

6.2 Marshals

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

The Marshals presently in service are as follows:

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

6.3 COMMON GUIDELINES ON STUDENTS' DISCIPLINE UNIVERSITY GRANTS COMMISSION

Commission Circular No. 946

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

**No. 20, Ward Place,
Colombo 07.
10th February 2011**

COMMON GUIDELINES ON STUDENT DISCIPLINE

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

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

DISCIPLINARY PROCEDURE

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

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

RECORD OF PUNISHMENT

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

Please take action accordingly with immediate effect.

(Prof. Gamini Samaranayake)
Chairman

SCHEDULE I
THE PROCEDURE TO BE FOLLOWED

1. The charge shall contain specific charges. The VC/Rector shall serve the student respondent/s the charge sheet individually requesting to send the reply to the VC or Rector in writing within the time period granted.
2. If the respondent/s plead/s not guilty to the charges, the VC/Rector shall appoint a disciplinary committee of up to 3 members to hold a formal inquiry and submit the report within 14days.
3. If the VC/Rector is not satisfied with the answers given, the student respondent/s shall be notified of the date of the inquiry by the Secretary to the Committee of Inquiry appointed by VC/Rector from among teachers/administrative officers.
4. At the inquiry, the student respondent /s shall be informed of the evidence and have the right to defend him/herself. He/she may make his/her own 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 bythe 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 render whatever assistance needed to conduct Inquiries on matters pertaining to provision of any By-Law. A student who does not so comply shall be guilty of a punishable offence.
8. At a Committee of Inquiry, a student's hall be provided with relevant documents or extracts from the same, which have been used to frame charges against the students.
9. The Committee of inquiry after finalizing its recommendations shall refer the same to the Board of Discipline (BOD) Senate to determine the punishment within the scope of the Schedule II.
10. The said BOD shall consist of five members appointed by the VC.
(In case of a disciplinary mater connected to the Campus Institute, the VC may appoint all/or few members from the Campus/ Institute)
11. Incase of a Campus, the Rector shall forward the recommendations of the disciplinary committee to the VC of the University to which it is affiliated to follow the procedure specified under 9 above.
12. On receipt of the determination of the punishments by the BOD/ Senate, the VC shall immediately place it before the Council for ratification Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.
13. (a) The VC/ Rector may subject to the provisions in this sectioned clare the University out of bounds to a student who is reported to have violated any of the provisions of this BY-Law or against whom the formal disciplinary inquiry or a criminal case is pending or who is the subject of Police investigation, for a prescribed period of time.

(b) Declaration of the University out of bounds to a student (here in after called 'OUT OF BOUNDS DECLARATION') under this section shall mean a total prohibition on attendance/access to the Higher Educational Institution to which the student is attached and participation in any activity of the Higher Educational Institution, provided however that the VC/ Rector may at his discretion permit such a student to enter the premises for a specific purpose.

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

APPEALS PROCEDURE

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

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

SCHEDULE II

RECOMMENDED PUNISHMENTS FOR VIOLATION OF STUDENT DISCIPLINE

Offences	Recommended Maximum Punishments
i. Refusals or negligence to produce the Student Identity Card when called upon to do so by the VC, DVC/ Rector any other officer, any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the VC/Rector. <u>Explanation</u> Any student who refuses to produce the student identity card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal laws of the land.	Considering the gravity of the offence. 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 certificates as appropriate. Or b. Severe warning by the VC/ Rector with a record of same in the personal file of the student.
ii. Violates the By-Laws on University/ Campus Residence Facility (RF).	Recovery of cost incurred by the University/campus as a result of violating, any by-laws, and considering the gravity of the offence, 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. Serve warning by the VC/Rector with a record of same in the personal file of the student. 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.

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.	A fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost of misuse plus 25% of such value or cost, and considering the gravity of the offence, 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.
iv. Contravenes any By-Law Regulation or Rule	Considering the gravity of the offence, 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.
v. Refuses to carry out any lawful order issued by the VC, DVC/ Rector; any other officer; a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the VC/Rector.	Considering the gravity of the offence, 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.

