

FAQ SHEET 19/20

Heart . Ownership . Memories . Empowerment

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1. Vision

For this Academic Year, the 32nd JCRC has decided on **HOME** for the vision of Eusoff, where **HOME** is the acronym for **Heart, Ownership, Memories** and **Empowerment**.

For three years now, we have defended our title of Inter-Hall Games Champions. Our annual Dance Production always produces wonderful, show-selling performances, and our other Performing Arts groups always offer a wide array of talent. Our social services committees have consistently volunteered and helped the less privileged, and all our different committees have come up with heart-warming suppers, events, and experiences for our residents. In this upcoming academic year, we hope to continue to build on our past successes and continue to strive towards greater heights.

All these achievements are attributed to the **Heart** and **Ownership** that Eusoffians have towards Eusoff. The 32nd JCRC value these two characteristics and believe they are crucial in our pursuit of Excellence. Having **Heart** indicates passion and commitment as it drives us to do our best and **Ownership** entails responsibility and pride towards our roles in this community.

Aligned with our Hall's motto of Excellence and Harmony, as we strive for excellence, the 32nd JCRC also aims to continue to foster harmony through greater integration between groups to create a more understanding environment where various groups can work together as one to forge common and meaningful **Memories** within Eusoff. On top of fostering a harmonious community, the JCRC hopes to create an inclusive environment by **Empowering** individuals with opportunities for self-discovery and development through the myriad of activities that Hall has to offer.

But regardless of our interest, talents, and backgrounds, we all live under the same big roof, at the core of it all, above all else, we are Eusoffians. The 32nd JCRC hopes to continue to create opportunities to allow collaboration between various committees so that we can all work together in creating greater events to enhance our Hall experience. We hope that every single Eusoffian will hold the values of **HOME** close to their hearts and work together to create a Home that we are all proud to be of.

Tan Hui Xin

President,

On behalf of the 32nd Junior Common Room Committee

2. SCRC and Hall Office Information

<u>Name</u>	<u>Position</u>	<u>Email Address</u>
A/Prof Qiu Anqi	Master	eshhead@nus.edu.sg
A/Prof Suthiwan Titima	Resident Fellow, Block A	eshts@nus.edu.sg
TBC	Resident Fellow, Block B	TBC
Dr Lee Chian Chau	Resident Fellow, Block C	uhclcc@nus.edu.sg
Mr Tan Sie Wee	Resident Fellow, Block D	cittsw@nus.edu.sg
Dr Muhammad Arafat bin Mohamad	Resident Fellow, Block E	eshmam@nus.edu.sg
<u>Hall Office (Residential Life)</u>		
Ms Rashidah Salleh	Senior Manager	eshrs@nus.edu.sg
Mr Foo Chen Loong	Assistant Manager	eshfcl@nus.edu.sg
Mr Ng Jun Wei	Management Assistant Officer	eshnjw@nus.edu.sg
<u>OHS Eusoff Hall Team</u>		
Ms Nisha Alex	Senior Executive	ohsna@nus.edu.sg
Mr Tan Shau Wei	Management Assistant Officer	ohstsw@nus.edu.sg
Mr Rajan	Technical Officer	

3. JCRC Members Information

<u>JCRC Member</u>	<u>Position</u>	<u>Handphone no.</u>
Tan Hui Xin	President	9138 4280
Yeo Tzi Wah	Vice President	9733 2664
Wesley Woo Qi Long	Vice President	9125 0813
Ian Chin Chung Yoong	Honorary General Secretary	9351 6641
Amos Cheah Chun Kai	Sports Director	9101 6036
Tan Kang Wei	Performing Arts Director	8533 8544
Wong Wei Kang	Social Service Director	9653 8237
Roy Francis Mohanan	Student Affairs Director	8611 6105
Chua Cheng Tat	Finance Director	9772 8498
Shaun Tay Wen Jun	Media Director	9181 4089

4. Block Heads Information

<u>Name</u>	<u>Head of Block</u>	<u>Handphone no.</u>
Javier Chua Cheng Ying	A	9648 3571
Koh Wei Yan Neville	B	9237 7828
Sng Jia Ming Fadi Faris	C	8228 2159
Cheong Wan Ting, Stephanie	D	9109 5365
Alun Wilfrid Winn	E	8322 5432

5. SPONSORSHIP AND PDPA

I. SPONSORSHIP

Seeking out sponsorships as part of a Eusoff Hall committee/CCA related event or activity is encouraged if the external 3rd parties involved are able to provide assets (i.e monetary sponsorships, goods services, etc.) that will improve the quality of event or help the CCA achieve their set goals for said event or activity.

