

HOSTEL ALLOTMENT POLICY AND RULES FOR INLIVING / OUTLIVING STUDENTS

1. **General.** College of E&ME provides hostel facility to the outstation undergraduate / postgraduate students at the start of academic session every year. Hostel accommodation to NSs/PCs/ASCs is strictly allotted as per the application seniority list. The College administration offers its best possible services to facilitate the students during their stay in the hostels. These hostels provide:-

- a. Peaceful academic environment
- b. Quality food / meals, prepared under hygienic conditions
- c. Indoor recreational facilities like TV Room etc
- d. Indoor / Outdoor sports facilities

2. **Category of Hostels** Besides NUST hostels, CEME maintains different other hostels to accommodate large number of students. The room configurations amenities and standard of services varies as per the hostel design along with their room rent / service / utility charges.

3. **Hostel Allotment Procedure and Policy**

- a. Students desirous to avail hostel accommodation are required to apply online on the prescribed form (available on College Website www.ceme.nust.edu.pk).
- b. Seniority of hostel allotment list is made strictly on "First Come First Serve" basis for UG and PG (female only) students separately.
- c. Hostel accommodation will be allotted by college authorities depending upon the availability of the rooms. However, students from far flung / backward areas of GB, KPK and Baluchistan will be given priority on case to case basis, provided they approach the college authorities in time and before finalization of lists.
- d. Hostel accommodation to international students (selected on SAT basis) is guaranteed provided that they apply for the hostel facility before the display of first hostel allotment list.
- e. Hostel waiting list will be valid for one semester after new admission in the college, after which the previous waiting list will become invalid.
- f. Waiting list for ongoing degree students will be managed separately alongside online list of new degree students.
- g. 10% of the vacancies will be kept for compassionate / needy cases. Cases of needy students will be taken in consideration depending on nature of the case. Commandant College of E&ME will be final authority

to allot hostel accommodation to students. Needy cases will not affect vacancies of NUST hostels.

- h. To acquire detailed information of available hostels and allied on-campus facilities, students may visit collegewebsite and / or contact NUST Students Affairs Wing.

4. **Procedure / Actions to be Taken by Applicants**

- a. Online application to be forwarded on the prescribed Online Hostel Application Form.
- b. Attach a bank draft (non refundable processing fee) of Rs. 1000.00 in favour of “Comdt College of E&ME, Rawalpindi” and a photocopy of domicile certificate along with the print of online application form.
- c. Students of SAT International to provide documentary proof of admission on SAT (International) basis.
- d. Documents mentioned above to be forwarded on the following address:-
 Manager Hostels,
 Cadets Battalion / NSAW,
 NUST College of E&ME Peshawar Road Rawalpindi
- e. On allotment of hostel, students will be required to deposit following dues to confirm hostel accommodation within 7 x days; failing which the vacancy will be offered to next student in waiting list.
- (1) Rs. 10,000/- Hostel Security (Refundable)
 - (2) Rs. 10,000/- Mess Security (Refundable)
 - (3) Rs. 5,000/- Advance messing
 - (4) Six months advance fixed charges
- f. Applications forwarded with incomplete / incorrect information will not be considered for the allotment of hostel accommodation.
- g. Students of local station (Rawalpindi and Islamabad city) will not be entertained.

5. **Rules for In-living Students.** All NUST Students/Paying Cadets/Additionally Selected Cadets residing in college hostels are required to adhere to the rules given below, violations of which will lead to disciplinary action against the individuals:-

- a. Students are not allowed to stay out of hostel after 2300 hours. Defaulter will be fined and punished heavily. No student to leave hostel premises after 2300 hours.

