



Hostel SOP

General

1. All registered hostel residents will be treated equally.
2. No student should be the cause of disturbance / noise pollution in the hostel.
3. Political & religious discussions are strictly prohibited in hostel premises.
4. Overall cleanliness of room is responsibility of every hosteller.
5. Playing ring tones / songs on cell phones considered as noise pollution; that's why strictly prohibited.
6. COVID 19 fully vaccinated certificate by NADRA is mandatory to submit at the time of allotment.
7. Hostel is **NO SMOKING ZONE**.
8. ACs / Electric Heater / Oven / Stove (Gas or Electric) / Iron Rod / any other electronic equipment is not allowed in the rooms. Only electric kettle is allowed.
9. Guests / visitors are not allowed to enter into the rooms of the hostellers. The Visitors' Room will be used as meeting area, only.
10. Hostel Accommodation Challan along with Messing Charges will be paid monthly and university paid challan copy will be submitted to the hostel warden.
11. Late fee will be charged after passing the Due Date of Challan.
12. Food card will be issued to every hostel resident for taking meal on weekends. Every resident will use her own food card for meal.
13. Food card will be issued without any cost to the hostel residents once and after that Rs. 800/- will be paid through challan for duplicate.
14. Tuck shop items will be on cash.
15. Hostel will not be provided to those students who have any medical history or residing in that area where university point buses are moving.
16. Maintenance charges will be paid by hostel resident.
17. Online shopping delivery is not allowed.
18. Self-Cooking is not allowed.
19. After 3 days, reason for absentees from hostel will be shared with hostel warden.
20. In case of violation of any rule, hostel allotment will immediately be cancelled & hostel resident will be penalized as per policy.



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Accommodation

1. Students / Female employees may apply for room allocation at hostel through the Hostel Accommodation Form available at www.bnbwu.edu.pk/hostel.
2. The Hostel Accommodation Form along with paid Challan, Blood Relation Form (Students) & Affidavit (Students) will be submitted to Hostel Warden.
3. Hostel Room will not be allotted to those students / female employees who belong to the area where the University point buses route.
4. Hostel Accommodation Challan will be paid monthly i.e. Rs. 7000/month for students and Rs. 13800/month for Female Employees. Late fees will be charged after the due date.
5. Accommodation charges will be counted from 1st till last day of a month.
6. No choice accommodation will be provided.
7. Hostel allotment will be cancelled in case of more than one month defaulter.
8. University copy of the paid accommodation challan will be submitted to the warden on every month.
9. Next month Accommodation Challan will be given if room is required after 25th of running month.
10. Students have to bring their own pillow along with bed sheet, blanket / quilt, necessary washroom & washing accessories.
11. No one is permitted to exchange the room without permission of the Provost.
12. Every hostel room duplicate key must be available with warden.
13. The hostel allotment will automatically be cancelled when any student completes her last semester of the degree program.
14. The application / email is required to submit to the Provost for leaving the hostel before the end of the month to avoid next month challan.
15. Security Deposit Return application is also required to submit to the Provost while leaving the hostel.
16. No dues form must be filled and submitted to the hostel warden while leaving the hostel. The form must be placed in the hostel student record file and its copy must be shared with Finance departments for record.



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Dining

1. Hostel residents (students & female employees) must take their breakfast, lunch & dinner in the dining hall at scheduled timings. No one is allowed to take meal in their rooms.
2. Meal after 10:00 pm (except urgencies), will not be allowed.
3. Hostel residents must ensure to get Food Cards from DSA / Provost.
4. Every meal is about Rs. 80/- for Students & Rs. 160/- for Female Employees.
5. Food Challan (Breakfast & Dinner) will be paid monthly which includes all days from Monday to Friday in a month.
6. Only personal food card will be used to take meal on weekends (Saturday & Sunday).
7. No other food card will be allowed to use; even use of personal food card for any other person is not allowed.
8. Meal on cash is not allowed in any case.
9. Dine-in is allowed only in the dining hall on mentioned timing.
10. Lunch will be at university on working days and will not be provided to the hostel resident in the hostel by the university / contractor side; if she is staying at hostel due to any reason. She will be responsible to bring the lunch from the university canteen only.
11. Outside delivery for meal is not allowed.
12. Any item of dining hall is not allowed to move out like chair, crockery, etc.

