



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

Hostel SOPs:

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 AND ANTI-NARCOTIC ZONE**.
8. The hostel enforces a strict no-smoking and no-drug policy, with severe penalties, including eviction, for non-compliance.
9. If any resident is found smoking or using drugs, all roommates of that room will be held equally accountable and subjected to strict disciplinary action as per hostel policy.
10. 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.
11. Guests / visitors are not allowed to enter into the rooms of the hostellers. The Visitors' Room will be used as meeting area, only.
12. Hostel Accommodation Challan will be paid monthly and university paid challan copy will be submitted to the hostel warden.
13. Late fee will be charged after passing the Due Date of Challan.
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. 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.
21. Residents are responsible for the safekeeping of their room and cupboard keys/locks. In case of repetitive loss, the hostel will not provide replacements, and residents will be required to purchase their own.



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

22. Residents must handle hostel property (e.g., water coolers, furniture, pipes, washing machines, iron, Wi-Fi router, electrical fittings, etc.) with care. Any damage caused due to negligence or misuse will be charged to the responsible residents



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

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 Female Employees. Late fees will be charged after the due date.
5. Air Cooler charges are fixed at Rs. 4000 per month and must be paid on a monthly basis. Residents with pending dues will not be permitted to continue availing this facility until all outstanding payments are cleared.
6. Accommodation charges will be counted from 1st till last day of a month.
7. No choice accommodation will be provided.
8. Hostel allotment will be cancelled in case of more than one month defaulter.
9. University copy of the paid accommodation challan will be submitted to the warden on every month.
10. Next month Accommodation Challan will be given if room is required after 25th of running month.
11. Students have to bring their own pillow along with bed sheet, blanket / quilt, necessary washroom & washing accessories.
12. No one is permitted to exchange the room without permission of the Provost.
13. Every hostel room duplicate key must be available with warden.
14. The hostel allotment will automatically be cancelled when any student completes her last semester of the degree program.
15. 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.
16. Security Deposit Return application is also required to submit to the Provost while leaving the hostel.
17. 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.



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

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.

Safety & Security

1. Only Female guards are allowed inside the hostel premises. Male Guards must take official permission from the Provost to enter the hostel. Female & Male guards are placed round the clock.
2. Hostel Requisition Form, Blood Relation Form & All kind of Affidavits provided by the University must be submitted to the warden at the time of room allotment.
3. Any newly added affidavit introduced by the university due to change in the university statutes must be undersigned by the parents and the students during the hostel stay.
4. 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.
5. Proper entry is required to maintain in the in / out register with Hostel Warden and at gate while moving outside. In this regard, hostel warden must check Blood Relation Form / Affidavit submitted by the student parents.
6. 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 and at gate.
7. Students are permitted weekly visits to designated market areas for grocery and essential shopping only. Visits to rush or crowded areas, including non-designated markets, are strictly prohibited.
8. 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.
9. 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 only during visiting hours.
10. Registered visitors are required to show their original CNIC / B-Form at the guard room. The Picture of registered visitors must be taken at the time of Hostel entry for the visiting record.
11. 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.
12. Gate closing time at night is 08:30 p.m. sharp in summers and 8:00 pm in winters. No one will



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

- be allowed to come in / go outside the hostel after the mentioned time.
13. Parcel will be received at the guard room from registered persons only.
 14. Hostel residents are self-responsible for their safety and security outside the hostel premises.
 15. Hostel residents will be responsible for the safety and security of their valuables like laptop, cell phone, cash, jewelry etc.
 16. 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.
 17. All the room mates are responsible for every material available in the room.
 18. No any ammunition / fireworks / drugs will be allowed in the Hostel Premises.
 19. No any electric equipment like fridge, rod, TV, microwave, stove, etc is allowed to use / place in the hostel except electric kettle.
 20. No any stove is allowed in the hostel.
 21. No student will be permitted to participate in any internship, external program, or activity without prior written consent from their parent or legal guardian.

Employee/faculty

1. Faculty/employee must respect hostel timings, including gate closing hours, dining schedules, and visitor restrictions.
2. Faculty must mark their entry and exit in the register at the hostel gate and in the warden's office every time they leave or return.
3. Faculty/employee are not permitted to entertain non-registered guests or students in their rooms; all meetings must take place in the designated visitor area.
4. Faculty/employee must maintain professional boundaries with hostel residents and avoid favoritism or undue influence/favor.
5. Faculty/employee are responsible for the proper use of hostel property and will be held accountable for any damage caused due to negligence.
6. In case of any issue or requirement, Faculty/employee should directly communicate with the Provost or Warden instead of hostel residents.
7. Faculty/employee are expected to model exemplary conduct, maintaining the academic and ethical environment of the hostel.
8. Employees are strictly prohibited from entering residents' rooms unless accompanied by the warden/lady guard or with prior permission.
9. Any misuse of hostel property or negligence by staff will result in disciplinary action as per university policy.
10. Employees are not permitted to interact with residents beyond professional matters.
11. Staff must maintain confidentiality and respect the privacy of hostel residents at all times.
12. Hostel employees (warden, cleaners, guards, electrician, plumber, cooks, and support staff) must perform their duties during designated working hours only



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

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. Warden will accompany with resident to the hospital in emergency situation.
5. In case of any general emergency with student, the Provost and Deputy Provost must be taken in loop of their exit.



