



PROSPECTUS



Al-A'zamiyya Institute

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In the Name of Allah, the Most Compassionate, the Ever-Merciful.



He recites to you Our Revelations and purifies and sanctifies (your hearts and ill-commanding selves) and teaches you the Book and inculcates in you logic and wisdom. [Qur'an 2:151]

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1. INTRODUCTION

The Board of Directors is the elite body governing Al-A'zamiyya Institute on the directions of Patron-in-Chief, Idara Minhaj-ul-Quran (IMQ), Shaykh-ul-Islam Dr Muhammad Tahir-ul-Qadri.

Under the umbrella of IMQ, Shaykh-ul-Islam Dr Muhammad Tahir-ul-Qadri established the Jamia Islamia Minhaj-ul-Quran in Lahore on 18th September 1986, now known as College of Shariah and Islamic Sciences (COSIS). Subsequently, Minhaj College for Women (MCW) was established in 1994. Both the institutes of Islamic Studies are providing education in scientific, modern and progressive subjects alongside traditional and classical Islamic sciences—a blueprint for the mass educational system to follow. These institutions are the backbone of the proposed Al-A'zamiyya Institute with the aim to promote appreciation of Islamic law as one of the world's major legal system.

Al-A'zamiyya Institute is a grand center of learning and education striving for the production of honest, cultured, qualified and committed leadership for the prevalence of Islam. It offers the Muslim Ummah multi-faceted, future-oriented and practical education in Islamic & Shariah Sciences.

Al-A'zamiyya Institute offers a blend of religious, classical and contemporary studies; it is noted for its high quality instructions, dynamic strategy and experiential training format. A large number of scholars are educated to spread all over the world the message of peace and modern scientific vision of Islam by Shaykh-ul-Islam Dr Muhammad Tahir-ul-Qadri under his advice and persistent guidance.



A view of new campus [academic block]

The graduates of Al-A'zamiyya Institute have a wide range of career options upon entering practical life. They can join various teaching and research assignments in different government and semi-government organizations. The BS Arabic, BS Islamic Studies, BS Education and BS English Literature & Language degrees awarded by the Institute are being recognized by the Higher Education

Commission, Islamabad.

Moreover, the alumni of Al-A'zamiyya Institute can successfully undertake a number of responsibilities ranging from teaching and research at various centers of the Minhaj-ul-Quran International worldwide. Our graduates can acquire a job on the basis of this degree at various prestigious religious and non-profit organizations along with various high offices like the Civil Services and the Armed forces.

2. VISION

Al-A'zamiyya Institute aimed to provide students quality education and moral training with a broad spectrum of both religious and contemporary social sciences with the spirit of learning and patriotism. Our religious and secular programs help students develop critical thinking and analytical skills, thus ultimately turn them into efficient leaders and practicing Muslims.

3. MISSION

1. Induce an interpretation of Islam in the light of the Holy Qur'an and Sunnah providing practically crystallized solutions to all the problem areas of life.
2. Provide environments for inculcation of the ultimate submission to and love for the last Prophet of Allah (PBUH) assuring the foundation of brotherhood among the Muslims.
3. Devise a system for the scientific, ideological, moral, spiritual and practical learning enabling the youth to serve the nation and the country skillfully and sincerely.

Develop a training format for the young generation furnishing them with a comparative study of the Qur'an, Hadith, Fiqh and other tracks of Shariah aimed at enabling them to present solutions to the problems and meet the needs of the day as a result of their comparative study of the religions.

4. AIMS

We aim our students to be:

- a. Able to interpret Islam in the light of the Quran and Sunnah to provide practically crystallized solutions to modern problems.
- b. Cultivated with a complete sense of submission, show devotion to Allah's Messenger (PBUH) and ensure the foundation of cohesion and brotherhood amongst communities.
- c. Able to play their roles as ambassadors in the universal unification of Islamic nations forgoing pessimism of sects and creeds.
- d. Equipped with the tools and skills needed for Dawah, Social sciences, Cultural Translations so that they may pass on Islam, society and culture to the next generation.
- e. Trained morally and spiritually so that they build their character with patriotism and passion to serve the nation and the country.

5. MESSAGE FROM THE PATRON-IN-CHIEF



The advanced countries like USA, UK, Japan, China and fast developing countries of the Far-East have been allocating a large portion of their GDP for education for last many decades. This has transformed those societies into progressive, dynamic and self-sufficient economies.

Pakistan, being a developing country, is compelled to keep pace with the technological developments occurring in the West. This can be brought about only through skillfully developed and technologically sound human resources.

With this in view, the establishment of a progressive Educational Institute capable of serving the growing needs of modern education have been conceived and established now. I express my profound gratitude to Allah and feel extremely satisfied that today, Al-A'zamiyya Institute and its departments are at the forefront of imparting quality education in the country and abroad.

Owing to the compartmentalization of knowledge into religious and secular sciences, we witness contradictions and intellectual chaos in the society. Against this background, the Idara Minhaj-ul-Quran (IMQ) laid the foundations of a moderate Islamic society by combining the secular and religious sciences under the same roof at Al-A'zamiyya Institute.

Its students should adopt the idea of a purposeful life and productive knowledge. What good is learning if it breeds narrow-mindedness, hatred and conservatism? What good is knowledge if it is acquired solely for focusing on material pursuits?

The management has invested all of its energies on the character-building of the youth and imparting them good and purposeful education. The seekers after knowledge should bear in their minds that future will be marked by victory of truth and knowledge.

Shaykh-ul-Islam Dr Muhammad Tahir-ul-Qadri
Patron-in-Chief

6. MESSAGE FROM THE PATRON



Al-A'zamiyya Institute is engaged in the spread of cognizance, knowledge, learning and awareness in our dear homeland. Our youth is not only the precious asset of the nation but the axis of the hopes of the Muslim Ummah as well. If we impart to these enthusiasts sound education, equip them with a proactive, dynamic and devout character and imbue them with zeal for moderation, tolerance, justice and equality, they can win laurels and work wonders for the development of the country.

We need a modern scientific mind to grow with a morally strong and emotionally stable, peace-loving personality. That is what Al-A'zamiyya Institute has focused to achieve in order to resolve the national dilemma of education - to impart traditional education in science and arts to the youth and equip them with strong spiritual and moral fiber to meet the demands of time. We aim to wipe out hatred and intolerance and, instead, popularize the fragrance of love and the radiance of knowledge in all directions.