As of 19/20, Eusoff Hall has signed a blanket sponsorship with Advisor's Clique. The sponsored amount will be divided among hall committees based on their sponsored amounts in previous years. No marketing and sponsorship heads should source for monetary sponsorships from financial institutions in this AY19/20.

Any agreement that is being made between the Eusoff Hall CCA and an outside 3rd party that involve an exchange of goods, services or monetary sponsorship (not from financial institutions), in return for Eusoff Hall's compliance to any agreed terms and conditions- must be approved by the 32nd JCRC before the deal is officially finalized.

Long term deals or partnerships that may exceed 1 Academic Year, can be continued and built upon, if deemed beneficial to the CCA and Eusoff Hall. Hence proper maintenance of relations and follow-ups with all external 3rd parties are essential.

The respective CCA head and members are responsible for upholding the terms of their agreement with the respective 3rd party sponsor in order to fulfill all promises or agreements made. Any failure to do so would not only result in the loss of potential sponsors for future events but also tarnish the reputation of Eusoff Hall and its residents. Hence if such a situation arises, the 32nd JCRC has the right to revise and monitor the respective committee/CCA rights for seeking out sponsorships in the future.

For AY 19/20, all sponsorship related matters can be addressed to Yeo Tzi Wah for help and guidance.

II. PDPA

Compliance with the Personal Data Protection Act (PDPA) is an important requirement that must be adhered to with respect to the collection, usage and disclosure of personal data.

Personal data refers to data pertaining to an individual who can be identified from the given information. This information, whether true or false, will need to be handled under the guidelines of the PDPA. Personal information includes NRIC number, NUS Matriculation number, home address and mobile number etc.

As organizers of Eusoff Hall activities, CCA heads and members will have access to confidential and personal data that are submitted by students and hence collected by the respective CCA.

The following are guidelines that the organisers should take note and adhere to:

- A. The PDPA comprises rules governing the collection, use, disclosure and care of personal data, with the objective to safeguard consumers' personal data against misuse applies to all organisations in which personal details are used for any marketing purposes. It encompasses provision for individuals to opt out of receiving marketing phone calls, mobile text messages, and faxes from organization.
- B. The first phase of PDPA, Do Not Call (DNC) Registry, will come into force on 2 January 2014. This regime under the PDPA does not allow organisations to send messages of marketing nature to Singapore telephone numbers, including mobile numbers.
- C. All NUS Student Organisations are responsible in safekeeping all personal data in their possession or under their control. (E.g. Student details should not be accessible by the public through online platforms like facebook, websites, google docs etc. All personal information needs to be password protected or filed away in confidentiality)
- D. The CCA is required to appoint one or more committee members to ensure compliance across the committee.
(E.g. A member of the student group, such as the CCA head should be appointed to ensure that all members comply with PDPA in the conduct of events)

- E. Each CCA must ensure that written consent is given by students for use or disclosure of their personal data. - E.g Students' consent is required for the organizer of the event to disclose their personal details to sponsors
- F. Each CCA is required to provide a point of contact for students to change their details in order to ensure accuracy.

For more comprehensive details please refer to www.pdpc.gov.sg.

6. FINANCE MATTERS

All receipts are to be submitted to the finance committee within 30 days from the date of purchase. Late, photocopied or lost receipts will NOT be accepted. The Committee Head is advised to appoint a person who is highly responsible and meticulous as the treasurer, in order to ensure an efficient reimbursement process. A Finance Guidebook will be provided and treasurers are required to familiarise themselves with finance procedures. During school term, there will be two finance sessions per week, held at night, where treasurers are able to fill in necessary reimbursement forms for claims with the guidance of finance members.

All committees are to take note that for purchases above \$1000, they have to source for 3 written quotations. Summary of Quotations is to be completed and approval sought from Resident Fellow in-charge and Hall Management before promising any purchases. Failure to do so will result in rejection of claim.

If in doubt, kindly approach the Finance Committee for clarifications.

A Finance Briefing Session will be held for all Heads and Treasurers at a 28th Aug, 1900hr.