- b. Once a room has been allotted to a student, he is not allowed to shift the room at his own. In case of a genuine problem, he may request to the college administration through manager hostel for change of his room.
- c. All the students will sign the room inventory once they take possession of the room. Later if some damage is detected in furniture, door of the room or any other item placed/available in the room, the repair/replacement charges will be borne by the occupant. Any other sort of damage to hostel/items of the hostel will be borne by the student who has caused the damage.
- d. To ensure the security as well as presence / arrival of students in the hostels, they are required to come to warden's office daily before 2300 hours to mark their attendance. Student not coming for attendance will be taken as absent and action will be taken accordingly. Anybody found making proxy will be dealt severely. Attendance will be marked in the presence of hostel in-charge. Supervisor will render OK report to Manager Hostels after physically checking all students.
- e. No student or staff is allowed to cook food in rooms or hostels under any circumstances. Food will not be served in the rooms both to students and staff (except if someone is on SIQ).
- f. Playing cricket/hockey/football etc inside the hostel is strictly forbidden.
- g. Damage to plants/flower beds of the hostel is not allowed. Besides, cutting of trees is strictly forbidden.
- h. Students are not allowed to keep Pets, TV/VCR, DVD Players, electric room heaters and expensive mobile phones in their rooms.
- i. Students ante room in Dining Complex will be closed at 2300 hours. However, in case of some important sports events like World Cup/Olympic etc, special permission can be obtained from Company Commander / DAD NSAW.
- j. Students staying in the hostel during vacations will abide by all rules and regulations.
- k. Pornographic material of any kind is not allowed in the rooms/hostels.
- l. A qualified doctor is available in College Medical Centre, who can be contacted on required basis for outdoor treatment.
- m. Laundry services (washing and pressing of clothes) are available in

college for hostiles.

- n. All students are required to keep their rooms neat/clean and will prepare their rooms for inspections carried out by Dy Asst Dir NSAW / Company Commander / Manager Hostel and appointment holders from time to time. Students will be fined in case of untidy / disorganized rooms.
- o. Being a Non Smoking Campus, smoking, use of sheesha, naswar/narcotics, all contraband items and substances including (but not limited to) ice, hash, weed, marijuana etc and drinking of prohibited beverages is strictly forbidden in the college campus and hostels. Upon first instance, parents will be informed with imposition of fine and upon second, hostel facilities will be withdrawn. Case for expulsion may be initiated depending upon the severity of the case. Smoking is only allowed in smoking zones.
- p. College authorities are entitled to carry out inspections and search of the rooms and hostel premises without notice / info on suspicion of any illegal activity, possession of banned and prohibited substances including drugs etc. All facilities will be terminated in case of any violations found thereof.
- q. Students are not allowed to keep heavy amount of cash in their rooms. Extra money should be deposited in the bank. Students will themselves ensure safe custody of their belongings. College authorities will not take responsibility of their loss of any valuable/cash.
- r. No one is allowed to keep any type of weapon/ammunition in his/her room or anywhere in the college premises.
- s. No in-living UG NUST Student/Paying Cadet is allowed to keep a car/motorcycle in the campus or hire a car from 'RentaCar' organization.
- t. **Vehicles**
 - (1) Driving motorcycles, cars or other vehicles is not allowed in the campus.
 - (2) Vehicles are not allowed to park other than designated parking areas.
 - (3) Only vehicles having EME College Vehicle Sticker will be allowed to enter and park in the college parking.
- u. **Visitors**
 - (1) Visitors / guests of hostelite students are not allowed to visit hostels and will meet in visitor centre.

