

GENERAL RULES & REGULATIONS FOR GIRLS HOSTEL GPO
CAMPUS, KUM

1. RESIDENCE ALLOTMENT

- Application for hostel shall be submitted prescribed form with admission form.
- Decision on application will be made Warden and Provost office.
- Rent of semester will be collected along with fee and challan will be submitted to head girl.
- Allotment can be cancelled by Provost Office at any time without assigning any reason.
- The room of allottee can be changed by authorities any time.
- Mess charges Rs. 5500/- will be submitted to head girl of hostel till 5th of that month.
- Provide affidavit (for permission to leave hostel occasionally), domicile, health certificate, CNIC/ B-form of student. Passport size picture and copy of CNIC of father, CNIC of allowed visitor and their pictures.

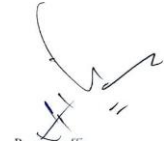
2. SAFETY & SECURITY

- Residents can use room facilities provided by hostel management without damage.
- Residents cannot change their rooms and outsiders are not allowed to enter the room.
- Residents cannot pose any safety or health risk for others.
- Residents are responsible for their belongings and hostel authorities are not responsible for the damage or loss.
- Hostel authorities can inspect room at any time of day or night.
- Cooking is strictly prohibited inside the room, however electric kettle and iron are allowed.
- Pets are not allowed in the hostel.
- Narcotics and weapons are strictly prohibited.
- Lights, gas heaters, fans and other electric appliances should be turned off before leaving the room.
- Use of electric rods is strictly prohibited.
- All irregularities, disciplinary issues and damages should be reported to the Hostel Warden.

3. DISCIPLINE

- Residents must refrain from misconduct and causing any disturbance for other residents and workers.
- Hostel leaving time from Monday to Friday is 07:30 am to 06:30 pm and Saturday and Sunday 01:00 pm to 04:00 pm.
- Loudspeakers, fighting, gambling, smoking, and liquor are not allowed.
- Residents should keep rooms and premises clean and tidy.
- Misbehaving with Hostel Warden, Security Guards and service provider will lead to disciplinary action against allottee.
- Garbage must be thrown in dustbins already installed at each floor.
- Visitors can meet residents on weekends from 02:00 pm to 04:00 pm.
- Visitors mentioned in the affidavit are allowed to meet inside the campus.
- Residents must provide an application for leaving the hostel to the Hostel Warden whenever going home.
- Residents must sign on register in security guard check post for leaving and entering hostel.
- Service providers can enter the hostel with Hostel Warden permission.
- Food will be served only in the kitchen and cannot be taken into the room.
- Cooking and washing of utensils are allowed only in the kitchen.
- Washing of clothes is allowed in attached washrooms. Drying of clothes not allowed during working hours from Monday to Friday i.e., 09:00 am to 05:00 pm outside the hostel.
- Service providers (security guards, cooks, helper, plumbers) cannot be used for personal services.
- Paying a tip or token to the service providers is not allowed.
- For vacating rooms, application must be submitted to Hostel Warden, two weeks prior to the departure.
- On vacating all hostel items will be checked by authorities to pay for any damage by allottee.
- Residents cannot enter in other rooms of hostel without permission.
- Residents cannot call or visit Warden personally; they should discuss issue with head girl first.
- If found guilty after two warning allotment will be cancelled.
- Any kind of grouping is not allowed in hostel.
- Allottee cannot go alone on weekends outside hostel, girls must go in group form of 2 or more at a time.
- Students will go with attendant if need to go to hospital or in any emergency.
- Ragging of junior is not allowed.

**Hostel Warden (GPO Girls' Hostel).
GPO Campus, KUM**



Provost Office, KUM

Handwritten signature