

Policy Name:	Hostel Rules & Regulations
Policy Approval by:	Academic Council, SMC
Policy No:	
Revision Approval Date:	01 November 2023
Definitions & Abbreviations:	
Hostels	Boys Hostel and Girls Hostel.
Hostel administration	Comprises of Chief Provost, Provost (Male & Female), Assistant Provost, Warden (Male and female), Hostel Superintendent, Hostel Clerk, and housekeeper.
Principal	Principal of Saidu Medical College.
Assistant Provost	The faculty member appointed by the principal Saidu Medical College. "Warden" means any officer or member of the teaching/non-teaching staff, appointed by the Principal.
Boarder	A regular student of the college, allowed under these rules to reside in Hostel.
Employees	Watchman, Cooks, Males, Sweepers, and other persons assigned the duties in the hostels.
Hostel Authority	Authority notified by the institution.
Hostel Regulations	The regulations enumerated by the institution.

1. HOSTEL RULES AND REGULATIONS

Students must read carefully and follow the hostel rules in the prospectus.

- 1.1. The government or college authorities are not responsible to provide accommodation to all students. The available accommodation will be given according to the merit list.
- 1.2. Students seeking admission in the hostel shall apply for a seat on the prescribed form available from the Provost office.
- 1.3. Seat shall be allotted by the provost in accordance with the rules subject to availability of accommodation.
- 1.4. The hostel rules regulations will be revised every year at the start of academic year.
- 1.5. Hostel dues will be submitted in time through bank challan.

2. SHORT TITLE AND COMMENCEMENT

These regulations shall be called "Hostels Admission, Residence & Financial rules. They shall come into force at once.

3. STAFF AND THEIR DUTIES

3.1. CHIEF PROVOST

- 3.1.1. He will be a Professor of the Medical College, appointed by the Principal of the concerned college.
- 3.1.2. He will be the overall Incharge of all the Hostels.
- 3.1.3. All the staff of the hostels are under his direct supervision.



3.2. PROVOST

- 3.2.1. Each hostel (Boys & Girls) have one provost, a senior members of teaching staff (Assistant Professor or Above) appointed by the Principal for the Saidu Medical college.
- 3.2.2. Overall Supervision of Law & Order in the hostel premises.
- 3.2.3. To chair the meeting of Assistant Provost, Warden and Superintendent/House Keeper of hostel on the request of Assistant Provost/Warden of a hostel in case of emergency of any unforeseen happening.

3.3. ASSISTANT PROVOST

- 3.3.1. A faculty member appointed by Principal
- 3.3.2. Overall supervision of the Hostels.
- 3.3.3. To coordinate the activities of all hostels.
- 3.3.4. To convene meeting of the Wardens from time to time to discuss matters/problems of student's hostel and to sort their solution and to implement all the decision taken by the authority.
- 3.3.5. To call special meetings on the request of Warden of the hostel in case of emergencies or any unforeseen happenings.
- 3.3.6. To intimate the Principal, all information in respect of matters of importance and shall obtain the sanction for actions proposed and shall consult him on all matters of importance of the hostels.
- 3.3.7. To indicate quantum of repair/maintenance work with the help of maintenance staff and to intimate cost on annual repair with in the hostel, to the Principal for inclusion in the annual maintenance and repair estimates.
- 3.3.8. Checks and approve and all kinds of hostel bills
- 3.3.9. Authorized expenses to the warden are up to Rs.5000/bill. In case of excess he will get the approval of the Principal
- 3.3.10. Supervise Hostel Establishment
- 3.3.11. Keep a check on receipts / expenses and signs clearance certificates of students

3.4. WARDEN

- 3.4.1. The Warden shall be directly under the control of the hostel administration that will look after the hostel affairs
- 3.4.2. All matters requiring approval, attention or advice of the college administration, relating to discipline or change of conditions in the hostel or any deficiency shall inform/report to the Assistant Provost Office
- 3.4.3. The Warden shall make the admission of the students on the prescribe form and will maintain complete record of the students and to issue hostel leaving certificate to a resident student after clearance
- 3.4.4. Warden in consultation with food committee shall make a Food Committee consisting of 5 resident students, one of them will perform the duties of Senior-Food Monitor
- 3.4.5. The Assistant Provost/Warden in consultation with Chairman Co- Curriculum will monitor the indoor games facility.
- 3.4.6. The warden in consultation with the Assistant Provost will deal with all cases of in discipline or breach of regulations and orders relating to hostel affairs
- 3.4.7. The Warden in consultation with food Committee will monitor the activities of washer-man, tuck shop and mess contractors and ensure payment of dues by them to the account branch before 10th of each month

- 3.4.8. The Warden will not stay out of hostel during night without prior permission of Assistant Provost or Principal, as the case may be.
- 3.4.9. The warden will be responsible for the safety of hostel property for which he/she maintain complete and Accountable record which will be checked annually by the account Officer and by the physical Verification Committee of the college. He/she will be held personally responsible for any damage or loss sustained to the college Property
- 3.4.10. To check the attendance of the staff working in the hostel and to keep their leave record personal files
- 3.4.11. To maintain the stock register of permanent and consumable items such as crockery, furniture and other articles for the hostel
- 3.4.12. To check and report the water, electricity and gas problems of hostel and communicate them to the concerned authorities through Warden and Assistant Provost
- 3.4.13. To check the cleanliness inside and outside the hostel premises & report to warden in correspondence with Hostel Clerk
- 3.4.14. To look after the Common Room and indoor and outdoor Games
- 3.4.15. To prepare it and demands as per college rules and to route the demand through hostel administration and main store department of the college

