



UNIVERSITY OF TECHNOLOGY (UOT), NOWSHERA
HOSTEL RULES

1. Introduction

Accommodation in hostels is a privilege and cannot be claimed as a right. UoT Hostel has been established for the outstation students, their stay will be rewarding and in a pleasant environment. We made a sincere endeavor to provide them all the necessary facilities and comforts.

Hostel provides:-

- a. Furnished rooms having accommodation for 2, 3 and 4 students.
- b. Good food/meals, prepared under hygienic conditions.
- c. Limited indoor recreational facilities e.g.:
 - (1) TV Room
 - (2) Indoor games
 - (3) Gymnasium

2. Allotment of Hostel Accommodation

- a. Hostel accommodation will be allotted to regular students of UoT Main Campus, Nowshera. Preference shall be given to those applicants who hail from far-flung area and has good academic record.
- b. Students are required to apply on prescribed form (may be downloaded from university website). Hostel accommodation will be allotted by hostel authority on first come first served basis, depending on the availability of rooms and date of application (along with draft order). On filling of accommodation space, applicants will be put on waiting list.

3. Hostel charges. (Currently)

Hostel Fee	Rs.10000/- P.A
Security Fee (Refundable)	Rs.2000/- (one time at the time of admission)

4. Duration of Students Stay in Hostel

All those students, who are granted admission in the hostel, their maximum duration of stay in UoT Hostel will be:-

- a. The students will be allowed to stay in the Hostel for on-campus duration of their Programs.



- b. Six months extension beyond on-campus duration is allowed to students, if they provide a certificate to the Hostel administration duly countersigned by Institute authority that he / she has not yet completed the degree requirements and that he / she is not employed anywhere.
- c. For initial six months extension, students will directly apply to Registrar through his / her Institutions, and Hostel warden who will be the approving authority for the required extension. This extension will be subject to availability of beds/rooms at hostel.
- c. Students desirous for special extension beyond above stated period will forward their request duly recommended by Head of Institute to Registrar who will assess the requirement of the students on merit and process the case for special extension, which will not be more than 06 months period.

5. Student's Guests

Guests, family members or anyone else, are strictly prohibited overnight stay at UoT hostel. Only exceptional cases will be considered, host is to initiate an application for night stay on specified format (available at main gate) for prior approval of hostel warden and security officer.

6. Cooking inside Hostel.

No student or staff is allowed to cook food in rooms under any circumstances.

7. Electric Appliances

Resident students are not allowed to use heaters, air coolers and air conditioners in their rooms. Any violation will lead to imposition of fine, recovery of charges incurred and confiscation of the forbidden item.

8. Pets and Animals

Pets and animals are not allowed in the hostel.

9. Conveyance/Driving

Following rules will be observed:-

- a. Students are encouraged to keep and use bicycles within the Campus.
- b. Students desirous of keeping cars/motorcycles will seek permission in writing from Admin officer/ Hostel Warden. UoT sticker will be displayed on all such vehicles.
- c. Riding motorcycles will not be allowed without wearing crash helmet and valid license.



10. Messing

- a. *It is not mandatory for all hostelites to dine in the hostel mess.*
- b. *Student's committee would be formed to facilitate and participate in mess/hostel affairs.*

11. Meal Timings

As decided by relevant authority messing in consultation with student's committee.

12. Conduct / Dress

Students are advised to be always dressed up well except when going to /coming from washroom. Wearing of Bermuda short, bathroom sleepers is not allowed outside the room. Student's general behavior, dress and conversation in the mess shall, at all times be decent.

13. Hostel Gate Timings

Following timings will be observed for hostel

Season	Opening gate time	Closing gate time
Winter	7:00 A.M	10:00 P.M
Summer	6:00 A.M	11:00 P.M

14. DOS AND DONTs

a. DOS

- (1) Be respectful to your colleagues and hostel staff/management.
- (2) Always use parliamentary language. Use of foul and abusive language with the Students / staff is taken very seriously.
- (3) Keep your room neat and tidy, as it can be inspected by the hostel management without any prior notice.
- (4) Utilize your PC for educational purpose only.
- (5) See the Medical Officer in UoT Medical Centre, as and when you feel unwell.
- (6) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along when you proceed on leave.
- (7) Always clear Hostel Dues well in time. Defaulters will be fined.
- (8) All notices/instructions issued from time to time must be religiously followed.



