

JOINING INSTRUCTIONS

1. Cadet College Esa Khel, Mianwali is situated at Mianwali Bannu Road, close to Jinnah Barrage Near Afghan Refugees Camp Kot Chandna. You are required to please reach in time on the given date.
2. The Candidate is to bring along the following documents and produce them when he reports at the College:-
 - (a) Computerized Form "B" prepared by **NADRA** (Original and attested photo copy)
 - (b) School / College Leaving Certificate (Original)
3. Specimens of the following documents are enclosed for your action. Kindly note that each page of the **Agreement Form/Affidavit, Permission certificate for Emergency Operation, Undertaking** (printed on stamp paper of specified value Rs. 50/- each) is to be attested by a magistrate or a serving Gazetted Officer, Class-1. Family members (Parents, brothers, sisters) are not authorized to attest the documents. Kindly also note that backside of these documents are not to be used.

S. No.	Name of Document	Annexure	Remarks
i.	Agreement Form/ Affidavit	A	(To be submitted in the College at the time of arrival)
ii.	Permission for Emergency Operations	B	
iii.	Permission Certificate for Journey outside the College	C	
iv.	Undertaking	D	
v.	Rules for Conduct and Discipline	E	
vi.	List of Essential Items	F	
Note:- Incomplete documents will not be accepted			

4. Parents are to ensure that their son / ward is proficient in Nazra-e-Quran and has the ability to correctly recite the Holy Quran.
5. Students are to adhere to the College rules/regulations and SOPs in respect of discipline and academics. The decision of the College Management in all disciplinary and academic matters will be final and not challengeable at any forum or court of law.

**MAJ ATTA ULLAH KHAN (RETD.)
PRINCIPAL**

CADET COLLEGE ESA KHEL MIANWALI
NEAR KOT CHANDNA P/O KALABAGH, TEHSIL ESA KHEL DISTT: MIANWALI
0459-236994/ Email Address: ccesakhel@gmail.com , Website: www.ccek.edu.pk

Annexure "A"

AGREEMENT FORM/ AFFIDAVIT

THIS

AGREEMENT

Dated..... Day

between Parents/Guardian).....

Occupation..... residence of

(hereinafter called the Parents/ Guardians, which expression shall include his personal representative where the context so admits) of the one part, and the Principal Cadet College Esa Khel (hereinafter called the Principal) which expression shall include his successors in office and assigns, where the context so admits of the other part witnesses.

WHEREAS (Student's Name) Son /
Ward of.....

Resident of.....

.....Cell No.....

hereinafter called " The Pre-Cadet " has at the request of the Parents/Guardian, been selected by the Principal for admission to Cadet College Esa Khel Mianwali (hereinafter called " The College ") on the terms and conditions hereinafter mentioned for the purpose of education. Now it is agreed between the parties hereto that in consideration of the Pre-Cadet being admitted to the College at the request of the Guarantor, he, the Guarantor, covenants with the Principal:-

(a) That the Pre-Cadet shall attend the College and observe the SOPs/ rules thereof and shall obey all lawful commands of the College authorities and shall diligently attend to all daily routine / activities or academic which he may be required to do, and shall not be guilty of any disorderly conduct or other misconduct and shall not remain absent without leave granted prior thereto, till the completion of his education i.e Intermediate.

(b) Now through this affidavit, I undertake that in the event of my "son / ward seeking a pre-mature discharge in exceptional circumstances during the course, I shall deposit following charges and security deposit amount will also be not claimed. I will pay the amount prevalent at the time of seeking pre-mature discharge.

- | | | |
|----------------------------------|---|--------------|
| (a) After Class 8 th | : | Rs. 10,000/- |
| (b) After Class 9 th | : | Rs. 20,000/- |
| (c) After Class 10 th | : | Rs. 30,000/- |
| (d) After 1 st year | : | Rs. 40,000/- |

Note: The students studying against Tehsil Esa Khel Quota will be charged doubled amount upon their discharge request in all circumstances and their security amount will not be refunded.

c) I also undertake that I shall pay the College Dues within due date and will be bound to submit copy of fee deposit slip in College as and when required for completion of College record.

It is further agreed that if there is any dispute to the effect or meaning between College and parents/ guardians, the decision of the College Authority/ Principal shall be final. The action taken against Pre- Cadet by College authorities upon violation of College Rules/SOPs/ instructions will also be final and will not be challengeable at any forum/ court of law.

