

# THE PUNJAB SCHOOL

*A Project of*



MAKKAH FOUNDATION

ANNUAL **REPORT** 2022



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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## OUR VISION

We envisage ourselves as a nationally acknowledged School System grooming the new generation to be true embodiments of civic sense, and enkindling the love for the humanity in true Islamic perspective.

## MISSION STATEMENT

The Punjab School is committed to pursuing excellence, providing financially affordable superior quality education aiming at producing academically proficient, committed and morally upright individuals, keen to contribute towards raising a harmonious fraternity.





## HISTORICAL BACKGROUND OF ORGANIZATION'S INCEPTION

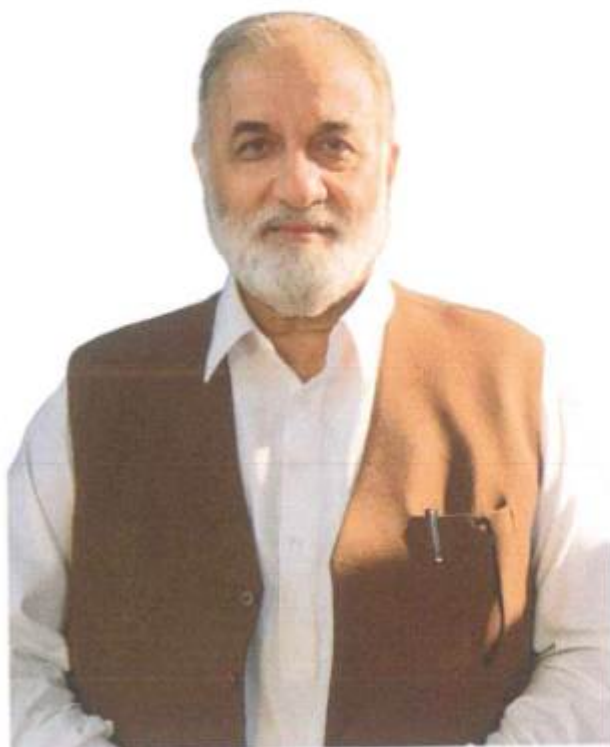
Syed Ihsan Ullah Waqas and Liaqat Baloch, eminent social workers, dreamt in early 1987 to set up a school of eminence that could provide quality education to the children of indigent and lower middle class at an affordable expense. They travelled to Saudi Arabia, USA and UK to muster support for materialization of their dream. Having been successful in mobilizing some old friends and philanthropists, a Trust namely Makkah Foundation consisting of eight members was registered in November 1987. In 1989, Mr. Liaqat Baloch managed allotment, through the good offices of Senator Dr. Basharat Elahi, of a piece of land measuring 66 kanals, on payment at government scheduled rates, in a comparatively underdeveloped area of southern Lahore in Township. The earth breaking ceremony of the Foundation's 1st educational venture was performed on 14th August, 1990. This School took a modest start with Preschool, Junior & Girls High School in April 1992 and Boys High School in April 1994 in three blocks of single-storey buildings. During the period of nine years, after its inception, some more philanthropists and social workers joined hands in promoting this cause that enabled us to add a separate block of Junior School, another storey of Preschool, and two floors each of Boys and Girls Schools in addition to constructing a multipurpose hall and a swimming pool. In order to meet certain codal requirements, a trust was revoked in 1996 and the Makkah Foundation was registered as a Society in 1996 under Societies Registration Act 1860.

By 2001, the School had become one of the leading schools of Lahore. Encouraged by this success, the Foundation extended the educational facilities to Kot Khawaja Saeed, another educationally backward area of Northern Lahore. School followed school in quick succession;

The third school of the chain, established in Johar Town, went functional in 2007. The fourth school of the chain, another state-of-the-art campus spreading over an area of 52 kanals went operative in 2013 and the fifth campus of the School went functional in March 2022 in WAPDA Town, Lahore. This School Chain, a burgeoning scholastic entity, is presently operating five Campuses in Lahore with a student body of around 19,000 students.



## CHIEF EXECUTIVE MESSAGE



The Punjab School established in 1992 in Township under the auspices of Makkah Foundation, stands out as one of the most prestigious chains of schools, which has gained singular recognition through its meritorious results during its short history, in tough competition with already established and most reputed schools of the province.

Primary aim of education is to develop the intellectual level of a child by stimulating his / her capacity of thinking, reasoning, analyzing through reading, and writing, listening and speaking skills. Memorizing things without understanding does not promote comprehension. We plan to give our children the first wholesome experience of joining the world of protected environment under the umbrella of academically qualified and

professionally experienced teachers for comprehensive development of personality.

We plan to ensure the provision of state-of-the-art facilities with even emphasis on outdoor and indoor co-curricular activities in the form of games like swimming, cricket, football, hockey, basketball, badminton, and table-tennis. Exposure to scouting, speech contests, quiz competitions, debates and declamations, art & craft exhibitions help the students gain confidence and excel gracefully in their practical life. Our stalwarts in sports are playing in national hockey and cricket teams. One of our students Salman Akbar is the captain of Pakistan Hockey team. Our Swimmers have won accolade in swimming at national and international level in age group levels.

These purpose-built educational campuses are equipped with modern facilities for imparting quality education with a view to producing students representative of true Muslim culture, imbued with zest for learning. we ensure to provide truly academic aura where parents can confidently entrust their progenies in the safe hands of professionally trained teaching staff, who have proved their mettle and competencies by producing exemplary results in academics and co-curricular activities at provincial and national levels. Entrust your child to a wholesome and environment of our system for carving



## **MEMBERS – GENERAL BODY MAKKAH FOUNDATION**

<b><u>Sr N<sup>o</sup></u></b>	<b><u>Name</u></b>
1	Dr. Ghulam Akbar Khan Niazi S/O Muzaffar Khan Niazi
2	Mr. Liaqat Baloch S/O Bashir Ahmed Khan
3	Mr. Haris Nazir Ahmad S/O Khurshid Ahmad
4	Mr. Mohammad Khalid S/O Mohammad Hussain
5	Mr. Raja Muhammad Iqbal Khan S/O Raja Khurshid Ali Khan
6	Raja Muhammad Akram S/O Raja Muhammad Din
7	Syed Ihsan Ullah Waqas S/O Inayat Ullah Shah
8	Mr. Abuzar Bukhari S/O Syed Zulfiqar Haider Bokhari
9	Dr. Ahmad Khan S/O Muhammad Shareef Khan
10	Mr. Khawaja Sheraz Mehmood S/O Khawaja Kamal-ud-Din Anwar (Late)
11	Mr. Farooq Shah S/O Hamid Shah
12	Mrs Rubina Syed W/O Ahsan Ali Syed
13	Prof Dr Tahira Basharat W/O Basharat Ahmad Khan
14	Mrs Tanveer Ijaz W/O Ijaz Akram Butt



## **MEMBERS – GOVERNING BODY MAKKAH FOUNDATION**

<b><u>S. No.</u></b>	<b><u>Name/Father's Name</u></b>	<b><u>Designation</u></b>
1.	Mr. Mohammad Khalid S/O Mohammad Hussain	Chairman
2.	Prof. Dr Tahira Basharat W/O Basharat Ahmad Khan	Vice Chairman
3.	Dr. Ahmad Khan S/O Muhammad Shareef Khan	Secretary General
4.	Syed Ihsan Ullah Waqas S/O Inayat Ullah Shah	Member
5.	Mr. Raja Muhammad Iqbal Kan S/O Raja Khurshid Ali Khan	Member
6.	Mr. Liaqat Baloch S/O Bashir Ahmed Khan	Member
7.	Mr. Khawaja Sheraz Mehmood S/O Khawaja Kamal-ud-Din Anwar (Late)	Member
8.	Mrs Tanveer Ijaz W/O Ijaz Akram Butt	Member
9.	Mrs Rubina Syed W/O Ahsan Ali Syed	Member





# ACADEMICS



## NO OF ADMISSIONS IN 2022

Township Campus	-	728
Johar Town Campus	-	411
Kot Khawaja Saeed Campus	-	433
Khayaban-e-Jinnah Campus	-	874
WAPDA Town	-	1070
		<u>3516</u>

## STUDENT STRENGTH

The Punjab School has a Student Body of **18803**. The campus wise breakdown is as under:

	<u>TS</u>		<u>KKS</u>		<u>JT</u>		<u>KJ</u>		<u>WT</u>		<u>Total</u>	
	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>
a. Preschool	652	641	339	470	384	383	706	757	341	326	2422	2577
b. Junior School	604	978	476	608	537	534	744	1,095	176	132	2537	3347
c. Girls High School	1251	-	499	-	737	-	1,495	-	-	-	3982	-
d. Boys High School	-	1,310	-	668	-	618	-	1,342	-	-	-	3938
	<u>2,507</u>	<u>2,929</u>	<u>1,314</u>	<u>1,746</u>	<u>1,658</u>	<u>1,535</u>	<u>2,945</u>	<u>3,194</u>	<u>517</u>	<u>458</u>	<u>8941</u>	<u>9862</u>

## TEACHERS STRENGTH

At present we have a total of **1261** teachers:

	<u>TS</u>		<u>KKS</u>		<u>JT</u>		<u>KJ</u>		<u>WT</u>		<u>Total</u>	
	<u>Ladies</u>	<u>Gents</u>	<u>Ladies</u>	<u>Gents</u>	<u>Ladies</u>	<u>Gents</u>	<u>Ladies</u>	<u>Gents</u>	<u>Ladies</u>	<u>Gents</u>	<u>Ladies</u>	<u>Gents</u>
a. Preschool	83	-	43	-	33	-	83	-	46	-	288	-
b. Junior School	108	-	70	-	96	-	113	-	24	-	411	-
c. Girls High School	88	-	38	-	37	-	98	-	-	-	261	-
d. Boys High School	-	100	-	51	-	57	-	93	-	-	-	301
	<u>279</u>	<u>100</u>	<u>151</u>	<u>51</u>	<u>166</u>	<u>57</u>	<u>294</u>	<u>93</u>	<u>70</u>	<u>-</u>	<u>960</u>	<u>301</u>
	<u>379</u>		<u>202</u>		<u>223</u>		<u>387</u>		<u>70</u>		<u>1,261</u>	



