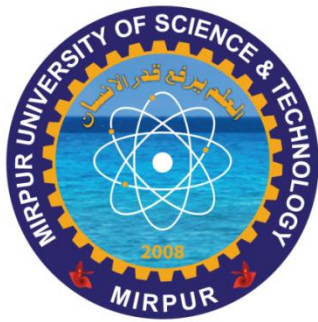


# **1.0: Hostel Allotment and Residence Policy**

## **Guidelines and Standards**



**MUST**  
Wisdom & Virtue

**Mirpur University of Science and Technology (MUST),  
Mirpur-10250 (AJK), Pakistan**

## 1.1 Preamble

Hostel is a sociable accommodation to provide housing alternative for students in pursuit of education and personal growth. The Mirpur University of Science and Technology (MUST), Mirpur realizes the significance of hostels in achieving the mission of ensuring equal opportunity to higher education to one and all. Number of hostels are in place with requisite facilities in order to accommodate more and more students belonging to far-off places. The creation of hostel facility will fail to achieve the equally important objective of ensuring an enabling environment for uninterrupted studies if the well meaning living conditions are not framed to govern the conduct of the boarders in a desired manner.

**1.1.1** In the interest of greater transparency in the allotment of accommodation and to govern the conduct of hostel boarders during their stay the Hostel Allotment and Residence Policy - Guidelines and Standards' has been framed and put in place. The policy covers all aspects of hostel life including:

- Rights of Boarders
- Right to Hostel Accommodation
- Eligibility for Hostel Accommodation
- Responsibilities of Hostel Boarders
- University Hostel Living Conditions/ Rules
  - Checking in and out Register
  - Damages and Billing
  - Common Space Damaging and Community Billing
  - Keys
  - Personal Property
  - Privacy
  - Common Area Furnishings
  - Sales and Solicitation
  - Security Tips
  - Drugs
  - Guests and Visitors
  - Noise
  - Smoking
  - Noise
  - Ragging

## **1.2 Challenges and Opportunities of Hostel Life**

Life is full of challenges and so does the hostel life. Every challenge also provides opportunity. The university faculty and students are encouraged to accept challenges to turn them into opportunities. The university community must consider challenges as blessings and should plan getting common benefits out of the opportunities. Every member of the university community should work together to tackle the challenges and get maximum benefits from the available opportunities and facilities. The following challenges and opportunities may be realized and used for common good and creating peaceful environment conducive to the wholesome development of each of the students.

- 1.2.1** Most ills in the universities particularly in hostels persist due to absence of challenge. So, not only the students' particularity those who are good in academic and score better grades should accept the challenge of challenging wrong in a decent and civilized manner. They should also encourage other fellows to develop the courage and strength to challenge, so that the system may be improve and cleaned. The university students should develop courage and strength to challenge the wrong and discriminating system provided they understand the difference. While challenging, the students should also promote dialogue, accept others point of view, uphold respect, principles of justice and fair play.
- 1.2.2** The students should appreciate the difference of opinion, as harmony is not something that you enforce by uniformity; it is something that emerges from the shades of diversity. As all human beings have due share in space but with limits; faculty, staff and students have right to space and liberty. They should exercise their right of space and liberty with highest degree of responsibility, as irresponsible action of any may go against some or all besides the institution. Behavior and dealing in a decent and civilized manner and displaying and practicing human values of highest level reflect the family traits which bring honour, respect and repute to the individuals, their family and the community.
- 1.2.3** Every student should try to get maximum benefit out of the hostel life. This can only be achieved only and only if the students plan their activities. SMART (Specific, Measurable, Achievable, Realistic and Time Bound) planning works. The students should give scientific outlook to their assignments. Students should keep focus to their studies and personal development, earn degree to carry it on their shoulders- as having degree in hand and briefcase is not graceful while carrying the degree on shoulders is respect and grace and guarantees bright future. Every student represents and reflects his/ her family, region and the institutions. It is their pleasant duty to glorify their family, region and institutions they

attended previously. The students should try to be as beneficial as they can for their families, society and the nation so that no one ignores them. The students should understand and realize the lesson the following proverbs carry;

Knowledge is the function of being; For the beautiful word begets the beautiful deed; Fire Begets Ashes; Like dissolves Like and Man is known by the company he keeps.

