



آغا خان يونيورسٲى

THE AGA KHAN UNIVERSITY

## HOSTEL RULES

Karachi, Pakistan

Effective: January 01, 2024

The university reserves the right to make changes in the hostel rules as and when required. Hostelites will be informed of any changes. These rules must be read in conjunction with all other rules of the university including the student code of conduct and the disciplinary rules as given in the student handbook.

## **DECLARATION**

A student, before being admitted as a hostelite, must furnish a written declaration from the parents/legal guardians to the effect that his/her ward will abide by the hostel rules and that he/she will be responsible for all financial matters relating to his/her ward.

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## 1.0 Hostels Managed by the Aga Khan University (AKU)

The Aga Khan University endeavours to provide a clean and safe living environment for outstation students. The university manages hostels to accommodate its full-time students and also those joining the university for a limited period of time.

Hostelites are expected to live according to the Student Code of Conduct<sup>1</sup> and to behave in a manner in keeping with the values of the university. Furthermore, they are expected to treat the hostel facilities with respect and honesty, and to abide by the hostel rules, which exist in the students' own interest and for the reassurance of their parents and guardians. Failure to abide by these rules will be considered 'unprofessional conduct' and will result in appropriate disciplinary action.

The university reserves the right to make changes in the rules at any time.

### Please Note:

- a. These are general guidelines which hostelites must follow in the interest of safety and security and to ensure a comfortable stay in the hostel.
- b. Parents/guardians are requested to go through these rules and to advise their wards to follow them strictly. Hostelites must submit a declaration certificate and an undertaking to this effect (Annexes A & B). These documents must be signed by the hostelite and the parents/guardians and submitted to the respective manager or authorized person at the time of joining the hostel.
- c. Rules are reviewed and revised as and when required.

## 1.1 Definitions

Except where it is clearly stated otherwise,

- a. '**University**' means the Aga Khan University.
- b. '**Hostel**' means any accommodation provided by the Aga Khan University to accommodate its students.
- c. '**Hostelite**' refers to any resident staying in any university hostel, as defined above.
- d. '**Hostel Property**' means the hostel premises, fixtures and furnishings. It includes all material and equipment installed in or provided by the hostel.
- e. '**Authorised Person**' means any person duly authorised by the Aga Khan University to act on its behalf.
- f. '**Offence**' means a disciplinary offence under the rules.

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<sup>1</sup> Student Code of Conduct and Disciplinary rules are given in the Student Handbook.

## 1.2 Order of Priority for Hostel Accommodation

Subject to availability, students are eligible for hostel accommodation in the following order of priority:

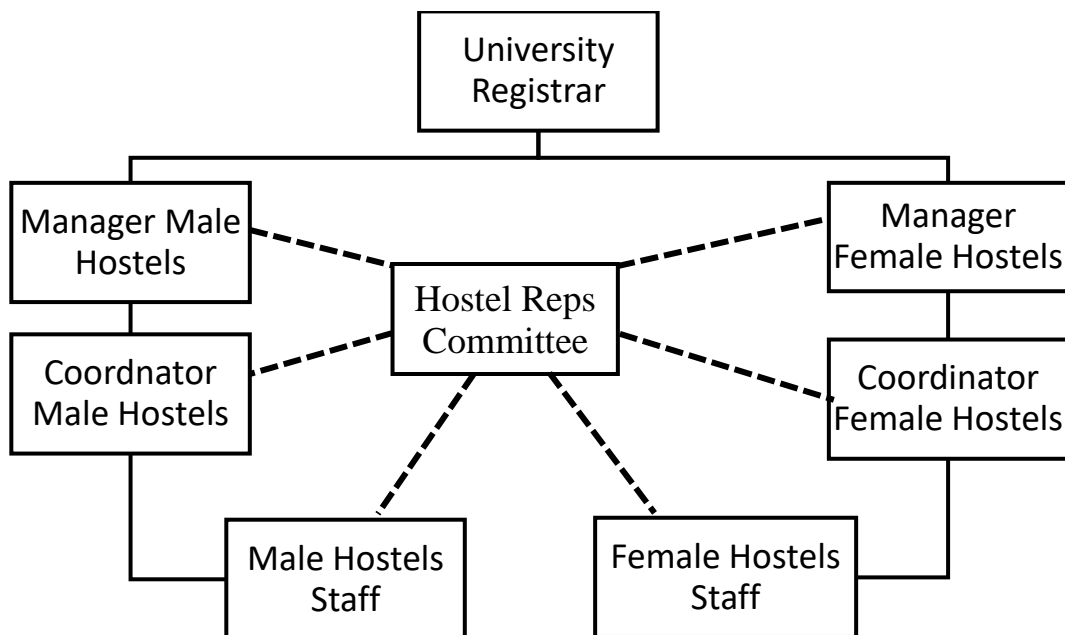
- a. Outstation Students
  - Priority 1: Students in undergraduate programmes
  - Priority 2: Students in graduate/postgraduate programmes
  - Priority 3: Residents in the Post Graduate Medical Education Training programmes
- b. Students on Electives
  - Students from other Pakistani or foreign universities who are enrolled at AKU to study for short periods of time.
- c. Guests
- d. Individuals who are sponsored by a hostelite (family members only) or by a department at AKU or AKDN (Temporarily suspended because of COVID.)
- e. Alumni
  - Individuals who are graduates of AKU
- f. Staff
  - Individuals who are employees of AKU or AKUH

All categories of individuals are requested to confirm rent as these are different for different categories as listed above.

STUDENT CHARGES ARE APPLICABLE ONLY TO AKU STUDENTS.

## 1.3 Hostel Management

The hostels are governed by the following individuals:



The hostel management and its designates are available in the hostels around the clock to ensure the safety, security and upkeep of the hostels and also to look after the diverse needs of the hostelites. Their advice and assistance should be sought as required, particularly in case of ill health, accidents, faulty equipment and other unforeseen events.

