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## WHY CADET COLLEGE PETARO?

- A progressive educational Institution under patronage of Pakistan Navy for last 64 years
- Provides quality education by a well-qualified and experienced faculty
- Focuses on character building, values, military training and education
- Offers classes both in Sindh Board and Cambridge System
- The College has state of the Art Language Labs
- Only Institution where Chinese, English, Sindhi and Urdu Languages are taught in parallel
- Modern Laboratories equipped with Smart Boards and Multi-Media for online educational system
- A well-equipped and well established Library with E-book and internet accessibility
- Well-developed sports facilities along with highly qualified Coaches
- Horse riding club, Swimming pool, Modern health club, Shooting and Archery clubs
- Pak Army and Naval drill and P.T instructors
- Comfortable accommodation having all allied facilities
- A large number of Petarian are serving the nation in the fields of Armed Forces, Medical, Engineering, Business, NGOs, Education etc.



## History

Cadet College Petaro is the second oldest Cadet College in Pakistan after Hasan Abdal. It was established initially at Mirpurkhas in 1957 and later shifted to its present site at Petaro in 1959. The College was initially designed for 300 students. A batch of 30 students joined as 1<sup>st</sup> batch in 1957. Col J. H.H Coombes was the first Principal of Cadet College Petaro. Jinnah House and Liaquat house were the first two hostels established for cadets.

## Location

Cadet College Petaro is a residential institution, established at Petaro on a campus of about 900 acres. It is located some two kilometers of the right bank of the River Indus, 30 kilometers away from Hyderabad on the Indus Highway (Jamshoro-Dadu Road) and just two kilometers away from Cadet College Petaro Railway Station.

## Achievements

The college is tasked to train young students of Class VII to Class XII and Pre O level to A Levels (Cambridge system) to be potential officers for the Pakistan Armed Forces. Cadets, however, are free to join a career of their own choice. Military training, character building, personality development, excellence in education and inculcation of leadership qualities are essential elements of the training scheme followed at the college. The college has acquired a unique position of prestige producing a large number of cadets who, over the years, have passed out and made a name for themselves and their Alma mater as responsible citizens and good professionals, be it in Army, Navy, Air Force, Police, Civil Services, Medicine, Engineering, Law, Agriculture, Business, Politics or any other profession that they chose to pursue the merit and competence. The college has, thus, contributed in providing quality education for the multi-dimensional personality development of the students. Our promising cadets have always excelled in all fields of practical life at the national level. This has been an on-going commitment to accomplish the true dreams.

## College Campus

The College spreads over 900 acres of land in a well-planned manner. The College campus is in fact a small independent and self-sufficient township that provides all the necessities of life to the cadets and staff. The college main campus is the oldest building that covers admin offices, classrooms, mini auditorium, labs, resource rooms and staffroom. Main campus has an additional newly constructed block which has a conference room, examination hall, Psychologist office and faculty offices in it. Hostels, library, Sir Syed Hall (new auditorium), Cambridge wing, Confucius classroom, sick bay, mess, market, masjid, and sports complex and other sports facilities are closely located. Large residential complex, services area, transport yard etc. are also located at convenient locations.





## Facilities

The college has its own electricity department, water and sewerage services department, a small commercial centre for daily essentials, a bank with the facility of ATM, a post office, a fair price shop, a bakery, a riding club, a poultry farm, an agriculture farm, a cattle farm, cobbler and barber shops, a digital telephone exchange and a 12- bedded sickbay supported by three ambulances. The college has its own transport system that serves the residents and cadets. This is supplemented by the public transport available at the college gates. The college has facilitated cadets with internet at houses and staff at their residences.

## Academics

College has two separate academic wings; one is for the Matric System and other for Cambridge System. Matric system has classes from VII to XII. The class rooms are well designed for better learning environment. College has well-equipped Chemistry, Physics, and Biology labs. We also have state of the art IT Labs. Similarly college has English & Chinese Language Labs.

The Cambridge wing has been designed according to the latest educational needs. It has its own Computer, General Science and Chemistry Labs. College has a well Established Library with E-Library and internet facility. We also have a presentation hall/resource room and examination block.

## Hostels

- (i) There are eight hostels at the campus, i.e. Jinnah House, Liaquat House, Ayub House, Latif House, Iqbal House, M.B Qasim House, Shahbaz House and Sachal House.
- (ii) A housemaster, assisted by assistant housemasters manages each house as per college rules and regulations. Housemaster is responsible for the discipline, upkeep and running daily routine of the hostel. He is also responsible to prepare the cadets for Inter-House Competitions in all three domains, i.e. Academic, Sports and Co-curricular Activities.
- (iii) With a view to train young cadets to shoulder responsibilities and to exercise authority the college has devised a system of cadet's appointment. Each House has a Cadet Captain, two Senior Leading Cadets, two Leading Cadets, two Junior leading Cadets and two Killick Cadets. The college main appointments include Chief Cadet Captain, Chairman Honour Committee and the Sports Cadet Captain.



### Cadets' Mess

The Cadets' Mess with its grand and huge building is situated adjacent to the hostel area (houses area) and is within easy reach of the cadets. The Mess consists of three halls, a big and two small halls. It has the total capacity of about 930 cadets to dine at a time. It has a water filter plant, bakery, sweets making arrangements and an automatic Roti plant. The Mess works under the supervision of a Messing Officer assisted by a Caterer and Storekeeper with other staff.

The Mess Committee includes the Chief Cadet Captain, Chairman Honour Committee, and all the Cadet Captains and class representatives from each House. The committee meets regularly to discuss and decide the menu for meals i.e. breakfast, break food, lunch and dinner. The food served is nutritious in accordance with the hygienic standards. While the quality and quantity of the food is maintained properly and checked by the College Senior Medical Officer on regular basis.

