

STUDENTS' HAND BOOK



UNIT OF SIDDHA MEDICINE,
UNIVERSITY OF JAFFNA,
KAITHADY,
SRI LANKA.

**A Publication issued from
Unit of Siddha Medicine,
University of Jaffna,
Kaithady.**

Published in January, 2017

Vision

To be a leading center of excellence in teaching and research in Siddha Medicine

MISSION

To produce competent graduates with adequate knowledge and skills in Siddha Medicine who could serve in the health care system of the national and international community and engage in research and development and innovation in Siddha medicine with special emphasis on the social, economic and spiritual development based on cultural heritage.

Message from Vice Chancellor

I am happy to give this message to the Student's Hand book of Unit of Siddha Medicine. Even though the Unit of Siddha Medicine has existed for the past several years, the Unit has taken initiatives to not only publish the Hand Book, but also has taken measures to revise annually. I congratulate Dr. Mrs. V. Sathiyaseelan, the Head, Unit of Siddha Medicine, University of Jaffna and her Team for taking this initiative action.

We look forward for the upgrading of this Unit to an Institution Soon along with the full-fledged Teaching Hospital with all the relevant facilities. The staff and students should maintain the quality of Traditional Medicinal System.

I congratulate the staff and students for their unity and request them to work hard for the betterment of the present Unit and future Institution.

Prof. (Ms.) V. Arasaratnam

Senior Professor of Biochemistry and Vice Chancellor

CONTENTS

01. Introduction.
02. Officers of the University of Jaffna.
03. Members of the Board of Management - Unit of Siddha Medicine.
04. .Staff of the Unit of Siddha Medicine.
05. B. S. M. S Degree course.
06. Subject scheduled in B.S.M.S Course.
07. Basic Rules for Students.
08. Regulation and scheme of Examination for B.S.M.S Degree.
09. Examination Rules.
10. The Library.
11. Student Services.
12. Appendices.
13. Important Telephone Numbers – University of Jaffna.

The Crest of the University



The figure of the sacred cow [Nanthi] comes from the flag of the Jaffna kingdom, which prevailed in the period of around 16th and 17th centuries. The traditional lamp refers to the light of wisdom. The motto comes from the famous Tamil literature, “Thirukural” meaning ‘wisdom is finding the truth’. The flames in the outer circle refer to the 64 disciplines of learning in Tamil Culture.

குறள் 355: (அதிகாரம் - மெய்யுணர்தல்)

எப்பொருள் எத்தன்மையாயினும் அப்பொருள்
மெய்ப்பொருள் காண்ப தறிவு.

Finding the truth in everything whatever its nature is wisdom

குறள் 423: (அதிகாரம் - அறிவுடமை)

எப்பொருள் யார்யார்வாய்க் கேட்பினும் அப்பொருள்
மெய்ப்பொருள் காண்ப தறிவு.

Finding the truth in everything whoever said is wisdom

01. INTRODUCTION

The University of Jaffna was founded in 1974 as the Jaffna Campus of the University of Sri Lanka. It is the main centre of higher education in Northern Sri Lanka and dedicated to promoting education and culture in the Tamil speaking community. With the implementation of Universities Act number 16 of 1978 the Jaffna campus became an independent autonomous national University with the name University of Jaffna with effect from 1st of January 1979. The Jaffna Campus was started with only two faculties, the Faculty of science and the Faculty of Humanities. It has now grown into one of the largest universities in Sri Lanka with nine Faculties and two Institutes. Out of ten faculties two faculties belong to the Vavuniya campus of the University of Jaffna and another two faculties located in Arivial Nagar, Kilinochichi. The current undergraduate student populations about 6000, and that postgraduate student population is about 300. The University receives the services of nearly 470 academic staff and 500 non – academic staff.

Siddha Medicine is one of the special fields of the University of Jaffna. It has a long history. In 1929, Siddha section was established along with the Ayurveda and Unani systems of medicines at Borella in Colombo. At that time it was named College of Indigenous Medicine. After completion of five years course and one year internship the students were awarded Diploma in Indigenous Medicine and Surgery (DIMS) until 1961. After the implementation of Ayurveda act No. 31 of 1961 the name of the College was changed to College of Ayurvedic Medicine and the Diploma awarded was also changed as Diploma in Ayurvedic Medicine and Surgery (DAMS).

The College of Ayurvedic Medicine was upgraded on 2nd of April 1977 to the status of Institute of Indigenous Medicine and was affiliated to the University of Colombo. In 1983 the first batches of students were admitted for BSMS (Bachelor of Siddha Medicine and Surgery), BAMS (Bachelor of Ayurvedic Medicine and Surgery) and BUMS (Bachelor of Unani Medicine and Surgery) courses.

The Siddha section was transferred from University of Colombo to University of Jaffna on 2nd July 1984, subsequent to the ethnic disturbances which occurred in July 1983. The Siddha section was accommodated under the Faculty of Arts as a Department. Since then the Department of Siddha Medicine commenced its academic activities at Kaithady which is 11 Kilometers from the main University.

The first batch of BSMS Students and the last batch of DAMS students continued their lectures at Kaithady. Further the second batch of students (1984/1985) was admitted to the Department of Siddha Medicine, University of Jaffna in 1985. Under many constrains the academic session commenced in 1985 at Kaithady.

The Department gradually established Anatomy, Physiology, Gunapadam and Pharmacy Laboratories. In the process of development a field lab namely the Herbal garden too was established within the premises of the Unit. Steps were taken to equip the department with teaching and laboratory equipments, furniture and sports item etc.

A branch of the main library was established at the department with necessary books, Journals and Periodicals for the benefit of the students and staff. At the beginning due to the

inadequate staff and laboratory facilities certain lectures and practical were conducted at Faculty of Medicine.

The Students of the Department of Siddha Medicine used the Govt. Ayurvedic Hospital Kaithady for their Practicals and clinical studies. This was accepted by the Ministry of Indigenous as a policy decision.

At the request of the Department of Siddha Medicine, University of Jaffna a Maternity ward was opened at the Govt. Ayurvedic Hospital specially for the benefit of the Siddha students with the concurrence of the Ministry of Indigenous Medicine in 1990.

In October 1993, the Department of Siddha Medicine became a separate unit under the direct administration of the Vice Chancellor, University of Jaffna. In 1999 steps were taken to establish male and female hostels adjoining the Unit of Siddha Medicine.

During the conflict in Thenmaradchi area in the year 2000, the Unit of Siddha Medicine was badly affected. Buildings (including two new hostels) were severely damaged and as a result most of the equipment, furniture and library books were lost. Then the Unit of Siddha Medicine was temporarily housed in a portion of the Faculty of Medicine from June 2000 to November 2000. In December 2000 Unit was shifted to function at incompletely constructed student centre in the University of Jaffna. In March 2001 two private houses at temple road were rented out by the University of Jaffna where Unit of Siddha Medicine functioned till July 2002.

The Unit was relocated to the partially renovated building at Kaithady in June 2002. Since then the Unit had been functioning with limited facilities. Ever since the Unit was in the process of re-establish the Laboratories, Library, Pharmacy, Herbarium and Herbal garden etc. from the very beginning.

Due to the war situation prevailed in the Jaffna district the Govt. Ayurvedic Hospital located at Kaithady was damaged badly. At this situation the University made arrangements at the Ayurvedic Teaching hospital Borella and other medical institution in Colombo for the clinical training of the Final BSMS students.

In July 2003, A Board of Management was appointed to the Unit of Siddha Medicine by the Council of the University of Jaffna with the concurrence of the U.G.C. This Board of Management makes recommendations to the Vice Chancellor on matters pertaining to academic, administration, Rehabilitation and Reconstruction and students problems until such time the U.G.C upgrades the Unit as a Faculty or Institute.

In 2005 the admission of Students to Siddha Medicine were taken up by the U.G.C similar to other disciplines. Before this the students were admitted by the University of Jaffna by conducting interview based on the G.C.E (A/L) Biological Examination.

The U.G.C established a Standing Committee on Indigenous Medicine for the development of Indigenous Medicine in order to develop teaching and research of the subject. Head of Siddha Medicine was appointed as one of the member of this committee.

Steps have to be taken to upgrade the Unit as an Institute is in progress.

The B.S.M.S graduates who passes out from the University of Jaffna are employed in various Govt. Ayurvedic hospitals, Govt. Ayurvedic Dispensaries, Private Dispensaries as Medical Officers. Some of them joined the Unit of Siddha Medicine University of Jaffna at Kaithady and Unit of Siddha Medicine Trincomalee Campus, Eastern University Sri Lanka as academic staff. In spite of the Unit going through several ups and downs in the path of progress with maintenance quality of the course. The Unit of Siddha Medicine University of Jaffna wishes you a successful career in the B.S.M.S degree course.

