

HOSTEL RULES

Introduction:

The Lahore College for Women University offers hostel facilities 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 Postgraduate Students.

Allotment:

- Students are required to apply for hostel accommodation on the 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 the 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 programs.
- 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 the unusual circumstance for which students are not responsible.
- The hostel charges (Utility Bills, Janitorial Services, and Maintenance) shall be received, quarterly.
- Mess 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 the summer season, for a period of 6 months/ per month (as applicable).
- Boarders will have to submit their quarterly charges by 15th of the first month of each quarter. They will pay a fine of Rs. 50/- per day for payment after the due date. If a boarder fails to deposit the monthly charges within 5h 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 in 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 an application, boarders can have the concession of a 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 to the hostel.
- If boarder leaves the hostel during a semester, hostel dues for that semester are not refundable.
- Refund of hostel security to a boarder who is willing to leave before completion of their last semester, will be made after the 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 the 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 (15th April) and 5:00 pm (15th 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 the 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 the prescribed form giving details regarding name and 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 projects, Field Work, and Internship on the recommendation of the research supervisor and Chairperson of the Department.
 - ✓ The boarders for shopping only once a week on Saturday.
- Self-pass is not allowed to the Intermediate boarders.
- Hostel gates will be closed as per notified timings.
- Violators of the above rules would be liable to strict disciplinary action by the Hostel / University Authorities, which may lead to expulsion from the Hostel/University.

DURATION OF STUDENTS STAY IN HOSTEL

- All the students who are granted admission in the hostel, their stay in the hostel will be for the duration of their on-campus studies as mentioned in Academic Regulations.
- Hostel facility will be provided to the Ph.D. students initially for a period of 3 years which can be extended up to 5 years on the recommendations of the Departmental Doctoral Committee.
- Every student should stay in the accommodation allotted to her by the concerned authority. She will not be allowed to change accommodation once allotted unless approved by the Chief Warden.
- If there are surplus or vacant seats available, students of MS and Ph.D. applying for shorter duration can be accommodated, and permission shall be granted by the Chief Warden, on a case-to-case basis, with charges.
- If the outgoing classes (Intermediate Part II, BS 8th Semester, MS/M Phil 4h Semester & Ph.D.) vacate the hostel after completing their academic session and come again for practical, viva or thesis work. They will be charged Rs: 200/- per day (excluding mess and other charges) and if they stay for more than 14 days dues will be charged according to existing rates.

PUNISHMENT

- In case of any hostel rule violation, the hostel warden will give a written warning to the Boarder, however, in case of serious violation of rules, the parents will be informed in writing.
- Any student who will violate the hostel rules and is found involved in any negative activity like a strike or instigating other boarders for this purpose will be liable to disciplinary punishment.
- The case will be forwarded to the Hostel Student Affairs Committee on the recommendation of the Chief Warden for further appropriate action. The student may be expelled from the hostel after three warnings and will not be allowed to re-admission.
- If a boarder extends her leave/stay at home, the parents will immediately inform the concerned hostel warden for such extension.
- If a boarder extends her leave/stay without informing the hostel authorities. The concerned hostel warden will intimate the parents immediately, if no information/response is received from the parents or boarder the case may be referred to Hostel Student Affairs Committee and the Committee will give a decision as per the nature of the case.
- In case the boarder is struck off from the hostel and later on is allowed for re-admission, re-admission charges amounting to Rs. 5000/- will be charged.

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, a 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 the 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 The 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 a 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 a 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 fees 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 the hostel, to meet the routine hostel expenses

UTILIZATION OF HOSTEL FUNDS

- Concerned warden of the respective hostel will be included in the Hostel's Supervisory Committee.
- The 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 Caudal/legal formalities of the bills/claims before forwarding them 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 for pre-audit by the Resident Auditor. However, a 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 the Engineering Cell of the University as per procedure applicable for University M & R.
- The Warden of the concerned hostel will reconcile the account with the bank(s) and submit a monthly report of receipt and expenditure to the Hostel Supervisory Committee for its signatures. By the 19th of the following month.
- On the recommendations of the Hostel Supervisory Committee, the Investment the Committee of the University shall invest the surplus balance of the hostel funds.
- On account of the investment of the funds of hostels, the record of the 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 the 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 the 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. The mere availability of budget should not be the basis of incurring the 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 the 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 FEE

S. # Particulars of Fee	Existing fee	10% increase	After increase of 10% Total Fees
One Time Charges at the Time of Admission			
Security (Refundable)	3,000	-	3,000
Breakage (On admission)	600	60	660
Sub Total (S. No. 1 to 2)	3,600	60	3,660
Room Rent (Annual Charges)			
Cubical	4,500	450	4,950
Bi-seater	4,000	400	4,400
Tri-seater	3,500	350	3,850
Dormitory	3,000	300	3,300
	15,000	1,500	16,500
Monthly Charges			
Utility Bills	1,911	191.10	2,102
Janitorial Services	630	63	693
Maintenance	2,289	228.90	2,518
Mess Charges	5,082	508.20	5,590
Generator Charges (Backup Supply)	630	63	693
Sub Total (S. No. 4 to 8)	10,542	1,054	11,596
Seasonal (if room cooler is used)			
Room Cooler (April to September)	800	80	880

Note: Students are responsible for purchase and maintenance of their own Room Coolers.