

NUST HOSTEL RULES **H-12 CAMPUS ISLAMABAD**

1. **Introduction.** NUST endeavours to provide a comfortable environment to the students for their academic pursuits. To this effect there are a total of seventeen hostels (10 male & 7 female) at H-12 Campus with a capacity to accommodate approximately 4700 students. Hostel facilities at campus are extended to outstation National and International students.

2. **Allotment of Hostel Accommodation**

- a. Students are required to apply online through their CMS Account for Hostel Accommodation while New Comers may apply through "pgadmission.nust.edu.pk" (PG students) & "ugadmissions.nust.edu.pk" (UG students). Hostel accommodation will be allotted based on merit and subject to availability of accommodation. Once the available accommodation is fully occupied remaining applicants will be placed on the waiting list.
 - b. Entitlement of Accommodation
 - (1) UG Students: Triple Occupancy (community bath)
 - (2) UG Students: Double Occupancy (community bath)
 - (3) UG Students*: Double Occupancy (attached bath)
 - (4) PG/PhD Students: Single Occupancy/Cubicle (attached bath)
- * Fatima-III (Girls Hostel)

3. **Hostel Dues**

a. **Room Rent**

- (1) Hostel Security: Rs. 15,000/- (Refundable)
- (2) Triple Occupancy (community bath): Rs. 6,750/- per month
- (3) Double Occupancy (community bath): Rs. 8,000/- per month
- (4) Double Occupancy (att bath): Rs. 10,000/- per month
- (5) Single Occupancy: Rs. 11,000/- per month

Note: Electric Appliances (Cooler, refrigerator, water dispenser) charges are **Rs. 1500/-** per month / each appliance.

b. **Messing / Food Charges**

- (1) Mess Security: Rs. 15,000/- (Refundable)
- (2) Monthly charges: Rs. 15,175/- (Rs. 490/- per day)

c. **Payment of Dues**

- (1) **Room Rent:** Room rent is paid on a semester basis. For which challan will be issued by Finance Directorate (Fee Section).
- (2) **Messing:** Messing charges will be paid on monthly basis in advance for which challan will be issued by the respective Manager (Hostel).

4. **Attendance.** To mark student attendance biometric system has been installed in all hostels. Lights Off and attendance timing on H-12 campus for female and male students will be 2200 hrs & 2300 hrs respectively. A student, who will not mark his/her attendance, shall be considered absent and will be liable to "fine". His/her parents will be informed by the Manager (Hostel). If a hostelite is absent from the hostel for more than 07 days without

prior permission/information, his/her hostel allotment will be cancelled with intimation to the parents. Defaulters will be liable for "fine".

Note: Any suspicious activity including absence, use of drugs, abnormal health or unusual behaviour of student/staff, must be immediately reported to the Manager (Hostel) by students/staff.

5. **Fine.** Defaulter students will be punished by imposition of a fine as per Rules. Challan will be deposited in Bank and a copy will be deposited with the respective Manager (Hostel).

6. Duration of Student's Stay in Hostels. Hostels will be provided to the different categories of students for the following durations on H-12 Campus: -

- a. **UG.** UG students will only avail Hostel facility for the duration (BS Program 4 Years & BS Arch 5 Years) of their on-campus study
- b. **PG.** MS Program 2 Years, PhD Program 3 Years.

Note: Students are not entitled to any extension in the above tenures.

7. **Guests.** Guests of students are not allowed to enter/stay on the hostel premises at any time. The parents of new entrants are allowed to visit the hostel on the first day of arrival in the hostel. The guests may be entertained in the cafeterias. Hostelites are required to nominate three visitors' names (as mentioned in the Hostel Admission Form), who after verification at the Main Receptions of NUST at Gates will be allowed to meet the student at cafeterias. For student guests following timings will be adhered to: -

- a. Approved guests of students can visit H-12 Campus from 0900 hrs till 2000 hrs and will be required to leave the campus maximum by 2200 hrs.
- b. Alumni of NUST can enter the H-12 Campus from 0900 hrs till 2130 hrs and should leave by 2300 hours.
- c. Names of all registered guests will be provided to Security Branch for verification at Main Gates.
- d. Unregistered guests will not be allowed within the campus and host students shall meet them at the reception of the Main Gates.

8. **Temporary Hostel Allotment.** Temporary allotment will be made only to those students who are currently registered on the main campus of NUST, on availability of surplus and vacant accommodation. Students applying for short duration allotment will process through their respective schools or organizing dte be granted permission to avail the facility on case to case basis. An application form is available in the Hostels Branch which must contain the signature/permission of parents/guardians. Hostel Rules are also applicable to temporary allottee students.