Information appearing in this hand book is as per what is existing till 31/ 12/ 2016

02. OFFICERS OF THE UNIVERSITY OF JAFFNA

General

| | | |
|-------------------------------------|---|--------------------------|
| Chancellor | - | Prof. S. Pathmanathan |
| Vice chancellor | - | Prof .V. Arasaratnam |
| Rector Vavuniya campus | - | Dr. T. Mangaleswaran |
| Dean/Arts | - | Dr. K. Suthakar |
| Dean/Science | - | Prof. R. Vigneswaran |
| Dean /Agriculture | - | Dr. (Mrs.) T. Mikunthan |
| Dean / Management Studies &Commerce | - | Prof. T. Velnamby |
| Dean/Medicine | - | Dr. S. Raviraj |
| Dean/Applied Science | - | Dr. S. Kuganesan |
| Dean/Business studies | - | Dr. A. Pushpanathan |
| Dean/Graduate studies | - | Prof. G. Mikunthan |
| Dean/ Science and Technology | - | Prof. S. Srisatkunarajah |
| Act. Dean/ Engineering | - | Dr. A. Atputharajah |
| Librarian | - | Mrs. S. Arulanandam |
| Registrar (Acting) | - | Mr. N. Rajavisahan |
| DR/Examination | - | Mrs. A. Sivaneswaran |
| DR/Capital Works and Planning | - | Mr. N. Rajavisahan |
| Bursar(Acting) | - | Mr. A. Sivanadrajah |

| | | |
|----------------------------------|---|----------------------------|
| Senior Assistant Bursar | - | Mr. A. Sivanadarajah |
| DR/Establishment (Academic) | - | Mrs. S. Kumarasamy |
| SAR/Establishment (Non Academic) | - | Mrs. S. Kumaru |
| Assistant Registrar (Academic) | - | Mr. S. Senthilchelvan |
| SAR/Administration | - | Mrs. T. Piranavamalar |
| Assistant Registrar (Admission) | - | Mr. N. Thavarajah |
| Assistant Registrar (Welfare) | - | Mr. G. Inkaran |
| Marshal | - | Mr. N. Vijajenthiran |
| Senior student counselor | - | Mr. S. S. Uthayakumar |
| Internal Audit | - | Ms. A. G. F. Fazana |
| University Medical Officer | - | Dr. (Mrs.) Sriskantharajah |
| Works Engineer Maintenance | - | Mr. K. Kadampaseelan |
| Chief Security Officer | - | Mr. K. Nathan |

03. MEMBERS OF THE BOARD OF MANAGEMENT UNIT OF SIDDHA MEDICINE

| | | |
|----------|---|---|
| Chairman | - | Prof. G. Mikunthan Dean/ Graduate Studies |
| Members | - | Dr. S. Balakumar Head/ Biochemistry Dean, Faculty of Arts Dr. K. Velayuthamoorthy Senior Lecturer, Dept. of Chemistry Mrs. K. Niranjana Head/ Botany, Faculty of Science Dr. (Mrs.) S. Thuraiyathan Provincial Commissioner, NP Dr. (Mrs.) P. Sivashanmugarajah MOIC/ Siddha Teaching Hospital, Kaithady Dr. (Mrs.) V. Sathiyaseelan Head/ Siddha Medicine Dr. S. Sivashanmugarajah Senior Lecturer/Siddha Medicine Dr. (Mrs.) A. Sritharan Senior Lecturer/ Siddha Medicine Dr. (Mrs.) K. Sounthararajan Senior Lecturer/ Siddha Medicine |

04. STAFF OF THE UNIT OF SIDDHA MEDICINE

| | | | |
|-------------|--------------------------|---|------------------------------|
| 04.1 | Head | - | Dr. (Mrs.) V. Sathiyaseelan |
| | Senior Lecturer Gr I | - | Dr. (Mrs.) S. Pancharajah |
| | Senior Lecturer Gr I | - | Dr. (Mrs.) T. Kumutharanjan |
| | Senior Lecturer Gr I | - | Dr. S. Sivashanmugarajah |
| | Senior Lecturer Gr I | - | Dr. (Mrs.) A. Sritharan |
| | Senior Lecturer Gr II | - | Dr. (Mrs.) K. Sounthararajan |
| | Senior Lecturer Gr I | - | Dr. (Mrs.) T. Thileepan |
| | Senior Lecturer Gr II | - | Dr. (Ms.) V. Sanmugarajah |
| | Lecturer (Probationary) | - | Dr. (Ms.) S. Sivagnanam |
| 04.2 | Student Counselor Siddha | - | Dr. (Mrs.) V. Sathiyaseelan |
| | | | Dr. (Mrs.) T. Thileepan |
| | Senior Treasurer Siddha | - | Dr. (Ms.) V. Sanmugarajah |

04.3 STAFF OF THE HOSTEL

| | | |
|--------------------------------|---|------------------------------|
| Part time Warden Male hostel- | | Dr. S. Sivashanmugarajah |
| Part time Warden Female hostel | - | Dr. (Mrs.) K. Sounthararajan |
| Sub warden Female Hostel | - | Ms. L. Murugesu |
| Sub warden Male Hostel | - | Mr. P. Sasitharan |

4.4. “Departments” and “Coordinators”

Unit of Siddha Medicine is divided into five “Departments” as follows:

| “Department” | Subjects | Coordinator |
|------------------------------------|--|-----------------------------|
| 1.Moolathathuvam | 1. Siddha Moolathathuvam 2. Udankootriyal 3. Udattholiliyal 4. Uyirrasayanam | Dr. (Ms.) V.Sanmugaraja |
| 2.Gunapadam | 1. Gunapadam moolikaieyal – 2. Gunapadam thaathujeevavakuppu – 3. Marunthuseimuraieyal 4. Samuganalaruthuvam (temporarily attached) | Dr. (Mrs.) V. Sathiyaseelan |
| 3.Noinadalchikitsai | 1. Pinieyal 2. Noinadalchikitsaiadipada ithathuvankal 3. Noinadalchikitsai 4. Paramparaimaruthuvam (temporarily attached) | Dr. (Mrs.) A. Sriharan |
| 4.Kuzhanthai and MahalirMaruthuvam | 1. Kuzhanthaimaruthuvam 2. MahalirMaruthuvam 3. MahappettuMaruthuvam | Dr. S. Sivashanmugarajah |
| 5.Viranachikitsai | 1. Sirorogamaruthuvam 2. Aruwaimaruthuvam 3. Nanchiyalumneethimaruthuvam (temporarily attached) | Dr. (Mrs.) T. Thileepan |

05. **B.S.M.S DEGREE COURSE**

05.1. **Name of the Degree**

Bachelor of Siddha Medicine and Surgery (B.S.M.S)

05.2. **Eligibility of Admission**

The University Grants Commission of Sri Lanka selects the students on the basis of their performance in the G.C.E (A/L) examination held by the Department of Examination, Sri Lanka (z-score). About 65 students are admitted each year.

05.3. **Medium of Instruction**

Medium of instruction for the Course is Tamil.

05.4. Duration of Course

Duration of this Degree Course is five (05) years.

B.S.M.S degree is awarded after the successful completion of the all five year examination. The graduates have to undergo one year internship at the Siddha / Ayurvedic Hospitals and with the eminent traditional Practitioners enabling them to get their registration at the Ayurvedic medical council, Colombo.

05.5. Teaching Programme

Teaching and learning in all subjects take in the form of lectures, tutorials, practical, clinical, ward classes, seminar, field works and assessments as given in the syllabus.

05.6. Evaluation (detail in No. 08)

Assessment of the students in their studies takes the form of written, oral and practical, clinical examination and research assignment at the University as in the Syllabus.

06. SUBJECT SCHEDULED IN B.S.M.S COURSE

| S.No | Terms in Tamil | Terms in English |
|------|----------------------------------|---|
| | FIRST YEAR | |
| 1 | Siddha Maruthuva Moola Thathuvam | Basic Principle of Siddha Medicine |
| 2 | Gunapadam (Mooligaieyal 1) | Materia Medica -Vegetable Kingdom (Part 1) |
| 3 | Udatkootiyal (Part 1) | Anatomy (Part 1) |
| 4 | Udattholilital (Part 1) | Physiology (Part 1) |
| 5 | Uyir Rasayanum | Bio Chemistry |
| 6 | English | English |
| 7 | Thagaval Tholil Nutpam | Information Technology |
| | SECOND YEAR | |
| 1 | Gunapadam (Mooligaieyal 11) | Materia Medica -Vegetable Kingdom (Part 11) |
| 2 | Gunapadam (Thathu Jeeva Vakupu) | Materia Medica-Minerals & Animal Kingdom |
| 3 | Udatkootiyal (Part 11) | Anatomy (Part 11) |

| | | |
|--------------------|---|--|
| 4 | Udattholilital (Part 11) | Physiology (Part 11) |
| 5 | English | English |
| THIRD YEAR | | |
| 1 | Gunapadam (Marunthu Seimuraieyal) | Materia Medica -Preparation of Siddha Drugs |
| 2 | Noi Nadal Chikitsai (Adipadaith Thathuvangal) | Basic Principle of Diagnosis & Treatment |
| 3 | Nanchiyalum Neethi Maruththuvamum | Forensic Medicine & Toxicology |
| 4 | Pinieyal | Pathology (Includes Parasitology & Microbiology) |
| 5 | English | English |
| FOURTH YEAR | | |
| 1 | Noi Nadal Chikitsai (Part 1) | Diagnosis & Treatment (Part 1) |
| 2 | Kuzhanthai Maruthuvam | Paediatrics |
| 3 | Siro Roga Maruthuvam | E.N.T & Eye |
| 4 | Samooga Maruthuvam | Community Health Medicine |
| 5 | Paramparai Maruthuvam | Trditional Medicine |
| FINAL YEAR | | |
| 1 | Noi Nadal Chikitsai (Part 11) | Diagnosis & Treatment (Part 11) |
| 2 | Aruwai Maruthuvam | Surgery |
| 3 | Mahalir Maruthuvam | Gynaecology |
| 4 | Mahapetiyal | Obstetrics |

07. BASIC RULES FOR STUDENTS

07.1. General

On admission to the University, students must obtain their identity cards from the Admission Branch. This card should be carried by the students at all times, and produced when required.

Any change of address must be immediately brought to the notice of the Head/ Siddha Medicine and Admission Branch.

Students have to conform to the rules of the Hospital and other institutions they may visit during the course.

Students should maintain proper standards of conduct, dress and behavior.

07.2. Dress code for Siddha Medicine

The Dress and appearance of the students should be appropriate.

Within the Unit of Siddha Medicine Premises

Dress code is to be applied during working hours (8.30 am – 4.30 pm) on week days and for academic session on other days. Male students should wear shirt, trousers, socks and shoes properly. Hair should be combed and the face well shaven. T shirts, jeans and slippers are to be avoided.

