



آغا خان یونیورسٹی

THE AGA KHAN UNIVERSITY

## HOSTEL RULES

Karachi, Pakistan

Effective: January 01, 2019

THE UNIVERSITY RESERVES THE RIGHT TO MAKE ANY CHANGES IN THE HOSTEL RULES AS AND WHEN REQUIRED. HOSTELLITES WILL BE INFORMED OF THE CHANGES. THESE RULES MUST BE READ IN CONJUNCTION WITH ALL OTHER RULES OF THE UNIVERSITY INCLUDING THE STUDENT CODE OF CONDUCT AND DISCIPLINARY RULES AS GIVEN IN THE STUDENT HANDBOOK.



## **DECLARATION**

A student before being admitted as a hostellite, must furnish a written declaration from the parents/ legal guardian to the effect that his/ her ward will abide by the hostel rules and that he/ she shall 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 who take up accommodation in the hostels, on-campus and off-campus, managed by the University. The expectation is that hostellites will treat these facilities with respect and honesty, and portray behaviour which is commensurate with the objectives of the University.

Hostellites are expected to live within the realm of the Student Code of Conduct<sup>1</sup> abide by these hostel rules. Failure to abide by these rules will be considered “Unprofessional conduct” and will result in appropriate disciplinary action.

These hostel rules must be followed; these are in the students’ own interest and for the reassurance of their parents and guardians. The University reserves the right to make changes in the rules at any time.

### **Please Note:**

- a. These are general guide lines which hostellites must follow in the interest of safety and security, and for a comfortable stay in the hostel.
- b. Parents/ Guardians are requested to go through these rules and advise their wards to strictly follow the rules. A declaration certificate and an undertaking to this effect (specimen at Annex A & B) are required to be submitted by the hostellites, duly countersigned by the parents/ guardians, to the respective Manager or designate at the time of joining the hostel.
- c. Rules are revised/ reviewed as and when required.

## 1.1 Definitions

Except where it is clearly stated otherwise,

“**University**” means the Aga Khan University.

“**Hostel**” means any accommodation, by whatever name called, and provided by the University to accommodate students of the Aga Khan University.

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

**Hostellite**” refers to all residents staying in any accommodation, by whatever name called, and provided by the University to accommodate students.

**“Hostel Property”** for all purposes, as far as these rules and regulations apply, include the hostel premises and all its fixtures, furnishings and any other material and equipment installed in the hostels.

**“Authorized Person”** means any person duly authorized by the University to act on behalf of the Aga Khan University;

**“Offence”** means a disciplinary offence under the rules.

## **1.2 Hostels and its Management**

The University manages on-campus and off-campus hostels to accommodate full time students joining different programmes of the university and those joining the university for short period of time.

## **1.3 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 under graduate programmes;

**Priority 2:** Students in graduate programmes;

**Priority 3:** Residents in the Post Graduate Medical Education Training programmes.

### **b. Students on Electives**

These are students from other Pakistani or foreign universities who are enrolled at AKU to study for short periods of time.

### **c. Guests**

These are individuals who are sponsored by a hostellite (family members only) or department at AKU or AKDN.

### **d. Alumni**

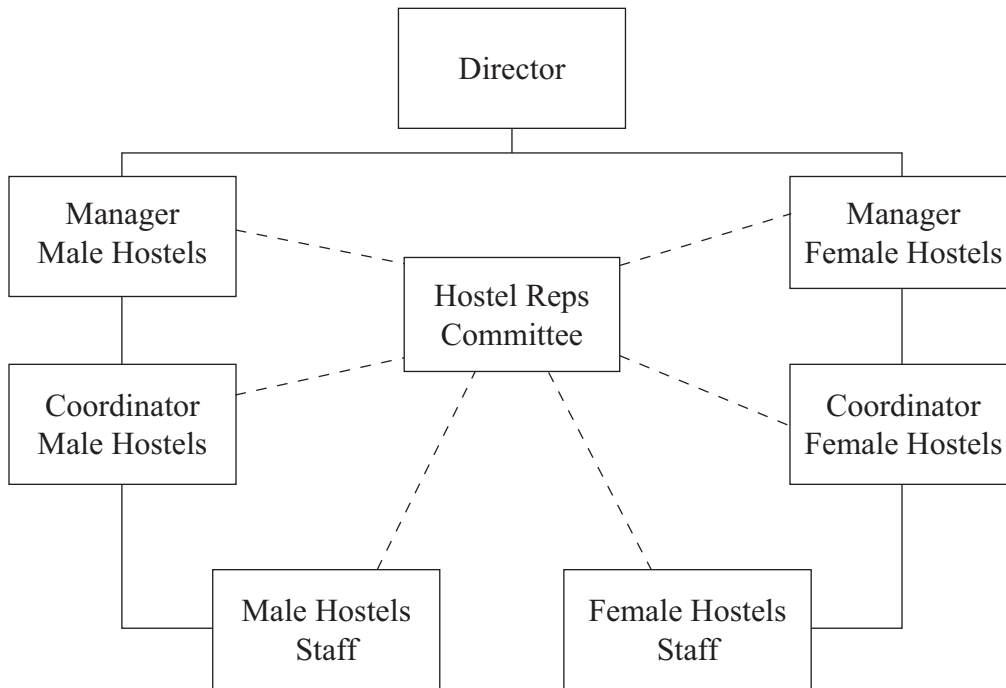
These are individuals who are graduates of AKU .

