



STUDENT CHARTER

Institute of Indigenous Medicine, University of Colombo Student Charter serves as a guide to the Institute of Indigenous Medicine Students, Academic, Administrative and Support Staff and Public to Invest and Harvest the Fruits of University Education of the Country

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PREFACE

Institute of Indigenous Medicine (IIM) was established first as “*Swadeshiya*” Medical College on 10.June 1929 with three sections viz; Ayurveda, Siddha and Unani system of medicine. Subsequently, “*Swadeshiya*” Medical College was renamed as “Government Ayurvedic Medical College” under the Ayurveda Act No. 31 of 1961 and it started to offer Diploma in Ayurveda Medicine and Surgery (DAMS) in place of Diploma in Indigenous Medicine and Surgery (DIMS) that had been offered since 1929. The Government Ayurvedic Medical College was upgraded to the university level and affiliated to the University of Sri Lanka in 01st April, 1977 and renamed as “Institute of Ayurveda Medicine, University of Sri Lanka”. Later the Institute was affiliated to the University of Colombo with effect from 01st January 1980 by Universities Act, No. 16 of 1978 and renamed as “Institute of Indigenous Medicine, University of Colombo”. The Siddha system of medicine was shifted to University of Jaffna in 1983. In 1983, new syllabus was introduced to replace the existing Diploma course by Bachelors degree course and since then Institute of Indigenous Medicine has been offering degree certificates of Bachelor of Ayurveda Medicine and Surgery (BAMS) and Bachelor of Unani Medicine and Surgery (BUMS) in the field of Ayurveda and Unani systems of medicine respectively.

Institute of Indigenous Medicine Student Charter,

- outlines the vision and mission of the Institute of Indigenous Medicine and the principles on which it is governed, and what experience the student can expect from the Institute of Indigenous Medicine once he or she becomes a student;
- states the conditions of the partnership that shall exist between the Institute of Indigenous Medicine and its students;
- guides the students in their quest for knowledge in a chosen field of study and urges the students to exploit the precious opportunity that they have received by having been admitted to the Institute of Indigenous Medicine;
- advises the students to conduct themselves in productive, constructive, responsible and enlightened manner and do nothing to damage the good name of the university and their future;
- states the consequences of causing, inciting or abetting the breakdown of law and order and discipline of the Institute of Indigenous Medicine;
- explains the disciplinary procedures that would be initiated by the Institute of Indigenous Medicine and the punitive action that would be taken by the Police and Courts of Law;
- spells out the unethical and unlawful activities that are prohibited in the Institute of Indigenous Medicine, and
- spells out the possible punishment that could be imposed by the Institute of Indigenous Medicine on those who engage in or commit any one or more of the unethical and unlawful activities listed.

Therefore, Students are earnestly urges to cooperate and contribute towards making it possible for the Institute of Indigenous Medicine to play their mandatory role and contribute to preserve and sustain the core values and principles of the institution.

PART I

Introduction to the Institute of Indigenous Medicine Student Charter

Guiding Principles on which the Institute of Indigenous Medicine is governed

- Openness
- Equity and Diversity
- Commitment to Uphold Democratic Rights and Social Norms

Introduction to the Institute of Indigenous Medicine Student Charter

The Institute of Indigenous Medicine is committed to playing the dual role of producing young men and women with knowledge and wisdom to cater to the ever-increasing demand for human resources in the country, while fulfilling the aspirations of all those who seek higher education. They undertake this noble role by designing and offering high quality, relevant and well-recognized academic and/or professional qualifications of their chosen disciplines with a basket of transferable and technical skills, with which the students could explore the boundary-less world that would provide young graduates with infinite opportunities to realize their full potential and aspirations.

Institute of Indigenous Medicine Student Charter

Institute of Indigenous Medicine Student Charter outlines the vision and mission of the Institute of Indigenous Medicine and the broad principles on which universities are governed, and clarify the experiences the students can expect from the university once they become students. It spells out the conditions of the partnership that shall exist between the university and its students, and thus, it serves as a contract between the university and its students. The Institute of Indigenous Medicine Students' Charter also serves as a guide to the academic, administrative and support staff and the public, as it reiterates the commitment expected from all stakeholders for the smooth functioning of the Institute of Indigenous Medicine.

Vision & the Mission of Institute of Indigenous Medicine

Vision

Is to be the Centre of excellence in the field of Ayurveda, Unani, Traditional Medicine and Allied Sciences in training, education, clinical and research in Sri Lanka and beyond at its best

Mission

To produce competent graduates who can provide a better service to achieve the highest standard of health by creating a disease free society by promoting, preventing, preserving and treating the sick while delivering primary health care services in strict accordance with the guidelines, strategies and methodologies of Ayurveda, Unani, Traditional and Allied systems of medicine

Guiding Principles on which the Institute of Indigenous Medicine is governed

Going along with national policy initiatives and guidelines, the Institute of Indigenous Medicine is guided and managed adhering to the principles of openness, equality, and diversity while upholding democratic rights of individuals in conformity with civic norms and rights. It strives to be Centers of Excellence in teaching and learning, aesthetic and cultural pursuits, research and development as well as outreach activities.

Principles of Openness, Equity and Diversity and Commitment to Uphold Democratic Rights and Social Norms

Institute of Indigenous Medicine is retreats for diverse groups of mature learners, to engage in higher learning and creative work with enthusiasm, excitement and harmony. Further, it ensure that all inhabitants are well aware and appreciative of the norms of the civil society, and in return expect the commitment of their inhabitants to act as socially-conscious and responsible citizens, complying with all forms of social norms expected in the civil society.

Openness

Institute of Indigenous Medicine is fully committed to providing all information regarding admission, academic programmes, evaluation procedures, recruitment criteria, method of recruitment and also about the entitlements, privileges, opportunities as well as grievance redress and disciplinary procedures.

Equity and Diversity

The Institute of Indigenous Medicine is fully cognizant of the fact that the Sri Lankan society is diverse in terms of ethnicity, religious faith, origin and socio-economic background. Institute of Indigenous Medicine is will ensure that no student or staff member receives less favorable treatment directly or indirectly, on the grounds of age, race or ethnic origin, religion or belief or creed, gender, disability, marital and parental status, or sexual orientation.

Commitment to uphold democratic rights and social norms

The Institute of Indigenous Medicine is committed to providing provisions to preserve democratic principles and norms, guaranteeing the rights of individuals (rights of expression of opinion, forming associations and interest groups, living in dignity and self-respect free from any harassment, abuse, and intimidation, right of privacy, etc.) and maintaining a just and righteous society within the institution (free of evils such as drugs, alcohol and substance abuse and disrespect for written and unwritten laws and norms of the civil society).

PART II

Academic Atmosphere and Student Support Services

- Residential Facilities to the students
- Health Service
- Security and Safety
- Library Service
- Information Communication Services
- English Language Teaching Unit
- Sports and Recreational Facilities
- Student Support services and Welfare network

Academic Atmosphere and Student Support Services

Residential Facilities to the students

Hostel facilities are provided to students in the Level I and Level V considering the distance from their residences and other related conditions. There are two male hostels and two female hostels to provide residence to students. There are blocks have been allocated to male students and at present there are aroundmale students have obtained accommodation. There are Blocks have been allocated to female students and at present there are aroundfemale students have obtained accommodation. To maintain and ensure student discipline in the hostels sub wardens and academic wardens have been appointed. All the activities related to the hostel are being monitored by Assistant Registrar/ Student Affairs in liaison with relevant sections.

Health Services

The Medical Centre of the Institute is located in the ground floor of the Administrative building. It provides routine health care services and emergency services to the students as well as to the staff. It provides service during the day time and if the students who are in the hostels need medical services during night time are taken to Ayurveda teaching hospital or National hospital Colombo.

Security and Safety

Security service of the Institute is active throughout the day ensuring protection of Institute community and its properties. In addition, the duties vested with the security service are assisting various functions, providing special protection to functions held in the Institute, maintain the law and order of the Institute and helping administrative officers and lecturers to maintain discipline within the institute.

Library Service

The Main Library is the central information service unit of the Institute of Indigenous Medicine which offers range of resources and services to support the academic activities of the Institute. It caters the need of two Department of Studies namely Department of Study in Ayurveda and Department of Study in Unani. Presently the library has a collection of about 34,000 books and periodicals of Ayurveda, Unani, Traditional, and other medical streams. An online catalogue consist bibliographic details of all books in the library. The library perceives one of its tasks in actively shaping the changes in a stronger digitalized information landscape according to the need of both students and academics.

It is developing new user friendly services which ease access to electronic media. The library provides access to electronic journals/ databases and digitalized theses collections, past examination paper collections, and research article collections authored by the academics of the Institute. The library offers reference service, lending service orientation programmes, research support service(RSS), e-library service, current awareness services, outreach services, and photocopying facilities to the users.

The service division of the library is open from 8.30 a.m. to 6.00 p.m. on weekdays except on public holidays and from 8.30 a.m. to 5.00 p.m. on Saturdays.

Information Communication Services Information Technology Unit

The purpose of the Information Technology Unit (ITU) is to provide Information Technology (IT) and Audio-Visual facilities for the students to study the course units and other necessary purposes. It also provides IT training to the students that have been incorporated in the curriculum.

