



# **Rashid Latif Medical Complex Hostel Policy**

**RLMC, RLDC, RLCP, AHS**

**By:**

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## **1. Allocation of Rooms of Boys and Girls Hostels**

Rooms will be allocated on orientation day after getting paid admission receipts from accounts department for boys & girls hostels. Two days before orientation, finance department will provide the information of students and then the process will start to handover keys to the students on day of orientation after verification of the dues paid receipt. The allocation desk will be placed opposite the Physiology Department. One key of the allocated room will be handed over to the student and the other will be kept by the Hostel Warden. The allocation paper will be signed by the Hostel Warden, Finance Officer & Chief Warden. Hostels dues are nonrefundable.

For girls hostel allocation papers will be signed by the Girls Hostel Warden, Finance Officer and Chief Warden. The Hostel Warden will hand over the one key to the girl student and keep one key in her office / room.

One bed, one mattress, one cupboard, one table, one chair, two tube lights and one ceiling fan per student per room, nevertheless, If the student requires room transfer or leaving the room, he will must submit, the application form of room transfer or leaving the room to the Hostel Warden.

## **02. Hostel Timings**

- a) From October to March, hostel will be closed 10:00 pm to 5:00 am.
- b) From April to September, hostel will be closed 10:00 pm to 6:00 am.
- c) Exceptional timings in examination days, Boys Hostel will be closed at 12:30 am, because of library timings extended during examinations.

The hostel gate closing timings as given above will be strictly observed and adhered by the residents of all hostels.

## **03. Code of conduct**

- a. Discipline and cleanliness will not be compromised. To spread waste and rubbish intentionally in the hostel premises, misbehaving and using abusive language with hostel staff is strictly forbidden, a disciplinary action can be taken in this regard.

- b. Throwing of eggs on walls, lobby, stairs and corridors, spitting of betel leaf on the walls, throwing UN extinguished or extinguished cigarettes pieces, hanging objectionable and uncivilized sceneries or portraits in the room's walls are strictly not allowed.
- c. Closing of hostel entry time will be strictly observed and adhered according to months schedule.(See clause-2 Hostel timings)
- d. Discourage outside friends / day scholars & other strangers to enter in the hostel premises. (see clause-16 outsiders)
- e. Left over and dirty clothes should be taken inside the respective rooms, instead hanging on the washrooms / toilets walls reflecting badly the interior decorum of the hostel building.
- f. When room is not being used, it must be locked and key of the room should not be given to another person to use.
- g. Students / Residents will keep their ID cards issued to them from college / Hostel management for proper identification.
- h. All visitors, who are visiting to the students must register at the security station while in & out with the permission of Hostel Warden.
- i. Students / Residents can leave any time on gate passes signed by the Hostel Warden. (see clause no.24 gate pass)
- j. Those students / residents who wish to stay outside hostel premises beyond entry closing time must take prior permission from the Hostel Warden giving valid reason.

#### **4. Location of Rooms**

Boys Hostels locations

<u>Hostel No. 01:</u>	<u>Room numbers</u>
Ground Floor Block A	01 to 25
Ground Floor Block B	26 to 50
First floor      Block C	51 to 75
First Floor      Block D	76 to 100

Hostel No. 02:

Ground Floor Block A	101 to 122
Ground Floor Block B	123 to 138
Ground Floor Block C	139 to 146

## **5. Use of Electric and Electronic Appliances**

Hostel will provide ceiling fan, two tube lights, washing machine with dryer, Tv dish, microwave oven. The students can bring their own electric appliances like Air conditioner, refrigerator. It must be ensured that all electrical switches of the rooms are switched off when not in use. Submitters are installed. Electricity bills will be payed per month.

## **6. Cafeteria / Mess**

The students will be facilitated with cafeteria and mess against payment. Three times meal will be served in mess hall, no permission to take meal in the rooms. Cafeteria will provide free delivery to the rooms on minimum payment of order.

Monthly menu will be changed by the Menu Committee, consisting of Hostel Warden boys, Hostel Warden girls, Mess Manager, three students from boys hostel and three students from girls hostel who having mess facility. The Chief Warden will be the final authority to decide the monthly menu.

## **7. Maintenance**

In house problems like plumbing, electrical, carpentry, air conditioner mechanical fault and paintings etc, an immediate rectification will be provided on students call regarding above to the Hostel Warden who will approach maintenance department for an urgent needful repair or replacement of the faulty items.

## **8. Hostel Property**

Moving hostel property like LED, Oven, or furniture from one room to another room or from one hostel to another hostel is not allowed. Damage to the property will be charged to the residents like door locks, breaking intentionally any article

belongs to hostel, a disciplinary action can also be taken in this regard with recovery of damaged articles cost.

## **9. Ethics**

Abusive language, shouting, hooliganism, listening to music in high volume, to invite other students in the room to watch nude movies and listen to censored songs or jokes must be avoided. Respect and care the neighboring residents / students, failing which, a strict disciplinary action can be taken against the responsible.

## **10. Security**

24 hours security of the students / residents will be provided from Hostel Management. CCTV cameras are installed at different secret points in connection with security of all hostels (girls & boys) under the supervision of Security Department. CCTV cameras are activated twenty four hours along with two roofs top Snipers will be deployed, Use of metal detector and walk through gates are also available. At entry / exit point, the doctors, HO and P.G officers should keep their ID cards for identification at the hostel gate with compulsory entry in the register, which will be monitored by the Hostel Warden on regular basis. No deployment of hostel security, strategy or plan will be shared to any of the outsiders or non-resident friends.