7. BOOKING FACILITIES

I. External Sports Facilities outside of hall but within NUS

(SRC Fields, SRC Tennis Courts, USC Squash Courts, MPSH)

- A. Inform and book through Sports Director, if not the SMC Facilities Manager
- B. Only applicable for official hall trainings
- C. Most bookings would already have been done after discussion with the sports captains

II. Internal Sports Facilities

(MPC, Function Hall, Squash Courts)

- A. Inform and book through Sports Director, if not the SMC Facilities Manager
- B. For Function Hall, given that it has multi-purpose, only inform Sports Director or SMC FM if it is **sports-related**
- C. Only applicable for official hall trainings
- D. Most bookings would already have been done after discussion with the sports captains

III. Internal Cultural Facilities

(Dance Studio, Band Room)

- A. Inform and book through Performing Arts Director
- B. Only applicable for official hall practices
- C. Most bookings would already have been done after discussion with the cultural heads

IV. Other Facilities

(Blue Oyster, Pool Room, Function Hall, Meeting Rooms 1 & 2)

- A. Go to NUSync website (under Memberships: Eusoff Hall) to submit a facilities booking's request based on the available dates in the Calendar. All bookings should be done at least three days in advance, any last minute bookings will not be entertained. Do not book on a day with another prior booking.
- B. After submission of the form request, approval of the bookings will be shown in the facilities bookings calendar. In the case where the booking is rejected, JCRC ex-officio will contact the comm heads for venue deconflicting etc.
- C. Do contact Ian (93516641) if no approval/rejection indication is received.
- D. Collect the keys from the Hall Office and return them the next day by 12 noon.

*Booking of **Function Hall for events** (e.g. Block suppers, ad-hoc events, meetings) should be done primarily through the Honorary General Secretary

V. Rooms within Hall

(Seminar rooms)

- A. Go to NUSync website (under Memberships: Eusoff Hall) to submit a facilities booking's request based on the available dates in the Calendar. All bookings should be done at least three days in advance, any last minute bookings will not be entertained. Do not book on a day with another prior booking.
- B. Collect the keys from the Hall Office and return them immediately at the end of the event.

VI. Printer

- A. For any printer issues, (*printing card, printing machine*), please contact Dominic **directly** at 98353933
- B. In the event there is no paper, please retrieve it from the cabinet and replenish it yourselves

8. BOOKING MEDIA FACILITIES

I. Eusoffwork Step-by-step Guide to Requesting of Service

Step 1: Client is required to send an email with the following format attached at the bottom of this PDF to EusoffWorks (request-ew@eusoff.nus.edu.sg). The title of the email must be in this format: comm + event +date of the request (E.g **SPT Bash 20190801**)

SPT Bash 20190801

request-ew@eusoff.nus.edu.sg

SPT Bash 20190801

Hi EusoffWorks,

1. **Full name:** Tan Ah Kao
2. **Committee:** SPT
3. **Position held:** SPT head
4. **Event name:** Eusoff Bash
5. **Date & Time of event:** 16/8/2019, 1.30am to 330am
6. **Event details:** Event will be held at a dark area with loud music. There will be Eusoffians performing on stage to garner more votes for them
7. **Venue:** F Club
8. **Services required** (photographer/ videographer/ audio support/ IT/ design)[*For pure loaning of equipment without any personnel needed, leave a nil reply*]: 2 photographers
9. **Additional Services required** (E.g Same night submission, number of personnel needed for audio coverage, number of mics, external set up, etc): External Set up and coverage
10. **Equipment required** (1 x digital camera, 2 x video camera, microphone, tripod, ...) [For pure

Send

Step 2: Client Relation Officers (CRO) will reply with an acknowledgement email. CRO will also send another confirmation email to update on client once the request is approved/rejected. Confirmation email will be sent within 72 hours upon request.

SPT Bash 20190801 Inbox x



Client Relation Officer EusoffWorks <request-ew@eusoff.nus.edu.sg>
to me ▾

10:32 AM (0 minutes ago)



Hi Tan Ah Kao,

The following request has been approved. (Addition information will be included here too. E.g. Collection time for equipments)

1. **Full name:** Tan Ah Kao
2. **Committee:** SPT
3. **Position held:** SPT Head
4. **Event name:** Eusoff Bash
5. **Date & Time of event:** 16/08/19, 1.30am to 2.30am
6. **Event details:** Event will be held at a dark area with loud music. There will be Eusoffians performing on stage to garner more votes for them
7. **Venue:** F Club
8. **Services required** (photographer/ videographer/ audio support/ IT/ design)[*For pure loaning of equipment without any personnel needed, leave a nil reply*]: 2 Photographers

NOTE: Acknowledgement email is **NOT** Confirmation email. It is 2 separate emails.

