Bakhtawar Cadet College for Girls
Shaheed Benazirabad

BAKHTAWAR
CADET COLLEGE FOR GIRLS

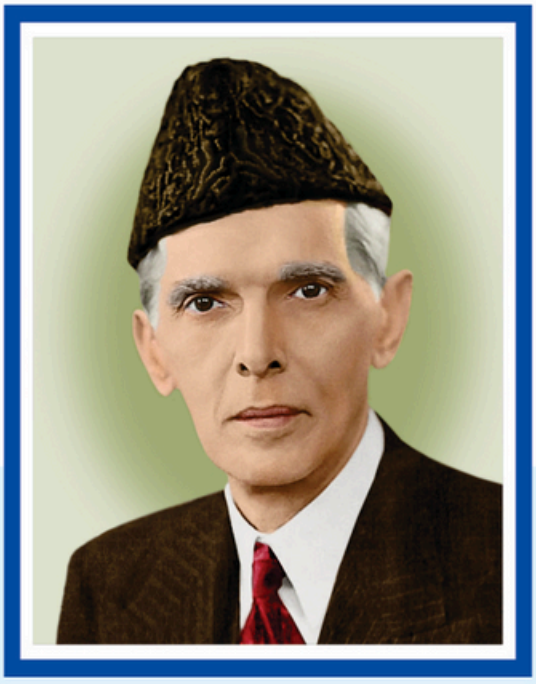
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PROSPECTUS

Father of the Nation Quaid-e-Azam Muhammad Ali Jinnah, the outstanding leader and a visionary statesman, advised to the students at Islamia College Peshawar on 12 April, 1948:



"Develop a sound sense of discipline Character, Initiative and a solid Academic Background. You must devote yourself whole-heartedly to your studies, for that is your first obligation to yourselves, your parents and to the State. You must learn to obey for only then you can learn to command."

FACULTY



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College Introduction

The idea of having an exclusive cadet college for girls at Nawabshah was conceived by Mohtarma Faryal Talpur who, as Zila Nazim Nawabshah, in 2005-6, recommended the scheme to P & D Department of Sindh. With her relentless efforts, the scheme got approved and included in PSDP 2008-09.





The ground breaking of the college was performed on 11th October 2010 by Mr. Asif Ali Zardari, the then President of Pakistan. The college is designed initially to house 300 cadets, providing all the facilities of an elite residential institution both for cadets and the staff. The college started functioning in 2017, with class-VIII, having girls from all over the country, mainly from Sindh.

Vision

"To be amongst the Trend Setter female Cadet College in Pakistan, being the first of its kind"

Mission

"To produce female leaders of tomorrow, who are equipped with quality education, knowledge, and strong mental, moral and physical traits. "

Objective

- Academic system must be tailored to achieve best possible results and enhance the knowledge of cadets.
- Create such healthy and conducive training environment, which help to produce confident, disciplined and courageous young women.
- Cadets stay at college must be tuned-up to produce strong character traits of integrity and leadership.
- The entire effort to be focused to achieve a wholesome personality by inculcating a spirit of service towards the nation as a proud and motivated potential female leaders in the Pakistan Armed Forces and other important professional fields.



Location

Bakhtawar Cadet College for Girls is situated about 260 km up-North from Karachi and about five km southern outskirts of Nawabshah, spread over an area of 100 acres with vast fields and courts for major outdoor/indoor games like Cricket, Football, Hockey, Basketball, Squash, Tennis, etc. Other facilities include well equipped gymnasium, swimming pool, hobbies club, shooting club, shopping center, staff bungalows, mosque and well maintained orchards.

Governing Body

The College is governed by a Board of Governors constituted by Government of Sindh. The Board is headed by the Air Officer Commanding, Southern Air Command, PAF Karachi, with adequate representation from the public.

Course of Studies

The college caters for formal education from class VIII to XII, in science subjects (pre-Medical and pre-Engineering groups) only. The college is affiliated with the Board of Intermediate and Secondary Education Shaheed Benazirabad. The curriculum is as prescribed by STBB.



Admin Block

The College Administration Block is picturesque building housing Principal's Office, Administration Branch, Adjutant Office, Conference Room and Accounts Branch.It is situated in the center of the college. This attractive block grabs the attention with a vivid and charismatic look and feel.

Academic Block

College Academic Block is a center of excellence and learning.

