

Introduction

The Student Welfare Office (SWO) at Middle East College (MEC) is responsible for providing

accommodation and related services to students registered in the college. The range of services

includes separate accommodation for males and females supervised by professional staff, furnished

rooms, utilities, safety and maintenance, shopping trips, social activities, and facilitates for emergency

hospital visits. Transport facilities to and from college are provided for the residents. Hostels are

strategically located to provide residents access to amenities. This handbook serves as a comprehensive

guide for a smooth stay in any of the MEC hostels. The rules mentioned in this handbook are mandatory

and all resident students are obligatorily required to follow the handbook and the directives from the

college and hostel issued from time to time.

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1 Hostel Admission:

- 1.1. Student seeking hostel accommodation has to fill Hostel Registration Form at the time of admission to college.
- 1.2. Admission to hostel will be cancelled if incomplete or false information is furnished.
- 1.3. The student is required to sign against his/her name in the Hostel Office Register within a fortnight after the commencement of semester, failing which the seat may be allotted to other deserving claimants.
- 1.4. The college reserves the right of admission to the hostel.

2. Refundable Security:

- 2.1. After the payment of R.O. 50/- (as refundable Security), students will be admitted to the hostels.
- 2.2. In case a student claims refund of the security at the end of term, then he/she must re-apply for hostel seat before the start of next term, otherwise the seat will be allotted to new applicants.
- 2.3. A financial penalty valued by the MEC Disciplinary Committee will be deducted from the refundable security in case a student willfully damages the property of the hostel and does not pay for it. Within one week of that the student will have to pay the deducted amount to replenish the refundable security.

3. Fees

3.1 The fee covers charges for accommodation, facilities at the accommodation, and transport charges to and from college. The fee structure given in the table is valid for the academic year 2016-17. Any change in fees structure for the subsequent year will be notified to the students in advance. Students are obligated to pay the fees in accordance to the table.

Fees	Semester
R.O. 262.500	Fall Semester
R.O. 262.500	Spring Semester
R.O.105 (RO 75/- if student does not use the	Summer Semester
hostel during summer)	
Total= R.O. 630	For one academic year

3.3. Student should pay the fees in advance for each semester or as agreed by the accounts department at MEC.

- 3.4. In case student fails to pay as per the agreed time, the college has the right to cancel his/her contract after 15 days' notice.
- 3.5.If a student is terminated due to disciplinary action the student shall still be liable to pay all dues.

4. Withdrawal from Hostel:

- 4.1. If a student wants to withdraw from the hostel after registration or during the semester he/she is liable to pay the full semester fee for the hostel.
- 4.2. If a student wants to withdraw from the hostel at the end of the contract he/she must submit the request one month in advance to the warden, failing which the student would be liable to pay the fee for the entire semester.
- 4.3. At the end of the term students must take all their belongings, hand over the keys to the warden, and must not lock their rooms while away on vacation. The wardens may order the breaking open of any unauthorized lock during the vacation, if that becomes necessary. The warden may temporarily allot the room to another student during summer while the original resident is away.

5. Allotment of Room:

- 5.1. Rooms will be allotted by the wardens, taking into consideration the priority of the applications, seniority, discipline, and such other criteria, at their discretion.
- 5.2. Hostel authorities can refuse admission or cancel allotment to any student as disciplinary measure.
- 5.3. The allotment of rooms by the college authorities concerned shall be final and binding on the residents.

6. Change of Room:

- 6.1. Residents must only occupy rooms that are assigned to them.
- 6.2. There must be no room exchange or shifting of room without the written permission from the hostel warden.
- 6.3. In the event of a specific need or emergency for reallocation the warden may grant permission for a resident to share the accommodation with other residents.

7. Utilities:

7.1. Furniture and Furnishing: Each resident is entitled to a single bed with a mattress, a pillow, a bed cover, and a wardrobe. Residents are not allowed to bring in any furniture from home.

- 7.2. Appliances: Each washroom has a geyser and a washing machine to be shared by the residents of the flat. Each kitchen has storing cabinets, gas stove, gas supply and refrigerator to be shared by the residents of the flat.
- 7.3. Water: On each floor there are water cooling machines for drinkable water. Water supply for other consumptions is maintained in all kitchens and washrooms.
- 7.4. Study Room: Each hostel has a furnished study room with internet service (Wi-Fi)
- 7.5. Recreation Room: Each hostel has a recreation room with board-games and vending machines to be shared by the residents.