The ITU provides the following services in general;

- E-mail and Internet access to all Department of Studies
- Maintain Institute Information Service (Web Server), Learning Management System(LMS) Server, File Server, Domain Controller, Anti- Virus Service, Library Information System Server, User Admin Control Panel and Internet.
- Hardware troubleshooting, Software installation and consulting

The ITU also provides the following specific services to the students

- Unlimited laboratory facilities
- Unit open for students week days except on public holidays from 8.00 a.m. to 5.30 p.m.
- Internet and E-mail facilities
- Access to the computers
- User name & password
- Wi-Fi LAN Network for entire Institute
- Printing service

English Language Teaching Unit

English Language Teaching Unit (ELTU) serves all the Departments at the Institute and is set up for the purpose of teaching English to the undergraduates who enter the Institute with varying levels of proficiency in English, with a view to enhancing their knowledge of English language to enable them to follow the courses and read the literature in English in their respective subject of study. The ELTU at the Institute also conducts English language classes of foundation course for students of Level I.

Sports and Recreational Facilities

The sports section is headed by a member of academic staff who coordinates the sport activities of the students. The necessary facilities are provided by the Institute and other needed facilities and locations are arranged within the Institute premises.

One of the student societies, Sports Committee takes part in organizing sports meet, annual interbatch cricket match and other sports activities by integrating with the students of other faculties of the University of Colombo sharing sports facilities of the university.

Student Support services and Welfare network

In the administrative structure of the IIM a branch named “Student Affairs” has been established aimed at providing access of Welfare needs to the students. Under the Student Affairs branch the following activities are being carried out.

- Providing hostel accommodation
- Facilitating to obtain students stipend
- Maintenance of the cafeteria
- Conducting disciplinary procedures
- Facilitating student counselor’s activities

In addition to the welfare needs of the student community to maintain study discipline, Law and Order, and to extend counseling services to the students pertaining to their learning, financial matter, and personal issues an unit of “Student Counselor” also has been established.

PART III

Governance and Management of Institute of Indigenous Medicine

- Freedom of Expression
- Student Representations
- Right to form Students' Associations
- Personal Conduct
- Maintenance of Discipline and Law and Order

Governance and Management of Institute of Indigenous Medicine

Institute of Indigenous Medicine is established, structured and governed by the provision granted by the Institute of Indigenous Medicine Ordinance No.7 of 1979 under the Universities Act No.16 of 1978. Institute of Indigenous Medicine is fully authorized and empowered to manage their core functions and to acquire the capacity to design, formulate, implement and deliver their services, and redress grievances and maintain discipline of students and staff. Institute of Indigenous Medicine is equipped with result-focused bureaucracies and management with accountability and responsiveness to the stakeholders. Also the institutions are capable of optimal use of resources (i.e. human, physical assets, technology and capital) to perform their core functions, defined by the institutions' mandate, vision and mission.

Institute of Indigenous Medicine is fully aware that while it functions as the centers of excellence in training future leaders who will shape the future of the country in all spheres, it should also have a paramount role to play and function as role models for state institutions.

Institute of Indigenous Medicine students are strongly advised to follow the rules and regulations described herein to ensure the smooth functioning of universities, maintain the dignity of the national universities and finally to work towards achieving lifelong goals they have aspired from their childhood and fulfill the expectations of their loving parents.

Freedom of Expression is guaranteed for all university students. Therefore, all students are encouraged to form opinions and express their views on matters ranging from academic affairs, administrative and welfare issues. However, such expressions should not go to the extent of personalizing or targeting individuals, because every person has the right to form opinions and express their views without antagonizing others.

Student Representations at certain decision making levels are guaranteed by the Universities Act No.16 of 1978 as amended. On matters of welfare concerns and on certain matters relating to the administrative and academic nature, students are entitled to make representations through the student representatives. Student representatives are required to sit in the Food and Canteen Committees, Security Committees, Hostel Committees, Sports Committees and also in ad hoc committees for various events organized by the Institute.

Right to form Students Associations is guaranteed by the Universities Act No.16 of 1978 as amended. Students are granted the right of forming or grouping into associations or societies or unions that are free of any vested or politically driven motivations. Similarly, the rights of students who wish to remain independent and disassociate themselves from such associations or societies are also guaranteed. The individual students' freedom of choice should be respected by students who wish to form associations and unions. Students are warned against obstructing the freedom of students who prefer to remain independent.

Personal Conduct

Each individual making up the university community should fully understand the prestige of the institution and the self-esteem of its members. Therefore, all inhabitants should conduct themselves in a manner compatible with its quest or mission. Individuals need to be mindful of their personal hygiene, etiquette, dress or attire, speech, etc. No student should offend the feelings of fellow students or members of the community. It should also be remembered that people are free to dress or eat in a manner that is befitting their accepted cultural practices. As such, no one should impose their will on others to dress or to eat to suit one's own liking. Students must be polite in their words and actions, and should allow space for all people to live in harmony. Offensive activities will be subject to the laws under the public nuisance framework and disciplinary regulations of the university.

Maintenance of Discipline and Law and Order:

Institute is centers of excellence in training and developing future leaders. Therefore, it is imperative that its inhabitants behave in a responsible and dignified manner, conforming to all norms and practices of the civil society. Further, they have to abide by all rules and regulations enacted by the university. All university students are required to adhere to the highest behavioral and ethical standards. They are expected to protect the good name of the university and should not indulge in any unethical, immoral and illegal activity that will bring disrepute to the university and at the same time irrevocably damage their future.

Non-compliance with the university rules and regulations and resorting to disruptive measures leading to break down of law and order of the land and institution, will result in activation of disciplinary procedures within the university as specified in the Student By-laws approved by the Council of the University. According to the law of the land the authorities may hand over the offenders to the law enforcing agency, the police, to be dealt with under the civil/criminal law. The unethical and unlawful activities which the students should refrain from, and the consequences that have to face if found guilty of misconduct, are listed Part- IV.

PART IV

Unethical and Unlawful Activities that are prohibited in Universities

- Plagiarism and Cheating
- Disorderly conduct, dissent and protests
- Disrespect and non-compliance
- Wrongful utilization of goods, services or information
- Unauthorized collection of funds
- Solicitation
- Possession and consumption of alcohol, drugs and tobacco within the university premises
- Gambling
- Harassment/Violence
- Hazing/Ragging
- Sexual harassment/sexual misconduct
- Gender Equity/Equality
- Theft
- Vandalism
- Unauthorized Entry
- Co-operation with authorities and Committees of Inquiry
- Right of Appeal

Unethical and Unlawful Activities that are prohibited in Universities

Undergraduate students of all Institute of Indigenous Medicine state universities are required to refrain from engaging or committing the following Unethical and Unlawful Activities which will result in disciplinary action by the Institution and punitive action by the police and Courts of Law.

The Police has been empowered by the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998 to take punitive action against the offenders through the Court of Law. The university administrations have been empowered through the UGC Circular No. 919 of 15th January 2010 which sets strict guidelines to curb the menace of ragging in the Universities/Higher Educational Institutes, to take stern action against those who commit any one of the unethical and unlawful activities listed below. Further, the UGC has given instructions through UGC Circular No. 902 of 1st December 2008 to all universities to make offenders accountable for any damages to the university property and charge the cost of damages from the responsible individuals or, reduce the cost of damages from the allocations made to student societies and councils.

Therefore, the punishment that would be imposed by the university may range from recovering damages and/or issuing a warning letter to temporary suspension for a period of time from academic work and/or university residential facilities and expulsion from the university in addition to the punishments imposed by a Court of Law.

- 1. Plagiarism and Cheating:** Undergraduates are required to maintain high academic standards and commit themselves to academic honesty in their academic work and examinations. Copying, plagiarism or keeping unauthorized material at examinations, copying or reproducing work of others in students' reports or theses or assignments without disclosing the source of information are not allowed. Disciplinary action would be taken against all violators. All students are advised to ensure that any work submitted is one's own work and that use of work of others should appropriately be acknowledged.
- 2. Disorderly Conduct, Dissent and Protests:** Students' conduct violating the contemporary community standards of morality and/or in violation of university norms will not be tolerated. Any type of offensive or vulgar or rude or indecent conduct in campus or at university sponsored events, on or off campus will also not be tolerated. Organizing, sponsoring, implementing or conducting programmes or activities which are disorderly and/or violation of civil laws or university regulations are prohibited and will be subjected to disciplinary action.

3. **Disrespect and Non-compliance:** Failure to comply with the directives of university officials acting in performance of their duties is prohibited. Disciplinary action can be applied in such situations including, but not limited to, the following acts:
 - i. Use of abusive or insulting language
 - ii. Engaging in indecent and unbecoming gestures
 - iii. Providing fraudulent or false information to university officials
 - iv. Showing disrespect or refusing to comply with a reasonable request from a university official
 - v. Not responding to a reasonable request within a specific timeline, including absence for assigned appointments
 - vi. Intentionally and knowingly interfering with teaching
 - vii. Obstructing or hindering the investigation of an incident

4. **Wrongful Utilization of Goods, Services or Information:** Students are required to demonstrate sincerity and honesty in their dealings with the university and the public. The following activities are prohibited for students and their guests:
 - i. Possessing any property without authorization from another person, group of people or offering any service without authorization
 - ii. Embezzling, defrauding or procuring money, goods or services under false pretense.
 - iii. Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.
 - iv. Issuing a cheque for payment of dues or for any other purpose on campus knowing that it will not be honoured when presented for payment.
 - v. Duplicating keys, computer access codes or other devices without proper authorization.
 - vi. Forging, altering or causing any false information to be entered on an administrative record or presented such information at administrative or disciplinary proceedings.
 - vii. Unauthorized use of the computer system, computer access codes and restricted areas of computer services.
 - viii. Possession or use of false identification.
 - ix. Possession and/or use of keys or any other devices (such as number codes or sweep cards) for access to offices or laboratories of department or faculty buildings or rooms of resident halls by anyone other than those authorized by the university.