### Academic Guidance and Career Counseling for Cadets

The College aims to provide young and trained men to become the potential officers of Pakistan armed forces. However, after intermediate and A – Levels, cadets are free to join profession of their own choice keeping in view their aptitude. To facilitate cadets in pursuing their future careers, College arranges frequent career counseling sessions by inviting renowned motivational speakers and administration of well-known institutions such as, IBA Karachi, FAST University Karachi, IBM Karachi, Muhammad Ali Jinnah University, Ziauddin University Karachi, ICAP Hyderabad and Karachi, Al-Hamd Institute, Tabbani's Institute Karachi, Berlitz Karachi, ISRA University Hyderabad, Eurasia Pakistan, and UMT Lahore etc. Cadets are also encouraged to attend various educational Expos held at Karachi and Hyderabad, organized by renowned foreign universities.

### SCHOLARSHIP PROCEDURE/POLICY

The college does not have adequate financial resources to implement a fully funded Scholarship based policy since the college operates on No-Profit-No-Loss basis. However, in order to inspire Cadets and gain excellence in academics, a limited scale Scholarship program is offered. There will be two types of scholarship available to the Cadets:



### I. Talent Based Scholarship.

This will be given to the top level, academic based talented Cadet. The key theme will be to reward as a “token” of academic excellence rather than any financial needs. This will be awarded to the Cadets every year for their outstanding performance in the Annual / Board Examination as follows:

<b>First Position</b>	<b>Rs. 50,000/- (with at least 80% marks on average)</b>
<b>Second Position</b>	<b>Rs. 40,000/- (More than 75% marks on average)</b>
<b>Third Position</b>	<b>Rs. 30,000/- (More than 70% marks on average)</b>

<b>First Position in Board</b>	<b>Rs. 150,000/- (For both HSC-II &amp; SSC-II)</b>
<b>2-5<sup>th</sup> Position in Board</b>	<b>Rs 100,000/- (For both HSC-II &amp; SSC-II)</b>
<b>6-10<sup>th</sup> Position in Board</b>	<b>Rs. 75,000/- (For both HSC-II &amp; SSC-II)</b>

- In case the average marks are less than above stated percentage, the amount of scholarship would be reduced by 25000/-. Similarly, if there are two or more students on the same position, the amount of the scholarship will be equally divided.
- The weightage of marks for the award of scholarship will be as under:
 

<b>First Term Exams</b>	<b>: 10%</b>
<b>Pre Board /Mocks</b>	<b>: 30%</b>
<b>Board /CIE /Annual</b>	<b>: 60%</b>
- Following scholarships will be offered to meritorious students of Cambridge System:
  - Students of O/A-Level, who secure top position in the world in any subject/subjects in Cambridge International Examination be awarded cash prize of Rs. 50,000/- per subject.
  - Students of O/A-Level, who secure top position in Pakistan (i.e. National Level) in any subject /subjects in Cambridge International Examination be awarded cash prize of Rs. 40,000/- per subject.
  - Students of O/A-Level, who secure top position in the region (i.e. South or North) in any subject/subjects in Cambridge International Examination be awarded with cash prize of Rs. 25,000/- per subject.





## II. Financial Need Based Scholarship

This will be awarded to financially needy Cadets based on their academic excellence. The aim is to help finance academically talented Cadets to pursue their studies away from their financial needs. This scholarship shall be paid from the date of the admission of the cadet and shall continue to be paid to him subject to his satisfactory progress and conduct for the entire period of his study at the college as per policy. To avail this facility, following procedure will be adopted:

- a. Detailed written applications will be invited from the parents/guardians at the start of the academic session. These are required to be supported by Salary slips of both parents, Monthly/Annual earnings, details of property held on their name, utility bills, other siblings' schools/fee slips and other specific details required by the College to establish socio-economic standing. This will be done through a prescribed application form for complete information including Affidavit and undertaking from parents/guardians regarding their sources of income, having no alternate means of financing for Cadet Fee etc
- b. A nominated officer/teacher will contact the parents/guardian to interview either on Telephone or personally to ascertain how much they merit scholarship based on the documents provided. He will also act as Secretary College Scholarship Committee.
- c. A Scholarship Committee consisting of following will be constituted to discuss debate and finalize the list for Principal's approval. In case of doubt/special/full scholarships, the committee is authorized for ground visits by a College functionary: Vice Principal  
Bursar  
House Coordination Officer (HCO)  
All House Masters Teacher/officer who conducted interviews of the Parents/Guardians
- d. Final recommended list duly signed by all members will be put up for Principal's signatures for the final award.
- e. All need-based scholarships will be awarded subject to maintenance of minimum scholastic standing in the College  
End Term/ Board Exams.

Need based Scholarships are withdrawn under following circumstances:

- (i) The scholarship may also be withdrawn forthwith if a cadet fails repeatedly in the internal tests unless the Executive Committee after reviewing the case when referred to it, decides otherwise.
- (ii) If he fails at the Annual Examination, the scholarship shall be withdrawn forthwith.
- (iii) The scholarship may be withdrawn for mis-conduct, moral turpitude or other objectionable behavior or activities of a cadet.

### Category of Scholarships

There will be different categories of Scholarships to be awarded i.e. 100%, 75%, 50% and 25% of the College Fee. Which category is the applicant entitled to will depend upon his Academic Excellence and Financial Needs.

**Note:** The rates of scholarship shall be as decided by the College from time to time depending upon the funds available.



### Teachers Training

The College regularly conducts training programs to enhance teaching skills of its faculty. For this purpose well known teachers master trainers are invited on regular basis.

