



**University of Sri Jayewardenepura**  
Sri Lanka

Student Hand Book  
***Twenty Forth (amended) edition***  
***December 2020***

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# 1 Introduction

## **University of Sri Jayewardenepura “Prosper Lives through Education”**

The University of Sri Jayewardenepura was established by the Democratic Socialist Republic of Sri Lanka under the provisions of Universities Act No 16 of 1978. It is an autonomous university established under the provisions of this Act and the following subsequent amending Acts.

### **Historical background:**

The present University of Sri Jayewardenepura originated through the Maligakanda Vidyodaya Pirivana, a premier indigenous educational institution started by Ven. Hikkaduwe Sri Sumangala Thera, in year 1873.

It was elevated to University status under the provisions of Act No. 45 of 1958 and was designated as the Vidyodaya University of Sri Lanka. It was shifted to the present location at Gangodawila from Maligakanda and Ven. Welewitiye Soratha Nayake Thero was appointed as the first Vice-Chancellor of the University.

By Universities Act No.01 of 1972 all the Universities in Sri Lanka were amalgamated. Accordingly Vidyodaya University of Sri Lanka was designated as Vidyodaya Campus. Under the provisions of Universities Act No. 16 of 1978 it became an autonomous University by the name of the University of Sri Jayewardenepura.

### **Location:**

The University of Sri Jayewardenepura is located about 500 meters away from the Wijerama Junction and 13 Km from Colombo along the Colombo - Avissawella or High Level Road. It comes under the Nugegoda postal area, the Mirihana police area and under the Maharagama Urban Council. Six of the eight faculties of the University are located in this area and the newly constructed Faculty of Technology is located in the Pitipana Premises in Homagama. In addition, the Faculty of Engineering has been temporarily established in Rathmalana.

### **Staff:**

There are 680 permanent members of the Academic staff and 13344 undergraduates. The rest of the staff consists of nearly 1124 people.

### **1. Amendments to Universities Act No. 16 of 1978 are as follows:**

1	Universities Amendment Act.No.	7 of 1985
2	Universities Amendment Act.No.	24 of 1988
3	Universities Amendment Act.No.	26 of 1988
4	Universities Amendment Act.No.	33 of 1988
5	Universities Amendment Act.No.	3 of 1989
6	Universities Amendment Act.No.	1 of 1995
7	Universities Amendment Act.No.	57 of 2009

# 2

## University Administration

### 2.1 Introduction

Recommendations and decisions pertaining to University educational and administrative matters are taken by the authorities established under the provisions of the Universities Act. These authorities consist of the University Council, Senate, Faculty Board and Boards of Studies of the Faculty of Graduate Studies.

Details of these authorities and university officers and other officers responsible for implementing the recommendations and decisions are as follows:

### 2.2 Authorities Council

The executive and administrative authority of the university is the Council. The Vice-Chancellor is a member and the Chairman of the Council. The Council consists of all Deans, representatives of the Senate and members appointed by the University Grants Commission. The Council of the University of Sri Jayewardenepura consists of twenty two (22) members.

### Senate

The academic authority of the university is the Senate. The Vice-Chancellor is a member and the Chairman of the Senate. The rest of the members of the Senate consists of the Director of the Postgraduate Institute of Management, all Deans, all Heads of Departments, all Professors, representatives of Faculties and the Librarian. The Senate of the University of Sri Jayewardenepura consists of 195 members.

### Faculty Boards

Every Faculty has a Faculty Board presided by the Dean of the Faculty. The Faculty Board consist of Professors, Associate Professors, Senior Lecturers, Lecturers, representatives of other academic staff, student representatives and external Faculty Board members. The Faculty Board is the principal authority of the university. It is the Faculty Board that makes recommendations to the Senate with regard to academic matters.

## Faculty of Graduate Studies

It is the responsibility of the Faculty of Graduate Studies to organise the award of postgraduate degrees, supervision and decisions making pertaining to them. The Faculty Board of the Faculty of Graduate Studies will be chaired by a Dean and will consist of representatives of the Board of Studies and representatives of the Council and other Faculties.

### 2.3. Posts and Services

#### Chancellor

As the Head of the University, the Chancellor will preside over the Convocation. The present Chancellor of the University of Sri Jayewardnepura is Ven. Dr. Ittapane Dammalankara Mahanayake Thero, The Mahanayake of Shyamopalee Maha Nikaye Kotte Sri Kalyani Samagri Dharma Maha Sangha Sabhawewa.

#### Vice-Chancellor

The Principal Executive officer and the Academic officer of the University is the Vice-Chancellor. He is a member of the Council which is the Governing Authority and the Senate which is the principal academic authority and the chairman of both these authorities. Senior Prof. Sudantha Liyanage is the present Vice-Chancellor of the University of Sri Jayewardnepura.

#### Deans and Heads of Departments

Each Faculty of the University is administered by a Dean. The Dean is the academic and administrative Head of the Faculty. The University of Sri Jayewardnepura consist of Seven Faculties and the names of the present Deans are as follows:

- |   |   |                                       |
|---|---|---------------------------------------|
| 1 | Faculty of Humanities and Social Sciences | : Prof. S.C.B. Heenkenda              |
| 2 | Faculty of Applied Sciences               | : Senior Prof. L. Karunanayake        |
| 3 | Faculty of Management Studies & Commerce  | : Prof. P.D. Nimal                    |
| 4 | Faculty of Medical Sciences               | : Senior Prof. A.A. Pathirana         |
| 5 | Faculty of Graduate Studies               | : Senior Prof. M.M. Pathmalal         |
| 6 | Faculty of Technology                     | : Prof.(Mrs.) A.H.L.R. Nilmini        |
| 7 | Faculty of Engineering                    | : Dr. K.M.C. Konthasinghe             |
| 8 | Faculty of Allied Health Sciences         | : Senior Prof. (Mrs.) D.M.S. Fernando |

Except for the Faculty of Graduate Studies all other Faculties of the University consist of the academic departments related to subjects taught. Each Department is administered by the Head of Department appointed by the Council and the University of Sri Jayewardnepura presently consists of the following Academic Departments and the names of the Heads of Departments are as follows:

**Faculty of Humanities and Social Sciences**

- 1 Dept. of Economics
- 2 Dept. of English & Linguistics
- 3 Dept. of History & Archaeology
- 4 Dept. of Political Science
- 5 Dept. of Pali & Buddhist Studies
- 6 Dept. of Languages Cultural Studies & Performing Arts
- 7 Dept. of Geography
- 8 Dept. of Sociology
- 9 Dept. of Social Statistics
- 10 Dept. of Sinhala and Mass Communication
- 11 Dept. of English Language Teaching
- 12 Dept. of Criminology and Criminal Justice
- 13 Dept. of Anthropology
- 14 Dept. of Philosophy & Psychology
- 15 Dept. of Music and Creative Technology
- 16 Dept. of Information and Communication Technology

**Faculty of Applied Sciences**

- 1 Dept. of Food Science and Technology
- 2 Dept. of Botany
- 3 Dept. of Mathematics
- 4 Dept. of Physics
- 5 Dept. of Chemistry
- 6 Dept. of Forestry & Environment Science
- 7 Dept. of Statistics
- 8 Dept. of Computer Science
- 9 Dept. of Zoology
- 10 Dept. of Sport Science
- 11 Dept. of Polymer Science

**Faculty of Management Studies & Commerce**

- 1 Dept. of Marketing Management
- 2 Dept. of Accounting
- 3 Dept. of Decision Sciences
- 4 Dept. of Information Technology
- 5 Dept. of Estate Management & Valuation
- 6 Dept. of Finance
- 7 Dept. of Human Resource Management



- 8 Dept. of Public Administration
- 9 Dept. of Commerce
- 10 Dept. of Entrepreneurship
- 11 Dept. of Business Economics
- 12 Dept. of Business Administration

**Faculty of Medical Sciences**

- 1 Dept. of Forensic Medicine
- 2 Dept. of Anatomy
- 3 Dept. of Microbiology
- 4 Dept. of Biochemistry
- 5 Dept. of Parasitology
- 6 Dept. of Family Medicine
- 7 Dept. of Community Medicine
- 8 Dept. of Obstetrics and Gynaecology
- 9 Dept. of Pharmacology
- 10 Dept. of Physiology
- 11 Dept. of Psychiatry
- 12 Dept. of Medical Education and Health Sciences
- 13 Dept. of Medicine
- 14 Dept. of Pathology
- 15 Dept. of Surgery
- 16 Dept. of Paediatrics
- 17 Dept. of Immunology and Molecular Medicine

**Faculty of Technology**

- 1 Dept. of Bio Systems Technology
- 2 Dept. of Information & Communication Technology
- 3 Dept. of Material and Mechanical Technology
- 4 Dept. of Civil and Environmental Technology
- 5 Dept. of Science for Technology

**Faculty of Engineering**

- 1 Dept. of Civil Engineering
- 2 Dept. of Computer Engineering
- 3 Dept. of Electrical and Electronic Engineering
- 4 Dept. of Mechanical Engineering
- 5 Dept. of Interdisciplinary Studies

**Faculty of Allied Health Science**

- 1 Dept. of Medical Laboratory Sciences
- 2 Dept. of Nursing and Midwifery
- 3 Dept. of Pharmacy and Pharmaceutical Sciences
- 4 Dept. of Basic Sciences

## **Registrar**

The Registrar, subject to the direction and control of the Vice-Chancellor, shall be responsible for the general administration of the University and the disciplinary control of its non-academic staff. He shall be responsible for the the custody of the records and the property of the University. It is the duty of the Registrar is the Secretary to the Council and the Senate.

The Registrar, will be assisted by the Deputy Registrars, Senior Assistant Registrars and Assistant Registrars. They are responsible for different sectors of the university administration. The names of present administrative staff members are as follows:

Registrar - Mr. A.B. Welivita

Deputy Registrar (Academic Student Affairs and Publications Division)

Deputy Registrar (Academic Establishments)

Deputy Registrar (Faculty of Graduate Studies)

Senior Assistant Registrar (Examination)

Deputy Registrar (Student Welfare)

Senior Assistant Registrar (Faculty of Medical Sciences)

Assistant Registrar (External Degrees & Extension Courses Unit)

Senior Assistant Registrar (Management Studies & Commerce)

Senior Assistant Registrar (Legal and Documentation)

Senior Assistant Registrar (Humanities and Social Sciences)

Assistant Registrar (Capital Work and Planning)

Deputy Registrar (Faculty of Technology)

Assistant Registrar (Non-Academic Establishments)

Assistant Registrar (General Administration and Services)

Assistant Registrar (Management Studies & Commerce)

Assistant Registrar (Faculty of Engineering)

Assistant Registrar (Establishment Information and Services)

Assistant Registrar (Applied Science)

Assistant Registrar (Faculty of Allied Health Science)

The students are advised to contact the relevant officers to get their work done.

### **Bursar and the Finance Division**

The Bursar of University shall be responsible for the administration of finances of the University subject to the direction and control of the Registrar. The Bursar is an officer of the University appointed by the Council. To assist the Bursar there are four Deputy Bursars, five Senior Assistant Bursars and five Assistant Bursars.

Bursar : Mrs. K.T.C. Priyangani

Deputy Bursar (Finance Division) -Accounts

Deputy Bursar (Supplies)

Deputy Bursar (Faculty of Medical Sciences)

Deputy Bursar (Faculty of Allied Health Science)

Senior Assistant Bursar (External Examination / Finance)

Senior Assistant Bursar (Finance Division) – Salary

Senior Assistant Bursar (Finance Division) - Payments

Senior Assistant Bursar (Faculty of Technology)

Senior Assistant Bursar (Faculty of Management Studies and Commerce)

Assistant Bursar (Faculty of Humanities & Social Science.)

Assistant Bursar (Faculty of Graduate Studies)

Assistant Bursar (Faculty of Applied Sciences)

Assistant Bursar (Faculty of Engineering)

Matters relating to payments and supplies are handled by this division. Nature of payments by the students can be made direct to the shroff-counter of the Finance division or the People's Bank branch close to the University premises or any People's Bank branch within the island as directed by the University.

### **Internal Audit Division**

Deputy Internal Auditor : Mr. W.M.K.N. Bandara

### **Government Audit Division**

Superintendent of Audit

# 3

## Academic Activities And Degrees

### 3.1 Courses and Degrees

The University of Sri Jayewardenepura conducts the following courses to students who have gained admission to the university. These students are selected based on their performance at the General Certificate of Education (Advanced Level) examination. They are admitted to 3 or 4 years full time degree programmes. All the expenses to conduct these courses are met by the government under the Free Education policy. The general expenditure of the University of Sri Jayewardenepura is around 7.8 million rupees per day.

In addition, according to the resources and facilities available in different faculties and considering the current national and global requirements of the country, the university offers Certificate and Postgraduate Diplomas, M.A., M.Sc., M.Phil. and Ph.D. programmes. Most of these courses cater to employed graduates and are conducted on a part time basis. These courses are fee-levying courses. Research relevant to postgraduate Degree are conducted in the university or in outside organizations. All postgraduate Degrees are conducted by the Faculty of Graduate Studies.

Different courses conducted by the university and their durations are as follows:

#### First Degree Courses

##### Faculty of Humanities & Social Sciences

- |  |              |
|--|--------------|
| 1. B.A. (General) Degree Course                          | : (03 years) |
| 2. B.A. Honours in Criminology & Criminal Justice        | : (04 years) |
| 3. B.A. Honours in Economics                             | : (04 years) |
| 4. B.A. Honours in English                               | : (04 years) |
| 5. B.A. Honours in Teaching English as a Second Language | : (04 years) |
| 6. B.A. Honours in Geography                             | : (04 years) |
| 7. B.A. Honours in History                               | : (04 years) |
| 8. B.A. Honours in Anthropology                          | : (04 years) |
| 9. B.A. Honours in Music & Cultural Studies              | : (04 years) |
| 10. B.A. Honours in Dancing & Cultural Studies           | : (04 years) |
| 11. B.A. Honours in Sanskrit                             | : (04 years) |

12.	B.A. Honours in Hindi	: (04 years)
13.	B.A. Honours in Pali	: (04 years)
14.	B.A. Honours in Buddhist Civilization	: (04 years)
15.	B.A. Honours in Buddhist Philosophy	: (04 years)
16.	B.A. Honours in Philosophy & Psychology	: (04 years)
17.	B.A. Honours in Political Science	: (04 years)
18.	B.A. Honours in Sinhala	: (04 years)
19.	B.A. Honours in Mass Communication	: (04 years)
20.	B.A. Honours in Business Statistics	: (04 years)
21.	B.A. Honours in Social Statistics	: (04 years)
22.	B.A. Honours in Sociology	: (04 years)
23.	B.A. Honours in Anthropology	: (04 years)
24.	Bachelor of Information Technology Honours Degree	: (04 years)
25.	B.Sc. Honours Degree in Information Technology	: (04 years)
26.	B.Sc. Honours Degree in Geo-Spatial Technology	: (04 years)
27.	B.A. Honours Degree in Social Work	: (04 years)
28.	B.A. Honours Degree in Buddhist Heritage and Tourism	: (04 years)
29.	B.A. Honours Degree in Philosophy	: (04 years)
30.	B.A. Honours Degree in Psychology	: (04 years)

### **Faculty of Management Studies & Commerce**

1	B.Com. (Special) Degree Programme	: (04 years)
2	B.Sc. Marketing Management (Special) Degree Programme	: (04 years)
3	B.Sc. Accounting (Special) Degree Programme	: (04 years)
4	B.Sc. Estate Management and Valuation (Special) Degree Programme	: (04 years)
5	B.Sc. Human Resource Management (Special) Degree Programme	: (04 years)
6	B.Sc. Finance (Special) Degree Programme	: (04 years)
7	B.Sc. Operations and Technology Management (Special) Degree Programme	: (04 years)
8	B.Sc. Management (Public) (Special) Degree Programme	: (04 years)
9	B.Sc. Entrepreneurship (Special) Degree Programme	: (04 years)
10	B.Sc. Business Information Systems (Special) Degree Programme	: (04 years)
11	B.Sc. Business Administration (Business Economics) (Special) Degree Programme	: (04 years)
12	B.Sc. Business Administration (Special) Degree Programme	: (04 years)

### **Faculty of Applied Sciences**

- |    |   |             |
|----|---|-------------|
| 1  | B.sc. General Degree  | : (03years) |
| 2  | B.sc. General Degree in Infomation Communication & Technology | : (03years) |
| 3  | B.sc. (Honors) Degree in Food Science & Technology            | : (04years) |
| 4  | B.sc. (Honors) Degree in Chemistry                            | : (04years) |
| 5  | B.sc. (Honors) Degree in Polymer Chemistry                    | : (04years) |
| 6  | B.sc. (Honors) Degree in Industrial Chemistry                 | : (04years) |
| 7  | B.sc. (Honors) Degree in Biology                              | : (04years) |
| 8  | B.sc. (Honors) Degree in Plant Biotechnology                  | : (04years) |
| 9  | B.sc. (Honors) Degree in Plant Biology                        | : (04years) |
| 10 | B.sc. (Honors) Degree in Microbiology                         | : (04years) |
| 11 | B.sc.(Honors) Degree in Aquatic Resource Management           | : (04years) |
| 12 | B.sc. (Honors) Degree in Zoology                              | : (04years) |
| 13 | B.sc. (Honors) Degree in Environmental Management & Forestry  | : (04years) |
| 14 | B.sc. (Honors) Degree in Mathematics                          | : (04years) |
| 15 | B.sc. (Honors) Degree in Applied Mathematics                  | : (04years) |
| 16 | B.sc. (Honors) Degree in Computer Science                     | : (04years) |
| 17 | B.sc. (Honors) Degree in Physics                              | : (04years) |
| 18 | B.sc. (Honors) Degree in Statistics                           | : (04years) |
| 19 | B.sc. (Honors) Degree in Sports Science & Management          | : (04years) |
| 20 | B.sc. (Honors) Degree in Aplied Science                       | : (04years) |

### **Faculty of Medical Science**

- |   |   |              |
|---|---|--------------|
| 1 | Bachelor of Medicine and Bachelor of Surgery (MBBS) | : (05 years) |
| 2 | Bachelor of Science Honours in Human Biology        | : (04 years) |

### **Faculty of Technology**

- |   |  |              |
|---|--|--------------|
| 1 | Bachelor of Engineering Technology (Honors)                  | : (04 years) |
| 2 | Bachelor of Biosystems Technology (Honors)                   | : (04 years) |
| 3 | Bachelor of Information and CommunicationTechnology (Honors) | : (04 years) |

**Faculty of Engineering**

- 1 B.Sc. Engineering Degree Course – Civil Engineering : (04years)
- 2 B.Sc. Engineering Degree Course – Computer Engineering : (04years)
- 3 B.Sc. Engineering Degree Course- Electrical & Electronic Engineering : (04years)
- 4 B.Sc. Engineering Degree Course –Mechanical Engineering : (04years)

**Faculty of Allied Health Science**

- 1 B.S.c. (Honors) in Nursing : (04years)
- 2 B.S.c.(Honors) in Medical Laboratory Sciences : (04years)
- 3 Bachelor of Pharmacy (Honours) : (04years)

**Postgraduate Degrees and Postgraduate Diplomas**

The postgraduate degree courses conducted by Faculty of Graduate Studies with the eight Boards of Studies of the Faculty of Graduate Studies - namely, Social Sciences, Humanities, Management Studies & Commerce, Medical Sciences, Life Sciences, Physical Sciences, Multidisciplinary Studies and Engineering are as follows:

**Research Degree Courses**

These are conducted under every Board of Study.

M.A. (02 years) (Only Board of Study in Humanities & Social Sciences)

M.Phil. (02years)

Ph.D. (03years)

**Self Financing courses**

Following are the self financing courses conducted by the Boards of Studies of Faculty of Graduate Studies

**Board of Study in Humanities**

- 1 Postgraduate Diploma in Writership and Communication : (01 year)

**Board of Study in Social Sciences**

- 1 Postgraduate Diploma in Criminology and Criminal Justice : (01 year)
- 2 Postgraduate Diploma in Business Statistics & Social Statistics Program: (01 year)

**Board of Study in Management Studies & Commerce**

- 1 Master of Business Administration/M.Sc. in Management : (02 years)  
(MBA / M.Sc.in Management program)
- 2 Postgraduate Diploma in Marketing Management : (01 year)
- 3 PGD/M.Sc. in Applied Finance : (02 years)
- 4 PGD/M.Sc. in Real State Management & Valuation : (02 years)
- 5 Master of Entrepreneurship : (02 years)
- 6 Master of Professional Accounting (MPAcc) : (01 year)

- |    |                                     |              |
|----|-------------------------------------|--------------|
| 7  | Master of Public Management         | : (01 year)  |
| 8  | M.Sc. in Public Policy & Management | : (02 years) |
| 9  | M.Phil in Business Economics        | : (02 years) |
| 10 | Master of Business Economics        | : (01 year)  |
| 11 | M.Phil./PhD in Management           | : (03 years) |

### **Board of Study in Life Sciences**

- |   |  |              |
|---|--|--------------|
| 1 | PGD/M.Sc. in Fisheries and Aquatic Resource Management | : (02 years) |
| 2 | PGD/M.Sc. in Food Sciences and Technology              | : (02 years) |
| 3 | PGD/M.Sc. in Forestry and Environmental Management     | : (02 years) |
| 4 | PGD/M.Sc. in Science & Technology of Herbal Products   | : (02 years) |

### **Board of Study in Physical Sciences**

- |   |  |              |
|---|--|--------------|
| 1 | PGD/M.Sc. in Polymer Science and Technology    | : (02 years) |
| 2 | PGD/M.Sc. in Industrial Mathematics            | : (02 years) |
| 3 | PGD/M.Sc. in Applied Statistics                | : (02 years) |
| 4 | PGD/M.Sc. in Computer Science                  | : (02 years) |
| 5 | M.Sc. /PGD in Industrial Analytical Chemistry  | : (02 years) |
| 6 | Postgraduate certificate in Applied Statistics | : (01 years) |

### **Board of Study in Multidisciplinary Studies**

- |   |   |              |
|---|---|--------------|
| 1 | M.Sc in Geographical Information Systems & Remote Sensing | : (02 years) |
|---|---|--------------|

### **Board of Study in Medical Sciences**

- |   |   |            |
|---|---|------------|
| 1 | Postgraduate Diploma in Monitoring & Evaluation | : (01year) |
|---|---|------------|

### **Certificate and Diploma Courses**

The Following Certificate and Diploma courses are conducted by the Faculty of Humanities and Social Sciences. These courses are not considered as postgraduate courses.

- |    |   |               |
|----|---|---------------|
| 1. | Certificate Course in English               | : (06 months) |
| 2. | Diploma in Writership and Communication     | : (01 year)   |
| 3. | Diploma in Criminology and Criminal Justice | : (01 year)   |
| 4. | Diploma in Rural Development                | : (01 year)   |
| 5. | Diploma in GIS & Remote Sensing             | : (01 year)   |
| 6. | Diploma in Buddhist Studies                 | : (01 year)   |
| 7. | Diploma in International Relations          | : (01 year)   |
| 8. | Diploma in English                          | : (01 year)   |
| 9. | Diploma in Development Policy Analysis      | :(01 year)    |



- |                              |             |
|------------------------------|-------------|
| 10. Diploma in Social Work   | : (01 year) |
| 11. Diploma in History       | : (01 year) |
| 12. Diploma in Angampora     | : (01 year) |
| 13. Diploma in Data Analysis | : (01 year) |

Faculty of Management Studies & Commerce conducts the following Training Programme, Certificate, Diploma and Advanced Diploma courses. These courses are also not considered as postgraduate courses.

#### **Advanced Diploma Courses**

- |   |             |
|---|-------------|
| 1. Advance Diploma in Computer Based Accounting           | : (01 year) |
| 2. Advance Diploma in Marketing Management                | : (01 year) |
| 3. Advance Diploma in Entrepreneurial Business Management | : (01 year) |

#### **Diploma Courses**

- |   |             |
|---|-------------|
| 1. Diploma in Computer Based Accounting           | : (01 year) |
| 2. Diploma in Marketing Management                | : (01 year) |
| 3. Diploma in Public Management                   | : (01 year) |
| 4. Diploma in Entrepreneurial Business Management | : (01 year) |

#### **Certificate Courses**

- |   |             |
|---|-------------|
| 1. Certificate in Entrepreneurial Business Management | : (01 year) |
| 2. Certificate Course in solid Waste Management       | : (01 year) |

#### **Training Programme**

- |   |               |
|---|---------------|
| 1. Training Programme in Computer Based Data Analysis | : (03 months) |
|---|---------------|

#### **Faculty of Medical Sciences**

- |   |              |
|---|--------------|
| Diploma Course in Counselling               | : (01 year)  |
| Diploma in Forensic Medicine and Toxicology | : (01 years) |

### **3.2 Postgraduate Institute of Management**

The Postgraduate Institute of Management affiliated to the University of Sri Jayewardenepura is located at No 28, Lesley Ranagala Mawatha, Colombo 08. It is administered by a Director and is under the supervision of this University. Prof. Ajantha Dharmasiri is the present Director.

