

## Hostel Rules & Regulations for Students

### Definitions & Governance

1. For applicability of hostel rules; these definitions will be considered: (a) Hostel: an accommodation awarded to students that is within the jurisdiction and control of NUCES, (b) Warden: A designated faculty member who is assigned charge to oversee operations and discipline among boarders, (c) Boarder: A bonafide student of NUCES who is allowed to reside in the hostel, (d) Day Scholar: A student of NUCES who is not a boarder, (e) Mess Contractor: Food service provider primarily engaged through Campus Food Committee, on contractual basis for a specified period of time, (f) Ragging/Fooling: Teasing, manhandling, ill-treatment with any fresh boarder, that may lead to physical and/or psychological harm.
2. The university management reserves the right to amend hostel rules through hostel committees whenever needed.

### General Rules

1. A student shall not occupy a room without due allotment. Likewise, he shall not transfer or exchange it with any other person without the permission of the warden.
2. Day scholars are not allowed to enter hostel premises during daytime (before 19:00) for any purpose. If any need arises, prior permission would be needed along with log entry at reception. Reception desk attendants will be authorized to prohibit any student from entering without permission.
3. All Day Scholars need to vacate campus premises after 19:00 (07:00 PM).
4. Boarders are not allowed to stay overnight out of their hostels or go out of station without prior permission of the warden. If it is needed to go out for dinner, all boarders must return by 11:00 PM. Any late arrival beyond 11:00 PM will need to be permitted. Permission slips for will be available at hostel reception.
5. Food delivered after 06:00 PM from outside will need to be collected by the student from campus main gate.
6. Students can apply for hostel accommodation for (a) 5 Months of Fall Semester only, (b) 5 Months of Spring Semester Only, (c) 2 Months of Summer Semester only, (d) 12 Months of full year, including Fall, Spring, and Summer.
7. The hostel fee cannot be refunded or transferred.
8. All students of the hostel will need to take clearance for continuation of their stay at the end of each semester (Fall, Spring, and Summer).
9. Students awarded hostel will be allocated a room, along with a set of necessary items listed in the application form. A resident will be responsible for the articles issued to him and shall return them to the hostel authorities in good condition when leaving the hostel.
10. Any student who damages any hostel asset will be liable to pay for its cost. Willful damage may also lead to additional penalty and disciplinary action. All damages will be deducted from security.
11. All damages must be reported in register available at the reception desk. Unreported damages, if found in rooms will be charged to tenants of the room, if found in a floor will be charged to tenants of the floor.
12. In case of maintenance or repair / replacement of any item, student will need to intimate hostel supervisor in writing in register available at reception.
13. Furniture and articles assigned to a room will not be shifted under any circumstances.

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14. Boarders are not allowed to take any common room or mess property into their rooms.
15. All premises of the hostel, including rooms will be open to the hostel authorities for inspection at any time without any prior notice during day or night.
16. Students are only allowed to use electric appliances such as shavers, laptops, Mobile phone chargers, or devices of similar nature.
17. Usage of high wattage appliances such as Electric Heaters, Emersion Rods, Fridge, Refrigerator, Electric Kettles, Iron, Air conditioners are strictly prohibited.
18. Usage of certain high wattage appliances such as coolers can be allowed with conditions and will entail additional charges at the end of each month. Written permission will be needed for authorization.
19. Consumption of intoxicants (including tobacco, sheesha, naswar, vello, etc.), is strictly prohibited. Violations will be held liable and face disciplinary action. If during an inspection, cigarette butts or any other evidence of intoxicant usage are discovered in any room, all room occupants will be subject to disciplinary action.
20. Pets in general are not allowed in the hostel premises.
21. Entry of firearms or any other weapon is strictly prohibited. Violations will be held liable and face disciplinary action.
22. Usage of loud music, parties, playing in un-designated areas, throwing eggs, or any activity creating disturbance or possible damage to hostel assets is not allowed in any part of the hostel.
23. All the staff (Janitorial, Attendants, security and other related) are equally important for us. There would be zero tolerance policy in case of misbehaving with them.
24. Ragging is strictly prohibited in any form and violation of it will be treated as a gross misconduct, leading to expulsion from hostel or cancellation of admission.
25. No guest is allowed in the hostel. However, the guest room can be availed (if available) by paying extra guest room charges.
26. Boarders are themselves responsible for the security of their valuables. Hostel authorities shall not be responsible for any theft or damage. However, such cases must be reported.
27. In case any incident occurs, day scholars who have entered the hostel premises with permission will be held equally liable as boarders. Those who have entered without permission will be disciplined.
28. Hostel accommodation will be allocated to students whose registration status is shown as current. In case the status changes during course of residency, the allocation will be withdrawn without any fee refund.
29. Boarders must abide by any other instructions conveyed by Wardens from time to time for smooth functioning the hostel.
30. All the students must be abided by the above-mentioned rules. In case of misconduct a student can be warned, fined, termination from hostel. No fee will be refunded in case of termination from hostel due to any mis conduct.

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