### Medical Facilities

The College has a well-established 12 bed mini hospital (Sick Bay). It has two qualified doctors and competent staff. In addition to the general treatment given to the cadets, preliminary vaccines against Typhoid, Cholera, Tetanus and Hepatitis B are administered as and when required. It also has an emergency handling room, Pathology lab and Ultra Sound facility. Cadets are referred to CMH Hyderabad for complicate cases of Eye, ENT, Surgical specialists and Dental surgeons. The expenses for such consultation / treatment are borne by the parents and debited to their sons' accounts.

### Recreation

Besides sports, games, hobbies and co-curricular activities, the cadets have been provided with 50' LED TV, indoor games gear, internet and libraries in the hostels for leisure hour's occupation. There is also a recreation Club which arranges screening of English Movies on weekends.

### Services Representation

Pakistan Navy and Pakistan Army have provided Military Staff required for Parade, Military, Physical and Leadership Training. This team is headed by an Adjutant from Pakistan Navy.

### Sports

The College has sports facilities for all the major games like Athletics, Basketball, Cricket, Football, Hockey Archery etc. It is mandatory for every cadet to participate in these games. Additionally, the college has the facilities for Squash and Tennis, Badminton, Table Tennis, and other indoor games. The College has a beautiful & well-managed Indoor Sports Complex

The college has appointed professional coaches for major games to train the students up to international standards.





### **Riding Club:**

The College has a well-equipped riding club with 26 young horses/mares. An ex-army Dafedar is appointed as riding instructor. Cadets learn horse riding. The College tent-pegging team displays its talent on different occasions at regional/national level.

### **Shooting Club:**

The College has a well-established indoor and outdoor shooting range where cadets learn and practice shooting

### **Hobbies and Clubs**

A number of hobbies & clubs are promoted at the college to channelize the talent of cadets in useful pursuits. These include Riding, Rifle Shooting, Photography, Music, Science Modeling, Computer Science, Painting, Calligraphy, Woodcraft, Drama, Debating & any others that catch the fancy of cadets. The extra fee is payable for joining these clubs & hobbies.

### **Co-curricular Activities**

To develop a healthy sense of competition among the cadets, debates in English, Urdu and Sindhi and General Knowledge, Geographical and Science Quiz, Spelling-Bee, Hamd-o-Na'at and Qira'at contests are held regularly at houses and college levels as well. In fact, Inter-House Competitions in all fields are the deciding factor for the overall House position towards the General Championship.

### **Parents' Day**

Parents' Day has a unique significance for cadets, teachers and parents alike. It is the occasion that strengthens the triangular link and it provides the parents with an opportunity to witness for themselves the living conditions, performances and achievements of their sons. Besides through such contacts, parents may be in a position to contribute towards all kinds of improvements, resulting in a happy triangular relationship. This is the day on which a cadet feels proud of playing host to his parents.

The college, therefore, holds the Parents' Day every year. The function includes presentation of the Principal's Annual Report, Award of Honours to the cadets, distribution of Prizes and display of March Past, P.T, Karate, Gymnastics display, Tent-pegging and finally an Exhibition of Science, Arts, Handicrafts and Photographs.



### Admissions:

Regular admissions to the college are opened only once a year for class VII, VIII and Pre O level (Cambridge System). Admissions are given on merit as per the College policy for which the candidates will have to qualify the Entrance Examination (Minimum 60%), medical examination and interview.

### Announcements

Admissions are normally announced through advertisement during the month of November / December in leading English, Urdu and Sindhi newspapers.

### Admission Procedure

- i. Interested candidates are required to apply **ONLINE** at [www.newentry.ccpetaro.edu.pk](http://www.newentry.ccpetaro.edu.pk) after following guidelines at the portal.  
**NOTE:** Only **ONLINE** registration for the Admission is accepted. Admission on Manual form has been discontinued and thus will not be entertained. Before applying, Candidates / Parents are advised to go through admission policy, rules and regulations, fees structure etc. mentioned in the College Prospectus.
- ii. Attested Photostat copy of the domicile certificate of the candidate's father / guardian (if father is not alive) on Form P-1 is also required to be uploaded. This is not applicable to the sons of those defence personnel who are competing on Defence Quota. However, in all Defence quota cases, Service / Discharge Certificate is required with the Admission Form. In case of Petarian Quota, a copy of life Membership Certificate of Petarian Association will be required.
- iii. Written Test is held at all the nominated centres on the date which is advertised in the newspapers. Results are announced on the College website/Admission Portal.
- iv. Those who qualify the written test as per merit are called for interview and medical examination.
- v. Those who qualify all stages are placed on the merit list according to their performance in test and interview. Final selection is then made according to the relevant merit and quota. All qualified cadets will be intimated.
- vi. Final call-up letters for joining are issued after payment of fee and submission of necessary documents.
- vii. Change of candidate's address or telephone numbers, if any, must be intimated to the college immediately. The college will admit no liability for delay / non-delivery or loss, of the communication due to change or wrong address or contact number.



### Eligibility Criteria Matric System:

(i) **Class- VII**

**Note:** In Class- VII limited seats are offered to candidates from rural areas of Sindh and studying in the schools located in the rural areas of Sindh only i.e schools outside the limits of district headquarters.

- a). **Age:** 11 to 13 years as on 30 June 2024. (No age relaxation will be considered)
- b). **Qualification:** Either passed Class-VI or appearing in Class VI Annual Examination 2024.
- c). **Domicile:** Sindh Rural Only

(ii) **Class- VIII**

- a). **Age:** 12 to 14 years as on 30 June 2024. (No age relaxation will be considered)
- b). **Qualification:** Either passed class VII or appearing in Class VII Annual Examination 2024.
- c). **Domicile:** As per Quota

### Eligibility Criteria Cambridge System:

(iii) **Pre O-Level**

- a). **Age:** 12 to 14 years as on 30 June 2024. (No age relaxation will be considered).
- b). **Qualification:** Either passed Class VII or appearing in Class VII Annual Examination 2024
- c). **Domicile:** As per Quota



## Subjects Offered

The College offers only science subjects both at the secondary and higher secondary levels (Pre-Medical, Pre-Computer & Pre-Engineering). The college is affiliated with the Board of Intermediate and Secondary Education, Hyderabad.

