

**GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE ,  
SRI LANKA**

**BY-LAWS RELATING TO STUDENT RESIDENCE AND DISCIPLINE**

Given below are the By-Laws relating to Student Residence and Discipline made by the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka (hereinafter referred to as “the University”) under section 135 of the Universities Act No. 16 of 1978, as amended (hereinafter referred to as “the Act”).

**PART 1 – GENERAL**

- 1.1 These By-Laws may be cited as the “By-Laws No. 17 of 2021 relating to Student Residence and Discipline” and shall come into operation with effect from 05.11.2021, as recommended by the Senate (hereinafter referred to as “the Senate”) of the Gampaha Wickramarachchi University of Indigenous Medicine at its 05<sup>th</sup> meeting held on 28.10.2021 and approved by the Council of the University (hereinafter referred to as the “Council”) at its 08<sup>th</sup> meeting held on 05.11.2021.
- 1.2 All the By-Laws previously issued with regard to Student Residence and Discipline are hereby repealed without prejudice to what has already been done based on such instrument by the adoption of these By-Laws.
- 1.3 These By-Laws may be amended as and when required, with the approval of the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka, with the recommendation of the Senate.
- 1.4 Any matter which is not covered by these By-Laws shall be subjected to the decision and approval of the Council, on the recommendation of the Senate.
- 1.5 Matters raised based upon these By-Laws including the interpretations shall be directed to the Council of the University. The decision of the Council shall be final and conclusive.
- 1.6 Without prejudice to the generality of the powers, duties and functions conferred upon or imposed on the Council by the Act or any other instrument, the Council shall be responsible for the administration and implementation of these By-Laws.
- 1.7 Each and every student duly registered as a student of the University shall be issued with a copy of these By-laws, the provisions of which will be binding on him/her in conformity with the declaration made by him/her in terms of the application for University admission submitted by him/her to the University Grants Commission.
- 1.8 Upon the receipt of an application on the prescribed form for registration as a student of the University, together with such documents as may be necessary for this purpose, the Registrar or such other officer as may be nominated by the Registrar for this purpose shall register such student and shall issue to the student so registered an Identity Card and a Students' Record Book

bearing the photograph of the student concerned duly embossed with the seal of the University which shall be final and conclusive evidence pertaining to the identity of the student and also to the accuracy of the particulars stated therein.

1.9

- i. These By-Laws shall apply for any student who;
  - a) has been duly admitted and registered as an internal student at the Gampaha Wickramarachchi Ayurveda Institute for programmes of study leading to undergraduate degrees awarded by the University of Kelaniya, Sri Lanka as at 28.02.2021 and transferred to the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka as per the notice published in the Government Gazette Extraordinary No. 2209/75 dated 08.01.2021 by the University Grants Commission in respect of any Academic Year.

OR

- b) has been enrolled and registered as an internal student of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka under Section 15 (vii) of the Universities Act, No.16 of 1978 as amended, in respect of any Academic Year, or period of study from the Academic Year 2020/2021 onwards. Notwithstanding anything to the contrary in any of the provisions of these By-Laws, the Vice-Chancellor shall take appropriate action he/she deems necessary to maintain discipline at the University and nothing in these By-Laws shall be construed in a manner to detract from the powers, duties and functions conferred on or imposed upon the Vice-Chancellor by the Universities Act No. 16 of 1978 or by any other instrument.

1.10 The Vice-Chancellor shall be responsible for the maintenance of discipline within a University under Section 34(6) of the Universities Act as amended. The Vice-Chancellor shall except in urgent circumstances take all decisions in consultation with Senate and Council. All decisions shall be reported to Senate and Council.

1.11

- i. Upon the coming into operation of these By-Laws there shall be established a Board of Student Residence and Discipline (hereinafter referred to as the “Board”) constituted as provided in Sub-Paragraph (ii).
- ii. The Board of Student Residence and Discipline shall consist of the following members and the members mentioned under (c), who shall hold office for a period of 03 (three) years with effect from the date of appointment.
  - a) Dean of each Faculty;
  - b) Chief Student Counsellor;
  - c) Two members appointed from the Council from among its appointed members (one member preferably be a person with legal background);
  - d) A Senior Student Counsellor nominated by the Vice-Chancellor
  - e) University Medical Officer.

- iii. The administrative officer in charge of the division of the student welfare or his/her nominee shall function as the Secretary cum Convenor of the Board.
- iv. The Chairman of the Board shall be one of the appointed members from the Council and he/she shall preside at all meetings of the Board. If the Chairman is unable to preside at a meeting the members shall elect another member from among them to preside at such meeting.

Provided, however, if any of the Council appointed members vacates his/her office prior to the expiry of his/her term, his/her successor shall unless such successor vacates his/her office earlier, hold office for the unexpired portion of the term of office of his/her predecessor.

- v. If the appointed member under (d) vacates his/her office prior to the expiry of his/her term, the Vice-Chancellor shall nominate another Senior Student Counsellor and such successor shall unless he/she vacates his/her office earlier, hold office for the unexpired portion of the term of office of his/her predecessor.
- vi. The quorum for the meeting of the Board shall be two thirds (2/3) of its members.
- vii. Meetings shall be held at least once in every quarter but may be held at any time in case of urgent circumstances. Members of the Board shall maintain strict confidentiality of the decisions made, unless they are officially requested to disclose specific decisions to a designated official.

1.12 Subject to the provisions of the Act and of any other appropriate Instrument, the Board shall work under the directives of the Vice Chancellor and have the following powers, duties and functions: -

- i. To advice the Vice Chancellor on all matters concerning the maintenance of discipline of students within the University.
- ii. To make recommendations to the Vice-Chancellor on the required amendments to the By-Laws and guidelines pertaining to Student residence and Student discipline;
- iii. To regulate and determine matters pertaining to maintenance of residential facilities of the students of the University;
- iv. To formulate rules pertaining to discipline of students within the University and student residential facilities of the University;
- v. Upon the request of the Vice-Chancellor hold inquiries or cause inquiries to be held on allegations of indiscipline or misconduct or violation of by-laws pertaining to student residence by any student of the university;

- vi. To summon any student or employee of the University to provide evidence pertaining to student discipline or student residence as and when required for an inquiry;
- vii. To invite any officer/ employee in the university whose knowledge or expertise the Board deems required for an inquiry on student discipline or student residence.
- viii. To review reports submitted by committees of inquiries appointed by the Vice Chancellor, Deputy Vice-Chancellor (if any) and recommend appropriate penalties or punishments as per the Schedule II of these By- Laws or any other suitable action or punishment or penalty on any student/s who has/have been found guilty of any acts of indiscipline or misconduct or who have been found guilty of an offense under these By-Laws or, of acting in contravention of the provisions of these By-Laws or the rules (if any), made by this Board to the Vice-Chancellor, Deputy Vice-Chancellor (if any) to be considered for submission for the approval of the Senate and the Council;
- ix. To do all such other acts or things as may be necessary for exercising any of the powers aforesaid, as may be required in order to attainment of the objectives further of these By-Laws.

