



7. HOSTEL

A student pursuing his/her studies at Namal College, may reside in a hostel, owned or maintained by the College, during the studentship of the academic program. The rules and regulations are framed to ensure that the hostel property is protected; students staying in the hostel are accommodated reasonably and that a healthy environment is created for healthy living amongst the residents.

7.1. ADMISSION TO HOSTEL

There are separate hostels for male and female students. These hostels are open to students on the College roll. Priority is given to students who belong to other districts or live in the far flung areas of Mianwali.

7.2. ROOM ALLOTMENT / SHIFTING

1. Residents shall occupy the rooms only after allotment is made by the Student Support Office (SSO).
2. No resident is allowed to change his/her accommodation without special permission of the Registrar. In such a case, SSO will consult the concerned hostel Warden before making any change.
3. Unauthorized occupation of any room or exchange of rooms shall be treated as a violation of disciplinary rules and regulations of the college hostels and the allotment of the violators will be terminated with immediate effect.
4. If a resident, who is allotted hostel accommodation, is not personally residing and administration finds the misuse of the room i.e., keeping unlawful or illegal occupants, his/her allotment will be cancelled and the case will be referred to the Hostel Committee for further necessary action.

7.3. SAFETY AND PERSONAL BELONGINGS

1. Residents are advised not to keep valuables or jewellery in their rooms.
2. It is the personal responsibility of the residents to take care of their valuables which must be kept under lock and key. The hostel authorities will not be responsible for loss of anything from the residents' room. If any loss should occur these should be immediately reported to the Care-taker, who may report it to the Warden.
3. The residents are advised to deposit larger amount of cash in their bank/post office accounts. The College will not be responsible for any kind of resident's loss.
4. While leaving for home during summer break, all the students are directed to take their valuables (cash, cameras, watches, laptops, mobiles, clothes, shoes etc.) with them, because it is improbable to get allotment in the same room again. They may leave back their fully and carefully packed quilts, blankets, pillows, bed sheets etc. only, which may be stored in a common room/storeroom.

7.4. FURNITURE & FIXTURE

1. Residents shall not bring any kind of furniture or fixture into the room. All furniture and fixture in a room shall be provided by the hostel management.
2. Common hostel furniture must not be moved into other rooms or from one hostel room to another without the consent of the Warden.

7.5. USE OF ELECTRIC APPLIANCES/ ITEM

1. Only light electric appliances and appropriate extension cords should be used in the hostel rooms.
2. All kind of personal electric appliances must be disconnected if not in use, particularly when leaving the room.
3. Electric appliances should not be used for any kind of cooking or boiling water in the hostel rooms.
4. The residents should not attempt to fix electric problem themselves in the hostel; instead they must lodge a complaint to the hostel warden.

7.6. ROOM CHECKING

1. The residents should take care of all type of hostel belongings including the furniture, electrical fittings etc. The room furniture should be maintained in good condition during the entire occupancy period.
2. The room of any resident can be inspected at any time without formal/informal intimation by the hostel administration or any authorized member of the college staff.
3. All residents must note that the complaints concerning electrical/ carpentry/ plumbing should be registered in the complaint log book available in the hostel. In case the problem is not settled in time, the resident may contact the Caretaker/Warden.

7.7. NOTICE PERIOD

1. Residents are expected to stay in the hostel till completion of an academic year. In exceptional cases, other than disciplinary cases, one month notice is necessary in case a resident desires to vacate the hostel.
2. Residents will have to vacate the hostel within one week after completion of his/her final examination/project. In case a resident does not vacate his/her room, the belongings will be removed from the room and room will be locked by the Warden in presence of the Warden, with no responsibility of hostel /college management for loss, if any.

7.8. SUSPENSION FROM HOSTEL

In case of any wilful disobedience or defiance of any hostel/college authority, non-observance of hostel rules and regulations, causing damage to college property, the college administration reserves the right to suspend the allotment of any resident, which may eventually be converted into termination.