Female students should wear simple skirts, blouse, frocks, chudithar, veil (Islamic dress) or sari and respectable foot wear. Hair should be neatly combed and tied. T shirts, Jeans, miniskirts, divided skirts and rubber slippers are to be avoided.

In Society and other Institutions

The above dress code should be applied at all times when engage in Academic work such as field work; represent the Unit in other Universities and Institutions.

Teaching Hospital and Laboratories in the Faculty

The above dress with white over coat with name tag should be worn in practical session and Hospital appointments. During Hospital appointments females should wear Sari or veil with over coat.

Examinations

Theory Papers: as in the Unit Premises

Practical examinations: White over coat without name tag.

Clinical examination: Males should be decently dressed with tie properly knotted and white over coat without name tag.

Female should wear sari or veil and white over coat without name tag.

Oralexamination: Male should be decently dressed with tie properly knotted tie.

Female should wear sari or veil

07.3. Leave and illness

A student should not absent himself without leave. Student should apply in writing to the Head through subject in-charge. If the absence is due to unavoidable circumstances the leave application should be submitted at the earliest opportunity.

In case of illness of more than three days a medical certificate issued by the University Medical Officer should be submitted to the Head.

If a student falls ill just before or during any examination (In course or End of course), he / she should present himself / herself to the University Medical Officer or if in a hospital, the Medical Officer responsible. The University Medical Officer and the Head should be informed immediately. When necessary the University Medical Officer shall arrange for the candidate to appeal before a Medical Board. Students should note that the medical certificate will be valid only if issue or certified by the University Medical Officer.

07.4. Conditions for admission to Siddha Medical Hostels

All students following the course of Siddha Medicine can apply for the accommodation in male and female Hostels. Even though these hostels are placed in the same compound they will remain two separate hostels administered by separate Wardens and Sub Wardens.

Order of Priority: First year students, Final year students, Students from outside the Jaffna district and Students from Jaffna district. Students from Jaffna district will be accommodated on the basis of the distance from the Kaithady.

Period of accommodation: Students will be given accommodation for a maximum one year at a time. When the commencement of each academic year new applications will be called and students will be admitted on the basis of fresh applications.

Admission Committee: Warden, Sub Warden, Previous year Hostel committee President and Secretary.

Hostel Committee: As soon as the students are allocated rooms, students in each hostel will elect a committee to represent matters related to hostel accommodation which will be dissolved at the end of current period of accommodation. The committee should be approved by the wardens and the Head/Siddha Medicine.

Members of the Hostels Committee:

President - 4th year.

Secretary - 2nd year.

Student representative from all batches.

Rules to be followed:

- i) The male students should not enter the female hostel and the female students should not enter the male hostel.
- ii) Entry of outsiders into the hostel may come and meet the students in the common rooms of the respective hall with the permission of the Sub warden.

- iii) Any combined activities should be held in the open space with the permission of the wardens and the Head through respective Sub- Wardens.
- iv) The students should be respectfully dressed on leaving the room for any purpose.
- v) Peace and harmony should prevail in the hostel in order to provide a conducive learning environment.
- vi) Water should be judiciously used and wasting of water should be prevented for the benefit of all students in the hostel.
- vii) Drinking water provided in one specified point, should be used only for drinking purposes.
- viii) All wastes, including sanitary pads and left over food, should be disposed in containers kept for the specific purpose and they should not be thrown indiscriminately all over the hostel leading to un-hygienic consequences and blocking of the waste water channels.
- ix) Alcohol or other intoxicants are strictly prohibited in the hostels. Any student found under the influence or possession of these materials will be subjected to disciplinary action.
- x) Recreational activities should be organized in such a way as to avoid disturbance to others with the permission of the Sub-Wardens.
- xi) Any occupants entering or leaving the hostel (except academic session) should enter there date and time of arrival and departure on the official registrar with their signature.
- xii) Any student wishes to stay in the hostel for academic activities during the vacation should get prior permission from proper channel.
- xiii) Ragging in any form is strictly prohibited within the hostel promises.

08. REGULATION AND SCHEME OF EXAMINATION FOR B.S.M.S DEGREE

- 08.1. The B.S.M.S degree course in Siddha Medicine shall be of five (05) years duration. Examination in respect of each prescribed subject will be held at the end of an Academic year.

The examinations shall be referred to as:

- I) First B.S.M.S Annual examination
- II) Second B.S.M.S Annual examination
- III) Third B.S.M.S Annual examination
- IV) Fourth B.S.M.S Annual examination
- V) Final B.S.M.S Annual examination

- 08.2. A Student must appear for the examination at his/her first attempt to consider his / her eligibility for the award of a class. If he /she is unable to do so, the reason must be acceptable by the Staff meeting, Board of Management and University Senate.
- 08.3 A question paper shall consist of five (5) questions. All five questions should be answered.

08.4 The maximum time allocated to a question paper shall be three (03) hours.

08.5 Examination and Evaluation Procedures

The course shall be evaluated by means of

a) In course Assessments

It consist continuous assessment, assignments, presentations, spots and in-course assessment examination etc.

b) An end of course examination.

The method of evaluation of each subject is given along with the syllabus.

08.5.1. In course Assessments:-

- All in course assessments shall be carried out during the course period.
- In course assessments will be announced and conducted by the relevant lecturer concerned. During each academic year two continuous assessments will be conducted on each subject. The first in course assessment will be carried out during the course of the 2nd term and the second in course assessment during the 3rd term. A total of 10 marks will be added to the final marks of the examinations conducted at the end of each academic year.
- The marks scored by a student in various components of the in course assessment of any subject shall be displayed on the Notice Board by the Head of the Unit and a copy sent to the SAR/Examination.

08.5.2. End of Course Examination

- ❖ An End of Course Examination shall be conducted for each year on each and every subject at the end of the Academic year named as First, Second, Third, Fourth and Final BSMS Examination.
- ❖ There will be written, oral, practical and continuous assessments on each and every subject as prescribed and all the components of the examination are compulsory.
- ❖ Viva voce Examination will be conducted by a panel consisting of 3 examiners for each subject in 1st, 2nd, 3rd and 4th BSMS examination. The Viva voce examination for the final BSMS will be conducted by a panel consisting of 4 examiners. The fourth shall be an external examiner selected from outside the University. Each of these examiners evaluates and gives marks separately.
- ❖ The End course Examination shall be conducted by the Examination Branch of the University. The date and time of the end course Examinations shall be decided by the Head in consultation with the Staff of the Department.

- ❖ The list of First and Second / External examiners of all End of Course Examinations shall have the recommendation of the Staff of Unit of Siddha Medicine, Board of Management and the approval the Senate.
- ❖ Candidate should re-appear only for the referred subjects.

08.5.3. Attendance

- ❖ A minimum of 80% of the attendance for the lectures, practical, tutorials and clinical classes in each and every subject is compulsory to appear the annual examination of a relevant academic year.
- ❖ Absence on medical grounds must have the recommendation of the University Medical Officer. Absence due to medical grounds or any other valid reason should be approved by the Senate.

08.5.4. Repeat Examination

- ❖ A repeat examination will be held on 3rd week from the date of displayed the names of Referred/Failed Candidates with the details of the Failed/ Referred subjects when the Pre- result board meeting is held and to those who have not appeared for the proper examination due to sick or for some valid reasons.
- ❖ The students who are unable to appear the examination due to medical reasons should produce medical certificates within seven days of the commencement of the examination. Such students should appear the repeat examination, only for written, practical or viva examination of the particular subject or subjects.
- ❖ The marks obtained previously for continuous assessments will be added to the final marks.
- ❖ Absence on medical grounds must have the recommendation of the University Medical Officer. Absence due to medical grounds or any other valid reason should be approved by the Senate. They are eligible for class. It shall be considered as first attempt.
- ❖ A candidate is permitted to carry over 1st BSMS failed subjects and appear along with the 2nd BSMS Examination.
- ❖ A candidate will be permitted to undergo the 3rd BSMS course only he/she has passed all the subjects including English and Information Technology in 1st and 2nd BSMS examinations.
- ❖ A candidate is permitted to carry over the failed subjects in 3rd BSMS and appear along with the 4th BSMS examination.
- ❖ A candidate will be permitted to undergo the Final BSMS course, only he / she has passed all the subjects including English in 3rd and 4th BSMS examination.
- ❖ Appearing for even one subject at an examination is treated / counted as a sitting of the examination.
- ❖ The maximum number of attempts for the 1st BSMS, 2nd BSMS, 3rd BSMS and 4th BSMS examinations shall be four which should follow one after the other. The maximum number of attempts for the Final year examination shall be five which should also follow one after the other. In case of illness supported by the recommendation of the University Medical Officer and only on approval by the University Senate an exemption may be granted from the number of attempts.

Under any circumstances the student has to complete the course within ten years of his enrollment.

08.5.5. Criteria for Pass.

- ❖ A minimum of 50% should be obtained to pass each and every subject.
- ❖ A minimum of 40% should be obtained for written, viva, practical, clinical and research assignment components of the examination in each subject.

08.5.6 Conditions for Pass in Subjects.

- ❖ The minimum mark for a pass in a subject in each examination will be 50% and following will be the grades awarded for subjects in each examination.
- ❖ Marks will be graded at each academic year as shown below

| <u>Range of Marks</u> | <u>Grade</u> |
|-----------------------|--------------|
| 75% and above | Distinction |
| 70 - 74 % | A |
| 60 - 69 % | B |
| 50 - 59 % | C |
| 45 - 49 % | D |
| 44 % and below | E |

08.5.7. Ordinary Pass

Pass in five / six subjects and an overall average of 50% - 59.4%. (Except English & Information Technology)

08.5.8. Award of Classes.

Award classes in every Academic year based on the performance in the every end course examination.

First Class Honours

1st Class honours is awarded to an overall average of 69.5 % and above with minimum of two (02) “A”s for 4 subjects to the 2nd BSMS, 3rd BSMS and Final BSMS.

