HOSTEL RULES
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1. These Rules & Regulations may be called National Textile University, Faisalabad. Hostel Rules & Regulations (Residents and Administration)

2. Those Regulations shall apply to all students who are admitted to a Hostel with the approval of Hostel Warden.

3. Every student on admission in a Hostel shall be issued a copy of these Rules and Regulations, which will be binding on him/her

4. Definitions:

   Unless there is anything repugnant to the context, the following expressions shall have the meanings assigned to them as here below:-

   a. “University” means National Textile University, Faisalabad.
   b. “Hostel” means a place of residence for the students established and maintained by the National Textile University, Faisalabad.
   c. “Mess Committee” means the mess committee established under these regulations.
   d. “Indiscipline” means any act defined as such in the regulations relating to the conduct of student’s discipline and breach of discipline or any other action detrimental to peace, tranquility and good order of the hostel or welfare of other resident of the hostel.
   e. “Hostel Warden” means any person/teacher appointed as such by the University.
   f. “Deputy Hostel Warden” means the person/teacher appointed by the University.

5. The Hostel Facility:

   The NTU has three separate purpose built hostels. One of the hostels is for female students, whereas the remaining two are for male students. All the hostels are equipped with adequate facilities and are located at a walking distance from the academic block.
6. **Admissions:**

   a. Students on the rolls of the University registered for a class or programme shall be admitted to a Hostel by the Hostel Warden. Preference will be given to the students who have living at farthest distance from the University Campus.

   b. Warden on the recommendation of Deputy Warden may refuse admission or expel any student if she/he is satisfied that she/he is not a suitable person to stay in hostel.

   (1) The character certificate issued by the various colleges will also be got verified as verification obtained for degrees issued by the other University/Colleges.

   (2) The hostel accommodation is provided to the bonafide students of the University, subject to the availability of seat.

   (3) Hostel will be allotted with the prior approval of the Warden on seniority/merit basis, which will be determined by the year of the study taking into consideration GPA/CGPA.

   (4) The hostel authorities will also take into account the conduct and character of a boarder while making allotment. Those having been imposed penalties shall lose their seniority.

   (5) The allotment of such students whose hostel dues are in arrears will be liable to be cancelled.

   (6) Room allotment will be offered equal to number of allotment seats.

7. **Room Allotment:**

   a. The allotment of rooms will be on merit at CGPA basis, but not at one’s choice.

   b. If any resident student wants to cancel his allotment, he will submit application for cancellation at least 20 days before starting new semester.
c. If a resident student remains absent from the hostel for 30 days without prior approval of University management, his allotment will be cancelled.

8. **Payment of Dues:**

a. The student shall pay his dues within a week of the approval of the Hostel admission. If he fail to pay his hostel allotment dues within due date, his allotment will be cancelled and seat will be offered to the next candidate.

b. Except first time payment of hostel dues, every coming semester dues will be automatically included in voucher. After the due date of dues payments fine will be imposed as per university rules.

c. Students staying for additional semester/summer session, thesis, Examination or research work will have to pay the hostel fee and Subscription etc. with prior approval of Warden.

9. **Change of Seat:**

   A student will not change his seat or room unless so permitted or directed by the Hostel Warden on the recommendation of Deputy Hostel Warden. Resident student can apply for exchange their room when this will be notified by the hostel management.

10. **Validity of Stay:**

   Admission in a Hostel will be valid only for one academic semester except during vacations or as and when required by the Hostel Warden to vacate the hostel due to any emergency or in consequence of any disciplinary action. Unauthorized stay will be trespass under law.

11. **Messing:**

   a. The meals (Breakfast, Lunch and Dinner) for the residents will be catered by the mess contractor on payment in advance or cash at the meal time. No student or resident will be served when in default of payment.
b. A member may meal out / meal in himself at the concerned register with contractor a day prior, otherwise he / she will be charged for meal

c. Hostel management will not be responsible for the payments of student’s mess or canteen bills.

d. The mess should be managed and supervised by the mess committee of each hostel.

e. Day scholar students may become a mess member with permission of Hostel Warden. Nobody other than bonafide student is allowed to be a mess member.

f. The mess committee of each hostel will be comprised of following:-

(1) Hostel Warden 
(2) Deputy Warden Boy’s Hostels
(3) Deputy Warden Girl’s Hostel
(4) 9 members from the students
(5) 02 faculty member living in hostel

g. Meals will be served only in the dining hall, during the prescribed hours only exceptions may be made by the Hostel Warden in case of illness only.

h. Dinning in mess will be mandatory for all resident students.

**12. Administration and Management:**

a. The Hostel Warden will be responsible for the overall management & administration of the Hostels. Hostel Warden will be assisted by Deputy Hostel Warden subject to his directions, supervisions and control.

b. Advisor Students will be the convener of Hostel Management Committee.

c. Convener HMC can formulate any committee for smooth working regarding the hostel issues.

