



Student Guide Book

University of Colombo

A PUBLICATION OF STUDENT COUNSELLORS' OFFICE

Message from the Vice-Chancellor



It gives me great pleasure to pen my thoughts on the occasion of greeting our new entrants to the undergraduate courses of the University of Colombo. I extend my warmest congratulations to you on being selected to your esteemed study programme. The study course you have registered for aims to achieve the highest academic goals and is indeed the considered benchmark in your chosen field of learning, at national and regional levels. I am certain this handbook, that details all the required information for a new entrant to our university, will be of great support to you in helping you to settle in comfortably into the university life of learning.

The University of Colombo is the jewel in the crown of the Sri Lankan university system. Since its inception, it is gratifying to note that this pioneering seat of learning has supported the development and learning environment of the multiple fields of study, in line with that of our visionaries and policy makers. The University of Colombo Celebrates 150 years of academic excellence in the Faculty of Medicine and 100 years of academia in Faculty of Science and Arts. The numerous intellectual inputs over time with unending discussions have enabled the establishment and sustenance of many greatly valued undergraduate study programmes. I note with pleasure that you are placed under the able guidance your dean / director and distinguished members of the academic staff who are highly qualified in diverse subjects.

The multitude of extracurricular activities you can join in are exciting and varied. Please do not hesitate to engage with your student counsellor and the welfare section of the university to get an insight into all the available options. As students of this University, I hope you will derive the optimal benefits from the treasure trove of opportunities you will discover, that will broaden your horizons. As students of the new millennium you hold the responsibility as the guardians of the University of Colombo in the 21st century. My fervent wish is that our University would help nurture and develop each and every one of you to be responsible professionals in our beautiful country. I extend to you my very best wishes for a rewarding experience at the University of Colombo!

Professor Chandrika N Wijeyaratne
Vice Chancellor of the University of Colombo

Message from the Senior Student Counselor



It is a great pleasure and privilege to welcome you all to the number one university in Sri Lanka. This is a golden opportunity to develop yourself as professionals who suit for the future requirements of the country and world at large. As the capital university within the metropolitan area you have access to a world of resources and relationship which would enlighten you to enhance and align your capabilities and competencies to fill in the corporate and public sector requirements.

In addition to that you will be able to explore socio-cultural diversity and the harmony within the Colombo climate to realize existing world consignments and to lay a strong foundation to become a world class global citizen.

We like to mention that, this opportunity with the University of Colombo as an undergraduate would allow you to realize your responsibilities and accountabilities while enjoying all the rights of undergraduate life. Moreover, understand your life's priorities to display professionalism to gain highest level of employability to contribute to the development of the country.

This book presents you the total understanding that you require in the process of socializing yourself to the university life. Once again, we would like to welcome you on behalf of all Student counselors of the University and wish you all the best.

Dr. G.R.P. Silva
Senior Student Counselor
University of Colombo.

Historical Background



The history of the University of Colombo is inextricably tied to the history of higher education in Sri Lanka. The University College was established in 1921 to train Sri Lankan students for the University of London degree. The College House built for this later became the administrative centre for the University of Colombo. This historical building houses the Vice Chancellor's office. Moreover, the Medical Faculty of University of Colombo which expanded from the Colombo Medical College was established in 1870.

The University of Ceylon was established in 1942 and was centered in Colombo until it was shifted to Peradeniya in 1952. With the expectation of expanding higher education, Colombo Arts Faculty began in 1963. The Law Faculty was then transferred to Colombo in 1965. Until 1967, Arts and Law functioned as the Colombo Branch of the University of Ceylon.

In 1967, it was decided to establish a separate University in Colombo. In 1972, under the university re-organization, however, University of Colombo became a 'Campus' under the University of Sri Lanka. All the other separate universities became Campuses.

The single University system was abolished in 1978 hence the University of Colombo once again became an independent university.

Administrative Structure

Chancellor	Emeritus Archbishop Reverend Dr. Oswald Gomis
Vice-Chancellor	Professor Chandrika N Wijeyaratne
Senior Student Counselor	Dr. G.R.P. Silva
Registrar	Mr. K.A.S. Edward
Actg. Librarian	Dr. (Mrs.) C. Kuruppu
Bursar	Mrs. K.S.T.S. Jayasooriya

Deans of Faculties

Sripalee Campus (Rector)	Dr. Prathibha Mahanamahewa
Arts	Prof. L. Manawadu
Education	Dr. L.M. Kapila Bandara
Law	Prof. (Ms.) Indira Nanayakkara
Medicine	Prof. Vajira H.W. Dissanayake
Management and Finance	Prof. M. P. P. Dharmadasa
Science	Prof. D.U.J. Sonnadara
Technology	Prof. J.K.D.S. Jayanetti
Nursing	Dr. S.S.P. Warnakulasuriya
Graduate Studies	Prof. Nayani Melegoda

Directors of Schools/Institutes/Centers/Units

University of Colombo School of Computing (UCSC)	Prof. K.P. Hewagamage
Postgraduate Institute of Medicine (PGIM)	Prof. Senaka Rajapakse
Institute of Indigenous Medicine (IIM)	Prof. Priyani A. Paranagama
Postgraduate Institute of Indigenous Medicine (PGIIM)	Prof. Chrishantha Abeysena
University of Colombo Institute for Agro-technology and Rural Sciences (UCIARS)	Prof. S. Suthrasan
Institute of Biochemistry, Molecular Biology and Biotechnology (IBMBB)	Prof (Mrs.) Shiroma M. Hadunnetti
Institute of Human Resources Advancement (IHRA)	Prof. H.D. Karunaratne
National Institute of Library and Information Sciences (NILIS)	Dr. (Mrs.) P. Wijetunga
Staff Development Center (SDC)	Prof. (Ms.) N. Kamardeen
Career Guidance Unit (CGU)	Dr. Nihal Padmasiri

DEPARTMENTS IN EACH FACULTY

Faculty of Arts

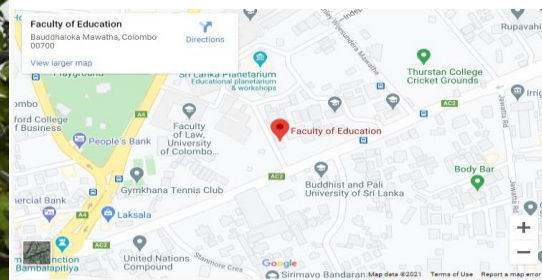


1. Department of Demography
2. Department of Economics
3. Department of English
4. Department of Geography
5. Department of History
6. Department of International Relations
7. Department of Political Science and Public Policy
8. Department of Sinhala
9. Department of Sociology
10. Department of Buddhist Studies
11. Department of English Language Teaching

Affiliated Units

- a. Islamic Civilization Unit
- b. Journalism Unit

Faculty of Education



1. Department of Educational Psychology
2. Department of Humanities Education
3. Department of Science and Technical education
4. Department of Social Science Education

Faculty of Law



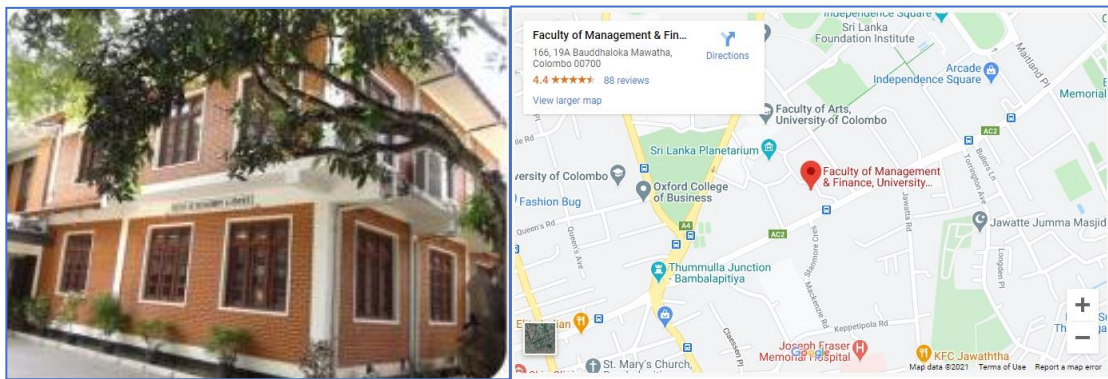
1. Department of Commercial Law
2. Department of Private and Comparative Law
3. Department of Public and International Law
 - Human Rights Centre

