

*The booklet owes tribute to
Lt Gen Hamid Rab Nawaz(retd) ex Chairman
BOG and Brig Muhammad Asif(retd) ex
Principal for providing foundation to build on.*



Qur'anic Paradigm of Personal Finance

وَابْتَغِ فِيمَا آتَاكَ اللَّهُ الدَّارَ الْآخِرَةَ وَلَا تَنْسَ نَصِيبَكَ مِنَ الدُّنْيَا وَأَحْسِنَ كَمَا أَحْسَنَ اللَّهُ إِلَيْكَ وَلَا تَبْغِ الْفُسَادَ فِي الْأَرْضِ إِنَّ اللَّهَ لَا يُحِبُّ الْمُفْسِدِينَ

"By the means of what Allah has given you, seek the abode of the Hereafter, while not forgetting your share of this world. Be good [to others] just as Allah has been good to you, and do not try to cause corruption in the land. Indeed Allah does not like the agents of corruption."
(Qur'an 28:77)

muslim money

Message from the Principal

Life is not mere living or even living well. It is not even following rituals and meeting the benchmarks. One needs to set forth standards for himself, live up to the values and ethos, forecast each step ahead in career and then endeavour to leave an imprint for history to record. Success or failure is always a judgment of time and cannot be measured by milestones and benchmarks in life. Therefore, guiding principles of life must remain divine and in accordance with well-established norms of society and culture.

The booklet in hand offers guidelines and code of conduct in campus. Nevertheless, a few of them may serve as a beacon to lead a respectable living in the community. Hence, it is expected that reader will consider it imperative to absorb it, in its true letter and spirit, to justify the end. A change in life style, choice or merely a deep thought to reflect back in retrospect, the least, will serve the very purpose of this enterprise.

I wish God-speed in all your undertakings.



Contents

Part - I

Guidelines for the Faculty

Chapter - 1	Rules for the Teachers.....	02
Chapter - 2	College Council.....	04
Chapter - 3	Examinations.....	10
Chapter - 4	Students' Guidance and Counselling Cell.....	13

Part - II

Students Code of Conduct and Regulations

Chapter - 5	College Rules.....	18
Chapter - 6	Examinations.....	25
Chapter - 7	College Bounds & Leave Rules.....	26
	• <i>College Bounds</i>	
	• <i>Leave Rules</i>	
	• <i>Leave Rules for The Boarders</i>	
Chapter - 8	Rules for Boarding House.....	28
	• <i>Pocket Money</i>	
	• <i>Visitors</i>	
	• <i>College Gates/Traffic Regulations</i>	
	• <i>Use of TV Room in the Boarding House</i>	
	• <i>Telephone Calls</i>	
Chapter - 9	Prefects.....	30
Chapter - 10	Offences & Punishments.....	36

Part - III

Social Graces

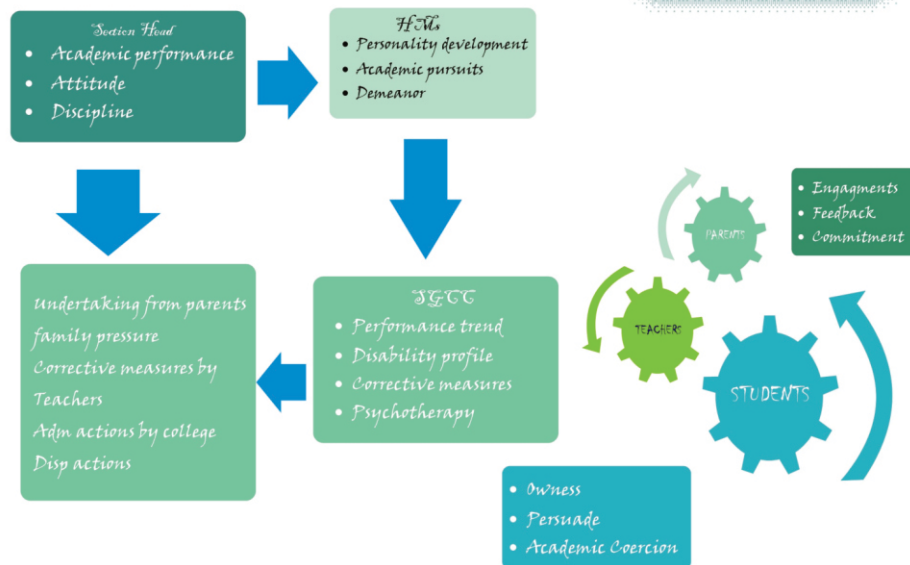
Chapter - 11	Demeanour.....	39
Chapter - 12	Dress Code.....	48
Chapter - 13	Mess Manners.....	52

Education Process-Stakeholders

A teacher has to be:

- *Role model and the flag bearer*
- *Someone above his person, mythological and imaginative*
- *A story-book personality, beyond worldly trappings*
 - *Resides in books and class rooms alone*
 - *teaching is his bread and butter*
 - *Lives in this world, has family and children, but nothing is more noble and dear to him than the care of his students.*

EDUCATION
BREEDS CONFIDENCE.
CONFIDENCE
BREEDS HOPE.
HOPE BREEDS
PEACE.
-CONFUCIUS



Part - I

Guidelines for the Faculty

*It's the faculty in contents,
should be the same on both.*

CHAPTER ONE

Rules for the Teachers

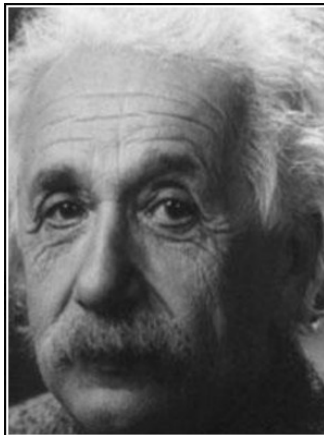
The Faculty has a dynamic role in the academic and other associated disciplines in a Public School. As an institution is known by the people who conduct its affairs, all the members of the Faculty are under obligation to impose upon themselves a discipline, which sets the pace to lead the students in the right direction. One of the functions of a Public School is to inculcate in the students the qualities of leadership. The best way of imparting knowledge is by example rather than precept. It is, therefore, imperative that members of the Faculty should adhere to a code, which improves their image in the eyes of the students as well as people, who come in contact with them.

Burn Hall, as a Public Institution, has a distinct position and though it is changing all the time, its fundamental character has persevered. It is, therefore, deemed fit to outline those aspects which distinguish Burn Hall as a Public Institution. A teacher has multiple roles in shaping the character of students. He imparts useful knowledge, and acts as a counsellor, when the help is sought. His dress, manners, conduct and behaviour are under constant observation. As a role model, he makes a definite impact on the minds of the impressionable youth. It is, therefore, essential that his bearing should be above reproach. A teacher should:

- Be knowledgeable, well versed in the communicative skills, and should have the ability to pass the message across to even a group of mixed ability students with equal felicity.
- Always attend events associated with the students and especially the Morning Assembly, as a rule in time.
- Be punctual/always in time and never leave the classroom before time.
- Prepare his lessons thoroughly for content and time management.
- Take the roll call before beginning a lesson, and make sure that absentees are reported to the office in time.
- As a fatherly figure, keep an eye on the students' dress, haircut, conduct, classroom and desk cleanliness and response in the class. If needed, report the defaulters to either the Principal or the Chief Instructor through respective Section Heads.
- Not to award corporal punishment. If, however, it becomes inevitable, report the matter to the Principal for appropriate action.

- Not to punish a student unless and until it becomes necessary.
- Guidance and counselling are better means of reformation. Dignity and self-respect of a student ought not to be sacrificed for one's personal ego.
- In case of unavoidable, resort to Academic Coercion through additional assignments, tests and re-tests, which are rather rewarding and corrective, instead of bullying.
- Be just and judicious and develop such a rapport with students that punishment is always avoided.
- Never discuss matters pertaining to administration, colleagues or anything personal in a negative manner with students. It results in loss of your own respect first and then entire system in the eyes of students.
- Respect one another as colleagues reciprocally and be mindful that senior colleagues are given due respect. The seniors should also be considerate, accommodative, guiding and understanding to avoid unpleasant occurrences.
- Always conduct in a manner to earn the respect of students and colleagues alike.
- Not to accept gifts from either the students or their parents. It does not only lower a teacher's prestige and dignity but also makes one stoop low from his station.
- Attend all college/inter house functions and places of duty as an obligation.
- Ensure presence on the assigned games/duties, because his/her presence is a source of encouragement to the student, who thus begins to take keen interest in both the activities of the mind and the body.
- Understand that he/she is under obligation to share the workload of a colleague if he/she is absent for any reason.
- Give regular assignments to students in conformity with the schedule of home/class work prepared by the in charge Academics. Heads of Departments should ensure that the same are checked and corrected accurately. After careful scrutiny of a reasonable percentage of notebooks of each class, the Heads should send a representative sample of work done to either the Chief Instructor or the Principal.
- Take extra classes/periods as per requirement/allocation by the in charge Academics.

- Perform the examination duties as invigilator, examiner, scrutinizer or compiler as assigned by the Chief Instructor/In-charge Academics.
- Not to proceed on leave without a genuine reason, as the leave of absence affects not only the studies of students but also the workload of other colleagues.
- Apply for leave well in advance and proceed only when it is duly recommended by the concerned Head of the Department and sanctioned by the Principal or Chief Instructor.
- Understand that leave of absence will be granted only in case of emergency or else if a person proceeding on leave makes adequate arrangements with a colleague to perform his duty during his absence and such arrangement is formally approved by the Principal/Chief Instructor.
- Perform the duties as assigned by the Chief Instructor/Heads of Departments/In charge Academics as expected. Refusal or reluctance to do any duty thus assigned implies insubordination. Maintain the decorum of the teaching profession by being formal and discreet in speech and conduct.
- Set examples in dress, punctuality, speech, work habit, conduct and behaviour.



Teaching should be such that what is offered is perceived as a valuable gift and not as hard duty. Never regard study as duty but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs.

— Albert Einstein —

AZ QUOTES

CHAPTER TWO

College Council

Composition

The College Council comprises:

- The Principal
- Chief Instructor
- Section Heads
- Heads of Departments
- Academic Coordinator/Secretary

Role and Functions

The College council assists the Principal in matters where it is deemed advisable to have consensus. The College Council is convened at the behest of the Principal. The Staff Secretary (Academic Coordinator) is entrusted with responsibility of maintaining a record of the minutes, a copy of which is circulated to keep the faculty informed of decisions taken at such meetings. The areas in which the Council functions are:

- Review the academic standards and find ways and means to bring about improvement.
- Induction of students in conformity with the policy and decision of the Board of Governors.
- Formulation of examination policy/paper setting/marking and scrutiny.
- Maintenance of discipline and decisions on the court of inquiries.
- Review performance of teachers and teaching methodology with a view to introducing positive changes.
- Approval of all results.
- Areas not herein specified but assigned on timely requirement.

Duties and Responsibilities

➤ **Section Heads.** In addition to taking normal teaching workload, section heads are required:

- To conceive, plan, coordinate and implement academic discourse for the academic year.
- To implement the instructional work according to the syllabi, course of study and the timetable laid down.
- To regularly monitor the progress of syllabus of all classes/sections and ensure that it is completed according to the prescribed timelines of each term and the final examination.
- To check schedule of home assignments/spot tests of the students according to the given timetable.
- To report cases of those students to the CI / Principal, who frequently miss their home work/class work and whose academic progress is not satisfactory.
- To ensure, by giving individual attention, where required, that every child makes satisfactory progress in studies.
- To check the health, dress of the students and report the cases of illness/improper hair cut/ uniform, accordingly to the College Medical Officer / Parents / Housemaster. Habitual cases will invariably be reported to the CI / Principal and endorsed in dossiers.
- To check the general cleanliness of the classrooms and report breakages etc to the Admin Officer/CI.
- To interact with parents on regular basis and ensure that parents are apprised of the performance of their children, throughout the academic session and during parents teachers meeting (PTM).
- To balance out workload of teachers in respective departments.
- To ensure that teachers of their sections are in time in the classes and no teacher leaves the class before time.
- To review performance of the subject teachers for performance of students, class results and other attributes desired from the faculty.
- To write / initiate the ACR of the teachers of their Sections including HoDs.
- To review progress of academics after each term and suggest improvement.
- To discuss and propose positive changes in the curriculum.
- Play a proactive role in the overall functioning of College, assume responsibility and feel pride in accomplishments.

➤ ***Heads of Departments***

In addition to normal teaching, Heads of Departments have an administrative role to perform, ensuring that the system functions smoothly, especially in matters of academic nature and dispensation of duties. Following are the duties of Heads of Departments: -

- Set overall objectives of the department, which should set the direction of the department.
- Set targets for each level and goals to be achieved in a particular academic session.
- Devise, propose, discuss and execute measures to achieve these goals.
- Allocate periods in the respective subjects keeping in view the ability and potential of fellow teachers.
- Balance out workload of teachers in the department.
- Plan and ensure gradual syllabus coverage throughout the academic year.
- Coordinate with regard to syllabus covered during a specific period and provide workable plan to the fellow teachers.
- Ensure that the teachers of their departments do not miss classes and cover the syllabus as per scheme of studies.
- Arrange fixtures of teachers on leave, while ensuring proper syllabus coverage.
- Evaluate and report about performance of teachers without prejudice.
- Check a reasonable percentage of notebooks of each class with a view to providing a guideline to fellow colleagues, especially those who are relatively less experienced, or are comparatively weak.
- Maintain databank of questions (MCQs, short and Long questions, according to level of complexity and time required)
- Assign the task of paper setting to his/her fellow colleagues and provide them with a scheme or pattern of question paper to ensure that students of each and every class have covered the part of syllabus included in the examination. Question papers should be formally approved by each head before they are handed over to the Chief Instructor for vetting and final printing.
- Maintain secrecy of question papers.
- Draw up a marking plan in consultation with his/her senior colleagues. The junior colleagues will adhere to instructions passed on to them by the Head. Such instructions are generally not given in writing.

- Ensure uniformity in standard of marking by spot-checking of papers. If marking does not conform to the instruction already given, an examiner should be detailed to re-examine all the scripts before preparing the final result for onward submission to the class teacher.
- Ensure that marking of papers, whenever required, begins promptly and the whole process of evaluation, scrutiny and revision and tabulation continues speedily and systematically on according to and as expected.
- Scrutinize scripts of unsuccessful candidates thoroughly and countersign them. This practice is recommended especially in the Annual/Promotion/ Detention Examination.
- Plan, coordinate and implement capacity enhancement of the department, Faculty, lab Assts and other related staff/infrastructure.
- Observe short falls in the curriculum and plan, coordinate and implement weak/extra-coaching classes, in coordination with Section Heads, Academic Coordinator, Senior Instructor and Chief instructor.

Note: Please remember, your Head of Department is not only your Senior Colleague who supervises your work, he/she also acts as a mediator who makes every possible effort to resolve such difficulties and problems that need sympathetic consideration.