UNIVERSITY OF TECHNOLOGY NOWSHERA

(SHUHADA-E-APS, UOT)

DIRECTORATE OF ADMINISTRATION

- (9) Take care of hostel property, e.g, T.V, exercise machine in gymnasium, furniture in room / hostel, Water dispenser/ samovar, washroom fitting and water coolers etc.
- (10) Inform the Hostel Warden about Withdrawal / Relegation on immediate basis.
- (11) Preserve / economize on utilization of water.
- (12) Put off all the electric switches, while leaving the room.

b. **DON'TS**

- (1) Keeping of prohibited medicines, drugs without **doctor's prescription**.
- (2) **Possession of following items is totally banned** and those who are checked will be expelled from the hostel / University:-
 - (a) Fire arms and daggers etc.
 - (b) Alcohols, Toxic drugs, sheesha, gutkha and hashish/heroin etc.
 - (c) Crackers, explosives and ammunition etc.
- (13) **Smoking** and keeping any kind of such items.
- (14) Misusing hostel premises/facilities other than studies.
- (15) Involvement in **criminal/police** cases, it will be taken very seriously to the extent of expulsion from hostel.
- (16) Guests in the room/hostel without informing hostel warden.
- (17) Driving **Motor Cycle** without **crash helmet**. Wheeling / aerobatics are not allowed.
- (18) Playing **loud music** in the room which disturbs studies of colleagues / neighbors.
- (19) Making noise and raising slogans.
- (20) Keeping electrical appliances, other than authorized in the rules.
- (21) Fiddling with the electric sockets/plugs/appliances etc.
- (22) Damaging any hostel property.
- (23) Involvement in politics, ethnic, sectarian and other undesirable activities. Defaulters will be expelled from hostel without any advance notice.
- (24) Collection of Chanda on any account.
- (25) Ragging of juniors inside / outside the rooms and hostel.
- (26) Gambling in any form such as playing cards (even without money at stake).
- (27) Employment or keeping of a private servant in the hostel.
- (28) Leaving lights or fans on, when out of room.
- (29) Make proxy.
- (30) Authorize Room setting will not be changed.

15. Damage to Property

Hostel/Mess property for example newspapers, magazines, furniture, TV, radio, cutlery and crockery etc will not be removed by students from the hostel/mess. All students are expected to



UNIVERSITY OF TECHNOLOGY NOWSHERA

(SHUHADA-E-APS, UOT)

DIRECTORATE OF ADMINISTRATION

cooperate in the care and maintenance of property. Any student found guilty of damaging or breaking items of hostel/mess will be made to pay the cost of the item in addition to the fine / penalty.

16. TV Timings

Television will be closed at 2300 hours on normal working days and at 2345 hours on the weekends/closed holidays. The keys of television room will be in the custody of hostel warden and he/she will be responsible for ensuring the compliance of the orders. However, in case of some important sports events like World Cup/ Olympics etc, special permission can be obtained from hostel warden.

17. Vacations

Students staying in the hostel during vacations will abide by all rules and regulations.

1	Violation of Hostel Rules or Disobeying the orders of Hostel Administration	First Time: fine upto a maximum of Rs.2000/- Second Time: Cancellation of hostel privilege for next sessions and/or expulsion from hostel.
3	Keeping non-residents in the room	Fine upto a maximum of Rs.2000/- and cancellation of hostel privilege for next sessions and/or expulsion from hostel.
4	Smoking , Keeping arms, explosives, intoxicants and drugs or anything alike.	Fine upto a maximum of Rs.10000/- and cancellation of hostel privilege for next sessions and/or expulsion from hostel.
5.	Misbehavior with hostel staff or Administration or fellow students	Fine upto a maximum of Rs.10000/- and cancellation of hostel privilege for next sessions and/or expulsion from hostel.
6.	Damaging/theft or misuse of hostel property.	Recovery of loss and fine upto a maximum of Rs.10000/- and cancellation of hostel privilege for next sessions and/or expulsion from hostel.
7.	Invitation to any political figures, scholar or any individual for any speech, lecture, sermon or to circulate any unpublished or published material for this purpose inside or outside the hostel. Pasting	Fine upto a maximum of Rs.10000/- and cancellation of hostel privilege for next sessions and/or expulsion from hostel.