Faculty of Medicine



1. Department of Anatomy
2. Department of Biochemistry and Molecular Biology
3. Department of Clinical Medicine
4. Department of Community Medicine
5. Department of Forensic Medicine and Toxicology
6. Department of Microbiology
7. Department of Obstetrics and Gynecology
8. Department of Parasitology
9. Department of Pathology
10. Department of Pediatrics
11. Department of Pharmacology
12. Department of Physiology
13. Department of Psychological Medicine
14. Department of Surgery

Faculty of Management and Finance



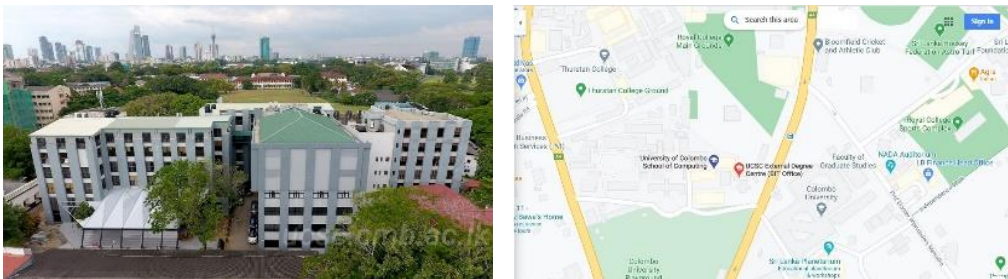
1. Department of Accounts
2. Department of Business Economics
3. Department of Finance
4. Department of Human Resource Management
5. Department of Management and Organization Studies
6. Department of Marketing
7. Department of International Business

Faculty of Science



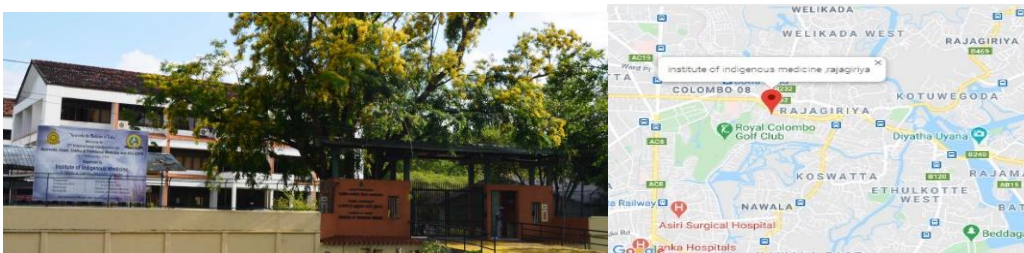
1. Department of Chemistry
2. Department of Mathematics
3. Department of Nuclear Science
4. Department of Physics
5. Department of Plant Science
6. Department of Statistics
7. Department of Zoology

University of Colombo School of Computing



- 1 Department of Computation and Intelligent Systems
- 2 Department of Information Systems Engineering
- 3 Department of Communication and Media Technologies

Institute of Indigenous Medicine (IIM)



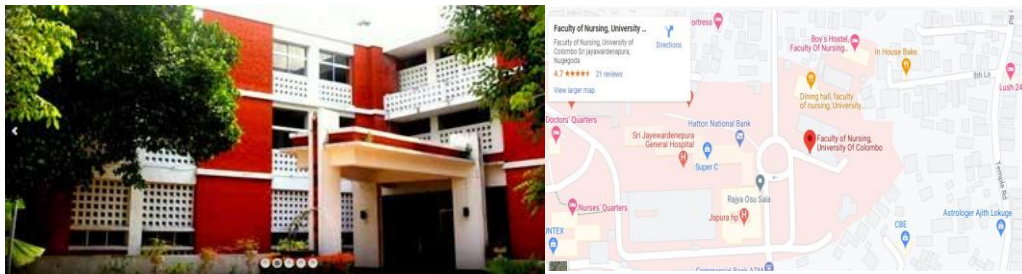
1. Department of Study in Ayurveda
2. Department of Study in Unani

Sripalee Campus



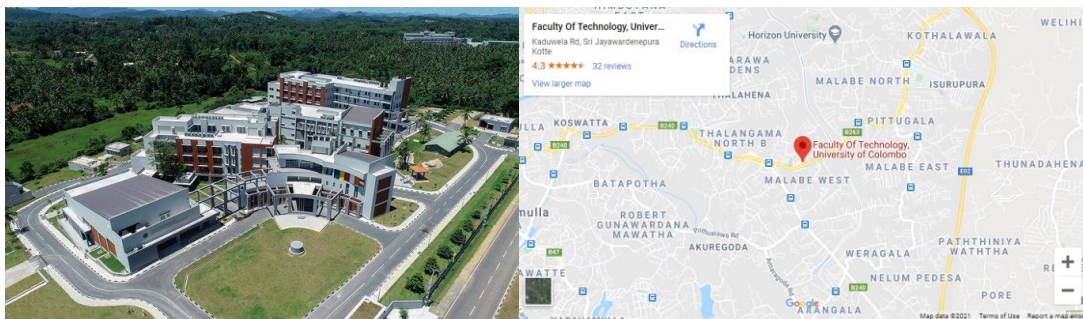
1. Department of Mass Media
2. Department of Performing Arts
3. Department of Computer Studies
4. Department of Languages

Faculty of Nursing



1. Department of Basic Science and Social Science
2. Department of Fundamental Nursing
3. Department of Clinical Nursing

Faculty of Technology



1. Department of Agricultural Technology
2. Department of Environmental Technology
3. Department of Instrumentation and Automation Technology
4. Department of Information and Communication Technology

***University of Colombo Institute for Agro-technology and Rural Sciences
(UCIARS)***



Student Counselors' Office



The Student Counselors' Office comprises Senior Student Counselors, Assistant Student Counselor, Permanent Student Counselors (12) and Temporary Student Counselors (96). All these counselors attached to Student Counselors' Office, Faculties and Institutes are working under the guidance of Senior Student Counselor. These permanent and temporary Student Counselors are selected from Academic staff representing all Faculties. They are responsible for student welfare and academic counseling.

The Senior Student Counselor is answerable to the Vice Chancellor regarding the maintenance of discipline and creating a physically and mentally suitable atmosphere for the students to carry out their academic pursuits.

Programmes and activities done by Student Counselors' Office:

- * Colombo University Volunteers Project (CUV)
- * Leadership Training Programmes

The following tasks are undertaken by the Student Counselors' Office:

- * Issuing of Temporary identity cards
- * Allocation of permission of lecture halls for extra- curricular activities of students such as get-togethers, and meetings
- * Issuing of permits for trips, display posters and cut-outs
- * Providing hostel facilities
- * Assisting with Mahapola bursaries and other scholarships
- * Intervene and take necessary action with regard to student conflicts, within the University and outside.
- * Stop and take steps to prevent ragging.

However, it is vital to emphasize that the main service of this office is to counsel students regarding their academic as well as personal problems.

Student Counseling Services

The Student Counselors' Office provides services to advice students to resolve their psychological, academic and personal problems. Trained Advisers/ Counselors (both male and female) have been appointed to provide this service during the working days. All information is kept confidential.

