

تعلیم سے تخلیق



CIVIC

PARTICIPATION & STUDENT GOVERNANCE



“In the name of ALLAH,
the Beneficent, the Merciful.”

Table of Contents

Sr. #	Particulars	Page #
1	A. Purpose _____	1
2	B. Governance Structure _____	2
3	C. TCS Student Council Structure _____	2
4	a. Governing guideline for Head Boy/ Head Girl. Deputy Head Boy/Deputy Head Girl _____	3
5	Article 1: Eligibility _____	3
6	Article 2: Selection _____	4
7	Article 3: Duties _____	4
8	Article 4: Meetings _____	4
9	Article 5: Uniform _____	4
10	b. Governing Guidelines for Council Members _____	5
11	Article 1: Eligibility _____	5
12	Article 2: Selection _____	5
13	Article 3: Duties _____	5
14	Article 4: Meetings _____	5
15	Article 5: Uniform _____	5

Table of Contents

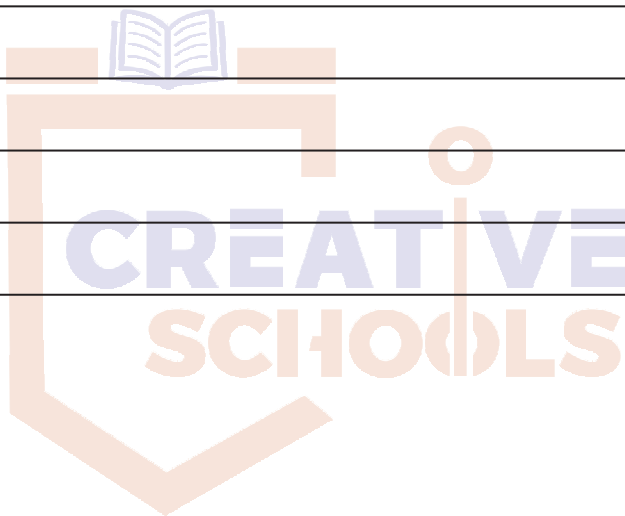
Sr. #	Particulars	Page #
15	D. Clubs & Societies Structure _____	7
16	a. Governing Guidelines for Clubs & Societies _____	7
17	Article 1: Membership _____	8
18	Article 2: Selection _____	8
19	Article 3: Duties _____	8
20	Article 4: Meetings _____	8
21	Article 5: Uniform _____	9
22	b. Clubs & Societies _____	9
23	ENVIRONMENTAL SOCIETY _____	9
24	YOUNG ENTREPRENEURS CLUB _____	9
25	ROBOTICS LAB _____	9
26	THEATRE HOUSE _____	9
27	LANGUAGES CLUB _____	10
28	LITERARY HUB _____	10
29	ADVENTURE CLUB _____	10

Table of Contents

Sr. #	Particulars	Page #
30	HOUSE OF LEADERSHIP _____	10
31	TEDx CENTURY _____	11
32	HOUSE OF DELEGATES _____	11
33	MADE IN PAKISTAN _____	11
34	GAMES & SPORTS CLUB _____	12
35	PAINTERS CLUB _____	12
36	ACADEMY OF MOTION PICTURES _____	12
37	ANIMAL LOVERS SOCIETY _____	12
38	CODE ACADEMY _____	12
39	MACHINE LEARNERS _____	13
40	E. Houses Structure _____	13
41	c. Governing Guidelines for Houses _____	13
42	Article 1: Eligibility _____	13
43	Article 2: Selection _____	13
44	Article 3: Duties _____	13

Table of Contents

Sr. #	Particulars	Page #
45	Article 4: Meetings _____	14
46	Article 5: Uniform _____	14
47	a. HOUSES AND PURPOSES _____	14
48	b. House 1: Quaid e Azam _____	14
49	c. House 2: Allama Iqbal _____	14
50	d. House 3: Fatima Jinnah _____	14
51	e. House 4: Abdul Qadeer Khan _____	14
52	F. Declaration _____	15