The students of Al-A'zamiyya Institute take part in curricular and co-curricular activities proving their capability in society. I personally observe the Al-A'zamiyya Institute graduates playing their role in the development and prosperity of our motherland, following the ideal of their great educational and spiritual leader, Shaykh-ul-Islam Dr Muhammad Tahir-ul-Qadri, at home and abroad.

Finally, I see the beneficial role its graduates assume in society aiding to the development & preservation of Pakistan and the Muslim Ummah all in the footsteps of our Patron in Chief, Shaykh-ul-Islam.

So, I invite you to visit Al-A'zamiyya Institute, and sincerely hope you consider the numerous opportunities in our academic circles.

Dr Hassan Mohi-ud-Din Qadri
Patron

7. MESSAGE FROM THE PRINCIPAL



I extend a warm welcome to all of you as you enter the vibrant community of Al-A'zamiyya Institute Lahore to pursue higher education. By joining Al-A'zamiyya Institute, you will become part of the new generation of students and scholars who will be well equipped with modern knowledge in their respective fields of study, carrying Islamic spirit and values. I expect that after graduating from Al-A'zamiyya Institute you will play a leading role in the progress of Pakistan and at international level.

Under the dynamic leadership of Shaykh-ul-Islam Dr. Muhammad Tahir-ul-Qadri you will get an opportunity to learn and shape your lives under a blissful atmosphere and religious mission of Idara Minhaj ul Quran. This institute provides excellent quality education for those students also who come from less privileged class, remote areas and cannot dream of having access to high quality education. The atmosphere of Al-A'zamiyya Institute provides them a life time opportunity to widen their vision and lead successful lives.

Dr Muhammad Mumtaz-ul-Hassan
Principal

8. MESSAGE FROM THE DEAN



Al-A'zamiyya Institute focuses to impart high-quality education and training in the fields of Islamic Studies, Arabic Education and English literature & language. The institution provides a beautiful blend of the classical and modern learning to bring to the forefront the latent faculties of the students and to inculcate in them the qualities of leadership under the scholarly and intellectual figure of Shaykh-ul-Islam Dr Muhammad Tahir ul Qadri.

It is indeed a source of immense pleasure to welcome you to become a student of this prestigious institution. No doubt, you are equipped with initiative and drive to venture into the challenging aspect of gaining useful education. The education as you know does not merely mean academic achievement. It is echo of the day to harmonize our minds with our souls. In fact, our mission is to enhance the capabilities of our youth.

The graduates of the faculty have a wide range of career options upon entering practical life. I hope the students will benefit a lot from our institution.

Prof Dr Muhammad Akram Rana
Dean, Faculty of Shariah and Islamic Studies

9. FACULTY MEMBERS

The institution is cherishing the services of the renowned faculty members of national and international repute. The faculty consists of highly qualified professionals who have received their degrees from the most prestigious and leading national & international universities.

A few of them are mentioned below:



Prof Dr Muhammad Akram Rana
Dean



Dr Muhammad Mumtaz-ul-Hassan
Principal



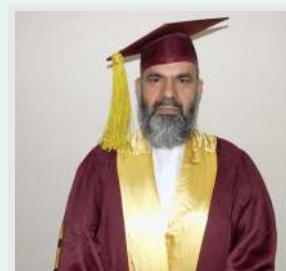
Dr Shabbir Ahmad Jami
HoD, Deptt. of Islamic Studies



Dr Mumtaz Ahmad Sadidi
HoD, Deptt. of Arabic



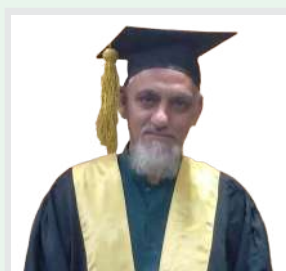
Dr Shfaqat Ali Baghdadi al-Azhari
Director Students Affairs



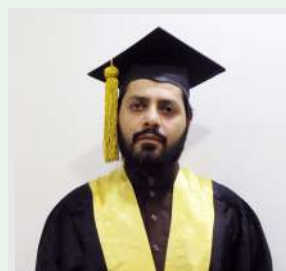
Dr Masood Ahmad Mujahid
Senior Faculty Member



Dr Faiz Ullah Baghdadi
Senior Faculty Member



Dr Muhammad Taj-ud-Din Kalami
Faculty Member



Dr M Zuhair Ahmad Siddiqui
Faculty Member

10. DEPARTMENTS AND ACADEMIC PROGRAMS

Rationale for BSFYDP of Four Disciplines

Introduction

Al-A'zamiyya Institute is offering four-year undergraduate BS programs in 2022 in four disciplines of BS Islamic Studies, Arabic Language & Literature, English Literature & Language and Education . These BS degree programs focus on the holistic development of learners and endorse a well-rounded curriculum. Al-A'zamiyya Institute is a state-of-the-art Institution in the region for its BS degree programs devised to meet the ever-changing needs of the higher-education milieu of the country. Following are the undergraduate degree programs offered at Al-A'zamiyya Institute with their course descriptions.

10.1 BS Islamic Studies

Program Introduction

BS Islamic Studies program desires to equip the prospective learners not only with the communicative skills required to lead and learn the global educational scenario but also with Islamic ideology and values for a holistic development of their students. The main purpose of this course is to guide students in their learning and impart to them basic study skills. It is structured with the view to enable them to take immediate control of their learning. The course will enable students to devise and follow study systems and equip them with the ability to think critically and adopt effective learning strategies. With the help of various study techniques and methods and other available resources, the students will be able to improve their academic performance.

Course Objectives

- To help students learn basic self-management and study skills
- To enable them to use combination of skills to maximize chances of success
- To make them become confident and successful in all the learning environment

Program Details

Duration: 4 Years (8 semesters)

Entry Requirements:

Faculty Members of Shariah Department

As per rules & regulations specified by the regulatory body 12 years of education or equivalent with 50% marks or equivalent.

