

## **HOSTEL ALLOTMENT POLICY AND RULES FOR INLIVING / OUTLIVING STUDENTS**

1. **Introduction.** College of E&ME provides hostel facility to the outstation undergraduate/ postgraduate students at the start of academic session every year. Hostel accommodation to NSs/PCs/ASCs is strictly allotted as per the application seniority list. The College administration offers its best possible services to facilitate the students during their stay in the hostels. These hostels provide: -

- a. Peaceful academic environment.
- b. Quality food / meals, prepared under hygienic conditions.
- c. Indoor recreational facilities like TV Room etc.
- d. Indoor / Outdoor sports facilities.

2. **Category of Hostels.** Besides NUST hostels, CEME maintains different other hostels to accommodate large number of students. The room configurations amenities and standard of services varies as per the hostel design along with their room rent / service / utility charges.

3. **Hostel Allotment Procedure**

- a. Students desirous to avail hostel accommodation are required to apply online on the prescribed form (available on College Website [www.ceme.nust.edu.pk](http://www.ceme.nust.edu.pk)).
- b. Seniority of hostel allotment list is made strictly on “First Come First Serve” basis for UG and PG students separately.
- c. Hostel accommodation will be allotted by college authorities depending upon the availability of the rooms. Hostel accommodation to international students (selected on SAT basis) is guaranteed provided that they apply for the hostel facility before the display of first hostel allotment list.
- d. Applications forwarded with incomplete / incorrect information will not be considered for the allotment of hostel accommodation.
- e. Students of local station (Rawalpindi and Islamabad city) will not be entertained.
- f. Hostel waiting list will be valid for one semester after new admission in the college, after which the previous waiting list will become invalid.
- g. The authorities of College of EME reserve the right to terminate hostel facilities including dining facilities in arrangements for any act deemed inappropriate and in violation of SOPs. The decision of the college authorities will be final and will not be challenged in any court of law.

4. **Procedure / Actions to be Taken by Applicants**

- a. Online application to be forwarded on the prescribed Online Hostel Application Form available on College of E&ME official website <https://ceme.nust.edu.pk>.
- b. Details including all required documents, bank draft and mailing address for dispatching required documents, while applying for hostel online, are given on above mentioned college of E&ME website.
- c. On allotment of hostel, students will be required to deposit following dues on “**Kuickpay**” to confirm hostel accommodation within 7 x days, failing which the vacancy will be offered to next student in waiting list.
  - (1) Rs. 15,000/- Advance Messing (Refundable)
  - (2) Rs. 20,000/- Campus Security (Refundable)
  - (3) Fixed Six Monthly (Advance Accommodation and Allied Charges) on prescribed rates charged from October till March.

**Note:** As per arrival date of student in campus, additional charges would be charged (if any).

5. **Hostel Allotment Period.** All students can avail hostel facility equal to their on-campus time as given below. After expiry of the said period, the in-living status of the students will be cancelled and he / she will have to vacate the hostel.

- |    |     |   |         |
|----|-----|---|---------|
| a. | UG  | : | 4 Years |
| b. | PG  | : | 2 Years |
| c. | PhD | : | 3 Years |

**Note:** Students are not entitled to any extension in the above-mentioned tenures.

6. **Temporary Hostel Allotment.** Temporary allotment will be made only to those students who are currently registered in the College of E&ME, on availability of surplus and vacant accommodation. Students applying for short duration allotment will process application through their respective Manager (Hostel) and will be granted permission to avail the facility on case-to-case basis. A request form is available in the Account Department at NUST Students Affairs Wing (NSAW).

7. **Procedure to Vacate the Hostel.** To vacate the hostel, student needs to inform in writing to the Manager (Hostel) through “Request Form”. All dues will be paid and clearance to be obtained. In case the student fails to abide by the said procedure, he/she will be required to pay mess bill before issuance of hostel clearance.

