



Academics Wing

**F.1-350/2020(Academics) FDE**  
Government of Pakistan  
Federal Directorate of Education  
\*\*\*\*\*

Islamabad the November 8, 2024

**All Heads of Institutions (HoIs)**

Islamabad Model Schools/Colleges/Ex-FG Colleges (Boys/Girls)  
Urban and Rural Areas, Islamabad.

Through: Area Education Officers

Subject: **BASIC CALENDAR OF COLLEGE ACTIVITIES FOR THE ACADEMIC SESSION 2024-25.**

Enclosed please find the Basic Calendar of College Activities for the Academic Session (2024-25) which has been prepared in detail to provide set of guidelines to conduct all the Academic activities in an amicable way. The document of Basic Calendar of Activity is supported by following annexures:-

- i. Proposed Structure council Week/ Inter-Collegiate Competition. (Annexure-A)
  - ii. Proposed Structure of Morning Assembly and International Events. (Annexure-B)
  - iii. Students Council & House formation. (Annexure C)
2. All Heads of Institutions are advised to display the Calendar of Activities at a prominent place in their office as well as in staffroom and follow the guidelines to implement the same in true letter and spirit. They must keep a record of all activities to be presented to this office at the later stage.
3. This is issued with the approval of Director General (FDE).

**(RIFFAT JABEEN)**  
Director (Academics & QA)

Copy to:

- APS to DG (FDE).
- APS to DDG (FDE)
- APS to Director (Colleges)
- ✓ AD (IT) for upload on official website.
- Office File.

**GOVERNMENT OF PAKISTAN  
FEDERAL DIRECTORATE OF EDUCATION  
BASIC CALENDAR OF COLLEGE ACTIVITIES**

SCHEDULE OF ACTIVITIES	PROJECTED DATES/DURATION
<b>Admissions</b> ❖ Class-XI ❖ Class-XIII	<ul style="list-style-type: none"> <li>• After the announcement of results of SSC Exam. by FBISE</li> <li>• After the announcement of results of HSSC Exam. by FBISE.</li> </ul> <p style="text-align: center;">*Preparations for the new academic session in August 2024</p>
<b>College Management Committee Meetings</b>  <b>CMC Elections</b> CMC Meeting 1 <sup>st</sup> Quarter CMC Meeting 2 <sup>nd</sup> Quarter CMC Meeting 3 <sup>rd</sup> Quarter CMC Meeting 4 <sup>th</sup> Quarter	<p>In compliance with Clause (20) of the "Right to free and compulsory Education and School/College Management Committee Rules, 2021" SMC/CMC shall have to meet at least once a quarter. The chairperson /HoI shall convey the meeting date to the concerned AEO office. He/ She will submit its quarterly progress report/ minutes of the meeting to the respective AEO with a copy to the office of Director Academics, FDE.</p> <ul style="list-style-type: none"> <li>• September, 2024</li> <li>• October/ November, 2024</li> <li>• December 2024/January 2025</li> <li>• March/April (2025)</li> </ul>
<b>Parent Teachers Meetings-PTM (HSSC)</b>  PTM- First Connect  PTM- Second Connect  PTM- Final Connect	<ul style="list-style-type: none"> <li>• September 2024</li> <li>• November 2024</li> <li>• January 2025</li> </ul> <p>*All PTMs are mandatory for every institution to hold on scheduled date with time slots allocated to parents prior to commencement to ensure effective and fruit bearing exchange of information.</p>
<b>Celebration of Days-Special Morning Assembly/Ceremonies</b>  ❖ Pakistan Defense Day ❖ International Literacy Day ❖ Quaid-e-Azam- Remembrance Day ❖ Meelad Sharif/secerat conference ❖ World's Teachers Day ❖ Dr. A.Q Khan Remembrance Day ❖ Iqbal Day ❖ Universal Children's Day ❖ International Day of Differently-abled people ❖ International Anti- Corruption ❖ Human Rights Day ❖ Quaid's Day ❖ International Day of Education ❖ Kashmir Day ❖ International Mother Languages Day ❖ World Wildlife Day ❖ International Women's Day ❖ Pakistan Day ❖ Constitution Day ❖ Independence Day ❖ International Day of Remembrance- Victims of Terrorism	<ul style="list-style-type: none"> <li>— September 06, 2024</li> <li>— September 08, 2024</li> <li>— September 11, 2024</li> <li>— September 15-October 4, 2024</li> <li>— October 05, 2024</li> <li>— October 10, 2024</li> <li>— November 09, 2024</li> <li>— November 20, 2024</li> <li>— December 08, 2024</li> <li>— December 09, 2024</li> <li>— December 10, 2024</li> <li>— December 25, 2024</li> <li>— January 24, 2025</li> <li>— February 05, 2025</li> <li>— February 21, 2025</li> <li>— March 03, 2025</li> <li>— March 08, 2025</li> <li>— March 23, 2025</li> <li>— April 10, 2025</li> <li>— August 14, 2025</li> <li>— August 21, 2025</li> </ul>
<b>Examinations</b> ❖ Periodicals ❖ Sendup Examination (HSSC) ❖ Annual Examination for IX onward ❖ Annual Examination for BS and ADP	<ul style="list-style-type: none"> <li>— October 15, 2024</li> <li>— January 10, 2024</li> <li>— Annual Examination for IX onward As per FBISE Notification</li> <li>— As Per QAU Notification</li> </ul> <p>*dates are indicative only, final date sheets shall be issued in due course of time</p>
<b>Announcement of Results</b> ❖ Class XI onward	<ul style="list-style-type: none"> <li>— As per FBISE and QAU Notification</li> </ul>
<b>Training Schedule</b> ❖ Phase I  ❖ Phase II	<ul style="list-style-type: none"> <li>— Subject wise training of teachers in a June-July 2025</li> <li>— In house CPD (Institutional Level)</li> </ul>





