



Silver Oaks College of Leadership

www.silveroaks.edu.pk

OVER **100** YEARS'
OF HERITAGE IN EDUCATION

DEVELOPING ENLIGHTENED
LEADERSHIP & MAKING A DIFFERENCE

INTEGRITY • COURAGE • RESPECT • CREATIVITY • OPTIMISM

College Prospectus 2021-22



7 KEY ACCOMPLISHMENTS

ABOUT - SILVER OAKS SCHOOLS & COLLEGE



1 World Wide Federal Board Ranking with 6.0 GPA for **3 Consecutive Years (2016-2018)** # 4 in 2015; # 6 in 2014; # 7 in 2013; Consecutive A-1 Result in S.S.C since 2011



100% Cambridge Result since 2013



Top 50 Organizations in Education - **SOIES Group**
Top 100 Leaders in Education - **Hassan Sattar**
In Recognition of Contribution to the field of Education,
GFEL 2019, Dubai, UAE



Canadian Oaks Kindergarten, Cover Story of **Top 10 Preschools in Dubai** (The Knowledge Review USA, July 2019)



40 British Council International School **Awards (ISA) 2015 – 2019** (Record for maximum awards by a school world wide) Pakistan



Best International Impact British Education School in the World - **BISA 2018, London, UK**



Global Educational Supplies & Solutions (**GESS**) Award for Outstanding Contribution in Education - 2015/16

OUR INTRODUCTION

ABOUT - SILVER OAKS SCHOOLS & COLLEGE

Under the Silver Oaks Schools & College brand headquartered at Rawalpindi, Silver Oaks International Education Services (SOIES) Group currently owns and operates 30 Preschool to K-12 Schools & College at 29 Campuses across 7 cities i.e. Rawalpindi, Islamabad, Lahore, Gujrat, Gujranwala, Sialkot and, Canadian Oaks Kindergarten Dubai, with a student population of close to 7000 and staff in excess of 800. Formally set up in 1992 as "Silver Oaks School" by our Founder Educationist & Principal, Mrs. Nasrin Tariq, the family's commitment to education has roots & heritage that goes back over a hundred years and spans five generations.

WE SPECIALIZE IN

Delivering high-quality affordable education and have delivered success through these clear strategies:



Consistently delivering against a highly distinguishable USP – providing High-quality-learning-focused-affordable cost-education for lifelong wellbeing;



Combining Best International And Tested Practices For Global Citizenship Skill Development

AFFILIATION & PARTNERSHIP

The family's commitment to education has roots & heritage that goes back over a hundred years and spans five generations.





MISSION STATEMENT

An institution for foundation building of children, with the singular intent of educating and developing as "our own" while focusing on developing quality enlightened leaders of tomorrow

Ability of the child to acquire good quality education & having self-sustained academic reliance irrespective of the parents' ability to support either directly through help at home or indirectly, through "extra tuition";

Academic rigor focus on skills necessary for self-reliant upward social mobility with no or little social network or extensive financial support from family (a) habit of working hard; (b) consistency; (c) measuring & celebrating genuine success (not mediocrity); (d) public speaking confidence; (e) self-awareness;

Personality building embedded in values with focus on skills for "Practical Life Success" and "Effective Global Citizenship".

3 CORNER-STONES OF OUR PHILOSOPHY

Why Silver Oaks College?

5 Life Skills' Clubs

Global Citizenship Awareness Development

Professional Career Guidance & NTS Preparation

Active Student Council

We believe in Leadership Development

Focus on learning outcomes

Absorption-Focused Approach

Inculcating the habit of consistent hard work

Qualified and Experienced Faculty

Silver Oaks College of Leadership is an Approved Examination Centre for Federal Board S.S.C. & H.S.S.C.