## **PART 2 - INDISCIPLINE OR MISCONDUCT OF STUDENTS AND GUIDELINES FOR HALLS OF RESIDENCE AT THE UNIVERSITY**

- a) Every registered student of the University shall have in his/her possession either such Identity Card or Students' Record Book, which he/she shall produce when called upon to do so by a member of the academic staff or by any officer authorized by the Vice-Chancellor or Registrar for this purpose.

### **(A) Indiscipline or Misconduct**

#### 2.1

- a) If any registered student shall fail to produce or wilfully refuses to produce or neglects to produce such Identity Card or Students' Record Book when called upon to do so by an authorized officer of the University, such student shall be deemed to be guilty of an offence punishable under these By-laws.
- b) In the event of the failure or the refusal to produce such Identity Card or Students' Record Book to any member of the academic staff or an authorized officer, such officer shall have the power to take such student into custody and to produce him/her before the Dean of the respective Faculty or Warden of the respective Hall of Residence of such student if he claims to be residing in a Hall of Residence for identification. In the event of such student not being a resident of a Hall of Residence, such student may be produced before the Marshal/Chief Security Officer/Security Inspector, who shall report him/her to the Chief Student Counsellor for appropriate action.

- c) The particulars stated in the Identity Card or Students' Record Book shall be deemed to contain *prima facie* evidence of the status of the student and shall be in the manner prescribed in Part I of these By-laws.
- d) Upon coming into operation of these By-Laws the University shall have full power and authority to consider and assess the conduct of each student in determining the eligibility of such student for the conferment on him/her of the degree, diploma, certificate or other academic distinctions.
- e) Every 'registered student' of the University mentioned in paragraph 1.9 above shall be of good behaviour and shall at all times conduct himself/ herself in an orderly manner befitting the status of an undergraduate. The said students of the University always, subject to their good behaviour and the observance of strict discipline.
- f) Every 'registered student' of the University mentioned in paragraph 1.9 above shall at all times endeavour to safeguard the dignity, good name and reputation of the University. No student shall act detrimental to the reputation and prestige of the University or to the maintenance of the order and discipline at the University.
- g) Every 'registered student' of the University mentioned in paragraph 1.9 above shall endeavour to foster a corporate and community spirit of life and shall always respect the liberty, dignity, freedom and personality of fellow students.
- h) No 'registered student' of the University mentioned in paragraph 1.9 above shall engage in illegal activities or anti-social actions or in any act calculated to humiliate, ridicule, hurt or harass (mental/physical) a fellow student or any other person within or outside the University or engage in any other anti-social conduct which may bring the University to disrepute.
- i) No 'registered student' of the University mentioned in paragraph 1.9 above shall incite, provoke or aid and abet any other student in the commission of any of the misconducts specified in these By-Laws.
- j) Every 'registered student' of the University mentioned in paragraph 1.9 above shall be bound to protect and safeguard the property of the University. Property" for this purpose includes buildings, libraries, lecture halls, furniture, equipment, and all other movable and immovable assets of the University.
- k) If in the event of any student being found guilty of damaging or destroying or attempting to damage or destroy the property of the University, he/she shall be deemed to have committed an offence and shall be dealt with in accordance with the provisions of these By-Laws.
- l) Any student who acts in violation of above (a) – (k) paragraphs of these By-Laws shall be guilty of an offence punishable under the provisions of these By-Laws.

- m) Any misconduct/indiscipline mentioned above committed by a student shall in first instance be reported to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action by any person at the University.

2.2 Any student who –

- a) refuses to carry out any lawful order/s issued by the university;
- b) destroys, damages, defaces, alienates, removes, steals, misappropriates, misuses, mutilates or do any harm to any of the property of the University;
- c) transports or keeps/kept in his/her possession weapons, sharp implements, petards or explosives or any other material which can cause injury/damage to a person;
- d) attacks, injures, damages (mental/physical), annoys, hurts, disturbs, assaults, insults, rapes or agitates others;
- e) threatens verbally or in writing or using any electronic media to cause injury (mental/physical) to any person within or outside the university;
- f) harms the reputation or property of any student or a member of the staff, or damages university property;
- g) misbehaves or supports any misbehaviour or any unjustifiable act;
- h) commits or aids or abets or encourages or participates or subjects willingly to any form of ragging;
- i) is insubordinate or is dressed in attire which is inappropriate for a particular occasion;
- j) acts in a way that the personal liberty, dignity or benefiting of any right of any student or a member of the University staff is restrained;
- k) obstructs any University student or member of the staff from carrying out any official order by unlawfully restraining that student or member of the staff.
- l) unlawfully restrains any student or a member of the staff of the University, in such a student or member of the staff from proceeding beyond certain circumscribing limits:
- m) furnishes the University with false particulars on a matter or matters for which the University is entitled to be furnished with the true particulars;