Step 3: Any changes to the request has to be made by replying to the confirmation email. Send in using the same format but the changes must be red in colour.

Hi CRO heads,

I have make changes to my previous request.

1. **Full name:** Tan Ah Kao
2. **Committee:** SPT
3. **Position held:** SPT Head
4. **Event name:** Eusoff Bash
5. **Date & Time of event:** 18/08/19, 1.30am to 3.30am
6. **Event details:** Event will be held at a dark area with loud music. There will be Eusoffians performing on stage to garner more votes for them
7. **Venue:** Zouk
8. **Services required** (photographer/ videographer/ audio support/ IT/ design)[*For pure loaning of equipment without any personnel needed, leave a nil reply*]: 2 Photographers
9. **Additional Services required** (E.g Same night photo submission, Number of personnel needed for audio coverage, number of mics, external set up, external coverage etc):**photos to be edited by the end of the week**

NOTE: A new approval/rejection email will be sent to the client after the changes are approved/rejected. EusoffWorks are not obligated to cover any last minute changes.

Step 4: For loaning of equipment, client must present the final approval email to EusoffWorks Logistic Heads or IC upon collection of equipment.

Format

- 1) Full name:**
- 2) Committee:**
- 3) Position held:**
- 4) Event name:**
- 5) Date & Time of event:**
- 6) Event details:**
- 7) Venue:**
- 8) Services required** (photographer/ videographer/ audio support/ IT/ design)[For pure loaning of equipment without any personnel needed, leave a nil reply]:
- 9) Additional Services required** (E.g Same night photo submission, Number of personnel needed for audio coverage, number of mics, external set up, external coverage etc):
- 10) Equipment required** (1 x digital camera, 2 x video camera, microphone, tripod...) [For pure loaning, the collection time will be from 10pm to 2am. Any other timing are subjected to the availability the logistic ic. Please also specify the reason for loaning of equipment]:
- 11) Contact number:**
- 12) Additional information:**

II. ADDITIONAL INFORMATION:

- A. Request to be made at least 14 days in advance by emailing request-ew@eusoff.nus.edu.sg pertaining to EusoffWorks photography / videography coverage / audio support with details of requests.
- B. Changes have to be sent in at least 6 days in advance and it is subject to availability. Especially for equipment, manpower or external coverage amendments.
- C. Last minute requests for equipment is subjected to availability.
- D. Last minute requests for manpower will be rejected.
- E. No adherence to format for requesting of EusoffWorks services will not be entertained.
- F. Clients who wish to borrow equipment for their committee's usage, will bear full responsibility of the equipment borrowed during the duration of the loan. The responsibility of any damage/loss will be beared by members of the client who had signed out the respective equipment.
- G. EusoffWorks Logistics will allocate the equipment to the client based on the equipment availability. If a specific model of the equipment is needed, clients must state what specific model they need (eg. SLR2 and LS10) and why they need it (subject to availability and approval)
- H. All requests are subject to approval by EW Heads
- I. Clients are to ensure that sufficient clearance has been granted for external coverage and can support the equipment (example type of socket used in power mains) usage at the venue
- J. For external events coverage, the client are responsible to provide EW the necessary transportation to transport the equipment there. E.g. Settling up for speakers at Utown.

9. REPORTING DAMAGE OF FACILITIES

For any damage of facilities in common area or residents' rooms, directly inform your respective **blockheads**, who will inform the hall's technician of the problem. There is no need to email the hall office about the issue.

10. POINTS SYSTEM

Points System is the main deciding factor for residents to continue their stay in their next AY. Points are cumulated through actively participating in hall CCAs and assuming leadership positions within Eusoff Hall. For the upcoming AY, 80% of the available room vacancy (vacancy does not include Master's list and exchange students quota) will be filled with residents with the highest hall points, whereas the remaining 20% vacancy will be selected via the discretionary list.

I. Attendance for compulsory Eusoff Hall events

All residents have to attend/take part in at least 2 of the following events for Semester 1 and 1 event from Semester 2:

Semester 1 Events:

- A. Formal dinner
- B. La Soirée
- C. Annual General Meeting
- D. NOC Talk

Semester 2 Events:

- A. La Soiree
- B. Skills specific classes e.g. Photoshop courses (TBC) (cv writing)
- C. Conversations over dinner

Residents who **fail to attend/participate in the minimum number of hall events** will result in their hall points being void and they shall be disqualified from being eligible for a place in Eusoff Hall for the next Academic Year.

