

NUST HOSTEL RULES **H-12 CAMPUS ISLAMABAD**

Introduction

1. NUST Hostels have been established for the outstation National and International students. Hostels are providing hygienic & pleasant environment and are equipped with all amenities for standard living. Sixteen hostels have been built in the main campus of NUST (11 for male and 6 for female) which have capacity to accommodate 4719 students. The management makes a sincere endeavor to provide all the needed facilities and comforts. These hostels provide:-

- a. Peaceful academic environment.
- b. Good meals, prepared under hygienic conditions.
- c. Limited indoor recreational facilities i.e.:-
 - (1) TV Room
 - (2) Indoor games
 - (3) Gymnasium

2. **Allotment of Hostel Accommodation**

- a. Hostel accommodation will be allotted to outstation students as per NUST Hostels Allotment SOP.
- b. Students are required to apply through their CMS Account for Hostel Accommodation while New Comers may apply through pgadmission.nust.edu.pk (PG students) & ugadmissions.nust.edu.pk (UG Students). Hostel accommodation will be allotted by Deputy Director Hostels depending on availability. On filling of accommodation request, applicants will be put on waiting list.

c. **Types of Accommodation**

- (1) Cubicle/single bedroom with attached washroom for PG / PhD Students.
- (2) Double Occupancy (in Boys Hostels) with attached washroom for PG Students.
- (3) Double Occupancy with community washrooms for UG Students.
- (4) Triple Occupancy with community washrooms for UG Students.

3. **Hostel Dues**

a. **Hostel Charges**

- | | | |
|---------------------------------------|---|---------------------------|
| (1) Hostel Security | - | Rs. 10,000/- (Refundable) |
| (2) Single Occupancy | - | Rs. 6,500/- PM |
| (3) Double Occupancy (att wash) | - | Rs. 5,500/- PM |
| (4) Double Occupancy (community wash) | - | Rs. 4,500/- PM |

(5) Triple Occupancy (community wash) - Rs. 4,000/-PM

b. **Messing / Food Charges**

(1) Mess Security - Rs. 9,000/- (Refundable)

(2) Monthly charges - Rs. 6,750/- (Rs. 225/- per day)

c. **Payment of Dues.** Hostel dues are required to be paid on semester basis. Hostel rent challan will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The challan will be issued by the Hostel's Branch.

4. **Attendance.** To ensure security as well as presence of students in the hostels, Biometric Attendance System has been installed in all students Hostels to mark their daily attendance between (for female: 10:00 pm to 10:45 pm and for male: 11:00 pm to 11:45 pm). Student, who will not mark his /her attendance, shall be considered as absent. If a hostelite is absent from hostel for more than 07 days without prior information, his/her hostel allotment will be cancelled immediately. Defaulters will be liable to imposition of fine.

Note: (Student / Staff) immediately report to the hostel management about any suspicious activity if any student found missing / absent from hostel.

5. **Fine.** Due date of deposit would be mentioned on challan and for late deposit of dues, students will pay fine as mentioned in the Hostel rent challan / mess bill and other type of fine (like for late comers and disciplinary cases) imposed by Hostel management.

6. **Duration of Students Stay in Hostels.** Stay of the students, who are granted admission in the hostels in H-12 Campus, will be:-

a. **PG.** MS Program (2 Years), PhD Program (3 Years).

b. **UG.** UG students will only avail Hostel facility for the duration (BS Program 4 Years & BS Arch 5 Years) of their on campus study.

Note: No extension will be granted.

7. **Guests.** Guests of students are not allowed to enter / stay in the hostel premises at any time. The parents are allowed to visit the hostel on first day of arrival in hostel. The guests are entertained in the cafeterias. Hostelites nominates three visitors names (as mentioned in the Hostel Admission Form), who after verification at the Main Receptions of NUST at Gates will be allowed to meet the student at cafeterias. For student guests following instructions shall be followed:-

a. Due to curfew timings of hostelites, and allowing a decent visit duration students' guests will be allowed to enter the campus till 2000 hrs and will be required to leave campus by 2200 hrs.

- b. In case of Alumni, the last time for them to enter the campus will be 2130 hours and to leave by 2300 hours.
- c. Name of all registered guests will be provided to Security Branch for verification at Main Gates.
- d. Unregistered guests will not be allowed within campus and host students shall meet them at reception at the Main Gates.

