



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)

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No: 42 /46th -Syn/Reg/SBBWUP
Dated: Friday, 22nd September, 2023

NOTIFICATION

Subject: **Proposed Amendments in Hostel Regulations -2019 as Hostel Rules-2023**

Upon the recommendation of Syndicate-Sub-Committee for formulation of Rules and Regulations of Shaheed Benazir Bhutto Women University Peshawar, the Syndicate in its 46th meeting held on 10th August, 2023 and 16th August 2023 unanimously approved the "*Amended draft of Hostel Rules-2023*" of Shaheed Benazir Bhutto Women University Peshawar.

Sell
Assistant Registrar Academics

Enclosure: Hostel Rules-2023 of SBBWUP

No: 2198-220/Acad/SBBWUP

Copy to:

1. Provost, SBBWUP
2. PS to Vice-Chancellor, SBBWUP
3. PA to Registrar, SBBWUP

Sonkhanjan
Assistant Registrar Academics

SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Hostel Rules –2023

Whereas it is expedient to regularize the affairs of hostel established or to be established by the Shaheed Benazir Bhutto Women University Peshawar and to improve the management of the affairs of hostels, the following rules relating to management and administration of the University Hostels are made under the provision of Section 31(2) the Khyber Pakhtunkhwa Universities Act 2012.

1. Short Title

These rules shall be called the Hostel Rules – 2023 of the Shaheed Benazir Bhutto Women University Peshawar.

2. Commencement

These rules shall come into force with immediate effect.

3. Definitions

Unless the context otherwise requires, the expressions used in these rules shall have the meanings assigned to them as under:

- i. **“Act”** means the Khyber Pakhtunkhwa Universities Act 2012 as amended from time to time.
- ii. **“Boarder”** means a regular and full-time student of the University allowed under these rules to reside in the hostel.
- iii. **“Campus”** means the Campus of the University.
- iv. **“Academic Session”** means academic session as notified by the University from time to time.
- v. **“Cultural Committee”** means a committee as defined in these rules.
- vi. **“Hostel Authority”** includes the Provost, Additional Provost, Deputy Provost and the Assistant Provost of the University.
- vii. **“Hostel Administration”** means the Warden, the Resident Warden and the Assistant Warden of the hostel.
- viii. **“Hostel”** means any Hostel established and administered by the University.
- ix. **“Mess Committee”** means a committee as defined in these rules.
- x. **“Monitors”** mean a team of boarders appointed by the Provost on the recommendation of Wardens.
- xi. **“Provost / Additional Provost / Deputy Provost / Assistant Provost”** means the Provost, the Additional Provost, the Deputy Provost and Assistant Provost of the University.
- xii. **“Warden/ Resident Warden / Assistant Warden”** means Warden/ Resident Warden /Assistant Warden of the hostel established by the University.

- xiii. “**Student**” means a student enrolled as a full time on campus student in a department of the University for a Degree programme.
- xiv. All other terms and expressions shall have the same meanings as assigned to them under the Act and Statutes.

4. Admission

- i. Students residing within a radius of 20 km of District Peshawar shall not be entitled for Hostel admission. Preference shall be given to out district students.
- ii. The grant of admission to a program of study in the University would not ensure allotment of Hostel Accommodation.
- iii. Only those students who are on the regular rolls of the University may be allowed admission in the hostel.
Provided that the accommodation may be offered to the eligible applicants subject to availability.
- iv. Students seeking admission to a hostel should apply on the prescribed form along with three passport size photographs, medical fitness form, visitors form and affidavit which can be obtained from the Provost office.
- v. Admission in the Hostel shall be strictly on merit basis.
- vi. No concession is allowed in the admission fee.
- vii. Hostel Admission fee may be revised annually.
- viii. Seats available in the hostels shall be allotted to each department in proportion to the number of students on the rolls of that department.
- ix. Students of District Peshawar whose parents are transferred outside District Peshawar, are also eligible subject to availability of seat on furnishing satisfactory documentary evidence to this effect from the employer.
- x. After admission to hostel, the students shall come under the direct supervision of the Hostel Administration for the purpose of residence and its discipline.
- xi. The Hostel Administration has the right to refuse admission to a student whose past conduct in the hostel was not satisfactory.
- xii. A student, who fails to occupy the allotted accommodation within seven days of the allotment or a student who deliberately leave or vacates the hostel seat /absents herself for a month without the knowledge of Warden, shall forfeit her seat.
- xiii. A boarder shall be required to furnish an undertaking to the Hostel Authority containing such conditions as determined by the Hostel Authorities.
- xiv. A boarder shall not be allowed to occupy her room in the hostel until she signs such an undertaking.
- xv. Admission to the hostel shall be subject to a health certificate issued by the authorized Medical Officer.
- xvi. The existing students of the University, seeking fresh admission/readmission to a hostel, shall apply to the concerned warden, who may recommend their applications to the Provost.
- xvii. Hostels once allotted can only be changed with the permission of the Provost, after obtaining no objection certificate from wardens concerned.