#### **1.4 Hostel Representative Committee**

A Hostel Representative Committee is elected each year; committee members represent all the classes residing in the hostels. The committee assists and supports the hostel management to improve the quality of life of the hostelites and to organise various activities and events for the recreation and entertainment of the hostelites.

### **2.0 Health Care**

Hostelites should consider their health to be a primary concern. They must contact the hostel coordinator/housemother for any health-related issue while in the hostel. Hostelites must inform the coordinator/housemother before going to the CHC or ER for medical treatment so that the coordinator/housemother remains knowledgeable about the whereabouts of the hostelite and can follow up as required.

During regular office hours, hostelites should contact the Student Health Physician in the Community Health Centre (CHC) located within the campus. Students must visit urgent care services in the CHC during the evening. Visits to the hospital emergency room (ER) should be restricted to emergencies only.

If any hostelite is unable to attend a class due to sickness, he/she is responsible for informing the registrar office or class coordinator as applicable.

In cases where a student is admitted into the Hospital, for any reason, a fitness certificate will be required to re-join the hostel.

### **3.0 Hostel Facilities**

The hostels managed by the university provide single and shared accommodation with communal bathrooms.

Upon arrival, each hostelite must complete, sign and return a detailed room inventory for record keeping purposes. Attached are room inventory sheets for on-campus (Annex C) and off-campus (Annex D) hostels.

Hostelites must provide their own:

- a. Bed sheets, pillow covers, towels and blankets
- b. Crockery according to need

#### **3.1 Air Conditioning**

The university has installed air conditioners in each on-campus hostel room. Campus-10, an off-campus hostel owned by the university, also has an air conditioning facility.

There will be separate charges for air conditioning, the rates for which are determined by the Finance Department.

In off campus hostels which are AC enabled, students may install an air-conditioner and will be required to pay the relevant charges on a monthly basis as decided by the Finance Office.

### **3.2 Common Rooms**

There are air-conditioned common room facilities in all the hostels. Television and cable connections have been provided.

### **3.3 Laundry Rooms**

All hostels have laundry and ironing facilities. These facilities are free of cost, but hostelites must use their own detergent.

In their own interest, hostelites are requested not to leave their washing unattended. Washed laundry should be promptly removed from the washer and dryer. Students hand washing their clothes are requested not to dry them in windows, passageways, staircases and other non-designated areas. Please request a drying rack from the coordinator's office.

**Your clothes are your responsibility.** The hostel management cannot take responsibility for lost washing.

### **3.4 Meals**

Arrangements have been made for students to purchase hot meals within the hostel premises. Additionally, there are cafeterias located around campus. Details of these facilities will be provided to students upon their arrival into the hostels.

Vending machines with snacks for purchase have also been made available in the hostels.

For students living in the off-campus hostels, the transport routine is scheduled such that hostelites may have their meals on-campus.

### **3.5 Kitchens**

There are kitchenettes in all the hostels for the students to cook their own food if they wish to do so. These are equipped with a refrigerator, microwave oven, toaster and burners.

Hostelites must use these facilities with care. Cooking equipment must be turned off after use, and food scraps and litter should be properly disposed of in the available rubbish bins so that rodents and insects do not infiltrate the hostel.

With the current sui gas issues in Karachi, it may not always be possible to cook at odd hours, Students are requested to inquire about the availability of gas and prepare the meals accordingly.



### **3.6 Internet Facilities**

High speed Wi-Fi internet facility is available within the hostels free of cost.

- a. On campus: Wi-Fi coverage is provided to all rooms, but for logistical reasons a router has been placed in each alternate room. The safety of the router is the responsibility of the student in whose room the router has been installed. This is an expensive piece of equipment, costing approximately US \$500. Hostelites are informed that the room occupant will be responsible for paying for repair to/replacement of a router if it has been damaged and mishandling has been ascertained.
- b. Off campus: Wi-Fi internet facilities are also provided in each off-campus hostel.

Students are expected to use the internet facilities for academic purposes only; if it is not used prudently, then browsing may be slow. Students are cautioned not to use the internet to download music and movies, particularly when fellow students are in the process of researching for their assignments and dissertations.

Whenever students have connectivity or IT related concern, they must log complaints at extension 3434 or email them to [it.servicedesk@aku.edu](mailto:it.servicedesk@aku.edu) for a quick response.

### **3.7 Telephones**

Students are requested to use their own mobile phones to make local, national and international phone calls, however, in an emergency please contact the hostel supervisor.

There are telephones available for internal extension communication.

### **3.8 Generators**

Every off-campus hostel is equipped with a standby generator for uninterrupted electricity during load shedding or breakdowns.

Hostelites are reminded that the generators are for emergency use and can take the load of lights and fans only. Hostelites must switch off televisions, irons, washing machines, air conditioners and refrigerators when the generator is running.

In the case of an electricity breakdown of several hours, the generator will need to be switched off once every 3 hours for 45 minutes, as prolonged use of the generator is a serious fire hazard due to overheating.

For their own safety, hostelites are expected to cooperate with these rules.

### **3.9 Hostel Keys**

Each hostelite will be given one hostel room key at the time of registration and will be required to return their room key when vacating the room.

Hostelites are expected to be solely responsible for their room key and are not allowed to lend the key to anybody under any circumstances. Hostelites must not make a duplicate key. The misuse of hostel keys will lead to withdrawal of accommodation.

Should a key be lost, the hostelite should immediately file a report to the hostel management. Due to security reasons, the room lock cylinder will be changed, and the student must pay Rs. 1000/- for the replacement of the lock cylinder. If a key is damaged, the student must submit payment of Rs. 300/- with the damaged key. It takes 24 hours from the time of the report to have a replacement key made.

Hostelites in the off-campus hostels are issued keys for their bedside table and cupboard. Should one of these keys be lost, the cost incurred in changing the lock will be recovered from the hostelite.