- n) provides false information to mislead university authorities conducting disciplinary inquiries;
- o) makes or provides false statements or entries to the University Security Service or to any other University personnel;
- p) obstructs or disturbs others during examinations or unjustifiable gathering near or around examination centres or aids and abets such activity;
- q) fails or refuses to produce the identity card or student record book when called for by a member of the Academic staff, Warden, Sub Warden, Security officer/ Security Inspector or any other relevant officer of the university;
- r) is convicted in any court of law of an offence which, in the opinion of the Vice Chancellor or Deputy Vice-Chancellor (if any), is of sufficient moral turpitude to warrant disciplinary action;
- s) is found to be under the influence of or in possession of or smelling of or supplies or consume liquor or is known to have purchased liquor, within the precincts of the University;
- t) is found to be under the influence of or in possession of or purchased or consumes or supplies or known to have purchased any narcotic in contravention to the Poisons, Opium and Dangerous Drugs Ordinance (as amended) or identified as illegal narcotic under any other existing law of the country or any other addictive drug, within the precincts of the University;
- u) engages in any activity which is likely to disrupt the conduct of programs of teaching (Lectures, Practical, Field Work, Work Shop Activities, Clinics, Assignments, etc...), Examinations and Research at the University or disturb any administrative function or smooth functioning of the University.
- v) obstructs any officer or employee of the University from performing his/her duties or makes any unjustifiable and unlawful interference in official duties of staff of the University;
- w) obstructs any student in carrying out his/her studies or research or disrupts the activities of any student/s;
- x) smokes or gambles or engages in ethically or legally unauthorized activities within the premises of the University; and
- y) acts in contravention to the provisions stipulated in any By – Law, Rule or Regulation of the University,

shall be guilty of Indiscipline or Misconduct. Such activity by a student shall in the first instance be reported to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action, by any person at the University.

2.3 In addition to the above provisions any student who –

- a) purports to convene a meeting of any society or association within the premises of the University without obtaining the prior approval of the Council or purports to establish or assists to establish or form any such society or association;
- b) convenes or represents any society or association which has not been approved by the Council;
- c) does not comply with the regulations and orders laid down by the Council for the establishment of any society or association;
- d) plans, organizes or implements any event within the premises of the University without obtaining prior permission of the University authorities;
- e) publishes or displays or distributes or circulates or exhibits any notice, pamphlet, publication or other printed material or data detrimental to the good name and discipline of the University, words defamatory of any member of the staff or student of the University, through cyberspace or in any property of the University;
- f) displays or distributes or circulates any periodical, publication, notices, pamphlets, posters, press release or data without obtaining the prior written approval of the University authorities;

provided however, that the provision of this paragraph shall not apply to notices, pamphlets, publications, or other printed materials or data circulated relating to the activities of any registered Students' Union, Society or other Association established and recognized under Section 115 of the Act and intended solely for the furthering of academic objectives. However, such notices, pamphlets, publications or other printed materials or data circulated should contain the signature/ electronic signature of the President or the Secretary of such Organization or any other responsible person.

- g) issues or publishes or causes to be published any press release either on his/her behalf or as the representative or purported representative of a student's union, society or association, with respect to matters pertaining to the University without the prior approval of the Vice Chancellor or Deputy Vice Chancellor (if any), or other teacher or officer designated for this purpose by the Vice Chancellor;
- h) invites without the prior written approval of the Vice Chancellor or Deputy Vice Chancellor (if any), any person not associated with the University as a student or employee of the University, or on behalf of the students or at the request of the students of the University, as a speaker to address students at the University;



- i) holds meeting/s within the University premises of any students, students' union or society or other association of students of the University without obtaining prior written approval of the Vice-Chancellor or Deputy Vice-Chancellor (if any), / Chief Student Counsellor or aids and abets such activity. The Dean of the Faculty may permit the holding of a meeting of the Faculty students, Faculty Unit or Society where it is restricted to the students of such Faculty;

However, where the approval of the Vice-Chancellor/ Deputy Vice-Chancellor /Dean/Chief Student Counsellor, as the case may be, has been so granted subject to such terms and conditions relating to the venue and date of such meeting and its duration and any other matter as may be deemed necessary under the circumstances, the meeting shall be held in conformity with all such terms and conditions.

- j) organizes or participates in collection of money or goods within or outside the University or any subscription or currency collected from among the students, staff of the University or the general public by any union, society or association, without the prior written consent of the Vice-Chancellor or Deputy Vice-Chancellor (if any);

Provided, however, that the provision of this paragraph shall not apply to a subscription collected by a registered union, society or association in accordance with its Constitution or any By-Laws made in terms of section 115 (2) of the Act.

shall be guilty of Indiscipline or Misconduct. Such activity by a student shall in the first instance be reported to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action by any person at the University.

## **(B) Guidelines for Halls of Residence at the University**

### 2.4

- i. There shall be a Warden in charge of each Hall of Residence who shall be responsible to the Vice Chancellor and Deputy Vice Chancellor (if any), for ensuring the efficient management and accountable for maintaining the discipline among the students of the Hall of Residence.
- ii. There shall be a Sub Warden for each Hall of Residence who shall be responsible to the University Authority for the day to day administration and ensure the discipline among the students of the Hall of Residence.
- iii. The Sub Warden shall be responsible for maintaining the discipline among the students, managing the properties and services, maintaining the inventory (stock), maintaining student's records of the Hall of Residence and carrying out the orders of the Warden.

### 2.5

- i. Any student seeking admission to a Hall of Residence shall submit a completed application form requesting for residential facilities indicating the total parental income of his family and the distance to the University from his place of residence and other details as called for in the application form requesting for residential facilities at the University.

- ii. Such an application for residential accommodation shall be made on the form provided for the purpose by the University and shall contain a statement to the effect that the student accepts to abide by the By – Law/s, rule/s and regulation/s applicable to the Halls of Residence and Discipline of the University and amendments made to the said By – Law/s, Rule/s and regulation/s from time to time.
- iii. Residential facilities shall be allocated to students on individual basis subject to the Decisions, Guidelines, By Laws, Rules and Regulations of the University.
- iv. Upon admission to a Hall of Residence, the student shall be deemed to have accepted the rules and regulations applicable to students of the University which are in force at the time or which may come into force subsequently.

2.6 All rules generally applicable to students of the University shall apply to students in a Hall of Residence.

2.7 Every student shall conduct himself/herself in such manner as to maintain the good reputation of the hall of residence of which he/she is in occupation.

- i. The Warden of the Hall of Residence shall have the authority to temporarily suspend residential facilities given to a student for any act in contravention to these By Laws. In such an event an immediate report shall be submitted to the Vice Chancellor or Deputy Vice Chancellor (if any), and Chief student counsellor by the Warden for necessary action.
- ii. If any student fails to sit for any examination at the end of the academic year or end of the semester such a student shall not be eligible to occupy the Hall of Residence if the lectures for that academic year or semester have concluded.
- iii. A student shall not be entitled to any refund or reduction of fees paid or payable in the event of any interruption of arrangements being made or being finalized to grant him or her accommodation at the Hall of Residence in consequence of any disciplinary action being taken against him/her by the University.

