General Sir John Kotelawala Defence University
(Recognized by University Grants Commission, Sri Lanka)

Student Guide
For Day Scholars

What’s Inside:
- Authorities of the University
- Faculties and Department of KDU
- General Academic Information
- Anthem of KDU
- Dress Code of the Day Scholars
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A Member of The Association of Commonwealth Universities,
United Kingdom & International Association of Universities
FOREWORD

It is with great pleasure that I pen this preface for the Day Scholars' hand book of General Sir John Kotelawala Defence University while congratulating you on your selection for this prestigious institution. These guidelines aim to provide answers for possible queries that undergraduates, their parents and guardians might have regarding relevant course of study at this university.

I request everyone concerned to read through this document to get insight into how students should familiarize them selves with the Defence University environment, so that they will be able to complete their degree programmes successfully.

The staff at KDU together with its officer cadets join me in welcoming you, the selected students, to this elite Defence University. I hope that you will have an exciting & academically productive stay at KDU, and aspire to gain achievements in academic and extra-curricular activities of which you, your parents and the whole country can be proud. Our ultimate goal is to mould you to acquire the personality of an efficient, well disciplined and self-motivated individual who will serve the best interest of the nation. I am certain that you will achieve that ultimate aim with the guidance of the KDU.

I wish you all the very best!

MP PEIRIS RWP RSP USP ndc psc MPhil PG Dip Mgt.
Major General
Vice Chancellor
ABOUT THE UNIVERSITY

THE SYMBOLIC COMPOSITION OF THE UNIVERSITY CREST

The Emblem of Sri Lanka - Allegiance to the nation
Cross Swords - Sri Lanka Army
The Anchor - Sri Lanka Navy
Two Wings - Sri Lanka Air Force
The Torch - Education
The Motto - “For the Motherland Forever”

THE FLAG OF THE UNIVERSITY
VISION, MISSION AND OBJECTIVES OF THE UNIVERSITY

VISION

To be a University nationally and internationally known for its unique ability to engage both undergraduate and graduate student in distinctive and interdisciplinary defence related higher education that best serves the tri-services, the state sector, and society at large.

MISSION

To ensure a high-quality, learner-centered educational experience through undergraduate, graduate and professional programmes with high quality research across many disciplines in the field of Defence, in both residential and non-residential setting in the campus.

OBJECTIVES

The objectives of the University are as follows.

a) To provide facilities to introduce officer cadets to the profession of arms and guide them to develop their knowledge and skills in the profession of arms, prior to being commissioned in the Armed Forces.

b) To provide facilities for and instructions in academic studies for officer cadets, officers, public servants and any other persons in preparation for the first degree in such subjects that are relevant to their professions or employment.

c) To foster a spirit of comradeship and goodwill amongst officer Cadets to develop a sense of amity and unity in the officer corps of the Armed Forces for the purpose of facilitation of joint operations during the course of their services in the said forces.

d) To provide courses of study on continuous professional development for officer of the Armed Forces and any other persons selected by the Board to make them qualified for the award of postgraduate degree, diplomas and other certificates by the University.

e) To discharge such other functions including research and development as the University may consider necessary for the achievement of its objectives.
1. General Sir John Kotelawala Defence University (KDU) was initially established as "Sir John Kotelawala Defence Academy" by the Parliamentary Act No 68 of 1981. The Academy was granted University status by the Sir John Kotelawala Defence Academy (Amendment) Act No 27 of 1988. Consequently, it was renamed as "General Sir John Kotelawala Defence University" on 11th October 2007. At present, the degrees awarded by the KDU are recognized by the University Grants Commission of Sri Lanka. KDU is also a member of the Association of Commonwealth Universities (United Kingdom) and International Association of Universities (IAU).

2. The University is located in Ratmalana, 12 km from Colombo, on a 50 acre land which was once the residential estate of Late General Sir John Kotelawala, a former Prime Minister of Sri Lanka. This estate is of breathtaking beauty, and is enriched with a spectacular lake. Its natural environs and a range of unique and rare species of flora are carefully maintained to preserve the antiquity of the premises in its pristine condition.

3. It was 1979, that Sri Lankan Armed Forces conveyed to the Government of Sri Lanka the need for a course of higher studies which would enable young officers to gain higher academic qualifications. Accordingly, a team comprising of officials from the Services as well as from universities was sent to India where they visited the National Defence Academy and the Indian Military Academy. On their return, the team proposed the setting up of a Defence Academy to award degrees in Defence Studies.

4. In 1980, General Sir John Kotelawala CH KBE LLD (Honoris Causa) having understood from the then Commander of the Army, Lieutenant General JED Perera, the necessity of a suitable location for the proposed Defence Academy, expressed his willingness to donate the Kandawala Estate with its moveable and immovable property to the Government to establish the Defence Academy. This offer was gladly accepted and initial steps were taken to set up the Academy. By this time, Sir John Kotelawala was promoted to the rank of General, and when he died on 02nd October 1980, the Government and the Services decided to honour him by naming the Academy “General Sir John Kotelawala Defence Academy” (KDA).

5. The Academy was formally declared open by His Excellency the President JR Jayewardene on 11th October 1980. However, due to the lack of resources and infrastructure facilities, the officer cadets of the first few KDA intakes had to follow their degree programmes at the University of Colombo and the University of Moratuwa from February 1981. Since then, the Academy has grown slowly but steadily, both in its resources and in the quality of the courses of study it offered.
6. With the change of its name to General Sir John Kotelawala Defence University in 2007 and with the end of the thirty-year old war, the institution keeps taking giant steps forward. Particularly since 2009, many positive and futuristic changes have taken place. The introduction of the Faculties of Graduate Studies, Defence and Strategic Studies, Medicine, Engineering, Law, Management Social Sciences & Humanities, Allied Health Sciences and the Center for Research & Development and strengthening of human and physical resources by several folds, the introduction of many new courses under various disciplines, accreditation of other defence educational institutions to KDU, organization of international research symposia, etc. stand as testimony for the recent growth of the University to a level never dreamt of a few years ago. General Sir John Kotelawala Defence University has embarked on a journey to become one of the best universities in the country in the near future.
AUTHORITIES OF THE UNIVERSITY

Board of Management

7. The management and administration of the University is carried out by the Board of Management that consists of following members appointed by His Excellency the President of Democratic Socialist Republic of Sri Lanka.