➤ **Class Teachers**

The class teacher holds a position of vital importance, because he knows his students as intimately as he knows himself. However, he has to be unbiased and objective to a degree which is humanly possible to assess the merits and demerits of the youth given under his charge. He /She should:

- Develop a kind of rapport with his/her students that they repose complete trust in him/her, so that they seek his/her advice and guidance voluntarily. This is possible only if the class teacher has a friendly disposition to enable students to feel at home with him/her.
- Ensure cleanliness, layout and proper functioning of the classroom on daily basis. Report and get the observed items corrected/replaced on the same day.
- Ensure that the students under his/her charge are in proper uniform, have proper haircut; their conduct and response are satisfactory in the classroom and outside. He/ She should be quick to notice, if any of these things is amiss.

- Observe any violation of discipline and must take note of it; give the students proper counselling, and, if needed, report the matter to parents and the Principal/Chief Instructor to keep them abreast of the boy's conduct. This information must also be noted in the student's individual dossier.
- Be in a position to give correct appraisal of all his/her students with regard to academic performance as well as other matters, when required.
- Generally, not resort to punishment but resolve problems or difficulties tactfully. This approach enhances his/her image in the eyes of his/her students. However, he/she must watch out that his/her attitude does not by any means indicate to the student that he/she is compromising on principles, or is trying to please him to win his favour, because this may result in utter disaster. Be discreet, and if needed, be stern.
- Also ensure to make an earnest effort to find out latent qualities that a student may have. If he/she succeeds, it will be a worthwhile individual achievement in making a young man a useful citizen.
- Prepare correctly, overall results of the class under his/her charge; keep and maintain such results, and make out progress reports for official record and for information to parents. Progress reports should include the academic performance, curricular/co-curricular activities, interest in games, conduct/attitude, special interest etc to give a clear idea of a student's actual ability and potential.
- Also give his/her personal observation and recommendation for the general good and benefit of his/her students.
- Keep a record of weak students of his/her class in consultation with subject teachers/Controller of Exam.
- Interview/guide/motivate them to work hard to produce better results.
- Have close interaction with concerned subject teachers to discuss weak students' progress/attitude towards studies/completion of homework/performance in class test, etc.
- Personally check homework/notebooks of weak students to guide/counsel them as per requirements.
- Call parents of weak students to discuss academic performance/other activities.
- Request concerned subject teacher to give extra homework to such students, if required.

- Have regular interaction with Housemasters of weak boarders to ensure their proper supervision/extra coaching with the approval of CI.
- Keep proper record of all the activities of such students for discussion with Principal/CI/parents.
- Address their respective classes for guidance, during some fixture/other spare period.
- Regularly monitor the academic performance/progress of weak students.
- Stress the need to use English as a medium of communication.
- Endeavour and ensure positive changes in the students gradually until the end of each academic session.

➤ ***Housemasters/Assistant Housemasters***

Housemasters/Assistant Housemasters hold a position of the highest degree of responsibility. A Housemaster should, by disposition, be a kind and considerate person; stern in matters of discipline but tactful, and essentially honest. He is like a father who takes personal interest in the moral and intellectual growth of his children. It is, therefore, essential for him to be well educated with a broad outlook on life and vision to understand the psyche of the young people, and have a sense of proportion to do his duty with a positive commitment. He has to play somewhat quasi-parental role (an icono parentis). A Housemaster should:

- Maintain dossiers of each and every student with all the essential particulars, such as academic performance, curricular, co-curricular and other activities. Their records should contain observations, if any, and consult the teachers, if consultation is felt beneficial.
- Familiarise himself with the rules applicable to his boys and ensure his boys have read/ understood the College rules and abide by them in all details.
- Remember that he is a guide, a fatherly figure, and not an overseer. His boys should turn to him for help and advice, not turn away from him with fear and aversion.
- Ensure that he knows as much of the background of his boys as will help him to assess and monitor their growth and development.
- Enforce punctuality from the rising bell to the 'lights out' time.
- Ensure that all the students, without exception are ready for routine activities, especially morning PT, assembly, classes, games etc, at the specified time. Those who are unable to attend, report to him, and as provided in the rules for the students, are admitted to the sick room or sent to the hospital.

- Check that every student dresses up properly as the occasion demands.
- Ensure that all the boys have proper haircut and uniform over the weekends and are inspected on each Sunday.
- Check that all students are present at the Morning Assembly well in time.
- Go round the dormitories before the College commences to ensure that the boys do not leave anything undone as specified in the rules for students. In case of any violation, they will take adequate measures.
- Have a quick round of all the rooms, while the students are attending classes and if anything undesirable is observed, provide remedy for the same.
- Check the roll and report the absentees to the Chief Instructor.
- Attend all the meals and see to it that the boys observe table manners. Meals will only be served at specified times, and for the rest of the time the dining hall will be out of bound for all and sundry.
- Ensure that no student leaves the College premises without prior permission. Any student who is granted permission will carry an exit pass with the time of departure and arrival clearly mentioned on it. The student will report to the Housemaster/Assistant Housemaster of his own house on arrival.
- Ensure that 'lights out' time is strictly observed. An absentee must be immediately reported to the Principal/Chief Instructor.
- Ensure that the senior students, including Prefects do not treat the juniors in any undesirable way. The seniors should not be allowed to send the juniors on errands to fetch things for them. They will neither humiliate nor exploit them in any manner whatsoever. The juniors will, however, show their seniors due respect.
- Visit the sick room and remain in touch with the MO to be in picture regarding the health of the sick.
- Ensure that boys do not visit the canteen during unspecified hours.
- Ensure that their assistants observe a uniform policy to avoid any conflict. However, if there is any disagreement, it should not come to the notice of the students.
- Ensure that his boys attend Maghreb and Jumma Prayers as a parade.
- Monitor the prep classes effectively to ensure that time is not wasted.
- Keep contact with the parent/guardian of each boy regarding his progress and development. Ensure that the parents are informed immediately by the College any student gets admitted in the hospital / absents himself after leave etc.

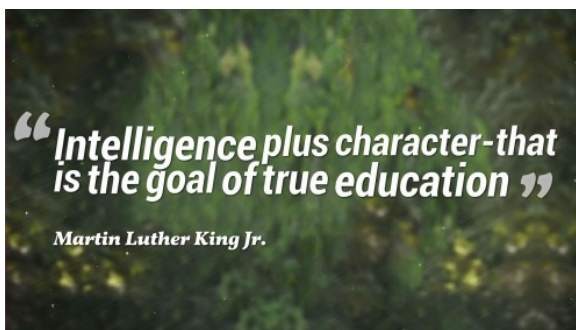
- Hold weekly / fortnightly meetings and social functions of the House. Plan and hold House functions and coach the students for Inter-House Competitions.
- Plan house excursions, if approved by the Principal; accompany the students to supervise and conduct the safety of students during the trip.
- Maintain account of and disburse Pocket Money. They should also facilitate students in their personal needs like hosiery, sheds, cloths etc. by countersigning the student's chits for contractors.
- Ensure cleanliness of the House, maintenance of building, furniture and electrical fixtures etc.
- Plan and implement monthly inspection of the House, rooms and dormitories for standards, cleanliness and quality of living.
- Prepare Parade State as per Performa and dispose off as per instructions.
- Disseminate College routine, special orders / instructions and change therein, as received by them and compliance thereto.
- Educate / guide the boys so that they come up to the desired / expected level in maturity and awareness as students of a first-class residential public school / institution.
- Be well disposed towards the students and have their full support and confidence without ever compromising on the basic and fundamental rules of discipline. Relations between the Housemasters and the boys should be reciprocal, based on respect for one another and due regard for the rules.
- Recommend the names for House Appointments and supervise their work. They should guide Appointment Holders on the correct lines and ensure exercise of authority, as per College rules / orders.
- Keep the College administration well posted with the day-to-day House affairs / developments as regards trends, weaklings and other matters of College interest.
- Ensure that the boys are fully conversant with the fire fighting rules/ procedures and they have rehearsed the fire fighting drills.
- Conduct periodic mock exercises for rescue/salvage in case of eventualities.
- Not allow any visitor inside the House. Ensure that safety, security and peace of the House are not breached by un-authorised visitors.
- Any other duty assigned by the Principal / Chief Instructor.

Note: - *All the housemasters and their assistants should understand and ensure that only a friendly rivalry exists between their houses and must never allow antagonism to develop between groups or individuals. Such tendencies must be checked firmly and judiciously before they become unmanageable.*

➤ ***Club In charges***

The main purpose of establishing clubs is to have a meaningful contribution towards the overall growth of knowledge of the students. Club activities inculcate in the students a healthy spirit of competition. Their enthusiasm signifies their being alive to various problems and search for ingenuity. These activities provide a vent to their feelings and knowledge. Clubs function under the supervision of club in charges. They should:

- Ensure smooth functioning of their clubs.
- Plan and set objectives for each level to be achieved in each academic session.
- Arrange exhibitions/competitions of their clubs, whenever required.
- Plan/run various activities for the students during the year.
- Establish linkages with academics, general awareness and interest of students of different grades.
- Select suitable students as president and secretary of the club.
- Perform the duties/tasks as assigned by the Principal/Chief Instructor.
- Ensure that the students do not waste their time during club activities.
- Plan and implement thoughtful club activities, experiments, models, demonstrations for academic growth and social outlook of students.
- Avoid stereotypical, old pattern, rudimentary or borrowed ideas.
- Encourage ingenuity, fresh and out of box ideas and facilitate execution.



CHAPTER THREE

Examinations

The College follows a system of tests/examinations to provide the required feedback of achievements of objectives/goals. Achievement of these objectives/goals is an indicator of success of the teachers in imparting education. In the internal examinations of the College, the teachers act as paper setters, examiners and invigilators. Instructions/broad guidelines for each are given as under:

Paper Setters

Setting of a question paper should not start on receiving instructions for a forthcoming examination. It should take the form of a continuous process. These should be framed while a topic is being taught. A paper setter should:

- Conceive and plan objectives of paper, discuss with HoD, class coordinator and fellow teachers before embarking upon paper setting.
- Enlist variety of questions according to their difficulty level, time required and purpose to achieve objectives of the exam/test.
- Select question from the data bank, and arrange it in the Exam cell.
- Discuss it personally with the Head of Department, who in turn will personally get it approved from the Chief Instructor or Principal, as the case may be.
- Carry out the proof reading of the papers with utmost care, whenever asked to do the same on account of information, data, marks allocation, time required and codes, if any.
- Take all the care to maintain the secrecy of papers.
- Ensure that the questions asked in the paper have been studied by all the sections and nothing out of syllabus is asked.
- Allow suitable choice in the question paper as per policy.
- Attempt numerical, solve questions and arrange for required answers, to start at minimum thirty minutes before the paper.
- Visit the examination hall/room on the day of examination to clarify doubts, if any, to the candidates.

Invigilators

All examinations/tests in the College are conducted under the overall supervision of the Chief Instructor, Academic Coordinator, Controller Exams and Section Heads, through deputed teachers, who make necessary arrangements for

the smooth conduct of examinations. The examinations/tests are supervised by the teachers who should ensure following points during examination/tests: -

- Collect the question papers from the office of Controller Exams, at least half an hour before the commencement of examination.
- Ensure your presence in the examination room well before time with question papers and other stationery items required.
- Ensure that all the students are seated silently according to the seating plan before the answer scripts and question papers are distributed.
- Count, collect and sign with date, all answer sheets, before these are distributed among the students.
- Be vigilant all the time/exercise strict supervision and neither leave the room nor do any other job like reading of books, marking of papers etc during examination.
- Do not allow the students to carry their bags, books, notebooks, précis or any other material, which may be used as an aid in attempting the question papers.
- Do not allow any unauthorised person to enter the examination hall/room.
- As a rule, do not let the students to either lend or borrow anything from one another.
- Count and attach the answer books properly and ensure that the same have been signed on the main sheet by him or any of his colleague detailed for the purpose.
- Prepare the attendance roll of the students and submit it along with the answer scripts.
- Always give full time to the students as is allowed for a paper. Any loss of time in making initial arrangements etc should be made up by giving additional time at the end.
- Should not get any assistance from the students in collecting the answer scripts towards the end of the examination.
- Ensure completeness of answer scripts as per attendance roll and handing over the same personally to the head of department/concerned teacher.
- Ensure that unused answer sheets are accounted for and deposited back with the Exam Cell.
- Immediately report any use of unfair means and take follow up action, without loss of time/opportunity; evidence, statement, proofs and desired cross questioning, which enables for a just and rightful decision by the Academic Council.

Examiners

Answer books should be marked under the supervision of Heads of the Departments, who will act as the head examiners and detail teachers to mark the papers. Examiners should keep the following points in view: -

- Count the scripts at the time of collection and likewise at the time of handing over the same to the class teacher.
- Keep the papers under lock and key and take them out only when needed for marking and compilation of result.
- Read a few sample answers, selected at random, to get an idea of the quality of answers.
- Maintain uniformity in marking. Students may be given credit for understanding, assimilation and presentation. Errors may be underlined or encircled for the benefit of the students. Marks for whole answers should be encircled, but marks of a part or parts of answer to be only noted on the left-hand margin without a circle.
- Ensure that every question or a part thereof has been checked and marked.
- Transfer the marks carefully to the grid on the front page of each answer script and write the grand total both in figures and words in red pencil.
- Cross out the blank spaces/sheets.
- Re-check the scripts of unsuccessful students thoroughly to eliminate any possibility of error or omission.
- Complete the marking in specified period to avoid delay in finalization of the results.
- Not to reveal the marks to either students or parents before compilation of the result.

Check the following before handing over the papers/compilation of result:

- Questions or parts left unmarked.
- Allotting more marks than the maximum.
- Awarding more than the specified marks for any given question.
- Mistakes in totalling.
- Marks in words and figures tally.
- Award lists are signed.
- Corrections are initialled.
- Marks on the answer books and award lists tally.

-
-
- No one remains in any of the College rooms/offices before these are locked by the school staff.
 - Mess arrangements, quality of food and services are as per laid down standards of the College.
 - Weak coaching classes are conducted regularly and as per given schedule, strength, duty of teachers and curriculum.
 - Games/club activities are observed properly.
 - Sick students are timely taken care of and or referred to Hospital.
 - Maghreb Fall-in is observed and roll call is completed for all boarders of the houses.
 - Prep is conducted as per laid down timings and weak students are taken care of by the respective HMs/AHMs/Tutors.

MoD should fill-in the duty Performa at the conclusion of his duty and hand it over to the Administrative Officer for further action on the following day by 0900 hrs.

Students' Guidance & Counseling Cell

Rationale & Aim

The concept of 'guidance and counselling' is as old as man himself. In the olden times, this role was played by parents and elders in the society. In the contemporary world, 'Guidance and Counselling' has emerged as an important academic discipline in colleges and universities, where professional counsellors are trained to work in schools and colleges. Owing to multifarious problems faced by parents as well as teachers in the grooming of the teen-agers, in modern societal environment, school counsellors are considered as an essential part of modern education system. The concept of well-trained professional counsellors is still at a nascent stage in our society. In fact, there is hardly any university in Pakistan, which may offer degree programs in Guidance and Counselling.

Guidance and counselling cells help students to overcome their learning, behavioural and social adjustment problems. They function on the philosophy of 'redeeming' problematic children and students, instead of out rightly expelling them on disciplinary grounds. Army Burn Hall College for Boys has about 2500 students on its roll, including more than 500 boarders. A systematic training in social norms and acceptable behavioural patterns, besides excellence in academics, is the prime focus of this College. It is with this premise that a Students Guidance and Counselling Cell has been established at this College.

