



HOSTEL GUIDE



UNIVERSITY OF SARGODHA

Message from the Vice Chancellor

It gives me great pleasure to welcome all the newly enrolled students who will be sharing hostel accommodation in coming months and years.

University of Sargodha takes special pride in being the only public sector university in the country that accommodates all of its female students in most honorable way. A reasonable number of seats are also offered to male students. Despite limited resources, University accommodates more than 3,500 students in 7 girls' and 4 boys' hostels at the main campus and one other constituent college in Sargodha.

We are currently revamping the Office of the Chairperson Hall Council to improve service delivery at all levels, including comfort, cost, and care. We are also striving hard to provide a socially and intellectually conducive environment for all of our hostel residents.

Lastly, I wish to remind you that years spent here in the rooms and lobbies of each hostel will be most memorable moments of your life. On our part, we shall do everything possible to make each one of you a competent and responsible citizen of our beloved nation. We will always appreciate your voluntary contribution to this noble cause.

PROF. DR. QAISAR ABBAS

Message from the Chairman Hall Council

Let me warmly welcome each new entrant to the UOS family. I strongly believe that we are all like a family striving together to learn and progress in life and keep University of Sargodha in the list of best universities of Pakistan. You have decided to live in a student-friendly home called hostel, which provides a congenial environment for your academic growth and professional excellence.

Life spent in a hostel instills among students a sense of confidence and self-reliance as well as a spirit of camaraderie and compassion. You come out of the protective nests of your homes into the caring arms of UOS family, who will provide you every opportunity and support to soar aloft higher and higher. We are here to make every moment of your stay enjoyable, memorable and add value in your life and career.

I hope that you will join us in our efforts to create an environment favorable for academic as well as creative pursuits by displaying a keen sense of discipline and decorum in the hostel premises.

Wishing for your happy stay!

PROF. DR. AAMIR ALI

INTRODUCTION

University of Sargodha welcomes you to a dynamic and rewarding experience during your stay at the University. Hostel guidebook has been developed to assist you for cozy settlement in a new environment. It provides essential information about hostel administration, procedures, facilities and rules. Hostel guidelines must be read in conjunction with all other rules of the University, including the Student Code of Conduct, Disciplinary Rules and Hall Council SOPs as given / available in the university Prospectus and on our website: www.uos.edu.pk

1. DEFINITIONS

In these rules, unless the context otherwise requires:-

- I. "UOS" means the University of Sargodha.
- II. "University" means the University of Sargodha.
- III. "Vice Chancellor" means the academic and administrative head of the University and Chairperson of all University statutory bodies.
- IV. "CHC" means the Chairperson Hall Council appointed by the Vice Chancellor.
- V. "DCHC" means the Deputy Chairperson Hall Council appointed by the Vice Chancellor on the recommendations of Chairperson Hall Council.
- VI. "Academic Year" Academic year means two semesters (Fall & Spring). However summer semester is offered in addition. The students enrolling for summer semester will pay for extra semester hostel charges as per policy of CHC
- VII. "Hostel" means the accommodation place given to the students to board and lodge in such hostel which are in the premises of the University/SMC/UCA/UOS Campuses.
- VIII. "Hostel Authority" means Chairperson Hall Council (CHC) who would be overall incharge / disciplinary authority to maintain discipline and harmony amongst the borders, mess workers and other employees of the hostels.

- IX. "Warden" means the Warden of the Hostels of University of Sargodha appointed by Vice Chancellor on the recommendations of Chairperson Hall Council (CHC), to be selected from the senior faculty members for the management of the Hostel.
- X. "Superintendent" means the Superintendent of the Hostels of University of Sargodha appointed by Vice Chancellor on the recommendations of CHC to be selected from the faculty members for superintending the management of the Hostel.
- XI. "Hostel Management" The hostel management comprises of Warden, Superintendent, Assistant Superintendent, and assistant /clerk.
- XII. "Disciplinary Committee" The Disciplinary committee will be the Hostel Warden (Chairperson), Superintendent, Assistant Superintendent, and assistant /clerk of the concerned hostel. In case of severe circumstances case will be referred to CHC.
- XIII. "Boarder" boarder means the students of the different departments who opt to reside in the UOS hostels.
- XIV. "Mess Committee" means the independent committee duly constituted from the boarders of each hostel by Superintendent in consultation with the Warden. Such Committee would be responsible towards the smooth functioning of the mess of said hostel.