2.8. Every student shall individually be responsible;

- a) for furniture, fittings and any other property of the University in his/her own room and collectively for all other property of the University in common use at the Hall of Residence;
- b) To hand over to the University Authority any article/s issued to him/her in good condition at the time of moving out of the allocated room or Hall of Residence;
- c) For any loss or damage to article/s in his/her room provided by the University; and

- d) To use clothes irons, televisions and other equipment made available to students for common use, with care and without causing damage.

For any misuse, damage or lost caused accidentally or deliberately to the moveable or immovable property of the University at the Hall of Residence, the value of such property damaged or lost shall be recovered from the student, and in the event that more than one student are found to be responsible (after due inquiry), the value of damaged or lost property shall be recovered equally from each and every student residing in the room or Hall of Residence as appropriately. Accordingly, the cost of misused, damaged or lost properties shall be recovered from the student/s concerned.

2.9. Every student shall ensure that;

- a) at the time of occupying, all moveable and immovable properties of the University in the Hall of Residence or in the room are in workable condition, and that if any item is found damaged or not in working order, the Sub – Warden should be informed immediately;
- b) the sound emanated from musical instruments, audio equipment, televisions, radios, computers etc., shall not be audible outside the room at all times;
- c) stereo sets or Speakers shall not be placed on window sills or balconies to direct music or noise outside the room of the Hall of Residence;
- d) any audio, musical instrument or radio shall not be played or switched on between 10:00 p.m. and 5:00 a.m.
- e) Irons, televisions and other equipment commonly made available to students shall be returned in working order at the end of the term;
- f) electrical outlets shall be appropriately used and not overload the electrical supply with electric and electronic equipment such as computers, stereo sets, televisions etc.,
- g) all electric bulbs, irons and fans are switched off when leaving the rooms or bathrooms. Water taps are closed completely after use and operate any item in the Hall of Residence with care; and
- h) the rooms, wash rooms, corridors, common areas, drains, gardens are kept clean.

2.10. All resident students shall return to the Hall of Residence before 7:00 p.m. and refrain from leaving the Hall of Residence before 6:00 a.m. without obtaining the prior permission of the Sub - Warden. (Students who return to the Hall of Residence after 7:00 p.m. and leave the Hall of Residence before 6:00 a.m. shall sign the record book provided in the Hall of Residence stating the reason and time of arrival or departure)

- 2.11. All first year students (new entrants) should return to the Hall of Residence before 6:00 p.m. and refrain from leaving the Hall of Residence before 6:00 a.m. without obtaining prior permission of the Sub – Warden. (Students who return to the Hall of Residence after 6:00 p.m. and leave the Hall of Residence before 6:00 a.m. shall sign the record book provided in the Hall of Residence stating the reason and time of arrival or departure)
- 2.12. Any student whose residential entitlement has been suspended after a disciplinary inquiry conducted by the University shall not be eligible to seek residential accommodation or to continue staying at the Hall of Residence or for any refund or reduction of any fees already paid or payable.
- 2.13. Hostel facilities will only be granted for the first year and final year of the programme of study of the students, except for the students who have been granted special permission.
- 2.14. Any student found to be residing at a Hall of Residence without prior approval shall be liable to a punishment imposed by the University and to pay a fine imposed by the University for the said period as determined by the University. Such incidents of non-approved residence of students (if any), shall be reported to the Vice-Chancellor or Deputy Vice-Chancellor (if any), by the Warden or Sub Warden for necessary action.
- 2.15. Every part of the Hall of Residence shall be opened to the University authorities for inspection at any time during day or night and it shall be the duty of every student to cooperate with the University authorities at the time of inspection of the Hall of Residence.
- 2.16. The University shall not be responsible for the loss or damage to the personal belongings of students within the Halls of Residence.
- 2.17.
- i. Any student who has been suffering from a contagious or infectious disease shall, furnish the sub-warden with a medical certificate to the effect that he/she has fully recovered and shall not pose any risk to the health of others, when he/she returns to the Hall of Residence. The sub-warden shall have the power to prevent any student who fails to do so from entering the Hall of Residence. However, such actions should be informed to the Warden with immediate effect.
  - ii. Any threat to the health of the other students and the staff of the University shall be avoided. If any student is faced with a health problem, he/she should consult the Medical Officer of the University or District Medical Officer and report to the Sub – Warden immediately.
- 2.18. No student shall;
- a) shift or remove any property of the University assigned or issued to a room or to any place at the Hall of Residence by the University;
  - b) be a nuisance to other students in the Hall of Residence or the neighbours or engage in any act/s of violence including fighting, throwing of objects, making excessive noise or any other

unauthorized behaviour. If engaged in any such behaviours, his/her residential facilities shall be cancelled;

- c) keep, possess or consume alcoholic beverages, any narcotic in contravention to the Poisons, Opium and Dangerous Drugs Ordinance (as amended), any narcotic identified as illegal under any other existing law of the country or any other addictive drug, in the Hall of Residence or be at the Hall of Residence after consuming alcoholic beverages or such narcotics or drugs;
- d) smoke or gamble or engage in ethically or legally unauthorized activities in the Hall of Residence;
- e) explode or possess or engage in fireworks or explosives in the Hall of Residence;
- f) cook or prepare meals in the Hall of Residence;
- g) be allowed to use air conditioners, refrigerators, hotplates, hair dryers or similar electrical appliances, misuse or tamper with the electrical supply or use the electrical supply for purposes not authorized by the warden;
- h) be permitted to use their rooms and facilities at the Hall of Residence for any commercial or unlawful purpose or any activity not expressly authorized by the University. A room or any part of the premises of the Hall of Residence shall not be used as a Library, political office, religious office, secretarial office, any other office or centre;
- i) be allowed to damage or put up or affix the walls of rooms, corridors, common areas or any place in Hall of Residence with posters, scripts, notices or any other embellishment without obtaining prior approval from the Sub Warden.
- j) be allowed to act in contravention to the provisions stipulated in any By-Law, Rule or Regulation of the University at Halls of Residence.

2.19. No male or female student shall keep a student or any other person of the opposite sex, in his/her room under any circumstances.

