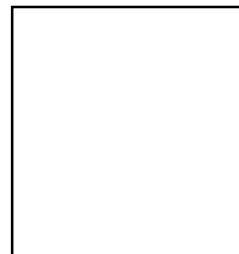




Shifa Tameer-e-Millat University



HOSTEL ACCOMMODATION REQUEST FORM

Applicant Information

Name _____ Father / Husband Name _____

CNIC / Passport NO. _____ Mobile No. _____

Category Student _____ Teaching Faculty _____ Employee _____

Academic Program (if Student) _____ Registration No _____

Contact Information

Address _____

Contact No. Home _____ Cell No. _____

Emergency Contact Persons (List two persons name /address who could be contacted in case of emergency)

1. Name _____ Cell NO. _____

Address _____

2. Name _____ Cell NO. _____

Address _____

Medical Conditions

Do you have any serious disease /illness which may require emergency treatment?

If "Yes" please provide the following information

a) Nature of disease/illness _____

b) Medication Presently being taken _____

c) How often do you need to visit your doctor _____

d) Emergency medicine / treatment _____

Visitors Information

1. Name _____ Relation _____ CNIC NO. _____

Address _____

2. Name _____ Relation _____ CNIC NO. _____

Address _____

| UNDERTAKING BY THE APPLICANT | UNDERTAKING BY THE GUARDIAN/FATHER |
|---|---|
| I do hereby solemnly affirm that I will abide by all rules and regulations of STMU Hostel and if I found violating any rules & regulations, the management has every right to take necessary action | I hereby undertake to ensure that my ward abides by all rules & regulations of Hostel |
| Signature _____ | Signature _____ |
| Date _____ | Date _____ |

GIRLS HOSTEL RULES AND REGULATIONS

1. Application for admission to the hostel must be made in the prescribed form before the commencement of the academic session. A passport size photograph shall be affixed to the application for identification purpose.
2. Preference would be given to the outstation students for allotment of hostel accommodation.
3. The students shall give two references together with their addresses: one of them should be guardian.
4. Students who seek admission in the hostel, shall abide by the rules and regulations and shall give an undertaking in writing endorsed by the parents/*guardian*.
5. No student shall be absent from the hostel without prior permission of the hostel warden.
6. Students are expected to keep their rooms clean and tidy at all times. Only common areas will be maintained by the house keeping staff.
7. Writing and sticking posters, mirrors, photos on the walls of the hostel building and rooms is strictly prohibited. The hostel property must be maintained by the students as their own property.
8. Playing loud music and other forms of disturbance to other hostel residents is not permitted.
9. Safe custody of money and valuable personal items is the sole responsibility of the students. The administration shall not be responsible for any theft or loss whatsoever in the hostel caused due to negligence of hostelites.
10. Ragging in any form is strictly prohibited. Whoever causes, commits or helps ragging shall be liable for disciplinary action as per rules.
11. Students shall not resort to strikes and demonstrations within the premises of the hostel. Participation in any such activity will result in cancellation of their admission in the hostel.
12. Every student will be supplied with one cot and mattress by the hostel. Arrangements for bed linen, table cloth etc. has to be made by the student.
13. After serving a notice of 15 days student may be asked to vacate the hostel in the event of non-payment of hostel dues.
14. Creating panic or terror among other students through any means, misinterpretations/ language demonstration/devices, and spreading vulgar literature /pictures/ /books/videos/clipping or any similar object is strictly prohibited. The student(s) found guilty would be expelled out of the hostel without prior notice.
15. Any unhealthy/inappropriate behavior within or outside the hostel with valid evidences would be viewed seriously and the student will be expelled out without any notice.
16. At the end of every term the behavior and conduct of the student will be evaluated for allowing her to continue staying in the hostel.
17. Students shall be responsible for all articles, furniture, electrical and other fixtures provided in their rooms. They shall not disfigure, paint walls, doors, windows or damage them.
18. All rooms are provided with ceiling fans, fixtures for lights etc. use of any other electrical appliances is not permitted and student will be asked to vacate the hostel if found using such appliances.
19. Students are advised to lock their rooms whenever they go out to ensure the safety of their belongings. They should not change locks provided by the hostel management.
20. For those who wish to go out of the station, the parents of the ward are supposed to obtain prior permission.
21. The students likely to be away from the hostel overnight have to fill an outstation form available in administration/warden offices. The filled outstation form will be handed over to the warden prior to the trip. The warden can grant or refuse permission for the outstation trip. If permission is granted, a copy of the form will be sent to the parent/guardian.

22. Students shall not invite any unauthorized person to the hotel. They shall deal with authorized persons only during the prescribed hours and pay them at prescribed rates. They shall not entrust personal work like washing, purchasing, cooking etc to the house keeping staff/security guards/canteen employees.
23. Students shall inform the warden whenever they suffer from any illness or injury. They shall take treatment which would be arranged by the authorized doctor on payment.
24. Students shall not organize any party, assembly or activity in the hostel premises, without permission of the warden.
25. Students shall not form any hostel society or issue any publication without the permission of the warden.
26. Students shall not invite any speaker to address any meeting in the hostel without the permission of the hostel.
27. Students shall not remove newspaper, journals, furniture, radio, TV or games-material from the common rooms or mishandle or damage them.
28. Students shall undergo medical examination as and when required by the hostel management.
29. Students shall cooperate with the warden and fellow students and obey the warden's instructions on all matters concerning hostel/mess.
30. Any matter not covered by the above rules will be dealt by the management of STMU.
31. The management reserves the right to take any disciplinary action including cancellation of allotment of hostel accommodation for any violation of hostel rules and regulations.

BUS TIMINGS

**FROM HOSTEL TO COLLEGES
FROM COLLEGES TO HOSTEL**

**0700 HOURS
1600 HOURS**

SHUTTLE TIME

1400 HOURS

Hostel Charges per month. (Liable to change from time to time)

| S.NO | Details | Amount |
|---------------------|--|------------------------------|
| 1 | Security | Rs: 5000/- (refundable) |
| 2. | Room rent, mess charges and admin overhead | Rs: 10500/- (non-refundable) |
| 3. | Transport (if availed) | Rs: 1500/- (non-refundable) |
| Total amount | | 17000/- |

NOTE: Hostel charges once paid will not be returned except security charges.

PARENTS/GUARDIANS VISITING HOURS

1. Visiting hours are 0900 to 2000.
2. Students are permitted to meet parents/guardian on weekends and holidays only in the lounge after obtaining permission from the warden.

(SIGNATURE OF THE PARENT/GUARDIAN)

(SIGNATURE OF THE STUDENT)

Signature &Date: _____

Signature &Date:_____

For Official use only

(Manager Administration)

Recommended/Not Recommended

Signature & date _____

(Registrar STMU)

Approved/ Not Approved

Signature & date _____