Pakistan is proud of her youth, particularly the students, who are nation builders of tomorrow. They must fully equip themselves by discipline, education, and training for the arduous task lying ahead of them.
Contents

Overview of DHAES 03
Governance 04
About Us 05-06
Academic Calendar 07-08
Life Inside The Classroom 09-10
Life Outside The Classroom 11-14
Facilities 15-16
Faculty 17-18
Academic Year 19-24
Courses Offered 25-26
Examinations 27-28
Fee Structure 29-31
Scholarship Policy 32-33
College Rules 34-38
Overview DHAES

Established in 1993, the DHA Education System (DHAES) was originally conceived as a welfare organisation with the prime responsibility to provide quality education at an affordable fee structure to the students of DHA and its suburban areas.

Initially starting with two schools, it now boasts of eight institutions; Centre of Excellence—a training institute for teachers’ career progression, two Colleges and five Schools. For over two decades, it continues to offer holistic, quality education to children along with the provision of training to a large and diverse group of individuals of varying ages and socio-economic background.

DHAES has a team of dedicated faculty led by well qualified and experienced educationists. Besides offering a broad range of curriculum, the system resolves to make education more accessible to a broad strata of community.

Our Mission

“At DHA Education System, we recognize that education is for all and that all children can succeed. We are dedicated in providing equal opportunities to students to reach their academic potential while preparing them for multiple roles in society.

In educating our students, we strive to meet their spiritual, social, emotional, physical and intellectual needs and equip them with values, knowledge and skills to meet the demands of the 21st Century.”

Governance

The DHAES looks up to the President DHA (Commander 4 Corps) for patronage and policy direction. The Executive Committee is responsible for laying down policies impacting academic, financial and administrative decisions.

- PATRON COMMANDER 4 CORPS
- CHAIRMAN ADMINISTRATOR DHA
- DIRECTOR DHA EDUCATION SYSTEM
- EDUCATION ADVISOR
- PRINCIPAL
About Us

Defence Degree College (DDC) for Boys was established in 2009. Previously the Intermediate Classes were conducted at the higher secondary department of Defence Public School for Boys. The College was shifted to its new purpose-built campus in September, 2009. The College, with its splendid infrastructure surrounded with vast grounds, provides an inspiring atmosphere for learning.

The College has a state-of-the-art architecture providing a conducive atmosphere for learning. The College offers FA, F.Sc, I.Com, General Science, ICS and B.Com (IT) Programme. It offers multiple combinations in various disciplines. The College is affiliated/registered with the Board of Intermediate and Secondary Education (BISE) Lahore for Intermediate classes and with University of the Punjab for Degree Classes.

DDC for Boys has a history of outstanding achievements in curricular, co-curricular and sports activities. Our mission at DDC for Boys is to offer affordable education ensuring quality, credibility and academic excellence. Our students participate in many curricular, co-curricular and sports activities at Board, District and National level every year. They bring many laurels to the College along with achieving very good grades in exams.
Academic Calendar

Pre 1st Year Classes
1st Year - Registration Opens for Admission
College Re-Opens
3rd Year - Registration Opens for Admission
Welcome Class 1st & 3rd Year
Mid-Term Exam 1st - 4th Year
Winter Break (One Week)
Send Up Exam Class 1st & 2nd Year
Send Up Exam Class 3rd & 4th Year
Mock Exam Class 2nd Year
Mock Exam 1st, 3rd & 4th Year
Summer Break
April - May
July
August
September
October
November
December - January
January
February
March
April
June - July

Gazetted Holidays

Labour Day
Eid Ul Fitr
Independence Day
Eid Ul Azha
Yaum e Ashura
Allama Iqbal Day
Eid Milad-un-Nabi
Quaid-I-Azam Birth Anniversary
Kashmir Day
Pakistan Day
1st May
17th - 19th July
14th August
23rd - 25th September
22nd - 23rd October
09th November
23rd December
25th December
5th February
23rd March

* Subject to the sighting of the moon
Life Inside The Classroom

DDC for Boys provides an intellectually challenging learning environment in the classrooms. Interactive mode of teaching and learning, group work, research work, and computer aided teaching is promoted amongst the students.

