
NATIONAL UNIVERSITY OF MODERN LANGUAGES (NUML)

Islamabad



POLICY DOCUMENT

NUML Policy on Keeping Pets In Foreign Faculty Hostel

(Applicable to keeping Pets in Foreign Faculty Hostel)

Issued by

National & International Linkages Office (NILO)
National University of Modern Languages (NUML), Islamabad

Approval & Control Information

Document NUML Policy on Keeping Pets in Foreign Faculty Hostel
Title

Issuing Of- National & International Linkages Office (NILO)
fice

Applicable All NUML Campuses (unless otherwise notified)
Campus

Approved Rector NUML, NUML
by

Approval _____
Date

Effective _____
From

Review Every 2 Years or as required
Cycle

Version 1.0

Document Control

Version	Date	Description of Change	Approved By
1.0	_____	Initial Policy Is- surance	_____

Document Custodian:

National & International Linkages Office (NILO)
National University of Modern Languages (NUML), Islamabad

Contents

1. Purpose	1
2. Definitions.....	1
3. Governance Structure	3
3.1 Decision Timeline	4
3.2 Quorum and Decision-Making.....	4
3.3 Review / One-Time Appeal	4
4. Scope & Applicability	5
5. Eligibility: Permitted Pets & Restrictions.....	5
5.1 Permitted pets.....	5
5.2 Prohibited animals	5
5.3 One pet rule	5
5.4 Age and condition.....	6
6. Health & Vaccination Requirements	6
6.1 Species-specific minimum standards.....	6
6.2 Renewals / re-certification	6
6.3 Verification & record-keeping	7
6.4 If documentation is incomplete / non-compliant.....	7
7. Safety, Conduct & Campus Decorum	7
8. Hygiene, Housekeeping & Waste Disposal	8
9. Campus Movement & Access Control	9
10. SOP: Approval, Registration & Monitoring	9
10.1 Application receiving office and workflow	9
10.2 Registration and record-keeping.....	10
10.3 Monitoring and renewals	11
10.4 Complaints, enforcement, and cross-references.....	11
11. Fees, Damage, Liability & Insurance	11
11.1 Damage and cleaning.....	11
11.2 Liability	11
11.3 Security deposit/insurance	12
12. Complaints, Non-compliance & Removal	12
13. Emergency & Incident Management	12
Annexures	13
Annexure A: Pet Permission & Registration Form	13
Annexure B: Pet Owner Undertaking.....	17
Annexure C: Pet Care & Compliance Checklist / Corrective Action / Incident Re-report.....	18
Annexure D: PPC Decision & Risk Assessment Form (FFH Pets)	21
Annexure E: Pet Movement Authorization Card / Pass (FFH Pets)	24
Annexure F: Complaint Submission Form (Pet-Related Issues)	25
Annexure G: Pet Removal / Permission Revocation Order.....	26

1. Purpose

This policy establishes guidelines and procedures for managing pets in the Foreign Faculty Hostel (FFH) to ensure campus safety, maintain health standards, and uphold institutional decorum. It treats pet permission as a conditional privilege, granted only after prior intimation, documented approval, and ongoing compliance with safety and hygiene requirements.

2. Definitions

Term	Definition
Pet	A domesticated companion animal permitted under this policy (primarily cats and dogs), kept by an authorized FFH resident. Exclusions: wild/exotic animals, livestock, venomous species, and any species prohibited by law or assessed as unsafe by the PPC. (Refer also to Section 5.1 Permitted Pets.)
Owner/Resident	Foreign faculty member or authorized FFH resident who keeps the pet and is fully responsible for its health, control, hygiene, and compliance with this policy.
Hostel Management	Warden/Hostel In-charge (FFH) and designated staff responsible for hostel operations, compliance monitoring, record-keeping, and coordination with Security/Administration.
Director Administration (D/Admin)	Head of Administration whose concurrence is required for approvals; provides administrative input, including conditions relating to safety, hygiene, accommodation suitability, and enforcement.

