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கல்வி அமைச்சு
Ministry of Education

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எனது இல.
My Ref.

ED/09/12/ 12/07/02

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உமது இல.
Your Ref.

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திகதி
Date

20.09.2023

Circular Number : 33/2023

All Provincial Directors of Education
All Zonal Directors of Education
All Deputy/Assistant Divisional Directors of Education
All School Principals

Management of Student Hostels in Schools

Management of Student Hostels in Schools is currently governed by the provisions laid down by Ministry of Education Circular No. F/7/63 dated 09.09.1980. The provisions stipulated in this Circular on the Management of Student Hostels will be effective henceforth beyond the said Circular.

2.0 Establishment of new student hostels, re-opening of a closed student hostel and closure of existing student hostels.

2.1 Establishment of new student hostels, re-opening of a closed student hostel

The approval of the Structural Committee of the Ministry of Education regarding the Student Hostel in National Schools and the approval of the Provincial Structural Committee regarding the Student Hostel in Provincial Schools should be obtained. (Schedule No. 01)

2.2 Closure of an existing student hostel

The approval of the Structural Committee of the Ministry of Education regarding the Student Hostel in National Schools and the approval of the Provincial Structural Committee regarding the Student Hostel in Provincial Schools should be obtained. Once the formal approval is obtained for the closure of the hostel, any balance in the hostel account; if any, should be credited to the Account of the School Development Society. (Schedule No. 02)

3.0 School Student Hostel Management Committee

A committee consisting of the following persons should be formed on the management of student hostels subject to the provisions stipulated in this circular. Efficient management of student hostels, proper adherence to laws and

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regulations, maintaining correct account reports and accounts ...etc. are assigned under the full responsibility of the said committee.

This committee should meet once in every 03 months and maintain the relevant reports in a formal manner.

3.1. Composition of the Committee

The committee shall consist of the following members.

- i. Principal – Ex-officio Chairman.
 - ii. Deputy / Assistant Principal in charge of Student Hostel.
 - iii. A Deputy /Assistant Principal or Senior Teacher of the school nominated by the Principal to act in charge of the educational development of the hosted students.
 - iv. A member of the residential teaching staff of the student hostel or a senior member of the teaching staff who is not a resident of the student hostel. (Committee Secretary)
 - v. Warden or Sub-warden of the Student Hostel.
 - vi. A teacher of the teaching staff or Management Service Officer / Development Officer / Document Assistant to maintain accounting activities.
 - vii. Two senior resident male or female students selected by the residents of the student hostel.
 - viii. Two parents of the male / female students of the hostel .
- This list of committee members in relation to each year must be submitted to the Zonal Director of Education before 31st December of the previous year and for approval.

3.2. Functions of the Committee

The responsibility of basic decision-making, supervision and monitoring regarding the following matters related to the management of student hostels is assigned to this committee. For this, sub-committees can be appointed as per the requirement.

- i. The activities related to the admission of student residents.
- ii. All functions related to the Student Hostel Account.
- iii. Activities related to the proper maintenance of student hostel buildings and premises.
- iv. Activities of the staff of the student hostel.
- v. Functions of Food Committee in the student hostel.
- vi. Welfare activities of the student residents.

- vii. Activities related to varied purchases, storage and issuances of belongings.
- viii. Disciplinary proceedings of the student residents.

4.0 Student Hostel Food Committee

A food committee should be formed and maintained in every student hostel to provide quality food for the student residents and this committee should meet at least once a month as required, take relevant decisions and maintain records in a formal manner.

4.1. Composition of the Food Committee

- I. Deputy/Assistant Principal in charge of Student Hostel.
- II. Warden / Sub-warden of the Student Hostel.
- III. Head Chef.
- IV. Head of the subject of Home Economics in the school or another suitable teacher.
- V. Two resident senior students (relevant students can be changed monthly).

4.2. Functions

- Preparation and display of recipes on weekly/monthly basis.
- The food items should be purchased in line with the methods of the procurement process. However, direct purchases can be done on a case-by-case basis at minimum prices as per the market price. The records should be kept in respect of those decisions.
- The concerned bills should be duly submitted to the Student Hostel Management Committee by the Warden / Sub-warden of the Student Hostel.
- Supervision of food preparation activities and random testing of quality / taste of the food.
- Coordinating activities with the School Student Hostel Management Committee.

