

Living on Campus

1. **Introduction.** NUST Hostels have been established for the outstation National and International students. Hostels are providing a hygienic and pleasant environment and are equipped with all amenities for standard living. Seventeen hostels have been built in the main campus of NUST (11 for males and 6 for females) that can accommodate 4719 students. The management makes sincere endeavours to provide all the needed facilities and comforts. These hostels provide:
 - a. Peaceful academic environment
 - b. Halal meals, prepared under hygienic conditions
 - c. Limited indoor recreational facilities i.e.,
 - (1) TV Room
 - (2) Indoor Games
 - (3) Gymnasium
 - (4) Heating System in Each Room
 - (5) CCTV surveillance System Installed in Hostels
 - (6) Uninterrupted Electric Supply
 - (7) Wi-Fi
 - (8) Vending Machines
 - (9) Hot Water in Winters
 - (10) Water Purification
2. **Allotment of Hostel Accommodation.**
 - a. Hostel accommodation will be allotted to outstation students as per NUST Hostel Allotment Policy - **Annex C**.
 - b. The following are the guidelines to apply for Hostel Accommodation:
 - (1) Existing students will apply through their Qalam Account for Hostel Accommodation while Newcomers will apply through pgadmission.nust.edu.pk (PG Students) & ugadmissions.nust.edu.pk (UG Students).
 - (2) Six months Hostel Charges and Security Invoice will be issued by Fee Section (through students Qalam account (existing students) & through personal mail (newcomers), and be paid before joining the hostel. Paid slip will be submitted to the respective Manager (Hostel) on arrival.

Monthly Invoice for Messing will be issued by Hostel branch on their Qalam account and one-time refundable Security

(payable online) will be issued through e-mail directly to the student and should be paid before joining the hostel. Paid slip is to be submitted to the respective Manager (Hostel) on arrival.

- (3) NUST Hostel Rules Awareness Certificate & Undertaking must be submitted to the respective Manager (Hostel) on arrival in the Hostel, failing which, accommodation will not be provided.

c. **Types of Accommodation**

- (1) Single occupancy with attached washroom for PG/Ph.D. Students
- (2) Double occupancy (in Boys Hostels) with attached washroom for PG Students
- (3) Double occupancy with community washrooms for UG Students
- (4) Triple occupancy with community washrooms for UG Students

3. **Duration of Student Stay in Hostels.** Stay of the students, who are granted admission in the hostels in H-12 Campus, will be:

- a. **UG.** Students will only avail Hostel facility for the duration (BS and BE Programme for 4 Years and for B Architecture, LLB & MBBS hostel accommodation will be provided for 5 Years) of their on-campus study;
- b. **PG.** MS Programme (2 Years), Ph.D. Programme (3 Years).

4. **Extension.** Following will be considered for extension:

- a. Genuine medical issues (submission of Medical Documents with prior recommendation of NMC)
- b. **Exchange Programme.** The hostelites who are offered an exchange programme in Foreign Universities will be given an extension in case their required courses are not offered during Summer vacations or regular semesters. Confirmation to this effect will be sought from Registrar Dte.
- c. Compassionate ground (case to case basis)
- d. Overseas students (when both parents reside abroad)

Note: Cases of the above-mentioned categories will be processed for Rector's approval.

5. An extension may not be granted to the students who have obtained F grades/Low grades/Repeat courses/Short attendance.

6. **Temporary Hostel Allotment.** Temporary allotment facility will be provided only to those students who are currently registered at the main campus of NUST, on availability of surplus and vacant accommodation. Students applying for a shorter duration will be granted

permission to avail of the facility on a case-to-case basis. An application form is available at the hostel's office, which requires the signature of parents/guardians. Hostel rules will be followed by temporary students in true spirit.

7. Messing. It is mandatory for all hostelite students.

- a. Messing for the students is arranged by NUST.
- b. Messing is charged in advance from all the students on a monthly basis for which Mess Bill is issued, to be deposited in the bank within the due date.
- c. Mess Security (Rs 15,000/-) is charged at the beginning, which is refunded to the students when they apply for clearance from hostels.
- d. The students' committee is formed to facilitate and participate in mess/hostel affairs. The mess menu of the hostel is prepared with the consultation of the Hostel Messing Committee.
- e. Messing attendance register is placed in Manager Hostel's Office. Students desirous of going on leave at least two days in advance i.e., a student leaving on Friday shall register his/her request 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).
- f. The students need to be physically present in the office of the Manager (Hostel) while getting the Mess Out. Extension in Mess Out will not be allowed on the phone or by mail.
- g. Failing to submit the Mess Leave Form to the Manager (Hostel) in person will not be entertained later on.
- h. A maximum of 12 days' Mess leave will be considered in a month only.
- i. If the member is leaving the Hostel, she/ he should apply for mess off at least two days in advance before the date of the mess off on a prescribed form available in the Manager (Hostel) Office.