Pet Permission Committee (PPC)	The designated committee responsible for reviewing requests, verifying documentation, assessing risk, setting conditions, and approving/declining permission under this policy.
Approval File	The complete set of documents submitted for permission/renewal (Annex A and supporting records), maintained in the FFH Pet Register and relevant administrative record.
Non-aggressive behavior	A temperament and conduct standard in which the pet shows no biting, attempted biting, repeated growling/lunging, chasing, or uncontrolled behavior toward persons or animals, and can be safely handled/contained by the owner and Hostel Management.
Temporary hosting	Short-term keeping of a pet in FFH other than the approved long-stay arrangement, allowed only with prior written approval and for a maximum of __ days (to be determined by PPC/D/Admin), subject to the same documentation and control requirements.
Designated pet-walk areas / routes	Specified areas and movement routes approved by Hostel Management in consultation with D/Admin and Security, where pet movement (on leash/harness as applicable) may be permitted; pets must not roam freely and must not enter academic/administrative buildings or public gathering areas.

Incident	Any event involving (i) bite/scratch, (ii) aggression or threat, (iii) roaming/free movement, (iv) noise/disturbance complaint, (v) hygiene breach/waste mismanagement/odour issue, (vi) property damage, or (vii) public health/safety concern, requiring recording and possible escalation under this policy.
----------	---

Note: For clarity on permitted pets and size limits, refer to Section 5.1 (Permitted Pets).

3. Governance Structure

NUML will constitute a Pet Permission Committee (PPC) for the Foreign Faculty Hostel (FFH). The PPC will review all requests, set conditions where required, and oversee compliance through Hostel Management and Security.

Position	Role
Director Administration	Chair; provides administrative concurrence; approves/declines requests and issues conditions, where required.
Director NILO	Member; first receiving point before arrival. Shares Annex A with incoming foreign faculty, receives the completed file, checks completeness, and forwards it to the Director Administration/PPC.

Warden/Hostel In-charge (FFH)	Member; confirms accommodation suitability; maintains the FFH Pet Register; verifies monthly compliance (Annex C).
Security Officer	Member; advises on safety risks; enforces access control, movement limits, and no-roaming rules.
Medical Officer / University Dispensary (as required)	Co-opted; advises on public health risks, vaccination evidence, and bite/scratch response.

3.1. Decision Timeline

Upon receipt of a complete approval file from Director NILO, the PPC will place the case for review. The PPC will issue a decision within seven (07) working days. If documents are incomplete, the timeline will start once the missing items are received.

3.2. Quorum and Decision-Making

A quorum will consist of the Chair (Director Administration) and at least two (02) members. The PPC will decide by simple majority. The Chair will record the decision and any conditions in the PPC Decision & Risk Assessment Form.

3.3. Review / One-Time Appeal

If a request is declined or permission is revoked (non-emergency), the pet owner may submit one written review request to the PPC within five (05) working days. The request must include supporting evidence or corrective actions. The PPC will issue a final decision within seven (07) working days. Emergency safety measures remain in force during the review.

Note: For the submission route and required documents, refer to Section 5.10 (Approval Process) and Annexure A.

4. Scope & Applicability

This policy applies to all foreign faculty/residents staying in FFH who intend to bring, keep, or temporarily host a pet within FFH premises. It does not cover stray animals or pets kept elsewhere on campus.

5. Eligibility: Permitted Pets & Restrictions

5.1 Permitted pets. Only small to medium, safe, non-aggressive pets may be considered. As a general guide, dogs exceeding 20 kg (adult weight) or 45 cm at shoulder height are treated as large and are normally not permitted.

- Veterinary certification confirming good health, age \geq 6 months, and house-trained (for cats/dogs).
- Behavioral assessment by a licensed veterinarian confirming non-aggressive temperament.
- Verification that the pet's anticipated adult size falls within policy limits.

5.2 Prohibited animals. Wild/exotic animals, reptiles, farm animals, venomous animals, and any animal with a documented history of aggression are prohibited.

- Owner must submit a species declaration form.
- PPC reserves the right to reject any species not explicitly permitted.
- Pet must not appear on international or national prohibited animal lists.

5.3 One pet rule. Normally, one (01) pet per approved resident is allowed. Any exception requires explicit written approval of the PPC.