Laboratories

The college is well equipped with best learning tools and facilities in Physics, Chemistry, Biology, Arts and Crafts laboratories, Group Discussion / Lecture Halls and smarts /IT facilities.



Computer / I.T Lab

The college enjoys air conditioned and fully furnished IT/ computer laboratory where cadets can operate computers under the guidance and supervision of qualified instructors. The purpose of IT/Computer Lab. is not merely to teach the students computing skills, but also to support teaching of all subjects through in-built multimedia projectors.



Language Lab

Communication skills are most important facet of the personality of any professional. To equip our cadets with best skills in verbal communication, most modern and international level language lab facilitates the cadets to learn and improve their verbal accent in more than forty languages. While the primary focus is on spoken English, the lab provides facility of learning all the important international languages, viz. Arabic, Chinese, Persian, French, German, etc. The Lab has also proved extremely effective audio-visual aid for instructions in other subjects as well.

Library And Training AIDS

The central Library of the College is an information resource center for the cadets and the faculty. There are around 12,000 on books different subjects. College library is facilitating the cadets with computerized inventory of books to enable convenient access to books. The college subscribes different monthly and weekly magazines and periodicals. Training Aids Section provides sufficient resources and material to cadets.






Religious Education

Religion plays vital role in the transformation and strengthening the bond of soul, body, and with the rest of the universe. To impart balanced religious education and awareness, remains our focus. Besides talks and lectures by experts, we arrange Seerat Conferences. A volunteer learning of "Tafseer-ul-Quran" is also arranged for the cadets during off hours. While essentials of religion are taught in the classrooms, where Islamiat is compulsory subject, the Quranic learning is a part of the hostels' life. Organizing functions on days of religious significance is part of our training program. In addition, the morning assembly commences with the recitation of verses from the Holy Quran and Hadith followed by their translation. Five-time prayers are part of the cadet's life in the college. The Cadets are encouraged to offer prayers, especially Juma-Namaz, in the College's Masjid located close to the hostels.

Physical Training

Sports activities are important and essential feature of daily routine of the college. To keep the cadet's physically fit and agile, morning PT is conducted daily by Sports staff. Beside Hockey, Cricket, Football, Basketball, Athletics and Volleyball there are arrangements for Tennis, Squash, Swimming, Shooting and indoor games such as Badminton, Table Tennis, etc. The aim is to develop skills as well as sportsman spirit in the cadets. It is mandatory for every cadet to learn, exercise and participate in these games.









Gymnasium And Swimming Pool

The facilities of covered swimming pool and Gym of International Level are available in college for all cadets. Every cadet is given training by qualified and experienced staff to avail this opportunity.

Cycling Club

The College has a well-equipped cycling club learn to ride from instructor.

Shooting Club

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

Auditorium

The auditorium is a central and important facility in the college. The architectural design of our auditorium is unique. It serves as source of collective learning and entertainment. In the auditorium cadets perform scholastic and co-curricular activities related to indoor house competitions, dramatics, PPT presentations, etc.





Hobbies Club

Hobbies Club is established to channelize the talents of cadets in productive pursuits and to catch the fancy of the cadets. These include Rifle (Shooting) Club, Science Modelling Club, and Literary Societies, Debating, Computer Science Club, Photography Club, Painting, Gardening, Cooking/Baking, Sewing / Stitching, Arts and Crafts, and philately and numismatics club.





Cadet Mess

The College Mess has a large spacious dining hall, which can accommodate around 400 cadets, serving best quality food of international standard menu. Nutrition value of food and taste of cadets remains the fundamental.The mess is managed through a mess committee.The meetings of Mess Committee are conducted as and when necessary to draw up and revise the menu. The Mess Committee is presided over by the Principal. The Medical Officer, Admin officer, Mess Manager and four cadet representatives forms the Mess Committee. Every effort is made to provide a balanced and nutritious diet to the cadets. Proper mess manners and etiquettes are observed in the mess. There is provision for extra/special messing if required on special occasions.





Cafeteria

There is spacious and well furnished Cafeteria along with a Tuck-shop, where the cadets are provided with facilities of refreshments, including articles of daily use. The place is also used as meeting-venue for parents who come to see their daughters/ wards on Parents' Visit Day.

