

**UNIVERSITY OF TURBAT**  
**Hostel Rules and Regulation**  
**2023**



**UNIVERSITY OF TURBAT**  
**KECH**

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**UNIVERSITY OF TURBAT  
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

### **NOTIFICATION**

**No. UoT/Reg./1131-9/2023.** In pursuance of Section 24 (2) Clause (h) and Section 36 (2) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Hostel Rules and Regulations 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8<sup>th</sup> August, 2023, is hereby published as the University of Turbat Hostels Rule and Regulations 2023.

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## **1. Hostels at the University of Turbat (UoT)**

- a. UoT hostels are a residential service only for UoT students. No individual from outside UoT, or within UoT, but not registered for stay at the hostels, is allowed to use the hostel premises or facilities. Any exception granted will be through prior permission from the Office of the Registrar.
- b. UoT is keen to provide safe and hygienic facilities for students primarily coming from outside Turbat city, therefore, students from within Turbat city (or periphery areas where the University provides pick and drop facilities) will only be eligible for residence if there is space available after students from outside Turbat city are accommodated.
- c. UoT Hostel Policy is only applicable within the hostel premises.
- d. All instructions/notices displayed on the notice boards/ provided over emails will be deemed to have been read by all residents. Residents are advised to remain informed of all updates that is provided on notice boards/emails.
- e. UoT hostels are part of the larger UoT premises and are under security and camera surveillance at all times.
- f. It is expected that residents will demonstrate utmost responsibility and respect to the University's property and staff, and portray the highest levels of ethical behavior, aligned with the core values of UoT.
- g. UoT hostels have a collective responsibility to take care of the physical and mental well-being of all students, security and employees. Any individual who experiences or notices any other individual under physical or mental duress, or is concerned about the physical or mental well-being of any individual within the hostels must report it to the hostel management immediately.
- h. UoT hostel residents are expected to live within the realm of the student Code of Conduct and abide by the Hostel Policy. Failure to abide by the Code of Conduct or the policy will be considered 'unprofessional conduct' and will result in an appropriate disciplinary action.
- i. The hostel management reserves the right to take necessary action if any of the guidelines mentioned in the student Code of Conduct or rules and regulations mentioned in the Hostel Policy are not adhered to. The commonly observed minor and major violations are mentioned in this policy. Certain violations will result in immediate eviction from the hostel premises.
- j. All major violations will be immediately reported to the UoT's Discipline Committee. Minor violations will be processed by the Hostel Provost/Wardens. However, repeated violations that are minor in nature will also be reported to the UoT's Discipline Committee.

## **2. Eligibility for stay at the Hostels**

- a. Residence at the hostels is provided subject to availability of space.
- b. Undergraduate students of first year till fourth year from the date of admission to UoT will be provided residence at the hostels during the regular semesters i.e. Fall Semester and Spring Semester. Students of the above-mentioned years will only be provided residence at the hostels during the Summer Semester if they are enrolled in a course.