- xviii. Once a room is allotted, shifting of room is not allowed. However, rooms in a hostel can be changed with the permission of the hostel warden with the following conditions:
 - i. Room can be shifted by the Hostel Administration in case of disciplinary proceedings, within block after recommendations of Hostel Discipline Committee.
 - ii. Room may be shifted within block after recommendations of Hostel Discipline Committee on receipt of application.
 - iii. Change of room from one block to another or from one hostel to another shall be allowed at a fee of Rs. 10,000/- after recommendation of Hostel Discipline Committee on receipt of application.
- xix. Residents may be permitted to leave the hostels after obtaining clearance certificate from the respective Resident Warden/Assistant Warden.
- xx. In case of improvement (full semester) after completion of session, seats shall be allotted only on the availability of space. Full hostel admission fee shall be paid.
- xxi. The students failed or struck off, if seeking fresh admission in the Hostel shall pay full fee and other dues at the prescribed rates.
- xxii. In case of semester freeze, student shall renew their admission through renewal fee after rejoining.
- xxiii. In case of extra years of sessions, after completion of four years of BS or two years of Masters, student shall renew their admission by submitting renewal fee after rejoining.
- xxiv. In case of extension up to three months/six months, after completion of a session, student shall pay half fee. For more than six months, full fee shall be paid.
- xxv. After completion of academic / research program, extension to stay in hostel shall be granted in special/hardship cases only.
- xxvi. The hostel admission cancellation is grant.

5. Research and Project Students of BS/MA/M.Sc./M.Phil./Ph.D.

- i. Must be full time student throughout the stay in hostel.
- ii. If employed, must produce study leave certificate, and N.O.C from parent organization.
- iii. The allowed Tenure for MA/M.Sc. students in hostel is two year from the session in the department.
- iv. The allowed Tenure for M.Phil./MS students in hostel is two years (one year course work + one year research) from the session in the department.
- v. The allowed Tenure for Ph.D. students in hostel is three years (one year course work + two years research) from the session in the department.
- vi. Extension for hostel accommodation for students doing research shall be given only on the availability of seats.

6. Discipline

- i. Each hostel shall have a team of Monitors, appointed by the Provost, on the recommendation of the Wardens. Each Monitor will be incharge of a wing in the hostel,

