

EXTRACTS OF QUAID-I-AZAM UNIVERSITY HOSTEL REGULATIONS, 1996

Eligibility.

Students admitted in the University teaching Departments and registered for the morning courses shall be eligible to apply for accommodation in the University hostels. Students admitted on self-finance basis (morning evening courses) shall also be considered for allotment of accommodation subject to its availability. All applicants shall file an affidavit along with their applications deposing that he/she:

- i) Has no permanent or temporary accommodation available to him/her in Islamabad/Rawalpindi.
- ii) Is neither employed anywhere in any capacity in Islamabad/Rawalpindi nor receiving any house rent subsidy.
- iii) Is a bona fide resident of _____ District _____

Note: Any statement found to be false at any stage will entail forfeiture of accommodation in the University hostel forthwith without any let or hindrance or further correspondence.

The Hostel's regulations with regard to stay of resident student(s) in the hostel (s) have been revised as per recommendations of Academic Council and subsequent approval from the Syndicate. The detail is as under.

- (a) For BS-4-years upto a maximum of 8 attended semesters
- (b) For Pharm-D upto a maximum of 10 attended semesters
- (c) For M.Sc and M. Phil upto a maximum of 4 attended semester
- (d) For PhD upto a maximum of 8 attended semester

Resident Student of university hostels shall pay hostel dues at rates approved by the Syndicate from time to time. They will be required to produce clearance certificate before registration of courses in each semester and before issue of roll number for the terminal examinations.

Peace, Harmony And Good Behavior

- Decency, good behavior and fellow feeling will be promoted by all residents of hostels and hostel administration subject to general supervision & control of the Warden/Senior Warden/Provost Office.
- Provost may issue instructions from time to time for observing night timings for marking attendance.
- Written permission from the Warden/Senior Warden will be necessary for stay outside the hostel.
- In case of absence from the hostel for a week, the defaulting resident of the hostel may forfeit his accommodation and the Warden/Senior Warden may open the lock and deposit the luggage for safe custody and draw up an inventory submitting copy of the inventory to the Provost.
- Playing of music, making noise or indulging in rowdy behavior which may cause inconvenience or be a nuisance to the residents of the hostel is to be strictly avoided at the cost of fine and a warning or "in chronic cases" a report may be made to the Provost for reference to Hostel Discipline Committee for minor punishment after due process.

Act of indiscipline: The following will be acts of minor indiscipline.

- a) Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- b) Violation of public morals such as the use of indecent and filthy language, undesirable remarks and gestures.
- c) Playing of music, making noise or indulging in rowdy behavior or be a nuisance which may cause inconvenience to other residents of the hostel.
- d) Changing the duly allotted room without prior permission on writing from the Provost Office.

The following will be treated as serious acts of indiscipline punishable with major punishment or in case of cognizable offences action under law: **The following will be acts of major indiscipline.**

- a) Possession, custody or access to liquor, drugs or intoxicants of any kind, gambling appliances, lethal instruments of any description, explosives or fire arms.
- b) Causing damage to furniture, fixtures of the Hostel by any act of omission or commission.
- c) Tempering with machinery or unauthorized use of University vehicles or removing them from the custody of an authorized University employee.
- d) Adding, abetting or facilitation trespass in the hostel by an unauthorized person under any circumstances.
- e) Acts involving moral turpitude or cognizable offences
- f) Defiance of authority and breach of discipline.
- g) Acts like abusing, quarreling, fighting, insolence towards others, and use of force.
- h) Indulgence in acts which may cause insult or physical injury to the students, teachers, officers, staff of University or any other person.
- i) Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflicts/hatred.
- j) Possession, carrying or use of any type of weapons/fire arms or explosive material within the University premises including hostels.
- k) Damaging any University property, including building, equipment, vehicles etc, in any manner.
- l) Using any University property, including building, equipment, vehicles etc. without lawful authority.
- m) Sale, distribution or consumption of intoxicants on the hostels/campus.
- n) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- o) Obstructing the functioning of University, causing disruption of peaceful atmosphere & other activities in hostels.
- p) Providing shelter to illegal / unauthorized occupants in hostel.

General conduct

- a) Resident student are expected to develop the habit of self –discipline. They shall not conduct themselves in a manner which may interfere with the study and convenience of the fellow residents or injure their feelings. Nothing can make social life truly pleasant except by genuine courtesy and mutual consideration.
- b) Rooms shall be kept clean and tidy by the residents.
- c) The residents are advised not to keep large sums of money with them. The hostel authorities will not be responsible for any theft or loss of valuables/ornaments.
- d) Complaints, if any, against the misbehavior of bearers/sweepers should be reported to the Warden. Residents are not allowed to use abusive language or physical force against them.
- e) The lights in the rooms must be switched off when not in use.
- f) Residents not allowed taking away newspaper from the Newspaper stand to their rooms.
- g) Guests for stay over-night, or providing shelter to unauthorized illegal outsider in the hostels is strictly prohibited.
- h) Use of electric heater is not allowed.
- i) Hostel residents may not be allowed to keep four wheel vehicles at the campus except with the written permission of the provost (s) and or the Resident Officer. Such permission shall only be granted for a short duration and for a valid reason.
- j) The gates of the boys hostels may be kept closed/locked from mid-night till “Azan-e-Fajr” Entry /Exit of students during these “Closed hours” be strictly observed, recorded and reported to the Provost both by the hostel as well as the security personnel. In case, no valid reason exists for entry exit during “closed hours” progressive disciplinary action may be taken against the offender (s)

INSTRUCTIONS FOR THE STUDENTS

Submission of this form does not guarantee/assure hostel accommodation. Allotment of a seat shall depend upon availability of accommodation/seat.

