

NUTECH HOSTEL AND MESSING POLICY (NHMP)

1. **Purpose.** The purpose of this procedure is to provide a system of instructions, to assign responsibilities and apply the institutional polices for management of Students hostels affairs.
2. **Quality Policy.** NUTECH Hostel Administration is fully committed to provide high quality lodging facilities at campus and hired buildings to students along with providing quality messing services through a qualified cafeteria contractor for entire satisfaction of resident students, keeping in view the available resources, rules & regulations of NUTECH and also to ensure continuous improvement of these services.
3. **Responsibilities**
 - 3(1) deputy director (Hostel) is responsible for overall supervision of Hostel activities.
 - 3(2) coordinator is responsible for management of student hostels.
 - 3(3) resident tutors/ wardens are responsible for controlling students activities in the hostels.
 - 3(4) female non resident advisor is responsible for liaison between, girl students, Coordinator and Girls Hostels.
 - 3(5) caretakers/ wardens are responsible for assisting coordinator for management of student hostels.
 - 3(6) all occupying students and subordinate staff of hostel are responsible for complying with Hostel rules.
4. **Student Hostel Residence Policy**
 - 4(1) hostel residence is provided to facilitate out-station students preferably. However, these is no guarantee of provision of hostel accommodation to all students. The same depends upon the availability of accommodation. Locally based students are only considered for hostel accommodation subject to availability.
 - 4(2) the allotment of room will be made for duration of whole semester.

- 4(3) accommodation is provided to students on a first-admitted first served basis till the exhaustion of availability of accommodation. However, efforts are and will be made to accommodate maximum number of students.
- 4(4) in each room, maximum of 5x students will be accommodated. On request of student one/ two/ three/ four students per room will be adjusted subject to approval by Director Administration. In this case extra hostel/ room charges will be levied.
- 4(5) only full time students are entitled to hostel accommodation. However, officials of Administration and Faculty can also be accommodated in student hostels subject to availability of accommodation after necessary approval of Rector NUTECH.
- 4(6) if a student vacates the hostel before the completion of his program, he/she will forfeit the right to accommodation. Such a student can only be considered for re-allotment of accommodation subject to availability.
- 4(7) at the end of each academic year students (preferably in summer breaks) are expected to vacate their rooms for maintenance. They will need to store their possessions in the limited space provided and hand over the room keys issued to them to Caretakers before leaving for homes.

5. **Code of Conduct of Students**

- 5(1) 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 Resident Tutor/ Coordinator.
- 5(2) the furniture assigned to a room will not be shifted from it. A resident will be responsible for the articles issued to him/ her and shall return them to the hostel authorities when leaving the hostel. He/ she will be responsible for making good of any loss or damage to the issued articles.

- 5(3) any one 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.
- 5(4) a student will be responsible for keeping his room tidy and clean. They will not dispose off litter in the corridor(s) or other parts of the NUTECH / hostel premises.
- 5(5) 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.
- 5(6) students will not leave lights or fan switches on when the rooms are not in use. They will help in conserving energy.
- 5(7) student can leave the premises for outside chores but must return to the NUTECH/ hostel premises by 2300 hrs, after which entry into NUTECH/Hostel premises is restricted.
- 5(8) student will not keep any firearms, or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the hostel.
- 5(9) students are not allowed to gamble or to use any intoxicants and narcotics; Violation of this restriction shall render a resident liable to expulsion from the hostel.
- 5(10) a student will not indulge in any immoral activity/ other activity which is likely to cause nuisance to others.
- 5(11) any religious ceremony/ activity likely to injure the sentiments of other residents shall not be performed in the hostel.
- 5(12) a room or any part of the hostel premises will not be used as an office for political, religious or sectarian body of the students.
- 5(13) guests are not allowed in hostel. The residents will meet their guests in the designated area of the NUTECH only.
- 5(14) the residents will be responsible for the security of their personal valuable articles like computers, laptops, cash etc. NUTECH

Hostel Administration is not responsible incase of any loss or damage or theft.

5(15) students will not use extra electrical items like refrigerator, heater, air cooler or television without the proper permission of the hostel authority. The extra charges for some of the items are as under:-

5(15)(i) mini refrigerator Rs. 1000/- per month

5(15)(ii) room cooler as per actual bill

5(15)(iii) television Rs. 500/- per month

5(16) students will not tamper the room door locks nor should they change the fittings of the room.

