

## AYUB MEDICAL COLLEGE

MEDICAL TEACHING INSTITUTION  
MANSEHRA ROAD - ABBOTTABAD

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No. F.PS/DCM-2025/9437-44

Dated: 06/10/2025

### NOTIFICATION

It is notified for the information of all concerned that the competent authority has approved the Rules & Regulations for hostels of Ayub Medical College, Abbottabad as finalized by the designated committee.

These Rules and Regulations are hereby implemented in Ayub Medical College Abbottabad in true letter and spirit in the best interest of this Institution with immediate effect.

Rules & Regulations are attached herewith.

Dean & CEO  
Ayub Medical College  
MTI Abbottabad

Copy to:

- ✓ The Associate Dean (UG) A.M.C MTI Abbottabad.
- Chief Provost, Ayub Medical College, MTI Abbottabad
- Provost Boys Hostels, Ayub Medical College, MTI Abbottabad
- Provost Girls Hostel, Ayub Medical College, MTI Abbottabad.
- Accounts officer, Ayub Medical College, MTI Abbottabad.
- Deputy Director Administration, A.M.C MTI Abbottabad
- Security Officer A.M.C, MTI Abbottabad
- Superintendent SAS, AMC MTI Abbottabad

**Minutes of Meeting**

Date: 18th September, 2025

Venue: Office of Associate Professor Dr. Zeeshan Haroon, JAMC

Subject: Framing of Rules and Regulations for AMC Hostels

- |  |          |
|--|----------|
| • Dr. Khurshid                           | Chairman |
| • Associate Professor Dr. Zeeshan Haroon | Member   |
| • Mr Ehsan Khan Jadoon A/O AMC           | Member   |

**Agenda:**

To discuss and finalize the rules and regulations of AMC Hostels in accordance with legal requirements and institutional policies.

**Proceedings:**

The meeting commenced under the chairmanship of Dr. Khurshid. The proposed hostel rules and regulations were presented, thoroughly discussed, and deliberated in detail by all members. Particular attention was given to ensuring that the rules were aligned with legal provisions, institutional policies, and the welfare of resident students.

After detailed discussion, the rules and regulations were finalized with necessary modifications to ensure legal validity and enforceability.

**Decisions Made:**

1. Hostel rules and regulations were unanimously approved after legal vetting.
2. It was agreed that finalized draft of the hostel rules and regulations shall be formally submitted to the Dean/Chief Executive Officer, Ayub Medical College, for approval. Upon approval, the same shall be duly notified and circulated among all resident students for compliance.
3. Any violations of the rules will be dealt with strictly under hostel regulations and relevant legal provisions.

Dr. Khurshid

Dr. Zeeshan Haroon  
(Member)

Mr Ehsan Khan Jadoon

Agreed.



**OFFICE OF THE PROVOST  
AYUB MEDICAL COLLEGE  
ABBOTTABAD.**

No.F.03/2025/PT/AMC/

Dated: 23/09/2025

**The Dean & CEO  
Ayub Medical College  
Abbottabad.**

**Subject: PROPOSED HOSTELS RULES AND REGUALTIONS.**

With reference to meeting of hostel administration following proposed rules and regulations of the hostels are discussed and placed for approval and necessary amendments if required.

**HOSTEL ADMISSION:**

1. Accommodation in the hostels is a privilege and cannot be claimed as a right. Accommodation being limited in the hostels may not be provided to all the applicants.
2. Only those students, who are on the role of the Ayub Medical/Dental College, may be allowed for admission in the hostel.
3. Accommodation in the hostel is to be provided on first cum first served basis for the 1<sup>st</sup> year..
4. Students having current accommodation (personal or official) within a radius of 15-20 kilometers of the district where the college is located will not be eligible for hostel accommodation.
5. Students seeking hostel accommodation are required to apply on the prescribed hostel admission form. Students shall submit duly completed forms along with three passport size photos affixed on the hostel admission form and a copy of the CNIC. The forms, after necessary scrutiny, will then be forwarded to the office of the Provost. (In case of submission of false/incorrect information hostel admission will be cancelled and will be fined.)
6. Students will not be allowed to stay in hostel once they appear in the Final Professional MBBS/BDS OSPE examination. They will have to vacate the rooms within in 3 days of the last OSPE exam/viva in absolute vacant condition and must take their belongings with them. The hostel administration will assume all final year MBBS/BDS rooms as absolute vacant and will allot the rooms accordingly. However, the failed students who will appear in the supplementary examination may formally request for allotment of seat in hostel; the seat may be allotted subject to availability of accommodation and on payment of extra hostel dues and other charges as per rules. The Provost has the right to refuse admission in the hostel to a student of final year supplementary whose past record in the hostel is not satisfactory.

