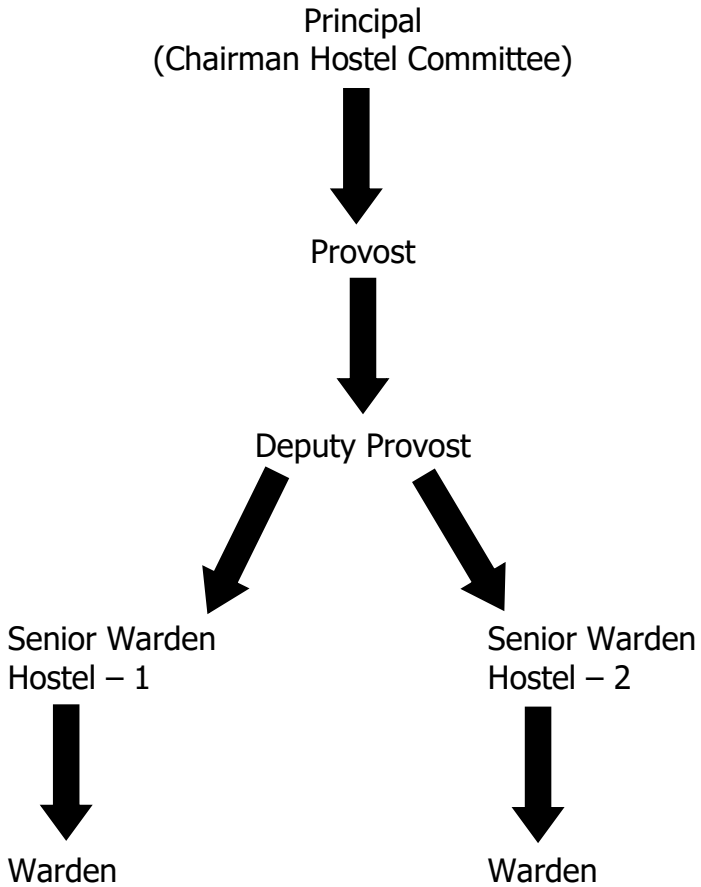


# **Hostel Rules & Regulations**

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**HOSTEL MANAGEMENT  
ORGANOGRAM**



# HOSTEL RULES AND REGULATIONS

### Short Title and Commencement

1. These regulations shall be called "Hostels Admission, Residence & Financial Rules 2000" and onwards.
2. They shall come into force at once.

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings assigned to them. These are: the terms involved are defined as follows:

- a. "Campus" means Women Medical & Dental College.
- b. "Hostels" means any Hostel No.1 and Hostel No.2.
- c. "Session" means the Academic Session beginning after declaration of results of Professional Annual examinations of respective classes and the admission of new 1<sup>st</sup> Year MBBS/ BDS classes.
- d. "Principal" means Principal of Medical College.
- e. "Hostel Administration" means Provost, Deputy Provost, Senior Warden, Warden and Assistant Warden.
- f. "Provost" means the staff appointed by competent authority.
- g. "Provost/ Deputy/Provost /Assistant Provost" means Provost/ Deputy Provost/ Assistant Provost appointed by the competent Authority.
- h. "Boarder" means a regular student of the college, allowed under these rules to reside in Hostel.
- i. "Hostel Authority" means authority of College.
- j. "Hostel Regulations" means the regulations herein after.
- k. "Employees" of the hostels means clerks, Head Bearers, Bearers, Cooks, Assistant Cooks, Water Carriers, Gardeners, Sweepers, and other persons engaged in the hostel.

## **Hostel Rules & Regulations**

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- I. "Administration" means the Administration of the Women Medical & Dental College.