The aim of Students Guidance and Counselling Cell is to help students overcome their learning, social adjustment and disciplinary problems, besides providing them guidance in selection of scheme of studies and, thereby, professions which should suit to their genius and aptitude.

Composition of the Cell & Mandate

➤ ***Composition***

The Cell, titled as Students Guidance and Counselling Cell, will have the following composition: -

- a. In-charge Students' Guidance and Counselling Cell
- b. Members

Ex- Officio Members

- Sec Heads/HMs, as applicable
- HoDs
- Class Teachers
- Subject Teachers
- Adjutant
- MO and Lady MO
- Two faculty members

from each Section, who should have sufficient understanding of psychology, with a balanced mix of male and female staff.

➤ ***Mandate***

The Cell will undertake the following tasks: -

- Carry out detailed study of the concept of Guidance and Counselling and prepare a Brochure of Guidance and Counselling Activities for the establishment of the Cell.
- Organise regular seminars/presentations on Guidance and Counselling to help teachers imbibe this concept.
- Prepare the list of students with learning difficulties, social adjustment and disciplinary problems, with an active assistance from all members and put up the same to the Principal.
- Issue a detailed program, after the approval of CI/Principal, for counselling of weak/problematic students. Parents of such students will also be involved for behaviour modification of students.
- All students identified by the faculty as weak or problematic will be first referred to the Cell by the Disciplinary Committee and, then, referred for disciplinary action, if required.
- The Cell will gradually reach out to all students to help them plan their scheme of studies, leading to professions, which should be compatible with their genius and aptitude.
- The Cell will organise counselling sessions in the houses, in consultation with HMs/Sec Heads and also for Day Scholars.
- The Cell will also assist teachers, particularly those who have less experience, as to how they should deal with juvenile behavioural issues.

- Arrange counselling sessions with new entrants, particularly boarders to help them adjust quickly in the College environment.
- The cell will design a format for input from all stakeholders on regular basis to be endorsed and pursued in students' dossiers.
- Arrange for feedback and counselling to the faculty members and parents for required corrective measures.
- Maintain record of counselling of students interviewed by the cell. Ensure the follow up action about every referred case.

Stakeholders

In its true essence, teaching staff, training instructors, students, parents and the administrative staff are all stakeholders in the enterprise. However, for a meaningful and comprehensive input to the Cell, following shall be responsible in their respective spheres:

➤ ***Section Heads***

Assisted by Adjutant, HoDs, subject co-coordinators and class teachers, will provide individual feedback, on a given format, to address issues concerning academic performance, social attributes, passions and preferences, demeanour and conduct, discipline, relationship with peers, faculty, admin staff and adherence to the College Rules.

➤ ***HMs***

Assisted by AHMs, Adjutant through PTIs will provide input on conduct, personality development, social outlook, sports and recreational expertise, seriousness towards studies, academic performance and any other related aspects.

➤ ***Discipline Committee***

Headed by Adjutant, the committee will provide comments on the discipline profile.

➤ ***PTM Review***

A comprehensive review analysis is required to be compiled by the Sec Heads and HMs for the Cell to devise corrective measures and initiate / suggest appropriate actions at the concerned levels.

Guiding Principles

Efforts must be focused on making the students useful and productive, with a promising future. Poor practices of labelling individuals as failures and ill-disciplined must be resisted, so that timely corrective measures are enacted before the ultimate and extreme decisions of withdrawals / expulsions. Following are a few of the guidelines, which can be expanded, as deemed appropriate: -

- The ultimate purpose of the College is to produce useful citizens and not otherwise. Hence, responsibility rests with us even to the extent of synergizing parents.
- No individual is weak, dull, ill disciplined and irrecoverable until last possible measures are taken.
- Individual labels like poor in academics, weak in self-discipline, socially intolerable are rather opinions based on displayed behaviour, which must be avoided. Environment change and an approach towards the cases may affect the outcome considerably, thereby, rejecting the opinions.
- A balance mix of counselling, change of atmosphere, physical punishment, academic coercion, financial penalties and social blockade may be contemplated worthy of before suggesting means to an end, academic discourse.

Frequency of Counselling & Reporting Channel for Corrective Measures

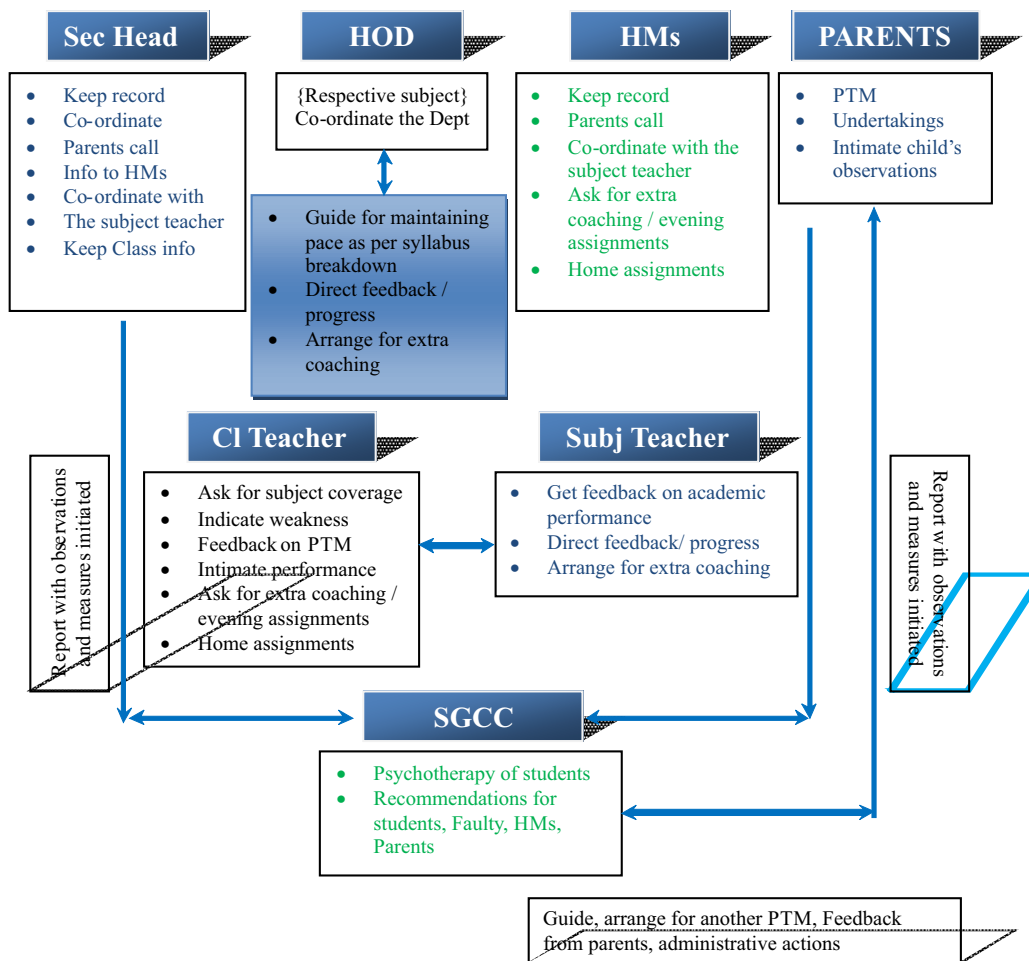
The counselling will be done as under:

- On occurrence, in case of discipline cases only.
- Midterm assessment by class teachers for required corrective measures before the terminal exams and PTM.
- Terminal and early assessment by class Teachers, HMs and Section Heads regardless of the academic performance.
- Provision of guidance for selection of academic discipline / subject combination.

Reporting Channel for Corrective Measures

The Incharge Students' Guidance and Counselling Cell will forward suggestions / recommendations to the Principal through CI.

FUNCTIONING MODEL OF SGCC



Part - II

***Students' Code
of Conduct &
Regulations***

College Rules

General

This booklet will help and guide students towards making of a wholesome personality, besides carrying in the campus, as proud Hallians. Burn Hall is your alma mater; it expects every student to do his duty with distinct character traits and exclusive personality features. Respect others, so you may be respected and obey, because obedience alone provides the right to lead. The College Rules and Regulations are applicable to every student without exception and have to be complied with by all concerned on the College roll. Read this them carefully and follow there in letter and spirit.

Dress

Dress is your identity and it implies uniformity in colour, quality of cloth, pattern and style. Anything that is not part of uniform will not be worn, unless specifically permitted. Following is the prescribed dress for the college: -

➤ ***Summer Uniform***

- White cotton shirt with full sleeves.
- Light grey trousers.
- Black shoes (College Oxford style).
- Light grey socks.
- College necktie.
- College name plate.

➤ ***Winter Uniform***

- White cotton shirt with full sleeves.
- Dark grey trousers.
- Black shoes (College Oxford style).
- Dark grey socks.
- College necktie.
- Navy blue blazer with College badge and buttons.
- Grey pullover or sweater depending on weather.

➤ ***Dress for Other Occasions***

<u>Mess</u>	:	College uniform.
<u>Prayers</u>	:	White Shalwar Qameez and black/white waist coat with brown shoes.
<u>Games/Sports/PT</u>	:	College tracksuit or prescribed sports kit.
<u>Study Periods</u>	:	College uniform.
<u>Hospital Visit</u>	:	College uniform or College tracksuit.
<u>Trips/Fixtures/Parties:</u>	:	College uniform/kit or as ordered.
<u>Excursions</u>	:	As per instructions.
<u>On Holidays</u>	:	Private dress but closed collar or College track suit.
<u>During visit to city</u>	:	Private dress but closed collar.

Games

- Daily evening games are part of College routine for all boarders. Whereas, Day scholars are expected to attend sports on weekends, however, proficiency in minimum two field events is mandatory.
- Anyone who is unfit will also show his presence on games in proper kit with an exemption slip from College MO.
- Absentees will be fined/punished as per rules.
- Saturdays will be utilised for sports and club activities, according to College forecast and instructions. Attendance is must and it accounts for academic attendance.

Discipline

Students should observe the highest standard of discipline in/outside the College. Furthermore, students:

- Must not show disrespect, rudeness or insolent behaviour to any member of the College faculty, appointments or any other staff.
- Do not attempt to damage, disfigure/deface College property.
- Must not use abusive language or show unseemly behaviour/ immorality.

- Must not be in possession of or carry knives, fire-works, weapons, mobile phones, narcotics or obscene literature etc.
- Should not smoke/use intoxicants.
- Must never attempt to use unfair means in tests/examinations.
- Should not associate themselves with any political party/participate in processions or public meetings.
- Must never think of resorting to any strike or disturb College discipline.
- He must never incite the students to change College rules/regulations enforced by the College.
- Never absent themselves from classes or other activities without a genuine reason/permission.
- Never violate College rules.
- Should not lend/borrow or steal money or get involved in any sort of such business.
- Never keep money in excess of the amount permitted by College authorities.
- Never use unauthorised medicines or attempt to self-medicate.
- Never visit out of bound areas in/outside the College.
- Never be irregular in home/class assignments.
- Will never present himself in a shabby dress or improper haircut/unshaved or untrimmed moustaches.
- Will never misrepresent facts and will facilitate in addressing issues.
- Will never comment or express himself negatively in public or any print/electronic or social media.
- A number of visitors come to the College during College hours for various reasons. Students are expected to greet them and wish them with 'Assalam-o-Alaikum', whenever they come across them. Give them proper courtesy and due respect and help/guide them, if they need it.

➤ ***Classrooms***

The classroom is a sanctuary (a sacred/holy place). It is therefore, essential that students should give due respect to it and never violate its dignity. Students should:

- Show due respect to every teacher and obey him/her.
- Stay in classrooms and keep silent on the conclusion of a period as a short absence occurs before the next subject teacher takes over.

- Move quietly, promptly and in a disciplined manner from their classrooms to the laboratories/library.
- Not to roam around unnecessarily in the College during working hours and leave the classroom only in case of acute sickness, which requires immediate medical help.
- Attend the extra coaching classes regularly and seriously.
- Keep them clean and do not remove the furniture from one classroom to the other or disturb its order within the classroom.

➤ ***Library***

The College library is also used as a reading room. It is fairly well equipped and contains books on or about all the relevant subjects, which form part of the curriculum. Students should:

- Observe complete silence in the library.
- Not take any textbook or other similar material into the library.
- Ensure that they leave the books on the table after reading them.
- Not demand the issuance of reference books.
- Not take newspapers, magazines and periodicals out of the library.
- Return the books within the specified time failing which fine will be imposed.
- Report immediately the loss of book/books to the Librarian. Any book lost/damaged will either have to be replaced or double the price of the lost/damaged book will be recovered from the defaulter.

➤ ***Laboratories***

Laboratory is a second class room where students practise what they study in their science periods. Students should:

- Enter the laboratory only during practical periods in the presence of a teacher.
- Not to leave the laboratory without the permission of the teacher.
- Not to play with chemicals and apparatus, because it may result in damage to life and property.
- Report the damage of any equipment. Anybody causing wilful damage will be punished.
- Not to bring any visitor to the laboratories.
- Place the practical equipment at their appropriate places before leaving.
- Be in possession of the practical note book, laboratory coat (where required)/necessary equipment while performing practices.

➤ ***College Café/Shops***

- Food items and soft drinks etc will be purchased on cash payment.
- Authorised uniform/stationery items will be issued to the students from the tailor shop/store on credit against their names. Students must sign on the concerned register after receiving the items.
- All issues will be made personally to the student concerned.

➤ ***Dining Hall/Mess***

Students should:

- Be dressed up in College uniform while dining in the mess.
- However, on Fridays they can have lunch in the mess in prayer dress.
- Show proper etiquette while dining and be courteous with the mess staff.
- Observe the food timings very strictly and have food only in the dining hall.
- Not visit the kitchen and store areas.
- Enter and leave the dining hall in silence and in orderly manner.
- Not start food until 'Bismillah' has been recited and leave their seats at the end of the meal after 'Al-Hamdulillah'.
- Not visit the dining hall at unspecified hours.

➤ ***Hospital/Sick Room***

Army Burn Hall has special arrangement with CMH Abbottabad for the boarders.

- In case of sickness, a boarder may seek written permission of Chief Instructor/Housemaster during College hours respectively to report sick.
- In case of serious sickness, on the MO's recommendation a boarder will be admitted to CMH for treatment. The cost of treatment will be added to his bill.
- A boarder, who is admitted to the hospital, will not proceed on leave without having obtained permission of the CI/Principal.



CHAPTER SIX

Examinations

There are two terminal examinations held in May/June and September, besides monthly tests in each term. Promotion/Send-up examinations are scheduled at the end of November. The students are expected to observe the normal rules of examinations and adhere strictly to the instructions announced during the examinations.

Use of Unfair Means

If it is established that a student has used unfair means during the examinations, the following penalties will be imposed: -

- His papers will be cancelled, and on determination of the gravity of the offence, the College Council may as well award any other punishment including expulsion from the College.
- In case of annual examination, he may be detained, depending upon severity of cheating. However, students caught in possession of written cheating material will be expelled from the College.
- In case of an external examination, he shall be expelled from the College forthwith and shall not be considered for re-admission in that or a higher class under any circumstances.

Promotion/Detention/Expulsion Policy

The College Council on case-to-case basis decides promotion/detention/expulsion of students in academics. No student of the Board examination classes is allowed to repeat the class.