**Chairman**
Secretary, Ministry of Defence and Urban Development: Mr. BMUD Basnayake

**Members**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chief of Defence Staff</td>
<td>General J Jayasuriya RWP VSV USP ndu psc MSc (DS)</td>
</tr>
<tr>
<td>Commander of the Army</td>
<td>Lieutenant General RMD Rathnayake WWV RWP RSP USP ndu psc</td>
</tr>
<tr>
<td>Commander of the Navy</td>
<td>Vice Admiral MAPJ Perera RSP VSV USP ndc psc MSc (D &amp; SS)</td>
</tr>
<tr>
<td>Commander of the Air-Force</td>
<td>Air Marshal KA Gunathileka RWP,RSP, VSV,USP,MSc (Def Stu)in Mgt,MSc (Def&amp;Strat Stu),ndc,psc,qfi</td>
</tr>
<tr>
<td>Additional Secretary (Civil Security and Development)</td>
<td>Mrs. DMSD Jayaratne BA (Sp) Hons (SL) PG Dip (SL) MA (NZ) SLAS - Special Grade</td>
</tr>
<tr>
<td>Chairperson, University Grants Commission</td>
<td>Professor (Mrs) Kshanika Hirimburegama BSc (Hons) MPhil PhD (Leuven) Chair &amp; Senior Professor in Plant Science</td>
</tr>
<tr>
<td>Vice Chancellor of KDU</td>
<td>Major General MP Peiris RWP RSP USP ndc psc MPhil (D&amp;SS) PG Dip in Mgt</td>
</tr>
<tr>
<td>Additional Director General Dept. of State Accounts, Treasury</td>
<td>Mr Mahinda Saliya BCom (Sp)</td>
</tr>
</tbody>
</table>
EGJ Canagasabey
BSc (Agriculture) (Sp) (Hons) (EUSL), Post Graduate Diploma in Education (NIE), Post Graduate Diploma in Management (OUSL), Diploma in Child Psychology (Hons) (American College of Higher Education), MSc in Organizational Management (PGIA)
8. Key Appointments

a. **Chancellor**
   General R De S Daluwatte WWV RWP RSP VSV USP LOM ndc psc

b. **Vice Chancellor**
   Major General MP Peiris RWP RSP USP ndc psc MPhil (D&SS) PG Dip in Mgt

c. **Deputy Vice Chancellor (Defence and Administration)**
   Brigadier ALDM Gunasekara RSP USP psc MSc (KDU) MIPM

d. **Deputy Vice Chancellor (Academic)**
   Snr Prof TR Weerasooriya
   MBBS (Cey) DMSc (Kyushu)

e. **Dean – Faculty of Graduate Studies**
   Brigadier WPAK Thilakarathne
   MSc (Management) BA (Def Stu) Diploma in Management psc

f. **Dean - Faculty of Defence & Strategic Studies**
   Colonel MGWWWMCB Wickramasinghe RWP RSP psc MA (International Relations)

g. **Dean - Faculty of Medicine**
   Prof MHJ Ariyaratne
   MBBS (Col) MS (Col) FRCS (ED) FRCS (Eng) Senior Fellow, PGIM (Col), FCS (Sri Lanka)

h. **Dean - Faculty of Engineering**
   Prof JP Karunadasa BSc Eng (Moratuwa) MSc (Manch) PhD (Manch) CEng MIE (SL)

i. **Dean - Faculty of Law**
   Dr SWP Mahanamahewa LLB (Hons) (Colombo) LLM in Commercial Law (Melbourne) PhD (Queensland) PG Dip in IIHR (France)
   Attorney at Law Commissioner for Oaths IBA Scholar (USA)

j. **Dean - Faculty of Management, Social Sciences & Humanities**
   Dr. MM Jayawardana, PhD (Colombo) MA (Peradeniya) Diploma in Psychology and Counselling MIPC (SLNIPC)
k. **Dean - Faculty of Allied Health Sciences**
   Colonel (Dr) PTR Makuloluwa MBBS (Col) MD (Anesthesiology) FRCA (Lond)

l. **Dean - Research & Development**
   Prof AS Karunananda BSc (Hons) (Colombo) MPhil (OUSL) PhD (Keele - UK) MIEEE MCSSL

m. **Registrar**
   EGJ Canagasabey
   BSc (Agriculture) (SP) (EUSL) Post Graduate Diploma in Education (NIE) Post Graduate Diploma in Management (OUSL) Diploma in Child Psychology (Hons) (American College of Higher Education) MSc in Organizational Management (PGIA)

n. **Bursar**
   Mr JAD Siriwardena BSc Accounting (SP) USJ ACA

o. **Librarian**
   Mrs TC Ranawella BSc (Hons) (Kelaniya) MLS (Colombo) ASLLA
FACULTIES AND DEPARTMENTS OF KDU

9. The Nine faculties currently functioning in the University offer Bachelors and Masters/PhD degrees under various academic disciplines. These faculties and departments are:

a. Faculty of Graduate Studies - (FGS)

b. Faculty of Defence and Strategic Studies – (FDSS)
   (1) Department of Defence Studies
   (2) Department of Strategic Studies

c. Faculty of Medicine – (FOM)
   (1) Department of Pre Clinical Science
   (2) Department of Para Clinical Science
   (3) Department of Clinical Sciences.
   (4) Department of Medical Education and Staff Development

d. Faculty of Engineering – (FOE)
   (1) Department of Aeronautical Engineering
   (2) Department of Civil Engineering
   (3) Department of Electrical, Electronic & Telecommunication Engineering
   (4) Department of IT and Mathematics
   (5) Department of Mechanical Engineering
   (6) Department of Marine Engineering and Sciences

e. Faculty of Law – (FOL)
   (1) Department of Civil Law
   (2) Department of Military Law

f. Faculty of Management, Social Sciences and Humanities – (FMSS & Hu.)
   (1) Department of Management and Finance
   (2) Department of Social Sciences
   (3) Department of Languages

g. Faculty of Allied Health Sciences - (FAHS)
   (1) Department of Basic Sciences
   (2) Department of Nursing & Midwifery
   (3) Department of Physiotherapy and Occupational therapy
   (4) Department of Medical Laboratory Sciences
   (5) Department of Radiography & Radiotherapy
   (6) Department of Pharmacy
   (7) Department of Multi Disciplinary Services
h. Faculty of Build Environment & Spatial Sciences - (FBE & SS)
   (1) Department of Architecture
   (2) Department of Quantity Surveying Sciences
   (3) Department of Spatial Sciences

i. Faculty of Computing - (FOC)
   (1) Department of Information Technology
   (2) Department of Computer Science
GENERAL ACADEMIC INFORMATION

General Sir John Kotelawala Defence University Honour Code for Day Scholars

“I will neither lie, cheat, steal nor tolerate those who do.”

10. General Sir John Kotelawala Defence University is proud to be the only Defence University available in the region which operates directly under the Ministry of Defence. The Honor Code for the Day Scholars would be a novel experience whereby they will be moulded to become dedicated and honest servants of the nation. Signing one’s name to the honor code not only ensures one’s academic pride and integrity but also one’s commitment to a future comprised of honest work and integrity.

11. The students of Kotelawala Defence University are required to sign this statement before final admittance to the University. The code should also be written in full and signed on every assignment, quiz, and examination of a course. In signing this statement, students ensure that their work fully complies with the authorized aid defined by the lecturer. It is the lecturer’s responsibility to define unauthorized and authorized aid, but it is the students’ responsibility to question any reasonable doubt that may arise about that definition. **Ignorance is not accepted as a valid excuse for a violation of the honor code.**

12. An integral clause in the honor code is that of non-tolerance. This clause ensures that the honor code is a functioning entity supported by the active participation of all students. Students are not expected to police others’ actions but only to report violations of which they may become aware. It is inherent in the honor code that examinations do not have to be administered, which gives lecturers and students the freedom of formats such as take-home examinations. However, if students feel threatened that the honor code may be violated, they have the right to request anonymously that the examinations be administered.
THE CURRICULUM

13. The University has a two-semester academic year, and the newly selected students will be integrated into the first semester of the Degree Programmes. However, day scholars are exempted from military or defence study component of the curriculum. They will be evaluated purely on their academic performance.