1st Class honours is awarded to an overall average of 69.5 % and above with minimum of three (03) “A” s to the 1st BSMS and 4th BSMS.

Second Class Honours (Upper)

Passes in all subjects and overall average of 64.5% - 69.4 % with minimum of two (02) “B”s for 4 subjects to the 2nd BSMS, 3rd BSMS and Final BSMS.

Passes in all subjects and overall average of 64.5% - 69.4% with a minimum of three (03) “A”s or “B”s to the 1st BSMS and 4th BSMS

Second Class Honours (Lower)

Passes in all subjects and overall average of 59.5% - 64.4% with minimum of two (02) “B”s for 4 subjects to the 2nd BSMS, 3rd BSMS and Final BSMS.

Passes in all subjects and overall average of 59.5% - 64.4% with a minimum three (03) “B”s to the 1st BSMS and 4th BSMS.

The Board of Examiners of the Unit of Siddha Medicine shall determine the result of the candidate and recommended its decision to the University Senate for confirmation and approval by the University Council.

08.5.9. Prizes and Bursaries

a) University Prize (Sathram Muthaliyar Trust Fund)

It is awarded annually to the candidate who obtains the highest overall marks in 1st BSMS, 2nd BSMS, 3rd BSMS, 4th BSMS and Final BSMS Annual Examination.

b) Kalanayaki Singhanayagam Memorial Prize

It is awarded to the student attaining the best performance in the Final BSMS Examination with First Class or Second class Upper division.

It is awarded to the student(s) attaining the highest marks in “Kunapadam (Mooligaieyal I)” in the 1st BSMS Annual Examination.

c) Siddha Medicine Students Union Fund.

This Prize is awarded to the student(s) attaining the highest marks in “Kunapadam (Marunthu seimuraieyal)” in the 3rd BSMS Examination.

Bursaries:

Seenithamby Yoganathan Memorial Fund.

It is awarded annually to 4th BSMS student based on poverty. Eligibility to receive the bursary are

- (i) Lost one or both parents
- (ii) Unable to continue the studies due to lack of finance.

09. EXAMINATION RULES

09.1. Attendance

Candidates shall be in attendance outside 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.

09.2. Seating

On admission to the hall a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instructions of the Supervisor.

09.3. Admission to Hall

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.

09.4. Record Book as Identity

A candidate shall have his / her student Record book 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 Record book. If he / she fails to bring his / her Record book on any occasion, he / she shall sign a declaration in the form provided for it, and produce the Record book in the next occasion when he / she appears for the examination. If it is the last paper or the only paper he / she is sitting, he / she shall produce the Record book / Identity card to the Registrar on the following day. If a candidate loses his / her Record book in the course of the Examination, he / she shall obtain a duplicate Record book / Identity card from the Registrar for production at the examination hall.

09.5. Documents etc, which candidates should not bring

No candidates shall have in his / her person or clothes or on the Admission Card or time table or Record book, any notes, signs or formula etc. No candidate shall have in his / her person or with him / her person or with him / her or anywhere near him / her any other material whatsoever. Books, notes, parcels, handbag, mobile phones, unauthorized documents etc. which a candidate has brought with him / her should be placed as indicated by the Supervisor or the Invigilator.

09.6. Declaration of Articles in Possession

If the Supervisor so requires every candidate shall declare everything he / she has in his person.

09.7. Copying

No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts or another candidate, nor shall any candidate either help another candidate or person whomsoever, nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him / her or to watch any practical experiment conducted by him / her, nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.

09.8. Cheating

No candidate shall submit a practical or field book or dissertation or project study or answer script which has been wholly or partly done by anyone other than the candidate himself.

09.9. Articles that candidate may bring

Candidates shall bring their own pens, ink, mathematical instruments, eraser, pencils or any other equipment or stationery which the candidates have been instructed to bring

09.10. Examination stationary

Examination stationary (ie. Writing paper, graph paper, drawing paper, ledger paper, précis paper etc) will be supplied as and when necessary. No sheet of paper or answer book supplied to candidate may be torn, crumpled, folded or otherwise mutilated. No other papers shall be used by candidates. Log tables or any other materials provided by the University shall be used with care and left behind on the desk. Such material remains the University property. Any material supplied whether used or unused, shall be left behind on the desk and not removed from the examination halls.

09.11. Index Number

Every candidate shall enter his / her Index Number 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 cheated. 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 / her name or any other identifying mark on the answer script.

09.12. Rough work to be cancelled

All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. 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 will be considered as having written notes or outline of answers with the intention of copying.

09.13. Unwanted parts of Answers to be crossed out

Any answer or part of 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 counted shall be neatly crossed out.

09.14. Under Supervisor's Authority

Candidates are under the authority of the Supervisor and shall assist him / her by carrying out his / her instructions and those of his / her Invigilators, during the examination and immediately before and after it.

09.15. Conduct

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 other candidates. In entering and leaving the hall shall conduct himself as quietly as possible. A candidate is liable to be executed from the examination hall for disorderly conduct.

09.16. Stopping work

Candidate shall stop work promptly when ordered by the Supervisor / Invigilator to do so.

09.17. Maintenance of Silence

Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or have any dealings with any person other than the Supervisor / Invigilator. In case of urgent necessity the candidate may communicate with the Supervisor / Invigilator. The attention of the Supervisor / Invigilator shall be drawn by raising his hand from where he is seated.

09.18. Leaving

During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor / Invigilator will grant permission to do so but the candidate will be under his surveillance.

09.19. Impersonation

No person shall impersonate a candidate whether in the examination hall or before or after the examination nor shall any candidate allow himself to be impersonated by another person.

09.20. Prior knowledge

No candidate shall obtain or attempt to obtain prior knowledge of questions.

09.21. Dishonesty

Serious notice will be taken of any dishonest assistance given to a candidate, by any person.

09.22. Cancellation / Postponement

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 scripts already written and then report the matters as soon as possible to the Vice Chancellor / Registrar.

09.23. Making of statements

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 a statement or to sign it.

09.24. Whom to contact in Examination Matters

No candidate shall contact any person other than the Vice Chancellor / Dean or Registrar (Examinations) regarding any matter concerning the examination.

09.25. Handing over of Answer scripts

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 the attendant, a minor employee or another candidate.

09.26. Withdrawal

Every candidate who registers for an examination shall be deemed to have sat an examination unless he / she withdraws from the examination within the specified period or submits 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 a Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time.

09.27. Absence from Examination

When a candidate is unable to present himself / herself for any part or section of an examination, he / she shall notify or cause to be notified this fact to the Deputy Registrar (Examinations) immediately. This should be confirmed in writing with supporting documents within 48 hours by Registered post.

10. THE LIBRARY

INTRODUCTION

The Library of the University of Jaffna was established in 1974 with the emergence of the University of Jaffna. The library is an integral part of the University, exists to serve the mission and vision of the parent body. It holds an esteemed position in being a primary center for acquiring, processing and dissemination the information required by the teaching staff, students and research scholars. There are branch libraries in the Faculty of Medicine, Department of Siddha Medicine at Kaithady, Agriculture at Kilinochchi and the Ramanathan Academy of fine Arts at Chunnakam.

Permission to use the library is granted on condition that the rules and regulations of the library will be strictly observed. Users are assumed to know them.

LIBRARY RESOURCES.

Library contains books, periodicals and reference sources such as Dictionaries, Encyclopedian, Bibilographies, Yearbooks, Indexes & Abstracts and six types of newspapers. In addition we also have a small collection of Videocassettes, CD ROMs and Diskettes. The book collection of the library exceeds 1.6 million and we receive about 456 titles of periodicals.

ORGANIZATION OF THE LIBRARY

Location of Resources

Stacks Area

The main lending collection is in this area. Book on subjects in the areas of Arts, Humanities and science and also books of general interest are shelved here. Registered readers, entitled to borrow, may borrow all books in this area.

Reference and Permanent Reference Area.

This area contains a collection of the more important textbooks for undergraduate readers and also a few reference works essential for study at the undergraduate level such as general and subject encyclopedias and dictionaries. Material in this area may be borrowed only for overnight use. Books on permanent reference may not be so borrowed.

Current Periodicals Area

Current issues of periodicals are displayed on special sloping shelves in the alphabetical order of each subject. Back issues of the current year are housed behind the shelves, which is hinged at their top can be lifted. Other aback copies of the Journals are arranged alphabetically on shelves.

Quick Reference Area

Close to the counter on the left is the quick reference area. Materials here include University Calendars, Directories, Year Books, Popular Dictionaries and Travel guides etc.

Archives

Rare books, books of archival, bibliographical and local interest and the more valuable books in Indian Art, Epigraphy and archaeology are a few categories of books kept here.

Government Documents Section

Government publications, mainly Sri Lankan government publications are housed in this area.

- ❖ There is also an area of limited access where bound volumes of periodicals & unbound issues of periodicals and newspaper file are kept.
- ❖ Material in the Archives and the Government documents section are kept in closed book cases and are available on request for use in the library. They may not be borrowed.

Scheme of Classification

The scheme adopted is a modified version of the Dewey decimal classification 18th edition, modified to suit the special needs of the University. Books are arranged on shelves according to a classification number that is given on spine label of each book.

The main classes are:

- 000 – Generalia
- 100- Philosophy
- 200 – Religion
- 300 – Social Sciences
- 400 – Languages/Linguistics
- 500 - Pure sciences
- 600- Applied Sciences
- 700 – Fine Arts

800 – Literature

900 – Geography & History

A chart of the scheme giving the more important sub-divisions is exhibited near to the the catalogue cabinet. It will help you to find the location of a subject of your interest.

The Catalogue

The key to accessing materials in a library is its catalogue. The card catalogue is an alphabetical index to the library collection. The type of catalogue we used in our library is classified type, which consists of three parts. They are classified catalogue, Author/Title index and Subject index. A separate index for Tamil authors/Tiles is also provided. Tamil headings are transliterated and entries are arranged according to the English alphabet.

