



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
Ph: 042-37181821-22 Email: info@lgu.edu.pk

SOP's



LGU Girls Hostel (Fatima Jinnah Campus)



Notification No. 112

Dated: 26 Jan 2016

SOP LGU FATIMA JINNAH GIRLS HOSTEL

This SOP is instituted for smooth functioning of Lahore Garrison University Fatima Jinnah Girls Hostel:

1. INTRODUCTION:

LGU has established Fatima Jinnah Girls Hostel (Current Location -Askari 10, Airport Road Lahore) to provide secure and affordable residential facilities to female students who do not have accommodation in Lahore.

2. ADMISSION PROCEDURE:-

The following procedure will be strictly followed regarding the admission for female students in LGU Fatima Jinnah Girls Hostel:

- i. Each student will be accommodated for a tenure till completion of study in LGU.
- ii. No Students other than LGU student will be accommodated in this hostel.
- iii. Every female student desirous of admission in the hostel shall apply in writing on the prescribed form. Admission form placed at Flag -A.
- iv. A written consent from the parents/husband/guardian shall be required for admission of female students in these hostels.
- v. List with names and CNIC number of relatives (father, husband, brother and son) to whom applicant want meetings in the hostel premises will be provided at the time of admission.
- vi. Students should apply one month before the last working day of previous semester for hostel accommodation.
- vii. Admission is admissible on first come first serve basis.
- viii. Student's guests would not be allowed night stay in the hostel.

3. ISSUE RELATED TO PARENTS/RELATIVES/VISITORS:

- i. Parents/Guardian will give an undertaking to cooperate with the hostel authorities and should be available on call as and when required and disclose all contact details.
- ii. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

4. ACTS OF VIOLATION AND HANDLING AUTHORITIES: -

Disciplinary action as per LGU Code of Conduct shall be taken against students violating hostel rules and regulation. Template is placed at Flag - B.

5. SUGGESTIONS: -

Suggestions by occupants of LGU hostel are welcomed as it would assist in improving and providing better facilities. Template is placed at Flag - C.



6. UNDERTAKINGS: -

Undertaking must be duly signed by female students living in hostel as well as their parents so that they abide by the rules and regulations of Fatima Jinnah girl's hostel. Template is placed at Flag - D.

7. GENERAL RULES AND REGULATIONS OF LGU GIRLS HOSTEL: -

A copy of rules and regulations would be provided to female students at the time of admission in the hostel. LGU Fatima Jinnah girls hostel rules and regulations are placed at Flag -E.



List of All Attached Documents

- i. Admission Form..... Flag – A
- ii. Violating Hostel Rules & Regulations..... Flag – B
- iii. Suggestion Form for the Hostel..... Flag _ C
- iv. Undertaking Form by the Parent..... Flag – D
- v. Hostel Rules & Regulations.....Flag _ E
- vi. Undertaking Form by the Student- Attendance register..... Flag _ F
- vii. Undertaking Form by the Student- Night Out..... Flag _ G



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Flag -A

Fatima Jinnah Hostel

LAHORE GARRISON UNIVERSITY
MAIN CAMPUS SECTOR – C PHASE –VI DHA LAHORE
PH:0321-8899335, 0321-8899336
Email:reguistrar @lgu.edu.pk website: www.lgu.edu.pk

GIRLS HOSTEL ADMISSIOM FORM

Serial No:

| | |
|------------|-------------------------------|
| Open Merit | Worker's Quota with Documents |
|------------|-------------------------------|

Paste one photograph here and attach two photographs along with this form (passport size)

Program:

Semester:

1. Name (in block letters):

2. N.I.C Card No.:
(Attach Photocopy)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

3. Father's Name:

4. Domicile: (Attach Photocopy) / District:

5. Student's Mobile No.: Father's Mobile No.:

6. Program: Registration No.: Blood Group:

7. Student E-Mail: Parent/ Guardian E-Mail:

8. Parent Guardian Occupation: Monthly Income:

9. Present Home Address: Tel No:

10. Permanent Home Address: Tel No:

11. Person to be contacted in case of Emergency: Ph. No.: Cell No.:

12. If student from abroad, give nationality: Local Guardian Contact no.:

13. Previous examination Passed: Grade/ Division: Year:

I certify that the above information given by me is correct. I understand that if any part of this information is found false/ incorrect. My allotment will stand cancelled. I also undertake to strictly observe all rules & regulations of the hostel. I shall also comply with the direction and orders issued by the hostel authorities from time to time during the period of my stay in the hostel. I undertake further to pay all dues in time.

Signature of Parents / Guardian

Date:

Signature of Applicant

Date:

(For official use only):

Received Date:Signature:Recommended:

Approved / Not Approved

Possession of the above-mentioned Room number has been given to the candidate:

Asstt. Warden Girls Hostel

Warden Girls Hostel

Note: Incomplete Hostel Admission form will not be accepted.