2.20. The provisions of these By – Laws which are commonly applicable to the students of the University with regard to discipline shall apply *mutatis mutandis* to or in relation to students residing in the Halls of Residence. No student shall violate those provisions at the Halls of Residence.

2.21. Any misconduct or indiscipline by a student mentioned above 2.18 and 2.19 paragraphs shall in the first instance be reported to the Vice-Chancellor or Deputy Vice-Chancellor (if any), by the Warden or Sub Warden for necessary action.

2.22. Powers of the Wardens

- i. It would be the duty of a Warden of a Hall of Residence to impose discipline among the students of the Hall of Residence and act in consultation with the Chief student Counsellor regarding matters pertaining to student discipline in the Hall of Residence
- ii. A warden of a Hall of Residence shall inquire into complaints of breach of discipline and take appropriate action by himself/herself where the act of indiscipline is not of a serious nature and the serious nature activities may inform the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action;
- iii. In every case in which a Warden acts under the above (ii) provision, he/she shall submit a report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), and shall act in consultation with the Vice-Chancellor or Deputy Vice-Chancellor (if any). Where the Vice-Chancellor or Deputy Vice-Chancellor (if any), is of the view that the breach of discipline is of such nature that it calls for his/her intervention, the Warden may refer such matters to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action.

#### 2.23. Powers of the Sub- Warden

- i. Take necessary actions to maintain the discipline within the Hall of Residence in consultation with the Warden.

### **PART 3 – STUDENTS’ IDENTITY AND STUDENT DISCIPLINE WITHIN THE UNIVERSITY**

- 3.1 Every student of the University shall have in his/her possession either Identity Card or Student Record Book which he/she shall produce when called upon to do so by a member of the academic staff or by any officer authorized by the Vice-Chancellor/ Deputy Vice-Chancellor if any, or Registrar for this purpose. The particulars stated in the Identity Card or Student Record Book shall be deemed to contain *prima facie* evidence of the status of the student.
- 3.2 If any student who shall fail to produce or willfully refuses to produce or neglects to produce such Identity Card or Student Record Book when called upon to do so by an authorized officer of the University, such student shall be deemed to be guilty of an offence punishable under these By-Laws.
- 3.3 In the event of the failure or the refusal to produce such Identity Card or Student Record Book to any member of the academic staff or an authorized officer, such officer shall have the power to take such student into custody and to produce him/her before the Dean of the respective Faculty or Warden of the respective Hall of Residence of such student if he/she claims to be residing in a Hall of Residence for identification. In the event of such student not being a resident of a Hall of Residence, such student may be produced before the Chief Security Officer/ Security Inspector, who shall report that to the Chief Student Counsellor for appropriate action.

### 3.4

- i. Any member of academic or administrative staff or any officer authorized, by the Vice-Chancellor or Deputy Vice-Chancellor (if any), including Marshals (if any) and Security Officers/Security Inspectors have the right to request/view and record the identity card details by necessary means for later actions.
- ii. If a student fails to produce the identity card or student record book, the staff member of the university has the right to take a photograph of the student for the same record and purpose.

3.5 The Dean of each Faculty of the University shall have full power and authority to exercise supervisory control over the discipline of all students within the Faculty.

3.6 For the purpose of exercising the powers conferred upon the Dean, he/she may issue from time to time instructions as he/she deems necessary for the maintenance of discipline within the Faculty.

3.7 Where the Dean of a Faculty of the University is satisfied that there is a likelihood of the breakdown of the smooth functioning of the Faculty due to the disorderly behaviour or conduct on the part of the student/s, the Dean may take immediate remedial measures such as reprimanding the student/s with the assistance of the Chief Student Counsellor to prevent a breakdown of the functioning of the Faculty.

If the Dean is unable to prevent the student/s from such disobedient behaviour and where Dean is of the opinion that the incident is of such nature that it requires the intervention of the University authorities, the Dean shall report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action.

## **PART 4 – STUDENT COUNSELLING SERVICES**

### 4.1

- i. The Council with the recommendation of the Vice-Chancellor shall appoint a Chief Student Counsellor from among the senior student counsellors of the university. He/she shall assist the Vice-Chancellor or Deputy Vice-Chancellor (if any), in the matters of student discipline within the University. The Vice-Chancellor or Deputy Vice-Chancellor if any, may delegate any of his/her powers and duties regarding student discipline within the University to the Chief Student Counsellor.
- ii. The Vice-Chancellor on the recommendation of the respective Dean of the Faculty shall appoint a Senior Student Counsellor for each Faculty from among the Student Counsellors of the Faculty. Senior Student Counsellor shall assist the Dean and the Chief Student Counsellor in matters of student discipline within the Faculty.

- iii. The Vice-Chancellor shall appoint Student Counsellors for a Faculty from among the academic staff of such Faculty based on the applications submitted by such academic staff and considering the recommendation made by the Dean of such Faculty.
- iv. The Chief Student Counsellor, Senior Student Counsellors and Student Counsellors unless vacate the office earlier, hold office for a term of one Academic year and may be removed from office by the Vice-Chancellor in consultation with the Council by reason of inability to perform the duties or any misconduct. Chief Student Counsellor, Senior Student Counsellors and Student Counsellors shall unless removed from office, be eligible for re-appointment.

4.2 The Chief Student Counsellor will have the following powers:

- i. To call upon any student of the University to produce his/her Identity Card or Student Record Book.
- ii. To record the identity card details of a student for later actions
- iii. Assist the Deans of the Faculties to prevent breaking down of the smooth functioning of the Faculties due to disorderly behaviour or conduct on the part of a student/s.
- iv. Request a student to make a statement at his/her office regarding a matter pertaining to student discipline.
- v. To report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action, if he/she considered any student to have violated the provisions of these By-Laws.

4.3 The Senior Student Counsellors will have the following powers:

- i. To call upon any student of the University to produce his/her Identity Card or Student Record Book.
- ii. To record the identity card details of a student for later actions
- iii. Assist the Chief Student Counsellor and Dean of the respective Faculty to prevent breaking down of the smooth functioning of the Faculty due to disorderly behaviour or conduct on the part of a student/s.
- iv. To request a student to make a statement at his/her office regarding a matter pertaining to student discipline.
- v. Inform the Chief Student Counsellor, if he/she considered any student to have violated the provisions of these By-Laws enabling him/her to report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action.