5. **Unauthorized Collection of funds:** Any solicitation of funds for a university purpose, whether organized by students or by the authority, should be pursued only with proper authorization of the Vice-chancellor. Any external communications requesting sponsorships or funds should be done by a letter addressed to the external organization under Vice Chancellor's approval and signature. Without such approval, solicitation for or collection of funds for political purposes or purported charitable or social activities is not allowed either within or outside the premises.

6. **Solicitation:** No outside person, organization or business may solicit on the university campus without the express permission of the Vice Chancellor. This includes holding meetings, distribution of any type of leaflet, or posting, exchange of goods or services and bartering or selling of services or goods.
7. **Possession and consumption of alcohol, drugs and tobacco within the university premises:** Sri Lankan society discourages consumption of alcohol, drugs and tobacco as the consumption of all forms of such substances intoxicates the human mind and alters the human behavior and hence, derails their mental and physical capacities. Therefore, the state universities adopt a code of practices that prohibits possession and consumption of alcohol, drugs and tobacco within the university premises. Hence, students are strongly advised to refrain from bringing alcohol into the campus and to any premises of the university. Students are discouraged from entering the university premises after consuming alcohol and/or drugs.
8. **Gambling:** is not permissible within the campus. Any form of betting, acceptance of bets, payment or running of any betting scheme is not permitted. Any student/s caught gambling will be punished under the prevailing law and university regulations.
9. **Harassment/Violence:** Harassment of an individual or group of individuals or inciting violence inside or outside the university is a punishable offence under the civil law and the civil law regarding harassment and violence is equally applicable both inside and outside the university. This includes, but is not limited to, the following activities against members of the university's faculty, administrative staff, student body or guests by direct or indirect methods.
 - i. Threatening and /or using physical force on an individual or a group of persons
 - ii. Engaging in violence or commotion resulting in bodily injuries and/or psychological trauma of individuals or group of individuals and/or damages to properties and
 - iii. Causing intimidation, bullying or cruelty on individuals or a group of individuals
 - iv. Pestering or causing annoyance on others
 - v. Causing harassment through telephone, mail or computer e-mails or other means of communicationAny complaints on the above and any other form of harassment or violence will be referred to the police for appropriate legal action and may be referred to a disciplinary committee of inquiry appointed by the Vice Chancellor for necessary disciplinary action.
10. **Hazing/Ragging:** Universities are havens for the independent pursuit of academic excellence. Ragging or hazing has reduced and diminished the freedom or independence of students and it hinders the achievement of academic excellence. Ragging is now a criminal offence under the Anti-Ragging Law passed by the Parliament in 1998. Unfortunately, ragging/hazing occurs in many national universities due to the organized oppression by individuals who suffer from abnormal mentalities and inferiority complexes and also by the blind followers of destructive political movements.

Indeed the ‘raggers’ may be the cat’s paws in the armory of political strategies used by some political activists. Hazing or ragging is interpreted as any act (by an individual or group) whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate whether on or off the campus. These actions are prohibited and include, but are not limited to, the following.

- i. Forcing individuals to perform and/or engage in demeaning or humiliating acts
- ii. Bullying or coercing, or intimidating individuals or group of individuals.
- iii. Creation of excessive physical or mental fatigue
- iv. Causing physical or psychological shocks
- v. Forcing to wear clothing which is conspicuous or bad in taste
- vi. Forcing an individual or individuals to engage in morally degrading or humiliating acts, games or activities
- vii. Forcing individuals or group of individuals to engage in early morning or late evening work sessions which are not in conformity with norms of civil society and/or that may interfere with academic performance
- viii. Body marking/painting or any activity that is not consistent with the policy of the university which would adversely affect the University’s mission and damage its image.

All reported events of the above nature will be handed over to the police for necessary action under the Anti-Ragging Law passed by the Parliament in 1998, while the university will also take appropriate disciplinary action. In this connection the University Grants Commission has already issued several guidelines and circulars to facilitate the enforcement of law and order by the universities and urge universities to adapt strict measures to prevent the occurrence of any hazing or ragging.

11. **Sexual Harassment/Sexual Misconduct:** The university students population is a mixed, usually in equal proportions of males and females. The freedom to engage in sexual behavior cannot be practically restricted other than on moral and ethical grounds. Notwithstanding all moral, ethical and religious values instilled into the human being, there are people who force their will on others causing sexual harassment and misconduct. If any person under the university administration commits an act of sexual harassment or misconduct by trying to impose their sexual desires on another person, be it a person of the opposite sex or of the same sex, and if a complaint is received, action will be taken under the prevailing law to bring justice and punish the offender.

12. Gender Equity/Equality

Gender equality is the notion that men and women are similar; that they have common needs, interests, and priorities based on their humanity that should be treated equally via equal rights, freedoms, status, responsibilities, opportunities, access to resources and benefits, and control over them. Equality is understood to lead to an absence of discrimination.

Gender equity recognizes the differences between men and women depending on their biological sex, their gendered life experiences as well as their social distinctions/intersections. Consequently, men and women have to be treated equitably so as to ensure the fulfillment of these differing needs, interests and priorities. Equity is expected to provide for fairness and justice.

Institute of Indigenous Medicine is committed to the promotion of Gender Equity/Equality (GEE) and women's empowerment where all students, academic, administrative and support staff, female and male, enjoy equal opportunities, human rights, and free from all forms of discrimination and harassment. As such members of the University community have the responsibility of ensuring that it is free from gender inequity and Sexual and Gender Based Violence (SGBV).

13. **Theft:** Stealing physical goods as well as stealing intangible assets such as intellectual properties (plagiarism; i.e. academic and research work and innovations of others) are punishable offences under the civil law as well as under the university disciplinary procedures. Such acts could be detrimental to the person in question and its effects would last over the entire career and the lifetime of the person. As such, students are warned to practice transparency and honesty in citing or acknowledging sources of intellectual properties they quote.
14. **Vandalism:** Vandalizing property in the university or provoking others to do so will be dealt with under the law of the land concerning public property and privately held assets, and the university regulations. Damage due to vandalism to class room furniture, hostel furniture, laboratory equipment, computers and accessories, and playground equipment will be charged to the students, if they are found guilty. In the case of student agitation causing vandalism, the replacement cost and penalties will be charged to the organizers responsible for agitation while in the case of isolated acts those students who are officially authorized to occupy or to use the property, will be held responsible and are liable to pay compensation for the damages.
15. **Unauthorized Entry:** Universities impose restrictions regarding persons entitled to use its assets. Normally all students are given unrestricted access during working hours to the class rooms, libraries, play grounds, gymnasium areas etc. Students have access to their hostels but no visitors are permitted without approval of the warden of the hostel. Similarly, restrictions may be imposed on access to public areas due to various concerns including security matters. Students of other universities who wish to visit a university to which they do not belong must seek permission from the university authorities of both campuses. Anyone found trespassing is liable to be prosecuted under the common law of the land and be dealt with under the university disciplinary procedures.

16. **Co-operation with Authorities and Committees of Inquiry:** Universities appoint various committees of inquiry on disciplinary matters and empowered officers may summon students to provide verbal or written evidence. On such events it is necessary for students to cooperate with the authorities. If students fail to cooperate by being stubborn or by resisting the action taken by authorities, this may be construed as an act of disregard to the university authority and may become the cause for another disciplinary action. Students are strongly advised to cooperate with the authorities whenever requests for information are made
17. **Right of Appeal:** Right of appeal is enshrined in the fundamental rights up until the level of the Supreme Court. This principle applies to the university as well, and therefore one can appeal to the Vice Chancellor against a decision given by the disciplinary authorities regarding any matter. This may be done collectively or individually and a fair hearing for such appeals will be given by the Vice Chancellor through appropriate channels.

WHAT THE INSTITUTE OF INDIGENOUS MEDICINE EXPECT TO PROVIDE TO ITS STUDENTS?

The Institute of Indigenous Medicine is a community of individuals, both students and staff, with rights and responsibilities and commitment that help determine the ability of the Institute to maintain and enhance its fundamental role of teaching, learning, serving the community and research.

1. The Institute of Indigenous Medicine will function as the guardian of all its students and be prompt, effective and courteous in its dealings with students and authoritative in maintaining the academic standards and in ensuring ethical and moral conduct of students and promoting ethnic and social harmony.
2. The Institute of Indigenous Medicine will provide clear and timely information in written and/or web-based forms on the broader aims of the study programmes, choices of courses/modules/units available and the objectives, intended learning outcomes and contents and assessments methods and criteria.
3. The Institute of Indigenous Medicine will provide all essential core knowledge and skills through blended teaching and training methods; that is through formal class-room lectures and laboratory and clinical practical sessions, field visit and through student assignments and students projects.
4. The Institute of Indigenous Medicine will ensure that all students have access to all library facilities, language teaching and computing services to become well rounded persons.
5. The Institute of Indigenous Medicine will ensure that all students receive a wide range of student support services including accommodation, healthcare, recreational facilities, facilities to conduct social and cultural events, counseling services on academic matters and assistance in learning and in relation to financial difficulties and also on matters related to safety and security.
6. The Institute of Indigenous Medicine will ensure that all students conduct themselves according to the rules and regulations that are laid down by the university and behave according to the norms expected from law-abiding, civic conscious citizens.
7. The Institute of Indigenous Medicine will ensure that all wrong-doers who fail to abide by the Code of Practices imposed by the university are dealt with promptly through a fair and efficient inquiry process, and if found guilty, will impose a punishment that may range from a warning, withdrawal of residential facilities provided, temporary suspension of studentship or expulsion from the university.

