

HOSTEL RULES/SOPs

**FATIMA JINNAH
MEDICAL UNIVERSITY,
LAHORE**



FJMU HOSTEL, 1-WARIS ROAD, LAHORE



MESSAGE

It is a great honor and privilege for me to welcome you to the Fatima Jinnah Medical University. This premier, historical and prestigious institution has the unique facility of hostel which can house 1050 students.



The high educational standards and traditions set and maintained by the institute are solely because of hard work and team efforts of its students, faculty, paramedical staff and employees. I look forward to make this university one of the leading medical universities at national and international level. We will strive to offer conducive learning opportunities of highest standards to promote a culture of excellence in education, research, empathetic patient care and self-directed professional development. With each passing year you will be better at it than you were the previous year. Physicians and institutions that train them need to see social mission as a living part of the medical set. This dream can only become a reality with the help of Almighty Allah and with support and cooperation of each and every member of the Fatima Jinnah Medical University.

The hostel chief warden and the committee are equipped with administrative skills, futuristic vision and facilitative attitude. I am sure you will have pleasant and memorable experience of your hostel life and I expect from you to follow the rules/ SOPs of the hostels in letter and spirit. I wish and pray the best education and training and every success in the years to come.

PROF. AAMER ZAMAN KHAN

Vice Chancellor,
FJMU/SGRH, GTHS & GMTH

MESSAGE

I would like to welcome you to Fatima Jinnah Medical University. I am glad that you have chosen to become part of this prestigious university. As the Chief Warden of hostel, I want to extend my full support to help you begin this new chapter in your life.



Your first year is going to be both exciting and challenging. You will make lasting memories as you begin your journey to become tomorrow's doctors. I want you to envision the doctor you hope to be in five years and use the resources we have for you fully and wisely to achieve that vision.

Many of you will be living away from your families for the first time. As you adjust to your hostel life, this will be a crucial time for your personal growth. I want to ensure you that your time here at FJMU hostel will be rewarding and enriching. That is why we have assembled a guidebook to help you. This guidebook contains information about our policies and services to create a healthy and supportive environment for the hostel students. We hope that you find in FJMU hostel a community that is inclusive and nurturing.

Your time in medical college and especially in the hostel is one of the most exciting times of your life. I hope that you make most of it!

I wish you all the best in the years to come.

CHIEF WARDEN

PROF. DR. NOREEN AKMAL

Professor of Obstetrics & Gynaecology
FJMU/SGRH

UNIVERSITY MANAGEMENT

PROF. AAMER ZAMAN KHAN

Vice Chancellor, FJMU

PROF. DR. SHIREEN KHAWAR

Pro-Vice Chancellor, FJMU

PROF. DR. MUNIZA QAYYUM

Registrar, FJMU

HOSTEL COMMITTEE

CHIEF WARDEN

Prof. Dr. Noreen Akmal

Professor of Obstetrics & Gynaecology
FJMU/ SGRH

DEPUTY WARDEN

Dr. Naheed Hashmat

Associate Professor Medicine

ASSISTANT WARDENS

Dr. Hina Masood	Assist. Prof.	Obs./Gynae
Dr. Mehnaz Gondal	Sr. Registrar.	Obs./Gynae
Dr. Saira Iqbal	Demonstrator	Biochemistry

SENIOR HOUSE KEEPER

Mrs. Rashida Waseem

Cell # 0321 8823432

HOUSE KEEPER

Mrs. Ashi Ishtiaq

Cell # 0323 8828101

INTRODUCTION

Fatima Jinnah Medical University Hostel is situated at the junction of Shakra-e Fatima Jinnah and Waris road Lahore. The postal address of the hostel is "Fatima Jinnah Medical University Hostel, 1 Waris road, Lahore". The distance from college to hostel is approximately 300 yards.

This hostel is one of the best hostels of Lahore, spread over an area of 103 Kanals. It has seven residential blocks. Each block has its own kitchen, dining hall, and TV/common room. The building of C block is historical and was built before partition of the subcontinent. There are two visiting rooms near the main entrance gate. FJMU hostel has capacity to accommodate 1050 students. In addition 30 female students from De Montmorency College of Dentistry are provided accommodation in C Block.

