

## HOSTEL FACILITY:

The Urdu University provides hostel facility in the University Campus for both male and female students for campus based programmes. There are six (6) Hostels on the campus, of which four (4) are for men and two (2) is for women. MANUU has very modest hostel facilities for students located in the campus. Stay at the hostels are governed by the rules and regulations laid down for the purpose. Adhering to all regulations laid down by the University from time to time to carry out day-to-day administrative functions of Hostels is a must for hostel residents.

### DETAILS OF HOSTEL FEE (2018-19):

S. No	Hostel Fee Details	Amount (Rs.)
1	Hostel Accommodation Fee (Yearly)	Rs. 1200/-
2	Hostel Maintenance (Yearly)	Rs. 1000/-
3	Gas Charges (Yearly)	Rs. 1300/-
4	Crockery and Utensils Fee (Yearly)	Rs. 400/-
5	Newspaper/Magazine/Recreation etc. (Yearly)	Rs. 100/-
<b>Grand Total</b>		<b>Rs. 4,000/-</b>

### DETAILS OF MESS FEE (2018-19):

S. No	Hostel Fee Details	Amount (Rs.)
1	Mess Caution Deposit (Adjustable)	Rs. 1500/-
2	Mess Advance	Rs. 2000/-
<b>Grand Total</b>		<b>Rs. 3,500/-</b>

### EXISTING HOSTELS AND ITS STRENGTH

S. No	Name of the Hostels	Strength of the Hostel
01	Boys Hostel-I Established on 2007	205
02	Boys Hostel-II Established on 2010	359
03	Boys Hostel-III Established on 2015	266
04	Boys Hostel-IV Established on 2015	170



**Boys Hostel – I**



**Boys Hostel – II**



**Boys Hostel – III**



**Boys Hostel – IV**

### **HOSTEL ADMISSION:**

Admission to hostel is not a right of all those who have got admission in any regular course at MANUU. The admission to all the hostels will be decided by a **‘Centralized Hostel Admission Committee’** based on certain criteria which will be announced at the time of admission. The decision/recommendation of the **‘Centralized Hostel Admission Committee’** would be final and binding on all applicants. Any pressure or any other means by applicants may lead to rejection of their application.

Each resident, whether in a multi/double/triple/four seater, in the hostel will be provided with a cot, a chair, a study table, sharing cupboard and fans. Students are required to bring their own mattresses, bed linen, table lamps and bulbs/tube-light. Though common lighting will be provided in the room, students should bring their own table lamps and bulbs (only LED bulbs will be used) for their personal use. Students are also expected to make their own arrangements for bed covers, bed sheets, and pillows, and other items for personal use like mosquito nets, buckets, locks for the room, etc. Students will be responsible for the upkeep of the furniture in their room. Housekeeping staffs are posted in the hostel buildings for the upkeep and cleanliness of the common areas and rooms. They work under the overall supervision of the **Section Officer (Hostels) /Caretakers** and they should not be asked to attend to personal requirements, unless in case of emergencies. They are instructed to clean your rooms in your presence. If they clean your rooms in your absence upon your request, the University will not take responsibility for any loss or damage. Attendants work in your best interests and you are requested to treat them with respect and dignity.

**Students may approach Wardens for:**

- ◆ Sanction of leave of absence from the hostel.
- ◆ Problems and issues related to the allotted room and hostel amenities and those related to room-partners or other hostel residents.
- ◆ Health problems, hospitalization and related support.
- ◆ Disciplinary issues (alleged violation of hostel rules).
- ◆ Allotment of room during vacation and other non-academic periods
- ◆ Permission to conduct any group celebration in the hostel such as Hostel Day, etc.
- ◆ Personal issues and to seek advice/guidance to address those issues.
- ◆ Illness and health-related issues.
- ◆ Please keep in mind that your Warden is a busy teacher and has got a family of her/ his own. So please visit/call the warden to seek permission/advice during office hours, and not in the middle of the night (except in case of unavoidable circumstances and emergencies)

**Students may approach the Section Officer (Hostels) for support related to:**

- ◆ Maintenance problems/issues related to allotted rooms and common facilities.
- ◆ Make any changes, within the allotted rooms, fix electronic/electric gadgets.
- ◆ Any other issues of the student that require urgent attention.

**Hostel Caretakers will provide the following services:**

- ◆ Maintain cleanliness of hostel rooms and facilities.
- ◆ Keep vigil on hostel and student property, and support guests and visitors.
- ◆ Daily cleaning activities will be carried out at the time fixed by the Section Officer (Hostels), in consultation with hostel representatives.
- ◆ Maintain daily cleaning chart signed by student representatives for the hostel / floor.
- ◆ Monitor the entry of visitors, including outside persons for repairing work into the hostels and keep the Section Officer (Hostels)/respective Wardens informed.
- ◆ To provide items relate to purchase of Mess with consultation of Mess Secretaries and Food cum Audit Committee members.
- ◆ Maintain all financial and official issues relating to hostels with concerned Wardens/Sr. Wardens.