## SECONDARY SCHOOL EXAMINATION RESULT 2022

The Executive Director while giving details of the result, thanked Allah the Almighty, with His blessings The Punjab School has once again showed excellent results, thus maintaining the consistent track record of its achievements in the wake of very tough competition among already well established institutions. The Executive Director informed the House that One of our students, **Miss Rameen Asim Chishty** of Township Campus having obtained **1093** marks got over all **3rd** position in Lahore Board. A total of **2,48,529** candidates comprising of **129,029** Girls and **119,500** Boys appeared in this Examination held by the Board of Intermediate and Secondary Examination, Lahore. **19** of our students who have been placed among top ten positions are as under:

<u>Overall Position</u>	<u>Marks</u>	<u>Name</u>	<u>Campus</u>
3 <sup>rd</sup>	1093	Rameen Asim Chishty	Township
4 <sup>th</sup>	1092	Samin Gul	Khayaban-e-Jinnah
<u>Position (Among Girls)</u>			
6 <sup>th</sup>	1089	Laiba Abid	Township
7 <sup>th</sup>	1088	Aiman Zaid	Johar Town
7 <sup>th</sup>	1088	Zymil Zahid	Township
8 <sup>th</sup>	1087	Hamnah Asif	Khayaban-e-Jinnah
8 <sup>th</sup>	1087	Eeman Faima Ali	Khayaban-e-Jinnah
9 <sup>th</sup>	1086	Manal Ghufuran	Township
9 <sup>th</sup>	1086	Fatima Assad Khan	Khayaban-e-Jinnah
10 <sup>th</sup>	1085	Qanilah Hashmi	Township
<u>Position (Among Boys)</u>			
4 <sup>th</sup>	1091	Rana Nauman Iqbal	Johar Town
6 <sup>th</sup>	1088	Muhammad Muaviz	Township
6 <sup>th</sup>	1088	Hafiz Muhammad Hamza Asim	Kot Khawaja Saeed
8 <sup>th</sup>	1086	Abdur Rehman Hashir	Township
8 <sup>th</sup>	1086	Muhammad Ahmad	Khayaban-e-Jinnah
9 <sup>th</sup>	1085	Usairam Ahmed	Kot Khawaja Saeed
9 <sup>th</sup>	1085	Muhammad Arham Aamer	Johar Town
10 <sup>th</sup>	1084	Malik Saud-al-Faisal	Kot Khawaja Saeed
10 <sup>th</sup>	1084	Muhammad Rafay	Khayaban-e-Jinnah

It is really gratifying that The Punjab School has maintained consistent track record of achievements in the wake of very tough competition among the established institutions. With the grace of Almighty Allah we have proven our excellence, this year as well, by obtaining excellent grades. The detail is as under:-

a. <u>Science Group</u>	<u>Campus</u>									
	<u>TS</u>		<u>KKS</u>		<u>JT</u>		<u>KJ</u>		<u>Total</u>	
	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>
(1) No of students appeared	214	153	123	81	99	126	184	168	620	528
(2) No of students passed	206	153	120	81	96	126	179	168	601	528
(3) No of A+ & A Grade	181	150	95	74	76	111	140	165	492	500
	(85%)	(98%)	(77%)	(91%)	(77%)	(88%)	(76%)	(98%)	(79%)	(95%)



**b. Humanities Group**

(1) No of students appeared	-	17	-	3	-	6	-	19	45
(2) No of students passed	-	17	-	3	-	6	-	19	45
(3) No of A+ & A Grade	-	13	-	1	-	2	-	13	29
	-	(76%)	-	(33%)	-	(33%)		(68%)	(64%)

It is also a matter of real exuberance that, out of **1048** Science students, **230** have secured 1050 or more marks while **480** students have secured 1000 or more marks out of a total of 1100. The detail is as under:-

	<u>TS Campus</u>		<u>JT Campus</u>		<u>KKS Campus</u>		<u>KJ Campus</u>	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
<b>1050 or More</b>	34	59	13	27	17	7	27	46
<b>1000 or More</b>	80	95	32	58	36	35	54	90

## TRAININGS / WORKSHOPS

Professional Development plays a very significant role in developing a comprehensive, sustained and intensive approach to improving teachers' effectiveness in raising students' achievement. It is comprised of professional learning that is aligned with continuous cycle of improvement supported by workshops. It also provides job embedded coaching or other forms of assistance to support the transfer of new knowledge. In The Punjab School In-service Training Workshops are arranged throughout the year. These workshops are conducted not only by the professional trainers of different reputed institutions but also by the teachers of The Punjab School. Invitations of different workshops are also addressed keeping in view their magnitude and significance. The detail is attached as appendix 1.





## **FINANCIAL HIGHLIGHTS**



## INDEPENDENT AUDITOR'S REPORT

To the members of "MAKKAH FOUNDATION".

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the annexed financial statements of "Makkah Foundation" (the society) which comprise the balance sheet as at June 30, 2022 and the statement of comprehensive income, the statement of cash flows, the statement of changes in funds for the year then ended and notes to the financial statements, including a summary of significant accounting policies and other explanatory information, and we state that we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.

In our opinion and to the best of our information and according to explanation given to us, the balance sheet, the statement of comprehensive income, the statement of cash flows and the statement of changes in funds together with the notes forming part thereof conform with the accounting and reporting standards as applicable in Pakistan for Not for Profit Organization issued by the Institute of Chartered Accountant of Pakistan.

#### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs) as applicable in Pakistan. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants as adopted by the Institute of Chartered Accountants of Pakistan (the Code) and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Information Other than the Financial Statements and Auditor's Report Thereon

Management is responsible for the other information. The other information comprises the information included in annual report, but does not include the financial statements and auditor's report thereon.

Our opinion on the financial statement does not cover the other information and we do not express any form of assurance conclusion thereon.



## Responsibilities of Management for the Financial Statements

Management is responsible for preparation and fair presentation of the financial statements in accordance with the accounting standards as applicable in Pakistan for Not for Profit Organization issued by the Institute of Chartered Accountant of Pakistan and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Board of Members is responsible for overseeing the Society's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs as applicable in Pakistan will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs as applicable in Pakistan, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedure responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide audit basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are

*Manan Mehta*





inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as going concern

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the board of members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the board of members with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

### Report on Other Legal and Regulatory Requirements

Based on our audit, we further report that in our opinion:

- a) Proper books of accounts have been kept by the Society as required by the applicable accounting standards in Pakistan for Not for Profit Organization issued by the Institute of Chartered Accountant of Pakistan;
- b) the balance sheet, the statement of comprehensive income, the statement of cash flows and the statement of changes in funds together with notes thereon have been drawn up in conformity with the applicable accounting standards in Pakistan for Not for Profit Organization issued by the Institute of Chartered Accountant of Pakistan and are in agreement with the books of accounts and returns;
- c) investments made, expenditure incurred during the year were for the purpose of Society's business; and
- d) No zakat was deductible at source under the Zakat and Usher Ordinance 1980 (XVIII of 1980).

The engagement partner on the audit resulting in this independent auditor's report is Munawar Hussain.

Lahore:  
September 28, 2022

MUNAWAR ASSOCIATES  
Cost and Management Accountants







Makkah Foundation  
Balance Sheet  
As at June 30, 2022

	NOTE	2022			2021		
		Restricted Designated Asset Fund	General Fund	Total	Restricted Designated Asset Fund	General Fund	Total
		-----Rupees-----			-----Rupees-----		
<b>NON CURRENT ASSETS</b>							
Property, plant & equipment	4	1,412,168,950	-	1,412,168,950	1,167,119,286	-	1,167,119,286
Loans, advances and deposits	6	-	2,621,897	2,621,897	-	2,569,347	2,569,347
		1,412,168,950	2,621,897	1,414,790,847	1,167,119,286	2,569,347	1,169,688,633
<b>CURRENT ASSETS</b>							
Loans, advances and prepayments	7	-	30,109,131	30,109,131	-	15,274,532	15,274,532
Short Term Investments	8	566,225,661	-	566,225,661	480,725,661	-	480,725,661
Other receivables	9	296,824,875	2,887,137	299,712,012	234,200,470	2,013,281	236,213,751
Cash & bank balances	10	243,994,705	422,236,023	666,230,728	294,760,374	353,285,361	648,045,735
		1,107,045,241	455,232,291	1,562,277,532	1,009,686,505	370,573,174	1,380,259,679
<b>CURRENT LIABILITIES</b>							
Fee received in advance	11	-	4,092,260	4,092,260	-	2,602,635	2,602,635
Creditors, accrued expenses and other liabilities	12	-	71,935,425	71,935,425	-	58,764,048	58,764,048
			76,027,685	76,027,685		61,366,683	61,366,683
<b>NET CURRENT ASSETS</b>		1,107,045,241	379,204,606	1,486,249,847	1,009,686,505	309,206,491	1,318,892,996
<b>CONTINGENCIES AND COMMITMENTS</b>	13	-	-	-	-	-	-
<b>NET ASSETS</b>		<u>2,519,214,191</u>	<u>381,826,503</u>	<u>2,901,040,694</u>	<u>2,176,805,791</u>	<u>311,775,838</u>	<u>2,488,581,629</u>
<b>REPRESENTED BY:</b>							
<b>LONG TERM LIABILITIES</b>							
Long term security deposit - refundable	14	3,500,000	8,821,548	12,321,548	3,500,000	8,717,198	12,217,198
<b>FUNDS</b>							
<b>Restricted Funds</b>							
Restricted Designated Asset Fund		2,515,714,191		2,515,714,191	2,173,305,791		2,173,305,791
<b>Un-Restricted Funds</b>							
General Fund			373,004,955	373,004,955		303,058,640	303,058,640
		<u>2,519,214,191</u>	<u>381,826,503</u>	<u>2,901,040,694</u>	<u>2,176,805,791</u>	<u>311,775,838</u>	<u>2,488,581,629</u>

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The annexed notes from 1 to 31 form an integral part of these financial statements.

