

## HOSTEL RULES

1. Hostel accommodation is provided to the unmarried students on merit coming from far flung areas subject to the availability of seats. Hostel accommodation is not provided to the local students.
2. At the time of admission to the hostel, every boarder's parents/guardians must provide a list of visitors (on prescribed form) giving details regarding name, designation and relationship to the student concerned. This list must be signed by the parent/guardian and accompanied by the photocopy of National Identity Cards of the visitors and specimen signatures of the visitors on the list which should not exceed five.
3. Appointment of the local guardian by the parent / guardian is compulsory otherwise hostel seat will not be provided.
4. Gate passes are issued only by the hostel warden for libraries and to go home for weekend. They have to come back to hostel before 6:00 p.m. in summer and 5:00 p.m. in winter.
5. Self pass is not allowed to the students of Intermediate. It is only allowed to graduate and postgraduate students for their research work, project and internship approved by their research supervisor and head of department. Students of BS-I to BS-III and Pharmacy Prof-I and Prof-III are allowed to take out pass for shopping only once a week on Saturday. Boarders can take self pass on Friday and Saturday to go home on weekends. In case of any emergency during week days, one of the family members mentioned in the hostel visiting list of the student, must have to come to take the student home.
6. Leave to go out other than weekend is given by the Vice Chancellor or Nominee. Leave is granted under the following conditions:
  - i. If the boarders wish to take leave, the application must be submitted to the warden three days before.
  - ii. Boarders are required to fill out the gate pass book clearly depicting the reason for which the leave is requested and with whom she is going.
  - iii. If they are going to visit any person, the address and the relationship of the person must be mentioned. They must have to enter their names in the entry register at hostel / staff gate on return to the hostel.
  - iv. If a boarder does not observe punctuality while availing the facility of going out, she will not be allowed to go out for the second time.
  - v. If a boarder remains outside the hostel without any information to warden for three days, her name shall be struck off from the hostel and she has to readmit herself in hostel; after the payment of hostel re-admission fee Rs. 1000/- once only, otherwise she will be rusticated from the hostel.

7. Boarders are advised to deposit their hostel / mess charges in the first two weeks of each month. They will pay Rs. 600/- each per month for maintenance of room coolers from April to September each year, and will also pay Rs. 600/- for generator every month. In case of late deposit of hostel / mess charges, students will have to pay fine Rs. 100/- with fee of next month. All hostel dues will increase 5% every year.
8. If the outgoing classes of Intermediate Part-II, 8th Semester, M.Phil. and Ph.D. vacate the hostel and come again for practical, viva or thesis work, they will be charged Rs. 200/- per day and if they stayed more than 14 days dues will be charged according to previous rule in practice.
9. Boarders are not allowed to take their breakfast, lunch and dinner in their room.
10. Visitors of the boarders are not allowed to stay with them.
11. Boarders are not allowed to leave the university without valid gate pass issued by the warden. If they don't follow the hostel gate pass rules, the hostel management will not be responsible for their security and safety. Failing which, strict disciplinary action will be taken and the boarder may be rusticated from the hostel.
12. Boarders are not allowed to go to the administrative main offices, University main gate and the academic buildings after the office hours.
13. Every boarder is expected to preserve peace, tranquility and maintain a calm atmosphere in the hostel and respect the rights of others. They are not allowed to hold any political or religious meetings which are likely to hurt the feelings of any resident.
14. Boarders are not allowed to willfully damage the hostel property and will take care of cleanliness of the hostel.
15. Any boarder who violates the hostel rules and is found involved in any negative activity like strikes or instigates other boarders for this purpose, will render herself liable for disciplinary action.
16. Behavior of old students shall be considered before extending their admission to the new class in hostel.
17. In case of seven consecutive leaves from hostel with application, students can have the concession of one-week deduction in their mess dues.
18. Self gate pass will be issued on the responsibility of the parents and they have to give a written permission to hostel warden about their daughter's self pass.
19. All dues deposited by the students including the security shall be forfeited if a student is expelled from hostel on disciplinary grounds.
20. Hostel mess Security of the boarder may be refunded within six months of expiry of academic session.

21. Hostel facility will be renewed every year based on the conduct and academic performance of the boarder.

22. In case of any hostel rule violation, hostel warden will give a written warning to such a boarder and also forward it to the Disciplinary Committee for further appropriate action. After three warnings, a student may be expelled from the hostel.

23. A serious breach of these rules will render the boarder liable even to be expelled from the University.

## Hostel Charges

Sr. No.	Particulars of Fee	Amount
<b>One-time charges at the time of admission</b>		
1.	Security (Refundable)	3,000
2.	Breakage	600
<b>Sub Total</b>		<b>3,600</b>
<b>ANNUAL CHARGES</b>		
3.	Room Rent (per annum)	2,420
<b>Sub Total</b>		<b>2,420</b>
<b>MONTHLY CHARGES</b>		
4.	Utility Bills	1,820
5.	Janitorial Services	600
6.	Maintenance	2,180
7.	Mess Charges	4,840
8.	Generator Charges (backup supply)	600
<b>Sub Total</b>		<b>10,040</b>
<b>SEASOANAL CHARGES</b>		
9.	Room Cooler (April to Sept.) per month	600
<b>Sub Total</b>		<b>600</b>

### Note:

- Monthly charges at Sr. No. 4 to 7 shall be received in lumpsum on half yearly basis.
- Hostel charges will be increased 5% every year.

## Other Dues

The College fees, hostel fee, funds and other dues must be paid on the dates notified by the College in the National Bank of Pakistan, Jail Road Branch and Bank of Punjab, Shadman Market Branch. However, challan form will be issued by the College office only. In case the students fail to pay their dues within the due date, their seats will be cancelled.

(a) To facilitate the students, booth of NBP and BOP are established in the College premises where only students can deposit the dues / fees.

(b) If parents wish to deposit the dues, they may contact National Bank, Jail Road, Branch after getting the challan form from the College office.

(c) Male members are not allowed to deposit the dues at the College booth.

(d) The total fee of one year will be paid in every academic year and the names of the students failing to pay the dues on dates notified will be struck off from the college rolls.

(e) After payment of dues at the time of new admission, the students must contact the staff on duty for the issuance of Roll No. and section otherwise her admission will be considered cancelled.

2. After payment of dues at the time of new admission, if a student pays her dues and leaves the College for whatsoever reason, she will get back the library security only (Rs. 850/- Eight Hundred and Fifty only) as per rules of the college.

## Transcript Fee

Present students or ex-students desirous to take admission in any Foreign Educational Institution are required to pay Rs. 500/- per copy and then get the Transcript prepared by the Principal's Office.