



Hostel Rules

KHYBER MEDICAL
COLLEGE, PESHAWAR

1) Short Title and commencement:

- a) *These rules may be called the Khyber Medical College, Peshawar Hostel Admission, Accommodation and Financial Rules.*
- b) *These rules shall come in to force at once.*
- c) *These rules shall be applicable on all existing/new resident students of the Khyber Medical College, Peshawar hostels.*

2) Definitions:

- a) **'Government'** means Government of Khyber Pakhtunkhwa.
- b) **'Board'** means Board of Governors, MTI-KTH/KMC/KCD.
- c) **'College'** means Khyber Medical College, Peshawar.
- d) **'Dean'** means Dean of the Khyber Medical College, Peshawar.
- e) **'Competent Authority'** means office of the Dean, Khyber Medical College, Peshawar.
- f) **'Hostel'** means an establishment which provides in expensive lodging facility for specific group of people, such as students.
- g) **'Hostel Administration'** means manager accommodation, warden, superintendent and housekeepers.
- h) **'Warden'** means staff appointed by the competent authority of Khyber Medical College, Peshawar.
- i) **'Hostel Staff'** means any staff member who work in the hostel such as superintendent, clerks, head bearer, bearers, cooks, electrician, carpenter, generator operator, plumber, sweepers and security guards appointed by the competent authority of the Khyber Medical College, Peshawar.
- j) **'Boarder'** means regular student of the Khyber Medical College, Peshawar.
- k) **'Hosteler'** means authorized student who reside in the hostel.
- l) **'Hostel Allotment'** means to whom hostel room is allotted.
- m) **'Bi, Tri & Four Seater Room'** means a single room where two, three and four hostelers reside.
- n) **'Students Surveillance Committee'** means students surveillance committee of the Khyber Medical College Hostels.
- o) **'Hostel Disciplinary Committee'** means committee of the Khyber Medical College Hostels that ensure discipline in the hostel.
- p) **'Sports Committee'** means sports committee of the Khyber Medical College Hostels that promote every resident student's health, physical well-being as well as the acquisition of physical skills among the resident students.
- q) **'Hostel Authority'** means authority of the Khyber Medical College, Peshawar.

3) Hostel Staff and Responsibilities:

I. ASSISTANT MANAGER ACCOMMODATION:

- a. Assistant Manager Accommodation shall assist competent authority in all day-to-day matters pertaining to hostels.
- b. He shall be responsible to monitor and supervise the activities of wardens/housekeepers and other hostel staff.
- c. He shall ensure the maintenance of discipline in and around the hostel with the help of warden/housekeeper.
- d. He shall ensure the availability of all basic facilities and necessary goods timely.
- e. He shall inform civil engineer KMC for any kind of repair & maintenance in the hostels.
- f. He shall review the central store, inventory store, accounts office and superintendent office activities and may take corrective actions to improve the service quality.
- g. He shall frame policies for running of hostel affairs in consultation with wardens/housekeepers.
- h. Assistant Manager Accommodation shall convene the meeting of the wardens and student committee once in a month or whenever a significant event is required to be discussed.
- i. He may transfer hostel staff internally for better outcome with approval of competent authority.
- j. He shall directly report and inform Dean in all hostel affairs. .
- k. He shall be provided rent free accommodation that is a house adjacent to cenna hall hostel from the date of joining.
- l. There shall be no compensation in utility bills.

II. WARDEN/HOUSE KEEPER:

- a. The warden for each hostel shall be directly under the control of the assistant manager accommodation that will look after the hostel affairs.
- b. The warden, in 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 Manager Accommodation Office.
- c. The warden shall make the admission of the students on the prescribed form and will maintain complete record of the students and to issue hostel leaving certificate to a resident student after clearance.
- d. The warden, in consultation with the hostel superintendent/house keeper shall make a Food Committee consist of 5 resident students from different classes; one of them will perform the duties of Senior Food Monitor.
- e. The warden shall constitute a Sports Committee either through election, merit or on seniority basis for the hostel comprising of 5 students, one of them shall work as the Sports Secretary.
- f. The Warden shall report all cases of indiscipline or breach of regulations and orders relating to hostel affairs to the assistant manager accommodation.