- 1.2.4** Be aware students! Anyone who instigates fellow students to take law into hands, damaging property, interrupting academic activities, boycotting examinations, insulting teachers, forcing fellow students for disobedience or any action which results hindering academic functions and causing troubles to teachers, staff, students and public, it is for the gain of some individuals or the group.
- 1.2.5** In the civilized countries, the traits of living with others are additional attributes, beneficial for the society and the nation. Leading by example, observing and practicing norms and rules of hostel are the important attributes, the boarder students should carry to learning and developing together. As learning to living with students of diverse culture and regions help promote national integration, love for all and respect for the nation state. Living with others may be as good as one can think; it may be a wonderful experience one may have or different and even unpleasant, mostly depends on the individual. Usually living in hostel is memorable and cherishable provided one uses it for personal growth and helping others for theirs; caring and respecting the rights of others.
- 1.2.6** Who is responsible of making the Universities/ hostels, non-livable? Of course, universities themselves and students. Students are more sufferer and losers. No one protect them unless they do for themselves- not an easy adventure but challenging, yet do able. So boarder students are to bell the cat and take the bull by horns.
- 1.2.7** Rogue elements in the universities and criminals outside the University may trap innocent boarder students and used them to blackmail administration to harvest their benefits. This may include business of drugs etc and to meet political ends. So, the boarder students should be careful about the tactics of the ‘enemies of the youth and education’ of using them as instrument to getting their end served.

### **1.3 Role and Responsibilities of Boarder Students**

Every human being sent to life is to play his/ her role in this world. The community life demands a defined and limited role with the utmost responsibility. The boarder students are invited to play their role for making the university community life as product as possible, so that every member of the community may be considered as blessing for each other and contribute towards wholesome development of all the members. The students are required to realize the following in the national interest and more to their favour.

**1.3.1 It is obligatory on students of the MUST to hold their Alma Mater Motto - Wisdom and Virtue. The students are also required to pursue the MUST Process – MUST Debate, MUST Dialogue and MUST Connect for fraternity and national integration to promote peace in the society. The students should realize and understand that time flies and who so ever utilized time judicially succeeded and also realize that who so ever stay without development for a day, he/ she will be behind by 86400 seconds and therefore cannot catchup those who are one day ahead.**

**1.3.2** It is admitted fact that wise were and are those who spent available time and opportunity for their professional development. Respect for fellow students, discipline rules and above all teachers and institution makes the students superior. More Superiors the student will be if he/ she is humble. Do understand that your parents and family have high hopes of you so does the society and the nation. Do not let the hopes dies. The students must hold unity and consider them part of the whole and should take pride in nationhood. The boarder should observe and practice human values of highest level. They must consider themselves as the most respectable and civilized citizen of the country. They must know the difference and price of ignorance; very high and unaffordable.

**1.3.3** At present, the hostels which should have been considered as blessing for knowledge seekers are proved otherwise and instead of building spirit of goodwill and human values they used to acquire strength from the weaks and navies for the clever and comparatively non serious students. Hostels of universities may be improved to the level that each of the boarder students enjoys the available facility for their professional development including human values; appreciating others point of view, respect for dialogues and courage and strength of right challenges.

**1.3.4** The mass of the students should take lead and come forward to change the concept of hostel life. Most students like and appreciates discipline and only few support indiscipline and non-

conducive environment for their personal or group benefits but they don't know that their behavior and conduct is not, not at all, in their favour and it amounts to destroying the life of others for which they cannot be set free. Therefore, the University community should join to make the University a peaceful, pleasant and productive place to keeping the premises free from any troubles and discivilized activities.

- 1.3.5** Having degree is one thing and processing degree with proper grooming and having presentation skills is another and most important thing. The students should also groom themselves so that the university graduates may be known as properly groomed professionals having presentation skills and human values of highest level. As wholesome development includes education, presentation and human values. The faculty and staff should take the responsibility of grooming and polishing the students, so that they may be able to respect themselves in a dignified manner and considered as useful member of the society.
- 1.3.6** The faculty and staff should practice human values of highest level and exercise tolerance and inculcate the same in the students. We must understand and realize that extremism destroys families and societies. The university community should develop strength and courage to accept the opposite point of view and learn that every issue/ problem has many solutions. The most suitable solution is that which holds rule, promote peace and harmony in the community and institution.