- who shall assist the Hostel Administration in the maintenance of discipline and ensuring cleanliness in their wings. The monitors will be senior students proven impartial and possess a good personality.
- ii. Boarders shall abide by the Hostel Rules. Violation of any regulation or order issued by the Hostel Authority shall render a resident liable to disciplinary action including expulsion from the hostel.
 - iii. The Warden shall deal with and process all cases of indiscipline or breach of rules and orders relating to the hostel affairs.
 - iv. The Warden may impose a fine up to Rs. 1000/- subject to the approval of the Deputy Provost/Assistant Provost. Further, the Hostel Authority can impose a fine up to Rs. 2000/- . However, fine exceeding Rs. 2000/- and expulsion from the hostel will require the approval of the Disciplinary Committee.
 - v. Hostel fines shall be recorded in the Provost Office and realized through the Hostel Officers. The amount of fines shall be credited to the Hostel account in account of fine head to be maintained by the Provost Office.
 - vi. Boarders shall keep their rooms neat and clean. The Wardens will inspect the rooms periodically. Weekly inspection of the residents' rooms will be carried out by the Assistant Warden, fortnightly by the Warden, and surprise check up by the Provost. On the basis of these inspections, certificates shall be awarded every year to students whose rooms remain most clean and tidy throughout the year.
 - vii. Boarders shall not be allowed to keep any type of drugs, explosives, weapons and intoxicants. Similarly guests/visitors with any type of arms shall not be allowed to visit the hostel.
 - viii. Possession of TV, VCR/VCD, Air Conditioner, Air Cooler, Refrigerator, Decks, heater/gas cylinders, Valuable, cash money in the hostel is not permissible. Breach of any regulation shall be liable to strict disciplinary action/fine.
 - ix. Boarders shall not use electric heaters or related appliances in their room. In case of breach of regulation, she will be liable to heavy fine.
 - x. Boarder leaving the hostel on temporary basis is not allowed, however, in case of emergency, permission may be granted on written request on the prescribed form intimating the number of days she is likely to be away.
 - xi. During study hours every boarder is required to study in perfect silence and avoid making noise.
 - xii. No outsider is allowed to stay in the University Hostels as guest without proper permission from the Warden. A woman guest can only stay for one night on payment of Rs. 500/-, permitted by the Warden in special circumstances.
 - xiii. No boarder shall be allowed to place any notice, poster or other material in writing anywhere in the hostel.
 - xiv. No Society or club can be formed in the hostel without the permission of the Hostel Authorities. No boarder shall be allowed to take part or indulge in any sort of political activities, meetings, invitations to political figures, and other related functions in the hostel or in the hostel premises.

- xv. Boarders damaging/ destroying, or removing any Hostel property shall be required to make good for the loss and shall also be liable to disciplinary action.
- xvi. The hostel employees appointed by the University are answerable to the Warden. Any complaint against them shall be made to the Hostel Administration or to a Monitor of that wing. A boarder shall not deal directly in such cases with the staff.
- xvii. It is not obligatory for the employees to attend to or work for the boarders other than that assigned to them by the Warden for their service and comfort.
- xviii. The warden or any other University Authority is not responsible for the loss of any cash and other valuables of residents in the hostel unless these are handed over to them for safe custody.
- xix. Keys of the rooms allotted to the residents, shall remain in the custody of those residents and shall not be handed over to anyone without the permission of the Warden.
- xx. The hostel administration is authorized to seal any room in case of violation of rules and rules without any notice. The administration will bear no responsibility in case of any loss or damage while dumping luggage in the store.
- xxi. If the university authority found any boarder involved in cybercrimes, the university authority has the right to render the said boarder to the relevant agency. Cybercrimes include the miss-use of internet such as other personal video/picture, uploading/hacking other personal data/account, immoral/unethical SMS/MMS.
- xxii. No boarder should sublet hostel room to an unauthorized person/student otherwise her seat will be cancelled without any refund.
- xxiii. Ex-Students leaving hostel temporarily shall apply to the Resident Warden in writing, intimating the number of days they are likely to be away.
- xxiv. Students' Meetings and other functions in the hostel can only be held with the prior written permission of the Warden/University authority.
- xxv. Hostel furniture and dining room utensils shall not be removed by the boarders from their designated places, otherwise, boarders shall be liable to fine.
- xxvi. Night attendance of the boarders will be taken daily during the study hours by the Resident Warden. Children shall not be allowed to reside with any boarder in the premises of hostel.
- xxvii. All cases of indiscipline in the Hostels will be dealt by the Disciplinary Committee of the University.

a. Hostel Discipline Committee

- i. There shall be a Hostel Discipline Committee comprising of Resident Warden, Assistant Provost/Assistant Warden and Hostel Wing Student Proctor to deal with the hostel discipline matters.
- ii. Provost shall be the authority to take final decision as per the recommendations of Hostel Discipline Committee.

b. Functions of the Hostel Discipline Committee

Functions of the Hostel Discipline Committee shall be:

- i. Dealing of the Hostel Students affairs, hostel discipline.

- ii. To impose minor penalties to the tune of Rs 500/- to Rs. 1000/- for violation of hostel rules.
- iii. In case of major breach of discipline, Provost shall forward the case from Hostel Discipline Committee to University Discipline Committee for further necessary action.