5.4 Age and condition. Pets must be in good health, house-trained (for cats/dogs), and at least 6 months old.

- Valid veterinary certificate including vaccination history, parasite control, and fitness for FFH living.
- Demonstration of pet's current and projected size, breed characteristics, and temperament.
- Owner acknowledgment of responsibilities through signed undertaking form.

6. Health & Vaccination Requirements

Pets must be fully vaccinated and dewormed, with verifiable veterinary documentation. At minimum, the owner must provide evidence of rabies vaccination (where applicable) and routine core vaccines appropriate to the species, plus an up-to-date parasite control plan (ticks/fleas). The PPC may ask for additional vaccines depending on public health advisories. A licensed veterinarian must issue a fitness certificate confirming: (i) vaccination status, (ii) absence of contagious disease, and (iii) non-aggressive temperament where feasible.

6.1 Species-specific minimum standards.

Minimum vaccination and parasite-control standards for commonly permitted species (e.g., cats/dogs) shall be provided as mentioned in Annexure A. For any other permitted species, the owner shall submit a species-specific veterinary schedule for PPC review.

6.2 Renewals / re-certification.

Vaccination records, parasite-control plans, and veterinary fitness certificates must be resubmitted annually (or earlier if due/expired). Hostel Management may require interim updates based on public health advisories or complaints.

6.3 Verification & record-keeping.

Veterinary documents shall be submitted with Annex A (pre-arrival) to Director NILO for completeness check and onward forwarding to Director Administration/PPC. Verification may be confirmed by Hostel Management, and where required, validated by the Medical Officer/University Dispensary. Copies shall be kept in the FFH Pet Register (hard file + controlled digital record).

6.4 If documentation is incomplete / non-compliant.

If a pet fails vaccination/fitness checks or documents are expired/unclear, the PPC/Hostel Management may (i) defer entry, (ii) allow temporary confinement within the room pending compliance, (iii) suspend pet privileges until verified, or (iv) order emergency removal if a public health/safety risk is identified.

7. Safety, Conduct & Campus Decorum

Pets must not roam freely. They must remain leashed/harnessed (or otherwise safely contained, where applicable) and under the physical control of the owner/authorized handler whenever outside the room/apartment, and movement must follow the approved routes/areas set by Hostel Management in consultation with D/Admin and Security (refer to Annexure E – Pet Movement Authorization Pass, where issued).

Pets are not allowed in academic blocks, offices, classrooms, laboratories, mosque, cafeteria/kitchens (common), library, or transport vehicles, unless specifically designated in writing

by

Administration.

Noise control must be ensured. Noise control must be ensured. A noise violation occurs if (i) the pet causes disturbance for more than 10 minutes continuously or repeatedly within a day, and/or (ii) Hostel Management receives two (02) written complaints within 30 days and verifies the disturbance. A contact/approach violation occurs if the pet enters another resident's space or approaches any person after the owner/handler has been asked to restrain/recall the pet or where 'no contact' is indicated by staff/resident.

The owner must prevent bites/scratches and keep the pet under control at all times. In case of a bite, scratch, or altercation, the owner/hostel staff shall immediately confine the pet, provide/arrange first aid and medical support, and report the incident to Hostel Management

and Security without delay. The incident shall be recorded in Annexure C (Incident Report) and handled under the Emergency Response & Reporting procedure (Section 13), which may include veterinary assessment and PPC action.

Feeding of stray animals around FFH is discouraged to avoid congregation and safety issues. Upon approval, Hostel Management will inform nearby residents/staff on the same floor/block that a pet is present, so that reasonable arrangements can be made for individuals with allergies, phobias, or other concerns. Any such concerns shall be routed through Hostel Management for appropriate directions.

Any breach of this section (including roaming, restricted-area entry, noise/disturbance, unwanted contact, or aggression) will be treated as non-compliance and may trigger written warning/corrective action and, where serious or repeated, suspension or revocation of permission and removal of the pet in accordance with Section 12. Complaints and corrective actions shall be recorded through Annexure F (Complaint Form) and Annexure C (Compliance/Corrective Action/Incident Report), and decisions may be documented in Annexure D (PPC Decision & Risk Assessment Form), where applicable.