### **Hostel Admission**

- a. Accommodation in the hostel is a privilege and cannot be claimed as a right. Accommodation being limited in hostels may not be provided to all applicant.
- b. Only those students who are on the roll of Women Medical & Dental College, may be allowed admission in the Hostel.
- c. Accommodation in the hostel is to be provided on merit cum seniority basis.
- d. Students seeking hostel accommodation are required to apply on the prescribed hostel admission form, students shall submit duly completed form alongwith three passport size photographs affixed on hostel admission form. The forms after necessary scrutiny will then be forwarded to the office of Provost/ Deputy Provost. In case submission of incorrect/ false information the hostel admission will be cancelled and other disciplinary action be taken.
- e. Allotment of Hostel rooms will then be done by hostel admission committee. Handing over/ possession may be delayed depending upon the time required to complete the process of shifting by ex-room boarders.
- f. After allotment of seat and occupation of room, the boarder shall come under the disciplinary supervision of hostel administration.
- g. No student will be allowed to change the room once allotted to her except with the permission of the hostel administration.
- h. The students will not be allowed to stay in hostel once they appear in Final Professional MBBS/ BDS examination. However, the failed students, appearing in final professional MBBS/ BDS supplementary examination may formally request for allotment or seat in hostel. The seat may be allotted subject to availability of accommodation and on payment o extra hostel dues/ charges etc as per rules.

## Hostel Rules & Regulations

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- i. A student who gets a seat in the hostel shall occupy her room within 07 days. A student who fails to turnup within specified period will forfeit her right of admission.
- j. Students are required to deposit hostel dues in advance at the beginning of each session. The failed students residing in hostel are also required to deposit hostel dues in advance.
- k. The boarder must clear her outstanding dues at the time of submission of university examination forms (Annual/ Supply) otherwise her examination forms will not be forwarded to Controller of Examinations, Khyber Medical University, Peshawar. Likewise, the outstanding dues/ charges must be cleared while leaving the college after completion of her MBBS/ BDS studies otherwise original documents/ certificates/ transcript will not be issued.

### Hostel Dues

The hostel charges are as under

- a. Hostel dues/ charges shall be paid to the institution, on the fixed rates already notified at the time of admission

### Mess.

- a. Each resident will automatically become member of the hostel mess and will pay for all the meals served in the hostel dining hall.
- b. A proper mess system is established within the hostel and the boarders are encouraged to help for the betterment of existing facilities in the mess.
- c. Each hostel shall have a mess committee, consisting of the following.
  - a. Deputy Provost                      Chairman
  - b. Warden                                      Secretary
  - c. C.Rs who are residents of Hostel of different classes as member.

The Mess Committee shall prepare a monthly menu, prescribe quantities of food material required and indicate the source and manner of its purchase.

## **Hostel Rules & Regulations**

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- d. The mess committee will be fully responsible for the management of the hostel food arrangements. It shall prepare a monthly statement showing the amount due against each resident and display it on the hostel's notice board in the first week of each month for general information. The resident shall clear their dues by the 15<sup>th</sup> of each month failing which they will be fined 100/- per day. If a resident fails to clear the dues by the 20<sup>th</sup> of the month, her meal would be stopped and she also render herself liable to expulsion from the hostel.
- e. Meals shall be taken in the dining hall at times notified by Mess Committee. No meal will be served in the room unless it is found that resident is sick and advised by the Medical Officer to take her meal in her room.
- f. Residents are required to enter the dining hall in proper dress.
- g. Late or early meals shall be served with the prior approval of the Warden. This will be allowed only if the resident has to attend lecture within the prescribed meal hours, or if she holds the night pass.

### **Hostel Gates**

Hostel gates opening and closing timings are notified from time to time. The parents/ guardians are not allowed to visit her daughters/ wards in Hostel.

### **Guests**

- a. Male visitors are not allowed inside the hostel. They are required to enquire at the main gate to get necessary information about hostel procedure
- b. Resident will not be allowed to invite guests for casual meals or for overnight stay.
- c. No outsider should be allowed to stay in the hostel without permission. All Ex-college students who come to stay in the hostel during the examination session shall be charged full monthly room rent and light/ service charged etc. They should deposit a sum of

## **Hostel Rules & Regulations**

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Rs.5000/-(refundable) and shall pay for rent and food in advance to fixed by Director Finance from time to time.