<p><b>Co-curricular Activities</b></p> <ul style="list-style-type: none"> <li>❖ College Council Election and investiture ceremony <i>Council structure and Job descriptions are Annexed</i></li> <li>❖ Service-Learning week <i>(Details Annexed)</i></li> <li>❖ Career Week</li> <li>❖ Annual Sports Activities/ Sports Gala</li> <li>❖ Intercollegiate /Co-Curricular activities</li> </ul> <p><i>* For all these activities detailed letter of guidelines and set of operational procedures shall be issued by the relevant wing of FDE</i></p>	<ul style="list-style-type: none"> <li>— 15<sup>th</sup> October 2024</li> <li>— November- end, 2024</li> <li>— December, 2024</li> <li>— 4<sup>th</sup> week of Nov 2024</li> <li>— These will be held from November 2024 –January 2025 at Inter-House and inter-college levels. These activities shall be planed, arranged and executed as outlined in (ANNEX-A)</li> <li>— Inter collegiate shall be held in January 2025 as a unified event instead of individual college events .</li> </ul>																																																				
<p><b>Schedule of Vacation</b> Tentative-as per government decision</p> <ul style="list-style-type: none"> <li>❖ Summer Break</li> <li>❖ Winter Break</li> <li>❖ Spring Break</li> <li>❖ Islamic Holidays, Gazetted and National Holidays</li> </ul>	<ul style="list-style-type: none"> <li>— June 2025-August . 2025</li> <li>— *All Hols will make necessary arrangements for Stock checking and validation Repair and maintenance activities shall be carried out during the summer break/vacation</li> <li>— 28<sup>th</sup> December 2024-12<sup>th</sup> January. 2025</li> <li>— 29<sup>th</sup> March -6<sup>th</sup> April 2025</li> <li>— As per moon sighting and Federal Government Notification</li> </ul>																																																				
<p style="text-align: center;"><b>FDE INSTITUTIONS TIMING DURING WINTER</b></p> <table border="0"> <thead> <tr> <th style="text-align: left;">Days</th> <th style="text-align: left;">Timing</th> </tr> </thead> <tbody> <tr> <td colspan="2"><i>For single shift institutions</i></td> </tr> <tr> <td>Monday to Thursday</td> <td>08.30 AM to 02.00 PM</td> </tr> <tr> <td>Friday</td> <td>08.30 AM to 12.30 PM</td> </tr> <tr> <td colspan="2"><i>For Double shift institutions</i></td> </tr> <tr> <td colspan="2"><i>Morning Shift</i></td> </tr> <tr> <td>Monday to Thursday</td> <td>08.30 AM to 01.00 PM</td> </tr> <tr> <td>Friday</td> <td>08.30 PM to 12.30 PM</td> </tr> <tr> <td colspan="2"><i>Evening Shift</i></td> </tr> <tr> <td>Monday to Thursday</td> <td>01.00 PM to 06.00 PM</td> </tr> <tr> <td>Friday</td> <td>02.30 PM to 06.00 PM</td> </tr> <tr> <td>Pre-I (Mont/Prep)</td> <td>08.30 AM to 12.30 PM</td> </tr> <tr> <td>Post Graduate College (As per Requirement)</td> <td>08.30 AM to 02.00 / 04.00PM</td> </tr> </tbody> </table>	Days	