



## **PROMULGATION ORDERS**

1. The aim of training at Pakistan Marine Academy (PMA) is to train the cadets into smart, energetic, zealous, well-behaved and disciplined individuals, equipped with sound professional, academic and general knowledge. I want the cadets to compete with nobility and sportsmanship.
2. Seafarers are required to travel far and wide. Therefore, they must develop a liking for all nationalities and all cultures so that they can be happy everywhere and at all times. This is only possible when they are disciplined, organized and well mannered.
3. Cadets Discipline and General Order is for the guidance of cadets, instructors and staff of Pakistan Marine Academy. This order is to be read in conjunction with Government Rules & Regulations and Orders received from the Higher Authorities. These are not to be misconstrued or misinterpreted to contravene the order of any superior authority.
4. With the passage of time, changes and modifications in this order become mandatory. Therefore, this order has been revised and promulgated for compliance by all concerned.
5. It is the responsibility of every cadet, instructor and staff to acquaint him / her self with this order and comply in true letter and spirit.

Dated: \_\_\_\_\_

**CHIEF ENGR TAHIR JAMIL**  
Commandant

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## Chapter - 1

# **CONDUCT & DISCIPLINE**

## **INTRODUCTION**

1. Seafaring is an occupation which requires seafarers to spend their working and leisure hours in the confined spaces. Therefore, seafarers need to be tolerant, disciplined and courteous. The most effective form of discipline is self-discipline, which in turn springs from a responsible attitude and a genuine concern for the efficient operation of the ship and for the comfort and convenience of colleagues.
2. Discipline is essential in every sphere of life. It means self-control and cheerful obedience to orders, even at the risk of life. The purpose of discipline is to bring together a number of vastly different individuals into an organized group who work as a unit, towards achievement of their goal.
3. Besides instant obedience, discipline also means doing only what is permitted and in an orderly fashion.

## **CODE OF CONDUCT**

4. A Cadet of PMA:
  - a. Remains smart, alert and lively at all times.
  - b. Consider personal cleanliness and the cleanliness of PMA as personal responsibility.
  - c. Obeys all orders and instructions smartly and cheerfully.
  - d. Remains punctual always.
  - e. Place duty above any other consideration.
  - f. Do not shirk any responsibility or duty. In fact, volunteers to take responsibility.
  - g. Speak the truth, regardless of consequences.
  - h. Remains honest and do not cheat.
  - j. Behaves like a gentleman.
  - k. Always ready to help others at all times.
  - l. Learns to admire rather than condemn.
  - m. Remains fair to all.



- n. Remains broad-minded and free from parochial and racial feelings.
- p. Does all his work with his own hands, thus demonstrating dignity of labour.
- q. Does not protect wrong doers.
- r. Does not conceal facts or evidence.
- s. Devotes himself whole-heartedly to his studies and learning.
- t. Upholds the good name of PMA at all times.
- u. Takes interest in all extra-curricular activities of PMA.
- v. Develops an attitude of friendliness towards all; services before self; gives rather than take; and obliges rather than be obliged.
- w. Wins respect through merit alone.
- x. Remains cheerful and obedient under all circumstances.
- y. Gives whole-hearted respect to seniors and gives affection and guidance to juniors.
- z. Last, but not the least, feels honour bound to report any breach of code of conduct without fear or favour.

5. Every cadet will be required to strictly follow the above mentioned code of conduct in all circumstances.

### **MAINTENANCE OF GOOD ORDER AND DISCIPLINE**

6. It is the duty of every cadet to display good order and discipline at all times. Every cadet must aware of the rules and instructions and comply with true spirit. Any breach of discipline that may come to the notice of any cadet, must be immediately reported to his superiors. They should never be influenced by petty considerations of cast, colour, place of birth, financial status or background etc. They should try to seek well in others.

### **BEHAVIOUR OF CADETS**

7. Cadets are to exhibit decent behaviour in classes, canteen, laboratories, library, examination hall, fruit shop etc and should not defy the norms of decency, morality, religious, cultural and social values by single or group of cadets. They must always behave like gentlemen and must refrain from discrimination against and/or offensive



behaviour towards any person on the ground of race, colour, religion, caste or any other reason.

### **UNIFORM**

8. Cadets shall always wear the prescribed uniform, along with appropriate shoes, name tallies, belt and buckle, at all time in the Academy. It must be cleaned and well pressed. It should be fit properly and must be maintained in good condition. Belts must be neat. Buckle should be in shining condition. Name tallies should be visible in the correct position. Wearing of broken and scratched name tallies is not allowed. Shoes must be polished and attention be paid to the base of shoes. They must be clean and well polished.

### **PERSONAL HYGIENE**

9. Cadets should pay special attention to their personal hygiene. Their hair should be short and nails must be clipped & cleaned. They should get fresh hair cut on fortnightly basis. They should have shaved daily and in case of beard, it must be well trimmed with proper *KHAT* at all times. They should take bath regularly. However, they should avoid the use of strong scented perfumes, colognes.

### **CLEANLINESS**

10. At sea, the seafarers are required to do their own work. Similarly in the Academy, cadets will not only clean their beds but will also clean their dormitory, bathrooms and class rooms. Cadets should not litter the premises. Garbage should be dumped in designated places only.

### **WEARING OF BEARD**

11. Wearing of beard is not allowed in the first term. However, cadets who are interested to follow the Sunnah of Holy Prophet (Peace be upon him) may wear the beard with the prior written permission of Deputy Commandant in other terms. The beard longer than 4 inches from the chin is not allowed.

### **DRESS CODE**

12. Cadets are to remain smartly dressed at all times. When not in uniform, the dress worn should be presentable and decent.

### **DIVISIONAL ORGANIZATION**

13. Upon joining the Academy, cadets will be divided equally into four divisions i.e. Jinnah, Iqbal, Qasim and Liaquat Divisions; to meet the academic, sports and administrative requirements. Each Division will be managed by a Divisional Officer (DO) / Assistant Divisional Officers (ADOs). For Divisional matters, the Divisional Officers will



work under the supervision of Deputy Commandant. Divisions will as far as possible be well mixed to have a blend of cadets from Engineering and Nautical Branches.

### **APPOINTMENT HOLDERS**

14. To develop a link between administration & cadets and to groom them into future administrators / managers, appointment holders are nominated. Cadets showing marked powers of leadership, good academic and professional results and Officer Like Qualities (OLQ's) during 1<sup>st</sup> year in PMA will be appointed as Chief Cadet Captain (CCC) and Cadet Captains (CC)(one from each Division) and Leading Cadets (LC) (two from each Division). A cadet will be selected as Sports Cadet Captain on the basis of outstanding performance in games in addition to good performance in studies. The Sports Cadet Captain will represent all the cadets in sports matters, irrespective of his own division. Appointment holders will be entrusted with certain responsibilities.

15. Initially CCC, SCC, CCs and LCs will be temporary appointed on trial basis for a period of one month and may be changed without any repercussion if found unsuitable. After four months, permanent appointment holders will be selected.

16. Selection of appointment holders will be decided by the Commandant in consultation with Head of Departments (HODs) , Cadets Admin Officer (CAO) and DOs. Appointment holder showing poor performance will be changed at any stage or Appointment holder involved in any offence may be destriped.

### **DUTIES OF CADETS**

17. Cadets of one division will be employed on various duties daily. In this way, on every 5<sup>th</sup> day each division will be on duty. The division on duty will be called as "Duty Watch". Cadets will be employed on various duties from Duty Watch. The details of duties performed by various cadets are given in **Annex A**. Apart from duties mentioned at Annex A; cadets may be employed on other duties as well.

### **ROUTINES**

18. Adherence to the daily routine is the responsibility of every cadet. However, CCC, Duty Cadet Captain (DCC) and Cadet of the Day (COD) are responsible to ensure that the routine is carried out in accordance with the one promulgated in the supervision of Warden. They are to forward the names of defaulters to Warden for necessary disciplinary action. The Daily, Friday, Saturday and Sunday routines are enclosed as **Annexes B, C, D and E** respectively.

### **MORNING PT AND SPORTS PERIOD**

19. In order to promote healthy habits amongst cadets, Morning PT and Sports Period have been included in the Cadets Daily Routine. It is mandatory for all the cadets to attend. In order to maintain discipline amongst cadets, it is mandatory for the Sports



Officer and Sports Instructors to be physically present in the ground during the conduct of Morning PT and Sports Period.

### **MORNING MUSTER & CADETS DIVISION**

20. All the cadets will assemble in the Parade Ground at 0745 daily for morning muster / Division. DOs must attend the divisions/ musters. They must inspect their divisions daily so that they are aware of the short comings of cadets of respective divisions. The Deputy Commandant or the CAO may inspect the Divisions on every Thursday. The Commandant will inspect Divisions occasionally.

### **SICKNESS**

23. Trainees falling sick are to assemble on the white line on the right side of Quarter Deck during morning muster / division. Sick cadets will be sent to Medical Centre. If medical centre is closed, sick cadets will be sent to PAF BASE MASROOR / Ziauddin Hospital / Bilal Hospital (as appropriate) for medical treatment after morning muster. All medical expenses outside the PMA medical centre will be borne by the cadet. Transport from PMA to Ziauddin Hospital at Keamari will be provided by PMA if available. Emergency cases will immediately be taken to the hospital.

### **SWIMMING**

24. Prior going to sea, it is mandatory for the sailors to have proficiency in swimming. Keeping in view the importance of swimming, PMA conducts swimming training of the cadets. It is mandatory for the cadet to qualify Standard Swimming Test (SST) prior boarding a ship.

25. Sports Officer is to prepare and implement a programme for swimming practice of cadets. He is to be physically present on the swimming pool as supervisor during the conduct of swimming practice. He is to conduct the SST as defined in Commandant's Standing Orders. He is to put his best efforts to ensure that every cadet is SST qualified prior passing out of the Academy.

### **INTERDIVISIONAL CHAMPIONSHIPS**

26. Interdivisional Championships of various sports like Cricket, Hockey, Football, Basket Ball, Volley Ball, Table Tennis, Cross Country etc. are arranged to develop sportsmanship amongst the cadets. Cadets are to actively participate in these championships. Divisional officers are to prepare their divisions for the competitions. The standing gained by the divisions in these championships will contribute in award of Proficiency Banner to the divisions. Sports Officer is to chalk out the rules and regulation of these championships prior commencement of any event. He is also responsible for arrangements and smooth conduct of Interdivisional Championships.

**NIGHT MUSTER**

27. All the cadets will assemble in the night at 2130 daily for the night muster in the Parade Ground in front of Cadet Block. All the CCs will submit the reports of respective divisions to the CCC. CCC will compile all the reports and will submit to Warden. In the absence of CCC, DCC will conduct the night muster. Warden is to ensure that night muster is properly conducted and forward the names of absent cadets to CAO.

**CLEANING OF CLASSES**

28. Cadets are to clean their classrooms. DCC is to detail junior cadets from duty watch for cleaning of classrooms in the morning at the time of morning PT.

**DISCIPLINE IN CLASSES**

29. Cadets are to be disciplined in the classroom. They should be focused and attentive during classes. They should take keen interest in the studies as they have to compete at international level. They are also to pay special attention in practical work (in Labs and workshops). They are to be very obedient and respectful towards instructors/teachers and associated staff.