**e. Staff**

These are individuals who are employees of the AKU or AKUH.

**1.4 Hostel Management**

The hostels are governed by a group of individuals as provided in the organogram below.



Hostel Management and their Designate are available round the clock in hostels to ensure safety, security and upkeep of the hostels and also to look after the diverse needs of the hostellites. Their advice and assistance should be sought as required particularly in case of ill health, accidents, faulty equipment and other contingencies.

**1.5 Hostel Representative Committee**

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

## **2.0 Health Care**

Your health should be your primary concern. Hostellites must contact the hostel coordinator/ housemother for any health related issue while in the hostel.

During regular office hours, hostellites should contact the Student Health Physician in the Community Health Centre (CHC) located within the Campus.

Visits to the Hospital Emergency Room (ER) should be restricted to emergencies and late evenings.

The hostellites must inform the coordinator/ housemother prior when going to the CHC/ ER for medical treatment so that the coordinator/ housemother remains knowledgeable about the whereabouts of the hostellite and can follow up as required.

If any hostellite, due to sickness is unable to attend the class, he/ she should inform the class coordinator himself/ herself.

## **3.0 Hostel Facilities**

The hostels managed by the University comprises of single and shared accommodation with communal bathrooms. A detailed room inventory signed and returnable for record purposes upon arrival is attached as Annex 'C' for on-campus hostel and Annex 'D' for off-campus hostels. Hostellites must make arrangement for the following:

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

### **3.1 Air-conditioning within on-campus Hostels**

The University has installed air-conditioners in each on campus hostel room. There will be a separate charge for this facility. A metering system is connected to each air-conditioning unit to take its consumption readings. Based on usage of the air-conditioning unit, a consumption bill will be generated on a predetermined date. The electricity bill for each month will automatically be emailed to each hostellite and to the Student' Finance Office for inclusion in the hostel charges. The bill would become payable within a pre-determined time period. Non-payment would result in disruption of air-conditioning until the bill is cleared.

### **3.2 Common Rooms**

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

### **3.3 Laundry Rooms**

All hostels have laundry and ironing facilities. These facilities are free of cost; hostellites must use their own detergent.

In your own interest, hostellites are requested not to leave their washing unattended; washed laundry should be promptly removed from the washer and dryer. Your clothes are your responsibility.

Please note: the hostel management cannot take responsibility for the lost washing.

Students hand washing their clothes are requested not to dry these on windows, passageways, staircases and other non-designated areas. Please request for stand from the coordinator's office.

### **3.4 Meals**

Arrangements for students to purchase hot meals have been made 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.

Students may purchase snacks from the Vendi machines available in the hostels.

For students living in the off-campus hostels, the transport routine is scheduled such that hostellites 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.

In their own interest hostellites must use these accessories with care and turn off the burner after use; food scraps and litter should be properly disposed off in the rubbish bins available so that rodents/ insects do not infiltrate the hostel.

### **3.6 Internet facilities**

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

In the on-campus hostels, Wi-Fi routers are installed in alternate rooms. While coverage is provided to all the rooms, for logistic reasons, a router is placed in alternate rooms; the safety of the router becomes the responsibility of the student whose rooms the router has been installed. This is an expensive piece of equipment; it costs US \$ 500. Hostellites are informed that in case this is damaged and mishandling is ascertained, the room occupant becomes responsible to pay for damages.

Wi-Fi internet facilities are also provided in each off-campus hostel. It is expected that the internet facilities will be used for academic purposes only. Unless used prudently,

It should be anticipated that browsing would be slow. Students are being 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.

### **3.7 Telephones**

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

### **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, hostellites in their own interest must cooperate with the hostel management and follow safety instructions as provided by the relevant departments.

Signing the register when you leave and return to the hostel is your responsibility. The hostel management cannot be responsible for your safety if they remain uninformed about your whereabouts.