2. UNIVERSITY HOSTELS

The University of Sargodha was established in November 2002. Soon after its establishment, the first phase of building girls hostels started in December 2002. Presently, the following hostels are providing boarding facilities to students at all campuses of the University:

2.1. Main Campus (Girls Hostels)

- Amna Hall
- Ayesha Hall
- Fatima Hall
- Khadija Hall
- Maryam Hall
- Haleema Sadia Hall

2.2. Main Campus (Boys Hostels)

- Quaid-e-Azam Hall
- Iqbal Hall

2.3. University College of Agriculture (Girls Hostel)

- Zainab Hall

2.4. University College of Agriculture (Boys Hostels)

- Abu Bakar Hall
- Umar Hall

3. FACILITIES

The University of Sargodha is the only public sector university which provides hostel facility to almost all the female students who apply for residence. The accommodation in each of these hostels comprises cubicles and dormitories. Each hall contains a well-furnished dining hall, TV lounge, common room, reading room, electricity generators and emergency medical facilities. The University provides pick and drop service to the students within the radius of 30-km in the city and its suburbs. 25 buses and several vans comprise the fleet of university transport. The students of the University are safe from health hazards. Consultant doctors of Sargodha Medical College are available round the clock to deal with medical emergencies at University Medical Complex and Research Centre located at the main campus.

All campuses are well guarded by foolproof round-the-clock security services through active security guards, fenced boundary walls and CCTV cameras to ensure safe environment for students, faculty, staff and other visitors. The Security Wing of the University has the services of a squad of 263 professionally qualified and vigilant security guards at its disposal. Most of the security guards are trained by the Armed Forces. The security staff is dedicated to protect you; you are requested to cooperate with them. Main facilities in each hostel include the following:

- Furnished Rooms
- Mess
- Laundry
- Canteen
- TV Lounge
- Visitors Room
- Internet & Computer Lab
- Common /Reading Room
- Generators, Geysers, and Water Coolers
- Sports Facilities
- Ambulance Service
- Repair & Maintenance
- Security & Transport

4. HOSTEL COMMITTEES

The hostel is a place which provides an opportunity to boarders for personal grooming and socializing. Hence, our key priority is to ensure that their hidden talent and youthful potential is fully harnessed through participation in different committees to manage hostel affairs. During their stay at hostel, the boarders are encouraged to share responsibilities with the

Administration by participating in the following committees on volunteer basis:

4.1. Mess Committee

The function of this committee, comprising student representatives, is to manage the dining system on non-profit basis under the supervision of hostel administration. With a view to provide wider participation of students in the functioning of the Mess, the student members of the Mess Committee may be changed each semester. The Warden shall be the ex-officio Chairperson of the Mess Committee. Student members shall be nominated by the Superintendent. The duties of the Mess Committee are as follows:

- To ensure the quality of food.
- To decide the weekly menu for a month in consultation with the hostel administration.
- To resolve the problems of boarders pertaining to the mess and menu with the help of administration.
- To review the mess attendance.
- To keep a check on the Mess Store.

4.2. Hostel Maintenance Committee

It is the responsibility of the hostel management to look after and take care of the general maintenance and cleanliness of the hostel. Hostel Maintenance Committee will consist of hostel Warden / Superintendent, hostel admin staff and Boarders Representative.

4.3. Events Committee

This committee is responsible to arrange different functions inside the hostels, including Annual Dinner, Milaad, Annual Sports, etc.

5. MEDICAL FACILITY

University Medical and Research Center provides initial medical care to the

boarders. In case of emergency, DHQ Sargodha will provide free medical services to the Boarders.

6. SHOPPING

Boarders can go for shopping twice a week. University buses provide pick & drop service to the boarders for this purpose.

