



# **HITEC-Institute of Medical Sciences**


## **SOP for Hostel**

**DOCUMENT #: SA-SOP-08**

**ISSUE # 01**

**ISSUE DATE: 01-12-2020**

# **Standard Operating Procedure for Hostel**

	<b>HITEC-Institute of Medical Sciences</b>	
	<b>SOP for Hostel</b>	
	<b>DOCUMENT #: SA-SOP-08</b>	<b>ISSUE # 01</b>

## **PURPOSE:**

1.1 The purpose of this procedure is for Hostel.

## **2.0 SCOPE:**

2.1 This procedure is applicable to Student Affairs Department and MBBS Students.

## **3.0 ABBREVIATIONS:**

NUMS	National University of Medical Sciences
PMC	Pakistan Medical Commission
HITEC	Heavy Industries Taxila Education City
IMS	Institute of Medical Sciences

## **4.0 RESPONSIBILITIES AND AUTHORITIES:**

4.1 Principal  
4.2 HoD.  
4.3 Manager Student Affairs

## **5.0 PROCEDURE**

Following are salient points of this SOP.

### **5.1 ADMISSION TO THE HOSTEL**

- 5.1.1 The HITEC-IMS is not bound to provide hostel accommodation to every student, however, accommodation will be provided subject to availability and according to the merit.
- 5.1.2 Hostel accommodation will be given to students seeking admission in the HITEC-IMS, domiciled in places other than the city in which the college is situated, or to students residing within a 30 minute travel time radius. Local residents cannot apply except under special circumstances.
- 5.1.3 The head of the institution, on recommendation of the warden may refuse admission or reject the application of a student if he/she are satisfied that he / she is not a desirable person to live in the hostel.
- 5.1.4 There are separate hostels for boys and girls. These hostels are open only to students on the respective college roll.



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.1.5 Rooms shall be allotted in order of merit & on first come first serve basis.
- 5.1.6 Conduct and character of the student will be given due consideration during allotment of the rooms.
- 5.1.7 Room allotment of students with outstanding dues is liable to cancellation. HITEC-IMS reserves the right to cancel hostel allotment in case of pending dues.
- 5.1.8 No boarder is allowed to change his accommodation without a special permission of their respective Warden and approval of Principal.
- 5.1.9 Students are not allowed to misuse the allotted room or to keep any unlawful or illegal occupants, in such case his allotment will be cancelled and the case will be referred to the Disciplinary Committee for further necessary action.
- 5.1.10 No one will be allowed to stay in the room apart from those students who have been allotted hostel accommodation.

## 5.2 HOSTEL RULES / DISCIPLINE

- 5.2.1 Hostel warden is responsible for maintenance of proper discipline in the hostel. He / she is authorized to warn students for any irregularities, neglect of duties or breach of discipline. The Warden for any breach of discipline may penalize a student with Principal approval through imposition of fine not exceeding Rs. 500/- at one time and may also issue written warning as well or both and may also inform parents / guardian class teacher and student affairs on case to case basis.
- 5.2.2 No unapproved gathering or meeting of boarders shall be allowed in hostel premises in any case.
- 5.2.3 In case of any irreparable damage to college / hostel property by the student, same shall be replaced by the student with an identical item / equipment of the same quality & specification. In such cases, the college administration reserves the right to judge the extent of the damage on case to case basis.
- 5.2.4 No newspaper, periodicals, magazines or any other publication other than those authorized by head of the institution shall be brought into hostels by any boarder.
- 5.2.5 Every part of the hostel premises shall be open for inspection to the hostel and college authorities at all times.
- 5.2.6 Furniture must not be shifted from their designated location.