- c. Undergraduate students of Year 3 from the date of admission to UoT can also reside at the hostels during the Summer Semester if they provide valid proof of internship which counts as a required part of their academic degree at UoT. Similarly, undergraduate students of fourth year from the date of admission to UoT can also reside at the hostels during the Summer Semester if they are completing their final year project or thesis work.
- d. Graduate students of first year and second year from the date of admission to UoT will be provided residence at the hostels during the regular semesters i.e. Fall Semester and Spring Semester. Students of the above-mentioned years will only be provided residence at the hostels during the Summer Semester if they are enrolled in a course.
- e. Graduate students of first year from the date of admission to UoT can also reside at the hostels during the Summer Semester if they provide valid proof of research or internship which counts as a required part of their academic degree at UoT. Similarly, graduate students of second year from the date of admission to UoT can also reside at the hostels during the Summer Semester if they are completing their final year project or thesis work.
- f. Undergraduate students of fifth year and beyond, and graduate students of third year and beyond are not eligible for residence at the hostels.
- g. Individuals that may be undertaking research work or teaching responsibilities associated with UoT, but such activities are not part of their academic degree, or such activities are undertaken while the student is not enrolled in any academic activity part of their academic degree, are not eligible for residence at the hostels.
- h. Students who are not enrolled in the Summer Semester, or undertaking any academic activity related to their academic degree over the Summer Semester, must vacate the hostels within two weeks of the completion of the prior Spring Semester examination period.
- i. Any individual convicted of a disciplinary offence, or convicted of a major violation by the Hostel Provost/Warden, or convicted of repeated minor violations by the Hostel Provost/Warden will not be eligible for residence at the hostels for the following academic year.
- j. Students must vacate the hostels within the deadline that is communicated to them, otherwise they may face financial fines and removal from hostel property.
- k. The hostels are only eligible for students of full-time programs.
- l. Students enrolled in the evening programs are not eligible for the hostels.
- m. Students enrolled in a PhD program are allocated space on an individual basis.

### **3. General rules and regulations**

- a. Residents are required to keep their rooms clean and tidy at all times.
- b. Residents must ensure safekeeping of their belongings.
- c. Residents are not to litter in the common areas, corridors, terraces, or any other area within the hostel premises.
- d. Pets are not allowed in the hostel premises. This includes feeding or housing stray animals.
- e. Residents must switch off fans and lights whenever leaving a room/common room/dining area etc. Residents should be cautious and courteous while using hostel utilities such as water, electricity, and gas.

- f. Residents are not allowed to hold any gatherings, social events, protests, informal parties without the prior knowledge and consent of the Provost.
- g. Resident must not damage any walls/doors or other fixtures of their rooms or the hostel. They should avoid painting or hammering nails to hang notices, posters, banners etc.
- h. Residents must report any damage/loss to hostel property immediately to the hostel administration.
- i. Residents must report any violation, act of vandalism, ‘unprofessional’ behavior (submission of false or misleading information, cheating, theft, vandalism etc.), illegal activity, security breach or any other information that may be against the hostel regulations in particular, or the student Code of Conduct in general.
- j. Residents must notify the hostel management whenever leaving the hostels for overnight stay, leave for short duration or leave for long duration. Residents must also clear all their dues before they leave.
- k. UoT is a smoke free zone. Smoking is strictly prohibited within the hostel premises.
- l. Any individual that witnesses a fire hazard or experiences a fire related emergency must report it to the hostel management immediately.
- m. Residents must always be aware of their possessions, banking cards, passwords and belongings at all times. They are advised not to keep large amount of cash or valuables in the room. The hostel management will not be responsible for any valuable lost, stolen or damaged.
- n. Residents must not indulge in practices/activities, which may endanger their own personal safety as well as that of others. Activities involving or possession of chemicals, bio-compounds, etc. which may cause fire, explosions, or any kind of hazard to the residents are strictly prohibited.

#### **4. Specific rules and regulations**

- a. As a matter of security and safety, it is the responsibility of the hostel management to document the information of every resident, visitor and any other student of UoT entering or exiting the hostel premises. All residents are requested to always cooperate with the security staff.
- b. Each resident will be given one hostel room key at the time of registration and will be required to return the room key when vacating the room. Residents are expected to be solely responsible for their room key, they are not allowed to lend the key to anybody under any circumstances and are not allowed to make a duplicate key. The misuse of a hostel key is a serious violation.
- c. All students are expected to return to the hostels by a prescribe time. Late arrival to the premises is considered a violation. Repeated violations related to late arrival may result in disciplinary action.
- d. In case a student wishes to stay out of the hostels after the prescribed time, or wishes to stay out overnight, such a student will require prior permission from their legal guardian.
- e. The hostel management is authorized to make spot checks of rooms or any other space within the hostel premises at any time. They are authorized to enter and inspect any room

if there are any grounds to believe or suspect violation of hostel rules, suspected unlawful activities and security risk cases.