Timing	<i>For single shift institutions</i>		Monday to Thursday	08.30 AM to 02.00 PM	Friday	08.30 AM to 12.30 PM	<i>For Double shift institutions</i>		<i>Morning Shift</i>		Monday to Thursday	08.30 AM to 01.00 PM	Friday	08.30 PM to 12.30 PM	<i>Evening Shift</i>		Monday to Thursday	01.00 PM to 06.00 PM	Friday	02.30 PM to 06.00 PM	Pre-I (Mont/Prep)	08.30 AM to 12.30 PM	Post Graduate College (As per Requirement)	08.30 AM to 02.00 / 04.00PM	<p style="text-align: center;"><b>FDE INSTITUTIONS TIMING DURING SUMMER</b></p> <table border="0"> <thead> <tr> <th style="text-align: left;">Days</th> <th style="text-align: left;">Timing</th> </tr> </thead> <tbody> <tr> <td colspan="2"><i>For single-shift institutions</i></td> </tr> <tr> <td>Monday to Thursday</td> <td>08.00 AM to 02.00 PM</td> </tr> <tr> <td>Friday</td> <td>08.00 AM to 12.30 PM</td> </tr> <tr> <td colspan="2"><i>For Double shift institutions</i></td> </tr> <tr> <td colspan="2"><i>Morning Shift</i></td> </tr> <tr> <td>Monday to Thursday</td> <td>08.00 AM to 01.30 PM</td> </tr> <tr> <td>Friday</td> <td>08.00 PM to 12.30 PM</td> </tr> <tr> <td colspan="2"><i>Evening Shift</i></td> </tr> <tr> <td>Monday to Thursday</td> <td>01.30 PM to 06.30 PM</td> </tr> <tr> <td>Friday</td> <td>02.15 PM to 06.30 PM</td> </tr> <tr> <td>Pre-I (Mont/Prep)</td> <td>08.00 AM to 12.30 PM</td> </tr> <tr> <td>Post Graduate College (As per Requirement)</td> <td>08.30 AM to 02.00 / 04.00PM</td> </tr> </tbody> </table>	Days	Timing	<i>For single-shift institutions</i>		Monday to Thursday	08.00 AM to 02.00 PM	Friday	08.00 AM to 12.30 PM	<i>For Double shift institutions</i>		<i>Morning Shift</i>		Monday to Thursday	08.00 AM to 01.30 PM	Friday	08.00 PM to 12.30 PM	<i>Evening Shift</i>		Monday to Thursday	01.30 PM to 06.30 PM	Friday	02.15 PM to 06.30 PM	Pre-I (Mont/Prep)	08.00 AM to 12.30 PM	Post Graduate College (As per Requirement)	08.30 AM to 02.00 / 04.00PM
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<p><b>IMPORTANT NOTES</b></p> <ul style="list-style-type: none"> <li>❖ Gazetted/National Holidays and Islamic Holidays will be observed as per Notification of the Government. Based on the above calendar, all Heads of Institutions under the Jurisdiction of FDE are required to formulate their own respective calendar of Activities containing details of all events pertaining to curricular and extracurricular activities. Copies of calendar must be displayed in the office of the Principal and in the staff room.</li> <li>❖ Basic time-frame will generally be observed. However, a cushion of a day or two (maximum) owing to any unavoidable exigency is acceptable.</li> <li>❖ In case of closed day against any dates scheduled above, next day will automatically be assumed as the working day for the concerned event.</li> </ul>																																																					

