

Hostel Registration Form

Registration No: _____

Name: _____

Contact No: _____

CNIC No: _____

Department: Aero / Avi / EE / MSE / MECH / SS / Math

Batch: BE / MS

Accommodation required for Semester: Fall / Spring – 20_____

Permanent Address: _____

Father's Name: _____

Parents Contact No: _____ Land Line: _____

Emergency Contact Person: 1 _____ 2 _____

Emergency Tel No: 1 _____ 2 _____

E-Mail Address: _____

Authorized person (Name, CNIC & Cell Number)

1 _____

2 _____

3 _____

Medical History (if any): _____

Parents/Guardian Signature

Applied for Semester/Duration: _____

Hostel Fee Status:

If paid: Date _____ Rs. _____ Mode of Payment _____

Recommendation

Recommended/ Not recommended. _____

Hostel Charges Paid: Yes / No _____

Remarks (if any): _____

Admission Office:_____
(Sign with Stamp)**FOR HOSTEL OFFICE USE ONLY**

Room No _____ Hostel Caretaker _____

DD (Hostels) _____

UNDERTAKING BY STUDENTS & PARENTS / GAURDIANS

(Para 6 of HOSTEL SOP is reproduced below)

6. CODE OF CONDUCT OF STUDENTS

General

- 6.1 **Room Occupation.** A student shall not occupy a room without due allotment. He shall not transfer or exchange it with any other person without the permission of the caretaker.
- 6.2 **Furniture Shifting.** The furniture assigned to a room will not be shifted from it. A resident will be responsible for the articles issued to him and shall return them to the hostel authorities when leaving the hostel. He will be responsible for making good of any loss or damage to the issued articles.
- 6.3 **Breakage Charges.** Any student who breaks or damages any hostel property will have to pay the cost of the article(s) in addition to any disciplinary action that may be taken against him/her.
- 6.4 **Room Cleanliness.** A student will be responsible for keeping his room tidy and clean. They will not dispose of litter in the corridor(s) or other parts of the IST / hostel premises.
- 6.5 **Inspection Timing.** Every part of the hostel will be open to the hostel authorities for inspection at any time with out any prior notice during day or night.
- 6.6 **Energy Conservation.** Students will not leave lights or fan switches "ON" when the rooms are not in use. They will help in conserving energy.
- 6.7 **Personal Belongings.** The residents will be responsible for the security of their personal valuable articles like computers, laptops, cash etc. IST Hostel Administration is not responsible incase of any loss or damage.
- 6.8 **Ban of Electrical Appliances.** Electric Heaters / Emersion Rods or similar appliances are strictly prohibited. However items like refrigerator (upto 4 Cubic Ft), air cooler (plastic body) or TV are allowed subject to written permission of the hostel authority. Possession of any unauthorized item will be confiscated. The extra charges, if authorized, are as under: -
- 6.8.1 Mini Refrigerator Rs. 800 per month
- 6.8.2 Room Cooler Rs. 700 per month
- 6.8.3 Television Rs. 500 per month
- 6.9 **Fixtures & Plants.** Students will not tamper the room door locks nor should they change the fittings of the room. Plants / flowers / Lawn will NOT be damaged.
- 6.10 **Stay during Semester Break.** If any student wants to stay in the hostel after closing of academic semester, he/she will have to get proper permission and will bear extra charges for the prolonged stay.
- 6.11 **Room Locks.** Students will arrange their own lock for room door and 1 x duplicate key will be deposited with caretaker emergency / inspection.
- 6.12 **Maintenance Complaints.** In case a resident has a complaint regarding maintenance or repair /replacement of any item or fixture, the student will intimate the concerned Caretaker who will initiate the complaint to Maintenance Department. However, the fixtures are provided once and any replacement due to damage will be charged from the student as per actual.