### **Visitors and Permission for going out**

Every boarder must on admission to the hostel submit a list of visitors signed by her parent/ guardian along with three photocopies of their National Identity Card.

- a. Only parents/ guardian will be allowed to visit their hostel and not call them on phone except in emergencies.
- b. Students telephones will be remained under observation, if deemed necessary by the Warden.
- c. Only parents/ guardians will take an under graduate boarders for shopping and night stay on weekend.
- d. Directors/ Principals/ Chairman will give permission during the college time (in emergency).

### **Visitors Visiting Days**

Winter	Saturday	04:00 pm to 06:00 pm
	Sunday	09:00 am to 06:00 pm
Summer	Saturday	05:00 pm to 07:00 pm
	Sunday	08:00 am to 06: 00 pm

- e. Permission to meet visitors must be obtained from warden or Senior Warden. Resident must inform their visitors about correct visiting days and timing. Male visitors will see the residents only in the visiting rooms. Visitors from outstation can visit the residents on non-visiting days with the permissions of Hostel Authority only under special circumstances.
- f. Hostel resident are permitted to go out for shopping on the specified days.
- g. College function may be attended by the residents after permission is granted by the Senior Warden/ Provost.
- h. Night attendance of the resident will be monitored daily.



## **Hostel Rules & Regulations**

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- i. Weekly checkup of the resident's rooms will be done on every Sunday morning by the warden or Senior Warden. Residents can be fined for untidiness of rooms.
- j. Staff quarters are out of bounds for hostel residents.
- k. No student shall leave the hostel without parents/ guardian. However, a student can leave the hostel alone in case of emergencies with the permission of the parents and through faxed application which would be confirmed by authorities and will be allowed, only then.

### **Society**

No society or club or group will be formed in the hostel without the permission of the provost and once permitted to be constituted should be in accordance with regulation and approved by the warden and provost. No magazine, journal or other printed matter shall be placed in the common room without the prior sanction of the Warden. Meeting and other function in the hostel can only be held with the prior permission of the warden and Senior Warden and duly approved by the Provost.

### **Leave application and complaint**

All application for leave and all complaints about matter relating to hostel shall be submitted to the provost through the warden.

### **Common Rooms**

- a. Each hostel shall have a Common Room Committee, consisting of three residents elected annually at the beginning of each session. The Committee shall elect its own Secretary and shall look after the affairs of the Common room under the advice of the warden.
- b. The common room funds shall provide for newspapers, magazines and indoor games.
- c. Common room furniture and play boards are to be used with care and in no case shall be taken out of the common room.

### **Servants**

Private Servants are not allowed in the hostel. The servants appointed by the College are responsible to the warden of the hostel and they should not be considered as personal servants. Any complaint against the servants by a resident should be communicated to the Warden. Servants are under no obligation to attend to personal work of the resident other than that assigned by the Warden for the service and comfort of the students.

### **Custody of valuable**

The Warden or any other College authority shall not be responsible for the loss of any cash and other valuable of the residents in the hostel unless these are declared and handed over to them for safe custody prior to hostel admission.

### **Social and Cultural Activities**

Such social and cultural activities, as permitted by the hostel authorities may be arranged by the resident students.

### **Closure of the Hostel**

The Hostels will remain closed during the winter and summer vacations, and all residents shall be liable to vacate the hostel immediately. Only one hostel shall be kept open for foreign students, the social workers and those having research projects. Such students will have to pay their hostel dues in advance for the period of their stay.

### **Medical Facilities**

Sick rooms have been established in the hostel for the resident student. The medical officer incharge shall visit the sick room from time to time look after the sick residents of the hostels. The students will pay for their medicines and specialist fee.