Scheme of Studies - BS in Islamic Studies

Semester	Name of Subject	Credit Hours
First	Intermediate English I	NC
	English I	3
	Pakistan Studies	2
	Math/Stat-I	3
	General Course –I	3
	General Course –II	3
	Introduction of Topics of Holy Qur'an.(F-1)	3
		17
Second	Intermediate English II	NC
	English-II	3
	Islamic Studies/Ethics (Compulsory)	3
	Math/Stat – II/University Optional	3
	General Course – III	3
	General Course –IV	3
	Arabic Language – I (F-2)	3
		18
Third	Intermediate Pak Study	NC
	English-III	3
	Introduction to Computer	3
	General-V	3
	General-VI	3
	'Uloom-al-Qur'an (F-3)	3
		15
Fourth	English-IV/University Optional	3
	General-VII	3
	General – VIII	3
	History & Compilation of Hadith (F-4)	3
	Arabic Languages-II (F-5)	3
	History of Fiqh (F-10)	3
		18
Fifth	Study of Sirah of Holy Prophet (PBUH) (F-7)	3
	History of Tafsir and its Principles (F-8)	3
	Textual Study of al-Qur'an-I (M-1)	3
	Textual Study of Hadith-1 (M-2)	3
	Study of Islamic Fiqh-I (F-6)	3
		15

Sixth	‘Uloom -al Hadith (F-9)	3
	Textual Study of Muslim Family Laws (M-3)	3
	Textual Study of al-Qur’an – II (M-2)	3
	Ethics of Disagreement in Islam (M-6)	3
	Comparative Study of World Religions (M-7)	3
	Textual Study of Fiqh al Akbar (M-14)	2
		17
Seventh	Al- Dawah wal Irshad (M-8)	3
	Uloom al-Fiqh (F-10)	3
	Methodology of Research in Islamic Studies (E-1)	3
	History of Islamic Culture and Civilization (M-10)	3
	Study of Islamic Fiqh I (فقه الماليات) (E-2)	3
	Study of Islamic Fiqh II (فقه الجنایات) (E-3)	3
		18
Eighth	Islamic Economics (M-11)	3
	Islamic Morals (E-4)	3
	Philosophy and ‘ilm al-Kalam (E-5)	3
	Thesis/Research Project	6
		15



10.2 BS Arabic

Program Introduction

BS Arabic program desires to equip the prospective students not only with the critical skills required to lead and learn the global educational scenario but also with Islamic ideology and values for a holistic development of their students. The main purpose of this course is to guide students in their learning and impart to them basic study skills. It is structured with the view to enable them to take immediate control of their learning. The course will enable students to devise and follow “study systems” and equip them with the ability to think critically and adopt effective learning strategies. With the help of various study techniques and styles and other available resources, the students will be able to improve their academic performance.

Course Objectives

- To help students learn basic self-management and study skills
- To enable them to use combination of skills to maximize chances of success
- To make them become confident and successful in all the learning environment

Program Details

Duration: 4 Years (8 semesters)

Entry Requirements:

As per rules & regulations specified by the regulatory body 12 years of education or equivalent with 50% marks or equivalent.

Scheme of Studies - BS Arabic Language & Literature

Credits Hrs. الساعات المعتمدة	Name of subject اسم المادة
	First Semester – الفصل الدراسي الأول
3	English I – 1 انجليزية 1
2	Pakistan Studies – الدراسات الباكستانية
3	Math / Stat – I – 1 الرياضيات/الإحصاء
3	Economics/Arabic Writing Skills – مهارات الكتابة العربية- الإقتصاد
3	Political Science/ Stories and Parables – القصص والحكايات – علم السياسة
3	Functional Arabic I – 1 العربية الوظيفية
3 Non Credit Hrs.	Communication skills I – 1 مهارات الإتصال
	Total:17 Credit Hrs.
	Second Semester – الفصل الدراسي الثاني
3	English – II – 2 انجليزية 2
2	Islamic Studies/ Ethics- الأخلاقيات / الدراسات الإسلامية
3	MathII / Stat – II/Translation/Uni. Optional الرياضيات/علم الإحصاء/2/الترجمة/خيار الجامعة

3	العالم العربي / العالم الإسلامي- Arabic World/ Muslim World
3	History of World/ Islamic Civilization/ Tajweed تاريخ العالم/ الحضارة الإسلامية/ التجويد
3	العربية الوظيفية 2 -II- Functional Arabic
3 Non Credit Hrs.	مهارات الإتصال 2 - Communication skills II
	Total:17 Credit Hrs.
	الفصل الدراسي الثالث – Third Semester
3	انجليزية 3 English-III
3	المدخل الى الحاسوب Introduction to Computer
3	International Relations/Psychology/ Siratun nabi العلاقات الدولية/ علم النفس/ سيرة النبي
3	General Science/ Family Rights العلوم العامة/ حقوق الأسرة
3	العربية الوظيفية 3 -III- Functional Arabic
3 Non Credit Hrs.	مهارات الإتصال 3 - Communication skills III
	Total:15 Credit Hrs.
	الفصل الدراسي الرابع – Fourth Semester
3	انجليزية 4/ علم التربية/ خيار الجامعة English- IV / Education/ Uni. Optional
3	Sociology/Philosophy/Logic/Any Language علم الاجتماع/ الفلسفة/ المنطق/ أي لغة
3	Journalism/Arabic Media/ Geography الصحافة/ الأعلام العربي/ جغرافيا
3 Non Credit Hrs.	العربية الوظيفية 4 - Functional Arabic IV
3	القواعد التطبيقية - Applied Grammar
	Total:12 Credit Hrs.
	الفصل الدراسي الخامس – Fifth Semester
3	الترجمة 1 - Translation 1
3	علم الأصوات العربية Arabic Phonology
3	الأدب القرآني Quran Literature
3	أدب الأحاديث Hadith Literature
3	المدخل الى علم اللغة 1 - Introduction to Linguistics 1
	Total:15 Credit Hrs.
	الفصل الدراسي السادس – Sixth Semester
3	Morphology
3	المدخل الى علم اللغة 2 Introduction to Linguistics 2
3	تاريخ الأدب العربي 1 - History of Arabic Literature 1
3	النثر والشعر العربي القديم - Classical Arabic Prose and Poetry
3	الترجمة 2 - Translation 2
3	البلاغة- Rhetoric
	Total:18 Credit Hrs.