9. **Conveyance/ Driving.** The following rules will be observed: -

- a. Students are encouraged to keep and use bicycles within the Campus.
- b. Students desirous of keeping cars/motorcycles will seek permission in writing. Students will produce necessary documents including a driving license with a copy of CNIC and NUST ID Card while seeking permission.

- c. Students are not allowed to drive motorcycles/cars without a driving license. Wearing a crash helmet is mandatory for the motorcyclist. Defaulters will be heavily fined/warned on speed and rules violations. On the 2nd violation, permission to use car/motorcycle will be cancelled.
 - d. UG students are not allowed to keep a car in the hostel. UG final semester students can however keep a car, subject to the availability of a parking space in their respective hostel.
10. **Messing**. It is mandatory for all hostel students to join hostel messes: -
- a. Messing is charged in advance from all the students on monthly basis through the mess bill.
 - b. Mess Security Rs. 15,000/- is charged at the time of allotment and is refunded once the student applies for the final vacation of the hostel on completion/termination of the study.
 - c. Student committees are formed in every hostel to regulate mess affairs. The mess menu of the hostels is prepared in consultation with Hostel Messing Committees.
 - d. For Mess Off, the Manager (Hostel) will have to be informed at least two days in advance i.e. student leaving on Friday shall register his/her request latest by 2300 hrs (11:00 pm) on Wednesday (it is mandatory to cater for the purchase of fresh ration that is procured one day in advance).
 - e. The students need to be physically present in the office of the Manager (Hostel) while getting the Mess Off. Passage of information over phone, mail or through fellow students will not be accepted.
 - f. Failing to submit the request on the Mess Off Register held with the Manager (Hostel) in person, the student will be billed for the days.
 - g. Maximum 12 days Mess Off in a month is allowed.
 - h. Hostelite dine in their respective hostel dining hall only (On medical advice by NMC, the student can have food in his/her room).
11. **Meal Timings/Dress Code**
- a. Mess timings will be decided in consultation with student's committee and Managers (Hostel).
 - b. Wearing sleepers, bermuda shorts, nickers and sleeveless shirts are not allowed in the dining hall/ TV room.
12. **Conduct**. NUST wants to create a healthy environment/life style, for that students are expected to be decently dressed up while moving on the campus. Students' general behaviour, dress and conversation in the hostels must be decent. Shouting or hooliganism is not allowed in NUST. Any kind of misconduct will not be acceptable and serious cases will be referred to Disciplinary Committee. Student activities are monitored through CCTV cameras round the clock.

13. In/Out Timings

- a. Students are not allowed to stay out of the hostel after 10:00 pm. (female) & 11:00 pm. (male) or the time notified otherwise. Defaulters will be fined as follows: -
 - (1) 1st Violation: A fine of Rs. 300/-.
 - (2) 2nd Violation: A fine of Rs. 500/- & information to his/her school & parents
 - (3) 3rd Violation: A fine of Rs. 1,000/- and expulsion from hostel for semester with information to concerned school & parents.
- b. Students are expected to leave campus/hostel only with a written permission (out pass) issued by the respective Manager (Hostel). In/out registers must be endorsed while leaving the hostel/campus for a private purpose and violation to this effect as and when observed will be referred to disciplinary committee.
- c. Parents may also be consulted by the hostel management when felt necessary on case to case basis.
- d. In the case of female students, parent consent/permission is mandatory to avail out pass/leave.
- e. Students are advised to display a hostel (yellow) card for identification while going out from the hostel or coming into a hostel.

14. Damage to Property. All students are expected to cooperate in taking care of the hostel property and keep the environment clean & tidy. Hostel/Mess property for example newspapers, magazines, furniture, TV, cutlery and crockery etc, will not be removed from the hostel/mess. Any student found guilty of damaging, breaking and stealing items of hostel/mess properties will be made to pay the cost of the item in addition to the fine/penalty/disciplinary action.

15. TV Timings. Television will be closed at 2300 hours on normal working days and at 2345 hours on the weekends/closed holidays. The keys to TV room will be in the custody of the Manager (Hostel) and he/she will be responsible for ensuring compliance with the orders. However, in case of some important sports events like the World Cup/Olympics etc, special permission to watch TV beyond prescribed timings can be obtained from Manager (Hostel).

16. Penalties. It is mandatory to comply with the timings and orders spelt out in these instructions and those issued from time to time. Necessary disciplinary action will be taken against the students for any violation. The following actions will be initiated against defaulters: -

- a. Any incident of misconduct and indiscipline on part of the students will be reported by Manager (Hostel).
- b. Beside the imposition of fine/penalties the matter may be referred to disciplinary committee depending on the nature of violation.
- c. Serious violations, as and when observed, will also be reported to the parents in writing.

