HOSTEL ALLOTMENT POLICY AND RULES FOR INLIVING STUDENTS

1. **General** NUST College of E&ME provides hostel facility to the outstation under graduate / post graduate students on “First Come First Serve” basis at the start of their first semester. Hostel accommodation in the relevant category is strictly allotted as per the application seniority list. The College administration offers its best possible services to facilitate the students during their stay in the hostels.

2. **Hostel Allotment Policy**
   a. All the desirous students for the hostel accommodation to apply on the prescribed online form (available on College Website [www.ceme.nust.edu.pk](http://www.ceme.nust.edu.pk)). Hostel accommodation will be allotted by Chief Instructor / Deputy Director NUST Students Affairs, depending on the availability of the rooms as per seniority of the applicant.
   b. Seniority of hostel allotment list is made strictly on “First Come First Serve” basis for UG / PG students separately. The applications received within three weeks after the announcement of first merit list of NUST admissions will be given priority.
   c. Preference of allotment of hostel facility will be given to new entrants of fresh degree each year.
   d. New allotments in the hostels for previous degrees will be closed at least one semester prior to the commencement of first semester of the new degree course in order to facilitate maximum number of students from new degree.
   e. Approximately 15% seats for the post graduate students in hostels have been reserved. Therefore, the new applicants are offered hostel facility as per the available number of vacant seats in each hostel for every category. However, if the number of applicants of one category i.e. UG / PG is less, then the vacant accommodation is offered to the other category.
   f. Hostel accommodation to international students is guaranteed provided that they apply for the hostel facility before the display of first hostel allotment list.
   g. UG male students are allotted hostel facility as per the following order if the vacancies are available in the hostels:-
      (i) NUST Hostels
      (ii) Jinnah Hostel
      (iii) Abu Bakar Hostel
      (iv) Hired Hostel
   h. To provide hostel facility to maximum number of students, the institute has arranged over and above the NUST accommodation (Male Students Only). However, the residents of these hostels are charged slightly more than the existing NUST hostel accommodation in form of room rent charges. These students are given option to shift to NUST hostel at the end of their second semester provided vacant seats in other hostels are available.
There are number of hostel / campus facilities available for the students. To acquire detailed information of these facilities, students may visit college website.

3. **Procedure / Actions to be Taken by Applicants**

   a. Application to be forwarded on the prescribed Online Hostel Application Form.

   b. Attach a bank draft (non refundable processing fee) of Rs. 1000.00 in favour of “Comdt College of E&ME, Rawalpindi”, a photocopy of domicile form along with the print of online application form.

   c. Documentary proof of admission on SAT (International) basis if required.

   d. Documents as per para 3(b) and 3(c) to be forwarded on the following address: -

      Hostel Accommodation Wing

      (Cadets Battalion), ASG NUST, College of E&ME Peshawar Road Rawalpindi

   e. Security fee Rs. 10,000/- (Refundable) and advance mess payment of Rs. 10,000/- will be deposited at the time of allotment.

   f. Applications forwarded with incomplete information will not be considered for the allotment of hostel accommodation.

   g. Students of local station will not be entertained.

4. **Rules for In-living Students.** All NUST Students/Paying Cadets residing in college hostels are required to adhere to the points given below, violations of which will lead to disciplinary action against the individuals:

   a. No UG student to leave hostel premises after 2100 hours.

   b. Once a room has been allotted to a student, he is not allowed to shift the room at his own. In case of a genuine problem, he may request to the college administration through hostel warden for change of his room.

   c. All the students will sign the room inventory once they take possession of the room. Later if some damage is detected in furniture, door of the room or any other item placed/available in the room the repair/replacement charges will be borne by the occupant. Any other sort of damage to hostel/items of the hostel will be borne by the student who has caused the damage.

   d. Playing cricket/hockey/football etc inside the hostel or within premises of the hostel is strictly forbidden.

   e. Damage to plants/flower beds of the hostel is not allowed. Besides, cutting of trees is strictly forbidden.