# 4

## Academic Student Affairs and Publication Division

### 4.1 Registration of students for degree courses

Registered of Students are to follow degree courses by the Academic, Student Affairs & Publication Division. Every student entering the University should register as a student of the University. Subsequently, they should extend their registration at the beginning of each academic year. Registration of students who do not report for lecturer within one week of the commencement of the academic year will be cancelled and action will be taken to admit a similar member of students. If a student registered for a course does not attend the course on medical grounds she/he should inform the University Medical Officer of such absence. On the recommendation of the Medical Officer, a written request may be made to the Dean of the relevant faculty seeking a postponement of the registration for the next year. However, the final decision on this will be made by the Senate on the recommendation of the Faculty Board.

Along with the first registration, each student will be issued with a student record book, student identity card. It is the responsibility of the student to keep these safely. If a student misplaces his/her student record book or the student identity card he/she should promptly report it to the Academic, Student Affairs & Publications Division. He/She will be required to pay a fine determined by the University to obtain a copy.

Students will be required to pay registration and other fees for the first registration and subsequent extensions of registrations. Details regarding this and the applications will be issued to the students. Applications received after the closing date will be rejected. Each faculty will issue the subject combination relevant to the course, subject syllabus and examination criteria. Students are advised to obtain these from the faculty offices or relevant academic departments.

A student unable to complete the degree during the specified period by completing the courses and examinations, will be granted a further period of three consecutive years. One year at a time by registering as a temporary internal student. A student registering as a temporary internal student will be granted permission to sit examinations only will not be entitled to any other benefits.

## **4.2. Convocation**

Each year on a date decided by the Chancellor of the University, a Convocation will be held to confer the degrees to those who have passed the relevant courses. Those who complete their respective degree programmes will become eligible for the conferment of degrees in the subsequent year at the Convocation.

According to university tradition, the most significant official function of the University is the Convocation. Under the provisions of the Universities Act, when the President is present, he should preside over the Convocation, if not the Chancellor should preside. If both the President and the Chancellor are not present at the ceremony, the Vice-Chancellor should preside over the convocation.

After the release of the results of the relevant degree examination, applications are invited for the Convocations. (through newspaper notices). Graduates are permitted to be accompanied their parents or relatives. The academic staff and the officers of the university will attend this function. The students can obtain their degrees without attending the Convocation (In absentia) and the university can confer the first degree without a Convocation.

## **4.3. Other activities**

The Issue of letters to outside organizations certifying the students' status of those who are desirous of obtaining scholarships from the organizations, Submission of student's requests to Senate on academic and examination matters and conducting Senate Meeting.

Issuing Identity cards for staff and students of the University and activities related to the awarding of Research Grants to the academic staff of the university, coordinating the granting of research allowances to the academic staff and administrative officers of the university are also handled by this division.

# 5

## Student Welfare Division

### 5.1. Introduction

Under the direction of Deputy Registrar, Student Welfare Division handles all matters relating to student welfare work. Student hostel facilities, canteens, Mahapola scholarships, Bursaries and other scholarships, season tickets, student unions, subject societies, student elections and all matters relating to student welfare are the functions of this division.

### 5.2. Hostels

The following 41 hostels are run by the university. Some of these hostels are located within the university premises while some others are located outside the university premises. No 1 to 14 are university property and No. 15 to 42 are private buildings obtained on rented basis. Right hand columns of the following chart indicate the accommodation provided in each of the hostels.

#### Hostles located within the University premises

1	Prof. Kotagama Vachissara Hostel (38)	for Student Bikkus	102
2	Wimaladharma Hostel (31)	for Male Students	124
3	Prof. D.E. Hettiarachchi Hostel (33)	for Male Students	70
4	Prof. Hema Ellawala Hostel (35)	for Male Students	120
5	Prof. Jinadasa Perera Hostel (32)	for Male Students	172
6	Rahula Hostel (21)	for Female Students	70
7	Soratha Hostel (47)	for Female Students	234
8	Dharmapala Hostel (47)	for Female Students	234
9	Soratha Dharmapala New Ladies Hostel (47)	for Female Students	76
10	Dr. Wimala de Silva Ladies Hostel (58)	for Female Students	696
11	Rev. Baddegama Piyaarachana Thero	for Female Students	788
			<u>2686</u>

**Hostels Located outside the University premises.**

12	Rathnapitiya Hostel No.01 70/2, University Mw. Rathnapitiya, Borelesgamuwa	for Male Students	54
13	Raththnapitiya Hostel No.02 136, G. H. Perera Mw. Rattanapitiya, Borelesgamuwa	for Male Students	45
14	Kalubowila, Sirigal Mw. Hostel 6/12, Sirigal Mw. Kalubowila Dehiwela	for Male Students	57
15	Kalubowila (Female Medical Faculty) Hostel 223/2, Hospital Road, Kalubowila	for Female Students	60
16	Wanatha Road, Hostel 54, Wanatha Rd, Gangodawila, Nugegoda	for Male Students	30
17	42/2, A, Raththnapitiya Male Hostel	for Male Students	25
18	42/2 B, Raththnapitiya Male Hostel	for Male Students	25
19	Pasal Mawatha Hostel 93/2 Pasal Mawatha Gangodawila Nugegoda	for Male Students	16
20	Navinna Hostel 62/4 Sucharita Mawatha Navinna Maharagma	for Male Students	30
21	No. 24/1, 1 <sup>st</sup> Lane, Egodawatta	for Male Students	47
22	29. 2nd Lane, Egodawatha Hostel	for Female Students	55
23	7/18, Kapuwatte Road, Gangodawila Hostel	for Female Students	50
24	27/A, 2nd Lane, Egodawatha Hostel	for Female Students	46
25	No.04, Watamawatha Nawinna Hostel	for Female Students	43
26	139, G.H. Perera Mawatha, Female Hostel	for Female Students	38
27	No.391C, St. Reeta Mawatha, Rathmalana	for Female Students	50
28	No.90, Pathirage Mawatha, Female Hostel	for Female Students	225
29	No.42/5B, Raththnapitiya, Female Hostel	for Female Students	47
30	Woodland Mawatha, Kohuwala, Male Hostel	for Male Students	45
31	No.106, Colombo Road, Raththnapitiya, Male Hostel	for Male Students	120
32	No.25, Colombo Road, Raththnapitiya, Male Hostel	for Male Students	180
33	No.552, Highlevel Road, Wijerama Junction, Female Hostel	for Female Students	193
34	No.485/15, Highlevel Road, Wijerama Junction, Female Hostel	for Female Students	50
35	No.74/5, Katuwawala Road, Maharagama, Female Hostel	for Male Students	60
36	No. 159/1, Highlevel Road, Maharagama, Female Hostel	for Female Students	132
37	No.108/1, Ruberwatta Rd, Gangodawila, Female Hostel	for Female Students	80
38	No.18/21A, 19/21A, Soratha Mawatha	for Female Students	317

39	No.59, Hospital Road, Maharagama	for Female Students	176
40	No.27/11, Daham Mw., Egodawatta	for Female Students	34
41	No.155/67, Wattegedara Road, Boralesgamuwa	for Male Students	50
42	No.366, High Level Road, Navinna, Maharagama		65

**Total Students**

**5128**

With all these hostels accommodation could be provided for 5128 students. When compared to total student community it is 40%. In providing residential facilities the first year and the final year students are given priority and selection will be made on criteria approved by the University. All resident students should pay the fees prescribed by the University. The receipt of payment should be forwarded to the hostel sub-wardens. All residential students should follow the stipulated rules and regulations.

**5.3. Administration of Hostels**

For the administration of hostels, two senior members of the academic staff have been appointed as wardens. For day to day administration of the hostels the full time sub-wardens are appointed. In addition, members of the academic staff have been appointed as part-time sub wardens. Employees have been appointed to hostels for other services.

**5.4. Rules and regulations to be followed by residential students.**

All residential students should adhere to the common rules and regulations and strictly follow the following rules. The residential student facilities of those who violate these rules and regulations will be withdrawn and penalty will be imposed and also legal action will be taken against them.

**Common conditions and rules and regulations for residential students.**

- 1 Resident students should occupy the rooms assigned to them and should not change rooms without the permission of the sub-wardens.
- 2 Special permit issued to occupy the relevant room of the hostels should be kept safely and produced whenever necessary.

- 3 Every student before taking over the room, should check the goods in the room and sign the register. Before signing they should check whether the glasses of the windows or louvers are broken and make an entry in the register. All students occupying the rooms will be jointly responsible for the contents of rooms.
- 4 Any goods handed over should not be removed from the hostel. Further the permitted goods and no other goods belonging to the University should be brought into the room.
- 5 Furniture, equipment, lamps, wires, walls, doors and windows in the rooms should not be damaged or defaced. If any damage is made, the cost of the damage and a fine of 25% will be charged by the University.
- 6 Keys of the rooms and other goods should be personally handed over to the sub wardens during vacation or when leaving the hostels or at a sudden closure and noted to that effect. At the time of the closure of the hostels all personal belongings should be removed and all almirahs and cupboards should be kept unlocked.
- 7 All equipment fixed at common places of the hostels should be kept safely and it is the responsibility of the resident to preserve such items.
- 8 It is compulsory to use the mattress and bed sheet or the mat always.
- 9 All resident students should live without disturbance to others and maintain silence within the hostels.
- 10 All resident students should be appropriately dressed whenever they are in common areas of the hostel and visiting the offices.
- 11 Identity cards issued by the University should be kept in their possession and produced it when ever necessary.

### **Special rules for resident students.**

#### **1) Electrical appliances**

It is strictly prohibited to use any electrical appliances other than those supplied by the University. Neither are you permitted to shift any electrical appliances that are owned by the University. It is dangerous to touch electrical appliances, plugs, switches and wires and the University will not be held responsible for any dangers.

#### **2) Cleanliness**

Every resident student should keep the room assigned to them tidily. They should always use the dustbins provided and should not litter in other places. It is prohibited to hang clothes on windows, doors and balconies. It is their responsibility to keep the bathrooms and lavatories clean.

### **3) Late attendance**

Resident students when leaving the hostel for purposes other than attending lectures or using the library should sign the register kept for this purpose. you should include the time of departure and return. Female students should return before 8.30 p.m. and male students should do so before 9.00 p.m.

A resident student who needs to leave the hostel for personal reasons should fill the printed form kept for the purpose and obtain formal approval from the Vice Chancellor/ Registrar/ Warden / Sub Warden.

### **4) Liquor and Gambling**

It is strictly prohibited for students to consume liquor or take drugs at the hostels or come to the hostels after consuming liquor or drugs. It is also prohibited for students to engage in gambling.

### **5) Visitors.**

It is strictly prohibited to entertain visitors in their rooms without the permission of the Wardens / Sub-Wardens. Students who have not been provided with hostel facilities will be considered as visitors. All resident students are bound to inform the Sub-warden when visitors are found in their rooms. Visitors are permitted to enter the hostel between 7.00 a.m. and 5.00 p.m. is strictly prohibited to entertain visitors at other times.

### **6) Checking of Rooms**

Wardens can check the rooms at any time at their discretion. To object to such checking will be considered as a breach of discipline.

### **7) Conduct of meetings within hostel premises.**

It is strictly prohibited to organize the establishment of unions or societies or organize discussions or meetings within the hostel premises without the prior approval of the Vice-Chancellor. If such permission is obtained the sub-wardens should be kept informed.



## 08. Medical Treatment

When ever a resident student need to obtain medical treatment from a hospital, a vehicle pass will be issued to a sick student or representative on receipt of a written request. When such a request is made the identity card of the sick student should be produced.

The issue of vehicle pases to obtain medical treatment rest with the Sub-Wardens of the hostels, Chief Security officer and the resident Assistant Registrar of the University. The resident student receiving out patient treatment should enter the details in the register kept in the hostels. When a patient is taken to hospital only two other in addition to the patient will be allowed to accompany the patient in the ambulance.

The wardens and the full time Sub-wardens will be responsible in implementing these rules. Their details are given below.

### Warden (Male Hostels)

Prof. Gamini Ranasinghe - Senior Lecturer Dept. of History and Archaeology

### Warden (Female Hostels)

Dr. (Ms.) P.A.N.S. Anuradha - Senior Lecturer, Dept. of Finance

### Full-time sub-wardens

- |                                     |  |
|-------------------------------------|--|
| 01. Mr. R.S.K. Abeywarna            | <ul style="list-style-type: none"> <li>1. No.70/2, Raththanapitiya Boys Hostel</li> <li>2. No.106, Colombo Road, Raththanapitiya</li> <li>3. Prof. Hema Ellawala</li> <li>4. No.24/1, 1<sup>st</sup> Lane, Egodawatta</li> </ul>                               |
| 02. Mr. M.J. Samantha Priyadarshana | <ul style="list-style-type: none"> <li>1. Prof. Jinadasa Perera Boys Hostel</li> <li>2. No. 6/12, Sirigal Mw., Kohuwala, Boys Hostel</li> <li>3. No. 54, Wanatha Road, Boys Hostel</li> </ul>  |
| 03. Mr. Athula Gunarathna           | <ul style="list-style-type: none"> <li>1. Prof. Kotagama Wachchissara Bikku Hostel</li> <li>2. Wimaladarma Boys Hostel</li> <li>3. No.74/5 Katuwawala Road, Boralasgamuwa<br/>Boys Hostel</li> <li>4. No.155/67, Waththegedara Road, Boralasgamuwa.</li> </ul> |

04. Mr.E.M. Bandula Mahesh Edirisinghe 1. Pitipana Boys Hostel
05. Mr.E.J.M.S. Bandara Ekanayake 1. No.136, G.H. Perera Mw., Raththanapitiya Boys Hostel  
2. Prof. D.E. Hettiarachchi Hostal  
3. No.108, Rubber Watta Road, Gangodawila
06. Mrs.Suneetha Kottegoda 1. Dr. Wimala De Silva Girls Hostel
07. Mrs.B.G.A.P. Anusha Kariyawasam 1. Sri Rahula Hostel  
2. New Rahula Hostal  
3. No.223/3, Kalubowila Hostel  
4. No.485/15, Wijerama Junction Hostel
08. Mrs.Ishani Prashadika 1. Dharmapala GirlsHostel  
2. Soratha Dharmapala New Girls Hostel
09. Mrs.Jesmin Karunarathna 1. Rev. Baddegama Piyaarathana Thero GirlsHostel
10. Mrs.P.G.H.T. Madushani 1. Sri Soratha Girls Hostel  
2. No.7/18, Kapuwatta road Girls Hostel  
3. No 30/22, Meda Mawatha, Wijerama Hostal
11. Mrs.N.A.T.T. Perera 1. No.90, Pathirage Mawatha, Hostel  
2. No.39/1C, Meijer Liyanage Pedesa,  
Santha Reeta Road, Rathmalana  
3. No.552/A, High level Road, Wijerama Junction.  
4. No.25, Colombo Road, Boralasgamuwa
12. Miss. A.C.N. De Silva 1. Pitipana Hostal

**Part-time Sub-wardens**

<b>Name</b>	<b>Department</b>	<b>Name of the Hostel</b>
01. Rev. Dr. Dodamgoda Sumanasara	Lecturer English Language	Kotagama Wachissara Sangarama
02. Rev. Nelliwala Meththananda	Tutor Pali & Buddhist	Kotagama Wachissara Sangarama
03. Rev. Poliyarwatte Gnanasara	Assistant Lecturer Languages & Cultural	Kotagama Wachissara Sangarama
04. Rev. Srawasthipura Shanthasiri	Lecturer Pali & Buddhist	Kotagama Wachissara Sangarama
05. Rev. Adalugoda Sudassana	Assistant Lecturer Languages & Cultural	Kotagama Wachissara Sangarama
06. Rev. Helmillaketiye Rathanapala	Assistant Lecturer Languages & Cultural	Kotagama Wachissara Sangarama
07. Mr. B.A.S.C. Kumara	Senior Lecturer Geography	Sirigal Mawatha
08. Mr. K.T.L. Sathsara	Research Asst. Geo. Instructor	No.04, Wata Mawatha
09. Mr. M.M.L.M. Munasinghe	Lecture EMV	Jinadasa Perera
10. Mr. M.G.S.S. Keerthirathna	Sports Unit Instructor	Wimaladarma
11. Mr. L.H.K.P. de Silva	Temporary Demo Graduate Studies	Wimaladarma
12. Miss. D.K.D.A. Ranaweera	Lecturer Geography	Dr. Wimala de Silva
13. Miss. H.P.A. Sulochana	Asst. Lecturer Languages & Cultural Studies	Dr. Wimala de Silva
14. Miss. H. Nadeeshani Soysa	Assistant Lecturer Mathematics	Dharmapala

15. Miss. W.K.S. Madushika	Temporary Tutorials Decision Science	Dharmapala
16. Miss. P.A.T.I. Jayasinghe	Tutor Physics	Dharmapala
17. Miss. E.K. Kumudunie	Computer Instructor Computer Centre	Soratha
18. Miss. G.R.N. Gunarathna	Temporary Lecturer Philosophy & Psychology	Soratha
19. Miss. M.R. Samarasekara	Tem. Assistant Lecturer Languages & Cultural	
20. Miss. P.I. Umayanganie	Tem. Asst. Lecturer Pali & Buddhist	
21. Miss. P.A.N.T. Palamure	Temporary Asst. Lecturer Pali & Buddhist	Soratha Dharmapala
22. Miss. W.Y. Kumudunie	Demonstrator-EMV	Re-Piyarathna
23. Miss. R.S. Chandrasekara	Demonstrator-EMV	Re-Piyarathna
24. Miss. L.A.R. Liyanage	Tem. Asst. Lecturer Pali & Buddhist	Re-Piyarathna
25. Miss. H.G.A.D. Jayawardena	Instructor Computer Centre, Mgt.	Re-Piyarathna
26. Miss. K.A.C. Silva	Senior Instructor ELT	Rahula
27. Miss. P.H.D.M. Madushanka	Demonstrator Physics	Rahula
28. Miss. J.M.U.T.D. Jayasinghe	Demonstrator Physics	Rahula
29. Miss. H.P.D.C. Thilakarathna	Demonstrator Computer Science	Rahula
30. Miss. K.W.C.K.K. Kapukotuwa	Instructor Computer Center, Mgt.	25, Boralasgamuwa
31. Miss. S.D. Madushika	Instructor, Co. Center, Mgt.	25, Boralasgamuwa

### 5.5 Student Counseling services

Members of the academic staff have been appointed to advise university students on day to day problems and matters relating to courses and examinations. The Student Counseling Service functions under the Director, Student Counseling.

Board of student counselors for 2020 and their Departments are given below.

#### Chief Student Counsellor and the Director Student welfare

Senior Prof. K.H. Hemantha Kottewatta - Dept. of Human Resource Management

### Student Counsellors

#### Faculty of Humanities & Social Sciences

Name		Department
01. Rev. Nelliwala Meththananda	Lecturer	Philosophy & Psychology
02. Rev. Kudakathnoruwe Winitha	Senior Lecturer	Pali & Buddhist
03. Rev. Dr. Dodamgoda Sumanasara	Lecturer	English Languages & Cultural
04. Dr. R.A.N. Fernando	Senior Lecturer	Philosophy & Psychology
05. Rev. Srawasthipura Shanthasiri	Probation Lecturer	Language Sanscrit & Performance Art
06. Mr. W.A. Shantha	Senior Lecturer	Philosophy & Psychology
07. Miss. P.R.N. Gunarathna	Temporary Lecturer	Philosophy & Psychology
08. Miss. D.K.D.A. Ranaweera	Probation Lecturer	Geography

### **Faculty of Applied Sciences**

<b>Name</b>		<b>Department</b>
01. Dr. P. Dias	Senior Lecturer	Statistics
02. Dr. Mrs. L.M.Liyanage	Senior Lecturer	Mathematics
03. Dr. N.C.Ganegoda	Senior Lecturer	Mathematics
04. Dr. G.K.D.M.C.Karunarathne	Senior Lecturer	Chemistry
05. Dr. M.A.B.Prashanthe	Senior Lecturer	Chemistry
06. Dr. P.Abesundara	Senior Lecturer	Food Science
07. Dr. D.Jayawardana	Senior Lecturer	Botany
08. Dr. D.C.T.Dissanayaka	Senior Lecturer	Zoology
10. Dr. N.G.S.Shantha	Senior Lecturer	Physics
11. Dr. M.L.CAtigala	Senior Lecturer	Physics
12. Dr. Dr. R.Wimalasekara	Senior Lecturer	Botany
13. Dr. T.M.K.K. Jinasena	Senior Lecturer	Computer Science

### **Faculty of Management Studies and Commerce**

01. Mr. W.H.T. Gunawardena	Lecturer	EMV
02. Mr. K.P.C.C. Piyasena	Lecturer Probation	HRM
03. Mr. M.M.L.M. Munasinghe	Lecturer Probation	EMV
04. Miss. H.T. Wickramasinghe	Lecturer Probation	EMV
05. Mrs. M.A.K. Sriyalatha	Senior Lecturer	Business Economics
06. Mrs. P.T.D. Liyanage	Lecturer Probation	Entrepreneurship
07. Dr.(Mrs.) R.P.C.K. Jayasinghe	Senior Lecturer	Public Administration

## 5.6 Mahapola Scholarships, other Scholarships and Bursaries

### 5.6.1 Mahapola Scholarships

Award of Mahapola scholarship is handled by the University Grants Commission. Payment registers of the Mahapola scholarship are prepared by the Mahapola Scholarship Trust Fund. Division of the Ministry of Industry and Commerce. Payment of balance installments, stoppage of installments, restitution of installments are matters to be decided by the Mahapola Trust Fund.

Mahapola scholarship payment will be made only to those who are registered in the Universities to follow degree courses.

Only ten (10) installments will be paid for an academic year. Dates on which Mahapola scholarship installments are paid will be published on the Students Welfare Division notice board and Faculty notice boards. The students who do not receive two (02) installments at a stretch, their installment will be stopped.

Further details about Mahapola scholarships could be obtained from the Students Welfare Division. Details of the Mahapola scholarship recipients are given below in 2020.

Faculty of Management Studies and Commerce	-	3506
Faculty of Humanities and Social Sciences	-	2170
Faculty of Medical Sciences	-	550
Faculty of Applied Sciences	-	822
Faculty of Engineering	-	140
Faculty of Technology	-	672
<b>Total No. of recipients</b>	-	<u><u>7860</u></u>

This is 59% of the total student population for 2020.

#### **5.6.1.1. Conditions of Mahapola Scholarships**

Conditions governing the award of Mahapola Scholarship are as follows:

In order to be eligible for the Mahapola Scholarship the following conditions should be fulfilled.

1. Scholarship recipient will receive the monthly installment on the recommendation of the University depending on the progress of the academic activities.
2. A maximum of 10 installments for an academic year scholarship will be paid for the duration of the course.
3. In order to be eligible for the receipt of installments students should be engaged in full-time courses and those who do not attend courses will not be eligible to receive monthly installments.
4. If a student fails to obtain an installment it will be considered as an installment that has been abandoned and such installments will not be paid again.
5. After accepting the scholarship, it will not be possible to change the course and it will not be possible to receive any other scholarship or bursary.
6. If a scholarship recipient changes the course, or ceases to follow the course or gain employment, such reasons will lead to the cancellation of the scholarship.
7. If it is necessary to postpone the course, permission should be obtained for this purpose. Permission will be granted for a maximum of one year postponement.
8. It is necessary to attend lectures, tutorials and practical and if not the payment of installments will be stopped and action will be taken accordingly.
9. Increase of income as a result of getting employment or engaging in business will also result in discontinuation of payment of installments.
10. Final decision on scholarships and payment of installment rests with the Mahapola Trust Fund.

#### **5.6.2.1. Scholarships awarded by various Institutions**

- 01 University Grants Commission Scholarships.

These scholarships will be awarded to eligible students who do not receive Mahapola and other scholarships. Installments will be paid by the University.

- 02 Scholarships awarded by the Education Employees Cooperative Thrift and Credit Society Limited: The children of the employees of the society who are selected to Universities will be eligible to receive this scholarship.



