

# CHAPTER 24

## HOSTEL RULES

### SHORT TITLE COMMENCEMENT AND APPLICATION

1. These regulations may be called the University of Veterinary and Animal Sciences, Lahore, Hostel Regulations, 2002.
2. These Regulations shall come into force with immediate effect.
3. These Regulations shall apply to all resident students of the University.

#### A. ADMISSION TO HOSTEL

There are separate Halls for boys and girl students in the University Hostel setup. The Warden, Hall Superintendents and Resident Tutors shall manage the Hostels. The Hostel is open only to the bonafide students of the University. A resident student is bound to abide by the following and to such other regulations may be framed from time to time:

1. Applications on the prescribed form for allotment of seats in the Hostels shall be submitted to the Warden.
2. The Hostel accommodation shall be provided only to the bonafide students of the University subject to availability.

3. The Vice Chancellor / Warden may refuse admission or eject any student if he is satisfied that he is not a desirable person to live in the Hostel.
4. The Warden shall allot the Hall whereas seat within the Hall shall be allotted by the Hall Superintendent in order of seniority and merit, which will be determined in relation to the year of the study and marks obtained / G.P.A. / C.G.P.A.
5. The resident student shall deposit Hostel dues within specified period and submit deposit receipt in the office of Warden.
6. While making semester wise allotment of seats in the Halls, the Hostel authorities shall take into consideration the conduct and character of a boarder. Those having been imposed penalties shall lose their seniority.
7. No boarder is allowed to change his/her seat without prior permission of the Hostel authorities.
8. The students spending more than the prescribed regular period for the course shall be accommodated subject to availability of seats. Those having been imposed penalties during the course shall not be considered for allotment.

9. Halls shall be open to students only when the University is engaged in regular classes / Examinations. However, postgraduate students involved in research may be allowed to stay in Halls by the Warden on the recommendations of concerned Supervisor, Chairman of the Teaching Department and Dean of the Faculty, subject to enrollment.

**B. HOSTEL DUES**

1. Hostel dues and security deposits as determined by the University from time to time are payable by the student in each regular/summer semester.
2. Hostel dues once paid shall not be refunded.
3. Hostel allotment of a student shall stand cancelled, if, he/she fails to pay Hostel dues within specified period, however, he/she may seek re-admission in the Hostel as admissible under the rules.

**C. MESS / CAFETERIA / FRUIT SHOP**

1. The mess shall be managed by the resident students and supervised by the Hall Superintendent/Resident Tutor.
2. Nobody other than a resident student shall be allowed to be a mess member. Day scholar student may become a mess member with permission of the concerned Hall Superintendent who will ensure the payment of mess dues.

3. The Warden, on the recommendation of Hal Superintendent shall nominate Mess Manager/Mess Committee out of resident student for one semester.
4. Mess Manager/Mess Committee shall be responsible for proper running of the mess and cleanliness of the kitchen, utensils and Dining Hall including its surroundings.
5. Residents shall not be allowed to take crockery and cutlery to their rooms.
6. Meals are served only in the Dinning Hall. No service shall be provided in the room (s).
7. Dining Halls shall remain open during the time fixed for each meal.
8. Residents attending the Dinning Hall, Common Room, T.V. Room and other public places shall be in proper dress.
9. Mess staff shall be under the direct control of the Hall Superintendent who shall be empowered to engage or disengage them at his discretion.
10. Students must settle their accounts with mess/cafeteria/fruit shop etc. every month regularly. Arrears if any shall be recovered from the students at the time of enrolment of

each semester. The students shall not be allowed to enroll without getting clearance from Hall Superintendent / Warden. If a student leaves Hostel after qualifying for a degree without the settlement of dues, the outstanding amount shall be recovered at the time of issuance of provisional certificate/degree etc. by the Controller of Examinations.

11. No resident shall be permitted to have private cooking arrangement in the Hall.
12. No political / religious / social ceremony shall be allowed in the cafeteria and its premises.

#### **D. GENERAL REGULATIONS**

1. Roll of resident students shall be called daily at specific hours prescribed by the Warden.
2. The student shall himself be responsible for the articles (Charpai, Study Table and Chair etc.) issued to him / her and shall return these articles when leaving the Hostel. He/She shall also be responsible for making good any loss or damage of these articles.
3. Students must treat the Hostel staff politely. The Hostel staff shall not render any private service to any student. Manhandling / misbehavior with the staff shall be treated as

most serious offence. Complaints regarding misbehavior of the Hostel staff should be reported to the Hall Superintendent/Warden.