5(17) students will not paste posters, writing, wall-chalking and slogans of any kind in the allotted rooms or hostel premises.

5(18) smoking of any kind shall be strictly prohibited within the premises of the hostel and rooms. Students found smoking will be fined and if the same is repeated his parents/ guardians will be informed. In case of repeated non compliance hostel allotment will be cancelled.

5(19) the residents will not play loud music and will not participate in any activities which will disturb others, especially during office hours or late at night.

5(20) 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.

5(21) the room keys issued to the students will be returned to the Caretaker of the Hostel. If any resident does not return the key he/she will be fined Rs. 1000/- which will be collected from students by Administrative Directorate on 1st of each month.

5(22) in case a resident has a complaint regarding maintenance or repair/ replacement of any items or fixture, the student will intimate the concerned Caretaker who will initiate the complaint to

Administrative Directorate. However, the fixtures are provided once and any replacement due to damage will be charged from the student as per actual.

6. **Services and Facilities.** Following services are provided on campus to students:-

- 6(1) the laundry service is provided on NUTECH Campus, the students living in hostels can avail this service by payment of washing charges amounting to Rs. 600/- per month. They will place their clothes with name/ locker number written on them and hand over to representative of washer man in designated place of hostel corridor. Washer man will deliver clothes after washing/ pressing at same designated place in hostel.
- 6(2) the food services are provided in hostels through a private contractor. The payment in cash will be collected from students by Administration Directorate on 1st of each month. Breakfast and dinner is served in the hostel dining hall. The messing is also provided to girls students at the out sourced hostel.
- 6(3) cafeteria having host of facilities i-e tuck shop and variety of food stuff is available at Academic Block. Lunch will be offered in cafeteria at Academic block for which the hostel students will show their tokens. Other students as well as guests will eat on payment.
- 6(4) internet connection through wireless modem is provided to every student in hostel.
- 6(5) in case students need transport to visit city/ trip to Rawalpindi/ Islamabad and surroundings, Administration Directorate will arrange transport on payment.
- 6(6) following furniture will be provided to every resident student:-
 - 6(6)(i) bed with mattress, pillow and side table.
 - 6(6)(ii) cupboard.
 - 6(6)(iii) computer / Study tables.

- 6(6)(iv) study chairs.
 6(6)(v) ceiling Fans.
 6(6)(vi) wastepaper baskets.

Note: all other items of personal use will be brought by the student himself. Standard linen alongwith quilt will be provided by University on payment.

7. **Charges of Hostel**

7(1) Hostel Rent (including electricity, gas bills, wifi& cleaning materials)

7(1)(i)**National Students**

7(1)(i) (a)	Single	-	Rs. 72,000/- per semester
7(1)(i)(b)	Double	-	Rs. 54,000/- per semester
7(1)(i)(c)	Triple	-	Rs. 42,000/- per semester
7(1)(i)(d)	Four	-	Rs. 36,000/- per semester
7(1)(i)(e)	Five	-	Rs. 30,000/- per semester

7(1)(ii)**International /Expatriate Students**

7(1)(ii)(a)	Single	-	150 US \$
7(1)(ii)(b)	Double	-	100 US \$
7(1)(ii)(c)	Triple	-	75 US \$

7(2) Messing Charges - As per contract agreement

7(3) Washing charges - As per contract agreement

8. **Allotment and Vacation Procedure.** Coordinator is responsible for coordinating the hostel allotment under guidance of Director/Deputy Director Administration. He will also coordinate with the office of Director Admission:-

8(1) Students will report to the hostel counter for hostel/ room allotment.

8(2) Students will deposit slip related to all charges pertaining to hostel through online payment to designated bank or directly Finance Directorate/ Bank counter.

- 8(3) Students will produce hostel charges deposit slip at hostel counter at the time of allotment.
- 8(4) The student is allotted room as per hostel residence policy. The room inventory will be handed over to the student on hostel inventory form. The same inventory will be handed back by students to respective caretakers at end of semester or session. However, girl students are shifted to the outsourced hostel for residence if on campus hostel is unavailable.
- 8(5) The hostels will be closed on semester breaks and other holidays as per NUTECH schedule. The students will vacate their rooms on annual vacation. However, they can retain their rooms on mid terms vacations after Fall semester.
- 8(6) On annual vacations, which usually occur in summer, all students will be required to vacate their rooms and take all their valuable and belongings with them. However, they can keep some items of less value like linen etc in designated rooms till the next allotment. They will handover back all the room inventory items to respective caretakers.
- 8(7) Upon graduation, a student will vacate his room soon after final exams or convocation as decided by Deputy Director Hostel. His room will be inspected by caretakers and other stake holders like IT and maintenance sections. He will be cleared on no demand certificate (NDC) form as per procedure in vogue. Incase of any damage the same will be charged from students.

