

# UNIVERSITY OF JAFFNA, SRI LANKA

## PROVIDING HOSTEL FACILITIES TO MEDICAL STUDENTS



### How to complete the form:

1. Please write in BLOCK LETTERS.
2. One (1) passport-size colour photograph.
3. Hostel Requested: Kanagasuntharam Men's Hostel  
Sivaganasundaram Women's Hostel

Affix your  
Passport size  
Photograph  
here

### STUDENT PARTICULARS

1. Full name: .....
2. Surname: .....
3. Permanent address: .....
4. District: ..... GS Division: .....  
DS Division: ..... PHI / MOH Area: .....
5. Distance of the Faculty from home (Km): .....
6. NIC No: ..... 7. Date of Birth: .....
8. University Reg. No: ..... 9. Present Batch: .....
10. Contact No: ..... 11. E Mail ID: .....
12. Whether the candidate has any significant medical history: Yes / No  
(If yes, please state briefly & attach medical certificate).....  
.....

### PERSON TO CONTACT IN CASE OF EMERGENCY

Name: ..... Relationship: .....  
Address: ..... Phone No: .....  
Closest Police Station to your home: .....

## DECLARATION FOR THE PURPOSE OF OBTAINING HOSTEL FACILITIES

- a) Do you have any disabilities/chronic diseases? Yes/No
- b) If yes, please specify.....
- c) Living status of your father: Living/Passed away
- d) Father's occupation:.....
- e) Living status of your mother: Living/Passed away
- f) Mother's occupation:.....
- g) Do your parents have any disabilities/chronic diseases? Yes/No
- h) If yes, please specify:.....
- i) Number of siblings:.....
- j) Number of school/university going siblings:.....
- k) Average monthly income of the family  
(includes earnings from parents, siblings & other sources): .....
- l) Are you getting any financial assistance? Yes /No
- m) If yes, please specify(Amount in Rs/month and source): .....  
.....
- n) Your total expenses per month (Rs):.....

## DECLARATION TO BE SIGNED BY THE STUDENT

I declare that all the information provided by me here are true. I have read all the Rules and Regulations of the Hostel and hereby agree to abide by them. I am liable for disciplinary action in case of any breach.

Signature of Student:.....

Date:.....

### RECOMMENDATION OF THE WARDEN

Recommendation of the Warden: Recommended / Not Recommended

Signature of the Warden: .....

Date: .....

### RECOMMENDATION OF THE DEAN

Recommendation of the Dean: Recommended / Not Recommended

Signature of the Dean: .....

Date: .....

### FOR STUDENTS WELFARE DIVISION

This student is admitted to the hostel / not admitted.

Signature of the AR / Welfare: .....

Date:

.....

### FOR OFFICE USE ONLY

Room No: .....

Admitted to Hostel on: .....

Room handed over with the following ....

1. ....

2. ....

3.....

4 .....

5. ....

6.....

Signature of the Sub Warden: .....

Date: .....

### Criteria for hostel allocation

First category will be filled at first.

01<sup>st</sup> Category – All first year and final year students

02<sup>nd</sup> Category –Students from outside the North Province

Distance of permanent residence from the Faculty, living status of the parents, any parental illnesses, financial status of the family (certified by the Grama Sevaka and Divisional Secretary), other financial issues in the family, number of school/university going siblings, and any other special problems will be considered.

### Period of Accommodation

Students will be given accommodation for a maximum of one year at a time. Final year students should vacate the hostel immediately after the exam. Those who failed the exam will be allocated rooms later, once the results are released, for one repeat exam only. Others should vacate at the end of one year.

### RULES AND REGULATIONS RELATING TO HOSTEL ACCOMMODATION

1. Resident students should occupy the rooms assigned to them and should not change rooms without the permission of the sub-warden.
2. Identity cards issued by the University are to be kept in possession and be produced whenever necessary.
3. Students should return to the hostel by 10.00 p.m. and no student should leave the hostel between 10.00 p.m. and 6 a.m., except under specific situations such as on casualty days, with the permission of the sub-warden/warden.
4. Ragging is strictly prohibited in the hostel premises.
5. Students should respect the privacy of other students and no student should disturb others in the room or outside the room.
6. All resident students must be appropriately dressed whenever they are in common areas of the hostel or visiting the offices.
7. Students are strictly not allowed to accommodate any other persons in their rooms.
8. Male students are strictly forbidden from entering the Women's Hostel and female students from entering the Men's Hostel, except for events in the hostel auditorium.

