

List of Rules

- 1- Hostels rules
- 2- Transport rules
- 3- ~~Business Rules of Business~~, Senate 2018 and Syndicate ²⁰¹²
- 4- ~~Academics Rules of Business~~, Academic Council 2012
- 5- Exams rules
- 6- Financial rules 2004 Amendment 2021
- 7- Endowment fund rules, 2021
- 8- House allotment rules, 2011 (~~Received by UJSSB DR on dated 02/12/20~~)
- 9- Student code of conduct rules
- 10- Medical rules
- 11- DDF rules 2021
- 12- Student welfare fund rules 2021
- 13- ~~Deceased employees Rules for appointment against deceased employee~~ Ques 2023
- 14- Prof. Emeritus rules, regarding appointment etc.
- 15- Meritorious Prof rules "
- 16- Functions and Powers of authorities rules
- 17- Deans rules

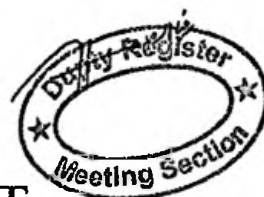


**THE HAZARA UNIVERSITY STUDENTS' HOSTELS RULES-2018
(AMENDED IN 2022)**

Approved by 55th Syndicate



OCTOBER 22, 2022
**HAZARA UNIVERSIT
MANSEHRA**



THE HAZARA UNIVERSITY STUDENTS' HOSTELS RULES-2018
(amended in 2022)

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1. These Rules may be called "Hazara University Students Hostels Rules (amended till now), framed under Section 31(2) of the Khyber Pakhtunkhwa Universities Act, 2012 (amended till now).
- 1.2. These Rules shall come into force with immediate effect and shall be applicable to all students residing in the hostels of the University. Further, coming into force of these Rules, all previous Rules, Rules and orders on the subject shall stand repealed.

2. DEFINITIONS

The following terms and expressions unless repugnant to the context, shall have the meanings assigned to them as under: -

- a) "Hostel Discipline Committee" means the committee appointed by Vice Chancellor on the recommendation of the Provost for maintenance of the discipline in the University Hostel.
- b) "Provost" means the Provost of the University.
- c) "Deputy Provost" means Deputy Provost so appointed as per provision of the Hazara University Service Statutes.
- d) "Senior Warden" means a senior faculty member (Professor /Associate Professor) appointed by the Vice Chancellor on the proposal of the Provost. The grant of honorarium to the Senior Warden shall be fixed by the University authorities.
- e) "Warden" means Warden of the Hostel so appointed as per provision of the Hazara University Service Statutes.
- f) "Resident Warden" means an Officer so appointed by the Vice Chancellor on the recommendations of the Provost from amongst the faculty members for the Hostel management for the period as specified or till the pleasure of the Vice Chancellor. The Resident Warden will be entitled for free accommodation in the hostel.
- g) "University Hostel" means a Hostel established by the University for the Residence of University students.



- h) "Mess Committee" means the committee constituted by the Provost on the recommendations of the Senior Warden, Warden and Resident Warden.

3. ADMISSION ELIGIBILITY

RESIDENCE IN HOSTELS IS A PRIVILEGE AND NOT A RIGHT.

3.1. Since accommodation in Hostel(s) is limited, the University Authorities may not be able to provide accommodation to all applicants. Students residing within a radius of 20 kilometers of Hazara University will not be entitled for Hostel admission. The grant of admission to a programme of study in Hazara University would not ensure allotment of Hostel Accommodation.

3.2. Following criteria is hereby set for allotment of hostel accommodation;

- a) Hostel accommodation will be allotted for one year and would be required to renew as per the criteria. Preference will be given to junior most students (especially newcomers).
- b) The hostel accommodation will be offered to the eligible applicants subject to availability of seat(s) on annual basis and each resident student is required to renew his/her hostel accommodation each during semester on the prescribed procedure and rules.
- c) Students seeking admissions to a hostel should apply through the online system (Campus Management Solution – CMS).
- d) Admissions in the hostel will be strictly on merit basis. The following merit formula will be used:
 - i. Distance – 50%
 - ii. Merit/marks of the previous degree – 50%
- e) Out station students especially students from other provinces will be given first priority.
- f) Local students, whose parents are transferred outside Mansehra District, are also eligible for admission in the hostel subject to furnishing of satisfactory documentary evidence to this effect from the employer.
- g) Those students, whose hostel admission has been cancelled because of misbehavior/misconduct/violation of Hostel Rules, involvement in undesirable activities, and misrepresentation, shall not be eligible for hostel admission.