- g. The Warden shall supervise 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.
- h. He shall randomly check mess, washrooms, study room, lawns, superintendent office and student rooms to check the service quality, controls and to maintain the discipline.
- i. The Warden shall resolve student problems immediately.
- j. He shall look after the common room and study room and supervise indoor and outdoor games.
- k. He shall brief assistant manager accommodation regarding quarterly performance of their respective hostel.
- l. The Warden/House Keeper may not stay out of hostel during night without prior permission of Assistant Manager Accommodation, as the case may be.
- m. The Warden shall be responsible for the safety of hostel property for which he/she shall maintain complete record and also maintain accounts record which shall be checked annually by the Accounts Officer and by the any other person appointed by the competent authority. He shall be held personally responsible for any damage or loss sustained to the hostel Property.
- n. In case of leave from the hostel he shall inform the Assistant Manager Accommodation.
- o. The warden, if functional/working, then shall be provided rent free room within the hostel premises except warden girls hostel. AC shall not be allowed to the wardens.
- p. Warden girls hostel shall be provided rent free accommodation and there shall be no compensation in the utility bills.

III. SUPERINTENDENT:

- a. He shall be responsible to implement the hostel rules with the help of Warden and Assistant Manager Accommodation.
- b. He shall report to warden every month about non-payment of mess dues, room rent, electricity and gas charges etc payable by each hosteler from date of his/her admission. He shall also share information to the student affairs section about the non-payment of dues.
- c. He shall maintain and prepare the list of monthly mess dues of each hosteler.
- d. He shall be responsible to issue cheques to the approved vendors keeping in view that all the formalities are fulfilled.
- e. He shall check the attendance of the hostel staff and to keep their leave record in their personal files.
- f. If a Warden/housekeeper is not present/functional/working or suspended then concerned hostel superintendent may take the responsibility of the warden/housekeeper to facilitate the students.
- g. He shall maintain the stock register of permanent and consumable items such as crockery, furniture and other articles of the hostel.
- h. He shall be on call for any kind of emergency, urgent work, worst situation or whenever hostel administration requires so.
- i. He shall be responsible for general correspondence and notifications etc.
- j. He shall prepare annual and daily demands as per Khyber Medical College rules and route the demands through hostel administration and main store department of the Khyber Medical College, Peshawar.

IV. CLERK:

- a. He shall assist accounts officer and superintendent of the concerned hostel.
- b. He shall help and support the Superintendent of the hostel and perform all sorts of clerical work.
- c. He shall be responsible to file allotment lists of the hostellers and maintain proper record of the previous years.
- d. In absence of hostel superintendent, he shall act as a superintendent.
- e. To perform any other duty assigned by the hostel administration.

V. CENTRAL STORE OFFICER/CLERK/IN CHARGE (Additional Charge):

- a. He shall be responsible to maintain the proper record of the approved vendors.
- b. He shall be responsible to verify the quality and quantity of the goods supplied by the vendor.
- c. He shall keep close liaison with Mess In-charges regarding mess menu, food quality and other services.
- d. He shall check the daily indent report of each hostel and report directly to the warden, assistant manager accommodation and/or food purchase committee regarding any irregularity.
- e. He shall maintain E-stock report on daily basis.
- f. He shall prepare monthly mess billing report that shall cross verify by the hostel administration.
- g. Central store officer/clerk shall prepare quarterly report regarding purchases, vendors, menu, and fluctuation in prices of the goods and shall share the report with Assistant Manager Accommodation.
- h. He shall be given Rs. 1000/- per month allowance.

VI. HEAD BEARER:

- a. Each hostel shall have one head bearer.
- b. Head bearer shall be responsible to supervise the activities of the hostel staff and manage the hostel affairs.
- c. He shall not interfere in the mess activities and vice versa.
- d. He shall physically verify the presence of students in their allotted rooms and to check and report the stay of outsiders in the hostels to the concern warden.
- e. He shall be responsible to check the cleanliness inside and outside the hostel premises.
- f. He shall check and report the water, electricity and gas problems of hostels and communicate them to the concerned authorities through warden.
- g. He shall maintain hostel clean and look after the staff working under his supervision.
- h. He shall arrange basic items such as trash bins, sanitary items, electric items etc.
- i. He shall be responsible to visit student rooms, study rooms and guest rooms and maintain the rooms in good condition.
- j. He shall be given Rs. 3000/- per month allowance.

