



Bahria University

H-11 Campus

Ayesha Girls Hostel

RULES

August 2022

Bahria University H-11 Campus

Ayesha Girls Hostel

Rules

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Bahria University H-11 Campus

Ayesha Girls Hostel

1. Introduction

Hostel life is an informal education that requires not just out-of-home care but also a community environment where students can learn, grow and become responsible individuals. Through its hostel facilities, Bahria University H-11 Campus (BU) aims to promote student learning through integrating hostel learning with formal educational opportunities.

BU H-11 Campus has a purpose built hostel for girls at its Islamabad Campus premises named **Ayesha Girls Hostel**. Accommodation is allotted primarily to outstation female students who get admission at BU H-11 Campus on 'first come first served' basis, depending on the availability of rooms and the date of depositing the hostel dues. If any local student (living in Rawalpindi / Islamabad) applies for hostel accommodation, her request will be considered after accommodating all the outstation students.

Residents are required to follow the rules and regulations of the hostel as stipulated herein in their own interest, and for the satisfaction of their parents/guardians. The university reserves the right to change/amend these rules at any time as and when required.

1.1. Objective

The ultimate aim of BU H-11 Campus management is the development and progress of its students. To this end, the university has, very consistently, maintained the image of being a top-class institute with quality education, good infrastructure and a closely knitted, vibrant student body. This time again, BU H-11 Campus has taken an initiative to facilitate its students and add to their personal and professional growth by providing hostel facilities with the aim to ensure the safety, security and comfort of students during their stay, so as to foster a congenial learning environment and to parental satisfaction.

1.2. Definitions

- 1.2.1. **Hostel Rules** refers to the rules contained herein.
- 1.2.2. **University** means Bahria University.
- 1.2.3. **Hostel** means accommodation provided by the University.
- 1.2.4. **Resident** means a student who is a resident of the hostel.
- 1.2.5. **University property** shall include, but not restricted to, the hostel building, furniture, fixtures and any material and equipment provided by BU H-11 Campus.
- 1.2.6. **Misconduct**, means a student's actions in non-compliance with these rules, and shall be liable to disciplinary action as specified in these rules.
- 1.2.7. **Offence** means a wrongdoing or act in contravention to the rules.

1.3. Hostel Management

The hostel management shall cater for the needs / requirements of the residents, as well as their overall safety, security and upkeep of the hostel premises; it shall comprise of:

- 1.3.1. Under the Director Islamabad H-11 Campus, the Deputy Director (DD) Hostel / Warden is the overall incharge and is responsible for all the matters related to residents' management, welfare, administration, discipline, security, maintenance and smooth functioning of the hostel affairs.
- 1.3.2. A full time resident Assistant Warden will assist Deputy Director Hostel / Warden in maintenance work, attendance during the day and at night, cleanliness of rooms / upkeep of the hostel, maintaining discipline and supervising the support staff. The Assistant Warden shall be appointed by the Director (HR) in consultation with the Director BUIC.
- 1.3.3. A Junior Assistant will also be a full time resident and will assist both Deputy Director Hostel/Warden and Assistant Warden in all the daily routine work for the upkeep, maintenance and other hostel affairs.
- 1.3.4. The DD Hostel / Warden may appoint assistant resident(s) from among the residents to assist the management in daily activities of the hostel and general implementation of the hostel rules.
- 1.3.5. BU H-11 Campus will also provide Ayas to help the residents, sweeperesses for the regular cleaning of hostel premises, a peon for outside duties / errands and guards for 24 hours security duties.

Residents are required to extend their full cooperation to the management during their stay; they are advised to contact the Warden / Assistant Warden in case of any problem, ill health, accident or maintenance of equipment / rooms.

2. Hostel Facilities

The hostel facility is located inside the BUIC premises and comprises of the upper Five floors of Building 3; it has the capacity to accommodate 185 students, with all the residents being housed on the lower floor. Direct access to the hostel is through a single entry point, which is manned round the clock by dedicated security guards.

The hostel provides the following facilities:

2.1. Hostel Rooms

- 2.1.1. Hostel rooms (three beds) are centrally air-conditioned / heated with single beds, a mattress, a computer/writing table with chair, fans, cupboard for clothes and storage of linen for each resident (details given in Annex A).
- 2.1.2. Students are not allowed to install their own air-conditioners or use heavy duty electrical appliances in the rooms; non-compliance shall lead to confiscation of the appliances and disciplinary action.

2.2. Lounge/Common Room/ Dining Area

- 2.2.1. The hostel lounge is on the Basement with air conditioning and cable LED.
- 2.2.2. The dining area is also co-located with the TV lounge on the Basement.

