

Pir Mehr Ali Shah
ARID AGRICULTURE UNIVERSITY RAWALPINDI
Fatima Jinnah Hall / Aisha Siddiqa Girls Hostel
APPLICATION FORM FOR HOSTEL ACCOMODATION
(Form Fall/ Spring Semester 20____/____)

Attach
Two
Photos

Faculty/Institute _____ Department _____ Degree _____

Subject/Major _____ Morning/ Evening. __ Section __ Marks % given in Admission Merit List _____

Registration No this if university already allotted _____ -arid- _____

1. Name of Applicant _____ CNIC No. _____
(attach copy)
2. Father's Name _____ CNIC No. _____
(attach copy)
3. Occupation _____ Designation _____ Cell # _____
4. Religion _____ Caste _____
5. Postal Address _____
Date of Birth _____
6. Student's Phone/Cell # _____ Emergency Phone/Cell # _____
7. Permanent Address _____
Phone No. _____
8. Emergency Contact Local Guardian at Rawalpindi/Islamabad Phone/Cell I# _____
Name & Address _____

Parents/Visitors (Blood Relatives only) to be allowed: (Copies of I.D to be attached)

1. Name _____ CNIC _____ Relation _____ Cell # _____
2. Name _____ CNIC _____ Relation _____ Cell # _____
3. Name _____ CNIC _____ Relation _____ Cell # _____
4. Name _____ CNIC _____ Relation _____ Cell # _____
5. Name _____ CNIC _____ Relation _____ Cell # _____

DECLARATION

I, Ms _____ D/o,W/o _____

do hereby solemnly declare that I shall abide by the hostel discipline and general rules as contained in the University Catalogue (also reproduced overleaf) and those issued by the University Authorities from time to time and that my allotment shall stand cancelled automatically and immediately with the end of academic year or with the breach of the said rules.

Dated _____

Signature of Applicant

Note: (Before signing this application, please read the hostel Rules given overleaf)

<u>OFFICIAL USE ONLY</u>	
Allowed to stay in the Fatima Jinnah Hall / Aisha Siddiqa Girls Hostel of University	
Hostel Superintendent (Signature with date)	Hall Warden (Signature with date)
Hostel Clerk: _____	

HOSTEL DISCIPLINE AND GENERAL RULES

1. Hostel Superintendent is responsible for the maintenance of discipline in the hostel. All serious cases of breach of discipline shall be immediately reported to the Hall Warden/ University Authority.
2. Every part of the hostel premises shall be kept open to inspection by the residents when the inspection is carried out.
3. Any boarder who, in any way, interferes or obstructs the Superintendent in the discharge of his/her normal duties shall be liable to immediate removal from the hostel.
4. Meetings of the resident students shall not be allowed to be held in the hostel. Participants of unauthorized meetings shall be liable to immediate removal from the hostel.
5. Guests shall not be allowed after Azan-e-Maghrib. Unauthorized guests shall be expelled from the hostel and appropriate disciplinary action will be taken against the resident student.
6. Students found gambling, taking liquor and indulging in other endorsable activities in the hostel premises shall render themselves liable to severe disciplinary action.
7. Rooms and front corridors must be kept clean and tidy. All glass-panes of the rooms should remain uncovered.
8. No lady shall be allowed to visit the student inside the hostel.
9. Advocating provincialism/parochialism is strictly prohibited. Defaulters shall be expelled forthwith.
10. Returning to hostel late at night without prior permission from the Superintendent shall be considered a serious breach of hostel discipline. A boarder persistently violating the rule shall be liable to be expelled from the hostel.
11. Residents must look after their belongings. Any loss or damage occurring by way of theft or otherwise shall not be the responsibility of the Hostel authorities.
12. Maltreatment of servants, interference with their normal work or assigning work to them which is outside their sphere of duty shall be considered irregular and liable to disciplinary action.
13. During vacations, students should carry their valuable belongings with them. Otherwise, Hostel Administration will not be responsible for any loss.
14. Students staying in the hostel during summer vacations should obtain permission from the Superintendent in writing, and would pay the fee and other dues as laid down under heading "Residential Charges".
15. If any resident leaves the hostel without clearing his/her dues, the amount outstanding against him shall be recovered from his/her hostel and other securities.
16. No firearms or weapons shall be kept in the hostel.
17. A student who remains absent from the hostel without permission continuously for a period of three weeks will automatically lose his/her allotment. The Hostel Superintendent, along with any member of the Resident Council, is authorized to break open his/her room and after making an inventory of the belongings, may remove the articles to the Hostel stores.
18. Any student who does not occupy the seat allotted to him during allotment by the notified date, for reasons other than illness (for which he/she will submit necessary medical certificate) shall forfeit his/her seat and seek re-allotment.
19. Disregard of ordinary civic sense, viz. spitting in public or private rooms, verandas, staircases, throwing refuse and wastepaper anywhere other than in the proper receptacles, misuse of sanitary fittings, furniture and other fixtures, and squatting on tables, or entering the common room, T.V. lounge, dispensary, dining halls, reading rooms, etc., in loose dress, shall be considered a breach of discipline.
20. Outsiders shall not be permitted to enter the hostel without prior permission of the Hostel Superintendent.
21. Smoking is strictly prohibited in the hostel premises.
22. Writing on walls, windows or doors is forbidden. Occupants of the room, where such writing is found, shall be held responsible for it and they will be fined.
23. All applications for waiving fines shall be routed through the Hostel Superintendent and Hall Warden to the Vice-Chancellor.
24. Working students are not eligible for hostel accommodation if their working hours coincide with the class timings and hostel timings.
25. The students who are fully sponsored by any funding agency for residence will also not be considered for hostel accommodation.
26. Students who have been ceased on university roll, dropped (extra semester), expelled from university or hostel on disciplinary grounds are not eligible for hostel accommodations.
27. Students (Male/Female) must leave the hostel during holidays notified by the University (Eid-ul-Fitr, Eid-ul-Adha & Ashura etc.) Hostel will be completely closed during these holidays