Chief Executive

Member

Chief Accountant



Makkah Foundation  
Statement of Comprehensive Income  
For the year ended June 30, 2022

		2022			2021		
NOTE		Un-Restricted	Restricted	Total	Un-Restricted	Restricted	Total
		Rupees			Rupees		
INCOME							
Tuition and other fees	15	393,857,690	-	393,857,690	368,108,389	-	368,108,389
Fee share on assets designated from restricted fund	15.1	-	296,251,324	296,251,324	-	272,262,802	272,262,802
Other income	16	4,452,884	-	4,452,884	2,011,499	-	2,011,499
Income on assets designated from restricted fund	23	-	37,817,697	37,817,697	-	40,561,801	40,561,801
Income on intangible assets designated from restricted fund	24	-	367,328	367,328	-	260,388	260,388
		398,310,574	334,436,349	732,746,923	370,119,888	313,084,991	683,204,879
EXPENDITURE							
Charged to cost of revenue							
Salaries, allowances and other benefits	17	246,975,224	-	246,975,224	218,112,401	-	218,112,401
Utilities	18	8,445,089	-	8,445,089	6,106,724	-	6,106,724
Financial relief	19	26,225,605	-	26,225,605	38,491,527	-	38,491,527
Examination stationery		2,029,051	-	2,029,051	89,830	-	89,830
TPS Agash	20	-	4,360,317	4,360,317	-	2,881,304	2,881,304
Repair and maintenance	21	10,958,251	-	10,958,251	7,957,447	-	7,957,447
Disaster -Auditorium KJ	22	-	-	-	-	15,950,391	15,950,391
Depreciation on assets designated from restricted funds	23	-	37,817,697	37,817,697	-	40,561,801	40,561,801
Amortization on intangible assets designated from restricted fund	24	-	367,328	367,328	-	260,388	260,388
Others	25	3,944,995	-	3,944,995	1,316,703	-	1,316,703
		298,978,215	42,545,342	341,523,557	272,074,631	63,653,884	335,728,515
Charged to Administrative and general expenses							
Salaries, allowances and other benefits	17	12,998,696	-	12,998,696	11,479,600	-	11,479,600
Utilities	18	444,478	-	444,478	321,407	-	321,407
Printing and stationery		2,345,776	-	2,345,776	65,149	-	65,149
Travelling and conveyance		150,103	-	150,103	101,624	-	101,624
Vehicle running and Maintenance		5,694,235	-	5,694,235	2,961,691	-	2,961,691
Generator running and Maintenance		753,138	-	753,138	699,471	-	699,471
Repair and Maintenance	21	1,217,695	-	1,217,695	884,161	-	884,161
Medical expenses		230,022	-	230,022	355,069	-	355,069
Legal & professional charges	26	2,436,773	-	2,436,773	1,336,685	-	1,336,685
Fee and taxes		91,520	-	91,520	356,806	-	356,806
Promotional charges		34,516	-	34,516	11,134	-	11,134
Misc. Expenses	27	4,416,272	-	4,416,272	6,726,571	-	6,726,571
		30,813,224	-	30,813,224	25,299,367	-	25,299,367
Total expenses		329,792,439	42,545,342	371,937,781	297,373,998	63,653,884	361,027,882
Excess of income over expenditure before finance income		68,518,134	291,891,007	360,809,142	72,745,890	249,431,107	322,176,997
Finance income	28	-	88,494,834	88,494,834	-	45,875,057	45,875,057
Excess of income over expenditure for the year		68,518,134	380,385,841	449,303,976	72,745,890	295,306,164	368,052,054
Other comprehensive income		-	-	-	-	-	-
Total comprehensive income for the year		68,518,134	380,385,841	449,303,976	72,745,890	295,306,164	368,052,054
ATTRIBUTE TO:							
General Fund		68,518,134	-	68,518,134	72,745,890	-	72,745,890
Restricted Designated Asset Fund		-	380,385,841	380,385,841	-	295,306,164	295,306,164
		68,518,134	380,385,841	449,303,976	72,745,890	295,306,164	368,052,054

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The annexed notes from I to 31 form an integral part of these financial statements.

Chief Executive

Member

Chief Accountant





In person trainings

# THE PUNJAB SCHOOL

STAFF DEVELOPMENT CENTRE

## Inductees Training Programme 2022-23

(For The Punjab School and Franchised Campuses Preschool Teachers)

### Day - 1

Date : 21st March, 2022  
Day : Monday  
Timings : 08:30 am - 01:00 pm  
Venue : Khurshid Hall, Township Campus

Sr. No.	Event Flow	Resource Persons	Time	Duration
1.	Recitation of verses from the Holy Quran and Translation	Ms Wajeeha Khan, Senior Teacher, NW TS	08:30 am - 08:35 am	5 mins
2.	National Anthem	-	08:35 am - 08:40 am	5 mins
3.	Welcome Address	Dr. Ahmed Jibran, Director Academics	08:40 am - 08:50 am	10 mins
4.	EPL (Exercises of Early Practical Life)	Ms Uzma Mehmood, Senior Teacher,	08:50 am - 09:20 am	30 mins
5.	English Phonics	Ms Humaira Nosheen, Senior Teacher,	09:20 am - 10:05 am	45 mins
6.	Story Telling	Ms Atiya Khan, Senior Teacher, NW TS	10:05 am - 10:35 am	30 mins
7.	How to Use Sensorial Apparatus?	Ms Saima Latif, Senior Teacher, NW TS	10:35 am - 11:20 am	45 mins
Refreshment			11:20 am - 11:45 am	25 mins
8.	Green Board Preparation (English, Urdu & Maths) Venue (Nursery Yellow NW TS)	Ms Mubeen Fatima, Senior Teacher, NW TS	11:45 am - 12:20 pm NW TS, KJ NW, TNB & NT (38 Participants)	35 mins
9.	English, Urdu and Maths Writing Pattern Venue (Nursery Purple NW TS)	Ms Ayesha Aftab, Senior Teacher, NW TS	11:45 am - 12:20 pm JT GW, CG, ARG, TBC, DHA-5, FPR & DRC (39 Participants)	
10.	Green Board Preparation (English, Urdu & Maths) Venue (Nursery Yellow NW TS)	Ms Mubeen Fatima, Senior Teacher, NW TS	12:20 pm - 01:00 pm NW TS, KJ NW, TNB & NT (38 Participants)	40 mins
11.	English, Urdu and Maths Writing Pattern Venue (Nursery Purple NW TS)	Ms Ayesha Aftab, Senior Teacher, NW TS	12:20 pm - 01:00 pm JT GW, CG, ARG, TBC, DHA-5, FPR & DRC (39 Participants)	





# THE PUNJAB SCHOOL

## STAFF DEVELOPMENT CENTRE

### Inductees Training Programme 2022-23

(The Punjab School System and Franchised Campuses - All Teachers)

#### Day - 2

**Date :** 22nd March, 2022  
**Day :** Tuesday  
**Timings :** 08:30 am - 02:30 pm  
**Venue :** Khurshid Hall, Township Campus

Sr. No.	Event Flow	Resource Persons	Time	Duration
1.	Recitation of verses from the Holy Quran and Translation	-	08:30 am- 08:35 am	5 mins
2.	National Anthem	-	08:35 am- 08:40 am	5 mins
3.	Welcome Address	Syed Ihsan Ullah Waqas, Chief Executive, The Punjab School	08:40 am- 09:00 am	20 mins
4.	Introductory Talk "The Punjab School" & "Franchised Campuses"	Col. Muhammad Sabir Khan (Retd), Executive Director, The Punjab School	09:00 am- 09:30 am	30 mins
5.	Job Description of a Teacher	Ms Sadia Farooq, Senior English Teacher, GW TS	09:30 am- 10:25 am	55 mins
<b>Refreshment</b>			10:25 am - 10:55 am	30 mins
6.	How to handle criticism	Ms Nabia Shakeel, School Councillor	10:55 am - 11:55 am	1 hr
7.	Teaching Methods	Ms Humaira Ishfaq, Principal WAPDA Town Campus	11:55 am - 12:55 pm	1 hr
<b>Prayer Time</b>			01:00 pm to 01:30 pm	30 mins
8.	Examination System and Assessment	Ms Rakia Noreen, Controller of Examination	01:30 pm - 02:30 pm	1 hr



(Zoom Sessions)



**THE PUNJAB SCHOOL**  
**STAFF DEVELOPMENT CENTRE**

**Inductees Training Programme 2022-23**

**(The Punjab School System and Franchised Campuses - All Teachers)**

**Day - 3**

**Date : 24th March, 2022**  
**Day : Thursday**  
**Timings : 09:00 am - 01:00 pm**

Sr. No.	Event Flow	Resource Persons	Time	Duration
1.	Rules and Regulations	Mr Irfan Butt, Principal Boys Wing, Kot Khawaja Saeed Campus	09:00 am- 09:30 am	30 mins
2.	<ul style="list-style-type: none"><li>Instructions Regarding Classwork / Homework</li><li>Instructions for Notebooks Checking and Rechecking</li></ul>	Ms Shazia Junaid, Vice Principal, Junior School, Township Campus	09:40 am - 10:40 am	1 hr
3.	Classroom Management	Ms Nabia Shakeel, School Counsellor	10:50 am - 11:50 am	1 hr
4.	Lesson Planning (Urdu & Islamiat/Quran)	Ms Muneza Sohail, HOU	12:00 Noon - 01:00 pm	1 hr

(Zoom Sessions)



**THE PUNJAB SCHOOL**  
**STAFF DEVELOPMENT CENTRE**

**Inductees Training Programme 2022-23**

**(The Punjab School System and Franchised Campuses - All Teachers)**

**Day - 4**

**Date : 25th March, 2022**  
**Day : Friday**  
**Timings : 09:00 am - 12:35 pm**

Sr. No.	Event Flow	Resource Persons	Time	Duration
1.	Lesson Planning (English)	Ms Ramiza Majid, HOE	09:00 am - 09:45 am	45 mins
2.	Lesson Planning (Mathematics)	Mr Khadim Hussain, HOM	09:50 am - 10:40 am	50 mins
3.	Lesson Planning (Science, GK/ Social Studies/Pakistan Studies)	Ms Shabana Aslam, Vice Principal, GW TS	10:45 am - 11:45 am	1 hr
4.	Lesson Planning (Computer/STEM)	Mr. Mohsin Mustafa, HOCs	11:50 am - 12:35 pm	45 mins