الفصل الدراسي السابع – Seventh Semester	
3	النثر والشعر العربي الحديث - Modern Arabic Prose and Poetry
3	تاريخ الأدب العربي 2 - History of Arabic Literature 2
3	منهج البحث - Methodology of Research
3	المدارس النحوية - Syntactic Schools
3	النقد - Criticism
3	علم العروض - Prosody
	Total:18 Credit Hrs.
الفصل الدراسي الثامن – Eighth Semester	
3	الأدب المقارن – Comparative Literature
3	الأدب العربي في شبه القارة - Arabic Literature in the sub-continent

10.3 BS English Language & Literature

Program Introduction

BS English program desires to equip the prospective teachers with the learning skills required to lead and learn the global educational scenario but also with Islamic ideology and values for a holistic development of their students. The main purpose of this course is to guide students in their first year of learning and impart to them basic study skills. It is structured with the view to enable them to take immediate control of their learning. The course will enable students to devise and follow “study systems” and equip them with the ability to think critically and adopt effective learning strategies. With the help of various study techniques and styles and other available resources, the students will be able to improve their academic performance.

Course Objectives

- To help students learn basic self-management and study skills
- To enable them to use combination of skills to maximize chances of success
- To make them become confident and successful in all the learning environment

Program Details

Duration: 4 Years (8 semesters)

Entry Requirements:

As per rules & regulations specified by the regulatory body 12 years of education or equivalent with 50% marks or equivalent.

Scheme of Studies - BS English Language & Literature

Semester	Name of Subject	Credit Hours
First	ENG-321 Functional English	3
	PST-321 Pakistan Studies	2
	CSI-321 Introduction to Computing Applications	3
	ENG-303 Introduction to Literary Studies	3
	ENG-309 Prose	3
	PSY-321 Introduction to Psychology	3
	ISL-311 Translation of The Holy Quran –I	1
		18
Second	ENG-322 English Comprehension and Composition	3
	ISL-321 Islamic Studies OR	2
	ISL-322 Ethics (For Non-Muslim only)	2
	ENG-304 Classical Poetry	3
	ENG-306 History of English Literature	3
	ENG-308 Greek and Elizabethan Drama	3
	ENG-310 Introduction to Philosophy	3
		17
Third	ENG-421 Communication Skills	3
	STA-321 Introduction to Statistical Theory	3
	ENG-403 Introduction to Linguistics	3
	ENG-405 Novel (I)	3
	ENG-407 Romantic Poetry	3
	POL-304 Gender and Human Rights	3
		18
Fourth	ENG-402 Advanced Academic Reading and Writing	3
	ENG-404 Literary Stylistics	3
	ENG-406 Literary Criticism - I	3
	ENG-408 American Literature - I	3
	ENG-412 Victorian Novel	3
	ENG-410 Short Stories	3
		18
Fifth	ENG-501 Modern Poetry	3
	ENG-503 Literary Essays	3
	ENG-505 Literary Criticism -II	3
	ENG-507 Pakistani Literature in English -I	3
	ENG-509 American Literature -II	3
	ENG-511 Modern Novel	3
	ISL-511 Translation of The Holy Quran -III	1
		19

Sixth	ENG-502 Literary Theory -I	3
	ENG-504 Discourse Studies	3
	ENG-506 Modern Drama	3
	ENG-508 Russian Literature	3
	ENG-510 Pakistani Literature in English -II	3
		15
Seventh	ENG-601 Literary Theory -II	3
	ENG-603 Postcolonial Studies	3
	ENG-605 Research Methodology	3
	ENG-607 Literature of War and Conflict	3
	ENG-609 Theatre of the Absurd	3
	ISL-611 Translation of The Holy Quran -IV	1
		16
Eighth	ENG-602 Introduction to Translation Studies	3
	ENG-604 Women's Writings	3
	ENG-606 World Literature	3
	ENG-608 Postcolonial Literature	3
	ENG-610 Media and Cultural Studies	3
		15

10.4 BS Education

Program Introduction

BS Education program desires to equip the prospective teachers not only with the pedagogical skills required to lead and learn the global educational scenario but also with Islamic ideology and values for a holistic development of their students. The main purpose of this course is to guide students in their learning and impart to them basic study skills. It is structured with the view to enable them to take immediate control of their learning. The course will enable students to devise and follow study systems and equip them with the ability to think critically and adopt effective learning strategies. With the help of various study techniques and methods and other available resources, the students will be able to improve their academic performance.

Course Objectives

Program Introduction

BS Education program desires to equip the prospective teachers not only with the pedagogical skills required to lead and learn the global educational scenario but also with Islamic ideology and values for a holistic development of their students. The main purpose of this course is to guide students in their learning and impart to them basic study skills. It is structured with the view to enable them to take immediate control of their learning. The course will enable students to devise and follow study systems and equip them with the ability to think critically and adopt effective learning strategies. With the help of various study techniques and methods and other available resources, the students will be able to improve their academic performance.

Year / Semester wise Scheme of Studies of B.Ed (Elementary)

SEMESTER – I

S.NO	COURSES	CREDIT HRS
1	Functional English-I (Compulsory)	3
2	Islamic Studies/Ethics (Compulsory)	2
3	Child Development (Foundation)	3
4	Urdu / Regional Languages (Content)	3
5	General Science (Content)	3
6	General Methods of Teaching (Foundation)	3
	Total Credit Hours	17

SEMESTER – II

S.NO	COURSES	CREDIT HRS
1	English-II (Communication Skills Compulsory)	3
2	Computer Literacy (Compulsory)	3
3	Classroom Management (Foundation)	3
4	General Mathematics (Compulsory)	3
5	Pakistan Studies (Compulsory)	2
6	Methods of Teaching Islamic Studies (Professional)	3
	Total Credit Hours	17

SEMESTER – III

S.NO	COURSES	CREDIT HRS
1	Teaching Literacy Skills (Professional)	3
2	Art, Crafts and Calligraphy (Content)	3
3	Teaching of Urdu/Regional Languages (Professional)	3
4	Teaching of G. Science (Professional)	3
5	Instructional and Communication Technology (ICT) in Education (Professional)	2
6	Teaching Practice (Short Term)	3
	Total Credit Hours	17