2.3. Meals /Messing

The hostel does NOT offer in-house meals; should this facility be offered in future, residents may opt for any of the following choices:

- 2.3.1. Residents may opt to dine in the hostel dining facility, eat at the cafeteria or do self-cooking; those opting to dine-in shall be liable to pay the messing charges at the specified rates on monthly basis, which are non-refundable.
- 2.3.2. Residents shall indicate their choice of messing at the time of admission to the hostel; this option may be modified on a monthly basis, through a written request to the Hostel Warden indicating the option exercised for the forthcoming month.
- 2.3.3. Catered meals (breakfast, lunch and dinner) shall be served in the dining area to residents who have opted to dine-in, for the entire week as per the specified timings:
 - 2.3.3.1. Breakfast 07:00 am to 09:00 am.
 - 2.3.3.2. Lunch 02:00 pm to 4:00 pm.
 - 2.3.3.3. Dinner 07:00 pm to 09:00 pm.
 - 2.3.3.4. The dining area shall remain open from 7:00 am to 9:00 am for the convenience of those residents desirous of having their breakfast at the facility; however, no breakfast shall be served by the hostel.
- 2.3.4. The messing charges, if applicable, are available with the cafeterias or the Hostel Warden. Payment shall be made on a monthly basis, as per the procedure specified for payment of hostel dues.
- 2.3.5. The University has two cafeterias located in the campus, which operate from 7 am to 9 pm. These cafeterias provide food at subsidized rates to the residents of the hostel and the quality of food is constantly monitored by the University management.
- 2.3.6. Residents who opt for self-cooking may do so in the kitchenette on the lower floor and main kitchen on the upper floor; however, hostel cooking utensils, crockery or cutlery shall not be used outside the dining facility.
- 2.3.7. Residents can also order the meals through their hostel peon from the on-campus cafeterias or the nearby market.

2.4. Laundry

- 2.4.1. The laundry is located on the First floor, is equipped with washing machines, dryers, Fridges, Kettle, Juicer, Toaster, Ovens and ironing boards for the use of residents.
- 2.4.2. The services of a washerman can also be hired on payment by the students, if required. In this case hostel management will not be responsible for any loss.

2.5. Kitchen / Kitchenette

- 2.5.1. The main kitchen is located in the Basement and is equipped with a fridge, deep freezer, microwave oven, stove and a cooking range. On the First Floor also has a Laundry with a fridge, microwave, oven, Kettle, Juicer and a Toaster for the residents' use.
- 2.5.2. Residents must use these accessories with care; they must wash their utensils after use.
- 2.5.3. Litter and garbage should be properly disposed to avoid rodents and insects in the hostel.

2.6. Washrooms and Toilets

- 2.6.1. Sufficient communal washrooms and toilets are provided for the Residents' use.
- 2.6.2. There are two washrooms on each floor with two Indian washrooms and one with a commode and two washrooms for bathing.

2.7. Telephones / Wi-Fi / Internet

- 2.7.1. Telephone extensions through BU exchange are provided on first floor, which can be used by residents for incoming calls and to make calls within the campus. Outgoing calls are normally not permitted; however, in case of an emergency, residents may make an outgoing call with the permission of the resident warden.
- 2.7.2. Wi-Fi / Internet facility is provided at the hostel premises for the residents' use. Hostel management may randomly pick up the residents' PC/CPU's & CDs for scanning to ensure that objectionable material or files are not downloaded /stored. Defaulters will be dealt with severely and their parents will also be informed.
- 2.7.3. These facilities are provided free of cost and all the residents are advised to use these facilities prudently. Deputy Director is to monitor the use/misuse of the internet / restricted sights etc through System Engineer.

2.8. Visitors Room

- 2.8.1. A separate facility has been established adjacent to the hostel where residents may receive visitors specifically authorized by parents / guardian. Unauthorized guests or outsiders are strictly prohibited to enter the hostel premises.
- 2.8.2. Access to the main hostel premises is limited to the residents and authorized staff only.
- 2.8.3. Male family members are only allowed to meet their ward in visitor's room. **No male member is allowed inside the hostel.**

2.9. Support Staff

- 2.9.1. Support staff at the hostel is to facilitate the residents and to make their stay as comfortable as possible. Residents are advised to treat them with respect and in case of any complaint the matter should be reported to the hostel management.
- 2.9.2. Hostel support staff and housekeeping staff is responsible for the cleaning of all the hostel premises including rooms.
- 2.9.3. The Warden shall regularly monitor to see if proper cleaning standards are maintained.
- 2.9.4. In case of repair / maintenance, inspection of doctor, internet issues or routine check, **any visiting male staff from the university or outside will be escorted and supervised by the hostel staff at all times.**

2.10. Generators/UPS

- 2.10.1. The hostel is equipped with generators and UPS for uninterrupted power supply so that, at the time of load shedding, studies of the students are not affected.
- 2.10.2. These appliances can take the load of lights and fans only. Residents are required not to use other electrical appliances when the generators are on.