### **3.10 Package Service**

The hostel reception will accept parcels received through AKU mail office on behalf of hostelites. Hostelites may deliver packages to be mailed to the hostel reception or directly to the AKU Mail Dispatch Office.

## **4.0 Safety and Security**

Safety and security is the responsibility of each student. While every possible effort is made to ensure a safe environment, hostelites must, in their own interest, cooperate with the hostel management by following all safety instructions.

### **4.1 Personal Security**

Signing the register when you leave and return to the hostel is your responsibility. It is important for the hostel management to know your whereabouts at all times in case of any urgent need.

### **4.2 Security of Money and Valuables**

Hostelites must keep their rooms locked at all times, even when leaving for a short while. Wardrobes and drawers of the study table and bedside table must be locked when the resident is not inside the room.

Hostelites are advised not to keep large amount of cash or valuables in the room. They will be completely responsible for all their valuables including laptops, computers, mobile phones, electronic gadgets, etc. The hostel management will not be responsible for any valuable item which is lost, stolen or damaged.

It is in the hostelites' own interest to deposit in the bank all the money that they do not need for immediate use, and to carefully safeguard their ATM/debit card.

Hostelites are advised not to carry valuable items/large amounts of cash when leaving campus premises.

### 4.3 Security of Data

All hostelites must take care of their data security, and must not disclose their ATM/debit card PIN to anybody - even to their best friend. The same is true for all sensitive information, including username and password details for computers, laptops and mobile phones, as well as email and social media accounts. The university will not be responsible for any loss or damage incurred due to disclosure of PIN, password or login information.

### 4.4 Fire Safety

In order to meet a fire emergency without panic, fire drills are conducted periodically. Hostelites are expected to extend their full cooperation during these drills.

#### **On discovering or seeing actual fire:**

- a. Sound the alarm
- b. Inform the Fire Reporting Centre at extension 1600
- c. Vacate the premises through the closest exit and congregate in the nearest courtyard
- d. Return to building only when instructed by the fire officer

Do not attempt to fight a fire if any personal danger is involved. For a minor fire use water hoses (firefighting equipment) which are available throughout the building.

Hostelites are **WARNED** that Fire alarms and Fire extinguishers are not **play** items. Hostelites are prohibited from activating fire alarms without reasonable cause. Raising false fire alarms, damaging any fire-safety equipment or discharging or tampering with fire-safety equipment without a fire or a reasonable threat of a fire will lead to serious disciplinary action.

### 5.0 Transport

The university provides transport for hostelites living in off-campus hostels. The transport shuttle runs between the main campus and the off-campus hostels at staggered timings scheduled in consultation with the hostelites to meet their transportation needs.

### 6.0 Procedure for Requesting Accommodation

To request accommodation, submit the completed request form to the relevant hostel manager. Priority is given to students whose homes are not in Karachi. Each year before start of new academic session all hostelites are to reapply for hostel accommodation with relevant documents. The Request for Hostel Accommodation form is attached (Annex A).

### 7.0 Allotment of Rooms

Hostelites must occupy the bed spaces specifically allotted to them. Transfers or exchanges amongst the hostelites is not permitted. In case a student wishes to request

a change or re-allotment of a room, a written request should be made to the manager with a valid reason for the requested change.

The Hostel Management reserves the right to:

- a. Allocate a vacant bed in any room to another applicant at any time; and
- b. Relocate a hostelite from one room/ hostel to another room/ hostel if and when required. One week notice will be given to the hostelite and necessary facilitation will be provided in such circumstances.

## **8.0 Moving into and Vacating the Hostel**

### **8.1 Checking In**

For first year students, university accommodation is only available after the check-in dates provided by the Office of the Registrar. Upon arrival, new students must go to the relevant on-campus hostel reception to complete formalities. They will receive their hostel and room allocations at this time.

If, for any unforeseen reason, a student needs to move in before the specified dates, he/she should notify the hostel management at least 48 hours prior to his/her anticipated arrival. The management will try its best to accommodate the student, but this cannot be guaranteed.

Due to security concerns students' belongings may be checked by the security guard at the entry gate.

### **8.2 Vacating Hostels during University Vacations**

Students are required to completely vacate their rooms/flats/bed spaces during summer vacation that is equal to or exceeds three weeks. This is mandatory for all hostelites, however, final year hostelites may stay with prior approval of the Hostel Management with valid reasons.

All belongings must be removed, and the key handed over to the hostel management. Students must sign out in the register and inform the hostel management of their return dates. Hostelites will not be charged hostel rent for these vacation periods. Hostelites will be allocated the same room upon their return from vacation. The university management reserves the right to clean, fumigate, renovate and paint the room during this time period.

Unless there are approved programme-oriented reasons, (e.g. failure for which remedial work including clinical hours must be completed) there will be no exceptions to this rule. Any hostelite needing to stay in the hostel during vacations for any academic reason or unprecedented obligation must seek permission from the relevant Hostel Management.

**Note:** During vacations, for effective use of resources, for hostelites who do not proceed for vacations due to academic/ official commitments and have the necessary

approvals from the Hostel Management, the Hostel Management reserves the right to relocate the student for the duration of the vacations.

### **8.3 Vacating the Hostel for Other Reasons**

Should a hostelite wish to vacate the hostel due to personal reasons, the hostel coordinator must be informed prior to the scheduled departure. The room key must be handed to a member of the hostel management only.

The graduating class (final year class) will be required to vacate their rooms on the announcement of final results are made. There is no provision for extension for any reason.

The hostel coordinator will check each room being vacated for damages or deficiencies. The resident must pay for or replace any damage or deficiencies before vacating the room.

Any personal belongings left in the room will be deemed to be abandoned by the hostelite and will be disposed of without any reference to the owner.

Should a student's admission to a programme at the university be withdrawn for any reason, or should the student discontinue study at the university, then his/her room allocation will be withdrawn.