Professional Counseling Service

You can meet the psychiatrist, psychologist or Counselors at The Student Counselors' Office. Professional Counseling Service is being undertaken by,

- * Prof. Raveen Hanwella (Psychiatrist), Chief Consultant, Colombo National Hospital, Psychiatric Ward No. 59.



- * Prof. Gameela Samarasinghe (Clinical Psychologist)
Dept. of Sociology



- * Dr. Samudhra Senarath (Psychological Counselor)



- * Ms. Nirosha Kulasekara, Assistant Student Counselor
(Professional Counselor)



* Ms. Anula Rathnayake (Instructor in Social Work)

Student Counsellors

Student Counsellors have been appointed for each Faculty. These individuals have been appointed by the Vice Chancellor under the recommendation of the Dean of the specific faculties. Each faculty has a Permanent Student Counsellor. Their services are in accordance with the Student Counsellors' Office. The Student Counsellors' Office have provided a special phone number for the students to contact for any personal or academic problems at any time –

0702211311 (Hotline)

Senior Student Counsellor - Dr. G.R.P. Silva (0112583108 / 0716809509)

Assistant Student Counsellor – Mrs. Nirosha Kulasekara (0112583108 / 0702211311)

Arts

**Dr.(Mrs.) Latha Gurusinghe,
Dept. of Sinhala**

0779093999



Mr. Saman Wanasinghe,

Dept. of English Language Teaching

0718140130

Dr. Ranjith Senanayake, Dept. of Sinhala

0779069127

Ms. Deepachandi Abeysinghe, Dept. of Sinhala

0771765180

Mr. Achinthya Bandara, Dept. of Sinhala

0719248501

Dr. J.B. Pathirage, Dept. of Sociology

0777388597

Ms. Chamali Gunawardena, Dept. of Sociology

0716465045

Dr. Ajith Balasooriya, Dept. of Inter. Relations

0718384112

Ms. Menik Wakkumbura, Dept. of Inter. Relations

0715934265

Ms. S.A. Fathima Shanaz, Journalism Unit

0715696747

Ms. C.S. Thangaraja, Journalism Unit

0713579719

Mr. P. Krishanthan, Dept. of Geography

0775028905

Dr. J.P. Jayasinghe, Dept. of Geography

0718433319

Ms. V.P.N. Senadhi, Dept. of Demography

0767852640

Mr. H.V.V.M.P. Karunarathne, Dept. of Demography

0702711599

Mrs. A.G.N.D. Gunaratne, Dept. of English Language Teaching

0718416437

Ms. K.K.S.G. Sylva, Dept. of English Language Teaching

0777739646

Rev. Dr. M. Sugathasiri Thero, Dept. of Buddhist Studies

0718372225

Rev. M. Amarawansa Thero, Dept. of Buddhist Studies

0719211235

Ms. A.D.M. Ruwanpathirana, Dept. of Pol. Sci. & Public Policy

0704687130

Mr. M.N.M. Faslan, Dept. of Political Science & Public Policy

0772482242

Dr. Darshi Thoradeniya, Dept. of History

0777880176

Ms. Nideka Nanayakkara, Dept. of History

0775611196

Mr. U.L.A. Ameer, Islamic Civilization Unit

0773562659

Dr. Kaushalya Perera, Dept. of English

0777531150

Dr. A.W.A.D.R. Abayasekara, Dept. of Economics

0717717551

Ms. M.H.S. Dilrukshi, Dept. of Economics

0782446944



Education

Mrs. R.D.C. Niroshini, Dept. of Edu. Psy. 0718433468
 Dr. E.S. Neranjani, Dept. of Humanities Edu. 0713379337
 Ms. P.K.S.S. Thilakarathna, Dept. of Edu. Psy. 0702585510

**Science**

Dr. R.A.B. Abeygunawardena, Dept. of Statistics 0714425276
 Dr. B.S.S. Seneviratne, Dept. of Zoology & Envi. Sci. 0710821177
 Dr. S.K.P. Eranga, Dept. of Mathematics 0704352309
 Dr. S.D. Viswakula, Dept. of Statistics 0713577290
 Dr. G.P. Lakraj, Dept. of Statistics 0711600310
 Dr. J. Jeyasugithan, Dept. of Nuclear Science 0775953601
 Dr. (Ms.) M.A. Wickramasuriya, Dept. of Plant Science 0711554123
 Dr. M.K.A.C. Mahasinghe, Dept. of Mathematics 0778290095
 Dr. N.I. Abeysinghe, Dept. of Chemistry 0719748259
 Dr. (Ms.) P.V.D.G.N. Silva, Dept. of Chemistry 0769126890
 Dr. W.A.M. Madhavi, Dept. of Physics 0714108486

**Main Library**

Mrs. M.A.L. Silva, Main Library 0714416036

Law

Ms. Chathurika Akurugoda, Dept. of Public & Inter. Law 0778407450
 Mr. Dumindu Madhushan, Dept. of Private & Comparative Law 0715306356
 Ms. Kithmini Aviruppola, Dept. of Private & Comparative Law 0771577664
 Ms. Danushika Abeyaratne, Dept. of Private & Comparative Law 0711111299
 Ms. Jeyakala Jeyarednam, Dept. of Private & Comparative Law 0773842056
 Ms. Pavitra Rajendran, Dept. of Public & Inter. Law 0766854395
 Mr. Kusal Amarasinghe, Dept. of Public & Inter. Law 0718128763
 Ms. Dianarthy Suthakar, Dept. of Commercial Law 0775571914
 Ms. Pramodha Vithanage, Dept. of Commercial Law 0702825370

**Management & Finance**

Dr. W.G. Pamarathne, Dept. of Marketing 0714488660
 Mr. R.D.S.B. Rajapaksha, Dept. of Accounting 0777658799
 Mr. R.Y.H. De Alwis Seneviratne, Dept. of Business Economics 0772664975
 Ms. D.D.A.S.M. Domingo, Dept. of Finance 0713423888
 Ms. T. Kuhendran, Dept. of Mgt. & Organization Studies 0778752544
 Mr. Yohan Perera, Dept. of Human Re. Mana. 0771279068
 Mr. K.D.E.M. Kathiriarachchi, Dept. of Marketing 0715853777
 Mr. S. Ramesh Weerasekara, Dept. of Inter. Business 0777554700

**UCSC**

Mr. G.P. Seneviratne, UCSC 0773832935
 Dr. (Mrs.) T.A. Weerasinghe, UCSC 0716890280

**Sripalee Campus**

Dr. W.M. Jayantha, Dept. of Languages 0718011950

Mr. W.A.S.B. Fonseka, Dept. of Performing Arts 0718384089

Mr. M.D.N.D.M. Bandara, Dept. of Performing Arts 0714165143

Mr. K.H.D. Dharsana, Dept. of Mass Media 0778674397

Prof. L.T. Weerasinghe, Dept. of Mass Media 0714340439

Ms.K.M.D.C. Nimalachandra, Dept. of Mass Media 0714492908

**Faculty of Medicine****Prof. Chamari Weeraratna, Dept. of Pharmacology 0718290221**

Prof. I.M. Karunathilake, Dept. of Medical Edu 0717355570

Prof. D. Fernando, Dept. of Physiology 0718563139

Dr. Nilanthi Senanayake, Dept. of Microbiology 0777598995

Prof. A.P. Malalasekera, Dept. of Anatomy 0773935380

Dr. S. Amarasuriya, Dept. of Medical Humanities 0777674054

Dr. D. Samaranayake, Dept. of Community Medicine 0716613296

**Institute of Indigenous Medicine (IIM)****Dr. A.G. Samarawickrama 0714422381**

Dr. S.K.M.K. Herapathdeniya 0714447641

Dr. (Mrs.) K.K.V.S. Peshala 0715972529

Dr. K.I.W.K. Somarathna 0718616881

Dr. (Mrs.) O.T.M.R.K.S.B. Kalawana 0718330031

Dr. (Mrs.) A.P.A. Jayasiri 0771605929

Dr. Y.S.G. Wimalasiri 0714422371

Dr. Ashoka Gunasekara 0718101860

Dr. P.K. Perera 0716419072

Dr. I.A.M. Leena 0714345503

Dr. (Mrs.) J.M. Dahanayake 0715347043

Dr. A.M. Muthalib 0718375232

Dr. M.C.N. Razana 0767569377

Dr. J. Rumaiza 0718263357

Dr. A.L.M. IUhsan 0773283365

Dr. M.U.Z.N. Farzana 0775484273

Dr.N. Fahamiya 0714422429

**Faculty of Technology****Dr. G.D.N. Perera, Dept. of Instrumentation & Auto. Tec.**

0772255472

Dr. J.J. Wewalawela, Dept. of Agriculture 0769131844



Faculty of Nursing**Ms. M.G.A.S. Malkanthie, Dept. of Fundamental Nursing****0723779181**