Internal exams

- Existing prom criteria
- Two paper failures with 50% mks
- Passing mks 40%
- Revised criteria
- 50% passing mks
- Two paper failures stand FAILED
- Proper wattage for Monthly Tests/Terminal Exams
- No prom for consecutive monthly tests/terminal exam failures

Boad Exams

- Detention for failure in send-ups
- Attendance in terms of academic hrs instead of just missing days
- Send up Examinations

➤ ***O-Level/A-Level***

The students of this stream will have to qualify the send-up examination in accordance with the rules of the Cambridge Syndicate.

➤ ***SSC/HSSC***

Only those students will be permitted to appear in SSC examination of the board that are recommended by the College council based on their performance during terminal exams and the send-up examination.

College Bounds & Leave Rules

College Bounds

The students should know that:

- During College hours, except for the breaks, the houses, sports grounds and cafe are out of bounds for them.
- Sick room is out of bound to all other than those who are reportedly sick and are recommended for admission by the College MO.
- The swimming pool, gymnasium and sports grounds are out of bound except at the prescribed times only when accompanied by a PTI/coach.
- All faculty accommodation and staff houses are out of bounds.
- Taking short cuts across the grounds/ lawns is not allowed.

Leave Rules

Leave of absence is normally not allowed during the terms. Any student who remains absent without leave for more than ten days will be expelled. However, in genuine cases it may be allowed only if:

- Request is endorsed by the parents/guardians with sound reasons.
- Student is sick and the parents/guardians along with a medical certificate forward application.
- Leave of absence is applied for and obtained before it is taken. Continued absence without leave cannot be permitted under any circumstances. Any student who remains absent without getting his leave sanctioned for three consecutive days will be fined, as per College Rules. Absence for seven consecutive days will result into expulsion. Similarly, accumulative absence of 10 days will merit expulsion.

➤ ***Medical Certificate***

A medical certificate together with an application from the parent or authorised guardian will normally be required, if a boy is absent from College:

- For two or more days.
- On the first or last day of any term.
- On any local or other optional holiday, which the College does not observe.

Leave Rules for Boarders

Housemasters are empowered to grant: -

- Only short leave to prefects when College activities such as classes, games, extra coaching classes as well as duties assigned to them are not hampered in any way.
- Overnight leave to junior students with prior permission of CI only, if parents or authorised guardians themselves pick them up. In special cases, on the personal authorization of parents to the satisfaction of the Housemasters, permission to leave may be granted.
- Overnight leave to all students on the first Saturday of the month, after permission from the Principal.
- Shopping leave to students as scheduled below around 2.00 PM upto an hour before Maghreb Prayers: -
 - IX, X, JC, Pre SC & SC (Once in a month)
 - XI and XII Year (Once in fortnight)
- Any boarder, on sanctioned, leave on long weekend/will neither stay in the hostel nor with any friend or relative at Abbottabad or in any of the hotels and will have to proceed to his home.
- No boarder is allowed to leave Abbottabad without the permission of the Principal/ CI.
- Boarders who go on short leave will be attired in College Walking-Out Dress.
- All boarders returning from leave should reach the College an hour before the sunset.
- No boarder will be allowed to go out of College gate/proceed on leave unless he is in possession of valid leave pass duly signed/stamped by the House Masters.
- The leave may be restricted or withdrawn, if parents issue specific instruction in writing or the discipline of the boarder is not up to the mark.



Rules for Boarding House

Students living in the boarding houses should ensure that they do not:

- Keep pets, vehicles/motor cycle, mobiles, laptops, electric gadgets, heaters, table fans, irons, weapons, knives, valuables of any description etc.
- Cover their room doors/windows with blinds or by other means.
- Keep pocket money in excess of the authorised amount.
- Use narcotics, drinks, drugs or unauthorised medicines.
- Bring any visitor in their dormitory or meet unauthorised persons.
- Invite visitors in the College on working days.
- Go out of the College premises without an exit pass.
- Visit each other's hostels without the permission of housemaster.
- Leave their houses from lights out time to rising up time the following morning.
- Leave their dormitory during the rest period until the first bell for the afternoon prep. All will report for prep before the second bell, in the prescribed dress.
- Absent themselves from games/morning PT.
- Display careless attitude in their hostels or leave their beds, lockers, articles etc untidy/unlocked.

Pocket Money

- No boarder is allowed to keep/spend more than Rs. 5000/-per month. Any amount in excess of the specified amount should be kept with the respective Housemasters.
- No boarder, when returning to the College after holidays/breaks should carry with him more than Rs. 5000/- for personal expenses on his way to the College.
- No boarder is allowed to receive any money during the term from any outside source without written permission of the Principal. Violation of the rule will be viewed seriously and disciplinary action will be taken against the defaulters.

Visitors

No visitors are allowed to:

- The boys' hostels, classroom blocks, laboratories, library and dining hall.
- The College sick room except with the MO's/CI's/Principal's permission.
- Any place of students' activity, unless the College session is closed and students are on vacations.

College Gates/Traffic Regulations

Following will be adhered to:

- Only vehicles of College staff and VIPs can enter the College through the main and side gates.
- Visitors after permission from the College Administration can drive in their vehicles through Kaghan Colony or Swimming Pool gate tell Car Parks only.
- Horns will not be blown nor car radios played inside the College.
- Cars to be parked in the College car park only.
- Students are not allowed to drive in their motorcycles etc.
- Boarders are not allowed to use the side gates either for coming to the College or for going outside the college. However, day scholars can use these gates in the morning and at closing of the College.

Use of TV Rooms in the Boarding House

Following will be adhered to:

- Boarders are allowed to watch TV only during specified hours on normal days, Sundays/holidays.
- Those staying back in the hostels on long weekends will be allowed to watch TV for a reasonable duration of time with the permission of the Housemasters.
- Live transmissions or events of interest will be shown to the students with the prior permission of CI/Principal.
- TVs will never screen any Indian movies or any other items through Wi-Fi or USBs.

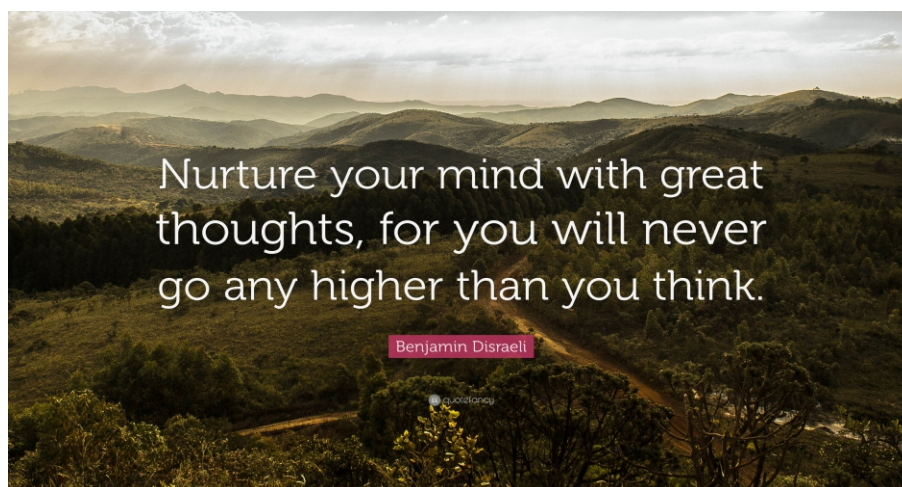
- TV will be kept under lock and key and will be accessible to students under the personal supervision of the Housemasters or AHMs.
- Video films, duly approved and censored will be shown to boarders on Saturday night under the personal supervision of Adjts/Housemasters in the College Auditorium only.
- Unofficial or private use of TV/IPad etc is strictly forbidden. Such equipment, if found, will be confiscated and strict disciplinary action, which may amount to expulsion from College, may be taken against the defaulters.

Telephone Calls

Students are not permitted to make telephone calls to their parents, relatives or friends during College hours except in emergency. Parents/guardians may ring up their sons/wards through Telephone number **(381546)** or through the College exchange 0992-380722 during the following timing:-

<i>On Saturdays</i>	<i>1400 – 1700 hours</i>
<i>On Sunday & Holidays</i>	<i>0900 -1700 hours</i>

In case of emergency, parents should contact the Housemaster, Administrative Officer or CI through Telephone number **(380722)** and NOT the students.



Prefects

Prefects are symbols of gentlemanly bearing, whose word of mouth and action should be an example for the others to follow, whose presence should be a challenge that inspires envy and confidence among the seniors, and respect with a touch of affection in the juniors. They represent their houses/College on important occasions, and follow in principle the policy of the administration without raising an eyebrow in dissent.

College Prefects

The College Prefect:

- Is picked up from the senior students based on all round best performance in academics and co-curricular and extra-curricular activities on the recommendation of the College council.
- Does not take part in any House activity as a partisan but keeps vigilance with a view to creating a good understanding among the rival houses and enabling them to develop healthy competition.
- Is answerable to the College management (Adj. C. and Principal) for any untoward incident.
- Acts as a moderator and keeps the Housemasters informed of all the affairs of students without prejudice to any cross-section of students.
- Should possess the following pre-requisites also:
 - Honesty.
 - Incorruptibility.
 - Discretion.
 - Sense of Proportion.
 - Leadership.
 - Self-discipline.
 - Meets the Principal once in a week to give him students' perspective on different matters.

Selection Criteria of Appointment:

Appointments will be selected on competitive basis as per following criteria:-

- Academics - minimum 65% percentage in previous Board Exam in addition to all internal exams.

- Sports - Should have participated in sports at least at house level.
- Co-curricular - should have been an active member of various clubs, activities particularly debates, drama or other literary clubs.
- Discipline - Must not have been involved in any serious discipline issue.
- Leadership - should have the ability to lead.

Prefects will Never:

- Manhandle/ touch/ beat any student. However, they can award punishments through PTIs, like push-ups/frog jump, rounds of the sports fields etc to student with a view to correcting their attitude.
- Use offensive/ abusive language or manhandle any student, especially the juniors even if anyone uses provocative language or shows defiance.
- Ask the juniors to do their personal work/assignments.

DOs & DON'Ts:

- Appointments are mandated to assist in smooth functioning of the College routine.
- Each appointment is entrusted with the responsibilities because of his accomplishments in the College and, hence, expected to perform as mandated.
- Appointments, so deputed, shall exercise control over students in the irrespective spheres, without compromising on basic rules of the College as applicable to all.
- No appointment or any other individual is authorized to rally up demand/requests, to object or present any collective demand, which may amount to mutiny or insubordination.
- Appointments are Not Expected to use foul language, label individual or a class and shall never attempt for score settling amongst each other.
- No appointment is authorized to administer Corporal Punishment or Manhandling.

Duties, Responsibilities of Appointments

➤ **College Prefect**

- **Selection Criteria.** The student so selected should be overall the best student of the College. For selection, following criteria shall be adopted:-
 - Academics
 - Sports
 - Leadership
 - Comm Skills
 - Stature / Poise
 - Confidence
 - Discipline
- CP is considered to be the best boarder student of the senior most classes (C1-XII or A2 levels), but preferably from majority of students.
- CP, by virtue of his appointment, presents collective view of the students, towards review of policies, suggestions for improvement and pulse over routine activities.
- The CP also serves as a bridge between students, the College administration and the faculty.
- CP attempts to inspire students by his conduct and demeanor.
- CP endeavors to communicate real spirit of policies and instruction to the students through College/House appointments and CRs (class representatives).
- He maintains liaison with all HMs, AHMs, and Secys for feedback and suggestions.
- CP is responsible to collect suggestions from all students to improve the living and academic standards of College.
- CP maintains an over view on other appointments, in their respective sphere and report back to Chief Instructor/ Adjt.
- CP represents the College in all activities / inside and outside the campus.
- CP conducts the Morning Assembly.

➤ **Asst College Prefect**

- The second best student, but at par with House prefects, is assigned as ACP.
- Assists the College Prefect in all the matters of college routine.
- Ensures discipline in the College through respective House appointments.
- Takes charge of College in the absence of C.P.

- Communicates problems of students to the administration.
- Assists College Prefect in passage of orders and reporting information.
- Exercises control and assembles the College and House appointment for suggestions or passage of orders.
- Maintains record of all orders/suggestions for follow-up according to given timelines and reports back to CP/Adjt.
- Maintains regular contact with House Appointments (HPs)
- Heads the Students Council and welfare committee as ordered by the Chief Instructor.
- Collects and shares information about upcoming events.
- Assists PTIs and teachers on matters related to student discipline, fallins and different events in or outside the campus.
- Makes sure that the appointments perform their respective duties efficiently.
- Strives to make a bond of friendship and goodwill among juniors and seniors.
- Cooperates with the administration to eradicate different evils and unwanted practices from the College.
- Suggests different methods to the College administration to ensure smooth running of the College.
- Focuses on the personality and character building of students by implementing policies and instructions.
- Ensures discipline in houses through HPs.
- Ensures hygiene and cleanliness and well laid out dorms through HPs/AHPs.

➤ **College Sports Secy**

- Remains understudy to Adjutant and College DPE for all sports, PT, Field events and adventure training.
- Responsible for sports culture in the College and creating an urge for sports activities among the students.
- Maintains College teams and keeps oversight on house teams through local matches.
- Plans, suggests and conducts matches for talent hunt, team preparation and championship/fixtures.

- Plans and suggests to the Adjutant for College sports inventory and sports gears/kits.
- Functions through House Sports Secretaries for healthy team spirit and quality of Sports in the College.
- Manages and supervises the training and preparations of College teams.
- Coordinates and conducts all the fixtures.
- Takes the games and PT fallins of the College through House Sports Secys.
- Checks the quality of sports grounds for regular maintenance and uplifts.

➤ **College Mess Secy**

- Remains understudy to Mess Secy (teacher) and PMC.
- Functions in coordination with House Mess secretaries.
- Improves the menu by getting feedback from the students of different classes.
- Ensures mess standards and quality of services in the Dining Hall.
- Assists Mess Secys in preparation of seating arrangements on special occasions like dinner nights, house day functions and guests nights, etc.
- Ensures preparation of seating plan for routine meal according to class and house.
- Educates students about mess rules and table manners.
- Reports on quality of Café and fruit shop services.

➤ **College Social Secy**

- The College Social Secy is responsible for all social activities and co-curricular events within and outside the College.
- Social Secy remains under study to the Chief Instructor and functions through Presidents ELS, Bazm-e-Adad, Drama club and House Social Secys.
- Responsible for social outlook of students towards dress, code of conduct and improving upon choice and style as part of College culture.
- As is to improve living, accommodation and dressing of College students/ inside houses, campus as well as on moving out of the College over weekends, out passes trips and excursions etc.

- Manages and coordinates Morning Assembly, Functions/Events on special occasions (National days, festival both religious and cultural) in Scanlon Hall and mosque, house and in the dining hall.
- As is HoDs of English and Urdu to improve upon communication skills through language

House Prefects/Assistant House Prefects/ Secretaries

These appointments will be selected based on their overall performance in the academics, associated disciplines, and will be approved by the Principal in consultation with the College Council to:

- Keep discipline in their respective houses.
- Ensure that their houses are well organised and make all out efforts to bring about positive improvement in the standards of sports and other activities in curricular, co-curricular and extra-curricular and discipline.
- Assist Housemasters in organizing different activities.
- Ensure that all the inmates of their House are ready for morning PT in time, conduct roll call and give OK report to the housemaster accordingly.
- Check that every student of his or her house attends the Morning Assembly in time.
- Conduct the dress inspection in the presence of Housemaster.
- Report any breach of discipline to the housemaster.