SEMESTER – IV

S.NO	COURSES	CREDIT HRS
1	Classroom Assessment (Foundation)	3
2	Teaching of English (Professional)	3
3	Teaching of Mathematics (Professional)	3
4	School, community and Teacher (Foundation)	2+1
5	Teaching of Social Studies (Professional)	2
6	Teaching Practice	3
	Total Credit Hours	17

SEMESTER – V

S.NO	COURSES	CREDIT HRS
1	English – III (Technical Writing & Presentation Skills) (Compulsory)	3
2	Foundations of Education (Foundation)	3
3	Content Course – I (from selected discipline – I)	3
4	Content Course – I (from selected discipline – II)	3
5	Curriculum Development (Foundation)	3
6	Educational Psychology (Foundation)	3
	Total Credit Hours	18

SEMESTER – VI

S.NO	COURSES	CREDIT HRS
1	Contemporary Issues and Trends in Education (Professional)	3
2	Content Course – II (from selected discipline – I)	2
3	Content Course – II (from selected discipline – II)	3
4	Comparative Education (Professional)	3
5	Introduction to Guidance and Counseling (Professional)	3
	Total Credit Hours	15

SEMESTER – VII

S.NO	COURSES	CREDIT HRS
1	Content Course – III (from selected discipline – I)	3
2	Content Course – III (from selected discipline – II)	3
3	Pedagogy – I (Methods of Teachings related to specialization – I)	3
4	Pedagogy – II (Methods of teaching related to specialization – II)	3
5	Research Methods in Education (Professional)	3
6	Teaching Practice (Short Term)	3
	Total Credit Hours	18

SEMESTER – VIII

S.NO	COURSES	CREDIT HRS
1	School Management (Professional)	3
2	Test Development and Evaluation (Professional)	3
3	Teaching Practice (Long Term)	6
4	Research Project (Professional)	3
	Total Credit Hours	15
	Grand Total Credit Hours	134

Note: After completing 2 years, the universities / institutions may award an **Associate Degree in Education (ADE)**. However, the students admitted for B.Ed. (Hons) 4 Years Degree Programme will continue for 3rd and 4th Year.

11. CO-Curricular Activities

Literary Society (Bazm-e-Minhaj)

Al-A'zamiyya Institute is sensitive to the need of co-curricular activities along with academic events, which are of immense importance for the development of healthy and balanced minds of students. The establishment of societies and clubs assures assistance to students at the initial stages to help them prepare for practical life. Literary Society, at Al-A'zamiyya Institute, consists of a small group of highly dedicated, self-motivated and creative majors and minors who are committed to organizing and hosting a wide range of events to promote co-curricular activities.

The main organizing body consists of Director Training and Development as overall supervisor, Incharge of the Society and six representatives of students (President, Vice President, General Secretary, Joint Secretary, Press Secretary and Finance Secretary). The organizing body arranges healthy co-curricular activities, welcome and farewell parties for fresh and outgoing students. Religious and cultural festivals are also arranged by this body. It is running the following forums:

Na'at Council

Qurra Forum

Quiz Forum

Speakers Forum (Urdu, English & Arabic)



12. Sports Society



Educational institutions play significant role in uplifting and development of the nation/ country. Professional and practical skills of the students depend on curricular and extracurricular activities being performed by the institution.

To cater for the mental and physical health of students, sports activities are very important along with ethical and spiritual values of the students by providing them curricular and extracurricular activities.

To keep the students in good health and fitness, Sports Society has arranged a number of games like Football, Hockey, Cricket, Volleyball, Badminton, Judo, Weight lifting, Table Tennis, Cycling, Kabaddi, and Athletics. The players from this institution have won many trophies and awards in national and international sports competitions.



13. EXTENSIVE LECTURES/ INTERNATIONAL SEMINARS

To improve the intellectual and analytical skills of students, Bazm-e-Minhaj—a students' representative literary society—organizes extensive lectures and seminars on a variety of issues. Renowned scholars, writers and researchers from all over the country are invited to educate the students on a wide range of subjects and broaden their horizon.



Shaykh-ul-Islam addresses an international seminar organized by COSIS.



Dr Ismail Abdul Nabi Jawad
(Ex-Vice Chancellor of Al-
Azhar University) addresses the
students.

Dr Hassan Mohi-ud-Din Qadri
addresses the students on the
topic of 'How to Present Islam
in the Modern World'.



14. ON CAMPUS SERVICES & SALIENT FEATURES

14.1 Hostel



The students admitted may avail the hostel facility which offers a peaceful and learning friendly atmosphere. Students are expected to display good standard of disciplined behaviour in line with the teachings of Islam.

Things to do and not to do are the bases of living together. The following dos and don'ts are prescribed for the students for an amicable stay in the hostel. Students not abiding by these dos and don'ts are liable for strict disciplinary action leading to expulsion from the Hostel.

14.1.1 Dos

1. Offering five times ritual prayers along with Night-Vigil (Tahajjud) in the mosque is mandatory.
2. Fast for three days a month (Ayyam-e-Beed: 13th, 14th and 15th of every lunar month).
3. Take part in weekly "Mahfil-e-Dhikr-o-Fikr" and monthly "Majlis-e-Khatm-us-Salat 'ala al-Nabi ﷺ".
4. Must attend the study period as per schedule.
5. Ensure to get permission from Hostel Warden, if a student intends to stay away from the hostel; even if it is just for one (1) night.
6. Keep the bed sheet, pillow and room clean / tidy at all times.
7. Safeguard the assets of the Institution and Minhaj-ul-Quran International.
8. Switch OFF all fans, lights & electrical appliances before leaving the room.
9. Observe the lights OFF timing at night which is 11:00 pm.
10. Beds are provided in all bedrooms & students are to bring their own pillows, bed sheets, blankets, towels, study lights, etc.
11. Beds must be covered with neat and clean bed sheets all the times.
12. Students are solely responsible for the safety of their own valuables. All bedroom doors and cupboards should be locked properly when the students are not inside the room.
13. Must consider the comfort level of other fellows in the room at all times.
14. Must report to Hostel Warden / Administration if something wrong / contrary to rules is observed in the room / hostel.
15. The rental must be paid by the 15th of every month. Failure to comply within 2 weeks after due date will result in EVICTION from the hostel.

