**SOP**

**UMT Student Housing (USH)**

**Introduction**

University of Management and Technology (UMT) strives to provide a“homelikeenvironment” for our boarders with all necessary amenities. We also endeavor to provide a congenial atmosphere for their academic grooming, interaction with colleagues and extracurricular activities. Therefore, we take pride in proclaiming that we are maintaining very good separate residentiallodges for male and femalestudents by exercising efficient supervisionand undertaking timely remedial measuresfor all complaints. The Hostel administration offers its best possible services to facilitate the students during their stay in the hostels

**Admission to USH**

1. University of Management and technology (UMT) has established separate housing facilities for male and female students.
2. Accommodation facility will be provided to only bonafide students domiciled in place other than Lahore city. Day scholars need not apply except under special circumstances.
3. Boarders seeking admission inUSH should apply on the prescribed forms along with two passport size photographs which can be obtained from the Admission office/USH.
4. Room space once allotted will not be changed without the formal approval of the Deputy Head.
5. If a boarder who is allotted hostel accommodation is not personally residing in the allotted room and is found by the administration to be misusing the room i.e. keeping unlawful or illegal occupants, his/ her allotment will be cancelled and the case will be referred to the Disciplinary Committee for further action.
6. University authorities are not obliged to provide Student Housing accommodation to every student. The Student Housing management reserves the rightsto refuse or grant this facility.
7. Boarders shall be required to pay their dues in advance i.e. prior to joining/ commencement of their semester. In case of arrears they will become ineligible to stay and the allotment shall stand cancelled after six months.
8. All participants are required to get a clearance certificate from the Head USH after clearance of dues before the award of degree.

**USH Fee & Subscription**

USH fees and subscription are payable by the boarders

1. Admission fee l - Rs. 10,000/- At the time of admission
2. Security (Refundable) - Rs. 5,000/- At the time of admission
3. USH fee (room rent)

Double/ Sharing - Rs. 65,000/- per six months

Single/Independent Rs. 1, 25,000/1,50,000- per six months

1. Generator charges - Rs. 5000/- per six months
2. Mess charges - Rs. 6000/- per month

**Note**: students will be allowed to use their personal electrical appliances at additional charges to be paid with the hostel dues.

1. Air Conditioner Actual Consumed Units Basis
2. Desert Cooler Rs. 2000/- per month per room

Those who use these appliances will be charged extra for consumption of electricity. However, it will also be kept in mind while permitting the use of the above, whether electrical wiring of the hostel can take the load or not.

**Fee Rules**

1. USH authority reserves the right to revise the fee / rent at any time. These rates will be applicable to all new and old residents as well.
2. Upon leaving USH accommodation before two months stay, only 50% of semester rent shall be adjusted in next tuition fee / other dues (if any).
3. Upon leaving USH accommodation after staying two months, you shall not be entitled for any refund and full semester rent shall be charged.
4. If you vacate USHroom without informing USH management and without getting proper clearance, no refund shall be made regardless of the period of stay.
5. If a student takes admission during the semester his or her rent will be charged from the joining date.
6. Fees and subscription once paid shall not be refunded in full or in part.
7. Late payment fine shall be Rs.100/- per day.

**General Rules**

Discipline is top priority and we are committed to ensurea congenial, healthy and peaceful environment to our students. Therefore, all students are expected to adhere to the rules and regulations of the USH at all times.

1. The Head USH is responsible for maintenance of proper discipline in the USH. He/ She is authorized to punish students for any irregularities, neglect of duties or breach of discipline.
2. Appeals against the order of the Head USH shall be made to the Rector.
3. No gathering or meeting of boarders shall be allowed in the USH premises without permission of the Head USH.
4. Boarders shall be under the disciplinary control of the Head USH/Deputy Head USH.
5. If any boarder leaves the USH without settlement of dues, the amount outstanding against him will be recovered from his security deposit.
6. Boarders are not allowed to give any tips or make any other kind of payment to the attendants, sweepers,security guards or any other employee of the USH.
7. No society or club can be formed in the USH without the permission of the Head USH. No magazine, journal or other printed matter shall be placed in the common room without the prior permission of the Head USH. Meetings and other functions in the USH can only be held with prior permission of the Head USH.
8. Each resident shall be provided with a bed mattress, a steel almirah ,a table and a chair and shall be responsible for its loss or breakage.
9. USH furniture and dining room utensils shall not be removed by the residents from their specified places.
10. The USH employees appointed by the University are responsible to the Head USH. Any complaint against them shall be made to Head USH.
11. The Head USH or any other university authority is not responsible for the loss of any valuable of the residents.
12. Boarders must submit duly filled Late Arrival Form-in case of late arrival to the hostel. Such forms may be mailed to your parents/ guardian for information.
13. Do not keep unnecessary cash at the room. You may deposit it in the nearby bank.
14. Safeguard your valuables, or deposit these with the Deputy Head USH/ Head USH for safe custody and obtain a receipt.
15. Keep your things properly stored and locked in the cupboard and take care of the lock and key.
16. All damages shall be repaired at the expense of the boarders responsible for the same.
17. No religious ceremony likely to injure the feelings of the boarders shall be performed in the USH.
18. No boarder shall indulge in any amusements, which cause disturbance to other boarders.
19. Every boarder shall be in his/her room by 11.30 pm for Boys and 10.00 pm for girls. The Deputy Head USH will take a round of the USH after these things to endure strict adherence to the things by the students. Boarders are prohibited from leaving the hostel after these timings. Any boarder, who wishes to stay out after this time, shall take prior permission from the Head USH /deputy Head USH.
20. Application for temporary/permanent withdrawal from the USH should be submitted to the Head USH.
21. Any boarder found guilty of persistent violation of the rules shall be expelled from the hostel by Head USH.
22. No boarder shall stay out for the night or spend the weekend without prior permission of the Deputy Head/Head USH.
23. No student is allowed to have any political affiliation. Any student involved in any political activities is liable to be expelled from the hostel.
24. Silence shall be maintained strictly after 9:30 pm which is the time for studies.
25. Boarders shall not disturb fellow boarders by playing audio/ visual equipment at high volume, or by any other act that may cause disturbance or discomfort.
26. Boarders are advised in their own interest not to keep expensive articles or valuables in their rooms. If they do so it will be at their own risk.
27. Boarder shall park their motor cycle, cars at specified location at their own risk and responsibility. No boarder will be allowed to place any notice, placard or other material in writing anywhere in the USH without prior permission of the Head USH.
28. Boarders are required to take permission for keeping their motor bikes and cars in the USH premises.
29. The following are strictly forbidden:-
    * + 1. Playing cards, gambling and drinking.
        2. Use of tape recorder, CD players at high volume.
        3. Misbehaving with any employee of the USH.
        4. Keeping pets or dogs in the hostel.
        5. Smoking in public areas.
        6. Change of room furniture without the permission of the Deputy Head USH.
        7. Leaving the room unlocked.