During the academic year, students in the graduate programmes must vacate their rooms on the announcement of results or submission of final thesis after defence.

Since registration as a student culminates after final results for the programme are announced, any student wishing to continue their stay, if space is available, must pay alumni charges as per the rule of the Finance Office.

### **8.4 Checking Out of the Hostel**

When checking out, hostelites must remove all their personal belongings and vacate the room on the specified check-out date and complete all paperwork with the hostel management.

Hostelites who wish to temporarily store belongings must pack their possessions in their own boxes, label them with their name and ID number, and transfer them to the storage venue. The hostel management is not liable for any damage to or loss of any item stored in said venue.

In case a student does not empty his/her room at departure, the hostel management reserves the right to clean out the room without the prior consent of hostelite and to dispose of all possessions. The necessary rent will need to be paid.

### **8.5 Temporary/Permanent Withdrawal of Accommodation**

Hostelites may be required to vacate their rooms or shift to alternate accommodation at short notice for administrative purposes.

The hostel management reserves the right to open any room which has not been vacated and pack and store the contents. The hostel management takes no responsibility for any breakage or loss as a result of this process.

In case a hostelite is required to vacate the hostel for any reason, including indiscipline, the hostel management will send a copy of the letter to his/her parents/guardians for their information. The hostelite will be required to complete the withdrawal procedures and vacate the hostel immediately. The balance of any hostel fee paid is not refundable.

## **9.0 Hostelites' Responsibilities**

### **9.1 Registering Whereabouts**

Students must sign in and out of the hostel using the register at the hostel's reception. This must be done upon arrival, when leaving for and returning from vacation, and when leaving the campus for any reason except for curricular requirements.

In their own interest and in the interest of safety and security, all hostelites are advised to be within the hostel premises by **11:00 pm**. Any hostelite expecting to arrive late must inform the staff on duty at the respective hostel, make a note in the register complete with a contact number and address, and sign the register upon return. Hostelites who live on campus must write their names in the register when visiting the library or cafeteria after 11:00 pm.

It is expected that the hostelite will inform the hostel management of their correct whereabouts. The hostel management takes no responsibility of verifying this information.

The hostel management reserves the right to ask the hostelite to vacate the hostel if this rule is not adhered to. Moreover, the hostel management will have the right to take disciplinary action by sending this matter to the relevant programme office and Dean/Director.

### **9.2 Mutual Care**

All hostelites must report any disciplinary matter or problem concerning them or their roommate/neighbour(s) to the hostel management.

In case their roommate or neighbour is:

- a. absent or cannot be located for more than **48 hours**.
- b. sick or is in any kind of physical/mental trouble.
- c. indulging in any unhealthy/harmful practices.

it should be reported immediately. This will enable the hostel management to follow up on the matter.

Hostelites should not indulge in practices/activities which may endanger their own personal safety as well as that of others. Activities involving or possession of

chemicals, bio-compounds, etc. which may cause fire, explosion or any kind of hazard to the hostelites are strictly prohibited.

### 9.3 Cleanliness

Hostelites are requested to be conscious of the environment in which they live by keeping it clean and presentable. This is in the interest of your own health and hygiene. Hostels are smoke free zones. This must be respected.

### 9.4 Responsibilities

**All hostelites are responsible for:**

- a. Keeping their room clean. The housekeeping staff is not authorised to clean the hostelites' rooms. Cleanliness of common areas remains the responsibility of housekeeping staff.
- b. Safekeeping their belongings. Please use the lockable drawers in each room and look after your laptop, phone and other valuable possessions. These have a habit of walking away if not carefully guarded.
- c. Washing their own clothes regularly. Soiled clothes attract bugs and are a health hazard.
- d. Throwing garbage in the garbage bins, so as not to attract insects, rodents and cats, which are an inconvenience and a health hazard. Please do not litter your room, corridor, terrace and premises.
- e. Keeping their shoes in a cupboard or drawer. Shoes that are left in the corridor often disappear. The hostel management will not be responsible for lost shoes.
- f. Switching off the fan, light, and air conditioner when leaving their room. Remember when you switch off your fans and lights someone else can switch on theirs.
- g. Using water carefully. Please do not waste this precious commodity.
- h. Paying for any damage/loss of hostel property. Hostelites will be charged for any missing/damaged property, except for damage that occurs due to normal wear and tear.

**Hostelites must not:**

- a. Leave dirty plates or food scrap in common rooms. You are responsible for your own health and safety. Garbage must be disposed of in the rubbish bins.
- b. Feed the cats in the hostels or keep pets in the room.

The hostel management is authorised to make spot checks on a weekly basis.

### 9.5 Dress Code

The student dress code should be observed. Culturally appropriate and dignified attire reflects your personality and is a mark of respect to your institution of learning.

Hostelites are required to be appropriately dressed when in the common areas, particularly during the day, as there are workers around the hostel.

## 9.6 Holding Functions/Meetings in Hostels

Hostelites may arrange functions and meetings within the hostel premises after seeking permission in writing from the relevant manager. This includes meetings for routine hostel affairs such as organizing sports, co-curricular and extra-curricular activities, etc.

## 9.7 Reading of Displayed Instructions/Notices

All hostelites must read all instructions/notices displayed on the notice boards, and excuses for non-compliance with such instructions/notices will not be accepted. Hostelites are advised to look at the notice board every day to keep themselves updated with latest information.

## 9.8 Observing Silent Hours

Anything which interferes with the studies of fellow students must be avoided at all times. Hostelites should not disturb other residents by going to their rooms or by disturbing the quiet atmosphere. Playing of loud music is not permitted; please use earphones while listening to music.

‘**Silent Hours**’ will be observed from **11:00 pm to 8:00 am** on all days. Making noise during this time will be considered a breach of rules. Complaints from other hostelites will be investigated and action will be taken accordingly.