- d. Expulsion from the hostel if approved will make such cases ineligible for re-allotment of hostel.
17. **Discipline.** Few important aspects related to discipline are highlighted here: -
- a. **Ragging.** It is expected that senior students will help the juniors in their settle-down process. Anybody found involved in ragging will be dealt with strictly. Following instances of ragging are prohibited: -
 - (1) Ragging in any shape which causes physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student, including teasing, abusing, shouting, playing practical jokes or causing harm to such students.
 - (2) Asking the new student to do any act or to perform such things which student will not be willing to do ordinarily.
 - b. **Smoking.** Smoking is prohibited in the rooms as well as in the hostel premises. Smokers are excepted to use the designated smoking areas.
 - c. **Prohibited Activities.** Following activities are prohibited: -
 - (1) Joining banned organizations or involvement in anti-state activities.
 - (2) Involvement in un-desirable political, ethnic & sectarian activities.
 - (3) Organising strikes and provoking others to join in creating trouble.
 - (4) Sharing & distribution of undesired print/electronic material through use of social media, handout, pamphlets, etc.
 - (5) Giving physical and verbal threats to any student or staff member.
 - (6) Overstaying in hostel after completion of on campus duration / specified period/completion of degree.
 - (7) Damage/loss to Hostel/University property.
 - (8) Gambling in any shape & possession of the following items is totally banned: -
 - (a) Firearms and daggers etc.
 - (b) Alcohols, toxic drugs, sheesha, gutkha and hashish/heroin etc.
 - (c) Crackers, explosives and ammunition etc.
 - (d) Objectionable material in the shape of videos, books or photographs.
18. **Inspections**
- a. Designated officials (Manager, AD/DD Hostels and Senior Executive) of the University can inspect hostel (student rooms and almirahs etc) without any advance notice at any time of the day or night.
 - b. Weekly/monthly inspection will be carried out by Manager (Hostel).
 - c. Quarterly inspection will be carried out by Deputy Director Hostels.
19. **Medical Care.** NUST Medical Centre (NMC) is providing the requisite medical services to students. To this effect duty medical officer duly assisted by nursing staff are manning NMC round the clock.

20. **Washerman Services.** Laundry shops have been established in all the hostels. This service is provided free of cost as per laid down scale while washing and ironing services over and above the authorised scale would be charged as per the approved rates.

21. **Indoor Sports.** Well-equipped gymnasium is available in all the Hostel complexes. Students are expected to follow the SOPs & utilize the facility with due care.

22. **Temporary Vacation of Hostels**

- a. In case of closure of university due to semester break, summer session and any unforeseen reasons, no student is allowed to stay in hostels unless otherwise decided by the university authorities.
- b. Foreign students, overseas Pakistani family's students and those who have peculiar academic requirements duly recommended by the respective school may be considered to stay in the hostel.
- c. However, the hostel branch will have the authority to shift the above said students to the earmarked hostels on temporary basis to minimize the services/administrative expenditures. In this eventuality students will be shifted as per seniority from the ground to top floor.
- b. During Summer Vacations, hostel residents will be required to store their luggage in earmarked rooms of each hostel and the vacated rooms will be utilized for students who are temporarily staying during summer vacations. NUST Hostel Administration reserves the right to use temporarily vacated available accommodation for annual maintenance and other official requirements.

23. **Final Vacation of Hostels.** Will be undertaken on the following reasons: -

- a. Completion of study/completion of on-campus tenure.
- b. Deferment.
- c. Withdrawal/expulsion on disciplinary grounds.

24. **Procedure to Vacate the Hostel.** To vacate the hostel, student needs to inform in writing to the Manager (Hostel) minimum a week in advance. All dues will be paid, clearance obtained and room keys be deposited in the Manager (Hostel) office. In case the student fails to abide by the said procedure he/she will be required to pay mess bill before issuance of hostel clearance. Online clearance will only be done by Hostel Branch on submission of the Hostel Clearance Form.

25. **Do's and Dont's**

- a. **Do's**
 - (1) Pay Salam to fellow students, staff and faculty.
 - (2) Be respectful to your colleagues, hostel staff/management & security staff at gates.
 - (3) Always communicate in a decent and courteous way.
 - (4) Keep your room neat clean and tidy.
 - (5) Utilize your PC/Laptop for educational purposes only.