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

Hostellites are advised not to keep large amount of cash or valuables in the room. They will be completely responsible for all their valuables including laptop, computer, mobile phone, electronic gadgets, etc. Hostel management will not be responsible for any valuable lost, stolen or damaged.

It is in the hostellites' own interest to deposit all their extra money, not immediately needed, in the bank.

All hostellites must take care of their ATM/ Debit cards. They must not disclose their PIN to anybody - even to their best friends including the passwords of their computers/ laptops/ cellphones/ emails/ social sites. University will not be responsible for any loss or damage incurred due to disclosing of PIN/ Password.

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

## **5.0 Transport**

For hostellites living in off-campus hostels the University provides transport facility.

Transport shuttle runs between main campus and off-campus hostels at staggered timings to meet the transportation needs of the hostellites. Hostellites are requested to share preferred timings with the hostel management. Where possible, these requests will be looked into.

## **6.0 Generators**

Every off-campus hostel is equipped with a standby generator for uninterrupted electricity during load shedding or break downs. Hostellites are reminded that the are for emergency use and can take the load of lights and fans only.

In the interest of your own safety, when the generator is running, hostellites must switch off the television, iron, washing machines, air-conditioners and refrigerators.

In cases where there are electricity breakdowns of several hours, the generator will need to be switched off once in 3 hours for 45 minutes. Prolonged use of generator is a serious fire hazard due to overheating. In their own interest, hostellite cooperation is expected.

## **7.0 Procedure for Requesting Accommodation**

To request for accommodation, you must send the completed request form to the relevant hostel Manager. Priority is given to the students whose homes are not in Karachi. Request Form for Hostel Accommodation is given at Annex 'A'.

## **8.0 Allotment of Rooms**

The AKU hostel accommodation is for students who are admitted to a University's programme. Hostellites are required to sign an undertaking to abide by all the rules and regulations of the hostel.

Hostellites must occupy bed spaces specifically allotted to them. Transfers or exchanges amongst the hostellites is not permitted. In cases where a student requests for 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 vacant beds in any room to other applicants at any time; and
- b. If and when required, to relocate hostellites from one room/ hostel to another room/ hostel, one week notice will be given to the hostellite and necessary facilitation will be provided in such circumstances.

## **9.0 Check-in**

For first year students, the University accommodation is only available after check-in dates provided by the Office of the Registrar. New students must arrive at the relevant on-campus hostel reception to complete formalities. The management upon allocation of bed space will transfer the hostellite accordingly.

If for any unforeseen reason, a student requires to check-in before the specified dates, at least 48 hours' notice should be sent to the hostel management prior to arrival. The management will try its utmost 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.



## **10.0 Hostel Timings and Reporting**

In conjunction with clause 4.0, upon arrival and vacation, or leaving the campus for any reason except for curricular requirements, hostellites must report to the relevant hostels' reception and sign-off in the register available at the reception.

Considering the law and order situation in the country, hostellites are advised to be within their respective hostels by 11:00 PM. Any hostellite expecting to arrive late must inform the respective hostel duty staff and make a notification in the register kept on the reception; contact number and address must also be mentioned in the register.

Hostellites who live on-campus must write their names in the register when visiting library/ cafeteria after 11:00 PM.

## **11.0 Vacating Hostel during University Vacations**

Students are required to completely vacate their rooms/ flats/ bed spaces during summer vacations that exceed or are equal to three weeks. This is mandatory for all hostellites 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 off in the register and inform the hostel management about their arrival dates. Hostellites will not be charged hostel rent for the vacation period. Hostellites will be allocated the same room upon their return from vacations. The University management reserves the right to clean, fumigates, renovate, and paint the room during this time period.

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

## **12.0 Vacating Hostel for other reasons**

In case hostellites intend to vacate the hostel due to personal reasons, they must inform the hostel coordinator at least a week prior to their scheduled departure and must hand over their room key to the hostel management only.

Upon vacating, the hostel coordinator will check the room for damages or deficiencies. In case of damages, a hostellite will be asked to pay for or replace the damage/ deficiencies before vacating the room.

Personal belongings left in the room will be deemed to be abandoned by the hostellites and will be disposed off without any reference to the owner.

The graduating class (final year class) will be required to vacate their room within three days after the announcement of final results. There is no provision for extension for any reason.

The room allocated to a hostellite will be withdrawn when the admission of a student to a programme in the University is withdrawn for any reason or the hostellite discontinues studies at the Aga Khan University.

### **13.0 Checking out of the Hostel**

When checking out, hostellites must take/ clear/ pack all their personal belongings and vacate the room on the specified checkout date and complete all paper work with the hostel management.