9. **Maintenance of Rooms and Hostel Premises.** Coordinator is responsible for maintenance and looking after of hostel and other related building fixture with the assistance of Administration Directorate. The maintenance is coordinated as per below given procedure:-

- 9(1) Incase of any repair/ maintenance / replacement required in the occupied room, student informs the hostel caretakers.

- 9(2) The caretaker will register complaint to Administration Directorate for further action.
- 9(3) The Administration Directorate will depute technical staff for the said repair/ maintenance / replacement.
- 9(4) After the needful is done the Administration Directorate will forward the progress of the complaint to the Caretaker. The Caretaker after physical inspection will certify the complaint.
- 9(5) Incase any repair or replacement is required due to the own negligence of the student. The same will be repaired but charges will be levied on concerned student as per actual charges of that repair/ replacement.
- 9(6) Complaints related to Information Technology (IT) are launched directly on line phone by the Caretakers/ student for rectification of fault.
- 9(7) Complaints related to Building Repair/ Civil works are launched by contractor through Administration Directorate for further action.

10. **Cafeteria Service**

- 10(1) A qualified and experienced cafeteria contractor is hired through open tender basis, who is responsible for providing hygienic and cost effective quality messing service to the students, officers, faculty and employees on cash basis only. The service of the cafeteria contractor are governed through a legally binding agreement.
- 10(2) The services of Cafeteria contractor will be reviewed by the Administration and student representatives. They will coordinate with cafeteria contractor for provision of quality food items with in the approved quantity and rates. The rate of Cafeteria Contractor will be approved and reviewed by Rector/ Pro Rector NUTECH from time to time.
- 10(3) Meal Timings of Cafeteria/hostel are as under:-

Breakfast	-	0630-0800 hrs
Lunch	-	1200-1500 hrs
Dinner	-	1900-2130 hrs

Note:- However, student can avail extra messing items like tea and snacks etc at any time.

10(4) The contractor will maintain a complaint/ suggestion register which will be reviewed by Coordinator and Deputy Director (Administration) on monthly basis. All users of cafeteria services can give input in this Register. Any change in system, rectification of issue and implementation of NUTECH policy regarding any matter will be made by the contractor after necessary decision / instruction by Administration Directorate.

10(5) The messing service at girls hostel are provided by the Administration of Girls Hostel. The coordination on this behalf is done by the Warden appointed at girls Hostel. Incase of any complaint students will report the matter to Female non resident advisor or Coordinator for intervention and rectification.

11. **Cafeterias/ Tuck Shop Service**

11(1) This facility is available on NUTECH campus which is being managed by the contractor. It serves host of food stuff including all kinds of snacks and beverages, fruits etc to the students of Campus and Hostel. These services have been bound by a legal agreement signed between the contractor and NUTECH.

11(2) The contractor will provide hygienically fit items on approved rates to students and employees alike. The rates will be approved and reviewed by Rector/Pro Rector NUTECH from time to time with proper justification.

12. Laundry Services

12(1) Contractor will provide washing services to students of all hostels and other officials. The students will send their clothes on designated days and will receive on designated days.

12(2) Approved monthly charges per month will be charged from students and paid to washer man on monthly basis. The services of washer man have been bound by a legal agreement signed between the contractor and NUTECH.

13. Medical Services

13(1) Emergency medical attention is provided through medical inspection (MI) room which has been established at campus. It is manned by a qualified medical/ supporting staff.

13(2) The ambulance will only be allowed with the recommendation of Medical Doctor/ Nursing Assistant of MI Room during working hours and concerned Resident Tutors/ Caretakers after working hours with the permission of Incharge Transport Section of NUTECH.

13(3) Medical cover for girl students after working hours, will be provided by the owner / warden of Girls from a nearby clinic on payment.

14. **Internet Services**. Internet services to students of hostels are provided by Information Technology (IT) Section. All documentation and coordination in this regard are coordinated by Information Technology (IT) Section. Internet services to Girls hostel will be provided by the Administration of Girls Hostel by using any internet services provider's Dialup/ Wireless internet connection.