8. **Temporary Hostel Allotment.** Temporary allotment facility will be provided only to those students who are currently registered in main campus of NUST, on availability of surplus and vacant accommodation. Students applying for shorter duration will be granted permission to avail the facility on case to case basis. Application form is available on the Hostels office which must contain the signature of parents (Father / Mother). Hostel Rules will be followed by temporary students in true spirit.

9. **Conveyance/Driving.** Following rules will be observed:-

- a. Students are encouraged to keep and use bicycles within the Campus.
- b. Students desirous of keeping cars/motorcycles will seek permission in writing from DD Hostels. Students will produce necessary documents including driving license with copy of CNIC and NUST student card while seeking permission / after permission.
- c. Riding motorcycles will not be allowed without driving license / wearing crash helmet. Defaulters will be heavily fined / warned. After 2 warnings, permission will be withdrawn.
- d. UG students are not allowed to keep a car in the hostel.

10. **Messing.** It is mandatory for all residents:-

- a. Messing is arranged by own staff.
- b. Messing is charged in advance from all the students on monthly basis for which Mess Bill is issued, to be deposited in bank within due date.
- c. Mess Security Rs. 9,000/- is charged at the beginning, which is refunded in cash once student applied for clearance from hostels.
- d. **Student's committee is formed to facilitate and participate in mess/hostel affairs.** The mess menu of the hostel is prepared with the consultation of Hostel Messing Committee.
- e. For Mess Off on weekends, the Manager (Hostel) will have to be informed at least two days in advance i.e. student leaving on Friday shall register his / her request by 2300 hrs (11:00 pm) on Wednesday (it is mandatory to cater for purchase of fresh ration that is procured one day in advance).

- f. The students need to be physically present in the office of Manager (Hostel) while getting the Mess Off. Extension over phone or mail will not be accepted.
- g. Failing to submit the Mess Off Form to Manager (Hostel) in person will not be entertained later on.
- h. Maximum 12 days Mess Off will be considered in a month only.
- i. For Mess Off other than weekends the Policy of minimum 5 x days leave shall remain in effect. The member if leaving the Hostel for more than 05 days and less than 12 days at a stretch should apply for mess off at least two days in advance before the date of mess off on a prescribed form available in Manager (Hostel) Office.
- j. Residents dine in their respective hostel mess only (Other than some genuine medical reason).

11. **Meal Timings / Dress code**

- a. As decided by Deputy Director Hostels in consultation with student's committee and Managers (Hostel).
- b. Student must follow the dress code while going in dining hall (Students are not allowed to wear sleepers and Bermuda shorts).

12. **Conduct.** Students are advised to be always dress up well while moving in the campus except when going to / coming from washroom. Student's general behavior, dress and conversation in the Hostels must be decent. Shouting by the students is not allowed. Any kind of misconduct will be dealt sternly. CCTV cameras are recording round the clock.

13. **In / Out Timings**

- a. Students are not allowed to stay out of hostel after 10:00 pm (female) & 11:00 pm (male) or the time notified otherwise. Defaulters will be fined as follows:-

(1)	1 st Violation	-	A fine of Rs. 300/- will be imposed.
(2)	2 nd Violation	-	A fine of Rs. 500/- & information to his / her School & parents.
(3)	3 rd Violation	-	A fine of Rs. 1,000/- and expulsion from hostel for semester with information to concerned School & parents.
- b. Students are allowed to leave campus / hostel only with written (out Pass) permission by the respective Manager (Hostel). Parents may also be consulted by the hostel management when felt necessary.

- c. In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and disciplinary action will be initiated against the defaulters.
- d. Students are advised to display hostel (yellow) card for identification, while going out from hostel or coming into hostel.

14. **Damage to Property.** All students are expected to cooperate for taking care of the Hostel property. Hostel/Mess property for example newspapers, magazines, furniture, TV, cutlery and crockery etc, will not be removed by students from the hostel/mess. Any student found guilty of damaging or breaking items of hostel/mess will be made to pay the cost of the item in addition to the fine / penalty.