- h) After admission to a hostel, students shall come under the direct supervision of the Hostel Administration for the purposes of residence and its discipline.
- i) The Hostel Administration has the right to refuse admission to a student whose past conduct in the hostel was not satisfactory.
- j) Each applicant for the hostel accommodation is required to submit a report from the hostel at the time of request for hostel admission/renewal/extension, if he/she resided in any hostel before admission at the Hazara University, further a Police Clearance Certificate from his/her District of domicile along with a signed affidavit is also required declaring that all rules/conditions/orders/decisions related to the hostels shall be abided by him/her and violation of any part therein will lead to the cancellation of his/her hostel accommodation.
- k) After approval of admission/allotment, the student shall deposit hostel fee within the specified period. In case of failure the seat will be allocated to the next student in the waiting list.
- l) A student who fails to occupy the allotted accommodation within seven days of the allotment or a student after occupying the hostel seat deliberately leaves or vacates it without the knowledge of the Hostel Administration, shall forfeit his/her hostel accommodation.

3.3. RESEARCH STUDENTS M.PHIL / PH.D.

- a) Must be full time student of the Hazara University throughout the stay in the hostel. Part time student shall not be entitled for hostel accommodation.
- b) The allowed tenure for M Phil student in hostel is TWO years and THREE Months (including 03 Months extension) from the session in the Department.
- c) The allowed tenure for PhD student in hostel is THREE years and SIX Months (including 06 Months extension) from the session in the Department.

4. HOSTEL FEE AND DUES.

- 4.1 The details of hostel fee and dues can be obtained from the Finance Department.
- 4.3 The Hostel fee and dues as per the schedule. The seats of the residents who fail to pay their dues well on time shall be cancelled.
- 4.4 Disciplinary action can be taken against those who have failed to pay hostel fee and dues as per the prescribed rates and schedule.



5. PEACE, HARMONY, GOOD BEHAVIOUR

- 5.1 Decency, good behavior and fellow-feeling will be promoted by all residents of Hostel and Hostel Administration subject to general Supervision and control of the Senior Warden / Warden/Resident Warden/Deputy Provost and Provost.
- 5.2 The Provost may issue instructions from time to time for observing night timing for marking attendance.
- a) All the residents shall be in the Hostel at prescribed time. The rooms shall be kept open at that time for attendance by the Warden/Resident Warden
 - b) No IN/OUT in to the hostel shall be allowed after the prescribed timings/closer & opening of the main door/gate of the hostel.
 - c) Written permission from Warden/Resident Warden will be necessary for stay outside the hostel.
 - d) The resident students must get permission of the Warden/ Warden Resident in writing in case they have to be absent themselves from the hostel during the night. A fine as may be prescribed shall be levied by the Warden/Resident Warden for absence without permission.
- 5.3 In case of absence from the hostel for a month without any information/intimation, the defaulting resident of the hostel may forfeit his/her accommodation and the Warden/Resident Warden may open the lock and deposit the luggage for safe custody and draw up an inventory submitting a copy of the same to the Provost.
- 5.4 Playing of music, making noise or indulging in rowdy behaviour which may cause inconvenience or be a nuisance to other residents of the hostel is to be strictly avoided at the cost of fine and a warning or "in chronic cases" a report may be made to the Provost for a reference to the Hostel Discipline Committee for minor punishment after due process.

6. GENERAL CONDUCT

- 6.1 Resident students are expected to develop the habit of self-discipline. They shall not conduct themselves in a manner, which may interfere with the study and convenience of the fellow residents or injure their feelings. Nothing can make social life truly pleasant except by genuine and mutual consideration.
- 6.2 Rooms must be kept clean and tidy. The glass panes above the entrance of the room shall remain uncovered. No resident is allowed to drive nails in the walls or to disfigure them in any manner.