To temporarily store belongings, hostellites must pack their possessions in their own boxes, label them with name and ID No. and transfer the belongings to the storage venue. The hostel management is not liable for any damages and loss of items stored in the said venue.

In case students do not empty their rooms at departure, the hostel management reserves the right to clean out the room without prior consent of hostellites and giving all possessions to disposal.

### **14.0 Temporary/ permanent Withdrawal of Accommodation**

Hostellites may be required to vacate their rooms at short notice on disciplinary grounds. Similarly, hostellites may be required to 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 in the process.

For hostellites who are required to withdraw from the hostel, for any reason, including indiscipline, the hostel management will copy the letter for information to parents or guardians. The hostellite will be required to vacate the hostel immediately after completing the withdrawal procedures; balance of any hostel fee paid is not refundable.

## **15.0 Hostellites Responsibility**

**15.1** All hostellites must report any disciplinary matter or problems concerning them or their room-mate/ neighbour to the notice of the hostel management.

In case their room-mate/ neighbour is absent or cannot be located for more than **48 hours** or is sick or is in any kind of physical/ mental trouble or is indulging in any unhealthy/ harmful practices, the same should be immediately reported. This will enable the hostel management to follow up on the matter.

Hostellites 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 hostellites are strictly prohibited.

**15.2** Hostellites 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.

Students must not damage walls/ doors or other fixtures of the room or hostel premises. In cases where students are found to have painted walls, knocked screws or nails into the wall or permanently changed the flooring, will be required to vacate the hostel. Students are allowed to bring in removable rugs/ carpets with permission from the hostel management.

### **All hostellites are responsible for:**

- a. Keeping the room clean. Housekeeping staff is not authorized to clean the hostellites' rooms. Cleanliness of common areas remains the responsibility of housekeeping staff.
- b. Safekeeping of their belongings. There are lockable draws in your room. Please use this facility. You are advised to look after your laptop, phone and other valuable gadgets. These have a habit of walking away.
- c. Washing your own clothes regularly. Soiled clothes attract bugs and is a health hazard.
- d. Throwing garbage in the garbage bins. Not doing so attracts rodents and cats - yet another inconvenience and health hazard. Please do not litter your room, corridor, terrace and premises.

- e. Placing your shoes in the last draw of your cupboard/ bed drawer. Leaving shoes along the hostel corridors are prone to disappear. The hostel management will have no responsibility for the loss of shoes.
- f. Switching off your room fan, light, and air-conditioner when leaving your 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. Hostellites will be charged for any missing/ damaged property except damages that occur due to normal wear and tear.

**Hostellites must not:**

- a. Take common room sofa cushions to your room; if these cushions found in any room a fine of Rs. 500/- will be imposed.
- b. Leave mattresses, pillows, bed covers etc. in common rooms; the common rooms will be cleaned daily at 08:00 AM, any item found in the room at that time will be removed by the housekeeping staff and disposed. Hostel management will take no responsibility of the disposed items.
- c. Leave dirty plates or food scrap in common rooms. You are responsible for your own health and safety. You are requested to dispose this in the rubbish bins so that rodents/ insects do not infiltrate the hostel.
- d. Feed cats in the hostels or keep pets in the room.

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

**16.0 Parents/ Guardians Responsibility**

Parents/ guardians are responsible for their ward. They must follow up on their ward at regular intervals. Parents/ guardian 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.

### **17.0 Electrical Appliances/ Items**

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

You may bring with you the following items for use if the total load on a wall socket does not exceed 13 Amps: An iron; Hair dryer; Personal Computer/ Laptop; an Alarm Clock; Table/ Pedestal Fan; Study Table Lamp; Batteries 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 and 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 plates; Rice Cooker; Microwave; personal TV sets; Home Theatre System or an Air-conditioner. If found these will be disposed off.

Hostellites must inform the hostel management about their electrical items within 2 weeks of taking residence on the inventory form. Unless this happens, all undeclared items will be available for sale at the disposal department.

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

### **18.0 Hostel Keys**

Each hostellite 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.

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

Should there be any damage/ loss of key, hostellites should immediately file a report to the hostel management. This is essential for security reasons. Processing of new key for the first time will cost Rs. 300 and for the second time it is Rs. 600.

It takes 24 hours from the time of the report to get the key replaced.

In case of an emergency, when a student needs to borrow their room key from the hostel coordinators/ housemother office/ or asking to open the room for whatever reason; in addition to a payment of Rs. 100/-, an authority letter/ email will be required if the room key is being handed over to another person. The responsibility of any loss will remain with the student concerned.