3. Allotment of Hostel Accommodation

While applying for initial enrolment at BUIC, prospective students are required to indicate the requirement of hostel accommodation on the admission form submitted to the Admissions Office; they shall also fill out the prescribed hostel application form (Annex B), which may be obtained from the Admissions Office or downloaded from www.bahria.edu.pk. On confirmation of admission, the Admissions Office will forward the hostel application form to the hostel management for processing. Following categories are also eligible for hostel stay, subject to the availability of accommodation:

- Female management and teaching staff of Bahria University Islamabad Campus.
- Female guest from BUKC, BULC, BUMDC and affiliated units of BU.

3.1. Hostel Admission Procedure

The procedure for hostel admission is as under:

- 3.1.1. On confirmation of enrolment at BUIC, the hostel management shall approve provisional admission to the hostel, and accordingly inform the Accounts Office. Residents are required to sign an undertaking to abide by all the rules and regulations of the hostel.
- 3.1.2. The hostel fee challan shall be issued by the Accounts Office; the student's copy of the paid fee challan shall be deposited with the Hostel Warden for confirmation of the hostel admission.
- 3.1.3. Priority for admission shall be given to outstation students, based on 'first come first served' basis depending upon payment of hostel dues. Local students (living in Islamabad / Rawalpindi) shall be considered only after all outstation applicants have been considered / accommodated.
- 3.1.4. Rooms are allotted on the basis of three students per room, as per the design of the room and BUIC policy on the subject.
- 3.1.5. Selected candidates will be allotted their rooms by the hostel management on arrival; this may later be adjusted, on written request from the student, at the discretion of the hostel management.
- 3.1.6. Interchanging of rooms amongst residents on their own is NOT permitted; if desired, this shall be done by the hostel management on a written application from the student.
- 3.1.7. If no further accommodation is available, a waiting list shall be prepared as per the policy explained above and the candidate(s) will be informed accordingly.
- 3.1.8. Hostel management has the right to allocate vacant beds to any applicant at any time.
- 3.1.9. Hostel management can relocate residents from one room to any other, and for that one week notice will be given with necessary support.

3.1.10. Residents are not allowed to entertain unauthorized individuals in their rooms.

3.2. Stay in Hostel

Students granted admission in the hostel shall be entitled to stay for the duration of their on-campus studies, as mentioned in Academic Regulations and reproduced in the Hand Book issued to students at the time of their enrollment, subject to the timely payment of hostel dues.

3.3. Temporary Stay in the Hostel

- 3.3.1. Subject to the availability of surplus and vacant accommodation, students applying for duration shorter than the entire semester may be granted admission on a case to case basis; they shall be required to abide by all the rules.
- 3.3.2. The application form may be downloaded or obtained from the Warden and must contain the signature of the parent / guardian.

3.4. Vacation of the Hostel

- 3.4.1. Residents shall be required to vacate the hostel accommodation at the completion of their studies and during semester breaks; should any resident fail to deposit the keys with the hostel authorities or leave any belongings in the room, they shall be charged for the vacation period. On rejoining for the next semester, all efforts shall be made to allot the same room to residents, unless requested otherwise.
- 3.4.2. Residents electing to stay in the hostel during semester breaks shall be liable to pay the hostel dues for the vacation period.
- 3.4.3. Residents shall be required to vacate the hostel premises immediately on termination of their semester/studies at BUIC. They are to check out with all their belongings and vacate the room latest by 6:00 p.m. on the specified date. In case of non-compliance the hostel management has the right to clean the room and shift the belongings to the store. The management will not be responsible for any loss or damage.
- 3.4.4. Residents desirous of withdrawing from the hostel, at any time prior to the termination of studies, shall apply on the prescribed form, duly countersigned by their parent / guardian, to the Hostel Warden at least seven days before the desired date of leaving the hostel.
- 3.4.5. Residents leaving the hostel, whether voluntarily or on termination of studies, will have to inform the hostel management one week in advance and shall obtain a clearance certificate from the hostel management and deposit it with the Accounts Office for refund of hostel security, after adjustment of outstanding dues, damages or fines, if any.
- 3.4.6. Residents asked to vacate the hostel, except on disciplinary grounds, shall be entitled to a refund of hostel fees & security as specified in these rules.
- 3.4.7. Residents asked to vacate the hostel on disciplinary grounds, the hostel management will inform their parents/guardian in writing. The resident will be asked to immediately vacate the hostel after the completion of the formalities.
- 3.4.8. At the time of vacation the warden will inspect the room and in case of any losses or damages the student will have to pay or replace the damages before vacating the room.