8. **Routine Hostel / Mess Dues.** After initial payment of dues on allotment of hostel as mentioned in para 4 (c) above, following are the details of monthly / six monthly charges: -

- a. At the beginning of each academic year i.e. Sep / Oct each year, the hostels will be re-allotted and students will be required to deposit *Fixed Six Monthly (Advance Accommodation and Allied Charges)* in advance.
  - b. *Monthly charges (including actual messing and utility charges)* are required to be paid on monthly basis.
  - c. Students would be notified about their due/ pending bills (monthly/ six monthly) through a text message (*message sent by Kuickpay automatically*) on their registered contact number. Moreover, pending bills would also be displayed on notice board of department of a student and also uploaded on college website.
  - d. It is the responsibility of students themselves to ensure that their pending bills of all kinds are paid well in time.
  - e. Those students (male or female) who would fail to deposit their *Fixed Six-Monthly Charges* or *Monthly Charges* within due date, fine along with their registration for any kind of courses in current or succeeding semester would be stopped/ cancelled. If a student still fails to deposit the same, then his/ her messing/ hostel facility would be withdrawn without any further warning.
9. **Attendance & In / Out Policy.** All NUST Students / Paying Cadets/Additionally Selected Cadets residing in college hostels are required to adhere to the rules given below, violations of which will lead to disciplinary action against the individuals: -
- a. Female students are not allowed to stay out of hostel after 2200 hours while male students to be inside college/ hostel premises before 2300 hours. Defaulters will be fined as follows: -
    - (1) 1st Violation: A fine of Rs. 300/-.
    - (2) 2nd Violation: A fine of Rs. 500/- & information to his/her parents.
    - (3) 3rd Violation: A fine of Rs. 1,000/- and expulsion from hostel with information to his/her parents.
  - b. After a student leaves the college premises, the college administration will not be able to oversee or address any unforeseen circumstances or incidents that may arise, therefore students are required to demonstrate responsible behavior even when they are off campus. Parents are requested to have a continuous contact and watch on their children and their activities outside the college as college administration will not be responsible for their actions inside/ outside campus.

- c. To ensure security as well as presence / arrival of female students in the hostel, they are required to come to warden daily before prescribed timings (2200 hours) to mark their attendance. Female students not coming for attendance will be taken as absent and action will be taken accordingly. Anybody found making proxy will be dealt severely. Attendance will be marked in the presence of the Manager Hostel (female). The Warden will render an OK report to Manager Hostel (female) after physically checking all students.
- d. All the in-living Students (Female) are required to follow Out pass SOP (attached as **Annex A** to this policy) for going out of college campus.
- e. In the case of female students, parent consent/permission is mandatory to avail out pass/leave.
- f. Students (both boys and girls) are advised to display a RFID card for identification while going out from the hostel or coming into a hostel. *Moreover, all students (male or female) are required to swipe their RFID card on reception at college gate, while they leave or enter the college.*

10. **Rules for In-living Student**

- a. Once a room has been allotted to a student, he/ she is not allowed to shift the room at his own. In case of a genuine problem, he/ she may request to the college administration through Manager (Hostel) for change of his/ her room.
- b. No student is allowed to cook food in rooms or hostels under any circumstances. Food will not be served in the rooms (except if someone is on SIQ).
- c. Playing cricket/hockey/football etc. inside the hostel is strictly forbidden.
- d. Damage to plants / flower beds of the hostel is not allowed. Besides, cutting of trees is strictly forbidden.
- e. Students are not allowed to keep Pets, TV/VCR, DVD Players, electric room heaters and expensive mobile phones in their rooms.
- f. Students ante room in Dining Complex will be closed at 2300 hours. However, in case of some important sports events like World Cup/Olympic etc., special permission can be obtained from DAD NSAW.
- g. Students staying in the hostel during vacations will abide by all rules and regulations.