03. Scholarships awarded by the Sri Lanka Police Staff Welfare Society under the welfare proposal: The children of the members of the society who are selected to Universities will receive the scholarships.
04. Scholarships awarded by the Sri Lanka Ports Authority. The children of the employees of the institution who are selected to Universities will be eligible to receive the scholarships.
05. Scholarships awarded by the Marine Services Private Limited: The children of the employees of the institution who are selected to Universities and will be eligible to receive scholarships.
06. Scholarships awarded by Sri Lanka Foreign Employment Bureau: the children of the employees of the institution who are selected to Universities will be eligible to receive scholarships.
07. Rehabilitation of Blind Trust Fund Scholarships.
08. Scholarships awarded by the Assistance fund of the University of Sri Jayewardenapura.
09. Jayewardenapura - Canada Alumni Associationscholarships.
10. Scholarships awarded by Mitsubishi Institution.
11. Scholarships awarded by Y.M.B.A
12. Scholarships awarded by CANDELAID Lanka
13. Scholarships awarded by Gangarama Temple, Hunupitiya.
14. Scholarships awarded by other persons and Institutions.
15. USA Alumni Association Scholarships.
16. Australian Association Scholarships.
17. Scholarships awarded by Raja Jewellers.
18. Chinese Ambassador's Scholarships
19. PULSGAARD A/S undergraduate study scholarships.
21. Other Donors Scholarships.
22. Sidney Association Scholarships.

**5.6.2 Scholarships Awarded to Students by the University During the Period of Their Study at the University.**

(The work connected with the award of these scholarships will be handled by the respective faculties)

01. Raddelle Sri Pannaloka Scholarship  
(02 Scholarships, for Faculty of Humanities & Social Sciences)
02. Bellanwila Sri Somaratana Scholarship  
(02 Scholarships for Faculty of Humanities & Social Sciences)
03. Anulasiri and Aslin Dharmawardea Scholarship (Faculty of Applied Sciences)
04. Rajakeeya Panditha Baddegama Wimalawansa Scholarship  
(Faculty of Humanities and Social Sciences)
05. Prof. Hema Ellawela Scholarship  
(02 Scholarship, Faculty of Humanities and Social Sciences)
06. Hidramani Memorial Scholarship (Faculty of Management Studies and Commerce)
07. P.L. Perera Scholarship (Faculty of Humanities and Social Sciences)
08. Senaka Bibile Scholarship (Faculty of Humanities and Social Sciences)
09. Prize given by Chemical Industries (Colombo) (Faculty of Medical Sciences)
10. Scholarship awarded by Sri Lanka Medical Association (United Kingdom)  
(Faculty of Humanities and Social Sciences)
11. S.T. Sinnadurai Memorial Scholarship  
(Faculty of Management Studies & Commerce)
12. A.W. Kaluarachchi Memorial Scholarship  
(Faculty of Humanities & Social Sciences)
13. W.M.A. Weerakoon Memorial Scholarship  
(Faculty of Management Studies and Commerce)
14. Prof. Wimal G. Balagalle Scholarship (Faculty of Humanities and Social Sciences)
15. Dr. Srimathie Wewela Scholarship (Faculty of Applied Sciences)
16. Faculty of Applied Sciences 78 batch scholarship (Faculty of Applied Sciences)

### **5.6.3 Prizes and Gold Medals to be awarded at the end of the Convocation to students selected by the University**

#### **Faculty of Humanities & Social Sciences**

1. R. M. Dingiri Manike Upasika Matha Gold Medal  
(Department of History & Archaeology)
2. Prof. D.L. Abewardena Gold Medal (Department of History & Archaeology)
3. Prof. Mendis Rohanadeera Gold Medal (Department of History & Archaeology)
4. Prof. Malani Endagama Gold Medal (Department of History & Archaeology)
5. Prof. P. Athukorala Gold Medal (Department of Political Science)
6. G. B. Senanayeka Felicitation Gold Medal  
(Department of Sinhala & Mass Communication)
7. Prof. A.V. Suraweera Memorial Gold Medal  
(Department of Sinhala & Mass Communication)
8. Prof. W.A. Jayathissa Memorial Gold Medal (Department of Social Statistics)
9. Prof. Nandasena Rathnapala Memorial Prize (Department of Sociology)
10. Prof. Ariyapala Perera – Sita Perera Gold Medal (Department of Pali & Buddhist)
11. Bellanwila Sri Somarathana Nayeka Thera Memorial Scholarship  
(Department of Pali & Buddhist)
12. Ven. Kudakathnoruwe Siddhartha Nayaka Swamindra Gold Medal  
(Department of Pali & Buddhist)
13. Ven. Prof. Bellanwila Wimalarathana Anunayaka Svamindra Gold Medal  
(Department of Pali & Buddhist)
14. Prof. M. M. Karunanayake Gold Medal (Department of Geography)
15. Professor Dhammika Wanasinghe Gold Medal (Department of Geography)
16. Madanwala Sri Darmodaya Gold Medal  
(Department of Languages & Cultural Studies & Performing Arts)
17. Kalasoori Piyasara Silp adhipathi Gold Medal  
(Department of Languages & Cultural Studies & Performing Arts)
18. Prof. B.A. Tennyson Perera Gold Medal (Department of Anthropology)
19. Sri Soratha Faculty Gold Medal (Faculty of Humanities & Social Sciences)
20. Prof. P. Wilson Gold Medal (Department of Economics)
21. Prof. Upali Wikramasinghe Gold Medal (Department of Economics)
22. Prof. S. Thilakarathna Memorial Gold Medal (Department of Economics)
23. Prof. Nandasena Rathnapala Memorial Prize  
(Department of Criminology & Criminal Justice)
24. Prof. Nandasena Rathnapala Memorial Gold Medal  
(Department of Criminology & Criminal Justice)

## Faculty of Applied Sciences

25. Dr. Sirimathi Wewala Memorial Gold Medal (Department of Mathematics)
26. Dr. Sunethra Weerakoon Gold Medal (Department of Mathematics)
27. Professor P.C.B. Fernando Gold Medal Donated by the Alumni of Faculty of Applied Sciences (Department of Physics)
28. The Gold Medal of the Aquatic Students Association (Department of Zoology)
29. Professor Winston Eric Rathnayake Memorial Gold Medal (Department of Zoology)
30. Professor W.S. Fernando Gold Medal (for Statistics Subject)  
(Department of Statistics)
31. Professor R.A. Dayananda Gold Medal (For Statistics Subject)  
(Department of Statistics)
32. Extended Degree Gold Medal (Donated by Extended Degree- 2014/2015 Batch)  
(Faculty of Applied Sciences)
33. Most Venerable Sri Sumangala Gold Medal (Faculty of Applied Sciences)
34. Forestry & Environmental Science Gold Medal  
(Department of Forestry & Environmental Science)
35. Sport Science and Management Gold Medal awarded by the Academic Staff of the Department of Sport Science (Department of Sport Science & Management)
36. Academic Excellence Award donated by Virtusa Corporation  
(Department of Computer Science)
37. Professor W.S. Fernando Gold Medal (for Physical and Inorganic Chemistry)  
(Department of Chemistry)
38. The Prize Donated by Chemical Industries (Colombo) Ltd.  
(Department of Chemistry)
39. Professor Tuley de Silva Gold Medal (Department of Chemistry)
40. Professor A.M. Abeysekara Gold Medal (Department of Chemistry)
41. Alumina Society Gold Medal (for Polymer Science & Technology)  
(Department of Chemistry)
42. Professor G.C.N. Jayasuriya Memorial Gold Medal (Department of Chemistry)
43. L. A. C. Alles Memorial Award (Department of Food Science & Technology)
44. Finagle Lanka (Pvt) Ltd Gold Medal (Department of Food Science & Technology)
45. Professor Arthur Bamunuarachchi Gold Medal  
(Department of Food Science & Technology)
46. Professor W. S. Fernando Gold Medal (for the best student in Food Chemistry Relevant Course Units) (Department of Food Science & Technology)
47. Professor Piyasiri AmilasithYapa Gold Medal (Department of Botany)
48. Professor H.G. Nandadasa Gold Medal (Department of Botany)
49. Professor S. Chandrani Wijeyaratne Gold Medal (Department of Botany)

### **Faculty of Management Studies & Commerce**

50. The Gold Medal donated by the National Institute of Business Management (NIBM) (Department of Business Economics)
51. Prof. Y. A. D. S. Samaratunga and B. R. De Silva Memorial Gold Medal (Department of Accounting)
52. Gold Medal and Prize presented by the KPMG Sri Lanka (Department of Accounting)
53. Gold Medal and Prize presented by the Association of Chartered Certified Accountants (ACCA) (Department of Accounting)
54. Gold Medal and Prize presented by the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) (Department of Accounting)
55. Gold Medal and Prize presented by Chartered Institute of Management Accountants (CIMA) (Department of Accounting)
56. Brandix Gold Medal (Donated by Brandix Sri Lanka) (Department of Decision Sciences)
57. The Gold Medal donated by The Microsoft Sri Lanka (Pvt) Ltd. (Department of Information Technology)
58. The Gold Medal Donated by the Department of Estate Management and Valuation (Department of Estate Management & Valuation)
59. P.K.Y. Perera Memorial Gold Medal (Department of Estate Management & Valuation)
60. The Gold Medal donated by the Department of Estate Management and Valuation for the Subject of Urban and Regional Planning (Department of Estate Management & Valuation)
61. Professor HemaWijewardena Gold Medal (Department of Commerce)
62. Deshamanya Professor Linus de Silva Memorial Gold Medal (Department of Business Administration)
63. Professor R.A.A. Perera Memorial Gold Medal (Department of Business Administration)
64. W. M. A. Weerakoon Memorial Gold Medal (Department of Business Administration)
65. The Gold Medal Donated by Department of Entrepreneurship (Department of Entrepreneurship)
66. Most Ven. AggamahaPanditha Professor Walpola Sri RahulaThero Memorial Gold Medal (Donated bySiddhalepa Group of Companies) (Faculty of Management Studies & Commerce)
67. Dr. Patrick Mendis Prize (Faculty of Management Studies & Commerce)
68. The Gold Medal donated by the Alumni Association of Public Administration (Department of Public Administration)

69. Deshamanya Professor Linus de Silva Memorial Gold Medal  
(Department of Public Administration)
70. Ramani Samaratunga Gold Medal (Department of Public Administration)
71. The Gold Medal donated by the Academic Staff of the Department of Human Resources Management (Department of Human Resource Management)
72. The Gold Medal donated by the Chartered Financial Analysts (CFA) Sri Lanka Division (Department of Finance)
73. The Gold Medal donated by the Securities and Exchange Commission of Sri Lanka (SEC) (Department of Finance)
74. The Gold Medal donated by the Chartered Institute for Securities and Investment (CISI-UK) (Department of Finance)
75. The Gold Medal donated by the Sri Lanka Institute of Marketing (Department of Marketing Management)
76. The Gold Medal donated by the Chartered Institute of Marketing U.K. (CIM) (Department of Marketing Management)

### **Faculty of Medical Sciences**

77. Prof. Dayasiri Fernando Gold Medal – For Surgery
78. Ven Prof. Walpola Sri Rahula Memorial Gold Medal – For Overall Best Performance
79. Prof. Kingsley De Silva Gold Medal – For Obstetrics & Gynaecology
80. Prof. M.T.M. Jiffry Gold Medal – For Best Performance at the Final MBBS Examination
81. Gold Medal for Clinical Paediatrics donated by Mr. H.L. Perera & Mrs. Chithrani Kossinna– For Clinical Paediatrics
82. Professor Antoinette Perera Gold Medal – For Best Performance in Family Medicine
83. Gold Medal Awarded by The Society of Pioneer Doctors of FMS – For the Most Outstanding Performance in Clinical Component
84. Professor P. Wilson Gold Medal - For Surgery
85. Niroshan Sri Deva Memorial Gold Medal – For Clinical Medicine in Memory of Mr. Niroshan Sri Deva
86. N.D.W. Lionel Memorial Gold Medal – In Pharmacology
87. Prof. E.R. Jansz Gold Medal (Awarded by his Postgraduate Students) – In Biochemistry
88. Prof. Gita Fernando Gold Medal for Bachelor of Pharmacy (Honours) Degree – For Bachelor of Pharmacy Honours Degree

#### 5.6.4 Bursaries

Students who do not receive Mahapola scholarships are eligible to apply, subject to the circulars and conditions governing Bursaries. Eligible students will receive two installments of Bursaries for an academic year. Notices indicating the dates on which Bursaries are paid will be displayed on the Students' Welfare Division notice board and other notice boards.

##### 5.6.4.1 The Details of the Recipients of Bursaries for 2019 are given below:

Faculty of Humanities and Social Sciences	627
Faculty of Management Studies & Commerce	925
Faculty of Applied Sciences	579
Faculty of Medical Sciences	101
Faculty of Engineering	70
Faculty of Technology	289
<b>Total</b>	<b><u>2591</u></b>

This will be 20% of the total number of students for 2019.

##### 5.6.4.2 Conditions governing the payment of Bursaries

- 01 If any declaration in the application for Bursary is found to be false, or if an important information is withheld in the application, registration of such a student will be cancelled.
- 02 If the family income, marital status, employment status or change in the income take place, it should be informed to the Registrar of the University in writing.
- 03 Bursaries could be obtained only during the period of study. Due to some reason if you are temporarily unable to follow the course or leave before the completion of the course, you should inform the Registrar of the University in writing.
- 04 It is possible to stop payment temporarily or withhold payment due to one or more of the following reasons:
  - (a) Failure to sit any examination on the first occasion for any reason not acceptable by the Vice-Chancellor.
  - (b) Complete failure at any examination. However if referred in the first examination and student is eligible to receive the bursaries by following the second year course post studies.
  - (c) Failure to continue studies satisfactorily.
  - (d) Breach of conduct.
  - (e) Any reason decided by the Vice-chancellor.

- 05 University authorities have the right to temporary suspend, withhold payment or restore the payment of bursaries.
- 06 Subject to maximum of 10 installment bursaries will be paid for an academic year. For whatever reason not more than 10 installments will be paid without the approval of the University Grants Commission.
- 07 A student who receives a Mahapola scholarship will not be eligible for payment of bursaries

### **5.7 Student Relief Fund**

This programme commenced in the year 2007. The University students who are very poor and who satisfy the requirements are paid scholarships on a priority basis.

The students who qualify for these scholarships will be paid a maximum of 10 installments for an academic year. The value of scholarship will be around Rs.2000.00.

### **5.8 Other Services**

The following services are also available under the Student Welfare Division.

1. A tailoring shop is run at the Student Centre
2. 12 canteens are run at the University premises to provide food at concessionary rates. A canteen Committee is appointed by the Vice-Chancellor.
  1. Director- Student Affairs
  - 2 Warden - Female Hostels
  - 3 Warden - Male Hostel
  - 4 Chief Medical Officer
  - 5 Deputy Registrar - Welfare Division
  - 6 Works Engineer
  - 7 Public Health Inspector
  - 8 President - Welfare Society
  - 9 President - University StudentUnion
3. Milk and Milk food outlets are run at the University premises.



## 5.9 Career Guidance Unit

Mr Charles Fernando, Senior Lecturer of the Department of Public Administration was the first Director of the Career Guidance Unit till 31.12.2006. He worked with dedication and as a result has improved to the present state. Senior Lecturer of Department of Decision Sciences Prof. Sudath M. Amarasena is the new Director.

This Unit which is built on long standing and meaningful objectives and the giving practical experience is today believed to be a leading Career Guidance Unit in the University system.

The following services are provided by this Unit:

- To advice and provide information to graduates in finding employment.
- To develop and introduce attitudes of the outside world to undergraduates by organizing and conducting training sessions and workshops.
- Two special courses will be conducted for personality and merit development for all undergraduates for the successful implementation of the above aims.
- A computer center and are source center have been established for the benefit of the students.
- To assist graduates in directing them for fruitful business or industry.
- To provide information to new graduates on the availability of jobs and having training programmes for them.
- To make the students aware of what the employers are looking for and what the employers' requirement are.
- To actively participate in building mutual understanding between the university students and the outside world, specially the private sector.

All students are invited to get the benefits from these services. All details are displayed in the Notice Board of the Career Guidance Unit. Alternative details could be obtained by calling T.No. 011-5658826 or e-mail careers @sjp.ac.lk. Further details could be obtained from Professional Instructor Ms. Chaturangi Tennakoon, on intercom 8477 or Professional Instructor Sameera Jayawardena on intercom 8478 or intercom No. 8475 at the office.

# 6

## Student Discipline and Punishments

### 6.1 Proctors and Deputy Proctors

Two posts of Proctor and Deputy Proctor have been created. (These appointments were approved at the meeting of the university Council on 29 November, 2014.)

#### Proctor

Under the directions of the Vice-Chancellor, the Proctor performs duties relating to the discipline of University students. The powers, duties and functions of the Proctor are found in by Law No. 01 of 1986 (amended). Mr. A.R.P. Chanaka Udayakumara is the Proctor of the University. In order to assist him, the Deputy Proctors have been appointed from each faculty.

- |                           |   |
|---------------------------|---|
| <b>01. Proctor</b>        | - Mr. A.R.P. Chanaka Udayakumara, Senior Lecturer,<br>Department of Criminology and Criminal Justice  |
| <b>02. Deputy Proctor</b> | - <b>Faculty of Humanities &amp; Social Sciences</b> <ul style="list-style-type: none"><li>• Mr. B.A.S.C. Kumara, Senior Lecturer,<br/>Department of Geography</li><li>• Dr. Gamini Ranasinghe,<br/>Department of History and Archeology</li><li>• Mr. S.D.R. Gunasekara,<br/>Department of Political Science</li><li>• Rev. Meepitiya Selarathana thero, Senior Lecturer,<br/>Department of Languages, Cultural Studies and<br/>Performing Arts.</li></ul> |
| <b>03. Deputy Proctor</b> | - <b>Faculty of Applied Sciences</b> <ul style="list-style-type: none"><li>• Dr. P.R.S. de Silva, Senior Lecturer,<br/>Department of Computer Sciences</li><li>• Dr. P.K.P. Perera, Senior Lecturer,<br/>Department of Forestry &amp; Environmental Science</li><li>• Dr. R.R.M.K.P. Ranatunga, Senior Lecturer,<br/>Department of Zoology</li><li>• Dr. N.M.S. Sirimuthu, Senior Lecturer, Department of<br/>Chemistry</li></ul>                           |

- 04 Deputy Proctors** - **Faculty of Management Studies & Commerce.**
- Mr. T.S.M. Amarasena, Senior Lecturer,  
Department of Decision Sciences
  - Mrs. U.K. Thalagaspitiya, Senior Lecturer,  
Department of Human Resource Management
- 05 Deputy Proctors** - **Faculty of Medical Sciences**
- Prof. P.P.R. Perera, Senior Lecturer,  
Department of Bio -Chemistry
- 06 Deputy Proctors** - **Faculty of Engineering**
- Dr. D.M.R. Dinalankara,  
Department of Engineering
  - Dr. K.M.C. Konthesinghe,  
Department of Civil Engineering
- 07 Deputy Proctors** - **Faculty of Technology**
- Dr. R.D. Gunarathna,  
Department of Biosystems Technology

## **6.2 Marshals**

On the decision of the Council on 01.01.2007, marshals have been appointed for students' discipline. At present 7 Marshals are in service. The duties of the Marshals are to assist the Proctor and Deputy Proctors to maintain discipline within the university. It is the duty of the Marshals to intervene in breaches of peace and to keep the police or university authorities informed of them. They will take action to maintain law and order within the university premises and hostels.

The Marshals presently in service are as follows:

- |                           |                             |
|---------------------------|-----------------------------|
| 1. Mr. A.K.S. Fernando    | 5. Mr. G.I. Pushpakumara    |
| 2. Mr. W.A.J. Wijeratne   | 6. Mr. C. Mahanama          |
| 3. Mr. H.P.S. Chandrasiri | 7. Mr. S.B.G.R.A.B. Sampath |
| 4. Mr. K.H. Kelum Geeth   |                             |

## **6.3 COMMON GUIDELINES ON STUDENTS' DISCIPLINE UNIVERSITY GRANTS COMMISSION**

### **Commission Circular No. 946**

Vice-Chancellors of Universities,  
Rectors of Campuses,  
Directors of Institutes,

**No. 20, Ward Place,  
Colombo 07.  
10<sup>th</sup> February 2011**

### **COMMON GUIDELINES ON STUDENT DISCIPLINE**

The University Grants Commission (UGC) having observed that Universities /HEIs have adopted different procedures with regard to student disciplinary matters decided to issue the following set of common guidelines on student disciplinary procedure and impose punishments to be adopted by each University/HEI.

The Commission is also of the opinion that it is desirable to delegate the disciplinary powers on students to Higher Education Institutes attached to each University, by the Council of such University, to enable the Institute to exercise the same independently. In such instances, the power shall be retained with the University to impose punishments by the Vice Chancellor based on the recommendations and to inquire into appeals forwarded by students of the Campuses & Institutes

## **DISCIPLINARY PROCEDURE**

1. Any charges of misconduct/ indiscipline against a student shall in the first instance be reported to the Vice-Chancellor (VC) or to the Deputy Vice-Chancellor (DVC) if any /Rector.
2. Where the VC/DVC/Rector receives information relating to any misconduct indiscipline and considers that further particulars should be obtained, may request a member of the staff to proceed to the place in question and to report on the same within 24 hours.
3. Where the VC/Rector is satisfied on the availability of evidence relating to misconduct/ indiscipline, shall appoint one or more members of staff of the University/Campus or any other suitable person to investigate the facts and submit their conclusions and recommendations in writing to the VC/ Rector within 3 working days.
4. In cases where the VC/Rector deems it necessary in the context of the seriousness of the infringement of discipline or where the student pleads not guilty but has been revealed in the fact finding mission mentioned under 3 above, that the student /students have committed an act amounting to misconduct /indiscipline, the VC/ Rector shall be empowered to impose an Out of Bounds Declaration on students with immediate effect upon giving reasons for same in writing to the relevant student pending a formal inquiry, and report them after to the Council/ Campus Board as the case may be for their end or sement subsequently.  
The Out of Bound Declaration shall mean a total prohibition on attendance/ access to the University/Campus/Institute as the case may be and participation in any activity of the University/Campus/institute, provided however that the VC/Rector may act on his/her discretion to permit such a student to enter the University for a specific purpose.
5. The VC/rector shall on receipt of the investigation report on unlawful activities infringing student discipline, by the fact finding committee, cause charges to be framed in writing and sent under registered post within

- 5 working days from the receipt of the said report and where possible shall handover to the student or in the case of more than one student to individual students alleged to have committed the offences requesting them to reply within 5 working days from the date of the Charge Sheet.
6. The VC/Rector may also order the withholding of the examination results of a student pending the inquiry or investigation.
  7. If the student respondent/s plead/s guilty to the charge sheet or does not reply within the time specified the VC shall proceed to impose on the student any of the punishments as recommended by the Board of Discipline/ Senate as appropriate based on Schedule II and report to the Council.
  8. In the case of a Campus the rector may report the same to the VC to which the Campus is attached, to follow the procedures laid down in 7 above.
  9. If the student respondent/s plead/s not guilty to the charges, the VC/Rector shall appoint a committee of up to 3 members to hold a formal inquiry and submit the report within 14 days. The Procedure to be followed has been set out in Schedule I
  10. A student/s against whom such disciplinary action has been taken may appeal to the Council of the University against such a decision within fourteen (14) days from the date of issuing of such decision.

## **RECORD OF PUNISHMENT**

All punishments and any disciplinary action taken shall be recorded in the students' personal file and may be reflected in the testimonial and the student record book. Provided however the council shall have the power to consider the removal of records of punishments, having considered the gravity of the offence and the good/ exemplary behavior of the student/s concerned and requests made by respective student/s concerned and requests made by respective student/s.

Please take action accordingly with immediate effect.

(Prof. Gamini Samaranayake)  
Chairman

**SCHEDULE I**  
**THE PROCEDURE TO BE FOLLOWED**

1. The charge shall contain specific charges. The VC/Rector shall serve the student respondent/s the charge sheet individually requesting to send the reply to the VC or Rector in writing within the time period granted.
2. If the respondent/s plead/s not guilty to the charges, the Vc/Rector shall appoint a disciplinary committee of up to 3 members to hold a formal inquiry and submit the report within 14days.
3. If the VC/Rector is not satisfied with the answers given, the student respondent/s shall be notified of the date of the inquiry by the Secretary to the Committee of Inquiry appointed by VC/Rector from among teachers/administrative officers.
4. At the inquiry, the student respondent /s shall be informed of the evidence and have the right to defend him/herself. He/she may make his/her own defence and call any witnesses for thedefence.
5. The Disciplinary Committeemay, taking into consideration the special circumstances of the situation deny a student charged with an offence, the opportunity to question the complainant regarding the complaint made or any witness relating to the evidence given by the witness. Provided that in such a situation, the student charged with the offence shall have the right to seek in writing, through the Disciplinary Committee, clarification on specificissues relating to the complaint or evidence from the complainant or witness as the case may be. Upon the Disciplinary Committee directing such request to the complainant or the witness, he or she shall give his or her clarifications in writing to the student charged with the offence within the time stipulated by the Disciplinary Committee.
6. The Committee of Inquiry shall have the power to summon any witness requiredby the prosecution and by the defence.