3.5. Hostel Dues

- 3.5.1. The hostel dues shall be paid for the entire semester in advance. These dues shall comprise:
 - 3.5.1.1. Registration: one time non-refundable.
 - 3.5.1.2. Security: one time refundable.
 - 3.5.1.3. Fees: @ current monthly rate, calculated for 4 months per semester.
- 3.5.2. Students joining the hostel other than at the beginning of a semester shall be liable to pay the hostel fees effective from the month of joining till the end of semester. Any resident vacating the hostel at any time after the end of a semester shall be liable to pay the hostel fees till the month of departure.
- 3.5.3. Fee challans are issued by the Accounts Office, which are required to be deposited in Allied Bank Limited, E-8 Branch, Islamabad.
- 3.5.4. Dues must be cleared by the due date as mentioned on the fee challan, failing which a resident shall have to pay a fine of Rs. 100/-per day.
- 3.5.5. After one month of the due date, the hostel admission may be cancelled for the non payment of dues and the hostel security will be forfeited.
- 3.5.6. Residents must clear their dues at the time of vacation.
- 3.5.7. Hostel rent does not include meals.
- 3.5.8. The University reserves the right to periodically review the hostel fees to cater for inflation.

3.6. Refund of Hostel Fee / Security

To bring the hostel fee /security refund policy in concordance with the policy in place for refund of tuition fees, following rules will apply:

- 3.6.1. In case of voluntary withdrawal by a resident who has paid the hostel fees till the end of the semester:
 - 3.6.1.1. If the date of vacation is before the commencement of the mid-term exams, 50% of the entire semester fee, i.e. for two months, shall be refunded.
 - 3.6.1.2. If the date of vacation falls after the commencement of the mid-term exams, NO refund of hostel fees shall be admissible.
- 3.6.2. In case of voluntary withdrawal by a resident allowed temporary accommodation in the hostel, NO refund shall be admissible.
- 3.6.3. A resident asked to vacate the hostel involuntarily, i.e. by the hostel management, except in case of withdrawal on disciplinary grounds, shall be entitled to a refund of any hostel fee already paid for the period beyond the month of her leaving.
- 3.6.4. Residents withdrawn on disciplinary grounds shall NOT be entitled to any refund of hostel fee or security.
- 3.6.5. Hostel security to be refunded to residents on vacation / withdrawal shall be made after adjustment of outstanding dues, damages or fines, if any; such refund shall only be made on deposit of the clearance certificate from the Hostel Warden with the Accounts Office.

4. Hostel Timings / Reporting

- 4.1.1. For safety and security reasons, while leaving the campus, whether for academic or private purposes, residents must enter their departure and/or arrival timings in the register kept at the reception, both during normal weekdays or when leaving / returning from a weekend / vacation, failing which absence will be marked and disciplinary action initiated against the defaulter(s). They are also required to leave the addresses and telephone numbers of relatives / friends they plan to visit.
- 4.1.2. To ensure security as well as the presence / return of residents to the hostel, residents are required to mark their attendance in the register, maintained specifically for this purpose with the Assistant Warden, daily between 8:30 am to 9:15 pm. **Night attendance is compulsory for all residents.**
- 4.1.3. Any resident not marking her attendance will be deemed to be absent and action shall be taken accordingly; anybody marking a proxy attendance shall also be liable to disciplinary action.
- 4.1.4. A resident coming in late (with a genuine reason) must inform the DD hostel/Warden or Assistant Warden in time, failing which a resident shall have to pay a fine of Rs. 100/- every time.
- 4.1.5. In case a resident needs to stay out on weekends or after the hours specified, a leave application signed by the parent / guardian must be submitted in advance (Annex C). Residents are allowed to leave the campus only with the written permission of the Warden.
- 4.1.6. Inter-room movement after 11:00 pm is NOT permitted.

5. General Hostel Rules and Regulations

5.1. Hostel ID Cards

- 5.1.1. After the admission in the hostel, each resident will be issued a hostel ID card which is non-transferrable.
- 5.1.2. Hostel ID card will be required to access the hostel; the staff on duty are authorized to check these cards.
- 5.1.3. Loss of the Hostel ID card is to be immediately reported to the hostel management; a new card will be issued on payment of a re-issuance fee of Rs. 500/-.
- 5.1.4. Validity is written on the card and it cannot be used after expiry or vacation of the hostel.
- 5.1.5. Hostel ID card must be deposited with the Warden while obtaining clearance on vacation of the hostel.

5.2. Room Keys

- 5.2.1. Room keys will be issued to residents at the time of registration; the residents shall be responsible for its safekeeping and are not to give the keys to any unauthorized person if they are going out of the hostel.
- 5.2.2. On vacating the room, the keys shall be returned to the hostel authorities; in case a key is lost, the resident shall bear the expense incurred on replacement of the lock and keys.

5.3. Dress Code

- 5.3.1. Hostel residents are required to be properly dressed at all times when out of their rooms; bathrobes, night suits, short sleeves, sleeveless and negligees are not deemed appropriate.
- 5.3.2. All residents are expected to dress properly before going out of the hostel. Decent dressing not only enhances the personality but is also a mark of respect to the other students of the institution.
- 5.3.3. Any violation will be considered as an act of indiscipline.