- h. Porno graphic material of any kind is not allowed in the rooms / hostels.
- i. Being a **Non-Smoking Campus**, smoking, use of shisha, naswar / narcotics, all contraband items and substances including (but not limited to) ice, hash, weed, marijuana etc and drinking of prohibited beverages is strictly forbidden in the college campus and hostels. Upon first instance, parents will be informed with imposition of fine and upon second, hostel facility will be withdrawn. Case for expulsion may be initiated depending upon the severity of the case.
- j. Students are not allowed to keep heavy amount of cash in their rooms. Extra money should be deposited in the bank. Students will themselves ensure safe custody of their belongings. College authorities will not take responsibility of their loss of any valuable/cash.
- k. No one is allowed to keep any type of weapon/ammunition in his/her room or anywhere in the college premises.
- l. No student will indulge in any sort of political activity, if someone is found involved in such activities, his/her registration will be terminated.
- m. No NUST Student/Paying Cadet is allowed to write slogans on the walls/doors or spit in the walk ways. Moreover, they are responsible for general cleanliness of their rooms and corridors in particular.
- n. Unnecessary lights will be switched off immediately. Lights off timing will be observed strictly. However, during exams / sessional the same will be relaxed by the College authorities.
- o. Strict discipline for proper use of water will be observed.
- p. Students are not allowed to sit/sleep on the roof.
- q. Sitting/standing unnecessarily outside the hostel is prohibited.
- r. Religious / political gatherings in the campus or hostel rooms are not allowed.
- s. It is the duty of all students to ensure that all the safety instructions are followed specially in case of electricity and gas usage.
- t. Students are required to keep themselves aware of the information being communicated by the college authorities via Notice Boards, ERP, Bulletins and Website etc.
- u. All students to fully cooperate with the hostel and mess staff.
- v. Prohibited places as indicated by the Sign Postings or Notices in the campus will not be visited or made use of for any purpose.

- w. Gender mixing is strictly prohibited and the parents will be informed on first occurrence along with imposition of fine. Second instance will lead them to cancellation of their in-living status.
- x. It is in the best interest of all students to have congenial relationships with their fellow students. All students are advised to take notice of any abnormal behavior or change in the attitude of any fellow / other student and communicate to the college authorities immediately.
- y. It is the moral responsibility of all the students to inform the college authorities of anything which can cause damage to the College reputation or physical assets.
- z. All the students are strictly prohibited to move in the residential area of the college.
- aa. Wearing Bermuda shorts / indecent dress outside hostel premises is strictly forbidden. Proper adherence to dress code (pictures attached **Annex B** to this policy) will be observed by all the students whether he/ she is an in-living or out-living student.
- bb. Failure to abide by the rules as mentioned above or as intimated from time to time will be strictly dealt with. Also, if any NUST Student / Paying Cadet fails to abide by the college rules, he/she will be given a warning, subsequently his/her in-living status will be cancelled without any further notice.

11. **Discipline**

- a. **Ragging**. Ragging in any shape which causes physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student including teasing, abusing, shouting, playing practical jokes or asking to do any act for which he / she is not willing to do is strictly forbidden. Rather it is expected that senior students will help the juniors to settle down in the hostels. Anybody found involved in ragging will have to face appropriate disciplinary action.
- b. **Inspections**
  - (1) Designated officials (Hostel management) of the College can inspect hostel (student rooms and Almirah's etc) without any advance notice at any time of the day or night.

- (2) Weekly/monthly inspection will be carried out by Manager (Hostels).
- (3) Quarterly inspection will be carried out by Deputy Director NSAW.

c. **Damage to Property**

- (1) All students are expected to cooperate in taking care of the hostel property and keep the environment clean & tidy. Hostel/Mess property for example furniture, cutlery and crockery etc, will not be removed from the hostel/mess. Any student found guilty of damaging, breaking and stealing items of hostel/mess properties will be made to pay the cost of the item in addition to the fine/ penalty/disciplinary action.
- (2) All the students will sign the room inventory once they take possession of the room. Later if some damage is detected in furniture, door of the room or any other item placed / available in the room, the repair / replacement charges will be borne by the occupant. Any other sort of damage to hostel / items of the hostel will be borne by the student who has caused the damage.