8. General Rules and Hostel Discipline:

- 8.1. Residents must not make noise or engage in any undesirable act that disturbs the peace in the hostel, disturbs other students' study or hinders the efforts of the wardens to maintain discipline.
- 8.2. Residents are not allowed to make any kind of alteration or changes to the room or hostel facilities. The room facilities must remain in the same position as per room layout.
- 8.3. Residents are not allowed to keep any offensive materials or any kind of dangerous weapons including explosive materials.
- 8.4. Smoking, Alcohol, or another form of drugs is strictly prohibited in the hostel.
- 8.5. Parties or other social gatherings in the hostel compound are not permitted without the prior written consent of the hostel management.
- 8.6. Residents are not allowed to pass the room key to their friends or whosoever to utilize their rooms in their absence or during their vacation.
- 8.7. Residents are not allowed to enter others' room without the permission of the occupants and under no circumstances after 9:30 pm and before 7:00 am.
- 8.8. Residents are prohibited from climbing over the fence or wall to get in or out of the Hostel compound.
- 8.9. Residents caught committing a crime or theft of any kind will be referred to the police for action and will be evicted. Prior to eviction, residents will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- 8.10. Pranks, ragging and rowdy games in any form are prohibited.
- 8.11. No littering or burning of waste material shall be allowed at any time within hostel premises and vicinity.

- 8.12. Fire extinguishers are not to be removed from their proper location or discharged unless it is a fire emergency. Anyone found tampering with fire extinguisher is subject to disciplinary action and would be required to pay the cost of the fire extinguisher.
- 8.13. The Hostel Management reserves the rights to move residents to other Hostel units if there is a necessity.
- 8.14. In order to prevent bad odor and pest infestation, all types of cooking including storing and preparing of food is strictly prohibited in the hostel rooms. Cooking is permitted only in the kitchen.
- 8.15. Residents are not allowed to do any kind of business in the hostel.
- 8.16. Residents should not use things belonging to their room-mates without their permission.
- 8.17. All residents are advised to extend their fullest cooperation to the hostel authorities.
- 8.18. Any illegal or unauthorized action must be brought to the notice of the hostel warden without delay.
- 8.19. The students should wear appropriate clothes befitting the culture of the Oman.
- 8.20. Female residents must sign on the attendance register starting from 7:00 pm and latest by 10:00 pm every day, failing which might lead to disciplinary actions for the defaulter.
- 8.21. Female residents are allowed to go out during the week only with the people who have authorization from their guardian and they should be back to the hostel latest by 10:00 pm.
- 8.22. On weekends and public holidays female students must return back to the hostel latest by 11:00 pm. If a female student comes back later than the stated time then she must submit a letter from her guardian validating the reason for the delay.
- 8.23. Female residents should inform the warden in advance if they intend to go out and must obtain permission from the warden before leaving.
- 8.24. If a female resident wants to stay out of the hostel overnight or for certain days with a person authorized by the guardian then the student has to submit a written consent from her guardian. If this is not possible due to some reason then the warden will contact the parent/guardian and only after confirmation from them will permit the student.
- 8.25. Any exchange or shifting of room without the written permission from the hostel warden may lead to disciplinary action against the students involved.
- 8.26. Any act of indiscipline or support to any such act will attract due disciplinary action.

- 8.27. In the event of a student directly or indirectly involved in an in disciplinary act, the parents/guardians of the student will be informed immediately.
- 8.28. Male residents are not allowed to bring female guests beyond the visiting area.
- 8.29. The hostel/college authorities reserve the right to search the resident's room or content of resident's personal belonging for reasons deemed fit and proper by the authorities, including when there is reasonable suspicion on the part of the institution that a risk exists to the health, safety or welfare of students, hostel, or the community and including searches pursuant to an investigation of potential wrong doing.
- 8.30. Keeping animals/pets in the hostel is strictly prohibited.
- 8.31. Residents are mandatorily required to carry their ID cards at all times within the campus, when leaving their rooms.
- 8.32. The college Disciplinary Committee is entitled to look into and take appropriate disciplinary actions in any case of violation of the rules and regulations in the handbook or misconduct not mentioned herein.

9. Cleanliness and Maintenance

- 9.1. Maintaining cleanliness and hygiene is considered a matter of discipline, failing which may lead to disciplinary action against the defaulter.
- 9.2. Residents should strictly follow the instruction manual for the electronic appliances which are provided to them by the college.
- 9.3. If a gadget, fixture and furniture is damaged willfully or due to negligence and misuse, residents sharing common facilities within the room of the residence shall be liable for a joint payment towards the cost of its repair/replacement.
- 9.4. Residents are responsible for cleaning their rooms, kitchens, and bathrooms.
- 9.5. Residents are responsible for maintaining the cleanliness of the common areas such as corridors, TV room, study room etc.
- 9.6. Residents must not leave any dirty or smelly or soaked clothes or any personal belongings, inside or outside the room or at the bathroom and kitchen.
- 9.7. Residents must not paste any posters or pictures on the wall, door and furniture inside the room or in any place of the hostel premises without the warden's permission.