VII. MESS INCHARGE (Additional Charge):

- a. Each hostel shall have one Mess In-charge that shall maintain hostel mess.
- b. He shall not interfere in the activities of the head bearer and vice versa.
- c. Mess In-charge shall keep daily stock of the mess store and arrange for the procurement of the required items from central store.
- d. The Mess In-charge shall verify both the quality and quantity of items being supplied by the approved vendors and any discrepancy found should be immediately reported to the officer central store and/or superintendent.
- e. The Mess In-charge shall keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- f. He shall enforce discipline and decorum in the dining hall.
- g. He shall be responsible for the collection of mess dues and inform warden about the non-payment of the students.
- h. He shall immediately intimate hostel administration in case of any wrong doing in the mess.
- i. He shall investigate cases of shortage/excess of stores.
- j. He shall ensure that goods/food items are kept in good and efficient condition.
- k. The Mess In-charge may stop mess facility in respect of those who are vacated the hostel or have been evicted.
- l. He shall be responsible to assign duties to the mess staff for smooth running of mess affairs.
- m. He shall personally be responsible for the safety and hygienically fit cooked food.
- n. He shall be responsible to check gas connections and turned off the valve in the off time.
- o. In case of miss use of food items or any kind of theft, he shall report hostel warden/superintendent.
- p. He shall be responsible to manage mess crockery and other items.
- q. He shall be given Rs. 1000/- per month allowance.

VIII. HOSTEL SECURITY:

- a. Hostel security staff shall be supervised and managed by the security officer of the Khyber Medical College with consultation of Assistant Manager Accommodation.
- b. Each hostel shall have three security guards in each shift.
- c. Hostel security staff shall be responsible to verify students and maintain proper record of the visitors.
- d. They may check hostel staff randomly when leaving the hostel.
- e. They shall be responsible to report any incident directly to the security officer and concern warden.
- f. They shall follow Khyber Medical College code of conduct and dress code.

4) Hostel Accommodation:

1. Khyber Medical College, Peshawar has four hostels (Three boys' hostels named Qasim Hall, Razi Hall and Cenna Hall and one girl's hostel).
2. Students seeking admission in hostels shall apply on the prescribed form, available at the office of the assistant manager accommodation.
3. Accommodation in hostels is limited. Those who are residents of district Peshawar shall not be entertained.
4. Admission in hostel is a privilege not a right.
5. Admission in the hostel shall be subject to the availability of space.
6. Students must carefully study and observe the hostel rules.

5) Hostel Admission:

1. Hostel admission shall be granted only to those students who are on regular rolls of the college as a privilege not right by the Hostel Admission Committee duly notified by the competent authority.
2. Students desiring hostel accommodation shall be required to apply on the prescribed hostel admission form on or before the last date announced for this purpose, subject to the availability of space in the hostels. . Students shall submit duly complete form, along with passport size photograph duly attested. The forms will then be scrutinized. No application form for hostel admission shall be entertained after the closing date.
3. Students applying on bi-seater, tri-seaters or four-seater in a room shall submit form in group of 2 students, 3 students or 4 students for which average merit shall be calculated for allotment, those students who failed to submit forms in group form shall be left for ungroup category and they shall not be able to get room on accumulated merit rather their rooms and partners will be decided by administration.
4. The assistant manager accommodation office shall prepare a merit list of the applicants after necessary scrutiny of admission forms.
5. The assistant manager accommodation has the right to refuse the admission to a student whose past record in the hostel is not satisfactory.
6. Seats in the hostels shall be allocated in proportion to the number of applicants for hostel accommodation. Preference shall be given to those applicants who hail from far-flung areas and do well in terms of merit.
7. Students of district Peshawar shall not be granted accommodation in Khyber Medical College hostels. The hostels admission of any resident student shall be cancelled if at any stage he/she is found to have a residence (owned/rented/official) in District Peshawar during any time of the stay. He/she shall be penalized as deemed fit by the hostel and college administration.
8. The hostel authority has the right to refuse/cancel hostel admission of students who misuse their privilege.
9. Hostel admission date shall be announced by the Khyber Medical College's administration and there shall be a single date for submission of hostel fee.
10. Hostel admission fee shall not be subject to the allotment and/or allotment process.