Hostellites in the off-campus hostels are issued keys for their bedside table and cupboard. In case any hostellite loses any of these keys, the cost incurred in changing lock will be recovered from the hostellite.

## **19.0 Dress Code**

The student dress code should be observed.

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

Culturally appropriate and dignified attire reflects your personality and is a mark of respect to your Institution of learning.

## **20.0 Visitor's Policy**

Following guidelines are promulgated for visitors:

### **20.1 Visiting hours**

Visiting hours are as under:

***Monday through Saturday***

05:00 PM to 09:00 PM

***Sunday and Public Holiday***

10:00 AM to 09:00 PM

**20.2 Visitors Rights**

The hostellites must respect "Visiting Hours" and to avoid any inconvenience hostellites must inform their guests accordingly. The hostellites must accompany their guests at all times and must request the guests to leave the hostel by the stipulated time. Unless a request is made before hand, guests will not be allowed to stay in any of the hostels overnight.

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

Male hostellites/ visitors are not allowed inside the female hostels and female hostellites/ visitors are not allowed in male hostels. Lady family members may visit a hostellite in the visitors' lounge during visiting hours.

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

**20.3 Temporary Stay in Hostels**

Subject to availability of accommodation in the hostels, family members of a hostellite may be permitted, with the prior written approval of the Director, Student Experience. Guest charges will need to be paid. Male family members will be permitted in the male hostel and female family members in the female hostel. Hostellites desirous to host a guest should obtain approval on the guest request form; this can be downloaded from the website below (sample is given at Annex 'E').

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

**20.4 Day Scholars**

Day scholars may use hostel facilities with due 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.

Hostellites may not share rooms with other onboard students.

## **21.0 Payment of Dues**

**The hostel rent is payable a week before the new month starts.**

A deposit equal to one month rent is payable at the time of registration. The deposit less the cost of damages is refunded on termination of residence.

All charges must be paid at the Cash Office located near the male hostel; a receipt should be obtained. The cashier office timings are between 9 AM - 4 PM (lunch break -12:30 PM – 1:30 PM).

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

The hostel rent does not include meals.

Any unused rent, in case the hostellites vacates the hostel before the committed date will be refunded.

Payment schedule is not part of this document. The payment schedule for the current year is available separately from the office of hostel coordinator.

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

### **21.1 Credit Card/ ATM Card Payment facility**

Credit card/ ATM card payment facility is available with the Cash Office. The hostellites may use this facility to clear their dues.

## **22.0 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 hostellites residing in AKU hostels. Violation of any rule will make the hostellite liable to disciplinary action which may include a warning letter, fine, suspension, or dismissal either from the hostels and/ or from the University or both by the appropriate authority.



Hostellites are requested to follow these rules, respect the rights of 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 get involved** in:

- a. Any criminal, political, ethnic, sectarian and/ or other undesirable activity
- b. Viewing or be in the possession of pornographic material.
- c. Writing slogans, or create any obscene drawings on the hostel walls and rooms.
- d. Possessing or displaying lethal weapons including a pistol, gun of any kind, sticks, rods, chains etc. in the hostel rooms and anywhere within its premises.
- e. Possessing, consuming or storing or supplying liquor or any sort of intoxicants or any contraband items or prohibited medicines/ drugs without doctor's prescription;
- f. Any kind of gambling; even if it is without any money at stake.
- g. Breaking open or trying to break open occupied/ vacant rooms in the hostels.
- h. Vandalizing the windows or furniture within the room;
- i. Keeping pets of any kind including fish bowls, animals and birds. Please note that feeding stray dogs or cats in the hostel premises is particularly not permitted.
- j. Cooking in your hostel room. If ever there is a need to cook occasionally, kitchenettes available in the hostels must be utilized.
- k. Climbing over the AKU walls or building roofs. It has caused serious accidents and irreparable injuries.
- l. Sleeping anywhere other than your own room without the consent of the relevant Manager.

- m. Playing pranks and rowdy games in any form within hostel premises.
- n. Lending to or borrowing money from fellow students or staff.
- o. Leaving hostel premises on holidays for picnics or excursions without prior permission of the hostel Manager. The University takes no responsibility of any event organized without the permission of the hostel management.
- p. Arguing or interfering with the hostel staff on duty. Complaints/ suggestions should be forwarded to the relevant Manager.

### **22.1 Dishonest Behaviour**

Dishonest behaviour includes among matters the following:

- Submitting false, misleading, incorrect information and/ or withholding any material information;
- Stealing; theft; cheating; willful destruction of furniture, property or equipment belonging to the University, or other persons; physical violence/ harassment against other hostellites, faculty or staff or any other person; demonstration of any kind; invasion of the civil rights of others; and 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.