### Written Test Subjects

- (i) A Written Test for Class VII will be taken from **English, Mathematics** and **Urdu/ Sindhi** of Class **VI** Level.
- (ii) A Written Test for Class VIII will be taken from **English, Mathematics** and **Urdu/ Sindhi** of class **VII** level.
- (iii) A Written Test for Class Pre O-Level will be taken from **English, Mathematics** and **Urdu** of Class **VII** level.

**Note:** *Mathematics Papers for admission to all classes will be in English Medium. All subjects carry 100. The duration of each paper will be one hour only. Model test papers are given in Admission Portal:*

[www.newentry.ccpetaro.edu.pk](http://www.newentry.ccpetaro.edu.pk)

### Written Test Centres

The Examination Centers for written test include:

Karachi, Cadet College Petaro, Shaheed-Benazirabad (Nawabshah), Larkana, Sukkur, Lahore, Rawalpindi, Multan and Quetta. Candidates are to indicate their choice of centre in the online Admission Form.

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## Interview & Medical Test

- (i) Those who qualify the written test shall be called for interview and medical examination normally within a fortnight of the declaration of the results of the written test. The medical test & interviews are normally conducted concurrently on the same day.

**Note:** Candidate will be required to take Written Test of Intelligence (IQ) before his interview is conducted.

- (ii) The College Medical Officer conducts the medical examination according to the prescribed medical standards as under:

Height:	<b>4'8" (Class VII),</b>	<b>4'10" (Class VIII &amp; Pre O-Levels)</b>
Weight:	As per BMI Standard	
Eye sight:	6 / 6 with or without glasses	
Medical Test:	(a) Blood CP with Hb% (b) Liver Profile (c) Blood Sugar, Fasting and Random (d) Urine for DR	

- (iii) A candidate declared temporary unfit in medical examination will be referred to nearby CMH or PNS Shifa, Karachi. A candidate is required to report back to the college within 4 days after the issue of the referral letter.

(iii) **Centres for Interview and Medical Examination**

The interview centres include:

Cadet College Petaro,

PN Recruitment & Selection Centres **Karachi, Sukkur, Lahore and Rawalpindi**. Normally a centre in the proximity of the written test centre (chosen by the candidate) is allotted for interview and medical test.

**Note:** The detailed results of tests are strictly confidential and no queries / correspondence shall be entertained in this connection.



## SEATS ALLOCATION 2024-25

ALLOCATION OF SEATS	
<b>CLASS VII (For Only Sindh Rural)</b>	<b>31</b>
Hyderabad/Mirpurkhas Divisions	15
Sukkur/Larkana Divisions	15
Sons of Petarian (Life Members Only) Sindh	01
<b>Pre-O Level (CAMBRIDGE SYSTEM)</b>	<b>30</b>
Sindh Province	22
Other Provinces	08
<b>CLASS VIII</b>	<b>133</b>
Karachi Division	15
Hyderabad Division	18
Mirpurkhas Division	07
Benazirabad Division	07
Sukkur Division	07
Larkana Division	07
Provinces other than Sindh	40
Sons of Defence Personnel (uniformed only)	07
Sons of Petarian (Life Members Only)	11
Sons of Staff/Employees	04
Open Merit (All Pakistan)	10
<b>TOTAL NO. OF SEATS</b>	<b>194</b>

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### FEES/FINANCES PROCEDURES & POLICY:

#### I. Education System & Fee Structure

The College has two system of education, The Matriculation System and the Cambridge System. There are 02 categories of cadets in both system of education one is called juniors and other is called seniors. At Matriculation system cadets of class VII to X are called juniors and cadets of classes XI & XII are called seniors. Accordingly, at Cambridge system cadets of classes Pre O level to O level are called juniors and AS to A levels are called seniors.

Therefore, there are 02 slabs of fee & other charges. The slabs are further divided into 02 categories for juniors and seniors in each system of educations:

#### Fee Structure 2024-25 – Matriculation System

#	Particulars	Annual Consolidated Fee-Class VII to X (Juniors)	Annual Consolidated Fee- Class XI & XII (Seniors)
1	Annual Consolidated fee	538,545	554,233
2	Admission fee	35,000	35,000
3	Library & Transport fund	11,000	11,000
4	Clothing & Other charges (estimated)	75,000	75,000
<b>TOTAL</b>		<b>659,545</b>	<b>675,233</b>
5	Security Deposit (Refundable)	65,955	67,523
<b>GRAND TOTAL</b>		<b>725,500</b>	<b>742,756</b>



### Fee Structure 2024-25 – Cambridge System

#	Particulars	Annual Consolidated Fee (Pre O' Level/ 'O' Levels (Juniors))	Annual Consolidated Fee 'A' Levels (Seniors)
1	Annual Consolidated fee	703,467	767,752
2	Admission fee	35,000	35,000
3	Library & Transport fund	11,000	11,000
4	Clothing & Other charges (estimated)	75,000	75,000
<b>TOTAL</b>		<b>824,467</b>	<b>888,752</b>
6	Security Deposit (Refundable)	82,447	88,875
<b>GRAND TOTAL</b>		<b>906,914</b>	<b>977,627</b>

#### Note:

1. Tax will be charged as per applicable rules of the government.
2. In case any abnormal increase in the price of commodities/ Services/ Pay and allowances the annual consolidated fee will increased accordingly.
3. Fee once deposited shall not be refunded under any circumstances.