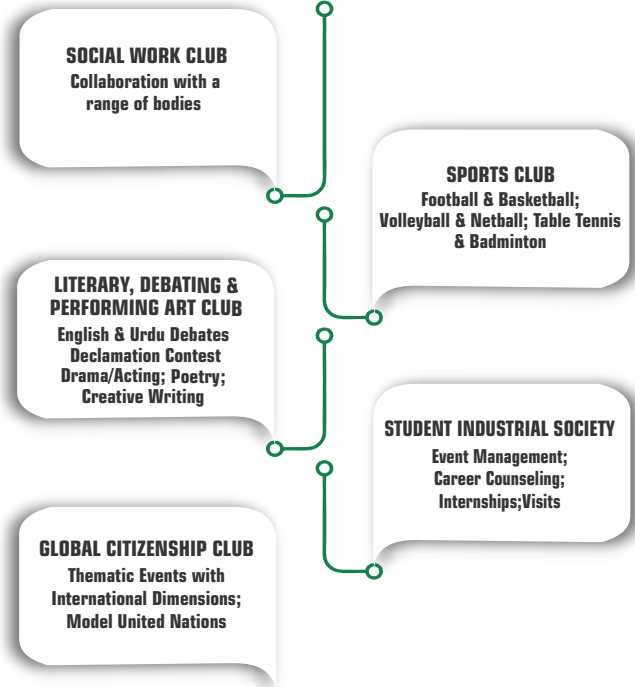


ACADEMIC COMPETENCE DEVELOPMENT

1. Focus on learning outcomes	2. Inculcating the habit of consistent effort	3. Absorption Focused approach
Monthly learning outcomes' review	Consistency encouraged through the academic year to achieve outstanding results	Outstanding facilities & competent faculty
<p>Feedback leads to</p> <ul style="list-style-type: none"> — Focused grid individual attention — Topical remedial re-enforcement Chapter wise remedial classes Guided revision time allocation 	<ul style="list-style-type: none"> — Monthly Assessment — Term Assessment — Sendups — Pre-board Exams — End of the year cramming will not achieve top results for the academic year. 	<ul style="list-style-type: none"> — Strict enforcement of punctuality, attendance policies.
Strategy Outcomes	<ul style="list-style-type: none"> ★ Private tuitions are never required for an Oakian Learner ★ # 1 Federal Board school in the world 	

You will have the opportunity to participate in up-to 5 clubs & societies, which will all be student-led and student-run. The range is extremely diverse and is intended to achieve a balance in academic and curricular activities. We provide a varied range of activities ranging from volunteer work to inter-college sports, declamation contests as well as various forms of performance arts.

OAKIAN CLUB & SOCIETIES



POWER OF POETRY AS AN ART OF EXPRESSION

GLOBAL CITIZENSHIP	Social Justice Human Rights Democracy Humanitarianism	Teacher Youth Disability & Inclusion Charity	Peace Sacrifice Defence	Environment Volunteering
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COLLEGE LEADERSHIP



- Afshan Ashraf
- Principal Board Streams
- 20 Years of Experience



- Saima Shahbaz
- Campus Head
- 13 Years of Experience



- Fouzia Munawar
- Board Coordinator
- 11 Years of Experience



- Nasira Mahmood
- Head Mistress
- 9 Years of Experience

FACULTY PROFILE



- Noreen Jahangir
- English Lecturer
- M.A. English, M.Ed
- 11 Years of Experience
- (90% - 95%) SSC 500 A+



- Dur-e-Shahwar
- Urdu Lecturer
- M.A. Urdu, B.Ed
- 15 Years of Experience
- (90% - 95%) SSC 500 A+



- Nida Ghazanfar
- Computer Science Lecturer
- MCS
- 4 Years of Experience
- (95% - 98%) 250 A+



- Rubina Ibrahim
- Islamiat Lecturer
- M.A. Islamic Education
- M.Phil Education, B.Ed
- 15 Years of Experience



- Sadia Amir
- Administration Manager
- M.Ed
- 16 Years of Experience



- Shazia Mazhar.
- Pakistan Studies Lecturer
- M.A Political Science
- M.A English linguistics and literature
- 6 Years of Experience



- **Amna Bibi**
- **Biology Lecturer**
- **M.Phil in BIOCHEMISTRY**
- **6 Years of Experience**



- **Shanza Kousar**
- **Biology Lecturer**
- **MS.c in BIOCHEMISTRY**
- **3 Years of Experience**



- **Kausar Irshad**
- **Physics Lecturer**
- **M.Phil in Physics**
- **4 Years of Experience**



- **Mohammad Khalid**
- **Mathematics Lecturer**
- **M.Phil Mathematics**
- **5 Years of Experience**



- **Mohammad Rehan**
- **Physics Lecturer**
- **M.Sc Physics**
- **4 Years of Experience**



- **Zarafshan Nawaz.**
- **Chemistry Lecturer**
- **M.Sc Chemistry**
- **3 Years of Experience**

S@W Week
Activities

Careers
Lecture Series

Literary
Declamations

COLLEGE LIFE AT A GLANCE



Creative
& Performing
Arts

College Socials

Rigorous
Academic
Learning

S@W WEEK 2019-20 VISIT DIARIES

Apna Shelter (Orphanage)



PTV Center



Door to Door Visit (Plastic Bag Campaign)