	posters/notices etc. Without the written permission of hostel administration and /or wall chalking and such other activities.	
8.	Subletting of one seat or room to outsiders	Fine upto a maximum of Rs.10000/- and cancellation of hostel seat.

18. Parking of Cars

Students may apply for permission to keep the car and decision will be made on case to case basis. No hostelite is allowed to park his car inside the porch. The vehicle will only be parked on the specific space available in the campus.

19. Punishment

It is mandatory to comply with the timings and orders spelled out in these instructions. Fine shall be imposed and necessary disciplinary action shall be taken against the students for each minor or major violation. Following action will be initiated against defaulters:

20. Leaving of Hostel

Whenever a student wants to leave hostel, he/she must inform in writing to the hostel warden minimum of a week in advance. Dues will be paid and clearance will be obtained before leaving hostel.

21. Discipline

Best state of discipline is expected from the hostelites, a few aspects of discipline are highlighted here:-

a. Ragging

Ragging physically or making unpleasant noises, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student, which includes teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things (which such student will not in the ordinary course willing to do) is strictly forbidden. Rather it is expected that seniors will help the juniors to settle down in the hostel / university. Anybody found involved in ragging will be dealt seriously.



b. Smoking

University is declared as a **smoking** free zone. In hostel **smoking** is prohibited in the rooms as well as in the hostel premises.

c. Criminal Activities

Anybody found involved in any criminal activity e.g. theft, physical handling, using abusive language, involving in using of narcotics / supplying / helping as well as accompanying in such activities has to be expelled from hostel for the security of other students.

d. Borrowing / Lending Money

Such like dealing among the students as well as with the hostel staff is prohibited, as same may develop unpleasant occurrence and Hostel Administration will not take responsibility of any such dispute / activity.

e. Unlawful Activity

Involvement in:-

1. Banned organizations and anti-state activities.
2. Becoming member of any student union, anti-state organization or banned organization.
3. Creating trouble in hostel premises including going / on organizing strike and inviting others for strike or printing / writing / distributing pamphlets / handouts / any methods for such like activities.
4. Giving threats to any student or staff member.
5. Overstaying in hostel after completion of On Campus Duration / Specified Period / Completion of Degree.
6. Making loss to hostel / university property.
7. Misusing of hostel facilities.
8. Bringing / inviting non entitled persons in the hostel.
9. Gambling in any shape.
10. **Smoking** of any kind.



22. Inspections

- a. Hostel Warden/ Administrative officer, Senior Executive or relevant authority staff of the University can inspect hostel (student rooms and almirahs etc) without any advance warning or notice.
- b. Weekly inspection will be carried by Hostel Warden on every Thursday.
- c. Monthly inspection will be carried out by the Hostels Warden on any day of the month.
- d. Quarterly inspection will be carried out by Administration.

23. Indoor Sports

Gymnasium is equipped with expensive machines and it is expected that students will utilize the same with extreme care and will adhere to the laid down timings.

- 24.** Certificate as given below duly signed by the student and countersigned by the father / mother / guardian is required to be submitted by the student to the Hostel Warden at the time of joining of hostel.

NOTES

- a. These are general guide lines to facilitate the students and ensure comfortable stay in the hostel.
- b. Students are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these rules and advise their son / daughter to strictly follow the rules. A certificate to this effect (as per the specimen) is required to be submitted by the student, duly countersigned by the parents / guardians, to the respective warden, at the time of joining the hostel.
- c. Rules are revised / reviewed as and when required.
- d. Please submit the signed / countersigned attach certificate to your warden before joining to avoid any unpleasant consequence later on.