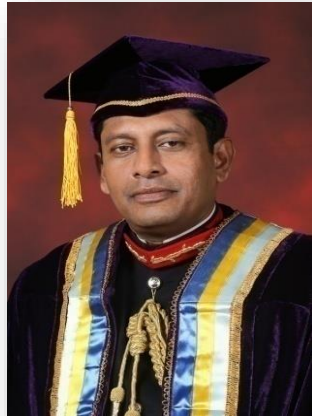


**2nd Edition of the Student Guide for Day Scholars
Published under the Authority of
Board of Management at
the 564th Meeting
held on 20.03.2015**

January 2020

Major General Milinda Peiris
RWP RSP VSV USP ndc psc MPhil (Ind) PGDM
Vice Chancellor

FOREWORD



General Sir John Kotelawala Defence University (KDU) is the National Defence University in Sri Lanka, and its primary role is to produce graduated officers in diverse fields of specialization for the Army, Navy, and Air Force in Sri Lanka. However, after the end of the 30-year-old conflict in the country, it was decided to extend the higher educational opportunities at KDU to deserving youths in Sri Lanka and in its friendly countries to follow its degree programmes as day-scholars. Thereby KDU has so far been able to produce thousands of high-quality graduates who are engaged in lucrative employment and entrepreneurship in and outside the country making a significant contribution to the nation and its economy.

In this context, it is a pleasure for me to welcome all day-scholars selected for Intake 37 of KDU, and while congratulating you on being selected to this prestigious Institution, I request you to carefully go through the guidelines spelt out in this handbook. This will definitely provide answers for possible queries that you, the undergraduates and your parents and guardians might have regarding relevant courses of study at this university. By reading this you will be able to gain some insights into how you should familiarize yourselves with the Defence University environment, so that you will be able to complete your degree programmes successfully.

The staff at KDU together with students, both officer cadets and day-scholars in senior batches join me in welcoming you, the new entrants to this unique Defence University. I hope that you will have an exciting & academically productive stay at KDU making significant achievements in academic and extra-curricular activities, which you, your parents, and the whole country can be proud of. Our ultimate goal is to mould you to acquire the personality traits of efficient, disciplined, self-motivated and balanced individuals who will serve the best interests of the nation. I am certain that you will achieve this final goal bringing credit and glory to your alma mater, General Sir John Kotelawala Defence University.

May you all do well and come up with flying colours during your academic career at KDU!

All the Best.

MILINDA PEIRIS RWP RSP VSV USP ndc psc MPhil (Ind) PGDM

Major General

Vice Chancellor

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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.

ABOUT THE UNIVERSITY

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, Built Environment & Spatial 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 Major General (Rtd) Kamal Gunarathna
WWV RWP RSP USP ndu psc

Members

Commander of the Army Lieutenant General LHSC Silva
WWV RWP RSP VSV USP ndc psc

Commander of the Navy Vice Admiral KKVP De Silva
WWV & Bar, RWP,RSP ,VSV,USP,ndu

Commander of the Air-Force Air Marshal DLS Dias
RSP and three Bars, VSV, USP, MSc (Def & Strat Stu),
ndc, psc

Additional Secretary (Defence)
Ministry of Defence Mr. PBSC Nonis
BSc. (Business Admin), SP. Hons,
Master of Public Administration, Australia, LICA

UGC Representative Prof. Sampath Amarathunge BA (Hons.) in Economic (USJP)
MA in Economics (Colombo), MSc. in Economics of Rural
Development (Saga National University), PhD (Kogoshima
National University in Japan) Chairman - UGC

Vice Chancellor - KDU Major General Milinda Peiris
RWP RSP VSV USP ndc psc MPhil (Ind) PGDM

Treasury Representative Mr. PASA Kumara
Director General, Department of Public Enterprises,
Ministry of Finance, Economy & Policy Development

Acting Registrar- KDU Colonel P S Subath Sanjeewa
RSP, psc (Secretary/Convener)

MA(NPS,USA),MSc(University of Bangladesh),
M (def) S (University of Kelaniya)
Dip in IHR(Sri Lanka)