II. Removal of Hall Points for Graduating Residents

All Final Year Students are not eligible to receiving hall CCA points. Year 3s who have decided to graduate may choose to opt out of receiving points. Year 4s who are not graduating in their fourth year and need points will have to contact any JCRC member to opt in for points eligibility.

III. CCA Points:

Every CCA has a total of only 70% of the total possible points that all its members can receive. For illustration: A Committee has 15 members, and the maximum points a member can possibly receive is 10. Hence the total possible points that CCA has is $15 \times 10 = 150$ Points. The CCA Head can only distribute $150 \times 70\% = 105$ Points to all its members. In other words, there are 105 Points to be distributed amongst all its 15 members. For detailed CCA points distribution, please refer to the CCA booklet.

IV. Bonus Points:

Points are also given to residents for commendation. Points are awarded subject to discretion of the JCRC.

Dean's Listers in Semester 1 will receive 8 points to commend their academic excellence.

Leadership points are given to residents who stepped up to a leadership role in their respective group.

Merit points are given to outstanding members whose performance exceed the basic obligations of the CCA.

Merit points that may be awarded are:

Committee Size	Points
1 to 6	Either 1 point for two members each <u>or</u> 2 points for one member.
7 to 15	Either 2 points for one member and 1 point for another member <u>or</u> 1 point for 3 members each
16 to 25	2 points for two members and 1 point for two members
26 and above	Top 10% 2 points each Next 10% 1 point each

CCA Heads are to consult the JCRC ex officio when awarding Merit Points.

Other Merit points may be awarded to outstanding leaders deemed by the JCRC Ex-Officio, which shall not exceed 10% of the leaders in Eusoff Hall.

Members may give demerit points as penalties for unsatisfactory performance.

V. External CCA Points:

Participation in NUS co-curricular activities (CCAs) will be taken into account towards the resident's total CCA points in hall. However, the number of external CCA points he receives will be capped at 25% of his total hall points.

External CCAs refer to University Student Groups that are registered with the Office of Student Affairs. Only groups approved by the Office of Student Affairs are recognised for the purpose of awarding CCA Points.

External CCA points will generally mirror the points of their equivalent CCA in hall.

Residents have to submit an endorsement form for their external CCA points to be counted towards their total CCA points in hall, subjected to the discretion of the JCRC.

To illustrate two scenarios:

- a) Student A Has 50 Hall Points. His NUS External CCA is worth 10 points in Hall. $50 \text{ Hall Points} \times 25\% = 12.5 \approx 12$. His External CCA therefore is worth 10 Hall Points.
His total Hall Points = $50 + 10 = 60$
- b) Student B Has 30 Hall Points. His NUS External CCA is worth 10 points in Hall. $30 \text{ Hall Points} \times 25\% = 7.5 \approx 7$ His External CCA therefore is worth 7 Hall Points
(round down) His total Hall Points = $30 + 7 = 37$

VI. Points for Residents Going for/Returning from Exchange:

Residents, who are only able to stay in Hall for one semester within one Academic Year due to involvement in Student Exchange Programme or NUS Overseas College, will have their points for that semester doubled, up to the maximum amount of points the CCA would be able to offer.

VII. Monitoring of Points System:

Points will be reviewed once every academic year, during the Annual General Meeting. There will also be a mid-term review to determine if the points awarded per CCA are sufficient, and will take place at the end of semester 1. A Points Defence session will be held towards the end of the academic year.

Committee Heads will have to submit the point allocation of their members to the respective JCRC Ex-Officio by the stipulated date given to them, FAILURE OF WHICH ALL POINTS MAY BE FORFEITED FOR THAT CCA.

VIII. Master's List

A resident must fulfill the following requirements to be eligible for Master's List:

- A. Join a minimum of two CCAs, both of which must not be under the same branch e.g. if person A is in a sport, to be considered, his or her other CCA cannot be a sport.
- B. To have a minimum of 16 points.
- C. Residents, who are only able to stay in Hall for the second semester are also eligible given that they participate in at least one CCAs.
- D. Do not have demerit points

*National Team Players who apply for the Master's List are only subjected to point (D.)

11. DEMERIT POINTS

Demerit Point Structure (DPS) for Housing Offences

The Demerit Point Structure (DPS) is to be read in conjunction with the Housing Agreement. Please be familiarized with the following guidelines:

- 1.1 Each residential year begins on 1 June and ends on 31 May.
- 1.2 Demerit points (below 16 points) accumulated within a residential year are reset to '0' on 1 June.
- 1.3 Housing Agreement is terminated upon accumulation of 16 demerit points (or more) within one residential year.
- 1.4 Housing Agreement is terminated upon accumulation of 25 demerit points throughout all residential years and eligibility for on campus housing will be withdrawn for the rest of the candidature.

