



## REQUIRED DOCUMENTS FOR HOSTEL FORM

- **01 Passport size photograph.**
- **Photo copies of student's CNIC** (Copy of Form-B if CNIC not yet issued)
- **Photo copies of CNIC of all visitors mentioned in Hostel Form.**

## FOR OFFICE USE ONLY

Remarks by Principal \_\_\_\_\_

Recommended / Not Recommended

Date : \_\_\_\_\_

Signature: \_\_\_\_\_

Dues may be charged with effect from \_\_\_\_\_

Date : \_\_\_\_\_

Signature: \_\_\_\_\_

Rs: \_\_\_\_\_ (in words) \_\_\_\_\_

Received on \_\_\_\_\_

Date:- \_\_\_\_\_

Signature: \_\_\_\_\_

## UNDERTAKING

I confirm that I have read the contents of the Rules of the Fazaia Bilquis College of Education for Women's Hostel and acknowledge that I agree to abide by these Rules and Regulations. I fully understand and agree that disciplinary action will be taken against me if fail to observe the rules and regulations both expressed and implied.

Date : \_\_\_\_\_

Student Signature \_\_\_\_\_

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

Parent's/ Guardian's Signature \_\_\_\_\_ Contact No. \_\_\_\_\_



# FAZIA BILQUIS COLLEGE OF EDUCATION FOR WOMEN, PAF NUR KHAN

## Hostel Rules and Regulations

### 1. General Rules

- (i) Student should read the rules before signing the admission form (Copy of rules is attached with the application form).
- (ii) Rules are to be displayed in the Hostel.
- (iii) Complaint Form / Register is to be provided to the students.
- (iv) Any cleanliness matter to be brought to the notice of the Hostel Administration.
- (v) Surprise rounds can be taken at any time (day or night). Anyone found violating any rule during the round would be strictly punished.
- (vi) No one is allowed to go on main gate neither during College time nor afterwards.
- (vii) No students shall bring or store any firearm, ammunition, explosive and inflammable goods within premises of the Hostel.
- (viii) Hostel authorities 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. No one can keep more than Rs 500/- in cash.
- (ix) Easy paisa facility is available at canteen daily.
- (x) Sick report facility is available round the clock.
- (xi) Bravo food delivery is allowed.
- (xii) Cricket match can be played. Student who inflicts damage to any College property will pay for it.
- (xiii) All Wing Incharges / Council Members are required to report any misbehaviour / misconduct immediately to Hostel Warden. Failure to do so, the Wing Incharges / Council Members will be considered party to violators.
- (xiv) The students with 03 warnings will be terminated from hostel as well as from the College.

### 2. Hostel Gate Opening and Closing Time

- (i) Hostel gate will be closed at **0830 hrs** for all and will be opened at **1330 hrs. 7<sup>th</sup> and 8<sup>th</sup>** semester students are allowed to come back at **1200 hrs**.
- (ii) Friday timings for gate reopening will be **1130 hrs**.

### 3. Visitors Rules

- (i) Parents / Guardians may give an undertaking / affidavit to cooperate with the Hostel Administration.
- (ii) Parents / Visitors are advised not to insist on entry beyond the designated area

or visiting room as it shall disturb other students.

- (iii) No one is allowed to meet the visitors of another student.
- (iv) Parents can bring food items.
- (v) Students can avail out pass to go outside base premises only with parents (Ami, Abu) during weekdays and on weekend.
- (vi) Alone affidavits are allowed only for going home on weekend.
- (vii) Parents are allowed to visit a student only on weekend between 0900 hrs till before Maghrib.