30. Cadets are not allowed to wander outside the classroom in the absence of instructor or in tutorial period. In library periods, cadets are to remain in library. Cadets should be punctual and does not waste much time if class is required to move to other classroom or library or laboratory or workshop etc.

31. The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behaviour that results in disruption of a class, he may be directed by the faculty member to leave the class for the remainder of the class duration. He must be marked absent in the attendance register.

32. Cadets Training Coordination Officer (CTCO) is to check classes after every period and initiate disciplinary action against the cadets who found wandering outside the classrooms. In order to save the time of cadets, he is to immediately nominate a suitable replacement in the absence of a teacher.

**CLASS LEADER**

33. Every cadet will perform the duty of class leader for one week starting from top as per attendance roll of cadets. CTCO will issue Class leader Roster on weekly basis. Any Cadet, if nominated, will be responsible for the following and disciplinary action will be initiated against the class leader who fails to comply these instructions:

- a. He is responsible for the discipline of class.
- b. He is to ensure that class is peaceful and does not make noise.



- c. He is to mark attendance correctly in the attendance register.
- d. In the absence of teacher, he is to immediately inform to CTCO.
- e. He is to ensure that class is back in time after the stand easy.
- f. He is responsible for safe custody of Attendance Register and ensures that no one temper the entries made in attendance register.
- g. He is to ensure that no cadet possess / uses mobile phone / MP Player / Musical instrument etc in the class.
- h. He is to forward the names of cadets to CTCO who fail to observe his instructions. CTCO will mark these cadets as absent in the attendance record.

### **CLASS ATTENDANCE**

34. A cadet must have at least 90% class attendance in each subject to make himself eligible to appear in exams. This includes all reasons for absence from the class room, even if the cadet is physically present in the Academy.

### **STRAGGLERS**

35. Instructors are to forward the names of weak students to CAO on every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month. CAO is to promulgate the straggler list for the next fortnight. Warden is to ensure that stragglers Prep is conducted in class rooms in Admin Block as per routine.

### **ACADEMIC DISHONESTY**

36. Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the cadets with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of PMA academic documents, intentionally impeding or damaging the academic work of others, or assisting other cadets in acts of dishonesty. Common examples of academically dishonest behaviour include, but are not limited, to the following:

- a. **Cheating.** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another cadet's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.
- b. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.



- c. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- d. **Plagiarism.** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- e. **Unauthorized Collaboration.** Providing, either knowingly or through negligence, one's own work to assist a cadet in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where cadets are permitted to work jointly to complete an assignment, teachers will offer clear guidelines about when and how to collaborate; if a cadet is unsure, it is the responsibility of the cadet to ask the faculty member.

### **PARADE TRAINING**

37. Parade training is an integral part of regimental training. Cadets are to pay special attention and put their best efforts in getting proficiency in the various drills of Parade Training. Cadet's performance, individually and collectively, will be evaluated at the end of each term.

### **CO-CURRICULAR / EXTRA CURRICULAR ACTIVITIES**

38. In order to polish the skills and to enhance the knowledge of cadets, extra curricular activities are arranged. Cadets are encouraged to actively participate. DOs are to play active role in motivating and guiding the cadets. They are to prepare their division for participation in various co-curricular / extra curricular activities.

### **OPENING OF BANK ACCOUNT**

39. It is duty of every cadet to open a bank account in National Bank of Pakistan Marine Academy Branch. This will be helpful in payment of dues, transfer and withdrawal of money. No cadet is allowed to keep more than Rs.2000/- with him any amount received after working hours to be handed over to DO for safe custody of the money. The amount should be deposited into the bank account on next working day. DOs are to ensure that every cadet of respective division has opened bank account in the said bank.

### **MOBILE PHONE/ MP PLAYER OR MUSICAL / ENTERTAINMENT INSTRUMENT**

40. Cadets are not allowed to bring their mobile phones / MP Player or other musical / entertainment instrument etc with them during the instructional time. In case of violation, mobile phones / MP Player or other musical / entertainment instrument will be confiscated and strict disciplinary action will be taken against defaulters.

**USE OF UNFAIR MEANS**

41. Any cadet found using 'unfair means' or helping any other cadet to use unfair means during examinations / tests or suspected of having used unfair means during evaluation of answer books, will be immediately expelled from the Academy irrespective of his previous achievements in studies or extra curricular activities. The term "unfair means" includes but not limited to the following:

- a. An attempt to have access to the question paper before the test/examination.
- b. Use/possession of unauthorized reference material during a test/examination.
- c. Any form of communication by the examinees with any one in or outside the test/examination venue while the test/examination is in progress.
- d. Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tempering with the official record/ examination paper etc.
- e. Copying from any source, or obtaining or attempting to obtain, irregular assistance of any description.

**OFFICER LIKE QUALITIES**

42. At the end of each term, cadets will be assessed on the basis of their conduct, discipline, participation in sports, parade training, leadership qualities etc. The cadet's overall conduct evaluation is reflected in his Character Certificate as Excellent, Very Good, Good or Fair. Cadets failing in OLQs will be marked as 'Unsatisfactory' in Character Certificate.

43. OLQs will be evaluated out of 100 marks. Minimum %age to qualify / pass OLQs will be 60%. Following criteria will be applicable for finalization of OLQs of cadets:

- a. **Positive Points / Marks.** Details of Qualities / positive points / Marks / are as under:

S.No	Description	Allocation of Marks
(1).	Class Attendance	10
(2).	Participation in Sports Activities (Interdivisional Sports Championships and matches with other colleges / universities etc)	10
(3).	Attendance in PT, Evening Sports and Swimming	10
(4).	Morning Muster / Division Attendance	10



(5).	Power of Command	10
(6).	Cleanliness	10
(7).	General Attitude/Behaviour	10
(8).	Parade Training	10
(9).	Punctuality & Discipline	10
(10).	Appointment Holders, Extra Curricular Activities, Noble deeds, Debates etc.	10

b. **Negative Points.** Details of negative points / qualities are as under:

S.No	Description	Deduction of Marks
(1).	Punishment A	1 mark for 10 days
(2).	Punishment B	1 mark for 10 days
(3).	Punishment C	1 mark for 05 days
(4).	Punishment D	1 mark for 03 days
(5).	Commandant Warning	3 marks per warning
(6).	Dy Commandant / HODs Warning	2 marks per warning
(7).	CAO Warning	1 mark per warning
(8).	Fine	1 mark for Rs.1000/-

44. If it is considered mandatory, minor amendment in the above mentioned criteria may be made with the approval of Commandant.

### **CHARACTER CERTIFICATE**

45. On completion of training from the Academy the cadets are issued with a Character certificate which is a mandatory requirement for boarding a ship. The 'Conduct' of a cadet is evaluated over each term and is reflected in his Officer Like Qualities (OLQs) evaluation. The cadet's overall conduct evaluation is reflected in his Character Certificate as Excellent, Very Good, Good or Fair. Cadets failing in OLQs will be marked as 'Unsatisfactory' in Character Certificate.

### **SMOKING**

46. Smoking is harmful to health and is undesirable. Thus cadets are advised to refrain from smoking. Those who are habitual are allowed smoking only in their own rooms provided their roommates do not object. They are forbidden to smoke in other common places like, Games room, Gym, Library, TV room, Dining Hall, Class rooms, Fruit Shop, Canteen, Transport etc.

### **OUT OF BOUND AREAS**

47. The following areas have been declared out of bound for all cadets:



- a. Cadet Block is out of bound for every cadet during instructional time. However, any sick cadet or for any other reason, a cadet may visit Cadet Block during instructional time with the written permission of CAO / Chief Discipline.
- b. Roof of Cadet's Block.
- c. Officer's Residential Area.
- d. Staff Residential Area.
- e. Jetty.
- f. Telephone Exchange.
- g. Grax Village.
- h. Offices in the absence of Officers/Staff
- j. Examination Section (under all circumstances).
- k. Canteen (during instructional time except break time).

### **INFECTIOUS DISEASES**

48. Infectious or contagious diseases are to be reported immediately so as not to endanger other Cadets. Failure to report any personal infection or contagious illness is a serious offence and may result in withdrawal from the course.

### **WRITING OF ANONYMOUS LETTERS OR MAKING PHONE CALLS OR SMS TO COMMAND**

49. Cadets are bound to follow a proper channel for their requests and complaints. Anonymous letters or phone calls or SMS will not be entertained. They are to forward their requests and complaints through their DOs.

### **CONTACT WITH PARENTS / GUARDIANS**

50. Cadets are to keep their parents / guardians informed about their wellbeing and progress in studies so that parents do not become anxious about them. Every cadet is advised to write a letter or make a phone call to his parents/guardian at least on every fortnight.

### **THEFT / STEALING**

51. Theft, or attempted theft, of property or services on PMA premises or at PMA-sponsored activities or belongings of cadets will result withdrawal from academy of the cadet involved.

**FOOLING / RAGGING / MANHANDLING**

52. Fooling / ragging / manhandling is not allowed at PMA. All cadets are to refrain from such activities and violation of above instructions may result in withdrawal from academy. In extreme circumstances, CAO is allowed to manhandle the culprits.

**SAFE CUSTODY OF PMA ID CARD**

53. After joining PMA, cadets are issued PMA Identity Card. Cadets are to carry the card with them while proceeding out of PMA for any reason. Safe custody of ID card is the sole responsibility of the cadet to whom this card is issued.

54. In case of loss of ID card, concerned cadet is to immediately lodge an FIR in the Police Station. He is to forward a request to Commandant through his DO and CAO for issuance of new ID card. Request must accompany the copy of FIR and Rs. 1000/- as fine. In addition, expenses of new card will also be borne by the concerned cadet.

**FIGHTING**

55. Cadets are to behave in a respectable manner with each other. Fighting with other cadets in any circumstances is not allowed. Cadets involved in such activities will be dealt severely.

**DAMAGE TO PROPERTY / BELONGING OF CADETS**

56. It is the duty of every cadet to put his best efforts in safe guarding the property of PMA and belongings of cadets. Intentionally or recklessly destroying or damaging, or attempting to destroy or damage PMA property or the property of others on PMA premises or belonging of cadets or PMA-sponsored activities or scribbling/carving on desks, wall chalking by a trainee shall be dealt severely and may result in severe disciplinary action / expulsion from PMA.

**FURNISHING FALSE INFORMATION & FORGERY OF UNAUTHORIZED USE OF DOCUMENTS**

57. Intentionally furnishing false information to the Academy and its officials; or misusing affiliation with the Academy to gain access to outside agency/services; or using false information or PMA resources to compromise the name of the PMA, forgery /unauthorized alteration or unauthorized use of any Academy document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps etc. will result in withdrawal from the Academy.

**GAMBLING**

58. Unauthorized and / or illegal exchange of money favours or services as a result of an organized or unorganized game or competition is strictly prohibited.



### **INVOLVEMENT IN ILLEGAL, UNETHICAL AND/OR IMMORAL ACTIVITIES**

59. Cadets are advised to refrain from involvement in illegal, unethical and/or immoral activities. Any involvement in such activities may result in expulsion from academy.