# THE PUNJAB SCHOOL

STAFF DEVELOPMENT CENTRE

Workshops Schedule 2022-23

JW TS

Date	Time	Venue	Topic	Participants	Resource Person
21-05-2022 Thursday	45 minutes	Library	انگلش ریٹ	Group A (50)	Ms Sobia Nawaz
				Group B (50)	Ms Afsheen Jabeen
	Model Lessons				
	40 minutes	II Purple	English Creative Writing	English Teachers Class III-V (13)	Ms Shab Bano
		II Brown	Urdu SLOs کے مطابق سطحی خاکے کی تیاری	Urdu Teachers Class III-V (14)	Ms Ruby Mufti
		II Green	Maths Addition /Subtraction of like and unlike fractions	Maths Teachers Class III-V (15)	Ms Sajida Hafeez
		II Blue	G-K/Science Forms of Energy & Energy Trasnfer	G.K /Science Teachers Class II-V (12)	Ms Mamoonah Tahir
		II Orange	Quran/Islamiat تدریس ناظر و قرآن	Qur/Isl Teachers Class II-V (12)	Ms Rehmat Rani
		II Grey	S.St نقشے کی مہارتیں اور محو	S.StTeachers Class IV-V (5)	Ms Mehwish Bukhari
		II Golden	English Intonation	General Teachers Class II (16)	Ms Aliya Waqas
			Urdu رموز و قاف		Ms Sadaf Shahbaz
		Library	How to understand HRMS Software	Group A (50)	Ms Shazia Junaïd Ms Faiqa Tahreem Ms Kiran Wasif
				Group B (50)	

Date	Time	Venue	Topics	Participants	Resource Persons
<b>Ideological Lecture</b>					
20-08-2022 Saturday	08:15 am to 09:00 am	II Golden	ایصال ثواب کے طریقے	Group B (50)	Ms Shamsa Jabeen
		Library	Active Learning	Group A (50)	Ms Maimoona Tahir
	<b>Model Lessons</b>				
	09:05 am to 09:45 am	Library	English Adverbs	English Teachers Class III-V (13)	Ms Sana Anwar
		II Purple	Urdu تدریس اردو میں سمعی و بصری امانتوں کا استعمال	Urdu Teachers Class III-V (14)	Ms Rukhsana Naseer
		II Green	Quran/Islamiat مہم ساکن کے قواعد	Qur/Isl Teachers Class II-V (12)	Ms Maryam Ahmad
	09:50 am to 10:30 am	Library	Science / G.K Earth's Weather / Climate	Sc /G.K Teachers Class II-V (12)	Ms Asma Jabeen
		Lab I	S.St ریاست اور حکومت (وفاقی اور صوبائی سطح) پاکستانی ڈھانچہ	S.St Teachers Class IV-V (5)	Ms Rabia Azhar
	10:35 am to 11:15 am	Library	English Adjectives	General Teachers Class II (16)	Ms Maryam Zubair
	11:15am to 11:45 am	Subject/Class wise discussion on Single National Curriculum ( II to V)			

Date	Time	Venue	Topics	Participants	Resource Persons
27-08-2022 Saturday	45 minutes	Library	How to Tackle Aggressive Behaviour in Students	Group B (50)	Ms Nabeeha Shakeel
		II Golden	Active Learning	Group A(50)	Ms Maimoona Tahir
	40 minutes	II Purple	Model Lesson on Articles	English Teachers Class III-V (13)	Ms Sabahat Naz
		II Grey	Model Lesson on اردو تدریس کی مہارتیں	Urdu Teachers Class III-V (14)	Ms Syeda Nazia
		II White	Model Lesson on Conversion of Units ( Length , Mass, Time)	Maths Teachers Class III-V (15)	Ms Fehmida Usman
		II Brown	Model Lesson on Force & Motion ( Machines)	Sc /S.St /G.K Teachers Class II-V (17)	Ms Arzoo Adnan
		II Green	Model Lesson on باقر و قرآن میں نوجوں کی تربیت	Quran Teachers Class II -V (12)	Ms Shamsa Jabeen
		II Golden	Model Lesson on Pronouns	General Teachers Class II (16)	Ms Saba Waqas
			Model Lesson on Fraction		Ms Nousheen Kazmi
		45 minutes	Library	Understanding Emotional Needs of a Child and Helping Slow Learners	All Statt Members (100)
Model Lessons					
17-09-2022 Saturday	40 minutes	II Purple	English Reading Comprehension	English Teachers Class III-V (13)	Ms Sadaf Khan
		II Grey	Urdu جملہ اور اس کی اقسام	Urdu Teachers Class III-V (14)	Ms Ayesha Bano
		II White	Maths Teaching of Quadrilateral and Its Types	Maths Teachers Class III-V (15)	Ms Dur-e- Shahwar
		Library	Science / G.K Electricity & Magnetism	Sc /G.K Teachers Class II-V (12)	Ms Safina Kanwal

Date	Time	Venue	Topic	Participants	Resource Person
17-09-2022 Saturday	40 minutes	II Brown	S.St قیام پاکستان میں صوبوں کا کردار	S.St Teachers Class IV-V (5)	Ms Mehwish Bukhari
		II Green	Quran/Islamiat ان سانکھن اور نونین کے قواعد	Qur/Isl Teachers Class II-V Teachers (12)	Ms Rubina Asim
		II Golden	Urdu منفی جملوں اور فعل امر و نئی میں فرق	General Teachers Class II (16)	Ms Saira Imran
			English Use of Has / Have		Ms Tayyaba Karim
19-11-2022 Friday	45 minutes	Library	عملی زندگی میں طہارت اور پاکیزگی کی اہمیت	All Staff Members (100)	Ms Rizwana Firdous
	Model Lessons				
	40 minutes	II Purple	English Effective Teaching Learning Process	English Teachers Class III-V (13)	Ms Fouzia Afsar
		II Grey	Urdu رموز و قاف کا استعمال	Urdu Teachers Class III-V (14)	Ms Zara Rasheed
		II White	Maths Comparison Between 2D & 3D Shapes	Maths Teachers Class III-V (15)	Ms Maleeha Ghaffar
		Library	Science / G.K Plants, Flowers & Seeds	Sc /G.K Teachers Class II-V (12)	Ms Nazia Rauf
		II Brown	S.St تہذیبوں کا تراز	S.St Teachers Class IV-V (5)	Ms Saira Mahboob
		II Green	Quran/Islamiat عمود و رُز	Qur/Isl Teachers Class II-V (12)	Ms Rehana Shafique
		II Golden	Maths Division	General Teachers Class II (16)	Ms Sadaf Shahbaz
			Urdu تصور میں دی کی صورت حال سے متعلق بات چیت		Ms Isma Khan
		II Blue	Games Rules and Regulations of Playing Cricket	Games Teachers Class II-V (5)	Ms Farzana Kausar
17-12-2022 Saturday	45 minutes	Library	دست گوئی	All Staff Members (100)	Ms Abida Gohar
	Model Lessons				
	40 minutes	II Purple	English Prepositions	English Teachers Class III-V (13)	Ms Humera Farrukh
		II Grey	Urdu بہر مطلق میں صامت اور غائبی کی سرگرمیوں کی اہمیت	Urdu Teachers Class III-V (14)	Ms Sehar Javed
		II Brown	Maths CPA Approach in Mathematics	Maths Teachers Class III-V (15)	Ms Hina Salman
		Library	Science / G.K Characteristics and Life Process of Organisms /Life Cycles	Sc /G.K Teachers Class II-V (12)	Ms Rahila Khalid

Date	Time	Venue	Topic	Participants	Resource Person
17-12-2022 Saturday	40 minutes	II White	S.St معاشیات	S.St Teachers Class IV-V (5)	Ms Mutahra Alam
		II Green	Quran/Islamiat قرآن کے قواعد	Qur/Isl Teachers Class II-V (12)	Ms Rehmat Rani
		II Golden	Maths 3D Shapes	General Teachers Class II (16)	Ms Sana Najam
			Urdu الف بائی ترتیب		Ms Mubashra Tajammal
24-12-2022 Saturday	45 minutes	Library	انگلش نیت	All Staff Members (100)	Ms Afsheen Jabeen
	Model Lessons				
	40 minutes	II Purple	English Adjectives	English Teachers Class III-V (13)	Ms Nabeela Hammad
		II Brown	Urdu اعراب کی انیسیت	Urdu Teachers Class III-V (14)	Ms Sabiha Firdous
		II Grey	Maths Data Handling	Maths Teachers Class III-V (15)	Ms Ayesha Aslam
		Library	Science / GK/S.St Technology in Everyday Life	Sc /S.St/G.K Teachers Class II-V (17)	Ms Saadia Waqar
		II Green	Quran/Islamiat واقیہ و اصولہ	Qur/Isl Teachers Class II-V (12)	Ms Rizwana Firdous
		II Golden	Maths Capacity	General Teachers Class II (16)	Ms Aliya Waqas
			Urdu نمودی ترتیب		Ms Lubna Aslam
27-12-2023 Friday	45 minutes	Library	قسم نبوت و اطاعت رسول ﷺ	All Staff Members (100)	Ms Mutahra Alam
	Model Lessons				
	40 minutes	II Purple	English Present & Past Continous Tense	English Teachers Class III-V (13)	Ms Shabana Anwar
		II Grey	Urdu اردو گرامر	Urdu Teachers Class III-V (14)	Ms Sabiah Saleem
		II Brown	Maths Teaching of Pattern Numbers	Maths Teachers Class III-V (15)	Ms Tabinda Amir
		Library	Science / G.K Matter and its Characteristics	Sc /G.K Teachers Class II-V (12)	Ms Zar Afshan
27-12-2023 Friday	40 minutes	II Green	S.St آبادی	S.St Teachers Class IV-V (5)	Ms Rabia Azhar
		II Blue	Quran/Islamiat حروف مستعملہ و فقیر	Qur/Isl Teachers Class II-V (12)	Ms Khair un Nisa
		II Golden	English Creative Writing	General Teachers Class II (16)	Ms Farah Jabeen
			Maths Place Value		Ms Saba Waqas