### Procedure of Payment

Payment should be made through Bank Draft I Pay order in favour of the Principal, Cadet College Petaro (Account No. 02) and marked "Payees" account only drawn on Habib Bank Limited, Cadet College Petaro Branch. No other mode of payment is acceptable. Kit No/Roll Number/ Name/House of the cadet should be mentioned clearly in the covering letter or at the back of Demand draft /Pay Order.

#### **Depositing of Fee, Billing and Financial Terms:**

Upon admission parents/guardians are required to deposit 1<sup>st</sup> year fee & other charges in advance according to fee structure for the corresponding year.

Parents/guardians of existing cadets require depositing 1<sup>st</sup> / 2<sup>nd</sup> term fee and other estimated expenses in advance by the commencement of 1<sup>st</sup> / 2<sup>nd</sup> term / date intimated through statement of account.

At Cadet College Petaro the financial year is observed from July to June. The year is divided into two halves. The first half i.e. July – December is called 1<sup>st</sup> term and the 2<sup>nd</sup> half i.e. January - June is called 2<sup>nd</sup> term.

The Accounts Department maintains the account (Ledger Account) of each cadet, where all receipts and payments of a cadet are posted. The accounts department dispatches accounts statements to the parents/guardians for their sons/wards in the months of July/January for the 1<sup>st</sup>/2<sup>nd</sup> term of a year respectively. The statement of account is divided into two parts. The 1<sup>st</sup>/upper part describes the receipts and payments for the last term and the 2<sup>nd</sup>/lower part intimates for depositing the advance fee and other estimated expenses for the next/ongoing 1<sup>st</sup>/2<sup>nd</sup> term. Parents/guardians are requested through statement of account of their son/ward to deposit the advance fee & other estimated expenses by the date mentioned in the statement of account.

In case of non-depositing the fee by the stipulated date the reminders are issued by the Accounts Department intimating 2<sup>nd</sup> date to deposit the outstanding dues and charging of fine @ 0.25% per day on the outstanding dues. In case the dues remain outstanding after the lapse of 2<sup>nd</sup> date a 2<sup>nd</sup> reminder is issued and intimated 3<sup>rd</sup> date to deposit the outstanding dues with the condition that fine @ 0.50% per day will be charged on the outstanding dues. In case the dues still remain outstanding after the lapse of 3<sup>rd</sup> date, the Name of Cadet is struck off from the College roll with intimation to parents/guardians to collect the leaving certificate of their son/ward.

In case a cadet is allowed readmission (which is only possible in extreme circumstances e.g. Board examinations etc) he will be charged again with complete admission fee, library & transport fund & endowment. On readmission the parents/guardians will be required to deposit aforesaid additional charges beside the outstanding dues, on which the Cadet was struck off Strength.



### Admission Fee

Admission fee is charged once upon admission on applicable rate mentioned in the fee structure. Admission fee is non-refundable/non-reducible and is charged to a cadet account during the 1<sup>st</sup> term (July – December) of 1<sup>st</sup> year.

### Library & Transport Fund

Library & Transport Fund is charged once upon admission on the applicable rate mentioned in the fee structure. Library & Transport Fund is non-refundable/non-reducible and is charged to a cadet account during the 1<sup>st</sup> term (July – December) of 1<sup>st</sup> year.

### Endowment (Scholarship Fund)

Endowment is charged once upon admission on the applicable rate mentioned in the fee structure. Endowment is non-refundable/non-reducible and is charged to a cadet account during the 1<sup>st</sup> term (July – December) of 1<sup>st</sup> year.

### Annual Consolidated Fee (Tuition fee, Boarding, Messing, Sports, Medical, Barber, Laundry etc)

- ✓ Annual Consolidated Fee (ACF) covers tuition fee, boarding, messing, sports, medical (indoor), barber, cobbler, laundry, bedding (limited), utilities etc. ACF is divided into two (2) halves; each half is called Term Fee (TF). ACF/TF is charged to a cadet on applicable rates provided in the fee structure during 1<sup>st</sup>/2<sup>nd</sup> term.
- ✓ As per standing approval of Competent Authority the ACF increases @5% annually. ACF may increase on a higher rate due to increase in pay & allowances or escalation in the cost of commodities & services. In case of abnormal increase in ACF the parents/guardians are informed accordingly.
- ✓ In case a cadet is withdrawn by the parents/guardians or struck off by the College the ACF/TF is charged in the following manner:
  - a) A Newly admitted Cadet (his first academic year in the college) is withdrawn/struck off during 1<sup>st</sup> term within first 30 days of the term commencement or not joins College, he will be charged with 50% of the first term fees and will not be charged anything for the second term. If he is withdrawn/struck off after 30 days, he will be charged with full term fee for the 1<sup>st</sup> term and will not be charged with anything for the second term. If he is withdrawn/struck off after the start of the 2<sup>nd</sup> term full term charges will be applied except security refund. This is irrespective of whether he has reported or joined for second term or otherwise.
  - b) A regular/existing Cadet is withdrawn/struck off during 1<sup>st</sup> term within first 30 days of the term commencement, he will be charged with 50% of the first term fees and will not be charged anything for the second term. If he is withdrawn/struck off after 30 days, he will be charged with full term fee for the 1<sup>st</sup> term and will not be charged with anything for the second term. If he is withdrawn/struck off after the start of the 2<sup>nd</sup> term full term charges will be applied except security refund. This is irrespective of whether he has reported or joined for second term or otherwise.



### Other Charges/Expenses

- ✓ Other charges / expenses are charged to Cadets' Accounts upon occurrence, like clothing/uniform, BISE/FBISE/Cambridge fee/charges, CMH bills, tours & trips, late fee fine, courier, books & stationery, Photostat, photographs etc.
- ✓ Clubs membership fee is charged on approved monthly rates to a cadet who becomes member of that club (Riding, Shooting, Archery, Physical Fitness, etc). Cadets opt to be member of desired club by filling a membership Performa countersigned by the parents/guardians and concerned House Master.
- ✓ Extra Messing for issuing milk daily is charged to a cadet on the approved rates. A cadet is required to fill the prescribed performa duly permitted and signed by the parents/guardians for issue of milk on daily basis.