Hostel has its own sports ground where annual sports of the college are conducted. In addition to this ground there are separate grounds for lawn tennis, basketball and volleyball. It has a multipurpose Shujaat Ali hall where university examinations are conducted. In other days students use this hall for indoor games like table tennis and badminton. On the first floor of this hall facility of reading room is available. Hostel has its own swimming pool and gymnasium and water filtration plant.

Canteen, tailoring shop and general store is present within the premises of the hostel. For the security of the hostel armed guards are stationed at the main entrance gate. More over chowkidars patrol the premises round the clock. CCTV cameras are installed at various points and hostel has its own control room to monitor these cameras.

All blocks have a complaint/suggestion book, at prominent and accessible place for the boarders to enter their complaints/suggestions conveniently.

All rules and regulations laid down in the university prospectus are to be observed strictly.

HOSTEL ALLOTMENT POLICY

1. First year is accommodated initially in the dormitories till final year leaves and vacates the rooms.
2. Allotment is done on merit based on number obtained in previous examination.
3. Allotment is done in an order starting from final year.
4. Final year is allotted cubicles.
5. Fourth year is allotted bi-seaters and leftover cubicles.
6. Third year is allotted tri-seaters.
7. First and second year are allotted tetra seaters.
8. Real sister groups are allotted bi seaters.
9. If a student is suffering from a communicable disease, cubicle will be allotted. Disabled students will be allotted ground floor rooms. In both cases student must submit complete medical record. Allotment will be done after verification of medical condition by the deputy wardens. If required help of medical board will be taken.
10. Toppers (the student having highest marks among boarders) will be offered cubicles.
11. Same room may be retained with same room mates sharing the room provided they come on merit.

POLICY FOR VISITORS

1. All boarders should ensure that their visitors know the Hostel Visiting time laid down by the administration and do observe them.
2. Visiting timings are: -
Winters 03:00 P.M to 06:00 P.M
Summer 04:00 P.M to 07:00 P.M
3. Only the visitors duly allowed by the parents/guardians will be allowed to visit during the specified hours.
4. Visitors can visit the students in the visiting room after entering their name and relation with the student in the register, which is available at the main gate.

5. Day-scholars are not allowed to visit without proper permission.

POLICY FOR LEAVING HOSTEL PREMISES

1. Boarders will not leave the hostel without prior permission of the concerned House Keeper after **6:00 pm in winter and 7:00 pm in summer.**
2. Boarders leaving the hostel (for holidays or any other reason) will give a written notice to the House keeper clearly specifying **“the time-out”, “destination” and “expected time of return”** before leaving the hostel.
3. In this regard parents of the students will clearly nominate the person with whom the student could go home and return to the hostel. If they allow the student to commute alone they should clearly specify this as well.
4. Resident students must come back by **08:00 P.M in winter** and by **09:00 P.M in summer.** In case of late coming due to unavoidable circumstances the student should inform the House keeper / Hostel Warden.

EVENING ROLL CALL OF STUDENTS

1. Daily evening roll call will be conducted at 7.30 pm by the respective housekeepers of each block.
2. If a student is found absent at the time of roll call without prior written permission, the housekeeper will inform the Senior House Keeper immediately.
3. Senior House Keeper will contact the parents of the students.
4. Disciplinary action will be taken against the student.

CAR PARKING IN HOSTEL PREMISES

1. If a boarder students want to park her car in the hostel premises, she should get a written permission from the registrar of the university.
2. The application should go through proper channel i.e. hostel superintendent and chief

warden. Car registration number along with proof of ownership must be provided.

USE OF AIR CONDITIONERS

Use of air-conditioner is not allowed in the residential rooms of the hostel according to the policy.

EMERGENCY TREATMENT OF BOARDERS

If a boarder needs emergency medical / surgical treatment following procedure should be followed.