- (2) Visitors can visit the campus from 1000 hours till 1800 hours on weekdays and from 0800 hours till 1800 hours on weekend. Student will inform manager hostels / authorities regarding the visitors at least three hours prior to visit.
 - (3) Visitors will meet students at visitor centre only near gate no 1. No visitor is allowed to visit Hostels or roam around in College departments.
 - (4) No visitor / guest is allowed after 1800 hours. In extreme emergency cases, only essential visits of parents are allowed after prior permission from higher authorities at waiting room besides main gate.
- v. Under no circumstances a guest is allowed to visit or stay in the students accommodation.
- Cars of guests are not allowed to move beyond the general car parking of the college near Gate-1.
- w. No student other than the students having in-living status is allowed to stay in the hostel. If an out-living college student is desirous of staying in the hostel, he/she will get his/her request approved on prescribed performa (Request Form) from NSAW / Cadets Battalion. He/She will ensure following procedure:-
- (1) Willingness from all students residing in the particular room.
 - (2) Request form duly recommended by manager hostel and company commander / DAD NSAW.
 - (3) The students presently studying in the College will be charged for room rent and food facility as per the policy through their monthly bills. However, ex-students / outlivers will be charged in advance for the requested time period.
 - (4) The request to be forwarded within working hours on all working days. The request forwarded after working hours or on closed holiday will not be entertained.
 - (5) The photocopy of the request form to be deposited with Accounts Branch Cadets Battalion / NSAW.
 - (6) All UG Female Students will get permission from their parents and will also forward a text message of permission to authorities of NSAW.

- (7) The College Authorities reserve the right of final approval.
- x. No student will indulge in any sort of political activity, if someone is found involved in such activities, his/her registration will be terminated.
 - y. If any student desires to get his/her in-living status cancelled, he/she will forward an application to the manager hostel and will produce copy of hostel clearance certificate to him before he/she vacates his / her room in the hostel. He / She will also make an entry to this effect in Students Dining Complex "In/Out" register that he / she is no more a dining member of the Students Dining Complex. Request form duly completed in all respects will be submitted to the NSAW / Cadets Battalion (Estb Office).
 - z. No NUST Student/Paying Cadet is allowed to write slogans on the walls/doors or spit in the walkways. Moreover, they are responsible for general cleanliness of their rooms and corridors in particular.
 - aa. In case any NUST Student/Paying Cadet fails to abide by the college rules, he/she will be given a warning, subsequently his/her in-living status will be cancelled without any further notice.
 - bb. All their in-living Students are required to follow Outpass SOP (attached as **annex A** to this policy) for going out of College campus.
 - cc. Telephone placed in the hostels will be used for incoming calls only. Outgoing calls will not be made.
 - dd. Unnecessary lights will be switched off immediately. Light off timing will be observed strictly. However, during exams / sessionals the same will be relaxed by the College authorities.
 - ee. Strict discipline for proper use of water will be observed.
 - ff. Students are not allowed to sit/sleep on the roof.
 - gg. Sitting/standing unnecessarily outside the hostel is prohibited.
 - hh. Religious / political gatherings in the campus or hostel rooms are not allowed.
 - ii. It is the duty of all students to ensure that all the safety instructions are followed specially in case of electricity and gas usage.
 - jj. Students are required to keep themselves aware of the information being communicated by the college authorities via Notice Boards, ERP, Bulletins and Website etc.

- kk. All students to fully cooperate with the hostel and mess staff.
- ll. Prohibited places as indicated by the Sign Postings or Notices in the campus will not be visited or made use of for any purpose.
- mm. Gender mixing is strictly prohibited and the parents will be informed on first occurrence along with imposition of fine. Second instance will lead them to cancellation of their in-living status.
- nn. **Hostel Allotment Period**. All students can avail hostel facility equal to their on campus time as given below. After expiry of the said period, the in-living status of the students will be cancelled and he / she will have to vacate the hostel. Six months first extension beyond on campus duration is allowed to students, if they provide a certificate to the hostel administration duly countersigned by department that he / she has not yet completed the degree requirements and that he / she is not employed anywhere. For initial six months extension, students will directly apply to Dy Dir NSAW. Commandant, College of E&ME will be the approving authority for the required extension.
- | | | | |
|-----|-----|---|---------|
| (1) | UG | : | 4 Years |
| (2) | PG | : | 2 Years |
| (3) | PhD | : | 3 Years |
- oo. Hostel facility will not be extended to PG students but it will only be allowed to students having academic compulsions or compassionate reasons with additional charges @ 20% of room rent for over stay from actual period of allotment at hostel.
- pp. It is in the best interest of all students to have congenial relationships with their fellow students. All students are advised to take notice of any abnormal behavior or change in the attitude of any fellow / other student and communicate to the college authorities immediately.
- qq. It is the moral responsibility of all the students to inform the college authorities of anything which can cause damage to the College reputation or physical assets.
- rr. All the students are strictly prohibited to move in the residential area of the college.
- ss. Wearing Bermuda shorts / indecent dress outside hostel premises is strictly forbidden. Proper adherence to dress code (pictures attached **annex B** to this policy) will be observed by all the students whether he is

an in-living or out-living student.