14. Lectures are conducted by a qualified panel of lecturers consisting of both internal and visiting lecturers from other universities. All students are expected to attend lectures regularly, and complete their tutorials, assignments and the reading or recommended reference, textbooks, etc. within the prescribed time period. This will enable students to reach a satisfactory level of academic attainment. Self study during non-lecture hours is encouraged.

THE LIBRARY

15. KDU Library has 24,350 volumes of books (as at December 2014) and bound journals for reference and lending. In addition, it subscribes to 11 current periodicals. The entire collection covers a wide range of academic subjects such as Medicine, Engineering, Physics, Chemistry, Economics, Management, Law, Geography, History, Military Studies, Defence Studies, Humanities, Social Sciences, Logistics, and Arts & Sciences. The library provides adequate reading material to cover all subject areas taught in the University. The Reference Library and the Periodical Room contain the current issues of periodicals and previous issues. The Library is open on all working days from 0800 hrs to 1600 hrs and on Saturdays from 0900 hrs to 1645 hrs. In addition, e - library facilities are also available for students & staff.

16. All students will be given full membership of the KDU Library and are encouraged to use resources available at the KDU to their optimum levels.

DAILY ROUTINE FOR STUDENTS

17. Classes are held from Monday to Friday, except on public holidays. They usually begin at 0800 hours and end at 1430 hours. Students can go to the KDU Gymnasium or to other sports facilities after their lectures. Participating in at least one sport is recommended to supplement the academic schedule.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>0700-0745</td>
<td>Arrival at KDU</td>
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<tr>
<td>0800-0900</td>
<td>1st period</td>
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<td>0900-1000</td>
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<td>1315-1415</td>
<td>6th period</td>
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<tr>
<td>1415-1515</td>
<td>Lunch</td>
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<tr>
<td>1630-1800</td>
<td>PT (Games)/Recreations</td>
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</tbody>
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**ENTERING INTO UNIVERSITY PREMISES**

18. All students should enter the KDU premises through Gate No. B. Students should carry the Identity Card Issued by KDU in addition to the National ID card at all times. These should be produced at the gate for identification when requested by the staff at the entrance. Students without KDU ID card may not be allowed to enter or remain inside KDU premises. Further, any impersonation, transfer or willfully damaging of the identity card issued by the university is prohibited.

19. All students must adhere to the road signs within KDU premises, and should use sidewalks all the time when walking from one place to another.

20. Students should park their vehicles at designated student parking areas inside or outside KDU premises. Any violation could be inquired and led to disciplinary action. Students are not allowed to drive inside KDU premises.

**GENERAL CONDUCT**

**Social Behavior**

21. Every Day Scholar shall maintain exemplary standards of conduct and etiquette in their social behavior. They should strive to develop and practice the social and personal skills commonly associated with the respective professions that they aspire to join.

**Classroom Discipline**

22. Students are expected to observe 100% academic discipline. Disciplinary actions will be taken against students who in any way disrupt lectures. All students must be inside their relevant classrooms before the beginning of lectures. If a student is delayed for any reason for lectures, it shall be brought to the notice of the course coordinators. Further, no student is permitted outside KDU before the completion of lectures on that particular day without prior approval.
23. The use of mobile phone is prohibited during lectures.

**Marital Status or change of marital status/Pregnancy during the course of study**

24. Married ladies and gentlemen will not be enrolled in the degree programmes conducted at KDU, as Day Scholars. Marriages during the first degree will not be allowed by this university except for lateral entry students & those who are reading for the second degree. In the event of a marriage during the course of study, it has to be immediately declared to the KDU authorities.

25. In case of pregnancy during a course of study, KDU will be compelled to discontinue the female day scholar from the degree programme, until such time she seems fit to continue with her studies. Pregnancy during a course of study should be immediately declared to the KDU authorities.

**Paying Compliments**

26. All students should address all commissioned officers of the tri-services, academic staff (deans/lecturers)/visiting lecturers and executive appointment holders of the administrative staff as ‘Sir/Madam’.

27. All other ranks in the Tri-Services should be addressed as ‘staff’.

28. Technical officers and minor staff should be addressed as ‘Mister/Miss’.

29. Officer Cadets of the same batch should be called by their first name and military officers following the courses as ‘Sir’.

30. Peers and other Day Scholars should be called by their first name. The use of nick names is not an accepted practice at KDU. Further, Day Scholars are not permitted to address their peers and others as either “Brother” or “Sister”.

31. Day Scholars shall stand up and greet the Officer/Lecturer appropriately, depending on the time of the day, when the Officer/Lecturer enters the lecture room.

32. Inattention or paying less attention to lectures by Day Scholars, as may be evident by sleeping, conversing, reading irrelevant material, or causing any other form of distraction shall not to be tolerated and corrective punishment shall ensue. Further, all mobile phones are to be switched off when entering lecture halls. Making calls while walking on the walkways is prohibited since the Day Scholars have been allocated with specific areas and time to make calls.
Punctuality

33. Day Scholars shall strictly adhere to the time table given by respective Departments or Faculties. Change of time table may be indicated on the notice board, informed verbally or emailed to the respective individuals. Day scholars shall assemble at the place indicated, at least five minutes before the commencement of the lecture.

Wrongful Appropriation

34. Wrongful appropriation of property is prohibited. Taking or withholding of property of another without his/her permission with the intent to temporarily appropriate the property for one’s use or for the use of any other person other than the owner, constitutes wrongful appropriation.

Sexual Harassment

35. Sexual harassment is a behavior that shall not be tolerated. Sexual harassment results if the victim determines that it was an unwarranted behavior on the part of the other.

36. Sexual harassment may include influencing, offering to influence, or threatening physically or career of another person in exchange for favors of sexual nature, or deliberate or repeated offensive comments and gestures, or physical contact of a sexual nature in a work related environment.

37. Persons who witness such behavior or are victimized by sexual harassment shall bring such incidents to the notice of the relevant authority for the purpose of corrective action and to prevent future recurrence.

Hazing and Abuse

38. Hazing is prohibited. Hazing is defined as wrongful striking, laying open hands upon, treating with violence or offering to do bodily harm by one to another person with an intention to punish or injure the other, or unauthorized treatment which is tyrannical, abusive, shameful, insulting or humiliating in nature. Hazing may include verbal and mental abuse.

Loitering

39. Loitering by Day Scholars is strictly prohibited. A person is guilty of loitering when he/she remains at a place within the precincts of the University without any reasonable cause, or relationship involving custody of or responsibility for a student, or any other specific legitimate reason, or entry in to a restricted area without permission from a person authorized to grant such permission. No student is permitted to loiter
inside KDU premises especially after the commencement of the academic schedule at 0800 hrs.