- 6.3 Dogs and other pets should not be brought inside the premises of a hostel.
- 6.4 The residents are advised not to keep large sum of money with them. The hostel authorities will not be responsible for any theft or loss of valuables/ornaments.
- 6.5 Residents are not allowed to keep with them electric/gas heaters, stoves, irons and air conditioners etc. Any such appliance if found in the possession of a resident, shall be confiscated. The use of electric/gas heaters, stoves and irons is strictly prohibited. Any resident found infringing this rule shall have to pay a fine as may be prescribed or in case of any loss, the whole responsibilities shall lie upon him/her.
- 6.6 There shall be no disturbance or noise in the rooms or outside the rooms within the hostel premises between prescribed hours. No resident student shall entertain in his room fellow residents or outsiders during prescribed hours.
- 6.7 No resident shall keep a transistor radio set or tape recorder without the permission of the Warden/Resident Warden and will not use it in a way, which may be inconvenient to others.
- 6.8. Playing of loud musical instruments in the room is not permitted.
- 6.9 Playing of indoor games in any place other than the common room or the games room is prohibited.
- 6.10 Complaints, if any against the misbehaviour of bearers/sweepers should be reported to the warden. Residents are not allowed to use abusive language or physical force against bearers/sweepers.
- 6.11 The lights and the fans in the rooms must be switched off when not in use.
- 6.12 Residents are not allowed to take away newspapers from the newspaper stand to their rooms.
- 6.13 A resident shall not change his room without the prior permission of the Warden and approval in proper manner as prescribed.
- 6.14 A resident including in the use of liquor, any prohibited drugs or in gambling practices or found in possession of fire arms or explosives shall be expelled from the hostel and a legal case may be registered with the Police by the Warden.
- 6.15 Guests for stay overnight or providing shelter to an unauthorized illegal outsider in the hostels is strictly prohibited



- 6.16 For the recreation of residents there is a common room in each hostel where arrangements for indoor games are made. A committee to be constituted by the Provost shall be responsible for these activities.
- 6.17 A resident intending to withdraw his name from the hostel shall make an application in writing to the Warden who may permit him to leave after proper procedure and realizing the outstanding dues from him.
- 6.18 The rooms will be vacated and the keys handed over to the Warden before leaving for the 'summer/winter vacation' or 'Semester/terminal leave' on completion of any university semester examination. Students who fail to comply with this regulation will not be allowed hostel accommodation during the succeeding semester.
- 6.19 All notices about the Hostel shall be pasted on the hostel notice board and shall be considered as read by the residents. Failure to read a notice shall not be accepted as an excuse for non-compliance with such notices
- 6.20 Before a notice or poster etc. is displayed on the hostel notice board, it shall be countersigned by the Deputy Provost.
- 6.21 No meeting other than those of the recognized society /societies or permitted by the Hostel Administration shall be held in the hostel and no outsiders shall be invited to the meetings without the prior permission of the Warden/ Resident Warden.
- 6.22 If a resident is found guilty of breach of Hostel Rules or misbehaviour, the Warden may impose such fine/penalty on him, as he may deem appropriate.
- 6.23 All applications for remission of hostel fines shall be submitted to the Warden through the hostel Superintendent who may pass such orders, as he deems fit.
- 6.24 Fines imposed on residents in connection with their residential life shall be charged and deposited in the account of the hostel concerned.
- 6.25 Cases of serious indiscipline in the hostel will be reported by the hostel superintendent to the Hostel Administration shall be dealt accordingly.

7. FURNITURE

- 7.1 Residents are responsible for the safe custody of the furniture allotted to them. They are not permitted to remove the furniture from one room to another or interchange the furniture.
- 7.2 Residents shall pay for any damage done to the furniture supplied to them or any other property of the hostel.



- 7.3 Any one found guilty of intentional damage to the University property will not only have to make good the damage but will also be liable to disciplinary action including expulsion from the Hostel and or from the University.

8. ELECTRICITY

- 8.1 Lights and fans in the room must be put off when the resident retires or goes outside the room.
- 8.2 The electric installations must not be tampered within any way. Unauthorized interference with the installations is very risky as it may cause serious damage. Residents found guilty of such interference are liable to heavy fine/ expulsion from the Hostel.

9. DISCIPLINE

- 9.1. Each hostel(s) shall have a team of Monitors. The team of Monitors will be headed by the Senior Monitor who shall be appointed by a Committee after the interviews of the shortlisted students. The senior students with a CGPA of 3.5 or above will be eligible to apply for the position of Monitors through the online System. A list of interested students will be scrutinized and only top three students will be shortlisted for interview. The committee shall be headed by the senior most Dean, Provost as Secretary cum member, Director Admin and Head of Psychology Department. Under the Senior two other Monitors will be appointed by the same committee from a list of recommended students by the Provost with the consultation of each hostel warden, The students who CGPA 3.0 and studying in the list year (but in the last semester) shall be eligible for this position.
- 9.2. Residents shall abide by the Students Hostel Rules. Violation of any rules or order issued by the Hostel Administration shall render a resident liable to disciplinary action including expulsion from the hostel.
- 9.3. The Warden shall deal with and process all cases of indiscipline or breach of rules and orders relating to the hostel affairs.
- 9.4. The Warden may impose a fine amounting to Rs. 3000/- subject to the approval of the Provost and the Deputy Provost/Assistant Provost may impose a fine upto Rs. 4000/-. Expulsion from the hostel will require the approval of the Hostel Disciplinary Committee.
- 9.5. Hostel fines shall be recorded in the office of the Provost and realized through the Hostel Offices. The amount of fines shall be credited to the Hostel Bank account to be maintained by the Provost Office.