8. Hygiene, Housekeeping & Waste Disposal

The owner must maintain the cleanliness of the room/apartment, corridors, staircases, lawns, and any pet-walk area. Hygiene compliance will be monitored through monthly Annexure C verification and additional checks by Hostel Management where required.

All pet waste must be picked up immediately, sealed in bags, and disposed of in designated bins. Litter boxes must be cleaned daily and disposed of hygienically.

Regular grooming and odor control are mandatory. If odors become a nuisance, Hostel Management may require professional cleaning at the owner's cost.

Pets must be free of fleas/ticks; pest treatment may be ordered by Administration if infestation risk is observed. Owner shall maintain parasite-control/grooming records and produce them on request; status will be recorded in Annexure C.

9. Campus Movement & Access Control

Hostel Management, in consultation with D/Admin and Security, will issue and display/communicate approved pet-walk routes/areas and permitted timings for FFH residents.

Pets may use these routes only under direct supervision of the owner/authorized handler and only on leash/harness as applicable; peak-hour restrictions may be applied.

Movement privileges remain subject to compliance with Sections 6–8 and may be suspended under Section 12; where issued, Annexure E will serve as authorization.

10. SOP: Approval, Registration & Monitoring

Prior intimation and written approval are mandatory before any resident brings a pet to FFH. Keeping an unapproved pet is a policy violation and may lead to immediate removal under Section 12. This SOP aligns with the Governance Structure (Section 3).

10.1. Application receiving office and workflow

Director NILO serves as the first receiving point before arrival. The resident/applicant submits Annexure A with complete supporting documents to Director NILO, who checks completeness and forwards the approval file to Director Administration/PPC for processing. The PPC issues the decision and records it on the PPC Decision & Risk Assessment Form (Annexure D). Director NILO and Hostel Management communicate the decision and any conditions to the applicant.

SOPs:

Step	Action	Responsible	Timeline
(1)	Submit Annexure A with complete documents (vaccination record, vet fitness certificate, pet photo, handling plan, and emergency caretaker details).	Resident/Applicant via NILO office	At least 10 working days before arrival

(2)	Completeness check; open the approval file; forward to Director Administration/PPC Secretariat.	NILO Office through Director NILO	2 working day
(3)	Hostel suitability check (room/apartment layout, neighbor proximity, cleaning plan).	Warden/Hostel In-charge (FFH)	2 working days
(4)	Security risk check and route/time guidance; verify roaming restriction plan; issue Movement Pass where applicable (Annexure E).	Security Officer (in coordination with Warden)	2 working days
(5)	PPC review and administrative concurrence; decision recorded (Annexure D).	Director Administra-tion / PPC	Within 7 working days of receiving a complete file (per Section 3.1)
(6)	Communicate written approval/decline and any conditions to applicant; copy Warden/FFH and Security.	PPC Secretariat	Within 1 working day of decision
(7)	On approval: issue written permission letter; enter details in FFH Pet Register; obtain signed Annexure B undertaking; issue/verify Movement Pass (Annexure E), where applicable.	Warden/Hostel In-charge (FFH) with Security	Before the pet enters FFH

10.2. Registration and record-keeping

Hostel Management will maintain an FFH Pet Register for every approved pet. The Register will include: Annexure A (application), supporting documents, Annexure B (undertaking),

Annexure E (movement pass, if issued), and monthly Annexure C (compliance checklist/incident record). Records may be kept in a hard file and a controlled digital folder for audit and continuity.

10.3. Monitoring and renewals

Hostel Management may conduct announced or unannounced checks. Monthly compliance will be recorded on Annexure C and countersigned by the Warden/FFH In-charge. Vaccination and fitness documents must be renewed annually (or earlier if due) and placed on file; failure to renew is treated as non-compliance under Section 12.

10.4. Complaints, enforcement, and cross-references

Pet-related complaints will be received on Annexure F and handled under Section 12. Movement restrictions and route/time conditions follow Section 9 and Annexure E. Any suspension, revocation, or removal will follow Section 12 and may be issued through Annexure G (Revocation/Removal Order).