The boy's hostels, unless otherwise notified by the Provost/Vice Chancellor, shall remain closed/locked-up during all vacations that exceed one week and no student shall be allowed to enter the hostel premises without written permission of the Provost/Vice Chancellor.

1. All entries in the form must be filled in by BLOCK LETTERS OR TYPED.
2. Strike out which is not applicable but DO NOT LEAVE ANY ENTRY UNFILLED.
3. Attested copies of the following documents must accompany the application:
 - a) **One passport size photograph and Six I.D Card Size (1 inch *1 inch) Photographs.**
 - b) **Two copies of National Identity Card & two copies of Domicile of Candidate.**
 - c) **Two copies of Passport and Visa (For foreign students only)**
 - d) **Department dues paid challan slip of the last semester.**
 - e) **Affidavit / undertaking.**
4. Original documents must be provided if and when required/asked.
5. If an applicant deposits hostel dues but fails to occupy the allotted Seat/Room in the hostels he shall forfeit the deposited hostel due and no application for refund/transfer of his hostel dues shall be considered/entertained/recommended.
6. Applications for cancellation of allotments/vacation of rooms/seat in the QAU hostels on prescribed forms duly completed and signed by the applicant, must reach the Provost Office within (which ever is applicable) a: 3 days of the date of Declaration of Results or b: 10 days of the last date of submission of Research Reports/Thesis. A grace period of 5 days for this purpose may be granted on payment of a fine amounting to Rs. 100/- per day. Thereafter, without privilege of stay in the hostel, all hostel dues for whole of the next semester would automatically become payable and no remission whatsoever would be granted.
7. Notwithstanding anything said earlier, in cases where adherence to the schedule given above in Para 6 is not possible, an application on prescribed form, duly completed and clearly stating reasons for the delay and the relief required may be made to the Provost for consideration. Such applications shall only be received /processed/entertained if these reach the Provost Office at least 3 days before the date of declaration of the results or the last date for submission of Research Reports/ Thesis as the case may be. In all such cases where relief by way of extension in hostel stay time is granted by the Provost, the applicant shall pay in advance the extended stay charges at the rates approved by the syndicate from time to time. The approved rate for extended stay at present is Rs. 300/- per day.

DECLARATION ON OATH BY THE STUDENT

I _____ S/O _____ hereby solemnly declares that:

- a) I have read & understood the provided instructions, rules & regulation before filling this form and that I willingly accept the same without any reservation and I promise to abide by all these and others that may be issued by the Hostel Administration/University at any later time.
- b) The information given in hostel admission form is correct to the best of my knowledge and belief and nothing has been concealed. If at any stage any entry/statement made by me is found incorrect the University will have the right to take appropriate action and cancel my allotment.
- c) I shall abide by all the rules/orders/ instructions framed/issued by University from time to time.
- d) I shall keep peace/harmony and discipline in the hostels and shall pay all my dues regularly.
- e) I shall not indulge my self in any unhealthy activity i.e abusing, quarreling, fighting, insolence towards others, agitation, protest, misbehavior etc. which may give bad name to my parents and institution as well.
- f) I shall neither facilitate nor become representative or a part of any students body/federation /council which promote sectarianism, ethnicity and linguistic conflicts in the Campus.
- g) I shall immediately takeover possession of the room/seat along with its furniture, fixtures and fittings from the hostel administration whenever so advised & shall provide a signed inventory.
- h) I shall immediately vacate the hostel and shall handover vacant possession of the room/seat whenever so advised by the Provost/senior warden and in any case after completion of my studies.
- i) I shall carry my hostel I.D. card at all times and to prove my identity I shall willingly show/present it upon demand by any authorized official.
- j) I shall be solely responsible for the safe custody of my hostel I.D. card and if it is lost, misplaced or damaged, I shall immediately inform the Provost in writing. In case, my I.D. card is misused, no matter by whom or how, I shall accept all responsibility and bear the consequences.
- k) i) I have no accommodation available to me in Islamabad/Rawalpindi.
ii) I am neither employed anywhere in any capacity in Islamabad/Rawalpindi nor am I receiving any house rent/allotment/ Subsidy, from any sources.

I am bona fide resident of _____, _____, _____,
Village/Town/City District Province

Student's Name

Date

Student's Signature