7. Any Committee of inquiry appointed by the VC/Rector shall have the power to summon any student of the University/Campus/ Institute as the case may be render whatever assistance needed to conduct Inquiries on matters pertaining to provision of any By-Law. A student who does not so comply shall be guilty of a punishable offence.
8. At a Committee of Inquiry, a student's hall be provided with relevant documents or extracts from the same, which have been used to frame charges against the students.
9. The Committee of inquiry after finalizing its recommendations shall refer the same to the Board of Discipline (BOD) Senate to determine the punishment within the scope of the Schedule II.
10. The said BOD shall consist of five members appointed by the VC.  
(In case of a disciplinary mater connected to the Campus Institute, the VC may appoint all/or few members from the Campus/ Institute)
11. Incase of a Campus, the Rector shall forward the recommendations of the disciplinary committee to the VC of the University to which it is affiliated to follow the procedure specified under 9 above.
12. On receipt of the determination of the punishments by the BOD/ Senate, the VC shall immediately place it before the Council for ratification Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.
13. (a) The VC/ Rector may subject to the provisions in this sectioned clare the University out of bounds to a student who is reported to have violated any of the provisions of this BY-Law or against whom the formal disciplinary inquiry or a criminal case is pending or who is the subject of Police investigation, for a prescribed period of time.  
  
(b) Declaration of the University out of bounds to a student (here inafter called 'OUT OF BOUNDS DECLARATION') under this section shall mean a total prohibition on attendance/access to the Higher Educational Institution to which the student is attached and participation in any activity of the Higher Educational Institution, provided however that the VC/ Rector may at his discretion permit such a student to enter the premises for a specific purpose.



- (c) The out of bounds declaration may include such other reasonable conditions as the VC/ Rector may think fit.
- (d) The out of bounds declaration under this section shall not be considered as a punishment. The purpose of this declaration under the provisions of this section is to protect the members and the power shall be used only where the VC/ Rector is of the opinion that it is necessary to take such action. Written reasons for the decision shall be recorded and made available to the student/s concerned.
- (e) No student shall be subjected to the out of bounds declaration unless he or she has been given an opportunity to make representations in person to the Deputy Proctor or Marshal or Chief Security Officer in the presence of the Registrar/ a Deputy Registrar. Where for any reason it appears to the VC/ Rector that it is not possible for the student to attend in person, he or she shall be entitled to make the above representation in writing. The Deputy Proctor or Marshal or Chief Security Officer shall forward a written report to the VC/ Rector within twenty-four hours of such representations for making the decision on the out of bounds declaration.
- (f) However, in case of great urgency, the VC/ Rector considering the seriousness of the infringement of discipline committed by the students, shall be empowered to impose the out of bounds declaration on a student with immediate effect upon giving the reasons in writing to the student/ students without following the above procedure.
- (g) The VC/ Rector shall review the out of bounds declaration every thirty calendar days and shall record the reasons if the validity period of the declaration is extended.

### **APPEALS PROCEDURE**

1. Any appeal made by the student/ against the decision to punish the student/s shall be made to the VC.
2. The VC shall place such appeal/s before the next immediate meeting of the Council.
3. The Council shall appoint an Appeals Committee consisting of 3 of its members for this purpose. The Appeals Committee shall elect its Chairman. The register shall be the Secretary to the Appeals Committee.

4. The Appeals Committee of the Council shall consider all appeals and submit a report to the Council within two weeks from the receipt of the appeal by the Committee.
5. The members of the Disciplinary Committee relating to the appeal in question, shall not participate in the proceedings of the Council (if they are members of the Council) when it considers the report of the Appeals Committee.
6. The Council shall have the power to vary the decision taken on the disciplinary action against the student on the basis of the recommendation of the Appeals Committee. The decision of the Council on the appeal by the student shall be final.
7. The VC shall communicate the decision of the Council to the appellant student/s under registered post. The decision so communicated shall be final and conclusive.

## SCHEDULE II

### RECOMMENDED PUNISHMENTS FOR VIOLATION OF STUDENT DISCIPLINE

Offences	Recommended Maximum Punishments
<p>i. Refusals or negligence to produce the Student Identity Card when called upon to do so by the VC, DVC/ Rector any other officer, any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the VC/Rector.</p> <p><u>Explanation</u> Any student who refuses to produce the student identity card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal laws of the land.</p>	<p>Considering the gravity of the offence.</p> <p>a. Suspension from the University/ Campus for a period not exceeding one calendar year depending on the gravity of the offence and with holding of examination results or certificates as appropriate.</p> <p style="text-align: center;">Or</p> <p>b. Severe warning by the VC/ Rector with a record of same in the personal file of the student.</p>
<p>ii. Violates the By-Laws on University/ Campus Residence Facility (RF).</p>	<p>Recovery of cost incurred by the University/campus as a result of violating, any by-laws, and considering the gravity of the offence,</p> <p>a. Suspension from the University/ Campas for a period not exceedin one calendar year and withholding of examination results or certificates as appropriate and/ Or</p> <p>b. Denial of RF in the future Or</p> <p>c. Serve warning by the VC/Rector with a record of same in the personal file of the student.</p> <p>The above punishments may be in addition to any other punishments that may be imposed for violation of any other By- Laws of the University.</p>

<p>iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property of the University/Campus or any property in the custody of the University Campus or held temporarily by the University/ Campus.</p>	<p>A fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost of misuse plus 25% of such value or cost, and considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/ Campus</li> <li style="text-align: center;">Or</li> <li>b. Suspension from the University/ Campus for a period of two calendar years and withholding of examination as appropriate.</li> </ul>
<p>iv. Contravenes any By-Law/Regulation or Rule</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Suspension from the University Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations as appropriate</li> <li style="text-align: center;">Or</li> <li>b. Severe warning by the VC/ Rector with a record of same in the personal file of the student.</li> </ul>
<p>v. Refuses to carry out any lawful order issued by the VC, DVC/ Rector, any other officer, a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the VC/Rector.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Suspension from the University/ Campus up to a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate</li> <li style="text-align: center;">Or</li> <li>b. Severe warning by the VC/ Rector with a record of same in the personal file of the student.</li> </ul>

<p>vi. Furnishes the University/ Campus with false information in relation to any matter in respect of which the University/Campus is entitled to true particulars which in the opinion of the VC/Rector, is calculated to mislead the authorities of the University/Campus.</p>	<p>a. Expulsion from the University/ Campus for falsification of documents Or b. Suspension from the University/ Campus for a period of one calendar year and withholding of examination results or certificate as appropriate Or c. Severe warning by the VC/ Rector with a record of same in the personal file of the student.</p>
<p>vii. Smellin of liquor or under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, arcotic, addictive drug or gamblin within the precincts of the University/Campus.</p>	<p>Considerin the gravity of the offence, a. Suspension from the University/ Campus for a period not exceeding one calendar years and/or withholdin of examination results or certificate as appropriate Or b. Severe warning by the VC/ Rector with a record of same in the personal file of the student.</p>
<p>viii. Possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to persons or property within the precincts of the University/Campus.</p>	<p>a. Expulsion from the University Campus for being in possession or storing or using arms and weapons within the precincts of the University/ Campus. or b. Suspension for three calendar years and/ or with holding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.</p>

<p>ix. Engage in such activities as are likely to disrupt the conduct of registration, teaching, study, research, or examinations in the University/ Campus or in the administration of the University/ Campus or obstructs an event organized by the University/ Campus within or outside its premises or obstructs or disrupts any other authorized event Held within the University/ Campus premises.</p>	<p>Suspension up to one calendar year and /or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstructions or disruption.</p>
<p>x. Obstructs or harasses any officer member of the academic or administrative staff, any other employee of the University/Campus or any other authorized person in the performance of his duties.</p>	<p>Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p>
<p>xi. Prevents or obstructs any student in carrying out his/her studies or research or disrupts any legitimate activities of a recognized student society/ association/ union.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xii. Occupies or uses any property of the University/ Campus not in accordance with rules or other provisions made by the University/ Campus from time to time, or without the authority of the VC/ Rector or the relevant member of staff.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>

<p>xiii. Conducts himself in a manner which, in the opinion of the VC/ Rector, is detrimental to the good name of the University/Campus or to the maintenance of order and discipline within the University/ Campus.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Suspension from the University/ Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate or</li> <li>Severe warning by the VC/Rector with a record of same in the personal file of the student.</li> </ol>
<p>xiv.</p> <ol style="list-style-type: none"> <li>Abuse/ harassment (including any form of ragging/ molestation) sexual harassment and/or intimidation whether physical or mental of any student of the University, VC/ DVC/ Ractor, any other officer member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the University/ Campus or at an event organized by the University/ Campus.</li> </ol>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Expulsion from the University/ Campus or</li> <li>Suspension for two calendar years and withholding of examination results or certificates as appropriate. or</li> <li>Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</li> <li>Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ol>
<ol style="list-style-type: none"> <li>Display of posters in the University/ Campus premises by any student or students, which are intimidatin or defamatory of the University, VC, DVC/ Rector, other officer member of the Academic or Administrative staff or any other employee of the University/Campus.</li> </ol>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Expulsion from the University/ Campus or</li> <li>Suspension for two calendar years and withholding of examination results or certificates as appropriate.</li> </ol>

	<p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC/ Rector with a record of same in student's personal file.</p>
<p>xv. Causing of physical injury or physical harm or threatening to cause same to any student of the University/Campus, VC/Rector, any other officer, member of the academic or administrative staff, any other employee of the University/Campus or any other person authorized to be in the premises of the University/Campus or at an event organized by the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/ Campus or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC/ Rector with a record of same in student's personal file.</p>
<p>xvi. Kidnapping, hostage taking attempting to kidnap, or threatening to take hostage or kidnap VC, DVC/ Rector other Officer, member of the academic or administrative staff any student of the University/ Campus, an employee, or any other person authorized to be in the premises of the University/ Campus or at an event organized with the authority of the University/ Campus within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/ Campus or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p>



	<p>or</p> <p>d. Severe warning by the VC/ Rector with a record of same in student's personal file.</p>
<p>xviii. Including of students to disrupt legitimate activities of the University/ Campus</p>	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and</p> <p>a. Expulsion from the University/ Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the VC/ Rector with a record of same in student's personal file.</p>
<p>wviii. Any student who has stolen or attempted the theft of property within the University/ Campus premises or has retained stolen property belonging to the University/ Campus or has caused willful damage to University/ Campus property or to property of an officer, member of the academic or administrative staff, an employee or a student of the University/ Campus or any other person authorized with the authority of the University/ Campus within or outside its premises.</p>	

(1) Theft.	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and.</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/ Campus or</li> <li>b. Suspension for two calendar year and withholding of examination results or certificates as appropriate. or</li> <li>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</li> <li>d. Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ul>
(2) Willful damage	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and.</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/ Campus or</li> <li>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or</li> <li>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</li> <li>d. Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ul>

(3) Attempted theft	<p>Fine to be recommended by the committee to impose punishments and</p> <ul style="list-style-type: none"> <li>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</li> <li>or</li> <li>b. Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ul>
(4) Retaining stolen property	<p>Return the property and a fine to be recommended by the committee to impose punishments.</p>
<p>xix. Violation of time limits for staying within the University/ Campus premises or seeks entry to the University/Campus without authorization of the VC/Rector or any other relevant member of staff authorized by the VC/Rector, before or after the designated times or as specially notified by the VC/ Rector.</p>	<p>Severe warning by the VC/ Rector with a record of same in student's personal file.</p>
<p>xx. Offers any gratification to any employee of the University/ Campus as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that any other University/ Campus employee.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/ Campus</li> <li>or</li> <li>b. Suspension for a period not less than six months and not exceeding two calendar years and withholdings of examination Results or certificate as appropriate</li> </ul>

<p>xxi. Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University/ Campus or without prior approval of the University/ Campus or displaying or distributing publications/ posters at the University/ Campus without authorization of the VC/Rector or any other person authorized by the VC/Rector.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</li> <li>Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ol>
<p>xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No.16 of 1978 as amended and/or without following the authorized procedure in that regard.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</li> <li>Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ol>
<p>xxiii. Failure to comply with the rules and regulations made by the University/ Campus on the conduct of affairs of any society/association/union.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</li> <li>Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ol>
<p>xxiv. Convening any meeting or participating in any meeting of students in the precincts of the University contrary to the constitution of the relevant society/ association/ union.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> <li>Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</li> <li>Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ol>

<p>xxv. Distributing and/or displaying and/or publishing materials using print/ audio/ video/ electronic media/ any other mode of communication, which are defamatory and/or abusive of any recognized society/ association/ union or VC, Deputy Vc/ Rector, any officer/ member of the academic or administrative staff, an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</li> <li>or</li> <li>b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</li> <li>or</li> <li>c. Severe warning by the VC/Rector with a record of same in student's personal file.</li> </ul>
<p>xxvi. Defacing or mutilating property belonging to the VC, Deputy VC/ Rector any other officer, member of the academic or administrative staff, an employee, student of the University/ Campus or any other person authorized to be present within the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/ Campus</li> <li>or</li> <li>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</li> <li>or</li> <li>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</li> <li>or</li> <li>d. Severe warning by the VC/ Rector with a record of same in student's personal file.</li> </ul>

xxvii. Inviting from outside the University /Campus, as a student of or on behalf of or at the request of students of the University/Campus, any speaker to address students, or any outside person for any purpose within the University/Campus, without the prior approval in writing of the VC/ Rector or other teacher or officer designated for this purpose by the VC/Rector.	Considering the gravity of the offence, a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the VC/ Rector with a record of same in student's personal file.
xxviii. Arranging or organizing any collection of money or goods in the name of the University/ Campus in the precincts or outside the University/ Campus without the prior approval in writing of the VC/ Rector or other teacher or officer designated for this purpose by the VC/Rector.	Considering the gravity of the offence, a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or c. Severe warning by the VC/Rector with a record of same in student's personal file.
xxix. A student who has received three warnings within a period of 12 calendar months.	Suspension for a period of 12 months from the date of the last warning.
xxx. Failure to adhere to the severe warning	Suspension for one academic year
xxxi. A student under suspension committing a further offence.	Expulsion or a further period of suspension depending on the gravity of the offence.
xxxii. Publication of notice, posters within the University/ Campus premises without the permission of authorities.	Suspension for three calendar months

xxxiii. Selling of newspapers/ periodicals or distributing of handbills within the University premises without approval of the VC/Rector.	Suspension for three calendar months
xxxiv. Communicating with higher authorities without going through the VC/Rector.	Suspension for six calendar months
xxxv. Communicating with the press without the consent of the VC/Rector.	Suspension for one academic year.
xxxvi. A student who has received three warnings within a period of 12 calendar months.	Suspension for a period of 12 months from the date of the last warning.
xxxvii. Failure to adhere to the warning	Suspension for one academic year.
xxxviii. A student under suspension committing a further offence	A further period of suspension or expulsion depending on the gravity of the offence.
xxxix. Unauthorized or improper use of University/ Campus computer system/ network	Considering the gravity of the offence, a. Expulsion from the University/ Campus or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC/Rector with a record of same in student's personal file.
xl. any other offence or act of indiscipline not explicitly stated in the Schedule II	Considering the gravity of the offence, a. Expulsion from the University/ Campus or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.

	<p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the VC/ Rector with a record of same in student's personal file.</p>
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In addition to the above, conditions accepted by the Senate and the Council of the University on student discipline under By Law No. 01 of 1986, will also be compulsory for the university student.

### **6.3.1 By Law No. 01 of 1986 on student discipline.**

The following are the conditions accepted by the Senate and the Council of the University on student discipline under By Law No. 01 of 1986. It will be compulsory for the university students to follow these conditions.

Paragraph 135 (1) (d) of the Universities Act No. 16 of 1978 as amended by Universities (Amendment) Act. No. 07 of 1985 read along with para 29 " g", the By-Law compiled by the University Council.

1. This By-Law will be identified as By-Law no. 01 of 1986 on student discipline.
2. This By-Law is operative from 12<sup>th</sup> December, 1986.

### **Part I General**

3. With regard to university discipline, the Vice-Chancellor can take any appropriate measures in addition to the powers, duties and functions conferred on him by the Universities Act No. 16<sup>th</sup> of 1987 as amended by Universities (amendment) Act No. 07 Of 1985.
4. The Vice-Chancellor and the Council of the University shall be responsible for the execution and administration of this By-Law.



5. Along with the operation of this By-Law a Board of Discipline will be established under paragraph (1) below:
  - 5.1 The Board of Discipline will consist of the following:
    - (I) Deputy Vice-Chancellor
    - (II) Proctor
    - (III) Dean of each faculty
    - (IV) Director, Student Welfare
    - (V) Chief Medical Officer
    - (VI) Two appointed members of the Council
    - (VII) Senior Assistant Registrar (Legal)
  - 5.2 The Register or his nominee will be the Secretary to the Board of Discipline.
  - 5.3 The members appointed under IV of the above will hold office for three years or till they hold office as members of the Council.
  - 5.4 The members appointed under I, II, III & IV hold office for three years or till they hold the post under which they became members of the Board of Discipline.
  - 5.5 The Deputy Vice-Chancellor shall be the President of the disciplinary Board. If he is unable to attend the meetings of the Board or not in a position to chair the meeting the members will elect a temporary president.
  - 5.6 The period of the president is three years from the date of appointment and he is eligible for the appointment.
  - 5.7 The quorum for a meeting will be seven.
  - 5.8 The working condition of the Board of Discipline will be determined by the Board from time to time.
  - 5.9 Powers and responsibilities of the Board of discipline.
    - (a) To make arrangements to maintain student discipline within the University
    - (b) When there is an unrest among university students, action should be taken to curtail such unrest
    - (c) When student groups get together and make arrangements to hold meetings without prior permission, immediate steps are to be taken to inquire and disperse students and action is to be taken to control the situation along with the Deputy Proctor of the faculty.

- (d) When a breach of discipline takes place, the identities of the connected students are to be established, and action taken to conduct preliminary inquiries. A detailed report is to be submitted to the Board of Discipline through the Deputy Vice-Chancellor.
- (e) Other duties entrusted to the Vice-Chancellor/Board of Discipline/Deputy Vice-Chancellor regarding student discipline.

**06. Powers and responsibilities of the Board of Discipline.**

1. To advice and take necessary steps to maintain student discipline within the University.
2. Recommendation of rules and regulations on University student discipline to the Council.
3. To conduct appropriate inquiries into incidents of breach of discipline or misconduct and too report the findings to the Vice-Chancellor.
4. To summon any student before the Disciplinary Board or any committee appointed by the Disciplinary Board and any member of the academic or non-oral or written statements.
5. It is within the rights of the Disciplinary Board to summon a person who volunteers to give evidence or makes a request to give evidence before the Disciplinary Board or any committee appointed by the Board if it is felt that such person will be able to provide useful information.
6. To recommend temporary suspension of a student or make university premises out of bounds to him/ her until such time as the conclusion of the disciplinary inquiry or in order to maintain peace and discipline within the University.
7. To appoint disciplinary committees to inquire into complaints regarding a breach of discipline by the students. The membership of the committee will depend on the severity of the offence. The maximum number of the membership will be three. One member would be a member of the Disciplinary Board and he/shes hould be the Chairman of the Committee. (amended by the 414<sup>th</sup> meetings of the Council held on 08.09.1995 section 141.50. 03)

## **Part II Maintenance of students' discipline**

**07.** For the maintenance of students' discipline within the University the following teachers and officers have been appointed in addition to the Deputy Vice -Chancellor Proctor.

- 7.1 Deans, Heads of Departments and Librarian
- 7.2 Director, Student Welfare/Student Counsellors/Senior Assistant Librarian.
- 7.3 All members of the Academic Staff.
- 7.4 Hostel Wardens/Sub-Warden
- 7.5 Marshals
- 7.6 Security Officers

**08.** Deputy Vice -Chancellor/Proctor/Heads of Departments/Librarian/Senior Student Counsellor/Student Counsellors are vested with following powers:

- 8.1 Ordering a student out of University premises, from a lecture hall, a library room, a lab or any other place if his/her behavior is deemed a threat to the discipline of the university, the disruption of its peace or any legal activity that is conducted in the university premises, a lecture hall, a library room, a lab or any other place in the university. (If a student is suspended from the University detailed report should be submitted to the Vice- Chancellor within 24 hours.)
- 8.2 To order a student to surrender the Student Record book or the Identity Card.
- 8.3 When it is reported that a student has committed an offence, such a student to be summoned to his/her office and a verbal or written statement obtained.

**09.** The following powers are conferred to members of the Academic Staff, Medical Officers,

- 1. In instance under 08(1) a student can be sent out from a room, a class room, hall, library, laboratory, hostel or any other place.
- 2. To order any student to surrender the student Record Book or the Identity card.
- 3. To report to the Vice-Chancellor through the Proctor any breach of discipline or misconduct.

**10.** Security officers and Marshals have been conferred the following powers on student's discipline.

1. Under the directions of the disciplinary authorities stated under (07) (1) to (6) to disperse or send out students in instances where there is a threat to peace or breach of discipline in the university premises, building, room, hall, library or any other place.
2. To order the surrender of the Record Book or the Identity Card of any student.
3. To report to the Vice-Chancellor through disciplinary authorities regarding the breach of discipline or misconduct.

### **Part III General Discipline - Misconduct and Breach of Discipline**

11. Every university student should be well behaved and so long as the student -ship is in force every undergraduate and graduate should continue to be of good behavior.
12. All university students should engage in their academic work to the satisfaction of the University. Without express permission or acceptable reason no student should keep away from lectures or practicals for more than six weeks during an academic year.
13. The following are considered a misconduct and a breach of discipline and no student should engage in such activities:
  1. Engaging in damaging or unfavorable acts to tarnish the good name of the University. Acts that would obstruct educational activities, examination work or administration work. To obstruct the official duties of the academic or non-academic staff.
  2. Failure to produce the Record Book, Identity Card to the Vice- Chancellor, Failure to produce the Record Book, Identity Card to the Vice-chancellor, members of the academic staff, administrative staff or any other officer authorised by the Vice-Chancellor, Deans or Register and failure to establish their identity.
  3. Damaging university property, taking such property outside the university premises, to own such property or giving it to others. Damaging University premises, buildings, walls.
  4. To damage the privacy and independence of any student, teacher, of ficer or any other employee of the University or cause loss to them. They should also not instigate others to do so.
  5. To form any registered union or organization other than a union or society, or organization formed under the provisions of section XIV of paragraphs 112,115,116, 118 of the University Act No. 16 of 1978 as amended by Act No. 07 of University (amendment)Act of 1985 and to Act No.26 of

the University (amendment) Act of 1988 and to start such organization within the university or participate and help in their formation.

6. To disrupt meetings, seminars, functions, processions or social functions and obstruct by shouting and entering without permission societies formed under (5) above.
7. To disrupt or harass the participants of meetings organized by teachers or members of the non-academic staff or outside organizations organized with the approval of the Vice-Chancellor.
8. To organise any such meetings at the university premises without the written approval of the Vice-Chancellor.
9. To collect money or goods from the students and keeping them in their possession without prior written approval of the Vice-Chancellor.
10. To print posters, leaflets or other publications harmful to the good name of the university and are threat to its peace.
11. To exhibit, publish, or write anything connected to the societies formed under the provisions of Universities Act No. 16 of 1978 as amended by University (Amendment) Act.No.07 of 1985 and University (amendment) Act.No.26 of 1986, in locations not approved by the Vice-chancellor, Deans or the Director, Student Affairs.
12. To release a statement, letter or a notice to any media as a student or as a representative of a student group which would be harmful to the good name of the university, authorities of the university or any individual of the university.
13. To bring liquor or drugs to the university, sale of liquor and drugs, keeping them in possession or assisting in such activities.
14. To bring arms and explosive items which are harmful to others and keeping them in their possession-if a resident student, keeping such items in the hostel.
15. Not supplying any information requested by the university or as a student to withhold any relevant information requested by the university or as a student to withhold any relevant information or give false information.
16. Using university buildings, halls, premises and equipment in contravention of the regulations.
17. The criminal offence of a student becoming a convict under the criminal procedure of the Republic of Sri Lanka.

#### **Part IV Students' discipline on residential students**

14. In addition to the general rules, the university students who are provided with hostel accommodation should follow the rules now existing or any rules that are brought into existence from time to time. They should not engage in the following anti disciplinary acts or misconducts.

disciplinary acts or misconducts.