**Consumption of Alcoholic Beverages**

40. The University policy places emphasis on responsible consumption of alcoholic beverages. Alcohol is a narcotic that, if used irresponsibly or abused, can be dangerous and addictive. The decision to consume alcoholic beverages, therefore, requires careful consideration, those, who abuse alcohol or become addicted to alcohol, will jeopardize their future life and career.

41. No Day Scholars shall produce, possess, consume, transport, store or traffic any alcoholic beverage within the premises of the University, or shall purchase alcoholic beverages from outside for the purpose bringing them to the premises of the University.

42. However, the Day Scholars may be permitted to consume alcoholic beverages under supervision at an approved social function at the University. Day Scholars, who decide to consume alcoholic beverages on such permitted occasions at the University, shall do so in a responsible and non-abusive manner: They shall bear a personal responsibility for their own conduct and a continuing responsibility for setting an example for their colleagues.

**Smoking**

43. Smoking is strictly prohibited for Day Scholars within the premises of the University.

**Gambling**

44. Day Scholars are not allowed to gamble within the premises of the University. No games of chance or games of skill for bets can be played by Day Scholars at the University.

**Concealment of Diseases**

45. It is an offence for a Day Scholar to conceal a disease that is communicable in nature and attend lectures and other functions at the University.

**Insubordination and Other Punishable Acts**

46. Disobedience or disrespecting the lecturers, officers and other members of the staff of the University or any other misbehavior that may be considered to be prejudicial to the maintenance of high standards of discipline at the University may constitute a punishable offence.
Safety and security

47. Each Day Scholar shall ensure his individual actions will not endanger his/her or any other person’s life or property. Ensuring the safety of personal belongings, including valuable items, is an individual responsibility of a Day Scholar.

48. Each Day Scholar shall be responsible for his/her personal security and for the security of colleagues within the university premises, and shall comply with the instructions that had been given while engaging in activities outside the university premises.

Accommodation

49. When the KDU is unable to provide accommodation inside the university, students are encouraged to seek appropriate places at outside for their accommodation. However, details of those places are to be brought to the notice of the KDU authorities.

DRESS CODE

50. The following dress code is applicable for the students.

a. During Study Hours

Black trousers and short sleeved white shirt with a black waist belt and a pair of black shoes should be worn. Name tag and the KDU Badge issued by the University should be worn with the dress at all times. There will be changing rooms designated for ladies/gents if they are in need of such.

b. During Functions (will be specified)

Male students should wear a long sleeved shirt with a blazer and KDU tie. Female students should wear a Saree either in Kandian or Indian style with a blazer.

c. Sports Rig

Sports attire for the Male students should be blue track bottom or decent PT short with white or decent T-shirt and deck shoes. However, the length of the PT short is to be above the knee. Female students are to be clad in blue track bottom with white or decent T-shirt and deck shoes.
d. Casual

An appropriate dress is recommended. Jeans and denims should not be worn by the students within KDU premises. The diagrams of the dress code are attached to this as Annex “A”.

51. Academic dress will be worn for lectures. Dress for special occasions and functions will be informed by the course coordinator.

52. Male students should have a decent hair cut and are not allowed to wear long hair at any cost. Ladies are not allowed to wear loose hair and their hair should be nicely done (knotted) in line with KDU dress regulations. Hair with fancy styles, highlights are strictly prohibited (photograph of the approved standard hair style is attached to this document as Annex ‘B’).

53. Growing a beard is not allowed for male Day Scholars. However, if a Day Scholar wishes to grow a mustache, it is to be nicely trimmed.

54. No visible body tattoos are permitted for the students at KDU.

55. Proper turn out is expected by all the students at all times and they should set an example for others.

56. It is highly recommended that students should wear decent jewellery, appropriate for a student of KDU.

PROHIBITED OR RESTRICTED ACTIVITIES

Theft

57. Theft is prohibited. Wrongful taking, obtaining or withholding by any means, from the possession of the owner or any other person’s any money, property, article, or good of value of any kind, with the intention of permanently depriving or defrauding the owner or the other person of the use and benefit of such money, property, article or good by appropriating such money, property, article, or good, either for the own use or the use of any person other than the owner constitutes theft.

Damage to property

58. Day Scholars shall not cause damage to property, building, trees, animals or pets belonging to the government, university, public or private individuals. Those who are found guilty for causing such damage will be required to indemnify the damage caused, in addition to the disciplinary action that will be taken.
EXAMINATIONS

59. Any unwarranted act such as, but not limited to, copying, plagiarizing, attempting to copy or plagiarize or possessing an unauthorized document or equipment during examinations, or abetting in such action will constitute a punishable offence (Refer examinations By-Laws at Annex “D”).

MILITARY TRAINING

60. Day scholars will not be provided with any military training, nor should they seek any military training whatsoever during their stay at the University. Day Scholars should not mix with officer cadets during their military training. However, leadership and personality development training will be conducted for all the students, subsequent to their enrollment to KDU or during their course of training.

DINNING FACILITIES

61. Dining facilities available for day scholar students.
   a. Cafeteria at the Medical Faculty building functions for the use of day scholar students.
   b. Honour Shop

REGISTRATION OF STUDENTS

62. Upon the completion of aptitude test and/or structured interview, selected candidates will be enrolled to relevant degree programmes.

63. The number of students admitted to a particular degree programme depends on the number of vacancies available for that particular year, after taking into consideration the placements available in the respective faculties.

64. Selected students need to pay the course fee (First Installment) as applicable for that particular degree programme prior to registration. Bank loan facilities are available to settle the course fee from the Bank of Ceylon, National Savings Bank (NSB), Sampth Bank.

SPORTS FACILITIES

65. KDU encourages all students to take part in sports activities as it is their part of training. Further, KDU provides facilities and equipments for team sports such as soccer, rugby, cricket, basketball, volleyball, hockey, and individual sports such as squash, tennis, Badminton, table tennis and swimming etc. KDU teams play regular matches.
with other universities and clubs. Entrance to National Tournaments at appropriate levels can also be facilitated.

66. Student who excel in sports at National level and international level will be getting additional marks for the exam raw marks as follows.

a. KDU Colours - 08 marks
a. National level achievements - 15 marks
b. International level achievements - 20 marks

67. A swimming pool, table tennis and weight training equipment, gymnasium and playground are also available for the use of students.

CLUB ACTIVITIES

68. Students can also take part in club activities with cadet officers with prior approval from the course coordinators.

MEDICAL FACILITIES

69. Students are not entitled to medical/dental facilities at KDU. However, emergency medical care will be provided at the University Medical Centre inside KDU premises.

University Medical Officer has the sole authority to issue medical certificates for day scholars.

Valid external medical certificates can be provided to explain absence from examinations / academic activities, subject to approval by the University Medical Officer (Notes: "A valid medical certificate" is defined as: A government hospital - Health Form 307 or Ayurvedic medical certificate - Ayurvedic 44 issued by a consultant / specialist).