Noor Khan Base



Chamber of Commerce



Careers Lecture Series





ACADEMIC & DISCIPLINE POLICIES

THE ACADEMIC YEAR 2021-22 (Mandatory Conditions For Educating Your Child)

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01.COLLEGE ADMISSION POLICY: Admission to HSSC (Grade XI) is open to all candidates who have passed matriculation or equivalent examination from any National & International Board. Admission marks threshold, for each stream, is determined by the College Governance Committee. Acceptance of a pupil (new Admission to College) or Admission of Existing Students in a New Grade (in the new Academic Year) shall be **CONDITIONAL UPON ACCEPTING THE POLICIES, TERMS & CONDITIONS OF EDUCATING YOUR CHILD AT THIS COLLEGE & CONSTITUTES A CONTRACTUAL UNDERTAKING.**

02.PUNCTUALITY: If a pupil is absent for 4 days in a month or 2 days in a week, one written warning will be issued that has to be signed by a parent. If the pupil repeats this violation, a special Parent-Teacher Conference (“PTC”) will be called. If the parents do not attend the special PTC, the pupil will be **SUSPENDED** until S-PTC takes place. If a pupil is absent, without notice or valid reason, for 7 days in a term (or 21 days in an academic year, where ever applicable), name of the pupil will be marked for striking-off at the end of the term and, if the Board registration has been sent, will **NOT** be enrolled in the next grade and will be de-registered from the college roll on completion of the Grade. For a medical emergency, a written application must be given within three days of absence, by the parent, and must accompany a medical certificate.

03.ASSIGNMENT DEFAULT: If a pupil misses 2 assignments in a month, one written warning will be issued that has to be signed by a parent. If the pupil repeats this violation, a special PTC with parents will be called. If the parents do not come for the special PTC, the pupil will be **SUSPENDED** until S-PTC takes place. If a pupil misses 7 assignments in an academic year (across all subjects), the pupil will **NOT** be enrolled in the next grade and will be de-registered from the college roll on completion of the Grade.

04.LATE ARRIVAL: If a pupil arrives late at college (i.e. any time after the start time given in schedule) for 4 days in a month or 2 days in a week, one written warning will be issued that has to be signed by the parent. If the pupil repeats this violation, a special PTC with parents will be called. If the parents do not come for the special PTC, the pupil will be **SUSPENDED** until S-PTC takes place. If a pupil has 7 late arrivals in a term (or 21 days in an academic year, where ever applicable), name of the pupil will be marked for striking-off at the end of the term and, if the Board registration has been sent, will **NOT** be enrolled in the next grade and will be de-registered from the college roll on completion of the Grade.

05.UNIFORM COMPLIANCE: Wearing a fully compliant uniform, with no add-ons (a non-conforming piece of clothing/shoes) is **MANDATORY** to attend classes. If a pupil arrives at the college wearing a non-compliant uniform or with an inappropriate haircut, he/she will be sent home and will **NOT** be allowed to enter classes. Any missed classes on this count will be treated as “Late Arrival” and the late arrival policy, given above, will be applied.

06.BEHAVIOUR: If there is a behavioural incident, there will be a verbal telephone conversation with the parents and written note will be sent, which will be signed by parents and returned the following day for the pupil to attend College. On second such event, the pupil will be **SUSPENDED FOR 3 DAYS** and Special PTC will be held (in absence of the pupil) between Parents & Principal. If a third event occurs, there will be a meeting called between Campus Head, both parents, and the pupil, to give a formal last warning, in writing with a **7-DAY SUSPENSION**. A 4th behaviour related event will result in the pupil being terminated with immediate effect.

07.ZERO-TOLERANCE ISSUES: If a pupil misbehaves with any member of staff or causes physical harm to another pupil or damages property of the College or another pupil or a pupil is found involved in any immoral activities like cheating, endangering other pupils, smoking, bullying, cyber-bullying or stalking, parents will be called for a Special PTC. Depending on the nature of the issue, **ONE** of the two **MANDATORY** actions **SHALL** be taken: either the pupil will be suspended from **COLLEGE** for 7 days or will be immediately expelled, without any further notice or opportunity of hearing.



ACADEMIC & DISCIPLINE POLICIES

THE ACADEMIC YEAR 2021-22 (Mandatory Conditions For Educating Your Child)

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08.FEE POLICY: Annual Fee and Payment Schedule for the full academic year is an integral part of this Parent Guide. Fee level differs for Preschool; Primary; Secondary, College and Cambridge Streams as well as between Community, International Community & International Campuses.