- 1 Not adhering to the rules and regulations of the University administrators, hostel wardens, sub-wardens and student counsellors.
- 2 To entrust the hostel facilities given to another student or change the rooms given at their discretion.
- 3 To meet female students at places other than the Common Room or meet or keep outsiders in any place in the hostel other than the Common Room.
- 4 To meet male students in any place of the hostel other than the Common Rooms or receive outsiders or meet them in places of the hostel other than the common Rooms.
- 5 To come to the hostels late (for females after 8.30p.m.for males after 9.30p.m.) to stay out of the hostels without permission after the stipulated time. (If a student comes late to the hostel in such instances, covering approval should be obtained from the Vice-Chancellor or the Registrar through the Warden.)
- 6 Not complying with orders when the university orders the students to vacate the hostels.
- 7 Students should be responsible for the goods and equipment in their rooms. Using these items negligently or using them for purposes other than what they are meant for.
- 8 When ordered to vacate hostels, at the end of the academic year or when leaving the hostels not removing their belongings or not making arrangements for their safety. (When leaving hostels, the university will not be responsible for the belongings in the rooms.)

#### **Part V Punishments.**

- 15 If a student found guilty of breach of discipline or misconduct or contravention of the provisions of this By-Law, the vice-Chancellor is authorized to impose one or

more of the following punishments on the findings and recommendations of the Board of Discipline.

1. Warnings and severe reprimand.
2. Imposing of a fine not exceeding Rs. 10,000/-
3. If there is a loss to the university to recover the loss
4. To suspend from lectures and examinations.
5. Suspension from sitting examinations for a specified period.
6. To suspend hostel facilities or withdrawal of hostel facilities.
7. Withholding release of results for a specified period or suspension/postponement. Suspension or cancellation of results or/issue of certificates.
8. Considering as having vacated the university or the course of studies.
9. Expulsion from the University.

Above punishment or punishments could be imposed on suspension basis as required.

- 16 If it is felt that the conduct or activities of a student is found to be a threat to the discipline and peace of the University, the Vice-Chancellor is empowered to impose any of the punishments without any investigation or recommendation of any body. These punishments are listed under 15 (1) (4) and (5). It is emphasized that details of students who misbehave in the University will be notified to their parents.

**Part VI Appeals (Amended at 141<sup>st</sup> meeting of the Council held on 09.08.1995  
Section 141.50 (3)**

- 17 Any student who is punished under 15 above, can submit an appeal to the Vice-Chancellor within 07 days against such punishment if he feels it is unsatisfied.
- 18 An Appeal Committee comprising of three Professors will examine the appeals received by the Vice-Chancellor.
- 19 An appeal Committee will be empowered to re-examine the evidence received at the first investigation and review or reduce the punishments or change punishments and recommend them to the Vice-Chancellor. It will not affect the powers and responsibilities of the Vice-Chancellor on students' discipline conferred on him by the Act as result of this By-Law.

## **PartVII Interpretation**

- 20 Here the “University” refers to the University of Sri Jayewardenepura
- 21 “Student” refers to a student registered in the University of Sri Jayewardenepura or in an affiliated institution (other than 14(3) and (4))
- 22 “Property” refers to University buildings, Hotels, Lecture Halls, Library, goods, equipment, vehicles and all other mobile and immovable property.
- 23 “Students” refers to male and female students
- 24 Interpretation of this By-Law on a word, groups of words or sentences will be final as decided by the Council.

### **6.4 Act on Prohibition of Ragging and other forms of violence.**

In Institutions Act No 20 of 1998 on prohibition of ragging and other forms of violence Educational institutions (certified on 19<sup>th</sup> April 1998) please see annex-3. The Complete Act is reproduced there.



## Security Division

A separate division has been established for security purposes within the University. The security service of the university consists of an internal staff and a private security service. Head of the security service is resident at the official quarters of the University. The security service is operated by the directions of the university authorities and officials. It is operative 24 hours of the day.

The main responsibility of the security service is to ensure the safety of the students and the staff. The security service is always prepared to prevent a breach of discipline within the University and to assist to maintain a peaceful environment within the University.

The Head office of the security service is located on the ground floor of the Gnaanewara Ratanasara building.

Telephone extension:	Main Gate	8741
	Chief Security Office	8778 / 8782
	Direct Line	2758778

The students are requested to cooperate with the security officers on all matters within the university.

# 8

## Library

### 8.1 Introduction

The Library plays an important role in university education supporting the three main pillars of the university; teaching, learning and research. There is a collection of more than two hundred thousand books, (in Sinahala, Tamil, English as well as in Pali and Sanskrit languages.) hundreds of journals and few electronic data bases and e-books in the library mainly to cater the eight faculties of the University

### 8.2 Library Staff

The Library staff consists of academic staff, administrative staff, academic support staff and non academic staff members. Librarian, Deputy Librarian, Senior Assistant Librarians, & Assistant Librarians represent the academic staff of the library.

#### 8.2.1 Academic staff of the Library

Librarian : Dr (Mrs.) N.D. Wijayasundara

Deputy Librarian (Medical Library)

Senior Assistant Librarian (Acquisitions)

Senior Assistant Librarian (Cataloguing/ User education)

Senior Assistant Librarian (Periodicals/Research Support)

Senior Assistant Librarian (IT)

Assistant Librarian (Preservation and Conservation)

Assistant Librarian (IT)

Assistant Librarian (Acquisitions)

Assistant Librarian (Reader Services)

Assistant Librarian (Cataloguing)

Assistant Librarian (Periodicals/IT)

#### 8.2.2. Administrative Staff

Assistant Registrar (Library Services)

#### 8.2.3. Academic support and non- academic staff

Library Information Assistants, Technician, Library Attendants, Book Binders and Laborers are included in this category.

### 8.3 Library Opening hours

	During Semester	During Examination Period
<b>Week days</b>	8.00 am - 6.00 pm	5.00 am - 10.00 pm
<b>Weekends</b>	8.00 am - 6.00 pm	8.00 am - 6.00 pm
<b>Poya days and other public holidays</b>	-	8.00 am - 6.00 pm

Opening hours of the library may change with prior notification under unprecedented circumstances.

### 8.4 Organization of the Collection

Monographs are classified under subjects using an international standard, the Dewey Decimal Classification (DDC) system, and catalogued using an Anglo American Cataloguing Rules (AACR) II). All books in the library can be browsed using the Online Public Access Catalogue (OPAC). This is available via the library home page ([WWW.sjp.lib.ac.lk](http://WWW.sjp.lib.ac.lk)).

For collection organizing purpose, books are categorized as follows;

**PR (Red R)** : Permanent Reference - Not allowed for borrowing  
**SR (Green R)** : Scheduled Reference - Overnight Reference  
**Lending** - Can be borrowed for a period of two weeks.

### 8.5 Periodicals Division

Serial publications including journals and magazines are kept in the Periodicals Division. The Library contains of print journals as well as electronic journals and databases. Scholarly journals including international journals and local journals cover many of the subject disciplines. Current issues are displayed on display racks according to the alphabetical order of journal titles. Bound volumes are also stored according to alphabetical order of the title.

The availability of journal issues can be checked using visible Index at the Periodicals Division or via computer catalogue. (OPAC).

Serials are only for reference, not for lending. Readers can get photocopies of required articles through the Photocopy Service Centre by paying the relevant charges.

Library subscribes to electronic databases. All those databases and other free resources are listed under e-resources in the library website ([www.sjp.lib.ac.lk](http://www.sjp.lib.ac.lk))

## **8.6 Interactive Study Area**

All registered library users can get online access to electronic databases, journals and internet facility within the interactive study area. There are about 35 terminals in this centre. Laptop lending facility is also available at this centre. Interactive Study Area is kept open during semester from 8.00 a.m. to 6.00 p.m. (weekdays) and during examination period, from 8.00. a.m. to 8.00 p.m. on Saturdays, it is open from 8.00 a.m. to 6.00 p.m.

## **8.7 Ceylon Room (Sri Lanka Collection)**

The objective of maintaining Ceylon Room is to maintain books written about Sri Lanka. Apart from those, Sri Lankan government publications such as acts, bills, administrative reports, bank reports and publications of government corporations, boards and authorities and manuscripts are available in the Ceylon Room. Postgraduate theses submitted to the University of Sri Jayawardenepura and theses submitted by academic staff members to other Universities/ higher education institutions are also housed in the Ceylon Room.

All the materials in the Ceylon room are on Permanent Reference basis and not for borrowing. Ceylon room opens only during weekdays from 8.00 a.m. to 4.00 p.m.

## **8.8 English Learning Zone (E.L.Z)**

ELZ is maintained for learning English language within the library. Basic grammar books and short story books are stored here.

## **8.9 Depository Collection**

Books which have not been borrowed for a long period are stored in the Depository Collection and this collection is located on the second floor of the library.

## **8.10 Palm-leaf Preservation and Conservation Unit**

This unit has been established with the view of fulfilling a nation deed of preserving indigenous knowledge collection and preservation of palm-leaf manuscripts is being carried out by this unit. It also facilitates researchers to conduct studies on indigenous knowledge.

## **8.11 Branch Libraries**

There are three branch libraries under the main library, Medical, Engineering and Technology libraries.

### **8.11.1 Medical Library**

Medical Library is located on the ground floor of the phase IV new building. The collection is specially developed for the users of the Faculty of Medical Sciences. Books are classified according to Dewey Decimal Classification system (DDC).

Serial publications are stored alphabetically according to the titles of the journals. Two special collections are maintained, i.e. publications of World Health Organization as "WHO collection" and publications about Sri lankan medicine and publications written by Sri Lankan authors as the "Sri Lanka Collection."

As a member of Health Literature, Library and Information Services (HELLIS) Network, the Medical Library gets regional assistance in providing full text documents, databases etc.

### **8.11.2 Engineering Library**

Engineering Library is located at the Faculty of Engineering. Information resources related to engineering are stored in this library.

### **8.11.3 Technology Library**

Technology Library is located at the Faculty of Technology. Information resources related to technology stream are stored in this library.

### **8.12 Open Reading Room**

A reading room is provided at the library with a separate entrance which is open on 24 x 7 basis.

### **How to use the library:**

### **8.13 Inquiry Counter**

This is located at the left side of the ground floor near the mainentrance. Information about the library and reader services is handled by the Inquiry Counter. Registration of the new students, issuing of library clearance certificates and other reader services are handled through this counter.

### **8.14 Cloak Room**

Bringing personal books, periodicals, newspapers, cameras, food and drinks into the library is strictly prohibited. Personal belongings of library users should be kept in the cloak room upon obtaining a token. A fine of Rs.25.00 will be charged for loss of cloak room token. It is advised not to keep any money and valuables in the cloak room.

### **8.15 Library Registration and Obtaining Library User Accounts**

All registered students of the University are entitled to get the membership of the library. Library membership can be obtained by submitting a filled application to the reader services counter together with identity card or record book issued by the university.

Once a filled application is submitted, a library user account is created, and you will be informed via e-mail. The responsibility of personal user accounts lies with the user and the library will no longer be responsible for any complaints made after activating individual user account. Users are responsible for the password of their accounts. Users must report any abuse or anonymous issuing of library materials on their accounts within 7 days of such misuse.

Undergraduates can borrow 04 books at a time (01 - Scheduled Reference; 03 - Lending books)

The account holder is responsible for any books issued (checked out) to their account.

External researchers are allowed to refer library materials with special permission of the Librarian.

### **8.16 Issuing of Library Books**

Books needed to be borrowed should be given to the officer at the main counter along with the student identity card or the record book. The due date is stamped on the date slip of the book and those books are subjected to the inspection of library security staff before taking them out of the library. Books borrowed should be returned to the relevant counters on or before the due date.

Loan periods - Lending books for 02 weeks  
Scheduled Reference books for 01day; Books should be returned before 10.00 a.m. on the following day.  
(Medical Library before 1.00 p.m. on the following day.)

### **8.17 Returning of Overdue Books**

Fines will be charged for overdue books to the library.

Lending books- Rs. 1.00 per day

Scheduled Reference books Rs. 10.00 per day

### **8.18 Loss of Library Books**

If a book borrowed from the library is lost, it should be informed to the library immediately by filling in the relevant form kept at the Inquiry counter. If the book is not found, it should be replaced by a copy of the same book, over the value of the book should be paid to the library. An additional fine decided by the Librarian will be imposed for lost rare books.

### **8.19 Vigilance of Borrowing Materials**

Library users should be observant for any damage to the library materials prior to borrowing. Missing or torn pages and scribbling on pages should be informed to the issuing counter immediately. If such damage is recovered at returning of the materials to the library, the person who has borrowed the materials will be held responsible for the damage.

## **8.20 Damage and Theft of Library Material**

Any damage to library materials such as scribbling, disfiguring, tearing of pages, mishandling, and removing of a library materials or part of materials without proper authorization is a punishable offence. Disciplinary actions will be imposed as punishments to such offences.

## **8.21 Library Clearance**

Library facilities are terminated at the completion of studentship of the university. Such students should return all borrowed library books to the library, and certified 'No Dues' stamp should be obtained on the student record book in order to obtain the clearance of library responsibilities. Degree certificates and other certificates will not be issued by the university unless the certification of library clearance is obtained.

## **8.22 User Education**

The Library conducts orientation programs for all new students registered with the library. Library resources and their use are explained at this program. Specialized programs on Information Literacy and hands-on practical sessions on electronic resources are conducted for student groups at the request of academic departments. Workshops on literature review and reference management tools are also conducted upon request.

## **8.23 Document Delivery Service (DDS)**

Library conducts a service to provide materials from other libraries, if a particular item is not available in our library. DDS allows library users to request journal articles that are not available via the e-databases provided by CONSAL, University subscribed databases or internet for free of charge. This service extends to the British Library Document Service (BLDS), which is provided by CONSAL and funded by UGC. Library users can request these services by submitting a completed request form to the library which is available in the library website or emailing it to [illusjp@sjp.ac.lk](mailto:illusjp@sjp.ac.lk).

## **8.24 General Rules on Library Use**

Library users should produce the identity card issued by the university to prove their identification upon request by any library staff member.

Library users should not attempt to reserve seats in reading halls by placing books or other personal materials on tables or chairs. All personal materials should be taken along when leaving the reading hall.

Library users should not attempt to reshelf books once they are taken out from book-shelves. They should keep the books on tables instead. Books on shelves should not be purposely disordered.

Silence should be strictly adhered to within the library. Use of mobile phones and partaking food within the library are not allowed. Library is considered as a non-smoking area.

### **8.25 Photocopy Service**

A photocopy service provided by a private company is available for library users in the library premises.

### **8.26 For Further Assistance**

Library users are welcome to contact the Librarian or any Academic Staff member of the library for further assistance and clarifications with regard to library materials and their access. The whole library staff is committed to assist you always.



# Rules and Regulations, Examination Irregularities and Punishments.

For the information and notice of all examination candidates, By-Law No. 02 of 1986 is given below: These By-Laws were made under section 135(1) (h) of the university Act.No.16 of 1978 as amended by Universities (amendment) Act No. 07 of 1985. These were approved by the special meeting of the Council held on 02.11.1986 and came to effect on 01.12.1986. These were amended at the 252<sup>nd</sup> meeting of the Senate held on 29.05.2008 and approved at the 352<sup>nd</sup> meeting of the Council held on 11.09.2008 and at the 292<sup>nd</sup> meeting of the Senate held on 05.02.2012 and approved at the 401<sup>st</sup> meeting of the Council held on 10.05.2012 respectively.

## **Examination criteria, rules and regulations, examination irregularities, punishments applicable to candidates sitting first degrees, postgraduate degrees and external degrees conducted by the university;**

These examinations consist of components such as annual/semester/term tests and mid-semester, continuous assessments, practical tests and research theses.

### **1 Criteria on the conduct of examinations**

- 1.1 All examination candidates should be present near the examination hall 15 minutes before the commencement of examinations and should enter the examination hall only after the announcement made by the supervisors.
- 1.2 After entering the examination hall, candidates should occupy the seats allocated to them.
- 1.3 Candidates are permitted to bring to the examination hall only the permitted items such as pens, pencils, erasers, rulers, and geometrical instruments. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or the use of others. Such material should not be used or kept in their possession. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularity.
- 1.4 It is strictly prohibited to bring mobile telephones or devices capable of storing data into the examination hall or use any such equipment in the examination hall.

- 1.5 No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.
- 1.6 All examination candidates should bring their examination admission card, student record book and the university identity card into the examination hall. The student record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the university or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card, the student record book and identity card, it should be certified by the Registrar. In the absence of such a certificate, the National Identity card or a letter from the Lecturer in charge of the subject in case of an internal student, and in the case of an external candidate, a letter from the senior Assistant register/External Examinations certifying the studentship should be produced.
- 1.7 Examination candidates are required to produce any document in their possession when called for by the supervisor/invigilator.
- 1.8 Candidate will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the supervisor/invigilator by raising the hand.
- 1.9 Candidates should use only the answer books and continuation sheets duly signed and dated by the supervisors/invigilators to answer the question papers.
- 1.10 All stationery such as date stamped answer books. Drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item whatsoever should be removed out of the examination hall under any circumstances.
- 1.11 Before commencement of answering, candidates should indicate their Index Number with the code and write the name of the examination in the proper place. All papers used should carry the Index Number. No candidate should indicate his/her name or any other identification mark on the answer script.
- 1.12 All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be on the admission card, time table or the question paper.

- 1.13 All examination candidates should be having properly within the examination hall so as not to disturb supervisors/invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.
- 1.14 No candidate should produce an extract or in full, some other person's work without stating so, other than his, in a sessional paper, assignment, reference, research paper practical or field book or thesis which amounts to the theft of intellectual property.
- 1.15 No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.
- 1.16 Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.
- 1.17 Every candidate should personally hand over his/her answer script to the supervisors/invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcement is made by the supervisor. Answer sheets should not be handed over to hall attendants or any other person under any circumstance. Once handed over to the supervisor/invigilator, no answer sheets will be given back to the candidates and candidates should not ask for safe.
- 1.18 Candidate should know that they are liable for punishments on examination irregularities if the marking examiner is convinced that an examination irregularity has taken place.

## **2. Examination Irregularities**

- 2.1 Keeping unauthorized documents in possession.
- 2.2 Keeping in possession mobile telephones or devices capable of storing data without permission.
- 2.3 Removing examination stationery out of the examination hall.
- 2.4 Copying or attempting to copy in any manner.
- 2.5 Keeping in possession or attempting to use examination stationery removed in the past.

- 2.6 Keeping notes on body or clothes.
- 2.7 Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet.
- 2.8 To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.
- 2.9 Entering the examination hall without permission.
- 2.10 Leaving the examination hall without permission or attempting to do so or helping such acts.
- 2.11 Attempting or assisting to tear any paper/answer book or destroying such items.
- 2.12 Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- 2.13 Behaving in a manner harmful to the self respect of and causing mental stress of the supervisors/invigilators/hall attendents.
- 2.14 Planning and attempting to harm mentally or physically the supervisors/invigilators/hall attendents.
- 2.15 Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.
- 2.16 Impersonation
- 2.17 Other examination irregularities determined by the Senate
- 2.18 Irregularities found by the marking examiner.
- 2.19 Aiding and abetting examination irregularities.

### **3. Punishments**

- 3.1 Cancellation of answer scripts and limiting the marks of the repeat examination to that of an ordinary passmark.
- 3.2 Delaying the release of final results by one academic year.
- 3.3 Not inviting for the convocation / award ceremony.
- 3.4 Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.
- 3.5 Not to award classes / merit passes.
- 3.6 Suspension of studentship by one year.
- 3.7 Suspension of studentship by two years or three years.
- 3.8 Suspension of studentship by four years or five years.
- 3.9 Cancellation of studentship.
- 3.10 In the case of a non-student, action will be taken according to the law of the land.
- 3.11 Not recruiting to the staff of the University academic/ non academic (temporary/ permanent).

Listed below is a schedule giving details of irregularities and the punishments depending on the nature of the irregularities.

Examination irregularities	Punishments
2.1 Keeping possession of unauthorized documents	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year.</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> </ul> <p>(3.2, 3.3, and 3.4)</p>
2.2 Keeping in possession mobile phones or devices that could store data.	<ul style="list-style-type: none"> <li>• Delaying the Release of final Results by one academic year.</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> </ul> <p>(3.2, 3.3, and 3.4)</p>
2.3 Removing examination stationery from the examination hall.	<ul style="list-style-type: none"> <li>• Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary Pass mark. (3.1)</li> </ul>
2.4 Copying or attempting to copy in any manner	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year.</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> </ul> <p>(3.2, 3.3, and 3.4)</p>

<p>2.5 Keeping in possession stationery of the University removed earlier and attempting to use such stationery in the examination hall.</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (3.2, 3.3, and 3.4)</li> </ul>
<p>2.6 Keeping notes on body or clothes</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final results by one academic year</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (3.2, 3.3, and 3.4)</li> </ul>
<p>2.7 (i) Reproducing an extract or in full some other person's work without stating so, in a field record book, research paper, thesis or any other book which amounts to the theft of intellectual property</p>	<ul style="list-style-type: none"> <li>• Not to award classes/merit passes.</li> <li>• Suspend the studentship by one year.</li> <li>• Not to recruit to the staff of the university, Academic or Non Academic (temporary/permanent) (3.5, 3.6, and 3.11)</li> </ul>
<p>(ii) Submitting a sessional paper, reference research paper, practical or field book or degree thesis in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property.</p>	<ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not to recruit to the staff of the university, Academic or Non Academic. (temporary / permanent) (3.9 and 3.11)</li> </ul>
<p>2.8 • To find out the contents of a question paper or answer sheet unlawfully or attempting to do so</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final results by one academic year</li> <li>• Not to invite for the convocation/ award ceremony.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> <li>• Not to award classes/merit passes.</li> <li>• Not to recruit to the staff of the university, Academic or Non Academic. (temporary /permanent)</li> </ul> <p>(3.2, 3.3, 3.4, 3.5 and 3.11)</p>
2.9 Entering the examination hall without permission	<ul style="list-style-type: none"> <li>• Delaying the Release of final results by one academic year</li> <li>• Not to invite for the convocation/ award ceremony.</li> </ul> <p>(3.2 and 3.3)</p>
2.10 Leaving in the examination hall without permission or attempting to do so.	<ul style="list-style-type: none"> <li>• Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark.</li> </ul> <p>(3.1)</p>
2.11 Destroying a paper or answer book or attempting to do so	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation /award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> <li>• Not to award classes/merit passes.</li> <li>• Suspension of studentship by one year.</li> <li>• Not to recruit to the staff of the university, academic or Non academic (temporary/ permanent).</li> </ul> <p>(3.2, 3.3, 3.4, 3.5, 3.6 and 3.11)</p>



<p>2.12 Behaving in a manner that will disturb the silence and smooth functioning of the examination hall.</p>	<ul style="list-style-type: none"> <li>• Cancellation of the answer script and limiting the marks of the repeat examination to that of an ordinary pass mark.</li> <li>• Not to invite for the convocation / award ceremony.</li> </ul> <p>(3.1 and 3.3)</p>
<p>2.13 Behaving in a manner that will affect the respect or cause mental stress of supervisors, invigilators or hall attendants.</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final results by one academic year</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> <li>• Not to award classes/ Merit Passes</li> <li>• Suspend the studentship by two or three years.</li> <li>• Not to recruit to the staff of the university, Academic or NonAcademic (temporary/Permanent)</li> </ul> <p>(3.2, 3.3, 3.4, 3.5, 3.7 and 3.11)</p>
<p>2.14 Planning or attempting to cause bodily or mental harm to supervisors, invigilators or hall attendants.</p>	<ul style="list-style-type: none"> <li>• Cancellation of the studentship.</li> <li>• Not to recruit to the staff of the university, An academic or NonAcademic (temporary / permanent)</li> </ul> <p>(3.9 and 3.11)</p>
<p>2.15(i) Using another candidate's Index Number or attempting to do so.</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation /award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass</li> <li>• not to award classes/merit passes</li> </ul>

	<ul style="list-style-type: none"> <li>• Suspension of studentship by four or <del>five</del> years.</li> <li>• Not to recruit to the <del>staff</del> of the university, Academic or Non Academic (temporary / permanent). (3.2, 3.3, 3.4, 3.5, 3.8 and 3.11)</li> </ul>
2.15 (ii) To allow another to appear on his/her behalf	<ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not to recruit to the <del>staff</del> of the university, Academic or Non Academic (temporary / permanent). (3.9 and 3.11)</li> </ul>
2.16 Impersonation	<p>If a student,</p> <ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not to recruit to the staff of the university, academic or Non Academic (temporary / permanent). (3.9 and 3.11)</li> </ul> <p>If not a student,</p> <ul style="list-style-type: none"> <li>• To institute legal action against him/her according to the laws of the land.</li> <li>• Not to recruit to the university, academic or Non Academic. (temporary / permanent) (3.10 and 3.11)</li> </ul>
2.17 Any other examination irregularity determined by the Senate.	<ul style="list-style-type: none"> <li>• Punishments determined by the Senate</li> </ul>
2.18 Irregularities reported by the marking examiner and approved by the Senate	<ul style="list-style-type: none"> <li>• Punishments determined by the Senate depending on the irregularity.</li> </ul>
2.19 Aiding and abetting to commit examination irregularities.	<ul style="list-style-type: none"> <li>• All punishments given for aiding and abetting examination irregularities.</li> </ul>

#### **4. Evidence that could be used in determining examination irregularities.**

- 4.1 Report on examination irregularities.
- 4.2 Material evidence, eye witnesses (Records, photographs, videos) at the time of committing the irregularity.
- 4.3 Written or verbal statements of the lecturer who found the irregularity.
- 4.4 Written or verbal statements of the students.
- 4.5 Verbal written statements of the student and the staff at the time of the incidents.
- 4.6 Other evidence that could be used at the discretion of the Chairman of the Committee (eg. Marks obtained / answer script)

## **5 Examination Irregularity Committee of the Senate.**

All investigation in connection with examination irregularities should be subjected to the Senate Examination Irregularities Committee.