# THE PUNJAB SCHOOL

STAFF DEVELOPMENT CENTRE

Workshops Schedule 2022-23

Kot Khawaja Saeed Girls Wing

Date / Day	Time	Venue	Topics	Participants	Resource persons
21-05-22 Saturday	10:00 am to 11:00 am	Hall	How to foster self-confidence and deal with stress and anxiety	K	Ms Iram Bashir
15-08-22 Monday	09:00 am to 10:00 am	Activity Room	Class Management at Preschool level	A	Ms Humaira A.R
16-08-22 Tuesday		Activity Room	Positive relation between teacher and parents	A	Ms Shumaila Zia
17-08-22 Wednesday	09:00 am to 10:00 am	Activity Room	Moral values in our students.	A	Ms Shumaila Rafique
18-08-22 Thursday		Activity Room	How can we reinforce the shy students in class	A	Ms Somia
19-08-22 Friday		Activity Room	Make the Lesson effective through EPL exercises.	A	Ms Iram Rashid
20-08-22 Saturday		Activity Room	How to develop reading fluency among lower performing students at preschool level	A	Ms Waheeda
	10:30 am to 11:30 am	Hall	Ways to keep students disciplined	K	Ms Mahjabeen
27-08-22 Saturday	9:00 am to 10:00 am	Hall	The top educational problems of students and ways to resolve them	K	Ms Amna Ejaz
17-09-22 Saturday		Hall	Teaching creativity in crowded class room	K	Ms Sana Ishaq
19-11-22 Saturday		Hall	How to deal with hyperactive students	K	Ms Humaira Siddique
17-12-22 Saturday		Hall	Creating meaningful relationship and setting boundaries with your students.	K	Ms Sobia Saleem
24-12-22 Saturday		Hall	Effective antibullying techniques	K	Ms Noshina Irfan
21-01-23 Saturday		Hall	اسلامی عقائد کے حوالے سے ہم اپنے بچوں کی تربیت کیسے کر سکتے ہیں۔	K	Ms Asma Firdous

## Strength of Teachers for Internal Resource Persons

Group A  
Group B  
Group C  
Group D  
Group E  
Group F  
Group G  
Group H  
Group I  
Group J  
Group K

Total Teacher= 150

Preschool Teachers  
I-II Teachers  
Islamiat / Quran (Prep - X)  
Science (I-X)  
English (III-X)  
Urdu & Games (III-X)  
Maths (III-X)  
Social Studies (III-X)  
Computer Teachers  
Art Teachers  
All Teachers

# **THE PUNJAB SCHOOL**

## **Schedule of Saturday**

### **Campus: BS KKS**

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Topic</b>	<b>Participants</b>	<b>Resource Person</b>
27-08-22	8.15 am -10.00 am	Conference Hall	Overall Discipline	All Teaching Faculty	Mr Usman
27-08-22	12.15 pm -01.00 pm	Conference Hall	SNC	All Teaching Faculty	Subject Coordinators



## **THE PUNJAB SCHOOL**

**Schedule of Saturday**

**Campus: Johar Town, Boys School**

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Topic</b>	<b>Participants</b>	<b>Resource Person</b>
27-08-2022	09:00am	Library (BS)	Awareness and Prevention of Bullying and Victimization among School Children	All Teachers	Mr Saifullah Zafar





## **THE PUNJAB SCHOOL**

**Schedule of Saturday**

**Campus: KJBW**

<b>Date/Day</b>	<b>Time</b>	<b>Venue</b>	<b>Topic</b>	<b>Participants</b>	<b>Resource Person</b>
27-08-22	9am	Library	Tests/Copy Checking	All Teachers	Ansar Ch.



### A: Schedule of Urdu Zoom Sessions

Date/Day	Timings	Topics	Participants	Resource Person
06-06-2022 Monday	10:00 am to 12:00 Noon	اردو زبان میں احوال اور ثقافت کے عمومی مسائل	All Urdu Teachers of Township Campus NW TS - 05 JW TS - 31 GW TS - 12 BW TS - 15 <b>Total = 63</b>	Mrs Muneeza Sohail, HOU
07-06-2022 Tuesday			All Urdu Teachers of Johar Town, Kot Khawaja Saeed Campus and Aghosh JT GW - 17 JT BW - 07 KKS GW - 31 KKS BW - 06 Aghosh - 04 <b>Total = 65</b>	
09-06-2022 Thursday			All Urdu Teachers of Khayaban-e-Jinnah, WAPDA Town Campus and KPSS KJ JW - 14 KJ GW - 15 KJ BW - 15 WAPDA Town Campus - 08 KPSS - 07 <b>Total = 59</b>	
13-06-2022 Monday	09:30 am to 10:30 am	انشائیہ داری کے موثر طریقے	All Urdu Teachers of Township Campus NW TS - 05 JW TS - 31 GW TS - 12 BW TS - 15 <b>Total = 63</b>	
14-06-2022 Tuesday			All Urdu Teachers of Johar Town, Kot Khawaja Saeed Campus and Aghosh JT GW - 17 JT BW - 07 KKS GW - 31 KKS BW - 06 Aghosh - 04 <b>Total = 65</b>	
16-06-2022 Thursday			All Urdu Teachers of Khayaban-e-Jinnah, WAPDA Town Campus and KPSS KJ JW - 14 KJ GW - 15 KJ BW - 15 WAPDA Town Campus - 08 KPSS - 07 <b>Total = 59</b>	
27-06-2022 Monday		تدریس اردو کے طالب علم مرکز طریقہ ہائے کار	All Urdu Teachers of Township Campus NW TS - 05 JW TS - 31 GW TS - 12 BW TS - 15 <b>Total = 63</b>	
28-06-2022 Tuesday			All Urdu Teachers of Johar Town, Kot Khawaja Saeed Campus and Aghosh JT GW - 17 JT BW - 07 KKS GW - 31 KKS BW - 06 Aghosh - 04 <b>Total = 65</b>	

Date/Day	Timing	Topics	Participants	Resource Person
30-06-2022 Thursday	09:30 am to 10:30 am	تدریس کارروائی کے طالب علم مرکز طریقہ پاسنگ کار	All Urdu Teachers of <b>Khayaban-e-Jinnah</b> , <b>WAPDA Town</b> Campus and <b>KPSS</b> KJ JW - 14 KJ GW - 15 KJ BW - 15 WAPDA Town Campus - 08 KPSS - 07 <b>Total = 59</b>	Mrs Muneeza Sohail, HOU
18-07-2022 Monday			All Urdu Teachers of <b>Township</b> Campus NW TS - 05 JW TS - 31 GW TS - 12 BW TS - 15 <b>Total = 63</b>	
19-07-2022 Tuesday		یہاں قومی اُصاب، خصوصیات اور تکھے	All Urdu Teachers of <b>Johar Town, Kot</b> <b>Khawaja Saeed</b> Campus and <b>Aghosh</b> JT GW - 17 JT BW - 07 KKS GW - 31 KKS BW - 06 Aghosh - 04 <b>Total = 65</b>	
21-07-2022 Thursday			All Urdu Teachers of <b>Khayaban-e-Jinnah</b> , <b>WAPDA Town</b> Campus and <b>KPSS</b> KJ JW - 14 KJ GW - 15 KJ BW - 15 WAPDA Town Campus - 08 KPSS - 07 <b>Total = 59</b>	

  
 From  
 SDC  
 01-06-2022

## B: Schedule of English Zoom Sessions

Date/Day	Timings	Topics	Participants	Resource Person
13-06-2022 Monday	10:45 am to 11:45 am	English SNC: A Road Map for Learning Skills	All English Teachers of Township Campus, <b>KPSS and Aghosh</b> NW TS - 05 JW TS - 32 GW TS - 12 BW TS - 13 KPSS - 06 Aghosh - 03 <b>Total = 71</b>	Mrs Ramiza Majid, HOE
15-06-2022 Wednesday			All English Teachers of <b>Kot Khawaja Saeed</b> Campus, <b>JT GW</b> Campus KKS GW - 32 KKS BW - 06 JT GW - 34 <b>Total = 72</b>	
16-06-2022 Thursday			All English Teachers of <b>Khayaban-e- Jinnah, JT BW and WAPDA Town</b> Campus KJ PS - 16 KJ JW - 14 KJ GW - 15 KJ BW - 14 JT BW - 07 WAPDA Town Campus - 08 <b>Total = 74</b>	
27-06-2022 Monday	10:45 am to 11:45 am	Teaching Reading Skills to the Young Learners	All English Teachers of Township Campus, <b>KPSS and Aghosh</b> NW TS - 05 JW TS - 32 GW TS - 12 BW TS - 13 KPSS - 06 Aghosh - 03 <b>Total = 71</b>	
29-06-2022 Wednesday			All English Teachers of <b>Kot Khawaja Saeed</b> Campus, <b>JT GW</b> Campus KKS GW - 32 KKS BW - 06 JT GW - 34 <b>Total = 72</b>	
30-06-2022 Thursday			All English Teachers of <b>Khayaban-e- Jinnah, JT BW and WAPDA Town</b> Campus KJ PS - 16 KJ JW - 14 KJ GW - 15 KJ BW - 14 JT BW - 07 WAPDA Town Campus - 08 <b>Total = 74</b>	

Date/Day	Timing	Topics	Participants	
18-07-2022 Monday	10:45 am to 11:45 am	Strategies for Spoken English Development	All English Teachers of Township Campus, KPSS and Aghosh NW TS - 05 JW TS - 32 GW TS - 12 BW TS - 13 KPSS - 06 Aghosh - 03 <b>Total = 71</b>	Mrs Ramiza Majid, HOE
20-07-2022 Wednesday			All English Teachers of Kot Khawaja Saeed Campus, JT GW Campus KKS GW - 32 KKS BW - 06 JT GW - 34 <b>Total = 72</b>	
21-07-2022 Thursday			All English Teachers of Khayaban- e-Jinnah, JT BW and WAPDA Town Campus KJ PS - 16 KJ JW - 14 KJ GW - 15 KJ BW - 14 JT BW - 07 WAPDA Town Campus - 08 <b>Total = 74</b>	