- 9.6. Residents shall keep their rooms neat and clean. The Deputy Provost will inspect the rooms periodically. Weekly inspection of the residents' rooms will be carried out by the Warden, fortnightly by the Resident Warden, and surprise check up by the Provost. On the basis of these inspections. **CERTIFICATES OF APPRECAITION** shall be awarded every year to student(s) whose rooms remain most clean and tidy throughout the year.
- 9.7. Residents are not allowed to keep weapons, arms, ammunition, and intoxicants. Similarly, the guests/visitors with any type of arms shall not be allowed to visit a hostel.
- 9.8. Possession of TV/VCR/LCD/LED, Air Conditioner, Air Cooler, Refrigerator, Decks, valuable items, cash money in the hostel room by the resident student is a breach of rules and liable to strict disciplinary action fine/cancellation of hostel accommodation.
- 9.9. The student shall not use electric/gas heaters or related appliances in their room. In case of breach of rules, he/she will be liable to disciplinary action(s).
- 9.10. Residents shall park their vehicles including motorcycles and bicycles at specified location at their own risk and responsibility.
- 9.11. Students leaving the hostel temporarily shall inform the Warden in writing, intimating the number of days they are likely to be away. The students proceeding on short duration must be back by 9:00 p.m.
- 9.12. Study hours will start with the closing of the hostel gates. During study hours every student is required to study in perfect silence and avoid making disturbances.
- 9.13. No outsider is allowed to stay in the hostels as guest. A next of Kin/Guardian can only stay for one night on payment of Rs.300/-, specifically permitted by the Warden in special circumstances.
- 9.14. No resident shall be allowed to place any notice, poster or other material in writing anywhere in the hostel.
- 9.15. No society or club can be formed in the hostel without the permission of the Hostel Administration. No resident shall be allowed to take part or indulge in any sort of political activities, meetings, invitation to political figures, and other related functions in the hostel premises.
- 9.16. Residents damaging / destroying or removing any hostel property shall be required to make good for the loss and shall also be liable to disciplinary action.



- 9.17. The hostel employees/staff appointed by the University are responsible to the Warden.
- 9.18. Any complaint against the hostel employees/staff shall be made to the Hostel Administration or to a Monitor of that wing/floor. A resident student shall not deal directly in such cases with the hostel employees/staff.
- 9.19. The employees/staff are under no obligation to attend or work for the resident students other than that assigned to them by the Warden for the service and comfort of the resident students.
- 9.20. The Warden or any other University Administration is not responsible for the loss of any cash and other valuable of residents in the hostel unless these are handed over to Hostel Administration for safe custody.
- 9.21. Keys of the rooms allotted to the residents, shall remain in the custody of those residents and shall not be handed over to anyone without the permission of the Warden.
- 9.22. All cases of indiscipline in the hostels will be dealt by the Disciplinary Committee of Hazara University duly forwarded by the Hostel Discipline Committee.
- 9.23. The Hostel Administration is authorized to lock any room in case of any violation of rules and rules without any notice. The Hostel Administration will bear no responsibilities in case of any loss or damage while dumping luggage in the store.

10. TIMING FOR THE HOSTEL GATES.

Following timings shall be observed for the opening and closer of the hostel gates. However, after the prescribed timings, a student can be allowed with the permission of the Resident Warden.

- a) WINTER (September 01 through March 14)
Opening Time: 06:00 a.m
Closing time: 10:00 p.m
- b) SUMMER (March 15 through August 31)
Opening time: 05:00 a.m
Closing time: 11:00 p.m

11. MESS SYSTEM.

- a) Hostel Mess is mandatory for all the hostel residents. Each resident student will automatically become member of the Hostel Mess and will pay for all the meals served in the hostel mess/ dining hall.