### **ACCESS / TEMPER OF OFFICIAL DOCUMENTS / RECORD**

60. Cadets are to refrain from access or attempt to access the record / documents that are forbidden for them like question papers, result sheets etc. Cadets are not authorized to tamper or attempt to temper any official document like attendance register; library books issue record, laboratory equipment issue record etc.

### **MUTINY**

61. Intentionally violation / disobedience / refusal of any lawful order / routine by two or more cadets collectively will be called mutiny. Cadets involved in mutiny will be withdrawal from the Academy.

### **INDULGENCE IN POLITICS OR RELIGIOUS/ETHNIC CONTROVERSY**

62. Cadets are not permitted to indulge in politics or any other controversy (Ethic, Religious etc) during their training at PMA. Defaulters will be punished severely and may be expelled from the Academy depending on the gravity of the offence.

### **UNAUTHORIZED ACCESS / USE OF OUT OF BOUND FACILITIES / EQUIPMENT / PREMISES**

63. Unauthorized access or entry to, or use of, PMA facilities and equipment that are prohibited or out of bound for cadets. Similarly, unauthorized possession, duplication or use of keys to any PMA premises, facilities or equipment; or, unauthorized entry to or use of PMA premises is strictly prohibited.

### **DEMONSTRATIONS**

64. Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the PMA community leading to or inciting others to disrupt scheduled and / or normal activities within Academy.

### **HARASSMENT**

65. Cadets are to refrain from harassing others. It covers the following:

- a. Passing remarks, placing visual or written material, aimed at a specific person or group.



- b. With the intention of causing harm to the person or group; and / or
- c. Creating an environment which limits a student's educational opportunity.
- d. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interfere with their educational opportunity.
- e. Physical assault.

### **PROVOKING OTHERS TO MISCONDUCT**

66. Intentionally using words or actions to incite or encourage others to violent or retaliatory behaviour, or other acts of misconduct will be liable for withdrawal from Academy.

### **DISORDERLY CONDUCT OR INDECENT BEHAVIOUR**

67. Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on Academy premises or at Academy-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on Academy premises without his prior knowledge.

### **ABUSE, ASSAULT, FIGHT AND THREATENING BEHAVIOUR**

68. Cadets are not allowed to abuse, assault, fight or threaten to others at PMA. These include intentionally or reckless acts endangering, threatening, or causing physical or mental harm to any person, or oneself, on Academy premises or at Academy-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited, to abusive language and/or physical or verbal intimidation, harassment, coercion.

### **LIBRARY**

69. Library is a silence zone. All cadets are to remain silent and observe the decorum of library. Cadets can draw the books of their interest from the library. They are required to return the books at the earliest so that other cadets may get benefit from them.

### **ABUSE OF THE INVESTIGATION SYSTEM**

70. Abusing the investigation system including, but not limited to following, will be liable withdrawal from academy:



- a. Failure to obey the notice from a PMA official to appear for a meeting or hearing.
- b. Falsification, distortion, hiding or misrepresentation of information before a hearing body or designated hearing officer of the PMA.
- c. Disruption or interference with the orderly conduct of a hearing proceeding.
- d. Causing a violation of code of conduct of hearing to convene in bad faith.

### **NON-COMPLIANCE WITH OFFICIAL DIRECTION / REGULATIONS AND POLICIES**

71. It is responsibility of every cadet to comply with official direction / regulations and policies in performance of their duties. Violation of above will be dealt severely.

### **PERSONAL RECORD FOLDERS / DOSSIERS**

72. Cadets are observed and their good and bad actions are recorded in their Dossiers / Personal Record Folders. DOs are to maintain the personal Record Folders / Dossiers of cadets. CTCO is to initially prepare these folders and hand over to DOs. DOs are to regularly update these folders. DOs are also to keep record of observations about cadets of their division. On passing out of cadets, these folders be returned to CTCO within one month of passing out of cadets.

### **STUDY TOUR**

73. During the course of training, study tours may be arranged for the cadets. It is responsibility of every cadet to actively participate in all activities planned for the cadets. They must be disciplined, well behaved and punctual. In case of unauthorized absence from study tour or violation of instructions will be dealt severely that may lead to relegation from the Academy.

### **UNDERTAKING**

74. The cadets and their parents/guardians are required to give an undertaking that their son/ward will abide by the rules and regulation on a stamp paper of Rs.50/- , duly attested by a 1<sup>st</sup> class gazetted officer/Notary Public, at the time of joining to PMA. Sample is attached as **ANNEX F**. CTCO is to forward a copy of this undertaking to every cadet along with joining instructions.

### **CLEARANCE CERTIFICATE**

75. Every cadet is required to submit a clearance certificate to CTCO prior getting Degree from PMA after passing out. CTCO is to issue degree/ character certificate on completion of Clearance Certificate. Clearance Certificate is given in **Annex G**.



### **IMPOSITION, COLLECTION AND UTILIZATION OF FINE**

76. On the acts of ill disciplines, fine may be imposed on cadets. However, imposed fine will be approved by Deputy Commandant / Commandant. Approval form is attached as **Annex H**. If fine is imposed on any cadet, it is his responsibility to immediately deposit the fine in the PMA account titled "Cadet Penalty Account" designated for this purpose and handover original deposited bank slip to Account Officer and a copy of the same to CAO. In case of failure to deposit of fine, cadet may be withdrawal from the Academy.

77. Fund generated out of fine will be utilized for the following:

- a. Welfare of cadets.
- b. Assistance to needy cadets.
- c. Improvement of academic, medical and residential facilities / infrastructure of cadets.



## Chapter - 2

### **CONDUCT AT CADET BLOCK**

#### **ALLOCATION OF ROOMS**

1. It is mandatory for all the cadets to stay at Cadet Block during the course of their training. No one is allowed to stay outside.
2. Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the administration/Warden.
3. Administration reserves the right to expel any cadet on account of misconduct or breach of any rule and discipline in order to preserve security of life and property of the other cadets.

#### **ROOMMATE**

4. PMA treats all cadets equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude towards your roommate. If you are facing any difficulty for any reason with your roommate and are unable to resolve the issue, the matter must be reported to your DO. You are expected not to involve your parents or guardians in such cases.

#### **MESS DRESS CODE**

5. A strict dress code is followed in the mess. All cadets are to dine in the mess in neat and clean uniform. Cadets improperly dressed, unshaven or wearing dirty / un-pressed uniforms or without proper uniform shoes will not be allowed to dine in the mess. Cadets are, however, allowed to dine in the plain clothes (dress other than uniform) on Fridays, Saturdays and weekly/National Holidays. The plain clothes worn should be smart and clean.
6. Un-pressed shalwar kameez, sleeping suits, track suits, Jeans, sportswear including shorts, sleepers and open sandals (without back straps) are not allowed in the mess. Examples of a proper dress are:
  - a. Shalwar Kameez with peshawari chapplas / sandals with straps.
  - b. Trouser and shirts neatly tucked in with belt and shoes or peshawari chappal / sandals with straps.

#### **ANIMALS/PETS**

7. Bringing an animal /pets in Cadet Block / PMA is strictly prohibited.



### **CLEANING**

8. Cadet Block, being a part of the PMA, deserves a sacred status. Therefore, cadets will himself clean their beds, dormitory and bathrooms.

### **FIRE ARMS / FIRE CRACKERS / PYROTECHNICS / INFLAMMABLE MATERIAL / CHEMICALS / CONTRA BANNED ITEMS / EXPLOSIVES AND OTHER WEAPONS**

9. There is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on Academy premises, whether or not the possessor is duly licensed to hold that firearm. Cadets are not allowed to bring any kind of fire crackers / Pyrotechnics / inflammable material or contra banned items in the Cadet Block / Academy.

### **LIQUOR / DRUGS / INTOXICANTS**

10. Neither the cadets nor their visitors are allowed to bring or consume liquor, drugs, or any other intoxicants in the Cadet Block / Academy.

### **NISWAR AND PAAN**

11. Niswar and Paan are strictly prohibited in the premises of Cadet and Administration Blocks.

### **SPOILING OF BUILDING**

12. Cadets are not allowed to spoil the building by writing on walls and fixtures. Fixing of posters, making use of walls/doors as a canvas for painting of various expressions, etc, are strictly prohibited.

### **SAFE CUSTODY OF PERSONAL BELONGINGS**

13. It is the responsibility of every cadet to keep the training material, library books, lab / workshop items, uniform items, stationary items etc and personal belongings in their safe custody. Personal items which are likely to disturb others are not allowed inside PMA. No Cadet will keep valuable items or cash more than Rs.2000/- with him. Amount more than Rs.2000/- be deposited in the bank.

### **MAINTENANCE AND UPKEEP OF CADET BLOCK**

14. It is expected that residents will treat PMA property with care and consideration. Furniture for individual rooms as well as common areas will be provided by the Academy. A maintenance department will take care of routine repairs required. Any deliberate damage to the individual room furnishing will be recovered from the



occupants of the respective rooms and damage to the common areas will be covered from all the cadets.

15. The damage caused to the walls/doors due to fixing of posters or making use of walls/doors as a canvas for painting of various expressions will be recovered from the occupants of the respective rooms.

16. On joining the Cadet Block, every cadet will be provided one key each for the room. The keys will be returnable on vacating the Cadet Block. Duplicate key (if needed) will only be arranged by the administration on payment of the prescribed charges.

### **VISITORS**

17. Cadet's parents/ guardians/relatives may visit Cadet Block after working hours with the permission of Warden. It is responsibility of concerned cadet to restrict them to the Guest Room only. Visitors are not allowed to visit Cadet rooms or Mess.

18. Female visitors are not allowed in the Cadet Block. All visitors are required to clear the Cadet Block / PMA before sunset.

### **SLEEPING IN TV / GUEST ROOMS**

19. Sleeping in TV / guest room is strictly prohibited. Anyone found sleeping in TV/Guest room will be subject to a fine of Rs.1000/-. Similarly if mattresses are found in these rooms, these will be confiscated.

### **ROOM APPLIANCES**

20. The utility bill charged from you per month is based on normal usage of utilities like electricity. Normal usage means any amount of utilities fixed by the Academy. Cadets are not permitted to have the following in their rooms:

- a. Refrigerator.
- b. Electric Heaters / Irons.
- c. Room Coolers / Air conditioners.
- d. TV / DVDs etc.
- e. Hi Fi Sound System
- f. Cassette Players
- g. Computer

**Note:** a. Cadets may bring computers with the written permission of Deputy Commandant.



- b. Cadets are allowed small portable radio/cassette player not more than 2 Watt sound output.

### **NOISE POLLUTION**

21. Playing instruments/music on a loud volume, causing disturbance to others, is not permitted and is a punishable offence. It is expected that all the cadets will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment/censure/fines.

### **PARTIES AT CADET BLOCK**

22. The management is not in favour of holding any kind of parties in the Cadet Block or its premises. In case, the cadets need to organize a party at the Cadet Block, they are required to get prior permission from the Deputy Commandant through Mess Officer in writing. If the administration allows any residents to organize any function/party, he will be responsible for the good conduct and manners of participants. He will provide a written undertaking of good conduct and observing the rules and regulations of participants. In any case, party must be finished before pipe down.

