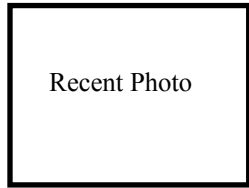




IBA Hostel
Institute of Business Administration
APPLICATION FOR HOSTEL ROOM ALLOTMENT



The
Superintendent IBA Boys Hostel
 University Road
 Karachi.

Dear Sir,

I, _____ s/o. _____ student of _____ Program
 Seat # _____ want to stay at the hostel during the study period at IBA.

I have read the Rules & Regulations of IBA Hostel as stated in the 'Hostel Brief' and undertake to abide by these rules and regulations and will do my best to prove myself a good resident of the hostel. My other particulars are as under:

 (Signature of the applicant)

Email address.....Cell phone#.....Blood group.....

NIC No: _____

Permanent Address: _____

Name, relation and
 Address of the person
 who may be contacted in
 case of emergency at Karachi, _____

Phone No.Cell #.....email.....

Guarantor: Name: _____

Address: _____

Phone No. _____ Cell # _____

Signature: _____

Recommended / Not Recommended

Program Director / Program Officer

Room No..... available for Allotment // Dormitories Accommodation Available in Room.....
 Room Not Available.....

Hostel Incharge

Received Hostel charges Rs. _____ vide Bank challan No. _____ dated _____ for the
 semester _____/period _____ to _____.

Finance Manager

Approved. Room No.....Alloted w.e.f.....

Hostel Superintendent

Brief on IBA Hostels

General

1. The IBA provides accommodation facilities for its students outside Karachi and from abroad. The cost of hostel accommodation is Rs. 48,000/-(for 6 months), with an additional Rs. 1000/-(refundable) for security deposit for new students.
2. The boys' and girls' hostels offer facilities of high-speed Internet, TV lounge, gym, and parking space (the last two for boys' hostel only).
3. Please note the following rules regarding admission and stay at the IBA Hostels:
 - a. Only regular students of IBA are eligible for admissions in the IBA hostel. However, under exceptional cases, students of other programs may be permitted to stay in the hostel for a short duration with the approval of the relevant authority.
 - b. Students taking up hostel residence shall submit an application and an admission form in duplicate, duly completed, along with three passport size photographs to the Hostel In-charge who is responsible for allotting rooms.
 - c. Allotment of rooms shall be made after the candidates produce the payment receipt of the hostel charges from the designated bank.
 - d. The applicants will need to furnish a written guarantee form completed by their guardians, holding them responsible for the payment of Hostel dues, in case of their wards failing to make the payment. A written guarantee shall also be provided by the resident and his/her guardian regarding observance of all Hostel rules.
 - e. Caution money is only refundable after the declaration of semester results and shall not be adjusted at the time of issue of clearance certificates.
 - f. Students/boarders are required to deposit the security deposit as well as monthly charges for the entire semester in advance at the time of admission to the Hostel. The Hostel charges shall be determined by the IBA from time to time.
4. During stay at the IBA Hostel, residents are required to abide by hostel rules, failing which they may risk expulsion both from the Hostel and the IBA. Do note the following excerpts of hostel regulations:
 - a. Residents shall be under the disciplinary control of the Superintendent.
 - b. Residents shall sign a receipt of Hostel property in their rooms and shall be responsible for any loss or damage.
 - c. Residents are not allowed to change their rooms of their own accord, or allow a guest to stay overnight with them. However, with prior permission in writing of the Superintendent/ Registrar, a guest could stay for a maximum period of seven days. A resident shall not avail himself of this facility more than twice in a semester.
 - d. Residents shall not be allowed to make any structural additions or alterations in their rooms, nor install/fix any electrical gadgets or fittings/fixtures anywhere in the Hostel without prior approval of the Superintendent/Registrar.
 - e. Residents should not disturb fellow residents by playing music or any instruments at a high volume, or cause any other discomfort.
 - f. Silent hour should be maintained strictly after 9:30 p.m. in the Hostel so that residents can devote time to studies.
 - g. No societies shall be formed and no meetings shall be held within the premises of the Hostel.
 - h. Residents are not allowed to give tips or make any other kind of payment to the sweepers, bearers, or other employees of the Hostel.

- i. Residents are not allowed to use electrical appliances, except a P.C., without prior permission of the Superintendent. When permission has been granted, they will be required to pay extra charges for the duration of use.
- j. Residents are advised in their own interest not to keep expensive articles or valuables in their rooms.
- k. Smoking is prohibited in air-conditioned areas: Common Rooms, Mess Halls, Game Rooms, Gym and any other public areas.
- l. Residents are prohibited from keeping any kinds of arms, ammunition or intoxicants in their possession. Non-observance of this rule shall be severely dealt with. Residents who are found in intoxicated condition may be expelled from the Hostel on 24 hours' notice.
- m. Residents committing serious offences such as violation of the rules and regulations of the Hostel, holding meetings or collection of subscription without prior approval of the Superintendent/Manager and non-payment of dues shall be subjected to disciplinary action, extending up to expulsion from the Hostel/IBA depending upon the seriousness of the crime.
- n. Residents once expelled from the Hostel shall not be admitted again or allowed to stay in the Hostel.
- o. Residents should leave the Hostel within one week after the declaration of their last examination results and report their departure to the IBA Hostel Incharge.
- p. Residents shall be under obligation to conform to all the rules and regulations that may be enforced in the Hostel from time to time.
- q. All residents should be in the Hostel by 11:00 p.m. Residents wishing to stay outside the Hostel (from 10:30 p.m. to 7:00 a.m.) may write the necessary particulars in the overnight register if they so desire.
- r. Female visitors shall be received only in the guest room and under no circumstances will female visitors be allowed to enter individual rooms.
- s. All residents should ensure that persons visiting them fill in the necessary particulars in the Visitors' Book.
- t. No private parties or functions can be arranged by individuals or groups without the prior permission of the Hostel Superintendent and Director.
- u. Residents are requested not to enter into any conflict with the employees of the Hostel. The complaints against the Hostel staff should be brought to the notice of the Hostel Incharge/Superintendent.
- v. No resident(s) shall be allowed to take any crockery into his/her room.
- w. No resident shall open the door of another resident's room without his/her permission.
- x. All cases of illness should be immediately reported to the IBA Hostel Incharge, who shall make necessary arrangements for medical help.

The IBA hopes your stay in the Hostel is comfortable and pleasant and facilitated by the services provided for your convenience.