RULES AND REGULATIONS

7.1. Admission Rules

7.1.1. Admission Process

- 7.1.1.1. Application forms for Hostel Admission are available at the CHC office. Application for allotment of seat in the university Hostel shall be submitted to the admission office duly recommended by the Chairperson of the concerned department.
- 7.1.1.2. The admitted students are required to pay the prescribed fee within seven days of approval. Fee is to be paid in the Habib Bank, UOS Branch, on the prescribed voucher. Failure in fee deposit may result in the cancellation of hostel admission.
- 7.1.1.3. Boarders DO NOT have the right to select the room of their own choice.
- 7.1.1.4. After the deposit of hostel dues, boarders cannot be shifted from one hostel to another.

7.1.2. Hostel Allotment Criteria

Hostel allotment at UOS is based upon following criteria:

- 7.1.2.1. Allotment is done on merit bases and cannot be claimed as a matter of right even when the candidate is a bonafide student of the same university. Allotment will only be confirmed when Hostel Administration is satisfied regarding the merit and eligibility of the applicant.
- 7.1.2.2. Allotment is done for a period of Academic Year and will be renewed every year after the deposit of annual charges and satisfactory performance.
- 7.1.2.3. The University reserves the right to render a candidate ineligible if a candidate is found simultaneously enrolled in some other degree, non-degree program at any other institution; Part time/Fulltime job of any kind, involvement in any civil case, wanted by Police / law enforcement

agencies or been previously involved in violation of the university rules / indiscipline in any manner as determined by the Hostel Administration.

7.1.2.4. Failed students who rejoin to complete their graduate/postgraduate programs are also eligible for allotment of seats in the University Hostels after verification from the relevant departmental heads. However, they may retain accommodation if they pay all the dues for the period concerned. This condition is subject to the availability of seat.

7.1.2.5. The refund of security fee can be claimed only within SIX months after leaving the hostel subject to clearance.

7.1.3. Terms and Conditions to Retain Hostel Allotment

7.1.3.1. The allotment of the room shall be valid subject to timely deposit of all the dues including room rent, utility bills, and mess charges.

7.1.3.2. The boarder shall sign a receipt of Hostel commodities/possessions in their rooms and shall be responsible for any loss or damage to them.

7.1.3.3. The boarders shall be responsible for keeping their rooms neat and clean.

7.1.3.4. Daily attendance of the boarders will be recorded during 9:30 to 10:30 p.m. All boarders are required to be present in their rooms.

7.1.3.5. A boarder absent from the Hostel for a fortnight during an academic session (without permission) may lose his/her seat in the Hostel; his/her belongings will be taken into custody by the Superintendent. Any claim about the number and value of belongings by the resident may not be accepted and Hostel administration shall not be responsible for the security of taken over belongings after one month of such cancellation.

7.1.3.6. Hostel administration shall not be responsible for the loss

of money, valuables, and other belongings of the boarders. Any reports of such thefts shall not be entertained.

- 7.1.3.7. The Hostel administration reserves the right to cancel the Hostel admission of boarder after one week of completion of her/his regular examination of the degree. Students engaged in thesis/dissertation may be allowed to stay beyond that time upon the recommendation of the chairperson of the respective department for a period not exceeding one month.
- 7.1.3.8. Hostel administration shall have the right to inspect the rooms anytime. Refusing such inspection may invite disciplinary action.
- 7.1.3.9. The University reserves the right to revise, modify or change any of these rules/regulations. Boarders must abide by all instructions displayed on the Hostel Notice Board from time to time.

7.2. Mess and Dining

Hostel Mess shall be run by the Mess Committee under the supervision of Hostel Warden and Superintendent. Special attention will be paid to the quality of food and cleanliness of kitchens and dining rooms. At the end of the month a monthly statement showing the dues of every boarder is displayed on notice board. The boarders are required to pay their dues within ONE WEEK after receiving challan form, failing which may cause fine per day.

7.2.1. Mess Rules

Mess in MANDATORY for the boarders.

- 7.2.1.1. Every boarder/non-boarder and teacher/staff taking mess shall have to pay mess security in the Hostel account through prescribed bank challan issued by Hostel office.
- 7.2.1.2. All boarders should take meals in the dining hall. In exceptional cases the Warden/Superintendent may relax this rule.