➤ House Prefect

- Assists the House Master towards management, discipline and well being of house.
- Remains in direct communication with AHMs and College/House appointments and CRs.
- Supervises and coordinates functioning of the house appointments.
- Plans, suggests and ensures healthy atmosphere in the house.
- Implement College orders / instructions and policies in the house.
- Remains abreast with pace of work and living conditions including discipline profile of College and other houses.
- Responsible for all activities /events of his house in daily routine.
- Ensures timely passage of orders to all the House Appointments about their responsibilities and implements them.
- Ensures timely presence of the house according to required instructions and prescribed dress code on all occasions events.

- As is HM to motivate the students to participate in College /House activities
- Implements the orders of Adjutant and HM in the house and outside.
- Gives all the house reports daily to the HM.
- Keeps overall check on all the fallins and ensures the attendance of his house.
- Presents the Annual House report and represents House in major College events.

➤ **Asst House Prefect**

- Assists the House Prefect in all his duties.
- Takes the charge of House in the absence of House Prefect.
- Keeps check of every fall in and reports to HP or AHM.
- Ensures timely passage of orders to the house and its implementation.
- Conveys the issues and problems of every student of house to the House Master.
- Facilitates boarders in their respective dorms / rooms, especially the new comers.
- Supervises functioning of House appointments in their respective responsibilities.
- Assists HMs in smooth running of house administration.
- Focuses on the discipline and dress code of every student of the house.
- Conveys the message of HM to students and implements new orders in the house.
- Collects the information from HM and shares with students about the upcoming events.
- Is exclusively responsible for quality living in the House, dress code of students and active participation in all College activities.
- Supervises prep/self study times and ensures no disturbance/movement or absence in the House.

➤ **House Mess Secy**

- Responsible for Mess and table manners.
- Plans appropriate seating plan for dining of all classes collectively and in a mixed seating arrangements on each table.
- Takes fall in for the mess timings.
- Inspects the dresses of students during fall in before each meal.

- Inspects the arrangements of cutlery and cleanliness of the dining hall on regular basis.
- Ensures clean drinking water in house and mess and in sports grounds.
- Responsible for meals / feedings during visits / trips and excursions.
- Educates students about the manners and etiquettes of the dining hall.
- Suggests the menu of the mess according to the opinion of the students.
- Reports back on observations of cafe or fruit shop.

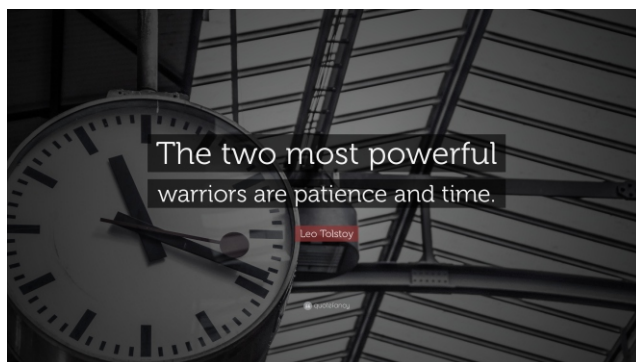
➤ **House Sports Secy**

- Responsible for sports and PT culture of house.
- Implements the orders of Adjutant and PTI's and CSS in the house.
- Takes the games and PT fall ins and ensures complete attendance of the house.
- Motivates the students to participate in games and focus on their physical fitness.
- Maintains list of different teams, other field events (Gymnastic, Karate) of respective houses. Motivates the students to participate in swimming gala, athletics, gymnastics and Karate and other field events/adventure training.
- Maintains House Sports gear / kits.
- Collects the sports items from the students after the game and ensures there are no sports items in the dorms.
- Prepares the teams for inter house sports competitions and ensures the selection of team on merit and balanced representation of all classes as well as boarders and day scholars.
- Suggests the names of good students (players) of house for College teams, including reserves.
- Makes sure that every student of house must play at least two field games.
- Manages the sports fixtures and cooperates with team players.
- Ensures that every student of the house is in possession of complete sports kit.
- Coordinates with Sports Secy (Day Scholar) for representation of day scholars in sports events i.e inter house sports competitions.
- Represents College/ House in sports events inside the College and outside the campus.



House Social Secretaries

- Prepares the students for Morning Assembly, debates, drama and other stage events.
- Prepares students for Naat and Qirat competitions.
- Encourages students for College /House social activities.
- Plans organizing of House / College social nights.
- Helps other house social secys for College level functions.
- Helps College Social Secy, Presidents of ELS, BA and Drama Club with new ideas, representation of his house and assists in rehearsals/ final show.
- Strives to enforce social outlook of the students towards dress code, uniform and communication skills.
- Assists HMs in relieving other house appointments.
- Represents house in College functions.



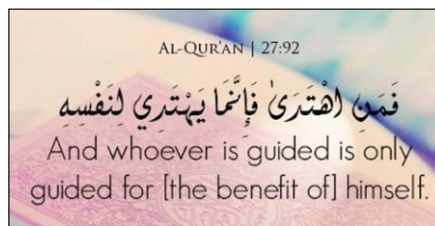
CHAPTER TEN

Offences & Punishments

Any student found guilty of having committed any breach of discipline of any kind as enunciated in the code of conduct, will be dealt with severely. Disciplinary action will be taken against him, depending on the nature of the offence.

Minor Offences & punishments

For any of the following offences committed for the first time, a student may be fined up to Rs. 200/-, which will be doubled if the offence is repeated.



- Improper dress/haircut.
- Late coming to the College.
- Poor class room/dining hall behaviour.
- Irregular home assignments.
- Irregular/poor attendance in the classes/games/functions.
- Disobedience of legal orders of prefects.
- Possession of fireworks, crackers etc.
- Disfiguring or defacing College property.
- Lending or borrowing money.
- Visiting out of bound places.
- Going outside the College during College hours.
- Possessing unauthorised items.
- Throwing rubbish in College area.
- Arriving late after leave/weekends etc.

Major Offences & Punishments

For any of the following offences a minimum fine of Rs. 1000/- will be imposed, besides expulsion if so decided by the College Council:-

- Using unfair means in tests/examinations.
- Stealing.

- Moral turpitude.
- Wilfully damaging the College property.
- Activities causing unrest among others/inciting others to a strike/disturbing the College discipline.
- Being insolent and rude towards teachers and College staff.
- Violation of College rules.
- Possession of any type of weapon, narcotics, obscene literature.
- Poor performance in academics.
- Betting/gambling.
- Smoking.



Note: The student will also be liable to expulsion from the College at any stage, if his minor/major combined offences along with continuously poor academic performance is considered irrecoverable during an academic year. In case the offence is too grave, the punishment will be expulsion or rustication.

Warnings & Fines

Warnings and fines will be awarded as under: -

- Adj/ HM's warning and limit of fine per student. (Yellow Slips, fine up to Rs. 200/-)
- CI's warning and limit of fine per student. (Blue slips, fine up to Rs. 500/-)
- Principal's warning and limit of fine. (Red slip, any legal punishment)
 - If, after appointment, an appointment holder fails to perform his duties satisfactorily as per the code of conduct, he is liable to be de-stripped.
 - Records of all such warnings/disciplinary actions will be kept in the dossiers of the students for any further action/reference. Decision regarding expulsion will be taken after a thorough investigation by the Principal in consultation with the College council. (in accordance with the provisions contained in the affidavit signed by the parents/guardians, that a student is liable to be expelled without prior notice).

- All students MUST understand clearly that all their teachers, by virtue of their profession have to be given utmost respect, and anyone who denies it, denies himself the right of association with Burn Hall in any capacity.
- All students are advised to show respect to their seniors and Prefects and follow their good practices.

Note: - Any breach of rules will be taken as a serious offence. Therefore, it is in the interest of every student to abide by the rules and regulations.

Try not to become a man of
success. Rather become a
man of value.

Albert Einstein

quoteancy

If you realized how powerful
your thoughts are, you would
never think a negative thought.

Peace Pilgrim

quoteancy

Coming into the Library

- Come in quietly
- Find a place to sit without bothering others
- Get ready to listen to the librarian
 - Put hands in your lap
 - No voices
 - Track the speaker

Disability Etiquette

- Smile and be friendly.
- Use a normal tone of voice.
- Talk to the person with the disability—NOT to his aide, coach, or sign language interpreter.
- When talking with a person in a wheelchair, sit or kneel to be at eye level.

HOUSE RULES

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it.
4. If you break it, fix it.
5. If you can't fix it, call someone who can.
6. If you borrow it, return it.
7. If you use it, take care of it.
8. If you make a mess, clean it up.
9. If you move it, put it back.
10. If it belongs to someone else and you want to use it, get permission.
11. If you don't know how to operate it, leave it alone.
12. If it doesn't concern you, don't mess with it.

PROPER BATHROOM ETIQUETTE

ALWAYS FLUSH!

PUT ALL FEMININE PRODUCTS IN THE TRASH CAN!

RINSE SINK SO THERE IS NO TOOTHPASTE LEFT THERE!

WEAR A TOWEL OR BATHROBE TO AND FROM THE SHOWER!

DON'T LEAVE HAIR, SOAP, OR SHAVING CREAM ON THE WALLS AND CURTAIN!

CONSERVE WATER PLEASE!

10 RULES

for Respecting the Elderly

1. *Speak politely*
2. *No electronics when being spoken to*
3. *Look your elderly relatives in the eyes*
4. *Ask thoughtful questions and give thoughtful responses*
5. *If an elderly person enters, offer them your seat*
6. *Hold/open doors and assist elderly people*
7. *If an older person drops something, pick it up and give it back*
8. *Call on their birthday and wedding anniversary*
9. *Call your grandparents occasionally just to talk*
10. *Respond to elderly family on social media and cell phones*

PROPER BATHROOM ETIQUETTE

ALWAYS FLUSH!

PUT ALL FEMININE PRODUCTS IN THE TRASH CAN!

RINSE SINK SO THERE IS NO TOOTHPASTE LEFT THERE!

WEAR A TOWEL OR BATHROBE TO AND FROM THE SHOWER!

DON'T LEAVE HAIR, SOAP, OR SHAVING CREAM ON THE WALLS AND CURTAIN!

CONSERVE WATER PLEASE!

Part III

SOCIAL GRACES

"The world was my oyster by
I used the wrong fork"

Demeanour

Small courtesies show culture and breeding of gentlemen. Personal deportment, poise, carriage and behaviour in company increase a man's personality and make him a 'pleasing company'. Gradually, however, as outside influences encroach upon our social values and customs, we too cannot remain unaffected. Many of the accepted customs, traditions and values have changed over the years, some for the better as we move away from colonial hangovers to more traditional Islamic and Pakistani customs and the others for the worse as materialism and ethical erosion creeps in.

As a general rule, do not:

- Use vernaculars in the presence of those who do not understand that particular language.
- Criticise another person's religion, race or country.
- Laugh at the mistakes or misfortunes of others.
- Fail to give due respect to a woman.
- Keep your hat/cap on, while talking to a lady.
- Speak intimately of any girl or woman to other men.
- Enter a room before a lady, unless it is dark and you wish to make it ready for her.
- Seat yourself, while ladies are standing.
- Speak or bow to a lady before she has given some sign of recognition.
- Call any, but your contemporaries, servants or children by their first names.
- Fail to pull out a lady's chair for her or fail to serve her or to see that she is served first.
- Speak of repulsive matters at table.



Punctuality & Personal Courtesies

➤ ***Punctuality***

Chronic lateness is one of the most irritating breaches of basic rules of good manners, because it shows a deliberate indifference to the value of other people's time.

- If you are to be 15 minutes or more late for an appointment, telephone and give approximate time of arrival.
- For dinners, formal guests arrive 5 minutes before to 5 minutes after the given time. The guest of honour comes about 10 minutes after the given time, in order to let all others arrive on time.
- At informal dinners, guests must arrive from the time given to 10 minutes after it. This enables the host to receive everyone individually.

➤ *Personal Courtesies*

❖ *Apologies*

An apology is called for when one person puts another to inconvenience, discomfort, disadvantage, embarrassment or loss. All it takes is to say, 'I am sorry' and NOT 'I am sorry, but if you had not _____'.

❖ *Hands*

The way hands are used reveals your social conduct. Sit and stand with hands relaxed at sides, NOT in pockets, clasped fore or after or perched on hips. Avoid stroking hair, adjusting ties or fidgeting, rubbing hands together or cracking finger joints; all such actions show nervousness. Pointing at a person is bad manners – but you may point at an object or direction.

❖ *Embracing*

A custom in our country when meeting friends or relatives. This is not done in uniform and otherwise too, only done with those who are very close acquaintances. Do not make a habit of it. You can prove your affections- not make a show of them.

❖ *Handshaking*

- In our country, shaking hands with women is not encouraged, except when a lady is distributing prizes and if she makes the first gesture. However, if a foreigner lady offers a handshake, it must be reciprocated gracefully.
- A man shakes hands with another man on being introduced. The older man makes the first gesture to the younger man or the senior to the junior.



- Shake hands with men firmly. Do not show your strength or give a completely disinterested slack hand.
- Women always make the first gesture towards handshaking. They never take the gloves off, if wearing them. When offered the hand by a woman, hold it lightly keeping her palm down. Do not linger the shake.
- Men, when shaking hands, must take the right glove off, or if they cannot, must say, 'Pardon my glove.'



National Anthem

Everyone raises promptly, weight evenly distributed on both feet, until the playing is finished. The hat must be removed. No one should smoke, eat, drink, and chew gum or whisper. People walking in the street must stop. When dignitaries come to our country, our own national Anthem is played before that of the other country and while the other country's anthem is being played the same amount of courtesy is paid.

Deportment

➤ *Posture*

The posture has a direct bearing on both manners and carriage. Walk with poise and dignity. Sit erect at a table, do not slouch or place your elbows on the table. Bring food to your mouth, rather than taking your mouth to food.

➤ *Yawning*

A wide, frank, uncovered noisy yawn is, at best childish, ill mannered, at worst, it can be insulting. Cover your mouth, if unavoidable and do apologise for the rudeness with an explanation like, 'not enough sleep last night'. Or simply, 'I am sorry'.

➤ *Belching*

Suppress it. However, in case of this unhappy surprise, do say, "Excuse me". If a guest has continuous difficulty in controlling this unhappy feeling, ask, 'Can I get you something?'

➤ *Boasting*

"A bore is a fellow who opens his mouth and puts his feats in it", said Henry Ford. The really distinguished let others tell of their achievements.

➤ ***Coughing and Choking***

Cover your mouth with handkerchief. If it is spasmodic and at a table, discreetly slip away to return after having overcome it. If a woman has such a spasm and leaves the table, only the man on her left, half rises.

➤ ***Chewing Gum***

Not done in good company and certainly not when talking. And, of course, do not discard gum in any place you would not have others discard it.

➤ ***Spitting***

In company, a disgusting act, indeed. If caught in unavoidable circumstances, use your handkerchief – but very discreetly.

➤ ***Nail Files***

It is bad manners to clean or file nails, when in company.

