful to institutional discipline or student safety.

15. Attendance Policy

Regular attendance is compulsory for all students.

Students with irregular attendance usually face:

- Weak academic performance
- Incomplete syllabus preparation
- Poor test results

- Lack of conceptual understanding

Therefore:

- Daily attendance will be monitored strictly
- Parents may be informed regarding repeated absences
- Students must arrive on time
- Continuous absenteeism may affect academic standing

Leave & Absence Policy

- Parents are requested to inform management in case of unavoidable absence
- Long unexplained absences may result in removal from active academic tracking
- Repeated absence before tests or examinations will be taken seriously

Official Leave Approval System

To improve discipline, attendance management, and academic consistency, the institute is introducing an Official Leave Approval System for all students.

Students seeking leave will be required to:

- Collect a Leave Approval Slip/Letter from the institute office
- Submit the leave request properly
- Obtain official approval from management before the leave period

Only officially approved leaves will be considered valid.

Emergency Leave Through Portal System

In emergency situations where physical submission of the leave slip is not possible, students or parents may also submit leave requests through the official student/parent portal system.

Portal leave requests will only be considered valid after official approval from institute management.

Students and parents are encouraged to ensure timely communication regarding emergencies and absences to avoid disciplinary fines or attendance issues.

Uninformed Absence Fine Policy

Absence without prior information or approved leave may result in disciplinary fines.

- Fines for unapproved absences may be added to the monthly fee challan
- Continuous uninformed absences may also affect student disciplinary standing and academic evaluation

This policy has been introduced to encourage responsibility, punctuality, and proper communication between students, parents, and institute management.

Punctuality and consistency are expected from every student.

16. Fee Policy

To maintain educational quality, operational consistency, and a professional academic environment, the institute has updated its fee policy.

As the institute is now operating on limited seats and quality-focused model:

- No fee compensation or unnecessary concessions will be offered
- Fees must be submitted within the due dates
- Delayed fee submission may affect student continuity and late fee fines will be added to the monthly fee challan
- Reserved seats may be cancelled in case of continuous non-payment

This policy has been introduced to ensure that academic standards remain uncompromised and institutional operations continue smoothly throughout the session.

Financial Assistance & Special Fee Consideration Policy

AL QALAM LEARNING INSTITUTE understands that certain students may face genuine financial or domestic difficulties which may affect their ability to continue their education smoothly.

The institute believes that deserving and hardworking students should not be deprived of education solely due to unavoidable financial circumstances.

Therefore, in special and genuine cases only, limited financial assistance or fee consideration may be granted after careful review by the management.

Important Conditions

- Fee assistance will not be automatic or publicly announced
- Every case will be reviewed individually and confidentially
- Students and parents must properly inform management regarding their situation
- The management may conduct observation and verification before approval
- Academic seriousness, attendance, discipline, and student behavior may also be considered during evaluation

Students seeking fee consideration may be required to follow a proper application and approval procedure as determined by institute management.

The institute reserves the right to approve, reject, continue, modify, or discontinue any financial assistance decision according to institutional policies and circumstances.

This policy has been introduced to support deserving students while maintaining fairness, discipline, and institutional stability.

17. Fee Structure & Payment System

The institute follows a structured academic fee system designed according to the academic responsibility, teaching hours, board preparation requirements, and educational services provided to students.

Monthly Fee Structure

Student Category	Monthly Fee	Academic Timing
Private Students	Rs. 10,000 per month	8:00 AM – 12:00 PM & 4:00 PM – 8:00 PM
Regular Students	Rs. 5,000 per month	4:00 PM – 8:00 PM

As the institute now operates under a limited seats and quality-focused system, fee discipline is considered essential for maintaining proper academic standards and uninterrupted institutional operations.

18. Student Conduct & Campus Rules

Mobile Phone Policy

- Unnecessary use of mobile phones during classes is strictly prohibited
- Phones may be temporarily confiscated if used irresponsibly during academic hours
- The institute will not be responsible for loss of personal electronic devices brought by students

Dress & Appearance Policy

Students are expected to maintain a neat, decent, and respectful appearance while attending the institute.

Classroom Behavior Policy

Students are expected to:

- Respect teachers and fellow students
- Maintain classroom discipline
- Avoid interruptions during lectures
- Follow teacher instructions seriously
- Participate positively in academic activities

Homework & Assignment Policy

- Homework and assignments must be completed regularly
- Repeated negligence regarding homework may affect academic evaluation

Social Media & Online Conduct Policy

Any misuse of the institute's name, social media presence, teachers, students, or institutional reputation on digital platforms will be considered serious misconduct.

The institute reserves the right to take disciplinary action in such cases.

Institute Rights

The management reserves the right to:

- Refuse admission
- Cancel admission

- Suspend enrollment
- Take disciplinary action

in cases involving misconduct, repeated indiscipline, academic negligence, or violation of institute policies.

19. Parent Meetings & Communication

Periodic parent meetings may be arranged regarding:

- Academic progress
- Attendance
- Discipline
- Board preparation
- Performance concerns

Parents are requested to remain connected with official communication channels and cooperate professionally with institute management.



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20. Final Message to Parents

Dear Parents,

The management of AL QALAM LEARNING INSTITUTE remains committed to providing students with a disciplined, organized, and high-quality educational environment.

The improvements and policies introduced for Session 2026–27 are aimed at strengthening academic standards, improving student behavior, increasing transparency, and ensuring better preparation for board examinations.

We request your continued trust, support, and cooperation as we begin this new academic session together.

Admission to the institute implies acceptance of all institutional rules and policies.

May Allah Almighty grant success to all our students and help us collectively build a stronger educational future.

Regards,
Management
AL QALAM LEARNING INSTITUTE



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