### Government Tax (Advance Tax u/s 236I)

- ✓ Advance Tax u/s 236I is charged to the parents/guardians accounts according to applicable law rule and rates. The same is deposited with FBR. A certificate including the reference of computerized payment receipt (CPR) issued by FBR is issued to parents/guardians for claiming in their tax returns.
- ✓ In case a cadet withdrawn/SOS during a term the tax will be charged/will not be charged considering the applicable limit for charging the Advance Tax u/s 236I.

### Security Deposit

- ✓ Security Deposit on the applicable rates provided in the fee structure is charged to Cadets once upon admission. The same is refunded/credited back to Cadets' Accounts on passing out from College or leaving the College at any time; after necessary adjustments to any payments left.
- ✓ In case a cadet who was withdrawn/SOS is allowed readmission (under extreme circumstances e.g. appearing in Board examinations etc), the parents/guardians are required to deposit security deposit along with admission fee and other dues/charges provided that the previous security deposit had been refunded.



### Procedure for SOS/Withdrawal and Clearance of Accounts

Upon written request from parents/guardians for withdrawal or SOS by the College, an administrative order will be issued directing departments and concerned contractor to complete necessary formalities at their end for instant completion of clearance procedure. A register may be maintained for registering Withdrawal/SOS with references of approval. Clearance form may then be issued to Peon/ Naib Qasid to get completed and submitted to Accounts Department for further processing. A copy of completed clearance form may be placed in the Cadet's file.

### Final Account (Credit Balance/Debit Balance)

- ✓ In case a cadet is withdrawn/SOS he is issued with a clearance pro forma to carryout clearance procedure. Upon completion of clearance pro forma it is submitted to Accounts Department for finalization of cadet account. The account department finalizes the cadet account and issues "No Dues" certificate if the cadet account has a nil/credit balance. In case of a debit balance, the parents/guardians are required to deposit the amount of dues for clearance of account and issue of "No Dues" certificate for issue of leaving certificate and other documents. The Admin Department issues the leaving certificate and other documents.
- ✓ Upon finalization of account if there is a credit balance parents/guardians are required to submit a written request for refunding the amount of credit balance including security deposit. The Accounts Department processes the request and issues crossed cheque of the amount of credit balance in favor of parents/guardians.
- ✓ In case the cadets are passed out, the Accounts Department finalizes the cadets' account after final results.

### Pocket Money

- ✓ Cadets are paid their monthly pocket money Rs.900/per month by cash or through their HBL Money Club Account. Parents are, therefore, advised not to send any extra money to their sons by money order, cheque or cash.
- ✓ If cadets have extra money, the same is to be deposited with the bank or with the concerned Housemaster. It is advisable for the cadets that they should deposit their cheque books/ATM Cards with the housemasters.





## Allotment of Houses

Upon joining, each cadet is allotted a house as per laid down procedure. As the matter of policy two brothers are not kept in the same house. Once a house is allotted to a cadet, the same will not be changed.

## Examination

- i. The curriculum is based on syllabus prescribed by the BISE, Hyderabad. All examinations are held in strictly controlled environment. If a cadet is caught cheating, he is immediately struck of strength (SOS) from the College.
- ii. The subjects taught in the college are Physics, Chemistry, Mathematics, Biology, Computer Science, Islamiyat/ Ethics, English, Pakistan Studies, Urdu, Sindhi and Chinese. The course up to Secondary Stage is of three years, while the Higher Secondary Stage (Pre-Engineering, Pre-Medical & Pre-Computer Groups) is of two years. Class VII, VIII, Pre O-Levels and O-I are held locally. Cadets seeking minimum 40% in each subject and 50% aggregate are promoted to next class. Cadet who fails in final examination will be SOS from the College.
- iii. Board Examinations are held in accordance with the Board's Schedule. Cadet College Petaro is a centre both for SSC and HSC Part-I & II Examinations.. Minimum passing marks are 40%. Any student in class X, if fails in Pre-Board examination or secures less than 40% marks in aggregate is SOS from the College. He is not promoted to class XI unless he passes Board examination with at least 70% marks. Any student of class, IX, X & XI who fails in Board examination is SOS from the College.
- iv. Internal Examinations i.e Monthly, Mid-Term, Terminal & (Pre- Board), are held to assess the progress of cadets in academics.

### PROMOTION POLICY FOR CAMBRIDGE SYSTEM

#### PROMOTION POLICY (FOR CLASS: O-1)

- i. For promotion from Pre O Level to O-1, a cadet must bring 50% marks minimum in each subject and at least 55% aggregate marks in his annual examination.
- ii. All subjects of O - Level may be equally treated as majors.
- iii. Attendance record must not be less than 90%.
- iv. Absentee due to acute emergency or some medical problem may be examined as and when found suitable. However the long absence may cause relegation or expulsion from the college.
- v. In case a student fails in more than two subjects, he may be allowed for re-examination within the period of 15 days after the announcement of result.
- vi. Failing again even in one subject may result in relegation to Pre O Level or withdrawal from the college subject to the parents' consent.
- vii. No re-examination is allowed to those failing in three or more subjects.