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7. A student who gets admission in the hostel shall occupy his/her room within 7 days. A student who fails to turn up within this period will forfeit his right of admission.
8. Maximum duration limited (e.g., up to 5 academic years in MBBS and Up to 4 years in BDS programs). Special permission for extension of 1-2 additional years may be granted from 1<sup>st</sup> to 4<sup>th</sup> year students and one year to final year students only upon the approval of the competent authority, and solely for those students who exceed the prescribed duration limits due to failure in the annual or supplementary examination of any academic year. Deposition of fee is mandatory for each repeated year.
9. In the 1<sup>st</sup> and 2<sup>nd</sup> year, a D-Type Room shall be allotted to three students. In the 3<sup>rd</sup> and 4<sup>th</sup> year, a D-Type Room shall be allotted to two students on the basis of availability of room. In the final year, an S-Type Room shall be allotted to one student based on merit. Both students of the 4<sup>th</sup> year must hand over their allotted D-Type room to the hostel administration upon completion of the academic session; failing to do so will result in both students being required to continue residing together in the same D-Type Room.
10. Students are required to deposit hostel dues in advance at the beginning of each session, failed students are also required to deposit hostel dues in advance/after issuance of fee deposit slip from provost office.
11. The final allotment will be made after the student has produced the payment receipt of hostel dues.

#### **HOSTEL REGULATIONS:**

- 1- No student will be allowed to change the room once allotted except with the permission of warden and approval of provost. Students doing mutual shifting without prior permission of the warden or provost will be fined Rs.5000/ each.
- 2- No student is permitted to keep, shift, or retain any extra furniture or furniture belonging to the study room or mess in the hostel premises or in their allotted room. Any violation of this rule will be subject to disciplinary action as per hostel regulations.
- 3- No student will be allowed to change the hostel except with the permission of the chief provost. Students shifting from one hostel to another hostel without prior permission will be fined Rs.5000/each.
- 4- Resident students may be allowed to leave the hostel but only after the payment of all outstanding dues of hostel, mess and college
- 5- Private food arrangements with in the rooms are not allowed. However students can use mess facilities for their private food arrangement.



- 6- Resident students are not allowed to use air coolers, refrigerators air conditioners and heating devices except air blower of power not more than 1000w in their rooms. Any violation will lead to imposition of fine, recovery of charges and confiscation of forbidden items.
- 7- Resident students who are diagnosed with psychiatric illnesses and/or are under treatment with antipsychotic or antidepressant medications shall not be permitted to reside in either the Boys' or Girls' Hostel. This measure is being enforced in the interest of maintaining a safe, secure, and conducive living environment for all residents.
- 8- Resident students are not allowed to participate in any political activity. Any body found involved in any political activity will be fined accordingly and his hostel admission will be cancelled.
- 9- Resident students are not allowed to invite any political figure, scholar or any individual for any speech, lecture or sermon. Failing to comply is liable to disciplinary action. No functions/activities of any organization are allowed in hostel premises except for the girl's hostel where prior approval by DEAN/ CEO, ECC and Hostel Administration is mandatory.
- 10- Entry of females into boys' hostels and vice versa is strictly prohibited.
- 11- Resident students cannot entertain their guests for a night stay without the prior permission of the warden. The warden may allow the guests only father and brother in boy's hostel and mother and sister in girl's hostel of a resident student to stay for a maximum of two nights. However no underage guest is allowed to stay in the hostel. Any violation would make the resident student liable to disciplinary action/cancellation of hostel admission.
- 12- Resident students are not allowed to keep any weapons, intoxicants, drugs, rods or daggers and any harmful material etc in the hostel. Any violation of this rule will result in serious disciplinary proceedings and may lead to heavy fines and expulsion from hostel. Any valuable kept in hostel is the responsibility of student and in case of theft the hostel administration will not be responsible.
- 13- Any student found guilty subletting the hostel room will have to pay an extra fee for the full session and his hostel admission will stand cancelled.
- 14- If a room is found locked for more than a month without information to the hostel authorities a single notice will be issued and in case noncompliance the room will be vacated and allotted to another student on waiting list.
- 15- Resident students are not allowed for creating disturbance in hostel by plying loud music, fire crackers or by any other mean. Any Violation will lead to imposition of fine with strict warning and on repetition of offence will lead to cancellation of hostel admission.
- 16- Resident students are strictly prohibited from playing the national anthem or national songs of any other country within hostel premises. Any expression, promotion, or support of anti-Pakistan sentiments or activities shall constitute a serious violation of

hostel rules. Offenders shall be subject to disciplinary inquiry, and in proven cases, expulsion from the hostel shall be initiated in accordance with institutional regulations.

- 17- No unauthorized persons or outsiders are allowed to enter or stay in the hostel premises. In case any outsider is found in a hostel room, the allottee of that room shall be fined, and their hostel accommodation is liable to be cancelled.
- 18- Any resident found attempting to influence the hostel administration, whether directly or indirectly, in order to obtain relaxation, exemption, or concession from the prescribed hostel rules and regulations, shall be liable to disciplinary action, including cancellation of hostel room allotment.