5.4. Day Scholars

- 5.4.1. Day scholars are not allowed to use the hostel facility; they will be considered as guests in the hostel and can only come up to the visitor's room.
- 5.4.2. In case of emergency or genuine reason a female day scholar may be allowed to stay overnight in the hostel. A formal request should be made to the DD Hostel / Warden in advance to use the facility.
- 5.4.3. **MALE STUDENTS ARE NOT ALLOWED IN THE HOSTEL PREMISES UNDER ANY CIRCUMSTANCES.**

5.5. Student's Guests

- 5.5.1. Residents are allowed to meet their parents / guardians and only those visitors that are duly authorized by their parent / guardian and whose photograph / ID card copy have been submitted to the office (Annex D).
- 5.5.2. All visitors are permitted to meet the residents within the specified timings only; visiting hours are 4:00 pm to 7:00 pm on weekdays & 8:00 am to 8:00 pm on weekends & holidays.
- 5.5.3. Guests are not allowed to visit or stay in the resident's rooms; they shall meet the residents in the designated visitors room adjacent to the hostel.
- 5.5.4. All visitors should fill in their particulars in the visitor book placed in the Reception; residents are required to ensure that all visitors complete this formality.
- 5.5.5. **Day scholars and / or other staff not connected to the hostel are NOT allowed to enter the hostel premises.**

5.6. Functions / Meetings / Parties in Hostel

- 5.6.1. Residents may arrange functions, meetings or parties in the hostel premises only after seeking written permission of the DD Hostel. This includes meetings for hostel affairs, organizing sports, co-curricular or extra curricular activities and parties.
- 5.6.2. In case of the grant of permission the students must display good conduct and acceptable/ decent behavior.
- 5.6.3. No social, religious or political activity likely to injure the feelings of any resident is permitted. Formation of any political or religious group is NOT allowed.
- 5.6.4. NO males, students or others, are allowed in the hostel premises for any such activity.

5.7. Receiving Messages / Parcels from Home

- 5.7.1. All messages / parcels for residents shall be delivered at the Reception; the guard on duty shall inform the recipient to personally check and collect the item.
- 5.7.2. Residents are advised to inform any person depositing parcels to give their complete hostel address and registration number on it; in case of any loss the hostel management shall not be responsible.

5.8. Notices / Instructions

All residents are advised to regularly read the information / notices displayed on the hostel notice boards. No excuse or argument will be accepted in case of non-compliance of the rules.

5.9. Hostel Resident Committees

Hostel residents are encouraged to actively participate in managing their affairs through the Discipline, Extra Curricular Affairs and Messing Committees, selected on semester basis.

5.10. Complaints

Residents shall register their complaints regarding repair / maintenance, cleanliness or unacceptable behavior and disturbances with the hostel Warden.

6. Safety and Security

6.1. Accidents

- 6.1.1. Any accident / unusual incident should immediately be reported to the hostel authorities.
- 6.1.2. If a resident finds her roommate missing for more than 12 hours, it should also be reported to the management.

6.2. Valuables

- 6.2.1. Residents must keep their valuables under lock and key at all times, as they are personally responsible for the safe keeping of valuables in their rooms.
- 6.2.2. They are advised not to keep large amounts of cash in the room; any extra cash may be deposited with the Hostel Warden for safekeeping.
- 6.2.3. They must take due care of their ATM cards and NOT disclose their PIN codes to anyone.

6.3. Medical Officer

- 6.3.1. A female doctor is also available on campus in the sick bay, who can be contacted on required basis for outdoor treatment.
- 6.3.2. In case of a serious medical condition, students will be evacuated to the Naval Hospital PNS HAFEEZ.

6.4. Security

The Hostel has 24/7 security arrangements, with a fully trained guard at the main campus & hostel entrance(s) and round-the-clock vigil in and around the hostel.

6.5. Fire Safety/Instructions

Fire drills will be conducted periodically; residents are required to attend these drills regularly to avoid panic and accidents in case of fire / emergency.

In case of an actual fire, residents are required to:

- 6.5.1. Activate the fire alarm located in the corridors of both floors.
- 6.5.2. Call any of the extension 475, 477, 200, 224 or 481 to report the fire.
- 6.5.3. Do NOT attempt to fight fire.
- 6.5.4. Vacate the premises as rehearsed.
- 6.5.5. Return to the building when cleared to do so.
- 6.5.6. **Residents are warned NOT to play with the firefighting equipment.**

6.6. Emergency Aid

In case of an emergency like electricity/ water failure, theft, fire, etc. the Resident Warden has all the necessary telephone numbers for contacting the appropriate agencies/ offices.

7. Discipline

7.1. General

Residence in the Hostel is, at all times, subject to good behaviour and can be withdrawn at any time in the interest of hostel discipline.