### **COOKING BY CADETS**

23. Private cooking by cadets in the rooms / mess is strictly prohibited in any circumstances.

### **UNAUTHORIZED PERSON**

24. No cadet is authorized to permit any unauthorized person to be present in PMA or to allow any person to stay in the Cadet Block without the prior permission of Deputy Commandant. Any cadet found violating the instruction may be expelled from the Academy.

### **STAYING GUESTS IN CADET BLOCK**

25. Guests are not allowed to stay in any Cadet's room / Guest room without the prior permission of Deputy Commandant.

### **T.V. TIMINGS**

26. TV room will be closed at 2200 hours daily. The keys of television room will be in the custody of CCC and he will be responsible for ensuring the compliance of the orders. However, in case of some important sports events like World Cup / Olympics etc, television room may be opened with the special permission of Deputy Commandant.



### **MEAL TIMINGS**

27. As decided by O.I/C Cadet Mess in consultation with CAO & student's Mess Committee.

### **MESS COMMITTEE**

28. In order to have the better knowledge of problems in the mess, Cadets Mess Committee will be formed by the Officer Incharge Cadets Mess. Mess Committee is to supervise the mess and record the remarks / observations in a log book on daily basis. In addition to observations, complaints/reservations/ suggestions for improvement in the mess may also be entered in the log book. Mess log be submitted to CAO on daily basis and Deputy Commandant on every Monday.

### **VACATIONS**

29. Cadets are not allowed to stay in the Cadet Block during vacations. However, cadets may be allowed by the Deputy Commandant. Cadets staying in Cadet Block will abide by all the rules and regulations.

### **INDOOR SPORTS**

30. Cadet Block has been provided with gymnasium facility equipped with expensive machines and the table tennis fixture. Cadets are expected to take care of these facilities and adhere to the laid down timings.

### **CALLING JUNIOR CADETS IN THE ROOMS**

31. Senior Cadets are not allowed to call the junior cadets in their rooms in any circumstances.

### **DO'S AND DON'TS FOR THE CADETS IN THE CADET BLOCK**

#### **DO'S**

- a. Be respectful to your colleagues and hostel staff / management.
- b. Always use parliamentary language. Use of foul language shall be taken very seriously.
- c. Keep your room neat and tidy, as it can be inspected by the management / DOs without any prior notice.
- d. if permitted, utilize your PC for educational purpose only.
- e. Smoking is not allowed on the public places and rooms.



- f. Visit the hospital as and when you feel unwell under supervision with the permission of CAO / Warden.
- g. Be security-conscious and take care of your valuables, especially cash and items allowed.
- h. Strictly follow all notices / instructions issued from time to time.
- j. Take care of Cadet Block property, including guest room, T.V room(s) and water coolers etc.
- k. Always enter your name in short leave / leave register while going out / coming back to PMA.

33. **DON'TS**

- a. Keeping of medicines, drugs without doctor's prescription.
- b. Possession of following items is totally banned and those found possessing them will be expelled both from the hostel and Academy.
  - (1). Firearms and daggers etc.
  - (2). Alcohols, Toxic drugs and hashish /heroin etc.
  - (3). Crackers, explosives and ammunition etc.
- c. Those not keeping their rooms tidy will be fined
- d. Those found misusing hostel premises / facilities will be fined.
- e. Any cadet involve in immoral / criminal / police activities / cases will be liable to be expelled from the Academy.
- f. Do not allow guests in your room / Cadet Block without prior permission.
- g. Never drive Motorbike without crash helmet.
- h. Never play loud music in your room as it can disturb studies of your colleagues / side room-mates or neighbours.
- j. Do not make noise and raise slogans.
- k. Do not keep electrical appliances, other than authorized in the rules.
- l. Do not fiddle with the electric sockets / plugs /appliances etc as it can be fatal / damaging.
- m. Do not damage any hostel property.
- n. Do not involve in politics, ethnic, sectarian and other undesirable activities.

34. Defaulters will be expelled from the Academy without any advance notice.



## Chapter – 3

### **SHORT LEAVE, NIGHT OFF, LEAVE AND SICK LEAVE**

#### **SHORT LEAVE**

1. Cadets may be allowed short leave on Saturday and Sunday only. On Saturday, short leave will be from 1500 to 2130 hours and on Sunday, short leave will be from 0800 to 2130 hours. All cadets other than duty watch, standby watch or on punishment may proceed on short leave. Cadets on duty watch, standby watch or on punishment will not be allowed to proceed on short leave except in unavoidable circumstances of urgent nature.
2. Cadets are to apply for short leave to the CAO through their DO. In the absence of the DO, the request may be routed through the ADO. In extreme emergency and in the absence of the CAO, short leave may be granted by Warden in consultation with the Deputy Commandant. Short leave involving absence during working hours should be extremely rare.
3. After working hours, Warden may grant short leave to the genuine cases only. Any breach of timing will be taken as absence and the cadet will be punished accordingly.

#### **NIGHT OFF**

4. Cadets will normally not be allowed to stay outside overnight, however on extreme compassionate grounds, night off may be awarded by CAO, but only on special request from the cadet's parent/guardian. After working hours, night off may be granted by Warden with the permission of CAO.
5. After the approval of night off, parents / guardians or their reps, who requested for night off, will take the cadets with them from PMA. At PMA, they are to contact Warden for permission to take the concerned cadet with them on night off. Cadets will not be allowed to proceed night off at their own.

#### **LEAVE ON COMPASSIONATE GROUNDS**

6. In case of grave emergency, a cadet may request for leave on extreme compassionate grounds like serious illness or death of blood relation i.e. father, mother or siblings. In such a case, leave may be granted by the CAO on case to case basis, depending upon the urgency of the situation. However, the aggregate of such a leave shall not exceed 7 days; during each term. If leave of any cadet exceeds the 7 days, he will be relegated to next term.
7. After working hours, Warden may grant leave to the genuine cases with the prior permission of CAO only.

**SICK LEAVE**

8. If a cadet falls sick, he may be allowed to proceed on sick leave by CAO on the recommendation of doctor.

9. If a trainee while on leave falls sick, he is to immediately inform PMA about his illness. He is to provide a medical certificate of his illness and recommendations of doctor on his return. In case of private doctor, his recommendation must be certified by Civil Surgeon.

10. In case of sickness, a cadet may be allowed a maximum of 15 days sick leave if he has not availed any leave on compassionate grounds.

**Note:** Accumulation of a cadet's leave including sick leave and leave on compassionate grounds in a term must not exceed 15 days otherwise he will be relegated.

**ABSENTEES**

11. Failure to report for training after leave and/or absence from PMA shall result in a disciplinary action. Following conditions will apply:

<b><u>S.No.</u></b>	<b><u>Absence</u></b>	<b><u>Punishment</u></b>
a.	Absence up to 4 days	Any suitable punishment except relegation and withdrawal
b.	Absence above 4 up to 7 days	Relegation to next term
c.	Absence above 7 days	Withdrawal from Academy



Chapter – 4

**REQUESTS AND COMPLAINTS BY CADETS**

1. Requests and complaints are always to be initiated individually and never collectively.
2. All requests and complaints of the cadets will be forwarded to CAO through DOs with their recommendation for further necessary action.
3. DOs prior forwarding the requests / complaints to CAO must thoroughly discuss the issue with the concerned cadets and must write their remarks in the light of rules and provisions. They should understand the nature of matter and urgent requests / complaints be attended immediately.
4. CAO is to take the decision on the request / complaint if matter falls in his domain otherwise he is to forward the request to Deputy Commandant for further action.
5. In the absence of CAO or DO, urgent request / complaint may be forwarded to Deputy Commandant through Warden.
6. Deputy Commandant is to take appropriate action/decision on every request / complaint. However, he may forward the requests / complaints to Commandant for final decision, depending on the nature of request / complaint.



Chapter – 5

**OFFENCES AND PUNISHMENTS**

**INTRODUCTION**

1. PMA is an institute where the cadets are imparted knowledge not merely to obtain degree but also to develop their personalities and to enrich the society in which they live. The need for a disciplined and organized life on the campus is extremely important. It is, therefore, essential that rules and regulations should be observed in its true spirit.

**OFFENCES / ACTS OF ILL DISCIPLINE**

2. The conduct and behaviour of a cadet is to be officer like at all times and must strictly observe the instructions / orders / rules issued time to time. Any slackness in this respect will be considered unbecoming of an officer and will be punished.

3. Cadets expelled / withdrawal on disciplinary ground would not be allowed to attend any further courses at PMA.

4. Following, but not limited to, will contribute to acts of ill discipline / offences and will be liable for disciplinary action:

- a. Violation of Cadet Discipline & General Order.
- b. Breach of Cadets Code of Conduct.
- c. Defiance of PMA Authorities and its rules.
- d. Wearing of improper / dirty uniform including shoes, name tallies, belt and buckle etc.
- e. Keeping long hair & nails.
- f. Unshaved / Untrimmed beard.
- g. Dirty bed, dormitory and bathroom.
- h. Slackness / negligence/ violation in performance of duty imposed on cadets.
- j. Failure to observe the Cadet's Routines in true spirit.
- k. Disobey / non compliance of orders / instructions of WARDEN or Appointment Holder.
- l. Slackness in attendance or absent from Morning PT, Morning Muster / Divisions, Sports Period, Swimming, Night Muster Study Period, Straggler's



Preps, Declamation Contests, Study Tour or other extra curricular / co-curricular activities.

m. Negligence in performance of duties of class leader or changing of class leader without the permission of CTCO.

n. Spoiling the discipline of class(es) / Library.

p. Involved in Academic Dishonesty.

q. Slackness / absence in attending the Parade Training Periods.

r. Found in Cadet Block during instructional time or in out of bound areas.

s. Bring / use of mobile phones / MP player or other musical / entertainment instrument etc with them during the instructional time.

t. Disobedience and insolent attitude towards instructors/ teachers.

u. Roaming out of classroom / found in canteen during instructional time.

v. Making noise in the class.

w. Violation of straggler's routine.

x. Involved in demonstrations or harassing others or provoke others to misconduct and demonstrate.

y. Found using 'unfair means' or helping any other cadet to use unfair means during examinations / tests.

z. Found smoking in common places like Games room, Gym, Library, TV room, Dining Hall, Class rooms, Transport etc.

aa. Involvement in illegal / unethical / immoral / political / ethnic / racial / activities or any other controversy (language, religious, racial etc).

ab. Use of cadets or their guardians / relatives / friends for the cause of a political party or threaten the PMA authorities.

ac. Failure to report any personal infection or contagious illness.

ad. Failure to safe custody / misuse of PMA ID Card.

ae. Involved in fooling / ragging / manhandling / fighting / theft /stealing or possession of stolen property.

af. Making of speeches, shouting slogans or circulation of printed or cyclostyled or photocopied material, e-mail, derogatory to Islam, Pakistan, the prestige of PMA or malign the reputation of its faculty or staff.

ag. Impersonation or furnishing false/misleading information or wilful suppression of information or cheating or deceiving.



