

MILITARY COLLEGE OF ENGINEERING **JOINING INSTRUCTIONS FOR NUST / PAYING / ASC CADETS**

GENERAL INFORMATION

1. **Background.** Military College of Engineering is a well renowned institute in the field of civil engineering, with a rich history spanning over half a century. A year after the independence of Pakistan, School of Military Engineering (SME) was established at Sialkot in 1948. Having functioned at Sialkot for over four years, SME was shifted to Risalpur in 1952. Here, it grew and expanded its sphere of activity beyond the combat related training and started with dispensation of civil engineering knowledge through regular Bachelor of Engineering classes. It gradually transformed into a full fledged and matured engineering college and was named as College of Military Engineering (CME). In 1958, the institution was renamed as Military College of Engineering (MCE). In line with its expanded role, in 1962, it was given the charter of self degree awarding and autonomous institution status by the Government of Pakistan. To meet the growing needs of the country as well as armed forces, the College was affiliated with the University of Engineering and Technology Lahore for post graduate studies in 1988.
2. To further consolidate its credentials, the College sought collaboration with well reputed **Michigan State University** (MSU) USA. Beside this, scores of graduates of this college have attained **Ph.D** and **MSc** degrees in various civil engineering disciplines from a number of universities of USA and UK. After the establishment of National University of Sciences and Technology (NUST) in year 1995, Military College of Engineering became one of its constituent colleges and there on achieved new heights of brilliance and excellence.
3. **Location.** Military College of Engineering is located at Risalpur, a medium size garrison, about 50 Kilometers from the historic city of Peshawar and 130 Kilometers from Islamabad. Although Risalpur is connected with Peshawar and Islamabad by both rail and road, traveling by road is preferred.
4. **Organization.** The College is organized into instructional and administrative wings as follows:-
 - a. **Civil Engineering Wing.** Deals with civil engineering undergraduate studies.
 - b. **Combat Engineering Wing.** Deals with combat engineering courses.
 - c. **Disaster Management & Explosive Ordinance Devices (DM & EOD) Wing.** Deals with DM &EOD Courses.
 - d. **Administrative Wing.** It is responsible for administrative support for smooth functioning of the College.
5. **Climate.** Risalpur is 325 meters above mean sea level. This area experiences moderately severe climatic conditions. Summers are generally dry and hot with temperature going up to 48°

Celsius during June and July. The winters are generally pleasant less the months of December and January when the minimum temperature goes as low as freezing point. Annual rate of precipitation is moderate. Winter rains are received mostly during February and March. Whereas, August and first half of September are characterized for monsoon downpours.

6. **Postal and Telegraphic Address.** Postal & telegraphic address is as under:-

Military College of Engineering

Risalpur Cantonment

K.P.K, Pakistan

Post Code Number 24080

Fax No: 0923-631459

Mob No: 03459309492 (Head Clerk – Abrar Hussain)

Mob No: 0332-9040907 (Clerk –Farzand Ali)

Mob No: 0302-8335715 (Training Staff Hav Sajid Mehmood)

ADMINISTRATION

7. **Arrival/Reception.** Students are required to report Military College of Engineering, Risalpur on **27 September 2015**. Reception will be arranged on following locations:-

- a. Gate Number 3 Risalpur Cantt.
- b. MCE Iqbal Hostel – I.

8. Students arriving at Risalpur directly by bus / own transport means should enter Risalpur Cantt through gate Number 3, further guidance inside cantt area will be done through placing banners/signs boards. They may sought guidance from the map given at Annex ‘A’ or layout map of the garrison placed at reception point near Gate no. 3. Reception will be kept open from 0800 hours to 1830 hours on **27 September 2015**. However, cadets are advised to report on due date as no administrative arrangements can be made available prior to these dates. Following routes / conveyance arrangements are suggested to reach Risalpur Cantonment: -

- a. By air to Peshawar and then to Risalpur by bus or car through Gt Road or Motorway (M-1) (Rashakai Interchange).
- b. From Islamabad / Rawalpindi to Nowshera / Mardan by Daewoo / other bus service & then to Risalpur Cantonment by car / taxi.
- c. From Islamabad / Rawalpindi to Rashakai Interchange through motorway and then to Risalpur Cantonment by car / taxi.

9. **Submission of Documents on Arrival.** Following original documents will be deposited by cadets at the college on arrival:-

- a. Original Matric Certificate/Marks sheet or O level certificates / equivalence.
- b. Original FSc (Pre-Engineering) Certificate/Marks Sheet or A level certificates / equivalence.
- c. Character Certificate - From the last institution attended.
- d. Attested photocopies of CNIC or Form B.
- e. Medical Fitness Certificate – Preferable from the nearest CMH, (Mandatory).
- f. 3 x sets of photocopies of Matric & FSc original documents.