KEY APPOINTMENTS

- a. **Chancellor**
Admiral Daya Sandagiri RSP, VSV, USP, rcdc, psc, MSc(DS), FIMgt(UK), MNI(Lond), MRIN(Lond) Justice of the Peace (Sri Lanka)
- b. **Vice Chancellor**
Major General Milinda Peiris RWP RSP VSV USP ndc psc MPhil (Ind) PGDM
- c. **Deputy Vice Chancellor (Defence and Administration)**
Brigadier N Hathurusinghe psc IG Hdmc
- d. **Deputy Vice Chancellor (Academic)**
Prof MHJ Ariyaratne MBBS (Col) MS (Col) FRCS (ED) FRCS (Eng) Senior Fellow, PGIM (Col) FCS (Sri Lanka)
- e. **Dean – Faculty of Graduate Studies**
Brig RGU Rajapakshe RSP, psc, BSc (DS) KDA, MSc (DS) Kelaniya
MASS (NDU) Washington DC
- f. **Rector (Southern Campus)**
Brig WPAK Thilakarathne psc
- g. **Dean - Faculty of Defence & Strategic Studies**
Col ULJS Perera RSP, USP, psc MSc (USA), M def S (Kelaniya), BA Hons (KDU)
- h. **Dean - Faculty of Medicine**
Prof MHJ Ariyaratne
MBBS (Col) MS (Col) FRCS (ED) FRCS (Eng) Senior Fellow
PGIM (Col), FCS (Sri Lanka)
- i. **Dean - Faculty of Engineering**
Dr. TMWRMB Samarakoon
BSc Eng (Peradeniya), MEng(AIT, Bangkok), PhD (Saitama,Japan), AMIE(SL), MSLAAS, CTHE (KDU)
- j. **Dean - Faculty of Law**
Mr WS Wijesinghe
LLM, LLB, PG Dip in International Relations, Dip in Com SW, Attorney at Law, Legal Adviser to KDU, Adviser to the Minister, Ministry Justice, Human Rights and Lesal Reforms, Consultant, National Ocean Affairs Committee, Presidential Secretariat, Consultant, National IHL Committee, Ministry of External Affairs
- k. **Dean - Faculty of Management, Social Sciences & Humanities**
Dr (Mrs) RMNT Sirisoma
BSc Eng (Hons), PhD (Moratuwa)
C.Eng, CMILT (UK), MITE (US) MIE (SL)

- l. **Dean - Faculty of Allied Health Sciences**
Dr DU Kottachchi
BSc (Peradeniya), MPhil, (Colombo), PhD (Colombo), Diploma in Medical Laboratory Technology
- m. **Dean - Faculty of Computing**
Capt (L) JU Gunaseela
USP, psc, BSc. (Electrical and Electronic Engineering),
MEeg (Electronics and Telecom Engineering), CEng.MIET, CEng.MIESL
- n. **Dean - Faculty of Build Environment & Spatial Sciences**
Dr. AR Rupasinghe
Graduate in Geography Special (Cartography & Geomorphology), PhD in Geography
- o. **Dean - Faculty of Research and Development**
Prof (Mrs.) CL Gunasekara
- p. **Acting Registrar**
Colonel PS Subath Sanjeeva
RSP, psc, MA (NPS, USA), MSc (University of Bangladesh),
M(def) S (University of Kelaniya), Dip in IHR (Sri Lanka)
- q. **Senior Assistant Librarian**
Mrs. TC Ranawella
BSc Ind. Mgt. (Hons) (Kelaniya), MLS (Colombo), ASLLA, CTHE
- r. **Acting Bursar**
Mr. AKS Ariyapala

FACULTIES AND DEPARTMENTS OF KDU

9. The ten faculties of the University offer Bachelors and Masters/PhD degrees under various academic disciplines. These faculties and departments are as follows:

- 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 Mathematics
 - (5) Department of Mechanical Engineering
 - (6) Department of Marine Engineering
 - (7) Industrial Training Unit
- e. **Faculty of Law – (FOL)**
 - (1) Department of Civil Law
 - (2) Department of Military Law
- f. **Faculty of Management, Social Sciences and Humanities – (FMSH)**
 - (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 Built 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

- j. **Faculty of Research and Development**

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 their 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.

