

## **Instructions for applying for the hostel**

1. Please send the duly filled application form by registered post to “Director General, University of Vocational Technology, No: 100, Kandawala, Rathmalana **on or before 15<sup>th</sup> June 2025.**
2. Please clearly mention as “Requesting hostel facilities” on the top left hand corner of the envelope.
3. Copies of relevant documents such as Salary Particulars/ income certificates should be attached to the application.
4. Two additional recent photographs should be sent along with the application.
5. If you are applying hostel facilities based on special medical condition; a medical certificate obtained from a recognized Medical Practitioner from whom you are/were taking treatment for any physical sickness or for any other sickness should be forwarded along with the application.
6. You are required to pay Rs.1, 000.00 as hostel fees for one month and Rs. 1100.00 for refundable deposit on the date of registration to the hostel.
7. Applications that are incomplete or with false information would be rejected. Please indicate “N/A” if anything is not relevant.

## **Hostels – Rules and Regulations for Residential Student**

Student should read the rules before signing the application form

1. The Management has the **right to terminate** Hostel accommodation given to a student for **any willful disobedience or defiance authority, non-observance of frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded.**
2. Resident students should occupy the rooms assigned to them and should not change rooms without the permission of the Sub-Wardens.
3. Prior to taking over the room, each student is expected to check the goods in the room and its condition and sign the register. All students occupying the rooms will be jointly and its similarly responsible for the contents of rooms.
4. Any items handed over to you should not be removed from the hostel, and also you should not bring any items belonging to the University, inside hostel rooms without the consent of the relevant authorities.
5. Furniture, equipment, lamps, wires, walls, doors and windows in the rooms should not be damaged or defaced. Any such damages will be charged for. **(cost + 25% departmental charges)**

6. In case of leaving the hostel, due to vacations, sudden closure or any other reason, **keys of the rooms and other goods are to be personally handed over to the Sub-Wardens. All personals belongings should be removed and almirahs and cupboards should be left unlocked.**
7. **Fixed equipment at common areas must be used carefully.**
8. Residents are required to use a bed sheet or a mat over the mattress provided.
9. It is advised that students maintain silence and discipline within hostel premises and be attentive not to make any disturbance to other.
10. **Alcohol / drugs / smoking:** Students shall not bring, take and / or drink any alcohol / intoxicating drink, drug or substance of any what so ever and / or smoke in the room and / or any part of premises.
11. All resident students must be appropriately dressed whenever they are in common areas of the hostel or visiting the offices.
12. Identify card issued by the University, are to be kept in possession and be produce whenever necessary.
13. Monthly payment should be paid during the first week of the each month.
14. No student shall take any visitor including her/ his parents to the room.
15. Attendance Register: Attendance will be taken by the security officers every night. Hosteliers have to sign the attendance register every day between 9.00 pm to 10.00 pm. After that the student is not allowed to go out of the hostel.
16. Celebrations of Festivals and Birthdays: Student shall take prior permission of the Warden/ Sub Warden for celebrating any festivals and birthdays. Birthdays could be celebrated in a common place. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
17. Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
18. **The warden / Sub warden / University Administrator / Security officers has the discretion to inspect any room at any time.**
19. Apart from 1-17 sections mentioned above, students in halls of residence are bound to follow the By-laws made by the Board of Governors at the University of Vocational Technology under section 11(7) read with section 60 of the University of Vocational Technology Act No 31 of 2008.

**Hostel Warden**