11. Fees, Damage, Liability & Insurance

11.1 Damage and cleaning. The owner bears the full cost of repairs, replacement, pest control, and professional cleaning required due to the pet (including stains, scratches, odor, or infestation). Costs will be assessed by Hostel Management with the relevant maintenance/housekeeping office, and approved by Director Administration, based on inspection and supporting evidence (photos and vendor quotations/receipts). The assessment will be communicated in writing to the owner. The owner may submit one written request for review/clarification within 5 working days; Director Administration will issue a decision within 7 working days.

11.2 Liability. The owner accepts full responsibility for any injury, nuisance, or loss caused by the pet. NUML is not liable for pet illness, injury, loss, or third-party claims arising from pet presence.

11.3 Security deposit/insurance (if notified). Administration may require a refundable pet security deposit or proof of third-party liability coverage for pets, on a case-by-case basis, guided by the pet's size/type, duration of stay, accommodation condition, prior complaints/incidents, and PPC risk rating. Any such requirement, including the amount/coverage and refund conditions, will be stated in the written permission letter.

12. Complaints, Non-compliance & Removal

Hostel Management may issue written warnings for minor violations and require corrective action within defined timelines: 24 hours for hygiene/waste issues, 48–72 hours for routine behavioural/operational breaches (e.g., leash/control lapses within FFH premises), and up to 7 working days for documentation gaps (e.g., renewal/verification of vaccination or fitness records), unless the PPC specifies otherwise. Complaints shall be submitted in writing/email to the Warden/Hostel In-charge (FFH) (copy to Director Administration/PPC Secretariat; and Security Officer where relevant). Hostel Management shall acknowledge receipt within 2 working days and, in coordination with the PPC, aim to resolve the complaint within 10 working days (or sooner in urgent cases), while maintaining confidentiality to the extent reasonably possible. Serious or repeated violations (e.g., roaming, aggression, biting, unhygienic conditions, disturbance, falsified records, or refusal of inspections) may result in immediate cancellation of permission and removal of the pet from FFH. In urgent safety situations, Security/Hostel Management may require immediate temporary confinement of the pet and inform the PPC for formal action. Where permission is cancelled, the owner may submit a review/reapplication request after 30 days, subject to full rectification and updated documentation; however, cases involving aggression/bite incidents or record falsification may lead to permanent disallowance at the discretion of the PPC.

13. Emergency & Incident Management

The owner must provide an emergency contact and a contingency plan for pet care during travel, illness, or evacuation. Bite/scratch incidents must be reported immediately to Hostel Management and the Medical Officer; the pet may be required to undergo veterinary observation as advise

Annexure A
PET PERMISSION & REGISTRATION FORM

Foreign Faculty Hostel (FFH) – National University of Modern Languages (NUML), Islamabad
 Submission: The applicant shall complete this form and attach all required documents. Submit to the Director NILO (NILO Office) for completeness check and onward forwarding to the Director Administration / Pet Permission Committee (PPC).

1) Applicant Information

Field	Details (to be filled)
Applicant Name	
Nationality	
Passport No.	
Designation	
Department / Faculty / Campus	
FFH Room/Apartment No.	
Dates of Stay (From – To)	
Contact No. (Pakistan)	
Email Address	

2) Pet Details

Field	Details (to be filled)
Species	
Breed (if applicable)	
Sex	
Color / Markings	

Age (months/years)	
Current Weight (kg) / Height (if relevant)	
Expected Adult Size (Approx. adult weight/height)	
Microchip ID (if any)	
Pet Photograph Attached (Mandatory) (Yes/No)	

3) Health & Safety Information (Attach verifiable copies)

Field	Details (to be filled)
Veterinary Clinic / Hospital Name	
Veterinarian Name & License/Registration (if available)	
Veterinary Contact No. / Email	

Requirement	Date(s)	Attachment
Rabies Vaccination (where applicable)	Date / Next Due	Copy Attached (Yes/No)
Core Vaccines (species-appropriate)	Date / Next Due	Copy Attached (Yes/No)
Deworming Record	Last Date / Next Due	Copy Attached (Yes/No)
Parasite Control Plan (ticks/fleas/mites)	Plan + Last Date	Copy Attached (Yes/No)

Veterinary Fitness & Temperature Certificate	Issue Date	Copy Attached (Yes/No)
--	------------	------------------------

Note: The PPC may require additional vaccines/tests based on licensed veterinary advice.