5.0 Admission of Student Residents

When the students are admitted to the student hostels, Grade 05 scholarship holders should be given priority. Therein, the priority should be given in concern of distance and income level. The applications for admission should be forwarded

to the Principal and the list of selected residents should be approved by the Hostel Management Committee. (Schedule 03)

6.0 Maintaining Student Hostel Account.

6.1 Documents required to maintain the Account

- Receipts of money relating to Form Education C100.
- Annual Budget Estimate
- Cash Book
- Quotation Letters
- Purchase Order Documents
- Procurement and Technical Evaluation Committee Reports
- Inventory Books (Fixed Assets Register)
- Stock Books (Consumable goods Register)
- Sheets of receiving goods
- Payment Vouchers
- Expense Ledger
- Advance Register
- Petty Cash Book
- Donation Register
- Hostel fee collection register

6.1.1. The above-mentioned documents should be maintained in relevant forms and the budget estimates should be submitted to the Provincial Director of Education annually for approval.

6.1.2. Receipts should be issued in "Form Education C 100" for all money collected and such money so collected should be accounted in the cash book on the same day. If "Form Education C 100" is not available, a set of books with a separate receipt can be printed for the use of the school with the prior approval of the Zonal Director of Education . It is essential that these receipts contain the official seal of the Zonal Director of Education.

6.1.3. At the time of the admission of the students to the hostel, a deposit of monthly student hostel fee should be obtained basically from each student who are so admitted. (The amount so deposited can be substituted for any amount to be levied from the student; if any, at the time the respective student leaves the hostel). Subsequently, the arrangements should be made to collect the hostel fees on or before the 10th day of every month.

- 6.1.4. The amount that can be charged from each resident student per month should be determined by the Hostel Management Committee and if the amount so determined varies, the approval of the Provincial Director of Education should be obtained for that.
- 6.1.5. Prior to such a step to be taken, the approval of the Student Hostel Management Committee and the Executive Committee of the School Development Society should be obtained for the said proposal. Consequently, when the approval of the Provincial Director of Education is sought, the reasons for the proposed increase or decrease of fee should be provided by the principal presenting the budget and account statements of the previous year. Whether to increase or decrease the student hostel fees being charged in any school should be decided by the Provincial Director of Education.
- 6.1.6. Student hostel fees are charged monthly and if a student leaves the hostel within a month or the school is closed for a certain part of the month, the student hostel fee due for that month should be charged in full. Also, if the student hostel is closed for a period of full month or more than 30 days, the amount charged for that month should be 50% of the monthly student hostel fee.
- 6.1.7. It is desirable to use separate receipt books to avoid the mix-up of the "Education C100" receipt books used for facilities and services charges and the "Education C100 " receipt books used for student hostel account activities. All those receipt books should be included in a counterfoil sheet that needs to be prepared in the same way as Form General 320.
- 6.1.8. The resident students have to pay the hostel fees as of due date. The warden of the student hostel should take actions to levy those fees without missing. For this purpose, a hostel fee recovery register; which includes the details such as student's name, monthly fee paid, receipt number, should be maintained.
- 6.1.9. A separate bank account for the student hostel should be maintained in a government bank and all money received from the residential students should be deposited in that account on the same day of the receipt of money. The cheques should be signed by the principal and the deputy / assistant principal authorized for that purpose.
- 6.1.10. In addition to the hostel fees, any collection in material or cash or any other form should not be asked from the residential students.

6.1.11. If parents, well-wishers, past pupils or external organizations intend to give any financial or material donation to the hostel, the approval of the Hostel Management Committee should be obtained thereto.

6.1.12. The donations received in cash on the approval of the above 6.1.11 for student hostel should be credited directly to the hostel account. Similarly, the details of material donations should be entered in the main donation register of the school and recorded in the main stock book and transferred to the hostel stock book.

6.2. The way of maintaining the account books

6.2.1 Student Hostel Cash Book

This should be maintained by a Management Services Officer or a Development Officer authorized by the Principal. This is similar to the cash book being maintained for the School Development Account. The hostel fees collected from resident students and other financial receipts related to the hostel should be recorded on the receipt side of the cashbook indicating the receipt numbers according to the order of the receipt on the same day of the receipt. Also, the expenses should be recorded on the payment side under the relevant date. All payments in this cash book should be done by cheque only and balanced at the end of the month and tallied with the balance shown in the bank statement. As per the requirement, money needed for the estimated expenses can be taken as advances. The bank reconciliation statement should be prepared and shown in the cash book at the end of every month and the principal should certify its accuracy. It is always required to ensure that a sufficient cash balance is available before writing cheques and to balance the cashbook on weekly basis according to the expenses incurred.

