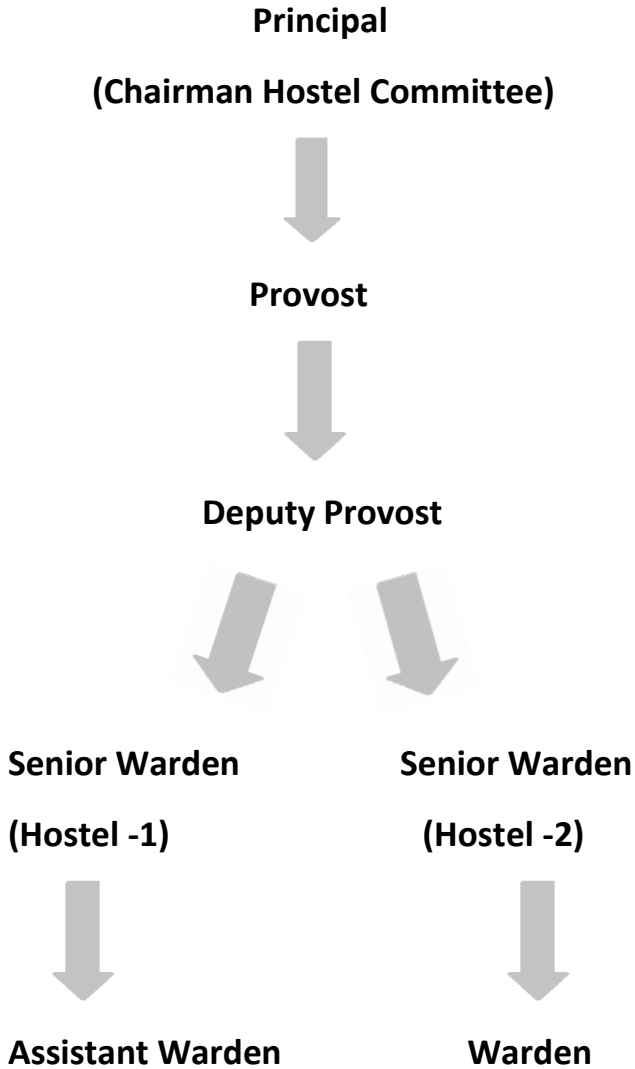


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HOSTEL MANAGEMENT ORGANOGRAM



HOSTEL RULES AND REGULATIONS

Short Title and Commencement

1. These regulations shall be called "Hostels Admission, Residence & Financial Rules 2023" 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 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 1st Year MBBS/ BDS classes.
- d. "Principal" means Principal of Women Medical & Dental College.
- e. "Hostel Administration" means Principal/ 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.

1. "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 along with 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

1) Principal

2) Provost

3) Deputy Provost

4) Senior Warden.

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 of seat in hostel. The seat may be allotted subject to availability of accommodation and on payment of extra hostel dues/ charges etc. as per rules.

A student who gets a seat in the hostel shall occupy her room within 07 days. A student who fails to turn up 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.

i. For smooth function of hostel shifting of room is a normal management process. No Student will challenge their right of Admission..

m. Residents of a room shall deposit one key of room lock in provost office. This key will be used only in case of emergency.

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. Senior 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 materials required and indicate the source and manner of its purchase.

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 15th of each month failing which they will be fined Rs:150/- per day. If a resident fails to clear the dues by the 20th of the month, her meal would be stopped and she will also render herself liable to expulsion from the hostel.

e. Meals shall be taken in the hall at times notified by Mess Committee. No meal will be served in the room unless it is found that resident is sick advised her to be confined to her room by Medical Officer can 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 Opening and closing timing of hostel gates are notified from time to time. The parents/guardians are not allowed to visit her Daughters/ rooms in Hostel.

Study Hours at Library

Winter 07:00pm to 10:00pm

Summer 09:00pm to 11:00pm

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. All Ex-college students who come to stay in the hostel C. during the examination session shall be charged full monthly room rent and light/ service charged etc. They should deposit a sum of Rs.5000/-(refundable) and shall pay for rent and food in advance to be 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 and telephone Nos.

- a. Only mother/guardian will be allowed to visit the hostel and not call them on phone except in emergencies during admission.
- b. Students telephones will be remained under observation, if deemed necessary by the Warden.
- c. Only parents/guardians will take under graduate boarders for shopping and night stay on weekend.
- d. Principals is the final authority to give permission for going out of students from hostels.

Visitors Visiting Days

Visitors room has been established near provost office where parent can meet the students at following hour.

Winter	Saturday	02:00 pm to 06:00 pm
	Sunday	09:00 am to 05:00 pm
Summer	Saturday	02:00 pm to 07:00 pm
	Sunday	08:00 am to 07:00 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 out station 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 town day on the notified days. Principals is the final authority to give permission for going out of students from hostels.

g. College function may be attended by the residents after permission is granted by the Senior Warden/ Provost/deputy Provost.

h. Night attendance of the resident will be monitored daily at 07:00pm

i . Weekly checkup of the resident's rooms will be done on every Sunday morning by the warden or Senior Warden.

j. Staff room are out of bounds for hostel students.

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 principal and once permitted to be constituted should be in accordance with regulations and approved by the warden and provost. No magazine, journal or other printed matter shall be placed in the common room without the prior permission 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/deputy Provost

Leave application and complaint

All application for week end and emergency leave or any complaints about matter relating to hostel shall be submitted to the provost through the warden.