## 9.9 Alteration/Damage

*Hostelites must not paint their room walls, install wooden/vinyl flooring or damage walls, doors or other fixtures of the room or hostel premises.* In case a student is found to have painted walls, knocked screws or nails into the wall or permanently changed the flooring, he/she will be required to vacate the hostel.

Hostelites are allowed to have removable rugs/carpets with permission from the hostel management.

## 10.0 Parents’/Guardians’ Responsibilities

The parents/guardians are responsible for their ward. They must follow up on their ward at regular intervals. The parents/guardians are requested to inform hostel management without any delay if their residential address, email or telephone numbers change.

In the event of an emergency, the hostel authorities will call/email the parents/guardians. It will be understood that the information has been received. In case there is no response, the responsibility would fall upon the parents/guardians.

## 11.0 Electrical Appliances/Items

Hostelites must use the equipment provided in the kitchens and laundries.



Hostelites may bring with them the following items for use, keeping in mind that the total load on a wall socket must not exceed 13 Amps: iron, hair dryer, personal computer/laptop, alarm clock, table/pedestal fan, desk lamp, battery charger, small bedroom refrigerator. When using this equipment, there must be strict adherence to the following:

- a. Equipment and connecting leads must be serviceable and in a safe condition.
- b. Strictly no cable running on the floor or from room to room.
- c. Plugs must be wired in the correct manner and incorporate fuses of the correct amperage.
- d. One plug must be linked to one piece of equipment only.

Please **DO NOT** bring: hot plate; electric cattle; rice cooker; microwave; personal TV set, home theatre system, air conditioner. If found, these will be disposed of.

Hostelites must complete the inventory form to inform the hostel management about their electrical items within two weeks of taking residence. All undeclared items are subject to confiscation and sale at the disposal department.

**Please Note:** The hostel management reserves the right to take necessary action/remove any electrical appliances that do not conform to safety standards.

## 12.0 Policy for Visitors

The following guidelines are promulgated for visitors:

### 12.1 Visiting Hours

<i>Monday through Saturday</i>	05:00 pm to 09:00 pm
<i>Sunday and Public Holiday</i>	10:00 am to 09:00 pm

### 12.2 Visitors' Rights

The hostelites must respect the visiting hours, and to avoid any inconvenience they must inform their guests accordingly. The hostelites must accompany their guests at all times and must request the guests to leave the hostel by the stipulated time. Guests will not be allowed to stay in any of the hostels overnight unless a request has been made in advance.

The hostelites are responsible for their visitor's full compliance and observance of the provisions in the hostel rules and regulations. Any breach of the hostel rules and regulations by the visitor shall be deemed to be a breach by the hostelite.

Male hostelites/visitors are not allowed inside the women's hostels and female hostelites/visitors are not allowed in men's hostels. Family members may visit a hostelite in the visitors' lounge during visiting hours.

Parents may visit a hostelite's room for a short duration with the consent of hostel coordinator/housemother.

### 12.3 Temporary Stay

Subject to availability of accommodation, the family member of a hostelite may be permitted to stay in the hostel, with the prior written approval of the University Registrar. Male family members will be permitted in the male hostel and female family members in the female hostel. Guest charges will need to be paid.

Hostelites who wish to host a guest should obtain approval on the Hostel Guest Request Form. Please print and complete this form, which is attached as Annex F. It may also be downloaded from the website below:

<https://www.aku.edu/admissions/Documents/hostel-rules.pdf>

Room sharing is not allowed.

To stay in the hostel guest(s) must be vaccinated and follow COVID protocols.

### 12.4 Day Scholars

Day scholars may use hostel facilities with permission from the relevant hostel management.

There are on-call rooms available in both the on-campus hostels. Space to stay overnight or during the day is permissible. A prior request is required.

Hostelites may not share rooms with other students. Subletting of rooms is strictly prohibited and strict disciplinary action will be taken.

## 13.0 Payment of Dues

**The hostel rent must be paid in advance.** A deposit equal to one month's rent is payable at the time of registration. The hostel rent does not include meals.

Hostelites leaving the hostel for vacation should clear all their dues before they leave.

The deposit minus the cost of any damages is refunded on termination of residence. Any unused rent, in case the hostelites vacates the hostel before the committed date, will be refunded.

Finance policy number 24 is also applicable for hostel rent.

(<https://www.aku.edu/admissions/Documents/policy-outstanding-accounts-024.pdf>)

Due to inflation the university reserves the right to review the hostel rent.

### 13.1 Methods of Payment

All charges must be paid at the Cash Office located near the men's hostel. Please obtain a receipt for your payment. Payment by credit card or ATM card may be made at the Cash Office.

Cash Office timings: 9:00 am–12:30 pm and 1:30 pm–5:00 pm, During working days.

## 14.0 Hostel Rules and Regulations

**These rules should be read in conjunction with the Code of Conduct provided in the Student Handbook.**

These rules shall apply to all hostelites residing in AKU hostels. Violation of any rule will make the hostelite liable to disciplinary action by the appropriate authority. This may include a warning letter, fine, suspension, or dismissal from the hostel or from the hostel and university both.