Medical Care

To provide round the clock medical cover to the cadets and inmates, the college has a dispensary headed by a doctor with the necessary equipment and staff .To guard against epidemics, vaccination and inoculation are carried out periodically. Cadets are medically examined in all respects, and a proper individual health record is maintained. In case a cadet needs serious medical care/ surgery etc., all efforts are made to inform the parents /guardians. However, if there is no time to inform them, such cadets will be operated upon without any delay. The parents/guardians of the cadets are required to submit a written permission for urgent, life-saving treatment/surgery. In case of an emergency, the authority rests with the Principal.

Motivational Sessions

The College aims to provide young and trained women to become the potential officers of Pakistan armed forces and civil services. However, after intermediate, cadets are free to join profession of their own choice keeping in view of their aptitude. To facilitate cadets in pursuing their future careers, college arranges frequent career counseling sessions by inviting renowned motivational speakers and administrators from well-known institutions. Cadets are also encouraged to attend various educational Expos held at Karachi and Hyderabad, organized by renowned foreign universities.



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 daughters. 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 her 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, and finally an Exhibition of Science, Arts, Handicrafts and Photographs.



House System

Cadets are accommodated in well furnished, spacious and airy rooms. The Houses are named after great luminaries including Marui, Fatima Jinnah, Elsa Kazi, Marium Mukhtiar and Bilquees. Each house organizes its own study periods, social functions, excursions, indoor and outdoor games, etc. Each house is under the charge of a House-Mistress who is assisted by a Physical Training Instructor (PTI) and two Ayas. In order to groom cadets in shouldering responsibilities and exercising leadership, there are a number of cadet appointments. Each house has a House Captain who is assisted by House Prefects. The Houses organize activities which go long way in promoting team work and esprit de corps. Also, to inculcate competitive spirit and a sense of achievement, Inter-House competitions are organized regularly in various sports, co-curricular and extra-curricular activities. Each House has a Recreation Room where the cadets get together in their free time and for indoor competitions. Daily newspapers, magazines and periodicals are regularly provided to cadets in the hostels.

A wholesome atmosphere of co-ordination, togetherness and mutual respect and understanding is duly catered for. Each House is provided with a LED-TV set for recreation of cadets. The cadets, however, are expected to take care of their belongings (kit, room, accessories, etc.), and to make their beds. Geysers and Air Coolers have been provided in each House,

Inter-House Activities

There is a proper designed setup to organize Inter-House activities in the houses to develop a healthy competition among them. Husn-e-Qirat, Naat, Debates, Speeches , Hifz e Iqbal, Hifz e latif, Quiz Competitions, Spelling Bee, Poster making, Calligraphy and numerous other competitions are organized throughout the year to keep the cadets busy in healthy activities.



Recreation Activities

To develop a healthy sense of activity among the cadets, the college encourages the cadets to participate in the competitions of debate, quiz, science models, poster making, essay writing, etc., on divisional, provincial as well as national level. Besides the recreation facilities available in the Open Air Theatre, Games, Sports, Hobbies Club, Extra and Co-Curricular activities, the cadets have the facility of watching TV and enjoying indoor games in the ante-rooms in their respective Houses. Excursions, magazines, declamation, drama, debates, quiz and other literary, religious and cultural activities are organized under mentoring of the teaching staff at house level. The yearly Inter–House competitions are supposed to be culmination of such activities in a formal shape to determine the position of the Houses.

Weekend Activities

Each House organizes regular weekend activities, Cleanliness day, literary sittings, discussions on latest developments, etc., with the aim to achieve overall grooming of the female cadets.

Educational Visits

The college organizes visits of cadets to educational institutions, industrial sites, places of historical and archaeological importance national monuments etc., so as to enhance the knowledge of cadets and broaden their learning horizon.





Outdoor Competitions

To develop a healthy sense of competition among the cadets, the College encourages the cadets to participate in the competitions of debates, quiz, science models, poster making, essay writing, etc., on divisional, provincial as well as national level.

Daily Schedule

The daily schedule is carefully prepared with a view to developing among the cadet's self-discipline and value for time available. The routine schedule aims at providing adequate time for the activities that help shape and develop the cadets' personality in accordance with the envisaged aims and objectives. An appropriate emphasis is laid on academic, moral, intellectual, physical and co-curricular activities.