Students discuss, share ideas, listen to different points of views and make presentations for a better understanding of the topic under discussion.

This method helps students to gain confidence and develop better understanding of concepts and learn problem solving skills. In such interactive classrooms not only do the students acquire knowledge but also learn social and communication skills, values and ethics, preparing them to become responsible citizens of the country.
Life Outside The Classroom

Learning in classroom is continued outside the classroom, too. Students are encouraged to become members of the Student Council, Clubs and Societies to participate in a wide range of Co-Curricular activities such as: drama, debates, exhibitions, science fairs and essay competition. The list of Clubs & Societies exhibits the diversity of interests and talents amongst students. Sports and exercise are important for the physical and mental health of the students. DDC for Boys has all the requisite infrastructure for the purpose. The College teams bring laurels to their alma mater by securing top positions in various sports events.
Student Council: The Student Council comprises of elected students of all grades of the College.

Houses: Students are divided into four houses to provide them equal opportunities to participate in curricular and co-curricular activities.

- Khalid House  
- Qasim House  
- Tariq House  
- Tipu House

Societies & Clubs: Various Societies/Clubs/Houses are functional in the College. All students are required to join at least one club or society of their choice. For this purpose, they must get themselves registered with the in-charge of the society.

- Literary Society: The students of Literature automatically become members of Literary Society. Other students from Arts or Science Group can also become its members.

- Debating / Dramatics Club: The Club holds Inter-Collegiate Parliamentary Debates, public speaking, skits, drama, stage presentation, National Days and festivals during the Academic Session.

- Science Club: The Science Club holds Inter-Collegiate science exhibition and quiz competition annually.

- College Magazine: Students and faculty members contribute their writings in the annual magazine of the College.

- Newsletter: The College Newsletter is published bi-annually to keep parents abreast with College News and activities.

- Field Trips / Excursion Trips: To enable the students to gain direct knowledge of nature and the environment, field trips/excursion trips are arranged.
Facilities

**Library:** The College has a well-stocked Library with a substantial collection of text and reference books, magazines, newspapers and journals on a variety of subjects.

**Computer Lab:** The Computer Lab has the latest computers. It has an access to the internet facility for the students to conduct research and prepare presentations.

**Computer-Based Teaching:** Computer-based lectures are delivered to clear the difficult / complex nature concepts.

**Wi-Fi:** Free Wi-Fi facility is available for Graduation class.

**Science Lab:** The Science Labs are well equipped for students to perform practical.

**Cafeteria:** A variety of hygienic food is available at reasonable prices with comfortable seating arrangement.

**Sports Ground:** Play Grounds are available for a variety of sports e.g. Cricket, Football, Basketball etc.

**Transport:** DHA transport is available for students residing in DHA and its adjacent areas.

**Free Membership of DHA Library:** All the students admitted in DDC for Boys are granted free Membership of DHA Library.

**DHA Auditorium:** The College has the facility to organize and conduct its programs in DHA Auditorium.

**DHA Sports Complex:** The College students enjoy the facility of participating in the activities in DHA Sports Complex.
Faculty

DDC for Boys takes pride in having a highly qualified and dedicated teaching faculty. The DDC for Boys faculty members have degrees from renowned universities in Pakistan and abroad. All of them are authority in their respective subjects and are highly collegial. Their team work generates a conducive environment for teaching and leaning.

The faculty puts in efforts to motivate the students, stimulating interest in their respective subjects through their effective methods of teaching have made it possible for the students to produce excellent results. They have been successful in cultivating thinking and analytical skills in the students. The students of DDC for Boys are pursuing their careers very successfully and have earned a good name for the institution.

