REGULATIONS

relating to

Hostel Admission and Residence

UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU

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Hostel Rules Regulation 2006 and onwards

These Regulations are framed under section 25 2(c) of the UST Bannu Act ,2005 (amended 2006) and carry the approval of the competent authorities.

1. SHORT TITLE AND COMMENCEMENT

a) These Regulations shall be called "Hostel Admission and Residence Regulations " 2006 and onwards.

b) They shall come in to force with immediate effect.

DEFINITIONS

In these regulations unless there is any - thing repugnant in the subject or context.

a) Campus means the campus of the University of Science & Technology Bannu (UST Bannu).

b) Hostel means any Hostel established and administered by the UST Bannu

c) College means constituent college of the University of Science and Technology Bannu as defined in the University of Science and Technology Bannu Act. 2005 (amended 2006)

d) Institutions means university constituents colleges, post graduate departments, centers and institutes working on the campus

e) Session means an academic session beginning after and ending with the summer vacations each year

f) Authority means authority of University of Science and Technology Bannu

g) Department means constituent, post graduate departments of the University of Science and Technology Bannu

h) Hotel administration means the Senior Warden, Warden and Assistant Warden

i) Chairman/Director/Principal means the Chairmen/Directors/Principals appointed by the competent authority.

j) Provost/Deputy Provost/Assistant Provost means Provost/Deputy Provost/Assistant Provost appointed by the University of Science and Technology Bannu Competent Authority.

k) Senior Warden/Resident Warden/Assistant Warden means Senior Warden /Resident Warden/Assistant Warden appointed by the competent authority

l) Student means students enrolled in the Campus institutions on the regular roll of the University of Science and Technology Bannu

m) Boarder means a regular student of the University of Science and Technology Bannu allowed under these regulations to reside in the hostel.

n) Employees of the hostel means Clerks, Head Bearers, Bearers, Cooks, Assistant Cooks Water Carrier, Malies, Sweepers and other persons engaged in the hostel.

o) Hostel Regulations means regulations enumerated here-in-after.

p) Vice Chancellor means the Vice Chancellor of the University of Science and Technology Bannu

q) Hostel authority means Provost/Deputy Provost, as the case may be

r) Other terms and references shall have the same meaning as given to them in these Hostel Regulations and the University of Science and Technology Bannu Act. 2005 (amended 2006) and regulations framed under this Act.

(iii) HOSTEL REGULATIONS.

Residence in the hostels is a privilege and not a matter of right and since accommodation in the hostels is limited, the university authority may refuse accommodation to applicants.

1. ADMISSION.

(a) Only students who are on the regular rolls of the University of Science and Technology Bannu may be allowed admission in the hostels.

(b) Student seeking admission to a hostel should apply for a seat to the head of institution on a prescribed form (along-with four passport size photographs attached and duly signed by the head of institution), which can be obtained from the university enquire office on cash payment.

(c) The Director of institutes/principals of the colleges and the heads of the departments swill issue hostel cards to the applicants. Admission to the hostel will be subject to the approval of the warden.

(d) Since accommodation in hostels is limited, seats in the hostels are allotted to each institute/collage department in proportion to the number of students on the rolls of that institute/college/department will be distributed on merit.

(e) Specified number of seats in different hostels will be allowed to each institute/collage and department and they will be supplied with as may cards for each hostel as there are seats allotted to them therein. Admission to the hostels will be made on these cards only. Cards for allotment of cubicles will be separate from cares for tow or three seater rooms.

(f) After admission to hostel on the basis of the cards issued by the principal of the collage and head of department, the students shall come under the disciplinary supervision of the hostel administration.

(g) The hostel administration has the right to refuse admission to student whose past record in the hostel is not satisfactory/favorable

(h) A boarder shall be required to furnish an undertaking to the hostel authority containing such conditions as determined by the hostel authorities.

(i) A boarder shall not be allowed to occupy his room in the hostel until he signs such an undertaking.

2. ALLOTMENT.

(a) Rooms in the hostel will be allotted to each holder of a card for that hostel by the warden within seven days of the sate of issue of the card. A student who fails to turn up within seven days will forfeits right to admission.

(b) Subject to availability of cubicles (not applicable to women hostel) only final year students of the professional colleges and post graduate departments may be allotted cubicles. This however, is not to be regarded as a matter of right.

(c) All other students will be accommodated in two seated three seated rooms according to the capacity of the room.

(d) No student will be allowed to change the room once allotted to him except with the permission of the hostel administration.

(e) Residents will be required to pay all the dues outstanding against them before they are permitted to appear in examination and leave the hostels.

(f) A seat falling vacant shall be allotted to the institution to which the seat originally belonged.

(g) No student will be allowed to change a hostel except with permission of the hostel authorities.

