

1. **Title:** *Student Allocations for Halls of Residence*
2. **Purpose:** Providing hostel facilities for all undergraduate Students.
3. **Scope:** **Process of calling applications from undergraduate students and other related works related to hall allocation.**
4. **Overall Responsibility – Monitoring:**... Director /Student Accommodation
5. **Overall Responsibility – Implementing:**
  - a. Name: Mr. A B Herath –AD-01
  - b. Designation: Management Assistant Grade III
6. **The Procedure:**

Step	Responsibility
<p>1. Calling applications to select suitable applicants according to the rules and regulations of the current year and providing hostel facilities to the students of university.</p> <p>For third year students – obtained the registered class list from faculties and make lists those who are residing above 50km away from the university.</p> <p>For fourth year students - obtained the registered class list from faculties and make lists those who are residing above 20km away from the university.</p> <p>For fifth year students - obtained the registered class list from faculties and make lists those who are residing above 10km away from the university.</p>	Director/Student Accommodation /AD - 01
2. Obtaining the details of students enrolling annually from the students registration branch	AD - 01
3. When starting enrolling process of freshers each year, make an arrangement to obtain the registered list from the registration branch and making hostel eligible list and send them to relevant hostels.	AD - 01
4. Maintains files relating to accommodation facilities of every halls of residence.24 files allocated for each hostels.	AD - 01
5. Maintain files of each faculties relating to providing accommodations facilities.9 files allocated for maintain the hostel details of every faculties.	AD – 01

6. Update the details of accommodation facilities. According to the details provided by the sub wardens of each hostels.	AD - 01
7. Obtaining students' Academic Time Table from faculties. Before beginning a new year , inform the every faculties to send the calendar of dates to coming academic year.	AD - 01
8. Makes arrangements to vacate the hostel after completion of the duration given to the students. On the details of the calendar of dates, sending notice to vacate the students from existing hostels.	AD - 01
9. Providing details regarding hostel facilities to the relevant divisions. Make arrangements to send students allocation details to the Audit, Statistical Unit and financial divisions as when request.	AD - 01
10. Forward and actions taking against the students medical reason appeals to the chief medical officer, health centre.As when an appeal received to our division on medical grounds ,send it to the CMO for approval for giving hostel facilities.	Chief Medical officer AD - 01
11. Taking necessary action against students appeals regarding obtaining hostel facilities.Granted hostels facilities those who providing reasonable facts that can provide hostel facilities. Ex , low income like samurdhi and medical conditions.	Director/Student Accommodation/ AD - 01
12. Maintains disciplinary actions files of residential students. Depend on the details of disciplinary action file and make arrangement to suspend/vacate hostel facilities.	Director/Student Accommodation/ AD - 01