Documents to be attached

1. Attested Domicile certificate.
2. Father/ Guardian NIC photocopy.
3. Undertaking on stamp paper.
4. Photocopy of fee payment receipt.
5. Photographs and ID Card of Visitors and Local Guardian.
6. Copy of result card of intermediate or bachelors

**Lahore Garrison University
(Girls Hostel)
LIST OF LOCAL GUARDIAN**

Name of Student:

Father's Name:

Class:

Semester:

Roll No.

Room No.

| Sr No | Name | Father's Name | N.I.C.No | Relation with student | Address | Tel. No. |
|--------------|-------------|----------------------|-----------------|------------------------------|----------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Signature of the Student

Signature of the Parent /Guardian

Signature of the Assistant Warden

Signature of the Warden

NOTE: Please attach the photograph and photo copy of ID card of local gaurdian with the form.

**Lahore Garrison University
(Girls Hostel)
LIST OF LOCAL VISITORS**

Name of Student:

Father's Name:

Class:

Semester:

Roll No.

Room No.

| Sr No | Name | Father's Name | N.I.C.No | Relation with student | Address | Tel. No. |
|--------------|-------------|----------------------|-----------------|------------------------------|----------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Signature of the Student

Signature of the Parent /Guardian

Signature of the Assistant Warden

Signature of the Warden

NOTE: Original photograph and photocopy of ID Cards of each Visitor must be attached with the form. Please write the name of visitor on the back of photograph.

AFFIDAVIT

I _____ D/o _____

Resident of _____

Hereby declare that

1. I shall not indulge in politics and violation of any type.
2. I shall abide by all the Hostel's rules and regulations.
3. I shall be responsible for any lose in property / breakages by me.
4. I shall be cooperative with the Hostel's administration.
5. External pressure will be extorted on instructions, administration in any disciplinary matters.
6. I do not have any accommodation in Lahore and surrounding areas.
7. In case, a student is returning from home, she may be allowed to enter the hostel after 8:00 pm upon showing un-rejectable solid proof.
8. Any statement found to be false at any stage would entail forfeiture of my accommodation in the LGU hostel forthwith without any hindrance or further correspondence.
9. The contents 1 to 9 of this affidavit are true and correct to the best of my knowledge and nothing has been concealed there in.

DEPONENT: _____

Witness No.1 _____

Witness No.2 _____

Signature of Parent/ Guardian



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Flag -B

**Acts of Violation and Handling Authorities**

Disciplinary action as per LGU Code of Conduct shall be taken against students violating hostel rules and regulations.

| Sr. No | Act of Violation | Handling Authority |
|---------------|---|--|
| 1 | Indulging in any political, communal, immoral or untoward activity, any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute | Competent Authority of LGU / Hostel committee. |
| 2 | Drugs/Alcohol consumption or possession or sale or being under influence of: i. Alcohol, Tobacco, Gutka and Cigarettes ii. Narcotic drugs and Psychotropic substances | Competent Authority of LGU / Hostel committee. |
| 3 | Ragging: Anyone found indulging in ragging in any form in the Hostel | Hostel committee/ Hostel Warden |
| 4 | Gambling: No Gambling of any kind shall be allowed in the premises of the Hostel | Competent Authority of LGU / Hostel committee. |
| 5 | Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in undesirable activities | Competent Authority of LGU / Hostel committee. |
| 6 | Indulging in Physical Fights / Quarrels/ Bouts | Hostel committee/ Hostel Warden |
| 7 | Damages: If any common property is damaged or lost. | Hostel committee/ Hostel Warden |
| 8 | Partying and playing loud music inside Hostel Room | Hostel Warden |
| 9 | Visitors: if taken to room | Hostel Warden |
| 10 | Return Hour: Students shall return to the Hostel before 08:00 pm after which gates will be closed. | Hostel Warden |



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Flag -C



LAHORE GARRISON UNIVERSITY

FATIMA JINNAH HOSTEL



SUGGESTION FORM FOR THE HOSTEL

Name of the Student: _____

Name of the Institute: _____

Programme: _____

Hostel: _____

Room No: _____ Contact No. _____

Problem Identified: _____

Suggestion: _____

Signature of the Student _____ Date: _____



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Flag -D



LAHORE GARRISON UNIVERSITY

FATIMA JINNAH HOSTEL



UNDERTAKING BY THE PARENT

I _____ F/O - /M/O Ms. _____ who is studying
 in _____ and residing in _____ Hostel in Room
 No. _____, has read and understood the above Rules and Regulations and I undertake that I will
 cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward
 to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and
 when required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Lahore Garrison University code of conduct while she is inside or outside the hostel.