WHAT THE INSTITUTE OF INDIGENOUS MEDICINE EXPECT FROM ITS STUDENTS?

The Institute, the parents, guardians and the public expect an equal level of commitment from the students as well. They are expected to comply with the institutional rules and regulations, and be groomed as model citizens who are very civic conscious and also who could act as models to the fellow citizens and act as change agents to bring desirable social transformation.

As a student you should;

1. Be aware of, and comply with university rules, regulations and all other procedures pertaining to your rights and responsibilities.
2. Comply with the terms of all university regulations regarding academic and personal conduct and ensure that you behave yourself and interact with your fellow students and your staff in conformity with the norms of the civic society.
3. Behave in a responsible manner whether on Institute, in university accommodation or in the community and uphold the good name of the university.
4. Be courteous, respectful and considerate in your dealings with the university, staff fellow students, neighbors and other people in the community regardless of their race, ethnicity, age, gender, marital status, sexual orientation, religious belief and affiliation, disability, political belief and allegiance or student and/or trade union membership.
5. Treat the university environment, buildings and facilities with utmost care and respect.
6. Be committed to assist the university to maintain aesthetically pleasing and serene environment conducive to learning and aesthetic and cultural pursuits.
7. Be courteous towards the people of neighboring villages and cities and greet and respect visitors and do nothing which would hurt visitors, physically or mentally and adversely affect the good name of the university
8. Be committed to study programmes, and use all available facilities and resources of the Institute with irrespective of their location, and with consideration to the needs of other users and help conserve scarce resources for future generations.
9. Read and become well acquainted with all information and requirements of the academic programme, and attend all scheduled and specified lectures, practical classes, tutorials, seminars, and other teaching sessions.
10. Prepare for all scheduled examinations and strive to obtain best possible grades to ensure meaningful knowledge acquisition and personal advancements.
11. Attend to the academic work required, particularly that which contributes to formal assessment such as student assignments, project work and reports.
12. Appreciate the value of student-centered and blended teaching (i.e. face to face teaching, computer-based teaching and learning sessions, and assessments, student assignments and projects, etc.) that is experienced at the institute and take joint responsibility with the institute for developing required competencies as an independent learner.

13. Participate fully and constructively in the opportunities provided for you to give your views on the courses/modules you undertake in your programme of study so that provision may be improved for you and your successors.
14. Take advantage of student support services such as academic counseling, student counseling, etc., and take responsibility for seeking the support believed to be needed in resolving personal problems, academic learning difficulties, and also acquire and perfect soft skills needed for the 'world of work' to make career choices and advance in the choices in the field.
15. Use the opportunities for self-development, interaction with fellow students of diverse ethnic and social backgrounds, improving skills in competitive and recreational sports, and acquiring and improving skills, and/or ability to value and appreciate cultural and aesthetic pursuits to the full.
16. Take personal responsibility for promoting a safe, secure and healthy environment free from fear, intimidation and harassment and preserve and promote the reputation and the good name of the university.
17. Be aware of serious breaches of conduct that will result in disciplinary procedures against a student or group of students and penalties as set out in Student Disciplinary Procedures and work proactively to curb such occurrences.
18. Notify the authorities of any injustice faced, harassment or intimidation received by you personally or by fellow student(s) and take the responsibility of providing all information to the authorities and facilitate the inquiry process where necessary.
19. Take responsibility for your own safety and health, and be aware of the well-being of your friends and fellow students and report promptly any serious illness or need for hospitalization of a fellow student to the department office or to the Director/Student Support Services and Welfare or to the Student Counselor of your Institute
20. Take the advantage of the provisions granted to form Student Societies/Associations. If you become a member of a student society or association, you must behave in a mature and prudent manner and not fall prey or become a victim of politically motivated movements.
21. Take the advantage of the opportunities available to you to develop your leadership abilities and qualities and in making student representations on the university's formal decision-making bodies and staff-student committee of your institute. As a member of the student society/association you represent, act as a sensible, mature and responsible member in expressing your opinions.
22. Show moderation, and seek to build consensus and understanding in implementing joint actions with others members of a society/association.
23. Ensure that you do nothing to tarnish the reputation of the university

ANNEXURES

ANX 1:

COMMON GUIDELINES ON STUDENTS DISCIPLINE

Commission Circular No. 946

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 imposing punishments to be adopted by each University/HEIs.

The Commission is also of the opinion that it is desirable to delegate the disciplinary powers on students to Higher Educational Institutes attached to the 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 charge 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 case 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 the matter to the Council/Campus Board as the case may be for their endorsement subsequently.

The Out of Bounds 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/Recto 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 Charge Sheet.
6. The VC/Rector may also order the withholding of 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 punishment as recommended by the Board of Discipline/Senate as appropriate based on Schedule II and report to the Council.
8. In the case of Campus, the Rector ay 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 upto 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 1
10. A student/s against whom such disciplinary action has been taken may appeal to the Council of the University against such decision within fourteen (14) days from the date of issuing of such decision.

RECORD OF PUNISHMENT

All punishments and disciplinary action taken shall be recorded in the student's 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 behaviour of the student/s concerned and request made by respective student/s.

SCHEDULE I

THE PROCEDURE TO BE FOLLOWED

1. The charge sheet 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 14 days.
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 defense and call any witnesses for the defense.
5. The Disciplinary Committee may, 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 specific issues 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 required by the prosecution and by the defense.
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 to 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. At a Committee of Inquiry a student shall be provided with relevant documents or extracts from the same, which have been used to frame charges against the students.
8. The Committee of Inquiry after finalizing its recommendations shall submit its report to the VC/Rector giving reasons for such findings and the verdict.
9. If the student/s had been found guilty for the charges the VC 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 matter connected to the Campus/Institute, the VC may appoint all/or few members from the Campus/Institute)
11. In case 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 section declare 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 (hereinafter 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 of the University community in general or a particular member or 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 representations 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/s 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 Registrar 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. Refuses or neglects 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>Explanation 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> <ul style="list-style-type: none"> a) 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 b) severe warning by the VC/Rector with a record of same in the personal file of the student.
<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> <ul style="list-style-type: none"> a) suspension from the University/Campus for a period not exceeding one calendar year and withholding of examination results or certificates as appropriate and /or b) denial of RF in the future or c) severe warning by the VC/Rector with a record of same in the personal file of the student. <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, and Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a) expulsion from the University/Campus or b) suspension from the University/Campus for a period of two calendar years and withholding of examination as appropriate.

<p>iv. Contravenes any By-Law, Regulation or Rule</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> 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 or b) severe warning by the VC/Rector with a record of same in the personal file of the student.
<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 authorizes by the VC/Rector.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> 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 or b) severe warning by the VC/Rector with a record of same in the personal file of the student.
<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>	<ul style="list-style-type: none"> 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, In other instances. or c) severe warning by the VC/Rector with a record of same in the personal file of the student.
<p>vii. Smelling of liquor or under the influence of or in possession of intoxicant, liquor, and narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a) suspension from the University/Campus for a period not exceeding two calendar years and/or withholding 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>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>	<ul style="list-style-type: none"> 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 withholding 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.
ix. Engages 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.	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 obstruction or disruption
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	Suspension for two calendar years and withholding of examination results or certificates as appropriate.
xi. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a recognized student society/association/union.	Suspension for one calendar year and withholding of examination results or certificates as appropriate.
xii. Occupies or uses any property of the University/Campus otherwise that 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.	Suspension for one calendar year and withholding of examination results or certificates as appropriate.
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 or order and discipline within the University/Campus.	Considering the gravity of the offence, a) suspension from the University/Campus for a period not exceeding two calendar years depending on the gravity of the offence and withholding 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
xiv. a).Abuse/harassment (including any form of ragging/molestation) sexual harassment and/or intimidation whether physical or mental of any student of the	Considering the gravity of the offence, a) Expulsion from the University/Rector or b) Suspension for two calendar years and withholding of examination results or

<p>University, VC, DVC/Rector, 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.</p>	<p>certificates as appropriate. or</p> <ul style="list-style-type: none"> c) suspension for a period not exceeding one calendar year and withholdings 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>b).Display of posters in the University/ Campus premises by any student or students, which are intimidating 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.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> 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 withholdings 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>xv. Causing of physical injury or physical harm or threatens 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> <ul style="list-style-type: none"> 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 withholdings 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>xvi. Kidnapping, Hostage taking attempt 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> <ul style="list-style-type: none"> 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 withholdings 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>xvii. Inciting of students to disrupt legitimate activities of the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> 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 withholdings 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>xviii. 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 of 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>(1). Theft</p>	<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"> 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 withholdings 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>(2). Willful damage</p>	<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"> 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

	<p>one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>d) severe warning by the VC/Rector with a record of same in student's personal file.</p>
(3). Attempted theft	<p>Fine to be recommended by the committee to impose punishments and</p> <p>a) suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>b) severe warning by the VC/Rector with a record of same in student's personal file.</p>
(4). Retaining stolen property	<p>Return the property and a fine to be recommended by the committee to impose punishments.</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>severe warning by the VC/Rector with a record of same in student's personal file.</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 University/Campus employee or by any other University/Campus employee.	<p>Considering the gravity of the offence,</p> <p>a) Expulsion from the University/Campus or</p> <p>b) suspension for a period not less than six months and not exceeding two calendar years and withholding of examination results or certificate as appropriate</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>Considering the gravity of the offence,</p> <p>a) suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>b) severe warning by the VC/Rector with a record of same in student's personal file</p>
xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the	<p>Considering the gravity of the offence,</p> <p>a) suspension for a period not exceeding one calendar year and withholdings of</p>