From  
SDC  
01-06-2022

### C: Schedule of Maths Zoom Sessions

Date/Day	Timings	Topics	Number of Participants	Resource Person
16-06-2022 Thursday	12:00 Noon to 01:00 pm	Concept Based Teaching of Mathematics (I-V)	JW TS - 32 KKS GW - 25 JT GW - 25 <b>Total = 82</b>	Mr Khadim Hussain, HOM
27-06-2022 Monday		Concept Based Teaching of Mathematics (I-V)	NW TS - 12 KJ PS - 16 KJ JW - 30 WAPDA Town Campus - 08 Aghosh - 3 KPSS - 4 <b>Total = 73</b>	
29-06-2022 Wednesday		Concept Based and Result-oriented Teaching of Mathematics (VI-X)	GW TS - 12 BW TS - 12 JT GW - 9 JT BW - 8 KKS GW - 7 KKS BW - 6 KJ GW - 16 KJ BW - 14 KPSS - 02 Aghosh - 01 <b>Total = 87</b>	
04-07-2022 Monday		Venn Diagram (VI-X)	GW TS - 12 BW TS - 12 JT GW - 9 JT BW - 8 KKS GW - 7 KKS BW - 6 KJ GW - 16 KJ BW - 14 KPSS - 02 Aghosh - 01 <b>Total = 87</b>	
06-07-2022 Wednesday		Formative Assessment (I - V)	JW TS - 32 KKS GW - 25 JT GW - 25 <b>Total = 82</b>	
07-07-2022 Thursday		Formative Assessment (I-V)	NW TS - 12 KJ PS - 16 KJ JW - 30 WAPDA Town Campus - 08 Aghosh - 3 KPSS - 4 <b>Total = 73</b>	

19-07-2022 Tuesday		Formative Assessment (VI - X)	GW TS - 12 BW TS - 12 JT GW - 9 JT BW - 8 KKS GW - 7 KKS BW - 6 KJ GW - 16 KJ BW - 14 KPSS - 02 Aghosh - 01 <b>Total = 87</b>	
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From  
SDC  
01-06-2022



**THE PUNJAB SCHOOL**  
**Academic Session 2022-23**

**Detail of Workshops, Seminars, Symposiums, Webinars**  
**Attended Online / In-Person Outside**

Sr. #	Date/Day	Venue	Time	Topic	Participants	Resource Person	Status
1	16-04-2022 Saturday	Falcon Wisdom Webinar	2 hrs	Does your school produce socially and intellectually confident students	KKS GW - 14	Mr. Jibran Khalid	Free of cost.
2	23-04-2022 Saturday	Falcon Wisdom Webinar	2 hrs	Why Teach How we teach Who we teach How we learn Miracles of teaching EQ, IQ and LQ	GW TS - 65 KKS GW - 33	Dr. Sammar Javed	
3	16-05-2022 Monday	MM Publications Webinar	1 hr	Peer Learning: Seeking classroom space!	KKS GW - 05	Chris Vasileiou	
4	30-05-2022 Monday	MM Publications Webinar	1 hr	Breaking out from live classrooms. Bringing all our learners together in hybrid learning environments. starts in 1 Day	GW TS - 65	Dr. Claudia Molnár	
5	11-06-2022 Saturday	Falcon Wisdom Webinar	1 hr	"Using Low/No Cost Teaching/Learn ing Material "	Ms Mehwish Bukhari Ms Rabia Azhar Ms Zar Afshan Ms Zunaira Athar Ms Arzoo Adnan Ms Memoona Tahir Ms Aliya Ashraf JW TS - 07	Ms. Ayesha Khan, Director School of Wisdom Foundation	Free of cost.
6	18-06-2022 Saturday	Center for Peace and Global Studies Online Lecture	1.5 hr	اسلام کا تصور علم	GW TS - 18 JT GW - 1 KJ JW - 1 Head SDC WAPDA Town Campus - 20 KKS GW - 10	Prof Dr. Habib-ur- Rehman Asim	Free of cost.
7	29-06-2022 Saturday	School of Wisdom Foundation Webinar	1 hr	Cyber Security Awareness Educational	Head SDC JW TS - 38 GW TS - 37 KJ JW - 06 WAPDA Town Campus - 33 KKS GW - 28	Muhammad Imran Hassan, Managing Director- Cyber Value Addition (Private) Ltd.	Free of cost.

Sr. #	Date/Day	Venue	Time	Topic	Participants	Resource Person	Status
8	25-07-2022 Monday	OUP Webinars	1 hr each	Using Textbooks Effectively	KJ NW - 15 WAPDA Town - 7	Neda Mulji	Free of cost.
9	26-07-2022 Tuesday			School Improvement Strategies	KJ NW - 15 WAPDA Town - 4	Simon Glasson	
10	27-07-2022 Wednesday			Developing Fluency in English	KJ NW - 15 WAPDA Town - 5	Claire Horsburgh	
11	28-07-2022 Thursday			21st Century Skills in Science	KJ NW - 15 WAPDA Town - 3	Nicolas Brash	
12	29-07-2022 Friday			Mastery and Self-efficacy	KJ NW - 15 WAPDA Town - 3	Shazia Asad	
13	30-07-2022 Saturday			Early Childhood Skills	KJ NW - 15 WAPDA Town - 6	Dr. Shelina Bhamani	
14	01-08-2022 Monday			Creative Writing in Urdu	KJ NW - 15 WAPDA Town - 3 Mr. Nasruddin - JT BW	Fozia Ahsan Farooqi	
15	28-08-2022 Sunday	School of Wisdom Foundation Webinar	1.5 hr	International Humanitarian Law from an Islamic Perspective	Ms. Raheela Shahryar Ms. Muniba Chaudhary Ms. Nimra Khalid <b>WAPDA Town Campus</b> Ms Sadaf Shahbaz Ms Mubashira Tajammal Ms Maryam Zubair <b>JW TS</b>	Dr. Ziaullah Rehmani	Free of cost.
16	12-09-2022 Monday	SKOOL 21 Webinar	1 hr	STEM and the 21st Century Teaching and Learning	<b>WAPDA Town Campus - 41</b> <b>Mr. Nasruddin - JT BW</b> <b>Head SDC</b> <b>Vice Principal, E-learning</b>	Ozlem Balkan, STEM Curriculum Expert-SKOOL 21	Free of cost.
17	12-09-2022 Monday 05-10-2022 Wednesday (Twice a Week)	OUP Online Course	2 hrs per week	School Improvement Strategies	Mrs. Sadia Farooq - GW TS Ms. Saira Rehman - Head SDC Mr. Sajad Waheed - HQEC	Ms. Seema Khalid	Rs. 10,500/- (Paid Session)
18	13-09-2022 Tuesday	OUP Webinars	1 hr	Guided Reading	Ms. Saira Rehman - Head SDC	Heather French	Free of cost.
19	14-09-2022 Wednesday			Floppy's Phonics		Lisette Martin	Free of cost.

20	23-09-2022 Friday	SKOOL 21 Webinar	1 hr	Hybrid Learning in the 21st Century Classroom		Anel Greyling	Free of cost.
21	24-09-2022 Saturday	SPELT Webinar	1 hr	How to Access Reading and Reading Text: Role of Running Records		Maryium Amir	Free of cost.
22	24-09-2022 Saturday	Centre for Peace and Global Studies (CPGS), Webinar	1.5 hr	پاکستان کے 75 سال کیا کھویا، کیا پایا؟	Ms. Saira Rehman - Head SDC	Prof. Dr. Fakhr-Ul- Islam	Free of cost.
23	24-09-2022 Saturday	English Language Teaching Online Conference, Oxford University Press	4 hrs	Empower learners with high agency practices in teaching. Digital wellbeing for language learners and teachers. Making Exam Preparation More Engaging Actually Useful English: Make a better future. Have fun doing it! Trauma informed education. What's up with WhatsApp? Teaching live with group messaging apps.	Head SDC	Andy Gao Hayo Reinders Paul Woodfall and Susan Patrick Jackson Alicja Gatazka Nicky Hockly	Free of cost.
24	30-09-2022 Friday	Ali Banquet Hall, Kacha Jail Road, Lahore	3 hrs	School Survival in Present Scenario	Vice Principal - NW TS Vice Principal - JW TS Vice Principal - BW TS Vice Principal - JT GW Vice Principal - JT BW Head SDC	Mr. Aftab Ahmad	Free of cost.
25	01-10-2022 Saturday			Transformational Leadership		Mr. Asif Munair	Free of cost.