## **1.4 Rights of Hostel Boarders**

Living in a hostel means living together with a diverse group of students, learning not only about others, but about one's-self. As a member of residential community, **you have the right to an environment conducive to academic pursuit and personal growth**, the right to some measure of privacy and the right of belonging to the community.

### **1.4.1 Right to Hostel Accommodation**

Every student enrolled in the University may not entitle himself/ herself to hostel accommodation. The university can cater to this requirement for only a limited section of the students as such it is currently not possible for the University to accommodate all the students of the University. While seeking an accommodation in a hostel, a student shall have to apply within the prescribed date and allotment will be made only when he/ she is eligible for hostel accommodation and subject to the availability of space in the hostel.

## 1.5 Eligibility for Hostel Accommodation

- (a) Full-time bonafide students of the Mirpur University of Science and Technology (MUST), Mirpur are eligible to seek hostel accommodation. Bonafide students means the students who have not completed the minimum time period prescribed for the degree program by the HEC and/ or the PEC and change from time to time.
- (b) Applicants belonging to differently-abled category shall be given first preference as and when they apply.
- (c) Priority shall be given to the students/ applicants of the far off places.
- (d) Students living at a distance of 50 Km or more from the university campus shall be eligible to apply for the hostel accommodation.
- (e) No student shall stay in the hostel beyond permissible tenure of stay. The minimum period prescribed for the degree program shall be the permissible tenure of stay. The students shall not be allowed to stay in the hostel beyond the permissible tenure of time.
- (f) The accommodation shall be allotted to the eligible applicants on merit-cum-need basis.
- (g) A student is eligible only if he/ she has not been found indulging in any kind of indiscipline or having found him/ her evicted from any hostel earlier.
- (h) Students who have failed in more than 50% papers in the 1<sup>st</sup> and 2<sup>nd</sup> semesters or 3<sup>rd</sup> and 4<sup>th</sup> semester shall not be entitled to any hostel accommodation.
- (i) A bonafide hostel boarder can occupy the room only after having paid *hostel fee in full which is non-refundable except mess fee*.
- (j) Before allotment or during period of stay, if the resident is found not fulfilling any of the above conditions, it would lead to the cancellation of allotment and the boarder shall be required to vacate the hostel immediately.
- (k) Suppression of facts/ furnishing wrong information pertaining to any of the above eligibility criteria, would lead to cancellation of allotment and a suitable disciplinary action shall be taken by the hostel authorities.
- (l) Violation of conduct rules as described below, by the boarder would lead to the immediate cancellation of allotment without any prior notice.
- (m) Students from different regions and cultures will share rooms; as living with diverse background student(s) will promote respect for different cultures and national integration.
- (n) Fresh students/ newly enrolled students in the BS degree programs shall be given preference over the MS and Ph.D. students, as the new entrant students of the BS degree programs need more patronage and protection.

- (o) The students of senior classes shall not be allowed allotment unless the list of juniors/ new entrants exhausted.
- (p) In case of senior students found staying in the hostel without intimating permission, strict disciplinary action shall be taken besides charging room rent for a full year. The admitted boarder(s) shall also held responsible for allowing unauthorized occupant and shall be fined and face disciplinary action under the hostel rules.
- (q) The students shall not be allowed to stay in the hostel beyond the permissible tenure of stay.

## 1.6 Responsibilities

Along with these rights come responsibilities. A hostel boarder shall have responsibility towards oneself, One's Roommates, Residents of the Building, other Members of the University Community.

### 1.6.1 Roommates

Having to share your bedroom and living space with someone is often an adjustment. Our best advice is to:

- (a) spend plenty of time getting to know your roommate(s) during the first few weeks,
- (b) talk to each other about the limits for your shared living space, and
- (c) chalk out a roommate agreement.

There are four ways to ensure that roommates have a positive and successful relationship with one another i.e. through '*Communication, Consideration, Compromise and Co-operation*'.

**1.6.1.1 Communication** entails talking and listening to your roommate(s), especially about issues that will affect your relationship (e.g. borrowing items/ lights on off/ study books/ notes/ money. It is wise to talk out any concerns or conflicts as early as possible.

**1.6.1.2 Consideration** is another handy attribute for living with other people. The best way to be considerate is to think before you act. Ask yourself how your actions might affect others. Most conflicts occur due to lack of considerations, but remember these conflicts can be resolved through communication!

