

ARMY BURN HALL COLLEGE FOR BOYS
JOINING INSTRUCTIONS

Documentation

1. Following documents shall be deposited, on arrival:-
 - a. School Leaving Certificate (in Original).
 - b. Copy of Computerized Form “B” (Issued by NADRA office) showing the date of birth as entered in the school record i.e. complete name and parents’ details.
 - c. In case of serving Armed Forces Personnel, a certificate from CO of the unit indicating that the candidate’s father / mother is serving in the unit with effect from the date. In case of retired Armed Forces Personnel, photocopy of pension book / discharge certificate, duly attested by DASB.
 - d. Guardians’ List duly filled (attached as **Anx A**).
 - e. Affidavit to be executed on Official Stamp Paper of Rs. 100/-.
 - f. Medical Fitness Certificate obtained from a Govt Hospital alongwith required laboratory tests.

College Rules

2. Parents are requested to carefully read the College rules and regulations given in the College Prospectus, regarding academics, discipline, fee, attendance, visitors, leave policy, etc to avoid inconvenience at later stages. Category of a student from Boarder to Day Scholar cannot be changed, under any circumstances.

Kit / Uniform

3. Details are given at **Anx B**
4. **Civil Dress**. Students must be in possession of walking out dress (Dress Pant & Shirt) (No Cotton/Jeans), a Lounge Suit with a Neck Tie.

Miscellaneous

5. List of Laboratory tests for Medical Fitness is attached.
6. Students should not be in possession of extra cash, any precious item, electronic gadgets or Android Phone, etcetera.

ARMY BURN HALL COLLEGE FOR BOYS, ABBOTTABAD
LABORATORY TESTS FOR MEDICAL FITNESS

1. Following is required to be ensured well in time:-
 - a. Medical Reports from CMH/District Headquarters Hospitals (authentic tests) for following tests:-
 - (1) **Lab Tests**
 - (a) Blood complete Picture
 - (b) Urine Routine Examination
 - (c) X Ray Chest (PA view) with reporting
 - (d) HBs Ag, Hep C Screening
 - (e) Blood Glucose (R)
 - (f) PCR Test
 - (2) **Clinical Exam**
 - (a) Opinion of Eye Spec/ENT Spec
 - (b) Dental Surgeon Check Up Opinion
 - (3) Undertaking from parents, countersigned by Medical Specialist indicating no Epilepsy, Asthma, known Cardiac disease, which could hamper boarding routine.
 - b. Individuals failing in meeting the requirements will not be entertained.

AFFIDAVIT

To be executed on official stamp paper of Rs 100/-

1. I _____ F/M/G of _____ student of class _____ admitted in Army Burn Hall College for Boys, Abbottabad, have read all the provisions/rules and regulations in the prospectus of Army Burn Hall College for Boys, Abbottabad, and I, hereby, solemnly affirm to abide by them, and also to abide by any other rules which may be framed by the College authorities in future. Additionally,

- a. I accept the seat offered to my son / ward and undertake to abide by all rules, regulations and procedure of Army Burn Hall College for Boys, Abbottabad. I also give an undertaking that, in case of administrative / disciplinary or academic decision by the College, I will not refer them to any Court of Law, under any circumstances.
- b. I also understand that, in case my son is granted provisional admission in class _____, I shall also give undertaking that if my son could not obtain marks spelt out in the admission criteria overall or fails in any subject in First Term Examination, his admission can be cancelled, without any intimation.
- c. In case my son fails, continuously in the Terminal Exams or if he could not obtain 60% marks or fails in any subject in the send-up exam and or is unable to achieve 75% attendance (as per laid down academic hours), his admission to Federal Board will not be processed as a regular candidate and he may be withdrawn from this College. I will not be having any right to challenge this decision in any court of law.
- d. I take full responsibility regarding my son / ward traveling accompanied / un-accompanied to and from Army Burn Hall College for Boys, Abbottabad, during vacation, weekends, leave, etc, as long as he is a student of the College.
- e. I will not request for the change of status of my son / ward from boarder to day scholar after Admission in Army Burn Hall College for Boys, Abbottabad.
- f. I undertake that my son/ward will do nothing in or outside the College premises in contravention of the College discipline, and he will follow the decisions of the Principal/the College council, which I understand will be binding on my son and me.
- g. In case my son/ward is found guilty of in-discipline, defamation, disrespect to the teaching faculty, or of any subversive activity/violation of any of the laid down College Rules, he will be withdrawn without any prior notice and that I or my son/ward shall have no right to challenge the decision in any forum.
- h. I pledge that in case of any medical issue observed after admission, which may render my son unfit for admission in the college, he will be liable to be expulsion without any prior notice.