6.2.2 Petty Cash Book

The daily payment register for cash payments should be maintained by an officer authorized by the Warden of Student Hostel or the Principal. The imprest advance received from the main cash book should be entered on the receipt side of this book and all payments made in cash should be recorded in detail on the payment side of this book under each date. As required from time to time, the bills should be presented with a formal voucher to the main cash book to reimburse the amount spent. The amount of that expenditure should be recorded as a cross entry on the expenditure side of the main cash book. The amount of money that should be kept for daily expenses should be decided by the Student Hostel Management Committee considering the approximate amount required for the expenses of a week.

This petty cash book should be balanced daily, and a system where it is subjected to the inspection by the Principal or an officer authorized by him should be followed.

6.2.4 Stock Book (Register of Consumable Items)

An inventory book should be kept for the ingredients taken for preparing food and it should be maintained by the Warden or the Sub-Warden of the hostel. A separate page should be reserved for each item and the quantity received, the quantity used and the quantity remaining should be balanced and maintained daily. In addition to this, the quantity of raw materials issued for each meal should be recorded in a separate register and its daily total should be entered to the stock book and balanced. These documents should be examined by the Student Hostel Management Committee.

6.2.5. Inventory Book

An inventory of all furniture, mechanical equipment and other fixed goods belonging to kitchen and student hostel should be kept in Form General 44. The details of all fixed goods purchased by the school using the Student Hostel Fund or provided by the Ministry of Education or Provincial Department of Education should be updated in the inventory book. It should be supervised by the Student Hostel Management Committee and an annual survey of these goods should be done at the end of the year by a Board of Survey appointed by the Zonal Education Office.

7.0 Proper maintenance of student hostel buildings and premises.

- 7.1 The funds can be spent on the maintenance and minor repairs of student hostel; with the written consent of the Principal, if there is sufficient balance in the student hostel deposit fund. If not, money can be used from the school development account in terms of the essential maintenance and minor repairs.
- 7.2 For major repairs and improvements of the student hostel buildings, the proceedings should be made in accordance with the government's financial regulations related to the allocations under departmental expenditure heads and decentralized budget heads.

8.0 Other documents related to the hostel

8.1 Admission register

The names of the students admitted to the student hostel and the other details about them should be recorded in this register. The records entered in the register should be numbered in sequence according to the date of entry. It should be prepared in accordance with the format included in Schedule No. 03.

8.2 Register of residents in the Student Hostel

The particulars about teachers, warden / sub-warden of the student hostel, supervisor /matron /guardian, cooks and others except the resident students of the hostel should be prepared and maintained with the following details.

- Name
- Position
- Date of Admission
- National Identity Card Number
- Telephone Number (landline and mobile)
- Permanent Residential Address
- Name, address and telephone number of persons to be informed in case of emergency
- Date of leaving the hostel
- Other

8.3 Daily attendance register

A daily attendance register should be maintained in order to record the daily attendance of the resident students, and the quantity of food to be prepared daily should be determined using that register.

8.4 Suggestion book

If required, a book to record suggestions should be maintained for the resident students to record their ideas and suggestions.

8.5 Weekly Food Chart

A chart of the meals to be served during the week should be prepared and displayed on the notice board of the student hostel for the information of the residential students.

8.6 Register of Casual Meals

If it is necessary to provide meals or other facilities from the student hostel to the outside parties for school-related activities in addition to the residential students and staff, the details of such meals provided are recorded in this register. The amount charged for such casual meals should be decided by the Student Hostel Management Committee. The expenses incurred for that purpose should be collected from the concerned parties and credited to the student hostel account immediately.

9.0 Expense

9.1 All expenses should be substantiated by bills and the payments should be made formally through relevant vouchers. In special circumstances where the bills cannot be obtained from the suppliers, a document signed by the person who do the purchase and duly certified by the principal should be accepted for that purpose. However, this is not applicable in case of expenses exceeding Rs. 5000/- at a time.

9.2 Payments for Electricity, Sanitary Activities ...etc.

The principal should take special responsibility to cover the expenses such as electricity bills, water supply, sanitary works, telephone bills of the student hostel from the student hostel fund. The Principal should take actions to fix a separate water/electricity meter for the student hostel. Further, until a separate meter is fixed, the bills should be calculated proportionally and the share applicable to the student hostel should be settled from the student hostel account.

