

## Introduction:

The Lahore College for Women University offers hostel facility to the students coming from other cities and abroad excluding the local students. There are separate hostels in Lahore College for Women University, Lahore for Intermediate, Graduate and Post graduate Students

## Allotment:

- Students are required to apply for hostel accommodation on prescribed hostel form.
- Hostel accommodation will be allotted by Chief Warden. Due to limited accommodation facilities, the hostel seats will be provided to the students only on merit and all other applications will be put on waiting list.
- The seats of quota are reserved as per Government Policy.
- Hostel admission is offered for one academic year only, extension for another year is based upon good conduct and academic performance.
- The hostel accommodation facility is not available for MS/MPhil, MA/MSc (Evening) and diploma / certificate programme.
- Residents who have been expelled from the hostel will not be eligible for re-admission.
- Additional rules and regulations issued from time to time must be fully observed as well

## Hostel Charges: (Subject to change from time to time)

- Hostel Supervisory Committee is authorized to give hostel fee concessions/waivers to deserving students.
- Hostel Supervisory Committee is authorized to increase /change/amend hostel charges due to cost of living/revision of pay scales or other administrative compulsions.
- Hostel Supervisory Committee is also authorized to waive off Hostel Charges in case of unusual circumstance for which students are nor responsible.
- Hostel Charges will be increases by 5% every year.
- The hostel charges (Utility Bills, Janitorial Services, and Maintenance) shall be received, quarterly.
- Mass Charges and Generator Charges shall be received, monthly.
- Room cooler charges at the rate of Rs.800/- per month will be charged in April at the beginning of summer season, for a period of 6 months.
- Boarders will have to submit their quarterly charges till 15<sup>th</sup> of the first month of each quarter. They will pay a fine of Rs. 50/- per day for payment after due date. If a boarder fails to deposit the monthly charges till 5<sup>th</sup> of the next month, she may be denied hostel facility.
- Mess facility will be suspended due to non-payment of mess charges, with a warning issued by Hostel Warden.
- Membership of the hostel mess is compulsory for every resident.
- No concession is offered to students in the hostel annual dues.
- In case of seven days consecutive leave from the hostel with application, boarders can have the concession of one-week deduction in their mess dues.
- All dues deposited by boarders including the security shall be forfeited if she is expelled on disciplinary grounds.
- Hostel charges shall be determined and fixed as deemed necessary by the University from time to time.

### **Hostel Security/Refund:**

- Hostel security must be deposited at the time of admission in the hostel.
- If boarder leaves the hostel during a semester, hostel dues of that semester are not refundable.
- Refund of hostel security to boarder who is willing to leave before completion of their last semester, will be made after prescribed process.
- In case of expulsion from the hostel due to indiscipline or misconduct, security deposits will be forfeited in full.

### **ATTENDANCE:**

#### **Presence/Arrival**

- To ensure the security as well as presence/arrival of boarders in the hostel, they are required to mark attendance while entering or leaving the hostel. The Warden will monitor the attendance.

#### **In/Out Timings**

- Students should strictly observe the in/out timings notified by the warden during summer and winter.
- In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and action will be initiated against the defaulters.
- Attendance must be observed at the time of breakfast/lunch/dinner.
- Every boarder must strictly follow the hostel closing hours, i.e. 7:00 pm in summer (15<sup>th</sup> April) and 5:00 pm (15<sup>th</sup> October) in winter, anyone falling short of the discipline in this regard will be strictly checked.
- If any boarder has to attend any function/party/trip of the University after the hostel closing time then she will take the written permission of the Chief Warden after verification from concerned Chairperson of the Department.

### **VISITORS POLICY:**

- At the time of admission to the hostel, every boarder's parents/ guardian must provide a list of maximum live visitors on prescribed form giving details regarding name, designation, relationship and their ID card number etc. This list must be signed by the parents/ guardian.
- Appointment of a local guardian by the parents/ guardian is appreciated who will be contacted in case of any emergency.
- Visitors of the boarders are not allowed to visit their room or to stay with them.
- The visitors/guardians are allowed to meet the boarders only during the specified timings/schedule given by the hostel administration from time to time.
- The security guard of the hostel will ensure verification of the visitor and will properly record their particulars in the security register after receiving original ID cards from the visitors which will remain in his custody until the visitor leaves.
- In case of any emergency, one of the family members, mentioned in the hostel visiting list of the student, has to come to take the student home.

### **GATE PASSES**

- Gate passes are issued to all the boarders by the respective Warden/Assistant Wardens, on Friday and Saturday, to go home on weekends.
- Self-pass will be issued to the boarders by the Warden / Assistant Wardens after written permission of the parents/guardian. Self-pass will be issued to:

✓ The Graduates and Postgraduates boarders for their Research work

## INSPECTIONS

- The University or Hostel Administration can inspect anytime. the hostel premises. boarders 'room, almirahs, bags etc. without any advance notice.