## **11.Safety**

Fire extinguishers are hanged in the hostel premises as safety measures. No cooking or fire work is allowed in the rooms or hostel premises to avoid untoward incident. The students who have bikes, must use safety helmets during riding. Periodically change of water filter cartridges and weekly mosquito spray for the safety of students and residents of the hostel will be provided, further more a periodical deep cleaning of main roof top water tanks is also ensured. Safety of the students / residents is the top priority of the Hostel Management.

## **12. Boarding and lodging**

A wooden single bed, mattress, wooden table, wooden cupboard and a chair will be provided by the Hostel Management. Pillow, bed sheet and blanket or quilt will

be students / residents responsibility to bring. ( see clause-1 Allocation of rooms boys and girls hostels )

### **13. Physical Violence/ Fighting**

Physical violence, fighting, quarreling, slapping, pushing and beating are strictly forbidden inside or outside the hostels being as RLMC hostels residents / students. The students involved will be penalized with a disciplinary action, and guilty students can be expelled from the hostel to keep the hostel atmosphere congenial & peaceful.

### **14. Social Event**

Prior permission from Chief Warden can be sought to hold social events in the hostel, holding of events without prior permission will be a disobedience and infringement of the Hostel rules and regulations, a disciplinary action can be taken against the responsible involved.

### **15. Relatives visit**

Relatives can visit to see the students but their stay in the rooms of the students is not allowed. Female relatives cannot enter in the boys hostel. The residents / students can see and meet their parents and siblings outside of the hostel, same as also for Girls Hostel, male relatives are not allowed to go inside the hostel, however, girls students can see their parents, male siblings with the permission of Girls Hostel Warden on gate pass. Only two relatives / guardians can meet them which are already mentioned in application form.

### **16. Out Siders**

Outsiders, day scholars, friends, unfamiliar and strangers are not allowed in the hostel premises or stay in the rooms, after first warning to the facilitator, a hidden penalty can be imposed to the concerned student up to Rs.2000/- per night stay.

### **17. Use of Drugs**

Smoking inside the rooms or in the hostel premises is strictly forbidden, any kind of drugs like hashish, opium, sheesha, heroine, tobacco or liquor is strictly forbidden. A student found guilty will be expelled from the hostel with heavy fine

and further disciplinary action can be taken in the light of college rules and regulations by Disciplinary Committee.

### **18. Valuables / Personal Belongings**

Personal belongings and valuables should be kept in lock and key. The room door must be locked if not in use. Anything lost, damaged or stolen, the Hostel Management will not be responsible.

### **19. Irrelevant Literature**

Irrelevant literature, nude pictures and magazines other than study books is not allowed to take inside the hostel premises and distribute among the students/ residents, by doing this, the students concentration on study can be diverted, a student found guilty with proof can be expelled from the hostel in the light of Disciplinary Committee's decision.

### **20. Wall chalking / Slogans**

Any kind of slogans or wall chalking in the hostel premises is not allowed. A student / resident found guilty in this regard will be penalized as per decision of Disciplinary Committee.

### **21. Pets And Birds**

To keep any kind of quadrupeds, pets or birds are not allowed in the hostel premises.

### **22. Gambling / Betting**

Any kind of gambling or betting is strictly forbidden in the hostel premises. If a student caught with proof will be expelled from the Hostel in the light of hostel rules and regulations with heavy fine.

### **23. Spot checking**

The Hostel Management can spot check the rooms any time, No matter the students will be present or not, Anything found illegal or dangerous for other



students , can be confiscated or spoiled like room electric heaters, narcotics and weapons etc. (See clause -17. Use of Drugs).

## **24. Gate Pass**

A student wants to leave the hostel premises, can obtain gate pass from Hostel Warden on valid reason, as per attached specimen. Students can take gate passes from 10am to 12pm. And from 7pm to 9pm by Hostel wardens. Gate passes will not be given during weekdays to any student until in any case of emergency.

## **25. Dress Code:**

Civilized dressing must be ensured by the residents / students during stay in the hostel, failing which, a penalty can be imposed in this regard. Ensured a pleasant and civilized stay in second home.

## **27. Hostel Representative (Selection Criteria)**

Hostel Representative will be elected from their classes under the supervision of Wardens through elections. Hostel Representatives detail is display at the Notice Boards of Hostels.

## **26. Important Contact Numbers**

<b>Sr. no</b>	<b>Name</b>	<b>Designation</b>	<b>Contact</b>
1.	Dr. Mudassar Ali	Chief Warden	0321-4709187
2.	Ms. Rizwana Ali	Girls Hostel Warden	0331-0378269
3.	Mr. Mubashar Abbas	Boys Hostel Warden	0300-7879480
4.	Mr. Mohammad Asim	Student Affair	0321-2284949
5.	Mr. Bilal	Accounts Department	0323-4472263
6.	Sobedar M. Ashraf	Security Incharge	0300-4931053
7.	Mr. Rifaqat Ali	Asst. Security Incharge	0344-9509547
8.	Mr. Shahid	Repair & Maintain	0306-4600652
9.	Mr. Altaf Ulfat	Repair & Maintain	0321-7023590
10.	Mr. Moshin	Café Incharge	0303-3338153
11.	Mr. Javed	House Keeping	0300-4429591