7. Hostel Dues

The boarder shall pay the hostel dues at the rate as per University rules issued from time to time.

8. Fee Refund

- i. 85% fee shall be refundable within 07 days after the last date of submission of hostel fee.
- ii. 50% fee shall be refundable within 15 days after the last date of submission of hostel fee.
- iii. No fee refund shall be allowed after 15 days after the last date of submission of hostel fee.

9. Security Deposit

- i. Students may be allowed to claim their security deposit after completing their respective program or on cancellation of registration within a period of one year.
- ii. In case of any outstanding dues, the security deposit shall be adjusted against such outstanding dues.
- iii. In case of any damage to university property by the boarder, the security deposit shall be forfeited.
- iv. In case of any liability on the part of the boarder more than the security deposit, the boarder shall be liable to pay the extra charges over and above the security deposit.

10. Fine to be Imposed on submission of Late Fee

Fine on fee submission after 10 days of due date shall be Rs. 50/- per day. Concession may be granted by Provost.

- i. Late Admission fee as excess amount shall be Rs. 5000/- for the rest of the year after due date. No Concession shall be granted
- ii. Fine on Renewal fee submission after 10 days of due date shall be Rs. 50/- per day. Concession may be granted by Provost.

11. Hostel Mess And Utility Charges

- i. Mess and utility charges shall be payable in advance at the start of every month as per estimated cost.
- ii. 50% charges will be refundable if hostel registration is cancelled during first 15 days of the month.
- iii. If student joins the hostel in the last 15 days of the month, she shall pay half of the mess charges.
- iv. If a student joins the hostel after 25th of the month, she is liable to pay mess and utilities on per day basis.

12. Fee Concession

No fee concession or payment of fee in installment shall be allowed to student.

13. Mess System

- i. Hostel Mess shall be mandatory for all the boarders. Each boarder shall automatically become member of the Hostel Mess and shall pay for all the meals served in the hostel Dining Hall.
- ii. The Mess System in the hostels of the University aims at obtaining greater participation of the students in their own affairs and also to prepare them to share administrative responsibility. This system, therefore, ensures a better management of the hostel system with the support of students under the supervision of Hostel Administration.
- iii. Each hostel shall have a Mess Committee consisting of the Warden as Chairperson, the Assistant Warden as Treasurer, and four to seven representatives of the boarders recommended by the Warden and appointed by Provost for each semester. The Mess Committee shall elect from amongst its members a student as its Secretary, who shall be responsible for managing the mess under the direction of the Warden and the Mess Committee. The Mess Committee will prepare a weekly menu and will prescribe quantities of food material required and suggest the source and the manner of its purchase.
- iv. Hostel dues including admission/renewal fee shall be collected by the Provost (hostel authority) on proper Bank Receipt and shall be deposited in the University Bank account as "Hostel dues". The renewal form shall be duly signed by the Resident Warden and forwarded to Provost Office.
- v. Separate Bank Account shall be maintained and titled as "Hostel's Mess and Contingencies". Dues on account of mess charges and contingencies shall be deposited in the same bank account. The bank account shall be operated jointly by the Provost and the Vice Chancellor. Expenditure out of this account shall be made by the provost after getting approval of the Vice Chancellor. The hostel mess system records and accounts will be maintained (under the supervision of Resident Warden) by the hostel clerk/Office assistant, they will be responsible to;
 - a. maintain a list of the members of the mess
 - b. work out monthly expenditures incurred per person, enter it into proper register and notify it on the notice board clearly giving the deadline for payment.
- vi. The Hostel staff shall maintain an up-to date record of all the receipts and expenditure. The Warden will check the record regularly.
- vii. The receipt books will be in the custody of the Warden.
- viii. The Mess Committee will be fully responsible for the management of the hostel food arrangements. The boarder shall clear their dues by the 10th of every month, failing which a fine of Rs.50/- (fifty) will be levied per day. If a boarder fails to clear the dues by the 15th of the month, her serving of food shall be stopped and she shall also render herself to expulsion from the hostel.
- ix. Meals shall be (taken) served in the dining hall during the fixed timings for each meal. No meal shall be served in the room of a boarder unless she is suffering from serious illness

and has been recommended by the hostel administration or Medical Officer to take her meal in the room.