8. Meal Timings. As decided by Deputy Director Hostels in consultation with the students' committee, Meal timing will be displayed on Hostel/Mess Notice Board.

9. Hostel Dues.

a. Hostel Charges

(1)	Hostel Security	-	Rs 15,000/- (Refundable)
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| (2) | Single occupancy | - Rs 11,000/- per month
(w.e.f. Fall 2024)) |
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| (3) | Double occupancy (attached washroom) | - Rs 10,000/- per month
(w.e.f. Fall 2024) |
| (4) | Double occupancy (with community - washroom) | - Rs 8,000/- per month
(w.e.f. Fall 2024) |
| (5) | Triple occupancy (with community - washroom) | - Rs 6,780/- per month
(w.e.f. Fall 2024) |

b. **Hostel Charges (International Students)**

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| (1) | Single occupancy (with attached washroom) | - USD 75/- per month (w.e.f. Fall 2023) |
| (2) | Double occupancy (with attached washroom) | - USD 65/- per month (w.e.f. Fall 2023) |
| (3) | Double occupancy (with community washroom) | - USD 55/- per month (w.e.f. Fall 2023) |
| (4) | Triple occupancy (with community - washroom) | - USD 45/- per month (w.e.f. Fall 2023) |

Note: Security Fee of USD 117/- (Refundable) will be charged at the time of allotment.

c. **Messing**

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

d. **Payment of Dues.** Hostel dues are required to be paid on a semester basis. Hostel rent invoice will be issued through Finance Directorate (Fee Section). Mess charges will be paid on monthly basis in advance. The invoice will be issued by the Hostels Branch.

10. **Fine.** Due date of deposit would be mentioned on the invoice and for late deposit of dues, students will pay fine as mentioned in the hostel rent invoice/mess bill and other types of fine (e.g., for latecomers and disciplinary cases) imposed by the hostel management.
11. **Discipline.** The best state of discipline is expected from the residents, a few aspects of the discipline are highlighted here:

- a. **Ragging.** Ragging, in any shape, that can cause 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 the student or asking new students to do any act or to perform acts (which such student will not be willing to do ordinarily) is strictly forbidden. It is expected that senior students will help the juniors in their

settling down process. Anybody found involved in ragging will be dealt with sternly.

- b. **Smoking.** University is a smoke-free zone. Smoking is prohibited in the rooms as well as in the hostel premises.
- c. **Criminal/Unlawful Activities.** Following will be considered unlawful activity:
- (1) Joining banned organizations or involvement in anti-state activities.
 - (2) Creating trouble in hostel premises including going on/organizing strike and inviting/inciting others for a strike or printing/writing/ distributing pamphlets/handouts etc.
 - (3) Giving threats to any student or staff member.
 - (4) Overstaying in the hostel after completion of on-campus duration/ specified period/completion of the degree.
 - (5) Causing loss to/damaging Hostel/University property.
 - (6) Misuse of hostel facilities.
 - (7) Bringing/inviting unauthorized person/day scholars in the hostel.
 - (8) Gambling in any shape.

Note: *Khokhas/Dhabas are out-of-bound for students.*

12. **Conduct.** Students are advised to dress up well, while moving on the campus, except when going to / coming from the washroom. Students' general behaviour, dress, and conversation in the hostels must be decent. Shouting is not allowed. Any kind of misconduct will be dealt with sternly. CCTV cameras are installed for round-the-clock monitoring.

13. **Dos and Don'ts.**

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 / Gadgets 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.

14. **Attendance.** To ensure security as well as the presence of students in the hostels, Biometric Attendance System has been installed in all students Hostels to mark their daily attendance between 10:00 pm to 10:45 pm for female students and 11:00 pm to 11:45 pm for male students. Those who fail to mark their attendance shall be considered as absent. If a hostelite is absent from the hostel for more than 07 days

without prior information, his/her hostel allotment will be cancelled immediately. Defaulters will be liable to imposition of the fine.

Note: Students/staff to immediately report to the hostel management about any suspicious activity if any student is found missing/absent from the hostel.

15. 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)	1 st Violation	-	Rs 300/-
(2)	2 nd Violation	-	Rs 500/- and information to concerned School & parents
(3)	3 rd Violation	-	Rs 1,000/- and expulsion from the hostel for the semester with information to concerned School and parents

- b. Students are allowed to leave campus/hostel only with written permission (Out Pass) issued by the respective Manager (Hostels). Parents may also be consulted by the hostel management when felt necessary.
- c. In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and disciplinary action will be initiated against the defaulters.
- d. Students are advised to display hostel (yellow) cards for identification while going out of the hostel or entering the hostel.