### **22.2 Prosecution of Offences**

Please be advised that depending on the nature of offence, the University Security Department will be informed who may also inform the police authorities. These will be reported to relevant committees in the University for advice with information to parents.

### **22.3 Jurisdiction of Aga Khan University**

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

#### **22.4 Observing Undesirable Incident/ activity**

When you observe an undesirable incident/ activity going on in the hostel or on the campus, please do not take law in your hands or indulge in solving the issue directly. Depending on the urgency of the matter, either call the Security [3486-2222, 3486-2682, 3486-2121] to lodge a complaint in writing or in confidence when a complaint in writing is not feasible, to the hostel coordinator on duty.

#### **22.5 Holding Functions/ Meetings in Hostels**

Hostellites 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: organizing sports, co-curricular and extra-curricular activities etc.

#### **22.6 Housing Unauthorized Guests**

Please do not house unauthorized individuals in your room. This is strictly prohibited and will be a cause of 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 visitor's book before entering the hostel.

All hostellites are advised to extend their fullest co-operation to ensure that no unauthorized 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.

#### **22.7 Smoking**

AKU has been declared a **Smoke Free Zone**. Smoking is strictly prohibited within the hostel premises. Any hostelite found smoking in hostel premises or

any evidence of smoking is found in hostellites' room, like cigarettes packets, cigarette butts, smoke/ smell, even consumed by any other visitor; room occupant will be held responsible and a fine of Rs. 5000/- will be imposed for the first instance. For repeated offences the case will be referred to the Disciplinary Committee.

### **22.8 Reading of displayed Instructions/ Notices**

All instructions/ notices displayed on the notice boards will be deemed to have been read by all hostellites and excuses for non-compliance of such instructions and notices will not be accepted. Hostellites are advised to look at the notice board every day to keep themselves updated with latest information, instruction, rules etc.

### **22.9 Observing Silence Hours in Hostels**

Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs fellow hostel mates. You may use earphones while listening to music. Anything which interferes with studies of fellow students must be avoided at all times. In line with hostellites' suggestion, "**Silence Hours**" will be observed from **11:00 PM to 8:00 AM** on all days. Noise during this time would be considered a breach of rules. Hostellites should not disturb other hostellites by going to their rooms or making a noise. Complaints from other hostellites will be investigated and action will be taken accordingly.

### **22.10 Registering your whereabouts**

In your own interest and in the interest of safety and security, all hostellites must be within the hostel premises by **11:00 PM**.

An attendance register is placed at the reception of respective hostels and all hostellites are required to mark their attendance in the 'night-in-attendance register'.

If a hostellite has signed the register to be off the hostel premises after **11:00 PM**; you must sign in the register upon return. It is expected that the hostellite 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 hostellite 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.

### **22.11 Ragging in the Hostel**

Ragging in any form is strictly prohibited – both within the hostel and within the campus. Consequences of ragging are grave. 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 given at Annex ‘F’.

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

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

- a. Arson or willfully causing fire in the hostel.
- b. Intentionally setting off alarm system when there is no emergency.
- c. Unauthorized 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 but has significant impact on the hostel and determined by the Hostel Management Committee as a serious offence.

### **24.0 Penalties & Administrative Fees**

A list of penalties and administrative fees that the University may impose on hostellites is attached at Annex ‘G’.

## 25.0 Fire Instructions

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

### 25.1 What to do in case of discovering/ seeing fire

- a. On discovering or seeing actual fire 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 for your assistance.

Hostellites are **WARNED** that Fire alarms and Fire extinguishers are not “Play” items. Hostellites are prohibited from activating fire alarms without reasonable cause. Raising false fire alarms, or 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 a serious disciplinary action.

## 26.0 Receiving Parcels

The hostel reception will receive/ accept parcels on behalf of hostellites. Hostellites who expect any online deliveries must provide advance information and payments to the hostel reception counter. In the absence of which these parcels will not be collected.

## 27.0 Rights of Hostel Management

The hostel management reserves its rights to the following:

- a. It is authorized to enter and inspect any room if there are any grounds to believe or suspect violation of hostel rules, suspected unlawful activities and security risk or suspect of 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 or where the hostellite is absent from his room for a long period without prior information or any valid reason.

- b. Inspect any room to ensure hygiene, safety and security of the hostels, or to carry out any cleaning, repair, installation, maintenance, or improvement works.
- c. Enter any room whether or not the hostellite is present, and without prior notice to the hostellites.
- d. Ask hostellites to get spot urine test or blood test as and when required.

