



# QUAID-E-AZAM MEDICAL COLLEGE, BHAWALPUR

Phone: 062-9250431, Fax: 062-9250432,

Website: [www.qamc.edu.pk](http://www.qamc.edu.pk), email: [principalqamc@yahoo.com](mailto:principalqamc@yahoo.com)

## HOSTEL ALLOTMENT FORM FOR GIRLS

(To be filled in by the applicant in her own  
handwriting clearly and carefully)

Affix recent  
Passport size  
colour Photo

Hostel Dues Slip No. \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Father's/Guardian Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality \_\_\_\_\_

Marks in F.Sc \_\_\_\_\_ Roll No. Allotted \_\_\_\_\_

Student Phone: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Father's/Guardian's Occupation \_\_\_\_\_

Permanent Postal Address of Father's/Guardian's): \_\_\_\_\_

Present Postal Address of Father's/Guardian's): \_\_\_\_\_

Phone: (Off:) \_\_\_\_\_ Res: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email: \_\_\_\_\_

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above found incorrect my admission is liable to be cancelled.

### DOCUMENTS TO BE ATTACHED

1. Four (04) recent Passport size photograph.
2. Attested copy of Result Card.
3. Hostel Dues Slip
4. Photograph & Copy of NIC of Visitors.

SIGNATURE OF THE STUDENT

Note: (Incomplete forms, in any respect, shall not entertained.)

FOR OFFICE USE ONLY

Allotted Room No. \_\_\_\_\_

Hostel: \_\_\_\_\_

ASSISTANT WARDEN

WARDEN



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## **VISITORS FORM FOR HOSTEL STUDENT**

(To be filled in by the applicant in her own handwriting clearly and carefully)

Name of Student: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ N.I.C No. \_\_\_\_\_

Father's Occupation: \_\_\_\_\_

Father's/Guardian's Office Address: \_\_\_\_\_

Office Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

In case of Emergency contact No. & Address: \_\_\_\_\_

### **VISITORS NAME**

Sr. No.	Name of Persons	Relation with Student	N.I.C No.

### **IN CASE OF OVERNIGHT/WEEKEND STAY**

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Signature of the Student

Signature of the Parents/Guardian



## HOSTEL RULES

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of rules will make the student liable to disciplinary action including **permanent expulsion** from the hostels. Every student must be acquainted with all the rules and regulations of the Hostel. She must observe them strictly. Ignorance of rules will not be considered as an excuse.

1. **Every student should stay in the room allotted to her. Mutual exchange of rooms after final allotment is not allowed. However, only the Warden may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.**
2. Boarders must look up the Hostel Notice Boards regularly. Students are supposed to keep I.D Cards with them and must present the same to authority whenever asked for. Students must always carry their Identity Cards with them.
3. No boarder is allowed to engage a private servant or pet animals.
4. Students shall not remain absent from their hostel during night without the prior permission of the Warden. **Any student who is absent from hostel without permission is liable to be struck off from the hostel.** Students shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel student who leave hostel without the permission from the Warden/Assistant Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Warden/Chief Wardens of Hostels. **All applications for leave, etc. (Leaving Form) must be submitted to the Warden, 24-hours before the date of leave.**
5. The students will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Warden has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
6. Room furniture and electric fittings are required to be maintained by the students in good condition. At the time of allotment of room and leaving the hostel, every student must take-over and hand-over, respectively, the hostel property carefully.
7. In case of damage to any part of the hostel buildings, furniture or other property of the Hostel, caused by the Boarder, the loss shall be recovered from the persons identified as responsible for such damage.
8. Students should lock their room properly when they go out for bath, food etc. Each roommate must keep a key of the door lock of her room in case of double/triple/four seated accommodations.
9. Guests are not permitted to stay overnight in the room of the students. The student must get permission for keeping her guest in the Guest room of the Hostel from the Warden. A boarder keeping a guest without permission is liable to be fined.
10. Light must be switched off, when not in use. The use of electric heater, electric rod and other similar appliances are prohibited. Boarders are warned against tempering with electric installation and for all electric repairs the electrician should be called in.
11. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Authorities shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the Warden.
12. No student is allowed to have any political affiliation. Any student involved such activities are liable to be expelled from the Hostel.
13. All waste papers and refuse must be placed in the receptacles provided for the purposes.
14. **Gate closing time:** 08:00 P.M in Summer (16<sup>th</sup> April to 14<sup>th</sup> October) and 07:00 P.M in Winter (15<sup>th</sup> October to 15<sup>th</sup> April).
15. **Visiting Hours:** 02:00 P.M to 05:00 P.M. No male visitor is allowed to enter the Girls Hostel without prior permission of the Warden/Assistant Warden. **The visitors will be seated in the Guest Room and will not taken to living rooms.**
16. The Girls students must make entry in the "In/Out Register" kept the Girl's Hostel main gate.

Signature of the Student

Signature of the Parents/Guardian