tt. Failure to abide by the rules as mentioned above or as intimated from time to time will be strictly dealt with.

uu. **Ragging**. Ragging in any shape which causes physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student including teasing, abusing, shouting, playing practical jokes or asking to do any act for which he / she is not willing to do is strictly forbidden. Rather it is expected that senior students will help the juniors to settle down in the hostels. Anybody found involved in ragging will have to face appropriate disciplinary action.

6. **Accommodation for Faculty Members**. No accommodation is available for male faculty members, however, female faculty members, may be accommodated on availability of vacancy and allotment will be accorded on approval by the competent authorities @ Rs. 5000/- as room rent and utility charges of Rs. 1500/- per month.

7. **Some DOs and DON'Ts for Boarders**

a. **DOs**

- (1) Always be respectful to your colleagues and hostel staff/management.
- (2) Keep your room neat and tidy, as it can be inspected by the hostel management without any prior notice /intimation.
- (3) Utilize your PC / Laptops for educational purpose only.
- (4) See the Medical Officer in MI Room as and when you feel unwell.
- (5) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along with you when you proceed on leave etc.
- (6) Always clear Hostel Dues well in time.
- (7) All notices/instructions issued from time to time must be religiously followed.
- (8) Take care of hostel property i.e. T.V, furniture in room / hostel, water dispenser, washroom fittings and water cooler etc.
- (9) Swipe your RFID Card wherever it is required.
- (10) Report to Manager Hostel about any unusual activity in the hostel.

- (11) Inform the Manager Hostel about Withdrawal / Relegation on immediate basis.
- (12) Preserve / economize utilization of water, electricity and gas.
- (13) Put off all the electric switches, gas appliances and water taps while leaving the room.

b. **DON'Ts**

- (1) Keeping of prohibited medicines, drugs without doctor's prescription.
- (2) Use of un-parliamentary language, foul and abusive language with the fellow students/ staff and will be taken very seriously.
- (3) Possession of following items is totally banned and those who are checked will be expelled from the hostel /College:-
 - (a) Fire arms and daggers etc.
 - (b) Alcohols, Toxic drugs, sheesha, gutkha and hashish/heroin etc.
 - (c) Crackers, explosives and ammunition etc.
 - (d) Objectionable material like videos, books or photographs.
- (4) Smoking and keeping any kind of such items.
- (5) Misusing hostel premises/facilities for activities other than studies.
- (6) Involvement in criminal/police cases, it will be taken very seriously to the extent of expulsion from the hostel /College.
- (7) Guests of staff and students in the room/hostel.
- (8) Playing loud music in the room which may disturb studies of colleagues /neighbors.
- (9) Making noise and raising slogans.
- (10) Keeping electrical appliances, other than authorized in the rules.
- (11) Fiddling with the electric sockets/plugs/appliances etc.
- (12) Damaging any hostel property.
- (13) Involvement in politics, ethnic, sectarian and other undesirable activities. Defaulters will be expelled from hostel without any advance notice.
- (14) Collection of Chanda on any account.
- (15) Ragging of juniors inside / outside the rooms and hostels.
- (16) Gambling in any form such as playing cards (even without money at stake).

- (17) Celebrating birthday parties, dholac / mehndi functions and get together in hostel rooms.
- (18) Employment or keeping of a private servant in the hostel.
- (19) Leaving lights or fans on, when out of room.
- (20) Proxy in any manner.
- (21) Authorized Room setting will not be changed.
- (22) Flying kites is strictly prohibited in the hostels / campus.