3.5. SUPERINTENDENT/HOUSE KEEPER

- 3.5.1. To implement the hostels regulations with the help of Warden, Assistant Provost and Provost
- 3.5.2. To report to the warden every month about non-payment of various funds like mess dues, room rent, electricity and gas charges etc payable by each boarder from date of his/her admission. He /she shall also report to the student affair Section about the non-payment of dues through bank challan.
- 3.5.3. To physical verify the presence of students in their allotted rooms and to check and report the stay of outsider in the hostels to the warden
- 3.5.4. To maintain and prepare the list of monthly mess dues of each boarder
- 3.5.5. To check the attendance of the staff working in the hostel and to keep their leave record personal files
- 3.5.6. To maintain the stock register of permanent and consumable items such as crockery, furniture and other articles for the hostel
- 3.5.7. To check and report the water, electricity and gas problems of hostel and communicate them to the concerned authorities through Warden and Assistant Provost
- 3.5.8. To check the cleanliness inside and outside the hostel premises & report to warden in correspondence with Hostel Clerk
- 3.5.9. To look after the Common Room and indoor and outdoor Games
- 3.5.10. To prepare it and demands as per college rules and to route the demand through hostel administration and main store department of the college
- 3.5.11. Will be responsible for
 - 3.5.11.1. Maintenance of mess quality & Quantity
 - 3.5.11.2. Price, cleanliness
 - 3.5.11.3. Record keeping

3.6. HOSTEL CLERK

- 3.6.1. To maintain all sorts of account books, stock register etc
- 3.6.2. To help the Superintendent/House keeper of the hostel and perform all sorts of clerical work
- 3.6.3. To perform any other duty assigned by the authority of hostel
- 3.6.4. Will be responsible for
 - 3.6.4.1. Maintenance of mess quality & Quantity
 - 3.6.4.2. Price, cleanliness
 - 3.6.4.3. Record keeping

3.7. HOSTEL SECURITY

- 3.7.1. Hostel Security staff keep liaison with Security Officer for all matters concerning to Security

4. HOSTEL REGULATIONS


- 4.1. Residence in the hostel is a privilege and not a matter of right. Authorities may refuse accommodation to any applicant, if the accommodation is not available or conduct of the resident is not good.
 - 4.1.1. A student who gets admission in the hostel shall occupy his/her room within 7 days. A student who fails to turn up within this period will forfeit his right of admission.
 - 4.1.2. No student will be allowed to change the room once allotted to him/her except with prior permission in written of the Warden/Assistant Provost.
 - 4.1.3. No students will be allowed to keep extra furniture of the hostel.
 - 4.1.4. No students will be allowed to change hostel except with permission of the Assistant Provost.
 - 4.1.5. Resident may be allowed to leave the hostel but he/she will be required to pay all the dues outstanding against him/her before he/she is permitted to leave the hostel.
 - 4.1.6. Private food arrangement within the rooms is not allowed. No resident will overstay beyond authorized period of academic session. In case of overstay of final year student he/she will have to pay full proportional hostel charges such as Electricity, Room rent, gas charges and other hostel charges etc.
 - 4.1.7. No visitors including relatives are not allowed to stay in hostels.
 - 4.1.8. Un-entitled are not allowed to stay in hostels.
 - 4.1.9. Fuel price adjustment according to the market price/inflation.
 - 4.1.10. The hostel administration is not responsible for any student who leaves the hostel premises moreover; the students should strictly follow the hostel entry-exit timings.
 - 4.1.11. No student is allowed to keep weapons or other prohibited items including illegal drugs.
 - 4.1.12. No student is allowed to participate in harassment and assault activities.
 - 4.1.13. Hostel Warden and other subordinate staff will avail the weekend off as per institution policy.

5. HOSTEL ACCOMMODATION/ALLOTMENT


- 5.1. Passport size photo to be affixed on the hostel admission form.
- 5.2. Only those students, who are regular students of Saidu Medical College will be allowed for admission in the hostel. Students will not be allowed to stay in hostel once they appear in the Professional MBBS. However, the failed students who will appear in the supplementary examination may formally request for allotments of seat in hostel, the seat may be allotted

subject to availability of accommodation and on payment of extra hostel payment and other charges as per rules.

- 5.3. Students seeking admission in hostel shall apply for a seat to Provost on the prescribed form.
- 5.4. The Warden of hostel on the bases of Merit/Seniority will allot the office and the students shall come under the disciplinary/Supervision of the hostel management.
- 5.5. The Chief Provost has right to refuse admission in the hostel to student whose past record in the hostel is not satisfactory or unfavorable or without any reason



**Vice Principal Administration
Saidu Medical College, Swat**



**Chief Provost
Saidu Medical College, Swat**



**Approved by:
Principal & Chief Executive
Saidu Medical College &
Saidu Teaching Hospital
Swat.**