14.1.2 Don'ts

1. Stay in the hostel room during class timings.
2. Conduct a private e-learning class from the room.
3. Lodge a guest (Father or Brother only) in the hostel for 1–2 days without prior permission of the administration.
4. Must not leave the hostel premises after specified timings; if extremely necessary, get the permission from hostel warden.
5. Should not change room or sleep anywhere other than own room without the consent of the hostel warden.
6. Indulge in fights or physical violence with any fellow student or any person within the hostel premises.
7. Cause embarrassment; unsolicited compliment regarding a person's figure, dressing, make-up; spreading false rumours with a view to tarnishing others' reputation.
8. Arrange parties / other social gatherings in the hostel complex without prior consent of the administrator / hostel warden.
9. Be in possession and / or dissemination of pornographic material (hard / soft copies).
10. Be in possession of weapon(s) or any items considered dangerous which can be used to cause injuries / bodily harm.
11. Smoke in the hostel complex / campus area at any time.
12. Be in possession and / or consumption of alcoholic beverage / drugs.
13. Cook in the room.
14. Use candles and other flammable material in rooms.
15. Act intentionally or unintentionally causing damage to the assets of COSIS / Minhaj-ul-Quran International.
16. Climb over the fence or wall to get in / out of the hostel.
17. Discuss sectarian / controversial religious issues that may lead to ugly situation.
18. Wear dress in violation of dress code / religious stipulation.
19. Possess valuable items / large amounts of cash in the hostel.
20. Paste posters, notes / pictures on the walls.
21. Drive nails, pins / screws in the walls or doors of the rooms.
22. Hang clothes on the banisters outside the rooms / on the window railings inside the room.
Clothes found hanging in these places will be confiscated and disposed accordingly.
23. Keep following items:

(i) Hot Plate / Electric Heater	(ii) Microwave
(iii) Home Theatre System	(iv) Washing Machine
(v) Exercise Machine	(vi) Music Instruments: Piano / Organ / Drums

14.2 Campus Management System (CMS)

The Campus Management System is designed to promote paperless work. It is unique and comprehensive software which hosts the features that allow users to maintain academic history of students with complete transparency in records and provides a medium for teachers, staff and administration to work in harmony.

The application also facilitates students to view their personal data related to academics and fee details. The system has a complete role based access where various resources are made available depending upon the role assigned.

14.3 CMS Rules

1. IT Manager will allot Login IDs / Passwords to all authorized users (students) and will arrange their training for working in particular module.
2. All students will Login to CMS using their Login IDs / Passwords; they must change their Passwords to strengthen the secrecy of their accounts.
3. Every student will be responsible for his account's security, so he must not share his ID / Password with anyone.
4. Ensure to check your data and instructions of Administration / Faculty on regular basis.
5. Must not mishandle system and must use CMS as per directions of the IT Manager.

14.4 Computer Laboratory

The College has two well equipped computer laboratories having sufficient number of computers connected through LAN with high speed internet connection at both campuses which facilitate students' computer training besides providing them the opportunity to know the world of information technology.



14.5 Library & Research Institute



Library being the hub of knowledge plays an important role in research work, thus it is considered the backbone of any educational institution. To facilitate the students in learning process, COSIS has established two libraries (one each at both the campuses) with substantial number of books ranging from primary sources, such as hadith collections and Qur'anic exegesis to literature covering classical manuals on Islamic law, Islamic civilization, culture and social studies.

Efforts have been made to provide clean, calm and healthy atmosphere. Farid-e-Millat Research Institute (FMRI) is another great source of research at Model Town Campus where research scholars are welcomed to facilitate them in their research work.



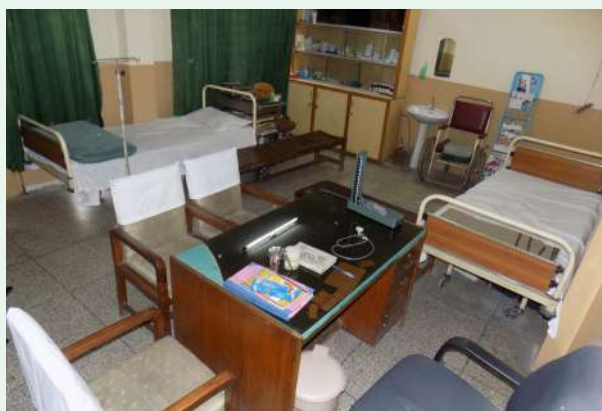
14.6 Security Arrangements

Strict arrangements have been made for the security and protection of the students. Guards are posted round the clock and nobody is allowed to enter the premises and meet the students except with prior intimation and permission.



14.7 Health Care

A state-of-the-art dispensary provides medical help on 24/7 basis to students. A qualified MBBS medical officer is appointed for the purpose. Students who fall sick are treated in the hostel premises. An ambulance is also available to carry the patients to hospital in case of emergency.



14.8 Cafeteria / Canteen

To facilitate the students during leisure time, services are provided through cafeteria / canteen at the college premises. It provides students what they need: good quality eatables, stationery, washing material, etc.



14.9 Career Counseling

Choosing educational and professional careers according to one's predilection, skills, interests and aptitude is the key to success in life. Career counselling plays an important role in guiding the students towards future academic and professional directions. This has been organized under the supervision of students' counsellor who is always available to resolve the queries. Weak students are given special attention to improve their studies.



14.10 Brilliant Future

Job opportunities are available in the educational centres, Islamic centres, schools and colleges established by Minhaj-ul-Quran International (MQI) in Pakistan as well as worldwide. Many graduates who passed out from this college are serving in various capacities (education, armed forces, civil services and research) through their selection by public service commissions and other provincial selection boards.

The graduates of this institution are playing their part in conveying the universal message of Islam in the form of Friday sermons and lectures on the Holy Qur'an and hadith. More than 200 graduates are performing their duties in the Islamic centres of MQI abroad.

14.11 Employment with Public/ Private Sector

- Pak Armed Forces
- Federal Public Service Commission
- Provincial Public Service Commissions
- Police / University Teacher / Corporate Sector / Management
- Multilingual Training Services to Humanity / International Welfare / Interfaith Relations
- Thousands of graduates of this institution are serving at national and international level in various cadres.
- To enhance the vision of the scholars working in the field, an ongoing program is always in progress by the team of senior scholars on regular basis.