8. **Hostel / Mess Dues**

- a. On allotment of hostel, students will be required to pay advance room rent for six months. Moreover, to ensure smooth running and provision of dining facility, Rs. 5,000/- on account of advance messing will be charged from all students desirous of availing the facility. Any student failing to deposit these dues will not be allotted hostel accommodation and room will be allotted to next student in waiting list.
- b. At the beginning of each academic year i.e Sep / Oct each year, the hostels will be re-allotted and students will be required to deposit room rent of next six months in advance. Any student failing to deposit advance room rent or having outstanding dues (hostel and/or messing etc) will not be allotted or renewed hostel facility for the next semester.
- c. Monthly Hostel / Mess dues are required to be paid on monthly basis. If a student fails to deposit his dues in time (20th of each month), he is imposed with a fine of Rs. 500/- and his / her parents will be informed. If he / she even fails to do so, initially messing facility will be withdrawn and subsequently hostel facility may be cancelled. Defaulters will not be allowed to appear in exam / OHT and their registration for next semester will be withheld.
- d. Detail of Monthly dues is as under:-
 - (1) **Hostel Charges**: 6 x months fix charges in advance. Thereafter, utility / services charges on monthly basis. Dues will be charged as per category of hostels (change in rates are subject to consumption of electricity and gas).
 - (2) **Messing / Dining Charges**: Actual consumption and svc charges including elec / gas charges utilized at mess (change in rates are subject to prevailing market rates of eatables).
 - (3) **Fix Mess Charges**: All in living students are required to pay fix

messing subscription charges whether they utilize messing facility or not.

- (4) **Fix Charges for Day scholars:** All day scholars are required to pay Rs. 625/- per month on account of maintaining miscellaneous services in the college.

9. The authorities of College of EME reserve the right to terminate hostel facilities including dining facilities in arrangements for any act deemed inappropriate and in violation of SOPs. The decision of the college authorities will be final and will not be challenged in any court of law.

10. **Conclusion.** The guidelines elaborated above are to facilitate the students and ensure their comfortable stay in the hostels. Students are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these instructions and advise their son / daughter to strictly follow the hostel rules and regulations.

SOP FOR OUT PASS / WEEKEND / LEAVE**NSs, PCs/ASCs AND GCs**

1. **General.** Following SOP will be adopted for leaving the college campus for different categories of Students. It should be read / executed in conjunction with College Security SOP.

a. **Procedure for Male Students (NUST Students, PCs and ASCs)**

- (1) **Outpass.** The term outpass means permission of going out of College campus for specific time duration on some day. This time duration is maximum upto 2230 hours.
- (2) Male students will get permission to go out of the campus on out pass from manager hostels / company commander.
- (3) Three copies of outpass, will be made; each copy will be signed and stamped by the Hostel Manager. If Hostel Manager is not available, then designate Hostel supervisor/ appt will sign outpass.
- (4) The student will deposit first copy (office copy) of his outpass in Cadet Battalion, second copy (main gate copy) at the Main Gate to security staff while exiting the College Campus, whereas the third copy (student's copy) will be retained by the student and will be submitted at Main Gate on return.
- (5) Student will deposit his outpass at Main Gate before leaving the College Campus. Security Staff will ensure that only valid outpass is being shown.
- (6) Information regarding closure of Out pass / weekends (if any) of a specific Degree/Student will be intimated well before time to security office by Cadet Battalion.
- (7) **Responsibilities of Hostel Manager/Warden**
 - (a) A register will be kept in all hostels in which hostel manager/warden will take the parade state of the day at 2300 hrs.
 - (b) Hostel Manager/warden will monitor and compare the register and physical checking of rooms (occasionally) to monitor the availability of students. Necessary report will be made to Dy Asst Dir NSAW / Company Commander on any

observation to Cadet Battalion.