Medical certificates should be forwarded to the University Medical officer through the Assistant Registrar of the respected Faculty. (Within 7 days from the date of absence)

Note - Please refer to "By-Laws" for further details on Medical procedure at Kotelawala Defence University.

GUESTS

70. Students are neither allowed to entertain guests inside KDU premises, nor to accompany visitors into KDU without prior written approval.
71. All students must leave University premises before 1800hrs. Any extension of time should have the written approval of course coordinators and is allowed only for the purpose of attending sports activities. Further, any extension of time for any reason should be notified to Dean FDSS through the respective Squadron Commander.

UNIVERSITY CALENDAR

72. There are many events in the University calendar in which students’ participation is mandatory, since the attendance for those events will be taken into account when calculating the total attendance of a student for the relevant degree programme. Some of the major events in the University calendar are as follows:

a. Sports Meet
b. Parents Day
c. Annual Research Conference
d. Games Night
e. KDU day
f. Birth and Death anniversaries of the Late General Sir John Kotelawala (The Benefactor).
g. Any other event specified by the KDU.

73. Participation for Mess Night, July Ball, General Convocation and Colours Night will be specified by the KDU.

74. In addition, the following components are included in the training programme:

a. Syndicate presentations
b. Field Visits/Work Shop visits outside KDU.
c. Guest Lectures

LEAVE DURING THE PERIOD OF TRAINING

75. No leave will be granted for students, except programmed leave, unless there is an extreme situation. Students requesting leave should obtain prior consent from the respective Deans through the Course Coordinator and the approval will be granted by the Dean FDSS.

76. If any student is absent on medical grounds, s/he should produce a valid medical certificate issued by a government hospital and it will be accepted after authentication by the University Medical Officer.

77. Students will be assigned a separate course coordinator who will attend to all administrative matters. Students are expected to follow a proper chain of command in any action through the Course Coordinator.
POINT OF CONTACT

78. The Squadron Commander/Course Coordinator/Assistant Registrar in relevant faculty will be the contact persons for students in terms of all administrative matters.
79. Parents can contact the Squadron Commander, Course Coordinator or the Assistant Registrar of the relevant faculty, for all administrative, financial or any other matters with regard to the student’s course of study at the University.

80. Sponsor students will be nominated to take care of foreign students, after a selection process, along with sponsor DS.

COUNSELING/MENTORING

81. Any Day Scholar can bring his/her grievances to the notice of their Squadron Commander or Course Coordinator in search of consultation, as the University is always willing to provide best possible solutions to our undergraduates in order to redress their grievances by making them develop solutions to career issues/studies.

82. Further, the highest possible attention will be given for their grievances at respective levels to sort out the matter. In this context, the particular individual’s privacy will be strictly maintained as the issues discussed between mentor and mentee are considered confidential.

83. Students can meet Dean FDSS, HOD or Dean of the respective faculty in search of a solution for their grievances. In fact, they are allowed to bring their grievances up to the notice of the Vice Chancellor through proper channel.

FINANCIAL MATTERS

Course Fee

84. Selected students must pay the course fee or the installment applicable prior to admission to the University. Subsequent installments should be paid one month prior to the next academic year. Any student failing to pay the course fee/ installment will be discontinued from the course, and the installments already paid will not be refunded under any circumstances.

85. Students may be permitted to engage with outside employments/courses, subject to the prior approval of the respective authorities of the KDU. However, complete details pertaining to the employment/courses need to be submitted to KDU.
Personal Finances

86. Students should carry an adequate sum of money to pay for food and beverages if they wish to purchase such items from the University Cafeteria/Honour Shop. A variety of food items will be available to suit the taste of the students, and the quality of food items is guaranteed as most are products of the in-house bakery with quality assurance.

DISMISSAL FROM COURSES ON DISCIPLINARY GROUNDS

87. A student shall be discharged under the following grounds.

a. Any student disseminating any information sensitive and/or defamatory to the image of KDU and prejudicial to good order will be dismissed.

b. Any student found in possession of drugs and/or any contraband items or apprehended in the attempt to bring such into KDU premises would be dismissed.

c. Students are not permitted to appear in public media, games or any social event, without the prior permission of KDU Authorities.

d. Any student involved in theft or found in unlawful possession of property belonging to KDU or with unlawfully anyone in KDU will be dismissed.

e. Upon the discovery of the use of false documentation for enlistment, at any time during the course of study, the relevant student will immediately be discharged from the university.

f. Any student attempting to disrupt training will be dismissed.

g. Any student arrested and found guilty of any serious criminal offence in any Sri Lankan court will be automatically dismissed from the course.

h. Unauthorized demonstrations, unlawful assembly, mutiny, voluntary and involuntary sexual engagement, and seduction inside the university.

i. Willful engagement in sexual activities inside the university.

j. Any unwarranted acts such as copying, plagiarizing, attempting to copy or possession of an unauthorized document or device during examinations and during continuous assessments.

k. Non compliance or ignorance of the instructions stipulated in KDU will also be a serious offence.
GENERAL POINTS

88. Formal approval need to be taken from KDU, if a student wishes to follow a part time course in another institution and the course should be relevant to their respective degree programme.

89. Students are permitted to visit academic blocks, library, study area, cafeteria relevant laboratories and sports facilities at KDU. However, the following places are out of bounds for students without an escort:
   a. HQ building complex
   b. Vice Chancellor’s office complex
   c. Deputy Vice Chancellor’s office complex
   d. Museum
   e. Academic Cubicle

90. Following areas are placed strictly out of bounds for all students:
   a. Cadets’ accommodation area
   b. Officers’ Mess
   c. Other rankers’ Mess
   d. WOs/Sgts’ Mess
   e. Log office
   f. Married Quarters

91. Any student involved in any incident violating laws should be immediately notified to the Dean FDSS through the Course Coordinator/Assistant Registrar of the relevant faculty.

DISCIPLINARY AUTHORITY

92. The Vice Chancellor of the University shall be the Disciplinary Authority for the respect of Day Scholars.

DISCIPLINARY ACTION

93. The Vice Chancellor of the University may initiate disciplinary action against any day Scholars who is alleged to have violated these guidelines.

DISCIPLINARY PROCEDURE

94. Any charge of breach of discipline against a Day Scholar shall in the first instance be reported to the vice chancellor, through proper channel.
95. Where the vice chancellor receives information relating to any breach of discipline by a Day Scholar and considers that further particulars should be obtained, he may require a member of the staff of the university to proceed to the place in question and to report on the same within 24 hours.

96. Where the Vice Chancellor is satisfied on the availability of evidence relating to breach of discipline, he shall appoint one or more members of staff of the university or any other suitable person to inquire into the facts and submit the conclusions and recommendations in writing within 3 working days.

97. In cases where the Vice Chancellor deems it's necessary in the context of the seriousness of the breach of discipline or where the scholar pleads not guilty but has been revealed in the fact finding inquiry stated under paragraph 96 above, that the Day Scholar has committed an act leading to breach of discipline, the Vice Chancellor shall be empowered to impose an out of Bounds Declaration on such Day Scholar with immediate effect upon giving reasons for same in writing pending a formal inquiry and report the matter to the Board of Discipline for ratification.

