

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.....

1. Through your application regarding obtaining university hostels for the academic year..... The university has decided to provide you with accommodation at the..... 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.900/- 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 year.
 - I. University hostel admission fee - Rs.100.00
 - II. University Accommodation Fee - Rs.800.00 (for 1st year)
 - III. For the other academic years except for the first year, accommodation fees of Rs.850.00 must be paid at the beginning of every academic year. (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 fees. For the next 6 months at the rate of Rs.400.00 respectively). Failure to pay within the stipulated period will result in a penalty of 50 % of the accommodation fee.

IV. Receipt of payment should be submitted to the Sub-warden of the hostel.

V. Payment receipts 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 the 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 the 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 switch between hostels of his / her own volition and give 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 a 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 over 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 an excuse. The university accommodation facility provided to any student who violates the regulations will be canceled 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, 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, and 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 the university hostel with the use of alcohol and drugs, bring drugs into the hostel, and use 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. **Please note that the university will not provide accommodation for the second year.**
Again for the third year, Student Services Division will recall applications for residential facilities. Students who fulfill the eligibility criteria for residential facilities, should apply to get accommodation in the university hostel. The hostel application can be downloaded from the university website. (<https://www.rjt.ac.lk/student-service-division/>)
2. 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.
3. Accommodation provided to you will be canceled 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.

.....
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 :-

.....
Warden/Sub warden

.....
Date

කාර්යාල ප්‍රයෝජනය සඳහා For official use
ලියාපදිංචි අංකය Registration No



1. සම්පූර්ණ නම
Full Name -
2. මුලකුරු සමඟ නම
Name with Initial -
3. ජාතික හැඳුනුම්පත් අංකය / NIC -
4. ස්ථිර පදිංචි ලිපිනය
Permanent Address
5. නැපැල් ලිපිනය
Address -
6. i. දුරකථන අංකය ii. විද්‍යුත් නැපැල් ලිපිනය
Tele. No E-Mail address
7. i. දිස්ත්‍රික්කය ii. ප්‍රදේශීය ලේකම් කාර්යාලය iii. ග්‍රා.නි වසම
District Divisional Secretarial Office
8. පදිංචි ස්ථානයේ සිට විශ්වවිද්‍යාලය වෙත ඇති දුර - කි.මී
Distance from resident to University K.M
9. නේවාසික පහසුකම් ලබාගැනීම සඳහා විශේෂ අවශ්‍යතා ඇත්නම් සපයන්න
(ග්‍රාම නිලධාරී විසින් සහතික කර තිබිය යුතුය)
If there are any Spec / reason to get hostel facilities
(Recommendation with G.S)
10. දෙමාපිය භාරකරු / දුරකථන අංකය
Parents tele no. -
11. දෙමාපිය භාරකරුගේ නම සහ ලිපිනය
Parents name & address -
.....
.....

ඉහත තොරතුරු නිවැරදි බව ප්‍රකාශ කරමි.
I am here by certified the above information is true.

දිනය - අයදුම්කරුගේ අත්සන -

කාර්යාලීය ප්‍රයෝජනය සඳහා පමණි.

For official use

පළමු වසර (First Year)

- නේවාසිකාගාරයේ නම -
Name of Hostel
- නේවාසික පහසුකම් ලබා දුන් දිනය -
Received date of Hostel
- නේවාසිකාගාර ගාස්තු ගෙවීම් - පළමු වර්ෂාර්ථය -
Hostel Fee 1st Semester
දෙවන වර්ෂාර්ථය -
2nd Semester
- වෙනත් අයකිරීම් -
Other recoveries
- නේවාසිකාගාරයෙන් ඉවත් වූ දිනය -
Date of leaving from Hostel
- උපශාලාධිපති අත්සන -
Signature of Sub Warden

දෙවන වසර (Second Year)

- නේවාසිකාගාරයේ නම -
Name of Hostel
- නේවාසික පහසුකම් ලබා දුන් දිනය -
Received date of Hostel
- නේවාසිකාගාර ගාස්තු ගෙවීම් - පළමු වර්ෂාර්ථය -
Hostel Fee 1st Semester
දෙවන වර්ෂාර්ථය -
2nd Semester
- වෙනත් අයකිරීම් -
Other recoveries
- නේවාසිකාගාරයෙන් ඉවත් වූ දිනය -
Date of leaving from Hostel
- උපශාලාධිපති අත්සන -
Signature of Sub Warden

තෙවන වසර (Third Year)

- නේවාසිකාගාරයේ නම -
Name of Hostel
- නේවාසික පහසුකම් ලබා දුන් දිනය -
Received date of Hostel
- නේවාසිකාගාර ගාස්තු ගෙවීම් - පළමු වර්ෂාර්ථය -
Hostel Fee 1st Semester
දෙවන වර්ෂාර්ථය -
2nd Semester
- වෙනත් අයකිරීම් -
Other recoveries
- නේවාසිකාගාරයෙන් ඉවත් වූ දිනය -
Date of leaving from Hostel
- උපශාලාධිපති අත්සන -
Signature of Sub Warden

සිව්වන වසර (Fourth Year)

- නේවාසිකාගාරයේ නම -
Name of Hostel
- නේවාසික පහසුකම් ලබා දුන් දිනය -
Received date of Hostel
- නේවාසිකාගාර ගාස්තු ගෙවීම් - පළමු වර්ෂාර්ධය -
Hostel Fee 1st Semester
දෙවන වර්ෂාර්ධය -
2nd Semester
- වෙනත් අයකිරීම් -
Other recoveries
- නේවාසිකාගාරයෙන් ඉවත් වූ දිනය -
Date of leaving from Hostel
- උපකාරකාධිපති අත්සන -
Signature of Sub Warden