Specimen Catalogue card (Classified file)/entry

| | |
|------------|---|
| 612---6 | |
| GRE | GREEN.Karl----1 |
| 81784----5 | Basic clinical physiology-----2 Oxford: Oxford University press, 1989----3 Iv, 149 p-----4 |

1. Author's surname and forenames
2. Title of the book
3. Imprint (i.e place of publication, publisher, Date)
4. Collation (I.e Number of Pages, Illustration)
5. Accession Number
6. Class Number

Sample Catalogue Card (Title card)

| | |
|---------|--|
| 612---6 | Basic clinical physiology-----2 |
| GRE | GREEN.Karl----1 Basic clinical physiology-----2 Oxford: Oxford University press, 1989----3 Iv, 149 p-----4 |

Photocopying Service

Photocopying facilities are available at very nominal rates for the convenience of all library users. The facility is intended to help you access reading materials at your leisure time and to enable you to take away extracts of what you want to read and study at home.

Library Hours

Monday-Friday **8.30-4.45**
Saturday **8.30-2.30**

The library is closed on Sundays and other public holidays.

As given on the library notice board these times of library hours are subject to change at the librarian's discretion and due notice will be given.

Library membership

- Members of the academic and nonacademic staff, students and postgraduate students registered at the University of Jaffna.
- Staff and students from other Universities and any other outsiders wishing to use the library must obtain written permission from the librarian.

Loan of Books

- Books from the stacks are loaned for two weeks and from reference for overnight use only.

| Year of Study | No.of Books | |
|-----------------------|-------------|----------------|
| | From Stack | From Reference |
| First Year | 2 | 1 |
| Second Year | 3 | 1 |
| Third Year | 4 | 1 |
| Fourth Year | 4 | 1 |
| Post Graduate Diploma | 6 | Nil |
| Masters and Doctoral | 2 | Nil |
| Other Diplomas | 2 | Nil |

Students must produce their identity cards every time borrow reference books for overnight use

Care of Tickets and Books

The persons in whose names the tickets are registered or in whose names the books are borrowed are responsible for them.

- Loss of tickets: This should be reported immediately to the reader's adviser. Rupees five will be charged for the replacement of a lost ticket.
- Overdue Books: Fines will be imposed on overdue books. Failure to pay fines will lead to loss of facilities.

Details of fine rates: Rs 1 per book per working day – for stacks books

Rs 5 per book per working day – for reference books

- Damages to or loss of Books, Periodicals, etc: the librarian will impose fine or replacement costs. Before taking books from the library the reader should draw the attention of the library staff to any damages.
- Recall of Books: The librarian has the right to recall books at any time

User Obligations

The provision, maintenance and development of our library facilities are expensive. Therefore, it is imperative that you appreciate the library resources made available through the library system and use them with care, bearing in mind that these facilities are provided for all our library users.

Please refrain from defacing, misplacing or deliberately hiding material. To do so would be extremely selfish, as it would seriously deprive other users besides over burdening our staff and costing the library. Please adhere to the following rules appear overleaf.

Library Clearance

All students must return library books and tickets issued to them at the end of the course. The library clearance letter will be issued to students who returned library books and tickets. The degree certificate will not be issued to students who fail to produce the library clearance letter.

GENERAL RULES AND REGULATIONS FOR LIBRARY USERS

- No brief cases, files or umbrellas can be brought into the Library
- strict silence should be maintained in all parts of the library
- Smoking and consumption of food are prohibited
- Books should not be replaced on the shelves by the users but should be left neatly on the table.
- Books should not be taken from one section to another
- Seats cannot be reserved in the library. Library staffs have the right to remove any belongings left unattended for an unreasonable length of time.
- Readers must present books, papers and student identity cards for inspection on the request of the library staff.
- Disorderly conduct will render the reader liable to suspension from the library membership.

Library regulations have the force of University regulations.

Information/Assistance

We are happy to extend a helping hand whenever you need it: be it in locating the required library materials, clarification of a library rule or any other information pertaining to the library should you encounter any problem or difficulties in using the library, please don't hesitate to ask any of our library officers or the librarian herself.

11. STUDENT SERVICES

The offices of the senior students' counselor, Deputy Chief Marcel and Assistant Registrar (Welfare) are located in the 1st floor of the student centre to help the students of this University. All the needs of the students outside their study courses such as getting identity cards, loan facilities, grants, Scholarships, Hostel facilities, cafeteria are operated through the welfare branch.

Financial Assistance

Financial assistance available to students studying B.S.M.S at the University of Jaffna is as follows.

1. Mahapola Scheme

Mahapola scholarships are awarded to students entering the universities of Sri Lanka based on their performance at the G.C.E (A/L) Examination. Selection to these scholarships is made by the University Grants Commission. Mahapola Trust fund is responsible for award of these scholarships and the University contributes Rs3500/=. Two categories of Mahapola scholarships are awarded these include the Merit Scholarships amounting Rs 2050/= and ordinary scholarships which amounts Rs 2000/= per month. These scholarships can be suspended or cancelled when a student's work, conduct or attendance is unsatisfactory.

2. Endowed Scholarships

Selection of students to Endowed scholarships is operated by the University Grants Commission (UGC). The annual value of the scholarships is 12500/= which amount will be paid in ten (10) monthly installments of Rs 1250/= each by the Registrar of the university of Jaffna. The number of installments depends of the course of study followed by the recipients subject to a maximum of 10 installments as the case may be students selected to receive the benefit of the above scholarships are advised to forward their duly filled application form sent by the U.G.C to the Academic branch of this University.

3. Bursaries Scheme

Bursaries are awarded to eligible students who do not receive Mahapola scholarships Applications should be forwarded to the welfare branch of this University. The selection for bursaries is made on the basis of parental income the number of siblings under 18 years and distance from home to the university. Annual value of bursary for the merit category is Rs. 2000/= and for ordinary is Rs.1900/= per month.

4. Vice Chancellor Welfare fund

This fund will be helpful to students affected financially to continue their studies. students can apply for the Vice chancellor welfare fund on the prescribed form issued by the welfare branch.

5. Awards

Student Union and Societies

Students register to follow B.S.M.S course shall be members of the University students union. Both student unions consist office bearers for every academic year by an election according to the regulations of student union by –low No 01 of 1990. Siddha Medical law students union consists of members, president, Vice president, secretary, Editor and Junior treasurer, Senior treasurer, University student union consists of office bearers from all faculties.

Siddha Medical students union publishes their annual magazine “Siddha Medicine” consisting valuable articles and variety of other information related to siddha medicine. In addition the union organizes several health programmes to the school students and public.

Physical Education

Students are encouraged to participate and utilize the facilities available in sports by the Department of Physical education. A well equipped play ground is established in the 2000 adjoining the faculty of Medicine.

Accommodation and Lodging

All the students are advised to find out their accommodation and lodging outside the University. The university is not responsible to any students to meet these criteria. However a male hostel and a female hostel are available for the out station students.

Health Facilities

A well established Health centre is situated within the premises of main campus. A permanent Medical Officer (U.M.O) is appointed to obtain treatment and for necessary consultation. Records are maintained to those students under treatment and drugs are issued free from this centre.

World University Service

The world University service provides much assistance to students and staff of this University. Transport, Computer typesetting and photo copying facilities are available at low cost. Students preparing dissertation or thesis can utilize this service which is available in the main University at Student complex.

Jaffna Science Association

Students of this University shall get a student membership in the Jaffna Science Association. This association conducts annual sessions every year during the month of April. Students are

encouraged to present their findings to their research project in this annual session in consultation with the Supervisor.

Alumni Association

An alumni association is established in the year 2000 to associate the old students of the University of Jaffna. Students who obtained a degree from this University are welcome to be a member in this association.

The office of the Alumni is located in the students centre building to help the students who passed out from the University of Jaffna. This office will function as a mediator and assist the students to obtain their certificates, testimonials etc. from the University.

12. APPENDICES

12.1. Prohibition of Ragging and other Forms of Violence in Educational Institutions Act (No. 20 of 1998)

AN ACT TO ELIMINATE RAGGING AND OTHER FORMES OF VIOLENCE, AND CRUEL, INHUMAN AND DEGRADING TREATMENT FROM EDUCATIOMNAL INSTITUTIONS

Short Title

1. This act may be cited as the prohibition of Ragging and other Forms of Violence in Educational Institutions Act, No 20 of 1998.

Ragging

2. (1) Any person who commits, or participates in ragging, within or outside an educational institution, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable, to rigorous imprisonment for a term not exceeding two years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.

(2) A person who, whilst committing ragging causes sexual harassment or grievous hurt to any student or a member of the staff, of and educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.

Criminal intimidation

3. Any person who, within or outside an educational institution, threatens, verbally or in writing, to cause injury to the person, reputation or property of any student or a member of the staff, of all educational institution (in this section referred to as “the

victim”) or to the person, reputation or property of some other person in whom the victim is interested, with the intention of causing fear in the victim or of compelling the victim to do any act which the victim is not legally required to do, or to omit to do any act which the victim is entitled to do, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding five years.

Hostage taking

4. Any person who does any act by which the personal liberty and the freedom of movement of any student or a member of the staff of an educational institution or other person within such educational institution or any premises under the management and control of such educational institution, is restrained without lawful justification and for the purpose of forcing such student, member of the staff or person to take a particular course of action, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate, be liable to rigorous imprisonment for a term not exceeding seven years.

Wrongful restraint

5. Any person who unlawfully obstructs any student or a member of the staff of an educational institution, in such a manner as to prevent such student or member or the staff from proceeding in any direction in which such student or member of the staff, has a right to proceed, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding seven years.

Unlawful confinement

6. Any person who unlawfully restrains any student or a member of the staff of an educational institution in such a manner as to prevent such student or member of the staff from proceeding beyond certain circumscribing limits, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding seven years.