- b) The Mess System in the hostels of the Hazara University aims at obtaining greater participation of the students in their own affairs and also to prepare them to share administrative responsibility. This system, therefore, ensures a better management of the hostel system with the support of students under the supervision of Hostel Administration.
- c) Each hostel shall have a Mess Committee consisting of the Warden as Chairman, the Resident Warden as Treasurer, and four to seven representatives of the resident students recommended by the Warden and appointed by Provost for one semester. The Mess Committee shall elect from amongst its members a student as its Secretary, who shall be responsible for managing the mess under the direction of the Warden and Mess Committee. The Mess Committee will prepare a weekly menu and will prescribe quantities of food material required and suggest the source and the manner of its purchase.
- d) Hostel Mess dues shall be collected at the source. Hostel other dues shall be collected by the hostel staff on proper Bank Receipt and will be deposited in the Private Account of the hostel. The Warden and the Provost shall jointly operate the Hostel Accounts. The hostel staff shall maintain the record of all the receipts and expenditures. The Warden shall check the record regularly. The account is liable to be audited by the Mess Committee. Hostel dues and other food charges shall be disbursed with the prior approval of the Warden or in his/her absence by the Provost.
- e) The Receipt books will be in the custody of the Warden.
- f) The Mess Committee will be fully responsible for the management of the hostel food arrangements. It shall prepare a monthly statement showing the amount due from each resident and shall put it on the hostel notice boards in the first week of each month for general information. The resident students shall clear their dues within five days of the notice, failing which a fine of Rs. 50, (Fifty) will be levied per day. If a resident student fails to clear the dues by the 15th of the month, his / her serving of food shall be stopped and he/she will also render himself/herself to expulsion from the hostel.
- g) Meals shall be served in the dining hall between the hours fixed for each meal. No meal will be served in the room of a resident student unless he or she is suffering from serious illness and has been recommended by the Medical Officer to take his or her meal in room.
- h) Residents are required to enter the Dining Hall in proper dress. Late or early meals shall be served with the prior approval of the Warden. This will be allowed only if the resident student has to attend lectures / practical within the approved meal hours or if, he or she holds the night pass.



- i) To establish close contact between the teachers and the students, faculty members will be requested to dine with the students in the hostel on reasonable intervals.

12. COMMON ROOM

Each hostel shall have a Cultural Committee comprising of three members: a President, a Secretary and a Joint Secretary selected from amongst the resident students, semester wise at the beginning of each semester. They shall manage the common room and organize extracurricular activities under the guidance and supervision of the warden. The common room funds shall be utilized for such activities.

13. CLOSURE OF THE HOSTELS

The hostels shall remain closed during the semester break/any vacation or whenever deemed necessary by the authorities of the university and all residents will have to vacate the hostels immediately. Only one hostel shall be kept opened for foreign/ M.Phil and Ph.D students. Such students will have to pay their hostel dues in advance for the period of their stay.

14. HOSTEL OFFICIALS

14.1. THE PROVOST

- a) The university hostels located on the Campus of the University shall be under the control of the Provost.
- b) The Provost shall convene meetings of the Deputy Provost, Warden(s) and Resident Warden(s) from time to time to discuss matters concerning the affairs of the hostels and to make suitable recommendations for implementation and smooth functioning of the hostels.
- c) The Provost shall also convene a meeting of the Deputy Provost Warden(s) and Resident Warden(s) if a request is made by a Warden to discuss some urgent and pressing Issue.
- d) The Provost shall keep informed the Vice Chancellor through the Registrar in respect of all matters of importance relating to the affairs of the hostels, resident-students' activities. He shall obtain the approval of the Vice Chancellor through Registrar for any action, which he or she proposes regarding the management of hostels.
- e) The Provost shall be the sanctioning authority for all kinds of expenditure subject to the Financial Rules of the Hazara University.



14.2. THE DEPUTY PROVOST.

- a) Boys Hostels and Girls Hostels shall be under the administrative control of the Deputy Provost so appointed as per provision of the Hazara University Service Statutes
- b) The Deputy Provost shall be assisted by a Warden and Resident Warden. The Deputy Provost shall forward to the Hostel Administration/Provost all issues, which need immediate attention concerning the functioning of the hostels.
- c) The Warden shall consult the Deputy Provost in all matters of significance concerning a hostel. He will also intimate to the Deputy Provost, all such information, which may have significant bearing on the hostel administration.

14.3. Senior Warden:

- a. A Senior Warden shall be assisted by a Warden and an Assistant Warden in all matters related to the hostel and residents.
- b. He/She shall visit the hostel once in a month for a detailed round and visiting the residents rooms in normal days.
- c. He/She shall submit recommendations to the Provost about all the these issues for prompt resolution.
- d. He/She is required to counsel the hostel residents on matters relating to their conduct and attitudes toward hostel rules.