98. An out of Bound Declaration shall mean a total prohibition on attendance or access to the University and participation in any activity of the University. However the Vice Chancellor may on his discretion permit such a Day Scholar to enter the University for a specific purpose.

99. The Vice Chancellor shall on the receipt of the investigation report on breach of discipline, by the fact finding committee, cause charges to be framed in writing within 5 working days from the receipt of the said report and sent under registered post to the Day Scholar alleged to have committed the breach of discipline requesting him to reply within 5 working days from the date of receipt of the Charge Sheet.

100. The Vice Chancellor may also order withholding of the examination results of a Day Scholar pending an inquiry or investigation.

101. If the Day Scholar pleads guilty of the charge sheet or does not reply within the time specified therein, the Vice Chancellor shall proceed to impose on the Day scholar any of the punishments based in Part II of Annex “C” hereto and report to the Board of Discipline.

102. If the Day Scholar pleads not guilty to the charges, the Vice Chancellor shall appoint a Disciplinary Committee comprising 3 members of the staff of the university to hold a formal inquiry and submit a report within 14 days. The procedure to be followed is stipulated in Part I of Annex “C” hereto.
103. A Day Scholar against whom such disciplinary action has been taken may appeal to the Board of Management against such decision within fourteen (14) days from the date of issuing of such decision.

104. All punishments and any disciplinary action taken shall be recorded in the Day Scholar’s personal file and may be reflected in the testimonial and the record book.

105. The Board of Management shall have the power to remove records of punishments, taking into consideration the gravity of the breach of discipline and the good behavior of the Day Scholar concerned, upon a request to reconsider the punishment.

PUNISHMENTS

106. One or more of the following penalties may be imposed by the Vice Chancellor of the University on a Day Scholar who is proved guilty of violating these Guidelines upon an appropriate inquiry and depending on the degree of severity of the act Committee.

a. Warning
b. Admonition
c. Reprimand
d. Severe Reprimand
e. Suspension from attending lectures and other activities at the University for a specified duration.
f. Relegation to the immediate junior batch.
g. Termination of studentship at the University.
ANTHEM OF GENERAL SIR JOHN KOTELAWALA
DEFENCE UNIVERSITY

Lyrics:
Prof HSS Nissanka

Music:
Dr Premasiri Kemadasa
ANTHEM OF GENERAL SIR JOHN KOTELAWALA  
DEFENCE UNIVERSITY

Da anuragen prana praboditha
Siyaratatama kawadath kappa apa wetha
Shilpa sasthra sangrama thakshana
Ghnana wibushana shikshana dani
Shrimath Kotelawala arakshaka
Sarasavi lanka darani jayathu

Thrivida hamuda jeewaya widaha
Desa raka ganumata jaya dada nagumata
Da abimanen perata thabana pa
Sathuran mada misa noganimu apasu
Dividemu samaye kusum pipenathuru
E kusumen lak mawa sanesena thuru  //

Da anuragen prana praboditha
Siyaratatama kawadath kappa apa wetha
Shilpa sasthra sangrama thakshana
Ghnana wibushana shikshana dani
Shrimath Kotelawala arakshaka
Sarasavi lanka darani jayathu
IMPORTANT INFORMATION

KDU Exchange
011 2632028
011 2622995
011 2638656
011 2638657
011 2635268
011 2638654

Fax
011 2605160

Vice Chancellor
011 2634274

Deputy Vice Chancellor (Defence and Administration)
011 2632027

Deputy Vice Chancellor (Academic)
Tel.
011 2635201
Fax.
011 2635201

Dean – Faculty of Graduate Studies
011 2632419

Dean – Faculty of Defence & Strategic Studies
011 2622503

Dean – Faculty of Medicine
011 2638660

Dean – Faculty of Engineering
011 2623027

Dean – Faculty of Law
011 2623028

Dean – Faculty of Management, Social Sciences & Humanities
011 2632147

Dean – Faculty of Allied Health Sciences
011 2605710

Dean – Research & Development
011 2612233
Registrar
Tel. 011 2622502
Fax 011 2638460
e-mail registrar@kdu.ac.lk

Deputy Registrar
Tel. 011 2634555
e-mail dr@kdu.ac.lk

Assistant Registrar Enlistment
Tel. 011 2632028
e-mail Ext. 235
ar@kdu.ac.lk

KDU Web Site www.kdu.ac.lk
ANNEX "A"

APPROVED DRESS CODE FOR THE DAY SCHOLARS

Day Scholar Uniform (During Study Hours)

During Functions

Sports Rig
ANNEX "B"

APPROVED HAIR STYLE FOR THE MALE AND FEMALE DAY SCHOLARS

Hair style for Female Student

Hair style for Male Students
DISCIPLINARY REGULATIONS

PART I

PROCEDURE OF INQUIRY

01. The charge sheet shall contain specific charges. The Vice Chancellor shall serve the Day Scholar the charge sheet individually requiring to send the reply to the Vice Chancellor in writing within the time period stipulated.

02. If the Day Scholar pleads not guilty to the charges, the Vice Chancellor shall appoint a Disciplinary Committee comprising of 3 members of the staff of the University to hold a formal inquiry and submit a report within 14 days.

03. If the Vice Chancellor is not satisfied with the answers given, the Day Scholar shall be notified of the date of the inquiry by the Secretary to the Committee.

04. At the inquiry, the Day Scholar shall be informed of the evidence against him and have the right to defend himself. He may make his own defence and call any witnesses for the defence.

05. The Disciplinary Committee may, taking in to consideration the special circumstances of the situation deny a Day Scholar charged with a breach of discipline, 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 Day Scholar charged with breach of discipline 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 the witness as the case may be. Upon the Disciplinary Committee directing such request to the complainant or the witness, he shall give his clarifications in writing to the Day Scholar charged with breach of discipline within the time stipulated by the Disciplinary Committee.

06. The Disciplinary Committee shall have the power to summon any witness required by the prosecution and by the defence.

07. The Disciplinary Committee shall have the power to summon any student of the University to render whatever assistance needed to conduct an inquiry on breach of discipline by a Day Scholar. A student who does not comply with such direction shall be guilty of a punishable offence.
08. At the inquiry the Day Scholar shall be provided with relevant documents or extracts from the same, which have been used to frame the charges.

09. After the inquiry the Disciplinary Committee shall submit a report to the Vice Chancellor giving reasons for the findings and its recommendations.

10. If the Day Scholar had been found guilty for the charges the Vice Chancellor shall refer the same to the Board of Discipline to determine the punishment within the scope of the part II.

11. The Board of Discipline shall consist of five members of the staff of the University appointed by the Vice Chancellor.