**Visitors/Guests/Alumni Policy**

1. Right of admission to the USH premises are reserved.
2. A **visitor** is restricted at the gate and must observe specified visitor timing from 11.00 A.M to 05.00 P.M
3. Under no circumstances is a visitor allowed to visit or stay in the student’s accommodation.
4. No **guest** shall be entertained for night stay in USH without prior permission of the Head USH.
5. Only blood relationslike father, brother or Designated for males and mother, sister or designated guardian for females may be considered as a guest who can stay but not more than three nights. The designated guardian must be nominated at the time of admission.
6. If any guest wants to stay for more than threedays, they must obtain formal approval from the Rector’sOffice.
7. Guests once allowed will be charged Rs 500/- per night/person to the concerned boarder.
8. **Alumni** can stay three days free of cost at the time of convocation and for settlement of UMT academic issue. Successive days of stay will be charged Rs 500/- per night.
9. No female visitors are allowed to enter in the male hostel or male visitors in the female hostel under any circumstances. Only those male or female visitors can be entertained in the reception areas whose names are given in the visitors list which has been submitted to the USH office duly signed by the parents or guardian of the boarder.
10. No visitor/guest is allowed to enter UMT Student Housing (USH) without handing over his/her original N.I.C. at UMT Student Housing (USH) gate.
11. Prior permission of the Head USH/Deputy Head USH is required for meeting with father, brother, or guardian in case of male students, and mother, sister, or guardian in the case of female students. You are required to provide the names, photographs and copies of ID cards of the guardians in advance. Parents, real brothers and sisters of female residents are only allowed to meet them after showing their identity card.
12. A proper record of all guests will be maintained by the security guard under intimation of Deputy Head USH, who will charge guest charges to concerned boarders and submit the record to OTR on monthly basis accordingly.
13. Students who left hostel before completion of degree will not be allowed to enter UHS even as guest.
14. Cars of visitors/guests are not allowed inside the hostel premises.

**Special Rules for female Boarders.**

1. Parents or guardian are required to send a signed list, photos and I.D cards of relatives who may visit their daughter (s).
2. Students may receive authorized a visitors daily from 11:00 am to 5:00 pm. At other times visitor may be received only with the permission of the Deputy Head. Visitors will be seated in the reception room and will not be taken to the living rooms.
3. All applications for leave, etc. must be submitted to the Deputy Head. 24 hours before the date of leave.
4. Female students are not permitted to go outside the Campus premises for shopping or visiting their relatives without prior permission of Head USH.
5. Except for names mentioned in the names of the visitors in students’ personal files, girls cannot meet anyone or go with them until the written permission of their parents is given.
6. Friends of hostel girls, who are day scholars, are not allowed to visit them in the hostel premises without prior permission of Head USH.
7. Female students will enter their names in entry register of hostel while going out of the USH.

**Mess Rules**

1. Mess will be run by a vendor under the supervision of the Head USH. Facilities for breakfast, lunch, dinner and juices will be available for all boarders.
2. Members may elect their own Mess Committee for preparation of menu and improvement in cooking standards. The cost of meal preparation will depend upon the taste, like and dislike of the students themselves.
3. Boarders are required to pay monthly in cash for their eatables/ lunch/ dinner.
4. Meals will only be served in the dining room and are not allowed to be taken in the student rooms.
5. Members inviting guests should intimate their intention to the Deputy Head USH/ Café at least 12 hours before the meals are served to them.
6. All rules and times of the mess will be put on hostel notice boards regularly.

**Medical Issues**

1. All cases of illness will be immediately reported to Deputy Head USH who shall make necessary arrangements for medical help / shifting to hospital in case of emergency.
2. UMT transport shall be used in case of emergency shifting to hospital.

**Conclusion**

These are general guidelines to facilitate the students and ensure their comfortable stay in the hostels. Students are required to follow the above rules while staying in the hostel. Parents / Guardians are requested to go through these instructions and advise their son / daughter to strictly follow the hostel rules and regulations. These rules may be amended from time to time as necessary. Students will be apprised of these changes.