15. **TV Timings.** Television will be closed at 2300 hours on normal working days and at 2345 hours on the weekends/closed holidays. The keys of television room will be in the custody of Manager (Hostel) and he/she will be responsible for ensuring the compliance of the orders. However, in case of some important sports events like World Cup/ Olympics etc, special permission can be obtained from Manager (Hostel).

16. **Vacations.** Students staying in the hostel during vacations will abide by all rules and regulations. A valid reason certificate or letter will be produced by the student to hostel manager to stay in hostel during summer vacations.

17. **Penalties.** It is mandatory to comply with the timings and orders spelt out in these instructions and those issued from time to time. Necessary disciplinary action will be taken against the students for each minor or major violation. Following action will be initiated against defaulters:-

- a. Students will be produced by Manager (Hostel) before DD Hostels for misconduct & indiscipline.
- b. Serious violation, as and when observed, will be reported to the parents in writing.
- c. For major breaches, matter will be referred to NUST Disciplinary Committee.
- d. Imposition of fine/penalty.
- e. Expulsion from hostel.
- f. After one time expulsion from hostel, re-allotment will not be considered.

18. **Vacating the Hostel.** Whenever a student wishes to vacate hostel, he/she must inform in writing to the Manager (Hostel) minimum of a week in advance. Dues will be paid and clearance will be obtained before leaving hostel. Before leaving the hostel, room keys must be deposited in Manager (Hostel) office.

19. **Discipline.** Best state of discipline is expected from the residents, a few aspects of discipline are highlighted here:-

- a. **Ragging.** 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 causing hurt to such students or asking the new student to do any act or to perform such things (which such student will not be willing to do ordinarily) is strictly forbidden. It is expected that senior students will help the juniors in their settle down process. Anybody found involved in ragging will be dealt sternly.
- b. **Smoking.** University is declared as a smoking free zone. Smoking is prohibited in the rooms as well as in the hostel premises.
- c. **Criminal / Unlawful Activities.** Following will be considered unlawful activities:-
- (1) Joining banned organizations or involvement in anti state activities.
 - (2) Creating trouble in hostel premises including going / on organizing strike and inviting others for strike or printing / writing / distributing pamphlets / handouts etc.
 - (3) Giving threats to any student or staff member.
 - (4) Overstaying in hostel after completion of On Campus Duration / Specified Period / Completion of Degree.
 - (5) Making loss to Hostel / University property.
 - (6) Misusing of hostel facilities.
 - (7) Bringing / inviting non entitled persons in the hostel / Day Scholars.
 - (8) Gambling in any shape.

Note: Khokhas / Dhabas are placed out of bound for all students.

20. **Inspections**

- a. Manager (Hostel), AD Hostels, Deputy Director Hostels, Director Administration and Senior Executive of the University can inspect hostel (student rooms and almirahs etc) without any advance notice at any time of the day or night.
- b. Weekly / monthly inspection will be carried by Manager (Hostel).
- c. Quarterly inspection will be carried out by Deputy Director Hostels.

21. **Medical Care.** NUST Medical Centre is providing best medical services to students round the clock and equipped with sufficient arrangement. Qualified doctors male/female and trained staff are performing their duties with complete dedication.

22. **Washerman Services.** A laundry shop has been established in all the hostels for provision of washing and pressing of clothes facility to residents free of cost.

23. **Indoor Sports.** The facility of well-equipped gymnasium with the required machines is available in all the Hostels. It is expected that students will utilize the same with extreme care and will adhere to the best norms of discipline in the gym.

24. **Vending Machine.** Vending Machines have been installed in all student Hostels that dispenses items such as snacks, beverages etc to students automatically, after the students inserts currency or credit into the machine.