10. **Boarding and Lodging.** Cadets will be provided with accommodation and messing facilities on payment for duration of the training at college. Cadets on arrival become members of College Cadets Mess and are expected to abide by the mess code and rules in vogue. Guests are not allowed to visit the cadet's accommodation. They can see the cadets only on closed holidays, in Visitors Room at Cadets Messes. MCE provides limited facility of “*Day Scholars*” i.e. a student (less Technical Cadets) can stay at his residence in Mardan / Nowshera / surrounding area.

11. **Valuables.** It is not advisable to bring costly items or to be in possession of heavy cash within College, *as their safe custody is student's own responsibility*. Students may, however on arrival deposit any cash with the Administration JCO / Clerk of Cadets Cell for safe custody.

12. **Clothing.** The dress for NUST Cadets for working hours is Mufti (College Blazer, White Shirt, Grey Trouser, College Tie and Oxford Shoes). On arrival at the College, NUST Cadets will be issued with clothing items given at Annex ‘B’ for which they should bring Rs.20,000/- with them. Items which cadets will bring along are given at Annex ‘C’. An endeavor is made by the College to provide good quality clothing items at reasonable rates through the College Tailor Shop.

13. **Medical Facilities.** Cadets will be provided free medical treatment by NUST RMO / CMH Risalpur for routine cases of minor nature. However, for NUST/Paying Cadets, who are not entitled, cases of serious nature requiring admission in hospital or specialized medical tests, or indoor treatment etc will be charged by medical authorities/CMH. All NUST Cadets are insured through HQ NUST from **Alpha Life** Insurance for which cadets have to pay their installments. Alpha Life Insurance then pays all medical charges to CMH.

14. **Leave.** Leave is granted on extreme compassionate grounds or very important matters only. Schedule breaks are given according to instructions of HQ NUST.

TERMS AND CONDITIONS

15. **Payment of College Expenses.** Paying and NUST Cadets will pay all the training and allied expenses during their stay at the College with the College Cadets Cell, by 15th of every month.

Detail of various expenses is shown at Annex 'D'. Payments to be made in following Accounts through cash:-

- a. NUST Cadets Tuition Fee in "NUST BSc Account" A/C No. 0042-79000877-03 Habib Bank Limited, NUST HQ Branch, H/12, Islamabad.
- b. Monthly Dues etc in "PLS Cadet Regt Acct", A/C No 00841480800502, Askari Commercial Bank Ltd, Risalpur Cantt.
- c. Monthly Messing dues in "PLS NC/PC Messing Account" A/C No.0084148080042-2 Askari Commercial Bank Ltd, Risalpur Cantt.

16. Beside Habib Bank, Risalpur Cantt (with ATM) has got facility of National Bank of Pakistan (Without ATM) and Askari Commercial Bank Ltd (With ATM).

17. **Discipline.** Students are required to abide by all the rules and regulations of the college and are liable to be expelled from the College for misconduct/ill discipline or poor academic performance. NUST and Paying cadets are fined with varying amount, depending upon the nature of misconduct/charge.

18. **Rules/Regulations/Conduct of Training.** A detailed briefing will be given to all the cadets about the conduct of training, examination/tests and rules/regulations at start of the course.

19. **Bond.** Parents/Guardians and the trainees are required to sign an undertaking on an affidavit worth fifty rupees as per Annex 'E' duly attested by a class I magistrate. Two copies of the bond will be handed over to the College on arrival.