11. In case if a student fails to submit his admission fee within the due date, concern warden shall report the names of the students to the assistant manager accommodation/students affair section.
12. A student can request the cancellation of his/her hostel admission. The student shall be eligible to receive all the refundable amounts if the request is received within one month of the closing date of allotment of hostel accommodation. No refund shall be allowed after that. Provided that if any disciplinary proceeding is pending against such student, then refundable amount shall be withheld till finalization of said disciplinary proceedings.
13. A student whose admission is cancelled by the hostel authorities on disciplinary ground shall not be entitled to receive his hostel security.
14. Students that shift to another medical college shall be entitled to get full refund of hostel admission fee of the current session.
15. Students who fail to complete their degree within the prescribed time (5 Academic Sessions) shall not be entitled for hostel admission. The hostel authorities under special circumstances may consider such application for admission provided the applicant maintains regular attendance in classes.
16. Application for hostel admission, from students whose admission has been cancelled in the past on disciplinary grounds, shall not be entertained.
17. Re-Admission cases may be considered subject to the availability of seats in hostels and validity of the reasons for re-admission. Cases of re-admission bear minimum priority to the hostel authorities.
18. Students who wish to avail hostel facility, shall submit the fee according to the current year fee structure.
19. All residents shall produce a "Certificate" from the concerned hostel warden/superintendent for hostel admission in the next class/session.
20. Hostel admission shall be charged as session based not annually. However, consumption charges shall be as used by the resident and shall not be charged full annual amount as set by prospectus. Hostel admission fee, room rent, service charges, contingency charges, common room charges and miscellaneous charges are the heads that shall be charged session based.

6) Allotment Rules:

1. The warden of a hostel shall provide room/seat to a student within seven days of the submission of his/her allotment order. However, handing over/possession may take longer depending upon the time required to complete the process of shifting by ex-room holders.
2. Girls hostel reserved for female students (including all classes).
3. Cubical rooms shall be allotted to MBBS final year students but it is subject to the availability, total number of residents in that particular hostel and competent authority's decision.
4. Rest students of 1st Year to 4th Year in MBBS and 1st Year to 4th Year in BDS shall be accommodated in bi-seater, tri-seater or four-seater rooms subject to the availability.
5. Foreign students shall be given priority as per available resource with in rules and regulation formed by administration.
6. Students are not allowed to interchange their rooms in the Hostel with each other without permission of the administration. Any violation shall result in initiation of serious disciplinary proceedings against the violators including cancellation of allotment.
7. Upon completion of final year exams, resident students shall vacate the room within three days.

8. House officers shall not be allowed to reside in the hostel without permission of the competent authority.

7) Hostel Discipline & Order:

1. The Residents students must submit an undertaking of good conduct as provided by the administration on judicial stamp paper before they can be issued hostel admission cards. The affidavits/contract must be duly signed by the guardian of the concerned student. A student, who fails to submit the duly filled affidavit, shall not be allowed to enter the hostel. The following must also be ensured with regard to the guardian of a student:
 - a. A guardian shall only be a Blood Relative that is elder sibling, paternal or maternal uncle.
 - b. The parent/guardian must accompany the student to the hostel and he/she should be required to submit a copy of his /her CNIC along with the affidavit and phone number.
 - c. Any student, who fails to furnish the above, shall not be allowed to enter the hostel premises.
 - d. Residents shall abide by hostel rules and regulations in letter and spirit. Violation of hostel rules and regulations or any order issued by the hostel administration shall render a resident liable for imposition of fine and/or expulsion from the hostel and to such other actions as deemed fit by the college authorities.
1. Day-scholar or any visitor other than first degree blood relative is not allowed to enter or stay in the hostel premises without prior permission of the concern warden and/or assistant manager accommodation.
2. Resident of junior hostel is not allowed for overnight stay in senior hostels and vice versa.
3. First degree blood relative shall not reside in the hostel for more than three nights that shall only be allowed once in a quarter of the calendar year.
4. Resident students shall entertain their guests within prescribed visiting hours only in the guest rooms prescribed for the said purpose in each hostel. No resident can entertain a guest in his rooms without prior permission.
5. Resident students are strictly forbidden of keeping any arms, intoxicants, drugs, rods or daggers, and harmful materials etc in the hostel. Any violation of this rule shall result in serious disciplinary action against the violator and may lead to imposition of heavy fines and expulsion from the hostel. The hostel administration may initiate criminal proceeding against the violator and refer the matter to the police.
6. Resident students are not allowed to use heaters, air coolers, air conditioners, refrigerators, oven and all electrical appliances putting load on hostel electricity line in their rooms unless or until allowed with prescribed rules/notification by the competent authority. Any violation shall lead to imposition of fine, recovery of charges incurred and confiscation of the forbidden item.
7. Resident student is not allowed to play music or any instruments loudly.
8. Resident students are not allowed to participate in any political activity within Hostel premises.
9. Resident student is not allowed to invite any political figure, scholar or any individual for any speech, lecture or sermon or to circulate any unpublished or published material without prior permission.

10. Resident students are not allowed to assemble crowds or congregations within the hostel premises for any purpose e.g., lunch, dinner, iftaar, political etc. without prior approval of the competent authority.
11. Entry of females into boys` hostels is strictly prohibited & vice versa.
12. Resident students shall keep their rooms clean and tidy. They shall also be responsible to keep their rooms properly locked when leaving. Residents shall not keep expensive items (cost of which exceed Rs. 1000/-) or cash in their rooms. The hostel authorities shall not be responsible for any loss/damage.
13. Resident students are not allowed to park bicycles, motorcycles or cars within the hostel premises. The hostel authorities shall not be responsible for any loss or damage incurred by the student.
14. Resident students are not allowed to ride bicycles or motorbikes inside the hostel premises. Any violation will be dealt with seriously.
15. Resident students shall not use and shall not be allowed the use their accommodation for any purpose other than the prescribed and allowed by the hostel administration.
16. Resident students who in the view of the hostel authorities are not residing in their rooms shall have their hostel admission cancelled.
17. Any Complaints against the hostel staff may be brought into the notice of the hostel warden and assistant manager accommodation. Residents are not allowed to deal with the hostel staff directly or their own.
18. Resident students shall not be allowed to take any addictive material in the hostel premises whether it is smoking material, drinking alcohol or any other thing, failure to compliance in this regard can lead to expulsion from the Hostel directly and initiation of disciplinary actions against the said hosteler. The resident also shall not insist on the hotel bearers to bring Cigarettes/Naswar for them. Residents shall not insist on the hostel staff to indulge in activities other than their prescribed job responsibilities.
19. The Warden of the hostel may impose a fine of up to Rs. 10000/- on any resident student and staff found of violating such rules and/or orders of the hostel authorities shall be dealt in accordance with disciplinary rules and regulations. Prior to imposing any penalty on the Resident student, the warden may serve him with a show cause notice to which the student must respond in writing within the specified time frame. Notice to which the student must respond in writing if he finds the response of the student satisfactory then can stop proceeding or else may decide otherwise. The Warden may forward the case to the Hostel Discipline Committee for further actions. The Hostel Discipline Committee may report a case of indiscipline to the College Discipline Committee if needed.
20. An appeal the punishment awarded by the Resident Warden shall be forwarded to the Hostel Discipline Committee within fifteen days.
21. Residents shall abide by the hostel rules. Violations of any rule or order issued by the competent authority and/or hostel administration shall render a resident liable to fine even expulsion from the hostel as the administration may consider necessary.
22. Competent authority may by notification, amend, insert, add or omit any rule.