#### PROMOTION POLICY/ REGISTRATION FOR CIE EXAMINATIONS (FOR CLASS O-II and other higher classes)

- i. Registration for the Cambridge Examination is purely on the basis of overall performance of the cadet.
- ii. Prior to CIE exam, a cadet will appear in Mock or Pre-Final Exams in which he must bring 60% in each subject and 65% aggregate marks. Failing, he may not be registered for CIE examinations through school centre; however he can appear as a private candidate.
- iii. A cadet, if declared 'Ungraded' (failed) in one subject in CIE examination, may be promoted to O-III.
- iv. A cadet, if declared 'Ungraded' (failed) in two subjects in CIE examination, will be relegated to O-II or SOS from the College.



### Report to Parents:

- i. Detailed reports regarding the progress of cadets in all fields are sent regularly to parents, after each term.
- ii. If a cadet's progress is not up to the mark, a warning letter is sent to his parents / guardians for further guidance

### Journey to College /Home:

The parents / guardians will be responsible for the safe journey of their sons / wards for traveling to home and back to the college on short breaks / leaves. The College may, however, arrange journey of the cadets by railways / bus in groups, where possible, on behalf of parents/ guardians.

### Communication / Mailing:

#### **The College Postal Address:**

Cadet College Petaro, District Jamshoro (Sindh)

Postal Code No 76120

Phone Numbers: College Exchange 022-2022021-28(08 lines)

Fax No. 022-2022227

E-mail: [cadet.collegepetaro@hotmail.com](mailto:cadet.collegepetaro@hotmail.com)

Courier Services: TCS & M&P

Website: [www.ccpetaro.edu.pk](http://www.ccpetaro.edu.pk)







## Parents' Visit:

After the new cadets join the college, they normally feel hard to get adjust in the College routine/ environment. However, soon they get adjusted and feel comfortable. Parents are advised not to contact their sons/wards quite frequently as it creates adjustment problems for cadets and parents also get disturbed. Parents are advised to limit their visits to the minimum so as to help the cadets to concentrate mainly on their studies and adjustment in the college routine. The parents and guardians may visit the college to see their sons/wards as allowed by the college on appropriate weekend of month from 9 AM to 5 PM.

### Parents / Teachers Meeting (PTM)

Parents/Teachers meetings are held regularly after each local exam to discuss cadet's performance with parents. In case, the parents feel any concern about their son/ward, they may call the Housemaster and schedule a meeting with subject teachers, DOS or Principal as deemed appropriate.

### Accident / Mishaps

All possible measures for the safety of the cadets during their stay in the college campus, are taken, however, the college shall not be responsible for any kind of accidents/mishaps caused during physical training of cadets. Parents will be required to give Undertaking on a Stamp Paper (Affidavit).

### Term Vacation and Holidays

- (i) The academic year is divided into two sessions. The college year planner showing all details of vacations/holidays for the year is given to all cadets at the beginning of academic year. Any change in the routine is communicated through daily order to the cadets. Parents are advised to keep in touch with their sons/wards and housemasters for information on forthcoming events.
- (ii) Cadets are allowed weekend or short leave after 6-8 weeks in each term. They are permitted to go after classes on Friday and come back before sunset on Sunday.



## LEAVE POLICY

**A Cadet can avail following Leave/Special leave other than the scheduled in College Calendar.**

- ✓ A cadet may avail 01 Weekend and 02 Short Leaves during the term (06 months) with prior approval of the authority.
- ✓ A cadet may apply for grant of special leave on death case, (only blood relation) with prior approval.
- ✓ A cadet may avail Medical leave only and only on the recommendation of College Senior Medical Officer (SMO) with approval of Principal.
- ✓ No leave policy for marriage/function/ any other event during the term.  
(Parents are advised to schedule the marriages during summer/winter vacations).

All the requests for the grant of leave will be routed through House Coordination Officer for approval.

### **Punishment for late Arrival after Leave / Vacation**

The following punishment will be awarded to a cadet if he comes late and willfully absents himself on the expiry of leave, special leave or vacation:

- i. Late Arrival on the same day- One Day Extra Drill
- ii. Absence from the college a fine @ of Rs. 1000/- per day, up to maximum of six days (Extra Drill, etc. may be awarded, in addition to the fine)
- iii. The name of the cadet will be struck off the college roll after six days of absence. In case of re-joining, admission fee, security deposit and other expenditures as per college rules will be charged.

**Note:** *The name of the cadet will be struck off of the college roll after six days of absence. In case of rejoining, admission fee, security deposit and other expenditures as per college rules will be charged.*



## College Rules and Regulations

On admission to the college, each cadet and his father/guardian will bind themselves to abide by the college rules/ regulations and orders (written or verbal) issued from time to time. Penalties for infringement shall be at the sole discretion of the principal which cannot be questioned. Requests for admission are accepted on the implicit understanding that these conditions are acceptable to the applicant and his parents / guardian.

### Discipline

The entire edifice of the college rests on maintaining a high standard of discipline as it plays a very significant role in grooming and molding the cadets into a wholesome personality with a high sense of moral characters and patriotism in order to make them fit to shoulder their responsibility as useful citizens of Pakistan.

### Prohibition

The cadets are **NOT ALLOWED** to keep the following items while they are in the college:

- i. Transistors, video games and electric/electronic appliances, personal computer, wireless, Radio, T.V Set Walkman, Mobile / Cellular Phones, Laptops & Gadgets etc.
- ii. Unauthorized medicines / drugs
- iii. Weapons of any kind
- iv. Match box, burners, heaters etc.
- v. Explosive / combustible material
- vi. Cash and valuables not beyond Rs. 2000/=
- vii. Cigarettes / narcotics in any form
- viii. Undesirable printed material
- ix. Musical instruments
- x. Chewing gum, contraband items/Naswar etc

**Note:** Corrective punishment i.e. extra drill/s, stoppage of leave, fatigue etc. are awarded for minor offences but major offences may cause withdrawal or expulsion of the cadet from the college.

Cont...