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.	a. Expulsion from the University/ Campus for falsification of documents Or b. Suspension from the University/ Campus for a period of one calendar year and withholding of examination results or certificate as appropriate Or c. Severe warning by the VC/ Rector with a record of same in the personal file of the student.
vii. Smelling of liquor or under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, arctic, addictive drug or gambling within the precincts of the University/Campus.	Considering the gravity of the offence, a. Suspension from the University/ Campus for a period not exceeding one 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.
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.	a. Expulsion from the University Campus for being in possession or storing or using arms and weapons within the precincts of the University/ Campus. or b. Suspension for three calendar years and/ or with holding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.

ix. Engage in such activities as are likely to disrupt the conduct of registration, teaching, study, research, or examinations in the University/ Campus or in the administration of the University/ Campus or obstructs an event organized by the University/ Campus within or outside its premises or obstructs or disrupts any other authorized event Held within the University/ Campus premises.	Suspension up to one calendar year and /or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstructions or disruption.
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/her 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 not in accordance with rules or other provisions made by the University/ Campus from time to time, or without the authority of the VC/ Rector or the relevant member of staff.	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 of order and discipline within the University/ Campus.	Considering the gravity of the offence, 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.
xiv. a. Abuse/ harassment (including any form of ragging/ molestation) sexual harassment and/or intimidation whether physical or mental of any student of the University, VC/ DVC/ Ractor, any other officer member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the University/ Campus or at an event organized by the University/ Campus.	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 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.
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.	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.

	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.
xv. Causing of physical injury or physical harm or threatening to cause same to any student of the University/Campus, VC/Rector, any other officer, member of the academic or administrative staff, any other employee of the University/Campus or any other person authorized to be in the premises of the University/Campus or at an event organized by the University/Campus.	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.
xvi. Kidnapping, hostage taking attempting to kidnap, or threatening to take hostage or kidnap VC, DVC/ Rector other Officer, member of the academic or administrative staff any student of the University/ Campus, an employee, or any other person authorized to be in the premises of the University/ Campus or at an event organized with the authority of the University/ Campus within or outside its premises.	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.
xviii. Including of students to disrupt legitimate actives of the University/ Campus	Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and 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.
wviii. Any student who has stolen or attempted the theft of property within the University/ Campus premises or has retained stolen property belonging to the University/ Campus or has caused willful damage to University/ Campus property or to property of an officer, member of the academic or administrative staff, an employee or a student of the University/ Campus or any other person authorized with the authority of the University/ Campus within or outside its premises.	

(1) Theft.	Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and. a. Expulsion from the University/ Campus or b. Suspension for two calendar year 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.
(2) Willful damage	Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and. 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.

(3) Attempted theft	Fine to be recommended by the committee to impose punishments and a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate - or b. Severe warning by the VC/ Rector with a record of same in student's personal file.
(4) Retaining stolen property	Return the property and a fine to be recommended by the committee to impose punishments.
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.	Severe warning by the VC/ Rector with a record of same in student's personal file.
xx. Offers any gratification to any employee of the University/ Campus as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that any other University/ Campus employee.	Considering the gravity of the offence, a. Expulsion from the University/ Campus - or b. Suspension for a period not less than six months and not exceeding two calendar years and withholdings of examination Results or certificate as appropriate

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.	Considering the gravity of the offence, a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the VC/ Rector with a record of same in student's personal file.
xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No.16 of 1978 as amended and/or without following the authorized procedure in that regard.	Considering the gravity of the offence, a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the VC/ Rector with a record of same in student's personal file.
xxiii. Failure to comply with the rules and regulations made by the University/ Campus on the conduct of affairs of any society/association/union.	Considering the gravity of the offence, a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the VC/ Rector with a record of same in student's personal file.
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.	Considering the gravity of the offence, a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the VC/ Rector with a record of same in student's personal file.

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.	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.
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.	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.

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

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

	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.
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In addition to the above, conditions accepted by the Senate and the Council of the University on student discipline under By Law No. 01 of 1986, will also be compulsory for the university student.

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

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

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

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

Part I General

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

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

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

06. Powers and responsibilities of the Board of Discipline.

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

Part II Maintenance of students' discipline

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

- 1.1 Deans, Heads of Departments and Librarian
- 1.2 Director, Student Welfare/Student Counselors/Senior Assistant Librarian.
- 1.3 All members of the Academic Staff.
- 1.4 Hostel Wardens/Sub-Warden
- 1.5 Marshals
- 1.6 Security Officers

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

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

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

1. In instance under 08(1) a student can be sent out from a room, a class room, hall, library, laboratory, hostel or any other place.
 2. To order any student to surrender the student Record Book or the Identity card.
 3. To report to the Vice-Chancellor through the Proctor any breach of discipline or misconduct.
10. Security officers and Marshals have been conferred the following powers on student's discipline.

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

Part III General Discipline - Misconduct and Breach of Discipline

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

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

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

Part IV Students' discipline on residential students

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

disciplinary acts or misconducts.

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

Part V Punishments.

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

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

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

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

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

Part VI Appeals (Amended at 141st meeting of the Council held on 09.08.1995)
Section 141.50 (3)

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

Part VII Interpretation

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

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

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