- 7.2.1.3. Boarders are permitted to have private cooking arrangement in the students' kitchen only, if they desire so.
- 7.2.1.4. Boarders are not allowed to take hostel crockery, cutlery etc., to their rooms.
- 7.2.1.5. Dining service is available during the mess hours fixed for each meal. Food may not be served after the specified hours.
- 7.2.1.6. Boarders having complaints against any mess worker, may report to the Mess Committee instead of directly arguing with them.
- 7.2.1.7. Authorized guests staying in the hostel must dine in the Dining Hall.
- 7.2.1.8. All boarders are responsible to ensure their mess attendance.

7.3. Meetings and Functions

- 7.3.1. Students residing in the hostels shall not held any meeting or organize any activity without the written permission of the Warden and Superintendent.
- 7.3.2. No notice shall be posted on the notice board / walls / doors etc or circulated in the hostel without prior written approval of the Warden and Superintendent.
- 7.3.3. No society, association or club shall be formed and no person shall be invited to address any meeting without the prior written permission of the Warden and Superintendent.

7.4. Entry and Exit Registers

- 7.4.1. Boarders, while going out of campus, are required to ensure entry in the short leave register at the main gate of hostel, indicating their purpose and destination. Every boarder should report back in the hostel before hostel timings, as notified by the hostel/institute authority.

7.5. Guests and Visitors Policy

- 7.5.1. Separate visitor room has been provided in every Hostel for visitors and guests and they can visit the boarder during

hostel timings after making proper entries in the guest register.

7.6. Disciplinary Rules and Action

Violation of following rules may cause an action against the boarder by the Hostel Administration:

- 7.6.1. Keeping unauthorized persons in the room.
- 7.6.2. Staying outside the hostel without permission.
- 7.6.3. Keeping guests without permission of the Superintendent.
- 7.6.4. Shifting to a room, without permission of the Hostel Superintendent, other than the one allotted to the boarder.
- 7.6.5. Not vacating the room after the expiry of the allotment period.
- 7.6.6. Non-payment of Hostel dues within the specified time period.
- 7.6.7. Keeping fire-arms, lethal weapons including air-gun, contra banned drugs, toxic, and hazardous materials etc.
- 7.6.8. Involvement in any immoral, extremist and violent activity or creating nuisance or disturbance for the others.
- 7.6.9. Causing willful damage to the Hostel property.
- 7.6.10. Barricading stairs, corridors, gates and other areas of general use in the Hostel.
- 7.6.11. Use of Hostel premises/rooms for political assemblies or against the purpose for which they are meant.
- 7.6.12. Inviting outsiders to address Hostel boarders without permission of the Warden/Superintendent.
- 7.6.13. Pasting of posters, wall-chalking, or slogans of any kind.
- 7.6.14. Playing of loud musical instruments in the rooms.
- 7.6.15. Defying instructions of the Hostel administration regarding general discipline and other matters.
- 7.6.16. Entertaining visitors other than those listed in the individual's visitors list except with the permission of the Superintendent.

- 7.6.17. The Hostel seat of any boarder may be cancelled at any time on violation of rules which cannot be challenged in any court and such a student cannot demand the refund of security fee.
- 7.6.18. The boarders are required to abide by the Hostel regulations and discipline enforced by the university from time to time.
- 7.6.19. Keeping electric appliances, such as TV, microwave, air cooler, air conditioner and refrigerator in the rooms without the permission of the Hostel Administration is strictly prohibited.

Boarders violating the above mentioned regulations may face disciplinary action, depending upon the severity, which may include (1) warning, (2) fine, (3) cancellation of admission/any other punishment decided by the competent authority. The cases of serious offence as considered by Hostel administration will be sent to the disciplinary committee.

7.7. Appellate Authority

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Warden/CHC through the Hostel Superintendent for redressal of grievances.

7.8. Mandatory Directions for Parents

Please read the rules and regulations given in the student guidelines carefully. In case of ignorance on the part of parents regarding hostel rules and regulations, the UOS will not be held responsible.