### HOSTEL OFFICIALS

#### Provost

- a. The provost will be the responsible for the overall supervision of concerned hostel(s).
- b. The provost shall keep the Principal of College informed about the matter of the hostel on the recommendation of Deputy/ Assistant Provost, Senior/Assistant Warden of the concerned hostel.
- c. He/ She will chair the meeting of Deputy/ Assistant Provost, Senior/ Assistant Warden of hostel concerned in case of emergency of any unforeseen happening.
- d. To check and approve all leave application.

#### Deputy Provost

- a. Overall supervision of the hostels.
- b. To coordinate the activities of all hostels.
- c. To inform the provost in respect of matters of importance of hostels.
- d. To indicate the repair/ maintenance work with the help of maintenance staff.
- e. To submit leave application to Provost.

#### Senior Warden

- a. Each hostel shall be under the administrative control of Senior Warden who shall be appointed by the College on the recommendation of the provost from among the senior members of the faculties.
- b. The Senior Warden shall be assisted by a Warden and an Assistant Warden. The senior warden shall report to the Hostel Authority, all matters of importance about the hostel which require attention.

## **Hostel Rules & Regulations**

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- c. The warden shall consult the senior warden on all matters of importance in this connection, she will also intimate to the senior warden such information as may have importance bearing on hostel administration.
- d. The senior warden shall dine at least once a month with the resident students in their respective hostels.
- e. The senior warden shall check the hostel accounts at least fortnightly.
- f. Grant of honorarium to Senior Warden Shall be fixed by the college authorities.

### **Warden**

- a. The warden shall directly control the hostels and administer the hostel affairs in consultation with the Senior Warden/ provost. All matters requiring approval, attention or advice of the provost or of the college authorities, relating to discipline or change of condition in the hostel or to a need or deficiency or to appointment, promotion, dismissal and punishment of the employees of the hostel shall be initiated by the warden and shall be routed through the Senior Warden and the provost. The appointment and dismissal of class-IV servants of the hostels rest with the Hostel Authority on the recommendations of the Warden/Senior Warden.
- b. The Warden shall be provided with rent free accommodation in hostel and shall be paid an honorarium to be fixed by the College authorities.
- c. The Warden is required to live in the hostel so that she may be in close contact with the residents and with the hostel affairs. She will not stay out of the hostel during night without the permission of the Senior Warden/ Deputy Provost or the provost.
- d. The warden of respective hostel will arrange the shopping days in consultation with Provost. The Warden should spare no effort to ensure safety and Security of student.

## Hostel Rules & Regulations

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- e. As an official present on the spot, she will use her own discretion and judgment in all cases requiring immediate attention. She will be responsible for maintaining discipline in the hostel.
- f. All the employees of the hostel will be under the supervision and she will be responsible for the efficiency of the service in the hostel.
- g. She will be responsible for the safety of the hostel property for which she will maintain a stock register, which will be checked yearly by an official to be appointed by the college.
- h. She will be responsible for maintaining a proper account of the hostel dues and food account. She will scrutinize the contractor's bills personally and will forward them for payment. She will also be responsible for sanitation in the hostel for maintenance of lawns and for the social and cultural activities in the hostels.
- i. The resident warden shall dine at least once a week with the resident students in their respective hostels.
- j. Issue of Clearance certificate to resident students.
- k. The warden shall send a daily situation report to the provost office and an up-to-date yearly report on hostel affairs, in June.
- l. Entries and exits of students will be recorded properly with timings while leaving on weekend or on vacations.

### Assistant Warden

- a. The Assistant Warden will assist the Warden in the discharge of her duties and shall do such work as may be assigned to her by the Senior Warden/Provost.
- b. The Assistant Warden shall follow in the instruction of the Warden in matters relating to the hostel discipline.
- c. The Assistant Warden shall also be entitled to rent free accommodation in the hostel and an honorarium to be fixed by the College authorities.
- d. The Assistant Warden shall dine a twice a week with residents of their respective hostels.