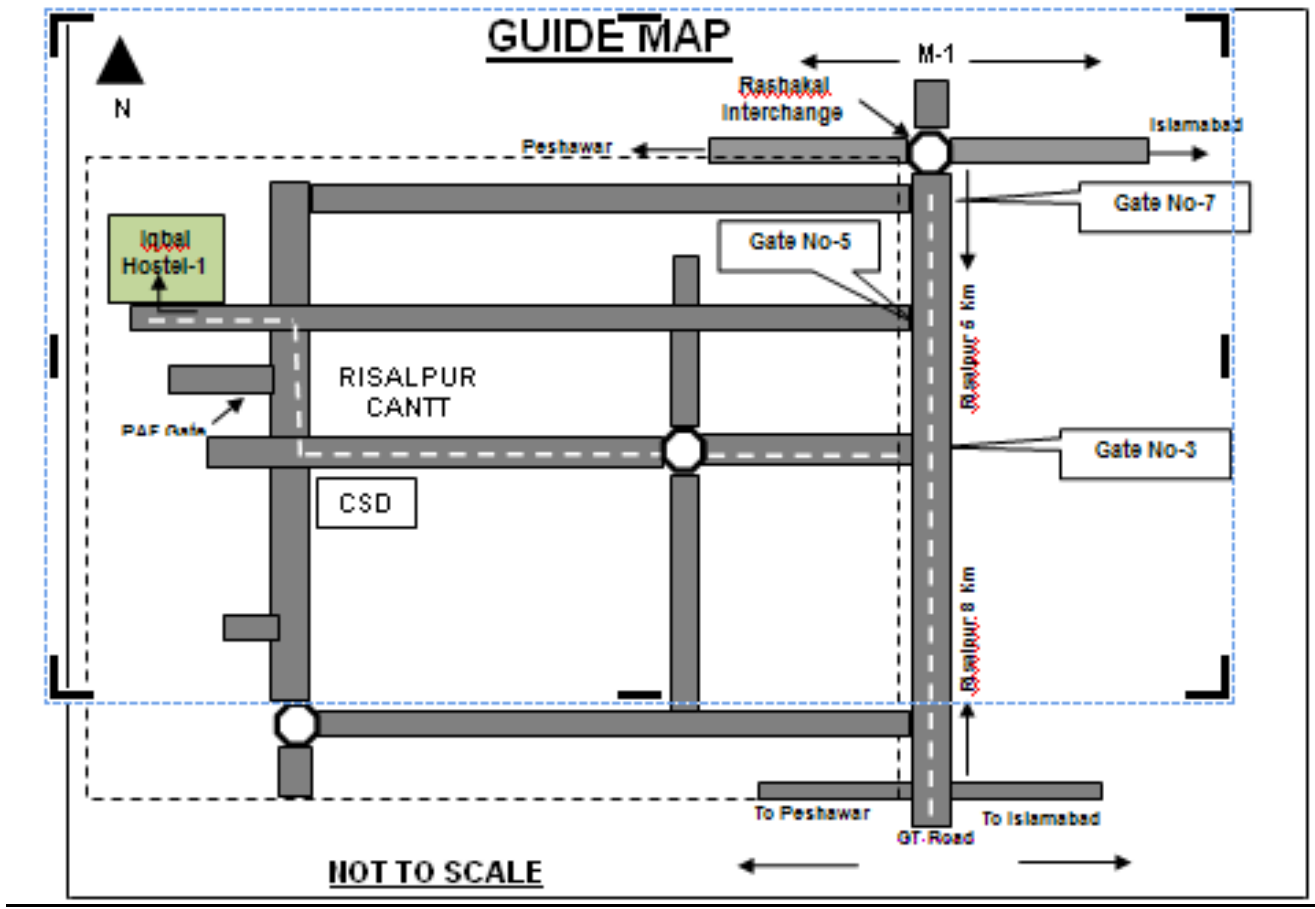
20. **Acknowledgment Slip.** All students are required to submit the acknowledgement slip alongwith the required documents as given at Annex 'F'.

21. **Syllabus.** The degree course is of 4 years duration and will be based on semester system. Detailed briefing regarding conduct of course will be given on commencement of the course. The detail syllabus of each semester will be intimated after joining. However, it is recommended that books related to basic sciences should be read to have sufficient background knowledge before joining the college.

Station: Risalpur Cantonment

Dated: _____ 2015

Lieutenant Colonel
Officer Incharge Cadets
(Muhammad Javed Iqbal Khan)



Annex B**KIT ITEMS**

Ser	Item	A/U	Quantity	Price (Rs)	Remarks
1.	Coat D/Breast	Nos	1	4000.00	
2.	White Shirt (F/S)	Nos	1	500.00	
3.	Tie	Nos	1	240.00	
4.	Trouser Tropical	Nos	1	700.00	
5.	Name Plate	Nos	1	50.00	
6.	Mufti Belt	Nos	1	340.00	
7.	Track Suit	Nos	1	1340.00	
8.	Jersey Navy Blue	Nos	1	740.00	
9.	Satchels	Nos	1	725.00	
10.	Socks Black	Nos	1	80.00	
11.	Socks White	Nos	1	80.00	
12.	Tie Pin/Cuff Pin	Nos	1	450.00	
13.	Boot Oxford	Pairs	1	1700.00	Actual rate of Service Company
14.	PT Shoes(service Cheetah Shoes)	Nos	1	2200.00	“
Total:				13,145.00	