Daily Routine	
Activity	**Time**
Wake up Call	0530 hrs
Fajr Prayers	0540 hrs to 0550 hrs
Morning PT / Drill	0610hrs to0640 hrs
Dress up for Academic Classes	0640 hrs to0730 hrs
Breakfast	0730 hrs to0755 hrs
March off to Academic Block	0755 hrs
Morning Assembly	0815 hrs
Academic Classes	**0830 hrs**
Break time/ stand easy	
March off to Hostel	1350 hrs
Lunch	1400 hrs to1420 hrs
Zuhr Prayers	1425 hrs to1440 hrs
Afternoon Rest	1440 hrs to1540 hrs
Tea Time	1540 hrs to1550 hrs
Asar Prayers	1550 hrs to1600 hrs
Sports Time/ Hobbies Club	1600 hrs to1700 hrs
Canteen Time/ Library Time	1700 hrs to1800 hrs
First Prep/ Maghrib Prayers	**1800 hrsto1930hrs**
Dinner:	1935 hrsto1955hrs
Recreation/ Canteen Time/ Isha Prayers	1955 hrs to2055hrs
Second Prep and Milk Time	**2055 hrsto2225hrs**
Night Roll Call	2225 hrs to2230hrs
Lights Off	2230 hrs

Admission Policy & Procedures

Selection Criteria:
Fresh candidates will be given admission in class VIII, strictly on merit, of which the schedule should be announced through national and regional dalies. The aspirants of admission will have to undergo a comprehensive admission procedure of written test, interview and medical test conducted as per policy and procedure set by the college.

a. Students who pass class VII with minimum 60% marks or studying in class VII will be considered for admission to the college purely on merit as per policy.
b. Candidates desirous for admission need to be between 12 and 14 years of age on 1st April of the year of admission.
c. Maximum and minimum age for admission in IX, on self-finance only, if the seats are available, which would be advertised through newspapers, must be between 13 and 15 years on 1st April of the year of admission.
d. Maximum and minimum age for admission in XI, on self-finance only, if the seats are available, which would be advertised through newspapers, must be between 15 and 17 years on 1st July of the year of admission.
e. Any supplementary/failure in class IX/X or waiting for result is not eligible for admission. The candidate must have secured at least 60% in Class IX/ X.

Note: Relaxation of age on either side is NOT ALLOWED even for one single day. Moreover, the physical appearance of the candidate must also correspond to the age mentioned in her application form.

Allocation of seats: Daughters of the persons domiciled in the areas mentioned hereunder are entitled to admission, as per the quota specified against each:

Total number of seats available for admission in class VIII every year: 100

a.	Seats allocated for Shaheed Benazirabad District	20%
b.	Seats allocated for all remaining district of Sindh	52%
c.	KPK	05%
d.	Punjab	05%
e.	Baluchistan	05%
f.	Gilgit and FATA	02%
g.	Capital (Islamabad Territory)	01%
h.	Daughters of Armed Forces personnel	03%
i.	Daughters of College employees	02%
j.	Orphan Children	05%

Minimum requirements for physical fitness of the candidates:

i. Height 4'- 10"
ii. Weight 75 lbs.
iii. Chest 25'
iv. Vision (From a distance of 20 feet)
   a. S.T.D. I Both eyes 6/6
   b. S.T.D. II One eye 6/9 and other 6/12 correctable with glasses
v. Joints: There must be free and perfect motion of all joints. The Feet and toes to be well formed
vi. Knocking knee is an "Unfit " Case
vii. Complete flat-foot is medically unfit
viii. Permanent deformity of any part of the body is an unfit case

Note: Decision of the college's medical board about medical fitness shall be treated as final and shall not be challenged in any court of law

Note:

- The Chairman Board of Governors may relax the upper age limit upto one year and lower age limit upto 6 months for children of Shuhadas.
- General examination by all medical specialists i.e., Surgical, ENT, Eye, etc. along with diagnosis.
- Intelligence Test after qualifying Written Test – to be added.
- Cadets finally selected will be given compulsory training in Drill, Computer Knowledge, General Services Knowledge, Character building, morality, ethics and leadership, etc., other than their Syllabus.
- Cadets secure 1st Division (min. 60% in SSC Exam) shall consider for FSc/HSC
- Cadets secure 1st Division (60% in FSc Exam) may be acceptable to appear before ISSB (Optional).
- The parents/guardians of selected candidates would have to sign an agreement/ affidavit that her daughter/ward would follow all the rules and regulations of the college.
- Cadets may also offer herself for further training at Military Institutions of Pakistan and agreement duly stamped (optional).
- Cadets (medically unfit) may be allowed to continue their education at the BCCG at their own & parents/guardian risk and approval allowed at the discretion of Chairman BoGs.
- For the purpose of conduct and discipline, they will be governed according to the existing rules i.e., Affidavit.