15. **Female Non Resident Advisor**. In order to facilitate female student of Girls Hostel, a female nonresident advisor is nominated among female faculty members. She will perform following functions:-

15(1) Female non-resident advisor will impart advice and counseling to female students on residential matters.

15(2) Female non-resident advisor will act as a liaison between hostel students and Administration for solution of student's problems and issues. She will visit (Hostel) assisted by other female faculty members and will report the status of service and any complaints to Hostel Administration.

15(3) Female non-resident advisor will assist in communication and implementation of Hostel related polices of NUTECH.

15(4) Female non-resident advisor will assist in collection of all kind of hostel dues from students.

15(5) Female non-resident advisor will assist in liaison between Administration and parent/ guardians of girls students.

16. **Male Resident Tutors / Wardens.** In order to facilitate male students of boys hostels a male resident faculty members is nominated as resident tutors / wardens of boys hostels. They will perform following functions:-

16(1) They will impart advice and counseling to male students on residential matters and find ways to assist them in academic matters, especially after academic hours.

16(2) They will act as liaison between hostel students and Administration for solution of student's problems and issues.

16(3) Resident Tutors/ Wardens will assist in communication and implementation of Hostel related polices of NUTECH and will control the activities of boy students with assistance of respective caretakers especially after academic hours.

16(4) Resident Tutors/ Wardens will assist in collection of all kind hostel dues from students.

17. **Student Representative Committees.** A student representative committee is formed in every semester for each hostel to involve students in the management of hostel and to help them learn to solve their own problems. These combine committees will meet in the Hostel Affairs meeting, headed by

Deputy Director (Administration) or liaison and resolve to the problems of the student.

18. **Safety Measure at Hostels**

18(1) The provision of any safety measures at hostel will be responsibility of safety section of NUTECH. This will make efforts, with the help of Hostel Administration to provide safety measures like fire extinguishers, water points etc in Hostels.

18(2) Emergency drills exercises will be conducted by the safety section in hostels from time to time as per their schedule. All stake holders will participate in these drills exercises.

18(3) Emergency exits will be provided in every hostel. These exits will be locked and a key will be placed in a key box near the exit for use in case of emergency.

19. **Security Measures at Hostels**

19(1) The provision of security measures at hostels will be the responsibility of security section of NUTECH. This will make efforts, with the help of hostel administration to provide safe and secure environment to students.

19(2) Security section will manage security of In-campus hostel through security guards of NUTECH and every movement will be controlled through NUTECH main gate. They will control and monitor the movement and other activities of students in and outside hostels.

19(3) In case of any incident like theft or any other matter, the same will be reported to Assistance Director (Security)/ Deputy Director (Administration) for further action as per rules.

20. **Feedback System.** Coordinator is responsible for coordinating the feedback activity from the occupant of the Hostel on six monthly basis. The feedback is collected on separate feedback forms for hostel service and messing charges. The feedback collected is presented in a report to higher administration.

20(1) **Monitoring of Outsourced Service.** Coordinator is responsible to assure the services of hostels if outsourced by NUTECH for the purpose he/she should monitor the agreed services as per contract on monthly basis. He/ she will present the monitoring report to Director (Administration) on monthly basis. He/ She is responsible to inform the contractor for necessary action if any observation recorded during monitoring process.

20(2) **Disposal of Complaint.** Observation/ complaint if any will be brought to notice of Director Administration. The issue then will be resolved as per contract deed/ agreement.

21. **New & Modified Activities & Services.** Changes due to increase in the number of student of any other activity of the NUTECH can bring changes to this procedure. Coordinator reviews the reported changes and determines future decision if a certain change triggers any new requirement, the hostel management matrix are updated accordingly.

22. **Miscellaneous**

22(1) Student / Staff immediately report to the hostel management about any suspicious activity if any student found missing / absent from hostel.

22(2) In case of late deposit of dues, students will pay fine as mentioned in the Hostel rent challan / mess bill and other type of fine (like for late comers and disciplinary cases) imposed by Hostel management.

22(3) Students are encouraged to keep and use bicycles within the Campus.

22(4) Students desirous of keeping cars/motorcycles will seek permission in writing from DD Hostels. Students will produce necessary documents including driving license with copy of CNIC and NUTECH student card while seeking permission / after permission.