8) Prohibition (Rustication Acts):

1. Any kind of political and/or religious gatherings within the hostel may directly led the cancellation of hostel admission.
2. Any affiliation with political party by the resident students may directly led the cancellation of hostel admission.
3. Misbehavior with hostel staff is strictly prohibited and may lead the heavy fine and cancellation of hostel seat.
4. Keeping arms/drugs/alcoholic material may directly led the cancellation of hostel admission.
5. Sleeping in study room is strictly prohibited, violation of which led to heavy fine (first time) and may cancellation of hostel admission (second time).

9) Hostel Disciplinary Committee (HDC):

The Hostel Disciplinary Committee (HDC) will be formed by the assistant manager accommodation after approval of the competent authority Khyber Medical College where as Chairman and Members will be as follow:

- Assistant Manager Accommodation (Chairman)
 - Administrative Officer (Member)
 - Wardens (Members)
 - Senior Finance Officer (Member)
1. Cases of indiscipline by the resident students may be forwarded to the Hostel Disciplinary Committee by the Resident Warden. The convener, as notified, of HDC in consultation with the assistant manager accommodation shall call a meeting of HDC, at a place and time convenient the committee members, to conduct hearings of the case.
 2. The Hostel Disciplinary Committee shall decide the cases according to hostel conduct and discipline rules.
 3. The Hostel Disciplinary Committee may forward the cases needing severe penalties (such as imposition of a fine of more than Rs. 40,000/- and or expulsion/rustication from the hostel to College Discipline Committee or to the accommodation dealing committee.
 4. The decision of hostel disciplinary committee shall be communicated in writing and shall duly be signed by all members. The office of the concerned warden/housekeeper shall be responsible for recording the minutes and decisions of the committee, keeping record of all cases, and communication of decision to all members, concerned student and wardens.
 5. Upon recommendation of HDC, the competent authority may pass appropriate order of penalty or otherwise.
 6. The HDC shall also act as advising committee of competent authority pertaining to any amendment in said rules.

10) Nature of Violation and Fine:

Violation of Hostel Rules or Disobeying the orders of Hostel Administration.	First time: Fine up to a maximum of Rs. 5000/- Second time: Cancellation of Hostel Privilege for next sessions and/or Expulsion from hostel after approval from competent authority.
Using Electric Heaters/ Air Conditioners.	First time: Fine up to maximum of Rs. 5000/- and recovery of estimated electricity charges along with confiscation of appliances Second time: Cancellation of Hostel Privilege for next session and/or expulsion from hostel after approval from competent authority.
Installing internal lock/ interlock in the allotted rooms.	Fine up to a maximum of Rs. 5000/-
Playing games in hostel lawns or corridors if not allowed.	Fine up to a maximum of Rs. 5000/-
Smoking in hostel premises, sleeping in prayer hall or common room /study room and any matter of this nature.	Fine up to a maximum of Rs. 5000/- to 10000/-
Keeping non-residents in the room	Fine up to a maximum of Rs. 5000/- and cancellation of hostel privilege for the next session and /or expulsion from hostel after approval from competent authority.
Keeping arms, explosives, intoxicants, and drugs or anything alike.	Fine up to maximum of Rs. 40,000/-and cancellation of Hostel Privilege for next sessions and/or expulsion from hostel.
Misbehavior with Hostel staff or Administration or fellow students.	Fine up to maximum of Rs. 10,000/-and cancellation of Hostel Privilege for next sessions and/or expulsion from hostel.
Invite any political figures, scholar or any individual for any speech, lecture or sermon or to circulate any unpublished or published material for this purpose inside or outside the hostel. Pasting posters/notices etc.	Fine up to maximum of Rs. 40,000/-and cancellation of Hostel Privilege for next sessions and/or expulsion from hostel.
Damaging/theft or misuse of hostel property and hostel card.	Recovery of loss and fine up to a maximum of Rs. 40,000/- and/or expulsion from hostel privilege for next session.
Subletting of one seat or room to outsiders.	Cancellation of Hostel seat and fine of Rs. 10,000/- to 20,000/- for subletting a seat and fine Rs. 20,000/- to 40,000/- for subletting a room.
Willful absence from HDC meeting by a student	A Fine of up to Rs. 10,000/- for the first time and cancellation of hostel seat.
Sleeping in study room and in Masjid	Fine up to maximum Rs. 5,000/- and expulsion from hostel.