### **MISCONDUCT AND INDISCIPLINE:**

**Misconduct shall mean any act, omission, behavior, or conduct inside the hostel premises or related to hostel administration that violates the hostel rules, disrupts administrative functions of the hostel or endangers the safety, dignity, or rights of others.**

#### **i- Behavioral Misconduct:**

Use of abusive, indecent, or threatening language towards hostel administration, staff, or fellow students. Physical assault, harassment, or intimidation. Participation in political, sectarian, or unlawful gatherings within the hostel premises.

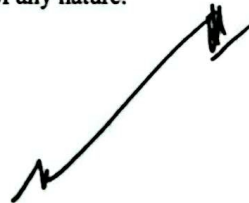
#### **ii- Criminal or Unethical Acts:**

Possession, use, or distribution of drugs, alcohol, or banned substances. Theft, damage, or unauthorized use of institutional property. Carrying weapons or dangerous items.

#### **iii- Room & Facility Misuse:**

Unauthorized room changes or allowing non-boarders/outsiders to stay. Vandalism, graffiti, or damage to hostel property or furniture. Unauthorized electrical appliances (heaters, AC, refrigerator etc.)

#### **iv- Behavioral Offenses:** Loud noise, music, or activities causing disturbance to others, especially during quiet hours. Quarreling, fighting, or use of abusive language with fellow boarders or hostel staff. Harassment or bullying of any nature.



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**Prohibited Substances & Items:**

Possession or consumption of alcohol, narcotics, or other banned substances.

Possession of weapons, explosives, or hazardous materials.

**Rules & Disciplinary Actions for misconduct During the Hostel Stay**

**Investigation & Authority:** All cases of hostel misconduct shall be reported to the Hostel Warden in writing. The Warden shall investigate and forward the findings to the Provost, Chief Provost and Hostel Committee for decision.

**Proposed Penalties (Annex Attached)**

Submitted for approval please.

Dr Khurshid Alam Chief Provost

Chairman

Dr Zeeshan Associate Prof.

Member

Mr Ehsan Khan Jadoon Account Officer AMC.

Member



**OFFICE OF THE PROVOST  
AYUB MEDICAL COLLEGE  
ABBOTTABAD.**

**PROPOSED PENALTIES FOR BOARDERS AGAINST VIOLATION OF  
HOSTELS RULES AND REGULATIONS AND BREACH OF DISCIPLINE.**

S/No	DETAIL OF OFFENCE	FINE/PENALTY
1.	Causing disturbance in the hostel by playing loud music, using fire crackers or by any other mean.	Rs.10000/-
2.	Damage, theft or misuse of hostel property	Recovery of damaged item and fine of Rs.5000/-
3.	Fooling/Ragging and Bullying with students	Rs.5000/-
4.	Illegal occupation of empty room.	Rs.10,000/-
5.	Indulgence or participation in political, regional, Ethnic, caste or sectarian based activities.	Rs.20000/-
6.	Keeping arms, explosives, intoxicants, drugs or Anything alike.	<ul style="list-style-type: none"> <li>• Immediate Sealing of Room.</li> <li>• Conduct of Inquiry</li> </ul>
7.	Keeping non-resident without prior permission	Rs.20000/-
8.	Misbehaviour with hostel staff, hostel administration or other fellow student	<ul style="list-style-type: none"> <li>• First Time a Fine of Rs.5000/-</li> <li>• 2<sup>nd</sup> Time Fine of Rs.10000/- &amp; Cancellation of Hostel Seat.</li> </ul>
9.	Non vacation/handing over of room by the outgoing final year students after Final Prof exams or supply exams.	Rs.10000/-
10.	Over stayed Guests.	Fine of Rs.1000/- per over stayed night
11.	Pasting posters/Notices, wall chalking etc without prior permission of the hostel administration.	Rs.5000/-
12.	Playing games in the hostel corridors and lawns.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Time = Warning</li> <li>• 2<sup>nd</sup> Time = Fine of Rs.5000/-</li> </ul>
13.	Subletting of the hostel seat or room to outsiders.	Rs.20000/- & Cancellation of Hostel Seat.
14.	Tempering with electrical or safety equipment and CCTV Cameras.	Rs.20000/-
15.	Unauthorized shifting/illegal shifting by breaking up official lock.	Rs.20000/-
16.	Usage of unauthorized electrical/electronic appliances.	Rs.10000/-per appliance

	cooler and electrical heater rods, washing machine and dryer etc)	
17.	Violation of Hostel Rules or disobeying the orders of hostel administration.	Rs.10000/-
18.	Wilful absence from the hostel disciplinary committee meeting by a student.	Show Cause Notice & Cancellation of Hostel Room Allotment.
19.	Any other breach of discipline or involvement in unethical activity.	According to grievances and nature of the issue.
20.	Interfering in Hostel administrative affairs.	Issuance of warning & Fine Rs.5000/-

**Note:**

- The same offence committed by the student again, the fine will be doubled while on third attempt his allotment will be cancelled.
- Once the fine imposed the student should deposit it with in the specified time period otherwise he will be overcharged accordingly.

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