   f. Students are not allowed to keep Pets, TV/VCR, electric room heaters and expensive mobile phones in their rooms.

   g. No one is allowed to cook anything in his/her room.

   h. Pornographic material of any kind is not allowed in the rooms/hostels.
i. All students are required to keep their rooms neat/clean and will prepare their rooms for inspections carried out by their hostel warden/asst hostel warden and appointment holders from time to time.

j. Being a Non Smoking Campus, smoking, use of sheesha, naswar/narcotics and drinking of prohibited beverages is strictly forbidden in the college campus and hostels. Upon first instance, parents will be informed with imposition of fine and upon second, hostel facilities will be withdrawn.

k. Students are not allowed to keep more than Rs 2,000/- in their rooms. Extra money should be deposited in the bank. Students will themselves ensure safe custody of their belongings. College authorities will not take responsibility of their loss of any valuable/cash.

l. No one is allowed to keep any type of weapon/ammunition in his room or anywhere in the college premises.

m. No in-living UG NUST Student/Paying Cadet is allowed to keep a car/motorcycle in the campus or hire a car from 'Rent a Car' organization.

n. All in-living UG NUST Students/Paying Cadets are allowed to receive their guests only on the weekends and official holidays during the prescribed timings and can take them to “Kiosk” and “College Cafeteria” only.

o. Under no circumstances a guest is allowed to visit or stay in the students accommodation. Cars of guests are not allowed to move beyond the general car parking of the college.

p. No student other than the students having in-living status is allowed to stay in the hostel. If an out-living college student is desirous of staying in the hostel, he/she will get his/her request approved on proscribed proforma from NSAW / Cadets Battalion. He/She will ensure following procedure:-

(1) Willingness from all students residing in the particular room.
(2) Request form duly recommended by the hostel supervisor and hostel warden.
(3) The students presently studying in the College will be charged for room rent and food facility as per the policy through their monthly bills. However, ex students will be charged in advance for the requested time period.
(4) The request to be forwarded within working hours on all working days. The request forwarded after working hours or on closed holiday will not be entertained.
(5) The photocopy of the request form to be deposited with Accounts Branch Cadets Battalion / NSAW.
(6) All UG Female Students will get permission from their parents and will also forward a text message of permission to authorities of NSAW.
(7) The College Authorities reserve the right of final approval.

Note: Temporary allotments in the hostels are discontinued at the moment.

q. No student will indulge in any sort of political activity, if someone is found involved in such activities his registration will be terminated.

r. If any student desires to get his in-living status cancelled, he will forward an application to
the hostel warden and will produce copy of hostel clearance certificate to him before he vacates his room in the hostel. He will also make an entry to this effect in Students Dining Complex “In/Out” register that he is no more a dining member of the Students Dining Complex. Request form duly completed in all respects will be submitted to the NSAW / Cadets Battalion (Estb Office).

s. No NUST Student/Paying Cadet is allowed to write slogans on the walls/doors or spit in the walk ways. Moreover, they are responsible for general cleanliness of their rooms and corridors in particular.

t. In case any NUST Student/Paying Cadet fails to abide by the college rules, he will be given a warning, subsequently his in-living status will be cancelled without any further notice.

u. All students are required to swipe their RFID Cards before entering or leaving the College.

v. Telephone placed in the hostels will be used for incoming calls only. Outgoing calls will not be made.

w. Un-necessary lights will be switched off immediately. Lights off timing will be observed strictly. However, during exams / sessionals the same will be relaxed by the College authorities.

x. Female Students will proceed on weekends only after weekend register is signed by the competent auth and leave pass obtained from the authorities.

y. Strict discipline for proper use of water will be observed.

z. Students are not allowed to sit/sleep on the roof.

aa. Sitting/standing unnecessarily outside the hostel is prohibited.

bb. The religious /political gatherings in the campus or hostel rooms are not allowed.