Dr. D.A.S. Elvitigala, Dept. of Basic Sci. and Soc. Sci. 0774510294

Ms. H.R.T. De Silva, Dept. of Clinical Nursing 0718208644

**University of Colombo Institute for Agro-technology and Rural Sciences (UCIARS)**

Dr. N.P. Vidanapathirana, Se. Le.Gr.II 0711050716

Mr. H. Rohanadheera, Scientific Asst. 0711212329

Mr. S.A.P. Nelka, Course Coordinator 0716997882

Mr. L.M. Rifnas, Lect. (Prob.) 0715630872

Ms. K.G. Ketippearachchi, Lect. (Prob.) 0710446466

Mr. B.S. Bandusekara, Lect. (Prob.) 0701256247

Marshal Office

Marshals have been appointed to assist the authorities to maintain discipline within the University premises. They are graduates and professionally qualified with capability of handling issues pertaining to discipline in University life. Marshals will intervene in instances of misconduct and breakdown of law and order and they have to report to Police or relevant University authorities especially to Senior Student Counselor. They are duty-bound to intervene in any indiscipline or misconduct within University premises and at hostels.

Deputy Chief Marshal**Mr. P.S.P. Direcksze - 0112583107, 0715371522**

Marshal Officers	Contact No.
Mr. A.V.P.D. De Silva	0715371520
Mr. N.D.V. Anura	0714337260
Mr. S.I.N. Rajapaksha	0715371518
Mr. A.W.A. Chaminda Abesekara (on leave)	0711696728
Mr. A.P. Enderage	0711696725
Mr. D.I. Easwara	0719426000
Miss. S.A.D.D. Kalyani	0715371523
Mr. C.W.M.P.T. Chandrasekara	0718361961
Mr. B.K.C.P. Balasooriya	0716216217
Mr. E.S. Pradeep	0712290990
Mr. K.T.S. Lakmal Karunadasa	0771292300
Mr. K.G.S. Lankachandra	0714933380
Ms. K.M.S.S. Konara	0712952154

Miss. H.M.N.S. Herath	0712007022
Ms. P.I. Wanasinghe	0773138921
Ms. R.K. Senadheera	0773015885
Mr. S.C. Kavirathne	0773445667
Mr. N.G.R. Prasad (Sri Palee Campus)	0717736376
Mr. P.M.C.P. Kumara (Sri Palee Campus)	0713758262
Mr. L. Koongahawattage (IIM)	0714899569

Student Identity Cards

The Marshals' Office issues student identity cards *that have to be kept with students all the time. It is illegal to enter the University without the Students identity card.* This card is essential for entrance, to use the library, to obtain student (financial) assistance such as Mahapola, hostel and other grants/scholarships from different societies. It is vital to have this ID card when sitting for the examinations. *Students must be able to present their ID card at anytime if a lecturer, Marshall or a security guard requests.*

If this ID is lost, the Student Counselors' Office will issue a temporary ID card, valid for three weeks. This temporary ID card can only be extended thrice (i.e., three times only). In order to get a duplicate (permanent) ID card, the student must go to the Police station and make an entry of the loss. This second ID card will be issued only with a copy of this police report. The degree certificate can only be issued after relinquishing / handing over the ID card. Therefore, it is imperative that this ID must be kept safe for the duration of the undergraduate life. If the card is transferred or another's card that is in your possession, it is a punishable act. If such an illegal act occurs, the ID card is revoked/made invalid for duration of three months.

Notice Boards

Notice Boards provide all information on University matters. Therefore, students are advised to read them attentively. There is a special notice board in front of the Student Counselors' Office that is set aside for personal notices of the undergraduates. In addition to these, there are notice boards for students' general notices. However, permission of the Senior Student Counselor at the Student Counselors' Office is required for any notice to be placed on these notice boards.

It is prohibited to deface the walls and trees with posters and notices. All the notices that are placed without the permission of Student Counselors' Office will be removed immediately.

Entry to University Premises

The University premises are open for students only from 6.00 a.m. onwards. Unless with expressed permission from the Vice Chancellor or the Registrar, students cannot remain in the premises after 8.30 p.m.

Cultural Programmes

The objective of cultural programmes is to provide undergraduates with opportunities for skill development in diverse aesthetic fields. Under the patronage of the Arts Council, classical plays/drama, movies, musical events, and exhibitions will be held at the University. At these programmes; drama workshops, music and dancing classes will also be organized.

Equipment for Student activities/ Student Associations' activities

There are many activities organized by the student associations such as musical shows, stage dramas, cultural programs etc. for these student activities, equipment such as buffels, cassettes, Multimedia projector, microphones, plates, cups, mats etc. can be borrowed from the Student Counselors' Office.

Musical instruments can be borrowed with the approval from the President of the cultural center (near the planetarium) on the basis of returning them safely.

Hostel Facilities

The University provides hostel accommodation for its undergraduate students under the selection criteria. Presently, the University is managing twelve (12) hostels on its own and two (02) rented out houses. Students from low income families, distant residences and differently abled students are given preference in obtaining Hostel facilities.

A senior member of the academic staff acts as the warden of each hostel. If necessary, the Vice Chancellor can appoint a non-residential Academic sub-warden to. A residential sub-warden is in charge of the day-to-day concerns. Any issues faced by students whilst in the hostel must be reported to the residential sub-warden.

Hostel committee is selected from the resident students. The cleanliness and health aspects as well as the maintenance of discipline are the responsibility of the students. It is hoped that an atmosphere of friendliness would prevail to assist education.

In student welfare and discipline issues, the non-residential sub-warden/s would assist the warden, residential sub-warden. If students act in an unacceptable manner with regard to discipline, their hostel facilities can be suspended. It is a grave wrong to stay in a hostel illegally or to threaten and force students from hostels or to threaten in any form.

Students must inform of any problems faced by students to the warden, residential and/or non-residential sub-warden. Students cannot remain in the hostels during student vacation when examinations are not being held, unless carrying out research. Students can

return when semester begins again. Unless prior approval is granted, all female students in their respective hostels must return to their hostels at 8.00 p.m.