**Cyber Security Awareness Educational (Falcon Wisdom Webinar)**  
**29-06-2022 Saturday**

**Wings**

1. Ms Noreen Mazhar - <b>KJ JW</b> 2. Ms Saima Salman 3. Ms Atika Batool 4. Ms Hina Habib 5. Ms Ibtehaj 6. Ms Summia Hameed  1. Raheela Shahryar (V.P) - <b>WAPDA</b> <b>Town Campus</b> 2. Tallat Hasan 3. Mehwish Hayat 4. Zofa Ilyas 5. Ayesha Ameen 6. Nimra Khalid 7. Sana Atif 8. Tazoon Idreess 9. Neelam Munir 10. Shaista Bano 11. Iqra Fiaz 12. Saira Mehmood 13. Ayesha Ameen 14. Sumera Tabassum 15. Lubna Fatima 16. Maryam Nasir 17. Farah Zaigham 18. Kainat Rana 19. Fatima Raza 20. Saeeda Fatima 21. Nosheen Mehdi 22. Saima Shabbir 23. Hina Munir 24. Aniq Khan 25. Yusra Ahmad 26. Riffat Ahmad 27. Muniba Chaudary 28. Shumaila Safdar 29. Saba Naveed 30. Hina Latif 31. Ayesha Riaz 32. Jameela Noor 33. Savera Gul  Ms Fouzia Malik - <b>KKS GW</b> Ms Shamaila Meheryab	1. Ms Saadia Nadeem - <b>JW TS</b> 2. Ms Zara Rasheed 3. Ms Rahila Khalid 4. Ms Fareeha Butt 5. Ms Saira Ismail 6. Ms Fouzia Azam 7. Ms Saadia Waqar 8. Ms Saira Mehboob 9. Ms Shah Bano 10. Ms Fahmida 11. Ms Arzoo Adnan 12. Ms Faiza Shahoor 13. Ms Hina Salman 14. Ms Shabtab Khanam 15. Ms Memoona Tahir 16. Ms Saima Azhar 17. Ms Rizwana Firdous 18. Ms Seemeen Saadia 19. Ms Alia Ashraf 20. Ms Shabana Imran 21. Ms Tayyaba Kareem 22. Ms Amna Razzaq 23. Ms Humera Masood 24. Ms Mubashara Tajammal 25. Ms Sadaf Shahbaz 26. Ms Sana Najam 27. Ms Tania Saleem 28. Ms Lubna Aslam 29. Ms Maryam Zubair 30. Ms Nazia Rouf 31. Ms Alia Waqas 32. Ms Farah Jabeen 33. Ms Saba Waqas 34. Ms Nosheen Kazmi 35. Ms Zar Afshan 36. Ms Saira Imran 37. Ms Nayyar Naz 38. Ms Zunaira Athar  <b>GW TS</b> Ms. Romaisa Ahmad Ms. Zarina Parveen
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1. Ms Sidra Abbas	Ms Rubina Farrukh
2. Ms Asifa Naz	Ms Sadia Farooq
3. Ms Amna Ijaz	Ms Zakia Nilofer
4. Ms Shabnam Ishaq	Ms Ayesha Akbar
5. Ms Shamim Akhtar	Ms Ambreen Zahra
6. Ms Fouzia Nisar	Ms Mumtaz Talat
7. Ms Adeela Jamil	Ms Faiza Ghufraan
8. Ms Iram Rashid	Ms Maria Salamat
9. Ms Maryam Rafique	Ms Asma Sehar
10. Ms Amna Mehmood	Ms Chanda Hina
11. Ms Asma Kauser	Ms Quratulain Muzafar
12. Ms Lubna Jabeen	Ms Sidra Mazhar
13. Ms Ayesha Akram	Ms. Mamoon Usman
14. Ms Saima Shahzad	Ms. Aasia Muzammil
15. Ms Saira Kanwal	Ms. Tasleem Saeed
16. Ms Asma Saqib	Ms. Ruqiya Imran
17. Ms Farzana Abid	Ms. Asma Shahzad
18. Ms Sumaira Kousar	Ms. Nargis Shamshad
19. Ms Bushra Qamar	Ms. Firdous Athar
20. Ms Saira Danish	Ms. Amna Sonia
21. Ms Faiza Shabir	Ms. Waheeda Khanam
22. Ms Sumaira Siddique	Ms. Rabia Sultana
23. Ms Saira Shahzadi	Ms. Saima Tauqeer
24. Ms Faiza Islam	Ms. Maleeha Faraz
25. Ms Humaira Abdul Rehman	Ms. Tahira Noor
26. Ms Fouzia Aslam	Ms. Anwar Aman
27. Ms Aiza Batool	Ms Nuzhat Mahmood
	Ms. Shahnaz Kousar
	Ms. Attiya Naz
	Ms. Umme Kalsoom
	Ms. Aychsa Siddiq
	Ms. Abia Kareem Dad
	Ms. Asya Abjilmajeed
	Ms. Fahmeeda Khalid
	Ms. Saima Shahzad

<p style="text-align: center;">اسلام کا تصور علم</p> <p style="text-align: center;">(Center for Peace and Global Studies Online Lecture)</p>	
Wings	
KKS GW	
1. MsShamailaMeheryab	1. Raheela Shahryar (V.P) - WAPDA
2. Ms Qaisra Yaqoob	<b>Town Campus</b>
3. Ms Sana Ishaq	2. Ammara Illyas
4. Ms Saima Shahzad	3. Mehwish Hayat
5. Ms Iram Bashir	4. Sadia Tariq
6. Ms Raheela Sohail	5. Minhal Kausar
7. Ms Sumaira Siddique	6. Zofa Illyas
8. Ms Imrana Kousar	7. Ayesha Ameen
9. Ms Sadia Ikram	8. Nimra Khalid
	9. Sana Latif

10. Ms Uzma Kashif <b>GW TS</b> 1. Ms. Saima Shahzad 2. Ms.Uzma Shahzadi 3. Ms.Zuhra Jabeen 4. Ms.Iram Shahzad 5. Ms.Riffat Khawar 6. Ms.Shama Bashir 7. Ms.Wajeeha Nawaz 8. Ms.Aisha Ahsan 9. Ms.Saima Parveen 10. Ms. Nudrat Zahid 11. Ms.Shanzay Javaid 12. Ms.Saihra Ghayyori 13. Ms. Sumaira Riaz 14. Ms. Amna Iqbal 15. Ms. Aasia Muzammil 16. Ms. Jamila Firdous 17. Ms. Aqsa Hamid 18. Ms. Zarina Parveen	10. Tazoon Idrees 11. Neelam Munir 12. Shaista Bano 13. Iqra Fiaz 14. Saira Mehmood 15. Ayesha Mazhar 16. Sana Atif 17. Sumera Tabassum 18. Lubna Fatima 19. Asma Ahmad 20. Hina Munir Ms Rubina Shaheen –
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<b>Using Textbooks Effectively</b> <b>OUP Webinar 25-07-2022 Monday</b>	
KJ NW	WAPDA Town Campus
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat 6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer 12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	1. Anika Kamal 2. Anika Kamal 3. Salma Naz 4. Fatima Ilyas 5. Muniba Ch 6. Nimra Khalid 7. Raheela Shahryar  <b>JW TS</b> 1. Ms Mutahra Alam 2. Ms Saira Mahboob 3. Ms Rabia Azhar
<b>School Improvement Strategies</b> <b>OUP Webinar 26-07-2022 Tuesday</b>	
KJ NW	WAPDA Town Campus
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat	1. Hina Latif 2. Muniba Chauhdary 3. Nimra Khalid 4. Raheela Shahryar

6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer 12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	
<b>Developing Fluency in English</b> <b>OUP Webinar 27-07-2022 Wednesday</b>	
<b>KJ NW</b>	<b>WAPDA Town Campus</b>
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat 6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer 12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	1. Sana Atif 2. Lubna Fatima 3. Muniba Chauhdary 4. Nimra Khalid 5. Raheela Shahryar
	<b>JW TS</b>
	1. Ms Asifa Haider 2. Ms Bushra Asim 3. Ms Mehwish Bukhari
<b>21st Century Skills in Science</b> <b>OUP Webinar 28-07-2022 Thursday</b>	
<b>KJ NW</b>	<b>WAPDA Town Campus</b>
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat 6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer 12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	1. Muniba Chauhdary 2. Nimra Khalid 3. Raheela Shahryar
	<b>JW TS</b>
	1. Ms Saadia Waqar

<b>Mastery and Self-efficacy</b> <b>OUP Webinar 29-07-2022 Friday</b>	
KJ NW	WAPDA Town Campus
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat 6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer 12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	1. Muniba Chauhdary 2. Nimra Khalid 3. Raheela Shahryar JW TS 1. Ms Naheed Akram 2. Ms Saadia Nadeem 3. Ms Saira Ismail
<b>Early Childhood Skills</b> <b>OUP Webinar 30-07-2022 Saturday</b>	
KJ NW	WAPDA Town Campus
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat 6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer 12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	1. Farah Zaighum 2. Madiha Danish 3. Riffat Ahmad 4. Muniba Chauhdary 5. Nimra Khalid 6. Raheela Shahryar JW TS 1. Ms Kashmala Yasmeen
<b>Creative Writing in Urdu</b> <b>OUP Webinar 01-08-2022 Monday</b>	
KJ NW	WAPDA Town Campus
1. Ms. Sadia Rehman 2. Ms. Mumtaz Ahmad 3. Ms. Naveera Umair 4. Ms. Ayesha Umer Hayat 5. Ms. Anam Azmat 6. Ms. Rohma Abrar 7. Ms. Sultana Shaheen 8. Ms. Sana Sajid 9. Ms. Sadia Hassan 10. Ms. Tahira Jabeen 11. Ms. Aisha Omer	1. Raheela Shahryar 2. Muniba Chauhdary 3. Nimra Khalid JW TS 1. Ms Uzma Islam 2. Ms Fouzia Imran 3. Ms Syeda Nazia 4. Ms Samina Zahid 5. Ms Rehana Shafique



12. Ms. Kashmala Kashif 13. Ms. Umber Yousaf 14. Ms. Ambreen Shahzadi 15. Ms. Saima Nasir	
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STEM and the 21st Century Teaching and Learning SKOOL 21 Webinar 12-09-2022 Monday	
Wings	
WAPDA Town Campus	JW TS
1. Muniba Chauhdary 2. Nimra Khalid 3. Raheela Shahryar 4. Sajeela Bashir 5. Maria Shoaib 6. Sana Atif 7. Zofa Illyas 8. Ayesha Sardar 9. Farah Zaighum 10. Madiha Danish 11. Noor Us Saba 12. Syeda Iqra Fiaz 13. Mehwish Hayat 14. Fatima Illyas 15. Minhal Fatima 16. Hina Latif 17. Quratul Ain 18. Salma Naz 19. Hina Minir 20. Nosheen Riaz 21. Zofa Illyas 22. Sana Atif 23. Fatima Hassan 24. Tallat Bashir 25. Irum Pukhraj 26. Shaista Bano 27. Aniq Ksamal 28. Maleeha Ali 29. Ambreen Naseer 30. Tazoon Idrees 31. Ayesha Riaz 32. Sumera Tabassum 33. Syeda Fatima 34. Riffat Ahmad 35. Asma Ahmad 36. Ammara Illyas 37. Shumaila Safdar	1. Ms Naheed Akram 2. Ms Shah Bano 3. Ms Shabana Imran

38. Amna Waris 39. Kainat Rana 40. Moniba Ch 41. Salma Naz	
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**THE PUNJAB SCHOOL**  
**STAFF DEVELOPMENT CENTRE**

**Inter Office Note**

From: Head SDC

Ref: No. TPS/SDC/0002

To : All Principals

Date: 29 September, 2022

**Subject: CorelDraw Assessment of Office Assistant, Computer Operators and School Admins**

1. Headteachers were already informed that in the last week of September, 2022, assessment of CorelDraw Training will be held. Schedule of CorelDraw Assessment is as under:


Day / Date	Time	Participants	Assessment Status
01-10-2022 Saturday	10:00 am to 11:30 am	NW TS - 02 JW TS - 02 GW TS - 03 BW TS - 02 JT GW - 04 JT BW - 02 KKS GW - 03 KKS BW - 03 KJ PS - 02 KJ JW - 02 KJ GW - 02 KJ BW - 02 WT - 03 SDC Office Assistants - 02 <b>Total = 34</b>	After completing assessment, participants will mail the assessment at the following email ID: <a href="mailto:documents.kpss@gmail.com">documents.kpss@gmail.com</a> Participants will be awarded marks against their assessment by the Resource Person.