In witness whereof the said Parents/Guardian has signed this deed in token of acceptance thereof.

Signed by
(Student)

Roll No. _____

Signed by
Guarantor (Parent / Guardian)

Name.....

CNIC No

(Attach attested of CNIC)

In the presence of the

Witness No.1

Witness No.2

Signature: _____

Signature: _____

Name: _____

Name: _____

CNIC No. _____

CNIC No. _____

Cell No. _____

Cell No. _____

(Attach attested copy of CNIC)

(Attach attested copy of CNIC)

Note:-

- a) The Agreement From is to be duly stamped. The value of the stamp will be Rs. 50/-
- b) The Parent / Guardian are to sign this document, in the presence of two witnesses, for having thoroughly read and understood the contents of this agreement.
- c) Each page of the agreement is to be **attested by a Magistrate or a serving Gazetted Officer, Class-1.**

Annexure "B"

PERMISSION FOR EMERGENCY OPERATIONS

1. It is authorized to the Principal Cadet College Esa Khel, Mianwali to act on my behalf and allow medical authorities to operate upon my Son/ward_____ in case of medical emergency and on proper medical advice.
2. I undertake that my son/ward or my legal heirs will not claim damages/compensation from Cadet College Esa Khel, Mianwali or the Government of Punjab for any eventuality occurring as a consequence of the operation.

Signature:_____ (Parent / Guardian)

Name:_____

CNIC No:_____ (Attach attested photocopy)

Cell No. _____

Witness No.1

Signature:_____

Name:_____

CNIC No. _____

Cell No. _____

(Attach attested copy of CNIC)

Witness No.2

Signature:_____

Name:_____

CNIC No. _____

Cell No. _____

(Attach attested copy of CNIC)

Note:- The permission for Emergency Operation is to be duly stamped. The value of the stamp will be **Rs. 50/-**.

TO BE ATTESTED BY A GAZETTED OFFICER (GRADE 17 AND ABOVE)

Annexure "C"

**PERMISSION CERTIFICATE
FOR STUDY TOURS/ INTER CADET COLLEGES COMPETITIONS**

I have permitted my son / ward _____

to undergo/ participate in any Inter Cadet Colleges Education/ Training/ Sports Event. I hereby undertake that my son / ward may proceed towards sister Cadet Colleges under the scheme of Inter Cadet College Education Training/Sports program or study tours during his stay at Cadet College Esa Khel as and when recommended by Cadet College Esa Khel, Mianwali irrespective of my consent. I, or my legal heirs will not claim any damages / compensation from Cadet College Esa Khel, Mianwali or the Government of Punjab for any eventuality while undergoing the programme mentioned above.

Signature: _____
(Parent / Guardian)

Name: _____

CNIC No: _____
(Attach attested photocopy)

Cell No. _____

Witness No.1

Signature: _____

Name: _____

CNIC No. _____

Cell No. _____

(Attach attested copy of CNIC)

Witness No.2

Signature: _____

Name: _____

CNIC No. _____

Cell No. _____

(Attach attested copy of CNIC)

Note:- The permission certificate is to be duly stamped. The value of the stamp will be **Rs. 50/-**.

TO BE ATTESTED BY A GAZETTED OFFICER (GRADE 17 AND ABOVE)

UNDERTAKING

I undertake that, my son / ward _____ is liable to be expelled /terminated from College in case of any of the following:

- i. Offence against the SOPs of Discipline.
- ii. Poor performance in academics i.e getting less than 60 % Marks.
- iii. Cheating, stealing, lying or breaking bounds.
- iv. Willful and deliberate damage to the College property.
- v. Keeping lethal arms like knife, dagger, pistol etc.
- vi. Rudeness to staff and seniors. Rude behaviour of Parents / Guardians towards the College Staff.
- vii. immoral Conduct or Smoking.
- viii. Keeping transistors radio, tape recorders, mobile phones, video games, CD / VCD / DVD players and electrical appliances, including musical keyboard etc.
- ix. Using medicines other than those prescribed by the College Medical Officer or a specialist doctor at DHQ Hospital, Mianwali.
- x. Pocket money (other than the authorized limit) and valuables like gold/silver chains, rings etc.
- xi. Non-payment of dues or non provision of payment receipts.
- xii. Absenting from the class or any other College activity without permission.
- xiii. Being habitually unpunctual, untidy and slovenly.
- xiv. Non following of instructions/ daily routine of Cadet College.
- xv. Suspected to be smoker or using any drugs.
- xvi. Breach of any other rules/SOPs of the College.