09.POLICY FOR RE-ISSUANCE OF VOUCHERS OR DEFAULT: TIMELY PAYMENT FOR EDUCATION & DEVELOPMENT SERVICES PROVIDED BY THE COLLEGE IS A CONTRACTUAL OBLIGATION UNDERTAKEN BY PARENTS AT THE TIME OF COMMENCEMENT OF EACH ACADEMIC YEAR, and subject to the principles and terms laid out in this policy document and the cost sheet for each academic year (reviewed and finalized before the start of each academic year, AND NEVER DURING THE ACADEMIC YEAR). In case of delay in payment of dues, by parents/guardians, beyond monthly payment due date (i.e. 10th of each calendar month), the financial and administrative cost for re-issuance of vouchers shall be borne by defaulting parents. Schedule of financial charges, applicable for issuance of revised vouchers, is as follows: (1) Rs. 500 delayed payment financial charge will be applied, for issuance of the 1st revised voucher payable till 15th of the same month; (2) Rs. 1,500 delayed payment financial charge will be applied, for issuance of the 2nd revised voucher payable till 25th of the same month; (3) Rs. 3,000 delayed payment financial charge will be applied, for issuance of the 3rd revised voucher payable till 10th of the next month. Each revised voucher is to be deemed notice for default of payment & contractual obligations on part of the parents/guardians. After expiry of the 3rd revised voucher, the college shall not be obliged to render educational or other services to the pupil whose parents/guardians have defaulted in payment of college dues. Name of the pupil will be removed from the college roll and the pupil will be considered as willfully withdrawn by parents / guardians. College leaving certificate, under default, will not be issued.

10.PARENTS' / GUARDIANS' BEHAVIOR CODE: (1) Facilitate checking at the entrance - it is to ensure the security of your children; (2) Please do not insist on meeting staff without a prior appointment - respect time; (3) No academic discussion can take place at off time with duty teachers as this is a formal dialogue; (4) Please use appropriate and civilized language & tone at all times – we are partners in developing your child; (5) No capital punishment to children is allowed BY LAW at the college and staff members violating this policy are immediately terminated, after investigation. Therefore, moral authority and respect are the only disciplinary tools available to teachers and college leaders. In case of disrespectful attitude towards or causing harassment (in any form) of staff members, THE COLLEGE WILL IMMEDIATELY WITHDRAW ITS SERVICE OF EDUCATION FROM THE VIOLATING PARENTS/GUARDIANS & ALL THEIR WARDS (at COLLEGE & SCHOOL) WILL NOT BE EDUCATED AT SILVER OAKS SCHOOLS & COLLEGE.

11.COMPLIANCE: Please carefully read this policy, terms & conditions document and ensure compliance at all relevant times. All required information detailed in this guide and the cost sheet provided to the parents/guardians shall be treated as the terms of a binding contract between the college and parents/guardians. In case of breach of any policy or condition listed herein, the parent/guardian shall not remain entitled to continue his/her child's education at this institution.

12.SOCIAL MEDIA PROTOCOL GUIDELINES: Parents & pupil must not use social media to criticize or insult the institution & its staff. Harassment, bullying, call recording, revealing unverified school information on social media shall be considered as cybercrime. Code of Conduct Breach disciplinary process, under the reputational risk clause, will be against parents & pupil.

13.COLLEGE TIMING: SUMMER DEFINITION: March 1 to November 15

WINTER DEFINITION: Starting November 16 or next working day & ending Feb 28 (EVERY YEAR);

PUPIL TIMING: Summer: 7:30 to 2:10; Winter: 7:45 to 2:25

Friday close time is 12:30 for all classes with no Remedial



OVER 100 YEARS' OF HERITAGE THROUGH THE PRISM OF OAKIAN VALUES

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COURAGE (1st Generation)

COURAGE, to forgive, to tolerate, to express gratitude, to be generous, to share & to lead.

Khan Sahab Yusuf Ali, who was bestowed with the title "Khan Sahab" on January 1, 1919, got his first of many commendations for his contribution to the field of education for the academic year 1907-08 ending January 31, 1908. During the next two decades, he relentlessly pursued this cause with two notable events. First, he took it upon himself to use his influence and personal financial resources to expand education in the Toba Tek Singh district by first providing a rent-free house for primary education, then settling up a scholarship for exceptional students to pursue middle school and later establishing a school in every village of the district. Finally, he funded the First and Only Regional High School, located at Maurausipur, in 1921. Second, not content with this alone, in his capacity as Zalidar, he initiated a unique and bold step, for the first time ever in the British Ruled India, of making it mandatory for every child in the district to attend primary school. Courage, as a value, got embedded in 1924.



RESPECT (2nd Generation)

RESPECT, for time, for people, for the environment, for discipline, for hardwork, for perseverance and for yourself.