12. **Fine.** Any student found not adhering to the SOPs will be dealt as following: -

a. **Fine/ Entry in Dossier**

- (1) On First occurrence - Rs.500/-
- (2) On Second instance - Rs.1000/-

b. **Information to parents.** On having two such entries the parents of the concerned student will be informed.

c. **Removal from the Hostel.** If the student again commits such mistake, his / her in living status will be cancelled, and he/ she will be removed/expelled from the hostel.

d. **Incident reporting to the Discipline Committee.** Any individual or group related activities which are against the SOPs can be reported to the institutional Discipline Committee. The institutional Discipline Committee has the right to award all major and minor punishments as per the university policy. This can include fine and / or removal / expulsion from the hostel.

13. **Medical Care.** A qualified doctor is available in College MI Room, who can be contacted on required basis for treatment.
14. **Washer man Services.** Laundry services (washing and pressing of clothes) are available in college for in liver students.
15. **Indoor Sports.** Well-equipped Gymnasium / Sports Complex / Swimming Pool is available in College of E&ME for all the students. Students are expected to follow the SOPs & utilize the facility after payment of membership charges.
16. **Vehicles / Motor Cycles**
  - a. Driving motorcycles, cars or other vehicles is not allowed in the campus.
  - b. Vehicles are not allowed to park other than designated parking areas.
  - c. Only vehicles having EME College Vehicle Sticker will be allowed to enter and to be parked in the college parking.
  - d. Boarder Students (only male), authorized with vehicle stickers, will park their vehicles / motorcycles in college student's car parking area only.
17. **Visitors**
  - a. Visitors / guests of boarder students are not allowed to visit hostels and will meet in visitor Centre.
  - b. Visitors can visit the campus from 1000 hours till 1800 hours on weekdays and from 0800 hours till 1800 hours on weekend. Student will inform Manager (Hostel)s / authorities regarding the visitors at least three hours prior to visit.
  - c. Visitors will meet students at visitor Centre only near gate no 1. No visitor is allowed to visit Hostels or roam around in college departments.
  - d. No visitor / guest is allowed after 1800 hours. In extreme emergency cases, only essential visits of parents are allowed after prior permission from higher authorities at waiting room besides main gate.
  - e. Under no circumstances a guest is allowed to visit or stay in the student's accommodation. Cars of guests are not allowed to move beyond the general car parking of the college near Gate-1.
18. **Some DOs and DON'Ts for Boarders**
  - a. **DOs**
    - (1) Always be respectful to your colleagues and hostel staff/management.



- (2) Keep your room neat and tidy, as it can be inspected by the hostel management without any prior notice /intimation.
- (3) Utilize your PC / Laptops for educational purpose only.
- (4) See the Medical Officer in MI Room as and when you feel unwell.
- (5) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along with you when you proceed on leave etc.
- (6) Always clear Hostel Dues well in time.
- (7) All notices/instructions issued from time to time must be religiously followed.
- (8) Take care of hostel property i.e. T.V, furniture in room / hostel, water dispenser, washroom fittings and water coolers etc.
- (9) Swipe your RFID Card wherever it is required.
- (10) Report to Manager (Hostel) about any unusual activity in the hostel.
- (11) Inform the Manager (Hostel) about Withdrawal / Relegation on immediate basis. (via request form)
- (12) Preserve / economize utilization of water, electricity and gas.
- (13) Put off all the electric switches, gas appliances and water tapes while leaving the room.

b. **DON'Ts**

- (1) Keeping of prohibited medicines, drugs without doctor's prescription.
- (2) Use of un-parliamentary language, foul and abusive language with the fellow students / staff and will be taken very seriously.
- (3) Possession of following items is totally banned and those who are checked will be expelled from the hostel /College: -
  - (a) Fire arms and daggers etc.
  - (b) Alcohols, Toxic drugs, shisha, gutkha and hashish/heroine etc.
  - (c) Crackers, explosives, and ammunition etc.
  - (d) Objectionable material like videos, books or photographs.
- (4) Smoking and keeping any kind of such items.
- (5) Misusing hostel premises/facilities for activities other than studies.

