

## **AFFIDAVIT**

I Ms. \_\_\_\_\_ D/o \_\_\_\_\_ CNIC No. \_\_\_\_\_

Fathers CNIC No. \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ CMS ID \_\_\_\_\_ Class/Program \_\_\_\_\_

hereby assure that I shall abide by the following hostel SoPs and the data provided by me is true:

1. Hostel facility is be provided only to all regular students of Sukkur IBA University, subject to availability of rooms.
2. All registered hostel residents will be treated equally irrespective of caste/ sect/ religion.
3. No student should cause disturbance or make a noise inside hostel.
4. Political & religious discussions are strictly prohibited inside hostels.
5. All hostel residents will sign **“Room Acquisition Form”** at the time of hostel allotment.
6. All roommates will be responsible for assets provided to them at the time of allotment. Any breakage / damage of assets will be the sole responsibility of room residents. Hostel department will sign **“No Dues Form”** after payment of asset purchase / repair & maintenance work.
7. During stay at Hostel, repair and maintenance cost of assets will be borne by room occupants, whereas, the technical staff will be provided by hostel administration department.
8. Overall cleanliness of room is responsibility of every room resident.
9. Hostel resident is not allowed to change her hostel or room once allotted by the Hostel Administration Department.
10. Hostel residents should have their breakfast, lunch & dinner in dining halls at scheduled timings. No student shall be allowed to take any meal or tea in her room.
11. Playing Music / Sound Systems are not allowed in hostel rooms.
12. Playing ringtones / songs on cell phones are not allowed. However, students may use head phones as per their needs.
13. Guests (Friends & Families) are not allowed to visit / stay at students’ room. If found, the student will be given warning letter twice. If the same practice is repeated, the hostel department reserves the right to cancel allotment of such student.
14. Hostel gates will be closed at sunset. All the hostel residents must have to return back in the hostel before the sunset.
15. Parents are supposed to submit **“Parents’ Permission Form”** along with this affidavit in person.
16. Male family members are not allowed to visit within girl’s hostel vicinity.
17. Female students are supposed to generate online tickets (online portal) when they want to leave hostel. Once they leave the hostel, hostel department will not be responsible for their safety and security outside the hostel premises. Therefore, hostel department will not be responsible for any mishap.
18. Hostel residents are supposed to generate tickets (online portal) at least 24 hours prior to their departure; otherwise, the request will be denied.
19. Hostel residents are advised to make their travel bookings in the daytime. Hostel department is neither responsible for any transport facility nor for security outside the hostel premises.
20. The parties/ gathering can be arranged in the main campus. Hostel department shall not be held responsible for any advance booking on the part of students for such parties.

21. Hostel residents are advised to arrange and celebrate birthday parties in their allocated rooms only. This shall not be too loud to disturb the neighbors.
22. Hostel residents are supposed to turn back to hostel by sunset. However, in case of emergency, prior written permission is required from the Hostel Administration Department.
23. Students are self-responsible for their safety and security outside the hostel premises. Therefore, hostel department will not be responsible for any incident.
24. Smoking / tobacco / drug is strictly prohibited inside hostel premises.
25. Cooking, after **10:30 pm** (except emergencies), is not be allowed.
26. The room lock will be purchased by room occupants at the time of allotment and every room occupant must have her own lock key. Moreover, one extra key should be deposited at warden's office.
27. All hostel residents will bring following items with them:
  - 1) A BED SHEET                      2)A PILLOW                      3)A COMFORTER
28. Students will be responsible for the safety and security of their valuables (laptop, cell phone any other electrical appliance / gadgets and cash). Hostel Department will not be responsible for any theft / incident.
29. The students are advised not to keep more than five thousand rupees (**Rs.5,000/-**) in cash with them in the hostel room. However, in case of any mishap / theft, the hostel department will not be responsible.
30. No electrical appliances like air condition, room air cooler, iron, electric kettle, hot plates, sandwich maker and heaters are allowed in the rooms. If found otherwise, the student will be given warning letter twice. If the same practice is repeated, the hostel department reserves the right to cancel allotment of such student.
31. The hostel residents are directed to switch off electrical appliances before they leave their rooms. If found otherwise, the student will be given warning letter twice. If the same practice is repeated, the hostel department reserves the right to cancel allotment of such student.
32. The generator facility will only be provided after 5:00 PM till 8:00 AM.
33. Misbehavior/ misconduct with any of hostel officials or staff members will not be tolerated. If found otherwise, the student will be given warning letter twice. If the same practice is repeated, the hostel department reserves the right to cancel allotment of such student.
34. If any hostel resident found in theft / illegal activity will be reported to Disciplinary Committee for further necessary action that may lead towards cancellation of hostel.
35. Every hostel resident will vacate her room and take her whole luggage with her after Spring Semester and hostel rooms will be re-allotted in Fall Semester.
36. Hostel department reserves the right to change room / hostel of any student as per need & requirements.
37. Every hostel resident is supposed to submit a tested NIC copy of herself and the Guardian.
38. Hostel department reserves the right to change or update any SoPs as per need / requirements.
39. If a student is declared drop in the results, her allotment will immediately be cancelled and she is to vacate her room within three (03) days.
40. If a hostel resident is opting for the semester break, she will be considered fresh applicant for hostel allotment at the time of rejoining and will be dealt accordingly.
41. The University Authorities / Hostel Department officials can visit the student's room at any time if they so desired for inspection purposes or implementing hostel policies.
42. There is no special dress code however, students are expected to wear modest dress in the common areas in the hostel (corridors, dining hall, library or TV lounge).
43. Religious ceremonies are not permitted to be celebrated at hostels.
44. Students shall not keep/bring any fire-arm or any weapon in the hostel premises.
45. In case of violation of any rules, hostel allotment will immediately be cancelled & hostel resident will be penalized as per hostel rules.

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

I have read all rules and regulations mentioned above and assure that my child will strictly abide by these rules and regulations and I will not quote or proceed this affidavit for any legal procedures.

\_\_\_\_\_  
**Father/Guardian Signature**

**Witness-1 Name:**\_\_\_\_\_

**Witness-2 Name:**\_\_\_\_\_

**CNIC No:**\_\_\_\_\_  
(Attach CNIC Copy)

**CNIC No:**\_\_\_\_\_  
(Attach CNIC Copy)

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

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