<p>Universities Act No 16 of 1978 as amended and/or without following the authorized procedure in that regard.</p>	<p>examination results or certificate as appropriate or b) severe warning by the VC/Rector with a record of same in student's personal file</p>
<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, a) suspension for a period not exceeding one calendar year and withholdings 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</p>
<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, a) suspension for a period not exceeding one calendar year and withholdings 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</p>
<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, 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.</p>
<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, 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>

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 withholdings 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 withholdings 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 three calendar months
xxxv. Communicating with press without the consent of the VC/Rector.	Suspension for three calendar months
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 of 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

	<p>withholding of examination results or certificates as appropriate. or</p> <p>c) suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</p> <p>d) severe warning by the VC/Rector with a record of same in student's personal file</p>
<p>xl. any other offence or act of indiscipline not explicitly stated in the Schedule II</p>	<p>Considering the gravity of the offence,</p> <p>a) Expulsion from the University/Campus or</p> <p>b) Suspension for two calendar years and withholding of examination results or</p> <p>c) certificates as appropriate. or</p> <p>d) suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</p> <p>e) severe warning by the VC/Rector with a record of same in student's personal file.</p>

ANX 2:

PROHIBITION OF RAGGING AND OTHER FORMS OF VIOLENCE IN EDUCATIONAL INSTITUTES ACT.NO.20 OF 1998

The Act of eliminate Ragging and other forms of violence, and Cruel, Inhuman and Degrading Treatment, from Educational Institutions (Prohibition of Ragging and other forms of Violence in Educational Institutions Act. No. 20 of 1998). Be it enacted by the Parliament of Democratic, Socialist Republic of Sri Lanka as follows:-

1. Short Title

This Act may be cited as the Prohibition of Ragging and other forms of Violence in Educational Institutions Act. No. 20 of 1998

2. Ragging

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 of whom the offence was committed for the injuries caused to such person.

2.2 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 offence was committed for the injuries caused to such person.

3. Criminal Intimidation

Any person who, within or outside an educational institution, threatens, verbally or in writing, to cause injury to person, reputation or property of any student or member of the staff, of an educational institution(in this section referred as “lithe 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. Hostage Taking

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. Wrongful Restraint

Any person who unlawfully obstruct 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. Unlawful Confinement

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 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. Forcible Occupation and Damage to Property of an Educational Institution

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.

7.2 Any person who causes mischief in respect of any property of, or 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 amount is higher.

8. Order of Expulsion or Dismissal

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 staff of an educational institution, order that such person be dismissed from such institution.

9. Bail

9.1 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 154P 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.

9.2 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. Certain provision of the Code of Criminal Procedure Act not to apply to person convicted or found guilty of an offence under this Act.

10. Notwithstanding anything in the Code of Criminal Procedure Act, No.15 of 1979.

10.1.the provision of section 303 of that Act shall not apply in the case of any person who is convicted.

10.2.the provision of section 303 of that Act shall not apply in the case of any person who pleads or found guilty, by or before any court of any office under subsection (2) of section 2 or section 4 of this Act.

11. Offences under this Act deemed to be cognizable offences

All offences under this Act shall be deemed to be cognizable offences for the purpose of the application of the provisions of the Code of Criminal Procedure Act No.15 of 1979, notwithstanding anything contained in the first schedule to that Act.

12. Certificate

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 therein is 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 that facts stated therein.

13. Admissibility of Statement in Evidence

13.1.If 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 consider 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 charge for intentionally given false evidence in a stage of a judicial proceeding.

13.2 At any trial under paragraph (b) of subsection (1) it shall be sufficient to prove that accused made the contradictory statements alleged in the charge and it shall not be necessary to prove which of such statement is false.

14. Provisions of this Act to be in addition to and not in derogation of the provisions of the Penal Code and C

The provisions of this Act shall be in addition to, and not in derogation of, the provision 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. Priority for Trials and appeals under this Act

Every Court shall give priority to the trial of any person charged with any offence under this Act and to the hearing of any appeal from the conviction of any person for any such offence and any sentence impose on such conviction.

16. Sinhala text to prevail in case of inconsistency

In the event of any inconsistency between the Sinhala and Tamil text of this Act, the Tamil text shall prevail.

17. Interpretations

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 recognize under chapter IV of the Universities 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 recognized 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 Pirivena registered under the Pirivena Education Act, No. 64 of 1979 and receiving grants from State Funds and include Pirivena Training Institute established under that Act;
- (h) the Sri Lanka Law College;
- (i) the National Institute of Education established by the National Institute of Education Act, No.28 of 1985;
- (j) a College of Education established by the College of Education Act, No. 30 of 1986, or a Government Training College;
- (k) a Government School or an assisted school or an unaided school, within the meaning of the Educational Ordinance (Chapter 185) ;

and includes any other institutions established for the purpose of providing education, instruction or training; “head of an educational institution”, mean the Vice-Chancellor, Mahopadyaya, Director, President, Principle 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.16 of 1978; “Ragging “ means any act which cause 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, of an educational institution;

COMMISSION CIRCULAR NO.919, 15TH JANUARY 2010

GUIDELINES TO CURB THE MANACE OF RAGGING IN THE UNIVERSITIES OR HIGHER EDUCATIONAL INSTITUTES (HEIS)

Ragging has been in existence in the University system all over the world from time immemorial especially promoting good will and acquaintance amongst students. On the contrary, in Sri Lankan Universities quite alarmingly, ragging has caused severe mental and physical torture to the fresher students resulting in permanent physical and or mental disabilities or else causing the death of few students in the past. In addition it is a well-known phenomenon that in the majority of cases that ragging has been intentionally used to either cause torture to certain selected groups or classes of students or intended to infuse various political ideologies into the mind of the fresher students. Overall, the ill effects, particularly the life threatening incidences has far exceeded the socialization or naturalization claim put forward by promoters of ragging. In view of the serious nature of the incidences that took place associated with ragging and high incidences of ragging related complaints made during the period of enrolment of fresher students to the HEIs, a new Act has been introduced in 1998 under the title **Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998. In terms of the said Act, ragging means “ any act caused or likely to cause physical or psychological injury or mental pain or fear to student or a member of the staff of an educational institution”.**

Forms of Ragging;

Any person who commits or participate in ragging within or outside an educational institution shall be guilty of an offence under this Act.

- a) Any person who whilst committing ragging causes sexual harassment or grievous hurt to any student or a member of staff,
- b) Any person who within or outside an educational institution threatens verbally or in writing to cause injury to any person, reputation or property of any student or a staff of any member of a staff of any higher educational institution or to the person, reputation or property 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 other act which the victim is legally not required to do or to omit to do any act which the victim is entitled to do,
- c) 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 forcing such student, member of the staff or person to take particular course of action,
- d) Any person who unlawfully obstruct 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 staff member has right to proceed,

- e) Any person who unlawfully restrains any student or member of the staff of an education institution in such a manner as to prevent such student or member of the staff from proceeding beyond certain circumscribing limits,
- f) Any person who without lawful excuse, occupies by force, any premises of or under the management or control of , an educational institution,
- g) Any person who causes mischief in respect of any property of or under the management or control of an education institution,

However, it is observed that power vested or the provision of the above Act has not been properly utilize by the Universities /HEIs during the last decade to curb ragging, causing more concern especially amongst fresher students and public outcry.

In view of the alarming increase of incidences of ragging of various forms that were reported and observed in the recent past in all Universities/ higher Education Institution, in spite of having introduced the above Act in 1998, the following guidelines are prepared in order to facilitate strict immediate implementation of the provision of the above Act. Thus Universities/Higher Education Institutions are hereby required to adopt the following measures in three phases, namely Prevent, Perform and Punish in addition to the strategies adopted to suit the respective Institutions.

1. Prevent

- 1.1. The students should sign a declaration (Template in Annexure I), counter signed by the parent/ guardian stating that they shall not initiate, aide, abate, perform or participate in any form of ragging or violence inside or outside the premises of the HEIs during the period of their registration at the HEIs.
- 1.2. Appoint an Anti-Ragging committees (ARC) in all Universities /HEIs consisting of the VC and/or DVC, Deans, one Council member, representing the UGC nominees, Proctor if any University Medical Officer, Student Counselors, Sub-Wardens, SAR/AR Student welfare as the convener. This committee should meet at least twice a month during the preparatory and peak period and regulary repot to the Council.
Universities/ HEIs are encouraged to established faculty level Ant-Ragging committees depending on the needs of individual Universities/HEIs.
- 1.3. Prepare handout detailing the acts that could be considered as ragging together with the punishments that could be meted out under provision of the above Act.
- 1.4. Appoint Academic Staff of Senior Lecturer Grade II and above at least for a period of three months or more as Temporary Student Counselors (TSC) on the basis of one TSC not exceeding per 20-50 students.
- 1.5. Educate all Heads of Departments and other responsible unit Heads on all aspect of ragging including the provision of the Act.
- 1.6. Posters on all measures taken on ragging should be displayed in prominent places such as the libraries, students canteens, hostels, and in the relevant notice boards.
- 1.7. All security staff should be detailed on the preventive measures.
- 1.8. All parents and new entrants should be informed about the features of the Act.
- 1.9. Educate the seniors on the consequences of ragging.
- 1.10. Admit the fresher students while the senior students are on vacation.