➤ ***Chairs***

Do not use straight leg chairs as rocking chairs. On a dining table, tilting one's chair back is bad manners. When helping a woman into a chair, pull it out and as the woman starts to sit, slide it into place smoothly, being careful not to strike her knees, or move it so slowly that she has the feeling that she may be on air in the next second. Reverse the procedure, when helping her out of the chair.

➤ ***Feet***

They belong to the floor and not any furniture or opposite seat. Keep your shoes on when in company and avoid unnecessary tapping. When talking to women or seniors, do not stand with weight on one foot.

Grooming Tips for Boys

- **Use of Scents & Perfumes** - Sweat is inevitable, but can be beaten.
- Keep a check on whether you are smelling and reapply cologne or deodorant.
- Also wear an undershirt if you tend to sweat a lot.
- Use foot powder on your feet to keep your shoes and feet from smelling bad.

➤ ***Perfumes***

Men, as a precept do not use perfumes. After shave lotions and Eau de colognes are permissible, but those too of good quality and taste.

- The conventional application of pure perfume in Western cultures is at pulse points, such as behind the ears, the nape of the neck, and the insides of wrists, elbows and knees, so that the pulse point will warm the perfume and release fragrance continuously.
- The modern perfume industry encourages the practice of layering fragrance so that it is released in different intensities depending upon the time of the day.

- Lightly scented products such as bath oil, shower gel, and body lotion are recommended for the morning; eau de toilette is suggested for the afternoon; and perfume applied to the pulse points for evening.
- Cologne fragrance is released rapidly, lasting around 2 hours. Eau de toilette lasts from 2 to 4 hours, while perfume may last up to six hours.
- Consider the two-foot rule — people should not be able to smell your fragrance until they get fairly close to you.
- Choose lighter scents during the day and in summer months. Leave the heavier and exotic scents for night time and winter.
- Avoid wearing perfume in hospital settings (this applies to visitors, too) and on planes.
- Use lightly scented body lotions instead of perfume when you know you will be in close quarters with others.
- Don't mix your fragrances.
- Don't re apply a fragrance in public, and be mindful that the person wearing the perfume stops smelling it long before others do. Ask someone if he or she can still smell your fragrance before putting on more.
- If more than one person tells you your perfume is strong, believe them. Less is more!
- For distinction, find a scent that everyone else isn't wearing and make it your signature. And remember to put your perfume on before your clothes and your pearls. Perfume can be damaging to pearls and you don't want your clothes to be permeated with your perfume.

Doors & Stairs

➤ ***Doors***

Rules for doors are simple: -

- A man opens a door for women and lets her enter first, except when there is darkness in the room.
- When opening a door, stand aside for the other person to go first.
- In swinging doors, keep them ajar till your lady companion is through and let it gently back in place. Do not throw it in the next person's face.
- A host enters a pitch black dwelling first in order to find lights.
- Through heavy doors, a man goes first. Also when alighting from a bus or train the man goes first in order to help the women.
- When a man's hands are full, of course, the women accompanying him should help in opening the door.

➤ ***Stairs***

- Let a woman proceed first, if the staircase is narrow.
- While descending, a man leads the way.
- If staircase is dark, the man always leads.
- If crossing, a man stands aside for woman to pass or the younger man stands aside for the elder to pass.

Standing & Sitting

Rules about taking or keeping a seat when others are on their feet, and about when rising is required, are standardized below: -

➤ ***Rising***

- For the national Anthem.
- When being introduced to a person.
- When a woman first joins a group or for exchange of greetings with her anywhere.
- When the host or hostess first appears.
- When an older person or senior stops to talk or ask a question.
- Women generally rise, when being introduced to a woman decidedly elder to her, or when greeting, or saying good bye to her guests, or when her hostess enters and she has already taken her seat.
- In our culture, especially at our homes, younger women rise when an elderly man walks into the room.

➤ ***Sitting***

- When entering a house and received by the hostess, wait for her to sit before taking your seat.
- When offered a seat on entering an office or dwelling, do say, 'thank you'.
- The most graceful position for sitting is with a relaxed posture, arms on the armrest, knees together and both feet on the ground.

Personal Ethics

➤ ***Lying***

Lies affect credibility resulting into distrust. Suffice to quote Martin Luther, "A liar is far worse and does greater mischief than a murderer on the highways." However, a social fib is, of course, a different matter; at times

evasions are unavoidable, like if invited to dinner, 'I have already been invited out' is not considered a lie in the same context. It is a pleasant way of avoiding the dinner, which you do not want to attend.

➤ ***Cheating***

A matter of morals, but one of the most disgusting habits. Gentlemen never even think of cheating or resorting to unfair means.

➤ ***Damage***

Replace damage or effect repair. Do not offer cash, which would still be rude. But always insist on replacement or repair, offering the owner the choice of repairs service, specialist or shop.

➤ ***Secrets***

If you wish another to keep your secret, first keep it to yourself. If someone confides in you out of sheer urgency, you are not required to confide in someone else on the same matter. Remember a famous saying, “if you want to hide anything from your enemy, hide it from your friend.”

Behaviour with Individuals

➤ ***Idealism***

Try to believe in ideals instead of idealizing personalities.

➤ ***Advice***

Advice may be valuable or useless, sound or silly but anyone who gives it must be prepared to pay its price and share responsibility.

➤ ***Affectations***

Avoid extreme affectation in dress, manner, accent and choice of words. Be yourself, be natural.

➤ ***Appointments***

They are to be kept, not broken except in an extreme emergency.

Following rules apply: -

- An explanation of some kind is required, when it is necessary to break an appointment. If the excuse is flimsy, it is best to say, 'I am sorry'.
- If forgotten, it is embarrassing but warrants an apology.
- If an appointment is at a public place, the host and hostess arrive first to welcome guests.
- Telephone and inform, if delay is beyond fifteen minutes.

➤ ***Goodbye***

- Do not leave without saying goodbye to the hostess.
- Make the goodbye brief.
- Visitors must make the first move to say goodbye. However, in case the host has to get an appointment and the visit lingers on, the host would be legitimate in explaining and cutting short the visit.
- Anyone leaving a large party does not circulate to say goodbye unless the hostess has appealed for aid in breaking up a gathering. Do so discreetly after saying goodbye to the hostess.
- No one leaves till the Chief Guest leaves.
- Whilst leaving do not do so in a bunch – permit the host and hostess the honour of seeing off each couple.
- The host or hostess must see off the guests to the car or means of carriage.
- Say goodbye to friends while leaving a station.

➤ ***Congratulations***

It should be timely. However, never congratulate a woman on her engagement or marriage in fact as the groom is congratulated, to the bride it is sufficient to say, 'Best wishes for your happiness'. Congratulations are only warranted on special occasions.

➤ ***Condolences***

Be in time to send condolences, be brief and composed in use of words. It is much kinder to show sympathy in practical ways than add to the emotional strains of the bereaved person by dwelling at length on the loss and its details.

➤ ***Borrowing***

Avoid unless absolutely essential. But return the article in its original shape immediately after use. There are some things, however, which must never be borrowed e.g. personal apparel/items, machinery and, of course, certain rare pieces or sentimental objects.

➤ ***Books***

Avoid borrowing books, but if you do so, return in the original shape, clean, unmarked. If a book is lost, offer replacement. Do not further loan out the borrowed book, because just as you have been casual in circulating it, so shall be the second borrower. The owner did so with a trust, which you are now betraying.



Gifts

Gifts are given only to close acquaintances. While giving a gift, remember that it speaks loud and clear of the donor's taste, judgment and good sense, besides your affection with the receiver.

- While giving gifts, do not make a show of it; be discreet in the sense that do not give it in front of a crowd.
- Giving gifts to seniors, unless you have personal relationship, is to be avoided.
- Remove price tags before giving gifts.
- As a rule, women do not give gifts of clothing to men outside the family, but this rule is broken many a time by close friends.
- Once you receive a gift – make a point to thank the donor and return a gift at the appropriate time. Refusing a gift is a delicate matter, if a gift is for any inappropriate reason, it should be refused with thanks and with some explanation.
- An expensive gift from a man to a woman or girl outside the immediate family circle is not taken positively.

Behaviour in Public



Automobiles

- Traffic laws must be obeyed to the letter.
- When involved in an accident, show concern for the occupants and the other driver.
- Do not borrow a car – but if you must, remember put in your own petrol and give the vehicle back in proper shape – cleaned to its original condition.
- Men open doors of automobiles for women, whilst entering and alighting.
- A passenger must consider and treat the car as his own, using the floor as an ash-tray is utterly rude.
- Park at correct places – taking care to leave space for other cars to park.
- And a word for passengers – DO NOT embarrass the owner by piling a certain number of people.

➤ ***Restaurants***

❖ ***Selection***

- Select a restaurant which merits your visit.
- Select one according to the meal you wish to take, e.g. Pakistani, Chinese, etc.
- Select one according to your standard, dignity and decorum.
- As general precept, keep regularly exploring sites and menus for better options, before you are accompanied by family or friends.
- Manage finances well in advance and order accordingly.
- Never try/adventure new dishes, particularly with guests, else you might be embarrassed.

❖ ***Feeding with the Family***

- Open the door for your family, guests and children to enter first.
- Enter last, but thereafter take over, whilst your family stands to one side.
- Check about an empty table and escort the family to it.
- Direct each member to their seats, place the order, asking every member for his or her choice.
- Keep some money to pay off as a tip.

❖ ***Entertaining Guests***

- Check in earlier and arrange seats appropriate to the number of guests.
- Arrive earlier to welcome guests.
- Direct guests to table according to a seating plan.
- Check each guest's preference and place the order. Guests may be reluctant to order expensive dishes and, therefore, you may make suggestions.
- Pay the bill at the counter, so as not to cause concern to guests – not forgetting to leave a tip for the waiter, generally 10 to 15 percent, depending on the amount of the bill.

❖ ***In a Restaurant***

While dining with the family or guests, if you observe other acquaintances, DO NOT get up and go to them to show your response or affection for them. A nod with a smile will do, but certainly avoid going over for a chat or handshake.

A restaurant is a public place, behave with dignity. Do not talk or laugh loudly and certainly do not stare at everyone entering.

Do not smoke in restaurants.

Walking Manners

- Men walk on the curb side exposing themselves to hazards of splashing traffic.
- On a very narrow path women lead the way.
- Whilst crossing a road, men must escort and give the lead. However, avoid holding hands, unless she is a very elderly lady.
- Give way for women in crowded places.
- When walking with women, avoid meeting friends on the roadside, street, shopping areas. A nod or smile is sufficient. If, however, it is a friend long lost, a brief introduction and get away is sufficient.
- Avoid embracing in public places and that goes for men also. A handshake is good enough.
- Men carry packages for women and are always in charge, while walking.

Conversational Etiquettes

➤ ***Conversation***

“Small minds discuss people, average minds discuss events, great minds discuss ideas, but the greatest minds act in silence.” With that as the background, let us go on to the general rules of conversation.

- Do not tell long stories. Some people love their own voice. Give others a chance.
- Do not start stories/jokes all over again, when a new comer enters the group.
- Think twice before discussing anything indiscreet or likely to cause pain to any one of the group.
- Do not discuss religion, race, colour or creed.
- Do not cast jokes etc, which carry national prejudices.
- Do not interrupt, while others speak.
- Be discreet and diplomatic, whilst contradicting or correcting someone.
- Do not say, 'That's not true', it may lead to a quarrel.

- Do not ask personal questions, which may embarrass the person.
- Do not be a gossip monger.
- Whilst conversing with women, avoid using slangs. It is impolite, particularly when some slang used is abusive.
- Do not impress your audience with lengthy, uncommon words – be simple in your vocabulary.
- Do not gesticulate, while speaking.
- When addressing a foreign lady, call her 'Ma'am or 'Mrs. _____. When addressing a Pakistani lady, you could draw her attention with a polite 'Jee' or 'Mrs. Shad' or 'Behen/Bhabi'.
- On coming across a couple, it is rude to turn to the husband, thereby neglecting the lady at all. Discreetly say, 'Assalam-o-Alaikum Bhabi' or just 'Assalam-o-Alaikum'.
- It is incorrect to return Salam by saying 'Assalam-o-Alaikum' Always say 'Wa-alaykum-assalam'.
- Azaan: By virtue of religious courtesy, it is good to pay due regards when you hear call for the prayers by keeping silent. If busy in a discussion, discreetly say, 'Excuse me – we will continue after the Azzan'. If listening to music or watching television lower the volume, otherwise you might be hurting somebody's feelings.
- When asking questions of a lady guest speaker, she could be addressed as 'Madam' or simply 'Dr. Seema' or even 'Doctor' etc.
Above all, never be personal in your remarks and do not try to deride anyone.

➤ ***Compliments***

A sincere compliment can lift the spirit of a person entirely. However, do observe the following rules: -

- When complimenting a woman, never say, 'You are looking fantastic or gorgeous or sexy'. It is sight to say, 'The dress you are wearing is wonderful'. This remark by itself would carry the other compliments without any insinuation.
- A damaging compliment is to say, 'That's a wonderful haircut, it makes you look so much smarter'.
- However, even when complimenting do not go on complimenting, lest your remarks become too common and you find yourself against a wall when someone says, 'Oh' you say that to everybody'.
- Remember the greatest compliment you can pay anyone is, when the person is not present.

➤ **Criticism**

Good, honest, reasonable and open minded criticism is a sign of an alert mind. It is downright dishonest to criticize an organization or policies, while speaking in a gathering. Opinions are acceptable. Will Durant says, “To speak ill of others is a dishonest way of praising ourselves.” Amusingly caustic remarks at the cost of others may appear humorous, but can be dangerous. Be constructive, while criticising and not destructive, but when it is towards an individual, any criticism is well worth a second thought.

➤ **Greeting**

On being introduced, the standard response is, 'How do you do' not 'Hello'. Whilst introducing your wife, in our country and particularly to men her name is never mentioned. It is sufficient to say, 'My Wife'. Sentences like, My better half, etc are not correct.

➤ **Pet Names**

Do not call any one by pet names in public or gatherings. Do not speak of other women or address other women by their pet names. Your friend's wife is 'Mrs. Akhtar' and not 'Gigi'. Being discreet and formal, whilst addressing or talking to women, is the golden rule.

➤ **Introductions** Observe the following rules: -

Introduce a man to a woman. Remember, use first the name of the person to whom another is being introduced, Examples: -

- Mrs. Karamat – Maj Akram
- Mrs Zahid, this is Col Naeem’
- This is Brigadier Shahid', spoken to the lady and then to him, 'Mrs. Karim'.
- If extremely ceremonious, for introductions to extremely high dignitaries, 'Mrs. Naqvi, I have the honour to present Mr. Khanzada'.
- Avoid things like, 'I want you to know _____', 'Meet the wife', 'Meet Mrs. 'Aizaz, you remember Bilal' etc.

Introduce an adult to a much older one of the same sex.

Introduce the junior rank to the senior rank.

Family relationships may be mentioned, if known to the person receiving the introduction. 'Mrs. Nafees my daughter Shazia', but avoid things like, 'Mrs. Salim, this is Nadeem's cousin, Mr. Fazal'.

The person to whom the introduction is made is the first to respond with, 'How do you do' and to extend the hand.

Avoid clichés like, 'Charmed', 'delighted', 'fascinated' etc.