- x. Boarders are required to enter the Dining Hall in proper dress. Late or early meals shall be served with the prior approval of the Warden. This may be allowed only if the boarder has to attend lectures/practical within the approved meal timings.
- xi. The Resident Warden shall make the bills to the contractor, after thorough scrutiny signed by the Resident Warden, and submitted to Auditor for Audit. The Provost office releases the payment/cheque after the audit. The Resident warden and clerk/office assistant shall maintain the hostel mess account. Monthly report of mess fee will be submitted to the Provost office. Collection of food charges from the students and depositing it in the respective bank account shall be the responsibility of the Resident Warden along with official staff.
- xii. **Running of Mess through Contractor**
In case, the university management deems it fit to run the mess through contractor, the contract shall be awarded through competitive bidding as per provision of financial rules of the university and KPPRA.

14. Common Room

- i. Each hostel shall have a cultural committee comprising of three members: a Secretary and a Joint Secretary selected from amongst the boarders annually at the beginning of each session. They shall manage the common room and organize extracurricular activities under the guidance and supervision of the warden. The common room funds shall be utilized for such activities.
- ii. To establish close contact between the teachers and the students, faculty members will be requested to dine with the students in the hostel every month.

15. Servants

Private servants are not allowed in the hostel. The hostel servants appointed by the University are answerable to the Warden of the Hostel. Any complaint against the servants by a resident should be communicated to the Warden. It is not obligatory for the servants to attend to work other than that assigned by the Warden for the service and comfort of the students.

16. Closure of the Hostels

The hostels will remain closed during the summer vacation or whenever deemed necessary by the Authorities and all residents will have to vacate the hostels immediately. Any foreign or M.Phil./ Ph.D. students will have to pay their hostel dues in advance for the period of their stay. The boarders shall reach their hostels from the University after their studies.

17. Hostel Study Hours

The following study hours should be observed and all kind of disturbances should be avoided:

Winter	8:00 p.m. – 10:00 p.m.
Summer	9:00 p.m. – 11:00 p.m.

18. Hostel Gates Timings

- i. The following General timings will be observed for opening and closing of the Hostel Gates:

Spring Semester		Fall Semester	
Opening Time	07:30 A.M.	Opening Time	07:30 A.M.
Closing Time	05:00 P.M.	Closing Time	06:00 P.M.

- ii. Boarders shall not be allowed to enter in university main gate after 6.00 pm in summer and 5.00 pm in winter. Boarders in the Academic Blocks are required to reach the Hostels at 3.00 pm.
- iii. Late comers shall be dealt through the Hostel Discipline Committee.

19. Visitors

- i. Boarders will not be allowed to invite guests for casual meals or for overnight stay.
- ii. No female outsiders shall be allowed to stay in the Hostels without permission of the Warden. A woman guest, with the prior approval of the warden, may stay for one night on payment of Rs.500/-(exclusive of mess charges) in emergencies. All other ex-University students who come to stay in the hostel during the examination session shall be charged Rs. 300/- per day, in advance. Concession in these charges are applicable with the approval of the provost.
- iii. Student shall leave for home/hospital only with the mentioned/prescribed visitors.

20. Grant of Leave

Leave may be granted by the Warden subject to application submitted to her on prescribed form.

21. Visitors and Permission for going out

- i. Every boarder must, at the time of admission to the hostel, submit a list of visitors with passport signed by her Parent or Guardian along with three photocopies of their National Identity Cards.
- ii. Only Parents or guardians will be allowed to visit their hostels and to call them on phone. (in emergency cases only).
- iii. Only Parents or Guardians will take an under-graduate boarder for a night stay on weekends only.
- iv. Student's telephones will remain under observation by the Warden.
- v. No boarder shall accompany any tour group except her own department group for which the HoD concerned shall write to the Provost, otherwise no permission shall be granted to the boarder to leave hostel. Apart from this prior permission of the parents/guardian is mandatory. Her safe return to the hostel shall be the responsibility of the said department.