The Senate Examination Irregularities Committee should meet within one week from the date on which the irregularity is reported to the Vice Chancellor and Deputy Registrar, Examinations, by the relevant examiner who found irregularities under 2.7 (i) 2.7 (ii) and 2.18 or such a report should be made after the last date of the examination of the respective faculties.

### **5.1 Composition**

The Senate should appoint five professors from each faculty for a period of three years. Where no professor is available at least a senior lecturer should be appointed.

One professor should be appointed as Chairman by the Senate from among the members.

The Deputy Registrar / Examinations, Senior Assistant Registrar/External Examinations, Deputy Registrar/Faculty of Graduate Studies should be the convener / Secretary by virtue of office.

### **5.2 Procedure of investigation**

- \* Consideration of the report submitted by the supervisor.
- \* Using evidence to determine the irregularity depending on the necessity.
- \* It is mandatory to summon the accused for explanation (if not present it will not be an obstacle to continue with the investigation)

### **5.3 Decisions**

To determine whether the accused is guilty or not. If guilty, recommend the relevant punishment depending on the irregularity, to the Senate.

### **5.4 Time frame**

The above decisions should be reported to the Senate held immediately after the meeting of the Senate Committee for Examination Irregularities.

## **6 Implementation of the decisions appeals process**

The above decisions should be implemented only after the approval of the Senate has been obtained.

The students have the right to appeal against any punishments imposed on examination irregularities.

Written appeals should be submitted to the Vice Chancellor within three weeks of intimating the punishments.

On receipt of these appeals the senate will appoint a committee comprising of three professors other than the professors appointed to the Examination Irregularities Committee to investigate the appeals and report the recommendations for Senate approval.

**7 Submission of a medical certificate for the inability to sit examinations. (for internal candidates)**

7.1 Internal students who are unable to appear for examinations on medical grounds should report to the university medical officer at least half an hour before the commencement of the examination.

7.2 Those who are unable to do so due to unavoidable circumstances should obtain a valid medical certificate from the government hospital of the residential area and submit it to the university medical officer as early as possible. Those who obtain treatment from private practitioners; Western, Ayurveda or Homeopathy should submit these medical certificates during the period of sickness to the university medical officer for approval.

7.3 Medical leave recommended by the university medical officer should be submitted to the relevant Deputy Registrar/Senior Assistant Registrar/Assistant Registrar of the faculty within 14 days of the conclusion of the examination.

**(for external candidates)**

7.4 External examination candidates who are unable to present themselves for examinations on medical grounds should submit medical certificates to the Senior Assistant Registrar / External Examinations before the commencement of the examination or during the period of examination.

7.5 Those who are unable to do so due to unavailable circumstances should obtain a valid medical certificate from the government hospital of the residential area within 14 days of the commencement of the examinations. Medical certificates issued by private practitioners/western/Ayurveda or Homeopathy will not be accepted.

## Centre for IT Services(CITS)

The Centre for IT Services is the core entity of the University who manages the Campus-wide IT infrastructure, Internet & Email facilities, Server Administration and maintainse-Services & Applications while providing IT Technical Support and Solutions for University students and staff. Apart from these, CITS develops and maintains the University website and is also fortified with a fully equipped media team.

The core services provided by the Centre for IT Services are as follows.

1. Managing the University E-Mail Service
2. Managing and Providing the Internet Facility
3. Server Administration and maintenance of e-Services & Applications
4. Designing & Developing Management Information Systems
5. Software Development and e-Solutions
6. Maintain the Private Cloud System
7. Development and Maintenance of the Fiber Optic Backbone
8. Designing & Implementing Local Area Networks
9. Development and Maintenance of the Wi-Fi Network
10. Development and Maintenance of the University Web Sites
11. Providing Digital Media Coverage and Media Productions
12. Overseeing the Installation, Operation and Maintenance of the Intercom System
13. Administrating the Installation, Operation and Maintenance of the VoIP System
14. Troubleshooting and Maintenance of ICT Equipment
15. Installation of Software and Providing Security Software
16. Preparing Specifications and Technical Evaluations
17. Conducting Special Training Programmes for University Staff
18. Assisting the University Staff for their ICTR equirements
19. Providing Advisory Services and Technical Support for Students

Visit the website <https://cits.sjp.ac.lk> for more details.



## Information Technology Resource Centre - FMSC

The Information Technology Resource Center (ITRC) is the main gateway for the Development of IT related skills of the students of the Faculty of Management Studies and Commerce (FMSC). further fulfil most IT related needs of the academics of the faculty.

The ITRC has eight (08) networked computer labs which comprise of over 500 state of the art computers. All computers at the ITRC are equipped with up-to-date original licensed operating systems and software under a Memorandum of Understanding (MOU) signed with the Microsoft Corporation. Out of the labs, seven labs operate on a scheduled timetable under the supervision of a lecturer. The remaining lab which is known as the “Internet lab” is allocated to the students’ internet and other computer- related needs, and comprises of 50 computers. Though these labs are separately located, the ITRC has a facility which enables both audio and video broadcasting of one lecture to other labs.

The ITRC offers its services from 8.00am to 8.30pm during weekdays and from 8.00am to 6.00pm during the weekends for undergraduate and post-graduate students. In order to provide a high quality service to its users, the ITRC is staffed by professionally qualified and experienced team headed by a Coordinator – a senior academic from the Department of Information Technology of the faculty.

Each and every undergraduate using the ITRC has a separate login account with secured network storage. Any students can use this storage to safely store the files created during their academic work, and access it from any lab in the ITRC network. Further, they can copy and take out any files required into external storage devices using a special software facility in the ITRC.

When students require to reset their login passwords, the ITRC developed Passwords Reset System enables the students to reset passwords by themselves.

Computer-based practical examinations conducted at the FMSC are facilitated exclusively at the ITRC. With its current computer and network resource capacity, 480 students are able to take their exams by using Learning Management system (LMS) at once.

Be accommodated during a single session at the ITRC. Examinations, are carried out using a Learning Management System. Further, an Exam Management system developed by ITRC is used when practical examinations are conducted.

As an additional benefit of the memorandum of Understanding, signed with the Microsoft, the latest original licensed software and operating systems developed by Microsoft are provided to students and staff by the ITRC. The ITRC further maintains a Software Image Buring System to allow students to copy the software by themselves.

In addition to scheduled lab sessions, extra lectures, programs and workshops are conducted at the ITRC from time to time. For this purpose the ITRC maintain an Online Application System accessible through the ITRC website. A digital notice board at the entrance to the ITRC displays details of sessions currently carried out at the ITRC for the benefit of its users.

# Physical Education Department

## 12.1 Introduction

The Formulation & implementation of sport activities for University students, training of sportsmen & sports women for 42 sport events and the organization of sport events are the main functions of the Physical Education Division. Inter University tournaments, giving formal training for tournaments organized by the National Sports Association or international, the administration and maintenance of grounds for different games are the other activities of the Physical Education Department.

The present Director of Physical Education is Mrs. N. Nishanthi Vidanage, Mrs. Ramani Kulathilaka, Mr. M.G.S.S. Keerthirathna, Mr. H.L. Lahiru Dilankara, Mr. B.N.M. Perera and Mr. L.A.D. Priyadarshana serve as permanent sports instructors and Mr. B.M.C.N. Niroshana, Ms.E.D. Priyadarshanie and N.L. Wickramadara serve as temporary sports instructors.

### Objectives of the Physical Education Department

1. To give an understanding on the values of Physical Education to internal students of the University and to give them a physical development through mental development.
2. To provide an opportunity for improvement of sports activities and skills.
3. To encourage sports participation by playing tournaments, with internal and external sports bodies.
4. To develop discipline by encouraging sports activities among students.

A Sports Advisory Board consisting of members of the academic and administrative staff. Sports council consisting of sports captains have been established for supporting sports activities in the University. Every year office bearers will be selected for the sports council.

## 12.2 Sports Advisory Board

The Sports Advisory Board consist of the following members.

1. Fourteen permanent Academic Staff Members who are interested in sports appointed by the Vice-Chancellor.
2. Director of the Physical Education
3. Two members from the full-time Physical Education Instructors (one should be an Instructress)
4. Co-presidents of the Sports Council, and Secretary.
5. University Chief Medical Officer or his representative (should be a Medical Officer of the University)



6. Specialist of water consultant
7. Special guest appointed by Vice Chancellor.
8. Director, Student affairs.
9. The Deputy Registrar (Student Welfare) or his or her representative.
10. Bursar or his or her representative
11. Works Engineer or his representative
12. Senior Assistant Registrar (Capital Works Division)
13. Project Engineer (Capital Works Division)

### **12.3 Sports Council**

The University Sports Council consist of Captains and Vice-Captains of different sports teams. It consists of two Co-Presidents, six Vice- Presidents, Secretary, Assistant Secretary, Junior Treasurer, Two Editors and six Committee Members.

They will be selected at the first meeting of the Academic year.

### **12.4 Sports activities and Tournaments**

The Physical Education Department of the University have provided facilities and training for the following sports under their supervision.

Basketball (female/male)  
 Netball (female)  
 Hockey (female/male)  
 Badminton (female/male)  
 Table Tennis (female/male)  
 Tennis (female/male)  
 Rugger (male)  
 Volleyball (female/male)  
 Elle (female/male)  
 Chess (female/male) Cricket (male)  
 Karate (female/male)  
 Scrabble  
 Wrestling (male)  
 Taekwondo (female/male)  
 Football (male)  
 Weight Lifting (female/male)  
 Life Servings,  
 Wushu  
 Athletics (female/male)  
 Road Race (female/male)  
 Swimming (female/male)  
 Carrom (male)  
 Base Ball (male)  
 Yoga Aeorobics  
 Kabbadi (female/male)

The Physical Education Department organizes the following tournaments:

1. Inter Faculty Novices/Fresher's Tournaments
2. Inter Faculty Meets
3. Invitational & Friendly Tournaments
4. Inter University Tournaments

In addition, we organize friendly matches with outside teams, Inter University Championships. We also conduct swimming practices, strength trainings, weight lifting Yoga and Aerobics and fitness programmes for under graduates and University staff.

Also our students participate in Combined University Sports Teams selected from all Universities for National Championship, World University Championships.

The Inter University sports festival organized by a few different Universities is held every year and the Mini Olympics is held every three years, organised by a single University.

According to a decision which has been taken by the finals committee, the approval has been given to initiate sport academic for the outside community by obtaining a reasonable fee starting from March 2020.

## **12.5 Colours Award**

At the end of each year, a colours Award Ceremony will be organized by the Physical Education Department and the Sports Council. Sportsmen and sportswomen who reached the required standard under the approved criteria will be awarded colours with the approval of the Advisory Board. The criteria for these awards and further details can be obtained from the Physical Education Department.

In addition, the sportsmen and women who perform well at the inter University tournaments will be given the Merit award of Sri Lankan Universities Sports Association.

## Medical Centre and Medical Facilities

The University Medical Centre caters to the University community, including the students, staff, and their families free of charge as the first contact and continuing care. The care is co-ordinated for secondary care with Colombo South Teaching Hospital. Health promotion is done for students and staff in order to maintain a healthy community. The registry of the health centre maintains health records of all our registered patients. All students must be registered at the Medical centre, they are given a Medical form to be completed and submitted within 2 weeks of receiving their University registration number.

We provide inpatient facility for students and staff during the daytime (8:30a.m.- 4:00p.m). Out of hours an ambulance is available for sick students to be transferred to Colombo South Teaching hospital. Our primary care staff managed by the Chief Medical Officer, comprises of four doctors, 4 nurses, 2 pharmacists and one dental doctor. In addition to the first contact care and continuing care, the health centre is responsible for the preventive care. The PHI department attached to the medical centre comprises of 2 PHIs and a support staff of 8 health workers. The health centre offers counselling service carried out by 4 qualified counsellors.

### Medical Certificates

The following circumstances require students to submit Medical Certificates:

1. Students registering for examinations who do not have 80% attendance for their lectures due to medical reasons.
2. Students who are ill and cannot sit for examinations.

The Medical centre issues medical certificates to very sick students who are at that time unable to attend lectures or sit for examinations after an examination by one of our Doctors. Students should request at the time of presentation whether they need a Medical certificate or not. Medical certificates will not be issued for a previous encounter with our Doctors.

Students not able to come to Medical centre can present themselves to a Government Medical Officer and get a Medical Certificate. These certificates have to be produced at the Medical centre for approval before submitting to the relevant departments. Aurvedic Medical Certificates have to be submitted to Aurvedic Medical Council for approval. Students who are admitted to a hospital can provide a Medical certificate from the respective hospitals.

## **University Student Councils and Faculty Student Councils, and other Student Unions and Societies.**

### **14.1 Provision of the University Act.**

The provision of the University Act.16 of 1978 as amended by Universities (amendment) Act No. 07 of 1985 and Act.No.26 of 1988 on Student Councils, Faculty Students Unions are given below. (Provisions No.113,114 and 117 have been removed under amendments).

#### **Paragraph 112: University Student Council, Faculty Union etc.**

- (1) Each Higher Educational Institute shall have a Student Council, its composition and the duties and functions should be specified under the sub section of the Act (see below).
- (2) Each Higher Educational Institute shall have a Faculty Union, its composition and duties and functions should be specified under the sub-section of the act.
- (3) Procedure for selection of office bearers for (1) and (2) above and the election procedure and duties and functions of the officer bearers should be decided by the governing authorities of the Higher Educational Institute concerned through By laws.

#### **Paragraph 115: recognition of certain Unions, Societies and other Associations.**

- (1) A society formed by any Higher Educational Institute with an objective to promote academic and social activities which consists of only students of that Institute can be acceptable to that Higher Educational Institute.
- (2) Registration procedure, duties, functions and the duties and function of the officers of accepted societies under (1) should be decided By-Laws of the governing authorities of the Higher Educational Institute concerned.

**Paragraph 116: Allocation of funds for approved purposes by the governing authorities of University Student Councils, Faculty Unions and Societies.**

Funds could be approved from time to time for purposes approved by the governing authorities, to University student councils, Faculty Unions and societies recognized under section 115.

**Paragraph 118: Temporary suspension or dissolution of a Union, Society or other Association.**

If the Chief Executive of the institute feels that the activities of a student council or any Other society is damaging to the good name of the institute or an obstruction to the smooth administration or against the provisions of the Act or any other instrument, the chief executive can temporarily suspend or dissolve any such society.

**Paragraph 112: Sub-Paragraph  
University Student Union and Faculty Union**

1.
  - (1) Each Student Union and Faculty Union of the Higher Educational Institute should represent the whole student community.
  - (2) Each Student Union and Faculty Union of the Higher Educational Institute should consist of all members and should have the following office bearers:
    - (a) President
    - (b) Vice-President
    - (c) Secretary
    - (d) Editor and
    - (e) Junior Treasurer
2. **Duties and functions of the University Unions:**
  - (a) Development of feelings and harmony among University students.
  - (b) Organization, supervision of activities connected to re-creation facilities, educational, religious, student counseling provision of food in consultation with the management of university.
  - (c) To implement an exchange of views about living conditions and working conditions of students in consultation with the management of Higher Education Institute.
  - (d) To represent the membership of the various committees appointed by management regarding welfare activities of the students of Higher Education Institute.

- (e) To cooperate and assist the management of the University to maintain
  - (f) discipline. To represent students at disciplinary inquiries.
  - (g) To develop cultural, literary and aesthetic feelings among students and publish student magazines and journals.
  - (h) To build and understanding among citizens of the country towards the Arts, living and social welfare.
  - (i) In organizing programmes on extension courses and adult education, work to be jointly done by the students and the University staff.
  - (j) To safeguard the good name of the Higher Education Institute.
  - (k) To conduct debates on topics of public interest.
  - (l) To develop national well being and national reconciliation.
  - (m) To protect and safeguard the property of the Higher Educational Institute.
  - (n) To take steps to improve and develop interes educational activities.
  - (o) To under take activities given by the management from time to time.
- 3 (a) There should be a Senior Treasurer for the Student Union and he should be a Senior Lecture nominated by the officials.
- (b) An office for the Student Union can hold a post of office bearer of the Faculty Union concurrently.
- (c) The office bearers under this Act can hold office only for an academic year.
- (d) When a vacancy occurs in an office bearer's post action should be taken to fill the position immediately. The person selected to fill the vacancy shall hold office for the unexpired period of office of his predecessor.
- (e) When a vacancy occurs in an office bearers position, action should be taken by the students of that faculty to appoint a suitable person to fill the vacancy.
- The person selected to fill the vacancy shall hold office for the unexpired period of office of his predecessor.
- 4 (1) A Student Union of a University with approval of the Chief Executive of the Higher Education Institute can collect money for any social, cultural or welfare activities approved by Chief Executive of that Higher Education Institute.
- 5 The management of the Higher Education Institute should formulate the accounting procedure for spending money of student unions.
- 6 (1) All students of a faculty should be representing in a Faculty Union. All office bearers of the union should be elected by the students of the faculty for each academic year by a secret ballot.

- (2) Faculty Union
  - (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Editor
  - (e) Junior Treasurer
  - (f) The following members as decided by each Higher Educational Institute.
    - (i) Two members for a faculty with less than two hundred registered students.
    - (ii) Four members for a faculty which has two hundred to four hundred registered students.
    - (iii) Six members for a faculty which has four hundred to six hundred registered students.
    - (iv) Eight Members for a faculty which has more six hundred registered students.

**7 Duties and functions of the Faculty Union should be as follows:**

- (a) Development of combined life and welfare of the faculty student community.
- (b) Steps to be taken to improve the academic activities of the students.
- (c) To safeguard the good name of the faculty and institute.
  - To incur expenditure and make recommendations to the Student Council of the University on matters such as common welfare of the faculty student community.
  - To ensure that matters concerning academic and welfare activities of the Faculty Union are decided by a majority vote.

## **14.2 Election procedure of Student Union University of SriJayewardenepura**

University of Sri Jayawardenepura By-Law No. 01 of 1990 on student unions.

By-Law enacted by the Council of the University of Sri Jayewardenepura under the provisions of Universities Act No.16 of 1978 as amended by act No.7 of 1985 and Act No.26 of 1988-paragraphs 135 and 112(3).

- (1) This By-Law will be identified as By-Law No. 1 of 1990.
- (2)
  - (i) University of Sri Jayewardnepura Student Council (to be referred as University Student Council) will represent the entire undergraduate community of the University.
  - (ii) The University Student Council will consist of office bearers of each Faculty Union.
  - (iii) Under the provisions of paragraph 17 of this By-Law, the following office bearers of the Student Council should be selected from among members of the Student Council.
    - (a) President
    - (b) Vice-President
    - (c) Secretary
    - (d) Editor
    - (e) Junior Treasurer
- (3)
  - (i) The University of Sri Jayewardnepura shall have a Faculty Union for each of the faculties.
  - (ii) Faculty Union shall have the following members
    - (a) President
    - (b) Vice-President
    - (c) Secretary
    - (d) Editor
    - (e) Junior TreasurerFollowing other members
    - i Two members for a faculty which has two hundred or less registered students.
    - ii Four members for a faculty which has two hundred and one to four hundred registered students.
    - iii Six members for a faculty which has four hundred and one to six hundred registered students.
    - iv Eight members for a faculty which has more than six hundred registered students.
    - v A senior teacher of the faculty nominated by that Union will be appointed by the Chief Executive Officer of the Institute as the Senior Treasurer of that Faculty Union.



- (4) The students of each faculty will be the voters in selecting office bearers and other members of the Faculty Union.
- (5) A student of a faculty will not be eligible to vote or contest
  - (a) If not registered as a full-time student in the academic year in which the election is held.
  - (b) If a suspension order has been issued by the Faculty Board / University
  - (c) If at the time of voting or contesting if he has to pay some money to the University and if he has not entered into an agreement with the University to refund that money, he will not be eligible to vote or contest.
- (6) (1) In each academic year before the expiry of seven days of the first term, the Registrar of the University shall publish a notice within the University governing the following details.
  - (a) Name of each Faculty Union
  - (b) Designation of office bearers to be elected for each Faculty Union and the total of other members.
  - (c) (i) Office bearers of the Faculty Union and names of eligible voters (to be referred as eligible students).
  - (ii) Election of office bearers and other members should be announced before the date fixed by the Chief Executive of the University.
  - (iii) Any questions regarding the number of members selected for any faculty union or as to whether a student is eligible to vote a contest, should be referred to the chief executive of the University. His decision will be final on these matters.
- (7) Within one week of the publication of the notice by the Chief Executive under paragraph 6 (i) Deans of the respective faculties should be appointed as election officers for the conduct of election of office bearers and other members of the faculty union.
- (8) (i) Chief Executive officer should fix a date, time and place for the calling of nomination for office bearers and other members as election officer of the Faculty registration numbers and the signature of the proposer and seconder should be there.

The Date should be after expiry of seven days and before fourteen days after the publication of the notice under 6 (i).

- (ii) The Registrar of the University without delay announce the date of acceptance of nominations. The period and place for each Faculty union.
- (iii) Election officer should accept the nominations on the specified date and time as shown above.

- (9)
  - (i) Any registered undergraduate of a faculty qualifies to be nominated as an office bearer or any other member at the election.
  - (ii) Any undergraduate of a faculty can be nominated for election as an office bearer or any other member by submitting a nomination form duly proposed and seconded by two registered undergraduate students of that faculty.
  - (iii) The nomination form should be in accordance with the first schedule and name, registration number and the signature of the proposer and seconder should be there.
  - (iv) Registered undergraduate nominated for election should sign the nomination form to indicate his willingness for the nomination.
  - (v) No student can be nominated to more than one post at the election.
- (10)
  - (i) Every office bearer or committee member of a faculty union should hand over the nomination paper (with a copy) on the date, time and place specified under 7 in person or by the proposer and seconder.
  - (ii) Election officer should take action to paste a copy of the nomination paper outside the nomination place as soon as he receives a nomination paper.
  - (iii) An objection could be made to the election paper on a candidate's nomination paper on one of the following reasons or all of them:
    - (a) Candidate not having qualified under paragraph 5
    - (b) Proposer or Seconder not being a registered undergraduate of the faculty.
    - (c) Proposer or Seconder not having signed the nomination paper.
    - (d) Nomination paper not being in accordance with the By-Law.
    - (e) Candidate under the suspension order of the faculty or the University.
  - (vi) The election officer will not accept any objection made if not made within half an hour of the time fixed for acceptance of nominating papers.
  - (v) A person objecting against a candidate's nominating should be made in writing with the signature and the reason for objection should be clearly made.
  - (iv) If the election officer feels that action should be taken with regard to the objections made against a candidate.

- (v) Validity status of the objection should be indicated to the candidate without delay. If decision on the validity is accepted, it will be the final decision of the election officer.
- 11 (i) In an election for office bearers, if not more than one candidate is nominated, the election officer shall announce that particular candidate has been duly elected.
- (ii) In an election for committee members, if not more than the required number under paragraph 6 have been nominated the election officer shall announce that particular number of candidates have been duly elected.
- (iii) In any Faculty Student Union, if for a certain office bearer's post nonomination has been received or all the nomination received have been rejected or for committee member's posts, nominations received are less than the number specified under paragraph 6 (i), the election officer shall bring this matter to the attention of the Chief Executive officer and the Chief Executive officer shall fix a date, time and place to receive fresh nominations.
- 12 If for an election of the office bearer's two or more valid nominations have been received and for committee members' election more than the required number of valid nomination have been received election officer shall announce the name of the accepted office bearer and names of the accepted committee members within the University.
- 13 (i) Chief Executive Officer of the University should fix a date and time for election of office bearers and committee members of each Faculty Students Union. This date and time should be within 14 days of the receipt of nominations for the Faculty Students Union. Due to the prevailing condition or emergency if Chief Executive Officer does not take any contrary decision, the date and time for each faculty student union shall remain.
- (ii) After wards the Registrar of the University should announce, the University, the date and time of the election for office bearers and committee members of the Faculty Students Union.
- (iii) Election Officer should conduct the election by secret ballot. In this exercise he can appoint any person or persons to assist him.
- (iv) In an election of a faculty student union each candidate can appoint two students to represent him at the time of election and time of counting. Before the time of commencement of voting the names and registration numbers of the appointed students should be given to the election officer in writing. However, during the time of voting and counting only one representative of the candidate will be allowed to be present.