8. Office Hours

Offices of hostels remain open from 8 am to 4 pm. Office staff includes Office Clerk/Assistant, Store Keeper, and Attendants.

HOSTEL DUES (Semester Fall/Spring)

Expenditure Head	Frequency	Amount
Admission Fee	Once at the time of admission for whole program	Rs. 1500
Establishment Charges	Per Semester	Rs. 5500
Service Charges	Per Semester	Rs. 2500
Room Rent	Per Semester	Rs. 1400
Maintenance Charges	Per Semester	Rs. 2500
Common Room Fund	Per Semester	Rs. 300
Mess and Hostel Security	Refundable	Rs. 7500
Electricity Charges	As per use	
Sui Gas Charges	As per use	
Mess Charges	As per use	
Computer Lab fee	Per Semester	Rs. 100
Hostel ID Card	Per Semester	Rs. 150

Total 1st Semester Fee	Rs.21,450
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Total 2nd Semester & Ownward Fee	Rs.12,450
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- Admission will be done as per academic year however, hostel dues will be charged as per semester wise.
- In case of reissuance of hostel ID card, a fee @ Rs.300/- will be charged from the boarders.
- Hostel admission will be done in one program. If a student does not pay one semester fee after final warring, his/her admission will be cancelled. He/she has to apply for re-admission.
- * Fee for keeping electronic appliances such as Room Cooler(Rs.1700), Microwave(Rs.1000) and Refrigerator(Rs.1700) in the room Per Month for each separately and is allowed only after due permission from the Hostel authority. There cannot be more than one Room Cooler, Refrigerator in any room in any case.

HOSTEL DUES (FOR SUMMER SEMESTER)

Expenditure Head	Frequency	Amount
Admission Fee	Once at the time of admission	Rs. 1000
Establishment Charges	Per Semester	Rs. 2000
Service Charges	Per Semester	Rs. 1000
Room Rent	Per Semester	Rs. 1000
Maintenance Charges	Per Semester	Rs. 1000
Common Room Fund	Per Semester	Rs. 500
Mess and Hostel Security	Refundable	Rs. 7500
Electricity Charges	As per use	
Sui Gas Charges	As per use	
Mess Charges	As per use	
Hostel ID Card	Per Semester	Rs. 300
Total		Rs.14,300

HOSTEL DUES (FOR EXTRA CLASSES/ EXTENSION IN COURSE WORK/ THESIS)

Expenditure Head	Frequency	Amount
Establishment Charges		Rs. 1000
Service Charges		Rs. 500
Room Rent		Rs. 500
Maintenance Charges		Rs. 500
Total		Rs.25,00

- After three months, full fee of whole semester will be charged from the boarder.
- The bill will be issued 10th of every month and every boarder have to pay the bill within due date. After due date fine will be charged as per policy. After the given deadline his/her admission will be cancelled.

HOSTEL DUES (FOR FOREIGN STUDENTS)

Expenditure Head	Frequency	Amount
Admission Fee	Once at the time of admission for whole program	Rs. 2000
Establishment Charges	Per Semester	Rs. 6500
Service Charges	Per Semester	Rs. 3500
Room Rent	Per Semester	Rs. 13000
Maintenance Charges	Per Semester	Rs. 3500
Common Room Fund	Per Semester	Rs. 4000
Mess and Hostel Security	Refundable	Rs. 7500
Electricity Charges	As per use	
Sui Gas Charges	As per use	
Mess Charges	As per use	
Computer Lab fee	Per Semester	Rs. 100
Hostel ID Card	Per Semester	Rs. 150
Total 1st Semester Fee		Rs.40,250
Total 2nd Semester & Ownward Fee		Rs.30,750

IMPORTANT CONTACT

For Assistance in Admission

For Boys Hostel

Dr. Muhammad Munir
Warden Boys Hostel
Ph: 048-9230809

For Girls Hostel

Dr. Beenish Ijaz Butt
Warden Girls Hostel
Ph:048-9230144

Administrative Officer

Rana Izhar
(Assistant Registrar)
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Administrative Officer

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For Complaints and Suggestions

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