- (6) Involvement in criminal/police cases will be taken very seriously to the extent of expulsion from the hostel /college.
- (7) Guests of staff and students in the room/hostel.
- (8) Playing loud music in the room which may disturb studies of colleagues /neighbors.
- (9) Making noise and raising slogans.
- (10) Keeping electrical appliances, other than authorized in the rules.
- (11) Fiddling with the electric sockets/plugs/appliances etc.
- (12) Damaging any hostel property.
- (13) Involvement in politics, ethnic, sectarian and other undesirable activities. Defaulters will be expelled from hostel without any advance notice.
- (14) Collection of Chanda on any account.
- (15) Ragging of juniors inside / outside the rooms and hostels.
- (16) Gambling in any form such as playing cards (even without money at stake).
- (17) Celebrating birthday parties, dholak/ mehndi functions and get together in hostel rooms.
- (18) Employment or keeping of a private servant in the hostel.
- (19) Leaving lights or fans on, when out of room.
- (20) Proxy in any manner.
- (21) Authorized Room setting will not be changed.
- (22) Flying kites is strictly prohibited in the hostels / campus.
- (23) Keeping pets and feeding cats/ dogs is strictly prohibited.

19. **Hostel Administration.** Concerned officials dealing with hostel allotment and administration are appended below: -

- a. CI SAG
- b. AD NSAW
- c. DAD NSAW
- d. Managers (Hostel) – Male/ Female
- e. Supervisor (Hostel)

20. **Conclusion.** The guidelines elaborated above are to facilitate the students and ensure their comfortable stay in the hostels. Students are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these instructions and advise their son / daughter to strictly follow the hostel rules and

regulations.

**SOP – OUTPASS FEMALE STUDENTS (IN LIVING)**

1. **Types of Out passes.** A female student can apply for following three different types of out pass or leave: -
  - a. **Out pass.** The term *out pass* means permission of going out of college campus for specific time duration on some day. This time duration is maximum up to 2200 hours. A female student must have to report back to her hostel for night stay by 2200 hours.
  - b. **Permanent Out pass.** The term *permanent out pass* means permission of going out of college campus for *specific time duration daily*. Permanent out pass can be applied maximum for 5 working days and will be sanctioned only after evaluating the nature of task / commitment (e.g. Internship, job etc.) for which it has been applied.
  - c. **Weekend/Leave.** The term weekend/leave means any leave which includes night stay outside hostel premises. This leave may be a weekend, leave for any working day, any emergency leaves or semester break.
  - d. Three separate registers each for out pass, permanent out pass and weekend/leave are made for female students.
  - e. Any desirous female student will apply for out pass, permanent out pass or weekend/leave on respective registers placed at Khadija / Amna Hostel.
  - f. If a student wants to go on out pass for a short period or for one day, she will use yellow colour out pass. In this case, night stay will not be allowed, and she must fall back to hostel before 2200 hours.
  - g. If a student wants to go on leave, she will use pink colour out pass. In this case, she will be allowed night stay outside the campus.
  - h. All three registers along with filled copies of out pass, permanent out pass or weekend/leave pass will be put up to Hostel Manager.
  - i. Parents of the student will confirm to Manager (Hostel)s on her official number **(03195815501)** through an SMS from ERP registered mobile number regarding out pass of their daughter.
  - j. All out passes, permanent out pass or weekend/leave pass will be signed during office hours (0900-1700 hrs.). Under no circumstances (except extreme emergency) any out pass, permanent out pass or weekend/leave pass will be signed after office hours. However, in extreme emergent

cases (health related issue/ death) Hostel Manager, after confirming the receipt of SMS from ERP registered mobile number of student's parents at official mobile number held with her, will sign out pass, permanent out pass or weekend / leave.