4) Emergency & Care Plan

Field	Details (to be filled)
Emergency Contact Person (Name / Relationship)	
Emergency Contact No.	
Alternate Caretaker (Name / Relationship)	
Alternate Caretaker Contact No.	
Care arrangements during applicant's absence (who will feed/care for the pet and where)	
Emergency veterinary plan (clinic to be contacted / transport arrangements)	
Handling plan (leash/harness, movement routes within permitted areas, waste disposal plan)	

5) Declarations & Signatures

I, the undersigned, declare that the information provided above is true and complete. I agree to comply with the NUML FFH Pet Policy, including hygiene, safety, inspection, and record-renewal requirements. I accept responsibility for any damage, disturbance, injury, or non-compliance attributable to my pet.

Applicant Signature	Date

6) For Official Use Only (PPC / Hostel Administration)

Item	Remarks / Details	Record
Date Received		
File Checked for Completeness (Director NILO)	Name/Signature	Date
Forwarded to Director Admin- istration / PPC	Name/Signature	Date
PPC Review Date		
Decision	Approved / Declined / De- ferred	
Approval Validity Period	From – To	
Special Conditions (if any)		

PPC Sign-off (where applicable):

Official	Name & Signature	Date
Director Administration (Chair, PPC)		
Warden/Hostel In-charge (FFH)		
Security Officer		
Medical Officer / University Dis- pensary (if co-opted)		

Annexure B

Pet Owner Undertaking

I, the undersigned, request permission to keep my pet in the Foreign Faculty Hostel (FFH), National University of Modern Languages (NUML), and hereby undertake and agree as follows:

I confirm that I have read and understood the **NUML Pet Policy for Foreign Faculty Hostel (FFH)** (Version/Date: _____), and I shall comply with all conditions of the Policy, FFH/hostel rules, and any directions issued by the Pet Permission Committee (PPC), Hostel Management, and/or Security.

I will ensure the pet remains under control at all times and shall not allow free roaming on campus or in common areas. I will follow approved handling arrangements (e.g., leash/harness/cage/aquarium confinement as applicable).

I will ensure the pet remains healthy and receives appropriate veterinary care and parasite control as prescribed by a licensed veterinarian. I will maintain cleanliness of the accommodation and immediately dispose of pet waste in a sanitary manner as per hostel directions.

I consent to announced and unannounced inspections by Hostel Management/authorized representatives for verification of compliance with hygiene, safety, and policy conditions.

In urgent safety or public health situations, I will immediately comply with any lawful order for temporary confinement, restriction of movement, veterinary assessment, or removal of the pet from FFH/campus as directed by Hostel Management/Security/PPC.

I accept full responsibility for any damage, nuisance, complaint, or injury caused by the pet, and I shall pay charges/penalties assessed by NUML/Administration for repairs, cleaning, medical costs, or other losses attributable to the pet.

I understand that providing false, misleading, or incomplete information or documents may result in immediate cancellation of permission, removal of the pet, and disciplinary/administrative action as per NUML rules, without prejudice to any other legal remedies.

I understand NUML may withdraw permission at any time in case of non-compliance, repeated complaints, safety concerns, or public health advisories, and I shall ensure prompt removal of the pet as directed.

I affirm that the above undertaking is true and binding upon me.

Pet Owner / Applicant (Name & Signature): _____ _____	Date: _____
Passport No. / Nationality (if applicable): _____ _____	Contact No. / Email: _____
Hostel Warden / FFH In-charge (Acknowledgment & Verification): _____ _____	Date: _____
Security Representative (Verification, where required): _____ _____	Date: _____
Director Administration / Authorized Officer (Concurrence): _____ _____	Date: _____

Note: This undertaking shall be kept on record in the FFH Pet Register along with the approved Annexure A and supporting documents.