4.4 The Student Counsellors will have the following powers:

- i. To call upon any student of the University to produce his/her Identity Card or Student Record Book.
- ii. To record the identity card details of a student for later actions
- iii. Inform the Chief Student Counsellor, if he/she considered any student to have violated the provisions of these By-Laws enabling him/her to report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action.

4.5 Academic Staff Members will have the following powers;

- i. To call upon any student of the University to produce his/her Identity Card or Student Record Book.
- ii. Order any student to leave the lecture hall, classroom, laboratory or the library or any place of teaching.
- iii. To report to the Chief Student Counsellor enabling him/her to report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), for necessary action, if she/he considered any student to have violated the provisions of these By-Laws.

4.6

- i. The Marshal of the University (if any), shall be accountable to the Registrar and shall act in accordance with the advice and orders given by the Vice-Chancellor or Deputy Vice-Chancellor (if any), and the Registrar.
- ii. Marshal ( if any), will have the following powers;
  - a) To call upon any student of the University to produce his/her Identity Card or Student Record Book.
  - b) To record the identity card details of a student for later actions
  - c) Inform the Chief Student Counsellor enabling him/her to report to the Vice-Chancellor or Deputy Vice-Chancellor, for necessary action, if she/he considered any student to have violated the provisions of these By-Laws.

## **PART 5 – DISCIPLINARY PROCEDURE**

## **(A) General Provisions**

- 5.1 Any charge of misconduct/indiscipline against a student shall in the first instance be reported to the Vice- Chancellor or to the Deputy Vice-Chancellor (if any), for necessary action.
- 5.2 Where the Vice-Chancellor or Deputy Vice-Chancellor (if any), receives information relating to any misconduct/indiscipline of a student/s 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 with immediate effect. Such member shall not disclose the content of the report anyone except for the Vice Chancellor or Deputy Vice Chancellor (if any). He/she shall disclose the findings to a designated individual or at a forum if he/she is officially requested to do so.
- 5.3 Where the Vice-Chancellor or Deputy Vice-Chancellor (if any) is satisfied on the information and/or availability of evidence relating to a misconduct/indiscipline of a student/s, shall appoint;
- i. One or more members of the academic staff of the University
- OR
- ii. A committee comprising of any other suitable person/s from outside the university to investigate the facts and submit his/her/their conclusions and recommendations in writing to the Vice-Chancellor or Deputy Vice-Chancellor (if any), within 3 working days. This will be called as the Preliminary Investigation.

Note: At a preliminary investigation into misconduct/indiscipline, the complainant/s, accused student/s and the witnesses shall be questioned.

The details of the misconduct/indiscipline including the nature of the misconduct/indiscipline, venue and time, the person/s or property involved shall be clearly stated in the Charge Sheet.

- 5.4 The officer/ committee mentioned in 5.3 shall submit his/her/their conclusions in writing to the Vice-Chancellor Deputy Vice-Chancellor (if any), giving reasons for such findings and verdict. The said conclusions shall be submitted in the form of a fact finding report along with a recommendation to issue a charge sheet (if necessary). Such member shall not disclose the conclusions to anyone except for the Vice Chancellor or Deputy Vice Chancellor (if any). He/she shall disclose the conclusions to a designated individual or at a forum if he/she is officially requested to do so.

If the charges against a student/s are identified at the fact finding process and preliminary investigation officer/committee recommend/s to issue a charge sheet/s, such officer/s should prepare the charge sheet and submit the same along with the report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), Such charge sheet/s should specify the charges clearly.

- 5.5 In cases where the Vice-Chancellor or Deputy Vice-Chancellor (if any), considers it a great urgency or deems it necessary in the context of seriousness of the infringement of discipline or where the student pleads not guilty but has been revealed in the fact finding mission mentioned under 5.3 above, that the student/s have committed an act amounting to misconduct/indiscipline, the Vice-

Chancellor or Deputy Vice-Chancellor (if any), shall be empowered to impose an Out Bound 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 for their endorsement subsequently.

6

The Out of Bound Declaration shall mean a total prohibition on attendance/access to the University as the case may be and participation in any activity of the University, provided however that the Vice-Chancellor or Deputy Vice-Chancellor (if any), may act on his/her discretion to permit such a student to enter the University for a specific purpose.

5.6 On receipt of the fact finding report under 5.4 above, the Vice-Chancellor or Deputy Vice-Chancellor (if any), shall,

- i. Issue a warning letter / acquit the student
- ii. If the person/s mentioned in 5.3 has recommended to issue a charge sheet/s, it shall be done in accordance with the Schedule I of these By-Laws. Accordingly, such charge sheet shall be sent under registered post within 5 working days from the receipt of the said report and where possible shall handover to the student/s alleged to have committed the offences requesting them to reply within 5 working days from the receipt of the Charge Sheet.
- iii. refer to the Board of Student Residence and Discipline for information, regarding the action taken under paragraph 5 (i) above.

5.7 Any officer/committee mentioned in 5.3 appointed by the Vice- Chancellor or Deputy Vice-Chancellor (if any), shall have the power to summon any student of the University to render whatever assistance needed to conduct investigation. A student who does not so comply shall be guilty of a punishable offence and actions shall be taken against such student/s.

5.8 The Vice-Chancellor or Deputy Vice-Chancellor (if any), may also order the withholding of the examination results of a student pending the investigation or inquiry.

5.9 If the student respondent/s plead/s guilty to the charge sheet or does not reply within the time specified, the Vice-Chancellor or Deputy Vice-Chancellor (if any), shall refer such matters to Board of Student Residence and Discipline to recommend a punishment/s set out in Schedule II. The punishment recommended by the Board shall be referred to the Council by the secretary to the Board for ratification. The relevant student/s shall be appropriately informed of the decision/s by the Secretary to the Board once the decision is ratified by the Council.

5.10 If the student respondent/s plead/s not guilty to the charges or if the Vice- Chancellor or Deputy Vice- Chancellor (if any), not satisfied with the answers provided, the Vice- Chancellor or Deputy Vice- Chancellor (if any), shall appoint a committee of up to three (03) members from among the staff of the university or other suitable external persons to hold a formal inquiry and submit the report within 14 working days. The procedure to be followed is set out in Schedule I.