Hostels

Bloemfontein Men's Hostel

176, Norris Canal Road,
Colombo – 8. Tel. 011-2691789
Dr. M.R.N. Cassim, Dept. of Surgery

Kittyakara Men's Hostel

87, Ananda Rajakaruna Mawatha,
Colombo - 10. Tel. 011-2681728
Dr.R.A.B. Abeygunawardena, Dept. of Statistics,
Dr. G.A.T.R. Perera, Dept. of Mana. & Org. Stu.
Mr. D.M. Karunadasa, Dept. of Geography,
Dr. W.A.D.J. Sumanadasa, Dept. of Private & Comparative Law

De Saram Place Women's Hostel

No. 215, De Saram Place,
Colombo 10. - 0112681121
Dr. (Mrs.) Santhusee Amarasooriya, Dept. of Behavior Science

De Saram Place Women's Hostel

220, De Saram Place,
Colombo - 10. Tel. 011-2681892
Dr. (Mrs.) Samudra Senarath, Dept. of Edu. Psychology

Bullers Lane Women's Hostel

No. 37/15, Bullers Lane
Colombo - 07 -Tel. 011-2508222
Dr. (Ms.) Latha Gurusinghe, Dept. of Sinhala

Muttiah Road Women's Hostel

48, Muttiah Rd., Colombo 02.
Tel. 011-2304393
Dr. (Mrs.) W.V.A.D. Samarathne, Dept. of Public & International Law
Dr. (Ms.) Jayasiri, Dept. of Accounting
Dr. (Mrs.) U.F. Rusaik, Dept. of Geography

Havelock Road Women's Hostel

90, Havelock Road, Colombo 5.
Tel. 011-2508223
Dr. R.M.A. Rathnayake, Dept. of Psychiatry

Thelawala Women's Hostel

No. 92, Sri Sasanajothi Mw.,
Thelawala, Rathmalana. Tel. 0112636396

Thelawala Men's Hostel (New)

No. 92, Sri Sasanajothi Mw., Tel. 0112636510

Thelawala, Rathmalana.

Mr. Saman Wanasinghe, Dept. of English Language Teaching

Dr. Siva Chinnathambi Women's Hostel

No. 11, Hewa Mawath, Colombo 7. Tel. 0112682700

Dr. (Ms.) Kumudu Karunaratne Ranaweera, Dept. of Sinhala

Hostel for Buddhist Monks

71/3, 71/4, Greenpath, Colombo 07. Tel. 0113150577

Senior Lecturer (Mr.) W.M.G.P.C.B. Wijekoon, Dept. of Marketing

Rajagiriya Student House (Male)

No. 186, Rajagiriya Road, Rajagiriya.

Senior Lecturer (Mr.) E.R.A.D. Bandara, Dept. of Statistics

Boralesgamuwa Student House (Male)

290/2, Maharagama Road, Boralesgamuwa. Tel. 0112545205

Dr. W. Hewamanage, Dept. of Buddhist Studies

Girls' Hostel, Faculty of Nursing (Tel : 0112778944)

Ms. W.A.R.P. Manike, Dept. of Fundamental Nursing

Ms. D.L.N.L. Ubayawardhana, Dept. of Basic Science & Social Science for Nursing

Boys' Hostel, Faculty of Nursing

Dr. D.A.S. Elvitigala, Dept. of Basic Sci. and Soc. Sci.

Hostel, Faculty of Technology

Mahenwatte, Pitipana, Homagama.

Dr. Aruna Kumara, Department of Agricultural

Dr. Sansfica Marlyn Young, Department of Environmental Technology

University Medical Services

The University Health Services have been organized to assist students of the University to lead an active and healthy life free of mental and physical ailments. These services have been extended at present and health services facilities are provided for university employees as well.

There are two medical centers in the university. The main and the large center is situated at Reid Avenue next to New Arts Theater (NAT), while the other is at the medical faculty. On weekdays these centers are open from 8.30a.m. to 3.45p.m. except during the lunch interval between 12.30pm to 1.30pm. These centers are managed by qualified medical and nursing staff for outpatient treatment. Patients requiring special treatments or those who needs to be hospitalized will be directed to the University clinics at the Colombo General Hospital.

Dental treatment services are available on Monday, Wednesday and Friday morning at the University of Colombo health center.

Medical Officer

- Chief Medical Officer – Dr.K.D.I. Wasudeva (M.B.B.S., D.F.M.)

University Medical Officers

- Dr. (Mrs) M.A.P.W. Premathilake (M.B.B.S.)
- Dr. (Mrs) A.R.P. Ratnayake (M.B.B.S.)
- Dr. (Mrs) D.S.K. Thennakoon (M.B.B.S.)
- Dr. (Mrs.) I.P. Alwis (B.D.S.) – Dental

1. Medical Examinations

Medical Examination forms are sent to all students along with their registration documents. Completed Medical Examination reports sent by students will be filed in the health center. In case if any ailment comes to light in this medical report, student will be directed to appropriate specialist clinic for treatment.

2. Vaccination

On occasions when it becomes necessary, the University Health Centers will make arrangements for vaccination, against tuberculosis, typhoid and other diseases. In case a student has any problem regarding vaccination, he/she is advised to contact the staff of the Health center.

3. Medical Counseling

Any student who needs to discuss his/her personal health problems should meet University medical officer and if further help is need from psychiatrists, student will be directed to the relevant University clinics.

4. Laboratory Testing Facilities

Laboratory testing facilities for all University students and staff are available in the Medical Faculty and at the Reid Avenue Health center. Blood testing for Dengue prevention campaign is also taken up by the Medical center free of charge.

5. Environmental Health

The University Health Service is responsible for the maintenance of the health within the University premises. A Public Health Inspectors in charge of this field are in the University staff. Employees in University canteens, restaurants and student hostels are also medically examined periodically to ensure that they are healthy and not carry diseases. University canteens hostels and buildings are periodically examined by the PHI.

6. Other services

- i. Issuing of medical certificates to staff and students when necessary

- ii. Recommendation of special medical leave for students
- iii. Specialized advice and inpatient care is available on referral at the National Hospital of Sri Lanka
- iv. Special medical examinations for scholarships and sports activities
- v. Routine medical examination of new recruits
- vi. Medical test for extension of services of staff
- vii. Supply of available medicines on long term for chronic illnesses (only for staff and students)

7. Regulations regarding Medical Certificates

1. All students, who are unable to appear for theory and / or practical component of examinations or/ lectures due to medical reasons should submit a medical certificate issued by the University medical officer (UMO) of the University of Colombo or a valid medical certificate recommended by the UMO if they seek relief.
2. Such students should make a request in writing (by telegram to the dean of respective faculty / SAR / examination) for relief indicating the reasons for such absence within three (3) working days from the date of absence from such examination / lectures / practical components.
3. Students are advised to strictly adhere to the following guidelines in this regard. Failing to follow the guidelines may result in the medical certificates being accepted and the absence being treated as one without valid excuse.
 - i. (a) Students who fall ill during a period of examination should report to the university medical officer (UMO) of the University of Colombo. The UMO will examine the student and issue a medical certificate if necessary
 - (b) where the UMO decides to issue a medical certificate,
She/he will be forwarding it to the dean of the relevant
faculty/ SAR / Examinations whether the Medical
Certificate had been received from the UMO
 - ii. (a) A student who resides outside Colombo city limits and falls ill during a period of examination or who finds it difficult to report to the UMO due to seriousness of the illness, he /she should get treatment preferably from the nearest Government medical institution or in exceptional cases from registered Medical Practitioners or institutions.
 - (b) In such instances, he/ she should follow the procedure given below with regard to submission of medical certificates:
 - All medical certificates other than those issued by the UMO with the proof of informing the dean of respective faculty / SAR examination, should be

forwarded to the UMO along with attached application form (when applicable) within 7(seven) days from the date of recommended medical leave.

- iii. (a) UMO shall have the decision to decline to give he / she recommendations or observations on the medical certificate submitted and received after the above period.
- (b) The following categories of medical certificates will only be accepted by the UMO for consideration when they are submitted
 - i. Medical certificates issued by a government hospital / district medical officer
 - ii. Medical certificates issued by a private medical practitioner (registered in the Sri Lanka Medical Council) only in the case of leave for less than 5 days; provided UMO may, at their discretion, in appropriate cases may consider accepting a medical certificates issued by a private medical practitioner where the nature and seriousness of illness and the treatment administered, in the opinion of the UMO are acceptable.
 - iii. The UMO may request the following documents of further proof of the illness.
 - * Receipt or payment for the medical certificate from Government Hospital
 - * Prescriptions of the medicines taken
 - * Reports of the blood test etc.
4. The UMO shall not take any responsibility for the acceptance or rejections of medical certificates issued by any outside institution. It will be the responsibility of the student who has sought medical assistance from such institution.