A. Purpose

Clubs & Societies

At TCS, clubs, and societies will support the students in their STEAM curriculum, emphasizing global citizenship and the attributes of positive leadership, meaningful entrepreneurship, and contemporary Muslim outlook. The aim is to enhance the intellectual creativity and collaboration of the students. They will get to work independently and in groups to experiment with robotics, business ideas, run theatre performances, and showcase creative write-ups. It will encourage them to act independently with creative freedom, develop critical thinking, and problem-solving skills. As well as build inquiry, communication, cooperation, and negotiation. Some of the prominent forums are as followed:

1. Environmental Society
2. Young Entrepreneurs Club
3. Robotics Club
4. Theater House
5. Languages Club
6. Literary Club
7. Adventure Club
8. House of Leadership
9. TEDx Century
10. House of Delegates
11. Made in Pakistan
12. Games & Sports Club
13. Painters Club
14. Motion Pictures Academy
15. Animal Lovers Society
16. CODE Club
17. Machine Learners



CIVIC Engagement

Civic Engagement is TCS's unique feature supported by the Student Council and run by the student body. The Student Council promotes student governance, civic participation, inclusivity, opportunity, and appreciates democracy. Students are assigned with various leadership roles to help fellow-students observe the Code of Conduct and achieve discipline. Membership is open to all students who are passionate and interested. However, the School Head short-lists the final candidates based on their academic as well as out-of-class performance. A perfect candidate is the one who maintains an excellent academic record and attendance, demonstrates ethical behavior, and manifests leadership qualities. The Student Council will help the teaching faculty organize and plan student activities, maintain discipline during recess and morning assembly, run community service programs, and represent the school as ambassadors outside the premises. In addition to the Student Council, TCS features a Houses system for students named after influential figures of Pakistan to take inspiration from their strong attributes, sharp intellect, and positive demeanor. TCS Houses are run by student volunteers and assist other student bodies in their tasks.

Governance Structure

Head Boy/Head Girl

Deputy Head Boy/Deputy Head Girl

Student Council

- President
- Vice President
- Secretary-General
- Treasurer
- Proctor

Clubs & Societies

- Chairperson
- Coordinator

Houses

- Captain
- Community Volunteers



تعليم سے تخليق

Student Council Structure

Student Advisor

A Student Advisor among the senior teaching faculty is nominated by the School Head to plan, supervise, organize and oversee all student-related activities, co-curricular and extra-curricular inside and outside the school, maintain regular contact with student leaders on their concerns and expenditures, as well as keep the management updated from time to time.

Head Boy/Head Girl

Deputy Head Boy/Deputy Head Girl

- President
- Vice President
- Secretary-General
- Treasurer
- Proctor



a. Governing Guidelines for Head Boy/Head Girl, Deputy Head Boy/Deputy Head Girl

ARTICLE I: Eligibility

The potential candidates for the designations of Head Boy, Head Girl, Deputy Head Boy and, Deputy Head Girl, must adhere to the following eligibility criteria:

1. Maintain an excellent academic record
2. Maintain good attendance
3. Demonstrate ethical behavior
4. Manifest leadership qualities



Head Boy, Head Girl: from senior-most class

Deputy Head Boy, Deputy Head Girl: from 2nd senior-most class

ARTICLE II: Selection

The School Head initially selects the potential candidates along with the Student Advisor based on the eligibility criteria given in article 1. The office bearers are then elected for one year, by the student community through Student Elections, at the start of each academic year.

ARTICLE III: DUTIES

The office bearers are required to perform the following duties:

1. Help fellow-students observe the Code of Conduct,
2. Organize and plan student activities in collaboration with the student advisor,
3. Maintain discipline during recess and morning assembly,
4. Conduct regular meetings with members of all student bodies of the school,
5. Supervise community service programs,
6. Perform any other duties that may arise from time to time,
7. Represent the school as ambassadors outside the premises.

ARTICLE IV: MEETINGS

Meetings are held monthly, or emergency gatherings as called by the Student Advisor.

ARTICLE V: UNIFORM

Each office bearer shall wear a colored sash with a name tag and designation on it.