**Expulsions on Discipline / Academics**

A cadet is expelled from the college owing to the following reasons:

- a) If his progress, conduct, general behaviour or standard of discipline is not found satisfactory
- b) If he bluntly refuses to follow or show slackness in following the college rules, orders or instructions, routine, discipline or code of conduct
- c) If he does not show genuine interest in his studies and training consistently
- d) If he has developed such tendencies which can spoil the reputation of the college or may adversely affect the morale and discipline of other cadets
- e) If he is found guilty of possessing any prohibited item will be expelled from the college immediately
- f) He can be expelled owing to his poor performance in studies
- g) Any other reason , the college finds feasible

**Immediate Expulsion**

A cadet may be expelled immediately from the college on the following grounds without information to the parent:

Stealing, cheating, deliberate damage to the college property, consistent indiscipline, possession of the fire arms of any forms or nature, explosives, indulgence in politics, subversive activity, use of narcotics, intoxicants and unauthorized medicines, insolent behavior with the members of the Teaching or Military Staff, fighting, immoral offence of any kind, harassing juniors, grave misconduct outside the college campus or any other offence which in the opinion of the Principal requires expulsion from the college.

**IN ALL CASES, THE DECISION OF THE PRINCIPAL  
IS FINAL AND CANNOT BE CHALLENGED IN ANY  
COURT OF LAW**



### UNIFORM/DRESS

Cadets are required to wear the following dresses on different occasions

DRESS	SUMMER	WINTER
Uniform	White Trousers, White Shirts, Black Web belt, Navy Blue Barrette Cap, Black DMS Shoes with Black Socks, House Colour Epauettes, Arm Badge, Name Tally	Same as Summer with Jersey
Walking out Dress	Black Trousers, White Shirt (full/ Half Sleeves) College Tie, Black Belt with College Buckle, Black Pattern Shoes with Black Socks.	Same as Summer with : 1. For class 0 Level, VII, VIII & IX Jersey/College Blazer 2. For Class X, XI & XII College Blazer Only
College Camouflage Dress (CCD)	DMS Shoes with black socks, Camouflage Trousers, House Vest, Web Belt, Barrette Cap	Same as Summer with Jersey
Games and P.T Dress	White Short, House Vest and White Joggers with White Socks.	Same as Summer with Track Suit
Prayer Dress	Shalwar Qameez / Kurta, ( White), Cap & Peshawari Chappal	Same as Summer with Jersey/Jacket



### CLOTHING & BEDDING ITEMS

A. The following items are supplied by the college against estimated clothing charges:

S.No	Items	Quantity
1	White Trousers	4
2	White Shirts	4
3	College Tie	1
4	Wrote web belt	1
5	Black woolen socks pairs (Army type)	3
6	Peak Cap	1
7	Black Boot (Pair)	1
8	Navy Blue Jersey (Officer's Pattern)	1
9	Black Trousers	1
10	Games vest coloured (House color)	1
11	White Shirts	2
12	White Shirts (full sleeves)	4
13	Blue Dangree	1
14	Epauettes	1
15	Arms Badge	1
16	Kit Bag	1
17	Belt Navy (Black)	1
18	Black Shoes (pair) College Pattern	2
19	Shalwar suit	3
20	White vest	4
21	Underpants	4
22	White Socks for P.T/Games (pair)	4
23	Black Nylon socks (pair)	3
24	Swimming costume	1
25	Jogger shoes (pair)	2
26	Slippers (pair)	1

B. The following items of bedding etc are supplied by the college to the cadets during their stay in the college (charges are included in annual fee).

S.No	Items	Quantity
1	Teapoy covers	2
2	Bed sheets wrote	3
3	Pillow covers	5
4	Mattress	1
5	Pillows	2
6	Face Towels	2
7	Bath Towels	2





### GENERAL DAILY ROUTINE (Sample)

Reveille	0530
Namaz-e-Fajr	0530
Punishment Muster	0530
P.T	0615 --- 0530
Breakfast	0735 --- 0755
Assembly	0815 --- 0825
1 <sup>st</sup> Period to 4 <sup>th</sup> Period	0825 --- 1105
Long Break	1105 ---1130
5 <sup>th</sup> Period to 7 <sup>th</sup> Period	1130 --- 1330
Lunch	1340 --- 1400
Namaz-e-Zohr	1410
Nazra Qran for class VIII	1430 --- 1515
Namaz-e-Asr	1615
Games/Sick Report	1630 --- 1730
Namaz-e-Maghrib	At sunset
Prep-I	1815 --- 1915
Dinner	1930 --- 1950
Namaz-e-Isha	2015
Prep-II	2045 --- 2145
Night Muster/Punishment Muster	2155
Lights out	2220

Cont..

ROUTINE FOR FRIDAY:

Up to 4 <sup>th</sup> period. As usual	
5 <sup>th</sup> Period	1105 - 1145
Lunch (College Dress Uniform)	1220 - 1240
Namaz-e-Juma	1400 -
Other Routine will be as per Normal	

## ROUTINE FOR SATURDAY

As per full working day excluding sports and prep periods.	
Dinner	-- 1930 - 1950
Namaz-e-Isha	-- 2015
Night Muster	-- 2155
Lights out	-- 2220

Cont..



## ROUTINE FOR SUNDAY /HOLIDAYS

Reveille	--	--	0530
Namaz-e-Fajr	--	--	0545
Punishment Muster	--	--	0600
Breakfast	--	--	0800 - 0845
Movie	--	--	0900 - 1100
Lunch	--	--	1230 - 1300
Namaz-e-Zohar	--	--	1410
Namaz-e-Asr	--	--	1615
Namaz-e-Magharib	--	--	At sun set.
Dinner	--	--	1930 - 2000
Namaz-e-Isha	--	--	2015
Prep	--	--	2045 - 2200
Night Muster/ Punishment Muster	--	--	2155
Lights out	--	--	2220