13. The Registrar is responsible for issuing Student Record Books to Students and students are responsible to maintain the Record Book in a timely manner.

THE CURRICULUM

14. 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.

15. 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

16. The Library is the heart of General Sir John Kotelawala Defence University that simulates and supports intellectual inquiry by the developing its collections and delivering quality services to all user communities.

KDU Library system consists of the Main Library, Medical Library, Allied Health Science Library and Southern Campus Library. The new Engineering Library is currently under construction and is scheduled to open in the near future. As a part of the academic programs of the university, all KDU libraries provide state of the art facilities for printed and electronic resources with on-site and remote access provisions. Different categories of information resources are available in KDU libraries forming different collections precisely General, Reference, Sri Lanka, Permanent Reference, Newspapers, Periodicals, Thesis and Audio Visual.

Currently KDU Libraries empowers users by providing access to a broad range of scholarly information with 34,792 printed books, 4,347 electronic journals for teaching, learning and research purposes. Document Delivery Service provides articles / books which are not available in KDU libraries to requested parties on free of cost. The circulation service operates circulation desks with friendly, courteous, and knowledgeable staff who assist users by checking items in and out, attending trading activities which includes photocopying, assisting users to access computers and information resources etc.

KDU libraries do have citation management software called Mendeley, which is an online reference management tool. KDU libraries have also subscribe to Turnitin which is an online plagiarism prevention tool. And it is a proprietary system that allows instructions to submit student work for identification of plagiarized content. Academic Libraries regularly conduct different training programs on e-Databases, Information Literacy, Plagiarism and Referencing for academic staff and student of the University. Generally, the opening hours of the KDU libraries will be determined with the demand for library use, requirements and staff availability. However, the usual opening hours of the Main and Medical Libraries are 8.00 a.m. to 6.00 p.m. in weekdays and 9.00 a.m. to 5.00 p.m. on weekends and 8.00 a.m. to 4.30 p.m. in weekdays of the allied health Science Library.

17. All students will be granted fully fledged library membership for the entire period of registration and are strongly advised to use the resources for their optimal academic achievements.

DAILY ROUTINE FOR STUDENTS

18. 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.

| | | |
|------------------------|---|--------------------------|
| Arrival at KDU | - | 0700-0745 hrs |
| 1 st period | - | 0800-0900 hrs |
| 2 nd period | - | 0900-1000 hrs |
| 3 rd period | - | 1000-1100 hrs |
| Break | - | 1100-1115 hrs |
| 4 th period | - | 1115-1215 hrs |
| 5 th period | - | 1215-1315 hrs |
| 6 th period | - | 1315-1415 hrs |
| Lunch | - | 1415-1515 hrs (optional) |
| PT (Games)/Recreations | - | 1630-1800 hrs (optional) |

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 phones 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. University is not responsible for any loss or damage of the property belongs to Students. 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 leather 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 Dress.** 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 haircut 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.

MILITARY TRAINING

60. Day scholars will not be provided with any military training, nor should they seek any military training during their stay at the University. Day Scholars should not 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.

DINING 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 equipment 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 | - | 3% marks |
| b. | National level achievements | - | 10% marks |
| c. | International level achievements | - | 15% 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 Squadron Commanders/ Troop Commanders. Followings are the Clubs functioning at KDU:

- a. Arts & Culture Club
- b. Speech & Drama Club / Toast Master Club
- c. Eco Club
- d. Music Club
- e. Dancing Club
- f. Photography Club
- g. E – Club
- h. Billiard Club
- i. Rotaract Club
- j. Bridge Club

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.