The basic Calendar of Activities for Academic Year 2024-25 has been finalized with the approval of Director General (Education)



**PROPOSED STRUCTURE OF COUNCIL WEEK /INTER-COLLEGIATE COMPETITION****Activities**

	<b>Host Venue</b>
❖ Tajweed & Naat Khawani (Boys)	IMCB (PG), F-10/4
❖ Tajweed & Naat Khawani (Girls)	IMCG F-10/2
❖ Urdu & English Speeches (Boys + Girls)	IMCG F-6/2 St 25
❖ Urdu (Moshaira, Boys+ Girls)	IMCG (PG), G-10/4
❖ <b>English (Public Speaking Contests)</b> Students deliver speeches on chosen topics, focusing on clarity, engagement, and effective communication)	IMCG (PG), F-7/4
❖ <b>Poetry Slams (English + Urdu):</b> Competitive poetry readings, where participants perform original works before an audience.	IMCG (PG), F-7/2
❖ <b>Classic Urdu Drama Festivals:</b> Performances based on classic Urdu literature or plays, focusing on language and dramatic tradition.	
❖ <b>Urdu Poetry and Drama Fusion:</b> Competitions that blend poetry with performance & allow creative expression in both forms.	IMCG F-7/4 St 52
❖ <b>English One-Act Play Festivals:</b> Colleges present short plays, focusing on originality and performance quality.	IMCB (PG), H-9

**PROPOSED STRUCTURE OF SUMMER ACTIVITIES (DURING SUMMER BREAK)**

- ❖ Summer Fiesta
- ❖ Digital Courses (Hi-tech IT Labs)





## PROPOSED STRUCTURE OF MORNING ASSEMBLY & INTERNATIONAL EVENTS

1. The Morning Assembly starts with a Recitation from the Holy Quran with translation (relevant to the event if possible)
2. Recitation of Darood-e-Ibrahimi.
3. Quiz relevant to national /international day  
OR Presentation of students (Speeches, Tableau, National songs, Calligraphy/poster making etc.)
4. Speech of Head of Institution.
5. National Anthem

*Sample Template for assigning duties to the teachers for the celebration of National /International events  
(Displayed on the notice board)*

Sr. #	Events	Date & Day	Event organizer Institution	Proposed Activity (Two or more activities for each event can be selected)
1.	Independence Day	14 <sup>th</sup> Aug, 2024	Institution will self-conduct	<ol style="list-style-type: none"> <li>1. Speeches</li> <li>2. National Songs</li> <li>3. Quiz etc</li> <li>4. Documentary on Independence Day</li> <li>5. Stamps and coins exhibition</li> <li>6. Videography on the Role of women in the Independence movement</li> <li>7. Photograph corner for the photos of Freedom fighters</li> </ol>
2	International Day of Remembrance-Victims of Terrorism	21 <sup>st</sup> Aug, 2024	IMCG F/10-2	One-day Seminar with the collaboration of Public & Private Institutes.
3.	Pakistan Defense Day	6 <sup>th</sup> Sep, 2024	Institution will self-conduct	National songs, Tableau, Speeches.
4.	International Literacy Day	8 <sup>th</sup> Sep, 2024	IMCG F 6/2 (St.25)	One-day Seminar with the collaboration of Public & Private Institutes
	Quaid-e-Azam Remembrance Day	11 <sup>th</sup> Sep, 2024	Institution will self-conduct	Celebration of Quaid Week Speeches, Documentary related to Quaid life, Tableau
	Meelad Sharif/ Seerat conference	15 <sup>th</sup> September-4 <sup>th</sup> October, 2024	Institution will self-conduct	Naat and Qiraat competition, narrating stories from life of Muhammad (PBUH) and other prophets. Seerat Conference.
7.	World's Teachers Day	5 <sup>th</sup> Oct, 2024	The institution will self-conduct	Poem writing on the role model teachers/ speeches.
	Dr. A.Q Khan Remembrance Day	10 <sup>th</sup> Oct, 2024	IMCB-(PG)- H-8	Seminar on Dr. A.Q Khan contributions with Collaboration of other departments
8.	Iqbal Day	9 <sup>th</sup> Nov, 2024	IMCG F-7/4	Seminar on Iqbaliat.
9.	Universal Children's Day	20 <sup>th</sup> Nov, 2024	FG College of Home Economics and Management Sciences F-11/1	Seminar on Child Developmental
10.	International Day of Differently-abled people	8 <sup>th</sup> December, 2024	IMCG (PG) F-7/2	Seminar on The Challenges Confronted By Differently-Abled Students at Higher level
11.	International Anti-Corruption Day	9 <sup>th</sup> December, 2024	Institution will self-conduct	Speeches/ Poster competitions
11.	Human Rights Day	10 <sup>th</sup> December, 2024	IMCB(PG) H-8	Seminar on "The Geography of Human Rights"
12.	Quaid's Day	25 <sup>th</sup> December, 2024	Institution will self-conduct	Speeches/Tableaus/Project presentation on how we can make Pakistan as dreamt by our Quaid.
13.	International Day of Education	24 <sup>th</sup> January, 2025	Institution will self-conduct	Debate Competitions: Hold debates on pressing educational issues. allowing students to engage critically with current topics.