When introducing couples, simply say, 'Col and Mrs. Khan – Maj and Mrs. Naubhar'. A host introduces all his guests to his wife.

POINTS TO REMEMBER

- Do not shout in a meeting, or at a table. Talk to the person on your left, right or immediately in front, never four places away.
- Do not use vulgar language.
- Do not tell cheap, vulgar jokes in company.
- Whilst conversing, do not breathe into other people.
- Do not whisper in company of others.
- In a group, when addressing an individual, avoid things like, 'Remember, what he said this afternoon', followed by a laugh for. It could be embarrassing.

Party Gift Ideas

- The gifts do not need to cost a lot of money. They do need to show that you are so grateful and happy to be sharing the evening with your hosts. Be creative and simple all at the same time.
- A basket with muffin mix, liners and juice for breakfast the next day
- Scented candles
- A box of yummy chocolates
- Coasters to either match the theme of the evening or their decor
- A box of stationery or cards
- Scented lotions
- A basket with various cheeses and crackers
- A small fruit basket

Dorm/ Hostel Etiquettes

- A good way to start to meet people is a simply smile.
- You would be surprised how much it helps to start a conversation! I am sure you have many many things to speak about...
- keep silence in dorms
- Be friendly and make friends.
- Mind your language.
- Pack your bags at a decent hour.

- DO NOT turn the dorm light on at 3:00am.
- Don't use other peoples stuff.
- Be reasonable to people who snore.
- Don't hang your washing off someone else's bunk.
- Be safe, use the lockers.
- Treat people as you would like to be treated
- keep the space as you would like to find it.
- Common areas are meant to hang out, meet people, or have telephone conversations.
- Sharing is caring.

Basic Hospital Etiquette for Visitors

- Know the hospital rules.
- Don't go if you are sick.
- Be clean.
- Set a time limit.
- Observe privacy.
- Don't touch the equipment.
- Keep the noise down.
- Let the family go first.
- Avoid fragrance.
- Remain positive.
- Don't go empty-handed.
- Keep your opinions to yourself.
- Keep conversation light.
- Be considerate of a roommate.
- Remember that people can still hear when their eyes are closed.
- Don't sit on the bed.
- Honor the medical professionals.

• **Gift Ideas for Hospital Patients** If you're looking for some great gift ideas, most hospital shops have a variety of items. Make sure you choose something that's allowed in the hospital.

- Flower bouquet
- Books/ Magazines
- Fruits/ juices
- Toys/ balloons for kids

- Good restroom manners
- **Be quick.** Even if there isn't a line, get in and get out.
- **Clean up.** Leave the stall or restroom better than how you found it.
- **Flush.** Every time you use a public restroom, flush the toilet. Stay to make sure that everything has gone.
- **Cell phone etiquette.** The restroom is not a place to chat on the cell phone, whether it is for business or pleasure. Please wait until you have left the bathroom to have the important chat.
- **Smells and noises.** It is no polite to state the obvious when the odor is close to unbearable. It is never kind to laugh at someone. If you feel like you need to cover up some noises, flush the toilet first, turn on a hand dryer or run some tap water
- **Grooming.** Keep your grooming habits to a minimum in public restrooms. A little touch up or hair adjustment is okay, however a full blown makeover is not. Save it for when you are at home.
- **Wash Your Hands.** It is vital that you wash your hands after you use the restroom. It helps you and everyone else stay healthy.

Dress Code

Introduction to Dress Rules in General

It is said “Eat to please yourself and Dress to please other”. Shakespeare Said, “For the apparel opt proclaims the man”. Therefore, no matter what the current fad fashion, certain rules about good tastes in clothes do not change:

- Choose clothes appropriate to the time, place and occasion in their style, fabric and degree of formality.
- If in doubt, be slightly overdressed than conspicuously underdressed.
- Choose clothes which fit comfortably. Get clothes stitched from the best available dressmaker and ensure they are well cut.
- Adopt fashions to age and figure. Fads come and go. Keeping up with them is fun only if they do not make the wearer an object of ridicule.
- Observe the traditions concerning dress on special occasions.
- Be conservative in dress –avoid being loud or feminine.

Rules in General

➤ *Suits*

Apparel, in which the jacket and trousers are of the same material. If the 'waistcoat' is not worn, it is known as a 'Two Piece Suit'. If the 'Waistcoat' is worn and is of the same material as the unit, it is called a 'Three Piece Suit'.

➤ *Waistcoat*

Is used for the single or double breasted garment, worn with formal day and evening suits, whether it matches the coat in colour or not and also for a garment that is different in colour or material from the suit it is worn with. Ideal colours are matching in cloth with suit, maroon or tartan cloth. If the waistcoat is of different colour or cloth from the coat or suit, a contrast in colours is ideal.

➤ *Combination*

When the jacket and trousers are of different colours and cloth.

➤ ***Smart Casual***

- For men, smart casual requires a jacket or blazer (during summers it can be done away with), trouser, a smart casual shirt with a collar (not a T-shirt), and smart shoes, not necessarily lace-ups, but not trainers or sandals. A sweater may be worn if it is cold. Neckties are not necessary but carrying one is often a good tip. Smart casual is usually a summer dress code, but if it is winter then opt for a blazer.
- If wearing shalwar qameez, blazer be worn with shoes.

➤ ***Jackets***

Essentially a coat cut from cloth. Leather jerkins also are in the category of jackets; however, in conservative circles they are considered as casual wear and are only worn for sports activities, driving, shooting, etc.

➤ ***Bow Ties***

Preferably wear black, white or some other sober single colour. Certainly not polka dot bows or those that are ready made.

➤ ***Ties***

When selecting or wearing ties observe the following rules: -

- Select ties of one colour or with stripes or sober patterns.
- Do not wear ties with loud patterns.
- The tie must complement the shirt and suit and not stand out as a striking attention getting item.

➤ ***Scarves***

Apply the same rules as for ties. However, remember, scarves are informal wear. They may be worn for sports meets, picnics, riding, etc.

➤ ***Belts***

Belts may be worn with combinations and on informal occasions. With suits they are out of place. Do remember, not to go in for modern fads of very broad belts with all sorts of decorations and implements.

➤ ***Boutonnieres***

A flower may be worn on a man's lapel. Any small flower is suitable, preferably a red or white carnation, white being more formal. However, remember, for formal occasions flowers are not worn.

➤ ***Gloves***

Men wear gloves for protective reasons, not as a fashion. Knitted or leather gloves are normally worn, but remember to take off the glove before a hand shake.

➤ ***Handkerchief***

Normally men carry two, one in the breast pocket as a decorative accessory and the other for mopping the brow or blowing the nose. The handkerchief in the breast pocket should be crisp and casually folded rather than with points lined up too precisely. Generally, these handkerchiefs are silken and coloured white or matching with the tie. With dark suits and white shirts, white ones are used. Handkerchiefs, exclusively in white colour, of linen or cotton are used for mopping the brow or blowing the nose.

➤ ***Shirts***

Avoid shirts with loud colours or patterns, and those made of silk; preferably use shirts with small stiff collars and certainly do not have the collar tips with buttons. Remember, whereas, during the day, coloured shirts and those with checks can be worn – for evening like dinners/reception in Messes white shirts are preferred. Avoid all sorts of frills, etc attached to a shirt to give it a decorative but rather feminine touch.

➤ ***Shoes***

Black or brown patent leather oxfords, suede, polished smooth calf, or plain patent leather are ideal. Avoid wearing shining artificial leather shoes with an assortment of colours and designs.

➤ ***Socks***

Be conservative, use single sober colours with tasteful designs. Avoid loud colours or patterns. Match colour of socks with suit and shoes.

➤ ***Trousers***

Use cloth according to season. Select sober colours and, of course, cloth that does not give a silken shine. Trousers must be stitched conservatively. Jeans etc are never to be worn except on picnics, riding, etc.

➤ ***Jerseys/Pullovers***

For informal wear only, cardigans with leather buttons may be worn as a waistcoat, with a suit or combination for day wear only. Otherwise, jerseys or pullovers are generally not worn with suits but only with combinations.

➤ ***Jewellery***

Men of conservative taste do not wear brilliantly coloured semi precious stones. Only functional jewellery is worn which is simple and masculine looking in design – tie clips (without stones), cuff links to match, rings of gold bond (with perhaps a diamond wedding ring, if the in-laws have been benevolent) and signet ring may be worn.

➤ ***Dinners and Receptions in Lounge Suit***

- **Boutonniere:** Optional.
- **Suit:** Dark, three piece or two piece with waistcoat. In summer, two pieces would do.
- **Shirt:** White, stiff collars double cuffs or single starched cuff.
- **Tie:** Must complement the suit. Do not wear loud colours or patterns.
- **Handkerchief:** For breast pocket, white silk or matching the tie for mopping, white cotton or linen.
- **Shoes:** Black or brown leather to match the suit, Oxfords or Pumps.
- **Socks:** Single colour with sparing and neat design. Colour in accordance with shoes and suit.
- **Studs and Cuff Links:** With dark stones or gold.

➤ ***National Dress***

Comprising Sherwani, waistcoat with white Shilwar Qameez, will be worn when specified.

➤ ***Lunches***

Suit: Light colour, two piece or three piece with waistcoat.

Shirts: White, coloured or check.

➤ ***Sports Events***

If participating in a particular event, the dress appropriate for the sport will be worn. Spectators, however, should adhere to the following variations: -

- ❖ **Suits:** Two Piece in light colour, or Combinations with tie or scarf.
- ❖ **Blazer:** Blue or Green (in summer, jacket need not be worn)
- ❖ **Trousers:** White flannel, worsted or white cotton for summer.
- ❖ **Shirt:** Sports shirt, Tee Shirt of any colour or check.
- ❖ **Tie:** Tie or scarf must be worn.
- ❖ **Shoes:** Suede or sneakers made of cloth.
- ❖ **Socks:** Coloured (single) appropriate with shoe colour.
- ❖ **Track Suit:** Sober Colours.

➤ ***Riding***

There are two especially important rules about correct riding clothes, formal or informal. They must be comfortable – and that means meticulously well cut and fitted – and should not be frilly, flimsy or fancy. Following may be worn for a ride:

- ❖ **Jacket:** Slightly longer than a sports jacket, more fitting at the waist with a centre split at back. May be of tweed, gabardine, whipcord or in small checks. For casual ride, sports jackets may do or in summer, shirt with sleeves rolled up.
- ❖ **Breeches:** Well cut breeches in plain colour or for casual rides, jeans.
- ❖ **Shoes:** High brown riding boots with rounded toes and flat heels or jodhpurs.
- ❖ **Helmets:** Riding helmets for safety.
- ❖ **Shirts:** Any sober colour.

➤ ***Calling On/Visiting Public Places***

When calling on, be discreet and conservative in your dress. In winter, suit and combinations may be worn. Combination with scarf is permissible. If the call is more formal, like on a senior officer, wearing of a tie is a must. In summer, the jacket need not be worn.

➤ ***Eid and Other Festivities (Islamic)***

- *Sherwani:* One colour, black, white or brown. Grey can also be worn.
- *Shirt:* White or one sober colour.
- *Trousers:* Shalwar, preferably white.
- *Shoes:* Black or brown.
- *Socks:* As for other wear.
- *Cap:* Jinnah Cap (optional).

Appearance in General

- Try and appear conservative in all your dresses. Do not go in for gaudy or loud clothes.
- Keep hair well trimmed and maintained.
- Keep moustaches well trimmed and of upper lip length.
- Shave must be done daily. Before an evening dinner or reception, it would improve your general appearance if you had a shave.
- Keep the nails clean and trimmed.
- Needless to be emphasized here, but brushing your teeth, keeping eyes clean and ensuring that your feet do not give an unhealthy odour, before joining any gathering are essential.
- Use mouth freshener, especially once visiting someone. Tastefully worn cologne will add to your personality. If you are new to wearing fragrances, start with one single spray on your chest. As you become more comfortable and knowledgeable about how to wear cologne properly, you can branch out to a few more sprays in different areas... As a guide, apply fragrance to heat areas.

Your smile is
Your logo.

Your personality is
Your Business Card.

How you leave others
Feeling after an interaction
Becomes your Trademark.



Shirt, tie and cufflinks



Four-in-Hand

Full Windsor

Half Windsor

RIGHT VS WRONG

HOW A SUIT SHOULD FIT

Presented by: Real Men Real Style



Full Windsor

This knot is named for the Duke of Windsor, who liked his knots thick to complement his wide collars.



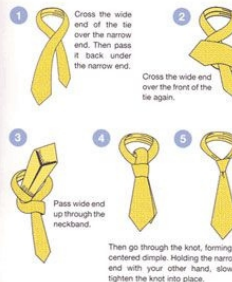
Half Windsor

Not as bulky as the Full Windsor, this is still a substantial knot.



Four-in-Hand

This common and classic knot is suited for all fabrics. It was first used by eighteenth-century English coach drivers to secure their scarves against the wind.



Shelby Knot

This full, balanced knot, also known as the Reverse Half Windsor, starts with the tie laying wrong side out.



Mess Manners

Introduction & Rules in General

Emily Post, in her pocket book of Etiquettes, writes, “Most rules of the table were made to avoid ugliness. To let anyone see what you have in your mouth is offensive. To make a noise is to suggest one of the lower animals. To make a mess is disgusting. Chairs scraped on the floor, and knives and forks rattled against the plate are unpleasant to those nearby. But if you consider what impressions your actions will make on others at the table, few problems will arise that cannot be solved by common sense alone.”



Rules in General

➤ *Appetizers*

Any food served before or with the first course to sharpen the appetite is an appetizer. This includes snacks served with soft drinks/soup, like salted nuts, tikkas, kababs, and pickled fish. Appetizers eaten with fingers and with cocktails are called 'canapés', those served with the first course and eaten with the fork are called 'Horse d' Oeuvres' (pronounced 'Ordevers'). When appetizers are served with tooth picks, they are eaten with one bite and the toothpick is put on an ashtray – never back on the serving platter. Appetizers are not meant to replace a meal.



➤ *Bread*

Bread, hot or cold, is passed on a table in a basket, tray or toast rack (for breakfast) with one exception – hard rolls may be in place on butter plates before guests sit down. Butter is not put directly on bread with the butter serving knife nor is the whole slice buttered for each bite of bit. Bread is not served with soup; instead, crackers or croutons or breadsticks are served. All bread, butter and butter-plates are removed from the table before dessert is served.

➤ ***Butter***

Butter knives must be placed on butter-plates, not beside them and both are placed on the left of the place, setting just above the forks.

➤ ***Cake***

A cake with a soft or sticky icing is served on a plate and eaten with a fork. All other cakes are passed on a platter and are placed on the edge of the dessert plate and may be eaten with fingers.

➤ ***Celery***

May be placed on the table before the meal is served. They may be taken on the butter plate and eaten with fingers.

➤ ***Chicken and Chops***

Picking a chicken with the fingers is strictly for informal occasions, it should be eaten with the knife and fork; do not chew bones. Chops too should be eaten with knife and fork unless it is an informal party when fingers may be used.

➤ ***Dinners/Suppers***

Dinner can mean any meal at the end of the day. It may mean a banquet, a meal served in buffet style or a family gathering. Occasionally, 'supper' is used, when you wish to emphasize that the meal will be a very simple one. Otherwise, supper is generally used today to mean a light meal closer to the end of the day.