7.9. ATTENDANCE/HOSTEL TIMINGS/LEAVES AND VISITORS

7.9.1. ATTENDANCE REGISTER

Every resident has to personally sign an attendance register every day between 10:30 pm to 11:00 pm. After the prescribed time, residents are not allowed to go out of the hostel grounds. Going out of the hostel grounds will lead to a disciplinary action.

7.9.2. HOSTEL IDENTITY CARD

1. Residents will be issued a hostel identity card by the SSO.
2. Hostel card will be non-transferable and is to be carried at all times by residents and must be presented to the Security/Caretaker/Warden or any other authorized person upon request.

7.9.3. CHECK – IN

1. All residents are advised to follow check-in schedule already announced by the administration.
2. If a resident wants to check-in before/after the working hours, a two days written notice should be sent to the Warden concerned prior to the arrival for necessary arrangements.

7.9.4. CHECK-OUT

1. All residents are to check-out with all their personal belongings and vacate the room latest by 12:00 noon on specified check-out date.
2. If a resident fail to comply the said rule, hostel management reserves the right to vacate the room without prior consent of the resident by transferring all his/her personal belongings to the store room.
3. The hostel management will not liable for any damage and loss of items during such transfer.

7.10. MEDICAL EMERGENCY

All cases of sickness shall be reported to the Caretaker/Warden/. Necessary medical aid will be provided to the patient by the hostel doctor, if needed.

7.11. CELEBRATION OF FESTIVALS

Residents shall take prior permission from the Warden for celebrating any festival and birthdays. Birthday celebration should be done at a common place for one to two hours. No outside guest will be allowed. It is responsibility of the concerned students not to disturb the peace of other hostel residents while celebrating their birthdays or any other festival.

7.12. VISITORS

1. Rights of admission to the hostel premises are reserved.

2. No visitor shall be admitted inside the hostel premises without the permission of the Warden.
3. Visitors are not permitted in the hostel after 8.00 pm. However, prior permission of the Warden may be sought in special cases.
4. The student concerned will be informed by the security staff after the entry has been made in the visitor's book.
5. No male visitors are allowed to enter the female hostel. Similarly no female visitors are allowed to enter the male hostel. Only those male/female visitors can be entertained in the reception room whose names are given in the visitor's list which has been submitted to the hostel warden duly signed by the parents or guardians of residents.
6. No parent or guardian of a resident is permitted to stay in the hostel without seeking prior permission from the Warden.

7.13. MESS AND DINING FACILITY

7.13.1. MESS & HOSTEL

1. No resident is permitted to take any article/utensils etc., outside the mess premises or to his/her room.
2. All residents are required to take meals in the dining room. No resident shall cook food in his/her room or bring food to his/her room.
3. Every resident shall pay the food and other charges in cash. Failing to do so could result in suspension of mess services.

7.13.2. MESS & HOSTEL COMMITTEE

There will be a Mess Committee, which will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback to administration for improvement of food quality and other aspects of mess and dining.

7.13.3. GUESTS

Guests of residents are allowed in the mess only with the prior permission of the Warden and on payment of charges applicable.

7.13.4. MESS TIMING

All the students are bound to observe the mess timings announced by the administration. The mess timings may be changed from time to time.

7.14. STRICTLY PROHIBITED ACTIVITIES

7.14.1. SMOKING/ALCOHOL/DRUG

Residents shall not bring, store, possess and/or drink any alcohol/intoxicating drink, drugs or substance of any kind whatsoever and/or smoke in the room and/or any part of hostel premises. An occurrence of such behaviour shall invite strict disciplinary action.

7.14.2. MISUSE OF INTERNET AND ONLINE SOCIAL MEDIA

Any act of uploading derogatory remarks or images of a fellow Namal Community Member, against the College, will be subject to disciplinary action under the College Code of Internet Use.

7.14.3. FIRE-ARMS

Any type of storage or possession of fire-arm, explosive and inflammable goods on the premises of a hostel is strictly prohibited. Violation of the rule will lead to expulsion from the hostel.