- ah. Inciting violence, use of force or destruction / damage to PMA property or belonging of cadets.
- aj. Wilful disobedience of a lawful command / executive order.
- ak. Sale and distribution of intoxicants on the campus directly or indirectly.
- al. Acts of abuse / assault / attempt to assault / intimidation / threat / mutiny.
- am. Discrimination against and/or offensive behaviour towards any person on the ground of race, colour, religion, caste or any other reason.
- an. Gambling or participating in any unauthorized games or activities.
- ap. Violation / Spoiling of Cadets morale such as the use of indecent & filthy language and undesirable remarks & gestures towards others including cadets.
- aq. Disorderly & insubordinate behaviour for example, abusing, quarrelling, fighting, undesirable remarks, gestures and insolence towards faculty, cadets and staff.
- ar. Forgery of unauthorized use of documents, access or attempt to access the record / documents that are forbidden for them like question paper, result sheets etc.
- as. Tamper or attempt to temper any official document or altering or falsifying and/or causing any other person to alter or falsify training record/progress.
- at. Making or distributing false or malicious statements. Disclosing confidential information about PMA, its employees, and/or giving interviews/comments to the press/media without any authorization.
- au. Non observance of mess dress code.
- av. Use, possession, distribution or in involvement with Alcohol or drugs or any other intoxicants.
- aw. Use of Niswar and Paan.
- ax. Spoiling the building and other infrastructure by writing on walls and fixtures.
- ay. Bringing the banned room appliances and computer.
- az. Possession or assisting in possessing fire arms / fire crackers / pyrotechnics / inflammable material / knives / explosives of any description or contra banned items.
- ba. Found sleeping in TV/Guest room.
- bb. Playing instruments/music on a loud volume.



- bc. Staying / allowing visitors without prior permission.
- bd. Cooking by cadets in the rooms / mess.
- be. Absent over leave, short leave, sick leave, night off.
- bf. Unauthorized absent from academy.
- bg. Violating the channel while forwarding any request or complaint.
- bh. Calling Junior Cadets in the room.
- bj. Abuse the investigation system.
- bk. Any other offence.

### **PUNISHMENTS OR PENALTY FOR ACTS OF ILL DISCIPLINE**

5. Punishment or penalty for acts of ill-discipline shall be according to the gravity of the offence. Cadets on punishment will not be allowed to proceed on leave, short leave, night off or sick leave. In extreme circumstances, a cadet may be allowed sick leave with the prior permission of the Commandant. Any Cadet may be awarded any one or more of the following punishments on the acts of ill disciplines:

a. **Minor Punishments.**

- (1) Verbal Warning
- (2) A warning in writing
- (3) A fine which may amount upto Rs 10000/-.
- (4) Routine 'A'                      Stoppage of leave.
- (5) Routine 'B'                      Extra duty and stoppage of leave.
- (6) Routine 'C'                      Extra work drill and stoppage of leave.
- (7) Routine 'D'                      Segregation (wearing of yellow band)

b. **Major Punishments.**

- (1) A fine which may amount upto Rs 50,000/-.
- (2) Cancellation of the examination result.
- (3) Withholding of character certificate / degree upto 1 year.
- (4) Relegation.
- (5) Withdrawal.



c. **Corrective Punishment.**

- (1) Physical exercise (PT) and drill for 15 minutes in the parade ground.
- (2) Extra work for half an hour (clean-ship).
- (3). Rig shifting (change of uniform) – up to five dresses, with the cadet reporting at the cadet block reception, (Not in the rooms)

## **DESCRIPTION OF PUNISHMENTS**

6. Description of Minor Punishments is as under:

a. **Verbal Warning.** A cadet may be verbally warned if nature of offence is very minor in nature and be advised to be careful in future. In case of repeated offence, verbal warning may be indicated in the written warning.

b. **Warning in writing.** In case of any offence, a written warning may be given by the CAO, Deputy Commandant or Commandant. For matters being referred to Deputy Commandant or Commandant, the warning will be endorsed to the parents of the cadet. In case of Commandant's 3<sup>rd</sup> written warning, a cadet will be withdrawal from the Academy. Head of Departments may issue warning in writing on poor academic performance.

c. **Fine upto Rs 10,000/-.** On any offence, a cadet may be fined upto Rs. 10000/- . However, imposed fine will be approved by Deputy Commandant / Commandant. Approval form is attached as Annex H. Cadet will be required to pay the fine within 10 days after the approval. In case of failing to do so, 10% of the total amount fine per day will be charged upto 20 days after due date. After that period, concerned cadet will be relegated.

d. **Routine 'A' (Stoppage of leave).** In case of routine A, cadets will not be allowed any leave, short leave, night off or sick leave. In extreme circumstances, cadet may be allowed to proceed on sick leave with the permission of Commandant.

e. **Routine 'B' (Extra duty and stoppage of leave).** In this case, a cadet will be employed on extra duty and will not be allowed any leave, short leave, night off or sick leave. In extreme circumstances, cadet may be allowed to proceed sick leave with the permission of Commandant.

f. **Routine 'C' (Extra work drill and stoppage of leave).** Any cadet awarded Routine 'C', will carry out extra drill and will follow a special routine. He will not be allowed any leave, short leave, night off or sick leave. In extreme circumstances, cadet may be allowed to proceed sick leave with the permission of Commandant.



- g. **Routine 'D'(Segregation).** A cadet on Routine 'D' will be required to wear a Yellow Band and will be segregated from rest of the cadets. He will be accommodated in a separate room. He will not be allowed to go to Dining Hall or TV room. He will not be allowed to mingle with other cadets. Any cadet found talking to a cadet wearing yellow band will also be punished. He will not be allowed any kind of leave. In extreme circumstances, he may be allowed sick leave with the permission of Commandant.
7. All the major punishments will accompany Commandant's Warning. The description of Major Punishments is as under:
- a. **Fine upto Rs 50,000/-.** A cadet may be fined up to Rs. 50,000/- . Cadet will be required to pay the fine within 20 days after the award of punishment. In case of failing to do so, 10% of the total amount fine per day will be charged additionally. A cadet will be relegated after one month, if he fails to submit fine.
- b. **Cancellation of the examination result.** A cadet's examination result of all papers or any number of papers will be cancelled. He will be allowed to appear in Supplementary or Annual Exam.
- c. **Withholding of character certificate / degree upto 1 year.** In this punishment, a cadet's character certificate / degree may be with held for a definite period but not exceeding to one year.
- d. **Relegation.** Relegation of cadets can be for following reasons:
- (1). If a cadet avails leave on medical grounds over 15 days, the cadets will be relegated to the next Academic year and will be required to pay boarding charges only for the Academic year that he repeats.
  - (2). If a cadet avails leave on compassionate grounds for more than 7 days, the cadets will be relegated to the next Academic year and will be required to pay full charges for the academic year that he repeats.
  - (3). If a cadet remains above 4 days & up to 7 days unauthorized absent from PMA, the cadet will be relegated to next term. In this case, the cadets will be required to pay full charges for the academic year that he repeats.
  - (4). A cadet will be relegated to the next Academic year on the poor academic performance and will be required to pay full charges for the academic year that he repeats.



- (5). Any cadet may be relegated on poor conduct and discipline. A cadet relegated on disciplinary grounds will be required to pay full charges for the academic year that he repeats.
  - (6). A cadet will be relegated if he fails to pay the fine imposed upon him after one month from the date of imposition of fine.
  - (7). Unauthorized absent from Study Tour.
- e. **Withdrawal.** Cadets will be liable for withdrawal from the Academy on involvement in; but not limited to, the following offences:
- (1). Severe violation of Cadets Discipline and General Order / PMA Standing Orders / Instructions.
  - (2). Wilful disobedience of a lawful command / executive order.
  - (3). Involvement in mutiny.
  - (4). Theft or possession of stolen property.
  - (5). Unauthorized / Misuse of PMA Identity Card.
  - (6). Use, possession, distribution or in involvement with alcohol or drugs.
  - (7). Possession of a weapon of any description including fire arms or knives.
  - (8). Assault causing injury to any person.
  - (9). Making or distributing false or malicious statements. Disclosing confidential information about PMA, its employees, and/or giving interviews/comments to the press/media without any authorization.
  - (10). Supply of false or misleading information when enlisting for training and/or at any time during training.
  - (11). Altering or falsifying and/or causing any other person to alter or falsify training record/progress.
  - (12). Gambling or participating in any unauthorized games or activities.
  - (13). Using 'unfair means' or helping any other cadet to use unfair means during examinations / tests.
  - (14). Involvement in any illegal, unethical, ethnic, racial and/or immoral activities or unnatural acts e.g. homosexuality.
  - (15). Indulge in politics or any other controversy (language, religious, racial etc).



- (16). Failure to report any personal infection or contagious illness.
- (17). Involved in fooling / ragging / manhandling.
- (18). Defiance of PMA Authorities and its rules.
- (19). Inciting violence, use of force or destruction / damage to PMA property or belonging of cadets.
- (20). Violation / Spoiling of Cadets morale such as the use of indecent & filthy language and undesirable remarks & gestures towards others including cadets.
- (21). Disorderly & insubordinate behaviour for example, abusing, quarrelling, fighting, undesirable remarks, gestures and insolence towards faculty, cadets and staff.
- (22). Making of speeches, shouting slogans or circulation of printed or cyclostyled or photocopied material, e-mail, derogatory to Islam, Pakistan, the prestige of PMA or malign the reputation of its faculty or staff.
- (23). Sale and distribution of intoxicants on the campus directly or indirectly.
- (24). Use the cadets or their guardians / relatives / friends for the cause of a political party or threaten the PMA Authorities.
- (25). Unauthorized absence from PMA for above 7 days.
- (26). Impersonation or giving false information or wilful suppression of information or cheating or deceiving.
- (27). Disobedience and insolent attitude towards instructors/ teachers.
- (28). Impersonation or furnishing false/misleading information or wilful suppression of information or cheating or deceiving.
- (29). Inciting violence, use of force or destruction / damage to PMA property or belonging of cadets.
- (30). Acts of abuse / assault / attempt to assault / intimidation / threat / mutiny.
- (31). Tamper or attempt to temper any official document or altering or falsifying and/or causing any other person to alter or falsify training record/progress.
- (32). Making or distributing false or malicious statements. Disclosing confidential information about PMA, its employees, and/or giving interviews/comments to the press/media without any authorization.
- (33). Any other offence/ act of ill discipline/crime.



8. Appointment Holders are authorized to give the corrective punishments. Other cadets are not allowed to give any punishment to any cadet. The scope of corrective punishments is as under:

- a. Corrective punishments will be awarded to individual cadets only.
- b. Appointment Holders are not authorized to punish collective body of cadets. If a class / group / collective body of cadets has violated a rule or behaved in an unbecoming manner, the incident should be reported to the Warden, or CAO.
- c. Appointment Holders will not call a junior cadet to their rooms / cabins for any reason.
- d. Corrective Punishment may be conducted at any time except during organized training / sports periods / study period / swimming or between pipe-down and hands call.