Laundry

1. All hostel residents will do their laundry by themselves through Automatic Washing Machines available at washing area of Hostel and must ensure cleanliness after using the laundry machines. Laundry at rooms is not allowed.
2. Hanging of clothes outside the rooms is not allowed.
3. Portable hangers are available in the washing room for drying the clothes which should not be placed outside the washing room.
4. No any deputed staff of the University at hostel (i.e. Sweepers, Lady Searchers, Male Guards, Driver and Mess Contractor) will be allowed to use student washing area in any case.



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Safety & Security

1. Female & Male guards are placed round the clock.
2. Hostel Requisition Form, Blood Relation Form & Affidavit must be submitted to the warden at the time of room allotment.
3. The Paragraph 2 (a) (iv) i.e. "Hostel to Market & Back" & Paragraph 2 (b) i.e. "She is allowed / not allowed to visit any friend / relative" in the Affidavit are forbidden to all till further order.
4. Proper entry is required to maintain in the in / out register with Hostel Warden while moving outside. In this regard, hostel warden must check Blood Relation Form / Affidavit submitted by the student parents.
5. In case, student has planned to go home from the university then she should mark her entry in the in / out register with Hostel Warden.
6. Proper entry on the prescribed register will be the responsibility of every student while going out from the hostel on the university point bus like university, market, etc.
7. Only blood relation / persons mentioned in the blood relation form / affidavit are allowed to visit the hostel and meet / pick the student on any occasion with the approval of Hostel Warden.
8. Registered visitors are required to show their original CNIC / B-Form at the guard room.
9. Guests are not allowed to visit / stay in the students' room. The visiting hours for registered visitors in the working days will be 05:00 p.m. to 07:00 p.m. and on weekends 01:00 p.m. to 06:00 p.m.
10. Gate closing time at night is 08:30 p.m. sharp. No one will be allowed to come in / go outside the hostel after the mentioned time.
11. Parcel will be received at the guard room from registered persons only.
12. Hostel residents are self-responsible for their safety and security outside the hostel premises.
13. Hostel residents will be responsible for the safety and security of their valuables like laptop, cell phone, cash, jewelry etc.
14. Hostel residents are strictly advised not to keep more than five thousand (Rs 5000/-) in cash with them in the hostel room. In case of loss of money, administration will not be responsible.
15. All the room mates are responsible for every material available in the room.
16. No any ammunition / fireworks / drugs will be allowed in the Hostel Premises.
17. No any electric equipment like fridge, rod, TV, microwave, stove, etc is allowed to use / place in the hostel except electric kettle.
18. No any stove is allowed in the hostel.



Facilities & Amenities

1. Dining hall is fully air conditioned and the operational timings of Air Conditioners will be of 2 Hours duration starting from 30 minutes before Lunch / Dinner only. Hostel Warden shall be responsible to operate the ACs with due care.
2. University point buses will be running for market once a week (optional) i.e. Saturday and should reach hostel back on or before 08:00 p.m.
3. First aid facility is available with warden.
4. Ambulance along with driver is available round the clock for any emergency.
5. Heavy generator is placed for any power failure.
6. Fridges are placed in the dining hall to facilitate the hostel residents.
7. Sports Items are available to all hostel residents. No hosteller will be allowed to carry / shift any Sports Item or Room Furniture outside the Sports Room.

Emergency

1. Hosteller must contact hostel warden immediately in case of any emergency.
2. In case of medical emergency, the University will provide the transport and first-aid facility to the student. The cost of medicines and major medical treatments will be paid by the Hosteller.
3. In case of emergency with hostel resident, hostel warden will make the entry on the prescribed register while moving out and also informed the parents.
4. In case of any general emergency with student, the Provost & Director Student Affairs must be taken in loop of their exit.



Guest Room

1. Room will be allotted to the female employee / university student only.
2. Guest Room Form will be submitted to the Provost via email or in hard at least three days prior to the requested date.
3. After approval, accommodation & messing challan will be issued and then paid challan university copy will be submitted to the warden at the time of joining the hostel.
4. For Female Employees, the shared room charges will be Rs. 1000/night or day while Rs. 2000/night or day will be charged for a solo room.
5. For students, the shared room charges will be Rs. 500/night or day while Rs. 1000/night or day will be charged for solo room.
6. One day will be counted from 11:00 a.m. to the next date 11:00 a.m.
7. Only requested people will be allowed to stay at the hostel.
8. Meals will be charged as per existing charges.
9. Outside food will not be allowed.
10. All other SOPs are required to be followed.