- 7.1.1. All the residents are required to read the rules carefully; any violation will lead to disciplinary action which may include a written warning, fine, suspension or dismissal from the hostel. The decision of the Director BUIC will be final.
- 7.1.2. Residents are required to maintain discipline in such a manner that an atmosphere conducive to effective study prevails in hostel. They are required to respect the rights of others and refrain from any act which may disturb and destroy the peace in hostel.
- 7.1.3. Any student found involved in dishonest behaviour like stealing, theft and cheating will be expelled from the hostel.
- 7.1.4. Residents are individually and collectively responsible for any loss or damage of the hostel property. In case of unidentified loss or damage, the cost of damage will be assessed and shall be distributed equally amongst the residents.
- 7.1.5. The Hostel Management or relevant authorities may check the hostel premises at any time.
- 7.1.6. A Resident is responsible for:
 - 7.1.6.1. Keeping their rooms tidy.
 - 7.1.6.2. Safekeeping of their belongings.
 - 7.1.6.3. Storing dirty clothes properly.

- 7.1.6.4. Throwing garbage in waste bins.
- 7.1.6.5. Making their beds before leaving the room.
- 7.1.6.6. Placing shoes in cupboards.
- 7.1.6.7. Not moving the furniture from one place to another.
- 7.1.6.8. Not leaving the lounge chairs on the terraces, laundry, kitchen and corridors.
- 7.1.6.9. Switching off the lights, fans, ACs and kitchen stoves when not in use.
- 7.1.6.10. Not damaging any of the hostel property.
- 7.1.6.11. Reporting emergency, loss and damages to the hostel management.

Residents must not get involved in:

- 7.1.6.12. Any political, religious or undesirable activity.
- 7.1.6.13. Viewing or in possession of pornographic material.
- 7.1.6.14. Possessing any kind of weapon.
- 7.1.6.15. Possessing, consuming, supplying and storing of any liquor, intoxicants, prohibited medicines and drugs.
- 7.1.6.16. Gambling or money at stake.
- 7.1.6.17. Breaking or occupying vacant rooms.
- 7.1.6.18. Sleeping anywhere else other than the allotted room.
- 7.1.6.19. Cooking in hostel rooms.
- 7.1.6.20. Spoiling the hostel wall by writing on it.
- 7.1.6.21. Climbing the walls or roofs which may cause a serious accident.
- 7.1.6.22. Keeping any kind of pets.
- 7.1.6.23. Lending or borrowing money.
- 7.1.6.24. Leaving hostel without permission.
- 7.1.6.25. Arguing with the hostel staff.

7.2. Smoking

Bahria University H-11 Campus has been declared a NO SMOKING ZONE. Smoking is strictly prohibited within the hostel premises. Any resident found smoking or any evidence of smoking is found like cigarettes, butts, smoke or smell in any room, the occupant of that room will be held responsible. A fine of Rs. 5,000/- will be imposed for the first instance; repeat offences may be referred to the Discipline Committee which may lead to expulsion from the hostel.

7.3. Ragging in the Hostel

Ragging of any kind or form is strictly prohibited in the hostel; any resident found guilty of this act will be suspended, a fine of Rs. 5,000/- imposed and, in severe cases, may be expelled from the hostel. The acts comprising ragging are given in Annex E.

7.4. Punishments

It is mandatory to comply with the timings and orders spelled out in this SOP / Rules. Strict action will be taken against the students for any violation; the following actions may be initiated against defaulters:

- 7.4.1. For minor offences or first occurrence, the Hostel Warden may serve the resident with a warning and / or a fine up to Rs. 5,000/-.
- 7.4.2. For repeated occurrence of an offence, the resident will be produced before the Director BUIC who may impose a fine up to Rs. 10,000/-.
- 7.4.3. For major breaches of discipline the matter will be referred to the BUIC Disciplinary Committee for appropriate disciplinary action / expulsion from the hostel.
- 7.4.4. Serious violation of rules, as and when observed, will be reported to the parents in writing.
- 7.4.5. Details of punishments for various offences are listed in Annex F.

8. Inspections

- 8.1.1. Weekly inspection will be carried out by the wardens on every Wednesday.
- 8.1.2. Monthly inspection will be carried out by the Deputy Director Hostel / Warden on any day of the month.
- 8.1.3. Quarterly inspection will be carried out by Deputy Director (A&C), as scheduled.
- 8.1.4. Director Campus and senior executives of the University may visit / carry out inspection of the hostel at their discretion.
- 8.1.5. Sanitary inspection will be carried out by BUIC SMO once a month or as deemed necessary.
- 8.1.6. The Hostel Warden, Deputy Director (A&C) and Director BUIC may inspect the hostel (including student's rooms and cupboards etc.) without any advance warning or notice.

9. Parents / Guardians' Responsibilities

Parents are requested to complete the hostel forms at the time of admission, and in case of any change of address inform the hostel management immediately. They should also in writing give permission to their ward for travelling on her own to / from the hostel and to go to the market as and when required (Annex G). In this case the hostel will not be responsible for any accident or mishap.

10. Contacts

Designation	Tel (Office)	Email
Director BUIC	051-9260002 / 216	director@bahria.edu.pk
Incharge Hostel	051-9259461 / 3705	ddqa1@bahria.edu.pk

These Rules may be revised / reviewed as and when required.