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.2.7 No religious / political act, discussion or ceremony which may hurt the feelings of other boarders is allowed to be performed in the hostel.
- 5.2.8 Boarders should not indulge in any amusement or activity likely to cause disturbance to other boarders like loud music, shouting etc.
- 5.2.9 All damages shall be repaired at the expense of the boarders responsible for the same.
- 5.2.10 Any boarder found guilty of persistent violation of rules shall be expelled from the hostel after he / she has been served at least 2 formal written warnings with a gap of at least 30 calendar days between any 2 warnings. If deemed appropriate, the college administration can give upto 30 calendar days to that boarder to make alternate living arrangements for him / herself outside the college premises.
- 5.2.11 No boarder shall stay out for the night or spend the weekend without prior written permission of the warden / Principal. Parent's written permission will be required and assistant warden will counter check with the boarder's parents via phone call.
- 5.2.12 Spitting in public or private rooms, verandas or stairs is strictly prohibited.
- 5.2.13 All waste papers and refuse must be placed in the receptacles provided for the purpose.
- 5.2.14 Defacing walls and fixtures is strictly prohibited.
- 5.2.15 All cases of sickness must be reported to the assistant warden at once for necessary action who may intimate to the warden and in turn to the college administration.
- 5.2.16 Boarders are warned against interfering with the electric fittings.
- 5.2.17 The use of liquor and other drugs of addiction in the hostel premises are strictly prohibited.
- 5.2.18 Any kind of weapons are strictly prohibited. Defaulters shall be rusticated.
- 5.2.19 Any student who is absent from hostel without permission for a period of more than one week, will automatically forfeit his allotment in hostel. Warden will open his room; store the belongings in the store room after making an inventory. The student on return will seek re-allotment of accommodation in the usual way.
- 5.2.20 Any student who is unable to occupy his / her allotted space in the hostel by the notified date for rooms, other than certified illness for which he / she will submit a certificate before the due date will also forfeit his / her allotment in the usual manner.



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.2.21 No student is allowed to have any political affiliation. Any student involved in such activities is liable to be expelled from the hostel. No political gathering in the form of welcoming parties to new first year class in hostel is allowed.
- 5.2.22 Ragging of first year students is not allowed in the hostel.
- 5.2.23 The hostel authorities will not be responsible for loss of anything from the student's room. But loss if any should be immediately reported to the assistant warden who may report to the warden. Students are advised not to keep a large sum of money or other costly items in the room.
- 5.2.24 Applications for withdrawal from the hostel should be submitted to the warden at least one month in advance failing which dues refund where applicable shall not be executed.
- 5.2.25 Any boarder found guilty of persistent violation of rules shall be expelled from the hostel by the Warden Hostel without any further notice. Any boarder found in gross violation of hostel discipline shall be stopped from entering in the hostel by the Warden and the case shall be referred to the Administrator for their perusal/decision.
- 5.2.26 Every boarder shall be responsible to keep his/her room neat and tidy.
- 5.2.27 All waste papers and refuse must be placed in receptacles provided for the purpose.
- 5.2.28 Defacing walls and fixtures is strictly prohibited. Occupant is responsible for safety and preservation of paints/doors etc.
- 5.2.29 Boarders shall enter all complaints and suggestion in suggestion book for up keep and maintenance of hostels premises and hostel rooms.
- 5.2.30 All cases of boarder's sickness must be reported to the supervisory staff/warden hostels. Sick report chit will be prepared and boarder will be referred to POF Hospital and during class hours the sick boarder will be referred to hospital as per laid down procedure by Student Affairs. However boarder not feeling well and staying in his room during class hours shall be doing so at his own risk.
- 5.2.31 The use of LIQUOR and other drugs of addiction in the hostel premises is STRICTLY PROHIBITED. All packets / baggage shall be checked for unauthorized /undesirable items at entry gate by security staff and where necessary by hostel staff as per direction of Warden Hostels.
- 5.2.32 Any kind of weapons etc. are strictly prohibited inside the hostel premises.