I accept all the implications and consequences for my son / ward, should he be found guilty of any of the above or any other similar offence. In any violation, the decision of Principal/Vice Principal/ Adjutant will be final and not challengeable at any forum/ court of law.

Signature: _____

(Parent / Guardian)

Name: _____

CNIC No: _____

(Attach attested photocopy)

Cell No. _____

CADET COLLEGE ESA KHEL MIANWALI

RULES FOR CONDUCT AND DISCIPLINE

Code of Conduct

1. A strict **SOPs of Discipline** is implemented in the College. Any student found cheating, stealing or telling a lie will be liable to termination.

Leave

2. Leave other than the summer / winter vacations etc, authorized by the College will not be granted. Emergency leave only in the case of death of an immediate family member will be granted. Leave in case of marriage of real brother or sister may be given for up to 03 days, if in the opinion of the Principal it is not likely to affect the student's training. Leave for reasons other than those already mentioned in this para will not be allowed.

Weekend Leave

1. Overnight stay on weekend, leave away from the College is not allowed.

Collection of Son / Ward from College

2. Students proceeding on vacation / emergency leave are to be accompanied by parents / guardians or person holding written authority letter on their behalf. Such a person will be required to prove his identity. Travelling of student to and from the College on leave will be parents' own responsibility.

Travelling Expense

3. All travelling expenses to and from the College are to be borne by the parents.

Visit by Parent / Guardians

4. (a) A visit to the College is allowed according to the published schedule **ONLY**.
(b) Visit to the Cadet's hostel, Dining Hall, Classes and other area of activities is not allowed.

Telephone

5. The students can make telephone calls to their parents only on authorized time i.e specific times on Sunday. Parents may contact the Principal/ Vice Principal / House Master only for emergency messages. The list of telephone numbers will be provided at the time of arrival.

Sickness or Injury

8. Minor ailment or injury cases are looked after by the College M.I Room. In case any student is seriously sick or injured during his stay here, he will be admitted to the THQ Hospital Kalabagh or DHQ Hospital Mianwali for medical care. The College will also inform the parents through the fastest possible means, if required. All the expenses will be borne by the Parents.

Damage to the College Property

9. In case of any willful damage caused by your son / ward to the College property, a fine will be charged accordingly to recover the damage. In addition, necessary disciplinary action will also be initiated, which may include his expulsion from the College.

Keeping Valuables / Receiving Parcels

10. It is our aim to provide a secure environment to our students. Therefore, no student is allowed to keep any electronic items like mobile phone, walkman, CD player, camera, electric heater, etc. The College has reservations to parents / guardians sending eatables to their children through parcels or delivering them at the College guardroom. Therefore, any such parcel received will not be given to the student. But should you wish to provide a cake etc to your son on the eve of his birthday, you may simply inform the College Administration a week in advance. The College will purchase the item and present it on your behalf to your son. The expenditure incurred as such will be recovered from him through the fee bill.

Expulsion and Termination

11. Expulsion or termination is an extreme measure, which will be taken in the following cases after a thorough investigation:-

- (a) Offence against the SOPs of Discipline.
- (b) Poor performance in academics i.e getting less than 60 % Marks.
- (c) Cheating, stealing, lying or breaking bounds.
- (d) Willful and deliberate damage to the College property.
- (e) Keeping lethal arms like knife, dagger, pistol etc.
- (f) Rudeness to staff and seniors. Rude behaviour of Parents / Guardians towards the College Staff.
- (g) immoral Conduct or Smoking.
- (h) Keeping transistors radio, tape recorders, mobile phones, video games, CD / VCD / DVD players and electrical appliances, including musical keyboard etc.
- (i) Using medicines other than those prescribed by the College Medical Officer or a specialist doctor at DHQ Hospital, Mianwali.
- (j) Pocket money (other than the authorized limit) and valuables like gold/silver chains, rings etc.
- (k) Non-payment of dues or non provision of payment receipts.
- (l) Absenting from the class or any other College activity without permission.
- (m) Being habitually unpunctual, untidy and slovenly.
- (n) Non following of instructions/ daily routine of Cadet College.
- (o) Suspected to be smoker or using any drugs.
- (p) Breach of any other rules/SOPs of the College.