10.0 Staff whose salaries are paid from Student Hostel Fund

Apart from the staff appointed permanently by the government, the salaries of the staff appointed on a casual basis as per the requirement can be paid from the Student Hostel Account or the School Development Account. When such employees are appointed, the Zonal Director of Education should obtain the approval of the Provincial Director of Education. Their appointments are on a casual basis and their services can be terminated without notice. These employees do not have right to get their services permanent. All employees receiving salary from Student Hostel Account or School Development Account must contribute to the Employees' Provident Fund and Employees' Trust Fund.

10.1 TheCooks

Cooks should be employed within the number of posts approved by the Management Services Department.

If vacancies exist in the posts of cooks, cooks can be employed by paying salaries from Student Hostel Account or School Development Account. In paying salaries, proceedings should be done according to the provisions stipulated in the relevant Circular.

If it is expected that the number of cooks should be increased due to the increase in the number of students, the Management Services Department can be requested accordingly to increase the number of posts on the recommendations of the Ministry of Education and get its approval.

10.2 Appointment of Warden / Sub-Warden of the Student Hostel.

Warden /Sub-Warden of the Student Hostel should be employed within the number of posts approved by the Management Services Department.

If there are vacancies in those posts, a person belonging to the permanent staff of the school; who can reside in the hostel or a person hired on the basis of paying salary from the School Development Fund can be deployed as Warden / Sub-Warden of the student hostel according to the decision of the Student Hostel Management Committee. The payment of salaries from the School Development Fund should be done in line with the provisions of the relevant circular.

If it is expected that the number of sub-wardens should be increased due to the increase in the number of students, the Management Services Department can be requested accordingly to increase the number of posts on the recommendations of the Ministry of Education and get its approval.

10.3 Sanitary workers

Sanitary workers should be employed within the number of posts approved by the Management Services Department.

If there are vacancies in those posts, the Sanitary Workers can be deployed by paying salaries from the School Development Fund. In

paying the salaries from the School Development Fund, the provisions of the relevant Circulars should be followed.

If the number of sanitary workers for the student hostel is intended to be increased due to the increase in the number of students, the Management Services Department can be requested accordingly to increase the number of posts on the recommendations of the Ministry of Education and get its approval.

10.4 Residential Supervisory Staff

If the residential teachers provide assistance in terms of managing the student hostels, they can be provided with accommodation facilities together with food and drinks subject to the following limitations.

If the number of residential students is less than 100, the maximum number of teachers is 02, and if the number of residential students is more than 100, one teacher can be deployed for every increase of 50 students.

At least one residential teacher should be appointed and he/she can act as the secretary of the student hostel management committee. He/she should supervise the role of Warden / Sub-Warden.

11.0 Provision of accommodation facilities for school staff.

When it is not possible to find accommodation facilities close to the school, the school staff can be provided with accommodation inclusive of food and drinks in the student hostel if the space facilities are available in the hostel. The charges applicable therein should be decided by the Student Hostel Management Committee and it should however be higher than the amount charged from the students. In respect of the requests from other parties related to educational activities, the short-term accommodation can be decided upon the agreement of the Hostel Management Committee.

12.0 Audit queries and presentation of semi-annual statements.

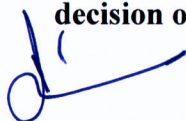
12.1 Audit of Student Hostel Accounts will be done by the Accountant attached to the Zonal Education Office. There is also no objection to these accounts being examined free of charge by a qualified person nominated by the Principal. However, these accounts will be audited from time to time by the Internal Audit Division under the Ministry.

12.2 The semi-annual reports (Schedule No. 04); which show the income and expenditure, should be sent to the concerned Zonal Director of Education by the Principal. All vouchers, bills and related receipts confirming the payments should be scheduled in sequential order and kept safely in the school.

13.0 Handing over of belongings at the time of transfers or retirements of the principals.

At the time of transfer or retirement of the principals, the cash book of the student hostel should be balanced and handed over to the new principal or deputy principal with cheque books, other account books and records together with cash in hand. If there is any payment not confirmed by the relevant bills and receipts, the actions should be taken to recover the relevant money from the concerned person. Taking over and handing over of the belongings should be recorded in writing by both transferred out and transferred in principals / deputy principal.

In respect of any issue arising regarding the provisions of this circular, the decision of the Secretary to the Ministry of Education will be final.