(8) **Timings**

- (a) Students will leave the College premises before 2230 hours for proceeding on weekend / out pass (or as per the instructions of the college authorities on some special occasion/day/event). However, a student on emergency leave can proceed after 2230 hours. Gate staff will confirm his departure from Company Commander / Hostel Manager.
- (b) Student will fall back before 2230 hours on the day of termination of their out pass / weekend / leave.
- (c) No outpass will be sanctioned after 1700 hours.

(9) **Disposal on Non Adherence.** Any student found not adhering to the SOP will be dealt as following:-

(a) **Fine/Entry in Dossier**

- (1) On First occurrence - Rs 500/-
- (3) On Second instance - Rs 1000/-

(b) **Information to parents.** On having two such entries the parents of the concerned student will be informed.

(c) **Cancellation of In living Status.** If the student again commits such mistake, his / her inliving status will be cancelled.

b. **Procedure for Female Students (UG & PG).** In addition to paragraph 1a above, following will be ensured for female students:-

- (1) A female student can apply for following three different types of outpass or leave:-
 - (a) **Outpass.** The term outpass means permission of going out of College campus for specific time duration on some day. This time duration is maximum upto 2145 hours. A female student must have to report back to her hostel for night stay by 2200 hours.
 - (b) **Permanent Outpass.** The term permanent outpass means permission of going out of College campus for specific time duration daily for multiple days. Permanent outpass can be applied maximum for 5 working days and will be sanctioned only after evaluating the nature of task / commitment (e.g

Internship, job etc) for which it has been applied.

- (c) **Weekend/Leave**. The term weekend/leave means any leave which includes night stay outside hostel premises. This leave may be a weekend, leave for any working day, any emergency leave or semester break.
- (2) Three separate registers each for outpass, permanent outpass and weekend/leave are made for female students.
 - (3) Any desirous female student will apply for outpass, permanent outpass or weekend/leave on respective registers placed at Khadija / Amna Hostel.
 - (4) If a student wants to go on outpass for a short period or for one day, she will use yellow colour outpass. In this case, night stay will not be allowed and she must fall back to hostel before 2130 hours.
 - (5) If a student wants to go on leave, she will use pink colour outpass. In this case, she will be allowed night stay outside the campus.
 - (6) A student desirous to go on outpass, will also fill request form and will put up her outpass with request form to Manager Hostels for approval.
 - (7) All three registers along with filled copies of outpass, permanent outpass or weekend/leave pass will be put up to Hostel Manager,
 - (8) Parents of the student will confirm to manager hostels on her official number through an SMS from ERP registered mobile number regarding outpass of their daughter.
 - (9) All outpass, permanent outpass or weekend/leave pass will be signed during office hours (during working days). Under no circumstances (except extreme emergency) any outpass, permanent outpass or weekend/leave pass will be signed after office hours. However, in extreme emergency case, Hostel Manager, after confirming the receipt of SMS from ERP registered mobile number of student's parents at official mobile number held with her, will sign outpass, permanent outpass or weekend//leave. Hostel Manager will inform Company Commander about all extreme emergency cases via SMS.
 - (10) Female Student will inform Company Commander / Hostel Manager through her parents via SMS (format attached as **appendix I to**

annex A of this SOP) at official mobile number “**0322-8501034**” about her outpass, permanent outpass or weekend/leave. On receipt of SMS from the parents (only from authorize ERP registered mobile number) she will get her outpass, permanent outpass or weekend/leave sanctioned. Outpass, permanent outpass or weekend/leave will not be approved if the message is done through some other mobile number. If parents change their mobile number due to some reason, then they will inform Cadets Battalion on a request form and will get the number changed in ERP data. If Company Commander /DAD NSAW and Hostel Manager, both are not available, then Battalion Commander / Dy Dir NSAW will be approached / contacted for the purpose.