- 1.11. Conduct an orientation/familiarization programmes for fresher students educating them on the strategic locations and procedures to be followed if subjected to any form of ragging.
- 1.12. All relevant officials should be encouraged to be present after working hours or during weekends to take part in vigilant activities round the clock within and in the immediate vicinity of the HEI.
- 1.13. Keep the local police informed of the places and period in which ragging could likely to occur.
- 1.14. Keep the mass media informed on the measures taken to curb ragging and create public awareness especially targeting the neighborhood.
- 1.15. Encourage the presence of Student Counselors and sub-wardens within the University premises for longer hours, may be on voluntary and roster basis.
- 1.16. Initiate innovative University specific programmes or activities that could provide a safer and student friendly environment for the fresher students to get familiarized with the University environment and culture.

2. Procedures to be followed in the event of raging

- 2.1. Record all complaints related to ragging and provide facilities to lodge open complaints or under 'confidential' basis if needed.
- 2.2. Encourage submission of evidence as much as possible, written forms of complaints, material evidence, injuries, witnesses, circumstantial, tape-recorded (audio) and photographs or Videos.
- 2.3. Report all cases of ragging to the relevant Police Station to be followed under the Ragging Act, No.20 of 1998.
- 2.4. Refer for medical or Psychiatric examination and request medical reports if necessary.
- 2.5. In case of grievous injuries or on punishable act as prescribed in the Penal Code and the Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment Act No. 22 of 1994, report to the police.
- 2.6. Obtain details of the damages caused to University or public property as a results of ragging.
- 2.7. Follow the procedures prescribed in the Prohibition of Ragging Act, No. 20 of 1998.
- 2.8. Report all incidences of ragging, and the punishment meted on the basis of Ragging Act No. 20 of 1998 to the University Grants Commission on a weekly basis during the period of the first three months of the enrollment of fresher students.

3. Punishment

It is emphasized that many of the offences listed under the above Act are unbailable and liable to rigorous imprisonment, up to ten years. It is also possible that student if found guilty under the provisions of above Act could be expelled from the Institution and also liable to pay compensation for any damage to property or injuries caused on the victims.

TEMPLATE OF THE DECLARATION
DECLARATION BY THE CANDIDATE OR STUDENT

1. I.....have carefully read and fully understood the law prohibiting ragging referred in the Prohibition of Ragging and Other Forms of violence in Educational Institutions Act, No.20 of 1998 and the Commissioner Circular, No.....of 15th January, 2010.
2. I hereby undertake that;
 - 2.1 I will not indulge in any behaviour or act that may come under definition of ragging
 - 2.2 I will not participate in or abet or propagate ragging in any form
 - 2.3 I will not hurt anyone physically or psychologically or cause any other harm
3. I hereby agree that if found guilty of any form of ragging, I may be punished as per the law enforced and by-laws of the University.

Signed this on theday of month of.....in the year.....

.....
Signature of the student

Name.....

Admission No.....

Address.....

.....
.....

UNDERTAKING BY THE PARENT/GUARDIAN

1. I.....carefully read and fully understood law prohibiting ragging referred in the Prohibition of Ragging and Other Forms of violence in Educational Institutions Act, No.20 of 1998 and the Commissioner Circular, No.....of 15th January, 2010.
2. I assure you that my son/daughter/ward will not indulge in any form of ragging.
3. I hereby agree that if he or she is found guilty of any form of ragging he or she may be punished as per the law enforced and by-laws of the University.

.....
Signature of Parent or Guardian

Name.....

Relation to the student.....

Address.....

.....
.....

ANX 4:

UNIVERSITY OF COLOMBO POLICY AGAINST SEXUAL HARASSMENT AND PROCEDURAL STEPS FOR ENFORCEMENT

This Policy provides for the prevention of sexual harassment, and a complaints mechanism for persons affected by sexual harassment. It applies to persons and places that come under the aegis of the University of Colombo.

General Principles

The University of Colombo is committed to maintaining a learning environment and workplace that are free of sexual harassment to all persons, irrespective of gender. Based on the twin values of gender equality and respect for due process, this policy seeks to prevent the occurrence of sexual harassment within the University of Colombo, and to provide suitable procedures for inquiring into, and punishing acts of sexual harassment.

In Sri Lanka, sexual harassment is a criminal offence under Section 345 of the Penal Code and is criminalized in the context of Higher Education under Section 2(2) of the Prohibition on Ragging and All Forms of Violence in Education Institutions Act No 20 of 1998. Furthermore, the Constitution guarantees the right to equality and non-discrimination, including the prohibition of discrimination on the basis of sex [Article 12 (1) & (2)], and guarantees the freedom to engage in a lawful occupation [Article 14(1) (g)]. Sri Lanka's international legal obligations under CEDAW (the Convention on the Elimination of All forms of Discrimination Against Women) and the ILO (International Labour Organization) Convention 111 titled 'Discrimination in Respect of Employment and Occupation' also require the prevention of sexual harassment in the workplace and the provision of remedies for victims of sexual harassment.

1.1. Objectives

- i. To promote a culture at the University of Colombo in which the dignity and equality of all persons are respected
- ii. To prevent the occurrence of sexual harassment through targeted, preventative interventions
- iii. To adopt a zero tolerance on acts of sexual harassment and mechanisms to provide for the resolution of complaints through mediation and/or disciplinary action

1.2. Definition of Sexual Harassment

Sexual Harassment refers to any act (physical, verbal, gestural, visual, tacit or written) that inflicts physical, mental or other harm based on another person's gender and sexuality. Such acts constitute sexual harassment, which applies when all members of the university community (including academic, non-academic, contract staff, students, exchange students, external supervisors and examiners) engage in any of the above acts. (For examples see Acts Subject to Disciplinary Action -Section 2).

1.3. General Conduct

All persons who are governed by this Policy are required to follow accepted ethical standards in their conduct and are required to refrain from committing acts of sexual harassment, abstain from promoting sexual harassment or encouraging it, desist from concealing acts of sexual harassment, contribute to efforts undertaken by the University to prevent sexual harassment, and promote a culture of respect for all persons irrespective of gender.

Such persons shall, for example,

- i. Refrain from making sexual harassment explicitly or implicitly a term or condition of an individual's employment or academic advancement, work benefits or activity;
- ii. Refrain from using the rejection of sexual advances by an individual as a basis for employment or academic decisions affecting or concerning such an individual;
- iii. Refrain from conduct that has a negative impact on an individual's work or academic performance, or creates, or solicits others to create an intimidating, hostile, or offensive working and academic environment;
- iv. Refrain from concealing formal or informal complaints of sexual harassment; and
- v. Refrain from using ICT for acts of sexual harassment

1.4. Persons and Places governed by this Policy

- (i) All those who derive their authority under the University Act and who act under the aegis of the University of Colombo are governed by this Policy (Ex. University administration and academic staff, temporary and visiting academic staff, students, external supervisors and examiners, academic support staff, non-academic staff, contract staff, employees of outsourced service providers).
- (ii) All acts carried out under the aegis of the authority of the University are governed by this Policy whether within or outside the University premises.

2. Acts Subject to Disciplinary Action

Sexual harassment, perpetrated individually, or as a group, for the purposes of disciplinary action by the Council of the University of Colombo constitutes the following kinds of behavior, but is not limited to:

2.1. Specific Acts of Sexual Harassment

- (i) Unwelcome sexual advances in the form of verbal, non-verbal, or physical conduct (Ex. lewd comments, lurid stares, sexually loaded insults, slander, remarks, gestures, jokes, letters, phone calls, electronic mail (email), SMS, MMS, and communications on social media)
- (ii) Showing of pornography, physical contact or molestation, stalking, sounds or display of a sexual and derogatory nature
- (iii) Unwanted requests for sexual favours
- (iv) Sexualized requests or demands for favours accompanied by explicit or implicit promised rewards or threatened punishment
- (v) Sexual assault or threatened sexual assault
- (vi) False allegations of sexual harassment

2.2. Acts of Intimidation Connected with Complaints

Acts of harassment (Ex. slander, threats, indirect harassment) against any person who has complained of conduct covered by this Policy, or who is a witness, or who assists in the investigation of such a complaint shall constitute conduct subject to disciplinary action by the Council of the University.

3. Complaints of Sexual Harassment and Procedures

3.1. The Mechanism

The Council of the University of Colombo shall appoint a committee to inquire into complaints of sexual harassment that will, following its inquiry, recommend disciplinary action to the Vice Chancellor. This committee shall be known as the Committee of Inquiry on Sexual Harassment (CISH). The committee shall comprise five members, and have gender parity, reflect the diversity of the university community and have at least one external member. All its members should have a proven track record of working on issues of gender equality and equity. The CISH will also have the authority to appoint mediators in consultation with the Vice Chancellor and the parties concerned, towards an informal resolution process where necessary. [Amendment on Senate request]

3.2. Who May Complain

All persons governed by this policy [See 1.4.(i)] shall complain, as well as a visitor to the University and/or a third party who has a personal or professional link to the alleged victim (Ex. family member, member of the academic staff, student counselor).

3.3. The Form of the Complaint and Procedures

- (i) A person governed by this Policy may seek resolution through a written or oral complaint to the Vice Chancellor, and/or the Chair of the CISH, and/or the Faculty Grievance Committee. In the case of the complaint of sexual harassment being made to the Vice Chancellor or the Faculty Grievance Committee the latter shall forward it to the Chair of CISH for inquiry.
- (ii) Any complaint should be made in writing and signed, or if the complaint is oral, the oral complaint shall be recorded in writing by the authority receiving the complaint (Ex. Rector, Director of Institute, Dean, Head of Department, Student Counselor, and Coordinator of Programs) and signed by the complainant.
- (iii) A complainant may seek resolution through mediation and/or formal procedure.
- (iv) Such procedures do not in any way prevent the complainant from, at any point, seeking redress under any law that may apply.