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.2.33 The allotted room in the hostel to a student will be cancelled if it is not occupied by the notified dates for reasons other than certified illness for which he / she will submit a medical certificate.
- 5.2.34 No student is allowed to have any political affiliation. Any student involved in such activities is liable to be expelled from the hostel.
- 5.2.35 Room allotment and boarders lodgment is the pure prerogative of hostel administration. No boarder is expected to object any room allotment or shifting due to administrative or disciplinary reasons.
- 5.2.36 Students are advised NOT to keep / leave cash or other costly items like jewelry, laptops etc. in the room as the hostel authorities do not take responsibility in case of any loss. It is preferred for students to keep their money in their personal bank account and only take out the required cash amount from the ATMs (available at 1 minute walking distance from campus), as students are not allowed to keep any cash above Rs.3000/- within the hostel premises.
- 5.2.37 Students will have to vacate the hostel accommodation within a week of expiry of the final year annual examination. No luggage shall be left in the room or handed over to hostel staff on vacating hostel room. Any such luggage found/reported shall be confiscated.
- 5.2.38 Students living in the hostel are advised to respect ethical, social and moral values. The junior students should respect the senior students. In case of any dispute between the students the Warden Hostels will be informed, who will try to resolve the matter and inform the HITEC-IMS administration where necessary.
- 5.2.39 Student class representatives (for boarders) will be responsible for internal discipline, and order in the hostels.
- 5.2.40 Boarders are not allowed to keep any conveyance in the hostel when the college and hospital are adjacent to the hostel.
- 5.2.41 Boarders are permitted to keep a room size fridge (1½ ft. x 1½ ft.) with prior sanction. The fridge shall be connected in sockets linked to sub meters for which boarders shall pay the electricity charges.
- 5.2.42 Day scholars are not allowed to enter the hostel premises without permission from the Vice Principal. Similarly the boarders shall not bring day scholars to hostels.
- 5.2.43 Boarders will produce/show hostel card at entry gate on demand.
- 5.2.44 Boarders are directed to mark identification sign on their overalls to avoid mixing up in laundry shop and boarders must drop and collect their clothes from laundry in laid time timings. Laundry shall not be opened except on laid down timings.



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.2.45 Boarders are expected to wake up in time and leave hostel for classes. Any boarder found in the hostel room after 0800 hours shall be fined Rs. 500/- by warden.
- 5.2.46 Boarders are not to sleep in any other room, nor shall any boarders allow any other boarder to sleep in his room.
- 5.2.47 Senior boarders are strictly prohibited to demand from junior boarder any personal favors. Any boarder found violating this rule shall be immediately expelled from the hostel. Similarly any junior boarder found doing any personal favors and not reporting the matter to hostel staff shall also be penalized.
- 5.2.48 Consumption of meal / food items from outsource is strictly prohibited. Also meals from cafeteria are not allowed to rooms except medically recommended boarder.
- 5.2.49 Any boarder withdrawn / expelled from hostel on administrative / discipline ground shall not be entitled for balance of hostel dues.

### 5.3 IN / OUT

- 5.3.1 Unless prior written approval taken for late return from Manager Student Affairs / Administrative Officer, every boarder shall be in the hostel by 09:00 pm.
- 5.3.2 Every boarder shall mark his / her presence in IN / OUT register placed at hostel entry gate at the time of entry/exit and shall put his/her signatures. Any boarder found missing from his/her room shall be reported to the Principal / Administrator for suitable punitive action. Late comers shall first report to the supervisory staff and enter the reasons for late arrival and sign in the register. Only the reason for late arrival and sign in the register. Only then they shall be allowed to enter their rooms. Warden Hostel may check the boarders at any time during day / night. Supervisory staff shall check rooms at 08:15 am daily in the morning and will report about boarders found in the rooms to the warden hostel.