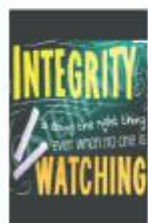
On March 1, 1929, Khan Sahab Yusuf Ali, was present at the ceremony where the title "Khan Sahab" was to be bestowed upon his son Nur Din, for his exceptional commitment to the community welfare in the fields of education, agriculture & law enforcement. As things happen at such ceremonies, there were three high chairs on stage for Khan Sahab Nur Din and two senior Viceroy of India representatives, for bestowing the award. Khan Sahab Nur Din, on seeing this, told the Government representatives that since his father was also sitting in the audience, he could simply not sit ahead of him. If the ceremony was to go ahead, his father must be shown the respect and honor of being on-stage for it was his upbringing and values that had resulted in K.S. Nur Din being considered for the honor at 44 years of age. A fourth chair was added. Respect, as a value, got embedded in 1929.



INTEGRITY (Every Generation)

INTEGRITY, demonstrated by honesty in our dealings, truthfulness of our words, delivery against our commitments, and "doing the right thing even if nobody is watching".

While the role of integrity has been a continuous thread across the five generations, it got firmly defined by a specific event. Mian Abdus Sattar (3rd Generation), aged 20, took it upon himself to "physically punish" a house servant for refusing to obey an order and demanding higher wages. K.S. Nur Din, on his return from Lyallpur, found the servant distraught but would not speak. Mian Abdus Sattar volunteered to narrate the event also showed remorse for his actions. On hearing this K.S. Nur Din gave two responses. He said, "It is shameful to use force on the poor who are helpless and reliant on the good manners of their masters for respect and to never do so again". Then he added, "However, you being forthcoming and your self-reflective identification of error in your personal judgement and behaviour is a virtue that will stand by you for the rest of your life". Integrity, as a value, got defined in 1931. Mian A. Sattar never forgot this value. He was celebrated for his integrity, honesty and righteousness and was honoured by naming a railway station, "Sattar-Wala", in 1955.



OPTIMISM (2nd & 3rd Generations)

OPTIMISM, if your mind can conceive it & your heart can believe it, know you can achieve it.

"I am too positive to be doubtful, too optimistic to be fearful and too determined to be defeated" K.S. Nur Din (2nd Generation), in 1923, showed this by defying all odds to defeat Sir Syed Mahdi Shah, backed by the British Raj, to become Member Legislative Council (Punjab) from Toba Tek Singh, in 1923 elections, as he was committed to make a difference.

"A pessimist is one who makes difficulties of his opportunities and an optimist is one who makes opportunities of his difficulties" Abdul Ghafoor Sethi (3rd Generation), father of Nasrin Tariq (4th Generation Founder of Silver Oaks School) was born in Sagri village, about 40 Kms from Pindi, in very poor circumstances and not knowing when and where his next meal will come from. Not educated but determined to make a go of life, he went on to become a very successful businessman, married a doctor, and to ensure that illiteracy is not suffered by the next generations, donated his personal land to set up the First Girls School in Sagri, in 1972, which is now a college. Optimism, as a virtue, started making an impact on the family since 1923 and has never stopped since.



CREATIVITY (3rd & 4th Generations)

CREATIVITY, imagine what you desire, will what you imagine; & create what you will.

CREATIVITY, imagine what you desire, will what you imagine; & create what you will. History of the name "Silver Oaks School": Mian Abdus Sattar (3rd Generation) & father-in-law of Nasrin Tariq (4th Generation founder of Silver Oaks School), constructed the building at 33-Civil Lines in 1959-60, and named it "Aashiana". It became a boarding home for students, excelling at Maunsaipur High School, to move to Rawalpindi for higher education. They were provided shelter and food in this building while they got educated. A Silver Oak tree was planted at the gate of this building. In 1992, at the same building that had been a house of learning since 1960, when Nasrin Tariq decided to start an institution for foundation building of children with the singular intent of educating and as "our own" while focusing on developing enlightened leaders of tomorrow, naming the school was the first task. While trends suggested fancy names, her focus was to give a name that reflected the virtues and values of the institution. Observing the tree (in picture), she realised that Silver Oak Trees, when nourished with proper care and attention at the foundation building stage, grow tall, straight and strong - hence the name "Silver Oaks School".



OAKIAN VALUES ARE EMBEDDED IN TRADITION

Our journey and heritage in education, that started in 1908, got formally named as Silver Oaks in 1992. It continues with the 5th generation of the family, Hassan Sattar, carrying forward the torch of our over a century old commitment to education.