- 22(5) Riding motorcycles will not be allowed without driving license / wearing crash helmet. Defaulters will be heavily fined / warned. After 2 warnings, permission will be withdrawn.
- 22(6) Meal timings / dress code will be decided by Deputy Director Hostels in consultation with student's committee and Managers (Hostel).
- 22(7) Student must follow the dress code while going in dining hall (Students are not allowed to wear sleepers and Bermuda shorts).
- 22(8) Students are not allowed to stay out of hostel after 10:00 pm (female) & 11:00 pm (male) or the time notified otherwise. Defaulters will be fined as follows:-
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|------------|----------------------------|--|
| 22(8)(i) | 1 st Violation- | A fine of Rs. 300/- will be imposed. |
| 22(8)(ii) | 2 nd Violation- | A fine of Rs. 500/- & information to his / her department & parents. |
| 22(8)(iii) | 3 rd Violation- | A fine of Rs. 1,000/- and expulsion from hostel for semester with information to concerned department & parents. |
- 22(9) Students are allowed to leave campus / hostel only with written (out Pass) permission by the respective Manager (Hostel). Parents may also be consulted by the hostel management when felt necessary.
- 22(10) In/out registers must be filled in while leaving the hostel for a private purpose, failing which absence will be marked and disciplinary action will be initiated against the defaulters.
- 22(11) Students are advised to display hostel card for identification, while going out from hostel or coming into hostel.
- 22(12) **Damage to Property**. All students are expected to cooperate for taking care of the Hostel property. Hostel/Mess property for

example newspapers, magazines, furniture, TV, cutlery and crockery etc, will not be removed by students from the hostel/mess. Any student found guilty of damaging or breaking items of hostel/mess will be made to pay the cost of the item in addition to the fine / penalty.

22(13)**TV Timings.** Television will be closed at 2300 hours on normal working days and at 2345 hours on the weekends/closed holidays. The keys of television room will be in the custody of Manager (Hostel) and he/she will be responsible for ensuring the compliance of the orders. However, in case of some important sports events like World Cup/ Olympics etc, special permission can be obtained from Manager (Hostel).

22(13) **Penalties.** It is mandatory to comply with the timings and orders spelt out in these instructions and those issued from time to time. Necessary disciplinary action will be taken against the students for each minor or major violation. Following action will be initiated against defaulters:-

22(13)(i) Students will be produced by Manager (Hostel) before DD Hostels for misconduct & indiscipline.

22(13)(ii) Serious violation, as and when observed, will be reported to the parents in writing.

22(13)(iii) For major breaches, matter will be referred to NUTECH Disciplinary Committee.

22(13)(iv) Imposition of fine/penalty.

22(13)(v) Expulsion from hostel.

22(13)(vi) After one time expulsion from hostel, re-allotment will not be considered.

22(14) **Vacating the Hostel.** Whenever a student wishes to vacate hostel, he/she must inform in writing to the Manager (Hostel)

minimum of a week in advance. Dues will be paid and clearance will be obtained before leaving hostel. Before leaving the hostel, room keys must be deposited in Manager (Hostel) office.

22(15) **Discipline**. Best state of discipline is expected from the residents, a few aspects of discipline are highlighted here:-

22(15)(i) **Ragging**. Ragging in any shape which causes physical or psychological harm or raises apprehension of fear, shame or an embarrassment to the new student, including teasing, abusing, shouting, playing practical jokes or causing hurt to such students or asking the new student to do any act or to perform such things (which such student will not be willing to do ordinarily) is strictly forbidden. It is expected that senior students will help the juniors in their settle down process. Anybody found involved in ragging will be dealt sternly.

22(15)(ii) **Smoking**. University is declared as a smoking free zone. Smoking is prohibited in the rooms as well as in the hostel premises.

22(15)(iii) **Criminal / Unlawful Activities**. Following will be considered unlawful activities:-

22(15)(iii)(a) Joining banned organizations or involvement in anti state activities.

22(15)(iii)(b) Creating trouble in hostel premises including going / on organizing strike and inviting others for strike or printing / writing / distributing pamphlets / handouts etc.

22(15)(iii)(c) Giving threats to any student or staff member.

- 22(15)(iii)(d) Overstaying in hostel after completion of On Campus Duration / Specified Period / Completion of Degree.
- 22(15)(iii)(e) Making loss to Hostel / University property.
- 22(15)(iii)(f) Misusing of hostel facilities.
- 22(15)(iii)(g) Bringing / inviting non entitled persons in the hostel / Day Scholars.
- 22(15)(iii)(h) Gambling in any shape.