### **POWERS OF PUNISHMENT**

9. Major Punishments will be awarded by Commandant on the recommendations of Disciplinary Committee except for the following occasions. On these occasions, there will be no requirement of recommendations of Disciplinary Committee and will be enforced automatically on completion of terms/conditions:

- a. Relegation if a cadet avails leave on medical grounds over 15 days.
  - b. Relegation if a cadet avails leave on compassionate grounds for more than 7 days.
  - c. Relegation if a cadet remains above 4 days & up to 7 days unauthorized absent and Withdrawal if a cadet remains unauthorized absent above 7 days from PMA
  - d. Relegation if any cadet fails to pay the fine imposed upon him after one month from the date of imposition of fine.
  - e. Withdrawal / Relegation on poor academic performance.
10. Power of award of minor punishments is as under:

S.#	Designation	Routine (in days)				Fine up to
		A	B	C	D	
a.	Commandant	60	30	20	20	Rs. 10000/-
b.	Dy. Commandant/Trg. Cdr	30	20	15	10	Rs. 5000/-
c.	Cadets Admin Officer	20	15	10	-	Rs. 2000/-
d.	DO (to cadets of own division)	15	10	07	-	Rs. 500/-
e.	Warden	07	05	03	-	Rs. 500/-



11. Appointment holders will be deemed senior to all cadets of their own term and will exercise authority over them as well as over all their juniors. Appointment Holders are allowed to give the corrective punishments to cadets for conduct unbecoming of a cadet. Senior Cadets, who are not appointment holders, are not allowed to give corrective or reformative punishment to junior cadets. In order to exercise their Authority, following DO's and DONT's are to be strictly observed by Appointment Holders:

a. **DO's.**

- (1). Punish a cadet only when he has committed an offence or behaved in an unbecoming manner.
- (2). Conduct the punishments as a corrective action rather than fun.
- (3). Assert authority and power only when it is needed.
- (4). Abide by the rules and instructions laid down on the subject from time to time.
- (5). Be fair and just when awarding punishments to juniors.
- (6). Use language becoming of a gentleman.

b. **DONT's.**

- (1). Give punishment or exercise their authority for the sake of fun.
- (2). Give unlawful command or immoral orders.
- (3). Over step the laid down authority and powers.
- (4). Be inhuman or sadistic in awarding corrective punishments.
- (5). Punish a cadet in the presence of civilian guests.
- (6). Physical contact or manhandle any cadet while punishing him.
- (7). Cause any injury to those being punished.
- (8). Use foul language or any expression, which can hurt the pride and dignity of a cadet.

### **DISCIPLINARY COMMITTEE**

12. Composition of disciplinary committee is as under:

- |    |   |           |
|----|---|-----------|
| a. | Instructor / faculty member (BPS18 or above)              | President |
| b. | Divisional Officer (Not DO of offender cadet if possible) | Member    |



- |    |   |        |
|----|---|--------|
| a. | Any faculty member  | Member |
| d. | Any faculty member (Optional)   | Member |
| e. | Any Appointment Holder<br>(Not from the division of offender if possible) | Member |

### **PROCEDURE OF DISCIPLINARY ACTION**

13. Any misbehaviour or breach of discipline by any cadet should be taken seriously by any Officer / CPO/ Appointment Holder who observes it. The following procedure is to be followed:

- a. If it is a first time bad observation of a very minor nature, the cadet concerned may be censured and advised to be careful in future. If it is a repeated observation then it should be reported to his DO for inclusion in the cadet's dossier. DOs are to counsel the concerned cadets and motivate them to refrain from such activities in future. DOs are to keep record of these observations / complaints in the Cadets Personal Folder for assessment of OLQs at the end of each term.
- b. During working hours, disciplinary matters will be reported to CAO. When a matter is reported to CAO, he is to investigate the issue. He may award the minor punishment as per his authorization depending upon the nature of case otherwise he may report the case to Deputy Commandant. CAO is to bring to the matter of severe disciplinary violation in the knowledge of Deputy Commandant / Commandant immediately. In the absence of CAO, matter will be reported to Warden.
- c. During holiday and non-working hours, all offences should be reported to the Warden who will investigate the case and take remedial measures. Cases beyond his power are to be forwarded to CAO. However, in case of emergency / gravity of offence, he may consult the case with Deputy Commandant (or Commandant in the absence of Deputy Commandant) and must initiate necessary steps as directed by the Deputy Commandant / Commandant. Matter of severe disciplinary violation be immediately brought to the knowledge of Deputy Commandant / Commandant.
- d. When a matter is reported to Deputy Commandant, he is to again investigate the case at his level. He may award the minor punishment as per his authorization depending upon the nature of case otherwise he may report the case to Commandant. At the time award of punishment, DO / ADO may be present.
- e. Commandant may award the minor punishment as per authorization on the matter referred. However, for award of major punishment, he is to refer the matter to Disciplinary Committee as defined in Para 9 of this chapter.

Chapter – 6**AWARDS****PRESIDENT’S GOLD MEDAL**

1. The President of Pakistan has been pleased to permit the award of a prize to be known as the ‘President Gold Medal’ to the best all round performance of cadet on the occasion of the Passing out Parade every year. A cadet who obtains highest marks in the aggregate of Academic, Professional and General Training subjects of all the four terms will be given this medal. However, a cadet who is warned by the Commandant, de-stripped or failing in any subject during the terminal examinations will not be considered for this medal.

**CHIEF OF NAVAL STAFF SILVER MEDAL**

2. The Chief of Naval staff has been pleased to permit the award of a prize to be known as the “CNS Silver Medal” to the best Nautical Cadet on the occasion of the Passing out Parade every year. A Nautical Cadet who obtains highest marks in the aggregate of Academics, Professional and General Training Subjects of the four terms will be given this Medal. If the President’s Gold Medal is won by the best all round Nautical Cadet, the “CNS Silver Medal” will then be given to the next best Nautical Cadet. However, a cadet who is warned by the Commandant, de-stripped or failing in any subject during the terminal examinations will not be considered for this Medal.

**ANIS MEDAL**

3. The Cowasjee Family has very kindly donated a Medal named “Anis Medal” to the best Engineering Cadet on the occasion of the Passing out Parade every year. An Engineering Cadet who obtains highest marks in the aggregate in academic, professional and general training subjects of the four terms will be given this medal. If the President’s Gold Medal is won by the best Engineering Cadet, the Anis Medal will be awarded to the next best Engineering Cadet. However, a cadet who is warned by the Commandant, de-stripped or failing in any subject during the terminal examinations will not be considered for this Medal.

**PNSC DAGGER**

4. The Chairman PNSC has been pleased to permit the award of a prize to be known as “PNSC DAGGER” to the cadet who scores the highest in aggregate of all the four semester in general training (not necessarily to the Chief Cadet Captain) on the occasion of the Passing Out Parade every year. General Training will cover the following subjects in each term:

<b>S.No</b>	<b>Subject</b>	<b>Total Marks</b>
a.	Management and Leadership (Theory)	100
b.	Computer	100
c.	Officer Like Qualities*	100

**SUBJECT PRIZES**

5. Subject prizes will be awarded to those cadets of the passing out term who attain first position based on aggregate results of all the four terms. The list of subjects/subject groups for which prizes will be awarded as follows:

S.No	Subject	Group Subjects
a.	Physics	-
b.	Mathematics	-
c.	Social Sciences	Pakistan & Islamic Studies and Humanities
d.	English	-
e.	Navigation	Principles of Navigation, Ocean and Off Shore Navigation, Electronic Navigation System
f.	Marine Operation	Seamanship Theory and Practice, Watch Keeping, Marine Communication, Marine Meteorology
g.	Marine Transportation	Ship Stability, Ship Construction, Cargo Handling & Storage
h.	Professional Engg Knowledge	I.C. Engine, General Engineering Knowledge, Workshop Theory and Practice
j.	Engineering Sciences	Applied Mechanics, Applied Thermodynamic Electro Technology, Instrumental and Control System, Naval Architecture and Ship Construction
k.	Machine Drawing	-

**PROFICIENCY BANNER**

6. Proficiency Banner is awarded to the Passing out Division who performs best in academics & sports and remains disciplined in conduct & behaviour in each academic year. Following events will count towards the award of the Proficiency Banner:

S.No	Event	Maximum Points	
		Positive	Negative
a.	Standing of divisions in Interdivisional Championships	96	-
b.	Giving walk over /Not playing any match in any Interdivisional Championship by any division	-	- 03
c.	Standing of divisions in Cross Country	24	-
d.	Standing of divisions in Drill Competition	18	-
e.	Commandant Divisions	12	-
f.	Commandant Rounds	12	-
g.	Presidents Gold Medal	06	-
h.	CNS Silver Medal	04	-
j.	Anis Medal	04	-



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k.	PNSC Dagger (If other than CCC)	04	-
l.	First positions in each subject	02	-
m.	Commandant's Warning	-	- 03
n.	Deputy Commandant's / HOD's Warning	-	- 02
p.	CAO's Warning	-	- 01



**ANNEXURE A**

**RESPONSIBILITIES OF APPOINTMENT HOLDERS/DUTY CADETS**

1. CCC will be deemed senior to all CCs and cadets of his own term and will exercise authority over them as well as over all the juniors. He will be responsible for the following:
  - a. Familiarize himself with the Cadets Discipline & General Order and advise/guide other cadets in the regard.
  - b. He is to ensure implementation of Cadets Discipline Orders and other instructions issued time to time for the cadets in true letter and spirit.
  - c. Ensure that every cadet is observing the dress code (including neat & clean uniform, proper shave/trimmed beard, hair cut etc) & forward the names of defaulters to CAO for disciplinary action.
  - d. He to ensure that all cadets are present before 0745 for the morning muster/division in the Parade Ground.
  - e. He is to be present in the Parade Ground well in time before morning muster and separate all the cadets who are joining late the morning muster i.e. after 0745.
  - f. He is to take the state of all divisions through CCs in the morning and night muster daily and ensure discipline during the musters.
  - g. He is to conduct the night muster and ensure discipline during the night muster. He will immediately forward the names of late comers / absentees to Warden.
  - h. He will remain vigilant and will take frequent rounds of the Cadet Block and associated area to ensure that there is no fooling / ragging is being done. He is to report the names of cadets to Warden / CAO who are found involved in the incidents of fooling / ragging.
  - j. Ensure that pipe down is completely observed and nobody is moving around & lights of all rooms are switched off.
  - k. Provide assistance to SCC in arrangements of sports events, sports period and morning PT.
  - l. In case of absence of PT instructor, he is to conduct the morning PT of senior cadets.



- m. He should be in complete picture of leave, short leave, night off, sick, admit in hospital, absent etc of cadets.
- n. Cadets are not authorized to keep TV set or Hi Fi sound system in their rooms. However, they are only allowed small portable radio/cassette player not more than 2 Watt sound output. The same is to be used such that the sound is not audible outside the room which is likely to disturb other cadets. He is to ensure compliance.
- p. Forward suggestions for improvement of systems.
- q. Coordinate with admin staff to resolve the problems of cadets.
- r. Responsible for discipline, safe custody of items and cleanliness of Cadets Recreation / TV Rooms.
- s. Accompany the Warden for night round and ensure that all the rooms are ready for night round by 2000 Hrs daily.
- t. He is to ensure that all the orders and instructions are implemented in true letter and spirit.
- u. Any other task assigned by CAO / Warden.