Selection Procedure

Admission Forms: Admission forms can be obtained from designated branches as given in advertisement, or can be downloaded from our College's website.

Submission of Forms: Forms duly completed in all aspects be submitted along with documents / fees mentioned in the advertisement, by registered post courier / by hand. After scrutiny, only eligible candidates shall be allotted roll numbers for subsequent written test / interview and medical tests.

Written Test: Written Test shall be held as per given schedule in advertisement and intimated individually. The candidates shall attempt written papers of subjects of English, Elementary Science, Islamiat, General Knowledge, Mathematics and Sindhi or Urdu.

a) A written test for class VIII will be of the standard of Class VII as prescribed by Sindh Text Book Board. Those, who qualify written test, shall be intimated individually and called for interview and medical examination, normally within fortnight of declaration of the result of the written test.

b) Examination centers for the written tests and interviews shall be at Nawabshah, Hyderabad, Sukkur, and Lahore (Could be changed by College Administration). Candidates shall indicate their choice of center in the application forms. Requests for change of center must be communicated timely and be based on genuine reasons.

c) List of successful candidates in the written tests will normally be intimated to the candidates within four to six weeks from the date of examination. The detailed results of the tests shall remain confidential and no queries / correspondence shall be entertained in this connection.

d) Those who qualify all stages of the Entrance Test are placed on a merit list finalized according to their performance. The final selection is based on the list and the relevant quota. The call-up letters for joining the College shall be issued and the selected candidates shall join the College on the given date.
Note: The College will admit no liability for delay / non-delivery / loss, etc., of the communication due to postal system's fault.

e) If the sufficient number of candidates does not reach the minimum standard for the purpose of admission from the quota of a particular district, such seats will be allocated to other districts, where more deserving candidates are available.

f) A written test for class IX and XI (Self-Finance) will be taken from English, Mathematics, Science and Urdu/Sindhi (STBB) of class VIII and X, respectively.

g) Model test papers may be followed in pattern which are available at Admission Portal of college website, i.e, www.bccg.edu.pk

Assessment / Evaluation Procedures

The process of academic evaluation and personality assessment is carried out round the year through terminal tests/annual examinations and various co-curricular and extra-curricular activities organized in the college. A comprehensive assessment book, recording five years assessment of each cadet, is maintained in every house/class. A detailed report on each cadet is sent to the parents/guardians at the end of each term.

Entry Test

a. The admission in class VIII is announced through proper advertisement in the daily newspapers in the month of November and December every Year.
b. The registration for admission in VIII class is held in the month of December & January every Year.
c. The entrance test for Class VIII is conducted in the month of January / February.

Entry Test on self-finance for class IX & XI

Entry Test is conducted on self-finance in class IX & XI only, if the seats are vacant, which would be advertised through newspaper.

Board Examinations

Board Examinations and Board Practical Examinations of Class IX-XII are conducted as per schedule of BISE Shaheed Benzirbad.

Encouragement Award

Best Cadet of the Month (Junior Class VIII, IX and X) and Best Cadet of the Month, (Senior Class XI and XII), adjudged through monthly assessment of the overall conduct, sports, drill and academic progress, are decorated with sashes every month.





General Rules

Keeping Heavy Amount

Cadets are not allowed to keep heavy amounts in their personal custody/ lockers. Any amount more than Rs.500/- must be deposited with the housemistress.

Cell Phones/DVD/USB

Cadets are not allowed to keep cell phones, radio, DVD, CD player, USB, etc.
Appliances of any such nature shall be confiscated and will not be returned.

Absentees

A proper full day routine is observed in the college, and it is mandatory for all the cadets to follow the same strictly. Cadets, when proceeding on any type of leave, are required to return on time as per college programme. Cadets returning late from leave without prior permission, shall be penalised by Rs. 1000/- per day for the period of unauthorized absence, not exceeding ten day, after which name of the cadet shall be struck of the college rolls.