## HOSTEL ENVIRONMENT

- Every boarder is expected to maintain peace, tranquility, calm atmosphere and discipline in hostel and respect the rights of others.
- Boarders are not allowed to take their breakfast, lunch, and dinner in their rooms
- Boarders will take care of cleanliness of the hostel.
- No one is allowed to misbehave with the administration and employees of the hostel in any situation. Violation may cause expulsion from the hostel.
- Boarders must not disturb or cause inconvenience to other boarders and should ensure peace.
- Smoking, drinking, use of liquor/drugs and keeping of weapons (licensed and unlicensed) is strictly prohibited in the hostel and entails expulsion.
- Boarders should not keep costly items and excessive cash with them. Hostel administration will not be responsible for any loss.
- No political and religiously extremist activity or propagation, is allowed in the hostel.

## HOSTEL PROPERTY

- Boarders are not allowed to damage the hostel property. Any student found guilty will be liable to pay the damage in addition to fine.
- Hostel administration can impose a penalty, in case she fails to keep her room clean and tidy. Moreover, if there is any complaint against room servant, it is the responsibility of a boarder to inform the hostel administration.

## CLEARANCE CERTIFICATE

- Certificate of clearance duly signed by the boarder and their father/mother/guardian is required to be submitted to the concerned Hostel Warden at the time of leaving the hostel.

## HOSTEL FUND MANAGEMENT

- Hostel funds will be generated from Hostel admission fee collected from boarders.
- Hostel expenditures will be met from the budget of each hostel.
- Petty cash for hostel be maintained as per Financial Rules of hostel, to meet the routine hostel expenses.
- Audit will be conducted as per prescribed procedure mentioned in Financial Rules of hostel.

## UTILIZATION OF HOSTEL FUNDS

- Concerned warden of respective hostel will be included in the Hostel's Supervisory Committee.
- Procurement process, of all hostel related items, shall be carried out by Hostel's Supervisory Committee
- The concerned Hostel Warden shall initiate the process of payment on account of hostel expenditures. The Hostel Warden shall ensure the completion of requisite codal/legal formalities of the bills/claims before forwarding to the Hostel's Supervisory Committee for approval.
- Administrative and Financial approval limit for Hostel's Supervisory Committee will be Rs.100,000/-only. Over and above Rs.100,001/-will be approved by the Vice Chancellor.
- The cheques of hostel accounts will be signed by the cheque's signatories of the University accounts.
- Hostel accounts shall be maintained in the prescribed manner by the office of concerned Hostel Warden.

- Hostel receipts are not part of university funds, therefore, there is no need of pre audit by the Resident Auditor. However, mandatory annual audit shall be conducted by the University Resident Auditor with the approval of the Vice Chancellor.
- The maintenance and repair of hostels shall be carried out by Engineering Cell of the University as per procedure applicable for University M & R.
- submit a monthly report of receipt and expenditure to the Hostel Supervisory Committee for its signatures. by the 19th of following month.
- On the recommendations of Hostel Supervisory Committee, the Investment Committee of the University shall invest surplus balance of the hostel funds.
- On account of investment of the funds of hostels, record of contribution of each hostel investment, shall also be maintained.
- The payment of bills and transfer of funds from one hostel account to another hostel account shall not be made. However, in special circumstances, on the recommendations of Hostel Supervisory Committee, Vice Chancellor will allow such payments/transfers from one hostel account to another hostel account.
- All hostel dues shall be deposited directly in the designated schedule Bank through bank challans, no payment will be received in cash.
- Grant of honorarium and increase in salary of the hostel administration/ stall shall be fixed by the University Authorities on the recommendations of Hostel Supervisory Committee.
- The canons of financial propriety shall be observed while incurring expenditure of hostel funds. The purchase / procurement of goods and services must be need based. Mere availability of budget should not be the basis of incurring expenditure.
- All vouchers in support of items of expenditures shall be retained for a period of five years. Vouchers more than five years old may, at the discretion of Hostel Supervisory Committee and Treasurer, be destroyed except the record relating to pending Enquiries, Court cases of Audit Paras till their final settlement.
- Subject to amendment in the relevant clause(s), all provisions of already approved SOPs shall remain in force.

**NOTE:** In addition, rules and regulations issued from time to time will also be applicable.

### HOSTEL CHARGES

Sr. no	Particulars of Fee	Amount in Rs.
<b>One Time Charges at the Time of Admission</b>		
●	Security (refundable)	3000
●	Breakage (on Admission)	600
	<b>Sub Total</b>	3600
●	Room Rent (Annual Charges)	
	Cubical	4500
	Biseater	4000
	Triseater	3500
	Dermitory	3000
<b>Monthly Charges</b>		
●	Utility Bills	1911
●	Jantitorial Services	630
●	Maintaince	2289
●	Mess Charges	5082
●	Generator Charges (Backup Supply)	630
	<b>Sub Total</b>	10542
<b>Seasonal (if room cooler is used)</b>		
●	Room Cooler (April to September)	800

**Note:** Students are responsible for purchase and maintaince of their own Room Coolers