If and when necessary, the UMO arranges a medical board to consider a request for medical leave by a student.

EXAMINATION MATTERS

PART I – examination Procedure

1. Candidates are required to be at the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.
2. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.
3. On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor.
4. Admission Cards signed in the presence of the Supervisor/ Invigilator shall be handed over to the Supervisor/ Invigilator on the day of your last paper.

5. A candidate shall have his/her student Identity Card and the Admission Card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the Identity Card when requested to do so. If he/she failed to bring his/her Identity Card on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the Identity Card in the form provided for it and produce the Identity Card to the Registrar on the following day. If a candidate loses his/her Identity Card in the course of the Examination, he/she shall obtain a duplicate Identity Card from the Registrar, for production at the examination hall.
6. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which have been instructed to bring.
7. Examination stationery (ie. Writing paper, graph paper, drawing paper, ledger paper, precise etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers than those supplied to him/her by the Supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk. All material supplied whether used or unused other than the answer scripts, shall be left behind on the desk and not removed from the examination hall.
8. No candidate shall have on his/her person or in his/her clothes or on the Admission Card, Time Tables or any other object he/she is permitted to bring into the examination hall any notes, signs and formula or any other unauthorized material. Books, notes, parcels, hand bags, cellular phones etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator. The supervisor shall not in case any of these material kept is lost.
9. A candidate may be required by the Supervisor to declare any item in his/her possession or person.
10. Every candidate shall enter his/her Index Number at the appropriate place on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/her script an Index Number other than his/her own is liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check the answer scripts of the candidate. A script that bears no Index Number or an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer scripts.
11. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators, during the examination and immediately before and after it.
12. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to the other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
13. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.

14. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/ Invigilator shall grant him permission to do so but the candidate shall be under constant surveillance.
15. Candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not strictly followed the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.
16. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer scripts. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answer with the intention of copying.
17. Any answer or part of the answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
18. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.
19. A candidate who handed over his/her answer script shall under no circumstances be entitled to request it be returned.
20. No candidate shall remove his/her or any other candidate's answer script from the examination hall.
21. No candidate shall copy or attempt to copy from any book or paper notes or similar materials or from the scripts of another candidate. Nor shall any candidate wither help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by her/his. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
22. No candidate shall submit a practical or field book or dissertation or project study or term paper or assignment or answer script which has been done wholly or by anyone other than the candidate himself/herself.
23. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
24. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the script already written and then report the matter as soon as possible to the Vice-Chancellor/Registrar.
25. The Supervisor/Invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such as a statement or to sign it.

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

PART II

Examination Offences and Punishments

32. Any candidate who violates any of the requirements or conditions stipulated in Part I shall be considered as having committed an examination offence.
33. Examination offences may be classified as follows:
 - a) Possession of unauthorized documents or removal of examination stationery.
 - b) Disorderly conduct
 - c) Copying
 - d) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
 - e) Impersonation
 - f) Aiding and abetting the commission of any of these offences.
 - g) Violation of any of the requirements or conditions stipulated in Part I.

34. There shall be an Examination Disciplinary Committee consisting of the Vice-Chancellor and the Deans of the Faculties to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examination Disciplinary Committee shall be submitted to the Senate for decision.
35. In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Registrar.
36. Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.
37. Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her.
38. In cases of disorderly conduct the Supervisor shall in the first instance warn the candidate to be of good behavior, where the candidate persists in unruly or disorderly conduct the Supervisor may exclude the candidate from the examination hall and issue him/her a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Registrar.
39. In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for this purpose.
40. The Registrar shall place all reports of examination offences submitted by the Supervisors for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
41. Any examiner, Head of Department, Dean of Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit same to the Vice-Chancellor for necessary action.
42. Any allegations regarding the commission of Examination Offences from whomsoever received shall be submitted by the Registrar to the Vice-Chancellor, who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.
43. A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.
 - a) Removal of his/her name from the pass list.
 - b) Cancellation of his/her candidature from whole or part of the examination, or
 - c) Suspension from any University examination for such period as the senate may decide or indefinitely, or
 - d) Suspension from the University for such period as the Senate may decide or indefinitely.
44. Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.
45. Any appeal against the decision of the Senate shall be made to the Council.

Ragging and Other Forms of Violence

Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 has been ratified by Parliament. The broad meaning of this act assumes to totally abolish ragging and other forms of violence such as insults and cruel acts.

This law makes ragging a distinct and punishable offence. Any act which causes or is likely to cause physical or psychological injury, fear or mental pain in an undergraduate or a member of staff is called ragging. Whilst this act has defined 'undergraduate' institutions, it also includes all universities under the 1978 Universities Act.

Punishments described under this act include:

- After the individual is found guilty, the punishment for ragging within or outside of the university premises is two years' rigorous imprisonment.
- In addition, the court can award compensation to the victim.
- Where ragging leads to sexual harassment or grievous hurt, the punishment is increased to ten years' imprisonment and an award of compensation. The latter offence is generally non-bailable.
- The punishment for anyone who acts with the intention threatens to cause injury to the person, reputation or property of any student or threatens to cause injury to a person known to the student is rigorous imprisonment for no more than five years.
- Acts of criminal intimidation, wrongful restraint and unlawful confinement committed by any person against any student carry a maximum imprisonment period of seven years.
- Anyone forcefully confining an individual would face the same punishment.
- If any person forcibly occupies any premises of an educational institution, that person is guilty of an offence. Such person could be imprisoned for no less than ten years and no more than twenty years of imprisonment. In accordance with the Act, a fine can also be imposed.
- In addition, the court can, depending on the gravity of the offence, order the expulsion of a student from an educational institution if that person is found guilty of any of the offences contained in the Act.
- If anyone is charged or is under suspicion of sexual harassment or grievous injuries due to ragging as stated in Section 2(2) or, if it leads to confinement or restraint of another's freedom of movement, as noted in Section 4, this is a non-bailable offence.
- Other than the punishment codes within this act, those of 1994 No. 22 on harassment, extreme and torture or insults add to this.

It is clear from the above acts that students found guilty of ragging and other forms of violations face harsh punishment under the law. Even bail is often set within specific limits. The sole intention is to rid ragging from the university system. Other than the above mentioned laws, it is possible to punish those who rag or violate another's rights using certain laws that exist within the higher education system.

If any incidents of ragging take place, contact

1. Officials within the educational institute

2. The nearest Police Station. This will assist the Police to take action under Act No. 20 of 1998.

University of Colombo Policy Against Sexual Harassment and Procedural Steps for Enforcement

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

General Principles

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

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

1.1. Objectives

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

1.2. Definition of Sexual Harassment

Sexual Harassment refers to any act (physical, verbal, gestural, visual, tacit or written) that inflicts physical, mental or other harm or annoyance based on another person's gender and/or sexuality. Such acts constitute sexual harassment, which applies when all members of the university community (see 1.4 for persons governed under this policy) engage in any of the above acts. (For examples see Acts Subject to Disciplinary Action – Section 2).

1.3. General Conduct

All persons who are governed by this Policy are required to follow accepted ethical standards in their conduct and are required to refrain from committing acts of sexual harassment, abstain from promoting sexual harassment or encouraging it, desist from concealing acts of

sexual harassment, contribute to efforts undertaken by the University to prevent sexual harassment, and promote a culture of respect for all persons irrespective of gender.