- a. University Medical Officer has the sole authority to issue medical certificates for day scholars.
- b. 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).
- c. 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. International Research Conference
- d. July Ball
- e. Open 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, he/she 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 first installment and other chargers applicable prior to admission to the University / signing of agreements. Subsequent installments should be paid one month prior to the next academic year; second installment should be paid one month prior to the commencement of the second year; third installment should be paid one month prior to the commencement of the third year and where necessary, the fourth installment should be paid one month prior to the commencement of the fourth 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 unless a Day scholar who had admitted to the University requests to leave within three weeks or before the signing of the agreement and / commencement of academic activities. The exit policy for Day Scholars is as follows;

- a. **Non-payment basis Day Scholars.** Permit exit by retaining the registration fee of LKR 30,000/- if a non-payment basis Day scholar who had admitted to the University requests to leave within three weeks or before the signing of the agreement and / or commencement of academic activities.

b. **Payment basis Day Scholars.** Permit exit by retaining the registration fee of LKR 30,000/- and a 10% of the 1st installment of the course fee if a payment basis Day Scholar who had entered in to an agreement decides to leave within 3 weeks from the date of signing of agreement and/ or commencement of academic activities.

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. Noncompliance or ignorance of the instructions stipulated in KDU will also be a serious offence.

GENERAL POINTS

- 88. Students should obtain approval from the respective Head of the Department, respective Dean of the Faculty and Dean (FDSS) for activities at the weekends.
- 89. 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.
- 90. 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
- 91. 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
- 92. 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

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

DISCIPLINARY ACTION

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

DISCIPLINARY PROCEDURE

- 95. Any charge of breach of discipline against a Day Scholar shall in the first instance be reported to the vice chancellor, through proper channel.

96. 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.
97. 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.
98. 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.
99. 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.
100. 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.
101. The Vice Chancellor may also order withholding of the examination results of a Day Scholar pending an inquiry or investigation.
102. 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.
103. 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.
104. 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.
105. 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.
106. 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

107. 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**

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Lyrics :
Prof HSS Nissanka

Music :
Dr Premasiri Kemadasa

**ANTHEM OF GENERAL SIR JOHN KOTELAWALA DEFENCE
UNIVERSITY**

Da anuragen prana praboditha
Siya ratatama kawadath kappa apa wetha

Shilpa sashtra sangrama thakshana
Ghnana wibushana shikshana dani
Shrimath Kotelawala arakshaka
Sarasavi lanka darani jayathu
Thrividha 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
Siya ratatama kawadath kappa apa wetha
Shilpa sashtra 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 | 071 0219231 047 3624895 |
| Dean - Faculty of Build Environment & Spatial Science | 011-2635268 |
| Dean - Faculty of Computing | |
| Registrar | Tel 011 2622502 Fax 011 2638460 |
| e-mail | registrar@kdu.ac.lk |
| Deputy Registrar | |
| Tel. | 0112634555 |
| e-mail | dr@kdu.ac.lk |

Assistant Registrar Enlistment

Tel.

011 2632028

Ext.

235

e-mail

ar@kdu.ac.lk

KDU Website

www.kdu.ac.lk

APPROVED DRESS CODE FOR THE DAY SCHOLARS

Day Scholar Uniform (During Study Hours)



During Functions



Sports Kit



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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. The Disciplinary Committee shall have the power to summon any witness required by the prosecution and by the defence.
7. 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.
8. 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.
9. 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. 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.

b. 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.

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

d. 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.

e. 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 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.

f. 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

| Offences | Recommended Maximum Punishments |
|---|--|
| <p>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.</p> <p><u>Explanation</u></p> <p>Any student who refuses to produce the Student Identity Card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal Laws of the land.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p> |
| <p>ii. Violates the By Laws on University Residence Facility (RF).</p> | <p>Recovery of costs incurred by the University as a result of violating the By Laws, and considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>and/or</p> <p>c. Denial of RF in the future</p> <p>or</p> <p>d. Severe warning by the Chancellor with a record of same in the personal file of the student</p> |

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| <p>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.</p> | <p>A fine equivalent to 3 times of replacement value or cost of misuse plus 25% of such value or cost, considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension from the University for a period of two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> |
| <p>iv. Contravenes any By-Law, Regulation or Rule</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University up to a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of the same in the personal file of the student</p> |
| <p>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.</p> | <p>a. Expulsion from the University for falsification of documents</p> <p>or</p> <p>b. Suspension from the University for a period of one calendar year</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p> |