**1.6.1.3 Compromise** is the foundation of any healthy relationship. If your roommate likes to go to bed *early* to get up early and you prefer to sleep late and get up late, a little give and take can be remedy to the situation. Simple compromises can make a tremendous difference.

**1.6.1.4 Co-operation** involves roommates working together towards a common goal. It may be something as simple as making sure that the garbage isn't overflowing. When roommates agree on common goals all roommates can work towards ensuring that the goals are met.



### 1.6.2 The Surrounding Community

As you progress through university career, you will begin to identify the MUST as your home and students, hostel staff and faculty as your family. It is also important to remember that this home extends beyond the borders of campus and into the surrounding community, far near get to know local residents, the local culture, and give back to the community what you owed. Ensure that you are not harmful to any, neither students, staff and faculty nor to the community as being harmful you are bound and destined to dropping from the hearts; disgrace beyond imagination.

Please remember that you represent the MUST in everything that you say and do on daily basis both on and off campus and even after the campus life. People who are unfamiliar with our University will look to you as a representative of the University. Your actions will be equated with the quality of our institution. ***'You are now representing the MUST, a different University;*** discover promise and proudly represent your new home in all that you do.

## 1.7 Hostel Living Conditions

Your stay in the hostel shall be governed by the following code of conduct/ rules. ***Adherence to these conditions and compulsions is compulsory for all without any excuse.***

### 1.7.1 Checking in and out Register

- (a) At the time of moving into the hostel, you shall have to give an undertaking to the effect that  
***'I will abide by the conduct rules in letter and spirit and without fail'.***
- (b) At the time of check - in, a hostel boarder shall be required to sign the *'Room Condition Report'* (RCR) which specifies the condition of the room which is handed over and also the list of moveable items available in the room.
- (c) Immediately after the expiry of the minimum time period prescribed for the degree program, a boarder shall have to vacate the room under all circumstances.
- (d) When moving out of Hostel, you shall be required to officially check-out with a concerned hostel staff member. This includes clearing the room of personal items, scheduling a room inspection, signing the room condition report (RCR), returning room keys. Failure to follow these steps will result in an improper checkout, which would amount to inviting a charge of Rs.100/- per day. You may also be billed for damages to the room or inventories therein. The check-out process allows the university to maintain accurate records of students residing on the campus.

## 1.7.2 Damages and Billing

### 1.7.2.1 Room Damages

- (a) The University shall be responsible for normal wear and tear. Boarders shall be required to leave the room in the condition in which it was handed over to them. The boarders immediately report any damages to the concerned warden. By doing so you may lessen the chance of being billed upon checkout.

Upon boarders, departure from the hostel room, the room is assessed by the warden for damages and/ or cleaning needs. This assessment is based on a personal, visual inspection of the room after RCR that boarders completed and signed. ***The boarders will be billed for any damage that has been made in the room at the estimated cost needed to repair the damage to be assessed by the warden.***

- (b) To assess the condition of the room, the warden shall be visiting the rooms of outgoing boarders before the last semester examination.

### 1.7.2.2 Common Space Damaging and Community Billing

- (a) It is the responsibility of all boarder students to ensure that the common space remains clean and damage-free. When damages occur to common space/ facilities, an investigation will be carried out and the responsible individual(s) will be billed the cost of damage.
- (b) When damage occurs outside of a student room, which cannot be attributed to any individual, all students in the hostel floor may be held responsible and shall bear the cost of the repair.
- (c) Should a boarders(s) become aware of those responsible for the damage, he/ she should immediately contact the concerned warden.
- (d) ***The cost to be billed would be the actual cost of materials and labour.*** In a community billing, this cost is distributed among the members of your floor/ section. No appeal shall lie against the community billing.

## 1.7.3 Keys

Once a room is allotted to the students(s), he/ they will receive the room keys. The keys should not be loaned to any one at any time. Please note that if you lose your keys and fails to find your keys within 12 hours, you will be charged Rs. 200/- for the room key. The students shall have to return his/ her keys when he/ she runs the minimum time period prescribed for the degree program. ***Failure to return keys will result in a replacement cost***

*and changing of the lock mechanism of your room. A fine of Rs. 300/- shall be imposed and charged in case the students failed to returning the keys , before issuance of clearance from the hostel.*

#### **1.7.4 Personal Property**

Any belonging that do not belong to the University or that you have brought with you are considered your personal property. Please note that the MUST neither ensures nor is responsible for loss or damage to the personal property belonging to the boarders, faculty or staff *This includes damage caused by the facility malfunctions such as water leak etc.*

#### **1.7.5 Privacy**

The university respects student's right to privacy; however, an university official may enter a student's room without permission under the following circumstances:

- (a) During an emergency (e.g., fire alarm).
- (b) To check on the wellbeing of the resident.
- (c) To inspect and maintain and renovate rooms.
- (d) To address a nuisance to the community (e.g., loud music, noise pollution or any action which hurts the boarders and hostel staff).