Principal

Syed Muhammad Nasir
B.Sc Hons, M.Sc (Physics), MBA (HRM)

Social Science Department

Rizwan Qamar, HOD, M.Phil Math
Zaheer Iqbal, M.Phil Math, B.Ed
Muhammad Jawad Hassan, M.Sc Math, MBA, B.Ed
Majid Hussain, M.Sc Computer, B.Ed
Muhammad Anwar, M.Sc Computer, B.Ed

Natural Science Department

Muhammad Abbas, HOD, M.Sc Chemistry, B.Ed
Muhammad Naveed, M.Sc Chemistry, B.Ed
Zaheer Ahmed, M.Sc Physics, M.Ed
Muhammad Ahsan Iqbal, M.Phil Physics
Zaman Gul, M.Sc Zoology

Commerce Department

Muhammad Shahzad Babar, HOD, M.Sc Stat, B.Ed
Usama Abbas, M.Com
Muhammad Faisal Javed, M.Phil Com, M.Com, MBE
Tasawar Abbas, MA Economics

Humanities Department

Hafiz Abdul Rehman, HOD, M.Phil Isl, MBA, B.Ed
Abdul Latif Shahid, MA Islamiat
Sarwar Aleem, MA Urdu, MA History, MA Punjabi, MA Pol Sc, MA Isl, M.Ed
Muhammad Rasheed, M.Phil Urdu, M.Ed
Muhammad Zafar Rana, MA English
Muhammad Zafar Sikandar, M.Sc Computer Science
Muhammad Bilal, M.Phil Political Science
Muhammad Riaz, MA Health & Physical Education
**Admission for Intermediate**
Admission for Intermediate Classes starts after the declaration of the result of Secondary School Annual Examination.

**Admission for Degree Classes**
Students are admitted to Degree Classes after the declaration of the Intermediate result. Students who pass their Intermediate Examination successfully through Defence Degree College for Boys are given preference. Admission is granted strictly on merit.

**GCE O’ Level and A’ Level Applicants**
Candidates who have qualified in GCE O’ Level examination are considered for admission to 1st Year Class only if they have good grades and produce Equivalence Certificate / NOC issued by the IBCC/BISE. Applicants must submit the photocopy of their result at the time of admission. Applicants who have passed A’ Level can apply for admission to Degree classes after obtaining Equivalence Certificate / NOC from IBCC.

The Board of Intermediate and Secondary Education, Lahore in its notification No. 9619 Registration dated 25-7-2006 has proposed the following for GCE O’Level students for admission to 1st Year Classes.

- A candidate who has passed the GCE O’ Level Examination of the Cambridge or London University or any other foreign agency which organizes examinations (equivalent to Secondary School Certificate Examination in Pakistan) must have passed in at least eight subjects including Urdu, English, Islamiat & Pakistan Studies as compulsory subjects and any four subjects in Science & Humanities Group including...
Mathematics. Students with overseas O’ Level Certificates are required to have passed in five subjects including English & four elective subjects preferably with Mathematics. (The decision of the Board in this respect may change from time to time).

b. Urdu and English are compulsory subjects for all Pakistani applicants. If the applicant was born or resided outside Pakistan for a period of time that he did not have the opportunity to study Urdu, he may apply to the Lahore Board to be exempted from studying Urdu and may opt to study Pakistani Culture instead. Students studying Pakistani Culture must submit their permission letter from BISE, Lahore within two weeks of admission. Those students who have not studied Urdu at Matriculation Level must have passed an examination in Geography of Pakistan.

c. GCE O’ Level / any other foreign examination applicants must obtain an equivalence certificate, as soon as the result is received from the sub-office of Board of Intermediate & Secondary Education, 86-Mozang Road Lahore, or from the Inter Board Committee of Chairmen (IBCC) Government of Pakistan, Ministry of Education House No. 342 Street No. 97 G-9/4 Islamabad.