M.N. Ranasinghe
Secretary
Ministry of Education

Copies:

1. Chief Secretaries to the Provincial Councils
2. Chairman, National Education Commission
3. Auditor General
4. Director General, National Institute of Education
5. Commissioner General of Examinations
6. Commissioner General of Educational Publications
7. All Staff Officers, Ministry of Education
8. All Branch Heads, Ministry of Education

Schedule 01

Starting a new student hostel/ restarting a closed student hostel

1. Name of the School:.....
2. Education Zone to which the school belongs:.....
3. Province to which the school belongs:.....
4. Requirement: Starting a new student hostel/ restarting a closed student hostel
5. Objective:
.....
.....

6. Total Number of Students expected to be hostelled:

7. Total Number of Non-academic Staff expected to be deployed:

8. Report about the facilities:

Space of the Hostel -

- ✓ Availability of building facilities for the hostel: Yes/ No
- ✓ Availability of an adequate land for a new construction: Yes/ No
- ✓ Availability of adequate furniture and kitchen equipment: Yes/ No

Facilities/ Requirements	Currently available (SqFt /Units)	Expected (SqFt /Units)
1. Building Facilities		
1.1. Sleeping Rooms		
1.2. Dining Halls		
1.3. Sanitary Facilities		

1.4. Reading Halls 1.5. Kitchen 1.6. Sick Room 1.7. Other				
2. Staff 2.1. Warden 2.2. Sub Warden 2.3. Cook 2.4. Sanitary Worker 2.5. Watcher 2.6. Sick room attendant 2.7. Other	Female	Male	Female	Male
3. Infrastructure 3.1. Water 3.2. Electricity 3.3. Telephone 3.4. Internet 3.5. Other				
4. Furniture, kitchen equipment and other utensils				
5. Other facilities				

How the above expected facilities are supplied / proposed process:

.....

.....

.....

.....

I certify that the above details are true and correct, and kindly seek the approval for starting a new student hostel/ restarting a closed student hostel.

.....

Principal's Signature, Date and Official Stamp

The above request is recommended and presented.

.....

Signature of Zonal Director of Education, Date and Official Stamp

The above request is recommended and presented.

.....

Signature of Provincial Director of Education, Date and Official Stamp

Approval of the Structural Committee of the Ministry of Education (For National Schools) / Approval of the Provincial Structural Committee (For Provincial Schools)

Based on the particulars presented and recommendations made, the approval is granted to start a new student hostel/ restart a closed student hostel in School. (See the format for granting Structural Committee approval)

.....

Signature of the Chairman of the Structural Committee, Date and Official Stamp

Closing an existing student hostel

1. Name of the School:.....
2. Education Zone to which the school belongs:.....
3. Province to which the school belongs:.....
4. Number of students in the hostel as at the date of request to close the hostel:.....
5. Reason/s for closing the student hostel:.....
6. Number of Non-academic employees deployed as at the date of request to close the hostel:
- I. Warden

II. Sub Warden

III. Cook

IV. Sanitary Worker

V. Watcher

VI. Sick Room Attendant

VII. Other
7. Date of last admission of a student to the hostel:
8. Balance of the Hostel Account as at the date of request to close the hostel:.....

9. The particulars of the facilities prevailed in relation to the number of students.

Space Facilities	Sanitary Facilities	Water and Electricity	Furniture	Other

10. If there were residential students at the time of closing the hostel, the alternative measures taken in respect of them :.....

As per the above particulars, I kindly seek the approval to close the student hostel; existed so far at school, with effect from

.....

Principal's Signature, Date and Official Stamp

According to the above facts, the request for the closure of student hostel is recommended / not recommended for required actions.
(If not recommended, please specify reasons).

.....

Signature of Zonal Director of Education, Date and Official Stamp

As per the particulars presented, it is recommended that the closure of the student hostel is suitable.

.....

Signature of Provincial Director of Education, Date and Official Stamp

In consideration of the overall particulars, the approval is granted for the closure of the student hostel.

.....

Signature of the Chairman of Structural Committee, Date and Official Stamp

Ministry of Education

Half Yearly Budget Report/ Student Hostel Account

Name of the School :
Account Report for the period of six months ended as at

Income (Monthly)		Expenditure (As per the items)	
Bank Deposits Balance at hand	1. Meals
	2. Hostel Employees' Allowance
	3. House Rental
	4. Electricity Bill
	5. Sanitary Services
	6. Equipment
	7.
	8.
	9.
	10.
Certified Correct		Balance at the end of previous six months
Principal's Signature:		Receipts within this six months
Date:.....		Total
		Expenses within this six months
		Balance