#### 4. Use of College Property

- (i) Students shall not bring any extra furniture or other fixtures in the room.
- (ii) All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay double the original cost of any item found missing from their room.
- (iii) Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- (iv) Students shall not exchange any furniture / fixture from one point / location in the hostel to another. Besides a penal recovery, students involved in such activities shall be warned.
- (v) Theft / damages to hostel assets in common areas / corridors shall be recovered from all students of the wing involved. In case of theft / damage to items that pertain to usage by the whole hostel, the recoveries shall be made from all the occupants of the hostel.
- (vi) Students shall not change / exchange her room with another student or shift into a vacant room without the previous written permission of the Hostel warden. The Hostel Administration has the right to shift a student from her room to another room in the hostel at any time **without assigning any reason.**
- (vii) Students shall not lock their rooms. Students are responsible for their safe keep of possessions / valuables and these are to be kept in the cupboard under lock and key.
- (viii) On **Monday, Wednesday and Friday** room cleaning / sweeping will be done by the workers. Every personal belonging should be kept locked in cupboard during that time.
- (ix) The Hostel warden has the discretion to inspect any room / cupboard at any time.
- (x) The last person who will leave the room must switch off fans and lights. Proper bedding should be done.
- (xi) Movie on mess TV cable is allowed on weekend.

## 5. Electricity Restrictions

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 turn off the lights and fans. In case of failure to do so, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 2230 hrs.

## 6. Social Media Policy

No one is allowed to take pictures of Hostel, College and Base premises for making reels and content for Youtube & Tiktok etc. Strict disciplinary action will be taken against the violators.

## 7. Celebration of Birthdays

- (i) Birthday can be celebrated with prior written permission of the Hostel Warden.
- (ii) It shall be held in dining hall for an hour between 1600 to 1700 hrs.
- (iii) Wall decoration and music will not be allowed. No outside guest will be allowed.
- (iv) Violation of the rule shall be penalized.

## 8. Dress Code

The students should be decently dressed when they are out of rooms. For girls, tight clothes, short tops and night suits etc are forbidden outside the room.

## 9. Lights Off

- (i) Lights off timing from **15 November – 12 March** will be **2230 hrs**. From **16 March - 14 November** lights will be switched off at **2300 hrs**.
- (ii) Strict silence shall be observed in hostel from bed time till 0500 hrs.
- (iii) Care should be taken at all times to ensure that music / loud talking is NOT audible outside the room.
- (iv) Any manner of festivities and noise making / celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.

## 10. Alcohol / Drugs / Smoking

Students shall not bring, take and / or drink any alcohol / intoxicating drink, drug or substance of any kind whatsoever 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 termination from the College.

## 11. 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 any kind will be given to the staff of the Hostel.

## 12. Attendance of Students in Hostel

- (i) Attendance of the students in the hostel will be taken between **1840 to 1900 hrs**.
- (ii) The late comers will be fined as per rules.



# FAZIA BILQUIS COLLEGE OF EDUCATION FOR WOMEN, PAF NUR KHAN

## HEALTH DECLARATION FORM

1. All students are required to declare their health status on the form as required under HEC / Air University Policies. Any person who does not declare truthfully will be committing an offence under this Act and if found guilty shall be liable on conviction to rusticate from the College.

### PART A

#### (General)

1. Full Name: .....  
(Use block letters)
2. Gender: Male  Female
3. Age (Year/Month): \_\_\_\_\_ College Roll Number: \_\_\_\_\_
4. Address: \_\_\_\_\_  
\_\_\_\_\_
5. Telephone No.  
House: \_\_\_\_\_ Office: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Emergency Mobile: \_\_\_\_\_

### PART B

TESTS	RESULT	TESTS	RESULT
HBs Ag		X-Ray Chest	
Anti HCV		Blood CP	
Anti HIV		Blood Group	

### PART C

#### Notes on other specific Items

- Allergies: No: Yes: Details: \_\_\_\_\_
- Asthma: No: Yes: Details: \_\_\_\_\_
- Fractures: No: Yes: Details: \_\_\_\_\_
- Lungs Or Heart Dieses: No: Yes: Details: \_\_\_\_\_
- Physical Disabilities No: Yes: Details: \_\_\_\_\_
- Special Meal: No: Yes: Details: \_\_\_\_\_
- Any Other illness: No: Yes: Details: \_\_\_\_\_  
(Physical/Psychological)

**If answer is yes to either of the question above, please report to the College Administration /Hostel Administration.**

**For Hostel students must provide above mentioned Tests (Part B) before joining the College.**

I, the undersigned, hereby confirm that all the information I provide above is correct.