c. It is the duty of all students to ensure that all the safety instructions are followed specially in case of electricity and gas usage.

d. Students are required to keep themselves aware of the information being communicated by the college authorities via Notice Boards, ERP, Bulletins and Website etc.

e. All students to fully cooperate with the hostel and messstaff.

f. Prohibited places as indicated by the Sign Postings or Notices in the campus will not be visited or made use of for any purpose.

g. Gender mixing is strictly prohibited and the parents will be informed on first occurrence alongwith imposition of fine. Second instance will lead them to cancellation of their in-living status.

h. All UG students can avail hostel facility only for a maximum period of four years and PG students can avail it for one and a half year. After expiry of the said period, the inliving status of students will be cancelled and he/she will have to vacate the hostel. A maximum of one
month grace period may be extended under extreme situation by the Deputy Director Hostels, two months by the Dean and three months by the Comdt.

ii. Hostel facility will not be extended to the faculty/PG students (those who are in research work phase). However, if some accommodation is available, they may be allotted a room in the hostel, but will be charged with extra room rent as per the existing rules of the campus.

jj. It is in the best interest of all students to have congenial relationships with their fellow students. All students are advised to take notice of any abnormal behavior or change in the attitude of any fellow / other student and communicate to the college authorities immediately.

kk. It is the moral responsibility of all the students to inform the college authorities of anything which can cause damage to the College reputation or physical assets.

ll. All the students are strictly prohibited to move in the residential area of the college.

mm. Proper adherence to dress code will be observed by all the students whether he is an in-living or out-living student.

nn. Failure to abide by the Rules as mentioned above or as intimated from time to time will be strictly dealt with.

oo. Ragging in any shape which causes physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student including teasing, abusing, shouting, playing practical jokes or asking to do any act for which he is not willing to do so is strictly forbidden. Rather it is expected that senior students will help the juniors to settle down in the hostels. Anybody found involved in ragging will have to face appropriate disciplinary action.

5. Some DOs and DON’Ts for Boarders

a. **DOs**
   
   (1) Always be respectful to your colleagues and hostel staff/management.
   
   (2) Use of un-parliamentary language, foul and abusive language with the fellow students / staff is taken very seriously.
   
   (3) Keep your room neat and tidy, as it can be inspected by the hostel management without any prior notice / intimation.
   
   (4) Utilize your PC / Laptops for educational purpose only.
   
   (5) See the Medical Officer in MI Room as and when you feel unwell.
   
   (6) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along with you when you proceed on leave etc.
   
   (7) Always clear Hostel Dues well in time.
   
   (8) All notices/instructions issued from time to time must be religiously followed.
   
   (9) Take care of hostel property i.e. T.V, furniture in room / hostel, water dispenser, washroom fittings and water coolers etc.
(10) Swipe your RFID Card wherever it is required.
(11) Report to Warden about any unusual activity in the hostel.
(12) Inform the Hostel Warden about Withdrawal / Relegation on immediate basis.
(13) Preserve / economize utilization of water, electricity and gas.
(14) Put off all the electric switches, gas appliances and water tapes while leaving the room.

