**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. Thirteen hostels have been built in the main campus of NUST (9 for male and 4 for female) which have capacity to accommodate 3200 students. The management makes a sincere endeavour 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 **on first come first serve basis** who get admission in any School / Institute at NUST Main campus Islamabad. Local student (living in Rawalpindi / Islamabad) will be considered after accommodating all the outstation students.

b. Students are required to apply on prescribed form (may be downloaded from ([www.nust.edu.pk](http://www.nust.edu.pk/).) 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) Cubical/single bedroom with attached washroom for PG Students.

 (2) Biseaters (in Boys Hostels) with attached washroom for PG/UG Students.

 (3) Biseaters with community washrooms for UG Students.

 (4) Triseater with community washrooms for UG Students.

3. **Hostel Dues**

 a. **Hostel Charges**

(1) Hostel Security - Rs. 10,000/- (Refundable)

(2) Cubical - Rs. 5,800/- PM

(3) Biseater (att wash) - Rs. 4,800/- PM

(4) Biseater (community wash) - Rs. 4,300/- PM

(5) Triseater (community wash) - Rs. 3,500/-PM

b. **Mess Charges**

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

 (2) Monthly charges - Rs. 4,500/- (Rs. 150/- per day)

c. **Payment of Dues** Hosteldues 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 presence of students in the hostels, students are required to mark their daily attendance at Manager (Hostel) Office between (for female: 09:30 pm to 10:00 pm and for male: 10:30 pm to 11:00 pm). Student, who will not mark his /her attendance, shall be considered as absent. Proxy is not entertained in NUST. Attendance will be marked in the presence of Manager (Hostel) / Caretaker. If a hostelite is absent from hostel for more than 07 days without prior information, his/her hostel allotment will be cancelled immediately. Defaulter will be liable to imposition of fine.

**Note:** Immediately report to the hostel management about any suspicious activity or any student if 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 byHostel 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**

(1) The students will be allowed to stay in the Hostel for on-campus duration of their Programs.

(2) Six months extension beyond on-campus duration is allowed to students, if they provide a certificate to the Hostel administration duly countersigned by Institute / authority that he / she has not yet completed the degree requirements and **that he / she is not employed anywhere.**

(3) For initial six months extension, students will directly apply to Director Admin through his / her Institutions. Dir Adm will be the approving authority for the required extension.

(4) Students desirous for special extension beyond above stated period will forward their request duly recommended by Head of Institute to PGP Dte. PGP Dte will assess the requirement of the student on merit and process the case for special extension, which will not be more then 06 months period.

 b. **UG** UG students will only avail Hostel facility for the duration of their on campus study.

7. **Guests** Guests (of students and staff) are not allowed to enter / stay in the hostel premises at any time. They may be entertained in the Cafeterias.

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.

d.UG students are not allowed to keep a car in the hostel.

10. **Inculcation of Habit of Neat and Clean Living** Hostels environment is provided to inculcate neat, clean and good living habits in students, which are ensured by:-

 a. Frequent talks/lectures.

 b. Written instructions/guide lines

 c. Inspections/visits

 d. Appointment holders/senior students are made to set example.

e. Giving them a practice during some specific time of making their rooms, common places and surroundings neat and clean.

11. **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. When 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. Request for mess off (less than 5 days and more than 15 days) will not be entertained.

f. Residents dine in their respective hostel mess only (Other than some genuine medical reason).

12. **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).

13. **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.

14. **In / Out Timings**

a. Students are not allowed to stay out of hostel after 09:30 pm (female) & 10:30 pm (male) or the time notified otherwise. Defaulters will be fined heavily.

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.

15. **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.

16. **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).

17. **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.

18. **Punishment** 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.

19. **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 and hostel card must be deposited in Manager (Hostel) office.

20. **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.

21. **Inspections**

a. Manager (Hostel), AD Hostels, Deputy Director Hostels, Director Administration and Senior Executive of the University can inspect hostel (students 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.

22. **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.

23. **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.

24. **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.

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 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 tapes 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 hairs 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 like 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

d. Manager (Hostel)

e. 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.

1. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_