(h) Ex-students appearing in the university examination may be allowed to stay in a hostel one week before the commencement of their examinations subject to the availability of seats and on payment of the following charges or as may be revised from time to time:-.

i. Security Rs. 1000/-

ii. Mass Security Rs. 1000/-

iii. Service Charges electric charges room rent, common room crockery charges for one month = Rs. 600/-

3. DISCIPLINE:

a) Each hostel shall have a team of monitors appointed by the hostel authority on the recommendation of the wardens. Each monitor will be incharge of a wing in the hostel and shall hostel. One of the monitors may be appointed as senior monitor, who shall have overall charge of the hostel affairs under the warden.

b) Residents shall abide by the hostel regulations. Violations of any regulation or order issued by the hostel administration will render a resident liable to fine or expulsion from the hostel or to such other action as the administration may deem necessary.

c) The warden in consultation with senior warden will deal with all cases of indiscipline or breach of regulations and orders relating to the hostel affairs.

d) The warden may in consultation with senior warden frame any rule for the internal discipline and management of the hostel.

e) The warden may impose a fine amounting to Rs…… subject to the approval of the senior warden and the senior warden may impose fine upto Rs….. The fine exceeding Rs…….. and expulsion from the hostel, will require the approval/sanction of the hostel authority.

f) Hotel fines shall be registered in the provost office and realized through the hostel offices. The amount of fines shall be credited to the hostel establishment account to be maintained by the provost office.

g) Residents shall keep their rooms clean. They shall bring complaints if any, against the employees of the hostel to the notice of the warden and shall not deal directly with them.

h) Residents shall not be allowed to keep any weapons/firearms or any drugs/intoxicants with them in the hostel.

i) Entry of ladies to the male hostels is not allowed.

4. ALLOTMENT:

The Hostel Charges are as under:

(a) Establishment charges per resident to be paid to the university

1. Hostel Security	Rs. 1000/- (once)
2. Hostel Rent, Servic Charges etc.	Rs. 600/- per month ..
3. Electricity and Gas Charges	Actual Consumption would be equally distributed among all students

N.B The above dues will be payable in advance for one year at the time of admission in the accounts section of the University of Science and Technology Bannu

(b) Miscellaneous charges pr resident per annum to be paid on the hostel at the time of admission.

1. Contingency	Rs……
2. Hostel Security	Rs…….
3. Mess Advance	Rs…. ……..

N.B Students shifting with permission of the provost office from one hostel to another hostel and having paid contingency charges shall not to pay accord time. In such case the contingency charges will be divided proportionally between the hostels concerned.

FOREIGN STUDENTS:

(i) With a view to providing special messing arrangement, more amenities, better security arrangements in case of emergency and provide accommodation to foreign students even during vacation other hostel establishments are closed, seats in Allma Iqbal Hostel No.9 shall be preferably reserved for foreign students who want to have special messing arrangements according to their deity habits and preference.

(j) In all other hostels with common messing arrangements, however, foreign students will be eligible for admission if they so desire and wiling to share the common messing facilities subject to availability of accommodation.

5. MESS:

(a) The mess system in the hostels of the University of Science and Technology Bannu aims at obtaining greater participation of the students in their own affairs and also to prepare them to take administrative responsibility on their own shoulders. This system therefore advocates ensuring management of good affairs to the students under the supervision of hostel administration, but at the same time every effort shall be made to keep the food charges within the means of the students.

(b) Each hostel shall have a mess committee consisting of the warden as chairman, assistant, warden as treasure and four to seven representative of the students residents in the hostel who will be nominated elected for one quarter of the year in October, January and April each year. The mess committee shall elect from amongst its member, a student as its secretary, who will be responsible for managing the mess under the direction of the warden and the mess committee. The mess committee shall prepare a weekly menu, prescribed quantities of food material required and indicate the source and manner of its purchase.

(c) Hostel dues mentioned in head "A" of sub rules officially called as University Official Dues" shall be collected at the source where the students deposit their tuition fee etc.
Dues mentioned in head "B" of sub rule 4 shall be collected by the hostel clerk on proper bank receipt and will be deposited in the hostel's private account. The hostel account shall be jointly operated in the name of the warden and provost in a bank on the university campus. The hostel clerk shall maintain an upto date record of all the receipts and expenditure. The record will be checked regularly by the warden and initialed by him. The account is liable to be audited by the mess committee hostel dues and other food charges shall be disbursed with the prior approval of the warden/provost.