### 5.4 VISITORS IN HOSTELS



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.4.1 Non Boarders are not allowed in the hostel rooms. Permission of warden and security officer is mandatory for access of entry to hostels.
- 5.4.2 No guest shall be allowed to reside in the hostels. Violation of this rule will render the boarder liable for expulsion from the hostel in addition to any other penalty which the warden may deem fit.
- 5.4.3 Visitors will be seated in the reception room and the student concerned will be informed by the bearer after the entry is being made in the visitor's book.
- 5.4.4 The furniture assigned to a room shall not be shifted from it. A resident shall be responsible for all the items / furniture placed / installed in the room. He/she shall be responsible for making good any loss or damage to these articles.
- 5.4.5 A resident who breaks or damages any college property i.e., crockery, cutlery or furniture shall have to pay for the damage (cost plus fine).
- 5.4.6 No boarder shall indulge in any amusement, which disturbs other boarders.
- 5.4.7 Due to prevailing security circumstances HITEC-IMS competent authority reserves the right to carry out an at least 'two authorized members' surprise search of hostel rooms at any time during day or night and without advance information in the presence or absence of occupant of the hostel rooms and all rooms of hostel shall be kept open during the inspection by the Principal / Administrator, or Hostel Warden.

## 5.5 HOSTEL PROPERTY

- 5.5.1 No boarder is allowed to take any hostel property / items to his room. Any such items found missing and seen in any boarder room shall be treated as theft and appropriate action shall be initiated against the concerned boarder/boarders.

## 5.6 ELECTRICITY





# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

5.6.1 No boarder is allowed to tamper with electric fittings. No electric appliance, heaters and irons are allowed inside the room.

### 5.7 PAYMENT OF DUES

5.7.1 All boarders are expected to clear their dues and payment of electricity, laundry and other bills well in time to avoid inconvenience and further debarring from appearing in Professional Examinations. Each student on joining the hostel must bring with him/her necessary stock of linen.

### 5.8 SPECIAL RULES FOR GIRLS BOARDERS

5.8.1 Parents or guardians are required to send a list signed by them of friends and relatives of their daughter who may visit them.

5.8.2 First list of persons who may visit the boarders on the visiting days but are not permitted to take the boarder out of hostels.

5.8.3 Second list of persons who may visit the boarders and may also take her out with them and weekend/holidays.

5.8.4 Male visitors unless permitted by the girls' parents or guardian in writing and approved by the Principal / Administrator will not be allowed to visit girl's boarder in the girl's hostel.

5.8.5 In case the patents / guardians allow their wards to travel independently are required to forward authority letter indicating permission for independent traveling to the Administrator HITEC-IMS.

5.8.3 Student may receive authorized visitors on Saturday & Sunday from 0900 hours to Sunset.

5.8.4 Other times visitors may be received only with the written permission of the warden. The visitors will be seated in the visitor's room / college cafeteria and will not be taken to living rooms.

5.8.5 All students are required to take meals in the dining hall. No boarder is allowed any cooking in her room.



# HITEC-Institute of Medical Sciences

## SOP for Hostel

DOCUMENT #: SA-SOP-08

ISSUE # 01

ISSUE DATE: 01-12-2020

- 5.8.6 Parents / guardian of Girls boarder are requested to drop in their wards on returning from weekend / leave before 9 pm.
- 5.8.7 Parents counseling regarding their wards. Any parent / guardian if desire to discuss some point regarding their ward must do so during day time after prior intimation to Warden Hostel/Warden Girls Hostel. Meeting of parents / guardian is always welcome; however their desire to meet lady staff of girl's hostel after visiting hours without prior permission will be regretted.
- 5.8.8 Student's Conduct with Security and Supervisory staff. HITEC-IMS boarders are expected to display highest standard of hostel discipline. They are expected not to indulge in any alternation with security or supervisory staff as this staff has been employed for security / service of the boarders.

### 5.9 NOTE

- 5.9.1 Any student breaking any of the above rules is liable to be fined or he / she may be expelled from the hostel in case of serious violations.