5.11 The provisions of the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 will also be considered at the investigation by the person/s mentioned in 5.3 if any student has committed an offence falling under the said Act as per the Schedule II.

**(B) Record of Punishments**

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.

**PART 6 – INTERPRETATIONS**

“University” means the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka established under the Universities Act No. 16 of 1978.

“The Council” means the governing authority of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka constituted in terms of section 44 of Universities Act No. 16 of 1978, as amended.

“The Senate” means the Senate of Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka constituted in terms of section 46 of Universities Act No. 16 of 1978 as amended.

“The Vice-Chancellor” means the Vice-Chancellor of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka appointed under the section 34 of Universities Act No. 16 of 1978 as amended or the acting Vice-Chancellor appointed for a specific period.

“The Deputy Vice-Chancellor” means the Deputy Vice-Chancellor of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka appointed under the section 35 of Universities Act No. 16 of 1978 as amended.

“The Registrar” means the Registrar of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka, appointed under the section 37 of Universities Act No. 16 of 1978 as amended and the acting Registrar or any other officer empowered to sign on behalf of him/her or for him/her.

“The student” means an undergraduate student at the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka. The students registered for external courses or fee levying courses will not be included.

"Property" means all buildings, laboratories, libraries, lecture halls/rooms, halls of residence, furniture, equipment and all other movable and immovable permanent or temporary assets of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka.

## **SCHEDULE I**

### **FORMAL INQUIRY**

1. The Vice-Chancellor or Deputy Vice-Chancellor (if any), shall on receipt of the fact finding report with the recommendation to issue a charge sheet by the person/s mentioned under 5.3 of Part 5 of these By-Laws, such charge sheet/s shall be sent under registered post, where possible handover to the student/s alleged to have committed the offences. Such charge sheet shall contain specific charges. The Vice- Chancellor or Deputy Vice-Chancellor (if any), shall serve the student respondent/s the charge sheet individually requesting to send the reply to the Vice-Chancellor or Deputy Vice-Chancellor (if any), in writing within 5 working days from the receipt of the Charge Sheet.
2. If the student respondent/s plead/s guilty to the charge sheet or does not reply within the time specified, the Vice-Chancellor shall proceed to impose on the student any of the punishments as recommended by the Board of Student Residence and Discipline within the scope of the Schedule II and ratified by the Council.
3. If the Vice-Chancellor or Deputy Vice-Chancellor (if any), is not satisfied with the answers given or the student respondent/s plead/s not guilty, he/she shall appoint a formal inquiry committee comprising up to three members from among the academic staff of the University or any other suitable external persons to hold a formal inquiry and submit the report within 14 working days. Such member shall not disclose the content of the report to anyone except for the Vice- Chancellor or Deputy Vice Chancellor (if any). He/she shall disclose the findings to a designated individual or at a forum if he/she is officially requested to do so.

However, the person/s involved in preliminary investigation shall not be appointed as member/s of the formal inquiry committee. The student respondent/s shall be notified of the date of the inquiry by the officer in charge of the legal division who will be the convener of the Formal Inquiry Committee.

4. At the formal 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 Formal Inquiry 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 Formal Inquiry Committee, clarification on specific issues relating to the complaint or evidence from the complainant or witness as the case may be. Upon the Formal Inquiry Committee directing such request to the complainant or the witness, he/she shall give his/her clarifications in writing to the student charged with the offence within the time stipulated by the Formal Inquiry Committee.

6. The Formal Inquiry Committee shall have the power to summon any witness required by the prosecution and by the defense.
7. Any Formal Inquiry Committee appointed by the Vice-Chancellor or Deputy Vice-Chancellor (if any), shall have the power to summon any student of the University 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 and actions shall be taken against such students.

At a Formal Inquiry Committee, a student shall be provided with relevant documents or extracts from the same, which have been used to frame charges against the student.

8. The Formal Inquiry Committee after finalizing its recommendations shall submit its report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), giving reasons for such findings and the verdict.
9. If the student/s had been found guilty for the charges the Vice-Chancellor or Deputy Vice-Chancellor (if any), shall refer the same to the Board of Student Residence and Discipline which shall appoint in terms of paragraph 1.11 of these By-Laws to determine the punishment within the scope of the Schedule II or any other punishment with the approval of the Council.
10. On receipt of the determination of the punishments by the Board which shall be appointed in terms of paragraph 1.11 of these By-Laws, the secretary to the Board shall immediately place it before the Council for ratification with the approval of the Vice-Chancellor or Deputy Vice-Chancellor (if any),
11. Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered by the secretary to the Board.
12. Any appeal made by the student/s against the decision to punish the student/s shall be made to the Vice-Chancellor or Deputy Vice-Chancellor (if any), within 14 working days from the receipt of the decision.
13.
  - a) The Vice-Chancellor or Deputy Vice-Chancellor (if any), may subject to the provisions in these By-Laws 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 these By-Laws 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 Vice-Chancellor or Deputy Vice-Chancellor (if any), 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 Vice-Chancellor or Deputy Vice-Chancellor (if any), 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 Vice-Chancellor or Deputy Vice-Chancellor (if any), 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/she has been given an opportunity to make representations in person to the Chief Student Counsellor in the presence of the Registrar or his/her nominee. Where for any reason it appears to the Vice-Chancellor or Deputy Vice-Chancellor (if any), that it is not possible for the student to attend in person, he/she shall be entitled to make the above representations in writing. The Chief Student Counsellor shall forward a written report to the Vice-Chancellor or Deputy Vice-Chancellor (if any), 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 Vice-Chancellor or Deputy Vice-Chancellor (if any), 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 Vice-Chancellor or Deputy Vice-Chancellor (if any), 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 Vice-Chancellor or Deputy Vice-Chancellor (if any), within 14 working days from the receipt of such decision.
2. The Vice-Chancellor or Deputy Vice-Chancellor (if any), shall place such appeal/s before the next immediate meeting of the Council.
3. The Council shall appoint an Appeals Committee related to student discipline consisting of three (03) of its members for this purpose. The Appeals Committee related to student discipline shall elect its Chairman. The Registrar shall be the Secretary to the said Appeals Committee.
4. The said Appeals Committee of the Council shall consider all appeals and submit a report to the Council within 14 working days from the receipt of the appeal by the Committee. The members of the Committee should strictly maintain the Confidentiality. Such member shall not

disclose the decisions of the committee anyone except for the Vice- Chancellor or Deputy-Vice Chancellor (if any). He/she shall disclose the findings to a designated individual or at a forum if he/she is officially requested to do so.