(d) The receipt books will be kept under the custody of the warden and will be issued to the hostel clerk who will return the counter foils to the warder when a book is finished. The hostel clerk will execute a surety bond of the value of Rs……

(e) The mess committee will be fully responsible for the management of the hostel food arrangements. It shall prepare a monthly statement showing the amount due from each resident and shall put it one hostel hence board in the first week of each month for general information. The residents shall clear their dues by the 15th of each moth, failing which they will be fined Rs. 20/- per day after that date. If a resident fails to clear the dues by the 20th of the moth, his meal shall be stopped and he will also render himself liable to expulsion from the hostel.

(f) Meals shall be taken in the dining hall between the hours fixed for each meal. No meal will be served in the room f a resent unless he is ill and has been recommended by the medical officer to take his meal in his room.

(g) Residents are required to enter the dining hall in proper dress.

(h) Late or really meals shall be served with the prior approval of the warden. This will be allowed only if the resident has to attend lectures within the prescribed meal hours or if he holds the night pass.

(i) Each resident will automatically become member of the hostel mess and will pay for all the meals served in the hostel dining hall.

6. HOSTEL GATES:

(a) following timings will have to be observed:

Opening Time	0500 hours	
Closing Time	2200 hours	(1st September to 14th March)
	2300 hours	(15th March to 30th June)

(b) Absence from the hostel at night without night pass is a serious breach of discipline. Night passes for this purpose have been provided and the resident students staying out of the hostel for a night must obtain this pass from the Warden. Serious action will be taken against those violating this rule.

7. STUDY HOURS

Study hours will start with the closing of the hostel gates at 10.00 p.m during study hours every student shall have to remain in his room for study and shall maintain perfect silence. Disciplinary action will be taken against a student found out of his room during the study hours or round disturbing others in their studies.

8. GUESTS

No outsiders shall be allowed to stay in the University hostels as guest without prior permission. A guest can stay for one night only with the permission of the Warden/Assistant Warden.

9. NOTICES

No resident will be allowed to place any notice, Play-card or other material in writing any where in the hostel without the permission of the warden. Violation of this rule is punishable with fine or expulsion.

10. SOCIETY

No society or club be formed in the hostel without the permission of the Warden and once permitted to be constituted should be in accordance these regulations and approved by the Warden. No Magazine, Journal or other printed matter shall be placed in the common room without the prior sanction of the Warden. Meeting and other functions in the hostel can only be held with the prior permission of the Warden and Senior Warden.

11. LEAVE APPLICATION AND COMPLAINT

All applications for leave and all complaints about matter relating to hostel shall be submitted to the warden.

12. UTENSILS, FURNITURE AND ELECTRIC INSTALLATION

(a) Residents are not allowed to take dining hall utensils to their rooms, or remove other hostel furniture form its proper place. Each resident student in the hostel will be provided with a bed, a table and a chair and he will be responsible for the loss or breakage thereof. Resident destroying or damaging any hostel property shall have to make good the loss and shall also be liable to fine as well.

(b) Each room in the hostel has the necessary electric fitting i.e. fan, switch, holder, wire etc and the student residing in that room shall be responsible for the safe return of these fittings when he leaves the room.

13. COMMON ROOM

(a) Each hotel shall have a Common Room Committee, consisting of three residents elected annually at the beginning of each session. The committee shall elect its own Secretary and shall look after the affairs of the common room under the advice of the Warden.

(b) The Common Room funds shall provide for newspapers, magazines and indoor games.

(c) Students keeping a radio-transistor or tape-recorder will make sure that they do not cause interference with the study of the residents, living next to their room.

(d) Common Room furniture and play-boards are to be used with care and in no case shall be taken out of the Common Room.

(e) Film shows are not allowed inside the hostel. Special permission of the Provost for the use of Microphone during the Annual Function is required. Outsider will not be allowed in hostel functions. No professional artist can be invited to participate in any variety program, musical concert.

14. SERVANTS

Private servants are not allowed in the hostel. The hostel servants appointed by the University are responsible to the Warden of the Hostel. Any complaint aginst the servants by a resident should be communicated to the Warden. Servants are under under no obligation to attend to work other than the assigned by the Warden for the service and comfort of the students.

15. CUSTODY OF VALUABLES

The Warden or any other University authority shall not be responsible for the loss of any cash and others valuable of the residents in the hostel unless these are handed over to them for safe custody.

16. SOCIAL AND CULTURAL ACTIVITIES

(a) To establish close contact between the teachers and the taught, members of the faculties will be requested to dine with the students in the hostel.

(b) Such social and cultural activities, as permitted by the hostel authorities, may be arranged by the resident students.

17. CLOSURE OF THE HOSTEL

(c) The hostels will remain closed during the Summer Vacation, and all residents shall be liable to vacate the hostel immediately, only one hostel shall be kept open for foreign students, the Social workers and those having research projects. Such students will have to pay their hostel dues in advance for the period of their stay.