تعلیم سے تخلیق

b. Governing Guidelines for Council Members

ARTICLE I: Eligibility

The potential candidates for the designations of President, Vice-President, Secretary-General, Treasurer, and Proctor, must adhere to the following eligibility criteria:

1. Maintain an excellent academic record
2. Maintain good attendance
3. Demonstrate ethical behavior
4. Manifest leadership qualities

- **President:** from senior-most class
- **Vice-President:** from 2nd senior-most class
- **Secretary-General:** from 3rd senior-most class
- **Treasurer:** from 4th senior-most class
- **Proctor:** one student from each class I-X

ARTICLE II: SELECTION

The School Head initially selects the potential candidates along with the Student Advisor based on the eligibility criteria given in article 1. The office bearers are then elected for one year, by the student community through Student Elections, at the start of each academic year.

ARTICLE III: DUTIES

The office bearers shall represent the school as ambassadors outside and are required to perform the following duties inside the school:



For President:

1. Help fellow-students observe the Code of Conduct,
2. Organize and plan student activities in collaboration with the Student advisor,
3. Maintain discipline during recess and morning assembly,
4. Conduct regular meetings with members of all student bodies of the school,
5. Vote in case of a tie,
6. Supervise community service programs,
7. Perform any other duties that may arise from time to time,

For Vice-President:

1. Preside in the absence of the President,
2. Assist the President in all assigned tasks,
3. Assist Chairpersons and Captains in assigned tasks,
4. Maintain a file comprising details of student leaders and activities,
5. Keep a record of previous members of the student council,
6. Perform any other duties that may arise from time to time.

For Secretary-General:

1. Curate, moderate, issue notices, and write meeting minutes,
2. Write quarterly blogs on student activities,
3. Assist senior office bearers of the Council in assigned tasks,
4. Assist Coordinators and Community Volunteers in assigned tasks,
5. Perform any other duties that may arise from time to time.

For Treasurer:

1. Receive, maintain and allow funds for student activities,
2. Keep receipts of all spendings and expenditures,
3. Write quarterly financial reports for the School Head and Student Advisor,
4. Assist Chairpersons and Captains in fund-raising campaigns,
5. Perform any other duties that may arise from time to time.

For Proctor:

1. Be present in all Council meetings,
2. Explain Code of Conduct to the class,
3. Maintain class decorum, and discipline during recess and morning assembly,
4. Assist Council Members in assigned tasks,
5. Perform any other duties that may arise from time to time.

ARTICLE IV: MEETING

Meetings are held monthly, or emergency gatherings as called by the Student Advisor.

ARTICLE V: UNIFORM

Each office bearer shall wear a colored sash with a name tag and designation on it.

c. Clubs & Societies Structure

- Chairperson
- Coordinators

a. Governing Guidelines for Clubs & Societies



ARTICLE I: MEMBERSHIP

Club/Society membership is open to all interested students. However, the potential candidates for the designations of Chairperson and Coordinators must adhere to the following eligibility criteria:

1. Maintain an excellent academic record
2. Maintain good attendance
3. Demonstrate ethical behavior
4. Demonstrate a keen interest in the relevant society/club
5. Manifest leadership qualities

ARTICLE II: SELECTION

The office bearers are elected for one year, at the start of each academic year, by the School Head along with the Student Advisor based on the eligibility criteria given in article 1.

ARTICLE III: DUTIES

While every club/society is presided by a Chairperson, who will in collaboration with the Coordinator perform the following duties:

1. Plan and organize relevant activities with the help of Club/Society members,
2. Explain and clarify school protocols and policies to club/society members,
3. Preside at meetings and record the minutes,
4. Write quarterly reports on the activities of the club/society,
5. Perform any other duties that may arise from time to time,
6. Represent the school as ambassadors outside the premises.

ARTICLE IV: MEETINGS

Meetings are held monthly, or emergency gatherings as called by the Student Advisor.



تعلیم سے تخلیق

ARTICLE V: UNIFORM

Each office bearer shall wear a colored sash with a name tag and designation on it.

b. Clubs & Societies

ENVIRONMENTAL SOCIETY

The name of this club/society shall be Environmental Society, and it will serve the following purposes:

1. Raise awareness among students on environmental issues.
2. Instill among students a personal responsibility towards protecting the environment.
3. Appreciate students to adopt eco-friendly habits.
4. Plan and organize activities that contribute to the preservation of the environment.
5. Collaborate with and propagate the work of WWF.

