

POLICY FOR HOSTELS

Introduction

1. Hostel is basically a house away from the home of a person so a quality hostel should suffice the purpose. Consequently, the students' satisfaction should be assured by provision of peaceful environment and timely availability of all authorized amenities through their participation in hostel management. The boarders become experts at managing their time, money and resources. These students mature quickly and tend to be very independent and successful in college and life. They usually perform better academically. The students live with people from a variety of cultures in hostel therefore, they learn to appreciate and respect the differences among the co- inhabitants.

2. Wah Medical College (WMC) has established Jinnah Hostel and Fatima hostel for the International and outstation National male/female students respectively within its premises. Jinnah hostel has a capacity to accommodate 144 students; Whereas Fatima hostel can accommodate 234 students.

3. **Objectives.** The objectives of the policy are to:-

- a. Provide affordable and secure accommodation to the students.
- b. Present comfortable and congenial environment for staying in harmony and co-operation, that promotes good learning.
- c. Inculcate discipline, ethics and moral values in the boarders.
- d. Offer the best food to the boarders in a clean and comfortable environment.

4. **Implementation of the Policy.** The Principal will constitute a committee to implement this policy according to the procedures and guidelines laid down in Part-1

5. **Composition of committee**

a. **President.** Director Administration

b. **Members**

- Director Students Affairs
- Senior Manager Admin
- Chief Warden Jinnah/ Fatima Hostel.
- Resident Warden Jinnah / Fatima hostel.
- Supervisor Jinnah hostel/Fatima hostel
- Hostel representative from each class

6. **Job Description / Responsibilities of Committee**

a. **Director Administration:** Will be responsible to:

- (1) Conduct the overall management of the hostels including timely availability of all authorized amenities.
- (2) Provide logistics for the hostels and boarders.

b. **Chief Warden / Deputy Chief Warden.** Will be responsible to:

- (1) Assure the smooth running of the hostels.
- (2) Allot rooms to the boarders.
- (3) Facilitate the students for solving their personal problems.
- (4) Resolve any grievance confronting the student or resident warden.

c. **Director Student Affairs.** Will be responsible to oversee the mess facilities and excursion/shopping trips of the boarders.

d. **Senior Manager Admin.** Will be responsible to:

- (1) Carryout all the instructions of Director Administration related to the hostels.
- (2) Arrange transport and security.

e. **Resident Warden / Assistant Warden / Supervisor.** Will be responsible to:

- (1) Prepare duty roster and supervise the work of the ancillary staff to ensure the cleanliness of the hostels and optimal mess facilities.
- (2) Take attendance and issue out pass to the students.

- f. **Hostel Representative Mess Committee.** Will be responsible to Assist the hostel management in deciding the menu and improving the food quality.

PART-1

7. Procedures and Guidelines:

- a. **SOP for Allotment of Hostel Accommodation.** Chief Warden of The Hostels will make the allotment of accommodation purely on merit basis prepared by the student Affairs Department.

(1) **First year MBBS students**

- (a) List of vacant rooms will be prepared by the Assistant Warden well before induction of new First year MBBS students.
- (b) The final allotment will be done according to the merit.

(2) **Final year MBBS students:**

- (a) Allotment will be made after the vacation of rooms by the old final year. However temporary allotment may be done if required subject to the final allotment.
- (b) The cubical rooms will be allotted to final year students according to their merit at tri-seater room rates.

(3) **1st, 2nd ,3rd and 4th year students:**

- (a) 4th year students will be allotted cubical rooms according to merit on bi-seater charges. Tri-seater rooms will also be allotted on seniority and merit.
- (b) Students Affairs Department will determine merit by calculating mean of individual academic percentage of three students (grouped by the students on their own choice).
- (c) In case of any dispute, decision of the Principal will be final.

b. Attendance

- (1) Boarders of Jinnah hostel will mark their attendance daily in the register from 9.30 to 10 pm in winter and 10.30-11.00 pm in summers.
- (2) Attendance of girls in Fatima hostel will be taken in their rooms by the resident warden daily at 9:30pm.

c. Messing

- (1) Mess-charges will be paid on annual basis within due date. The mess committee will decide the menu.
- (2) Three meals and evening tea will be served during timings specified by the administration in the mess hall.
- (3) No boarder except the sick will be allowed to take mess crockery or meal in the rooms.

d. In / Out Timings

- (1) Students will not be allowed to stay out of Jinnah hostel after 10:00 pm during winter and 11:00 pm during summer season.
- (2) Fatima hostel's students will not be allowed to stay out after 9:00pm, consequently, the main gates will be kept locked from 9:00 PM to 7:00 AM
- (3) Only the students performing maternity duty will be allowed after 9.00 PM.
- (4) Students will be allowed to leave hostel only with written (out Pass) permission by the Warden.
- (5) All boarders will display their college cards, to be checked by the security guards while leaving or entering the hostel.

- e. Guest.** 5 x rooms will be earmarked for the Basic/Clinical sciences faculty in the girl's hostel.

f. Visitors

- (1) The boarders will be allowed to see only the visitors specified in the list provided by the parents/ guardian.
- (2) Visitors will only be allowed during specified timing
 - Week days 3 pm-7 pm.
 - Saturday-Sunday: 9 am -7 pm

7. Conduct:

- 7.1 The boarders' general behavior, dress and conversation in the hostels will have to be decent.
- 7.2 Any kind of misconduct will be dealt sternly.

8. Discipline: Following will be considered unlawful activities:

8.1 Ragging:

- a) Ragging in any form whatsoever will be strictly **BANNED** in hostel/ college premises. It is a cognizable offence and violation will invite action as per disciplinary policy of WMC, in addition to expulsion from the hostel / college.
- b) Being a silent spectator and not reporting/stopping others indulging in ragging will also be considered as an offence and will invite similar disciplinary action.
- c) Accepting/undergoing ragging and not reporting this is also an offence. Students shall report any such incident immediately to any member of the Harassment or Discipline Committee / Warden / Chief Warden at any time of the day / night.
- d) When individual committing or abetting ragging is not identified, the College Administration will award collective punishment to group suspected to be involved.
- e) Acts which will constitute ragging include:
 - i. A conduct by any senior student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness.
 - ii. Indulging in rowdy or undisciplined activities by any senior student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student.

Other unlawful activities: Refer to policy on Students' Discipline

Ratified by: Board of Studies WMC