Issued by:

Javeria Tabassum

Deputy Director Ayesha Girls Hostel / Warden

August2022

Note:

These are general guidelines to facilitate the residents and ensure a comfortable stay in the hostel. Residents are required to read & follow the above rules while staying in the hostel. A certificate to this effect (as per the specimen below) shall be signed by the student, duly countersigned by the parents / guardian, and submitted to the DD Hostel /Warden at the time of joining the hostel.



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

Certificate

It is certified that I have read and understood the Hostel Rules and shall abide by the same during my stay at the BUIC hostel. I also understand that any violation of these rules may result in disciplinary action taken against me as stipulated under these rules.

Name of the Resident _____ Signature _____

Enrolment No. _____ Date _____

Countersigned by

Name _____ Signature _____

Relationship _____ Father / Mother Guardian _____ Date _____

(Strike out whichever is inapplicable)



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

Room Inventory

Academic Year: _____ Name: _____ Room No.: _____

S.No	Item	Qty	Remarks
1	Bed	3	
2	Mattress	3	
3	Study table	3	
4	Pillow+Bedsheet	3	
5	Chair	3	
6	Fan	2	
7	AC	1	
8	Tube light	4	
9	Window curtains	4	
10	Moveable Cupboard	2	
11	Cupboard keys	3 each	
12	Room keys	1	
13	Dressing with Mirror	1	
14	Energy saver	4	
15	Dust bin	1	
16	Fixed Cupboard	1	
17	Side Table	3	
18	Shoe Rack	1	
19	Flower Clock	1+1	

Each student will be provided with the above mentioned items in a room of 3 beds by the hostel management, which will be the property of Bahria University Ayesha Girls Hostel. Students will be responsible for these items and these will be checked at the time of vacation of room.

Signatures:

Students Name: 1 _____ 2. _____ 3. _____

DD Hostel/ Warden: _____

Name: _____

Date: _____

Annex B

To Ayesha Hostel SOPs

**BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS**

H-11/4, Islamabad

Ayesha GIRLS HOSTEL**Application Form**

Enrollment. No.: _____ Name: _____

Department _____ Program _____ Semester: _____

Gender: _____ Date of Birth: _____ Cell No.: _____

CNIC#: _____ Email: _____

Father's Name: _____ **Contact #:** _____

CNIC#: _____ Email: _____

Mother's Name: _____ **Contact #:** _____

CNIC#: _____ Email: _____

Residential / Present Address: _____

_____ City: _____ Country _____

Local Guardian's Name: _____ **Contact #:** _____

CNIC#: _____ Email: _____

Address: _____ City: **Islamabad / Rawalpindi**

Relationship with the student: _____ Signature: _____

Medical History (if any) _____

Blood Group: _____ Emergency Contact No.: _____

Signatures:

Applicant: _____ Parent _____ Date: _____

(Please provide copies of ID cards of Applicant, Parents and Guardian)

1" x 1"

Photograph

(Qty 3)

For Office Use Only**Initials / Date****Admissions**

Enrollment No. _____

Hostel**Admission**

Application status: Provisionally accepted / Wait listed

Hostel fee challan issued on: _____

Paid fee challan received on: _____

Room Allotted: _____

Occupied on: _____

Resident's signature _____

Vacation

Vacation type: Normal / voluntary / involuntary / discipline

Effective date: _____

Outstanding dues (if any): Rs. _____

Comments:

Date: _____

Signature Incharge Hostel: _____

Accounts / Finance

Hostel fee refund: Rs. _____

Paid on: _____

Hostel security: Rs. _____

Paid on: _____



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

Hostel Leave Form

Enrollment. No.: _____ Name: _____

Department _____ Program _____ Semester: _____

Leaving on: _____ Returning on: _____

Reason for leave: _____

Leave address: _____ Contact #: _____

Departure mode: Self / Parent / Guardian / Other (Name & Relation): _____

Date _____ Signature _____

Hostel Leave Form

Enrollment. No.: _____ Name: _____

Department _____ Program _____ Semester: _____

Leaving on: _____ Returning on: _____

Reason for leave: _____

Leave address: _____ Contact #: _____

Departure mode: Self / Parent / Guardian / Other (Name & Relation): _____

Date _____ Signature _____

Approved / Not approved

Date: _____

DD Incharge / Hostel Warden



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

Visitor's Permission Slip

Mr./Mrs./Ms. _____ CNIC No.: _____

Address: _____ Contact No.: _____

Is hereby allowed to visit my daughter / ward _____

Enrollment No. _____ From the Bahria University H-11 Ayesha Hostel premises.

He / She may be permitted to visit my daughter / ward in accordance with the hostel regulations.

He / She may also be permitted to collect my daughter from the hostel premises when proceeding on leave.
(Please delete if not applicable)

This permission is valid for (please tick one as appropriate):

- One time only.
- Till the end of the current semester.
- Permanent, till rescinded.

