

1. **Title:** *Making Student Allocations List and other works related to assigning students for Halls of Residence*
2. **Purpose:** Providing hostel facilities
3. **Scope:** Making student eligible list on the registered list obtained by the Student Registration Branch.
4. **Overall Responsibility – Monitoring:**... Director /Student Accommodation
5. **Overall Responsibility – Implementing:**
 - a. Name: M A U P Perera –AD-04
 - b. Designation: Management Assistant Grade III
6. **The Procedure:**

Step	Responsibility
Collect Student Lists from faculties except first year students	Deans of respective faculties & AD-04
Separate all the records in to female & male and Check Distance through Google Map Accordance with the hostel policy	AD-04
Prepare hall list and send it to respective Hall	AD-04
After receiving hostel facilities, collect certify List from halls	Sub Wardens of the respective halls / AD-04
After collecting certify list from respective halls, send them to the Student Accounts Branch and Update the allocation table	AD-04