b. **DON’Ts**

(1) Keeping of prohibited medicines, drugs without doctor’s prescription.
(2) Possession of following items is totally banned and those who are checked will be expelled from the hostel / College:-
   a. Fire arms and daggers etc.
   b. Alcohol, Toxic drugs, sheesha, gutkha and hashish/heroin etc.
   c. Crackers, explosives and ammunition etc.
   d. Objectionable material like videos, books or photographs.
(3) Smoking and keeping any kind of such items.
(4) Misusing hostel premises/facilities for activities other than studies.
(5) Involvement in criminal/police cases, it will be taken very seriously to the extent of expulsion from the hostel / College.
(6) Guests of staff and students in the room/hostel.
(7) Playing loud music in the room which may disturb studies of colleagues / neighbours.
(8) Making noise and raising slogans.
(9) Keeping electrical appliances, other than authorized in the rules.
(10) Fiddling with the electric sockets/plugs/appliances etc.
(11) Damaging any hostel property.
(12) Involvement in politics, ethnic, sectarian and other undesirable activities. Defaulters will be expelled from hostel without any advance notice.
(13) Collection of Chanda on any account.
(14) Ragging of juniors inside / outside the rooms and hostels.
(15) Gambling in any form such as playing cards (even without money at stake).
(16) Celebrating birthday parties, dholic / mehndi functions and get together in hostel rooms.
(17) Employment or keeping of a private servant in the hostel.
(18) Leaving lights or fans on, when out of room.
(19) Proxy in any manner.
(20) Authorized Room setting will not be changed.
6. **Hostel Dues.** Hostel / Mess dues are required to be paid on monthly basis. If a student fails to deposit his dues in time (20th of each month), he is imposed with a fine of Rs. 500/- . If he even fails to do so, initially his messing facility is cancelled and subsequently his hostel facility may be cancelled. Detail of Monthly dues is given as under. The rates given below are merely the guidelines for the students, however these may change from time to time as per the actual cost effect of different heads:-

<table>
<thead>
<tr>
<th>S/No</th>
<th>Detail</th>
<th>Amount (Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Orderly Fund (For Male Students)</td>
<td>910.00</td>
<td></td>
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<tr>
<td></td>
<td>Orderly Fund (For Female Students)</td>
<td>1250.00</td>
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<tr>
<td>2.</td>
<td>Dhobi Fund</td>
<td>330.00</td>
<td></td>
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<td>3.</td>
<td>Library Fund</td>
<td>50.00</td>
<td></td>
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<td>4.</td>
<td>Extra Pay Mess Staff</td>
<td>10.00</td>
<td></td>
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<tr>
<td>5.</td>
<td>Sports Fund</td>
<td>50.00</td>
<td></td>
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<td>7.</td>
<td>Silver Fund</td>
<td>10.00</td>
<td></td>
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<tr>
<td>8.</td>
<td>Gas Charges</td>
<td>On Actual</td>
<td></td>
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<tr>
<td>9.</td>
<td>Room Furnishing</td>
<td>50.00</td>
<td></td>
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<tr>
<td>10.</td>
<td>Masjid Fund</td>
<td>10.00</td>
<td>For Muslim Students Only</td>
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<tr>
<td>11.</td>
<td>Internet Charges</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Room Rent</td>
<td>1500.00</td>
<td>Other Than “Hired and Abu Bakar Hostel”.</td>
</tr>
<tr>
<td>13.</td>
<td>Elect Charges</td>
<td>On Actual</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Water Charges</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Conservancy</td>
<td>120.00</td>
<td>For female students only</td>
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<td>16.</td>
<td>Recreation</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Barrack Damage Fund</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Medical Fund</td>
<td>50.00</td>
<td></td>
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<tr>
<td>19.</td>
<td>Furniture Fund</td>
<td>50.00</td>
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<tr>
<td>20.</td>
<td>Crockery Charges</td>
<td>20.00</td>
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<tr>
<td>21.</td>
<td>Mess Maint Charges</td>
<td>15.00</td>
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<tr>
<td>22.</td>
<td>Entertainment Charges</td>
<td>100.00</td>
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<tr>
<td>23.</td>
<td>Security Charges</td>
<td>200.00</td>
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<tr>
<td></td>
<td><strong>Total (For Male Students Only)</strong></td>
<td>Rs. 3565</td>
<td>(+ Gas/Elect &amp; Mess Bills)</td>
</tr>
<tr>
<td></td>
<td><strong>Total (For Female Students Only)</strong></td>
<td>Rs. 4015</td>
<td></td>
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</tbody>
</table>
7. **Conclusion**

a. These are general guidelines to facilitate the students and ensure their comfortable stay in the hostels.

b. Students are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these instructions and advise their son / daughter to strictly follow the hostel rules and regulations.