12. On receipt of determination of the punishments by the Board of Discipline, the Vice Chancellor shall immediately place it before the Board of Management for ratification. Thereafter, the decision shall be conveyed to the Day Scholar under registered post and where possible shall be hand delivered.

a) i. The Vice Chancellor may subject to the provisions in this clause declare that the University is out of bounds to a Day Scholar who is reported to have violated any of the provisions of these Guidelines or against whom a formal disciplinary inquiry or a criminal proceeding is pending or who is the subject of a Police investigation, for a prescribed period of time.

ii. Declaration of the University out of bounds to a Day Scholar (hereinafter called 'Out of Bounds Declaration') under this clause shall mean a total prohibition on attendance or access to the University and participation in any activity of the University, provided however that the Vice Chancellor may at his discretion permit such Day Scholar to enter the University premises for a specific purpose.

iii. An Out of Bounds Declaration may include such other reasonable conditions as the Vice Chancellor may think suitable.

iv. An Out of Bounds Declaration made under this clause shall not be considered as a punishment. The purpose of such declaration is to protect a member or members of the University community and the power to make such declaration shall be used only where the Vice Chancellor is of the opinion that it is necessary to take such action. Reasons for such decision shall be recorded and made available to the Day Scholar concerned.

v. No Day Scholar shall be subjected to an Out of Bounds Declaration unless he has been given an opportunity to make representations in person to the Registrar
or the Deputy Registrar. Where for any reason if it appears to the Vice Chancellor that it is not possible for the Day Scholar to attend in person, he shall be entitled to make such representations in writing. The Registrar or the Deputy Registrar shall submit a written report to the Vice Chancellor within 24 hours of such representations for making the decision on the Out of Bounds Declaration.

Provided however that, in case of great urgency, the Vice Chancellor considering the seriousness of the breach of discipline committed by the Day Scholar, shall be empowered to make the Out of Bounds Declaration on a Day Scholar with immediate effect upon giving the reasons in writing.

vi. The Vice Chancellor shall review the Out of Bounds Declaration every 30 days and shall record the reasons if the validity period of the declaration is extended.

13. An appeal may be made to the Vice Chancellor by a Day Scholar against a decision of punishment.

14. The Vice Chancellor shall place such an appeal before the next immediate meeting of the Board of Discipline.

15. The Board of Discipline shall appoint an Appeals Committee consisting of 3 of its members for consideration of the appeal. The Appeals Committee shall elect its Chairman. The Registrar or the Deputy Registrar shall function as the Secretary to the Appeals Committee.

16. The Appeals Committee shall consider the appeal and submit a report to the Board of Discipline within 2 weeks from the receipt of the appeal by the Committee.

17. The members of the Disciplinary Committee relating to the appeal in question, shall not participate in the proceedings of the Board of Discipline (if they are members of the Board) when the report of the Appeals Committee is considered.

18. The Board of Discipline shall have the power to vary the decision taken on the disciplinary action against the Day Scholar on the basis of the recommendation of the Appeals Committee, subject to ratification by the Board of Management.

19. The Vice Chancellor shall communicate the decision of the Board of Discipline to the Day Scholar under registered post.
## PART II
### RECOMMENDED PUNISHMENTS FOR BREACH OF DISCIPLINE

<table>
<thead>
<tr>
<th>Offences</th>
<th>Recommended Maximum Punishments</th>
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</table>
| i. Refuses or reluctant to produce the Student Identity Card when called upon to do so by the Vice Chancellor or any other officer or any member of the academic staff or administrative staff or security staff or any other person authorized by the Vice Chancellor. | Considering the gravity of the offence,  
   a. Suspension from the University for a period not exceeding one calendar year  
   and  
   b. Withholding of examination results or certificates as appropriate  
   or  
   c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student |
| **Explanation**  
An 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. |                                                                                                                                                               |
| ii. Violates the By Laws on University Residence Facility (RF).          | Recovery of costs incurred by the University as a result of violating the By Laws, and considering the gravity of the offence,  
   a. Suspension from the University for a period not exceeding one calendar year  
   and  
   b. Withholding of examination results or certificates as appropriate  
   and/or  
   c. Denial of RF in the future  
   or |
| iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property in the custody of the University or held temporarily by the University. | d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student  

A fine equivalent to 3 times of replacement value or cost of misuse plus 25% of such value or cost, and Considering the gravity of the offence,  

a. Expulsion from the University  

or  

b. Suspension from the University for a period of two calendar years  

and  

c. Withholding of examination results or certificates as appropriate |

| iv. Contravenes any By-Law, Regulation or Rule | Considering the gravity of the offence,  

a. Expulsion from the University  

or  

b. Suspension from the University for a period not exceeding one calendar year  

and  

c. Withholding of examination results or certificates as appropriate  

or  

d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student |
v. Refuses to carry out any lawful order issued by the Vice Chancellor or any other officer or a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the Vice Chancellor.

<table>
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<tr>
<th>Considering the gravity of the offence,</th>
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<tr>
<td>a. Suspension from the University up to a period not exceeding one calendar year and</td>
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<tr>
<td>b. Withholding of examination results or certificates as appropriate or</td>
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<tr>
<td>c. Severe warning by the Vice Chancellor with a record of the same in the personal file of the student</td>
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</tbody>
</table>

vi. Furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars which in the opinion of the Vice Chancellor is calculated to mislead the authorities of the University.

| a. Expulsion from the University for falsification of documents or |
| b. Suspension from the University for a period of one calendar year and |
| c. Withholding of examination results or certificates as appropriate or |
| d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student |

vii. Remains under the influence of or in possession of intoxicant, liquor, narcotic, addictive drug or gambling within the precincts of the University.

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<thead>
<tr>
<th>Considering the gravity of the offence,</th>
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<tbody>
<tr>
<td>a. Expulsion from the University or</td>
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<td>b. Suspension from the University for a</td>
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<tr>
<td>Explanation</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>The students may be permitted to consume alcoholic beverages under supervision at an approved social function of the University.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>h. Engages in such activities as are likely to disrupt the conduct of registration, teaching, study, research or examinations in the University or the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts other authorized event held within the University premises.</td>
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<tr>
<td>x. Obstructs or harasses any officer or member of the academic or administrative staff or any other employee of the University or any</td>
</tr>
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<td>xi. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a recognized student society/association.</td>
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<td>xii. Occupies or uses any property of the University otherwise in accordance with rules or other provisions made by the University from time to time, or without the authority of the Vice Chancellor or the relevant member of staff.</td>
</tr>
<tr>
<td>xiii. Conducts himself in a manner which, in the opinion of the Vice Chancellor is detrimental to the good name of the University or to the maintenance or order and discipline within the University.</td>
</tr>
</tbody>
</table>
| xiv. Abuse or harassment (including any form of ragging or molestation) or sexual harassment or intimidation (whether physical or mental) of any student or any officer or any member of the academic or administrative staff or any employee of the University, or any other person authorized to be within or outside the premises of the University or at an event organized by the University. | Considering the gravity of the offence,  
| a. Expulsion from the University  
| or  
| b. Suspension for two calendar years  
| and  
| c. Withholding of examination results or certificates as appropriate  
| or  
| d. Suspension for a period not exceeding one calendar year  
| and  
| e. Withholding of examination results or certificates as appropriate  
| or  
| f. Severe warning by the Vice Chancellor with a record of same in student’s personal file. |

