

HOSTEL ALLOTMENT PROCEDURE AND CODE OF CONDUCT FOR FEMALE RESIDENT STUDENTS IN HOSTELS

Hostel Allotment Criteria

1. Only regular students admitted directly to the academic departments of the university will be eligible to apply for hostel accommodation.
2. Students' residents of Faisalabad city are not eligible to apply.
3. 95% of Hostel seats are allocated for residents of Punjab province and District Islamabad. 2% Seats are reserved for students of Gilgit-Baltistan/FANA, 4% for FATA, 1% for Gwadar, 1% for Kashmir and 1% for Baluchistan.
4. Hostel allotment is available on first come first serve basis.
5. Hostel admission is offered for one academic year only, extension for another year is based upon good conduct and academic performance.
6. Drop-out student in any academic department is not entitled for allotment of seat in any Hall and her allotment will be cancelled.
7. At the beginning of each academic year, a resident student shall be required to produce a certificate from the Chairperson of her Department to the effect that she is on the rolls of the Department concerned in order to get the allotment of her Hall seat renewed. Departments Heads/Advisors will also supply a copy of promoted student.
8. University Provides shared accommodation to students. Cubical rooms will be allocated to MS and PhD students as per availability on the recommendation of chairperson of concern department
9. Accommodation charges may vary depending upon the room and facilities available.
10. No concession is offered to students in the hostel dues except quota.

Procedure to Apply for Hostel Accommodation

11. For the allotment of room in hostel, students have to apply on the prescribed Hall Council Form affixed in prospectus within due date.
12. Late applications will not be considered and declared disqualified.
13. The students will submit the form (in Triplicate) along-with following documents:
 - a- Passport sized attested photographs.

b- Original Challan of deposited fee of Hostel (Student will retain a copy of challan for her own record)

c- Copy of fee challan of university dues paid for academic session.

d- Medical Test Report from recognized laboratories including CBC, LFT, RFT, hepatitis A, B, C &E, ESR, tuberculosis, epilepsy, diabetes and vaccine certificate of Covid-19.

e- An affidavit (as prescribed) on judicial paper of Rs 100/- signed by both Student and Parent/Guardian (Annexure A attached).

14. The applicants shall be accompanied by their parents/guardian at the time of admission to the Hostel.

SOPs for Students

To maintain discipline, students have to follow all the SOPs in true spirit.

1. Absence of a student from the hostel for fifteen days or more without permission will entail cancellation of hostel admission.
2. The hostel will remain closed during the vacations/holidays or when university is closed for a week or 5 working days. None is allowed to stay in the hostel during holidays.
3. Residents are expected to develop the habit of self-discipline. They shall not behave in a manner, prejudicial to the study and inconvenience of fellow residents or injure their feelings.
4. Rooms must be kept clean and tidy. The glass pane above the entrance of the room shall remain uncovered. No resident is allowed to drive nails in the walls or to disfigure them in any manner.
5. Dogs and other pets not allowed to be brought inside the premises of a Hall.
6. Every resident is expected to be present in her room at the time of attendance.
7. Resident must register her entry and exit from the hostel at the reception.
8. Study period is observed from 09:00 pm until midnight. Every resident is required to be present in his room during the study period, and is not allowed to play games, music etc. during this time. Moreover, students are not permitted to visit each other's rooms during this period.