d. Two copies of the Equivalence Certificate are to be submitted with the result at the time of admission. Students who do not submit the copy of the Equivalence Certificate from the Inter Board Committee of Chairmen (IBCC), Islamabad or its sub-office of Lahore (Housed in BISE Building 86-Mozang Road Lahore) cannot be considered for admission.

e. Admission of Candidates Excelling in Selective Sports / Co-curricular activities

- Minimum D grade will be admitted
- Candidate can opt for F.A., G. Sc. or I.Com

Note: The College Prospectus is structured in accordance with the instructions of the Board of Intermediate/Secondary Education, Lahore and University of the Punjab.

Admission of Hafiz-e-Quran: Hafiz-e-Quran will be given additional 20 marks, subject to the production of a certificate by the competent institute / authority. Moreover, Admission Committee shall interview the candidate and make sure that the candidate has learnt the Quran by heart and can recite it from whatever portion he is asked to. If it is found, after verification, that the certificates produced as evidence, are not genuine, the candidate shall be dismissed from the program with no right of readmission.

Pre Inter Classes: Free of cost Pre Inter classes are also arranged every year in May for all Matric students just after SSC Exams.

Admission Requirements

a. Intermediate Classes

- Science Group
  Students must have passed Matriculation with Science and meet the merit requirement set out by the College Authorities.

- Arts Group
  Admission to Mathematics and English Literature will be decided on merit established by DHAES Secretariat on the basis of Matric / O’ Level marks, Aptitude Test & marks obtained in the interview.

b. B.Com (IT)

Students must have passed Intermediate / A’ Level and meet the merit requirement set out by the DHAES Secretariat.
Documents Required for Admission to 1st Year Class

Applicants need to attach the attested photocopies of each of the following documents with the admission form:-

1. Matriculation Result Card. (4 copies)
2. Any other Award or Certificate. (1 copy)
3. Character Certificate from the institution last attended. (1 copy)
4. Form B. (1 copy)
5. Father’s Computerized National Identity Card (CNIC). (3 copies)
6. Original Migration Certificate in case the applicant has passed Matriculation from another Board. (2 copies)
7. Eight (8) latest passport size & Four (4) 1” x 1” photographs with sky blue background.
8. Eight (8) self-addressed and stamped envelopes.
9. Equivalence Certificate by IBCC in case of O’ Level. (3 copies)

Note: Students are instructed to fill in the admission form in their own handwriting. Student’s Name, Father’s Name, Date of Birth and all other particulars must be written according to the Matriculation Certificate. In case of non-compliance, a fine of Rs. 500/- per mistake will be charged by the Board of Intermediate and Secondary Education (BISE) Lahore. These charges may change periodically as per BISE Lahore Regulations. Incomplete documents/forms will not be accepted.

Documents Required for Admission to 3rd Year Class

Applicants need to attach the attested photocopies of each of the following documents with the admission form:-

1. Matriculation and Intermediate Result Cards. (4 copies)
2. Any other Award or Certificate. (1 copy)
3. Character Certificate from the institution last attended. (1 copy)
4. Form B. (1 copy)
5. Father’s Computerized National Identity Card (CNIC). (3 copies)
6. Original Migration Certificate and its two (2) copies in case the applicant has passed Matriculation and Intermediate from another Board. (2 copies)
7. Eight (8) latest passport size & Four (4) 1” x 1” photographs with sky blue background.
8. Eight (8) self-addressed and stamped envelopes.
9. Equivalence Certificate by IBCC in case of O’ and A’ Level. (3 copies)

Note: Students are instructed to fill in the admission form in their own handwriting. Student’s Name, Father’s Name, Date of Birth and all other particulars must be written according to the Matriculation and Intermediate Certificates. In case of non-compliance, a fine of Rs. 500/- per mistake will be charged by the University of the Punjab. These charges may change periodically as per University of the Punjab Regulations. Incomplete documents/forms will not be accepted.
Courses Offered