Annexure C

Pet Care & Compliance Checklist / Corrective Action / Incident Report

Instructions: This Annexure shall be completed monthly by the Pet Owner and verified/counter-signed by the Hostel Warden/FFH In-charge. Where any item is Partially Compliant or Non-Compliant, the Corrective Action section must be completed. Any incident shall be recorded in the Incident Report section and escalated as required.

Pet Owner / Applicant:	_____	FFH Room/Apart- ment No.:	_____
Pet Spe- cies/Breed:	_____	Month/Year:	_____

A. Monthly Compliance Checklist (retain items; add rating)

Sr. No.	Checklist Item	Compliant	Partially Com- pliant	Non-Compliant
1	Vaccination record on file and valid (annual update).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Room/apartment cleanliness maintained; no odor complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Waste disposal compliance observed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	No roaming incidents; leash/harness compliance observed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	No disturbance/noise complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	No aggression/bite/scratch incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Pest/parasite control status satisfactory (no fleas/ticks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Corrective Action (complete if any item is Partially Compliant / Non-Compliant)

Issue / Non-Compliance Identified	Corrective Action Required	Responsible (Owner/Warden)	Deadline for Compliance	Follow-up Status / Remarks

C. Incident Report (if any)

Field	Details
Date & Time of Incident:	_____
Location:	_____
Nature of Incident (roaming/bite/noise/waste/damage/other):	_____
Description of Incident:	_____
Persons Affected / Witnesses (Names/Contacts):	_____
Immediate Action Taken (first aid, confinement, security call, etc.):	_____
Recommendation (warning/removal/medical review/other):	_____
Reported by (Name/Contact):	_____

D. Escalation & Review (for Hostel Management / PPC)

Referral to PPC Required? (Yes/No):	_____
Date Referred:	_____
PPC Decision (warning/suspension/removal/other):	_____
Remarks / Special Conditions:	_____

Signatures

Signature by Pet Owner (Name & Sign): _____	Date: _____
Verified by Hostel Warden/FFH In-charge (Name & Sign): _____	Date: _____

Note: Attach supporting evidence where applicable (e.g., updated vaccination proof, photos of corrective actions, etc.).

Annexure D

PPC Decision & Risk Assessment Form (FFH Pets)

Purpose: To document Pet Permission Committee (PPC) assessment, risk rating, conditions, and decision for each request/renewal.

Reference (Annex A) No.:	_____
Applicant / Pet Owner:	_____

Nationality / Passport No.:	_____
Designation / Department / Campus:	_____
FFH Room/Apartment No. & Dates of Stay:	_____
Pet Species / Breed / Sex / Color:	_____

A. Risk Screening (tick as applicable)

Risk Area	Low	Medium	High
Public safety (aggression / bite history)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health risk (vaccination/fitness evidence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation suitability (space/containment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campus impact (noise/odour/complaints likelihood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security/control (movement restrictions feasibility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Risk Rating:	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Key Observations / Evidence Reviewed:	_____

Conditions / Mitigation	_____
Measures (if approved):	_____

B. Decision

Decision	Details
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Approved with Conditions	_____
<input type="checkbox"/> Deferred (documents/clarification required)	_____
<input type="checkbox"/> Declined	_____

Approval Validity Period:	From _____ To _____
Next Review / Renewal Due:	_____

C. Signatures

Chair (Director Administration) - Name/Signature:	Date:
Member (Director NILO) - Name/Signature:	Date:
Member (Warden/FFH In-charge) - Name/Signature:	Date:
Member (Security Officer) - Name/Signature:	Date:
Co-opted (Medical Officer/Dispensary, if required) - Name/Signature:	Date:

Annexure E
Pet Movement Authorization Card / Pass (FFH Pets)

Instructions: Issue upon PPC approval. Pet Owner must carry this pass (physical/digital) during any permitted movement. Security may verify at any time.