22. Visiting Days and Hours for Parents and Guardians Only

- i. Authorized visitors will be allowed to visit their ward during the following timings. Boarders must inform the authorized visitors to observe the timings.
Saturday & Sunday only:
Winter: 8:00 a.m. – 04:00/5.00 p.m.
Summer: 8:00 a.m. – 05:00/7.00 p.m.
- ii. Permission to see visitors must be obtained from the Warden. Boarders must inform their visitors about the visiting days and timing. Visitors can see the Boarders only in the visiting rooms. Visitors from outstations can visit the Boarders (only under special circumstances or emergencies) on non-visiting days with the permission of Hostel Authorities.
- iii. Boarders are not allowed to go by themselves for shopping/easy paisa etc. Only parents/guardians can take them for shopping. If the rule is violated they will be reported to higher authorities by the warden, and matter will be dealt strictly by the university disciplinary committee.
- iv. The functions organized by the institutions could be attended by the boarders after permission is granted by the Hostel Authorities on the recommendation obtained one day in advance and the permission slip will be maintained in a file and students who are attending the function will record their timings of departure and arrival in a register.
- v. The functions/trips outside of university, organized by the institutions could be attended by the residents after the following procedure;
 - a. Permission granted by the HoDs and parents provided to the Hostel Authorities one day in advance.
 - b. While going out boarder must sign the register and record the time of departure, place of visit and time of return. She must also sign the register on her return.
- vi. Weekly checkup of the residents' rooms will be done by the Warden. Residents could be fined for untidiness of rooms.

23. Medical Facilities & Requirements

- i. The Warden will take sick boarders for proper medical checkup after informing parents telephonically. Parents after receiving the said information must reach the hospital immediately. In case of emergency, hostel administration shall be responsible to take student to hospital. In case of chronic diseases, only parents are responsible to take their offspring to doctor. A boarder, who is ill with a contagious disease shall be sent back to home.
- ii. Boarder shall provide fresh medical fitness certificate after re-joining the hostel. For this purpose, each boarder shall pay a sum of Rs. 1000 at time of her admission into the hostel as ambulance charges.
- iii. Boarders who are expecting shall provide affidavit with medical reports. They shall neither be treated as special case nor shall administration be responsible for their condition.
- iv. Disable students shall provide the disability affidavit to avoid any mishap. Hostel Administration shall not be held responsible in case of any mishap.

24. University Hostel Account

- i. The University Private Account may be read “University Hostel Account”.
- ii. Hostel Establishment Fund to be paid Rs.100/- in Hostel Account.
- iii. The double signatory procedure may involve signature of the Vice Chancellor and the Provost.
- iv. The vouchers may be proceeded to Audit Officer of the University.
- v. Admission and renewal form fee of Rs. 100/- shall be deposited in Hostel Account.
- vi. An imprest money of Rs. 25,000/- shall be granted to the Provost for day to day expenditures for repair and maintenance of the hostel. The provost shall incur the required expenditure out of this imprest account and submit the expenditure statement to the Treasurer who shall recoup the amount after due scrutiny.
- vii. Hostel contingency other than food chargers shall be utilized for the purchase of crockery, furniture, items for the common room, and other routine expenditure of the hostel. Expenditure against contingency funds shall be incurred with the prior sanction of Vice-Chancellor.
- viii. All purchase up to Rs. 50,000/- shall be made by Provost with double signatory, approval of Vice Chancellor.
- ix. All purchase of exceeding Rs. 50,000/- shall be made through the Central purchase committee with the approval of Vice Chancellor.
- x. All purchase of exceeding Rs. 100,000/- shall be made through the Central purchase committee with the approval of Vice Chancellor by tender.
- xi. The Resident Warden shall submit the annual statement of accounts to the Provost in the first week of July.
- xii. The hostel accounts shall be checked/ inspected at random by the Provost or his nominee quarterly.
- xiii. Each hostel shall maintain a stock register in which all purchased items shall be entered. The Resident Warden and Provost/Assistant Provost or her nominee shall do physical verification of all hostel property annually.