YOUNG ENTREPRENEURS CLUB

The name of this club/society shall be the Young Entrepreneurs Club, and it will serve the following purposes:

1. Help students learn entrepreneurship skills.
2. Encourage students to develop real-time start-up ideas.
3. Empower students to launch start-up projects.
4. Appreciate students to participate in start-up summits and competitions.

ROBOTICS Club

The name of this club/society shall be Robotics Club, and it will serve the following purposes:

1. Facilitate students to learn science, technology, engineering, mathematics by practicing in robotics.
2. Design activities based on robotics.
3. Encourage students to participate in robotics competitions.

THEATER HOUSE

The name of this club/society shall be Theatre House, and it will serve the following purposes:



1. Stimulate students to write, think, direct, product, and act creatively for a real audience.
2. Facilitate training to enhance artistic skills.
3. Encourage students to lead and participate in theatre competitions.

LANGUAGES CLUB

The name of this club/society shall be Languages Club, and it will serve the following purposes:

1. Provide students with the opportunity to learn new languages, appreciate different cultures, and think critically for areas of collaboration.
2. Encourage students to work on inter-personal skills and practice communication in different languages.
3. Facilitate students to participate in competitions that assess language competencies.

LITERARY CLUB

The name of this club/society shall be Literary Club, and it will serve the following purposes:

1. Inspire students to practice literacy skills through creative means and methods.
2. Plan and organize activities for students to practice literary proficiencies.
3. Boost students' confidence in literary writing, poetry, short story, lifestyle blogging, etc.

ADVENTURE CLUB

The name of this club/society shall be Adventure Club, and it will serve the following purposes:

1. Motivate students to participate in outdoor activities to enhance stamina and emotional intelligence.
2. Facilitate hiking, trekking, camping, and rock climbing tours to teach students the importance of collaboration and problem-solving.
3. Disseminate among students, the importance of maintaining a healthy lifestyle.

HOUSE OF LEADERSHIP

The name of this club/society shall be House of Leadership, and it will serve the following purposes:



تعلیم سے تخلیق

1. Provide students with training, tools, and exercises to practice leadership skills and advocacy.
2. Engage students in community development initiatives to teach them meaningful contributions, fund-raising, planning, and execution.
3. Empower students to take self-initiatives, host discussions on current issues, and maintain membership of international networks comprising youth leaders.

TEDx CENTURY

The name of this club/society shall be TEDxCentury, and it will serve the following purposes:

1. Facilitate a platform for students to communicate and spread innovative ideas about tackling the 21st-century challenges.
2. Plan activities for students to practice presentation-delivery, content designing, audio-visual aids, animations.
3. Help students learn the art of speaking in front of the audience of all groups.
4. Encourage students to work on ideas that excite them and experiment with STEAM-learning.

HOUSE OF DELEGATES

The name of this club/society shall be House of Delegates, and it will serve the following purposes:

1. Aware students of working of the United Nations, its organs, functions, work, and political character.
2. Encourage students to participate in Model United Nations and practice negotiations.
3. Facilitate students to acquire research skills, drafting, and declaration writing.

MADE IN PAKISTAN

The name of this club/society shall be Made in Pakistan, and it will serve the following purposes:

1. Provide students with an opportunity to learn and embrace the cultural heritage, particularly, traditional handicrafts, ethnic art, and cottage-industry.
2. Help students reach out to craftsmen and women to get inspiration for the indigenous industries of Pakistan and carry national heritage to the future.



GAMES & SPORTS CLUB

The name of this club/society shall be Games & Sports Club, and it will serve the following purposes:

1. Promote good attitudes and values of sportsmanship among students.
2. Train students for different sports and games according to their passions.
3. Teach discipline and encourage team spirit.
4. Encourage students to participate in competitions.

PAINTERS CLUB

The name of this club/society shall be Painters Club, and it will serve the following purposes:

1. Provide a platform to practice and showcase paintings, drawings, sketches and artwork, digital pieces.
2. Train and facilitate students on learning technical aspects and integrating individual perspectives into their artwork.

ACADEMY OF MOTION PICTURES

The name of this club/society shall be Academy of Motion Pictures, and it will serve the following purposes:

1. Enable students to see the places and events in their lives with a more artistic perspective.
2. Enrich and polish the aesthetic perceptions of students.
3. Help students to prepare short films with original content in a conscious and educated manner.
4. Train students about scenario creation and editing.