14.4. THE RESIDENT/NIGHT WARDEN.

- a) Resident Warden will be the overall Incharge of the Hostel.
- b) He or she will manage the hostel affairs in accordance with the Rules and circumstances with the help of the Deputy Provost or Provost.
- c) The Resident Warden is required to stay in the hostel and will not stay out over night of hostel without the permission of the Deputy Provost.
- d) Maintenance of Law and Order will be the sole responsibility of the Resident Warden, Deputy Provost and Hostel Authorities/Provost.
- e) As an In-charge of the hostel, the Resident Warden will use his/her discretion and power in all cases requiring urgent attention.
- f) The Resident Warden shall ensure the maintenance of discipline in and around the hostel with the help and assistance of the Deputy Provost.



- g) The Resident Warden shall frame policies for running the hostel Mess and other facilities in consultation with Deputy Provost and Provost.
- h) He/she shall make plans for the up-gradation of hostel facilities in consultation with the Deputy Provost and Provost.
- i) The Resident Warden has to check the resident students at least twice a month.
- j) The Resident Warden shall be appointed by the Vice Chancellor on the recommendations of the Provost from amongst the members of the faculty or administrative officers.
- k) Resident Warden shall be provided free accommodation in the hostel by the university.

14.5. THE WARDEN

The Warden being permanent employee of the university shall perform the Following duties:

- a) He/She shall be the full time permanent employee of the University.
- b) He/She will be responsible for Hostel allotments in consultation with the Senior Warden and Resident Warden.
- c) He/She shall manage the accounts i.e income and expenditure of the hostels under the supervision of the Senior Warden and Resident Warden.
- d) He/She will look after the hostel building ensure cleanliness in and outside the hostel, repair of sanitary items, electric appliances and overall monitoring of the hostel premises, and also supervise the fortnight fatigue.
- e) He/She shall manage the hostel mess/menu.
- f) He/She shall report the DSR (Daily Situation Report) about the resident students of the hostel to the Provost through the Deputy Provost.
- g) He/She shall report the illegal occupants of the rooms/resident(s) to the Deputy Provost or Provost.
- h) He/She shall arrange co-curricular activities as per directives of Provost.
- i) He/She shall observe official timings of the University, however in special circumstances or as advised by the Deputy Provost or Hostel Administration/Provost he/she may be asked to be present beyond the official timings.



- j) He/She will be responsible for the safety of hostel properties for which he/she will maintain a Stock Register.

14.6. HOSTEL EMPLOYEES

- a) All the hostel employees will be dressed neatly and cleanly. Each hostel is to be provided with a hostel superintendent and a clerk, a Head Bearer, Bearers, Gardeners, Water-Carriers and Sweepers.

The hostel superintendent and the clerk will be fully responsible for looking after the office and will assist the Warden in maintaining an up-to-date record of the Hostel Establishment, Stock Register, Food Register, General correspondence and Notifications etc.

- b) The Head Bearer will be fully responsible for efficient working of the staff under him/her and the safety of the hostel property. He/she will keep in his/her own charge the hostel crockery, utensils, electric equipment and other items and will report the loss, if any, to the Warden.
- c) The cook will be personally responsible for general cleanliness in the kitchen and for the safety and hygienically fit cooked food. He/she will not allow either outsiders or the students, except members of the Mess Committee, to visit the kitchen. He/she will alone be held responsible for the receipt of deficient or defective cooking substance.

15. HOSTEL DISCIPLINARY COMMITTEE

There shall be Hostel Disciplinary Committee in each hostel, comprising of the following who shall deal with any act/case/matter of indiscipline committed by the hostel resident(s). The committee is required to submit its report and recommendations to the University Discipline Committee for further disposal of the matter.

a)	Provost	Convener
b)	Senior Warden	Member
c)	Deputy Provost	Member
d)	Resident Warden	Member
e)	Warden	Member
f)	Senior hostel monitor	Member
g)	Assistant Provost	Secretary



16. CODE OF CONDUCT

Applicability and Commencement.

They shall apply to all the resident students who are on the roll of all constituent undergraduate, graduate and postgraduate institution-- an institution means teaching, research and a training Department, Institutes, Academics Centers, Colleges and those which may exist with different names or be included at any later stage on the campus of Hazara University and shall come into force with an immediate effect.