Name of the Parent: _____

Signature: _____ **Date:** _____



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Flag -E



Hostel Rules and Regulations

Disciplinary action as per LGU Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no possession shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, modified, Wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such indulgence the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she does not leave, she shall be liable to be forcibly removed.
2. Admission given is provisional and will be confirmed by the competent authority of the respective Institute only after a free medical examination and clearance provided by parents/Guardian. Any previous medical history should be disclosed by the student.
3. Any false information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof. If she does not leave the premises of the Hostel, she shall be liable to be forcibly removed from the hostel.
4. The competent authority of LGU reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded.
5. The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all boarders.
6. **Change/Inter-Change of Room:** A students shall not change/interchange her room with another student or shift into a vacant room without the previous written permission of the hostel warden. The hostel warden has the right to shift a student from her room to another room in the hostel at any time without assigning any reason.
7. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded.
8. The hostel committee has the discretion to inspect any room at any time.
9. Students shall not indulge in any political or communal activity which is detrimental to the law and order. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.



10. Students shall take prior written permission of the competent authority of LGU before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
11. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period, an application endorsed by the Director of the Institute to the hostel warden must be submitted informing the warden about the student's official vacation period. When the student has completed an academic year and is to vacate the hostel, student must take along all of her belongings.
12. A minimum of one month notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit Cheque at the time of vacating room. If the student leaves the hostel room without notice, she will get her deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the competent authority of LGU is required. In case a student does not vacate her room, the belongings will be removed from the room and room will be locked by the warden.
13. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective program of the respective Institute in which the student is studying.
14. Students residing in the hostel will be staying at their own risk, liability and consequences.
15. It is mandatory for all students staying in the Hostel to undergo medical checkup before getting enrolled in Fatima Jinnah hostel.
16. **Dress Code:** The students should be decently dressed when they are out of rooms. For female students, tight body-hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel committee.
17. **Silence:** Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other residents in the hostel premises. Recreational facilities to be turned off at 10.30pm.
18. No gambling of any kind shall be allowed on the premises of the hostel.
19. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.



20. **Alcohol / Drugs / Smoking:** Students shall not bring, take and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
21. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors without approval from the hostel warden.
22. **Fixture:** Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse.
23. Hostel committee will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.
24. **Ragging:** Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to hostel committee.
25. **Electricity Restrictions:** No electric appliances shall be permitted in the room, failing which the Rector/Campus Administrator will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.
26. **Attendance Register:** Attendance will be taken by the warden in between 08:00 to 08:30pm every night. Hostelite has to sign the attendance register every day before that. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine (Flag -F).
27. The student shall be back in the hostel for attendance before 08.00 pm every day.
28. **Night out Permission:** Night out shall not be allowed without the substantial reason. The hostel committee / warden may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the competent authority LGU in writing at least one day before the Night out. Hostelite/ Boarder may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the hostel warden. All residents shall invariably be in the hostel by 08:00pm sharp.



29. Students will apply for night out subject to submission of letter/from parents in case of personal reasons or from Dean and HOD in the case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form (Flag -G). Such repetitive acts will lead to rustication of the student. Under no circumstances, phone calls from parents/local guardian shall be entertained. Only in case of medical emergency student can contact the warden directly for such permission. In case where the student has the permission for more than one night out, it is to be noted that such student shall not be allowed in the hostel during the mentioned period even during the day time.
30. **Celebration of Festivals and Birthdays:** Student shall take prior permission of the hostel warden for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 7.00 pm to 09.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
31. **Cleanliness:** Students shall keep their room, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/balconies. The warden has the right to confiscate any such clothes hung for drying in the balconies.
32. **Pets:** Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should avoid from pampering stray dog by offering food, petting them etc.
33. **Hostel Staff:** Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
34. **Visitors/Parents:** Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 3.00 pm to 05.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. The parents should give an undertaking to cooperate with the authority and should be available on call.
35. **Mess:** Student shall pay mess dues as settled by the competent authority LGU. It is mandatory to eat in the mess. Student must inform their non availability or night out to the Mess Supervisor well in advance.
 - i. If a student is sick, written application by the student endorsed by the warden and medical certificate should be given to Supervisor for serving food in the room.
 - ii. Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable.



36. **Suggestion Box/Register:** Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
37. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.



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Flag -F



LAHORE GARRISON UNIVERSITY

FATIMA JINNAH HOSTEL



UNDERTAKING BY THE STUDENT

I.....D/O Mr./Mrs..... staying in
Room No. in Hostel has read the above Rules and
Regulations and I undertake that I will sign on the attendance register before 08.30 pm (unless
exempted) failing which shall be liable for censure/fine/disciplinary action.

Name of the Student:

Name of the Institute: **Programme:**

Room No:

Signature of the Student: **Date:**



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Flag -G



LAHORE GARRISON UNIVERSITY

FATIMA JINNAH HOSTEL



UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____

Name of the Institute: _____

Room No: _____

Purpose: _____

Night Out: _____

Contact Number: _____

I hereby undertake to return on expiry of the permitted duration. I will be back at

_____ (time) _____ (date).

I hereby notify that I am leaving the hostel for the night (s) of _____ to _____
as information from my parents is awaited.

I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the
expiry of the said duration. I shall follow the norms of Lahore Garrison University code of conduct while
being outside the hostel.

Signature of the Student: _____ Date: _____