*1.7.5.1* Failing to respond to a reasonable request by an university official (such as being asked to open your door) could result in a sanction or any other action the University may deem fit. If the boarder(s) feel that an unreasonable request is being made. *The boarder(s) may submit complaint by stating his/ her/ their concerns after the incident.*

#### **1.7.6 Public Area Furnishings**

It is important to take care of the furniture of the community area so that it can be enjoyed by all boarders. If furniture is removed from the common spaces, it is considered theft of university property. In case the student(s) found guilty of removing furniture items from the community area, *a fine of Rs. 500/- shall be imposed on them. The allotment may also be cancelled depending upon nature and gravity of the offence/ indiscipline.*

#### **1.7.7 Sales and Solicitation**

Hostel rooms are designed to house students only. Individuals or outside agencies are prohibited from using *rooms*, the buildings or adjacent grounds for any commercial purpose, unless written permission is granted.

*For each room resident, the room contains a desk, chair, bed, and mattress, locker and fan.*

Do not remove university furniture or items from your room. The boarder shall be responsible for inspecting the condition of his/ her room when moving in and out and

updating and signing your RCR. Any damage that may have occurred will be considered as responsibility of the boarder(s) and the shared responsibility of the room mates. If the condition of the room changes, the proper billing will be assessed to the parties responsible.

**Do not put holes in the wall or furnishing.**

Although boarders are encouraged to personalize their room, yet it is also important to realize that they are now living within a residential community. As such, certain items or displays in your room (or door) that you may find suitable may offend your roommates or your floor mates (when they pass by corridor) *are not allowed to be displayed*.

### **1.7.8 Security Tips**

- (a) Never let irrelevant person(s) enter into the hostel premises. Particularly hostalised shall not be allowed to enter the hostel. This is known as **“Tailgating”** and has resulted in numerous threats and thefts. Propping of exterior doors is equally dangerous. It is okay to deny someone entry into the room/ hostel if they are not escorted by a fellow resident.
- (b) Do not lend room key to any one. Report lost or stolen keys immediately to the hostel staff.
- (c) Keep the room locked! The most common campus crime is theft and most thefts are **“Crimes of Opportunity”** like an open room.
- (d) The boarder(s) are advised to take the room keys with them whenever they leave their room, even if it means wearing it around your neck on lanyard. Lock the room door even if the boarders are just going to wash room or down the hostel way for a short period of time.
- (e) The boarder(s) are also advised to lock the door while they are in the room, particularly when they are not able to observe someone entering through an unlocked door such as when they take a nap or sleeping at night.
- (f) The boarder(s) are expected to help their friends! Be the good neighbors. The boarders are also expected to immediately call warden if they observe suspicious persons or activity.
- (g) Use only permissible electronic gadgets in the room.
- (h) Be aware that boarders are not allowed to make alterations to the fixtures and fittings, particularly electric fittings. If found making alterations, the boarders may be imposed with the fine of Rs. 1000/-. The allotment may also be cancelled depending on the nature and gravity of the offence/ indiscipline.

## 1.8 Safety/ Security and Environment

Safety and security is paramount important for any institution but it comes to academic institution of highest learning, safety and security and environment matter a lot. So, all stakeholders should ensure that the university premises are safe and secure and that the environment conducive and leaving is made available to the faculty and students. To the university environment safe and secure, all concerned are expected to contribute, so that peaceful and safe environment is ensured.