Female Hostels

In addition to the general hostel rules, following shall also be applicable to the girl's hostel:

28. Timings of hostel shall be:
Morning (outgoing) 7.00 a.m.
Evening (incoming) Azan-e-Maghrib
29. Parents should submit a list of those blood relatives (father, brother, uncle) with photocopies of their I.D. cards, who can visit the girl. The visiting time shall be from 7:00 a.m. to Azan-e-Maghrib.
30. Outsiders shall not be permitted to enter the hostel without prior permission of the Hostel Superintendent.
31. Male university students shall not be allowed to visit in Female Hostels. Male visitors (father, uncle and brother) can sit and wait in the visitor's room.
32. Female visitors are neither allowed to visit the student's room nor can stay during the night.
33. Students of evening session shall submit their time table (signed by the Director / Dean concerned) to the Hostel Superintendent to assess their time of entry.
34. Students should enter their names, room number, outgoing time, incoming time and place of visit in the gate register. In case of late coming, student shall be warned once.
35. Students should daily sign the attendance register during notified attendance timings
36. While leaving for home, students should properly fill the daily leave register. If they are leaving hostel for more than three weeks, then they should intimate the Hostel Superintendent through an application.
37. If any student wants to go for tour/trips she should submit application form in hostel before two days of leaving the hostel duly signed by the department and Dean/Director
38. During hostel stay students are responsible for furniture and other items (Cabinets, bookshelves & switch boards) fixed in their rooms. In case of damage/loss replacement will be made from students.
39. Students are required to display hostel entry card otherwise they will not be allowed to enter the hostel.
40. Students must keep locked their belongings (Laptop, Mobile, Jewelry, Mobile phone, Cash, Clothes etc.) while leaving the room. Hostel administration will not be responsible for any theft, loss/damage.
41. While leaving the room students are required to switch off their room electricity appliance (Lights, Fans, Presser, Refrigerator) and when they are using kitchen also switch off kitchen stoves properly otherwise strict disciplinary action will be taken as per University rules.
42. Day scholar are not allowed to enter the hostel premises. They are also not allowed to sit in visitor's room of the hostels.
43. Any celebration involving loud music is strictly prohibited in the hostel premises. Students found violating this rule shall be fined and may face disciplinary action as per Hostel Rules.
44. Students who have completed their degree are required to vacate their hostel rooms immediately along with all their luggage. Hostel administration will not be responsible for any loss or damage to personal belongings left behind
45. Students who have completed their degree and come back for clearance and need to stay in hostel will be charged Rs. 500/- per night.
46. Students are not allowed for night stay in any room other than their allotted room.

The rules for the Hostel Mess shall be laid down by the Hostel Superintendent.

Student Signature

Parent's Signature