4. The telephone provided in the Hostel shall be meant only for receiving calls.
5. Outdoor games shall not be allowed in the Hall's premises.
6. The allotment of a student who remains absent from the Hostel without prior permission for a period of one week shall be cancelled. However, he may seek re-admission as admissible under the rules.
7. No meeting of any kind (political / religious / social etc.) shall be allowed in the Hostel and its premises.
8. Every part of the Hostel shall be freely open to the Hostel authorities for inspection at any time.
9. No boarder shall indulge in any amusement that may disturb other boarders.
10. The resident students shall be allowed to use computers only for academic purposes.
11. No electric appliance (electric heater, air cooler, air conditioner, T.V., cassette / C.D. player, musical

instruments and exhaust / pedestal fans etc.) other than electric light and ceiling fan shall be used in the Hostel. The use of electrical appliances shall be liable to lead to confiscation of the appliance along with a fine to be decided by the Warden. However, permission may be sought for the use of air cooler and exhaust / pedestal fan from the Warden on payment of extra charges to be prescribed by University authorities.

- 12.** All electric articles must be switched off before leaving the room. Leaving the room with electric appliance switched on shall be an offence punishable with fine.
- 13.** Firearms and other weapons shall not be allowed to be kept / used in the Hostel.
- 14.** The residents shall not be allowed to gamble or to use any intoxicants and narcotics. Violation of this restriction shall render a resident liable to expulsion from the Hostel, in addition to any criminal proceedings that may be instituted against him under the Penal Law of Pakistan.
- 15.** The residents shall be responsible for keeping their rooms neat and tidy. They shall not dispose off litter in the verandahs or other parts of the Hostel premises.

16. No notice / banner / advertisement etc. of any kind can be displayed in Hostel and its premises without prior approval of Hostel authorities.
17. Defacing walls and fixtures shall be strictly prohibited.
18. Boarders shall be required to observe necessary precautions for the safe custody of their belongings/valuables. They must not leave their rooms unlocked. In theft cases, Hall administration shall not be responsible for any loss.
19. All cases of sickness must be reported to the Hostel authorities for necessary help.
20. A girl resident shall not leave the campus without the written permission of the Hall authorities.

**E. VISITORS**

1. Rights of admission to the Hostel premises are reserved.
2. All visitors of Boys Hostels must leave the Hostel by 10.00 p.m.
3. Parents / authorized guardians of the boarder may be allowed to stay for a night in Boys Hostels with prior permission of the Warden.



4. Parents / authorized guardians of the female student(s) are allowed to see the student only in the visiting room of Girls Hostel during visiting hours.
5. No female visitors or vice versa are allowed to enter the Boys / Girls Hostel under any circumstances.
6. No outsider shall be allowed to stay in the Hostel. Violation of this shall render the boarder liable for expulsion from the Hostel and/or another penalty which the Warden may deem fit. The outsider found staying / residing in the Hostel shall be handed over to the Police.

**F. DISCIPLINE**

The boarders are required to maintain discipline in the Hostel.

**ACTS OF INDISCIPLINE AND MISCONDUCT**

1. The following, among other violation of the provision of the code of conduct, shall constitute acts of indiscipline and misconduct for which action may be taken against the student (s) by the competent authority for imposing appropriate penalties on the defaulters:
  - a. Breach of any rule of public morals, such as:
    - i. Use of indecent or filthy language in the premises of residential Halls and Cafeteria;

- ii)** Use of immodest, improper and provocative dress;
  - iii)** Use of undesirable remarks or gestures;
  - iv)** Disorderly behaviour, such as, fooling, shouting, abusing, quarrelling, fighting and insolence;
  - v)** Use or attempt or threat to use force.
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- b.** Defiance of authority;
  - c.** Impersonation, forgery, giving false information, willful suppression of information, cheating, deceiving and stealing;
  - d.** Shouting of slogans derogatory to the prestige of the University or the reputation of its teachers and other employees;
  - e.** Use of intoxicants;
  - f.** Keeping of licensed or unlicensed firearms or entering the Hostel with arms;
  - g.** Immorality;
  - h.** Failure to comply with a penalty imposed by a disciplinary authority;
  - i.** Actions defamatory and derogatory to Islam and Pakistan;

- j.** Misbehavior with University teacher and/or any other employee.

**G. COMPETENT AUTHORITY AND PENALTIES**

The Warden and Hall Superintendent shall be competent to take disciplinary action against resident students found guilty of misconduct and indiscipline. The disciplinary action may take one of the following forms depending on the nature of indiscipline or misconduct:

- i.** Censure and warning for future;
- ii.** Imposition of fine depending upon the nature of offence;
- iii.** Recovery of loss to University property;
- iv.** Placing a resident student on probation;
- v.** Cancellation of Hostel seat;
- vi.** Ban on entry in the premises of Hostels;
- vii.** Expulsion from the Hostels.