Such persons shall, for example,

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

1.4. Persons and Places governed by this Policy

- (i) All those who derive their authority under the University Act and who act under the aegis of the University of Colombo are governed by this Policy (Ex. University administration and academic staff, temporary and visiting academic staff, students, external supervisors and examiners, evaluation panelists, academic support staff, non-academic staff, contract staff, employees of outsourced service providers).

All acts carried out under the aegis of the authority of the University are governed by this Policy whether within or outside the University premises.

Acts Subject to Disciplinary Action

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

Specific Acts of Sexual Harassment

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

Acts of Intimidation Connected with Complaints

Acts of harassment (Ex. slander, intimidation, discrimination, victimization, threats, indirect harassment) against any person who has complained of conduct covered by this Policy, or

who is a witness, or who assists in the investigation of such a complaint shall constitute conduct subject to disciplinary action by the Council of the University.

Complaints of Sexual Harassment and Procedures

The Mechanism

The Council of the University of Colombo shall appoint a committee to conduct a preliminary investigation to gather prima facie evidence, and thereafter inquire into complaints of sexual harassment that will, following its inquiry, recommend in appropriate cases disciplinary action to the Vice Chancellor. This committee shall be known as the Committee of Inquiry on Sexual Harassment (CISH). The committee shall comprise ten members, and have gender parity, reflect the diversity of the university community and have at least three external members. All its members should have a proven track record of working on issues of gender equality and equity and be trained to investigate and inquire into cases of sexual harassment. The CISH will also have the authority to appoint mediators in consultation with the Vice Chancellor and the parties concerned, towards an informal resolution process where necessary.

Who May Complain

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

The Form of the Complaint and Procedures

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

Mediation

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

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

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

Formal Procedure

- (i) The formal procedure shall be initiated by a party to a complaint through a written communication to the CISH through the Vice Chancellor and/or the Faculty Grievance Committee in the following instances:
 - (a) Where the mediation process fails (either during its process or at its conclusion) to satisfy either party
 - (b) Where either party chooses to adjudicate the complaint through the formal process
- (ii) Where the Vice Chancellor initiates a formal process at his/her discretion and refers the complaint to the CISH for the same.
- (iii) The CISH should complete its preliminary investigation and, if prima facie evidence is found, its inquiry and submit its report and recommendations to the Vice Chancellor within two months of receiving the complaint. The Vice Chancellor shall thereafter, make his or her recommendations on the report and forward it to the Council of the University for necessary action.
- (iv) Members of the CISH who serve on the preliminary investigation should not serve on the subsequent inquiry
- (v) If the CISH finds that a malicious false complaint has been made, it shall be reported to the Vice Chancellor who shall consider the matter and refer this to the Council of the University for necessary action. However, inability to prove a complaint of sexual harassment should not be designated a false complaint.
- (v) The sexual history and/or sexual orientation of the complainant shall be deemed irrelevant to a complaint of sexual harassment at any one given time.
- (vi) When any complaint is being considered for resolution, the parties to the complaint shall not be permitted to continue with, or undertake any activity, that can intimidate or unduly influence the complainant to withdraw the complaint or discontinue the process in any way. During this time, the parties shall, in general, be required to maintain minimum contact.

Nothing in this Policy shall prevent the Vice Chancellor initiating a formal disciplinary procedure in respect of conduct that comes within the scope of this Policy and constitutes grave misconduct for the purpose of disciplinary action under the University Establishment Code.

- (vii) Any findings or conclusions arrived at through the procedure do not preclude the application of any law that may apply.

Prevention of Sexual Harassment

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

Social Media Guidelines

The University of Colombo gives its best to maintain a safe community that nurtures an enabling environment to express independent views on social media while upholding our university's global reputation. University students are expected to follow social media platforms adopting the highest ethical and behavioral standards as per university social media guidelines. It covers appropriate best practices when you share your ideas as an individual or a group, on dynamic and socially interactive applications such as Facebook, WhatsApp, Tumblr, Instagram, Twitter, Viber, LinkedIn, Telegram, Blogs, YouTube, TikTok, Snapchat, etc.

1. As a registered student of the University of Colombo, you are kindly requested to protect and safeguard the reputation of our University. If you are not satisfied with some services, rules/regulations of the university, or staff members, you can communicate your concerns to your counsellors, academic coordinators/tutors, or

other officials of the university and seek a feasible solution. Problems cannot be solved by criticizing on social media alone.

2. When you are sharing a post of some other people (friends or third parties) in social media, you must be mindful that such postings may not be correct. If you have participated in false propaganda intentionally or unintentionally, the university may have to take disciplinary action.
3. In social media, people could easily fabricate the truth when posting messages or photographs. Such persons may invite you to participate in a protest campaign using your personal identity and asking you to post contents/share messages or emails to both university officials and outside parties. We kindly advise you to be very mindful when you participate in such activities that can bring disrespect to your University.
4. Every citizen has freedom of speech and expression. However, social media should not be used to attack organizations, groups, or individuals by posting hate speech, sharing critical or sensitive messages written by others, expressing opinions that will create suspicion or social unrest within the wider society. If you have contributed to or assisted in such activities using social media, you would face disciplinary action.
5. It is very important not to disturb academic activities through social media by posting answers for questions or requesting unauthorized assistance from others while engaging in academic activities. For example, sharing answers to assignments/exam paper questions through social media is unacceptable. Such activities may lead to disciplinary action.
6. Some may assume that it is 'safe' to engage in wrongful activities using a bogus identity/account and such a method will protect the actual person. Technology and tools are available to trace the real identity of such persons. Authorities could identify the person, the actual device, and physical location if and when necessary. Therefore, we strongly advise you not to engage in unauthorized or illegal activities using a bogus identity.
7. If you publish digital contents as the University of Colombo on social media using the University name, logo, or any other university intellectual property such as scanned books, past papers etc., prior permission from the Registrar's office is required.
8. Your communications in social media must not include offensive or derogatory posts, blogs, images, videos, false rumours or comments relating to gender, ethnicity, race, nationality, disability, reassignment, sexual orientation, religious basis or those that pose a threat to national security,
9. You are advised to refrain from posting someone else's images, videos, or any other digital contents without proper permission of the original content publisher. You should also not share any copyrighted material without proper approval from the respective publisher(s).
10. It is important to recognize that online conduct is governed by the same laws, policies, and rules of conduct that applies to all day-to-day activities. The University of Colombo urges students to be aware of the potential risks when making personal information public; to think about future implications and possible consequences of all posts, and to ensure safety through responsible and conscious decisions when using social media.

11. It is your responsibility, to protect your social media accounts and for being aware of third-party applications that share your personal information to the public. If you need technical advice that protects your social media accounts, the university.

FURTHER INFORMATION

The following links have useful information on keeping safe and other issues:

Cyber-attacks come in many forms, such as Denial of Service (DoS) attacks, website defacement and unauthorized access to systems. These are committed by a wide spectrum of individuals and organizations such as Fraudsters, terrorist groups and even thrill seekers. A national CERT|CC (Computer Emergency Readiness Team | Co-ordination Center) acts as the focal point for Cyber security for a nation. It is the single trusted source of advice about the latest threats and vulnerabilities affecting computer systems and networks, and a source of expertise to assist the nation, in responding to and recovering from Cyber-attacks.

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Financial Assistance

Mahapola Scholarships

By far the largest numbers of scholarships are awarded through the Mahapola Higher Education Trust Fund to needy students entering the Universities and the number of scholarship is increased each year. These scholarships are awarded solely on the examination performance of the students at the entrance level. The amount of Rs. 5000/- per month is granted 10 installments per year. The financial assistance given to students based on the circumstances of the parents is for Rs. 5050/-, granted 10 times per year. Notices provide information on the date for granting the scholarship. If the Mahapola funds are not collected for two consecutive times, then the fund for that particular student will be suspended.