25. Hostel Officials

I. Provost

- i. The University Hostels located on the Campus of the University shall be under the control of the Provost.
- ii. The Provost shall convene meetings of the Wardens and Assistant Wardens from time to time to discuss matters concerning the affairs of the hostels and to make suitable recommendation for (implementation etc.) smooth functioning of the hostels.
- iii. The Provost shall also convene a meeting of the Wardens and Assistant Wardens if a request is made by a Warden to discuss some urgent and pressing issue.
- iv. The Provost shall keep informed the Vice Chancellor in respect of all matters of importance relating to the affairs of hostels and resident-students activities. She shall obtain the approval of the Vice Chancellor for any action, which she proposes regarding the management of hostels.

- v. The Vice-Chancellor shall be the sanctioning authority for all kinds of expenditures subject to the Financial Rules of the Shaheed Benazir Women University Peshawar.

II. Warden

- i. Each hostel shall be under the administrative control of a Warden who shall be appointed by the Vice Chancellor on the recommendation of the Provost.
- ii. A Provost shall be assisted by a Warden and an Assistant Warden. The Senior Warden shall forward to the Hostel Authorities all issues, which need immediate attention concerning the functioning of a hostel.
- iii. The Warden shall consult the **Resident** Warden in all matters of significance concerning a hostel. She will also intimate to the Provost all such information, which may have significant bearing on the hostel administration. Grant of honorarium to Warden shall be fixed by the University Authorities.
- iv. A Warden shall be the overall incharge of a hostel. She will administer and manage a hostel in accordance with these rules and in consultation with the Resident Warden or Hostel Authorities. All matters requiring approval, attention or advice of the Provost or the University Authorities relating to discipline or change of conditions in the hostel or to a need or deficiency or to appointment, promotion, dismissal and punishment of the employees of the hostel shall be initiated by the Warden and shall be routed through the Assistant and Deputy Provost to the Provost.
- v. The Warden shall also consult the Hostel Authorities while proposing a fine exceeding Rs. 500/- on a resident for breach of regulation or discipline.
- vi. The Warden shall be provided with rent-free accommodation in the hostel and shall be entitled to an honorarium to be fixed by the University Authorities.
- vii. As the incharge of the hostel, she will use her discretion and judgment in all cases requiring urgent attention. She will be responsible for maintaining discipline in the hostel.
- viii. The Resident Warden will issue Clearance Certificates to the resident students.
- ix. The Warden shall send a daily situation report or DSR to the Provost's office.

III. Assistant Warden

- i. The Assistant Warden will assist the Warden in the discharge of her duties and shall do such work as may be assigned to her by the Warden / Senior Warden or the Hostel Authorities.
- ii. The Assistant Warden shall follow the instructions of the Warden in matters relating to the hostel discipline and its functioning.
- iii. The Assistant Warden shall also be entitled to rent free accommodation in the hostel and an honorarium to be fixed by the University Authorities.
 - a. In absence/non-availability of the Resident Warden, Assistant Warden/Resident Staff shall be responsible for all the matters related to Hostel.
 - b. In absence/non-availability of the Assistant Warden, Provost shall designate any of the Ministerial/Resident staff of hostel to perform all duties of Resident Warden/Assistant Warden.

IV. Hostel Employees

- i. All the Hostel employees will be dressed neatly and cleanly. They will wear specified color uniforms which will be given by the University on annual basis. Each hostel is to be provided with a Clerk, a Head Bearer, Bearers (all at the ratio of one for every twenty students). Assistant, Gardeners, Water-Carriers and Sweepers.
- ii. The Clerk will be fully responsible for looking after the office and will assist the Warden in maintaining an up-to-date record of the Hostel Establishment, Stock Register, Food Register, General correspondence and Notifications etc.
- iii. The Head Bearer will be fully responsible for efficient working of the staff under her and the safety of the hostel property. She will keep in her own charge the hostel crockery, utensils, electric equipment's and other items and will report the loss, if any to the Warden.
- iv. The cook will be personally responsible for general cleanliness in the kitchen and the provision of hygienically cooked food. She will not allow either outsiders or the students, except members of Mess Committee, to visit the kitchen. She will alone be held responsible for the receipt of deficient or defective cooking substance.

26. Saving and Repeal

All actions taken under the existing rules shall stand intact. These rules shall repeal all previous Rules/Regulations or instructions issued by the University.