- 9.8. Residents must not use any kind of material or substance including but not limited to nails, tapes, glue, spray or paint that could develop dirty condition on the wall, ceiling and floor or any part of the room or hostel premises.
- 9.9. All electronic alliances, taps and faucets must be turned off when not in use. Every effort should be made to economize the use of electricity and water.
- 9.10. Residents must bring to the immediate notice of the warden all failures and breakdowns in the electricity supply. They should NOT attempt to repair any defects in the mains or the distribution system.
- 9.11. Tampering with the existing power switches or introducing additional electrical plugs to the existing power points (including appliance such as mini fridge, microwave oven, etc) are STRICTLY prohibited.
- 9.12. Placing of baggage/bags or unwanted items outside the room is not allowed to avoid obstruction to other residents. Shoes placed outside their rooms must be properly stored in shoe rack (at their own cost).
- 9.13. Common hostel furniture must not be moved into other rooms from one hostel unit to another without the consent of the warden.
- 9.14. Any damage to hostel property must be reported immediately to the hostel warden.
- 9.15. All maintenance issues should be brought to the notice of the warden immediately.
- 9.16. Residents must take proper care in using the hostel premises and facilities and shall not do anything which disfigures, defaces or causes damage or loss to any part of the building or to any articles or fixtures therein.

10. Security:

- 10.1. All hostels are provided 24 hours security service.
- 10.3. Residents are responsible for all their personal belongings and valuable items e.g. mobiles, laptops, watches and money and so on. They must insure that their door and windows are properly secured at all times. The Hostel Management is not responsible for any loss of personal property.
- 10.4. Any resident who finds his/her room-mate(s) missing must report to the Hostel Management or Security Officer immediately. This is to enable the hostel management to take immediate action if any untoward incident had taken place. The management appreciates full co-operation from the residents in this regard.
- 10.5. Loss of a key must be reported to Hostel Management immediately. Residents shall bear the cost of replacement of locks and keys including duplication of all keys.

- 10.6. Duplication of keys by the residents themselves is strictly prohibited and unauthorized entry to a room is a serious disciplinary matter and can lead to legal recourse.
- 10.7. Requesting the security officer to run any personal errands or to retain custody of any personal items is strictly prohibited.
- 10.8. Offering of payment, tips, and rewards for any services rendered by the security guards or wardens is strictly prohibited.
- 10.9. Residents must inform the security guards/wardens of any suspicious persons or things found abandoned in the corridor or common facilities.

11. Student Property:

- 11.1 Residents are advised in their own interest not to keep money and other valuables unattended in their rooms.
- 11.2 Residents are required to take with them all their personal and valuable belongings during the summer vacation, as the hostel and related equipments would be serviced during the summer break.

12. Updates and Announcements:

Any news, updates and announcements within the hostel will be posted on the Notice Board.

13. Revision of Rules and Regulations:

The Hostel Management reserves the rights to revise the rules and regulations, terms & conditions including the prices and room-rates from time to time and will keep the residents informed of any changes.

14. Visitors:

- 14.1. All visitors and non-residents must register at the Security Counter and provide all detail and documents for verification as requested by security guards/ wardens.
- 14.2. The following visiting schedule should be strictly adhered to unless under special circumstances:

Days	Timings
Sunday to Thursday	8:00 am to 8:30pm
Friday to Saturday	10:00am to 10:30pm

14.3. All visitors and non-residents must leave the hostel premises by the above stated time unless permitted under special circumstances by the warden in writing.

- 14.4 .Residents have to inform the security guards/wardens of any expected visitor if permitted and come to receive them at the reception area.
- 14.5. Residents are required to extend their fullest cooperation to see that no unauthorized person enters the hostel premises. If they happen to find any such person, the matter should be reported immediately to the warden for further action.
- 14.6. Hawkers, sales agents and so on must apply in writing to the warden and get a pass to enter the hostel premises.
- 14.7. Female residents are allowed to receive their female guest and children less than 10 years in their accommodation after getting permission from the warden.
- 14.8. Female residents are allowed to receive their male guest at the reception area only and NOT in their rooms. The visit period should not exceed twenty minutes after getting permission from the warden. Male residents are strictly prohibited from bringing any female guests in their room.
- 14.9. No visitors shall be allowed to loiter around the hostel vicinity except the designated area without the company of the resident. Visitors are NOT allowed to use the hostel facilities.
- 14.10. Visitors are not permitted to stay overnight in the hostel. All visitors and non-residents must leave the Hostel complex by the stipulated visiting hours. Anyone caught residing in the hostel without written approval from the hostel management will be treated as trespasser and will be evicted immediately. A penalty may be levied or disciplinary action may be taken on the concerned resident for allowing the unauthorized visitor to stay.