- f. UoT has a zero-tolerance policy towards but not limited to harassment, intimidation, ragging, sexual misconduct, racism, insults, misbehavior, abuse i.e. physical or verbal against any student, security, or staff. Any individual who experiences or notices any act of verbal or physical harassment, intimidation, ragging, sexual misconduct, racism, insults, misbehavior, abuse etc. must report it to the hostel management immediately.
- g. Visitors, including family members, friends, or fellow colleagues at the University are not allowed to stay overnight at the hostels. All individuals who do not reside at the hostels can visit the hostel premises between 9:00 am to 7:00 pm.
- h. Any kind of gambling or betting, even if without any money at stake, is prohibited.
- i. Residents must inform the hostel management if any electrical appliance is being used in the room. Hot plates, rice cooker, microwave, personal TV set, air-conditioner or any other electrical item that uses more than 13 amps is strictly forbidden to use in the room.
- j. Residents must not be involved in any criminal, political, ethnic, sectarian or any other activity that is forbidden under the Law of Pakistan.
- k. Possessing or displaying lethal weapons including weapons, ammunition, tools, homemade weapons, chains etc. anywhere in the hostel premises is not allowed.
- l. It is forbidden within the hostel premises to possess, consume, store or supply liquor, intoxicants, contraband items, prohibited drugs or un-prescribed medicines. Residents may be asked for spot urine test or blood test as and when required.
- m. It is forbidden to view, possess or download pornographic material.
- n. Residents must not break open or try to break open electricity cupboards, locked rooms, management rooms etc. They should refrain from vandalizing any window, furniture, or equipment within the hostel premises. Climbing over walls, on railings, roofs etc. can be extremely dangerous and therefore forbidden.

## **5. Hostel Representatives and Their Selection Procedure**

- a. There shall be a hostel representative for each Block of the Hostel on a tenure of maximum one year.
- b. The hostel student Representatives will be responsible for various tasks assigned by the hostel management according to the Standard Operating Procedures, Hostel Rules and Regulations and directives issued by competent Authorities of UoT.
- c. Students in final year shall be preferred for this responsibility.
- d. Hostel Provost may change or initiate process of selection upon unsatisfactory performance of a Hostel Representative.
- e. Wardens will identify students with excellent behavioral and academic records for the nominations as representative of each block to Provost.
- f. Provost will conduct interviews to assess best students suitable for this responsibility.
- g. On the recommendation of Provost, Vice Chancellor UoT may approve names of nominated Representatives.

- h. This responsibility is on a voluntary basis, and upon successful and satisfactory completion of the term, the University awards him/her with a Certificate of Recognition and Appreciation.

## **6. Major and Minor Offences**

Violation of any rule may make the resident liable to disciplinary action which may include a warning letter, fine, suspension, rustication, or dismissal either from the hostels and/or from UoT or both by the appropriate authority. All decisions will be final.

### a. Minor offences include:

- i. Smoking in hostel premises
- ii. Changing the room without permission
- iii. Late arrival at the hostel premises
- iv. Littering in common areas
- v. Housing pets in the hostel premises
- vi. Or similar in nature

### b. Major offences include:

- i. Keeping unauthorized electrical items in the room
- ii. Unauthorized gatherings, protests, social events
- iii. Misbehavior with staff, employees, and security
- iv. Ragging, harassment, sexual misconduct
- v. Meddling with security equipment and fire safety
- vi. Possession of arson, weapons, or related tools
- vii. Inflicting bodily harm on others
- viii. Making a duplicate key or failure to hand over a key
- ix. Stealing and theft
- x. Unauthorized overnight stay of visitors
- xi. Possession, consumption and supplying of alcohol, drugs, intoxicants, un-prescribed medicines and other chemical substances
- xii. Gambling
- xiii. Failure to vacate the room at the end of the prescribed time
- xiv. Damaging, vandalizing, or removal of UoT hostel property including furniture and fixtures
- xv. Ragging or causing physical and mental abuse to other individuals
- xvi. Viewing, possessing or downloading pornographic material