| xv. Displays posters in the University premises which are intimidating or defamatory of the University or any officer or any member of the Academic or Administrative staff or any other employee of the University. | Considering the gravity of the offence,  
| a. Expulsion from the University  
| or  
| b. Suspension for two calendar years  
| and  
| c. Withholding of examination results or certificates as appropriate |
| xv. Organizing or conducting or participating in a strike or a protest or an unlawful assembly within University premises. | Considering the gravity of the offence,  
a. Expulsion from the University  
or  
b. Suspension for two calendar years  
and  
c. Withholding of examination results or certificates as appropriate |
|---|---|
| xvii. Causes physical injury or physical harm or threatens to cause same to any student of the University or any officer or any member of the academic or administrative staff or any other employee of the University or any other person authorized to be in the premises of the University or at an event organized by the University. | Considering the gravity of the offence,  
a. Expulsion from the University  
or  
b. Suspension for two calendar years  
and  
c. Withholding of examination results or certificates as appropriate |
| xviii. Kidnapping or holding as a hostage or attempt to kidnap or hold as a hostage or threatening to kidnap any student of the University or any officer or any member of the academic or administrative staff or an employee of the University or any other person authorized to be in 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. Expulsion from the University  
or  
b. Suspension for two calendar years  
and  
c. Withholding of examination results or certificates as appropriate |
| xix. Inciting students to disrupt legitimate activities of the University. | Considering the gravity of the offence,  
a. Expulsion from the University  
or  
b. Suspension for two calendar years |
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|   | and  
c. withholding of examination results or certificates as appropriate |
| ix. Theft or attempted theft of property within the University premises or retaining stolen property belonging to the University or causing willful damage to University property or to property of an officer or a member of the academic or administrative staff or an employee or a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises |
| a. 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  
or  
b. Suspension for two calendar years  
and  
c. Withholding of examination results or certificates as appropriate |
<p>| b. Willful damage | Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value |</p>
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<tr>
<td>a.</td>
<td>Expulsion from the University</td>
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<td>or</td>
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<td>b.</td>
<td>Suspension for two calendar years</td>
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<td>and</td>
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<tr>
<td>c.</td>
<td>Withholding of examination results or certificates as appropriate</td>
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<td>or</td>
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<td>d.</td>
<td>Suspension for a period not exceeding one calendar year</td>
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<td>and</td>
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<td>e.</td>
<td>Withholding of examination results or certificates as appropriate</td>
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<td>or</td>
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<td>f.</td>
<td>Severe warning by the Vice Chancellor with a record of same in student’s personal file</td>
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<td>Attempted Theft</td>
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<td>Considering the gravity of the offence, a fine</td>
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<td>and</td>
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<tr>
<td>a.</td>
<td>Suspension for a period not exceeding one calendar year</td>
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<td>b.</td>
<td>Withholding of examination results or certificates as appropriate</td>
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<td>or</td>
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<tr>
<td>c. Severe warning by the Vice Chancellor with a record of same in student’s personal file</td>
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<tr>
<td>d. Retaining Stolen Property</td>
<td>Returning the property and Considering the gravity of the offence, a fine</td>
</tr>
<tr>
<td>xxi. Violation of time limits for staying within the University premises or seeking entry to the University without authorization of the Vice Chancellor or any other member of staff authorized by the Vice Chancellor, before or after the designated times or as specially notified by the Vice Chancellor.</td>
<td>Severe warning by the Vice Chancellor with a record of same in student’s personal file</td>
</tr>
<tr>
<td>xxii. Offers any gratification to any employee of the University as inducement or reward for that University employee performing or abstaining from performing any official act or for expediting or hindering or preventing the performance of any official act by that University employee or by any other University employee.</td>
<td>Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for a period not less than six months and not exceeding two calendar years and c. Withholding of examination results or certificates as appropriate</td>
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<tr>
<td>xxiii. Convening of meetings of a group of students, or any society or association which has not been recognized by the University or</td>
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<td></td>
<td>Considering the gravity of the offence, a. Suspension for a period not exceeding two calendar years</td>
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without prior approval of the University or displaying or distributing publications or posters at the University without authorization of the Vice Chancellor or any other person authorized by the Vice Chancellor.

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xxiv. Establishing or assisting in establishing any society or association except as provided for in the relevant legal provisions and/or without following the authorized procedure in that regard.

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xxv. Failure to comply with the rules and regulations made by the University on the conduct of affairs of any society or association.

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<td>xxvi. Convening any meeting or participating in any meeting of students in the precincts of the University contrary to the constitution of the relevant society or association.</td>
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<th>xxvii. Distributing or displaying or publishing materials using print or audio or video or electronic media or any other mode of communication, which are defamatory or abusive of any recognized society or association or any officer or any member of the academic or administrative staff or an employee or a 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.</th>
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xxviii. Defacing or mutilating property belonging to the any officer or any member of the academic or administrative staff or an employee or a 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. Expulsion from the University  

or  

b. Suspension for two calendar years  

and  

c. Withholding of examination results or certificates as appropriate  

or  

d. Suspension for a period not exceeding one calendar year  

and  

e. Withholding of examination results or certificates as appropriate  

or  

f. Severe warning by the Vice Chancellor with a record of same in student’s personal file

xxix. Inviting from outside the University as a student of or on behalf of or at the request of students of the University any speaker to address students, or any outside person for any purpose within the University, without the prior approval in writing of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor.

Considering the gravity of the offence,  

a. Suspension for a period not exceeding one calendar year  

and  

b. Withholding of examination results or certificates as appropriate  

or  

c. Severe warning by the Vice Chancellor with a record of same in
| xxx. Arranging or organizing any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor. | Considering the gravity of the offence,  
  a. Suspension for two calendar years and  
  b. Withholding of examination results or certificates as appropriate  
  or  
  c. Suspension for a period not exceeding one calendar year and  
  d. Withholding of examination results or certificates as appropriate  
  or  
  e. Severe warning by the Vice Chancellor with a record of same in student’s personal file |
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<td>xxxi. A student receiving 3 warnings within a period of 12 calendar months.</td>
<td>Suspension for a period of 12 months from the date of the last warning</td>
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<td>xxxii. Failure to adhere to a severe warning</td>
<td>Suspension for one academic year</td>
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| xxxiii. A student under suspension committing a further offence | Depending on the gravity of the offence,  
  a. Expulsion  
  or |
| xxxiv. | Publication of notices or posters within the University premises without the permission of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor. | b. Suspension for a period not exceeding one calendar Year. |
| xxxv. | Selling of newspapers or periodicals or distributing of handbills within the University premises without approval of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor. | Suspension for a period not exceeding one calendar year |
| xxxvi. | Unauthorized or improper use of University computer system or network. | Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and c. Withholding of examination results or certificates as appropriate or d. Suspension for a period not exceeding one calendar year and e. Withholding of examination results or certificates as appropriate |
xxxvii. Any other offence or act of indiscipline not explicitly stated in the Schedule II.

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* In this Part a 'student' means a 'Day Scholar'. 