

Rajarata University of Sri Lanka
Mihintale

Reg. No:-

RJT/SS/04/01/NI/20.....

Mr/Miss/Mrs.....

Dear students,

Academic Year.....

Provision of Accommodation for undergraduate students of the Faculty of.....

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1. Through your application regarding obtaining university hostels for the academic year..... The university has decided to provide you with accommodation at..... valid from.....

In this regard, we would like to inform you that you can get accommodation on the above day from 9.00 a.m. to 3.00 p.m. through the Sub warden of the hostel.

2. You have to stay in the room allotted to you in the university hostel during the academic year. Permission to move from a given hostel to another university hostel or room will not be granted without the recommendation of the Medical Officer of the University. It is forbidden to take the items provided in the rooms to other places.
3. If a student who is admitted to a university hostel voluntarily leaves the hostel, will not be allowed to stay in the same university hostel or any other hostel of the university at any time during the academic year.
4. All new entrants who receive university accommodation should deposit Rs.500/- at the time of admission at any People's Bank branch in any part of Sri Lanka to be credited to the Anuradhapura People's Bank Branch Account 008-1-001-8-1725841 for the following payments for the first 6 months.
 - I. University hostel admission fee - Rs.100.00
 - II. University Accommodation Fee - Rs.400.00 (for 6 months)

- III. For the first 6 months of each academic year university accommodation will be charged at the rate of Rs.400.00 and Rs.50.00 as accommodation registration renewal fee for the next 6 months at the rate of Rs.400.00 respectively.
- IV. Receipt of payment should be submitted to the Sub-warden of the hostel. Accommodation fees must be paid at the beginning of every 6 months. Failure to pay within the stipulated period will result in a penalty of 50 % of the accommodation fee.
- V. Payment receipt should be kept carefully and can be submitted where required. No other receipt will be issued where the receipt is missed.
- VI. If staying at the hostel during the vacation period for one or more days, the permission of the Warden / Sub warden of the hostel should be obtained. Accommodation will be charged at Rs.400.00. Permission of the Warden / Sub warden should be obtained for the use of additional electrical equipment.

Payments have to be done at University shroff Counter. Accommodation will not be allowed until the payment receipt is handed over to the Warden / Sub warden.

5. Radio, television and other musical instruments are not allowed to be used in the university dormitory from 9.30 a.m to 6.00 p.m.
6. In the absence of the hostel Warden/Sub warden, the academic sub-warden will act in charge of the hostel's discipline and ethics. Therefore, all students must abide by the moral standards set by these people.
7. No student may leave the hostel without the permission of the Hostel Warden/Sub warden. The male students may not enter or exit the hostel before 5.00 a.m and after 10.00 p.m and female students cannot enter or exit before 5.00 a.m and after 7.30 p.m.
8. The students will not be allowed to stay out of the university hostel for one or more days without the permission of a Warden / Sub warden or University Officer. The following rules should be followed in case of need to stay out of university hostel.
 - I. If you have to stay outside for the weekend contact Warden/Sub warden.
 - II. If you have to stay outside for up to 7 days for educational activities, please contact the Dean of the faculty through the Warden/Sub warden.
 - III. If it is more than 7 days, Contact the Vice - Chancellor through Warden / Sub warden of Hostel and Dean of the faculty.

To obtain permission for the holiday. (must)