### **28.0 Reporting Channel**

For any complaint related to the hostel, hostellite should report the same to the relevant Manager or designate in the hostel, this will facilitate attention to the problem.

### **Request for Hostel Accommodation**

The Manager  
AKU Residences  
Karachi

Dear Sir

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

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

1. I will abide by the hostel rules and regulations and will not indulge in any behaviour or act that may come under the definition of violation of rules.
2. I will not create public nuisance nor participate in or propagate political, religious or regional issues which lead to disharmony or cause law and order problem during my stay in the hostel.
3. I will pay hostel rent a week in advance of the forthcoming month.
4. If I violate hostel rules, AKU shall have the right to terminate my residence immediately.
5. I am responsible for my health and safety during residence in AKU and will seek assistance of the hostel management as and when required.

Please indicate how the following charges are being paid:



**Charges:**

- Rs. \_\_\_\_\_ as hotel deposit. }  seperate draft
- Rs. \_\_\_\_\_ as rent for December, 20\_\_ }  with tuition free draft
  
- US \$ \_\_\_\_\_ as hotel deposit. }  seperate draft
- US \$ \_\_\_\_\_ as rent for December, 20\_\_ }  with tuition free draft

**Thank you**

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

\_\_\_\_\_

Applicant's name and signature

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

\_\_\_\_\_

Applicant's parent or guardian's signature

(Relationship with the student: \_\_\_\_\_ )

**AGA KHAN UNIVERSITY HOSTELS**

**Request Form for Hostel Accommodation**

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

02 recent  
passport size  
Photographs  
having name on  
the reverse

Hostellite ID: \_\_\_\_\_

Name: \_\_\_\_\_  
*First Name Middle Name Last Name*

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

Date of Birth: \_\_\_\_\_ Blood Donation: \_\_\_\_\_  
*Day Month Year*

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

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

Parents' Cell: \_\_\_\_\_

**Emergency contact, name and address(es) - preferably in Karachi**

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

Relationship with the applicant \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

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

Relationship with the applicant \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parents 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 the Hostel Coordinator at the time of vacation:**

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_____	_____	_____
Date	Coordinator, Male Hostel/ House Mother, Female Hostel	Manager's Signature

### Undertaking by Hostel Residents

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

I, \_\_\_\_\_, with Registration No. \_\_\_\_\_ enrolled for the \_\_\_\_\_ Programme undertake that as a hostelite at The Aga Khan University, I and my parent/ guardian have read and understood all the hostel rules, the consequences of 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. 11.0 which reads as follows:

#### **11.0 Vacating hostel during University Vacations**

“Students are required to completely vacate their rooms/ flats/ bed spaces during summer vacations that exceed or are equal to 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 off in the register and inform the hostel their arrival dates. Hostelites will not be charged hostel rent for the vacation period. The University management reserves the right to clean, fumigate, renovate, and paint the room during this time period” (as need be).

“Unless there are approved programme oriented compulsory reasons, (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 compulsion or unprecedented obligation must seek permission from the relevant hostel management.”

I do not have any objections, if the Hostel staff finds and disposes of anything belonging to me lying in the room subsequent to vacating the room. I have also signed the sign out Register.

\_\_\_\_\_  
Signature of the Hostellite

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

Programme: \_\_\_\_\_

Room # \_\_\_\_\_

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

\_\_\_\_\_

**Room Inventory – On- campus Hostel**

Academic Year: \_\_\_\_\_ Students Name: \_\_\_\_\_ Room No: \_\_\_\_\_

S.No	Name	Qty	Remarks
1	Bed with 3 drawers	1	
2	Study table with drawers 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	1	
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	1	

Equipment as permissible (indicated on page 19 of this booklet) must be declared by students (within 2 weeks of admission to hostel). Students are responsible for their belongings, University will not be responsible for any loss/ damage. Undeclared equipment not according to specifications will be confiscated.

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

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

**Student Signature:** \_\_\_\_\_ **Hostel Coordinator Signature:** \_\_\_\_\_

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

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

### Room Inventory – Off-campus Hostels

**Academic Year:** \_\_\_\_\_ **Students Name:** \_\_\_\_\_ **Room No:** \_\_\_\_\_

**Hostel address:** \_\_\_\_\_

S.No	Name	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		

Equipment declared by students (within 2 weeks of admission to hostel). Students are responsible for their belongings, University will not be responsible for any loss/ damage.