Pass/ID No.:	_____
Pet Owner (Name):	_____
Nationality / Passport No.:	_____
FFH Room/Apartment No.:	_____
Pet (Species/Breed/Color/Sex):	_____
Permitted Movement:	<input type="checkbox"/> Within FFH premises only <input type="checkbox"/> Other (specify): _____
Permitted Routes/Areas (if any):	_____
Validity:	From _____ To _____

Conditions (tick):

- Leash/harness/cage required (as applicable)
- No roaming; no entry into academic blocks/offices/classrooms
- Waste must be carried/disposed as per hostel directions
- Security/Hostel may suspend movement privileges on complaint/incident

Issued by (Warden/FFH In-charge):	Date:
Verified by (Security Officer):	Date:
Approved by (Director Administration/Authorized Officer):	Date:

Annexure F
Complaint Submission Form (Pet-Related Issues)

Instructions: Complaints may be submitted to the Warden/FFH In-charge (copy to Director Administration and Security where relevant). Confidentiality will be maintained to the extent reasonably possible.

Date of Complaint:	_____
Complainant Name (optional):	_____
Contact No. / Email (optional):	_____
Relationship to NUML:	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Resident <input type="checkbox"/> Other: _____

Pet / Owner Details (if known)

Pet Owner / Resident Name:	_____
FFH Room/Apartment No. (if known):	_____
Pet Description (species/breed/color):	_____

Complaint Details

Date & Time of Issue:	_____
Location:	_____
Nature of Complaint:	<input type="checkbox"/> Roaming <input type="checkbox"/> Noise <input type="checkbox"/> Hygiene/Waste <input type="checkbox"/> Aggression/Bite <input type="checkbox"/> Damage <input type="checkbox"/> Other: _____
Description (what happened):	_____ _____ _____

Persons affected / Witnesses (if any):	_____
Any evidence attached?	<input type="checkbox"/> Photo/Video <input type="checkbox"/> Message/Email <input type="checkbox"/> Medical note <input type="checkbox"/> Other: _____

For Official Use Only

Received by (Name/Designation):	Date:
Acknowledgment sent to complainant (if contact provided):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Initial Assessment / Immediate Action:	_____
Referred to PPC?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Outcome / Remarks:	_____

Annexure G
Pet Removal / Permission Revocation Order

Issued under the NUML Pet Policy for Foreign Faculty Hostel (FFH).

Order No.:	_____
Date:	_____
To (Pet Owner / Resident):	_____
Nationality / Passport No.:	_____
Designation / Department:	_____
FFH Room/Apartment No.:	_____

Pet Details (species/breed/color/sex):	_____
--	-------

1. Grounds for Revocation/Removal (tick and describe)

Grounds	Details / Reference
<input type="checkbox"/> Serious safety incident (aggression/bite/scratch)	_____
<input type="checkbox"/> Repeated non-compliance (roaming/noise/hygiene)	_____
<input type="checkbox"/> Unhygienic conditions/nuisance	_____
<input type="checkbox"/> Falsified/misleading documents or refusal of inspection	_____
<input type="checkbox"/> Public health advisory / veterinary non-compliance	_____
<input type="checkbox"/> Other (specify)	_____

2. Order

You are hereby directed to (tick):

- Remove the pet from FFH/NUML premises immediately (urgent safety/public health).
- Remove the pet within: ___ hours / ___ working days (non-urgent).
- Keep the pet temporarily confined within the accommodation pending PPC review.

Failure to comply may lead to further administrative action under NUML rules.

Effective From (date/time):	_____
-----------------------------	-------

Compliance Deadline (date/time):	_____
Hand-over / Exit point coordination (if applicable):	_____

3. Right to Review (where applicable)

Where this order is not issued as an immediate emergency measure, the Pet Owner may submit a written review request to the PPC Secretariat within ___ working days, along with any supporting evidence. Emergency orders may be reviewed post-facto by the PPC.

4. Signatures / Notifications

Issued/Approved by (Director Administration/Authorized Officer):	Signature & Date:
Warden/FFH In-charge (Noted):	Signature & Date:
Security Officer (Noted/Action):	Signature & Date:
Director NILO (Informed):	Signature & Date:
Medical Officer/Dispensary (if applicable) (Informed):	Signature & Date:

CC: PPC Members; FFH Pet Register File