1. Boarders needing any treatment / medication / consultation / surgical intervention will have to report it immediately to the Housekeeper. She will arrange / facilitate required procedure in the emergency department of the hospital in accordance with the laid down SOPs.
2. Housekeeper will inform Senior House Keeper. They will arrange for shifting the student to casualty department and also inform Deputy Wardens / Assistant Warden about the circumstances / details of the required / advised treatment.
3. The Deputy Wardens / Assistant Warden will facilitate the appropriate treatment as soon as possible.
4. The boarder herself (if possible) and the housekeeper of the block and Deputy Wardens / Assistant Warden will inform the parents/guardians about the condition of the student. Deputy Wardens / Assistant Warden will ensure that a proper "consent-form" is signed by the student/parents/guardians before the treatment is given (in case parents/guardians are not available the student's surgical consent form signed by the student herself and House Keeper and the Deputy Wardens / Assistant Warden should be considered sufficient for treatment purposes provided parents have given consent on the phone.

5. The House keeper of the block and Deputy Wardens will remain in touch with the Clinical Team Performing the therapeutic procedures, till it is completed.

MESS RULES AND REGULATIONS FORMATION OF MESS COMMITTEE

1. Mess Committee will comprise of three members.
2. The Mess president will be from the final year and two members from the other classes.
3. The Mess Committee will be changed after every month while the Mess President will be for a period of one year.
4. Since the Mess is not mandatory, only the Mess Members will be the members of the Mess Committee.

DUTIES OF MESS PRESIDENT

1. To check the taste, quality and quantity of the food.
2. Final approval of the mess menu with the consent of mess members.
3. To listen to the complaints and to provide solution to the problem.
4. To maintain the mess accounts.
5. To allocate duties to the mess committee in writing and put them on the notice boards.

DUTIES OF MESS COMMITTEE

1. To keep an eye on the quality and quantity of food.
2. To maintain the cleanliness of the mess area.
3. To make sure that the kitchen staff wears caps.
4. To give in writing complaints to the Mess President.
5. To make sure that members join the mess for a minimum period of one week.

RECREATIONAL / EXTRACURRICULAR ACTIVITIES

For in house activities in University premises:

1. Permission by the head of departments of the subjects of the specified class should be taken in writing.
2. Nomination of the names with the consent signature of teachers from respective departments, who will act as chairperson and to ensure safety of students till each and every student, has departed from the function area.
3. The list of the students from the hostel who are attending the function should be prepared well before time.
 - Indicating name of the student
 - Room number
 - Block

Each page of the list should be signed by CR of the respective class and by House Keeper of respective block and finally by Hostel Superintendent.

1. Letter of permission for transportation of the student from the hostel to University and back, must be taken from the in charge transport and the letter should clearly state.
 - a. Name of drivers
 - b. Letter from Hostel Superintendent stating name of the Senior House Keeper with consent signature who will be responsible for safe departure from hostel to college and will physically verify the students according to the list.
 - c. Supervise students from the beginning to the end of the function and till all students of hostel have left for hostel.
 - d. Specified time must be observed.
2. All of above-mentioned letter will be provided to Chief Warden FJMU, who will then forward it to the Vice Chancellor Fatima Jinnah Medical University for final approval. No function should be planned or organized without observing/fulfilling of above-mentioned SOPs. This exercise is for safety of our students of Fatima Jinnah Medical University.

DUTIES OF HOUSEKEEPERS

1. She will ensure that the students are given proper breakfast well in time.
2. After the students leave for the university she should supervise the cleaning, maintenance of the block generally and the rooms, bathrooms and the kitchen particularly.
3. She should guide and supervise proper preparation of lunch under fully hygienic conditions.
4. To arrange the yearly medical checkup of the kitchen staff.
5. She should be present at the desk in the lobby area of the block till 2:00 P.m and meet the students to hear and resolve their personal/hostel problems.
6. She should be available in the lobby of the block from **7:00 P.M to 9:00 P.M** for the evening roll call of the girls.
7. During the daytime she should ensure presence of all the lower staff and see that they perform their respective designated duties.
8. The Senior House Keeper should visit the blocks at an appropriate time every-day, to keep a close liaison with the House Keepers with a view to know and resolve their minor problems on the spot.
9. The Senior House Keeper shall also make a duty roster, to make one of the House Keepers in turn, to be present on the main gate of the hostel from **9:00 Pm to 10:00 Pm** daily.
10. Dengue prevention and management program to be implemented positively and to full satisfaction of the dengue prevention team.