*(The penalties mentioned at No. (i) to (iv) shall be considered as minor and (v) to (vii) as major ones )*

**PAYMENT OF FINE**

- i)** Notwithstanding the fact that the appeals (s) are filed or not, the fine imposed shall be paid within ten (10) days from the issuance of its notification, failing which the name of the defaulter shall be struck off the University rolls.

- ii) In case, the competent authority, on the appeal of a student reduces or remits the fine, the amount of fine may be refunded to the student concerned.

### **RECOVERY OF LOSS TO UNIVERSITY PROPERTY**

A student shall be liable to make good the loss caused by him to the University property within ten (10) days of the notification of the order by the Competent Authority, failing which the name of defaulter shall be struck off the University rolls with approval of Dean concerned / D.A.S.R. and besides, the Competent Authority, with the prior approval of the Vice Chancellor, may also initiate legal proceedings against him in a Court of Law.

### **PLACING ON PROBATION**

The competent Authority may place a student on probation for a specified period and such period of probation may be extended if the resident student fails to improve his conduct. Continued failure to improve his conduct may lead to further disciplinary action.

### **EXPULSION**

A student committing an act of major indiscipline and misconduct may be expelled from the Hostels. An expelled student may be re-admitted in the Hostel, only once, during his stay in the University.

**H. INFORMATION OF PENALTIES TO PARENTS / GUARDIANS OF RESIDENT STUDENTS**

Acts of indiscipline and misconduct committed by resident student (s) and penalties imposed under these Regulations shall invariably be intimated to the parents / guardians of the students (s) concerned.

**I. ADVISORY COMMITTEE FOR INVESTIGATION OF CASES OF INDISCIPLINE OR MISCONDUCT**

The Warden from case to case shall nominate the Advisory Committee for investigation. The committee shall be consisted of at least two members among Hall Superintendents and Resident Tutors.

**J. PROCEDURE FOR INVESTIGATION**

The following procedure shall be observed before imposing penalty on a student:

“The Warden on receipt of an information / report from Hall Superintendent / Resident Tutor or resident student or Hostel employee or any other source for breach or violation of any of the provisions of the Code of Conduct / Discipline shall refer the same to the

Advisory Committee for investigation for further action”

**The Advisory Committee shall:-**

- i.** frame charges and communicate to the concerned resident student at his Hostel address;
- ii.** require the student within a reasonable time which shall not be more than seven (7) days from the date of issuance of notice as prescribed under J(i) above, to put in a written defense within the prescribed time limit;
- iii.** enquire into the charges and examine such oral or documentary evidence in support of the charges, along with the defense of the student, as may be considered necessary;
- iv.** determine on the basis of evidence and proceedings of enquiry as early as possible whether the act of indiscipline or misconduct so proved warrants a major or a minor penalty. Minor penalty shall be notified by Hall Superintendent. In case of major penalty, recommendations shall be sent to the Warden for final order;
- v.** in case the student fails to respond to the notice issued to him under para J(i) above, within the prescribed time limit, ex-parte decision shall be

taken against him provided that the student under legal detention or hospitalized may respond to the said notice within seven (7) days after the release;

- vi. The orders of the Warden (competent authority) shall be final.

**K. PROCEEDINGS FOR SERIOUS ACTS OF INDISCIPLINE**

If a resident student accused of a serious act of indiscipline, such as:

- a) indulging in any criminal act (s);
- b) provoking the students to demonstration inside or outside the residential Halls;
- c) bringing fire arms in the Hostels;
- d) indulging in any immoral acts;
- e) misbehaving with a teacher / and or any official of the University.

The matter shall be referred to Vice Chancellor for initiating disciplinary proceedings through University Advisory Committee.

The matter shall also be reported to the Police about the commission of offence having been committed as and when required.

The Vice Chancellor shall be empowered to pass immediate orders without referring the case to the Advisory

Committees and without following the specified procedure if situation so warrants.

**L. APPEAL AGAINST THE PENALTY**

1. A student on whom any minor penalty / penalties has/have been awarded on the recommendation of the Advisory Committee for residential Halls may within fifteen (15) days from the date of announcement of the order, appeal against that order to the Warden.
  
2. A student on whom any major penalty / penalties has/have been awarded on the recommendation of the Advisory Committee for residential Halls may within fifteen (15) days from the date of announcement of the order, appeal against that order to the Vice-Chancellor. The Vice Chancellor, may, after obtaining advice of the Discipline Committee as constituted under Statutes 11 of the First Statutes appended to the University of Veterinary & Animal Sciences, Lahore Ordinance 2002, dismiss the appeal or acquit the appellant, or order a fresh enquiry, or reduce or enhance the penalty or suspend the punishment to be re-imposed immediately on evidence of his/her involvement in acts of indiscipline and misconduct. Provided that in case of enhancement of penalty, prior show cause notice shall be given to the accused student to put in his defense (if any) within the prescribed time limit.