9. There shall be no disturbance or noise in the rooms or outside the rooms within the Hall premises between 11.30 p.m. and 5.30 a.m. No resident student shall entertain in her room any fellow residents or outsiders during these hours.
10. All residents shall be in the Hall before 5.00 p.m. in Winter (October to March) and 7.00 p.m. in Summer (April to September) on working days.
11. In special cases, the warden may permit a resident to remain out beyond the fixed hours but not later than 9.00 p.m. in Winter and 10.00 p.m. in Summer. In all such cases, a late pass shall be issued by the warden. A record of these special permissions shall be maintained on prescribed forms, one of which shall be kept by the warden and the other will be with student.
12. If students have to accompany departmental trip or attend a Departmental function, they will need to produce a letter from the head of the respective Department in order to get permission from the warden.
13. The residents must get permission of the warden in writing, in case they have to come late at night from study tours and trips, annual dinners etc.
14. A resident may be permitted to stay out at night, once a fortnight with the permission of the warden only at places permitted in writing by the parents/guardians.
15. Students must get their “out pass” signed one day before going home between 7:00 to 7:45 PM. Students “out pass” may be cross checked by telephonically to their parents. Out passes will not be signed other than the stated time. In emergency situation students must immediately inform the relevant warden for out pass.
16. In special case or in emergency a resident may be allowed to leave after the closing time i.e 7:00 PM after checking the original CNIC of her blood relative along with the permission of warden or Provost Hall Council. In such case written application (with reason and nature of emergency) must be submitted to warden prior to leave.
17. Neither any outsider/day scholar is allowed to enter in hostel premises, nor any hostel resident is allowed to entertain any day scholar in hostel premises. A fine (upto Rs. 1000/-) will be imposed in case of violation.
18. No resident except with the permission of the Hall warden and Provost Hall Council, is allowed to keep a guest in the Hall during the night.
19. The female guests may stay in hostel with the permission of the warden on the payment of prescribed charges (Rs. 1000/- per night) but not more than three days.

20. Old resident students can stay for their examination/DMC/ clearance etc according to date sheet/notifications by the permission of Provost Hall Council on the recommendation of Warden not more than three days.
21. Guests permitted to stay in the Hall shall dine in the Dining Hall and not in the Students Rooms.
22. No musical instruments shall be allowed to be kept in Hall.
23. The residents are advised not to keep large sums of money and jewelry with them. The Hall authorities shall not be responsible for any theft or loss of valuables left in a cubicle or dormitory.
24. Each and every part of the hostel premises can be inspected at all hours by the hostel administration and if any rule violation is found all residents of that room will be fined.
25. Complaints against the misbehavior of servants/sweepers may be made to the Wardens. Residents are not allowed to use abusive language or physical force against them. Anyone doing so shall be expelled from the hostel.
26. The hostellers should not enter into any unnecessary conversation, quarrel, or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. The use of abusive, vulgar and unparliamentary language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
27. No political and religiously extremist activity is allowed in the hostel. Formation of any form of student associations/unions is also strictly prohibited, and strict action will be taken against boarders found involved in such activities.
28. The collection of donations for any purpose (Religious/ otherwise) is also strictly prohibited.
29. A resident shall not change her room without the prior permission of the Hall warden.
30. A resident intending to withdraw her name from the Hall shall make an application in writing to the Hall warden who may permit him to leave after levying the dues from her. The rooms so vacated shall be reported to the Chairperson, Hall Council, for allotment.
31. No resident shall be allowed to stay in the Hall after the completion of the regular University examination. Students, who have to complete their Thesis/Dissertations

after the completion of the University examination, may be permitted to continue their stay in the Hall on the recommendation of the Head of the Departments and Provost, Hall Council concerned for a period till submission of Thesis/Dissertations.

32. All notices about the Hall shall be pasted on the Hall Notice Board and shall be deemed to have been read by the residents. Failure to read notices shall not be an excuse for non-compliance of such notices.
33. Any notice or poster etc. if displayed on the Hall Notice Board by students, it shall be countersigned by the Hall Warden.
34. If a resident is found guilty of violation of hall rules or misbehavior, the hall warden may impose fine on her as she deems appropriate (Rs.500/- to Rs.1000/-) with the consent of Provost, Hall Council
35. Any fine imposed on hostel resident shall be deposited in “Hall Council Fund Account GCWUF”.
36. Cases of serious indiscipline in the Hall will be reported by the warden to chairperson Hall council who, in consultation with the Hall Disciplinary Committee may remove a resident from the Hall or take any other appropriate action.
37. There shall be a special Discipline Committee (same as mentioned above in point 36) to deal with very serious cases indiscipline in the Girls Halls. It shall comprise of the Wardens of the Girls Halls, Provost, Hall council, director student affair and a Senior faculty member to be nominated by the Vice Chancellor. The chairperson/ nominee of chairperson of concerned department will be taken as co-opted member.
38. In case of expulsion from the hostel due to indiscipline or misconduct, security deposits will be forfeited in full.
39. Residents who have been expelled from the hostel will not be eligible for re-admission in the hostel.
40. Additional rules and regulations issued from time to time must be fully observed as well.