Hostelites are required to follow these rules, respect the rights of their neighbours, and refrain from any act that may destroy or disturb the peace and harmony in the hostels. Among other matters listed in this section **you must not:**

- a. Take part in any criminal, political, ethnic, sectarian and/or other undesirable activity.
- b. View or be in the possession of pornographic material.
- c. Write slogans or create any obscene or other drawings on the hostel walls or in the rooms.
- d. Possess or display lethal weapons including firearms, sticks, rods, chains, etc. in the hostel rooms or anywhere within the premises.
- e. Possess, consume, store or supply liquor or any sort of intoxicant or any contraband item or prohibited medicine/drug without a doctor's prescription.
- f. Take part in any kind of gambling, even if there is no money at stake.
- g. Break open or try to break open occupied/vacant rooms in the hostels.
- h. Vandalise the windows or furniture within the rooms.
- i. Keep a pet of any kind including fish, animals, and birds.
- j. Feed stray dogs or cats in the hostel premises.
- k. Cook in your hostel room. Kitchenettes are available in the hostels and must be used.
- l. Climb over AKU walls or building roofs. Violations have caused serious accidents and irreparable injuries.
- m. Sleep anywhere other than your own room without the consent of the Manager, University Residences.
- n. Play pranks and rowdy games in any form within hostel premises.
- o. Lend to or borrow money from fellow students or staff.
- p. Leave hostel premises on holidays for picnics or excursions without prior permission of the hostel manager. The university takes no responsibility for any event organised without the permission of the hostel management.
- q. Argue or interfere with the hostel staff on duty. Complaints/suggestions should be forwarded to the relevant manager.

### 14.1 Dishonest and Destructive Behaviour

Dishonest behaviour is prohibited, and includes the following:

- a. Submitting false, misleading, or incorrect information
- b. Withholding any material information

- c. Stealing or theft
- d. Cheating
- e. Wilful destruction of furniture, property or equipment belonging to the university or other persons
- f. Physical violence or harassment against other hostelites, faculty or staff or any other person
- g. Invasion of the civil rights of others
- h. Demonstration of any kind
- i. Organization of civil disturbances in any form

All of the above and any other matter that falls within the remit of misconduct stated here or defined at a later stage is strictly prohibited.

#### **14.2 Prosecution of Offences**

Please be advised that depending on the nature of offence, the University Security Department will be informed, and they may also inform the police authorities. Offences will be reported to the relevant committees in the university for advice and further action. The parents/guardians will also be informed.

#### **14.3 Jurisdiction of the Aga Khan University**

The jurisdiction of the Aga Khan University is confined to the campus. If any hostelite creates law and order problems outside the campus, the Aga Khan University is **NOT** answerable to the police or any other authority. Hostelites are solely responsible for their behaviour and conduct.

#### **14.4 Observation of an Undesirable Incident/Activity**

Should you observe an undesirable incident/activity going on in the hostel or on the campus, please do not take law into your own hands or try to solve the issue directly. Depending on the urgency of the matter, you may call Security [3486-2222, 3486-2682, 3486-2121] to lodge a complaint.

#### **14.5 Housing Unauthorised Guests**

Hostelites must not house unauthorised individuals in their rooms. This is strictly prohibited and will be a cause for disciplinary action against the hostelite concerned. Having visitors of the opposite gender in a hostel room will result in irrevocable dismissal from the hostel, and the matter will be forwarded to the Disciplinary Committee.

If it is established that a hostelite has hosted a guest overnight without permission, the host will be charged 'guest' room rent. Additionally, the case will be referred to the Disciplinary Committee for necessary action.

All visitors will be required to sign the visitors' book before entering the hostel.

All hostelites are advised to extend their fullest co-operation to ensure that no unauthorised person enters or stays in the hostel premises. If you see a person you

cannot identify, in the interest of the hostel and your own safety, please bring this matter to the notice of duty coordinator/housemother immediately.

### **14.6 Smoking**

AKU has been declared a **Smoke Free Zone**. Smoking is strictly prohibited within the hostel premises.

If any hostelite is found smoking or vaping within the hostel premises, or if any evidence of smoking, such as cigarette packets, cigarette butts, or smoke/smell or electrical vaper is found in a hostelites' room, a warning letter will be issued and a copy placed in student's personal file. For repeated offences the case will be referred to the Disciplinary Committee.

### **14.7 Ragging**

Ragging in any form is strictly prohibited – both within the hostel and within the campus. There are serious consequences; in the past students have been suspended and expelled from the hostel/university. When individuals committing or abetting ragging are not identified, the university will award collective punishment to groups suspected to be involved. The acts which may constitute ragging are listed in Annex F.

## **15.0 Offences Resulting in Eviction from Hostels**

Hostelites found and confirmed to have committed the following offences may be immediately ordered to move out of the hostel:

- a. Arson or wilfully causing a fire in the hostel.
- b. Intentionally setting off the alarm system when there is no emergency.
- c. Unauthorised use or damage done to any emergency or safety equipment.
- d. Inflicting bodily harm on others
- e. Allowing persons of opposite gender to stay overnight in the hostel room.
- f. Making a duplicate key.
- g. Stealing public property or others' personal belongings.
- h. Any other incident not specified in this booklet which has significant impact .on the hostel and determined by the Hostel Management Committee to be a serious offence.

## **16.0 Penalties and Administrative Fees**

A list of penalties and administrative fees that the university may impose on hostelites is attached as Annex G.

## **17.0 The Rights of Hostel Management**

The hostel management reserves its rights to:

- a. Enter and inspect any room if:

1. There are any grounds to believe or suspect violation of hostel rules,
  2. There is suspicion of unlawful activities and security risk.
  3. There is suspicion of the presence/use of any substance, material or item in the room; where such use or possession is illegal or prohibited by the law of State.
  4. The hostelite has been absent from his/her room for a long period without prior information or any valid reason.
- b. Inspect any room to:
1. Ensure the hygiene, safety and security of the hostels, to carry out any cleaning, repair, installation, maintenance, or improvement works.
  2. Enter any room whether or not the hostelite is present, and without prior notice to the hostelite.
- c. Ask a hostelite to get a spot urine test or blood test as and when required.

## **18.0 Reporting Channel**

The hostelite should report any complaint related to the hostel to the relevant manager or designate in the hostel, so that the issue can receive prompt attention

## ANNEXES

### ANNEX – A Request for Hostel Accommodation

The Manager  
AKU Residences, Karachi

Dear Sir or Madam,

I, \_\_\_\_\_ have been admitted into the  
\_\_\_\_\_ programme of the Aga Khan University. Since I  
am a resident of \_\_\_\_\_ (name of city) with no other  
accommodation available in Karachi, I request hostel accommodation.