Visit To Principal

Parents are welcome to see the Principal, with prior appointment, during the college hours in case of any kind of problem of their wards.

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 daughters/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 daughters/wards as allowed by the college on appropriate weekend of month from 9 AM to 3 PM.

Expulsions

Cadets guilty of the following offences are liable to be expelled from the College:

a. Cheating, stealing and immoral conduct
b. Deliberately damaging the College property
c. Keeping prohibited items
d. Use of offensive language/ behavior towards college-mates, staff and seniors.
e. Habitual disobedience / indiscipline / consistently poor performance
f. Absenting from the class or any other activities without genuine reason
g. Use of unfair means in tests/examination, even assisting others in it
h. Guilty of any act of indiscipline / misconduct

THE DECISION TAKEN BY THE PRINCIPAL IN DISCIPLINARY CASES SHALL BE FINAL WHICH SHALL NOT BE CHALLENGED IN ANY COURT OF LAW.

Safety of Cadet Outside College

Parents shall have to arrange the safe journey of cadets from college gate when authorized to leave and ensure returning them back to college latest by 6:30 pm in summers, and by 5:30 pm in winters well before sunset. It will be entire responsibility of the parents to take their daughters from college when proceeding under their own arrangements of travel and bring them back to the college.

Leave Out, Holidays, Vacations

There are no short leave or leave outs for the cadets except for the College program or in any emergency. Cadets are, however, allowed, to proceed to their homes on:

a. Long Week-end
b. Summer vacation
c. Winter Vacation
d. Eid holidays

The parents shall be intimated of all such leaves well in advance.

Fee Structure

a)	Registration / Entrance Test Fee	Rs. 3,000/-
b)	Admission Fee (Non-Refundable)	Rs. 20,000/-
c)	College Consolidated Fees (Half Year)	Rs.**177,000/-**
d)	Miscellaneous Charges	as per actual
e)	Security Deposit (Refundable)	Rs. 25,000/-
f)	Self Finance Fee (One-time):	
•	For Class VIII, 20 seats are available	Rs.400,000/-
•	For Class IX, on vacant seats	Rs.350,000/-
•	For Class XI, on vacant seats	Rs.300,000/-

The consolidated fees mentioned above includes tuition fee, lodging, boarding, laundry, medical treatment (OPD), library contribution, Language Lab. Computer training, etc. Annual increase in fees hence, is a natural phenomenon and under compulsion, the are raised @ 10% to 15% every year, according to the prevailing rate of inflation and general dearness in cost of goods and services provided.

Miscellaneous Charges

In addition, the candidates shall have to pay actual charges for uniform kit, books & stationery, bedding, traveling, etc.

Procedure for Payment of Fees

Fees are collected in advance on half yearly basis. All payments shall be made through Bank Challan collected from college Accounts Branch OR Bank Draft/Pay Order in favor of the "Principal, Bakhtawar Cadet College for Girls, Shaheed Benazirabad".

Non-Payment of Dues

If dues are not received within the due date, the cadets shall be fined on the basis of per day penalty. If dues are not fully cleared, the defaulting cadet's form for Board Examination shall not be forwarded to the Board. Even if the form has been dispatched, the cadet concerned will not be allowed to appear at the examination, unless her account has been completely settled.

Deduction of Advance Income Tax

The government has ordered through its Finance Act 2013, under section 236(I) in the Income Tax Ordinance 2001, to collect Advance Tax at the rate of 5% on the amount of fees paid to the educational institutions, from the parents/ guardians of the students. (The said tax amount shall be adjustable against the tax liability of either of the parents or guardians making payment of the fees). Hence, the parents/ guardians shall also pay Advance Tax @ 5% on all the fees and charges paid for the students due to legal obligation of the college to collect and deposit the said amount of Tax to the government exchequer.

Note:- Fee, except security deposit, once paid, shall not be refundable under any circumstances.



سبق پھر پڑھ صداقت کا، عدالت کا، شجاعت کا
لیا جائے گا تجھ سے کام دنیا کی امامت کا

*"Read again the lesson of truth, of justice and valour;
You will be asked to perform the task of leading the
whole world."*



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BAKHTAWAR CADET COLLEGE FOR GIRLS

SHAHEED BENAZIRABAD (NAWABSHAH)

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