**13. Furnishings:**

a. Allotted items cannot be transferred or shifted to any other room or any other student. Safety and security of furnishings for individual rooms will be the responsibility of the occupants of the particular
room. The following items will be provided to the individual resident:-

(1) Mattress / Cot or Bed 1
(2) Study Table & Chair 1
(3) Ceiling Fan 1
(4) Tube Light 1
(5) Cupboard 1

b. In case of unlawfully damage or breakage of furnished items, fine will be imposed as follows

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Description Items</th>
<th>Fine</th>
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<tbody>
<tr>
<td>01</td>
<td>Broken / damage of Room’s Main door</td>
<td>7000/-</td>
</tr>
<tr>
<td>02</td>
<td>Broken / damage of Mesh door</td>
<td>4000/-</td>
</tr>
<tr>
<td>03</td>
<td>Missing or damage of study table</td>
<td>1500/-</td>
</tr>
<tr>
<td>04</td>
<td>Missing or damage of study chair</td>
<td>700/-</td>
</tr>
<tr>
<td>05</td>
<td>Mesh door net damage</td>
<td>300/-</td>
</tr>
<tr>
<td>06</td>
<td>Arl Lock of main door</td>
<td>150/-</td>
</tr>
<tr>
<td>07</td>
<td>Lock of mesh door</td>
<td>50/-</td>
</tr>
<tr>
<td>08</td>
<td>Electricity universal switch board</td>
<td>100/-</td>
</tr>
<tr>
<td>09</td>
<td>Net of window</td>
<td>200/-</td>
</tr>
<tr>
<td>10</td>
<td>Cot</td>
<td>According to the repairing cost</td>
</tr>
<tr>
<td>11</td>
<td>Cupboard</td>
<td>According to the repairing cost</td>
</tr>
</tbody>
</table>

c. The University will be responsible to provide and maintain all the electric fittings in the hostel.
d. The hostel management can inspect the resident rooms anytime.
e. Table and chair will be allotted with a specific engraved number. In case of lost/damage or breakage the items cost will be recovered with fine.
f. All resident students should ensure to keep their allotted mattress in their respective rooms. Extra item found in any room other than allotted, will be confiscated and fine may also be imposed.
g. Resident students should ensure to keep their room neat and clean. Nobody is allowed to write word, draw pictures or make stripes at
the walls. Vis-a-v estimated cost of room paint with fine Rs.1000/- will be imposed at the allottee student.

14. Maintenance and Upkeep of the Hostel:

Maintenance and upkeep of the hostel is basically the responsibility of the residents. The administration will only take care of the normal wear and tear.

a. Hostel management will look into matters/problems relating to the hostels.
b. In case of any complaints regarding upkeep and maintenance of repair/replacement of any items, the complaint form should be filled out and dropped in at the Warden Office by the resident.

15. Entry/Exit To/From Hostels:

a. Entry to hostels will strictly be restricted to the residents except for guests during specified hours with prior approval by the hostel management on prescribed performa.
b. Hostel identity card is compulsory to enter in the Hostel. Duplicate Card will be issued by the hostel administration on payment of Rs. 150/-. 
c. Residents will neither be allowed to go out of Campus, nor to enter the premises after 11:00pm, unless they have prior approval of the hostel administration. In emergency, this condition can be relaxed. Cases of the residents who fail to abide by security personnel instructions in this regard will be referred to the Disciplinary Committee.
d. Hostel management has authority to check any ambiguous parcel and parcel send by the unauthorized persons can be restricted. However food items will be allowed.
e. No parcel will be received after evening time without permission of warden or Deputy warden.

16. Visitors to the Hostel:

a. Approved Guest or visitor may visit the hostel from 09:00am to 4:00pm on the weekends and 4:30pm to 9:00pm during the week.
b. Overnight stay by the visitor/guest is not permitted. Overnight stay by visitors/guests will only be allowed if extremely genuine conditions exist and place is available. Advance approval of the hostel administration on the prescribed form is mandatory.

c. All the visitors are required to make entry and sign the visitor’s book before entering the Hostel.

d. Visitors / guests can stay for maximum 3 days after prior approval of Hostel warden.

17. **Conduct of Students:**

The resident student will be bound by the Rules & Regulations relating to their conduct, discipline and behavior in the hostel. Deputy Hostel Warden shall ensure the observance by the resident students of the following rules & regulations to regulate the corporate life in the hostel.

a. Visitors / guests can stay for maximum 3 days after prior approval of Hostel warden.

b. The resident shall have to obey and observe the rules and instruction issued to them from time to time by the hostel management.

c. No resident students will be allowed to wear un-customary or against the norms and cultures of civilized society dress in the hostel premises.

d. The rooms must be kept clean and tidy. Spitting in the rooms, verandas or on stairs is strictly prohibited.

e. Writing on the walls, windows and the doors is forbidden. The resident will be responsible for the cleanliness of his room.

f. Lights and fans in the room must be switched off while leaving the room, during the vacations or weekend resident student must ensure to switch off all electricity appliances failing this fine of Rs.500/- will be imposed.