17. STUDENTS CODE OF CONDUCT

Every resident student shall observe the following Codes of Conduct:

- a) Faithfulness in his/her religious duties and respect for convictions of others in matters of religion, conscience and custom.
- b) Loyalty to Pakistan and refraining from doing anything which might lower its honor and prestige in any way.
- c) Truthfulness and honesty in dealing with other people.
- d) Respect for the elders and politeness to all: especially to women, children, old people, the weak, disabled and the helpless.
- e) Respect for his/her teachers, non-teaching staff and others in authority in the Institute.
- f) Cleanliness of mind, speech, habits, body and environment.
- g) Helpfulness to fellow beings.
- h) Devotion to studies, sports,
- i) curricular and co-curricular activities prescribed and/or organized or carried out under the banner or the institute/University.
- j) Observance of thrift and protection of personal and public property.
- k) Dedication to the protection and promotion of environment and ecosystem.
- l) Upholding the sanctity of the institute and compliance to its rules and regulation.



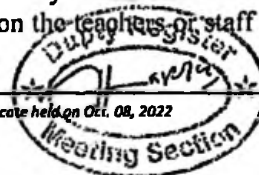
18. ACTION AGAINST MISCONDUCT

The Provost, Deputy Provost, Resident Warden(s) and Warden(s) shall be responsible for the maintenance of order in the hostels. The Director Administration/Administrative Officer, Security Officer, Chief Proctor and any other officers/employees of the University have to assist the hostel administration in handling law and order situation or whenever they are called for help.

19. PROHIBITED ACTS

Full or partial breach of the following prohibited acts would result into one or more minor and/or major penalties and may end up in cancellation of admission for a specific period or expulsion from the hostel: -

- a) Smoking in the Hostel premises including room.
- b) The consumption of alcoholic drinks or other intoxicating drugs within the hostel.
- c) Except prescribed under the rules, organizing or taking part in any functions or gatherings within the hostel and its premises or organizing any club or society of student under any name on political, regional ethnic, sectarian, or religious basis or helping, supporting or harboring such elements, groups or parties in any part of the hostel.
- d) Indulgence in politics of any type or to be or become a member of any political party or wing of regional, ethnic or sectarian organization. Participation or supporting any student federation and or holding a gathering, meeting or taking out procession in any part of the hostel.
- e) Displaying/carrying/putting any badge, insignia, sticker, handout, poster, placard, banner, signboard, or waving flag/emblem of any political party or a sect, tribe or regional group or person, wall chalking on any part of buildings, notice boards vehicles, roads or anywhere in the hostel.
- f) Collecting any money or receiving funds or pecuniary assistance for or on behalf of the institution except with the written permission of the competent authority.
- g) Staging, inciting or participating in; or abetting any walk-out, strike, or other form of agitation against the Hostel Administration inciting any one to violence, disruption of the peaceful atmosphere of the hostel in any way; making inflammatory speeches or gestures which may cause resentment; issuing of pamphlets or cartoons casting aspersions on the teachers or staff of



the institute or its bodies; or doing anything in any way like to promote rift and hatred among the various groups of classes of students community; issuing statements in the press making false accusations or lowering the prestige of the University/Hostels.

- h) Possession of weapons of any kind on the Campus/Hostel including fire-arms, crackers clubs, road, sharp or blunt tools.
- i) Interference in the official matters and threatening the authorities or duty staff of the Hostel Management.
- j) Living in hostels without payment or hanging on the dining hall, canteen or sponging on an individual or shops on the campus.
- k) Subletting hostel accommodation.

20. ACT OF INDICIPLINE

Anyone who:

- a) Commits any of the prohibited acts mentioned above.
- b) Disobeys the lawful order of the Hostel Administration
- c) Willfully damages public property or the property of a fellow resident student;
- d) Does not pay the hostel fee, fines, or other dues payable under the rules and regulations.
- e) Does not comply with the rules relating to residence in hostels; or uses indecent language, wears immodest dress, makes indecent remarks or gestures, or behaves in a disorderly manner; or commits any criminal immoral or dishonorable act (whether committed within the hostel or outside) or any act which is prejudicial to the interest of the University shall be guilty of an act of indiscipline and shall be liable for each such act to one or more of the penalties mentioned below.

21. PENALTIES

The penalties which may be imposed and the authorities competent to impose each kind of penalty are specified below:

A. Minor Penalties

S.No	Penalty	Imposing Authority
1	Removal from hostel for a period up to four weeks.	Warden/ Resident Warden.
2	Removal from hostel for a period up to four months.	Deputy Provost.