In / Out

- 6.13 IN / OUT entry shall be endorsed by student everytime he / she enters or exists the hostel.
- 6.14 Students can leave the Hostel for **IST campus area only**, but must return to the Hostel by **2200 hrs** after which following penalties will be imposed :
- 6.14.1 1st occurrence - written warning
- 6.14.2 2nd occurrence - written warning + fine Rs 1,000
- 6.14.3 3rd occurrence - letter to Parents + fine Rs 2,000
- 6.14.4 4th occurrence - expulsion from Hostel
- 6.15 For Leaving the Campus premises, following procedure will be adopted and for any violation, penalties as per para 6.14 will be imposed:
- 6.15.1 **Boys** Boys are allowed to leave IST on authority of **out pass** (IST-Hos-F-06) duly signed by hostel official, however they must return to their Hostels before 2200 hrs. Prior permission will be obtained by students while proceeding on weekends / leave / IST organized visits.
- 6.15.2 **Girls** Girls are ONLY allowed to leave IST premises subject to following conditions:
- 6.15.2.1 Girls can ONLY leave IST accompanied by Parents or with designated guardians as mentioned in Hostel Registration Form (IST-Hos-F-01). Signed out pass (IST-Hos-F-06) will be shown at Gate and must return to Hostel before 2200 hrs.

Signature of Applicant

Signature of Guardian

- 6.15.2.2 Allowed during scheduled market visits on IST Tpt, subject to entry in Shuttle manifest.
- 6.15.2.3 Prior consent will be rendered by Parents / designated guardians (from registered cell number only) in case the girl is proceeding out unaccompanied.
- 6.15.2.4 Similar procedure (as mentioned in paras 6.15.2.1 – 6.15.2.3), shall be adopted in case of weekends / leave / Out Station visits organized by IST.

Lights Out Timings & Floor Restrictions

- 6.16 All room lights will be switched off by 2300 hrs and after this time no room light should be ON before fajar time. TV etc shall also be switched off.
- 6.17 After 2300 hrs, all room occupants must remain restricted to the same floor only on which their room is located.
- 6.18 Security cameras are installed at each floor of hostels for safety / security reasons.

Illegal Possessions / un-authorized activities

- 6.19 Student will not keep any type of Pets, firearm / weapons, crackers, explosives, etc, even if licensed. Violation of this rule shall render expulsion from Hostel / IST as decided by the Management.
- 6.20 Students are not allowed to gamble (even without money) or to use any type of intoxicants, drugs or narcotics; Violation of this restriction shall render a resident liable to expulsion from the hostel / IST as decided by the Management. Involvement in any criminal case will not be tolerated.
- 6.21 A student will not indulge in any immoral or cause disturbance. Pornographic material in any form is also prohibited. Moreover students will not indulge in scuffle, fight, harsh words, remarks etc with fellow students.
- 6.22 A room or any part of the hostel premises will not be used for any type of political, religious, sectarian or any activity which can injure others sentiments.
- 6.23 Guests are not allowed in Hostel. The residents will meet their guests in the designated area of the IST only.
- 6.24 Students will not paste posters, writings, wall-chalking and slogans of any kind in the allotted rooms or hostel premises.
- 6.25 **Smoking** of any kind (including tobacco, sheesha, naswar, etc) shall be strictly prohibited within the premises of the hostel and rooms. Student found smoking (or in possession of smoking material) will be penalized as under:
 - 6.24.1 1st occurrence - Fine 3,000
 - 6.24.2 2nd occurrence - Letter to parents + Fine 5,000
 - 6.24.3 3rd occurrence - Expulsion from Hostel
- 6.26 Loud music, parties, playing in undesignated areas, throwing eggs, etc or any activity creating disturbance or damage is NOT allowed in Hostel / rooms.
- 6.27 Bunking from the Hostel or exit/ entry from any place / wall / fence other than main gate is strictly forbidden.
- 6.29 Hostel students are not allowed to keep any type of transport / car / bike within IST area.
- 6.30 Cooking in any way is not allowed in Hostels.
- 6.31 Girls Hostel Area is out of bound for boys and visa versa.
- 6.32 Ragging, in any way is NOT allowed.
- 6.33 Any violation in code of conduct (where fine / penalty is not defined) will be liable to fine as per para 6.14 above.

Signature of Applicant

Signature of Guardian