f. No resident is permitted to use an electric heater or any other electric appliances in the room. Violating this is liable to a fine of Rs. 1000/- on each occasion and the appliance is to be confiscated by the Hostel Authorities. Anyhow, air cooler can be used after getting prior permission of the Hostel Warden but the resident will have to pay a fix amount for this purpose.

h. No resident should conduct himself in manner as may interfere with the study or convenience of the fellow residents.
i. Sleeping in common rooms is strictly prohibited. Anyone found sleeping in common rooms will be subject to a fine of Rs. 500/-.

j. In case any mattress is found in common rooms, same will be confiscated.

k. No society, club or organization will be formed in the hostel without the permission, in writing from the Hostel Warden. No functions will be organized in the Hostels without prior permission of the Hostel Warden. Forming of parties with religious/political ambitions and indulging in party-politics will be considered a serious violation of rules and will lead to disciplinary action.

l. Indulgence in any un-Islamic activity is totally prohibited.

m. No female visitor is allowed to visit in the male hostel and no males are allowed to visit in the female hostel.

n. Residents must themselves take care of all their belongings, any loss or damage by way of theft or otherwise will not be the responsibility of hostel authorities.

o. Residents can keep their bicycles, motorcycles or scooters etc in the respective hostels in specified areas at their own risk, but no one is permitted to disturb the peace of hostels and any one doing so shall be liable to disciplinary action.

p. No resident shall indulge in any amusement, which may disturb other residents. Use of high volume speakers is completely prohibited. T.V cable or dish antenna in the rooms is not allowed in any situation.

q. No resident is allowed to keep fire arms, knives, sticks or any other lethal weapons in his possession or in his room under any circumstances. Breach of this rule will be considered a serious offence.

r. The residents are required to maintain discipline in the hostel. Therefore, they are required to abstain from the following activities.

(1) Use of indecent or filthy Language in the premises of the hostels
(2) Use of immodest, improper and provocative dress.
(3) Use of undesirable remarks or gestures.
(4) Smoking in common rooms and dining hall is not allowed. However, smoking should be restricted to the residents’ room only and that too with the consent of the roommate. Violation as above will lead to a fine of Rs. 500/- per violation.
s. No outdoor game is allowed in the residential premises of the hostel. However, residents can play indoor games like badminton, table tennis etc.

t. Every part of hostel premises shall freely be open to Hostel Authority for inspection at any time.

u. No function or gathering is allowed in the premises of hostels, without prior approval of hostel management.

18. **Expulsion:**

   In case of violation of above hostel rules, resident student may be expelled from the hostels for a specific time period or permanently.

a. If it is established that an overnight stay of visitor/guest had taken place without proper approval, the concerned student will be liable to disciplinary action and hostel disciplinary committee keeping in view the security reason can expel him / her from the hostel for a specific period or permanently.

b. Pamphlets, handbills or stickers of political or religious nature are forbidden under the hostel premises. If someone found guilty he will be dealt strictly and also be expelled from the hostel.

c. Mis-Handling, physical harassment, fooling or raging of juniors is strictly prohibited in and outside the hostel.

d. Any resident who in any way interferes with or obstruct the administrative staff in due discharging their duties shall be liable to immediate expulsion from the hostel.

e. No resident is allowed to keep any kind of drugs, liquor or any other intoxicants in the hostel. Breach of this rule will lead to expulsion / rustication for specific period from the hostel or university.

f. No resident is allowed to behave in a disorderly manner i.e. manhandling of any other resident, abusing, quarreling, fighting, shouting and insolence. Breach of this rule will result in expulsion or rustication from the University.

g. In case some resident student is found involved in illegal activities ie: robbery or stealing the belongings of other residents. He may face strict disciplinary action and will be struck off from the hostel.
h. Hostel warden can impose fine up to Rs. 5000/- and expulsion for one academic year. Convener Hostel Management Committee with the recommendation of all members may refer the case to the competent authority for permanent expulsion.
Rules for Girls Hostel

These additional rules are applicable to Girls Hostel only:

1. Details about the authorized visitors to the hostel along with a photocopy of their I.D. card should be submitted to the office at the time of admission to the hostel.
2. Approval of the Warden with the recommendation of Deputy Warden must be sought by filling in a leave form before leaving the hostel for weekend and short stay-away periods.
3. Authorized visitors are allowed to visit the residents from 7:00am to Maghrib.
4. Incoming and outgoing telephone calls should not be of more than 10 minutes duration at university land line number.
5. The messages of unauthorized persons will not be entertained.
6. Residents can go to library after getting Prior permission but they should ensure to come back before magrib.
7. Student, who returns after the stipulated time without any prior permission, will be warned and following action may also be taken subsequently.
   a. Manifestly, in case of unceasingly violation of this rule, first warning letter will be issued by the Hostel Warden Office.
   b. At the further step her case will be refer to advisor students office. Management will call her parents and will expel her from the hostel.