I certify that I am currently medically fit and all the information is correct to my knowledge.

**Signature of Candidates** \_\_\_\_\_

**Countersigned**

**(to be signed & stamped by Medical Superintendent)**

**Note. Print of Rs 50/- Stamp Paper duly attested by Notary Public, Oath Commissioner and submit in Admission Office till orientation or start of classes.**

**AFFIDAVIT**

I \_\_\_\_\_ S/O \_\_\_\_\_  
Resident of \_\_\_\_\_  
CNIC No \_\_\_\_\_, do hereby solemnly affirm and declared that:

1. My daughter \_\_\_\_\_ CNIC No \_\_\_\_\_  
student of \_\_\_\_\_ in Fazaia Bilquis College of Education for  
Women, PAF Base Nur Khan Rawalpindi.
2. That I allow my daughter to come home alone at her native village.
3. That I allow her to go alone for the workshop, curricular activities and hospitals.
4. That I will be responsible of any mishap and will not blame College / Hostel. If any  
incident happens, College or Hostel will not be considered responsible.

I confess that whatever information cited above is truthful to the best of knowledge and understanding.

**Deponent Signature**

**Attested by OATH COMMISSIONER**

**Note. Print of Rs 50/- Stamp Paper duly attested by Notary Public, Oath Commissioner and submit in Admission Office till orientation or start of classes.**

**AFFIDAVIT**

I \_\_\_\_\_ S/O \_\_\_\_\_  
Resident of \_\_\_\_\_  
CNIC No \_\_\_\_\_, do hereby solemnly affirm and declared that:

1. My daughter \_\_\_\_\_ CNIC No \_\_\_\_\_  
student of \_\_\_\_\_ in Fazaia Bilquis College for Women, PAF Base  
Nur Khan Rawalpindi.

2. That I appointed the following person as guardian and allow them to receive my daughter from the hostel / college on my behalf in any emergency.

3. That I will be responsible of any mishap and will not blame College / Hostel. If any incident happens, College or Hostel will not be considered responsible.

<b>S No</b>	<b>Name</b>	<b>CNIC No</b>	<b>Relation</b>

I confess that whatever information cited above is truthful to the best of knowledge and understanding.

**Deponent Signature**

**Attested by OATH COMMISSIONER**

**Note. Print of Rs 50/- Stamp Paper duly attested by Notary Public, Oath Commissioner and submit in Admission Office till orientation or start of classes.**

## UNDERTAKING

1. I \_\_\_\_\_ D / O \_\_\_\_\_  
Application Form No \_\_\_\_\_ understand that my admission in \_\_\_\_\_  
program at Fazaia Bilquis College of Education for Women, PAF Nur Khan is provisional. It has been offered to me on the basis that I will be able to meet and achieve the minimum academic eligibility requirements of admission as specified in the prospectus of college. In case I fail to prove my eligibility in due course of time the college reserves the right to cancel my admission.
2. Furthermore, I do hereby also understand and undertake that on being enrolled as a student I shall abide by the following: -
- (a) That during my stay in the college, I have to diligently apply myself to acquire and develop the skills, necessary for the practice and advancement of the field of study in which I am being enrolled.
  - (b) That I am to participate fully and whole-heartedly in co-curricular activities such as participation in quiz competitions, seminars, presentations, sports etc as would be required from time to time.
  - (c) That I will ensure a **minimum attendance 75%** of contact hours in each course and that if my absentee exceeded **25%** of the total class meeting in a course for any reason, I will not be permitted to sit in the final examinations of the particular course. I also understand that **student missing any paper for any reason whatsoever will be given another chance to appear in that paper.** All such students who improve their CGPA are not eligible for any academic awards.
  - (d) That it is my own responsibility to keep track of my attendance in different courses throughout the semester and my Cumulative Grade Point Average (CGPA) at the end of each semester as per Air University policy.
  - (e) I am aware and understand all the rules, regulations and instructions given in the Prospectus, Student Handbook, Academic Rules and College official website and that I will be liable to dismissal from the college in case I am unable to maintain the requirements as per these rules. **I also understand that college reserves the right to amend and modify these rules and to apply these rules retrospectively.**
  - (f) That I shall maintain my identity as a student of college by wearing the dress prescribed by the college and will not involve myself in immoral activities and illicit relations.
  - (g) That I will never use violence or threat of violence or pressure, and in the event of any dispute with others and will resort to peaceful methods. Further, I am to put the same into the notice of the authorities concerned.
  - (h) That in disputes, if any, with fellow students, teachers or employees of the college I

