



Sabaragamuwa University of Sri Lanka

Policy Title – Policies for Hostel Maintenance

Policy Number – Policy / SUSL / Stu & Sup / 01

Effective Date – 24.02.2020

Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – Registrar

Purpose:

The purpose of this policy is to providing good quality hostel facilities for the students of Sabaragamuwa University of Sri Lanka.

Scope

This policy is applicable to all university owned and rented hostels.

Legislative context:

This policy for Hostel Maintenance is supported by the university Council decisions and Finance Committee decisions.

Definitions

Term	Definition
University	The university where the students are studying (SUSL)
Hostel	
Quality	
Council	Governing Council of the University

Students	Students of the Sabaragamuwa University of Sri Lanka
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Policy statement:

To ensure good quality hostel facilities for the students of Sabaragamuwa University of Sri Lanka.

Supporting Documents:

- i. Administrative and Financial Circulars (UGC, University etc...)
- ii. Other policy documents
- iii. Norms and practices in the university as well as in other universities
- iv. Council decisions
- v. Finance Committee decisions

Responsibility:

The Registrar is responsible for the implementation of this policy for Hostel Maintenance.

Promulgation:

- i. This policy for Hostel Maintenance will be circulated as a document
- ii. Appear in the Management Information System (MIS) of the university
- iii. Academic and Students Services division of the university

Implementation:

1. Develop criteria to ensure good quality hostel facilities.
Appointing a Committee including
 - (a). Director/ Welfare and Students Support Services
 - (b). Deputy Registrar or Senior Assistant Registrar or Assistant Registrar/Academic and Students Services
 - (c). Wardens (Male / Female)
 - (d). Two Sub-Wardens (Male / Female)
2. Establish a Sub-Unit for Hostel Maintenance under the Maintenance Branch of the University.
Establish a Sub-Unit including
 - (a). One Works Supervisor or Works Superintendent
 - (b). Five Permanent Staff members of the Maintenance Branch (Electrician, Plumber, Carpenter and etc)
 - (c). Obtain the service of contract staff through a Manpower Company based on

requirement of the University (Manpower Company should be selected by proper procurement process)

********This policy has been approved at 236th Senate meeting and at 257th Council***

*****This policy was originally in Internal Quality Assurance Policies (Amended) document as Policy 01; Policies for Hostel Maintenance. It was taken as a separate document in order to categories them in to different policy areas.***