

TEMPORARY RESIDENTIAL FACILITY (TRF)

THE OPEN UNIVERSITY OF SRI LANKA

Temporary Residential Facility (TRF) at The Open University of Sri Lanka (OUSL) provides residential facilities for outstation students for participation in in-campus academic activities. TRF is available for those who take part in *laboratory activities, training activities conducted within the University, survey camps, and any other field work or any other compulsory activities, requiring overnight stay including CA tests, Final Examinations, day schools, and other scheduled academic activities.*

All students occupying the TRF of the OUSL are strictly required to follow the Rules and Regulations mentioned below. These Rules and Regulations are established to foster a safe and secure living and learning environment for students. Failure to follow these rules will lead to disciplinary actions from the university authority.

THE RULES AND REGULATIONS

01. Eligibility

Only students who meet the following criteria will be eligible for temporary accommodation at the TRF:

A student:

- 1.1. whose address as indicated in the Student Record Book is more than **50 km** from the **Colombo** Regional Centre (CRC) [or more than **25 km** from **Kandy** and **Matara** Regional Centre] and
- 1.2. who has to attend laboratory activities, basic training activities, survey camps, and any other field work or any other compulsory activities, requiring overnight stay including CA tests, Final Examinations, day schools, and other scheduled academic activities
- 1.3. who has obtained the approval from the relevant authorities (Refer section: 3.3), to make the request for temporary accommodation.

Further, a student is entitled to:

- 1.4. use the accommodation for a maximum of sixty (60) days, in an academic year, but not more than six (06) consecutive nights at a time and,
- 1.5. stay in the TRF four days prior to the final examination / CATs

02. Facilities available

- 2.1 The TRF is capable of accommodating only a limited number of students. Therefore, the accommodation is provided for 200 male students and 200 female students at Colombo

RC, 30 male and 20 female students at Kandy RC and 30 male and 26 female students at Matara RC. Therefore, the facilities are provided on a *first come first served basis*. Under no circumstances shall the university allow accommodation for more than the above numbers relevant to each Regional Centre.

- 2.2 Overnight accommodation is provided only from 4.30 pm up to 8.30 am in the following day at any of the three regional centers.
- 2.3. Check-in and check-out times will respectively be only between 4.30 pm to 8.30 pm and 5.30 am to 8.30 am respectively at all regional centers. However, students travelling from distant places may be allowed to check in at other times with prior notification.
- 2.4. A student will be provided with only the basic necessities such as a bed, mattress, pillow, mosquito net, and a cupboard. Students will be required to bring their own clean bed sheet and pillow case.
- 2.5. The common areas of the TRF shall be equipped with surveillance cameras that are operated as per the CCTV Policy of the University.

03. Procedure

- 3.1 A student is expected to decide whether he / she would require the TRF during the ensuing academic year, at or before the registration. Once he / she has decided the courses he / she will be registering for that year and if the student will require TRF, a TRF Card, which is available at the Student Affairs Division, has to be filled by him / her. *(Please remember that the TRF facilities are given strictly on a first come first served basis)*
- 3.2 The TRF Card should be filled by the student indicating the intended purpose and the dates for which the accommodation is sought with approval given by an academic from the relevant department. Academic approval should be confirmed by placing a date stamp.
- 3.3. One TRF card so obtained will be valid to stay for twenty (20) nights. However, a student is entitled to three (03) such cards in an academic year for a maximum stay of sixty (60) nights in an academic year or intermittent period, provided that they do not exceed six (06) consecutive nights.
- 3.4. The duly completed TRF Card should be submitted to the relevant academic coordinator at the Colombo Regional Centre or any member of the academic staff at Kandy and Matara Regional Centre (or to the Assistant Director in Kandy or Matara Regional Center in the absence of a member of the academic staff) and approval obtained. Further certification from the Senior Assistance Registrar - Student Affairs in Colombo RC

[Assistant Director in Kandy Regional Centre or Matara Regional Centre] should be obtained to verify the location of the residence.

- 3.5. Availability of accommodation has to be checked with the Sub-warden and booking is to be made on-line confirmed by the sub warden at the TRF office at the time of checking.
- 3.6. A total payment of Rs. 1500/= should be made to the Finance Division after approval is sought from the Student Affairs Division to obtain the TRF card. In case, the student fails to present the TRF card to a sub-warden at the time of registration, such a student is expected to make a payment of Rs. 100/= which will be valid for two nights of accommodation) to obtain the accommodation

The breakdown of the total payment is as follows:

Refundable deposit = Rs. 500.00

Accommodation charge = Rs.1,000.00 (for maximum of 20 nights)

