

H)- Hostel Rules:

(a). General

1. Student joining the hostel must deposit duly filled Hostel accommodation form along with visitor list and undertaking duly signed by Warden and Admin/Hostel Incharge.
2. The warden will ensure the hostel fee deposit slip copy is attached with every form.
3. The warden will write all the items including furniture & fixtures provided to the student/s in a register and obtain signature of the student/s on this inventory.
4. When residents leave the room in the morning for college, they should properly clean the room and make it neat and tidy.
5. All suitcases, bags and personal belongings should be kept in an appropriate place and must be locked properly.
6. Before leaving the hostel for class, all lights/fans must be switched off.
7. Residents are not allowed to leave the hostel without permission of the Warden.
8. No student may threaten any other student in any manner. Intimidation of any kind will not be allowed.
9. Residents are strictly forbidden from climbing through hostel windows, on walls or onto the roof.
10. Attendance of residents will be taken after 10 pm daily. Absentees reported to the Student Affairs Offices of respective Colleges.
11. No one is allowed to stay in room of someone else.
12. Cases of misconduct with a student, Warden or hostel staff shall be reported to Student Affairs in writing.
13. After 11 pm/ lights off time, it must be quiet in the hostel and students are not allowed to play their radios / music.
14. The warden will maintain a complaint register. The students will write their complaints in the register and the warden will take actions accordingly.
15. All hostel residents will be made familiar with firefighting procedures and the use of firefighting equipment. Hostels warden will ensure that necessary firefighting equipment's are available in the hostel at appropriate points and in fully functional condition.
16. All electric/gas appliances must be turned off while leaving the room. It is the primary responsibility of each occupant to ensure that no gas or electric appliance is left on in an empty room/residence.
17. Cooking inside the hostels is only allowed in the proper kitchens built for this purpose. No cooking is allowed outside a kitchen.

(b)- VISITORS

1. Residents' parents/relatives/friends are strictly forbidden from staying overnight under any circumstances.

2. Only immediate relatives of female residents are allowed to visit the residents, those include father, mother, sisters, brother or real uncle. CNIC copies of potential visitors must first be deposited with the Warden, who will approve them and maintain a register. The Warden reserves the right to deny admission to any visitor without giving a reason.
3. Visiting hours for female residents are from 10am to 6pm on Sundays/holidays only.

(c) GATE PASS

1. Female students are allowed to go only to authorized shopping area for shopping with the Warden and Teachers for 3-4 hours twice on alternate Saturday.
2. The Warden / teacher will arrange the pick and drop for shopping on student's expense.
3. Residents are not allowed to visit their home or go for shopping during the weekdays unless there is a written consent of the Warden or in her absence that of the Head of the Institution Proper justification must be given for such a request.
4. Residents whose parents wish to take them home on weekends or public holidays should inform the Warden and submit an application a week before.
5. Leaving the hostel without written permission of the sanctioning authority and violating of PEPS rules are very serious offences and will be dealt with by the disciplinary committee.
6. If for any reason a resident is unable to return to the hostel at the required time, the Warden must be informed immediately.

(d)- PROCEDURE FOR APPLYING FOR LEAVE/WEEKEND

1. Students are allowed to take two weekends leave on alternate weekends during a month.
2. Student must submit an application one day before to the hostel warden, which shall be then forwarded to the Principal/HOD of the respective college for necessary action.
3. Students are allowed to leave with only designated people who have their CNIC card in file with Warden's office.

(e)- EMERGENCY

Any emergency leave will only be granted by the Principal/HOD of the respective college. Emergency may include: death, operation or major illness. Students may leave with only designated people.

(f)- EXTRA-CURRICULAR ACTIVITIES:

1. Sports activities timings apart from any scheduled programme are to be determined by the sport in charge. Activities include basketball, badminton, table tennis and carom board etc.
2. Residents are allowed to watch only selected TV channels, duly approved by Principal/HOD of the colleges in writing. The TV hours would be from 7:00 to 9:00 pm.
3. Residents who do not wish to watch TV can go to their rooms.
4. TV volume should be kept low enough, in order not to disturb other residents. The person who leaves the TV room at the end should switch off the TV.

(g)- DINNING HALL

1. The etiquettes of the dining room form part of life skills and the students must know how to conduct them in an appropriate manner. It is important for them to know how to behave in the public and learn the necessary etiquettes.
2. Residents are expected to enter the Dining Hall at the prescribed timings which are as follows:
 - BREAKFAST: 7: 00am To 8: 00am
 - LUNCH: 3: 00pm To 3: 30pm
 - DINNER: 7: 00pm To 8: 00pm
3. Complete silence should be observed in the dining room.
4. After grace, a decent pause must be observed before sitting down or before leaving the dining hall at the end of a meal.
5. No food or utensil may be carried out of the dining hall under any circumstances
6. No student may be deprived of any food under any circumstances; the Warden must ensure that the food is appropriately distributed.
7. Meals (breakfast/lunch/dinner) will be served during specified timings only, residents must ensure they reach the dining hall at the appropriate time.
8. The Warden is responsible to inform the cafeteria for special food in case any Violation of any of these rules may result in disciplinary action against the concerned resident.