## Hostel Rules & Regulations

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- e. All hostel Employees will be dressed cleanly, each hostel is to be provided with a clerk, a Hear Bearer, Bearers, (at the ratio of one of every twenty students) Cooks, Gardener and sweepers.
- f. The Clerk will be fully responsible for looking after the office and will assist the Warden in Maintaining an up-to-date record of the hostel establishment stock register, food register, general correspondence, notification etc. he will attend the hostel office during the following hours:

Timing for hostels clerk

1000 hours to 1600 hours:	08:00 to 04:00pm (Daily except Sunday)
Normal	Thursday

- g. The Head Bearer will be fully responsible for efficient working of the staff under him, and the safety of the hostel property. He will keep in his own charge the hostel crockery, utensils, electrical equipment and other items and will report the loss, if any to the Warden.
- h. The cook will be personally responsible for general cleanliness in the kitchen and for the safety of the cooked food. He will not allow either outsiders or the students except members of the Mess Committee to visit the kitchen. He alone will be held responsible for the receipt of deficient or defective raw material.
- i. Physical verification and audit.
- j. Each hostel shall maintain a stock register and shall enter into it all items purchased for used in the hostel. The College shall appoint officials each year for physical verification of the hostel.
- k. All accounts of the College hostel every year by officials appointed by the College.

### Hostel Disciplinary Committee

- 1. Provost
- 2. Deputy/ Assistant Provost
- 3. Senior Warden
- 4. Warden/ Assistant Warden

## **Hostel Rules & Regulations**

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This committee will be responsible for

1. Carrying out enquiry in disciplinary cases in hostels.
2. Cases will be decided according to hostel conduct and discipline regulations.
3. The decisions made by the Committee will be referred to College's Disciplinary Committee through Principal.
4. Any other matter dealing with law and order in hostels.

### **General Rules for the Boarders**

The institution belongs to you and it is obligatory for all the students and residents to keep up its prestige, honour, sanctity at its highest level. In order to achieve these goals, the rules are framed and enforced and these should be strictly observed by all the residents. The following rules are strictly enforced and strict compliance by all the students residing in the Hostels.

1. No student will be allowed to change room once allotted to her except with prior permission of warden.
2. No student is allowed to keep extra furniture of hostel/ keep hostel's utensils in her room.
3. Resident student will be allowed to leave the hostel but only after payment of all outstanding dues.
4. Private food arrangements within room is not allowed.
5. No student is allowed to overstay beyond period of her academic session. In case of overstay of final year student, she will have to pay full proportional hostel charges such as electricity, room rent, gas charges and other hostel charges etc.
6. Resident students are not allowed to use, heater, air coolers, air conditioners, laptop, T.V etc in their rooms.

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7. Resident students are not allowed to participated in any political activity. They are not allowed to invite any political figure/ individual/ scholar for any speech/ lecture/ sermon etc.
8. No visitors are allowed to see the student in the room. Visitors should wait in the waiting room and the student should see the authorized visitor after getting permission from the warden.
9. Resident student cannot entertain their female guests for a night without prior permission of competent authority. If allowed the female guests of a resident it would be for a maximum of two days. However, no underage guest will be allowed to stay in the hostel.
10. No student is allowed to keep cash, jewelry and other costly items in the hostel rooms. All such items, if any, should be deposited with the director finance as safety measure and may be withdrawn as and when needed as the college does not take responsibility.
11. Resident students are not allowed to keep arms, intoxicants, drugs, rods/ draggers and harmful materials etc in their rooms/ hostels.
12. If a room is found locked for more than a week without information to warden the room will be allotted to another needy student.
13. No resident student is allowed to leave the hostel without prior permission after classes/ weekend etc.
14. No student is allowed to take food to rooms, except sick students, with proper proof of sickness.
15. Mess is compulsory for every student.
16. Food menu will be prepared by the class representative with mutual consent of all the boarders and submitted to the provost/warden for final approval.
17. Any complaint regarding food/mess or any other problem related to hostel affairs should be brought in to the notice of warden /provost /principal in writing which will be rectified accordingly.
18. Only authorized relatives will be allowed to visit students in the guest room of hostel during the following hours.
  - a. Summer From 02: 30pm to 07:00pm
  - b. Winter From 02:30pm to 05:30pm



