

HOSTEL POLICY



NAMAL UNIVERSITY MIANWALI
30 KM TALAGANG ROAD MIANWALI, 42250, PAKISTAN

Introduction

Students pursuing their studies at Namal University Mianwali may reside in a hostel, owned or maintained by the Institute, during the studentship of their academic programs. These rules and regulations have been formulated to ensure that students staying in the hostel are accommodated reasonably, the hostel property is protected, and that a healthy environment is created for a healthy living.

1.1 Hostel Management

The following constitute hostel management.

1. Warden
2. Assistant Warden
3. Hostel Fellows

Students can approach any of the above for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

1.2 Admission to Hostel

1. Namal provides separate hostel accommodation for male and female students; all students on the Institute's roll are eligible to apply.
2. The allotment is made for a period of 4 years initially (renewable every year); however, it could be extended for 1 more year in special cases.
3. The allotment is made depending upon the availability of rooms; however, priority is given to non-residents of Mianwali or students from far-flung areas of Mianwali.
4. For Freshmen, hostel applications are received along with the admission forms, whereas Sophomore, Junior and Senior's hostel allotment is renewed at the start of their academic year without any application. A student may opt out by informing the hostel warden in writing.
5. Students seeking hostel accommodation (temporary or permanent both) at some other time in the semesters shall send their applications to SSO which will be forwarded to hostel warden and Finance office for further processing.
6. The student stay period is divided into the following 4 categories and hence, will be charged accordingly.
 - a. 1 week
 - b. 2 weeks
 - c. 1 month
 - d. Entire semester

To clarify, a student will have to deposit one week charges with the finance office whether he/she stays for the entire week or less; if the duration exceeds one week, the amount will be charged for 14 days, and so on.

7. At the time of admission into the hostel, every student is required to submit a duly completed *Hostel Allotment Form*.
8. Residents are issued a non-transferable hostel identity card by the SSO which must be presented to the Security/ warden or any other authorized person upon request.
9. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

1.3 Room Shifting

1. Residents shall take possession of the rooms only after the allotment is made by the hostel warden.
2. No resident is allowed to change his/her room without warden's permission. In case a genuine reason exists, he/she may be allowed to change/swap the room.
3. Unauthorized occupation or exchange of any room shall be treated as a violation of disciplinary rules and regulations of the Institute and the allotment of the violators will be terminated with immediate effect.
4. If a hostel resident is not personally residing and the administration finds the room misused i.e., with unlawful or illegal occupants, his/her allotment will be cancelled, and the case will be referred to Registrar Office for further necessary action.

1.4 Safety and Personal Belongings

1. Residents are advised not to keep valuables, jewelry or large amount of cash in their rooms.
2. It is the personal responsibility of the residents to take care of their valuables which must be kept under lock. Hostel authorities will not be responsible for the loss of anything from the residents' room. However, if any loss occurs, it should be immediately reported to the warden.
3. While leaving for home during the summer break, all hostel residents are directed to take their valuables (cameras, watches, laptops, mobiles, clothes, shoes etc.) with them. They may leave back their fully packed quilts, blankets, pillows, bed sheets etc. only.

1.5 Furniture & Fixture

1. Residents shall not bring any kind of furniture or fixture into the room. All furniture and fixture shall be provided by the hostel management, mainly consisting of a Bed, a Table, a Chair & a Cupboard for each student. All the items in student's possession are also listed in the *Hostel Allotment Form*.

2. Common hostel furniture must not be moved into other rooms or from one hostel room to another without the consent of the warden.
3. The residents should take care of all type of hostel belongings including the furniture, electrical fittings etc. The room furniture should be maintained in good condition during the entire occupancy period.
4. If some damage is detected in furniture, fixture or to any hostel property, the repair/replacement charges will be borne by the residents.