2. SDC will mail the assessment to all Headteachers on October 01, 2022 at 09:30 am. Participants will attempt their assessment on **Coreldraw version, version 2020 (64-Bit)** as assessment will be checked on the same version by the Resource Person.
3. Participants shall revise the handouts of training before assessment.

**Distribution List**

All Principals

Principal KPSS

  
**Head SDC**  
29-09-2022

### List of the Participants who will Attend Corel Draw Training

Wing/Campus	Date	Mode of Training	Participants	Resource Person
NW TS	25th to 28th July, 2022 (Monday to Thursday)	Online on Zoom	<ul style="list-style-type: none"> <li>• Ms. Fabiha Tahir</li> <li>• Mrs. Shakeela Manazir</li> </ul>	Ms Jaweria Waqas (Office Assistant KPSS Principal)
JW TS			<ul style="list-style-type: none"> <li>• Ms. Razia Sultana</li> <li>• Ms. Faiqa Tehreem</li> <li>• Ms Kashmala and Ms Sidra (2 Teachers)</li> </ul>	
GW TS			<ul style="list-style-type: none"> <li>• Ms. Sumaira Imran</li> <li>• Ms. Nadia Nazir</li> <li>• Ms. Sobia Asif</li> </ul>	
BW TS			<ul style="list-style-type: none"> <li>• Mr Tahir Rehman</li> <li>• Mr Waqas Shafi</li> </ul>	
JT GW			<ul style="list-style-type: none"> <li>• Ms. Anam Ghaffar</li> <li>• Ms. Rabia Anwer</li> <li>• Ms. Amna Anwer</li> <li>• Ms. Samreen Mukhtar</li> </ul>	
JT BW			<ul style="list-style-type: none"> <li>• Mr Bilal Hameed</li> <li>• Mr Waqas Ashraf</li> </ul>	
KKS GW			<ul style="list-style-type: none"> <li>• Afshan Qadeer</li> <li>• Seher Aslam</li> <li>• Ayesha Bashir</li> </ul>	
KKS BW			<ul style="list-style-type: none"> <li>• Muhammad Faraz</li> <li>• Anser Cheema</li> <li>• Muhmmad Shareef</li> </ul>	
KJ PS			<ul style="list-style-type: none"> <li>• Ms. Fakhra Asgher</li> <li>• Ms. Tasneem Afzal</li> <li>• Ms. Bunion Fatima</li> <li>• Ms. Komal Yousaf</li> </ul>	
KJ JW			<ul style="list-style-type: none"> <li>• Ms. Mehrunisa</li> <li>• Ms. Saira Ishaq</li> </ul>	
KJ GW			<ul style="list-style-type: none"> <li>• Ms. Jaweria Sharif</li> <li>• Ms. Amreena Kanwal</li> </ul>	
KJ BW			<ul style="list-style-type: none"> <li>• Muhammad Tahir</li> <li>• Mr. Amir Shahzad</li> </ul>	
WAPDA Town Campus			<ul style="list-style-type: none"> <li>• Ms. Saher Aslam</li> <li>• Ms. Afshan Qadeer</li> <li>• Ms. Ayesha Bashir</li> </ul>	

### Corel Draw 2020 (64bit) Training Outline

Time duration: 1 Hour

Day	Topic	Theory	Practical
1	Introduction	<ul style="list-style-type: none"><li>• Getting to know workspace and tools</li><li>• Creating new document</li><li>• Saving document</li><li>• Exporting file to PDF</li></ul>	Create, save and export document
2	Pages/ Layout	<ul style="list-style-type: none"><li>• Adding new page</li><li>• Deleting existing page</li><li>• Duplicating, Renaming page</li><li>• Page number, Size, Background</li><li>• Applying Page Border</li></ul>	Add, delete, duplicate and rename the page, also change the size and background of the page.
	Shapes, Lines	<ul style="list-style-type: none"><li>• Draw basic shapes, lines</li><li>• Reshaping</li><li>• Merge, combine shapes</li></ul>	Draw some basic shapes and apply different formatting on them.
3	Working with text	<ul style="list-style-type: none"><li>• Adding the text</li><li>• Formatting the text</li><li>• Importing the text</li></ul>	Add new text and format it, also importing Urdu text into document.
	Tables	<ul style="list-style-type: none"><li>• Create, Format Table</li><li>• Insert, delete row or column</li></ul>	Create new table and format it.
4	Working with images	<ul style="list-style-type: none"><li>• Importing images</li><li>• Formatting images</li><li>• Cropping images</li><li>• Convert into bitmap</li></ul>	Import image, format, crop the image and then convert into the bitmap



**THE PUNJAB SCHOOL**  
**STAFF DEVELOPMENT CENTRE**

**Inter Office Note**

From: Head SDC

Ref: No. TPS/SDC/0002

To : All Headteachers

Date: 19 July 2022

**Subject: Drivers and Conductors Workshop**

1. Schedule of drivers and conductors workshop is as under:


Date/Day	Time	Venue	Participants	Topic	Resource Person
20-07-2022 Wednesday	10:30 am to 11:30 am	Khurshid Hall	<b>TS</b> Drivers (15) Conductors (10)	Traffic Rules	Education Officer, Mr Rehan Traffic Police, Lahore
			<b>JT</b> Drivers (04) Conductors (04)		
			<b>KKS</b> Drivers (02)		
			<b>KJ</b> Drivers (06) Conductors (07)		
			<b>WAPDA Town</b> Drivers (02)		
			<b>Total = 50</b>		

2. Participants are requested to arrive till 10:15 am with proper School Dress Code. Covid-19 SOPs will be followed.

**Distribution List**

All Headteachers

General Manager Administration

  
**Head SDC**  
19-07-2022

**THE PUNJAB SCHOOL**  
**STAFF DEVELOPMENT CENTRE**

**Inter Office Note**

From: Head SDC

Ref: No. TPS/SDC/0002

To : All Headteachers

Date: 20 June 2022


**Subject: Drivers and Conductors Workshop**

1. Schedule of drivers and conductors workshop is as under:

Date/Day	Time	Venue	Participants	Topic	Resource Person
21-06-2022 Tuesday	10:30 am to 11:15 am	Khurshid Hall	<b>TS</b> Drivers (15) Conductors (10)	Traffic Rules	Inspector Ms. Fehmida Zeeshan, In charge Education Unit, Traffic Police, Lahore
			<b>JT</b> Drivers (04) Conductors (04)		
			<b>KKS</b> Drivers (02)		
			<b>KJ</b> Drivers (06) Conductors (07)		
			<b>WAPDA Town</b> Drivers (02)		
			<b>Total = 50</b>		

2. Participants are requested to arrive till 10:15 am with proper School Dress Code.

**Distribution List**  
All Headteachers

  
**Head SDC**  
20-06-2022



### Supporting Staff Training of Aya G

Wing/Campus	Date/Day	Time	Venue	Topic	Number of Participants	Resource Person
NW TS	22-06-2022 Wednesday	11:30 am to 12:00 Noon	Activity Room	Job Description of Aya g	10 (Ayas)	Ms Fabiha Tahir, Admin Supervisor
JW TS		12:15 pm to 12:45 pm	Library		07 (Ayas)	Ms Faiqa Tehreem, Admin Supervisor
GW TS		10:40 am to 11:40 am	Physics Lab		07 (Ayas)	Ms.Sobia Asif, Office Assistance
BW TS		10:00 am to 11:00 am	Physics Lab BSTS		07 (Ayas)	Mr Tahir Rehman, Admin Supervisor
JT GW	-	-	-	-	-	-
JT BW	22-06-2022 Wednesday	09:30 am	Principal Office, (JT BW)	Job Description of Aya g	04 (Ayas)	M. Azam Ch. JT BW Principal
KKS GW	27-06-2022 Monday	10:00 am to 11:00 am			17 (Ayas)	Ms Uzma Gillani, Principal KKS GW
KJ PS	04-07-2022 Wednesday	09:00am to 10:00 am	Library		12 (Ayas)	Ms. Tasneem Afzal (Admin)
KJ JW	22-06-2022 Wednesday	11:00 am to 12:00 pm	Library		12 (Ayas)	Ms Tayyaba Mazhar, Admin Supervisor
KJ GW		10:00 am to 11:00 am	Library		10 (Ayas)	Ms Jawaria Sharif, Admin Supervisor
KJ BW		10:00 am to 11:00 am	K-J Boys Video Room		10 (Ayas)	Muhammad Usman Ghani, Vice Principal

### KKS GW Ayas Picture



Wing/Campus	Date/Day	Time	Venue	Topic	Number of Participants	Resource Person
BW TS	22-06-2022 Wednesday	11:00 am to 12:00 Noon	Physics Lab	Job Description of Gardeners	04 (Gardeners)	Tahir Rehman Admin Supervisor
JT BW		11:00 am to 01:00 pm	Principal Office		02 (Gardeners)	Waqas Ashraf
KJ BW		11:00 am to 12:00 Noon	Video Room		03 (Gardeners)	Muhammad Tahir

### KKS BW Supporting Staff Workshop Schedule

Date/Day	Time	Venue	Topic	No. of Participants	Resource Person
22-06-2022 Wednesday	09:30 am to 10:15 am	Conference Room	Duties of Security Guard	09	Supervisor Administration Mr. Ansar Ali
	10:15 am to 11:00 am		Responsibilities of Mali	01	
	11:00 am to 11:45 am		Responsibilities of Sweeper	02	
	11:45 am to 12:30 pm		Responsibilities of Librarian	01	