Forcible occupation and damage to property of an educational institution

7. 1. Any person who, without lawful excuse, occupies, by force, any premises of, or under the management or control of, an educational institution shall be guilty of an offence under this Act, and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years or to a fine not exceeding ten thousand rupees or to both such imprisonment and fine.
7. 2. Any person who causes mischief in respect of any property of, or under the management or control of, an educational institutional institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term to not exceeding twenty years and a fine of five thousand rupees or three times the amount of the loss or damage caused to such property, which ever amount is higher.

Orders of expulsion or dismissal

8. Where a person is convicted of an offence under this Act, the court may, having regard to the gravity of the offence.
 - (a) In any case where the person convicted is a student of an educational institution; order that such person be expelled from such institution.
 - (b) In any case where the person convicted is a member of the staff of an educational institution; order that such person be dismissed from such educational institution.

Bail

9. 1. A person suspected or accused of committing an offence under subsection (2) of section 2 or section 4 of this Act shall not be released on bail except by the judge of a High court established by Article 154P of the Constitution. In exercising his discretion to grant bail such Judge shall have regard to the provisions of section 14 of the Bail Act, No. 30 of 1997.
9. 2. Where a person is convicted of an offence under subsection (2) of section 2 or section 4 of this Act, and an appeal is preferred against such conviction, the Court convicting such person may, taking into consideration the gravity of the offence and the antecedents of the person convicted, either release or refuse to release, such person on bail.

Certain Provisions of the Code of Criminal Procedure Act not to apply to persons convicted or found guilty of an offence under this Act.

10. Notwithstanding anything in the Code of Criminal Procedure Act, No, 15 of 1979.
 - (a) The provisions of section 303 of that Act shall not apply in the case of any person who is convicted.
 - (b) The provisions of section 306 of that Act shall not apply in the case of any person who pleads or is found guilty.

Offences under this Act deemed to be cognizable offences

11. All offences under this Act shall be deemed to be cognizable Offences for the purposes of the application of the provisions of the Code of Criminal Procedure Act, No. 15 of 1979 notwithstanding anything contained in the First Schedule to that Act.

Certificate

12. Where in any prosecution for an offence under this Act, a question arises whether any person is a student or a member of the staff of an educational institution or whether any premises or property is the property of, or is under the management and control of, an educational institution a certificate purporting to be under the hand of the head or other officer of such educational institution to the effect that the person named therein is a student or a member of the staff of such educational institution, or that the premises or property specified therein is the property of, or is under the management and control of, such educational institution, shall be 3 admissible in evidence without proof of signature and shall be prima facie evidence of the facts stated therein.

Admissibility of statement in evidence

13. (1) If in the course of a trial for an offence under this Act, any witness shall on any material point contradict either expressly or by necessary implication a statement previously given by him in the course of any investigation into such offence, it shall be lawful for the Magistrate if, after due inquiry into the circumstances in which the statement was made, he considers it safe and just.
- (a) to act upon the statement given by the witness in the course of the investigation, if such statement is corroborated in material particulars by evidence from an independent source; and
- (c) To have such witness at the conclusion of such trial, tried before such court upon a charge for intentionally giving false evidence in a stage of judicial proceeding.
- (2) At any trial under paragraph (b) of subsection (1) it shall be sufficient to prove that the accused made the contradictory statements alleged in the charge and it shall not be necessary to prove which of such statements is false.

Provisions of this Act to be in addition to and not in derogation of the provisions of the Penal Code

14. The provisions of this Act shall be in addition to and not in derogation of, the provisions of the Penal Code, the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment Act, No. 22 of 1994 or any other law.

Priority for trials and appeals under this Act

15. Every Court shall give priority to the trial of any person charged with any offence under this Act and to the bearing of any appeal from the conviction of any person for appeals under any such offence and any sentence imposed on such conviction.

Sinhala text to Prevail in case of inconsistency

16. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.

Interpretation

17. In this Act unless the context otherwise requires, “criminal force”, “fear”, “force”, “grievous hurt”, “hurt” and “mischief” shall have the respective meanings assigned to them in the Penal Code;
- “Educational institution” means;
- (a) A Higher Educational Institution;
- (b) Any other Institution recognized under Chapter IV of the Universities Act, No. 16 of 1978;
- (c) The Buddhist and Pali University established by the Buddhist and Pali University of Sri Lanka Act, No. 74 of 1981;

- (d) The Buddha Sravaka Bhikku University, established by the Buddha Sravaka Bhikku University Act, No.26 of 1996
- (e) Any Institute registered under section 14 of the Tertiary and Vocational Education Act, No. 20 of 1990;
- (f) Any Advanced Technical Institute established under the Sri Lanka Institute – of Technical Education Act, No. 29 of 1995;
- (g) A Pirivena registered under the Pirivena Education Act, No.64 of 1979 and receiving grants from State funds and includes a Pirivena Training Institute established under that Act;
- (h) The Sri Lanka Law College;
- (i) The National Institute of Education established; by the National Institute of Education Act.
- (j) The College of Education established by the; Colleges of Education Act, No. 30 of 1986, or a Training College.
- (k) A Government school or an assisted school or an unaided school, within the meaning of the Education Ordinance; and includes any other institution established for the purpose of providing education, instruction or training;

“Head of an education institution” means the Vice-Chancellor, Mahopadyaya, Director, President, Principal or any other person howsoever designated charged with the administration and management of the affairs of such educational institution;

Higher Educational institution” has the meaning assigned to it in the Universities Act, No. 16 of 1978.

“Ragging” means any act which causes or is likely to cause physical or psychological injury or mental pain or; fear to a student or a member of the staff of an educational institution.

“Student” means a student of an educational institution.

“Sexual harassment” means the use of criminal force, words or actions to cause sexual annoyance or harassment to a student or a member of the staff, of an educational institution.

12.2. Procedure for Inquiry Against Reported Acts of Indiscipline

Commission Circular No. 946

COMMON GUIDELINES ON STUDENT DISCIPLINE

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

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

DISCIPLINARY PROCEDURE

1. Any charge of misconduct/indiscipline against a student shall in the first instance be reported to the Vice-Chancellor (VC) or to the Deputy Vice-Chancellor (DVC) if any / Rector
2. Where the VC/DVC/Rector receives information relating to any misconduct / indiscipline and considers that further particulars should be obtained, may request a member of the staff to proceed to the place in question and to report on the same within 24 hours.
3. Where the VC/Rector is satisfied on the availability of evidence relating to misconduct/ indiscipline, shall appoint one or more members of staff of the University / Campus or any other suitable person to investigate the facts and submit their conclusion and recommendations in writing to the VC/Rector within 3 working days.
4. In cases where the VC/Rector deems it necessary in the context of the seriousness of the infringement of discipline or where the student pleads not guilty but has been revealed in the fact finding mission mentioned under 3 above, that the student /students have committed an act amounting to misconduct/ indiscipline, the VC/Rector shall be empowered to impose an Out of Bounds Declaration on students with immediate effect upon giving reasons for same in writing to the relevant student pending a formal inquiry, and report the matter to the Council/Campus Board as the case may be for their endorsement subsequently. The Out, of Bound Declaration shall mean a total prohibition on attendance/access to the University /Campus/Institute as the case may be and participation in any activity of the University /Campus/ Institute, provided however that the VC/Rector may act on his/her discretion to permit such a student to enter the University for a specific purpose.
5. The VC/Rector shall on receipt of the investigation report on unlawful activities infringing student discipline, by the fact finding committee, cause charges to be framed in writing and sent under registered post within 5 working days from the receipt of the said report and where possible shall handover to the student or in the case of more than one student to individual students alleged to have committed the offences requesting them to reply within 5 working days from the date of the Charge Sheet.
6. The VC/Rector may also order the withholding of the examination results of a student pending the inquiry or investigation.
7. If the student respondent/s plead/s guilty to the charge sheet or does not reply within the time specified, the VC shall proceed to impose on the student any of the punishments as recommended by the Board of Discipline/Senate as appropriate based on Schedule II and report to the Council.

8. In the case of a Campus, the Rector may report the same to the VC to which the Campus is attached, to follow the procedures laid down in 7 above.

9. If the student respondents/s plead/s not guilty to the charges, the VC/Rector shall appoint a committee of up to 3 members to hold a formal inquiry and submit the report within 14 days.

The Procedure to be followed has been set out in Schedule I

10. A student/s against whom such disciplinary action has been taken may appeal to the Council of the University against such decision within fourteen (14) days from the date of issuing of such decision.

RECORD OF PUNISHMENTS

All punishments and any disciplinary action taken shall be recorded in the students' personal file and may be reflected in the testimonial and the student record book.

Provided however the council shall have the power to consider the removal of records of punishments, having considered the gravity of the offence and the good/exemplary behavior of the student/s concerned and requests made by respective student/s.

Please take action accordingly with immediate effect.

SCHEDULE I

THE PROCEDURE TO BE FOLLOWED

1. The charge sheet shall contain specific charges. The VC/Rector shall serve the student respondent/s the charge sheet individually requesting to send the reply to the VC or Rector in writing within the time period granted.
2. If the respondent/s plead/s not guilty to the charges, the VC/Rector shall appoint a disciplinary committee of up to 3 members to hold a formal inquiry appointed by VC/Rector from among teachers/administrative officers.
3. If the VC/Rector is not satisfied with the answers given, the student respondent/s shall be notified of the date of the inquiry by the Secretary to the Committee of inquiry appointed by VC/Rector from among teachers/administrative officers.
4. At the inquiry, the student respondent/s shall be informed of the evidence and have the right to defend him/her. He/ She may make his/her own defence and call any witnesses for the defence.
5. The Discipline Committee may, taking into consideration the special circumstances of the situation deny a student charged with an offence, the opportunity to question the complaint regarding the complaint made or any witness relating to the evidence given by the witness.