Intermediate Level

Compulsory Subjects for All Groups
- English
- Urdu (Pakistan Culture for foreign students only)
- Islamiyat (1st Year Only) & Pakistan Studies (2nd Year Only)

Subject Combinations

F. Sc. – Pre Medical  Physics, Chemistry, Biology
F. Sc. – Pre Engineering  Physics, Chemistry, Mathematics
Intermediate Computer Science (ICS)  Statistics / Physics, Mathematics, Computer Science
General Science Group  Mathematics, Statistics, Economics
Intermediate Commerce Group (L. Com 2nd Year Class)  Commercial Geography, Principles of Accounting -2, Business Statistics, Banking / Computer Studies
FA – Humanities Group  Education, Civics, Islamiyat (Elective), Health & Physical Education, Library Science

Degree Level

B.Com (IT) Part I

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Title of Subject.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC-301</td>
<td>Business Statistics &amp; Mathematics</td>
</tr>
<tr>
<td>BC-302</td>
<td>Computer Application in Business</td>
</tr>
<tr>
<td>BC-303</td>
<td>Economics</td>
</tr>
<tr>
<td>BC-304</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BC-305</td>
<td>Functional English</td>
</tr>
<tr>
<td>BC-306</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BC-307</td>
<td>Money, Banking and Finance</td>
</tr>
<tr>
<td>BC-308</td>
<td>Islamic Studies</td>
</tr>
</tbody>
</table>

B.Com (IT) Part II

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Title of Subject.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC-401</td>
<td>Advanced Financial Accounting</td>
</tr>
<tr>
<td>BC-402</td>
<td>Auditing</td>
</tr>
<tr>
<td>BC-403</td>
<td>Business Communication &amp; Report Writing</td>
</tr>
<tr>
<td>BC-404</td>
<td>Business Law</td>
</tr>
<tr>
<td>BC-405</td>
<td>Business Taxation</td>
</tr>
<tr>
<td>BC-406</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>BC-407</td>
<td>Economics of Pakistan</td>
</tr>
<tr>
<td>BC-408</td>
<td>Pakistan Studies</td>
</tr>
</tbody>
</table>
Examinations

Rules

- Send-Up Examinations are mandatory for all students for sending regular admission to Board/University.
- Students must secure at least 50% marks in all the subjects in the Send-Up exams.
- Minimum 75% attendance is a prerequisite for granting regular Board admission through the College.
- Students must appear in the Pre-Board exams and pass all the subjects to obtain the roll number slip.

Promotion Policy for 1st & 3rd Year Classes

- The student whose 1st Year Class admission is not sent to the BISE, will not be promoted to 2nd Year Class as a regular student.
- The student whose 3rd Year Class admission is not sent to University of the Punjab will NOT be promoted to the 4th Year Class as a regular student.
Fee Rules

1. Fee is charged on quarterly basis.
2. Fee must be deposited by the due date of each quarter. A fine of Rs. 25 per day is charged after the due date.
   a. 1st quarter - April to June by 10th April
   b. 2nd quarter - July to September by 10th July
   c. 3rd quarter - October to December by 10th October
   d. 4th quarter - January to March by 10th January
3. At the time of Admission, fee bills of 1st & 2nd quarters are paid collectively. Every student must pay the fee for one complete Academic Session.
4. All admissions in 1st & 3rd Year Classes are considered “New Admissions”.
5. If the fee is not deposited within 20 days of the due date, the student’s name will be struck off from the College roll.
6. Readmission is permissible only once and will be considered “New Admission”.
7. Students taking admission on migration basis, have to pay fee for full quarter in which they take admission and for onward period.

Note: Fee Structure is liable to be revised on yearly basis with or without prior notice.
* 50% concession on admission fee for DHA Education System Students, Wards of DHA / DHAES Employees / Teachers.