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

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.

Gate Rules

1. The main gate of the hostel will remain locked after the official closing time (08:30 p.m. in summers and 08:00 p.m. in winters).
2. No resident or visitor will be allowed to enter or exit after gate closing time without prior written approval from the Provost.
3. Security guards posted at the hostel gate are responsible for maintaining the in/out register and verifying CNICs/ID cards of all visitors.
4. Delivery personnel (food, courier, parcels) will hand over items only at the gate; they are not permitted to enter the hostel premises.
5. Loitering, gathering, or sitting near the main gate is strictly prohibited for residents and visitors.



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

Entry & Exit Rules

1. All hostel residents must mark their entry and exit in the designated register at the gate when leaving or returning to the hostel.
2. All hostel residents must record their entry and exit in the designated register at the hostel gate and in the warden's office. In addition, every resident is required to fill online leave form in the official online portal (***Gate track BNBWU Software***) on each occasion of leaving or returning to the hostel."
3. Residents must present their hostel ID card when entering or exiting the hostel.
4. Only registered blood relations/guardians mentioned in the affidavit are permitted to pick up or drop off students, after entry verification.
5. Overnight stay outside the hostel requires prior written approval from the parents/guardians and submission to the warden.
6. Hostel residents are not allowed to leave the hostel premises during academic hours without official permission.

Mess Rules:

1. Breakfast/Brunch and dinner will be served only during designated hours announced by the warden. No meals will be served outside official timings except in emergencies approved by the warden.
2. All hostel residents (students, employees, and faculty) must take meals in the dining hall; eating in rooms is strictly prohibited.
3. Residents must present their valid meal token or card before receiving food.
4. Crockery, cutlery, and dining hall items are not to be removed from the dining area.
5. Mess charges must be paid on a monthly basis. No resident will be allowed to avail mess facilities if dues are pending more than one month.
6. Residents must collect and secure their food tokens; lost tokens will not be replaced free of cost.
7. The weekly/monthly menu (decided by student's council by voting procedure) will be displayed on the hostel notice board and followed by the mess contractor.
8. Suggestions and complaints regarding food quality or hygiene must be recorded in the mess complaint register placed in the warden office.
9. Direct confrontation with kitchen or mess staff is not allowed; issues must be reported through the warden.
10. Residents must maintain discipline, queue system, and avoid wastage of food.
11. Residents must wash their hands before meals and are encouraged to clear their trays or plates to the designated area after eating.
12. Outside food deliveries are only allowed on weekends or with prior approval from the warden.
13. Bringing perishable food into hostel rooms is strictly prohibited to avoid pests and hygiene issues.
14. Mess staff must wear proper uniforms along with (apron, caps, gloves & separate clean kitchen



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost

sleepers) while on duty

15. Mess staff are not permitted to enter hostel residents' rooms.
16. Hygiene and cleanliness standards must be strictly followed in food preparation and serving areas.
17. Mess staff are required to use good quality, hygienic, and branded items in the preparation of meals, including oil, flour, seasonings, and all other ingredients.

Event SOPs

1. Any event, gathering, or celebration to be held in the hostel must first obtain prior written approval from the Provost and Deputy Provost.
2. Proposals for events must be submitted at least two weeks in advance through the hostel warden.
3. Events will only be organized under the supervision of the Student Council Event Organizing Committee, which will be responsible for planning, coordination, and execution.
4. The committee must prepare a written plan including date, time, and venue, list of participants, budget, and safety measures.
5. The organizing committee will be responsible for ensuring discipline, maintaining cleanliness, and following hostel rules during the event.
6. Loud music, fireworks, or any activity causing disturbance to hostel residents is strictly prohibited.
7. Security guards and warden must be informed of the event schedule to ensure proper safety arrangements.
8. Guests from outside the hostel may only attend with prior written approval from the Provost/Deputy Provost, and their entry must be recorded in the visitor register.
9. After the event, the Student Council Event Organizing Committee will ensure that the venue is cleaned and restored to its original condition.
10. Any violation of event SOPs will lead to disciplinary action against the organizers and participants, including suspension of future event permissions.

Any violation of rules will be considered a disciplinary breach and may result in cancellation of hostel allotment.



The Begum Nusrat Bhutto Women University Sukkur

Office of Provost