1.6 Use of Electric Appliances/ Items

1. The use of electrical appliances such as immersion heaters, and electric stove are forbidden in hostel. Only light electric appliances and appropriate extension cords should be used.
2. Private cooking is allowed in the specific area allotted by the hostel management.
3. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited.
4. When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times).
5. The residents should not attempt to fix electric problems themselves in the hostel; instead they must lodge a complaint to the hostel warden.

1.7 Room checking

1. The room of any resident can be inspected at any time but with prior intimation by the hostel administration or any authorized member of the institute.

1.8 Notice Period

1. Residents are expected to stay in the hostel till the completion of an academic year. In case a resident desires to vacate the hostel, one-month notice is necessary.
2. Residents will have to vacate the hostel within one week after completion of his/her final examination/project. In case a resident does not vacate his/her room, the belongings will be removed from the room and the room will be locked by the warden, with no responsibility of hostel management for loss, if any.
3. Before vacating the rooms, the students should fill up the *Room Vacating Slip*.

1.9 Suspension from hostel

In case of any willful disobedience or defiance of any hostel/Institute authority, non-

observance of hostel rules and regulations, causing damage to property, the administration reserves the right to suspend the allotment of any resident, which may eventually be converted into termination.

1.10 Hostel timings

1. Namal University is responsible for the safety and security of its students in the hostel premises. Any incident/mishap occurring outside the premises is not the responsibility of the Institute.
2. No student is allowed to leave the hostel after 9 PM and mandatory return time is 11 PM. The hostel gates will be closed after these timings and no student will be allowed to leave or enter the hostel. (students coming from home with prior information are an exception)
3. Student leaving the hostel after maghrib shall submit an affidavit duly signed by his/her parent/guardian accepting the responsibility of any mishap outside the premises.

1.11 Medical Emergency

1. All cases of sickness shall be reported to the Institute's doctor who will provide necessary medical aid to the patient, if needed.
2. If the case is serious, the patient will be taken to the nearest hospital for further treatment in Namal ambulance.

2.1 Celebration of Festivals

Students shall take prior permission from the warden to celebrate festivals and birthdays. All celebrations should be done in the Mess Hall by observing the hostel rules and the norms of decency. No outside guest will be allowed. It is the responsibility of the concerned students not to disturb the peace of other hostel residents while celebrating their birthdays or any other festival.

2.2 Visitors

1. Rights of admission to the hostel premises are reserved; no visitor shall be admitted inside the hostel without warden's permission.
2. Visitors are not permitted in the hostel after 8.00 pm. However, prior permission of the warden may be sought in special cases.
3. The student concerned will be informed by the security staff after the entry has been made in the visitor's book.

4. No male visitors are allowed to enter the female hostel or vice versa. Only those male/female visitors can be entertained whose names are given in the visitor's list, submitted to the hostel warden duly signed by the parents or guardians of the residents.
5. No parent or guardian of a resident is permitted to stay in the hostel without permission.

2.3 Mess and Dining Facility

2.3.1 Mess

1. All residents are expected to eat in the Mess Hall. Residents are not permitted to take any article/utensils etc., outside the mess premises or to their rooms.
2. Every resident shall pay food and other charges in cash. Failing to do so could result in suspension of mess services.

2.3.2 Mess Committee

There will be a Mess Committee, comprising of faculty, staff and students, to decide the menu, check food quality, maintain a record of such inspections and give feedback to the administration for the improvement of food quality and other aspects of mess and dining.

2.3.3 Guests

Guests of residents are allowed in the mess only with the permission of the warden and on payment of the charges applicable.

2.3.4 Mess Timing

All the students are bound to observe the mess timings announced by the administration which may be changed from time to time.

2.4 Strictly prohibited activities

2.4.1 Disruptive Behavior

A quiet period should be observed in hostel from 11:00 pm to 06:00 am. Care should be taken at all times to ensure that music/loud talking is not audible outside the room. Any manner of festivity and noise making/celebrations, which may cause disturbance to other residents in hostel premises, is not allowed.

2.4.2 Harassment

Namal Harassment Policy shall serve as a guideline in dealing with all forms of harassment, including sexual.