Note: - Other than the above-mentioned violations with punishment the Hostel Disciplinary Committee can punish if a violation is not mentioned above and is against rules and regulations of Hostel and College.

11) Appeal:

1. An appeal against the punishment awarded by the Hostel Discipline Committee shall be forwarded to the College Discipline Committee.
2. No appeal by student against the decision of the Hostel Discipline Committee shall be entertained unless it is presented within 15 days of the date on which the decision is communicated to him/her.

12) Hostel Charges:

Hostel charges can be change from time to time by the College authorities in consultation with Government of Khyber Pakhtunkhwa. Hostel Charges for the year 2023-24 (till further orders) are as follow:

S No.	Description	Amount
Government Dues		
1.	Government Dues	Rs. 15,200/-Per Annum
Hostel Dues		
5.	Hostel Dues	Rs. 14,800/- Per Annum

13) Hostel Mess:

1. Each resident student of the hostel shall automatically be considered as a member of the hostel mess unless his membership/allotment is suspended by the resident warden. No member of the mess is allowed to close his mess account for a period of less than three days. A mess member who wishes to close his mess account permanently shall inform the Mess In-charge and office assistant seven days before doing so and that shall be done after a logical reason or else, he is bound to continue the mess.
2. The hostel mess shall be monitored by 'Students Surveillance Committee' comprising of six resident students of the hostel and appointed by the resident warden with approval of the assistant manager accommodation. The continuation of the members of the Students Surveillance Committee shall be decided upon their progress. The Students Surveillance Committee shall prepare a menu on monthly basis with the approval of the resident warden/Assistant Manager Accommodation. A centralized menu shall be applied.
3. One member from each hostel surveillance committee shall be a part of food purchase committee.
4. The resident warden shall supervise and check the mess daily or on alternate day. The Assistant Manager Accommodation may make surprise visits to the hostel mess as and when deemed necessary.
5. The resident students must deposit their mess dues before the 10th of each month or when the bill is prepared. A fine amounting to 10% of the total dues (rounded to the closest multiple of 10)

shall be charged for late payment of dues after due date as and when deemed. The resident warden reserves the right to change the amount of fine to be imposed on the resident students in case of late payments.

6. Concerned warden may close a student's mess facility either temporary or permanently if he/she fails to submit his mess dues within the given timeframe.
7. The hostel mess shall remain open during the prescribed/notified timings for each meal. Resident shall not be allowed to demand food after the prescribed time limit.
8. All the members of the mess shall be served meals in the dining hall. Neither meal shall be served to the students in their rooms nor shall they be allowed to take the meal to their rooms.
9. Resident students must not create any sort of disturbance or discomfort to their fellow students in the hostel mess.
10. Resident students shall not use hostel lawns, common room and other places for lunch, dinner, breakfast or tea.
11. Resident students of the hostel are not allowed to bring food from outside the hostel into the hostel mess or hostel without prior approval of concerned warden.
12. No Resident can close his mess permanently-temporarily without any Medical Reasons.

14) Hostel Gate Timings:

Following timings shall be observed for boy's hostel.

Season	Opening Gate Time	Closing Gate Time
Winter	07:00 A.M	10:00 P.M
Summer	06:00 A.M	11:00 P.M

All the students are subject to keep the student card issued by college with them in the hostel and college premises. This card will serve as a proof of a student's identity. No student will be allowed entry into the hostel without his card.

15) Prohibited Acts:

A) Notice and Chalking:

No resident shall be allowed to paste or exhibit any notice printed/hand Witten or other material, in writing anywhere in the hostel except those duly signed by the hostel warden without prior permission. No resident student is allowed to engage in wall chalking inside the hostel premises. Any violation of this rule is subject to strict disciplinary action.

B) Utensils, Furniture and Electric Items Installation:

- I. Resident students are not allowed to take utensils from the dining hall/hostel mess and furniture from common room/study room or other place of hostel to their rooms without prior permission. Residents are not allowed to move any hostel furniture or other items from their designated places. Any violation shall be subjected to strict disciplinary action.
- II. Hostel administration shall provide a bed, a table and a chair to resident students (subject to the availability of said items), they shall be responsible for any loss or damage thereof. Residents who shall destroy or damage any hostel property shall be proceeded against by HDC.
- III. All rooms of hostels have necessary electric fitting. Students residing in these rooms shall be responsible for the proper use and safety of these fittings.