- (6) Take care of your valuables especially cash, mobile phones and laptops etc. Take valuables along when you proceed on leave etc.
- (7) Clear hostel & mess dues in time. Defaulters are fined.
- (8) All notices/instructions issued from time to time be followed in letter & spirit.
- (9) Presence of a student is mandatory for daily attendance in the Manager (Hostel) office at a given time.
- (10) Inform the Manager (Hostel) about Withdrawal/Relegation immediately.
- (11) Economize on utilization of water, electricity and gas. Put off all the electric switches, gas appliances and water taps while leaving the room.
- (12) Be aware of all notices put up on the Notice Boards.
- (13) In case of any emergency or illness, immediately report to the Manager (Hostel)/Caretaker who shall make necessary arrangements for medical assistance.
- (14) Students re expected to be well dressed & tidy.
- (15) "Lost and found items" be reported to the Manager (Hostel).

b. **Dont's**

- (1) Keeping prohibited medicines and drugs without a doctor's prescription.
- (2) Misusing hostel facilities for other than studies.
- (3) Involvement in criminal/police cases.
- (4) Guests of students or day scholars in the room/hostel.
- (5) Driving Motor Cycle without a crash helmet.
- (6) Disturbing other fellow residents by playing loud music or any such instruments at a high volume.
- (7) No electric appliance will be permitted in the student's room except the bedroom refrigerator and room cooler (with permission and on payment of monthly charges).
- (8) Making any structural additions or alterations in their rooms, installing/fixing any electrical gadget or fittings/fixtures anywhere in the Hostel.
- (9) Collection of Chanda on any account.
- (10) Ragging of juniors inside/outside the rooms and hostels.
- (11) Gambling in any form such as playing cards (even without money at stake).
- (12) Authorized room layout will not be changed.
- (13) Occupying or interchanging/swapping the room without the permission of the Manager (Hostel) and DD Hostels.
- (14) Giving tips or making any other kind of payment to the sanitary worker or any other hostel staff.
- (15) Opening the door of another fellow's room without his/her permission.
- (16) Using the belongings of other residents without their consent.
- (17) Borrowing and lending money among the students and staff.

- (18) Visiting rooftops of hostels.
- (19) Arrange private trips/visits without written permission of DD Hostels and respective schools.
- (20) Cooking in the room under any circumstances is prohibited.
- (21) Keeping pets or animals in the room.
- (22) Non-adherence to the chain of command while reporting a complaint.
- (23) Excessive cash/gold jewellery/expensive items are not to be kept in the hostel. Hostel Management is not responsible for any loss.
- (24) Visiting Khokhas/Dhabas.

26. **Hostel Administration.** Hostel administration/management is under Field Administration Directorate. Concerned officials are appended below: -

- a. Deputy Director Hostels
- b. Addl Deputy Director Hostels Female & Affairs
- c. Assistant Director Hostels
- d. Assistant Director Hostels Messing
- e. Manager (Hostel)
- f. Caretaker

27. Certificates as per Annex-A & B (duly signed by the student and countersigned by father/mother/guardian) are required to be submitted to the Manager (Hostel) at the time of joining the hostel.

Note. *NUST authorities reserve the right to revise the hostel rules & regulations as and when required.*

Annex-A

Name: _____

Father's/ Guardian's Name: _____

School: _____

Discipline: _____

Hostel: _____

Room No: _____

NUST Hostel Rules Awareness Certificate

It is certified that NUST Hostel Rules have been read by the undersigned. I would follow these rules in true letter & spirit and hostel administration may take disciplinary action against me on violation. I understand that hostel administration reserves the right to change the room and hostel at any time. Besides the hostel administration can use temporarily vacated accommodation by me as per NUST requirements.

Date: _____

Student's Signature

Counter Sign By

Date: _____

Father / Mother / Guardian

Name: _____

CNIC No: _____

UNDERTAKING

Roll number/ Registration Number _____
Program Title _____
Name _____
CNIC/CRC Number _____
Contact Number _____
Father/ Guardian's Name _____
Father/ Guardian's Contact Number _____
Gender _____
Date of Birth _____
Mark of Identification _____
Blood Group _____
Any Disability _____
Any Existing Medical Problem or Mental-Health Issues _____
Taking any Medicine on a Regular Basis (if yes, please give details) _____

I _____ son/daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the Higher Education Institute (HEI). The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug/tobacco-related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature _____
Dated: _____

Signature of Father/ Guardian (for students)
Dated: _____

Note: Please submit this undertaking form to the concerned office after joining the HEI. For current Members of the HEI, please submit in accordance with the timelines prescribed by the HEI.