Academic Performance

12. The academic routine of the College includes progress tests in addition to the send ups / Pre Board / annual / terminal examinations. Repeated poor performance in academics may result in termination of the student.

Possession of Valuables

13. Students are not permitted to keep the following:

- (a) Mobile phones, transistors / any kind of video / audio system and electrical appliances.
- (b) Medicines other than those prescribed by the College Medical Officer.
- (c) Gold chains, rings, bracelets, costly wrist watch etc.

Pocket Money

14. Monthly pocket money is authorized to the students, and they are required to manage their expenses within the same amount. Hence, parents are forbidden to send additional money to their sons / wards, or pay canteen bills directly. However, a reasonable amount may be left with the Housemaster for use by your son | ward. Students found with money over and above the authorized limit and indulging in heavy purchases from the canteen will be dealt with severely.

Decision of Management:

15. The decision of the Principal/Vice Principal/ Adjutant in all disciplinary and academic matters will be final and not challengeable at any forum or court of law.

Good Luck !

**MAJOR ATTA ULLAH KHAN (RETD.)
PRINCIPAL**

CADET COLLEGE ESA KHEL MIANWALI

0459-236994/ Email Address: ccesakhel@gmail.com , Website: www.ccek.edu.pk

ACKNOWLEDGEMENT CERTIFICATE

I, Mr./Mrs: _____

Parents / Guardian of _____

Roll No. _____ acknowledge the receipt of letter
No.CCEK/_____/Acad dated _____.

Please mark () your choice in the appropriate box

(a) I wish my son / ward to join Cadet College Esa Khel, Mianwali and he will report on the given date.

(b) Bank Draft / Pay Order No. _____
Amounting to Rs. _____ Dated _____ is attached.

(c) I do not wish my son / ward to join Cadet College Esa Khel, Mianwali.

Signature: _____
(Parent / Guardian)

Name: _____

CNIC No: _____

(Attach attested photocopy)

Cell No. _____

NOTE:- KINDLY DISPATCH AT THE FOLLOWING ADDRESS:

ADMISSION SECTION

CADET COLLEGE ESA KHEL MIANWALI

NEAR KOT CHANDNA P/O KALABAGH, TEHSIL ESA KHEL DISTT: MIANWALI

0459-236994/ Email Address: ccesakhel@gmail.com , Website: www.ccek.edu.pk

ITEMS OF CLOTHING**(Annexure "F")**

Sr. No.	Item	Quantity
UNIFORM ITEMS:- (Available on College Canteen on payment)		
i.	Khaki Uniform	02
ii.	White Shirt	02
iii.	Dress Pent (Grey)	02
iv.	Bag	01
v.	DMS	01
vi.	Jogger	01
vii.	Oxford Shoes	01
viii.	Charsadda Chappal	01
ix.	Socks (Blue)	02
x.	College Belt	01
xi.	Waist Coat	01
xii.	Bed Sheet	01
xiii.	Shorts	01
xiv.	Cap	01
xv.	Ploom	01
xvi.	Pillow Cover	01
xvii.	Name Plate	01
xviii.	Round Neck	01
xix.	Polo Shirt	01
xx.	Track Suit	01
xxi.	Anklet	01
xxii.	Shoulder Title	01
xxiii.	Inner Half Sleeves Shirt	01
xxiv.	Scarf	01
xxv.	Tie	01
xxvi.	Jersey	01
xxvii.	Blazer	01
xxviii.	Sports Socks (White)	02
xxix.	Socks (Black)	02
xxx.	Name Tag	01
xxxi.	Formal Uniform Belt	01
xxxii.	Socks for DMS (Khaki)	02
xxxiii.	Chandi	02

ITEMS TO BE BROUGHT BY THE STUDENTS:-		
i.	Handkerchief	02
ii.	Bath Towel (Any Colour)	02
iii.	Hand Towel (Any Colour)	01
iv.	Shalwar Qameez with Collar (White Colour)	02
v.	Trouser/ Jeans (Any Colour)	01
vi.	T Shirt/ Shirt any colour (For Casual Wear)	01
vii.	Button Repair Kit	01
viii.	Under Wear (Cotton)	04
ix.	Hangers	01 Dozen
x.	Slipper (Bath)	01
xi.	Tissue Paper	02 Packet
xii.	Travel Bag (Medium Size)	01
xiii.	Plastic Mug	01
xiv.	Pillow	01

PRINCIPAL
MAJ ATTA ULLAH KHAN (RETD.)