- 14 (i) In a Faculty Student union election, candidate contesting each post and equivalent number of committee members given in the notice under 6 (i) and all qualified students are eligible to vote (However such student should not use his right to the maximum)
- (ii) Election officer should announce that the candidate receiving the highest number of votes for each post has been duly elected.
- (iii) Election officer should announce that the candidates receiving the highest number of votes have been selected as committee members. (Its should be announced that the person receiving highest number of votes has been selected as the first. The person receiving the next highest has been selected next and so on.) However, it should be equivalent to the number selected for that faculty in the notice given under 6(i).
- (iv) If at the election two or more candidates receive equal number of votes and by adding votes the candidates qualify to be an office bearer or committee member, determination of who should receive the additional votes should be decided by lottery.
- (v) If any candidate receives no votes, it should be considered that he had received zero votes.
- 15 (i) The term of office of an official selected for a faculty student union will terminate at the end of the academic year in which he was selected.
- (ii) No student shall hold office for more than one academic year.
- (iii) If any official or committee member
- (a) Ceases his studentship or
- (b) Resigns from office as an official or committee membership after informing the Senior Treasurer in writing or
- (c) Has received a suspension order from the University or has been expelled, it should be considered as having vacated his position as office bearer's post or committee member's post.
- (iv) When an office bearer's post or committee member's post of a faculty student union falls vacant, students of the faculty should make arrangement to fill the vacancy as soon as possible. The person selected to fill the vacancy will hold office for the unexpired period of his predecessor.

- (v) With regard to nominations and elections the chief executive officer should follow the provisions in conducting the elections.
- 16
- (i) The duties and functions of the president of the faculty student union are as follows:
    - (a) Preside at all meetings of the faculty student union.
    - (b) Implementations of the decisions of the faculty student union
    - (c) To summon meetings of the faculty student union
  - (ii) Duties and functions of the Vice-President of the faculty Union are as follows:
    - (a) To perform any duties and functions assigned by the faculty student union.
    - (b) To preside at any meeting of the faculty student union in the absence of the president.
    - (c) To assist the President in carrying out his/her duties.
  - (iii) Duties and functions of the Secretary of the faculty student union are as follows:
    - (a) To keep records of all activities of the faculty student union.
    - (b) To summon meetings of the faculty student union on the direction of the president or when a written request is made by not less than one third of the total membership of the students of the faculty student union.
    - (c) To ensure the release of minutes of meetings of the faculty at the request of any student of the faculty.
  - (iv) Duties and functions of the Junior Treasurer of the faculty student union are as follows:
    - (a) Keeping accounts and records of all income and expenditure and keeping books according to regulations.
    - (b) To keep the Senior Treasurer informed within one week of receipt of any funds by the faculty student union.
    - (c) To make payments out of the faculty student union with the approval of the SeniorTreasurer.

- (d) Prepare the budget for the academic year within one month of the selection of office bearers of the faculty student union.
  - (e) To prepare a supplementary estimate when required
  - (f) To submit a report on the financial position to the faculty student union before the expiry of one month of the end of the term.
  - (g) To submit the income of the faculty student union to the Auditor appointed by the Chief-Executive through the Senior Treasurer, before two weeks of the academic year in which the faculty student union was selected.
- 17
- (i) The Chief Executive should fix a date for the first meeting of the University Student Council and officer and committee member would be selected at this meeting. This date under paragraph 4 of the constitution should be within two weeks of the date on which the election of office bearers and committee members of the faculty student union was held.
  - (ii) A senior officer of the university should be appointed as the election officer to conduct this election, by secret ballot. This senior officer should be appointed by the Chief Executive. This senior officer should be the chairman and he should make arrangements to conduct the election in a proper manner.
  - (iii) After the conclusion of the election of office bearers, a senior teacher should be nominated by the student council as Senior Treasurer to be appointed by the Chief Executive.
  - (iv) Election officer should submit a report on the election, to the Chief Executive Officer.
- 18
- (i) Period of office of the selected office bearers of the Student Council should end at the termination of the academic year.
  - (ii) No committee member should hold same office for more than one academic year.
  - (iii) Any office bearer or committee member or
    - (a) Ceases to be an office bearer or committee member
    - (b) If Resigning from any post after informing the Senior Treasurer in writing should be treated as having vacated his position.

- (iv) If an official position of the Student Council falls vacant, the student council should take immediate steps to fill the vacancy. The person so selected will hold office for the unexpired period of his predecessor.

However, under 115(iii) when a vacancy occurs in a student council, the election to fill the vacancy would be held after filling the vacancy, of the faculty student union.

- 19 (i) Duties and functions of the President of Student Council should be as follows:

- (a) To preside at all meetings of the Council.
- (b) To implement the decisions of the Council.
- (c) To summon the meeting of the Council.

- (ii) Duties and functions of the Vice-President of the Student Council.

- (a) To preside at all meetings in the absence of the President.
- (b) To assist the President in discharging duties.
- (c) To carry out any other functions assigned to him by the Council.

- (iii) The duties and functions of the Secretary of the Student Council

- (a) To keep records of proceedings of the Council.
- (b) To summon meetings of the Council on the President's directive or when there is a written request by not less than one third of the membership and
- (c) To ensure the submission of minutes of meeting at the request of any registered student.

- (iv) Duties and functions of the Junior Treasurer of the Student Council:

- (a) To keep the funds of the Council in his custody.
- (b) To maintain accounts, subject to the rules and regulations keep a record of income and expenditure and certify that accounts have been properly maintained.
- (c) To inform the Senior Treasurer of the receipt of any funds to the Council.

- (d) To make payments from the council with the approval of the Senior Treasurer.
  - (e) To prepare and submit a report to the council a report on financial position before one month of the end of term.
  - (f) If necessary to prepare a supplementary estimate.
  - (g) To submit a report to the Council a report on financial position before one month of the end of term.
  - (h) The income and expenditure statement along with a balance sheet to be submitted to the Auditor appointed by Chief Executive Officer through the Senior Treasurer within two weeks of the academic year in which the Council was elected.
20. If any question arises with regard to any interpretation of this By-Law, it should be referred to the Council and its determination shall be final.

### **14.3 Other Student Societies**

The By-Law enacted under paragraph 115 (i) of the University Act No.16 of 1978 on student unions and other societies.

- 1 This By-law on student unions and other societies.
- 2 Organisers who wish to form a society should inform the Vice-Chancellor and obtain permission to conduct a meeting. The letter seeking permission should indicate the objectives of the proposed society.
- 3 Meetings could be called after obtaining permission from the Vice-Chancellor. The draft of the constitution containing the objectives of the society should be prepared in four copies and handed over to the student welfare branch.
- 4 This draft should be referred to the committee comprising of Deans and student counselors for views and submitted to the Vice-Chancellor.
- 5 After the draft is approved by the Vice-Chancellor a meeting should be summoned to select the officials and the list of names of the officials should be referred to the student welfare Division.
- 6 Selection of officials could be done by open vote or secret ballot.
- 7 At least a lecturer should be nominated as senior Treasurer and needs the approval of the Vice-Chancellor.
- 8 If it is felt that the society is not constituted properly or due to some reasonable reason there is objection to the society, it should be submitted to the Vice-Chancellor and his decision on this matter will be final.



- 9 After fulfilling the requirements, the Student Welfare Branch will register the society. After information of the registration, the society can function officially.
10. Financial transactions should be in accordance with financial transactions of student unions. It is the responsibility of the Senior Treasurer and junior Treasurer to ensure this.
11. The constitution of a society generally should follow the following principles:
  - i. **Name of the Society** : In accordance with the relevant subject academic social or religious form.
  - ii **Address** : Should be within the University of Sri Jayewardenepura.
  - iii **Membership of the society:** If it is subject society, it should be confined to the students following the subject.
  - iv **Objectives of the society** : Academic, Social or Religious uplift
  - v **Officials**
    - (a) Patrons (Professors, Heads of Departments Lecturer in charge of the subject)
    - (b) President, Vice president, Secretary, Assistant Secretary, Junior Treasurer, Two academics and four other committee members.
    - (c) The Senior Treasurer should be at least a Lecture with his concurrence approval should be obtained from the Vice Chancellor.
    - (d) Period of office of these officials will be for one year.

Officials under (b) above should be elected by majority votes with proposals and secondments.

- vi **Powers and responsibilities of the officials.**
  - (a) Officials should always work under the rules and regulations of the constitution
  - (b) Junior Treasurer should perform duties relating to finances of the society. He should perform his duties in consultation with the Senior Treasurer. He should not be a final year student.
- vii. **Financial Activities**
  - (a) For activities of the society funds can be charged from the membership.

Maximum that can be charged is Rs. 10/= If for any special reason additional charge becomes necessary the approval of the Vice-Chancellor will be necessary.

- (b) It will be necessary to submit a financial plan to the society to implement any major task during the official period of the society. If it becomes necessary to implement any additional task the approval of the committee should be obtained.
- (c) Receipt of funds to the society in addition to payments, books would be maintained properly to show the income and expenditure.  
At the end of the year the final accounts and the balance sheet should be prepared and audited by the Auditor appointed by the society and submitted to the final general meeting and submitted to the Student Welfare Branch through the Senior Treasurer. The reports referred to above should be approved by the general meeting and referred to the Student Welfare Branch before the expiry of two weeks of the official period of the officials.

#### **viii Meetings**

- (a) At least two general meetings should be held each year.
- (b) In terms of the approved rules and regulations, before two weeks of the period of office annual general meeting should be summoned.
- (c) The committee can decide to have special general meetings when necessary, on a written request made by not less than one third of the membership a special general meeting can be called, and this meeting should be held within 14 days.

The council of the University of Sri Jayewardenepura approved at its 22<sup>nd</sup> meeting held on 28.03.1980 and issued by the Student Welfare Branch.

# 15

## Religious and Cultural Organisations

### 15.1 The Arts Circle.

University Art Circle is the organization responsible for Art and cultural activities of the University. It is identified by the University of Sri Jayawardenepura as the Arts Circle of the University of Sri Jayawardenepura.

Arts Circle consist of 40 members and Vice-Chancellor appoints them in December each year for the ensuring year. It will be divided among Academic, Non-academic staff and students in the following manner.

- (a) Sixteen permanent members of the academic staff who are interested in Arts.
- (b) Senior Assistant Registrar (Student Welfare Branch) or other officers of the student Welfare Branch included 12 other members of the non-academic staff who are interested in Arts.
- (c) 12 Students who are interested in arts.

### Objectives.

The Arts Circle has the following objectives.

1. To assist and improve the cultural and aesthetic values of the University.
2. To improve the task of arts and development of merit among the University Community.

In order to achieve these objectives, the arts circle organizes drama and music, exhibitions, lectures, discussions, seminars and competitions.

Office Bearers.

- |    |                  |    |                  |
|----|------------------|----|------------------|
| 1. | President        | 2. | Secretary        |
| 3. | Senior Treasurer | 4. | Junior Treasurer |

Of those posts, the President and Senior Treasurer are held by members of the academic staff. Secretary post goes to the representative of the Student Welfare Branch by virtue of office the non- academic staff.

To organize any arts or cultural event, by the student unions, it will be necessary to obtain the approval of the President or Senior Treasurer. In order to obtain a half for the event, a prescribed form obtainable from the Student Welfare Branch has to be filled and the approval of the President or the Senior Treasure has to be submitted. Permission of the relevant Dean is also necessary.

Any programme organized by the student where money is to be charged, the entry ticket should bear the signature and the official seal of the Secretary. It will be prohibited to sell tickets without the seal. In such programmes three complementary tickets should be given to the Student Welfare Branch to supervise such programmes. Eevery programme where money is to be collected 10% of earnings should be handed over to the Treasure and a receipt should be obtained.

It is the responsibility of the students or student societies to adhere to this requirement. Examination results of the responsible students will be withheld till all the accounts are settled.

It will be mandatory to obtain approval of the Art Circle when events are organized by students without the involvement of societies. Before such programmes are organized it will be necessary to discuss with president, Treasurer and Secretary and obtain approval.

Details of the Art circle can be obtained from the president, Dr. Praneeth Abhayasundara, Senior lecturer of the Department of Sociology and Anthropology or Secretary, Senior Assistant Registrar (Students Welfare Branch).

## **15.2 Cultural Centre.**

In order to safe guard and further development of indigenous culture and ethics, this centre is located at the University of Sri jayawardenapura under the auspices of theMinistry of Cultural and National Heritage.Management of the cultural centre is by the officer in charge of the centre and full supervision of the president of the Art Circle.

All university cultural activities and connected research activities and giving cooperation to these matters are the main functions of the centre. Training programmers required for this purpose are conducted daily by consultants who are competent in various subjects. Students of the four faculties, academic and non-academic staff and their children are the beneficiaries. The Ministry of Cultural and National Heritage gives the full cooperation to implement these activities. Personal development of University students' solutions to their problems are also done through counseling.

### **15.3 The Buddhist Society**

Objectives of the Buddhist society are given below:

1. Following high Buddhist traditions and safeguarding ethics in the University and whole society and up lifting Buddhist traditions.
2. To develop harmony among teachers, students and employees.
3. Cooperate with local and foreign Buddhist societies.
4. To develop a liking towards Buddhist way of life by conducting lectures and seminars.
5. To make an attempt to build a future generation of learned and good qualities.
6. To encourage thinking as a Buddhist and follow the Buddhist way of life and reap the benefits of Buddhist values.
7. To attempt to solve the problems by giving priority to discipline as stated by Lord Buddha.

Any academic, non-academic or students can obtain the membership of the Buddhist Society.

The executive committee of the Buddhist Society should consist of 18 students representing 10 members of the all faculties, academic staff and 7 members of the non-academic staff. Bhikkus of the academic staff, Vice-Chancellor and all Deans of the faculties will be patrons of the society by virtue of office.

Office of the Buddhist Society is located at the first floor (left) of the Sumangala Building.

### **15.4 The Bhikkhu Society**

Formation of the society was approved by the Council of the University of Sri Jayewardenepura at its 184 meeting.

the objectives of the Bhikkhu Society are as follows:

1. To help and improve external activities in addition to educational activities of the bhikkus.
2. To work towards the welfare of bhikkus of the University.
3. To conduct Lectures and seminars within the University to promote Buddhist and cultural activities within the University.
4. In working towards common aims, to cooperate with organizations that have the same objectives as the Bhikku Society.

5. To work towards the development of peace and harmony within the University community.
6. Face day to day problems and achieve the responsibilities of the young bhikkus.
7. Bhikku Society of the University is a non-political independent organizations and all University Bhikku teachers are patrons of the Bhikku society.

### **15.5 The Muslim Majlis Society of the University of Sri Jayawardenepura**

University of Sri Jayewardanepura at its 130<sup>th</sup> meeting of the Council has approved the formation of this society.

According to the constitution of this society the main objectives of the society are to promote and develop learning among the membership and build up peace with the followers of other religious, to commemorate Islam religious and cultural functions to develop economic social educational and cultural activities of the membership.

To achieve these objectives, the society has implemented a large number of programmes during the university inaugural year.

### **15.6 Christian Societies.**

#### **The Christian Society.**

The main objective of the Christian Society is to build up peace and harmony among the University Students and cooperate in common activities.

The conduct of monthly prayers, weekly bible study, organization of carols to welcome new students are some of the main functions.

#### **The Catholic Society.**

To work with Catholic Societies of other universities to promote harmony among the students.

Monthly prayers, a weekly get-together, a Christmas get-together, bible discussions, prayers and annual pilgrimages and the conduct of seminars for O/L students in underprivileged areas are some of the other activities done.

A special feature of the Society is to organize national tasks every year in collaboration with the Sri Lanka Catholic Students Union.

## Centre for Gender Equity and Equality

### University of Sri Jayewardenepura

The Centre for Gender Equity and Equility was first established on 16th March 2017 but the official inauguration of the Centre in the first floor of the administration building took place on 05th August 2019. The Centre was established as a requirement of University Grants Commission (UGC) with the prime objective of creating a peaceful and progressive academic and professional environment with no form of harassment or violence in terms of ragging and any other sexual and gender based violence for university students and staff.

#### 16.1 Vision of the Centre

Maintaining a pleasing environment with zero harassments for inhabitants of the University of Sri Jayawardenepura' where the Nature of Harassments is defined as;

- a) Ragging: Involves existing students baiting or bullying new students. It often takes a malignat from where in the newcomers may be subjected to psychological or physical torture.
- b) Sexual Harassment: Bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors.
- c) Gender Discrimination: Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class or category to which that person or thing is perceived to belong to rather than on individual merit.

#### 16.2 Mission

The CRSGEE - USJP is working with the mission of;

- a) Empowerment of all the categories of the university including students, members of the academic staff and non acadademic staff against harassment.
- b) Equip the students, members of the academic staff and non academic staff through awareness.
- c) Establishment of Policies, Regulations and guidelines on curbing the harassment.

### **16.3 Strategies**

In order to achieve the above mission The CRSGEE - USJP has setup the following strategies;

#### **16.3.1 Institution/System level**

- a) Disseminate information on policies and related grievance handling procedures to staff and students through interactive dialogue brochures, handbooks, flyers etc.
- b) Establishment of policy/ Code of conduct which sets out acceptable behavior for staff and students.
- c) Create capacity building programmes to gender-sensitize all staff and students.
- d) Train student counsellors to handle victims of harassments and establish victim support programmes.
- e) Train volunteer groups of students to raise consciousness on harassment among their peers.
- f) Facilitate the provision of psychosocial support to victims of harassments.

#### **16.3.2 Empowerment**

- a) Ensuring equal representation of men and women students as officer bearers on Student councils/Unions/Societies.
- b) Establish a special fund for student victims that are mandated to provide medical services, legal assistance and professional counselling from the point of making the initial complaints and throughout the inquiry.

#### **16.3.3 Awareness**

- a) Create widespread awareness about the grievance mechanism to address complaints of SGBV and create suitable conditions for its implementation.
- b) Compile a database of reported incidents of harassments within the University.

### **16.4 Composition of Centre for Gender Equity and Equality**

The Centre is functioning under the direct supervision of the Vice Chancellor and the centre is headed by the Director. A temporary research assistant and a volunteer research assistant are working under the Director. Coordination with the eight faculties is done through the sixteen representatives (two representatives for each faculty) appointed by the respective faculties.



## **16.5 The Progress of Centre for Gender Equity and Equality**

The progress of Centre for Gender Equity and Equality of University of Sri Jayewardenepura from May 2018 to date is as follows;

- 1 University Grant Commission initiated a project on the Prevalence of Ragging and Sexual and Gender Based Violence in the Sri Lankan University System. University of Sri Jayewardenepura was one of the selected Universities to carry out the research. Thus the study was conducted in several phases from November 2018-January 2019. Report based on study was submitted to the UGC by the end of 2019.
- 2 The findings of the above mentioned research was presented to members of the Senate on 20<sup>th</sup> June 2019.
- 3 On 10<sup>th</sup> July 2019 the findings of the research were presented and suggestions were collected from students and lectures regarding combating ragging and sexual and gender based violence.
- 4 The suggestions collected from the students and lectures on combating ragging and sexual and gender based violence were handed over to the UGC by the end of 2019.

### **16.6.1 Programms and tasks to be carried out by center for Gender Equity and Equality.**

#### **16.6.2 Institution programs/ Improve and make student's aware about sex education**

- 1 Training of faculty representatives and 1-4 lectures from each faculty to make students aware on sex education.
- 2 The centre will organize separate sex education awareness programmes for each faculty with the trained lectures.
- 3 Advisory facilities to be provided at any given time for all lectures, students and academic staff in necessary.
- 4 To legalize the present equality policy and start working based on it.

### **16.6.3 Capacity Building Programmes**

- (a) Create capacity building programmes to gender-sensitize all staff and students.
- (b) Train student consellers to handle victims of harassments and establish victim support programmes
- (c) Train volunteer groups of students to raise consciousness on harassment among them
- (d) Participation of student's/staff members at inter University gender related events

## **Annex - I**

### **Mission of the University**

The mission of the University of Sri Jayewardenepura, develop globally competent citizens through our Education for a sustainable future, drawing inspirations from our cultural heritage and wisdom.

The vision of the University of Sri Jayawardenepura is prosper lives thro education.

The University is committed to the pursuit and transmission of Knowledge through teaching, scholarship and research and active service to the community in an environment which values creativity, fairness and professional growth. The University's endeavor is to contribute to national development by providing a balanced education, which blends the finest in theory and practice, and by forging an interaction between the University and the wider policy.

### **The Faculty of Humanities and Social Sciences**

The Faculty of Humanities & Social Sciences is committed to the development of the community and the nation at large through the dissemination and enhancement of knowledge enriched with the country's cultural heritage.

### **The Faculty of Applied Sciences**

The mission of the Faculty of Applied Sciences is to create graduates who can achieve excellence in scientific knowledge and insightful intelligence through the process of learning, teaching and research.

### **The Faculty of Management Studies & Commerce**

Our mission is to develop value-centered professionals and leaders who make a positive contribution to the world through management education, research and innovation.

### **The Faculty of Medical Sciences**

The mission of Faculty of Medical Sciences is to be a centre of academic excellence in providing human resources of the highest quality services of the highest standards and quality for health care, and to disseminate knowledge on health.

### **The Faculty of Graduate Studies**

The Faculty of Graduate studies is committed to excellence in teaching, research and scholarship in divers fields of advanced learning to be of service to the country, its people and mankind.

### **The Faculty of Technology**

The mission of the Faculty of Technology, is to become a center of academic excellence by creating highly innovative and competent graduate technologists to cater to the social and industrial needs.

### **The Faculty of Engineering**

Produce engineering graduates who have the knowledge and the aspiration to become competent engineers in a wide range of emerging engineering disciplines within the conventional engineering spheres, by offering a curriculum with flexibility to meet the current and emerging needs of the country and the profession as acceptable to the global community.

### **The Faculty of Allied Health Sciences**

To provide globally accredited health professions education in producing competent, socially sensitive, responsible and humane professionals and to improve health care services through research, innovations and outreach.

## **Annexure - 2**

**University Song** (Please see page 106 for the Sinhala version)

## **Annexure – 3**

Prohibition of ragging and other forms of violence in Educational Institutions Act. No. 20 of 1998

(Certificed on 29<sup>th</sup> April, 1988)

L.D. – 0.7/98.

An Act to eliminate ragging and other forms of violence, and cruel, inhuman and degrading treatment, from Educational Institutions.

Be it enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka as follows: -

1. This act may be cited as the prohibition of Ragging and Other Forms of Violence in Educational Institutions Act. No. 20 of 1998.
2.
  - (1) Any person who commits, or participates in ragging, within or outside an educational institution, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable, to rigorous imprisonment for a term not exceeding two years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.
  - (2) A person who, whilst committing ragging causes sexual harassment or grievous hurt to any student or a member of the staff of an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.
3. Any person who, within or outside an educational institution, threatens, verbally or in writing, to cause injury to the person, reputation or property of any student or member of the staff of an educational institution (in this section referred to as “the victim”) or to the person, reputation or property of some other person in whom the victim is interested, with the intention of causing fear in the victim or of compelling the victim to do any act which the victim is not legally required to do, or to omit to do any act which the victim is entitled to do, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding five years.

4. Any person who does any Act, by which the personal liberty and the freedom of movement of any student or a member of the staff of an educational institution or other person within such educational institution or any premises under the management and control of such educational institution, is restrained without lawful justification and for the purpose of forcing such student, member of the staff or person to take a particular course of action, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate, be liable to rigorous imprisonment for a term not exceeding seven years.
5. Any person who unlawfully obstructs any student or a member of the staff of an educational institution, in such a manner as to prevent such student or member of the staff from proceeding in any direction in which such student or member of the staff has a right to proceed, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding seven years.
6. Any person who unlawfully restrains any student or a member of the staff of an educational institution in such a manner as to prevent such a student or member of the staff from proceeding beyond certain circumscribing limits, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding seven years.
7.
  - (1) Any person who, without lawful excuse, occupies, by force, any premises of, or under the management or control of, an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years or to a fine not exceeding ten thousand rupees or to both such imprisonment and fine.
  - (2) Any person who causes mischief in respect of any property of, or under the management or control of, an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding twenty years and a fine of five thousand rupees or three times the amount of the loss or damage caused to such property, whichever ever amount is higher.
8. Where a person is convicted of an offence under this Act, the court may, having regard to the gravity of the offence-
  - (a) In any case where the person convicted is a student of an educational institution, order that such person be expelled from such institution.