**I have carefully read and understood the Aga Khan University hostel rules and I undertake that:**

- a. I will abide by the hostel rules and regulations and will not indulge in any behaviour or act that may violate the rules.
- b. I will not create a public nuisance nor participate in or propagate political, religious or regional issues which may lead to disharmony or cause a law-and-order problem during my stay in the hostel.
- c. I will pay hostel rent for the coming month one week in advance.
- d. If I violate hostel rules, AKU shall have the right to terminate my residence immediately.
- e. I am responsible for my health and safety while in residence at AKU and will seek assistance of the hostel management as and when required.

Please indicate how the following charges are being paid:

- 1) Rs. \_\_\_\_\_ as hostel deposit and Rs. \_\_\_\_\_ as rent for December  
These amounts will be paid \_\_\_ as a separate draft \_\_\_ with tuition free draft.
- 2) US\$ \_\_\_\_\_ as hostel deposit and US\$ \_\_\_\_\_ as rent for December  
These amounts will be paid \_\_\_ as a separate draft \_\_\_ with tuition free draft.

Thank you.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's parent or guardian's name: \_\_\_\_\_

Applicant's parent or guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Relationship with the student: \_\_\_\_\_

**THE AGA KHAN UNIVERSITY HOSTELS**

**Request Form for Hostel Accommodation**

Class of \_\_\_\_\_

Attach:  
2 recent passport-size photographs with applicant name written on the reverse

Hostelite ID#: \_\_\_\_\_

Name: \_\_\_\_\_

*First Name*

*Middle Name*

*Last Name*

Father's Name: \_\_\_\_\_

Date of Birth: (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Blood Group: \_\_\_\_\_

Residential/Permanent Address: \_\_\_\_\_

Res. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parents' Cell: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

**Emergency contacts (preferably in Karachi):**

1) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Res Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

2) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Res Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY**

Application accepted: \_\_\_\_\_ Hostel allocated: \_\_\_\_\_ Not Accepted: \_\_\_\_\_

Waiting list for: \_\_\_\_\_ Hostel Room #: \_\_\_\_\_ Floor: \_\_\_\_\_ Block: \_\_\_\_\_

Key #: \_\_\_\_\_ Occupied on: \_\_\_\_\_ Vacated on: \_\_\_\_\_

Comments of Coordinator at the time of vacation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, Male & Female Hostel

\_\_\_\_\_  
Manager's Signature



## ANNEX – B

## Undertaking by Hostel Residents

Date: \_\_\_\_\_

I, \_\_\_\_\_, with Registration No. \_\_\_\_\_, and enrolled for the \_\_\_\_\_ Programme, at the Aga Khan University, undertake that my parents/guardians and I have read and understood all the hostel rules and the consequences for not abiding with them.

I am signing this undertaking to assure the management that I agree to abide by these rules in letter and spirit. I completely understand the vacating policy No. 11 which reads as follows:

### **11.0 Vacating Hostel During University Vacations**

Students are required to completely vacate their rooms/flats/bed spaces during any vacation that is equal to or exceeds three weeks. This is mandatory for all hostelites except those in the final year of their academic programme.

All belongings must be removed and the key handed over to the hostel management. Students must sign out in the register and inform the hostel management of their return dates. Hostelites will not be charged hostel rent for these vacation periods. Hostelites will be allocated the same room upon their return from vacation. The university management reserves the right to clean, fumigate, renovate and paint the room during this time period.

Unless there are approved programme-oriented reasons, (e.g. failure for which remedial work including clinical hours must be completed) there will be no exceptions to this rule. Any hostelite needing to stay in the hostel during vacations for any academic reason or unprecedented obligation must seek permission from the relevant hostel management.'

I permit the hostel staff to dispose of any belonging I have left in the room after I have vacated the room and signed the sign-out register.

\_\_\_\_\_  
*Signature of the hostelite*

\_\_\_\_\_  
*Signature of parent/guardian*

Programme: \_\_\_\_\_ Room Number: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

**ANNEX – C****Room Inventory – On- campus Hostel**

Academic Year: \_\_\_\_\_ Students Name: \_\_\_\_\_

Room No: \_\_\_\_\_ Hostel Address: \_\_\_\_\_

S. No.	Item	Qty	Remarks
1	Bed with 3 drawers	1	
2	Study table with drawer cabinet	1	
3	Study chair	1	
4	Built in cupboard with sliding door and space above to keep bags	1	
5	Study Lamp	1	
6	Washbasin with mirror	1	
7	Small cabinet and rack for face towel	1	
8	Tube light (small) above mirror	1	
9	Tube light (large) above soft board	1	
10	Ceiling fan	1	
11	Internet connection/ Router		
12	Bedside book- shelf	3	
13	Soft Noticeboard	1	
14	Mattress	1	
15	Cloth line	1	
16	Window blinds (small and big)	2	
17	Room key	1	
18	Drawer Keys		
19	AC	1	
20	AC remote	1	

Equipment as permissible (indicated in section 11.0 of this booklet) must be declared by students within 2 weeks of admission to hostel. Students are responsible for their belongings. The university will not be responsible for any loss or damage. Undeclared equipment not according to specifications will be confiscated.

**S. No.                      Equipment Brought by the Student**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hostel Coordinator Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX – D Room Inventory – Off-campus Hostels

Academic Year: \_\_\_\_\_ Students Name: \_\_\_\_\_

Room No: \_\_\_\_\_ Hostel Address: \_\_\_\_\_

S. No.	Item	Qty	Remarks
1	Bed with mattress	1	
2	Study table with drawers	1	
3	Study chair	1	
4	Cupboard	1	
5	Tube lights		
6	Energy Saver bulbs		
7	Tube light (big) above soft board		
8	Ceiling fan		
9	Window curtains		
10	Cupboard and drawer keys		
11	AC (as applicable)		

Equipment must be declared by students within 2 weeks of admission to hostel.  
Students are responsible for their belongings. The university will not be responsible for any loss or damage.