### **SPORTS CADET CAPTAIN**

- 2. SCC will represent all the cadets in sports matters, irrespective of his own division. SCC will perform the following duties:
  - a. Ensure proper muster of cadets at the time of morning PT, sports period and swimming.
  - b. Assists in arrangements/conduct of sports events.
  - c. Responsible for safe custody of items placed in fitness centre.
  - d. Ensure discipline during sports events.
  - e. Be conversant with rules/regulation of sports events and inform/guide the other cadets in the regard.
  - f. Motivate the cadets for active participation in sports activities/events.
  - g. Keep record of sick cadets in the morning muster.
  - h. Assist CCC in discharge of his duties.
  - j. Any task assigned by CAO / Warden / Sports Staff.



### **CADET CAPTAINS**

3. CCs will be deemed senior to all cadets of their own term and will exercise authority over them as well as over all their juniors. They will be responsible for the following:

- a. Familiarize themselves with the Cadets Discipline & General Order and advise/guide the cadets of respective divisions.
- b. Take state of respective divisions in the following events:
  - (1) Morning PT
  - (2) Morning Muster
  - (3) Sports Period
  - (4) Night Muster
- c. Ensure that cadets of respective division are disciplined, well behaved, well dressed & punctual during sports and academic events.
- d. Ensure that all cadets are present before 0745 for the morning muster/division in the Parade Ground.
- e. Detail cadets for cleanliness of rooms of respective divisions for rounds / night round and ensure that rooms are well prepared.
- f. Ensure that all rooms of respective divisions are unlocked / opened during rounds.
- g. He should be in complete picture of leave, short leave, night off, sick, admit in hospital, absent etc of cadets of respective divisions.
- h. Ensure that cadets of respective divisions refrain from out of bound areas like Cadet Block's roof, residential/out of bound areas.
- j. Motivate the cadets for active participation in curricular/extra curricular activities.
- k. Ensure that cadets of respective divisions switch off all fans, lights and other electric appliances of their rooms prior leaving for morning muster.
- l. ensure effective utilization of respective Leading Cadets in discharge of his duties.
- m. Assist CCC in discharge of his duties.
- n. Any task assigned by CAO /Warden/ CCC.



**LEADING CADETS(1&2)**

4. Leading Cadets will be deemed senior to all cadets of their own term will exercise authority over them as well as over all their juniors. They will be considered junior to CCC, SCC and CCs. They will be responsible for the following:

- a. Assist CCs of respective division in discharge of his duties.
- b. Ensure that cadets of respective division are disciplined, well behaved, well dressed & punctual during sports & academic events and morning & night musters.
- b. Familiarize themselves with the Cadets Discipline & General Order and advise/guide the cadets of respective divisions.
- c. Responsible for smooth conduct of Cadets Routine.
- d. Ensure that area of responsibility of respective division is properly cleaned and in presentable condition all time.
- f. Ensure cleanliness and preparation of rooms of respective divisions for rounds / Night round.
- g. Ensure that all rooms of respective divisions are unlocked / opened during rounds.
- h. Ensure that cadets of respective divisions refrain from out of bound areas like Cadet Block’s roof, residential/out of bound areas.
- j. Motivate the cadets for active participation in curricular/extra curricular activities.
- k. In the absence of CC, perform the duties of CC.
- l. Any task assigned by CCC / SCC/ CC/Warden.

**DUTY CADET CAPTAIN (DCC)**

5. DCC will be responsible to Warden for the following:

- a. He will close up on his duty at the following timings and report to Warden:

<b><u>Day</u></b>	<b><u>Timing</u></b>
Monday to Thursday & Saturday	1345
Friday	1205
Sunday/Holiday	0805



- b. He will act as incharge of duty watch and will muster the duty watch at the start of duty as given in Cadets Routine.
- c. He is to ensure that all the cadets are closed up on their duties in time.
- d. Investigate the matter of absence / late of duty cadet from place of duty and submit the investigation report to Warden.
- e. In case of absence of duty cadet due to sickness or any other reason, detail other cadet from the duty watch in place of absent cadet if required and inform the same to Warden immediately.
- f. He must be familiar with the responsibilities of duty cadets and advise / guide the cadets about their duties.
- g. He will remain vigilant and will take frequent rounds of the Cadet Block and associated area to ensure that there is no fooling / ragging is being done. He is to immediately report the names of cadets to Warden who are involved in the incidents of fooling / ragging.
- h. Ensure that cadets remain disciplined and well behaved during the following events:
  - (1). Sports Muster.
  - (2). Night Muster.
  - (3). Morning PT.
  - (4). Preps.
- j. Ensure the following after pipe down:
  - (1). Recreation rooms are locked.
  - (2). Lights are switched off in all rooms.
  - (3). Cadets remain in their rooms and don't move around.
  - (4). Fruit Shop and Tuck Shop are closed.
- k. Ensure that roof of Cadet Block is out of bound for all cadets.
- l. He is to detail sunset and colour parties for hoisting / lowering of the flags and ensure that these parties are ready prior the event.
- m. Cadets are not authorized to keep TV set or Hi Fi sound system in their rooms. However, they are only allowed small portable radio/cassette player not more than 2 Watt sound output with written permission. The same is to be used such that the sound is not audible outside the room with written permission which is likely to disturb other cadets. DCC is to ensure compliance.



- n. In the absence of CCC, he is to conduct the night muster and will forward the names of late comers/ absentees to Warden.
- p. Detail cadets from duty watch for cleanliness of TV Rooms/Recreation Rooms.
- q. Prepare the Cadet Block for night round and submit readiness report to CCC / Warden.
- r. He is to accompany with Warden for night round.
- s. Any other task assigned by Warden.

**CADET OF THE DAY (COD)**

6. "Leading Cadet 1" of the division on duty watch will act as COD and will be responsible to Warden for the following:

- a. He will close up on his duty at the following timings and report to Warden:

<b><u>Timing</u></b>	<b><u>Day</u></b>
1345	Monday to Thursday and Saturday.
1205	Friday
0805	Sunday/Holiday

- b. He will conduct of evening quarters.
- c. He is to check that duty cadets are closing up in time.
- d. He will immediately inform to Warden & DCC about the late/absence of any duty cadet from place of duty.
- e. The COD is to supervise the Colours and Sunset.
- f. He will remain vigilant and will take frequent rounds of the Cadet's Block and associated area to ensure that there is no fooling/ragging is being done. He is to report the names of cadets to Warden / CAO who are found involved in the incidents of fooling/ragging.
- g. Responsible for proper implementation of Cadets Routine.
- j. Ensure timely conduct of following events:
  - (1). Evening quarter
  - (2). Sports Period



- (3). Night Muster
- (4). Morning PT
  
- k. Ensure that preps are properly conducted.
  
- l. He will assist CCC/DCC in the conduct of night muster.
  
- m. He will assist DCC in preparation of Cadet Block for night round.
  
- n. He is to accompany with Warden for night round.
  
- p. Ensure that following books are properly updated
  - (1). Duty Book
  - (2). Leave / short leave book
  - (3). Maintenance complaint Book.
  - (4). Quarter Master Log
  
- q. Any other task assigned by Warden.

### **DUTY MESS CADET**

7. "Leading Cadet 2 " of the division on duty watch will act as Duty Mess Cadet and will be responsible to Warden for the following:
- a. Before commencement of meal timings, he is to check that dining hall is neat & clean and all arrangements are complete for serving of food.
  
  - b. He is to check that Chefs, Stewards/Serving Staff is present. In case of absence of duty staff, alternate arrangements have been made. He is also to report the matter of absentees to Cadets Mess Officer / Warden.
  
  - c. He is to check the quality of food prior serving.
  
  - d. He is to be present at all time in the mess during meal timings.
  
  - e. He is to ensure that cadets are having meals in the proper rig and maintain discipline in the mess. He is to forward the names of defaulters to Warden for disciplinary action.
  
  - f. After every meal except breakfast on working days, he is to take round of the mess to check that mess is properly cleaned. Moreover, cooking utensils, crockery and cutlery have properly been cleaned.
  
  - g. He is to write his observations in the log book and submit to CAO at the end of his duty.



### **QUARTER MASTER (MAIN GATE)**

8. He is responsible to Warden for the following:
  - a. He is to maintain a register, in which the names and time of departure of all cadets proceeding on leave / short leave / night off / sick leave / medical examination etc are to be endorsed.
  - b. He is to ensure that cadets struck off their names and write time of return.
  - c. He is to ensure that no cadet leave the Academy improperly/without the approval of Competent Authority/Warden.
  - d. He is to inform Warden about the arrival of Cadet's Guests and allow them to proceed Cadet Block after the approval of Warden.
  - e. Ensure that all guests leave the Academy at the time of Sunset.
  - f. Ensure no Cadet's Guest enter the Academy after Sunset.
  - g. He is to be polite while dealing with visitors/guests.
  - h. He is to remain at the reception of main gate during duty timings.
  - j. Prior closing up on duty, he is to write his name in duty book that is in the custody of Quarter Master (Cadet Block).

### **QUARTER MASTER (CADET BLOCK)**

9. He is responsible to Warden for the following:
  - a. He is to ensure that no unauthorized person enter the block.
  - b. He is to maintain duty book, complaint book, guest book, log book etc.
  - c. He is to receive the Cadet's Guests humbly and write details of guests in Guest Register.
  - d. Don't allow any guest without the permission of Warden.
  - e. He is to ensure that Cadet's Guests restrict to Guest Room only.
  - f. He to maintain record of arrival/departure of guests in the guest record register.
  - g. Ensure that all guests leave the Academy at the time of Sunset.



- h. Maintain discipline at reception of Cadet Block.
- j. He is to take rounds of Cadet Block during silent hours.
- k. He is to remain vigilant and ensure that duty staff of cadet mess don't take dry ration/ cooked food out of the Cadet Block.
- l. He is to keep check on damage of material/property.
- m. He is to take round of roof of Cadet Block and ensure that no cadet is on the roof as it is out of bound for all. Moreover, forward the names of defaulters to Warden.
- n. Any task assigned by Warden.

#### **ASSISTANT QUARTER MASTER (CADET BLOCK)**

- 10. He is responsible to Quarter Master for the following:
  - a. Assist Quarter Master in discharge of his duties.
  - b. He is to take round of the block and switch off extra lights after pipe down & switch off all light at dawn.
  - c. He is to blow whistle/shout for calls of events.
  - d. Assist in maintenance of duty book, complaint book, visitor book, log book.
  - e. Stay at the reception of Cadet's Block.
  - f. Ensure that items displayed on notice board are not removed and items placed on reception are secured.
  - g. Any other task assigned by Quarter Master (Cadet Block).

#### **INCHARGE PATROLLING PARTY**

- 11. He will be responsible to Warden for the following:
  - a. Ensure timely close up of patrolling party.
  - b. Responsible for discipline of patrolling party.
  - c. Properly carrying out of the duties, assigned to patrolling party.
  - d. Ensure that each member of patrolling party carry baton, whistle and torch



## **PATROLLING PARTY**

11. Patrolling party will work under the supervision of Incharge Patrolling Party and will be responsible for the following:

- a. Patrolling party will carry out patrolling in the designated area.
- b. Ensure no cadet across through the area on which patrolling is carrying out.
- c. Patrolling Party is not allowed to move towards residential area.
- d. Any cadet found violating the instructions, be immediately reported to Warden.