Submission of Dues: Fee challan will be issued after the display of merit list. Fee must be deposited within three days from the issuance of Fee bill.

Scholarship Policy

Students securing following percent marks will be awarded with scholarship mentioned against each as under:

Class: 1st Year

Science Group
- 90% and above marks in SSC / 8As in O’ Level Examination: 100% waiver in tuition fee
- 80% and above marks in SSC / 7As in O’ Level Examination: 75% waiver in tuition fee
- 75% and above marks in SSC / 6As in O’ Level Examination: 50% waiver in tuition fee

Humanities Group
- 80% and above marks in SSC / 7As in O’ Level Examination: 100% waiver in tuition fee
- 75% and above marks in SSC / 6As in O’ Level Examination: 75% waiver in tuition fee
- 70% and above marks in SSC / 5As in O’ Level Examination: 50% waiver in tuition fee

Class: 2nd Year

Science Group
- 90% and above marks in HSSC - I Examination: 100% waiver in tuition fee
- 80% and above marks in HSSC - I Examination: 75% waiver in tuition fee
- 75% and above marks in HSSC - I Examination: 50% waiver in tuition fee

Humanities Group
- 80% and above marks in HSSC - I Examination: 100% waiver in tuition fee
- 75% and above marks in HSSC - I Examination: 75% waiver in tuition fee
- 70% and above marks in HSSC - I Examination: 50% waiver in tuition fee

Class: 3rd Year

B.Com (IT)
- 80% and above marks in HSSC / 3Bs in A’ Level Examination: 100% waiver in tuition fee
- 75% and above marks in HSSC / 2Bs & 1C in A’ Level Examination: 75% waiver in tuition fee
- 70% and above marks in HSSC / 3Cs in A’ Level Examination: 50% waiver in tuition fee
80% and above marks in 3rd Year Examination

75% and above marks in 3rd Year Examination

70% and above marks in 3rd Year Examination

* Shuhda’s Wards will be offered 100% free education.

Need Based Scholarship

DHAES provides need based scholarship to the needy and deserving students. A notice is displayed on notice board to apply for the financial aid during the admission process. Financial Aid Committee interviews the students and his parents. Keeping in mind the students academic performance and his family’s financial condition, scholarship is awarded in terms of fee concession as per committee’s recommendations.

Eligibility Criteria:

Following eligibility criteria will be followed.

a. Students will need to maintain the required percent of marks in the centralized exams.

b. They will meet 95% attendance in the class.

c. Scholarship is only awarded for one Academic Year, will be reviewed for subsequent year, and will be awarded on meeting the required standard.

DHA Scholarship for Students:

Students securing board positions will be awarded following Scholarship / Prizes:-

a. Distinction in Board Exams:

Students securing any position in top ten in the Board exam will be offered free education in DHA Education System from the time they secure Board position till they appear in the next Board exams.

b. Distinction in University Exams:

Students securing any position in top twenty in the University exam will be awarded prize equivalent to Rs. 25000/-.

College Rules

Students must abide by all College rules prescribed in the prospectus and notified / modified by the College Management periodically. Breach of the following rules shall render them liable to disciplinary action such as fine, striking off the College roll, expulsion from the College or any other action as deemed appropriate by the College Administration.

• For security reasons students who once enter the College premises, are not allowed to leave until the College time is over.

• Use of Mobile Phone at College Premises is strictly prohibited.

• In case of an extreme emergency the parents/guardians must personally take permission from the Principal and show their CNIC before taking their wards off the campus.

• The College dues must be paid by the due date. Each student must pay the fee for one complete academic session.

• Any student absenting himself for consecutive 15 working days, without written permission will have his name struck off from the College roll.

• Readmission would be possible within 10 working days and only on the Principal’s discretion and repayment of College dues.

• Admission to the Board / University examination is denied to all those students whose attendance during the whole Academic Session is below 75 percent.
Students are not allowed to appear in the Board / University examination if they do not pass the Send-Up Examination or are absent during their academic tests.