7.14.4. PETS

No pets are allowed inside the hostels.

7.15. PROHIBITED ACTIVITIES/BEHAVIOURS

7.15.1. DISRUPTIVE BEHAVIOUR

A quiet period should be observed in hostel from 11:00 pm to 06:00 am. Care should be taken at all times to ensure that music/loud talking is not audible outside the room. Any manner of festivity and noise making/celebrations, which may cause disturbance to other residents in hostel premises, will not be allowed.

7.15.2. DIRTINESS

All residents are responsible for keeping their rooms, corridors and surrounding areas clean and tidy and shall not throw anything including trash, in such places or any premises in hostel, except in the dustbin or the place specifically provided for said purpose.

7.15.3. NON-REGISTERED PERSONAL COMPUTERS AND NON-COMPLIANCE OF INTERNET USAGE POLICY

All residents are required to register their personal computers with College IT Section. Residents shall abide by the Internet Usage Policy of the College.

7.16. VIOLATION OF HOSTEL RULES AND REGULATIONS

7.16.1. DISCIPLINARY ACTION

In addition to penalties and fine provided in these rules and regulations, disciplinary action as per the College Code of Conduct shall also be taken against a resident violating these Hostel Rules and Regulations.

7.16.2. RECOVERY OF DAMAGE/LOSSES TO PROPERTY

Any damage/loss of hostel property must be reported immediately to the Caretaker/Warden. Residents will be charged for any missing/damage property except damages incurred by normal wear and tear.

7.17. OFFENCES AND PENALTIES

S. No.	Offences	Penalties	Authority competent to impose the penalty
1.	Residents who obstruct an officer or any person authorized by the hostel/ college from entering their rooms.	1. Warning letter or 2. Fine Rs. 300/- or 3. Both	Registrar
2.	Residents who are not at their hostels between 12 midnight and 5:00 am without hostel warden information	1. Warning letter or 2. Fine Rs. 300/-	Warden
3.	Non-resident who remain inside the hostel between 12 midnight and 5:00 am		
4.	Damaging any fixture in the hostel	1. Warning letter or 2. Compensation according to the damage	i. Warden ii. Manager Administration
5.	a. Changing hostels without permission b. Changing rooms without permission	Termination of allotment	Registrar
6.	Failure to vacate the room within the stipulated period	Fine Rs. 500/-	Registrar

7.	Possession/drinking alcohol/liquor in hostel	If found guilty will be expelled from hostel and college	Registrar after approval of the VC
8.	Keeping pet(s)	1. Warning letter or 2. Fine Rs. 200/-	Warden
9.	Failure to switch off lights/fans before leaving the room/hostel	1. Warning letter or 2. Fine Rs. 50/-	Warden
10.	Stealing	If found guilty will be expelled from hostel	Registrar after approval of the VC
11.	Playing loud music or making noise	1. Warning letter or 2. Fine Rs. 50/-	Warden
12.	Organizing social activities without approval	1. Warning letter 2. Fine Rs. 500/-	Registrar
13.	Failure to keep the room neat and tidy	1. Warning letter or 2. Fine Rs. 50/-	Warden
14.	Smoking within the hostel area	1. Warning letter or 2. Fine Rs. 300/- Or Both	Warden

Note:

1. A copy of the Warning Letter will be sent to parents/guardians.
2. Payment of penalty should be paid by resident only at the College Finance Section.
3. Repeated offence/fine will cause an expulsion from hostel.

7.18. SUGGESTION BOX/REGISTER

Any suggestions, complaints or enquires are always welcome and should be put in the suggestion/complaint box. Moreover, residents can also enter their comments in the register.

7.19. REVISION OF RULES AND REGULATIONS

The College management reserves the right to revise the rules and regulations from time to time and will keep the residents informed of any changes via email and in the form of notices on the hostel notice boards. Ignorance of rules and regulations will not be accepted as an excuse.