25. **DO'S AND DONT'S**

a. **Do's**

- (1) Pay Salam to fellow students, staff and faculty.
- (2) Be respectful to your colleagues and hostel staff/management & security staff at gates.
- (3) Always use parliamentary language.
- (4) Keep your room neat and tidy.
- (5) Utilize your PC for educational purpose only.
- (6) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along when you proceed on leave etc.
- (7) Always clear Hostel & Mess Dues well in time. Defaulters are fined.
- (8) All notices/instructions issued from time to time must be religiously followed.
- (9) Take care of hostel property.
- (10) Always enter your name in IN/OUT register i.e. while going out/coming back to the Hostel.
- (11) Come yourself daily to Manager (Hostel) office on given time for attendance.
- (12) Inform the Manager (Hostel) about Withdrawal / Relegation on immediate basis.
- (13) Preserve / economize on utilization of water, electricity and gas.
- (14) Put off all the electric switches, gas appliances and water taps while leaving the room.
- (15) Be aware of all notices put up on the Notice Boards.
- (16) In case of any emergency or illness, immediately report to the Manager (Hostel) /Caretaker who shall make necessary arrangements for medical assistance.
- (17) Always be well dressed and hair must be properly trimmed. Make habit to shave daily.

b. **Dont's**

- (1) Keeping of prohibited medicines, drugs without **doctor's prescription.**

- (2) **Possession of following items is totally banned:-**
 - (a) Fire arms and daggers etc.
 - (b) Alcohols, Toxic drugs, sheesha, gutkha and hashish/heroin etc.
 - (c) Crackers, explosives and ammunition etc.
 - (d) Objectionable material in the shape of videos, books or photographs.
- (3) Smoking and keeping any kind of such items.
- (4) Misusing hostel premises/facilities for other than studies.
- (5) Involvement in **criminal/police** cases.
- (6) Guests of students or day scholars in the room/hostel.
- (7) Driving **Motor Cycle** without **crash helmet**, Wheeling / aerobatics.
- (8) Disturbing other fellow residents by playing loud music or any such instruments at a high volume.
- (9) Making noise and raising slogans.
- (10) No Electric appliance will be permitted in the student's room except refrigerator and room cooler (with permission and on monthly charges).
- (11) Damaging any hostel property.
- (12) Making any structural additions or alterations in their rooms, install/fix any electrical gadget or fittings/fixtures anywhere in the Hostel.
- (13) Involvement in politics, ethnic, sectarian or any other undesirable activity
- (14) **Collection of Chanda** on any account.
- (15) Ragging of juniors inside / outside the rooms and hostels.
- (16) Gambling in any form such as playing cards (even without money at stake).
- (17) Changing the authorized room setting.
- (18) Authorized Room setting will not be changed.
- (19) Occupying or interchange/swapping the room without permission of Manager (Hostel).
- (20) Giving tips or make any other kind of payment to the sanitary worker or any other Hostel staff.
- (21) Opening the door of another fellow's room without his/her permission.
- (22) Using the belongings of other residents without their consent.
- (23) Borrowing and lending money among the students.

- (24) Visiting roof top.
- (25) Arrange private trips / visits without written permission of DD Hostels.
- (26) Cooking in the room under any circumstances.
- (27) Keeping pets or animals in the room.
- (28) In case of a complaint non adherence to the chain of command.

26. **Hostel Administration.** Hostel administration / management is as under:-

- a. Director Administration
- b. Deputy Director Hostels
- c. Assistant Director Hostels (Male)
- d. Assistant Director Hostels (Female)
- e. Assistant Director Hostels Messing
- f. Manager (Hostel)
- g. Caretaker

27. Certificate as given below duly signed by the student and countersigned by the father / mother / guardian are required to be submitted by the student to the Manager (Hostel) at the time of hostel joining.

Notes:

- a. These are general guide lines to facilitate the students and ensure 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 rules and advise their son / daughter to strictly follow the rules. A certificate to this effect (as per the specimen) is required to be submitted by the student, duly countersigned by the parents / guardians, to the respective Manager (Hostel), at the time of joining the hostel.
- c. Please submit the signed / countersigned attached certificate to your Manager (Hostel) along with the Hostel admission form to avoid any unpleasant consequence later on.
- d. The Hostel Management reserves the right to revise the rules & regulations and will keep the resident informed of any changes in the form of notice on hostel notice boards.
- e. These rules are intended to ensure conducive environment for all residents.

Name: _____

Father's / Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

NUST HOSTEL RULES AWARENESS CERTIFICATE

It is certified that NUST Hostel Rules have been read by the undersigned and is assured that these will be followed in their true letters & spirit. On any violation of these rules necessary disciplinary action may be taken against me.

Date: _____

Student Signature

Counter Sign By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No: _____