## **7. Annexure**



## Attachments/ Checklist of Hostel Admission Form

S. No.	Summary of requirements		Check List
1	<b>05 Photographs</b>	<ul style="list-style-type: none"> <li>1x1 inch size(with blue or white background)</li> </ul>	<input type="checkbox"/>
2	<b>Photocopy of CNIC/ Passport</b>	<ul style="list-style-type: none"> <li>Clear Photocopy of CNIC (in case of Pakistani Student)</li> <li>Passport (first three pages, in case of foreigner's)</li> </ul>	<input type="checkbox"/>
3	<b>Local Certificate/B form</b>	<ul style="list-style-type: none"> <li>Copy of Local Certificate to be attached.</li> <li>Original Local Certificate to be shown for verification.</li> </ul>	<input type="checkbox"/>
4	<b>Copy of CNIC of Parents</b>	<ul style="list-style-type: none"> <li>Copy of CNIC of Parents must be attached</li> </ul>	<input type="checkbox"/>
5	<b>Photocopy of Admissionletter/ Course Registration Form</b>	<ul style="list-style-type: none"> <li>Copy of Admission letter/complete course registration form of current semester (duly verified from HOD/ Deanconcerned).</li> </ul>	<input type="checkbox"/>
6	<b>Photocopy of Paid Challan Slip of the Semester fee</b>	<ul style="list-style-type: none"> <li>Photocopy of paid University fee.</li> </ul>	<input type="checkbox"/>
7	<b>Original Copy of Hostel Fee Challan Slip and Admission/Security Challan Slip</b>	<ul style="list-style-type: none"> <li>Go to the University HBL branch in UOT to deposit the required hostel charges as per fee challan issued by the Fee Section of UOT.</li> <li>Attach Original Academic paid challan of Hostel Fee with the hostel admission form.</li> </ul>	<input type="checkbox"/>
8	<b>Attached Undertaking Stamp Paper</b>	<ul style="list-style-type: none"> <li>Specimen of Undertaking is available on last page of Hostel Admission Form, fulfill the requirements of that undertaking on judicial stamp paper and attach it with hostel admission form.</li> <li>Stamp Paper is also available at UoT Stationary.</li> </ul>	<input type="checkbox"/>
9	<b>Verification of Form</b>	<ul style="list-style-type: none"> <li>Verify the hostel form from your HOD (Head of Dept.)</li> </ul>	<input type="checkbox"/>
10		<ul style="list-style-type: none"> <li></li> </ul>	<input type="checkbox"/>
11		<ul style="list-style-type: none"> <li></li> </ul>	<input type="checkbox"/>

# **GUIDELINES/INSTRUCTIONS STRICTLY TO BE FOLLOWED FOR ACQUIRING/DOWNLOADING THE HOSTEL APPLICATION FORM & ITS SUBMISSION FOR ADMISSION IN UOT HOSTEL**

## **Instructions/Rules regarding Availability/Downloading, Submission of Hostel Application Form and Allotment in UOT Hostels.**

*(The students must read out the given instructions/guidelines before acquiring/downloading the Hostel Application Form)*