14.12 International Employment

The graduates of this institution are working in different parts of the world like:

Australia	Austria	Canada	Denmark	Egypt	France
Germany	Hong Kong	Italy	Japan	Netherlands	Norway
Oman	South Africa	Spain	UAE	UK	USA

15. RULES AND REGULATIONS

Semester Rules

- a. There shall be two regular semesters in an academic year. Moreover, one summer session of eight weeks duration can be planned on required basis.
- b. Each semester will be of 16-18 working weeks (sixteen weeks for teaching, one week for conduct of examination and one week for finalization of result).
- c. The contact hours during the Summer Semester will be doubled.

The teacher will provide a detailed course outline to the students within three days of the beginning of the semester and shall send a copy of the course outline and work plan to the Dean/ Principal.

15.1 Course Credit Hours

- a. A credit hour means teaching/earning a theory course for one hour each week throughout the semester.
- b. One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.

15.2 Course Repeat/ Improvement of CGPA

-
- a. Whenever a student fails (gets 'F' grade), he has to repeat the course whenever offered.
- b. Undergraduate Students can repeat a 'D' grade if the CGPA is less than 2.00. Master Program Students can repeat a 'C' grade if the CGPA is less than 2.50.
- A student can be allowed to repeat a maximum of six courses (18 credit hours) to improve their grades at undergraduate level. Master level students can be allowed to repeat a maximum of three courses (09 credit hours) to improve their grades.

15.3 Withdrawal and Change of Courses

- a. When a course, for which a student has been enrolled, cannot be offered according to the announced program, the student may take an alternative course. However this must be done not later than seven (7) days after the date of enrollment.
- b. A student with the consent of concerned Dean/ HOD, may be allowed to:-
 - (1) Change a course within seven (7) days of commencement of a semester or
 - (2) Drop a course within five (5) weeks of the commencement of a semester.
- c. Withdrawal from a course will be allowed latest by one week before the semester examination (i.e. by the end of 14th week) with the approval of the course Incharge and Dean/ HOD. Withdrawn course will appear on transcript with letter grade 'W' and will not be treated as 'F' grade.

15.4 Code of Examination

- a. All students must submit the clearance form to Exam Office at least One Week prior to start of Exam. Failing to this will not be allowed to sit in the Exam.
- b. Students having less than 75% attendance will not be allowed to sit for the Exam.
- c. All dues must be cleared to appear in the Exam.
- d. Students using unfair means in the Exam will be penalized as per policy.

16. BS Level

- a. The teacher is responsible for the evaluation of work/ performance of the students of his/ her class and for the award of grades to them on the basis of such evaluation.
- b. The weightage of Mid Term Exam is 25%, Assignment, Quizzes and Attendance is 25% (10%, 10%, and 5% respectively) and Final Term Exam is 50%.
- c. BS-8 students will submit a research paper (Thesis) which carries 200 marks.
- d. In case a student joins a course after it has started, he/ she will be responsible for any missed quizzes, assignments and lectures. The marks for missed quizzes will be considered zero; however, makeup assignments can be arranged in consultation with the teacher/ HOD.
- e. There will be no Supplementary Exam in Semester System; if a student fails, he/ she have to repeat the course when it is offered.
- f. The Mid Term Exam may be held after eight weeks from the start of semester.
- g. The examinations shall be held on consecutive days excluding holidays which means that no gap shall be allowed between the papers.
- h. Each course shall carry at least one assignment which shall be submitted to the concerned teacher.
- i. The time limit for completion of BS[Hons] degree shall be ordinarily four years Program from the start of the first semester counted towards the degree but a student repeating the course shall be considered as a special casual student; the time limit for such a student will be extendable up to maximum of one year.
- j. In case of genuine reason, a student may freeze his/ her studies maximum for one year subject to the permission of the Dean/ Principal. During the freezing period the applicant will lose his studentship and shall not be entitled to avail any facility being extended to regular students.

- **a. CGPA Required for Completion of UG and Graduate Degree**

- (i) To complete the degree, the minimum qualifying CGPA for BS is 2.00.

Whenever a BS student's CGPA is less than 2.00, then he/ she will be placed on 1st probation for the next semester. Maximum two probations are allowed to come up to the desired minimum CGPA otherwise the student will be dropped from the Rolls of the Department.

- c. Withdrawal from a course will be allowed latest by one week before the semester examination (i.e. by the end of 14th week) with the approval of the course Incharge and Dean/ HOD. Withdrawn course will appear on transcript with letter grade 'W' and will not be treated as 'F' grade.

b. Requirements for Award of Degrees

BS Students

- (i) A student must have a regular admission in the undergraduate program of the Department.
- (ii) Should earn a minimum of 60 credit hours out of a total of 124–130 credit hours from the Department from where he will be entitled for the degree.

• c. Fee Concession Rules

- i. Sons of Teachers/staff: 100 % in Tuition and Hostel fee
- ii. Two or more real brothers (the younger only): 50 % in Tuition fee
- iii. Sons of members of IMQ: 10 % in Tuition fee.
- iv. Students of Tafeez-ul-Quran: 50% in Tuition fee
- v. Residents of Sindh, Baluchistan and Gilgit Baltistan: 50% in Tuition fee

• d. Scholarships

- a. Students will get concession during BS-1 semester on the basis of their performance in Intermediate Board Exam as under:-

- (i) Position holders in Board Exam: 100 % in Tuition and Hostel Fee
- (ii) On getting 90% and above marks: 100 % in Tuition Fee
- (iii) On getting 85% and above marks: 75 % in Tuition Fee
- (iv) On getting 80% and above marks: 50 % in Tuition Fee
- b. From BS-2 to BS-8 only top position holders will get 50 % concession in Tuition Fee.

• e. Admission Criteria

- | Category | Qualification | Age Limit |
|----------|---------------------|-------------|
| • BS | HSSC / Intermediate | 18-22 years |
- * Minimum qualification is mentioned as above. In addition, the HEC admission criteria and rules & regulations will also be implemented.