9. The students themselves are responsible for the safety of their belongings such as laptop, mobile phone, computer, purse/wallet, or any other valuable item (the University shall not take the responsibility for the loss of such items). However, in the event of theft, it should be immediately reported to the relevant sub-warden/warden of the Hostel.
10. Students are advised to close their rooms securely when they leave the room (even for a short period or when they are sleeping).
11. No repair shall be undertaken by students; they should approach the sub-warden who will arrange for repairs.
12. No student associations can be started at the hostel without the written permission of the warden.
13. Students are not allowed to invite any outside person(s) to address any meeting in the hostel without the written permission of the Warden.
14. Students should refrain from giving tips to the domestic staff.

#### **15. Illegal drugs, alcohol and tobacco**

Consuming illegal drugs, liquor, cigarettes, tobacco products or any other intoxicants or any form of smoking is **strictly prohibited** within the hostel premises and entering the hostel after consuming the same is also not allowed.

#### **16. Using personal electric items**

Electric items other than those provided by the University should not be used without prior written permission of the warden. Such instruments used with permission should be checked and approved by an electrician of the University. For all electric repairs the electrician should be called in.

#### **17. Rules regarding leaving the hostel**

In case of leaving the hostel during vacations, sudden closure, or for any other reason, room keys and other goods are to be personally handed over to the sub-wardens.

All personal belongings should be removed and almirahs/cupboards should be left unlocked if leaving for more than two weeks.

Entering the hostel during the vacation without permission is prohibited.

#### **18. Visitors**

Visitors are allowed only to the visiting hall. No visitors are allowed to enter the student rooms. The warden/sub-warden can order any visitor to leave the hostel if he/she feels it is necessary.

#### **19. In case of illness**

Any significant illnesses should be informed to the warden/sub-warden and the university medical officer as soon as possible.

## **20. Washing and drying of clothes**

Clothes should not be spread on windows and doors nor should they be placed on furniture to dry. Clothes should not be left in basins/buckets in bathrooms.

## **21. Switching off lights**

Students should switch off the lights (and fans) when they leave their rooms and bathrooms.

## **22. Waste disposal**

Students are responsible for cleaning their rooms. Rooms should be swept daily. All waste, including sanitary pads and left-over food, should be disposed in appropriate bins kept for the specific purpose. Littering the corridors and the premises is prohibited.

## **23. Noise pollution**

Students are expected to be attentive not to make any disturbance to others.

Students should keep noise levels to a minimum from 10.00 p.m. to 6.00 a.m.

Residents are not permitted to play any musical instruments, listen to the radio or watch television between 10.00 p.m. and 6.00 a.m.

Students should not use abusive/foul language.

## **24. Damages and Recovery**

Rough handling of dining hall/room furniture, any furniture, property or fittings of the hostel is strictly forbidden.

No student should change the furniture in rooms without the permission of the sub-warden. Furniture/goods of the rooms should not be kept in the balcony or outside the rooms and should not be removed from the hostel.

Students should be responsible individually as well as collectively of the furniture and goods in a room that is occupied by more than one student.

The cost of damages will be recovered in the following manner:

- a. If an individual or group is identified to have caused the damage, the cost + fine of 25% of cost will be recovered from him/her/group.
- b. If the damage is in any of the rooms and the person(s) is / are not identified, the cost + fine of 25% of cost will be recovered from the residents of that room collectively.
- c. If the damage is outside the rooms, in corridors, bathrooms, lecture halls, canteen etc., and the person(s) is/ are not identified, the cost + fine of 25% of cost will be recovered, floor wise or block wise or on the whole, as the case may be.
- d. Repeated damage of hostel property will result in expulsion of the responsible student from the hostel.