04. Responsibilities of students using TRF

- 4.1 Any cancellation of the booking should be notified to the Sub warden at the earliest possibility. No cancellation will be entertained after the day of intended stay.
- 4.2. All students who seek TRF are required to enter their names and registration numbers correctly, obtain two tokens, and sign the register provided at the entrance of the TRF.
- 4.3 The bed and locker assigned to a student should be checked for any damages or shortcomings and informed to the sub warden before use.
- 4.4 When ever entering and leaving the TRF, the times of entry and exit should be recorded and signature placed in the Movement Register.
- 4.5 The Student Record Book should be available for inspections to assist identification. The student is issued two identical tokens, a locker key, and room key. One token is attached to the locker key and the other is used as an entry and exit permit. When the student is outside the TRF, the second token should be left at the security point. If the student has to surrender his / her Student Record Book, for practical / workshop training, or for any other reasons he / she should obtain a copy of the first page of the Student Record Book (page containing the photograph with the student information) and get it certified by the respective Head of the Department / Training Engineer / Workshop Engineer.
- 4.6 At the time of departure, all the items belonging to the TRF, including both tokens, room key, and locker key should be handed over to the sub warden and the movement register

signed in the appropriate column. The Refundable Deposit shall not be released if there are lapses with regard to the above. All valuables (cash, jewelry, clothes, laptops, cameras, mobile phones, etc.) should not be kept in the TRF. The TRF Management or the University shall not take any responsibility for the loss or theft of such items.

- 4.7 In case of any problems, the student shall first consult the relevant Sub warden. If the sub warden is unable to solve the problem, he/she shall then consult the warden at the CRC, or Assistant Director at Kandy and Matara Regional Centers as appropriate.
- 4.8 Students residing at the TRF shall return to their respective rooms/dormitories before 8.30 pm for entry in the night, and shall log their entry in the register. Those who get late due to unavoidable circumstances should inform the sub wardens of the delay.
- 4.9 Water and electricity are scarce resources. Resident students are advised to ensure that all electrical switches are turned off and that the water tap faucets are closed while not in use.
- 4.10 Resident students are allowed to use the common study area available in the male and female sections respectively only until 10.00 pm.

05. Important details, student should be aware of;

- 5.1 In the event of a postponement of an academic activity, a student may apply for accommodation for the rescheduled date provided that the accommodation is available. He / she should also submit a letter confirming the postponement of the activity issued by the Head of Department concerned / Program Coordinator. Please note that the staff of the TRF shall not be held responsible for the postponement of any academic activity.
- 5.2 Students are not permitted to stay in the TRF during the daytime. However, if a student requires to enter the TRF and reside during the daytime due to an illness or any other valid reason, he/she may do so by obtaining written approval from the warden.
- 5.3 Security staff are available at the entrance of the TRF to provide any security assistance and ensure the security of the premises, the staff and the students. Refer to 4.7 above if you need any assistance with respect to security arrangement.
- 5.4. Students seeking to leave the hostel before 5.30 am are required to obtain written permission in advance from the sub warden and submit the same to the TRF security officer. Failing to follow this procedure shall result in forfeit of eligibility for TRF in the future.

- 5.5 Students seeking to remain in the common study area beyond 10.00 pm for study purposes shall seek written permission in advance from the sub warden and submit the same to the TRF security officer to maintain separate records.
- 5.6 Students residing in the TRF are not permitted to change their allotted TRF rooms without prior permission from the Sub wardens.
- 5.7 The Sub wardens reserve the right to periodically check the allotted rooms for any misuse.
- 5.8 Students should bring any health related issues that they experience during their residential period to the notice of the Sub wardens. They in turn shall try their best to take care of any health-related issues of students once notified

06. Discipline within the TRF building

- 6.1 Visitors, including OUSL students not residing in the **TRF** shall be strictly prohibited to enter the TRF. If any student residing in the TRF wishes to entertain visitors including **OUSL** students, he / she may do so outside the TRF such as in the canteen.
- 6.2 Accommodation in the TRF shall be used only for the intended purpose and duration indicated in the approved TRF Card.
- 6.3 Any breakage / damage identified by a student during his/ her period of stay should be notified to Sub wardens.
- 6.4 Students shall allow the Warden, Sub warden, Members of the TRF Committee, Members of the Management Committee and security personnel [Assistant Director/Deputy Warden in Kandy and Matara RCs] to check his/her baggage or lockers at any time during entry, exit or stay.
- 6.5 Consumption of alcohol in the TRF or coming into the TRF under the influence of alcohol shall be strictly prohibited. Smoking is not permitted within the premises. Use of abusive language, engaging in quarrels and arguments are also prohibited
- 6.6 No male students shall be permitted to visit the female dormitory and no female students shall be permitted to visit the male dormitory.
- 6.7 All students are expected to maintain silence at all times in the common study area
- 6.8 Students are expected to maintain proper dress code while they are in the common study area.

- 6.9 Students residing in the TRF shall refrain from ragging. Any student who violates this rule will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take legal action accordingly
- 6.10 The student residents are collectively responsible for keeping the premises clean and orderly. Scribbling on walls, spitting or hanging posters/art on walls is strictly prohibited. Similarly, drilling, nailing and fixing other fixtures on walls are not permitted.
- 6.11 Students are prohibited from having their meals in common study area or in rooms. The dining area of the TRF shall be used for eating purposes at all times.
- 6.12 It is the responsibility of the student to be aware of the Rules and Regulations of the TRF before occupying the TRF. These rules and regulations are effective from **26th May 2017**.
- 6.13 Any student who contravene the above Rules and Regulations will forfeit the eligibility for accommodation in future. In addition, such a student shall be subjected to a disciplinary inquiry as per the Student Discipline Bylaws of the University.

Note:

The term TRF refers to as Temporary Residential Facility including the services, all facilities, and furniture, that are assigned to provide accommodation