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

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

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

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

**Student Signature:** \_\_\_\_\_ **Hostel Coordinator Signature:** \_\_\_\_\_

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

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

**Hostel Guest<sup>1</sup> Request Form**

**Student Information:**

1. Name : \_\_\_\_\_
2. Registration No : \_\_\_\_\_
3. Program : \_\_\_\_\_
4. Contact number : \_\_\_\_\_

**Guest Information**

1. Name : \_\_\_\_\_
2. Relation to the host : \_\_\_\_\_
3. Gender : Male/ Female (only same gender allowed) \_\_\_\_
4. CNIC/ Passport No. : \_\_\_\_\_
5. Residential address : \_\_\_\_\_  
& Contact number : \_\_\_\_\_
6. Expected date & time of arrival : \_\_\_\_\_
7. Expected duration of stay : \_\_\_\_\_

**Declaration**

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

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



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

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

**Manager's Remarks/ Recommendation:** \_\_\_\_\_

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

**Approved by:** Director, Student Experience: \_\_\_\_\_

**Acts which may constitute to Ragging**

1. Any conduct by any senior 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. Indulging in rowdy or undisciplined activities by any senior student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche to any other student;
4. Any act by a senior 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 forceful expenditure burden put on any other student by senior 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 words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill for actively or passively participating in the discomfiture to any other student;
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 senior student over any other student.

**Penalties and Administrative Fees**

Hostellites are advised to follow the hostel rules as prescribed. For serious and repeated offences the case will be referred to the University Discipline 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;
- Barred 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</li><li>• To pay compensation according to the damage</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</li><li>• Fine Rs. 1000 &amp; returning to the original hostel/ room</li></ul>
3.	<ul style="list-style-type: none"><li>• Failure to vacate the room / move from the room &amp; failure to hand over the key within the stipulated period</li></ul>	<ul style="list-style-type: none"><li>• To pay compensation based on the number of days overstayed.</li></ul>
4.	<ul style="list-style-type: none"><li>• Failure to vacate the room at the end of the period of tenancy</li></ul>	<ul style="list-style-type: none"><li>• Fine Rs. 5000 and</li><li>• To pay compensation based on the number of days overstayed.</li></ul>

5.	<ul style="list-style-type: none"> <li>• Possessing/ drinking alcohol / liquor in the rooms/ hostel, keeping empty bottles is an Offence</li> <li>• Possessing/ distributing Drugs</li> <li>• Possessing pornography, prohibited reading materials or audio visuals</li> <li>• Possessing arms and Weapons</li> <li>• Possessing/ using hazardous chemical substances or Medications</li> </ul>	<ul style="list-style-type: none"> <li>• Case to be sent to the DC</li> <li>• If found committing such an offence will be evicted; accommodation would be cancelled with immediate effect.</li> </ul>
6.	<ul style="list-style-type: none"> <li>• Taking common rooms sofa cushions to rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Fine Rs. 500</li> <li>• For repeated offences warning letter</li> </ul>
7.	<ul style="list-style-type: none"> <li>• Keeping pet(s), feeding stray cats and taking them to Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Fine Rs. 500</li> <li>• For repeated offences warning letter</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Gambling/gaming which involves betting</li> </ul>	<ul style="list-style-type: none"> <li>• Case will be referred to DC for eviction from the hostel/university and if proved guilty will be evicted</li> </ul>
9.	<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>• Case will be referred to DC for eviction from the hostel/university and if proved guilty will be evicted</li> </ul>
10.	<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>• Warning letter with copy to parents and record.</li> <li>• For repeated offence case will be referred to DC for eviction from the hostel</li> </ul>

11.	<ul style="list-style-type: none"> <li>Smoking in hostel premises, cigarette butts/ smoke/cigarette or ash found in the room</li> </ul>	<ul style="list-style-type: none"> <li>Fine Rs. 5000</li> <li>Warning letter</li> <li>For repeated offence case will be forwarded to DC</li> </ul>
12.	<ul style="list-style-type: none"> <li>Loss of key</li> </ul>	<ul style="list-style-type: none"> <li>First offence Rs. 300</li> <li>Second offence Rs. 600</li> </ul>
13.	<ul style="list-style-type: none"> <li>Borrowing key temporarily</li> </ul>	<ul style="list-style-type: none"> <li>Rs. 100 each time</li> </ul>
14.	<ul style="list-style-type: none"> <li>Loosing Hostel ID Cards</li> </ul>	<ul style="list-style-type: none"> <li>Duplicate card will be issued at the cost of Rs. 500/-</li> <li>Fine Rs. 500/- if any hostelite fails to return the hostel card while leaving hostel permanently.</li> </ul>

**Remarks:**

- A copy of all Warning letters will be send to parents/ guardian and record file
- Payment of the penalty should be paid by student at the Finance Department only
- Repeated fine / offence will cause an eviction