3.3.1. Mediation

- (i) A complainant may opt for mediation to bring closure to the matter /and or prevent its recurrence. Use of the mediation process in no way precludes the complainant from using the formal adjudicative procedure.
- (ii) By this mediation procedure, the complainant formally requests ameliorative action on the part of the accused by a written communication.
- (iii) In consultation with the Vice Chancellor, the CISH shall appoint two mediators, acceptable to both parties to the complaint, consisting of one internal and one external member, who should also represent the genders of the parties to the complaint.

An observer (non-legal) who represents the interests of each of the parties to the complaint, and a representative of CISH may be present at the mediation proceedings. The CISH has the responsibility to ensure that the mediation process is carried out in a collegial and non-threatening environment. [Amendment on Senate request]

- (iv) If the mediation procedure is concluded to the satisfaction of both parties the matter is reported to the Vice Chancellor and closed.
- (v) Confidentiality should be maintained regarding all complaints. Interview recordings if any, communications, documentations, and reports shall be divulged only to authorized persons.

3.3.2. Formal Procedure

- (i) The formal procedure shall be initiated by a party to a complaint through a written communication to the CISH through the Vice Chancellor and/or the Faculty Grievance Committee in the following instances:
 - (a) Where the mediation process foils (either during its process -Or at its conclusion) to satisfy either party
 - (b) Where either party chooses to adjudicate the complaint through the formal process
- (ii) Where the Vice Chancellor initiates a formal process at his/her discretion and refers the complaint to the CISH for the same.
- (iii) The CISH should complete its inquiry and submit its report and recommendations to the Vice Chancellor within two months of receiving the complaint. The Vice Chancellor shall thereafter, make his or her recommendations on the report and forward it to the Council of the University for necessary action.
- (iv) If The CISH finds that a malicious false complaint has been made, it shall be reported to the Vice Chancellor who shall consider the matter and refer this to the Council of the University for Necessary Action. However, inability to prove a complaint of sexual harassment should not be designated a false complaint.
- (v) The past sexual history of the complainant shall be deemed irrelevant to a complaint of sexual harassment at any one given time.
- (vi) When any complaint is being considered for resolution, the parties to the complaint shall not be permitted to continue with, or undertake any activity, that can intimidate or unduly influence the complainant to 1 withdraw the complaint or discontinue the process in any way. During this time, the parties shall, in general, be required to maintain minimum contact.
- (vii) Nothing in this Policy shall prevent the Vice Chancellor initiating a formal disciplinary procedure in respect of conduct that comes within the scope of this Policy and constitutes grave misconduct for the purpose of disciplinary action under the University Establishment Code.
- (viii) At no time during the formal adjudicative procedure shall a conflict of interest mar the process.
- (ix) Any findings or conclusions arrived at through the procedure do not preclude the application of any law that may apply.

4. Prevention of Sexual Harassment

- (i) This Policy shall be accessible to the entire university community and made available in Sinhala, Tamil, English and Braille, and be published in student handbooks, the university calendar and the university website.
- (ii) A clause on this Policy and General Code of Conduct should be included in all staff contracts and letters of appointment.
- (iii) This Policy shall be discussed at all relevant staff development and orientation programs conducted by the university.
- (iv) Staff Development and Training Programs of the University for academic and non-academic staff shall include a component designed for promoting gender equality and equity and for developing gender sensitivity in the workplace. Such programs shall include a session on this Policy.
- (v) Any constitution of Student Associations of the University shall include a reference to this Policy and to the Prohibition on Ragging and All Forms of Violence in Education Institutions Act.
- (vi) All service contracts entered into by the University with providers of outsourced services shall include a provision which states the obligation of any party entering into such contract to adhere to this Policy.
- (vii) The University shall provide a trained counseling service to address prevention and consequences of sexual harassment. This service shall also be made available to any of the parties to a complaint made under this Policy.

ANX 5

EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS

Regulation made by the Senate and approved by the Council of the University of Colombo under Section 136 read with Section 29 of the Universities Act No. 16 of 1978 and amended by the Universities (Amendment) Act No. 7 of 1985.

REGULATIONS

These Regulations may be cited as the Examination Procedure, Offences and Punishment Regulations No. 1 of 1986.

Examination Procedure

1. Candidates are required to be at the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the Hall until they are requested to do so by the Supervisor.
2. No candidate shall be admitted to the Examination Hall for any reason whatsoever after the expiry of half-an-hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of the examination or during the last 15 minutes of paper.
3. On admission to the Hall, a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor.
4. A candidate shall have his Student Record Book and the Admission Card with him in the Examination Hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Record Book, when requested to do so. If he fails to bring his Record Book on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the Record Book in the form provided for it and produce the Record Book to the Registrar on the following day. If a candidate loses his Record Book in the course of the Examination he shall obtain a duplicate Record Book / Identity Card form the Registrar for production at the examination Hall.
5. Admission Cards signed in the presence of the Supervisor / Invigilator shall be handed over to the Supervisor / Invigilator on each occasion when a candidate sits a paper.
6. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.
7. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be, supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated.

No paper other than those supplied to him by the Supervisor / Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk and not removed from the examination halls.

8. No candidate shall have on himself or in his clothes, or on the Admission Card, Time Table, Record Book or any other object he is permitted to bring into the Examination Hall, any notes, signs, formulae, or any other unauthorized material. Books, notes, parcels, hand bags etc. which a candidate has brought with him should be kept at a place indicates by the Supervisor / Invigilator. The envelop in which the Admission Card has been posted to him should not be brought into Examination Hall.
9. A candidate may be required by the Supervisor to declare any item in his possession or person.
10. Every candidate shall enter his Index Number at the appropriate place on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his scripts an Index Number other than his own is liable to be considered as having attempted to cheat. The Supervisor / Invigilator has the authority to check the answer scripts of the candidates. A script that bears no Index Number or an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer scripts.
11. Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his Invigilators, during the examination and immediately before and after it.
12. Every candidate shall conduct himself in the examination Hall and its precincts so as not to cause disturbance or, inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the Hall, he shall conduct himself or to other candidates. In entering and leaving the Hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct.
13. Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor / Invigilator. The attention of the Supervisor / Invigilator shall be drawn by the candidate by raising his hand form where he is seated.
14. After the examination has commenced, no candidate shall be permitted to leave the Examination Hall even temporarily. In case of an emergency, the Supervisor / Invigilator shall grant his permission to do so but the candidate will be under his constant surveillance.
15. Candidates shall stop work promptly when ordered by the Supervisor / Invigilator to do so. If this instruction is not followed, the Supervisor / Invigilator has the authority to make an endorsement to this effect on the answer scripts.

16. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.
17. Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answers that are not to be considered shall be neatly crossed out.
18. Every candidate shall hand over the answer script personally to the Supervisor / invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to an attendant, a minor employee or another candidate.
19. A candidate who has handed over his answer script shall under no circumstances be entitled to call it back.
20. No candidate shall remove his or any other candidate's answer scripts from the Examination Hall.
21. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by him. Nor shall any candidate use or obtain any other unfair means to render improper assistance at the examination.
22. No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.
23. No person shall impersonate a candidate at the examination nor shall any candidate allow himself to be so impersonated by another person.
24. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice-Chancellor / Registrar.
25. The Supervisor / Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such statement or to sign it.

26. Every candidate who registers for an examination shall be deemed to have sat the examination unless:
 - a) he is permitted by the Senate for a valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period or
 - b) He submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible, the medical certificate should be obtained from a Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time, but in any case not later than one week from the first day of the examination.
27. When a candidate is unable to present himself for any part or section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
28. A student who withdraws or absents himself from an examination shall not be eligible for Honours at the next examination unless the Senate decides otherwise.
29. Candidates who are unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination.
30. No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination, unless he has been granted special permission to do so by the Senate.

Examination Offences and Punishments

1. Any candidate who violates any of the requirements or conditions stipulated in Examination Procedure shall have committed an examination offence.
2. Examination offences may be classified as follows :
 - a) Possession of unauthorized documents or removal of examination stationery;
 - b) Disorderly conduct;
 - c) Copying;
 - d) Obtaining or attempting to improper assistance or cheating or attempting to cheat;
 - e) Impersonation;
 - f) Aiding and abetting the commission of any of these offences;
 - g) Violation of any of the requirements of conditions stipulated in Examination Procedure.
3. There shall be an Examination Disciplinary Committee of not less than 3 member appointed by the Senate to enquire into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examination Disciplinary Committee shall be submitted to the Senate for a decision.
4. In all cases of commission of examination offences detected, the supervisor shall take action as outline below and forward his report to the Registrar.

5. Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.
6. Where a student has been in possession of unauthorized material at an examination hall, he shall be presumed to have made use of such material until the contrary is proved by him.
7. In cases of disorderly conduct, the Supervisor, shall in the first instance, warn the candidate to be of good behavior. Where the candidate persists in unruly or disorderly conduct the Supervisor may exclude the candidate from the Examination Hall and issue him a letter canceling his candidature from the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Registrar.
8. In all other cases of examination offences detected, the Supervisor shall, on the detection of the offence, take possession of unauthorized documents if any, obtain statement from the candidate and write his report on the matter on the form provided for purpose.
9. The Registrar shall place all reports of examination offences submitted by Supervisors for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
10. Any examiner, Head of Department, Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit the same to the Vice-Chancellor for necessary action.
11. Any allegations regarding the commission of examination offences from whomsoever received shall be submitted by the Registrar to the Vice-Chancellor who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.
12. Any candidate who is found guilty of an examination offence is liable to any one or more of the following punishments:
 - a) removal of his name from the pass list, or
 - b) cancellation of his candidature from whole or part of the examination, or
 - c) suspension from any University examination for such period as the Senate may decide or indefinitely, or
 - d) suspension from the University for such Period as the Senate may decide or indefinitely.
13. Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.
14. Any appeal against the decision of the Senate shall be made to the Council.
15. There shall be an Examination Appeals Committee of not less than three members appointed by the Council to consider appeals lodged under section 14 above and to make recommendations (including variation of punishments.)
16. The recommendations of the Examination Appeals Committee shall be submitted to the Council whose decision thereon shall be final and conclusive

ANX 6:

THE SET OF POLICIES ADHERED IN ENROLLING STUDENTS TO THE HOSTELS APPROVED BY THE HOSTEL AND DISCIPLINARY BOARD

This policy will be implemented from 15th November 1994 onwards.

1. Enrolling students to the Students' Hostels

- 1.1 The differently abled will be given priority.
The terminally ill and the handicapped will be given priority.
- 1.2 The second priority will be given to the students of the final year. Distance/ family income would not be considered here.
- 1.3 The first year students will be given the third priority. In case a limited number of vacancies exist, both residing 20 miles away from the institution premises and low income will be taken into account. The above mentioned facts should be certified by the relevant Grama Sevaka officer or Assistant Government Agent.
- 1.4 Once the selection is made, the number of vacancies that are created will be notified on the notice board of the institution and the applications will be called from the 2nd, 3rd and the 4th year students to fill the aforesaid vacancies. Later the vacancies will be filled based on the above mentioned criteria of distance and income, prioritizing the 4th, 3rd and the 2nd year students consecutively. This ration should be determined by the Hostel Committee, based on the number of existing vacancies in the hostel.
- 1.5 Calling for applications for the new year for accommodation and the date of enrolment of students for the hostel will be notified on the notice board.
- 1.6 The name list of persons who are provided periodic lodgings will also be notified on the notice board.
- 1.7 The name list of those who are eligible for the remaining vacancies will also be notified on the notice board.
- 1.8 In case of urgent /special occasions, the Hostel Committee should be informed of the circumstances after following the regular procedure of forwarding an application. The action to be taken regarding the matter should be determined in a meeting held by the Hostel Committee.
- 1.9 The candidates should provide accurate information since the reports on income and distance will be compared with bursary applications or other relevant documents.
- 1.10 Students will not be enrolled in the hostels excluding the above policies.

2. Vacating the Hostel

- 2.1 The final year students should vacate the hostel within a week of the end of their exams. The first year students should vacate the hostel within a fortnight of the end of their exams.
- 2.2 In case vacating the hostel should be delayed due to circumstances prevailing in the institution, the permission of the Hostel Committee should be obtained.

3. Procedure following selection for accommodation

3.1 The students who are selected to be provided accommodation facilities should get registered and settle down in the hostel within a fortnight of the day mentioned in the calling letter. Otherwise, the hostel facility granted will be eliminated after a week's expiration.

3.2 In occasions in which the students are unable to stay in the hostel consecutively for a fortnight, they should provide the Hostel Committee with admissible reasons through their sub – warden.

3.3 If a student does not stay regularly in the hostel, the sub warden of the hostel should inform the Hostel Committee regarding this matter, after an observative time period of one month.

3.4 Mutual transfers within the student hostels cannot be carried out.

3.5 The warden should be informed a week before vacating the hostel.

4. In case of any question / injustice related to the students, the students can inform the Hostel Committee in written form.

5. A representative of each girls' and boys' hostel is allowed to participate in the Hostel Committee. These representatives should be hostlers.

5.1 The representatives of students should not take part in the hostel committee meetings in which matters regarding student selection for hostels and student discipline is discussed.

Senior Assistant Registrar
Institute of Indigenous Medicine
University of Colombo
Rajagiriya.
26th October 1994.

ANX 7:

UNIVERSITY OF COLOMBO - PLAGIARISM POLICY

Approved at the 427th Senate meeting held on 25.04.2018

Preamble

In recognition of obligation of the University of Colombo, as an academic institution, to ensure that its contribution to society by way of knowledge creation is ethical;

Whereas encouraging and supporting members of academic community to be active participants in practicing ethical research and writing practices is the most desirable form of ensuring the ethical conduct of academic activities;

Whereas the highest academic body of the University of Colombo is desirous of declaring the guidelines to be followed in research and academic writing; and

With due recognition of the autonomy of each Faculty Board to adapt these general guidelines as appropriate in the context of its particularities;

The senate of the University of Colombo requests the Council to adopt this Policy to against plagiarism.

Types of plagiarism

Plagiarism is the passing of academic work that has been previously published or submitted for any academic programme, either by self or another, as author's original work. Instance of plagiarism would include, but are not limited to, the following:

- Intentional or unintentional copying, borrowing of ideas of others without due acknowledgement.
- Intentional or unintentional copying, borrowing of ideas of author's previous work without due acknowledgement.
- Translation of work of others or self without due acknowledgement.

The University recognizes the fact that many of the assignments submitted by the students (both undergraduate and postgraduate) for assessment contain different types of plagiarism. It is not that all of them commit plagiarism blatantly. A considerable proportion commit plagiarism due to poor scholarship since they have never been educated that it is a breach of academic integrity and they have never had any opportunity to develop skills and competences required to make their products of knowledge, free of plagiarism.

Therefore, it is the responsibility of the university to educate and train the students as well as teachers (permanent, temporary and visiting) to avoid plagiarism in their teaching/ learning products as well as in any form of academic work submitted for evaluation (term papers, essays, project reports, dissertations, theses, articles, abstracts, presentations, posters, multimedia products and software etc.).

The University will adopt the following procedures to educate and train its community of teachers, students and researchers;

- I. Develop a training module for multi-modal delivery Multi-modal delivery is suggested because there will be some time constraints for all to attend the face to delivery of the full programme
- II. Implement the module through different stakeholders to suit different target groups ie. teachers, postgraduates and undergraduates.
- III. Provide necessary institutional support to implement the module, i.e allocating time to follow the module, directing the undergraduates to follow the programme coupled with the information literacy programmes.

The university also recognizes that there will be those who do not have the intellectual honesty or the academic commitment to create their own original products of knowledge in an ethical manner, respecting the rights of other scholars.

Procedure to handling acts of plagiarism

Since the different faculties of the university employ a diverse array of teaching and assessment method it is not possible to define a common course of action for students charged with committing acts of plagiarism. Therefore the university vests the authority of taking act on against plagiarism to individual faculties, who should determine for which courses the policy would be enforced, the methodology that should be adopted to detect acts of plagiarism and the disciplinary action that will be taken against such violations if the accused student was found to be guilty. A guideline to facilitate this process has been provided in Annex 1.

Annexure I: Guidelines for Faculties to enforce the policy on plagiarism

1. All faculties must take steps to educate the students about how to avoid plagiarism with the help of the University Library who will provide the necessary resources for such awareness programmes. At the end of the awareness programme all students must ratify the Honour code provided below.

Honour Code

I recognize that dishonestly in academic work is unethical. I further recognize that submitting plagiarized academic institution or for publication is damaging and harmful for the institution as it is misleading others.

As a member of the academic community at the University of Colombo I will conduct myself with integrity in any academic work including in research, writing, public debate and discussion and any other form of academic activity. I will ensure that any work that is borrowed is duly acknowledged. I will support, as far as possible, all measures taken by the University of Colombo to promote academic integrity.

2. All teaching / learning products as well as in any form of academic work submitted for evaluation such as term papers, essays, project reports, dissertations, theses, articles, abstracts, presentations, posters, multimedia products, software, and prototypes should be accompanied by a signed declaration of academic integrity shown below.

The faculty must evaluate its teaching programme and specify what are the academic works that will be subjected to this condition and take appropriate action to enforce the plagiarism policy for those academic works that are subjected to such a signed declaration.

Declaration of Academic Integrity

I declare that I am the author of this academic work. Any ideas, research previously undertaken have been duly acknowledged and cited. All assistance and support received in the compilation of this work has been duly and truthfully acknowledged. This paper has not been previously submitted to another academic authority nor has it been published yet.

I agree to permit the University to submit this academic work to a relevant authority for the sole purpose of verifying its academic integrity.

Signature

Date

3. Each faculty will establish a set of criteria to punish those who are found to have committed acts of plagiarism. The penalties should be proportionate (the penalty should be proportionate to the amount of plagiarized material as proportion of the entire work presented for evaluation), consistent and appropriate (repeat offenders should be subjected to much more severe penalties compared to first time offenders). The penalties could range from a formal written caution that will go into student's record; rejection followed by resubmission of the entire or part of the assessed work after removing the plagiarized section; imposing an upper limit to the mark obtainable for the assessed work if it was found to contain plagiarized material; reduce a proportion of the mark or all of the mark depending on the amount of plagiarized material in the assessed work; failing the subject with the opportunity to repeat; failing the subject without opportunity to repeat.
4. Each faculty must also establish a procedure to notify those students who are suspected of plagiarism and the students should be given an opportunity to provide his / her defense if the student is not in agreement with the plagiarism charge.
5. Each faculty must maintain a record of those who have been warned or penalized for acts of plagiarism and thereby ability to detect repeat offenders.