- (b) In any case where the person convicted is a member of the staff of an educational institution, order that such person be dismissed from such educational institution.
- 9. A person suspected or accused of committing an offence under subsection (2) of section 2 or section 4 of this Act shall not be released on bail except by the judge of a High Court established by Article 154 P of the Constitution, In exercising his discretion to grant bail such judge shall have regard to the provisions of section 14 of the Bail Act. No. 30 of 1997.

Where a person is convicted of an offence under subsection (2) of section 2 or section 4 of this Act, and an appeal is preferred against such conviction, the Court convicting such person may, taking into consideration the gravity of the offence and the antecedents of the person convicted, either release or refuse to release, such person on bail.
- 10. Not with standing anything in the code of Criminal Procedure Act. No. 15 of 1979-
  - (a) The provisions of section 303 of that Act. Shall not apply in the case of any person who is convicted.
  - (a) The provisions of section 306 of that Act. Shall not apply in the case of any person who pleads or is found guilty by or before any court of any offence under subsection (2) of section 2 or section 4 of this Act.
- 11. All offences under this act shall be deemed to be cognizable offences for the purposes of the application of the provisions of the Code of criminal Procedure Act. No. 15 of 1979 not with standing any thing contained in the first Schedule to that Act.
- 12. Where in any prosecution for an offence under this Act, a question arises whether any person is a student or a member of the staff of an educational institution or whether any premises or property is the property of , or is under the management and control of, an educational institution a certificate purporting to be under the hand of the head or other officer of such educational institution to the effect that the person named therein is a student or a member of the staff of such educational institution, or that the premises or property specified the reinis the property of, or is under the management and control of, such educational institution, shall be admissible in evidence without proof of signature and shall be prima facie evidence of the facts stated therein.

13. (1) If in the course of a trial for an offence under this Act, any witness shall on any material point contradict either expressly or by necessary implication a statement previously given by him in the course of any investigation into such offence, it shall be lawful for the Magistrate if, after due inquiry into the circumstances in which the statement was made, he considers it safe and just-
- (a) To Act upon the statement given by the witness in the course of the investigation, if such statement is corroborated in material particulars by evidence from an independent source; and
  - (b) to have such witness at the conclusion of such trial, tried before such court upon a charge for intentionally giving false evidence in a stage of a judicial proceeding.
- (2) At any trial under paragraph (b) of subsection (I) it shall be sufficient to prove that the accused made the contradictory statements alleged in the charge and it shall not be necessary to prove which of such statement is false.
14. The provisions of this act shall be in addition to, and not in derogation of the provisions of the penal code, the Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment Act, No.22 of 1994 or any other law.
15. Every court shall give priority to the trial of any person charged with any offence under this act and to the bearing of any appeal from the conviction of any person for any such offence and any sentence imposed on such conviction.
16. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.
17. In this Act unless the context otherwise requires-
- "criminal force" "fear", "force", "grievous hurt" "hurt" and "mischief" shall have the respective meanings assigned to them in the Penal Code;
- "educational institution" means-
- (a) a Higher Educational Institution;
  - (b) any other Institution recognized under chapter IV of the University Act, No. 16 of 1978;
  - (c) the Buddhist and Pali University established by the Buddhist and Pali University of Sri Lanka Act, No.74 of 1981;
  - (d) the Buddha Sravaka Bhikku University, established by the Buddha Sravaka Bhikku University Act, No. 26 of 1996.



- (e) any Institute registered under section 14 of the Tertiary and Vocational Education Act, No.20 of 1990'
- (f) any Advanced Technical Institute established under the Sri Lanka Institute of Technical Education Act, No.29 of 1995;
- (g) a Pirivenareg is tered under the Pirivena Educatin Act, No.64 Of 1979 and receiving grants fromstate funds and includes a Pirivena Training Institute established under that Act;
- (h) the Sri Lanka Law Collage;
- (i) the National Institutu of Education established bye the National Institute of Education Act, No. 28 of 1985;
- (j) A College of Education established by the College of Education Act, No.301986, or a Government Traning College;
- (k) a Government school or an assisted school or an unaided school, within the meaning of the Education Ordinance (chapter 185);

and includes any other institution established for the purpose of providing education, instruction or traning;

"head of an educational institution" means the Vice-Chancellor, Mahopdayaya, Director, President, Principal or any other person howsoever designated charged with the administration and management of the affairs of such educational institution;

"Higher Educational Institution "has the meaning assigned to it in the Universities Act, No.16of1978;

“ragging” means any act which causes or is likely to cause physical or psychological injury or mental pain or fear to a student or a member of the staff of an educational institution;

'student' means a student of an educational institution;

'sexual harassment'means the use of criminal force, words or actions to cause sexual annoyance or harassment to a student or a member of the staff, or an educational institution;

## **Annexur - 4**

### **Guidelines introduced to control ragging in Universities and other Higher Educational Institutes.**

Ragging was earlier intended for students to get to know each other and develop cordial relationship among themselves. Ragging was in existence in the university system all over the world from the distant past. In contrast, the system of ragging in Sri Lankan Universities is very dangerous and has brought death to many students. The ragging has become so fearful that it has caused physical and mental disabilities to many students. In many instances, ragging is done to particular groups of students or classes, or with the intention of installing political ideals of particular groups upon others. Taken as a whole, the unpleasant incidents related to ragging, and especially the threats to the lives of others are outside the scope of 'socialization' claims made by the raggers. Most of these incidents take place during the period of registration of new students.

In order to control this situation, Act. No. 20 of 1998 on ragging and other forms of criminal acts was introduced. According to this Act ragging means causing bodily or mental damage to a student or any member of the staff of any educational institute.

#### **Forms of ragging**

A person engaged in ragging within an educational institute or outside will be an offender under this Act.

- (a) A person responsible for causing sexual damage or causing serious injury to a student or a member of staff.
- (b) If a student or a member of staff of a Higher Educational Institute is made frightened with the intention of forcing him/ her to do unlawful things or causing bodily damage or property damage.
- (c) In a Higher Educational Institute or premises within the management of that institute, forcing a student or member of staff to do unlawful things or causing obstruction to their personal freedom.
- (d) Illegally obstructing a student or member of staff in lawful duties.
- (e) Occupying the premises of a Higher Educational Institute or other premises under the management of that institute without permission.
- (f) Causing damage to the property of a Higher Educational Institute or any property coming under the management of that institute.

It is observed that during the recent past, Universities and Higher Educational Institutes have not taken adequate action to control ragging under the provisions of this Act and this has caused serious concern among the general public and especially new students.

Despite the fact that the Act was introduced in 1988, there have serious incidents as a result of ragging and in order to implement the provisions of this act promptly, these guidelines have been prepared. The universities and Higher Educational Institutes implement these provisions according procedures/ By-Laws.

### ***I. Conclusion***

1.1 A declaration should be signed by students and should be counter signed by the parents/ guardians. By signing this declaration, students undertake not to engage in any form of ragging. (annex I and Specimen)

1.2 There should be a committee to stop any form of ragging. The membership of the committee should be as follows:

- \* Vice-Chancellor
- \* Deans of Faculties
- \* One member of the Council out of the members appointed by the UGC.
- \* Proctor of the University if any
- \* University Medical Officer
- \* Sub-Wardens of the hostels
- \* Senior Assistant Registrar will be the convenor of the committee
- \* Deputy Vice-chancellor
- \* Student Counsellors

Member of this committee should meet at least twice a month during the period of ragging and should report to the Council. According to the requirement of each University/ Higher Educational Institute, committees for elimination of ragging can be appointed.

- 1.3 Under the provisions of this Act a detailed handbill should be prepared. This should contain what acts should be considered as ragging and punishment.
- 1.4 Members of academic staff belonging to the level of Senior Lecture Grade II or above should be appointed as Temporary Student Councillors for a period of three months or more. Each Temporary Student Counsellor should be assigned 20-25 students.
- 1.5 All Heads of Departments and the Unit Heads should know all forms of ragging as specified under the Act.
- 1.6 Action taken regarding ragging should be prominently displayed in the Library, canteens and hostels.
- 1.7 Security staff should be kept informed about the action taken to prevent ragging.
- 1.8 New students and the parents should be kept informed about the contents of the Act.

- 1.9 Senior students should be kept informed of the consequences of ragging.
- 1.10 New Students should be admitted during the period of holidays of the Senior Students.
- 1.11 An orientation programmes should be conducted with regard to the course of action to be taken when any form of ragging takes place.
- 1.12 All officers should be encouraged to be present after office hours and during week-ends, all 24 hours, to supervise the activities within the educational institute and its immediate surrounding areas.
- 1.13 The police of the area should be kept informed of the places and the periods likely for ragging to take place.
- 1.14 People and the media should be kept informed of the measures taken to curb ragging.
- 1.15 Student counsellors and hostel sub- wardens should be encouraged to be present in the University Premises Voluntarily or through a duty roster.
- 1.16 To commence new programmes for new students to get familiarised with the University culture and surroundings.

## **2 Action to be taken when ragging take place**

- 21 To arrange facilities to report complaints openly or confidentially.
- 22 To encourage complaints in the form of physical evidence, recorded evidence with photographs and/ or tapes and injuries.
- 23 To report to the police, incidents of ragging under the provisions of Act No. 20 of 1998 on ragging.
- 24 If necessary to obtain medical reports after a mental examination.
- 25 To report to the police under the provisions of criminal procedure Act 22 of 1994 any torture or inhuman acts.
- 26 To find details of damage to University property as a result of ragging.
- 27 To follow the procedure laid down in prohibition of ragging Act. No. 20 of 1998.
- 28 Under the provisions of Act No. 20 of 1998 to report weekly during the first three months of registration of new students, to the University Grants Commission all incidents of ragging and imposed punishments.

## **3 Punishments**

All actions referred to in the above Act are unbailable offences and deserve rigorous imprisonment for 10 years. In terms of the Act, a student found guilty can be expelled from the institution and in the event of bodily harm or damages to property, compensation should be paid.

### Specimen of the Declaration Form

#### Applicant or Student's Declaration

- (1) I.....have read carefully and understood the Contents of the Act.No. 20 of 1998 on ragging and other forms of criminal acts in educational Institutions and the rules on prohibition of ragging and Commission Circular No. ....of 15<sup>th</sup> January, 2010.
- (2) I agree and certify not to
- 2.1 engage in any acts deemed to be ragging
  - 2.2 encourage, take part or give publicity to ragging
  - 2.3 cause any person mental or bodily harm or any other form of harassment.
- (3) I agree that if found guilty of ragging, I will be liable for punishment under University rules and By-Laws.

Date:- ..... Month ..... Year. ....

.....  
Signature of student

Name.....

Registration No.....

Address.....

**Undertaking of Parents/Guardians**

1. .... have read carefully and understood the contents of Act No. 20 of 1998 on ragging and other forms of criminal acts in educational institutions and the rules on the prohibition of ragging and commission circular No. .... of 15<sup>th</sup> January, 2010.
2. I certify that my son/ daughter/ insured will not take part in any form of ragging.
3. I agree that if found guilty of any form of ragging he/she shall be liable for punishment under existing University rules and By-laws.

.....

Signature of Parent/ Guardians

Name: .....

Relationship to student: .....

Address: .....

**UNIVERSITY OF SRI JAYEWARDENEPURA, SRI LANKA**  
**TELEPHONE NUMBERS**  
**OFFICERS OF THE UNIVERSITY**

	<b>Ext.</b>	<b>Office</b>
<b>VICE-CHANCELLOR</b>		
	8200	2802350
<b>DEANS</b>		
Faculty of Humanities & Social Sciences	8310	2803196 2758310
Faculty of Applied Sciences	8400	2802914 2758400
Faculty of Management Studies & Commerce	3000	2803343
Faculty of Medical Sciences	4000	2801952
Faculty of Graduate Studies	1549	2802551
Faculty of Technology		2802867
Faculty of Engineering	7000	2731581
<b>REGISTRAR</b>		
	8204	2802293
<b>LIBRARIAN</b>		
	8525	2804194
<b>BURSAR</b>		
	8221	2801030

## HEADS OF DEPARTMENTS

### FACULTY OF HUMANITIES & SOCIAL SCIENCES

<b>Economics</b>	8335	2802014
	8336	2758335
<b>Social Statistics</b>	8339	2802751
<b>Geography</b>	8746	2758746
<b>Sinhala &amp; Mass Communication</b>	8275	2758275
	8286	2758286
<b>History &amp; Archaeology</b>	8291	2758291
		2801163
<b>Sociology</b>	8251	2802207
	8252	
<b>Pali &amp; Buddhist Studies</b>	8308	2802752
<b>Criminology and Criminal Justice</b>	8261	
<b>Anthropology</b>	8301	2802207
<b>Phylosopy &amp; Phyeology</b>	8348	2802865
<b>Languages, Cultural Studies &amp; Performing Arts</b>	8318	2758318
<b>English &amp;Linguistics</b>	8309	2801811
<b>English Language Skills</b>	8632	2802499
<b>Political Science</b>	8346	3188401
<b>Computer Center</b>		
Coordinator	8177	2758177



	<b>Ext.</b>	<b>Office</b>
<b>FACULTY OF APPLIED SCIENCES</b>		
<b>Mathematics</b>	8386	2758386
<b>Physics</b>	8358	2758358
	8363	2758363
		2803977
<b>Chemistry</b>	8369	2804206
	8457	
<b>Botany</b>	8429	2801414
	8430	
<b>Forestry &amp; Environmental Science</b>	8418	2804685
<b>Zoology</b>	8167	2804515
<b>Statistics</b>	8901	2803225
	8904	
<b>Computer Science</b>	8906	2758906
<b>Food Science &amp; Technology</b>	8468	2758468
		2801075
		2881520
<b>Sports Science</b>	1530	2804206

	<b>Ext.</b>	<b>Office</b>
<b>FACULTY OF MANAGEMENT STUDIES &amp; COMMERCE</b>		
<b>Business Administration</b>	8824	2803472
<b>Public Administration</b>	8814 8867	2758867
<b>Commerce</b>	1300 1301	2802573
<b>Estate Management &amp; Valuation</b>	8495	2758495 2802004
<b>Accounting</b>	8245	2801297
<b>Marketing Management</b>	3231	2802009
<b>Human Resources Management</b>	8816	2802010
<b>Finance</b>	8801	2758328 2801118
<b>Information Technology</b>	8821	3132497
<b>Decision Sciences</b>	8822	3132706

<b>Business Economics</b>	<b>Ext.</b>	<b>Office</b>
	8810	2802005
	8861	
<b>Entrepreneurship</b>	8826	2801098
<b>Business Communication Unit</b>		
Coordinator	8806	2758806 2801076
<b>Information Technology Resource Centre (ITRC)</b>		
Coordinator	8772	2758772
<b>Accounting Resource Centre</b>		
Coordinator	8774	2758774 2803456
<b>Sports &amp; Music Centre</b>		
Coordinator	8274	2758274
<b>Research &amp; Information Centre (RIC)</b>	8247	2758247
<b>Centre for Accounting Internship &amp; Skill Development (CAISD)</b>		
Coordinator	8245	2801297 2758245
<b>Skill Development Centre (SDC)</b>	8797	2758797
<b>FACULTY OF MEDICALSCIENCES</b>		
<b>Microbiology</b>	8638	2758638
<b>Physiology</b>	4525	2802182

<b>Parasitology</b>	<b>Ext.</b> 8677	<b>Office</b> 2801028
<b>Paediatrics</b>	8171 8654	2758171 2758654
<b>Community Medicine</b>	4176	
<b>Family Medicine</b>	4220	5016914
<b>Bio-Chemistry</b>	4151	2803578
<b>Pathology</b>	8720	2758720
<b>Medicine</b>	4301	
<b>Psychiatry</b>	4550	2802497
<b>Obstetrics &amp; Gynaecology</b>	4376	
<b>Pharmaology</b>	4501	2801491
<b>Anatomy</b>	8694	2802164
<b>Surgery</b>	8660	2758660
<b>Forensic Medicine</b>	4251	2802030
<b>Medical Education</b>	4276	
<b>Allied Health Sciences</b>	1245	2803018

<b>B.pharm. Degree Programme</b>	<b>Ext.</b>	<b>Office</b>
Coordinator	1618	2881618
	1620	
	8583	
<b>B.Sc. Nursing Programme</b>		
Coordinator	1616	3182366
<b>Medical Laboratory sciences (MLS)</b>		
Coordinator	1617	2802084
<b>Animal House</b>		
Coordinator	8594	2803578
<b>Resource Center IT Unit</b>		
Coordinator	8677	2801028
<b>Language &amp; Communication Skills Lab</b>		
Coordinator	8583	2758583
<b>Clinical Skills Laboratory</b>		
Coordinator	8549	2758549

#### **FACULTY OF GRADUATE STUDIES**

Coordinator - M.Sc. in Industrial Mathematics	8371	2758371
Coordinator - M.Sc. in Forestry & Environmental Science	8406	2758406
Coordinator - M.Sc. in Polymer Science & Tech.	8560	2758560
Coordinator - M.Sc. in Food Science & Technology	8472	2758472

	<b>Ext.</b>	<b>Office</b>
Coordinator - MBA/MPM/M.Sc./ Management Programme	<b>8813</b>	<b>2758813</b>
Coordinator - M.Sc. in Applied Statistics	<b>1536</b>	<b>2881534</b>
Coordinator - M.Sc.In Fisheries & Aquatic Resources Development	<b>8165</b>	<b>2804515</b>
Coordinator - Writer ship & Communication	<b>8779</b>	<b>2758779</b> <b>2801208</b>
Coordinator - M.A. in Drama & Theater	<b>8402</b>	<b>2758402</b>
Coordinator - M.Sc. in Physics Education	<b>8358</b>	<b>2758358</b>
Actg. Coordinator - PG. Dip.in Criminology & Criminal Justice	<b>8251</b>	<b>2802207</b>
Coordinator - M.Sc. in Real Estate Management & Valuation	<b>8496</b>	<b>2758496</b>
Coordinator - PG. Dip. in Marketing	<b>8845</b>	<b>2758845</b>
Coordinator - Master's Degree in Entrepreneurship	<b>8826</b>	<b>3182691</b>
Coordinator - M.Sc. in GIS & Remote Sensing	<b>8750</b>	<b>2758750</b>
Coordinator - PG. Dip. in Sociology	<b>8256</b>	<b>2758256</b>
Coordinator - M.Sc. in Applied Finance	<b>8350</b>	<b>2758350</b>
Coordinator - M.Sc. in Industrial Analytical Chemistry	<b>8471</b>	<b>2758471</b>
Coordinator - M.Sc. in Science & Technology in Herbal Products.		

Coordinator - Ph. D. Management	<b>Ext.</b> 8370 8349	<b>Office</b> 2803976
Coordinator - M.Sc.in Computer Sciences	8388	2758388
<b>External Degrees and Extension Courses Unit</b>		
Director/External Degrees & Extension Courses Unit	8258	2758258
Coordinator/Evaluation & Teaching	8882	2758882
Coordinator/ Students Registration & Examinations	8775	2802513
Coordinator- Academic Facilities	8163	2758163

#### **FACULTY OF TECHNOLOGY**

Engineering Technology	8484
Bio System Technology	8482

#### **INFORMATION AND COMMUNICATION TECHNOLOGY**

#### **FACULTY OF ENGINEERING**

Civil Engineering	7100	3041603
Computer Engineering	7200	3041601
Electrical and Electronic Engineering	7300	3041602
Mechanical Engineering	7400	3041604
Interdisciplinary Studies	7500	3041605

	<b>Ext.</b>	<b>Office</b>
<b>DIRECTORS</b>		
Director - External Degrees and Extension Course Unit	8299	2802513
Director- Student Welfare Division	8816	2802010
Director- Career Guidance Unit	8475	2758475
Director- Staff Development Centre		2758558
Director- The World Class University Project	8697	2758697
Director - Township Development Programme	3000	2801911
Actg. Director - Physical Education Division	1515	2803475 2881515
Director - Examination Unit/Faculty of Medical Sciences	4150	2758597
<b>LIBRARY SERVICES</b>		
Deputy Librarian	4094	2803492
Senior Asst. Librarian	8547	2758516 5516836
Senior Asst. Librarian	8523	2758519



	<b>Ext.</b>	<b>Office</b>
<b>Senior Asst. Librarian</b>	8527	2758527
<b>Senior Asst. Librarian</b>	8521	2758521
<b>Asst. Librarian</b>	8519	2758517
<b>Asst. Librarian</b>	8531	2758522
<b>Asst. Librarian</b>	8516	2758516
<b>Asst. Librarian</b>	8517	2758517
<b>Asst. Librarian</b>	8537	2758537
<b>Asst. Librarian</b>	8520	2758520
<b>Asst. Librarian</b>	8848	2758848

**PROCTOR**

8170	2758330
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**WORKSENGINEER**

1760	2801185
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**DEPUTY REGISTRARS**

<b>Academic Student Affairs &amp; Publications</b>	8229	2803473
<b>Academic Establishment</b>	8206	2803755
<b>Faculty of Graduate Studies</b>	8486	5523642
<b>Faculty of Technology</b>	1672	2802968

## Student Handbook

	<b>Ext.</b>	<b>Office</b>
<b>Examination Division</b>	8218	2802136
<b>Student Welfare Division</b>	8269	2803471
<b>DEPUTY INTERNAL AUDITOR</b>		
	8214	2802165
<b>DEPUTY BURSARS</b>		
	8222	2804029
		2804198
		2758341
		3182916
	7020	
<b>SENIOR ASSISTANT REGISTRARS</b>		
<b>Legal &amp; Documentation Division</b>	8208	2758208
<b>Medical Sciences - Dean's Office</b>	4010	
<b>External Degrees and Extension Courses Unit</b>	8279	2802851
<b>General Admin's</b>	8241	2802869
<b>SENIOR ASSISTANT BURSARS</b>		
<b>Finance Division/Accounts</b>	8223	2804197
<b>Stores &amp; Supplies Division</b>	8216	2801482
<b>Faculty of Applied Science</b>	8397	
<b>Faculty of Management Studies &amp; commerce - Dean's Office</b>	3005	2758804
<b>Faculty of Medical Sciences - Dean's Office</b>	4040	

	<b>Ext.</b>	<b>Office</b>
Faculty of Graduate Studies	1559	2881559
External Degrees and Extension Courses unit/ Finance	8895	2758895

**ASSISTANT REGISTRARS**

Non Academic Establishment	8243	2802754
Capital Works Planning	8209	2803195
Establishment Information & Services	8249	2802856
External Degrees & Extension Courses Unit	8234	2808851
Faculty of Humanities & Social Sciences	8354	2758354
Faculty of Applied Science	8401	2758401
Faculty of Management Studies & Commerce	3003	2758783
Faculty of Engineering		3041607

**ASSISTANT BURSARS**

Faculty of Humanities & Social Sciences- Dean's Office	8481	2758481
Faculty of Technology	8397	2758397
Faculty of Graduate Studies	1559	2881559

**CENTRE FOR IT SERVICES (CITS)**

Information System Manager	8759	2758759 2802211
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**CHIEF SECURITY OFFICER**

	8778	2758778
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**PERSONAL SECRETARY TO THE VICECHANCELLOR**

	8203	2758203
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**UNIVERSITY HEALTH CENTER**

<b>Chief Medical Officer</b>	8500	2803199 2758500
<b>Medical Officer</b>	8504	2758504
<b>Medical Officer</b>	8504	2758602
<b>Dental Surgeon</b>	8501	2758501

GENERAL TELEPHONE NUMBERS/FAX

	2758 +Extension Number 011-2758000
Vice-Chancellor's Office	011-2758201/2802350
Fax	011-2801604
Registrar's Office	011-2758204
Fax	011-2801843
Bursar's Office	011-2758221 011-2801030
Librarian's Office	011-2758525
Fax	011-2804194

POSTAL ADDRESS

University of Sri Jayewardenepura  
P.O. Box06  
Gangodawila  
Nugegoda  
SriLanka

E-MAIL [info@sjp.ac.lk](mailto:info@sjp.ac.lk)

WEBSITE [www.sjp.ac.lk](http://www.sjp.ac.lk)



# ලපග්‍රන්ථය - 6 විශ්වවිද්‍යාල භූමියේ සිතියම SITE MAP - UNIVERSITY OF SRI JAYEWARDENEPURA