➤ ***Finger Bowls***

Are essential items to be used especially after foods that leave fingers greasy? If a finger-bowl is brought in on an under-plate that also carries a fork and spoon or knife, it clearly indicates that dessert will be served thereafter. The guest must first put the dessert silver on the table on either side of the under plate, thereafter, placing the finger bowl, where the butter plate should be. The finger bowl would not be used till finishing the dessert after the end of the meal. Serve finger bowl with cool water during the meal; if greasy food has been eaten with fingers, serve with warm water and slice of lemon. In both cases the bowl is removed before the next course is eaten.

➤ ***Fish***

Small fish are often served whole, and cleaned before cooking. Large fish are served in pieces. Fish-bones are removed from the mouth with finger tips not fork and are put on the side of the dinner plate.

➤ ***Jams***

Jams are usually served with breakfast. If they are to be eaten with toast, they are to be put on a butter plate, if there is one, or the side plate. If they are to be eaten with Waffles Pancakes or French toast, they go on the main plate.

➤ ***Lunch and Luncheon***

Both words are frequently used interchangeably for the routine mid day meal. Luncheon, strictly, is used for a sizeable formal party, although the invitation is worded 'Lunch'.

➤ ***Napkins***

- Napkins folded in complicated shapes are out of style and a rectangle, triangle or other simple folds are the standard choice. Napkins are placed on the table on the empty place or else on the left next to the fork.
- Large napkins are used for formal meals, whereas, small size napkins are used for cocktails etc.
- Paper napkins are now replacing cloth napkins, but strictly for buffets or once serving tea or cocktails.
- While using napkins, lay across the lap in a double fold. Wait for the guest of honor or hostess to touch their napkins before you do so. Do not refold after a meal; lay it casually at the right of the place setting. Dab your lips with the napkin – do not smudge it.
- As a general rule, one does not have to spoil the napkins, and in case of emergency or muddy hands/ fingers use of tissue/ paper napkins should be preferred.

➤ ***Second Helpings***

Second helpings are never offered at a formal meal, but 'seconds' are offered at lunch or dinner at home. This, however, must not encourage you to heap up your plate.

➤ ***Soups***

A diner correctly fills a soup spoon by moving it towards the far rim of his soup bowl, and also tips the bowl away, not toward him, to make lat spoonfuls

available. Slip soup from the side of the spoon and do not slurp. It is incorrect to blow into the spoon to cool the soup. Hold it for a while to permit cooling. Soup plates are used for formal dinners, whereas, cups and bowls are used for lunches. Do not dunk bread into soup.

➤ ***Salad***

At a formal meal, salad is served as a separate course, following the main course; in which case separate plates are offered. Should be eaten with a fork and, if required for cutting, the knife.

➤ ***Pickles***

Place on dinner plate with fork. Pickles may be taken in small bites with hand or with bread or with knife and fork.

➤ ***Pits, Seeds and Stones***

The general rule is that what goes into the mouth on a fork or spoon is taken out with them and what goes in with the fingers is taken out with them.

➤ ***Sprinkling Salt***

Whereas, you are entitled to season food with your own taste of salt, it certainly is rude to the hostess, if this is done even before tasting the food.

➤ ***Place Cards***

Used on formal dinners and lunches. They are of plain white card about two inches long, and one and a half inches wide. They are removed when the table is cleared for desserts. They may be taken away by guests but after desserts. Only the title and last name are written e.g. Mr. Ahmed etc. However, for very high dignitaries, only title is used e.g. 'The President', 'The Prime Minister' etc.

➤ ***Places of Honour***

For the chief male guest, on right of the hostess and chief female guest, on right of the host and so on.

➤ ***Reaching***

Never reach out across a person for anything. Request the person next to you to pass it on.

➤ ***Knives and Forks***

While eating, do not use your knife and fork like an inverted 'V'.

➤ ***Toothpicks***

Should not be made available at the dining table and it is bad manners to use the fork or fingers as a substitute. Use picks discreetly without opening your mouth in a loud yawn and showing your tonsils; preferably place the empty hand as a covering. Discard in ashtrays or fireplaces only.

Table Manners in General

Probably the single most important rule about table manners is: don't have two sets of them. All of us dress more casually in the family circle than in public, but it is a mistake to extend this latitude to table manners. There is nothing complicated or restrictive about good table manners. They are based on simple common sense about what is most practical, comfortable, considerate, and attractive when eating in company.



➤ ***Accidents***

If drink is spilled, mop up with your napkin any fluid that might threaten your neighbour yourself. Leave the rest to the waiter. If you spill gravy or any other food, pick it up with a clean implement and, put on a side of the plate. If staining food spills onto the carpet, do bend over to get it. If an implement falls onto the floor, instead of cleaning and using it ask for a replacement.

- ***Beginning to Eat***
Wait till the hostess and guest of honour start.

- ***Posture***
Do not put elbows on a table or slouch and slump. Do not gesticulate with your hand.

- ***Conversation***
By the rules, some subjects are not mentioned at table:
- Save all discussion of the cost of food for another time.
 - Don't mention details of illnesses.
 - A difference of opinion, if kept at an amiable level, makes conversation spirited, but the table is not a place for quarrels, monologues, lectures, etc. Keep conversation general.

- ***Dunking***
Do not dunk toasts, bread, biscuits, etc. in liquids while eating.

- ***Fingers***
Food should be touched with fingers as little as possible. However, while eating with 'Chapattis' try not to smudge your fingers with curry. Use the fork to push food into the 'Chapatti'.

- ***Unfinished Food***
Try to consume what you have heaped up.

- ***Wiping Table Ware***
Don't polish silver or china with the napkin. If you feel it is not clean enough, ask for a replacement.



Top 10 Table Manners

Before the Meal

1. Place your napkin on your lap.
2. Keep personal items (including smart phones) off the table.

During the Meal

3. Wait until all guests are served and the host begins eating before you begin eating.
4. Understand the table setting - use the "outside-in" rule.
5. Hold your utensils in the Continental style.
6. Chew with your mouth closed.
7. Always pass the salt and pepper together.
8. If an item is not being passed to a specific person, pass food from left to right.

After the Meal

9. When finished eating, position your silverware to tell the server you are done.
10. Fold your used napkin and place it to the left of your place setting.

www.etiquettescholar.com

➤ ***Some Important 'Don'ts'***

- Don't encircle at table with the left arm, while eating with the right hand.
- Don't push back your plate when finished.
- Don't lean back and announce, 'I am through' – just put your fork and spoon down.
- Don't put liquid in your mouth, if it is already filled.
- Don't talk with the mouth full.
- Don't chew food with your mouth opened.
- Don't spread jam directly onto the toast from the dish served in. Take some onto your butter plate and place a little before each bite.
- Don't crook your finger, when picking up your cup. It is an affected mannerism.
- Don't belch.
- Don't blow your nose on a table. Control yourself or else be discreet.
- Don't slurp food or blow into the spoon.
- Don't use the napkin for anything other than dabbing the lips or blotting spilled liquid.
- Don't mash food.
- Don't spit seeds or food into the plate, napkin or hand.

Tea, Coffee and Cocktail Parties

➤ ***Large Parties***

- The host/hostess does not pour tea; instead two friends may be honoured to do so.
- Such parties may be held in the dining room, the table already laid.
- Convenient seating arrangement may be made in the vicinity, but not for everyone. Guests are expected to drift around.



➤ ***Small Parties***

- May be held in the drawing room.
- The hostess helps prepare the tea or else the trolley, fully laid, is pushed around from guest to guest.

- Avoid stacking the table with too much of a variety. Two or at most three varieties of eatables are sufficient. *Coffee Parties* are generally arranged at convenient time for a chat from ten to twelve o'clock, among ladies.

Cocktail Parties

- Abroad, cocktail parties are common. Should you get invitation to one, remember that guests must show up at the appointed hour or upto twenty minutes before the closing hour? Guests must not leave on the dot nor should they linger on too late after the last given time.
- A wide range of clothes may be used, but the general rule is that you must have closed collars.
- Immediately after arrival, you must locate the host and hostess and also before saying good bye. A variety of guests are invited, so you must make it a point of moving about and saying a few words to as many.
- Any time from five until eight o'clock but the party certainly does not include dinner.

Some Rules for Table Setting

- These are the rules for any table setting, no matter how casual the service:-
- Candelabra without candles or with candles unlit are not correctly part of a centrepiece.
- Place cards are used at any meal, where they are useful, no matter how informal the setting and service.
- Silver is set in the order of its use, the pieces to be used last being nearest the plate and dessert implements in front. The cutting edge of the knife is toward the plates, and the tines of the forks point upwards. Knives and spoons are on the right. Forks are on the left.
- Glasses are put on the right above knives.
- A napkin is put on an empty place. Otherwise, it is on the left beyond the fork.

Service

The following are the rules that must be observed in even the most casual service, because they are based on either convenience or the protection of the persons being served:

- The Chief Guest is served first.
- Glasses and cups are filled from the right. The server does not pick up a glass from the table to fill it. However, when filling or refilling a cup at a table the server picks the cup and saucer with the left hand and fills from a pot of hot liquid from the right.
- Stacking dishes at the table for removal is never correct.
- A butter plate is not put on a dinner table.
- All platters and bowls of food are offered from the left of the diner, with the handles of the serving implements pointed towards him and the bowls of spoons and the tines of forks turned down.



Formal Dinner Service

The major distinguishing features of formal service are as follow:

- Plates are placed on the table when guests enter. From then on, no guest is left without a plate in front of him, until the table is cleared just before dessert is brought in.
- The first course is brought on, glasses are filled, and bread is passed after the diners are seated.
- Second helpings are not offered.
- No serving dish (except those carrying bonbons, salted nuts, etc) is put on the table at any time. Celery, gravy, sauces and bread are offered to each diner individually.
- The server does not put anything into a diner's plate, diners help themselves.
- The server does not hold anything from the rim. He presents it on the flat of his left hand against heat.
- Ideally there is one waiter for six or seven diners.
- Service is started form the Chief Guest and the other waiters working anti-clockwise for every seven diners according to the number of waiters.
- The Butler directs service. He normally stands directly behind the senior most host and Chief Guest.

➤ *Other Meals*

Brunches are informal meals on holidays combining breakfast and lunch and served at about eleven.

Banquet means 'a sumptuous entertainment of food and drink', usually a ceremonial or state feast followed by speeches. Procedures follow the formal dinner, but on a much larger scale.

Behaviour & General Conduct in Mess

- Your conduct in your own and other messes can bring credit, but much more quickly discredit, to yourself and to the service to which you have the honour to belong.
- Civility costs nothing; it might even be a good investment later on and is most certainly a good insurance against hard times.
- Never fail to address your seniors as 'bhaijan or sir' even in the closer relationship, which boarding life brings to all.
- Stand up when spoken to by a senior, if he is standing.
- Before turning on the radio or TV, ask the senior member present, whether he has any objection. He will seldom, if ever, object, but it is a little act of courtesy.
- Don't criticize superior officers whatever your personal opinion may be of individuals.
- Always remove dirt from your shoes.
- After long hours of duty or some other commitment, wash your face and comb hair. A weary, dirty appearance is rude.



Restaurant Etiquette

12 Restaurant Rules

1. DON'T put your cell phone, keys, or purse on the table.
2. DO set up payment ahead of time if you're the host.
3. DO know where to place your napkin.
4. DO let your guest order first.
5. DO always dress nicely.
6. DON'T yell to your waiter.
7. DON'T reach across the table to sample your companion's food.
8. DO send back food that's not cooked properly.
9. DO order the same number of courses as your companion.
10. DON'T start a business conversation before the conclusion of the entrée.
11. DON'T place your utensils on the side of your plate when you're done eating.
12. DO remember your table manners!

www.etiquettescholar.com

- Dress outside living should be suitable to the portion of the mess they are using.
- Personal health, normal observance of cleanliness and the comfort of fellow-members of the mess precludes your presence in mess rooms in common use, e.g in clothing in which you have probably just taken vigorous exercise.

➤ ***Conversation in Mess***

There are customs to be observed carefully regarding general conversation in mess. These are:

- Although it may be convenient to settle some service matters in mess, such discussions should be limited as far as possible.
- A man who has travelled extensively or had the advantages of unusual experiences is interesting as long as he does not overdo it.
- However, tempted you may be, do not dwell too much on your own doing; however, interesting they may be to you, others are not likely to be equally interested.
- If you wish to be popular amongst your fellow – boys, learn to be a good listener.
- Never listen to or indulge in loose gossip concerning women.
- Never take a lady into any part of the mess other than that set about for their use.
- Do not introduce religious or political subjects into conversation in the mess.
- Generally, boys treat mess property in light hearted manners. This is not only extremely foolish, but ill mannered, and objected to by all other members of the mess. Show the same respect to mess property that you would to that in your own home or the house of friends.
- Bets are not bidden at the mess table. Card games with stakes are not permitted.
- Low jokes are out of place at the mess table.
- Magazines, newspapers or books should not be taken to the mess table at dinner; nor should these be read in any part of the mess during a mess function.
- Headgear and Belt will not be worn inside the mess.

- Anyone entering the mess improperly dressed should be required to pay for light drinks.
- Conversation in the mess should be confined to one language at a time, i.e. either English or Urdu with which all present there are supposed to be familiar. Loud noise and hilarity must be avoided. It reflects bad manners.

Table Settings

Buffets

The table may be set in any comfortable manner to permit most of the guests to easily circulate around the table and get the food, implements etc. After getting china, silver, napkins, etc guests move around to get the food. Remember:

- Do not queue up.
- Always permit the other man/woman to the helping first.
- A man may ask a woman what she would like, fill a plate and take it to her.
- After having helped yourself, get away from the table to allow others a chance.
- Although smoking is permitted immediately after the meals, it would be courteous to take permission of the people around you before lighting. The best is to go to the drawing room to light a cigarette. Cigars and pipes are not smoked in the dining room after buffets.
- Drinks are not carried into the dining room for buffets.
- If paper napkins are used, never throw them about after use. Put them crumpled in your plate.
- The golden rule is that at a buffet, try and help others.

Table Setting for Formal Dinners



Fast-Food Restaurants

- Manners are important even in a fast-food restaurant.
- Make special requests *as you order*.
- When paying, hand the money to the cashier rather than putting it on the counter.
- Only take supplies, such as ketchup and napkins, that are needed.



STILL EATING



EXPECTING ANOTHER COURSE



IT WAS DELICIOUS



I'VE FINISHED



I DIDN'T LIKE IT



HIGH TEA ETIQUETTE

1

Pick up your cup and saucer together - holding the saucer in one hand and cup in the other.



HIGH TEA ETIQUETTE

3

After stirring, never leave your spoon in the cup, place your spoon quietly on the saucer, behind the cup, on the right hand side under the handle.

TEA ETIQUETTE

10 Dos & Don'ts

- Do:** Use loose tea.
- Do:** Use clotted cream, preferably Cornish style, under the jam.
- Do:** Stir the tea delicately.
- Do:** Eat finger sandwiches with your hands.
- Don't:** Forget the strainer over your cup.
- Don't:** Serve white tea, green tea, and infusions with milk.
- Don't:** Add the milk first.
- Don't:** Extend your pinky finger.
- Don't:** Pronounce the long "o" in "scone."
- Don't:** Dunk your biscuits.