9. Students will not be allowed to switching between hostels in his / her own volition and giving the allotted accommodation room to someone else.
10. If any student wishes to leave the hostel, he / she should inform the Assistant Registrar (Student Service Branch) in this regard one week before leaving the dormitory through the Hostel Warden / Sub warden.
11. Senior students are advised to refrain from harassing new students in any way and coordinating and harassing the new students. Those who engage in any form of harassment will be punished under the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998, which is approved by the Parliament of the Socialist Democratic Republic of Sri Lanka.
12. It is strictly forbidden for any student to be allowed to stay in another hostel without the permission of the Warden / Sub warden.
13. In any case where notices are made to the students to leave the hostel, students should adhere to it. In the event of such an exit, the student must duly hand over the room keys and belonging of the hostel to the Warden / Sub warden / Person authorized by the Warden or Sub warden.
14. It is prohibited to create or conduct any organization or teaching within the university hostel without the permission of the Warden / Sub warden.
15. Students are responsible for the security of movable and immovable property in dormitories as sole/group. Penalties will be levied on the students responsible for the costs of damages incurred in case of loss or destruction of goods.
16. If you are a person with an infectious disease, you should obtain a medical certificate from a Medical Officer who is authorized to prevent the infection and get confirmation from the university Medical Officer and handover it to the hostel Warden / Sub warden.
17. Your registration number in the left - hand corner of the first page of this letter should be mentioned on the payment receipts while receiving the services.

18. Cooking inside the hostel is prohibited to minimize the hazards that may occur in the hostel through electricity.
19. After completion of academic activities if any students hope to stay at the hostel on a vacation period for a special reason approval should be taken by submitting documents prepared for that purpose.
20. Rules and regulations relating to accommodation.
It is expected that all students will be familiar with the rules and regulations of the university regarding discipline and hostel management. Ignorance of these rules cannot be considered a reason for excuse. The university accommodation facility provided to any student who violates the regulations will be cancelled if he / she is found guilty at the time of inquiry.

Advice on staying at the hostel

1.1. Washing and drying of clothes

- a. Do not dry clothes on doors or balconies. Also, the damp clothes should not be dried on the furniture belonging to the hostel
- b. Do not soak your clothes in tubs in the bathroom

1.2. Bulbs /lights related

- a. The bulbs should be turned off when leaving their room or bathroom.
- b. All lights in the Corridors and dormitories should be turned off at 10.00 p.m.

1.3. Garbage

Garbage should not be dumped in corridors or gardens except in the given bins. Occupants of the room need to keep their rooms clean and it is their responsibility. The room should be cleaned daily and trash should be placed outside the door before 8.00 a.m. So that the workers could collect it. Each room will be provided with equipment to clean the room.

1.4. Bathroom and toilet

Bathrooms and toilets should be used in a way that does not disturb others. The water tank sinks, showers should be used in such a way that is not damaged. Proper disposal of the discarded items in such a way that the water must act unobstructed through the drain.

1.5. Silence

Students should keep silent from 9.30 p.m. to 6.00 a.m.

21. It is strictly forbidden to invite female students to male student rooms and male students to female students' rooms.
22. It is strictly prohibited to enter into the university hostel in use of alcohol and drugs, bringing drugs into the hostel, and using drugs in the hostel.
23. It is strictly forbidden to bring weapons into the hotel premises.
24. It is the duty of every student to abide by the rules and regulations imposed in certain university hostels and the conditions imposed from time to time in addition to the above-mentioned rules of conduct. Violation of the terms and conditions may result in loss of accommodation or other penalties.

Important

1. If you wish to avail of accommodation under the terms and conditions mentioned herein, complete the attached application and hand it over to the Sub warden of the university hostel allotted to you and obtain accommodation.
2. Accommodation provided to you will be cancelled if you do not accept the accommodation within one week from the date of receipt of the accommodation mentioned here. In such a case, appeals for accommodation will not be accepted without a medical certificate that can be accepted by the Medical Officer of the Rajarata University of Sri Lanka.

Assistant Registrar

Student Services

Declaration of Accommodation

1. Full name :-
2. Registration number :-
3. Bursary/scholarship number or name
of the scholarship and the installment value :-
4. Permanent address :-
5. Name of the parent or guardian :-

I certify that the contents of the letter on the residential facility sent to me is read and understood by myself and agree to stay in accordance with the terms and conditions set out therein.

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Signature of the student

For office use

1. Name of the hostel :-
2. Room number :-
3. Date of hostel admission :-
4. Date of leaving from the hostel :-
5. Other details :-

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Warden/Sub warden

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Date