14.	Kashmir Day	5 <sup>th</sup> February	Institution will self-conduct	Debate Competitions. Organize debates on issues related to Kashmir, encouraging students to explore different perspectives critically. Solidarity Walks: Conduct a walk on campus to express solidarity with the people of Kashmir, possibly with banners and placards Show documentaries or films related to Kashmir, followed by a discussion or Q&A session
15.	International Languages Day	Mother 21 <sup>st</sup> February, 2025	IMCB F-10/4 Speech competition among students (Dress coat is cultural traditional)	مادری زبان کیوں اہم ہے؟ مٹ جانے تو کیا نقصان ہو سکتا ہے؟ معاومی کے خطرے سے نبرد آزما مادری زبانوں کی تدوین، ترقی اور فروغ کیسے ممکن ہے
16.	World Wildlife Day	3 <sup>rd</sup> March, 2025	IMCG (PG) G-10/4 IMCB(PG) H-8	Nature walk (posters, banners) for awareness of the Conservation of animal species found in Margella Hills Nature walk in Collaboration with Alpine Club (IMCB (PG) H-8
17.	International Women's day	8 <sup>th</sup> March, 2025	FG College of Home Economics and Management Sciences F-11/1	Seminar on Women in Kashmir/ Women empowerment/ Role of women in Agriculture Sector of Pakistan/ Role of Women in Education Sector. OR Invite women celebrities / successful women in society. Sharing their success stories.
18	Pakistan Day	23 <sup>rd</sup> March, 2025	Institution will self-conduct	Hold debates or panel discussions on topics related to national identity, the importance of democracy, or contemporary issues facing Pakistan.

### SERVICE-LEARNING WEEK

Service learning process takes students through the stages of **investigation, preparation, action, reflection and evaluation**

Following activities are proposed for celebrating service-learning week:

- Start an information campaign for a health or prevention topic.
- Clean up a vacant lot and landscape with native vegetation.
- Clean up a local stream, park or pond.
- Design and paint a mural for the outside/inside of school.
- Work with your school administration to review and improve the school discipline policy.
- Research the need to reduce litter inside and outside your school or other public areas and propose solutions.
- Start or encourage a recycling program at your school.
- Start an environmental club at your school.
- Hold a recycling contest.
- Make posters or collages that promote tolerance and understanding of differences and post them in school. Start a club to promote peace and tolerance.