	Offence Types	Demerit Points		
		1st	2nd	3rd
	Theft	16		
	Vandalism or causing damage to facilities/rooms/common areas			
	Misconduct / Inappropriate Behaviour / Breach of Law (e.g., Outrage of Modesty, Peeping Tom)			
	Subletting to external parties (i.e., non-NUS students)			
	Throwing of items from height ('Killer Litter')			
	Subletting of room to NUS students			
	Use of opposite gender's facility	9	9	
	Activating fire alarm without reasonable cause			

	Unauthorised room-sharing (including overnight stay) with non-resident			
	Passing of room transponder/key to another person			
	Duplication of key			
	Compromise of the communal security/safety measures (tampering with fire-exits and cluster doors)			
	Unauthorized removal of common furniture/appliances			
	Smoking in room/Hostel compound			
	Alcohol consumption or possession in the hostel or disorderly conduct/drunkenness at the hostel			
	Swapping of rooms without authorisation	6	9	9
	Failure to keep room-door ajar when there is a member of the opposite gender in the resident's room (a.k.a. "Male-Female behind closed door")			
	Unauthorised stay-over in another resident's room			
	Visit by non-residents of the hostel during quiet hours			
	Leaving guests unattended			

	Excessive noise during quiet hours			
	Obstruction and other potential fire hazards (e.g. usage of candles, open-flame)			
	Littering in Common Areas	3	6	6
	Failure to upkeep cleanliness of common areas			
	Failure to upkeep cleanliness of room			
	Installation of personal refrigerator or any electrical appliances without permit from the Management Office			
	Installation and use of cooler/air con without permit			
	Keeping of Pets			
	Failure to shut or secure the fire-exit door/cluster gate			
	Leaving lights/fan/appliances switched on when not in room			

The Schedule of Administrative Fees is to be read in conjunction with the Housing Agreement and Eusoff Hall's Rules and Regulations.

S/ N	Housing Offences /Housing Related Matter	Fees Involved
1	Breach of Housing Agreement and Hall Rules and Regulations.	<p>Disciplinary action may include the following:</p> <ul style="list-style-type: none"> a) Demerit Points for housing offences b) Replacement cost for any damage / loss incurred c) Administrative fees and utilities charges applicable d) Clearing / cleaning fees incurred
2	Unauthorized possession, installation and use of air-conditioners and air-coolers.	<p>Disciplinary action may include the following:</p> <ul style="list-style-type: none"> a) Demerit Points for housing offences b) Removal of air-con unit out of hostel within 3 days c) Utilities charges - \$4 per day from the date of check-in.

3	Open door for student who was locked-out	<p>No admin fee imposed for the first 2 weeks of the semester and for first time lock-out.</p> <p>Fees for second or subsequent lock-outs from Week 3 of Semesters 1 and 2 onwards are as follows:</p> <ol style="list-style-type: none"> 1. \$5 for assistance during office hours 2. \$10 during after-office hours <p>Both fees are inclusive of GST</p> <p>Residents may appeal to the Master or Director of OHS to waive the admin fee if there is valid reason or extenuating circumstance</p>
4	Loss of or damage to transponder.	\$40.00 per replacement.
5	Failure to return transponder and key to facilities.	\$50.00 per case
6	Failure to attend Formal Dinner without prior notice to the Hall.	\$12 for unconsumed dinner
7	Declaration of possession or use of refrigerator in student's room.	<p>\$60.00 per semester</p> <p>Failure to declare within stipulated time frame will incur:</p> <ol style="list-style-type: none"> a) Demerit Points for Housing Offences b) Utilities charge - \$60 [\$60 per semester charge back] c) Admin fee \$10.