Common Rooms

- a. Each hostel shall have an annual 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. 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.

Social and Cultural Activities

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

Closure of the Hostel

The Hostels will remain closed during the winter and summer vacations, 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/Examinations. Such students will have to pay their hostel dues in advance for the period of their stay.

Medical Facilities

Sick rooms has been established in the hostel for the resident students. The medical officer incharge shall visit the sick room from time to time to look after the sick residents. 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). All (Deputy/Assistant Provost Senior Assistant Warden Shall report to Provost.
- b. The provost shall keep the Principal of College informed about the matters 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 Warden of hostel concerned in case of emergency and inform the principal.

d. To check and submit all leave applications to principal.

Deputy Provost

a. Overall supervision of the hostels, in case of Provost absence.

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 applications to Provost.

f. Incharge of Mess Committee.

Senior Warden

a. Each hostel shall be under the administrative control of Senior Warden who will 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 Assistant Warden. The senior warden shall report to the Hostel Authority, all matters of importance about the hostel.

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 and remain present during & Meal hours.

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 will assist the senior warden in the hostel affairs. 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..
- 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 take the student in as per approved schedule the shopping days consultation with Provost. The Warden should spare no effort to ensure safety and Security of students.
- 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 her 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. The resident warden shall dine at least once a week with the resident students in their respective hostels.
- i. Issue of Clearance certificate to resident students.
- j. The warden shall send a daily situation report to the provost office and an up-to-date yearly report on hostel affairs, in June.

k. 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 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 twice a week with residents of their respective hostels.

e. All hostel Employees will be dressed cleanly, Each hostel is to be provided with a clerk, a/Head 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 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

08:00 to 04:00pm

(Daily except Sunday)

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 the charge of 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 materials.

i. Physical verification and audit.

J. Head bearer shall maintain a stock register of all items purchased for use in the hostel. The College shall appoint officials each year for physical verification of the hostel

k. All accounts of the College hostel will be audited every year by officials appointed by the College.

Hostel Disciplinary Committee

1. Principal

2. Provost

3. Deputy/ Assistant Provost

4. Senior Warden

5. Warden/ Assistant Warden

This committee will be responsible

1. To conduct enquiry about disciplinary cases in hostels.

2. Cases will be decided according to hostel conduct and discipline regulations.

3. The recommendations 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 students and it is obligatory for all the students and residents to keep up its prestige, honour, sanctity to 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.. Student are instructed to observe following.

1. No student will be allowed to change room at her own once allotted.
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 only after payment of all outstanding dues.
4. No cooking in room is allowed.
5. No student is allowed to overstay beyond period of her academic session. In case of overstay 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, heaters, , laptop,frig,water rods, hair dryers, washing machines, microwaves on extra payment as notified by Director Finance.
7. Resident students are not allowed to participate in any political activity. They are not allowed to invite any political figure/individual/ scholar for any speech/lecture/ sermon etc. in campus.
8. No visitor is allowed to see the student in her 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 night without the prior permission of competent authority.
10. No student is allowed to keep large amount of cash, jewelry and other costly items in the hostel rooms. College authority is not responsible for any theft or loss of these items.
11. Resident students are not allowed to keep arms, intoxicants, drugs, rods/ daggers 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 Medical advice.

15. Mess attendance 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 addressed accordingly.

18. Only authorized relatives will be allowed to visit students in the guest room of hostel during the following hours.

Winter	Saturday	02:00 pm to 06:00 pm
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	Sunday	09:00 am to 06:00 pm
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Summer	Saturday	02:00 pm to 07:00 pm
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	Sunday	08:00 am to 06:00 pm
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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. Students are allowed to leave the hostel only with provost / guardian/relatives whom names are given in writing on admission

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 /gases 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 is any employee allowed to accept such offer. Violators of rules will be dealt

with under the disciplinary rules which may include 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. Breakfast 07:00am to 08:30 am
- b. Lunch 02:00pm to 03:30pm
- c. Dinner 07:00 pm to 08:30pm

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 etc.

27. In case of acute emergency duly verified as emergency after 09:00pm contact the warden to contact transport department.

28. Town day 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 maintain 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.

34 No student will shift furniture from room to new room.

DISCIPLINARY ACTIONS

If found violating regulations of Hostel.

1	Disobeying orders of hostel administration.	First time a fine of up to Rs.500/-
2	Keeping non residents without permission	First time a fine of up to Rs.1000/- Second time fine of Rs.3000. Third time expulsion from hostel.
3	Keeping prohibited items arms, intoxicants etc.	Fine up to Rs.10,000 and expulsion from hostel
4	Indulgence/ participation in political, regional ethnics caste or sectarian based activates.	Fine up to Rs.5000/ and/ expulsion from hostel.
5	Causing disturbance in hostel by playing loud music	Fine up to Rs.2000/-
6	Misbehavior with hostel staff, hostel administration or fellow students.	Fine up to Rs.1000/-
7	Posting posters/ notices, wall chalking etc. without prior permission.	Fine up to maximum of Rs.2000/ and/ expulsion from Hostel.
8	Damage/theft/ misuse of hostel property.	Recovery of loss and fine up to maximum of Rs.5000.
9	Using heaters, air coolers, air conditioners etc.	Imposition of recovery of charges incurred, confiscation of forbidden item and fine up to max. of Rs.2000/
10	Willful absence from the Hostel without prior permission.	First time a fine of s.1000. Second time a fine of Rs.5000/- . Subsequently expulsion from hostel and her parents will be informed accordingly.