For more information, you may visit <https://www.ethicsed.org/project-ideas-for-service-learning.html>

### NOTE:

1. Every student should participate in at least one activity, his/her participation shall be recorded and a certificate of participation must be issued to the student (can be printed on colored paper).
2. It is pertinent to mention that every teacher should participate in supervising these activities (level of participation and efficiency shall be reported in KPIs his/her ACR under the heading)
  - a) Initiative and drive
  - b) Perseverance and devotion to duty





## 1. STUDENTS COUNCIL

To promote leadership skills in students we need to provide them means for their expression and assistance in school affairs & activities. Student council truly gives them opportunity to foster skills like leadership, communication, teamwork, organization and public speaking. Students will learn best way to communicate with both individuals and large groups & gain emotional intelligence to develop new relationships, maximum students must be given opportunity to participate. It is therefore decided by competent authority that it is mandatory for every institution working under the ambit of FDE to have student council as a regular feature and must be appointed annually.

### **PROPOSED STRUCTURE OF STUDENT COUNCIL**

The Student council shall consist of group of students who are elected by other students to represent them in school government and to help plan activities for the students. Investiture ceremony and oath taking will be part of election process.

Depending upon the strength of the school, council will consist of the following members.

1. Head Boy /Head Girl (can be both in co-education primary schools)
2. Deputy Head boy / Deputy Head Girl
3. Secretary Character Building Society (CBS)
4. Class Representatives (One from each class)
5. Member of Character Building Society (CBS)
6. Play Ground Monitors
7. Water Monitors
8. Green Monitors

(1-5 are mandatory 6-8 are optional)

### **FUNCTIONS / WORKING OF COUNCIL**

1. The student council will work under the supervision of the Teacher In-charge who will define the Job descriptions for every member of the council properly documented and communicated.

2. Job descriptions will cover the areas of Discipline, Health, Hygiene, conservation of resources and other initiatives.

3. The Council under the supervision of Teacher in-charge will develop a calendar of activities regarding celebration of National and International days and events and execute the same.

4. Council will also publish a Newsletter with pictorial evidence of all the activities performed during each calendar year, which will be shared with FDE.



## PROPOSED JOB DESCRIPTION FOR THE MEMBERS OF STUDENTS COUNCIL

### **Head Boy/ Head Girl/President**

They are expected to represent the school at events. They serve as role model for students and are expected to lead fellow monitors in their duties. Their JDs include but are not limited to

1. Student council should lead by example and display best behavior and conduct.
2. Attend the council meetings regularly and should have voice in making policies and procedures.
3. Maintaining discipline during breaks, arrival and dispersal. Convincing and preventing students from littering and bullying.
4. Organizing and conducting morning assembly.
5. Checking Uniform and Personal Hygiene of students.
6. Preventing wastage of resources (water, electricity and stationery).
7. Helping teachers in organizing and managing functions.
8. Offering support to students in settling minor issues. Bringing the same into the notice of discipline committee and council in-charge.
9. Offering help to those who need it.
10. Help in raising awareness regarding civic duties and moral conduct.
11. Work as Communication Bridge between students and administration.
12. Take initiatives for the welfare of institution and students.

**Deputy Head Boy & Head Girl, Class Representatives, Ground Monitors and Water Monitors** will be assigned duties in the same manner to assist the head boy and head girl.

### **Green Monitors**

1. Raise awareness among students regarding climate change, global warming and importance of tree plantation during morning assemblies, through poster competitions etc.
2. Work with teachers to develop and maintain the kitchen garden.  
(Produce should be given to students also)
3. Watering and maintaining assigned flower beds and pots regularly.
4. Leading all green initiatives like tree plantation, seedling plantation (seasonal flowers) etc.

## 2. HOUSE FORMATION AND COMPETITIONS

All Heads of institutions are directed to form four or five houses in their respective institution, dividing all the student's class-wise so that every class has representatives of all houses. Every Institution will hold Intra-class, Inter-class, and Inter-house competitions for both literary and sports activities. Sports period may be utilized for this purpose. The following actions are proposed in this regard.

1. Formation of houses and assigning the titles and colors (soon after the commencement of the academic session)
2. Appointing House Master/Mistress (an active staff member) and Assistant teachers.
3. Assigning roles to the elected Presidents, Vice President and secretary of the house.
4. Weekly house meetings may be arranged to hunt the talent in students.
5. Head of the Institution with the help of staff members will design an activity calendar with the timeline for relevant competitions.
6. Sharing and celebrating success in both academia and co-curricular activities at the end of the academic session.