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| <p>vii. Remains under the influence of or in possession of intoxicant, liquor, narcotic, addictive drug or gambling within the precincts of the University.</p> <p><u>Explanation</u></p> <p>The students may be permitted to consume alcoholic beverages supervision at an approved social function of the University.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University or</p> <p>b. Suspension from the University for a period not exceeding two calendar years and/or</p> <p>c. Withholding of examination results or certificates as appropriate or</p> <p>d. Severe warning by the Vice Chancellor 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 or causing harm to persons or property within the precincts of the University.</p> | <p>a. Expulsion from the University or</p> <p>b. Suspension for three calendar years and/or</p> <p>c. Withholding of examination results or certificates as appropriate</p> |
| <p>xi. 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.</p> | <p>a. Suspension up to one calendar year and/or</p> <p>b. Withholding of examination results or certificates as appropriate and</p> <p>c. Recovery of damages caused as a result of obstruction or disruption</p> |

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| <p>x. Obstructs or harasses any officer or member of the academic or administrative staff or any other employee of the University or any other authorized person in the performance of his duties.</p> | <p>a. Suspension from the University for a period not exceeding two calendar years</p> <p>and</p> <p>b. 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 recognized society/association.</p> | <p>a. Suspension for one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> |
| <p>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.</p> | <p>a. Suspension for one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> |
| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Chancellor with a record of same in personal file of the students</p> |
| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years and</p> <p>c. Withholding of examination results or certificates as appropriate</p> |

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| <p>xv. Organizing or conducting or participating in a strike or a protest or an unlawful assembly within University premises.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> |
| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years and</p> <p>c. Withholding of examination results or certificates as appropriate</p> |
| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. withholding of examination results or certificates as appropriate</p> |

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| <p>xix. Inciting students to disrupt legitimate activities of the University.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. withholding of examination results or certificates as appropriate</p> |
| <p>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.</p> | |
| <p>a. Theft</p> | <p>Considering the gravity of the offence,</p> <p>a. Fine equivalent to the replacement value plus 25% of such value</p> <p>and</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> |

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| <p>b. Willful damage</p> | <p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value</p> <p>and</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |
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| <p>c. Attempted Theft</p> | <p>Considering the gravity of the offence, a fine</p> <p>and</p> <p>a. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |
| <p>d. Retaining Stolen Property</p> | <p>Returning the property</p> <p>and</p> <p>considering the gravity of the offence, a fine</p> |
| <p>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.</p> | <p>Severe warning by the Vice Chancellor with a record of same in students personal file of the student</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not less than six months and not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> |
| <p>xxiii. Convening of meetings of a group of students, or any society or association which has not been recognized by the University or 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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding two calendar years and</p> <p>b. withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |
| <p>xxv. Failure to comply with the rules and regulations made by the University on the conduct of affairs of any society or association.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |
| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file of the student</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |
| <p>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.</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in personal file of the students</p> |

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| <p>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.</p> | <p>Considering the gravity of the offence</p> <p>a. Suspension for two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>d. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>e. Severe warning by the Vice Chancellor with a record of same in personal file of the student</p> |
| <p>xxxii. A student receiving 3 warnings Suspension for a period of 12 months within a period of 12 calendar from the date of the last warning months.</p> | <p>a. Suspension for a period of 12 months from the date of the last warning</p> |
| <p>xxxii. Failure to adhere to a severe suspension for one academic year warning</p> | <p>Suspension for one academic year</p> |
| <p>xxxiii. A student under suspension depending on the gravity of the offence, committing a further offence</p> | <p>Depending on the gravity of the offence,</p> <p>a. Expulsion</p> <p>Or</p> <p>b. Suspension for a period not exceeding one calendar year.</p> |

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| <p>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.</p> | <p>Suspension for a period not exceeding one calendar year</p> |
| <p>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.</p> | <p>Suspension for a period not exceeding one calendar year</p> |
| <p>xxxvi. Unauthorized or improper use of University computer system or network.</p> | <p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> 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 |

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| <p>xxxv. Any other offence or act of Considering the gravity of the offence, indiscipline not explicitly stated in the Schedule II.</p> | <p>Considering the gravity of the offence</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in the personal file of the students</p> |
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* In this Part a 'student' means a 'Day Scholar'.