5. The members of the preliminary investigation or formal inquiry 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 related to student discipline.
6. The Council shall have the power to vary the decision taken on the disciplinary action against the student/s on the basis of the recommendation of the Appeals Committee related to student discipline. The decision of the Council on the appeal by the student shall be final.
7. The Vice-Chancellor 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**

<b>Offences</b>	<b>Recommended Maximum Punishments</b>
<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><u>Explanation</u> Any student who refuses to produce the student identity card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal Laws of the land.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. suspension from the University/Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate.</li> <li style="text-align: center;">or</li> <li>b. severe warning by the VC/DVC/Rector with a record of same in the personal file of the student.</li> </ul>
<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"> <li>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</li> <li>b. denial of RF in the future</li> <li style="text-align: center;">or</li> <li>c. severe warning by the VC/DVC/Rector with a record of same in the personal file of the student.</li> </ul> <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</p> <p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. expulsion from the University/Campus</li> <li style="text-align: center;">or</li> <li>b. suspension from the University/Campus for a period of two calendar years and withholding of examination as appropriate.</li> </ul>

<p>iv. Contravenes any By-Law, Regulation or Rule</p>	<p>Considering the gravity of the offence,  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</p>
	<p>b. severe warning by the VC/DVC/Rector with a record of same in the personal file of the student.</p>
<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,  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/DVC/Rector with a record of same in the personal file of the student.</p>
<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/DVC/Rector, is calculated to mislead the authorities of the University/Campus.</p>	<p>a. Expulsion from the University/Campus for falsification of documents  or  b. suspension from the University/Campus for a period of one calendar year and withholding of examination results or certificate as appropriate, In other instances.  or  c. severe warning by the VC/DVC/Rector with a record of same in the personal file of the student.</p>
<p>vii. Smelling of liquor or under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive dangerous drug, consuming or supplying liquor, narcotic, addictive drug or smoking OR engage in gambling or engage in any ethically or legally unauthorized activity within the precincts of the University/Campus.</p>	<p>Considering the gravity of the offence,  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/DVC/Rector with a record of same in the personal file of the student.</p>

<p>viii. possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to persons or property within the precincts of the University/Campus.</p>	<p>a. Expulsion from the University/Campus for being in possession or storing or using arms and weapons within the precincts of the University/Campus or b. Suspension for three calendar years and/or 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.</p>
<p>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</p>	<p>Suspension up to one calendar year and /or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstruction or disruption.</p>
<p>outside its premises or obstructs or disrupts any other authorized event held within the University/Campus premises.</p>	
<p>x. Obstructs or harasses any officer member of the academic or administrative staff, any other employee of the University/Campus or any other authorized person in the performance of his duties.</p>	<p>Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p>
<p>xi. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a recognized student society/association/union.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xii. Occupies or uses any property of the University/Campus 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.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xiii. Conducts himself in a manner which, in the opinion of the VC/Rector, is detrimental to the good name of the University/Campus or to the maintenance or order and discipline within the University/Campus.</p>	<p>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/DVC/Rector with a record of same in the personal file of the student</p>

<p>xiv. a. Abuse/harassment (including any form of ragging/molestation), Rape, sexual harassment and/or intimidation whether physical or mental of any student of the 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>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/DVC/Rector with a record of same in student's personal file.</p>
<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, 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/DVC/Rector with a record of same in student's personal file.</p>
<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, 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/DVC/Rector with a record of same in student's personal file.</p>
<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</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.</p>

<p>the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises.</p>	<p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</p>
<p>xvii. Inciting of students to disrupt legitimate activities of the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</p>
<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> <p>a. Expulsion from the University/Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</p>

(2). Willful damage	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/Campus</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>d. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</li> </ul>
(3). Attempted theft	<p>Fine to be recommended by the committee to impose punishments and</p> <ul style="list-style-type: none"> <li>a suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>b. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</li> </ul>
(4). Retaining stolen property	<p>Return the property and a fine to be recommended by the committee to impose punishments.</p>
<p>xix. Violation of time limits for staying within the University/Campus premises or seeks entry to the University/Campus without authorization of the VC/Rector or any other relevant member of staff authorized by the VC/Rector, before or after the designated times or as specially notified by the VC/Rector.</p>	<p>severe warning by the VC/DVC/Rector with a record of same in student's personal file.</p>
<p>xx. Offers any gratification to any employee of the University/Campus as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that University/Campus employee or by any other University/Campus employee.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/Campus</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>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</li> </ul>

<p>xxi. Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University/Campus or without prior approval of the University/Campus or displaying or distributing publications/posters at the University/Campus without authorization of the VC/Rector or any other person authorized by the VC/Rector.</p>	<p>Considering the gravity of the offence,  a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate  or  severe warning by the VC/DVC/Rector with a record of same in student’s personal file</p>
<p>xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No 16 of 1978 as amended and/or without following the authorized procedure in that regard.</p>	<p>Considering the gravity of the offence,  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/DVC/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/DVC/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/DVC/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/DVC/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,</p> <ul style="list-style-type: none"> <li>a. Expulsion from the University/Campus</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>d. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</li> </ul>
<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.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>b. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</li> </ul>
<p>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.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> <li>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>c. severe warning by the VC/DVC/Rector with a record of same in student's personal file.</li> </ul>
<p>xxix. A student who has received three warnings within a period of 12 calendar months.</p>	<p>Suspension for a period of 12 months from the date of the last warning.</p>
<p>xxx. Failure to adhere to the severe warning</p>	<p>Suspension for one academic year</p>
<p>xxxi. A student under suspension committing a further offence</p>	<p>Expulsion or a further period of suspension depending on the gravity of the offence.</p>
<p>xxxii. Publication of notice, posters within the University/Campus premises without the permission of authorities.</p>	<p>Suspension for three calendar months</p>



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 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 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 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/DVC/Rector with a record of same in student's personal file.
xl. any other offence or act of indiscipline or misconduct 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/DVC/Rector with a record of same in student's personal file.