The University acts under specific rules regarding the awarding of the Mahapola :-

1. Student should be eligible for this award if she/he is already an undergraduate and has become eligible during a specified period.

2. Under certain circumstances, a student's Mahapola scholarship can be revoked and information is sent of this to the relevant authorities at the Mahapola Higher Education Trust Fund such instances are:

- a. Not attending classes for long periods of time
- b. Attendance in class not consistent
- c. Occupied in other activities including jobs
- d. Acting in an unacceptable manner
- e. Taking another course in another university or institution
- f. Getting financial assistance from another source

Bursaries

For students whose situation does not provide them with Mahapola scholarships can apply for Bursaries. Officials take into account the students' needs, economic status of the parents, distance from home and other criteria before Bursaries can be granted. Bursaries are divided into full-Bursaries, which provide Rs. 4000/- while partial-Bursaries provide Rs. 3900/- for eligible students.

As with bursaries students who receive Rs. 2400/- or Rs. 3900/- get these 10 times per year. On a specified day, which is announced in notices, the bursaries are paid through the bank account.

Eligible students are permitted to take only one – either the Mahapola or the Bursary – form of financial assistance.

External Financial Assistance

Students ineligible for Mahapola or the Bursary must provide a sworn document with detailed information to the Senior Student Counselor. Considering the details presented in this sworn document, it is possible to get funding for students through discussion with potential donors. Already some students receive financial assistance of Rs. 1000/- per month for 10 months period. The University of Colombo Alumni Organization and Sarasavi Mithuro Organization provide these awards. The process involves calling for applications and then requesting further information by Student Counsellors' Office.

Computer Laptop loans are available with the collaboration of the UGC. For further information please contact Student & Staff Affairs, University of Colombo.

STUDENT AWARDS AND PRIZES

Awards and prizes presented to eligible students who have completed their University education. The Awards are as follows :

The Student of the year award

The award is granted to a student who shows excellence in his or her academic studies and also someone with sportsmanship, an interest in aesthetic and cultural activities, with a proven leadership and exemplary conduct and character.

The D.P.P. Samarasekera Peace Prize

The prize is given to a student who worked to foster social harmony either within the University Community or outside it through diverse activities and/or to a student who assisted those in need in a courteous, considerate, kind and understanding manner.

The Canekeratne Prize for General Merit

This prize is limited to student who receive First or Second Class Upper Division in a Special Degree from any Faculty. This student should show considerable achievements in extra curricular activities, such as holding the captaincy or getting colours in a University 'A' team; having achievements in Debating or Oratory Competitions: producing or acting as lead in plays for recognized University Societies; or winning Gold, Silver or a Bronze Medal at University cultural or similar activity. The eligible student must also have a positive academic record with good attendance and excellent conduct throughout the entire period spent at University. The student must provide documentary evidence to prove his/her eligibility.

Student Societies

There are a number of diverse societies from diverse educational backgrounds. These societies have been established to enhance the welfare activities for students and to develop student leadership skills.

These societies can be divided into subject specific societies and general societies. However, any student can become a member of any subject specific society.

- Association of Wild Life – Faculty of Medicine
- Botanical Society
- Buddhist Brotherhood Society
- Catholic Students' Society
- Chemical Society
- Computer Science Society
- Core Group for Disaster Relief - Faculty of Medicine
- Economics Students' Union
- Eksath Bhikku Sangamaya
- Epsilon Delta Society
- Gaveshakayo
- Hindu Society
- History Society
- Medical Faculty Arts Society
- Medical Students' Buddhist Society
- Medical Students' Hindu Society
- Medical Student Welfare Society
- Muslim Majlis
- Oriental Music Society
- Physics Society
- Science Society
- Sinhala Sangamaya
- Sociology Students' Union
- Stat Circle
- Tamil Society
- The Moot Court & Debating Society
- University of Colombo Christian Fellowship

Establishment of Student Societies

All Student Societies are governed in accordance with their respective Constitutions. When new office bearers are elected at the Annual General Meeting or subsequent meeting, their names have to be notified to the Student Counselors' Office and the Deputy Registrar, Student & Staff Affairs within *one week* of the meeting. It is hoped that these societies will work according to an annual activity plan. These societies have the power to raise funds for their activities. It is hoped that all money raised will be put in the bank accounts set aside for that society. All financial dealings must be presented at the AGM and these must be ratified. A copy of this document then has to be sent to the Student Counsellors' Office and the Deputy Registrar, Student & Staff Affairs. To ensure honesty and transparency in financial dealings, these account/s will from time to time be audited by the Accounts Branch.

Based on the recommendations of the student members, an academic staff member will be nominated by the Vice Chancellor as the Senior Treasurer. This individual will take the responsibility for the Society in question.

Student Councils/Unions

The 1979 University Amendment Act introduced the formation of Student Councils/Unions for each Faculty. These are to be elected by the students themselves through calling for nominations for the annual elections. The full responsibility for this is with the Deans of the respective Faculties. These unions are given the right to nominate students for positions without going through an election.

Students can be nominated for the following positions: President, Vice President, Secretary, Junior Treasurer, Organizer, Office Bearers and representatives from each year.

The Student Union consists of representatives of each faculty student council/union. The Senior Student Counsellor acts as the officer in charge of nominations. Funds are provided by the University for these councils/unions. Financial matters are under the purview of the Senior Treasurer appointed by the Vice- Chancellor.

Season Tickets

During the last two days of a month and the first two days of the month, season tickets are issued for transport services. These are issued at Student & Staff Affairs, University of Colombo.

Sports Facilities

The Physical Education Unit has been set up to develop student skills in sports. This unit is at the top floor of the Student Centre (i.e., the GYM). This unit also consist of the Amalgamated Club. All undergraduate students are members of the united sports society. Therefore, every student has the right to make use of the facilities offered by the Physical Education Unit. The Acting Director (sports) is Mr. Ajantha Dahanayake. There are also five physical education Instructors.

This unit provides the necessary facilities and training to play Badminton, Basketball, Carom, Chess, Cricket, Elle, Football, Hockey, Karate, Netball, Road Race, Rowing, Rugby Football, Swimming, Table Tennis, Taekwondo, Tennis, Track and Field events, Volleyball, Weightlifting and Wrestling.

Educational and Leisure Trips

It is essential that any trip organized by students include a male and female academic staff member. Information on all such trips must be given to the Student Counsellors' Office three days prior to the trip. Any trip that would result in hostel students arriving later than 8.00 p.m. would require written permission. The written permission must be forwarded through the Student Counsellors' Office to the residential sub-warden. This has to be done prior to the trip.

It is possible to provide special telephone numbers for parents/guardians in the event when there is a delay in returning to the University. This service is provided under the guidance of the Student counsellors. Trips cannot be organized without the expressed permission of the University.

Keep the University Clean

The University spends a vast amount annually to keep the buildings and grounds clean and well maintained. As it is your duty to keep the University clean, please do not throw unwanted items and papers all over the place. Use the dustbins available near buildings.

COVID Safety in the University

Watch your distance.

Stay at least 1 m. - Apart from others.

Wash your hands

Use hand sanitizers with at least 75% alcohol.

Wear a masks

In public places and common areas.

In the lecture Hall

- * Wipe your desk and chairs with sanitizers.
- * Keep a seat between other students.
- * Avoid placing your personal items (phone) on the desks.

Canteen

Avoid sharing foods and drinks with others.

Hostels

Avoid sharing cloths and other items with your roommate.

Wash rooms

Avoid placing tooth brushes, combs, makeup items, soap and shampoo etc. on shelves and other surfs.

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personal problem feel free to
call 24/7 Hotline**

0702 211311

Any ragging or gender based violence complaints

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