### 1.8.1 Guests and Visitors

Remember that guests and visitors are the responsibility of the boarders. Guests and visitors need to be escorted while in the hostel. Boarders are warned that whatever goes on in their room is their responsibility even if they are not there. Just as boarder would try to be a good host in his/ her home, be a good host here in the hostel. *Visitors* are students of the University that come to visit their classmate(s) in hostel/ facility for a short period of time. While boarders do not need to register their visitors, *they do need to follow all hostel policies and must be escorted during all time they remain in hostel premises.* *Guests* are people who are not University students. Guests to the hostels are allowed but subject to the following conditions:

- (a) Guests shall be allowed only after the prior permission of the warden and provost.
- (b) Application in a prescribed format shall have to be made for permission to allow a guest by the concerned boarder 24 hours in advance.
- (c) A guest shall not be allowed to stay for more than two days under all circumstances. No one else, only the first degree relative of the boarder students shall be allowed to stay with him/ her in the hostel.
- (d) On arrival, the guest shall have to make an entry in the 'Guest Register' and also submit a photo copy of the NIC to the hostel staff.
- (e) The guest shall have to pay in advance mess charges @ Rs. 200/- per day.
- (f) Guests shall be allowed only twice in a month.

### 1.8.2 Noise Pollution

Noise is one of the pollution and harms the environment besides hurting the living beings in the surrounding. It is one of the most common and serious concerns while living within the hostel. Although residential housing staff can assist in enforcing the following policies, the most effective way to confront the noise within the hostel is leading by example. By confronting the peers within the living community is letting them know that their behaviour is affecting the other community members, not just the staff. Remember, living in a community means holding one another accountable to the standards of living that all residents share.

### **1.8.2.1 Outside Noise**

Due to close proximity of the hostels, noise outside of the hostels needs to be maintained at a reasonable level. For this reason, loud music including stereo speakers and other noise resulting from yelling, screaming and musical instrument amplification devices are not permitted.

### **1.8.2.2 Inside Noise**

All hostels have quiet hours *from 10:00 p.m to 10:00 a.m.* During quiet hours stereos, televisions and conversations need to be kept to a minimum volume level. Even outside of these time limits, if someone asks the boarders to turn down the music or be quiet, he/ she is advised to follow in spirit and letter. *During examination weeks, 24 hours quiet policy applies to all hostels.*

### **1.8.3 Smoking**

The University campuses are the smoking free area. As such, smoking within and outside the hostels is totally prohibited. Any person found in violation of the prohibition shall be charged with the fine of Rs. 1000/- for the violation.

### **1.8.4 Polyethylene Free Campus**

The University campus as have been declared as the polyethylene free campuses. Therefore, carrying polyethylene in any form and under any circumstance shall be treated an offence which shall be charged with a fine of Rs. 200/-.

### **1.8.5 Ragging**

Ragging in any form or under any name or circumstance is totally banned in the university campuses. Therefore, any hostel boarder found in indulging in ragging, his allotment of hostel room shall be cancelled without any prior notice.

### **1.8.6 Drugs**

Use of illegal drugs is prohibited in the University campuses. The misuse of prescription or over-the-counter drugs are also prohibited.

- (a) Cooking in the Rooms is totally banned under all circumstances. If any found in violation of this ban, he/ she shall be charged with a fine of Rs. 200/- per day for days having found in violation of the ban.
- (b) Character certificate shall be issued by the concerned Chairperson/ Director/ Principal or Authorized official on the recommendation of the provost.
- (c) If a hostel boarder is found committing any of the above mentioned offences twice, his allotment shall be immediately cancelled without any prior notice.

## Declaration Form

I solemnly declare that I have read the MUST Hostel Allotment and Residence Policy shall abide by all the clauses of the policy in letter and spirit and without fail under all circumstances.

Place: ..... Date: .....  
Name of the Boarder: ..... Mobile # of Boarder: .....  
NIC # of the Boarder: ..... Father's Name: .....  
Mobile # of the Boarder's Father: ..... Line No., if any: .....  
Permanent Address: .....  
Degree Programme: .....Registration No.: .....  
Department/ Institute/ Centre/ School/ College: .....  
Session/ Batch: .....Name of Hostel: .....  
Room No.: .....

(Duly filled by the Hostel staff after allotment of room to the student)

**Signature of the Boarder**

### For Office Use

Certified that the above named applicant/ student is eligible for hostel accommodation. He/ she has paid all dues in full and has also signed the Room Condition Report (RCR). The necessary entry has also been made on Page # \_\_\_\_\_ of the Check-in Register with proper signatures of the student and the warden/ authorized official.

Allotted Room No.: ..... Today, the ..... initially for a period of two Semesters in the ..... Hostel of the University.

**Dealing Assistant**

**Warden**

**Provost**