- k. If parents change their mobile number due to some reason, then they will inform Cadets Battalion on a request form and will get the number changed in ERP data. If DAD NSAW and Hostel Manager, both are not available, then Asst Dir NSAW will be approached / contacted for the purpose.
- l. A female student whose parents desire that their daughter may proceed on out pass, permanent out pass or weekend/ leave without their prior information / permission, then a written application duly signed by Father / Guardian of female student (specimen attached as **Appendix II to Annex A** of this SOP) must be given to regularize the exit and entry.
- m. Three copies of out pass, permanent out pass or weekend/leave pass will be made; each copy will be signed and stamped by the Hostel Manager. If Hostel Manager is not available, then DAD NSAW will sign out pass, permanent out pass or weekend/leave pass.
- n. The female student will deposit first copy (office copy) of her out pass, permanent out pass or weekend/leave pass in NSAW, second copy (main gate copy) at the Main Gate to security staff while exiting the College Campus, whereas the third copy (student's copy) will be retained by the female student and will be submitted at Main Gate on return.
- o. Under no circumstances female student will be allowed to leave the College premises or night stay without duly signed out pass, permanent out pass or weekend/leave pass.
- p. **Timings**
  - (1) Female Student will leave the College premises after 0600 hours and before 2200 hours for proceeding on out pass, permanent out pass or weekend / leave (or as per the instructions of the College authorities on some special occasion/day/event).
  - (2) Female student will fall back before 2200 hours on the day of termination of her out pass, permanent out pass or weekend / leave.
  - (3) Under no circumstance (except extreme emergency) late fall back

is accepted. However, in case of late fall back, parents of female student will inform Hostel Manager via SMS at official mobile number “**03195815501**” (only from their authorized ERP registered number) about the reason of delay and expected time of their daughter’s fall back.

- (4) No student will proceed on out pass after 2200 hours. However, those who want to go after 2200 hours, must inform the authorities at least 3 hours prior to departure time.
- (5) No out pass will be sanctioned after 1700 hours.

## 2. **Conclusion**

- a. These are general guidelines to facilitate the female students and ensure their smooth entry / exit from college campus during their stay in the hostels.
- b. Students are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these instructions and advise their daughters to strictly follow the hostel rules and regulations.

**APPENDIX I TO ANNEX A****SMS FORMAT FOR OUT PASS / PERMANENT OUT PASS / WEEKEND / LEAVE**

Parents of Female Students will forward SMS for out pass / permanent out pass / weekend / leave of their daughters as per following format: -

- a. **Out pass.** Please allow my daughter to proceed on out pass from     (time)     hrs. on     (date must be same)     to     (time)     hrs. on     (date must be same)    . She is proceeding to     (place)    .
- b. **Permanent Out pass.** Please allow my daughter to proceed on permanent out pass from      hrs. on      to      hrs. on     . She is proceeding to     .
- c. **Weekend/Leave.** Please allow my daughter to proceed on weekend/leave from      hrs. on      to      hrs. on     . She is proceeding to     .

**CERTIFICATE FOR ENTRY / EXIT OF FEMALE STUDENT WITHOUT ANY PRIOR  
INFORMATION / PERMISSION FROM PARENTS**

It is certified that, I \_\_\_\_\_ Father / Guardian of \_\_\_\_\_, student of DE- \_\_\_\_\_ Discipline \_\_\_\_\_ allow my daughter to proceed on out pass / permanent out pass / weekend / leave without my prior information / permission. I take full responsibility for her entry / exit from college campus and I am fully responsible for any untoward incident happens with her when she is outside college premises.

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

\_\_\_\_\_

**Father / Guardian**

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

CNIC No.: \_\_\_\_\_

(Copy attached)

Mobile No: \_\_\_\_\_



UNIFORM PICTURES

(BOYS)



College Winters Uniform



College Summers Uniform

**UNIFORM PICTURES**

**(GIRLS)**



**Summer Uniform**



**Winter Uniform**