



COMSATS University Islamabad Attock Campus

November 26, 2019

HOSTEL CODE OF CONDUCT

For an individual to enjoy the privileges of a community, club or institution, he/she must abide by the rules and norms of that body. Therefore, all the hostel resident students are subject to the rules and procedures outlined in the Hostel Code of Conduct as stated below:

1. The hostel timings shall be strictly observed by the resident students. Gate shall be closed at 9:00 PM in winters (November to March) and 10:00 PM in summers (April to October). The student shall only be allowed after closing time if he/she has informed the concerned Assistant Warden in advance.
2. Visit of non-resident students is strictly prohibited. In exceptional case, a written permission from Warden Hostel is to be submitted to the concerned Assistant Warden at the time of visit.
3. Overnight stay of non-resident students in the hostel is not allowed in any case.
4. Resident students are responsible for keeping their rooms neat and clean.
5. Use of electric heaters and air-coolers is not allowed.
6. Residents should not use electric appliances including iron, electric kettle etc. on generator supply.
7. The resident students will solely be responsible for ensuring the safety of their belongings such as laptops, mobile phones, money and other expensive items. In case of loss or theft, hostel administration will not be held responsible in any way.
8. Allotment of the room shall be notified by the Warden Hostels in the beginning of the semester. No change of allotted room is allowed except with the written permission of the concerned Assistant Warden and because of some genuine/justified reason.

9. Smoking of any kind (cigarette/cigar/electric cigarette/shisha/huqqa etc.) is strictly prohibited. Moreover, possession/custody/access to liquor, drugs, shisha, intoxicants, gambling related items, arms and lethal instruments of any description, explosives is not acceptable at any cost and will result in serious disciplinary actions against the student.
10. Resident students shall observe proper discipline. Furthermore, Playing loud music, shouting or creating general nuisance is not allowed.
11. Inciting any religious, sectarian, ethnic, regional, gender-based, linguistic conflict or creating hatred by any means, verbal/written will not be tolerated at any cost.
12. Any damage to the infrastructure/property/furniture and fixtures of the hostel shall lead to fine of appropriate compensatory amount and/or punitive charges/actions.
13. Acts like fooling/ragging juniors, quarrelling, fighting, use of abusive language, disrespect towards other students and use of force is strictly prohibited. Any student involved in such activities will have to face disciplinary charges.
14. The residents shall pay the mess charges as per date notified by the management. Otherwise, a reasonable fine not exceeding Rs. 100 per day shall be imposed and after 7 days of being mess defaulter, the mess facility for the student will be ceased.
15. Private cooking is strictly prohibited.
16. All the students should dine in to the dining room for breakfast/lunch/dinner except those who are sick and have taken prior permission from the Assistant Warden.
17. Resident students (only male) intending to stay out of hostel for more than 3 days shall obtain prior written permission from the concerned Assistant Warden. (This is only for Pakistani students)
18. For international students, even one day/night stay out of hostel shall require a written permission from the concerned Assistant Warden.
19. The students who want to avail the hostel facility in summer vacations due to Thesis/Internship/Final Year Project will have to pay hostel dues on per month basis.

Additional Codes Specifically for Female Residents:

20. All female residents shall return to the hostel before Maghreb Prayers. In case of scheduled classes beyond this time, they must provide the duly signed timetable/ written permission letter from their concerned Head of Department.
21. Every female resident shall mark her attendance on daily basis on the biometric attendance system/attendance register available at the designated place. In case of leaving the hostel with permission due to any legitimate reason she has to record her in-out timings in the in-out register available at the designated place.
22. Female residents are not allowed to leave the hostel once entered after taking the classes. In case of emergency/urgency, permission shall be taken from the concerned Assistant Warden.
23. Female residents are not allowed to stay outside hostel in any case.
24. During students' week or any other activity arranged at CUI Attock/concerned Department, the female residents must return to the hostel within 20 minutes of the closing of the activity.
25. In case of returning from home, female residents should reach the hostel before 06:30 PM (in winters) and 07:00 PM (in summers).
26. On Weekend/Holiday, female residents shall be allowed to go for shopping after taking written permission from their concerned Assistant Warden. They would have to mark in-out timings in the in-out register/biometric system.
27. Only those visitors shall be allowed to meet the female residents whose names are already mentioned in the Student Relatives Form (submitted with hostel application) along with the required details including their names, CNIC and mobile numbers and signed by the respective student and her parents/guardian.
28. Home Permission slips duly signed by Assistant Warden (Girls Hostel) are mandatory for all female students while proceeding for home on weekends or weekdays. In case of non-compliance strict disciplinary action will be taken against the students.

Violation of Code of Conduct:

29. In case of violation of Hostel Code of Conduct, following consequential actions shall be taken against the resident students;

- a) Immediate fine of rupees 500 to 2000 by Assistant Warden with consent of Warden Hostels on minor violation.
- b) For major violation cases, the issue shall be referred to Campus Disciplinary Committee for proper hearing and investigation which may result in fine, expulsion from the hostel and/or rustication from the institution.