1. Hostel Accommodation is a Privilege not the right of student. Getting admission in any academic program of the University does not construe the right and privilege to claim for provision of hostel residence.
2. Provision of hostel accommodation to each and every student who gets admission in the University and belongs to far flung areas and intends to reside in UOT Hostels is not possible for the University due to limited number of Hostel Rooms.
3. Submission of Application form does not entitle the student to claim for allotment of hostel seat. Hostel seat will be provided on prescribed merit and availability of seat on turn basis which is displayed on Notice Boards/website of University of Turbat.
4. The students are advised to carefully read out the instructions/procedures, norms, and guidelines/instructions mentioned while filling out the hostel application form for admission in hostel.
5. The student himself must submit the application form for admission in hostel seat. No form will be entertained from any un-concerned person.
6. Applications on the prescribed form for allotment of seats in the Hostels shall be submitted to the Warden.
7. The Hostel accommodation shall be provided only to the bonafide students of the University subject to availability.
8. The Vice Chancellor /Provost/ Warden may refuse admission or reject any student if he is satisfied that he is not a desirable person to live in the Hostel.
9. The Warden shall allot the Hostels whereas room/seat within the Hostel shall be allotted by the Hostel Provost 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.
10. The resident student shall deposit Hostel dues within specified period and submit deposit receipt in the office of Warden.
11. While making semester wise allotment of seats in the Hostels, the Hostel authorities shall take into consideration the conduct and character of a boarder. Those having been imposed penalties shall lose their seniority.
12. No boarder shall be allowed to change his/her room/seat without prior permission of the Hostel authorities.
13. 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.
14. Hostels 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 hostels by the Provost/Warden on the recommendations of concerned Supervisor, Chairperson of the Teaching Department and Dean of the Faculty, subject to enrollment.
15. Students living/residing in Turbat City with family, relatives or any other arrangement are ineligible for Hostel Allotment.
16. Students having Local Certificate or CNIC address of Turbat city or area covered by University of Turbat Bus Transport will by default be ineligible for allotment of UOT Hostels.

**UNIVERSITY OF TURBAT  
(PROVOST OFFICE)**

Photo  
(1x1 inch  
size)

Serial No.....

Sig. of Official receiving with Date \_\_\_\_\_

**APPLICATION FOR ADMISSION IN HOSTEL SEMESTER FALL/SPRING**

Name (in Block Letters) \_\_\_\_\_ Reg. No. \_\_\_\_\_  
 Deptt. /Faculty \_\_\_\_\_ Program: Morning  Evening   
 Father's Name & \_\_\_\_\_ Father's Cell No. \_\_\_\_\_  
 Father's Occupation \_\_\_\_\_ Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_  
 C.N.I.C./ Passport No. \_\_\_\_\_  
 Student Contact No. \_\_\_\_\_ Email Address: \_\_\_\_\_ Previous Allotment (if any): Room No. Seat \_\_\_\_\_ Hostel \_\_\_\_\_ Permanent Address \_\_\_\_\_

District \_\_\_\_\_ Province \_\_\_\_\_

Name of Emergency Contact Person, his address & Cell No. \_\_\_\_\_

**References:** i) \_\_\_\_\_ Cell No. \_\_\_\_\_

ii) \_\_\_\_\_ Cell No. \_\_\_\_\_

**SEMESTER/COURSE REGISTRATION DETAIL**

It is certified that Mr. \_\_\_\_\_ Registration No. \_\_\_\_\_ has registered the following number of courses/credits for the (semester) \_\_\_\_\_

S. No.	Name of Courses	No. of Credits

(Also attach a copy of computerized Admission letter/Course Registration/Permission Form duly signed by HOD/Dean Concerned) He has registered the courses mentioned above for the current semester. Verified AND Recommended by Chairperson.

Sign & Stamp \_\_\_\_\_

Dated: \_\_\_\_\_

**Fee Detail:**

**Important Instructions** (must be followed)

i. **Hostel Fee will not be deposited until it is permitted by the Provost Office. Before depositing fee the student must show original CNIC card in case of Pakistani student and original passport in case of foreigner/overseas and Pakistani.**

ii. If the tuition fee is not deposited hostel seat will not be allowed.