C) Personal Servants:

- I. Private/personal servants are not allowed in hostels. Every hostel is managed with designated staff to look after the need of resident student such as bearers, water carriers, sweepers and gardener etc. The hostel staff is answerable to the warden of the hostel. Any complaint against the staff should be communicated to the warden of the hostel in writing. Hostel staff shall serve the resident students inside the hostel premises according to the duties assigned by the hostel administration.
- II. Misbehavior by the resident students with the hostel staff is subject to strict disciplinary action against the perpetrators.

D) Valuable Items:

- I. The resident students are not allowed to keep valuable items like car, motorcycle, VCR, VCP, LED, Video Camera, T.V Set, gold, expensive mobile phones, large sum of money etc., the hostel administration shall bear no responsibility in case of any loss/theft/damage.
- II. Resident students are allowed to keep computer, laptops without external speakers/woofers in their rooms at their own risk for educational purposes only. The hostel administration shall bear no responsibility in case of any loss/theft/damage.

16) Air-Conditioned Timings in Study Room and Masjid:

Season	Study Room Timings	Masjid Timings
Summer	01:00 P.M to 04:00 P.M (Afternoon) 08:00 P.M to 11:00 P.M (Evening)	Only in Prayer Time

17) Closure of Hostels:

1. The Khyber Medical College hostels shall remain closed during the vacations (summer, winter, Eid and other), all resident students shall be required to vacate the hostels except those who are in examination or allowed by the competent authority due to any reason. Foreign students may be allowed to stay subject to availability and security conditions with approval of competent authority.
2. After the notification of vacations by the competent authority and/or college administration, all hostelers shall vacate the hostel before the closing date of the hostels.
3. All hostel facilities shall remain close during vacations (including supply of water, electricity, mess and other).

RULES FOR GIRLS HOSTEL

18) INSTRUCTIONS:

1. Female students shall go straight to their hostels the completion of their classes in their respective departments.
2. Night attendance of the Resident students shall be taken by warden on a daily basis.
3. The Warden and/or housekeeper shall carry out surprise visits to the rooms of resident students.
4. Application for leave and complaint shall be submitted to the Warden. Resident must have their applications signed by the Warden before leaving the hostel premises.
5. Every resident of the Girls hostel must submit a list of three visitors duly signed by her parents/guardian along with photocopies of their CNICs and contact information at the time of admission every year.
6. Only parents/guardian and authorized visitors shall be allowed to visit female resident students during the following visiting hours:
7. **Winter (October to March)**
Monday to Saturday: 03:00 PM to 06:00 PM
Sunday: 09:00 AM to 06:00 PM
Summer (April to September)
Monday to Saturday: 05:00 PM to 07:00 PM
Sunday: 09:00 AM to 06:00 PM
8. Only parents /guardian and authorized visitors can take a resident student for shopping/overnight stay on weekends with permission of concerned warden/housekeeper.
9. Permission to meet the authorized visitors must be obtained from the Warden/assistant manager accommodation. Male visitors shall meet the resident only the visitor`s room for minimum possible time to avoid inconvenience to other students.
10. The resident students may attend the university`s department functions and study tours subject to the permission of the Dean undergraduate.
11. Permission for going out must be obtained one day in advance. While going out a resident, must sign in the Register giving time of departure, place and phone number of the place of visit and time of return. She must also sign in the register upon her return.

A. Hostel Gate Timings:

Following timetable will strictly be observed to opening and closing hostel gates

Season	Opening Gate Time	Closing Gate Time
Winter	07:00 A.M	05:00 P.M
Summer	07:00 A.M	06:00 P.M

B. Guest Policy for Girls Hostel:

Resident Students shall not be allowed to invite female guests for casual meals or for night stay without prior permission of the concerned warden.

First degree blood relatives are not allowed to reside in the hostel except in case of any serious emergency situation. Approval of concerned warden/housekeeper shall be required in such case.