3	Fine up to Rs. 1500/-	Resident Warden.
4	Fine up to Rs. 3000/-	Deputy Provost. Assistant Provost.
5	Removal from a position in a hostel.	Provost,

B. Major Penalties

S.No.	Penalty	Imposing Authority
1	Cancellation of hostel accommodation	University Discipline Committee with the approval of the Vice-Chancellor

22. POWERS OF THE VICE-CHANCELLOR TO IMPOSE PENALTIES

- At his discretion, the Vice-Chancellor shall have the powers to impose any of the above mentioned penalties or any other penalty or to refer any case to the University Discipline Committee as constituted under the Hazara University Statutes-2016.
- When a case against a student is referred to the University Discipline Committee, it may, if deems fit, suspend the student from the roll and or direct him to vacate the hostel till it decided the case.

23. PROCEDURE IN CASE OF BREACH OF DISCIPLINE.

Any of the Authorities mentioned above, in whose presence or in relation to whom an act of indiscipline has been committed or who obtains knowledge of such an act, a report or otherwise, may deal with the case himself or if in his view:-

- The case is one which can be more appropriately dealt with by another authority; OR
- The nature of the case (indiscipline act, crime or offence) demands a penalty beyond his/her competence to impose, he shall follow the following procedure;
 - If he/she is not himself the Imposing Authority, he/she shall refer the case to the concerned Imposing Authority who may deal with it him/herself or, if required, refer it in writing to the appropriate authority.
 - If he/she himself is the Imposing Authority, he/she shall deal with it himself/herself or refer it in writing to the Vice-Chancellor.



24. SPECIAL RULES FOR FEMALE HOSTELS

Important: *The female resident students shall reach their hostels from their respective Institutions/ Departments after their studies well before closing of the hostel gate.*

24.1. STUDY HOURS

- a) Winter (8:00 p.m. to 10:00 p.m)
- b) Summer (9:00 p.m. to 11:00 p.m)

24.2. HOSTEL GATES

Following timings will be observed for opening and closing of the hostel gates. However, after the prescribed timings, a student can be allowed with the permission of the Warden/Resident Warden.

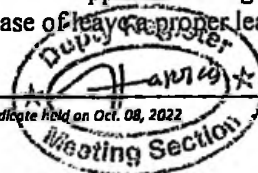
- a) WINTER (September 01 through March 14)
Opening Time: 06:00 a.m
Closing time: 06:00 p.m
- b) SUMMER (March 15 through August 31)
Opening time: 05:00 a.m
Closing time: 07:00 p.m

24.3. GUESTS

- a) Male visitors shall not be allowed inside the hostel. They can obtain the requisite information at the Hostel Gate with permission of security incharge of the day.
- b) Resident students shall not be allowed to invite female guests for casual meals or for overnight stay.
- c) No female outsider shall be allowed to stay in the Girls Hostels without permission of the Provost. A female guest, who is next of kin or guardian of the resident student with the prior approval of the warden may stay for one night on payment as per rule or Rs.300/- per night (exclusive of mess charges) in emergencies.

24.4. LEAVE APPLICATIONS AND COMPLAINTS

All leave applications; complaints etc. and other hostel matters shall be submitted to the Warden. The students should get their applications signed from the Warden before going out of the hostel. In case of leave a proper leave



pass shall be taken and returned to the Warden on the termination of leave with parents/guardians' certification.

24.5. VISITORS AND PERMISSION FOR GOING OUT

- a) Every resident student must submit a list of visitors signed by her parents or guardian along with three photocopies of their National Identity Cards, at the time of hostel admission. Warden shall contact the concerned parents or guardians of each female resident student for confirmation and information who intends to go out for night(s).
- b) Only parents or guardians will be allowed to visit girls' hostel and to call their children/ wards on phone. (In emergency only)
- c) Student's telephones will remain under observation, if deemed necessary by the Warden.

24.6. VISITING DAYS AND TIME

Saturday and Sunday: 08:00 a.m to 06:00 p.m

- a) Permission to see visitors must be obtained from the Warden. Residents must inform their visitors about their exact visiting days and timings. Authorised male visitors can see the residents only in the visiting rooms. Visitors from outstations can visit the residents on non -visiting days with the permission of Hostel Authorities only under special circumstances or emergencies.
- b) The functions organized by the institutions could be attended by the residents after permission is granted by the Provost on the recommendations of the concerned Chairman/Head/Director of the Department/Centre. Permission for going out must be obtained one day in advance. While going out, a resident student must sign the Register mentioning the time of departure, place of visit and the time of return etc. She must also sign the Register on her return.
- c) Night attendance of the residents will be taken daily during study hours.
- d) Weekly check-up of the residents' rooms will be done on every Sunday morning by the warden/ Warden Residents could be fined for untidiness of rooms.
- e) Staff accommodation/houses/quarters are out of bounds for female hostel residents.
- f) Resident Students are allowed to go home on weekend on prescribed procedure.

END