- (11) A female student whose parents desire that their daughter may proceed on outpass, permanent outpass or weekend/leave without their prior information / permission, then a written application duly signed by Father / Guardian of female student (specimen attached as **appendix II to annex A** of this SOP) must be given to regularize the exit and entry.
- (12) Three copies of outpass, permanent outpass or weekend/leave pass will be made; each copy will be signed and stamped by the Hostel Manager. If Hostel Manager is not available, then Company Commander / DAD NSAW will sign outpass, permanent outpass or weekend/leave pass.
- (13) The female student will deposit first copy (office copy) of her outpass, permanent outpass or weekend/leave pass in Cadet Battalion, second copy (main gate copy) at the Main Gate to security staff while exiting the College Campus, whereas the third copy (student's copy) will be retained by the female student and will be submitted at Main Gate on return.
- (14) For availing the facility of outpass or weekend/leave on weekend, Female student will put up her outpass or weekend/leave, for approval, in the same way as described above. Hostel Manager, after confirming the receipt of SMS from ERP registered mobile number of student's parents at official mobile number held with her, will sign outpass, or weekend/leave.

- (15) Under no circumstances female student will be allowed to leave the College premises without duly signed outpass, permanent outpass or weekend/leave pass.
- (16) Under no circumstances night stay outside the College for inliving female student is permitted merely on showing the College ID/RFID card.
- (17) Remaining procedure for entry and exit will remain the same as described in para 1 above.
- (18) **Timings**
 - (a) Female Student will leave the College premises after 0600 hours and before 2130 hours for proceeding on outpass, permanent outpass or weekend / leave (or as per the instructions of the College authorities on some special occasion/day/event).
 - (b) Female student will fall back before 2130 hours on the day of termination of her out pass, permanent outpass or weekend/leave.
 - (c) Under no circumstance (except extreme emergency) late fall back is accepted. However, in case of late fall back, parents of female student will inform Company Commander / Hostel Manager via SMS at official mobile number “**0322-8501034**” (only from their authorize ERP registered number) about the reason of delay and expected time of their daughter’s fall back.
 - (d) No student will proceed on outpass after 2130 hours. However, those who want to go after 2100 hours, must inform the authorities at least 3 hours prior to departure time.
 - (e) No outpass will be sanctioned after 1700 hours.

2. **Conclusion**

- a. These are general guidelines to facilitate the cadets and ensure their smooth entry / exit from College campus during their stay in the hostels.
- b. Cadets are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these instructions and advise their son / daughter to strictly follow the hostel rules and regulations.

APPENDIX I TO ANNEX A**SMS Format for Outpass / Permanent Outpass / Weekend / Leave**

Parents of Female Students will forward SMS for outpass / permanent outpass / weekend / leave of their daughters as per following format:-

- a. **Outpass.** Please allow my daughter to proceed on outpass from ___(time)___ hrs on ___(date must be same)___ to ___(time)___ hrs on ___(date must be same)__. She is proceeding to _____(place)_____.
- b. **Permanent Outpass.** Please allow my daughter to proceed on permanent outpass from _____hrs on _____ to _____hrs on _____. She is proceeding to _____.
- c. **Weekend/Leave.** Please allow my daughter to proceed on weekend/leave from _____hrs on _____ to _____hrs on _____. She is proceeding to _____.

APPENDIX II TO ANNEX A**CERTIFICATE FOR ENTRY / EXIT OF FEMALE STUDENT WITHOUT ANY PRIOR
INFORMATION / PERMISSION FROM PARENTS**

It is certified that, I _____ Father / Guardian of _____, student of DE- _____ Discipline_____ allow my daughter to proceed on outpass / permanent outpass / weekend / leave without my prior information / permission. I take full responsibility for her entry / exit from College campus and I am fully responsible for any untoward incident happens with her when she is outside College premises.

Date: _____

Father / Guardian

Name: _____

CNIC No.: _____

(Copy attached)

Mobile No: _____

UNIFORM PICTURES

(BOYS)



Military Uniform



College Winters Uniform

College Summers Uniform

UNIFORM PICTURES

(GIRLS)



Summer Uniform



Winter Uniform