16. **TV Timings.** Television will be closed at 11:00 pm on normal working days and 11:45 pm on the weekends/closed holidays. The keys of the television room will be in the custody of the Manager (Hostels) and s/he will be responsible for ensuring compliance of orders. However, in the case of some important sports events such as the World Cup/Olympics, etc., special permission can be obtained from the Manager (Hostels).

17. 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.
- d. 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 the temporarily vacated available accommodation for annual maintenance and other official requirements.

18. **Final Vacation of Hostels.** Students may be vacated from Hostels due to following reasons: -

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

19. **Procedure to Vacate the Hostel.** To vacate the hostel, student needs to inform in writing to the Manager (Hostel) minimum a week in advance. Student to ensure that all the dues are paid, furthermore, clearance is obtained and keys are 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.

20. **Guests.** Guests (of students and staff) are not allowed to enter/stay in the hostel premises at any time. They may be entertained in the cafeterias.

21. **Conveyance/Driving.** 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 from Deputy Director Hostels. Students will produce necessary documents

including driving license, vehicle registration, copy of CNIC, and NUST student card while seeking permission.

- c. Riding motorcycles will not be allowed without a valid driving license, vehicle registration, and wearing a crash helmet. Defaulters will be warned/ fined heavily. After 2 warnings, permission will be withdrawn.
 - d. UG students are not allowed to keep a car in the hostel.
22. **Damage to Property.** Students are expected to cooperate for taking care of the hostel/mess property, such as newspapers, magazines, furniture, TV, cutlery, crockery, etc. It will not be removed from the hostel/mess. Any student found guilty of damaging or breaking items of hostel/mess will be made to pay the cost of the item in addition to fine/penalty.
23. **Punishment.** It is mandatory to comply with the timings and orders spelled out in these instructions and those issued from time to time. Necessary disciplinary action will be taken against the students for each minor or major violation. The following action will be initiated against defaulters:
- a. The student will be produced by Manager (Hostel) before DD Hostels for misconduct and indiscipline.
 - b. A serious violation, as and when observed, will be reported to the parents/guardians in writing.
 - c. For major breaches, the matter will be referred to NUST Disciplinary Committee.
 - d. Imposition of fine/penalty
 - e. Expulsion from the hostel
 - f. After one time expulsion from the hostel, re-allotment will not be considered.
24. **Inspections.**
- a. Manager (Hostel), Assistant Director Hostels, Deputy Director Hostels, Director Field Administration, 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. A quarterly inspection will be carried out by Deputy Director Hostels.

25. **Medical Care.** NUST Medical Centre (NMC) is providing the best medical services to students round-the-clock and is equipped with sufficient arrangements. Qualified doctors (male/female) and trained staff perform their duties with complete dedication.
26. **Washerman Services.** A laundry shop has been established in all the hostels for the provision of washing and pressing of clothes facility to residents free of cost.
27. **Indoor Sports.** The facility of a well-equipped gymnasium with the required machines is available in all the Hostels. It is expected that students will utilize the same with extreme care and will adhere to the best norms of discipline in the gym.
28. **Vending Machine.** Vending Machines have been installed in all student Hostels that dispense items such as snacks, beverages, etc., to students on payment of cash or credit.
29. **Hostel Administration.** Hostel administration/management is as under:
- a. Director Field Administration
 - b. Deputy Director Hostels
 - c. Assistant Director Hostels (Male)
 - d. Assistant Director Hostels (Female)
 - e. Assistant Director Hostels (Messing)
 - f. Manager Hostel
 - g. Caretaker
30. Certificate **(Annex D)** duly signed by the student and countersigned by the parent/guardian is required to be submitted by the student to the Manager (Hostels) at the time of joining the hostel.

Note:

- a. *These are general guidelines to facilitate the student and ensure a comfortable stay in the hostel.*
- b. *Students are required to follow the above rules while staying in the hostel. Parents/guardians are requested to go through the same rules and advise their son/daughter/ward to strictly follow the rules. A certificate to this effect (as per the specimen below) is required to be submitted by the student, duly countersigned by the parent/guardian, to the respective Manager (Hostels), at the time of joining the hostel.*

- c. *Please submit the signed/countersigned attached certificate to your Manager (Hostels) along with the Hostel admission form to avoid any unpleasant consequence later on.*
 - d. *The Hostel Management reserves the right to revise the rules and regulations. However, it will keep the residents informed of any changes in the form of notice on hostel notice boards.*
 - e. *These rules are intended to ensure a conducive environment for all residents.*
31. Dress Norms & Dining Etiquette are uploaded on Qalam system for all students employees and faculty. Details are also available on NUST website <https://nust.edu.pk/downloads/dress-norms-dinning-etiquette/>.

Annex A
to Para 30 to Chapter 2