22(16) **DO'S AND DONT'S**

22(16)(i) **Do's**

- 22(16)(i)(a) Pay Salam to fellow students, staff and faculty.
- 22(16)(i)(b) Be respectful to your colleagues and hostel staff/management & security staff at gates.
- 22(16)(i)(c) Always use parliamentary language.
- 22(16)(i)(d) Keep your room neat and tidy.
- 22(16)(i)(e) Utilize your PC for educational purpose only.
- 22(16)(i)(f) Be security conscious and take care of your valuables especially Cash, Mobile Phones and Laptop etc. Take your valuable along when you proceed on leave etc.
- 22(16)(i)(g) Always clear Hostel & Mess Dues well in time. Defaulters are fined.
- 22(16)(i)(h) All notices/instructions issued from time to time must be religiously followed.
- 22(16)(i)(i) Take care of hostel property.
- 22(16)(i)(j) Always enter your name in IN/OUT register i.e. while going out/coming back to the Hostel.

22(16)(i)(k) Come yourself daily to Manager (Hostel) office on given time for attendance.

22(16)(i)(l) Inform the Manager (Hostel) about Withdrawal / Relegation on immediate basis.

22(16)(i)(m) Preserve / economize on utilization of water, electricity and gas.

22(16)(i)(n) Put off all the electric switches, gas appliances and water taps while leaving the room.

22(16)(i)(o) Be aware of all notices put up on the Notice Boards.

22(16)(i)(p) In case of any emergency or illness, immediately report to the Manager (Hostel) /Caretaker who shall make necessary arrangements for medical assistance.

22(16)(i)(q) Always be well dressed and hair must be properly trimmed. Make habit to shave daily.

22(16)(ii) **Dont's**

22(16)(ii)(a) Keeping of prohibited medicines, drugs without **doctor's prescription.**

22(16)(ii)(b) **Possession of following items is totally banned:-**

22(16)(ii)(c) Fire arms and daggers etc.

22(16)(ii)(d) Alcohols, Toxic drugs, sheesha, gutkha and hashish/heroin etc.

22(16)(ii)(e) Crackers, explosives and ammunition etc.

22(16)(ii)(f) Objectionable material in the shape of videos, books or photographs.

22(16)(ii)(g) Smoking and keeping any kind of such items.

22(16)(ii)(h) Misusing hostel premises/facilities for other than studies.

- 22(16)(ii)(i) Involvement in **criminal/police** cases.
- 22(16)(ii)(j) Guests of students or day scholars in the room/hostel.
- 22(16)(ii)(k) Driving **Motor Cycle** without **crash helmet**, Wheeling / aerobatics.
- 22(16)(ii)(l) Disturbing other fellow residents by playing loud music or any such instruments at a high volume.
- 22(16)(ii)(m) Making noise and raising slogans.
- 22(16)(ii)(n) No Electric appliance will be permitted in the student's room except refrigerator and room cooler (with permission and on monthly charges).
- 22(16)(ii)(o) Damaging any hostel property.
- 22(16)(ii)(p) Making any structural additions or alterations in their rooms, install/fix any electrical gadget or fittings/fixtures anywhere in the Hostel.
- 22(16)(ii)(q) Involvement in politics, ethnic, sectarian or any other undesirable activity
- 22(16)(ii)(r) **Collection of Chanda** on any account.
- 22(16)(ii)(s) Ragging of juniors inside / outside the rooms and hostels.
- 22(16)(ii)(t) Gambling in any form such as playing cards (even without money at stake).
- 22(16)(ii)(u) Changing the authorized room setting.
- 22(16)(ii)(v) Authorized Room setting will not be changed.
- 22(16)(ii)(w) Occupying or interchange/swapping the room without permission of Manager (Hostel).
- 22(16)(ii)(x) Giving tips or make any other kind of payment to the sanitary worker or any other Hostel staff.
- 22(16)(ii)(y) Opening the door of another fellow's room without his/her permission.

- 22(16)(ii)(z) Using the belongings of other residents without their consent.
- 22(16)(ii)(aa) Borrowing and lending money among the students.
- 22(16)(ii)(bb) Visiting roof top.
- 22(16)(ii)(cc) Arrange private trips / visits without written permission of DD Hostels.
- 22(16)(ii)(dd) Cooking in the room under any circumstances.
- 22(16)(ii)(ee) Keeping pets or animals in the room.
- 22(16)(ii)(ff) In case of a complaint non adherence to the chain of command.