8	Prohibition of Smoking on NUS Campus	<p>1st Offence – Written Reprimand from Hall Master</p> <p>2nd Offence – Sanction of \$200 and Demerit Points</p> <p>Subsequent Offences – Sanction of \$300 and Demerit Points</p>
9	Vandalism to facilities.	Replacement cost for any damage / loss incurred.
10	<p>Unauthorized removal of common furniture / electric appliances.</p> <p>(Possession of common furniture / electric appliances constitutes an act of misappropriation).</p>	Replacement cost for any damage / loss incurred.
11	Do-It-Yourself (DIY) wiring and operating other electrical set ups or appliances that do not form part of the provision or inventory e.g. cooking equipment and personal washing machines etc.	<ul style="list-style-type: none"> · Replacement cost for any damage / loss incurred. · Removal cost and utility cost incurred.
12	<p>Failure to upkeep cleanliness in kitchen / common areas.</p> <p>(Including appliances e.g. refrigerator, hotplate, microwave oven, electric oven etc.).</p>	Replacement cost for any damage / cleaning fee incurred.
13	Failure to upkeep cleanliness in the accommodation and the furniture provided in the accommodation.	Replacement cost for any damage / cleaning fee incurred.

14	Placing personal items e.g. shoes, slippers, mats, racks, clothing etc. along corridors and on staircases. (These items may pose as a fire hazard or tripping hazard that will impede the evacuation of Residents in an emergency).	These items will be disposed by the cleaning staff. OHS will not be responsible for any losses.
15	Setting of fire. Use of candle or any type of open-flame in the room / residence (e.g. incense sticks, sparklers etc.)	Replacement cost for any damage / cleaning fee incurred.
16	Room Change / Room Swap within Hostel	Admin charge of \$21.40 per change (subjected to Hostel Management Office's approval). Fees are inclusive of GST.
17	Inter-hostel Transfer	Fees where applicable (subjected to Hostel Management Office's approval).

(Note: All fees are subject to 7% GST, unless stated otherwise.)

12. PEER ASSISTED LEARNING (PAL)

This is an initiative put forth by Associate Professor Goh Beng Lan, in hopes of helping the year 1s adjust effectively to university and hall life so that they can get the most out of their university experience.

As the name implies, PAL is a programme only for first year undergraduates where a qualified senior will guide you on just about anything related to university. There will be 4 PAL sessions per semester for you to ask your PAL mentors any questions from Hall related things to finding a good professor for your module.

13. THE EUSOFF AWARDS (TEA)

I. Eusoffian of the Year Award - (1 recipient)

- A. This exclusive award is given to one resident who has made the most outstanding cumulative contributions to Eusoff Hall for at least three years (inclusive of current year).
- B. The resident must have contributed to at least two different hall activities since admission. (Cultural/Committee/Sports/Social Services)
- C. The resident must have contributed to at least one activity in the current academic year.
- D. The resident must be nominated and selected for a general award for the activity contributed to in the current academic year. (Merit Award/ Colors Award)
- E. The resident must have previously received either a Top Field Award or a Hall Excellence Award (Outstanding Service Award/ Distinguished Service Award).
- F. Only seniors in at least their third year of residence are eligible for this award.
- G. The resident should exhibit good character and serve as an exemplary role model in the Hall.

II. Top Field Awards:

A. Sportsman/Sportswoman of the Year Award - (2 recipients, 1 from each gender)

This award is given to one resident who has made the most outstanding contribution in Hall sports during the current academic year.

Both seniors and freshmen are eligible for this award.

B. Cultural Medallion Award - (1 recipient)

This award is given to one resident who has the most outstanding contribution in Hall cultural groups or Hall committees requiring cultural talent during the current academic year.

Both seniors and freshmen are eligible for this award.

C. Committee Medallion Award - (1 recipient)

This award is given to one resident who has made the most outstanding contribution in Hall committees during the current academic year.

Both seniors and freshmen are eligible for this award.

III. Hall Excellence Awards:

A. Distinguished Service Award - (20 recipients)

1. This exclusive award is given to residents who have made outstanding cumulative contributions to Eusoff Hall for at least three years (inclusive of current year).
2. The resident must have contributed to at least two different hall activities since admission.
3. The resident must have contributed to at least one activity in the current academic year.
4. The resident must be nominated and selected for a general award for the activity contributed to in the current academic year.
5. The resident must have previously received a general award (excluding certificate of commendation) in any category.
6. Only seniors in at least their third year of residence are eligible for this award.

B. Outstanding Service Award - (30 recipients)

1. This exclusive award is given to residents who have made outstanding cumulative contributions to Eusoff Hall for at least two years (inclusive of current year).
2. The resident must have contributed to at least two different hall activities since admission.
3. The resident must have contributed to at least one activity in the current academic year.
4. The resident must be nominated and selected for a general award for the activity contributed to in the current academic year.
5. The resident must have previously received a general award (excluding certificate of commendation) in any category.
6. Only seniors in at least their second year of residence are eligible for this award

IV. General Awards:

A. Merit Award (voted by committee heads) - (capped at 80 recipients)

1. This award is given to residents who have made outstanding contributions to the committee or cultural scene of Eusoff Hall.
2. Both seniors and freshmen are eligible for this award.