**ANNEX- B****CADETS DAILY ROUTINE**

<b>Time</b>	<b>Event</b>
0515	Hands Call
0530	Punishment Muster
0540	Out Pipe for P.T.
0545	<ul style="list-style-type: none"> <li>• P. T. Muster</li> <li>• Cadets leave for cleaning of class rooms</li> </ul>
0615	Secure P.T.
0630	Secure cleanship of classrooms
0700	Breakfast
0730	Out Pipe for Divisions/muster
0735	Leave the cadet block for Division/muster
0745	<ul style="list-style-type: none"> <li>• Fallen for Division/muster</li> <li>• Sick parade fallen on white line (Right Hand side of Quarter deck).</li> </ul>
0755	Recitation of Holy Quran
0800	Colours
0805	March Past
0818	Proceed for classes
0820	Commence Classes
1340	Secure Classes
1342	Evening Quarter
1400	Lunch
1500	Out Pipe for Duty Watch.
1505	Duty Watch Muster
1530	Duty Cadets Close up
1550	Out Pipe for Punishment/Sports Period/Swimming
1600	Muster for Punishment/Sports Period/Swimming
1610	Punishment/Sports Period/Swimming Commence
1710	Punishment/Sports Period secure
1730	Prep Commence at Admin Block
1800	Secure Swimming
1830	Secure Prep
1930-2030	Dinner
2030	Punishment Muster/Straggler Muster for Prep in Admin Block Cleanship Commence at Cadet Block
2100	Cleanship Secure at Cadet Block Warden Round
2130	Secure Straggler Prep
2140	Night Muster in Parade Ground
2200	Pipe Down & Night Rounds by DCC, CCC and WARDEN

- NOTE:**
1. All routines are to be piped by the Quarter Master / Assistant Quarter Master Cadet Block.
  2. At "Out Pipe" all cadets are to leave their rooms at once.
  3. Prep / Stragglers Prep will be conducted in the designated class room.
  2. No light is to be switched on and no call is to be made after pipe down.
  3. During Night Rounds by Warden, cadets are to stand beside their beds.

**ANNEX – C****CADETS FRIDAY ROUTINE**

<b>Time</b>	<b>Event</b>
0515	Hands Call
0530	Punishment Muster
0540	Out Pipe for P.T.
0545	<ul style="list-style-type: none"> <li>• P. T. Muster</li> <li>• Cadets leave for cleaning of class rooms</li> </ul>
0615	Secure P.T.
0630	Secure cleanliness of classrooms
0700	Breakfast
0730	Out Pipe for divisions/muster
0735	Leave the cadet block for division/muster
0745	<ul style="list-style-type: none"> <li>• Fallen for Division/muster</li> <li>• Sick parade fallen on white line (Right Hand side of Quarter deck).</li> </ul>
0755	Recitation of Holy Quran
0800	Colours
0805	March Past
0818	Proceed for classes
0820	Commence Classes
1140	Secure Classes
1145	Evening Quarter
1400	Lunch
1500	Out Pipe for Duty Watch
1505	Duty watch Muster
1530	Duty Cadets Close up
1550	Out Pipe for Punishment
1600	Muster for Punishment
1610	Punishment Commence
1710	Punishment Secure
1930-2030	Dinner
2030	Punishment Muster Cleanliness Commence at Cadet Block
2100	Cleanliness Secure at Cadet Block Warden Round
2130	Secure Straggler Prep
2140	Night Muster in Parade Ground
2200	Pipe Down & Night Rounds by DCC, CCC and Warden

**NOTE:**

1. All routines are to be piped by the Quarter Master / Assistant Quarter Master Cadet Block.
2. At "Out Pipe" all cadets are to leave their rooms at once.
3. Prep / Stragglers Prep will be conducted in the designated class room.
4. No light is to be switched on and no call is to be made after pipe down.



5. During Night Rounds by Warden, cadets are to stand beside their beds.

**ANNEX – D****CADETS SATURDAY ROUTINE**

<b>Time</b>	<b>Event</b>
0515	Hands Call
0530	Punishment Muster
0545	Cadets leave for cleaning of class rooms
0630	Secure cleanliness of classrooms
0700	Breakfast
0730	Out Pipe for Divisions/ muster
0735	Leave the cadet block for Division/muster
0745	<ul style="list-style-type: none"> <li>• Fallen for Division/muster</li> <li>• Sick parade fallen on white line (Right Hand side of Quarter deck).</li> </ul>
0755	Recitation of Holy Quran
0800	Colors
0805	March Past
0818	Proceed for classes
0820	Commence Classes
1340	Secure Classes
1342	Evening Quarter
1400-1500	Lunch
1500	Out Pipe for Duty Watch.
1505	Duty watch Muster
1530	Duty Cadets Close up
1550	Out Pipe for Punishment
1600	Muster for Punishment
1610	Punishment Commence
1710	Punishment Secure
1930-2030	Dinner
2030	Punishment Muster Cleanliness Commence at Cadet Block
2100	Cleanliness Secure at Cadet Block Warden Round
2140	Night Muster in Parade Ground
2200	Pipe Down Night Rounds by DCC, CCC and WARDEN

**NOTE:**

1. All routines are to be piped by the Quarter Master / Assistant Quarter Master Cadet Block.
2. At "Out Pipe" all cadets are to leave their rooms at once.
3. Prep / Stranglers Prep will be conducted in the designated class room.
4. No light is to be switched on and no call is to be made after pipe down.
5. During Night Rounds by Warden, cadets are to stand beside their beds.

**ANNEX – E****CADETS SUNDAY / HOLIDAY ROUTINE**

<b>Time</b>	<b>Event</b>
0600	Hands Call
0630	Punishment Muster
0745	Out Pipe for Duty Watch
0750	Duty watch Muster
0800	Colours
0805-0900	Breakfast
0915	Duty Cadets Close up
1400-1500	Lunch
1550	Out Pipe for Punishment
1600	Muster for Punishment
1610	Punishment Commence
1710	Punishment Secure
1930-2030	Dinner
2030	Punishment Muster Cleanship Commence at Cadet Block
2100	Cleanship Secure at Cadet Block Warden Round
2140	Night Muster in Parade Ground
2200	Pipe Down Night Rounds by DCC, CCC and Warden

**NOTE:**

1. All routines are to be piped by the Quarter Master / Assistant Quarter Master Cadet Block.
2. At "Out Pipe" all cadets are to leave their rooms at once.
3. Prep / Stranglers Prep will be conducted in the designated class room.
4. No light is to be switched on and no call is to be made after pipe down.
5. During Night Rounds by Warden, cadets are to stand beside their beds.



**ANNEX – F**

**UNDERTAKING**

**(On Stamp Paper of Rs.50/- duly attested by 1<sup>st</sup> Class magistrate / Notary Public)**

1. I, Mr. \_\_\_\_\_ son of Mr. \_\_\_\_\_ do hereby bind myself to abide by the terms & conditions of Pakistan Marine Academy (PMA) after having been selected at PMA as a Cadet.
2. I shall always speak the truth and will not hide any information which comes to my knowledge. I shall pay all expenses / dues / fines in time.
3. I know that during studies I will be expelled from the Academy on failure in academics, lack in progress in academics and on poor discipline & conduct. In this case, I will lose seat in the Academy and will not be allowed to continue studies in the Academy.
4. I shall always abstain from any political / sectarian/ ethnic / racial / immoral / cheating / drinking alcohol/ fighting etc activity during my tenure of studies at PMA.
5. During the course of studies, I shall abide by the PMA Discipline & General Order, Rules & Regulations, Standing Orders & procedures and instructions issued time to time in true letter and spirit. If I am found guilty of an act which is forbidden by PMA authorities will be liable for expulsion from the Academy.
6. If I am awarded any punishment / fine including expulsion from Academy on academic or disciplinary grounds, I will be bound to follow / observe that punishment whole heartedly and that shall be without right of appeal in any court of law.
7. During my stay at PMA, if I come across certain information of classified nature, which is not to be disclose to other civilian population. I shall not pass any such information to the outsiders. I know that I have to guard all the classified information and it may lead to penalties for disclosing state secrets.

\_\_\_\_\_  
Cadet's Signature

8. Surety 1 (Father/Guardian) and Surety 2 (Near Relative) do hereby bind ourselves and each of us and heirs, excitors and administrators to abide by the above mentioned terms and conditions of PMA.

**Surety – 1(Father/Guardian)**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation/Status: \_\_\_\_\_  
 CNIC: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Cell No. \_\_\_\_\_

**Surety – 2 (Near relative)**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation/Status: \_\_\_\_\_  
 CNIC: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Cell No. \_\_\_\_\_  
 Relation with Cadet \_\_\_\_\_

**ANNEX G****PAKISTAN MARINE ACADEMY**

Hawksbay Road Mauripur

Karachi-75780

Ph: 99241201-5

Fax: 99241206

**CADET'S CLEARANCE CERTIFICATE**

Name: \_\_\_\_\_ A. No: \_\_\_\_\_ Batch \_\_\_\_\_

Branch: \_\_\_\_\_ Reason of clearance: \_\_\_\_\_

S.NO	DEPARTMENT	REMARKS	SIGNATURE
1.	Deputy Commandant		
2.	Chief Education Officer		
3.	O.I/C. Nautical / Engineering		
4.	Cadet Admin Officer		
5.	C.T.C.O		
6.	Divisional Officer		
7.	O.I/C. Computer		
8.	Sports Officer		
9.	O.I/C. Library		
10.	O.I/C. Uniform		
11.	Drawing Office		
12.	Chief Discipline Office.		
13.	Admin Block Canteen.		
14.	Cadet Block (TUC Shop)		
15.	Cadet Block (Fruit Shop)		

**NOTE:-**

- Signature will signify all clear unless outstanding items with cost are indicated in remarks.
- The routine are to returned to CTCO who will keep a record and ensure the certificate are not issued till a cadet has cleared all the Dues/Books and Identity Card etc.



**ANNEX H**



**PAKISTAN MARINE ACADEMY**  
Hawksbay Road Mauripur  
Karachi-75780  
Ph: 99241201-5  
Fax: 99241206

S.No. \_\_\_\_\_

**FINE APPROVAL FORM**

Amount of fine: \_\_\_\_\_

Cadet's Name: \_\_\_\_\_ A. No: \_\_\_\_\_

Reason of fine: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Rank/Designation: \_\_\_\_\_

**APPROVED / NOT APPROVED**

Date: \_\_\_\_\_

**Deputy Commandant/ Commandant**

- NOTE:-**
1. After the approval of Deputy Command, this form must be submitted in Discipline Office.
  2. Discipline Office is to inform the concerned cadet.
  3. Discipline Office is to maintain the record of approved forms.

**For Office Use Only**

<p>Approved Form Received in Discipline Office on _____</p> <p>Signature: _____</p> <p>Rank &amp; Name : _____</p>	<p>Informed to Concerned Cadet About the Approved Fine on _____</p> <p>Signature: _____</p> <p>Rank &amp; Name : _____</p>
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