2. I have read, understood and shall abide by all rules of the College, terms of engagements, academic rules, passing / promotion criteria, code of conduct, discipline and penalties / punishments, dress code, timings, punctuality and standards desired by the College from students and parents / guardians.

3. I also undertake that any decision of the College management will not be challenged in any court of law.

Signature _____
(Father / Mother / Guardian)

Name _____

Dated _____

Phone No _____

Witnesses: 1. _____ CNIC No _____
(relationship with applicant)

Witnesses: 2. _____ CNIC No _____
(relationship with applicant)

PASSING/PROMOTION CRITERIA

1. Pass percentage in each subj is 50%.

2. Passing Criteria:-

	<u>1st Term</u>	<u>2nd Term</u>	<u>Promotion/ Sendup Exam</u>	<u>For Class with 2 Terms</u>
a. Term Exams:	25	25	75	50
b. Monthly Tests:	15	15	15	40
c. Note Book & Assignment:	10	10	10	10
d. Sendup Exam:	-	-	-	100

FOR COLLEGE USE ONLY

Admission is granted to _____ s/o _____ the following conditions:-

- The student and his parents will abide by College Rules.
- Incase of any violation or breach of trust the College will initiate administrative/disciplinary action, which will Not be challenged in any Court of Law.
- Admission and subsequent promotion is subject to securing minimum _____marks in _____, or else his admission would stand cancelled.

AC&CE _____ Chief Instructor _____ Principal _____



ARMY BURN HALL COLLEGE FOR BOYS, ABBOTTABAD
COLLEGE KIT FOR BOARDERS

1. Items to be provided by the College on arrival, on Cash payment to have similarity of colour/pattern on College approved rates:-

<u>S/No</u>	<u>Items</u>	<u>Quantity</u>
a.	College Uniform (4 x Trousers, 6 x Shirts)	01
b.	Blazer with Badge	01
c.	Sweater Grey	01
d.	College Tie	01
e.	College Belt	01
f.	College Badge	01
g.	Swimming Costume	01
h.	Shoes Black with Laces (Service Oxford Type)	01
i.	Shoes Brown with Laces	01
j.	Vest Cotton (Sports)	03
k.	PT Shorts	04
l.	Stockings for game (House Colours)	01
m.	Sport Shirt ((House Colours)	02
n.	Track Suit (College Pattern)	01
o.	Joggers (White)	01
p.	White Cap	01
q.	Handkerchief	04
r.	Blanket Cover (College Pattern)	01
s.	Mattress with Pillow of right size and quality	01
t.	Bed Sheet (College Pattern)	02
u.	Bed Sheet (White)	02
v.	Socks Grey	01
w.	Towels White (White)	04
x.	Vest and Underpants	04 Sets
y.	Shalwar and Kameez off white (for prayers)	02 Pairs

2. Items to be brought by the students:-

<u>S/No</u>	<u>Items</u>	<u>Quantity</u>
a.	Trunk (Steel) Black (Size 1 ft x 3 ft x 1.5 ft (Name painted on it)	01
b.	Pad Locks	02
c.	Tooth Brush and Paste	01
d.	Soap Case	01
e.	Needle with thread (white and black)	01
f.	Shoe Polish and Brushes	01
g.	Mug (Plastic)	01
h.	Glass	01
i.	Traveling bag	01
j.	Coat Hangers	06
k.	Bed Room Slippers (Black)	01

1. Good quality soap, shampoo, cologne/body spray, hair oil, air freshener etc.

- Note:**
1. Every student is required to be in possession of full College Kit. Items not in the official list should not be brought to the College.
 2. While every precaution is taken, the College is not responsible for any loss or damage. It will greatly help, if all articles of clothing are clearly marked showing the student's brief name in permanent ink or with thread stitching.
 3. Quilts are not allowed in the College. However, students may bring double ply blanket of size 5'.6" x 6'.11". (approx)

ARMY BURN HALL COLLEGE FOR BOYS ABBOTTABAD

GUARDIAN'S LIST

Name of Student _____ Class _____ Father's Name _____

Father's CNIC No _____ Date of Expiry CNIC _____ Mobile No _____ Mobile Network Company Name _____

Guardian's Name: _____ Authorized Visitors (Authorized by the Parents to take the boy from the College for weekends/holidays, etc

Ser	Name of Visitor	Relationship with Student	Address	Tele No	CNIC No	Authorized Signature
1.						
2.						
3.						
4.						
5.						

Note: Parents/guardians/authorized visitors can take the students out of the College out of the College for overnight stay with them once a month only.

Signature _____
(Father/Mother/Guardian)

Name _____

Address _____

Phone No _____