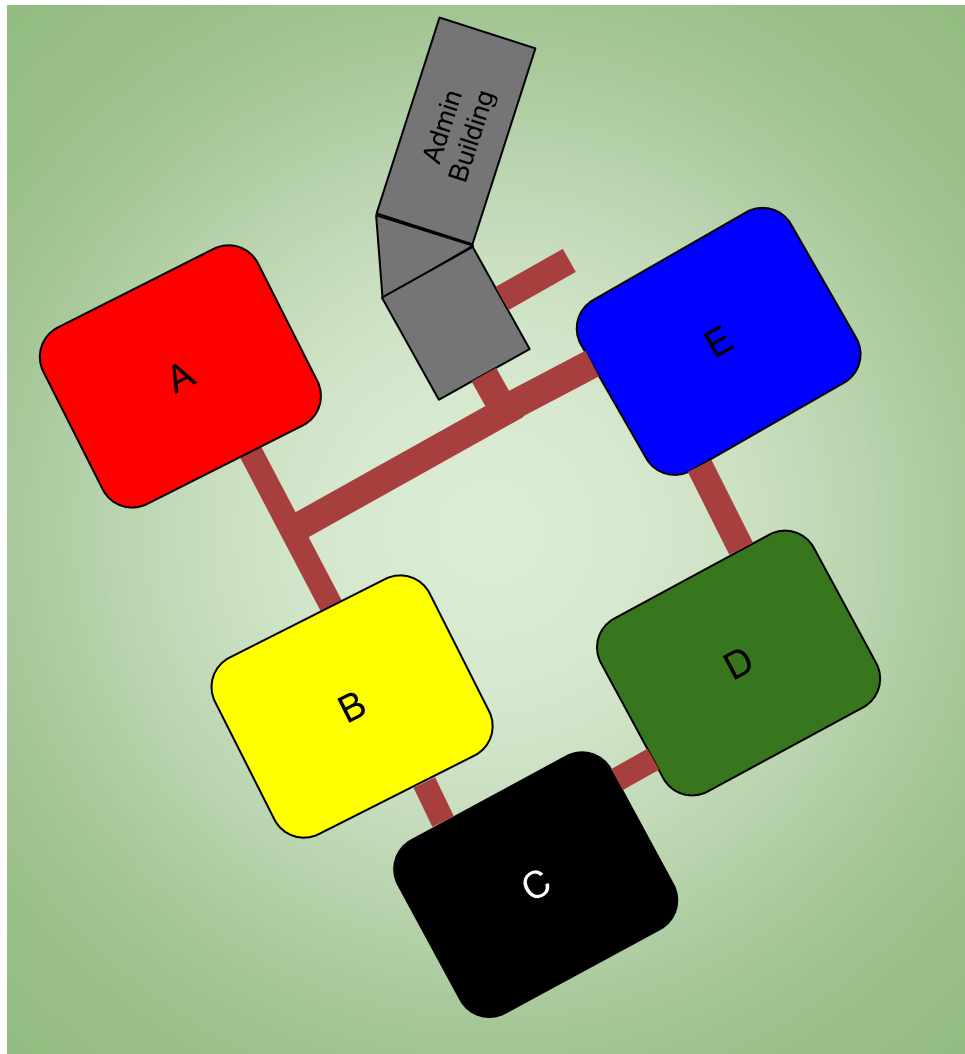
B. Colours Award (voted by captains) - (capped at 80 recipients)

1. This award is given to residents who have made outstanding contributions to the sporting scene of Eusoff Hall.
2. Both seniors and freshmen are eligible for this award.

C. Rookie of the Year (Male/Female) - (1 recipient)

1. This award is given to one freshman resident who has made the most outstanding contribution to any Hall activity, be it cultural groups, committees, and/or sports during the current academic year.
2. Only first year residents (i.e. freshmen and new seniors) are eligible for this award.

14. Map of Eusoff Hall



***Rooms in Admin Building:*

Level 1: Rag room, Eusoff Works room, Dance studio, Band room, Gym, Toilet.

Level 2: JCRC room, Relac room, Secretariat room, Function Hall, Toilet.

Level 3: Hall Office, Dining Hall.

Level 4: Reading room, Board room, Seminar room, printers.