ANIMAL LOVERS SOCIETY

The name of this club/society shall be Animal Lovers Society, and it will serve the following purposes:

1. Introduce indigenous animals to students, investigate their features, and prepare infographics.
2. Visit animal shelters to learn about their living conditions and activities.

CODE ACADEMY

The name of this club/society shall be CODE Academy, and it will serve the following purposes:

1. Teach students about programming language to design and program games.

تعلیم سے تخلیق

2. Help students create colorful game scenarios.
3. Encourage students to learn Algorithm structure and participate in competitions.

MACHINE LEARNERS

The name of this club/society shall be Machine Learners, and it will serve the following purposes:

1. Plan creative projects that should facilitate daily life chores.
2. Develop products with easy-to-reach materials.
3. Encourage students to learn machines and participate in competitions.

d. Houses Structure

Captain

Community Volunteers

a. Governing Guidelines for Houses

ARTICLE I: ELIGIBILITY

At the time of enrolment, each student is allocated with a House representation. However, for the post of a House Captain (4x1) and Community Volunteers (4x10), the interested students must meet the following criteria:

1. Maintain an excellent academic record
2. Maintain good attendance
3. Demonstrate ethical behavior
4. Manifest leadership qualities

ARTICLE II: SELECTION

The House Captains and Community Volunteers are selected for one year, at the start of each academic year, by the School Head along with the Student Advisor based on the eligibility criteria given in article 1.

ARTICLE III: DUTIES

The House Captains and Community Volunteers are required to perform the following duties:



1. Foster the spirit of civic engagement and democracy,
2. Disseminate the importance of community development among students,
3. Train and encourage students to engage in physical exercises and participate in extra-curricular activities,
4. Plan, organize, supervise, and volunteer for community service programs,
5. Perform any other duties that may arise from time to time,
6. Represent the school as ambassadors outside the premises.

ARTICLE IV: MEETINGS

Meetings are held monthly, or emergency gatherings as called by the Student Advisor.

ARTICLE V: UNIFORM

Each office bearer shall wear a colored sash with a name tag and designation on it.

a. HOUSES AND PURPOSES

TCS Houses is a distinguishing feature for students to take inspiration from power figures who served Pakistan with their strong attributes, sharp intellect, and positive demeanor. The Houses are named after Quaid Azam, Allama Iqbal, Fatima Jinnah, and Abdul Qadeer Khan

a. House 1. Quaid Azam

b. HOUSE 2. Allama Iqbal

c. HOUSE 3. Fatima Jinnah

d. HOUSE 4. Abdul Qadeer Khan

e. Declaration

I, _____, STUDENT OF CLASS _____,

HEREBY, ACKNOWLEDGE THAT I HAVE READ THE CIVIC PARTICIPATION AND ENGAGEMENT DOCUMENT IN ITS ENTIRETY, AND PLEDGE MY LOYALTY TO THE STUDENT BODY.

I HEREBY, ENDORSE THAT I WILL PERFORM MY DUTIES AS REQUIRED TO THE BEST OF MY CONSCIOUS, KNOWLEDGE, AND SINCERITY. IN MY CAPACITY I WILL PROTECT AND PROPAGATE THE STUDENT CODE OF CONDUCT AND UPHOLD THE GOOD REPUTATION OF MY SCHOOL AND TEACHERS, AND SUPPORT MY PEERS, AT ALL TIMES IN GOOD FAITH, BASED ON MUTUAL RESPECT AND UNDERSTANDING.

I ACCEPT, MY ROLE AS A _____ AND INTEND TO FULFIL MY DUTIES WITH DUE DILIGENCE AND REGARD AS EXPECTED OF ME IN THE BEST INTEREST OF THE COMMUNITY AND MYSELF.

SCHOOL HEAD

STUDENT ADVISOR

STUDENT LEADER



CREATIVE EDUCATIONAL GROUP



Follow Us! [f](#) [t](#) [i](#) [y](#) [in](#)



📍 IK Tower, Third Floor, Office 3A, E-11/3 Markaz, Islamabad.

☎ +92 (51) 271 2177 ✉ info@thecreativeschools.pk