Provided that in such a situation, the student charged with the offence shall have the right to seek in writing, through the Disciplinary Committee, clarification on specific issues relating to the complaint or evidence from the complainant or witness as the

case may be. Upon the Disciplinary Committee directing such request to the complainant or the witness, he or she shall give his or her clarifications in writing to the student charged with the offence within the time stipulated by the Disciplinary Committee.

6. The Committee of Inquiry shall have the power to summon any witness required by the prosecution and by the defense.
7. Any Committee of Inquiry appointed by the VC/Rector shall have the power to summon any student of the University/Campus/Institute as the case may be to render whatever assistance needed to conduct Inquires on matters pertaining to provision of any By-Law. A student who does not so comply shall be guilty of a punishable offence.
8. The Committee of Inquiry after finalizing its recommendations shall submit its report to the VC/Rector giving reasons for such findings and the verdict.
9. If the student/s had been found guilty for the charges the VC shall refer the same to the Board of Discipline (BOD)/senate to determine the punishment within the scope of the Schedule II.
10. The said BOD shall consist of five members appointed by the VC. (In case of a disciplinary matter connected to the Campus/Institute, the VC may appoint all/or few members from the Campus/Institute)
11. In case of a Campus, the Rector shall forward the recommendations of the disciplinary committee to the VC of the University to which it is affiliated to follow the procedure specified under 9 above.
12. On receipt of the determine of the punishments by the BOD/Senate, the VC shall immediately place it before the Council for ratification. Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.
13. (a) The VC/Rector may subject to the provisions in this section declare the University out of bounds to a student who is reported to have violated any of the provisions of this By-Law or against whom the formal disciplinary inquiry or a criminal case is pending or who is the subject of police investigation, for a prescribed period of time.

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

(c) The out of bounds declaration may include such other reasonable conditions as the VC/Rector may think fit.

(d) The out of bounds declaration under this section shall not be considered as a punishment. The purpose of this declaration under the provisions of this section is to protect the members of the University community in general or a particular member or members and the power shall be used only where the VC/Rector is of the opinion that it is necessary to take such action. Written reasons for the decision shall be record and made available to the student/s concerned.

(e) No student shall be subjected to the out of bounds declaration unless her or she has been given an opportunity to make representations in person to the Deputy proctor or Marshal or Chief Security Officer in the presence of Registrar / a Deputy Registrar. Where for any reasons it appears to the VC/Rector that it is not possible for the student to attend in person, her or she shall be entitled to make the above representations in writing. The Deputy proctor or Marshal or Chief Security Officer shall forward a written report to the VC/Rector within twenty four hours of such representations for making the decision on the out of bounds declaration.

(f) However, in case of great urgency, the VC/Rector considering the seriousness of the infringement of discipline committed by the students, shall be empowered to impose the out of bounds declaration on a student with immediate effect upon giving the reasons in writing to the student/students without following the above procedure.

(g) The VC/Rector shall review the out of bounds declaration every thirty calendar days and shall record the reasons if the validity period of the declaration is extended.

APPEALS PROCEDURE

1. Any appeal made by the student/s against the decision to punish the student/s shall be made to the VC.
2. The VC shall place such appeal/s before the next immediate meeting of the council.
3. The Council shall appoint an Appeals Committee consisting of 3 of its members for this purpose. The Appeals Committee shall elect its Chairman. The Registrar shall be the Secretary to the Appeals Committee
4. The Appeals Committee of the Council shall consider all appeals and submit a report to the Council within two weeks from the receipt of the appeal by the Committee.

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

SCHEDULE II

RECOMMENDED PUNISHMENTS FOR VIOLATION OF STUDENT DISCIPLINE

| Offences | Recommended Maximum Punishments |
|--|--|
| <p>i. Refuses or neglects to produce the student Identity card when called upon to do so by the VC, DVC/Rector any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the VC/Rector.</p> <p><u>Explanation</u></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/Campus for a period not exceeding year depending on the gravity of the offence and g one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>b. Serve warning by the VC/Rector with a record of same in the personal file of the student.</p> |
| <p>ii. Violates the By-Laws on University /Campus Residence Facility (RF)</p> | <p>Recovery of cost incurred by the University/Campus as a result of violating, any by-Laws, and considering the gravity of the offence,</p> <p>a. Suspension from the University /Campus for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">And / or</p> <p>b. Denial of RF in the future</p> |

| | |
|--|--|
| | <p>or</p> <p>c. Serve warning by the VC/Rector with a record of same in the personal file of the student.</p> <p>The above punishments may be in addition to any other punishment that may be imposed for violation of any other By-Laws of the University.</p> |
| <p>iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property of the University/Campus or any property in the custody of the University/Campus or held temporarily by the University/Campus.</p> | <p>A fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost, and</p> <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University / Campus</p> <p>Or</p> <p>b. Suspension from the University/Campus for a period of two calendar years and withholding of examination as appropriate.</p> |
| <p>iv. Contravenes any By-Law, Regulation or Rule</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University/Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations as appropriate</p> <p>Or</p> <p>b. Serve warning by the VC/Rector with record of same in the personal file of the student.</p> |
| <p>v. Refuse to carry out any lawful order issued by the VC, DVC/Rector, any other officer, a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the VC/Rector</p> | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University/Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations as appropriate</p> <p>or</p> <p>b. Serve warning by the VC/Rector with record of same in the personal file of the student.</p> |

| | |
|---|--|
| | |
| vi. Furnishes the University /Campus with false information in relation to any matter in respect of which the University /Campus is entitled to true particulars which in the opinion of the VC/Rector, is calculated to mislead the authorities of the University/Campus | <p>a. Expulsion from the University /Campus for falsification of documents or</p> <p>b. Suspension from the University/Campus for a period of one calendar year and withholding of examination results or certificate as appropriate, In other instances.</p> <p>c. Serve warning by the VC/Rector with record of same in the personal file of the student.</p> |
| vii. Smelling of liquor or under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug or gambling within the precincts of the University/Campus. | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University/Campus for a period not exceeding two calendar year depending on the gravity of the offence and withholding of examinations as appropriate or</p> <p>b. Serve warning by the VC/Rector with record of same in the personal file of the student.</p> |
| viii. Possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to persons or property within the precincts of the University/Campus. | <p>a. Expulsion from the University/Campus for being in possession or storing or using arms and weapons within the precincts of the University/Campus</p> <p>b. Suspension for three calendar years and/or withholding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.</p> |
| ix. Engages in such activities as are likely to disrupt the conduct of registration, teaching study, research or examinations in the University/Campus or in the | Suspension up to one calendar year and / or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstruction |

| | |
|---|---|
| administration of the University/Campus or obstructs an event organized by the University/Campus within or outside its premises or obstructs or disrupts any other authorized event held within the University/Campus premises. | or disruption. |
| x. Obstructs or harasses any officer member of the academic or administrative staff, any other employee of the University/Campus or any other authorized person in the performance of his duties. | Suspension for two calendar years and withholding of examination results or certificates as appropriate. |
| xi. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a recognized student society/association/union | Suspension for one calendar year and withholding of examination results or certificates as appropriate. |
| xii. Occupies or uses any property of the University/Campus otherwise that in accordance with rules or other provisions made by the University/Campus from time to time, or without the authority of the VC/Rector or the relevant member of staff. | Suspension for one calendar year and withholding of examination results or certificates as appropriate. |
| xiii. Conducts himself in a manner which, in the opinion of the VC/Rector, is detrimental to the good name of the University/Campus or to the maintenance or order and discipline within the University/Campus | <p>Considering the gravity of the offence,</p> <p>a. Suspension from the University/Campus for a period not exceeding two calendar year depending on the gravity of the offence and withholding of examinations as appropriate or</p> <p>b. Serve warning by the VC/Rector with record of same in the personal file of the student.</p> |

| | |
|---|---|
| <p>xiv.</p> <p>a. Abuse/harassment (including any form of ragging/molestation) sexual harassment and/or intimidation whether physical or mental of any student of the University, VC, DVC/Rector, any other officer member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the University/Campus or at an event organized by the University/Campus</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| <p>b. Display of posters in the University/Campus premises by any student or students, which are intimidating or defamatory of the University, VC, DVC/Rector, other officer, member of the Academic or administrative staff or any other employee of the University/Campus.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| <p>xv. Causing of physical injury or physical harm or threatens to cause same to any student of the University/campus, VC/Rector, any other officer, member of the academic or administrative staff, any other employee of the University/Campus or any other person authorized to be in the premises of the University/Campus</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate or</p> |

| | |
|--|--|
| or at an event organized by the University/Campus. | <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xvi. Kidnapping, Hostage taking attempt to kidnap, or threatening to take hostage or kidnap VC, DVC/Rector, other officer, member of the academic or administrative staff, any student of the University/Campus, an employee, or any other person authorized to be in the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises. | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xvii. Inciting of students to disrupt legitimate activities of the University/Campus | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |

| | |
|--|--|
| | |
| xviii. Any student who has stolen or attempted the theft of property within the University/Campus premises or has retained stolen property belonging to the University/Campus or has caused willful damage to University/Campus property or to property of an officer, member, of the academic or administrative staff, an employee or a student of the University/Campus of any other person authorized to be in the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises. | |
| (1).Theft | <p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <ul style="list-style-type: none"> a. Expulsion from the University/Rector or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate or c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or d. Severe warning by the VC/Rector with record of same in student's personal file |
| (2).Willful damage | <p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <ul style="list-style-type: none"> a. Expulsion from the University/Rector or b. Suspension for two calendar years and |

| | |
|--|---|
| | <p>withholding of examination results or certificates as appropriate or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| (3).Attempted theft | <p>Fine to be recommended by the committee to impose punishments and</p> <p>a. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>b. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| (4).Retaining stolen property | Return the property and a fine to recommend by the committee to impose punishments. |
| xix. Violation of time limits for staying within the University/Campus premises or seeks entry to the University/Campus without authorization of the VC/Rector, before or after the designated times or as specially notified by the VC/Rector. | Severe warning by the VC/Rector with a record of same in student's personal file. |
| xx. Offers any gratification to any employee of the University/Campus as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus or</p> <p>b. Suspension for a period not less than six months and not exceeding two calendar years and withholdings of examination results or certificate as appropriate</p> |