Furniture

41. Residents shall be responsible for the safe custody of the furniture allotted to them. They shall not be permitted to remove the furniture from their rooms and shall pay for any damage in this regard.

42. Residents shall pay for any damage done to the furniture supplied to them or to any other Hall property.

43. The cost of damages will be recovered in the following manner:

- If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
- If the damage is done in any one of the rooms and the person(s) is/are not identified then the cost will be recovered from the room-mates collectively.
- If the damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess, etc., and the person(s) is/are not identified, then double the cost will be recovered, floor wise or block-wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.

44. Anyone found guilty of intentional damage to the University property will not only have to make good the loss and also be liable to disciplinary action including expulsion from the Hall or from the University.

Electricity

45. Residents are not allowed to keep with them heaters, electric stoves, refrigerators, air coolers, air conditioners and washing machines. Such appliances, if found in the possession of a resident, shall be confiscated. The use of above-mentioned articles is strictly prohibited. Any resident found infringing these rules shall have to pay a fine.

46. All electrical appliances (lights, fans etc.) in the room must be put off when the resident retires or goes outside the room.

47. The electric installations must not be tampered in any way, Unauthorized interference with the installations is very risky it may cause damage. Residents found guilty of such interference are liable to heavy fine/expulsion from the Hall.

Mess

48. All residents must take the Mess as per university rules.

49. All residents must take their meals in the Hall Mess and no resident shall be permitted to have private cooking arrangement in the Hall.

50. In case of medical issue, private cooking may allow as per need assessed by warden.

51. Residents are not allowed to take mess crockery and cutlery to their rooms.

52. Dining Halls shall remain open during the time fixed for each meal. Residents shall not be entitled to demand food outside these hours.
53. Residents attending the Dining Hall, Common Room and other public places shall avoid indecent dress.
54. Residents must eat in the dining hall. Anyone found ordering her meals in a room without the permission of the warden shall be liable to be fined or even expulsion from the Hall.

SOP's for Hostel Wardens:

1. Wardens will reside and stay in main hostel premises.
2. Different hall will be allotted to different wardens, in which they will perform following duties:
 - Discipline, cleanliness and maintenance of hall on daily basis.
 - Issuance of gate /out pass, day before leaving.
 - Daily attendance of hostel students from 7:00 to 7:30 PM in the warden's room/office.
 - Observe the mess timings allowed for students.
 - Be vigilant about the students' activities of their respective halls.
3. Wardens are allowed to entertain their guests (mother, sister, mother-in-law, sister-in-law) for three days and their entry must be before 7:00 pm. Permission must be taken one day before their arrival. They may entertain their female guests in food court on payment.
4. Wardens are supposed to dine in food court only. Taking/ordering/bringing food from food court in to their room is not allowed.
5. Wardens are supposed to resolve the students' problems but report to head warden in writing as well.
6. Wardens will remain vigilant about their duty roster. Duty will be assigned to each warden for the whole week. In case of unexpected holidays, on duty warden will have to stay in the hostel. The same practice will continue for summer and winter vacations.

7. If on duty warden wants to change her duty slot or if she face some emergency during her duty week, she will have to exchange /replace her duty with any other warden on her own. Any such Changes must be communicated to Head Warden and CHC in Writing.