15. Transport:

- 15.1. Hostel students are provided transportation service of pick and drop from the hostels to college and vice-versa, on filling in the transport form.
- 15.2. Female residents who do not want to use this facility should provide a no- objection letter from the parent/guardian and signed by the warden. It would then be her responsibility to abide by the college timings.
- 15.3. Female residents who are using other means of transport and not abiding by the college timings will be referred by the warden to the hostel management. Her parents/guardians may be called for discussion in this respect.
- 15.4. Students should observe a general code of conduct while on board vehicle and their behaviour/actions should not disturb other students/driver.
- 15.5. Students must comply with the instructions given to them by the driver.
- 15.6. Any damage done to the bus will be charged to the student responsible.

- 15.7. Students must follow the pick and drop schedule issued by the college.
 - 15.8. In case of any issue with the driver, students must contact the transportation coordinator at MEC.
 - 15.9. While on board students must carry their transport permission cards with them.

16. First Aid and Emergency Health Services:

- 16.1. Provisions for first aid are available in all hostels.
- 16.2. Any emergency case is taken to the closest hospital or health clinic.
- 16.3. Residents must intimate the wardens if they suffer from any medical complications.
- 16.4 If a student is admitted in the hospital the parents will be contacted to stay with the student in the hospital.

17. Check- out and Check- in

- 17.1. Female residents are required to give a list of at least 6 names which includes close relatives, parents and guardians with a letter of approval from the Sheikh at the time of admission to the hostel. ONLY those listed are allowed to take the residents from the hostel on weekends or whenever required with the approval of the warden.
- 17.2. Female residents will checkout for holidays and official leave only from their accommodation and NOT from the college.

18. Hostel Inspection:

- 18.1. The hostel Management reserves the right to enter, inspect or spot check the rooms in the interest of proper conduct of the residents, the orderly and efficient administration, proper use of the rooms, and to maintain/repair the premises but only in the presence of the residents.
- 18.2. Other authorized officers of the college Ministry of Higher Education officials may also inspect the hostel facilities. However care will be taken to be gender sensitive while constituting inspection teams.

19. Grievance Redress:

Should a student feel the need to file a complaint or address a grievance the following procedures shall apply.

- 1. When a student has a grievance, he/she should initially try to resolve it through the warden and subsequently through the Head of Student Welfare Office.
- 2. If the student is still not satisfied with the outcome, a written appeal may be given by the student to the Academic Coordinator in Dean's Office.
- 3. The Academic Coordinator would verify whether the issue was addressed to the department/staff concerned and whether due process has been followed. If it has not been followed, the student would be asked to try and resolve the matter through the warden and subsequently through the Head of Student Welfare Office.
- 4. If due process has been followed, the appeal along with details of the matter is forwarded to the Assistant Dean.
- 5. The Assistant Dean would consult the staff/ department concerned to collect any further details about the grievance and the action taken. Reasonable opportunities would be provided to all parties involved to be heard. The Assistant Dean would then take an appropriate decision, which is informed to the student in writing.
- 6. If the student still wishes to appeal against the decision by the Asst. Dean, the student may do so to the Dean(through the Academic Coordinator in Dean's Office)
- Based on the nature of the issue, the Dean may constitute a Grievance Redress Committee
 consisting of any five members of staff not involved in the matter under appeal to look into the
 appeal received from the student.
- 8. Grievance Redress Committee shall consider the appeal and submits its recommendation to the Dean.
- The Dean shall give due consideration to the appeal and recommendations of the Grievance Redress Committee and resolve the matter appropriately. The decision of the Dean shall be final and the same shall be recorded.
- The student would be notified of the decision and the grievance would then stand closed.

REFERENCES:

http://www.mmu.edu.my/stad/Rules%20Hostel.htm

http://www.nmims.edu/images/hostel-form.pdf

http://www.evanslodge.com.sg/downloads/Evans%20Lodge-Rules%20&%20Regulations-V2.pdf