### S. No.                      Equipment Brought by the Student

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Student Signature: \_\_\_\_\_

Hostel Coordinator Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit at least 03 days before the arrival of the guest.

**Student Information:**

- 1. Name: \_\_\_\_\_
- 2. Registration number: \_\_\_\_\_
- 3. Programme: \_\_\_\_\_
- 4. Contact number: \_\_\_\_\_

**Guest Information**

- 1. Name: \_\_\_\_\_
- 2. Registration number: \_\_\_\_\_
- 3. Relation to the host \_\_\_\_\_
- 4. Gender: \_\_\_\_\_
- 5. Passport/CNIC number: \_\_\_\_\_
- 6. Residential address \_\_\_\_\_  
and contact number: \_\_\_\_\_
- 7. Expected date and time of arrival: \_\_\_\_\_
- 8. Expected duration of stay \_\_\_\_\_

**Declaration**

- I certify that the above information is accurate and complete.
- I understand that any false statement or information is punishable and is grounds for disciplinary action including termination from the hostel.
- I take the responsibility that my guest will abide by the hostel rules, and that any breach of hostel rules by my guest will be my responsibility, for which I will be held accountable.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Manager’s Remarks/Recommendation: \_\_\_\_\_

Approved by: University Registrar: \_\_\_\_\_

**1:** Individuals who are sponsored by a hostelite (family members only) or by a department of the Aga Khan University or the Aga Khan Development Network.

## ANNEX – F

### Acts Which Constitute Ragging

1. Any conduct by any student or students, whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student.
2. Rowdy or undisciplined activity by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.
3. Asking a student to do any act which such student would not ordinarily do, and which has the effect of causing or generating in that student a sense of shame, torment or embarrassment so as to adversely affect his/her physique or psyche.
4. Any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student.
5. Exploiting the services of any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or burden of forceful expenditure put on any other student by a student or students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken or written word, email, post, social media or public insult that causes discomfiture to any other student, with or without the intent to deriving perverted pleasure, vicarious or sadistic thrill, actively or passively, from such abuse.
9. Any act that affects the mental health and self-confidence of any other student with or without intent to derive a sadistic pleasure of showing off power, authority or superiority by a student over any other student.

## ANNEX – G

## Penalties and Administrative Fees

Hostelites must obey the hostel rules. For serious and repeated offences, the case will be referred to the University Disciplinary Committee. If any of the hostel rules is violated, the hostelite may incur one or more of the following penalties which may be imposed without warning:

- Fine of up to **Rs. 5,000**
- Replacement cost for any damages/loss incurred to hostel property/fixture.
- Expulsion from hostel accommodation
- Expulsion from the university

S.No	Offence	Penalty
1.	<ul style="list-style-type: none"><li>• Damaging/vandalizing any fixtures in the hostel</li><li>• Vandalizing or removing hostel/AKU property</li></ul>	<ul style="list-style-type: none"><li>• Warning letter for personal file</li><li>• Pay compensation according to the damages</li></ul>
2.	<ul style="list-style-type: none"><li>• Changing hostel without permission</li><li>• Changing room without permission</li></ul>	<ul style="list-style-type: none"><li>• Warning letter for personal file</li><li>• Return to the original hostel/room</li></ul>
3.	<ul style="list-style-type: none"><li>• Failure to vacate the room/move from the room</li><li>• Failure to hand over the key within the stipulated period</li></ul>	<ul style="list-style-type: none"><li>• Pay compensation based on the number of days overstayed/key withheld.</li><li>• Room to be emptied by hostel management</li></ul>
4.	<p>Possessing/distributing/using in the hostel or its rooms:</p> <ul style="list-style-type: none"><li>• Alcohol/liquor or empty alcohol/liquor bottles</li><li>• Drugs/drug paraphernalia</li><li>• Pornography/prohibited reading or audio-visual materials</li><li>• Arms/weapons</li><li>• Hazardous chemical substances or medications</li></ul>	<ul style="list-style-type: none"><li>• Cases will be sent to the Disciplinary Committee (DC)</li><li>• If proven guilty, eviction. Accommodation will be cancelled with immediate effect</li></ul>
5.	<ul style="list-style-type: none"><li>• Keeping pet(s)</li><li>• Feeding stray cats/taking them to rooms</li></ul>	<ul style="list-style-type: none"><li>• Warning letter for personal file.</li><li>• For repeated offences termination of accommodation.</li></ul>
6.	<ul style="list-style-type: none"><li>• Gambling/gaming which involves betting</li></ul>	<ul style="list-style-type: none"><li>• Cases will be sent to the DC</li><li>• If proven guilty, eviction. Accommodation will be cancelled with immediate effect</li></ul>

7.	<ul style="list-style-type: none"> <li>• Ragging (particularly during orientation week) or causing physical or mental abuse at any time</li> </ul>	<ul style="list-style-type: none"> <li>• Cases will be sent to the DC</li> <li>• If proven guilty, eviction. Accommodation will be cancelled with immediate effect</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Smoking on hostel premises including electric cigarettes.</li> <li>• Evidence of smoking (smoke, ash, cigarette butts, etc.) found in the room</li> </ul>	<ul style="list-style-type: none"> <li>• Warning letter for personal file</li> <li>• Repeat cases will be sent to the DC</li> </ul>
9.	<ul style="list-style-type: none"> <li>• Loss of key</li> </ul>	<ul style="list-style-type: none"> <li>• First offence: pay a Rs. 1000/- fine</li> </ul>

**Remarks:**

- A copy of all warning letters will be sent to the student's parents/guardians and a copy placed in his/her record file. This will be recorded in the Medical School Performance Evaluation (MSPE)
- Repeated offences will result in eviction.