• f. Admission Conditions

- i. Admission application will be accepted only on prescribed application form.
- ii. Admission is granted on merit base after test/ interview.
- iii. 2% admission will be granted on quota system for the distant areas of Gilgit Baltistan, Baluchistan, Sindh and KPK.
- iv. Admission will be confirmed after deposit of all dues.
- v. Relaxation in age limit can only be granted to genuine cases through an application.
- vi. Hostel facility is given according to the availability of seats.

g. Additional Marks for Merit List

a. Additional marks will be added in merit result as under:-

- | | |
|--------------------------------|----------|
| (i) Hafiz-i-Quran: | 15 Marks |
| (ii) Sports: | 15 Marks |
| (iii) Arabic/ English Language | 15 Marks |
| (iv) Staff IMQ/ Teachers' Son | 10 Marks |

b. The applicants have to submit the relevant certificate to get the additional marks.

h. Documents to be submitted: -

- i. Attested copy of Matric/ Intermediate/ BS certificate/ transcript.
- ii. Character certificate of previous institution.
- iii. Attested copy of B-Form/ CNIC of the candidate.
- iv. Attested copy of CNIC of the father/ guardian.
- v. Four colored pictures with white background.
- vi. Original NOC from respective Board (Except Lahore Board).
- **i. Actions leading to Cancellation of Admission**
 - i. Remains absent for six (6) days consecutively.
 - ii. Careless attitude towards specified timings of Assembly/ Classes/ Extracurricular Activities.
 - iii. Failing to deposit dues by specific date.
 - iv. Not taking interest in curricular and extracurricular activities.
 - v. Non-cooperation with Teachers and Administration.
 - vi. Using unfair means in Exams.
 - vii. Not abiding by the policy, rules and regulations of the institution.
 - viii. On cancellation of admission due to any reason Hostel Seat will be cancelled automatically.

j. Re- Admission

I. On suspension or cancellation of admission, a student has to put up an application to Principal Office for Re- enrollment/ Re- admission.

ii. Arrange meeting of parents/ guardian with the Principal.

iii. On suspension of admission, re- enrollment fee is Rs. 500/. If re-enrollment is not done on 4th day from the start of absentee, then student has to pay Rs.100 per day along with re-enrollment fee Rs. 500.

On cancellation of admission, re- admission fee is Rs. 1000/. If re-admission is not done on 7th day from the start of absentee, then a student has to pay Rs.100 per day along with re-admission fee Rs. 1000.

a. Attendance/ Leave policy

Attendance

- A. Attendance in morning Assembly is mandatory for all students.
 - B. Students falling sick have to report to their class Incharge.
 - C. A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the final examination.
 - D. A student having less than 80% attendance but more than 75% in a particular course, making up the deficiency in consultation with the concerned teacher, may be allowed by the Institute Council.
 - E. Students having class attendance less than 75% in particular course will be required to repeat the course when it is offered again.
- A fine of Rs.50/ for Absentee/ Late in morning Assembly and Rs.20/ for Absentee/ Late in one period during classes will be imposed.

ii. Duty/ Urgent Work Leave

- A. Leave application will be submitted on the prescribed form only.
- B. Duty leave can only be granted for official duty or when a student has to appear in some specific examination. This leave has to be approved in advance after producing supported documents (date sheet, etc.).
- C. For urgent work/ death of close relative, students have to get the leave approved from respective class Incharge/ Principal Office in advance.
- D. Urgent work leave up to three days will be approved by class Incharge.
- E. Beyond three days, urgent work leave will be sanctioned by the Principal on the recommendation of class Incharge.
- Leave is not granted before or after the Exam, vacations and Itikaf training camp. Absent students will be fined Rs.500/- per day.

• iii. Medical Leave

- A. If a student falls sick while staying in the Hostel, he has to inform his class Incharge for reporting sick.
- B. If any student falls severely sick while at home, his parents have to inform his class Incharge immediately.
- C. After recovery, a student has to report to his class Incharge without wastage of time and apply for medical leave supported with test reports/ medical documents (having advice of Specialist for bed rest) within three days of return to college.
- D. Late applications will not be accepted. Moreover, medical leave will only be granted if a student informs his class Incharge before leaving the class/college for medical treatment.

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- C. After recovery, a student has to report to his class Incharge without wastage of time and apply for medical leave supported with test reports/ medical documents (having advice of Specialist for bed rest) within three days of return to college.
- D. Late applications will not be accepted. Moreover, medical leave will only be granted if a student informs his class Incharge before leaving the class/college for medical treatment.

A. If any student falls short of 75 % attendance, maximum 10 % can be adjusted as medical leave which means any student with less than 65 % attendance cannot qualify to sit in the final examination even if his medical application is approved. However, cases of severe illness may be given additional waiver by College Council according to the Board/ HEC policy.

17. CODE OF CONDUCT FOR STUDENTS

a. Administration expects all students to be well behaved and well-disciplined during their studies at the Institute. Any contrary behavior is liable to disciplinary action which may result in fine, expulsion or rustication, depending upon the nature and gravity of the offence.

b. Being self-disciplined and punctual is highly appreciated.

c. All students must abide by the ideology of Minhaj ul Qur'an. Using abusive language or remarks for the administration/ higher authorities of the Institute or anyone else is strictly forbidden.

d. Sectarianism is totally banned. Everyone must not discuss about this issue.

e. All students are to uphold the highest values of academic integrity. Violations include and are not limited to: plagiarism, cheating, fabrication, and academic misconduct.



f. Dishonesty/ falsification of information are discouraged at all levels. Students will be considered in violation of “code of conduct” if they:-

(i) Lie or furnish false information at any stage.

(ii) Are aware of false information being furnished by others with the intent to deceive and do not correct that false information in a timely manner.

(iii) Withhold information pertinent to student misconduct.

(iv) Fabricate, alter, counterfeit or misuse any official documents or resources.

(v) Intentionally issue a bad cheque/payment or other financial instrument in order to register for classes or receive an official transcript or diploma.

(vi) Provide false information or fail to provide current information for the purpose of defrauding.

g. No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of Al-A'zamiyya Institute and Minhaj ul Qur'an International.

h. Damage that is caused accidentally should be promptly reported to the Administration.

i. Students shall follow the dress code and avoid using mobile phones in the classes.

18. CONTACT US

PRINCIPAL

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ADMISSIONS & INQUIRY

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042-35162211 | 0321-6428511

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E-mail: equranclass@gmail.com

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042-35169120

E-mail: exam.cosis@mul.edu.pk

IN-CHARGE NEW CAMPUS

042-35113240 | 0300-4870910

19. LOCATION

Al-A'zamiyya Institute





Al-A'zamiyya Institute



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