



**Dr. A. Q. Khan School & College**  
**Bahria Town, Phase 8, Islamabad, Pakistan**

To: All Concerned (Parents/Guardians)

Subj: **Circular**


Dear Parents,

1. **Communication with College.** In any academic institutions communication between parents, teachers and school management is very important for the success of students as well as institution. Therefore, College has provided various ways and means to the Parents for the subject purpose for which brief detail is given below:

- a. **Parents – Teachers Meetings (PTMs).** Just after covid-19 situation, College has started from 23<sup>rd</sup> Oct, 2021, PTMs on regular basis in which specifically designed proforma covering all aspects of concerns by the parents are given to them to get feedback. The last feedback was held on 3<sup>rd</sup> September, 2022.
- b. **Open Saturday of the Month.** First Saturday of each month is dedicated for listening complaints or related issues by the parents. Apart from College management team, 100 % faculty members of the College remain available to solve the subject related issues of the parents.
- c. **Complaint Register.** College has placed specifically designed register on 'Reception Desk' for day to day complaints of the parents. College Principal reads the complaints on daily basis and takes necessary action by informing the complainer as well.
- d. **All Saturdays of the Month.** All Saturdays of the month are working days for the College management. Therefore, apart from first open Saturday of each month, parents may visit College from 8 to 10 AM and meet the Principal regarding any issue that requires to be solved on urgent basis.
- e. **Facebook.** College has established a dedicated facebook page [Dr. A. Q. Khan School & College Bahria Town Phase 8, Islamabad](#) through which parents may comment on any concern or issue regarding education of their children.

- f. **Website and E-mail.** College has designed a website [www.aqk8bahria.edu.pk](http://www.aqk8bahria.edu.pk) which is being updated on regular basis and carries news regarding admissions or related information for students and parents. Parents may contact College through e-mail: [aqk8bahria.edu.pk@gmail.com](mailto:aqk8bahria.edu.pk@gmail.com).
- g. **PTCL Line Numbers.** During working hours PTCL line numbers 051- 5705845 and 051- 5705846 are available to contact with College management. Moreover, a dedicated telephone 051-5705848 is available to contact College account branch.
2. **Intoxicating Devices/materials.** College authorities are very much aware of miscellaneous intoxicating devices/materials available in the market towards which students are being attracted. For this bags of the students (especially boys) are being regularly checked. Moreover, College is organizing an awareness seminar on 28<sup>th</sup> September, 2022 by inviting Guest Speaker from ANF Islamabad to educate our students about the drug abuse and its dangerous impacts on health. Parents are also requested to cooperate and do check their bags in the morning before they come to College.
3. **Regular Payment of Monthly Tuition Fee.** As College has mentioned in number of letters to parents by saying that the sole source of income of the college is admission and tuition fee. The salaries as well as all allied expenditures are being paid out of this account. College issue fee slips very timely for the next month, which are payable within due date till 10<sup>th</sup> and up till 15<sup>th</sup> (with late fee of Rs: 50 only). 90 % parents pay the fee timely, whereas, 10 % parents invariably do not pay the fee and create awkwardness for College as well as their children. Therefore, parents are requested to cooperate by paying tuition fee timely.
4. **Morning Assembly.** College is going to start morning assembly from Monday, 3<sup>rd</sup> October, 2022. The purpose of organizing these assemblies is to provide a platform for character building and social grooming. Therefore, parents are requested to drop their children by the given time reflected on main gates of the College.
5. In this regard, kind cooperation from all parents will be highly appreciated.

Dated: 21 September, 2022

  
Principal

Principal  
Brig (Retd)  
Dr. Muhammad Hanif, SI, (M)  
Dr. A. Q. Khan School & College  
Bahria Town, Phase-8