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19. Boarders are not allowed to leave the hostel in the company of friends/relatives residing outside, except in emergency and with the permission of the parents and provost.
20. No student is allowed to leave the hostel in the company of anybody posing as if he/ she is a relative or friends except those who gave their name as guardians at the time of admission to the college gave. No a warden should allow this to happen without verifications and that also with the permission of the provost.
21. Misbehavior with the hostel administration will be dealt under disciplinary rules of the college.
22. Before leaving room it is obligatory for all the students to ensure that all the switches of fans/light are off. Cooking etc in rooms is not permissible to avoid any untoward incident and water taps be turned off to avoid wastage.
23. No student is allowed to offer any gift either in coin or material to any employee of women medical college working in the hostel nor any employee is allowed to accept such offer. Violators of rules will be dealt with under the disciplinary rules which may involve expulsion of student from the hostel and dismissal of the employee from the service.
24. Timing for closing of the mess and canteen are as under
  - a. Hostel Mess 09:00pm
  - b. Hostel Canteen 10:00pm
25. No student will stay in hostel during college hours except those who are sick and unable to attend classes with written permission of the provost/principal. Defaulters will be fined Rs.100/- per day.
26. Emergency vehicle will be available in the hostels which will only be used for health cover purpose after college hour but not for shopping and excursion.
  - a. Summer 05:00pm to 08:30pm
  - b. Winter 03:00pm to 06:30pm
27. In case of acute emergency duly verified as emergency after 09:00pm contact the warden to provide transport.

## Hostel Rules & Regulations

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28. Shopping will be allowed to each class once a month on any of these days Monday, Tuesday, Wednesday & Thursday according to the following timings
  - a. Summer 03:30pm to 05:30pm
  - b. Winter 02:30pm to 04:30pm
29. Discipline at all levels within the ranks/ classes/ officials must be maintained at all cost.
30. All the students should try to develop harmonious and congenial relationship with each other and keep silence within the corridors of the Hostels to avoid disturbance to those students who may be busy in study/ preparing for examination or class test etc.
31. All the students must wear proper uniform as specified in the college prospectus during basic and clinical classes. Non compliance would result in a fine of Rs. 100/- per day.
32. The resident should make sure that her room is clean, neat and tidy.
33. Study hours in the hostel must be strictly observed.

### DISCIPLINARY ACTIONS

If found violating regulations of Hostel.

1.	Disobeying orders of hostel administration.	First time a fine of upto Rs.500/-
2.	Keeping non residents without permission	First time a fine of upto Rs.3000/- Second time fine of Rs.5000. Third time expulsion from hostel.
3.	Keeping prohibited items arms, intoxicants etc.	Fine upto Rs.10,000 and expulsion from hostel
4.	Indulgence/ participation in political, regional ethnics caste or sectarian based activities.	Fine upto Rs.5000/ and/ expulsion from hostel.
5.	Causing disturbance in hostel by playing loud music.	Fine upto Rs.2000/-

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6.	Misbehavior with hostel staff, hostel administration or fellow students.	Fine upto Rs.10,000/-
7.	Posting posters/ notices, wall chalking etc without prior permission.	Fine upto maximum of Rs.2000/ and/ expulsion from Hostel.
8.	Damage/ theft/ misuse of hostel property.	Recovery of loss and fine upto maximum of Rs.5000.
9.	Using heaters, air coolers, air conditioners etc	Imposition of recovery of charges incurred, confiscation of forbidden item and fine upto max. of Rs.10000/-
10.	Willful absence from the Hostel without prior permission.	First time a fine of Rs.1000. Second time a fine of Rs.5000/-. Subsequently expulsion from hostel and her parents will be informed accordingly.