2.4.3 Ragging

Ragging or any act that causes physical or psychological harm, fear, shame or an embarrassment, teasing, abusing, shouting, playing practical jokes or asking to do any act against the will shall be subject to appropriate disciplinary action.

2.4.4 Alcohol/Drug/Smoking

Residents shall not bring, store, possess and/or drink any alcohol/intoxicating drink, drug or substance of any kind whatsoever. Smokers shall use open space which must be at least 20 yards away from the buildings. An occurrence of such behaviour shall invite strict disciplinary action.

2.4.5 Fire-arms

Any type of storage or possession of fire-arm, explosive and inflammable goods on the premises of hostel is strictly prohibited. Violation of the rule will lead to expulsion from the hostel.

Cleanliness

1. Maintenance of hygiene and cleaning of hostel rooms shall be undertaken by all the students.
2. Cleaning of hostel corridor is the collective responsibility of the Namal staff and the students staying there. Do not leave any mess items or anything else in the corridor.
3. Shoes must be placed in the rooms or on the shoe racks in the corridors.
4. Do not litter or spit.
5. Use dustbins placed in specified locations to dispose of rubbish.
6. The rooms will be inspected periodically and if found unclean and filthy, the residents will be:
 - a. issued a warning letter (1st occurrence)
 - b. fined Rs 300 (2nd occurrence)
 - c. will be subject to further punishment as per policy (3rd occurrence)

2.4.6 Non-Compliance of Internet Usage Policy

All residents are required to register their personal computers with the IT Section. Residents shall abide by the Internet Usage Policy of the Institute.

2.4.7 Pets

No pets are allowed inside the hostels.

2.5 Violation of Hostel Rules and Regulations

2.5.1 Disciplinary Action

In addition to penalties and fine provided in these rules and regulations, disciplinary action as per Institute's Code of Conduct shall also be taken against a resident violating these Hostel Rules and Regulations.

2.5.2 Recovery of Damage/Losses to Property

Any damage/loss of hostel property must be reported immediately to the warden. Residents will be charged for any missing/damage property except damages incurred by normal wear and tear.

2.6 Offences and Penalties

S. No.	Offences	Penalties	Competent Authority
2.	Students who stays outside the hostel premises after the return time.	1. Warning letter or 2. Fine Rs. 300/-	Warden
3.	Non-resident who remains inside the hostel after the allowed timings		
4.	Damaging any fixture in the hostel	1. Warning letter or 2. Compensation according to the damage	i. Warden ii. Admin
5.	Changing rooms without permission	Termination of allotment	Warden
6.	Failure to vacate the room within the stipulated period	Fine Rs. 500/-	Warden
7.	Possession/drinking alcohol/liquor in hostel	If found guilty will be expelled from hostel	Registrar after the approval of Director

		and the Institute	
8.	Keeping pet(s)	1. Warning letter or 2. Fine Rs. 200/-	Warden
9.	Failure to switch off lights/fans before leaving the room/hostel	1. Warning letter or 2. Fine Rs. 500/-	Warden
10.	Stealing	If found guilty will be expelled from hostel and the Institute	Registrar after approval of the Director
11.	Playing loud music or making noise	1. Warning letter or 2. Fine Rs. 500/-	Warden
12.	Organizing social activities without approval	1. Warning letter 2. Fine Rs. 500/-	Registrar
13.	Failure to keep the room neat and tidy	1. Warning letter 2. Fine Rs. 300/-	Warden
14.	Smoking within the hostel area	1. Warning letter 2. Fine Rs. 300/- 3. Both	Warden

Note:

1. A copy of the warning letter will be sent to the parents/guardians.
2. Fines should be paid by resident only at the Finance Office.
3. Repeated offence/fine will cause an expulsion from the hostel.

2.7 Revision of Rules and Regulations

The Institute reserves the right to revise the rules and regulations from time to time and will keep the residents informed of any changes via email and in the form of notices on the hostel notice boards. Ignorance of rules and regulations will not be accepted as an excuse.