Only one comprehensive Send-Up Examination is held to send the Examination Admission Forms to the Board / University Office of successful candidates only.

No student is allowed to enter the College without proper uniform unless a colour-day is announced by the College Authorities.

Parents must intimate the College Authorities in case of change of residential address or telephone number. It is obligatory for all students to collect necessary information / documents like Roll Number Slip, Result Card, Date Sheet, etc. from the College Office. The Institution is not responsible for any delay or inconvenience caused to them in this regard.

Students are instructed to fill the admission form in their own handwriting. Student’s Name, Father’s Name, Date of Birth, and all other particulars must be written according to the Matriculation Certificate. In case of non-compliance, a fine of Rs.500.00 per mistake will be charged by the order of the Board of Intermediate and Secondary Education, Lahore (BISE). These charges change periodically by BISE regulations.

All students are required to attend all the College functions, their classes, pay the fine levied on them and get clearance only on designated days.

Bunking classes is not allowed. A fine of Rs.50/- per offence is levied in case of violation.

Leave Policy

- Leave applications signed only by parents / guardians are entertained.
- More than 4 days leave can only be granted with the permission of the Principal.
- All the subject teachers are to be informed of leave prior to availing it.
- Leave is valid only when it has been endorsed by the Principal.
- No back dated leave application is accepted.
- Students pay a fine of Rs 50/- per day for absence without permission. Students have to follow the re-admission procedure if the name is struck off the College rolls.
- Students can leave the College premises only with their parents / guardians in case of an emergency. Parents / guardians are advised to present their Computerized National Identity Card (CNIC) to the administration in order to pick up their son / ward during College hours.
Uniform

Uniform must be worn with pride and its sanctity maintained at all times. Uniform infringement fine is Rs. 50/- per day.

- **Summer:**
  - Shirt: Sky Blue (Full sleeves)
  - Trousers: Light Grey
  - Socks: Light Grey
  - Shoes: Black-Plain Toes (Oxford Type)

- **Winter:**
  - Shirt: Sky Blue (Full sleeves)
  - Trousers: Light Grey
  - Socks: Light Grey
  - Shoes: Black-Plain Toes (Oxford Type)
  - Jersey: Navy Blue
  - Blazer: Navy Blue
  - Neck Tie: College Approved Pattern

Code of Conduct

- All students are expected to show a high sense of dignity, courteousness and decency in behavior.
- It is expected of them to be considerate and display personal honesty.
- Cheating, stealing, bunking classes and missing practical exam are serious offences and may result in expulsion of the student.
- Students must keep their College Identity Cards with them at all times.
- Littering, scribbling and wall-chalking are prohibited.
- Damage to College property / furniture will result in fine / penalty.
- Students are not allowed to use the back gates.
- Smoking within the College premises is strictly prohibited. Those who violate this rule will be liable to punishment. Any staff member can check a College student within the premises and recommend him for fine to the Principal.
- No student is allowed to possess arms of any kind, even if he has license. Those who violate this rule will be punished according to the law.
- It is expected of them to be considerate and display personal honesty.
- Cheating, stealing, bunking classes and missing practical exam are serious offences and may result in expulsion of the student.
- Students must keep their College Identity Cards with them at all times.
- Littering, scribbling and wall-chalking are prohibited.
- Damage to College property / furniture will result in fine / penalty.
- Students are not allowed to use the back gates.
- Smoking within the College premises is strictly prohibited. Those who violate this rule will be liable to punishment. Any staff member can check a College student within the premises and recommend him for fine to the Principal.
- No student is allowed to possess arms of any kind, even if he has license. Those who violate this rule will be punished according to the law.
Disclaimer

College rules, regulations, policies, courses of study, subject combinations and
College fees etc. mentioned in this prospectus may be amended or withdrawn at
any time with or without prior notice.