	Amount	Date	Bank Challan No.
University Fee			
Hostel Dues			

Official use only	Room No.-Seat	ating Official (Provost Office)
	Type of Room	
	Hostel/Block	
Remarks	ature of Provost	

### **In Case of Exemption in Hostel Dues only**

i. He is exempted from hostel dues **Yes/No**  
He is being sponsored by \_\_\_\_\_ (Attach relevant Document of sponsorship.)

ii. (Mention the name of Agency/Donor etc)

**Signature of Accountant (Fee)** \_\_\_\_\_

### **Eligibility of Admission in Hostels**

- (a) Students living/residing in Turbat City with family, relatives or any other arrangement are ineligible for Hostel Allotment.
- (b) Students having Local Certificate or CNIC address of Turbat city or area covered by University of Turbat Bus Transport will by default be ineligible for allotment of UOT Hostels.
- (c) Registered Students shall be admitted to Hostel by the Provost on the recommendation of the concerned Dean/Chairperson where a student is enrolled, subject to availability of seat and is not residing or domiciled in or around Turbat City where University Transport is available.
- (d) He is not UOT employee or Children of UOT employee.
- (e) He is not employed anywhere on full time basis.
- (f) Thesis/dissertation writers may be allowed to stay in the hostels on the following conditions:
  - i. They are not employed anywhere or are on study leave.
  - ii. They will not remain absent from the hostel for a period exceeding two weeks.
- (g) The maximum stay in hostel, as per UOT Rules, is restricted to the minimum duration of a degree.
- (h) Submission of application form for allotment of seat in Hostel does not construe the right for claiming Hostel Seat.
- (i) Hostel seat will be allotted if student is eligible on merit and on turn basis subject to the availability of seat.

### **Attachments**

- (i) 05 photographs (1x1 inch size), (ii) Photocopy of CNIC/Passport (First Three pages, in case of Foreigners), (iii) Course Registration form of current Semester/Enrollment Slip and admission offer letter (in case of new admission), (iv) Paid challan slip of the Semester fee (v) Copy of Hostel fee challan slip will be provided only in case if it is allowed by the Provost Office to deposit Hostel Fee. (vi) undertaking on Judicial Stamp Paper. (vii) Local/B form Copy.

### **Undertaking** (Sign below on the form and also produce contents of this undertaking on **Judicial Stamp Paper**)

I \_\_\_\_\_ S/O D/O \_\_\_\_\_

do hereby undertake:

- i. That I shall live in accordance with the Islamic manners of life.
- ii. That I shall comply with all the safety & security protocols conveyed or implemented through Security Staff.
- iii. That I shall respect Hostel Officers / Staff and the Security Staff on duty.
- iv. That I shall abide by all the Rules / Regulations of hostel and instructions of the hostel administration issued from time to time during my stay in hostel.
- v. That I shall neither allow any unauthorized student/guest/ outsider to live with me in my room during my stay in Hostel nor sell my seat to other person if I am found violating this, Hostel Management will have the right to cancel my seat and take disciplinary action against me which can lead to cancellation of admission in university as well.
- vi. That I am not employed anywhere on full time basis.
- vii. That I am not UOT employee or Children of UOT employee.
- viii. That I will not indulge in any political activity or form any group/party in this regard in the hostel.
- ix. That I will not disturb the atmosphere of the hostel by any means, in case of my involvement in any subversive/disturbing activity the university can cancel my seat.
- x. That I will not resort to the courts for the sake of retention of Hostel seat illegally and unnecessarily or prolonging its occupancy for illegal excuses which are not covered under UOT Hostel Rules & Regulations.

The above information is true to the best of my knowledge, if any information given above proves to be false. I will be held responsible for that which may lead to cancellation of my Admission as well as Hostel Seat.

**Dated:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

#### **Witness No.1**

Name: \_\_\_\_\_  
CNIC No.: \_\_\_\_\_  
Cell No.: \_\_\_\_\_  
Signature: \_\_\_\_\_

#### **Witness No.2**

Name: \_\_\_\_\_  
CNIC No.: \_\_\_\_\_  
Cell No.: \_\_\_\_\_  
Signature: \_\_\_\_\_