**RESPONSIBILITIES OF DIFFERENT SECRETARIES OF THE HOSTEL****Cultural and Literary Secretary:**

1. He is in charge of cultural and literary activities of the hostel;
2. He is in charge of organizing any competitions related to cultural and literature within the Hostel;
3. He is in charge of all literary and debating activities of the hostel;
4. He is responsible for maintaining record of important cultural and literary events in the hostel;
5. He is responsible for organizing any other activities related to arts, culture and literature in the hostel.

**COMMON ROOM SECRETARY:**

1. will ensure that Common Room is open and facilities for indoor games are available to residents during stipulated hours;
2. ensure cleanliness in Common Room;
3. ensure that all electrical fittings, TV, Record Player/Music Player, etc. are in proper order;

4. make purchases of items like TT balls, powder for carrom boards, etc. in consultation with concerned Warden; and maintain proper records on a permanent register;
5. Organize the annual events as decided by concerned Warden;
6. assist concerned Warden in any other function necessary for the smooth and efficient running of Common Room;
7. Will be responsible for making sure that the TV is switched off regularly;
8. Will look after the maintenance and functioning of the common room;
9. will take care of the discipline and also ensure the decorum in the Common Room;
10. Will report from time to time the requirements of the Common Room to the concerned Warden.

#### **READING ROOM SECRETARY:**

1. He is responsible for maintenance of the Reading Room Library, if any;
2. He is also responsible for maintenance of lounge and subscription to news papers and magazines;
3. He will maintain proper records of all magazines received in Reading Room and their disposal in consultation with concerned Warden;
4. He is responsible for making sure that old newspapers are sold off regularly and he must a record of sale of old newspapers on a permanent register;
5. Look after the maintenance and functioning of the common reading room;
6. He shall report from time to time the requirements of the Reading Room to the concerned Warden.

#### **SPORTS SECRETARY:**

1. He is incharge of all indoor sports activities in the hostel, if any;
2. He should ensure hostel participation in sports activities;
3. He is in charge of maintaining all indoor equipments;
4. He should organize sports and games events regularly in consultation with the concerned Warden;
5. He shall report from time to time the requirements for the Sports to the concerned Warden.

#### **HEALTH AND SANITATION SECRETARY:**

1. To look after the sanitation of the Hostel;
2. To supervise the work of House Keeping Staff Sweepers;
3. To keep Hostel free from dogs and undertake raids in this behalf periodically;
4. To visit surroundings of the hostel buildings and submit periodical reports about their sanitation/cleanliness;
5. He will take care of housekeeping staff in maintaining and cleaning of the toilets and other related areas in the hostel premises;
6. To supervise the removal of garbage from the hostel in time;
7. He should ensure necessary medicines/first aids are available with him/her;
8. He shall help the students with health complication in case of emergencies, in consultation with the concerned Warden;
9. He can organize health awareness programmes for students;
10. He shall report from time to time the requirements for the health and sanitation to the concerned Warden.

#### **DISCIPLINARY SECRETARY:**

1. He is responsible for the general maintenance of hostel and hostel property;
2. He is responsible maintaining proper discipline in the hostel;
3. He is responsible for putting up relevant notice/instructions for maintaining proper discipline in the hostel;
4. He has to work in co-ordination with other secretaries to maintain discipline;

5. He shall also be responsible to give reports or inform any indiscipline activities in the hostel premises to the concerned Warden.

**DISASTER MANAGEMENT SECRETARY:**

1. He shall prepare a team of dedicated students who are willing to volunteer their services to the cause of helping in the case of emergencies;
2. He shall prepare a group of students who may help and support voluntarily at the time of any natural calamities etc;
3. He shall organize programme on the issues of disaster management with a objective to make them aware about the precautionary measures to be adopted in case of natural calamities etc. for hostel students in consultation with the concerned Warden.

**EDITORS, UNIVERSITY HOSTEL MAGAZINE (BILINGUAL):**

He shall collect the write-ups from all the hostels for the University Hostel Magazine (Boys Hostels) preferably in Urdu and English.

1. He shall select a team of Assistant Editors in consultation with the concerned Warden.
2. He shall distribute the work to all the Assistant Editors as per requirement.
3. He shall prepare a budget required for the printing the said magazine annually.
4. He shall ensure that the magazine should be published before the last days in the month of March every year.