Please attach the following documents of the authorized visitor:

- Photograph (1" x 1").
- Copy of CNIC card.

Date _____

Signature _____

Name _____

(Parent / Guardian)

CNIC No. _____

Contact No. _____

Note: A separate permission slip be submitted for each authorized visitor.



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

**Acts which may Constitute Ragging
(Either by senior or junior students)**

1. Any act of a student, whether verbal or written, directed toward other students which has an effect of teasing or rudeness.
2. Rowdiness or undisciplined activities causing hardship, annoyance, physical or mental harm.
3. An act towards other student(s) which causes shame / embarrassment or damage the psyche of others.
4. Any activity which disrupts the academic activity.
5. Any forceful expenditure burden on other student(s).
6. Any kind of abuse, physical or sexual, causing harm or danger to health.
7. Any act of abuse, whether verbal, by email or post posing a danger to health.
8. Any activity of deriving pleasure through sadistic thrill causing discomfort to others.
9. An act that affects the mental health and self-confidence of other students.
10. Showing authority, power and superiority to put others under pressure.



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

Penalties and Administrative Fees

Residents are advised to follow the prescribed hostel rules. For repeated serious offences the matter will be referred to the University Discipline Committee. In case of violation one or more of the following penalties may be imposed:

- Fine of Rs. 5000
- Replacement cost of damaged or lost hostel property and fixtures
- Expulsion from the hostel

S.No	Offence	Penalty
1	<ul style="list-style-type: none"> • Loss of keys. • Losing Hostel ID card. 	<ul style="list-style-type: none"> • First time fine Rs 500/-. • Second time fine Rs 1,000/-. • Duplicate card will be issued at the cost of Rs. 500/-. • Rs. 1,000/- fine if the card is not returned at the time of vacation of hostel..
2	<ul style="list-style-type: none"> • Moving sofas / chairs/tables anywhere from the common room/lounge. 	<ul style="list-style-type: none"> • Fine Rs. 500/-. • Warning letter in case of repeated offence.
3	<ul style="list-style-type: none"> • Damaging / vandalizing any property or fixture of the Hostel. 	<ul style="list-style-type: none"> • Warning Letter. • Pay compensation as per damages.
4	<ul style="list-style-type: none"> • Changing hostel room without permission. 	<ul style="list-style-type: none"> • Warning letter. • Fine Rs. 1000/- & return to original hostel room.
5	<ul style="list-style-type: none"> • Failure to vacate the room as per rules or hand over the key in time. 	<ul style="list-style-type: none"> • Pay compensation for overstay. • Fine Rs. 1,000/-.
6	<ul style="list-style-type: none"> • Fighting / arguing causing injury to others. 	<ul style="list-style-type: none"> • Warning Letter. • Fine Rs. 1,000/-. • For repeated offence case to be forwarded to DC.

7	<ul style="list-style-type: none"> • Gambling / betting which involves money. 	<ul style="list-style-type: none"> • Warning letter. • Fine Rs. 2,000/-. • For repeated offence matter to be forwarded to DC.
8	<ul style="list-style-type: none"> • Smoking in hostel. • Cigarette butts/smoke or ash found in rooms. 	<ul style="list-style-type: none"> • Warning Letter. • Fine Rs 2,000/-. • For repeated offence matter to be forwarded to DC.
9	<ul style="list-style-type: none"> • Ragging during orientation week and of the new comers which causes physical or mental injury. 	<ul style="list-style-type: none"> • Fine Rs 5,000/-. • Serious case will be forwarded to DC for expulsion from hostel.
10	<ul style="list-style-type: none"> • Possessing/consuming/distributing alcohol / drugs / prohibited drugs / chemical substance. • Possessing pornography or prohibited material. 	<ul style="list-style-type: none"> • Fine Rs 5,000/-. • Case forwarded to DC. • If found guilty, immediate expulsion.

Remarks:

- A copy of warning letters will be sent to parents/guardians and office record file.
- Payment of penalty / fine will be made to the Finance department.

Annex G
To Ayesha Hostel SOPs



BAHRIA UNIVERSITY H-11 ISLAMABAD CAMPUS

H-11/4, Islamabad

Ayesha GIRLS HOSTEL

Permission Slip

I hereby allow my daughter _____ Enrollment No. _____

Department _____ Program _____ Semester _____

to commute to/from Bahria University Fatima Girls Hostel on her own as and when required.

Bahria University H-11 Campus administration will not be responsible for any accident/mishap or her whereabouts, outside the University premises.

Parent's Signature _____

Name _____

CNIC # _____

Date _____

Any type of political activity is strictly not allowed.

You have to pay Fee Challan and Mess Fee within given time frame, otherwise you will have to pay Fine.

Students grouping not allowed, if found strict action will be taken.

You are not allowed to make any involvement in management's affairs.

If a room allotted by the staff, No student is allow to change the room without permission of hostel warden.