ITEMS TO BE BROUGHT BY NUST CADETS

Serial	Item	A/U	Quantity
1.	Wrist Watch	No	1
2.	Time Piece	“	1
3.	Shaving Kit	Set	1
4.	Lounge Suite/Combination (Wool)	No	1
5.	Neck Tie	“	1
6.	Round Neck White T Shirt	“	2
7.	Handkerchief Plain (White)	“	8
8.	White Vests (without sleeves)	“	6
9.	Underwear	“	6
10.	White Shorts with Hip Pocket (Shorts should not be of athletics pattern)	“	1
11.	Towel Medium white (44” x 24”)	“	2
12.	Hand Bag Medium Size	“	1
13.	White Shirt (Full Sleeves)	“	3
14.	White Shirt (Half Sleeves)	“	2
15.	Blacks Socks	Pair	2
16.	Shoes Black (Oxford Pattern)	“	1
17.	Sleepers (Leather)	“	1
18.	White Tennis Shoes	“	1
19.	Quilt in white Cover	“	1
20.	Mattress Cotton (In White Cover)	Nos	1
21.	Jai Namaz	“	1
22.	Black Waist Coat (with V-neck & 5 x buttons)	“	1
23.	White Shalwar Qameez	Pair	1
24.	Pullover	No	1
25.	Trunk	“	1
26.	White Bed Sheets	Nos	3
27.	Pillow	“	1
28.	Pillow Cover	“	3

Note:- All Cadets are requested to bring complete bedding for winter season.

SUMMARY OF EXPENSES
NUST CADETS

1. **Initial Expenses.** To be paid in Cash at the time of admission.

a.	Kit Items	20,000.00
b.	College Registration	500.00
d.	College Security (Refundable)	10,000.00
d.	Library Security (Refundable)	2,000.00
e.	Messing Security	8,000.00
	Total:	40,500.00

2. **Monthly Expenses.** To be deposited as per the procedure given in Para 15, on monthly basis.
Present expenses are: -

<u>Ser</u>	<u>Items</u>	<u>Amount</u>	<u>Remarks</u>
a.	NUST Tuition Fee	12500.00	Deposit on Semester Basis
b.	College Fund	100.00	
c.	Training Aid/Laboratory Fund	20.00	
d.	Sports Fund	100.00	
e.	Recreation Fund	50.00	
f.	Room Rent	1500.00	
g.	Electricity Charges	700.00	
h.	Water Charges	25.00	
i.	Furniture Charges	50.00	
j.	Service Charges	1800.00	
k.	Dhobi Fund	275.00	
l.	Barrack Maintenance	50.00	
m.	Messing	4350.00	145/- Rupees per day
n.	Tea Break	1210.00	55/- Rupees per day
o.	Sui Gas	600.00	
p.	Masjid Fund	10.00	
q.	Mess Maintenance	100.00	
r.	Internet	100.00	
s.	Breakage Fund	20.00	
	Total (Approximately)	23,560.00	

(Amount is subject to little variation)

Annex E**SURETY BOND****(NUST STUDENTS)**

1. KNOW ALL MEN BY THESE PRESENT THAT I _____
(hereinafter called the trainee) and surety _____ (hereinafter called the surety) do hereby bind ourselves and each of us and heirs, executors and administrators, to abide by the terms and conditions of NUST after having been selected against “Civilian Student of NUST” seat at Military College of Engineering Risalpur.
2. During studies, a trainee shall abide by the college discipline and rules, regulations and standing orders/procedures concerned and pay all expenses in due time. Any violation of these will make the trainee liable to be expelled from the college which shall be without right of appeal in any court of law. During studies, if a trainee is expelled by the college on any grounds, or deliberately fails and does not study, trainee will lose his seat in the College and would not be allowed to continue studies as NUST Cadet in Military College of Engineering.
3. The trainee will abstain from any political activity during his tenure of studies at Military College of Engineering Risalpur. Trainee, if found guilty of act which is forbidden by NUST rules and instructions, will be liable for expulsion from the institution.
4. Now the conditions of the above written bond are that the trainee will:-
 - a. Faithfully and truly conform to and obey the instructions given to him from time to time and all times during his study for the BSc Civil Engineering Degree Course at Military College of Engineering.
 - b. Earn good reports regarding the studies, conduct and behavior, during the laid down duration of the course.

Witnesses with full address:-

Signature Witness No.1 _____	Signature Witness No.2 _____
Name: _____	Name: _____
S/O : _____	S/O : _____
Designation/Status: _____	Designation/Status: _____
Address: _____	Address: _____
I.D.C No: _____	I.D.C No: _____

Signature of Trainee

Name: _____

S/O : _____

Address: _____

Signature of Surety No.1 _____	Signature of Surety No.2 _____
(Must be guardian of the NUST Cadet)	
Name: _____	Name: _____
Address: _____	Address: _____
Relationship of Surety No 1 with trainee	Relationship of Surety No 2 with trainee
_____	_____

COUNTERSIGNED

(Seal of the Court)

(Magistrate Class-I)

Name: _____

ACKNOWLEDGMENT SLIP

From: _____

To: NUST Branch
Military College of Engineering
Risalpur Cantonment

Sir,

I acknowledge receipt of Joining Instructions issued under Military College of Engineering
letter Number _____ dated _____ on
_____.

Yours Obediently

Date: _____