shall accept the judgment of the authorities constituted by the college for decision or settlement of the wrong doors.

(j) That refund of any fee paid to the college will be as per rules.

(k) That in case of any dispute, academic or administrative, decision of the Principal will be final and binding on all concerned.

3. Further I do hereby undertake to refrain from: -

(a) Doing anything which may cause injury or insult to Head of Department / Principal, member of the faculty or staff of college and fellow students.

(b) Holding a gathering or taking out processions in any part of the college other than those approved and specified by the college authorities.

(c) Indulging in any kind of unfair means, malpractice in the examinations and coercion by any means.

(d) Allowing or abetting the entry to the premises of college of expelled students and social elements or other groups whose presence in the college could cause conflict amongst the students.

(e) Brining into the college, consuming or encouraging consumption of alcohol or its related products, drugs, narcotics or tobacco products and indulging in acts of moral turpitude.

(f) Brining or keeping any type of weapon within the college premises.

(g) Using or occupying any room or part of any building of the college without lawful authority.

(h) Damaging any college property, including building equipment, vehicles etc in any manner.

(j) All such acts and deeds as might bring disgrace and bad name to the college.

4. I do fully understand that non-compliance of the above said rules and regulations will result in disciplinary action against me and shall make me liable to be expelled from the college.

5. I understand that I will not be granted extension in my maximum period of the degree program and I have to complete all degree requirements including internship / project / thesis within the prescribed timeframe otherwise I shall not be entitled for the final transcript/ degree.

6. I do also hereby undertake to deposit within the prescribed time the amount of all and other dues of the college as and when the fee bill in respect of the same are issued to me. If I will not deposit the amount within prescribed time, my name is to be struck off from college roll.

7. I understand that use of mobile phone in college premises is strictly prohibited. If found, strict disciplinary action will be taken. I also undertake that I will not upload any such material regarding college activities or Nur Khan Base on social media.

8. I do hereby undertake that I will not roam in base premises before / after college hours.

9. I do hereby undertake that I will not be involved or initiate any business within the college premises otherwise my name liable to struck.

10. Certified that I have read and understood the above instructions for compliance in the examination hall / venue and I hereby undertake to abide by these in their true letter and spirit. I also declare on oath / affirm that I shall not challenge any penalty imposed on me by the competent authority for violating any of the above instruction.

Signature of Witness: \_\_\_\_\_ Signature of Student: \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_ Form \_\_\_\_\_ No \_\_\_\_\_  
Address \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. I \_\_\_\_\_ Father / Mother / Guardian of \_\_\_\_\_  
hereby solemnly affirm that I bind myself responsible to the above declaration signed by my daughter. I further certify that I am financially capable of fully meeting the expenses of my daughter in respect of education at the Fazaia Bilquis College of Education for Women, PAF Nur Khan.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parents / Guardian

**Instructions**

- Two white bed sheet (compulsory for hostel student).
- Bed sheet pillow and blanket.
- College uniform is mentioned in college prospectus.
- Glass and bottle
- Spoon, cup and plate
- Soap, bucket, iron
- Mobile phone and laptop are allowed.
- Personal lock for cupboard
- An alarm clock

For further details, please visit our college website. [www.bpgcw.edu.pk](http://www.bpgcw.edu.pk)