| | |
|--|---|
| University/Campus employee or by any other University /Campus employee. | |
| xxi. Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University/Campus or without prior approval of the University/Campus or displaying or distributing publications/ posters at the University/Campus without authorization of the VC/Rector or any other person authorized by the VC/Rector. | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant section of the Universities Act No 16 of 1978 as amended and/or without following the authorized procedure in that regard. | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xxiii. Failure to comply with the rules and regulations made by the University/Campus on the conduct of affairs of any society/ association/ union | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xxiv. Convening any meeting or participating in any meeting of students in the precincts of the University contrary to the | <p>Considering the gravity of the offence,</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as</p> |

| | |
|--|---|
| constitution of the relevant society/association/union. | <p>appropriate</p> <p>or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xxv. Distributing and/or displaying and/or publishing materials using print/audio/electronic media/ any other mode of communication, which are defamatory and/or abusive of any recognized society/association/union or VC, Deputy VC/Rector any officer/member of the academic or administrative staff, an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises. | <p>Considering the gravity of the offence,</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate</p> <p>or</p> <p>b. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>c. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xxvi. Defacing or mutilating property belonging to the VC, Deputy VC/Rector any other officer, member of the academic or administrative staff, an employee, student of the University/Campus or any other person authorized to be present within the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises. | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
| xxvii. Inviting from outside the University/Campus, as a student of | <p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding</p> |

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

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

| | |
|--|---|
| | <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate o r</p> <p>d. Severe warning by the VC/Rector with record of same in student's personal file</p> |
|--|---|

12.3. Guidelines to be introduced to curb the menace of ragging in the Universities or Higher Educational Institutes (HEIs)

Commission Circular No. 919

Ragging has been in existence in the University system all over the world from time immemorial especially promoting good will and acquaintance among students. On the contrary, in Sri Lankan Universities quite alarmingly, ragging had caused severe mental and physical torture to the fresher students resulting in permanent physical and/or mental disabilities or else causing of death of few students in the past. In addition it is a well known phenomenon that in the majority of cases that ragging has been intentionally used to either cause torture to certain selected groups or classes of students or intended to infuse various political ideologies into the mind of the fresher students. Overall, the ill effects, particularly the life threatening incidences has far exceeded the socialization or naturalization claim put forward by the promoters of ragging. In view of the serious nature of the incidences that took place associated with ragging and high incidences of ragging related complaints made during the period of enrolment of fresher students to the HEIs, a new act has been introduced in 1998 under the title **Prohibition of Ragging and other Forms of Violence in Educational Institutions Act, No. 20 of 1998**. In terms of the said Act, ragging means “any act which causes or likely to cause physical or psychological injury or mental pain or fear to a student or member of the staff of an educational institution”.

Forms of ragging

Any person who commits or participates in ragging within or outside an educational institution shall be guilty of an offence under this act.

- a) Any person who whilst committing ragging causes sexual harassment or grievous hurt to any student or a member of staff,
- b) Any person who within or outside an educational institution threatens verbally or in writing to cause injury to any person, reputation or property of any student or a member of a staff of any higher education institution or to the person, reputation or property

some other person in whom/the victim is interested with the intention of causing fear in the victim or of compelling the victim to do any other act which the victim is legally not required to do or to omit to do any act which the victim is entitled to do,

- c) Any person who does any act which the personal liberty and the freedom of movement of any student or a member of staff of an education institution; or other person within such educational institution or any premises under the management and, control of such educational institution, is restrained without lawful justification and for the purpose of forcing such student, member of the staff or person to take a particular course of action,
- d) Any person who unlawfully any student or a member of the staff of an educational institution, in such a manner as to prevent such students or member of staff from proceeding in any direction in which such student or member of staff has right to proceed,
- e) Any person who unlawfully restraints any student or a member of staff of an educational institution in such a manner as to prevent such students or member of staff from proceeding beyond certain circumscribing limits,
- f) Any person who without lawful excuse, occupies by force, any premises of or under the management or control of, an education institution,
- g) Any person who causes mischief in respect of any property of or under the management or control of an education institution,

However, it is observed that the powers vested or the provisions of the above Act had not been properly utilized by the Universities HEIs during the last decade to curb ragging, causing more concern specially amongst fresher students and public outcry.

In view of the alarming increase of incidences of ragging of various forms that were reported and observed in the recent past of all Universities / higher Education Institutions, in spite of having introduced the above Act in 1998, the following guidelines are prepared in order to facilitate strict immediate implementation of the provisions of the above Act. Thus Universities / higher Education Institutions are hereby required to adopt the following measures in three phases, namely prevent, perform and punish in addition to the strategies adopted to suit the respective Institutions.

1. Prevent Ragging

- 1.1 The students should sign a declaration (Template in annexure I), countersigned by the parent/guardian stating that they shall not initiate, aide, abate, perform or participate in any form of ragging or violence inside or outside the premises of the HEIs during the period of their registration.
- 1.2 Appoint an Anti-Ragging Committee (ARC) in all Universities / HEIs consisting of the VC and /or DVC, Deans, One Council Member representing the UGC nominees, Proctor if any, University Medical Officer, Student Counsellors, sub-wardens and SAR/AR Student welfare as the convener. This committee should meet at least twice a month during the preparatory peak period and regularly report to the council.

Universities/HEIs are encouraged to establish Faculty level Anti Ragging Committees depending on the needs of the individual Universities/HEIs.

- 1.3 Prepare a hand out detailing the acts that could be considered as ragging together with the punishments that could be meted out under the provisions of the above Act.
- 1.4 Appoint Academic Staff of Senior Lecturer Grade II and above at least for the period of three months or more as Temporary Student Counsellors (TSC) on the basis of one TSC not exceeding per 20-25 students.

- 1.5 Educate all Heads of Departments and other responsible unit heads on all aspects of ragging including the provisions of the Act.
- 1.6 Posters on all measures taken on ragging should be displayed in prominent places such as the libraries, student canteens, hostels and in the relevant notice boards.
- 1.7 All security staff should be detailed on the preventive measures.
- 1.8 All parents and new entrants should be informed about the features of the Act.
- 1.9 Educate the seniors on the consequences of ragging
- 1.10 Admit the fresher Students while the senior are on vacation
- 1.11 Conduct an orientation/familiarization programme for fresher students educating them on the strategic locations and procedures to be followed if subjected in any form of ragging
- 1.12 All relevant officials should be encouraged to be present after- working hours or during weekends to take part in vigilant activities round the clock within and in the immediate vicinity of the HEI
- 1.13 Keep the local police informed of the places and period in which ragging could likely to occur
- 1.14 Keep the mass media informed on the measures taken to curb ragging and create public awareness specially targeting the neighbourhood
- 1.15 Encourage the presence of Student Counsellors and sub-wardens within the University premises for longer hours, may be on voluntary and roster basis
- 1.16 Initiate innovative University specific programs or activities that could provide a safer and student friendly environment for the fresher students to get familiarized with the University environment and culture

2. Procedures to be followed in the event of ragging

- 2.1 Record all complaints related to ragging and provide facilities to, lodge open complaints or under 'confidential' basis if needed
- 2.2 Encourage submissions of evidence as much as possible, written forms of complaints, material evidence, injuries, witnesses, circumstantial, tape-recorded (audio) and photographs or videos
- 2.3 Report all cases of ragging to the relevant Police Station to be followed under the ragging Act no 20 of 1998.
- 2.4 Refer for medical or psychiatric examination and request medical reports if necessary

- 2.5 In case of grievous injuries or on punishable acts as prescribed in the Penal Code and the convention against Torture and Other Cruel, Inhuman or Degrading Treatment or punishment Act no 22 of 1994, report to the police
- 2.6 obtain details of the damages caused to University or public property as a result of ragging
- 2.7 Follow the procedures prescribed in the Prohibition of Ragging Act No 20 of 1998.
- 2.8 Report all incidences of ragging and the punishments meted on the basis of the Ragging Act No 20 of 1998 to the University Grants Commission on a weekly basis during the period of the first three months of the enrollment of fresher students.

3. Punishment

It is emphasized that many of the offences listed under the above Act are unbailable and liable to rigorous imprisonment, up to ten years. It is also possible that a student if found guilty under the provisions of the above act could be expelled from the Institution and also liable to pay compensation for any damages to property or injuries caused on the victims.

12.4. BY – LAWS RELATING TO CONDITIONS OF RESIDENCE AND DISCIPLINE OF STUDENTS

[BY LAWS MADE UNDER SECTION 135(1) (D) OF THE UNIVERSITY ACT NO 16 OF 1978, AS AMENDED BY THE UNIVERSITIES (AMENDMENT) ACT NO.07 OF 1985]
These by – laws may be cited as By – Laws No. I relating to condition of Residence and discipline of students and shall come into force on 1st May 1986.

12.4.1. Conditions of residence

- 12.4.1.1. Student means – any one of all postgraduate, undergraduate and diploma students of the University of Jaffna.
- 12.4.1.2. Residence means – the stay during any day of a student within the Campus premises whether it be for purpose of study in a prescribed course, or for the use of the Library and/or any other facility, and/or the stay as a legitimate resident of the University hostel.
- 12.4.1.3. All students shall follow the prescribed course of study to the satisfaction of the Senate. Any student who keeps away from the course continuously for a period of one academic term without authorized leave of absence will be deemed to have left the course.
- 12.4.1.4. Leave may be granted up to one week by the Dean of Faculty to which the student belongs, and beyond that period, by the Vice – Chancellor.
- 12.4.1.5. Any student who contracts a contagious disease shall immediately contact the University medical Officer, and strictly follow his/her advice. If this is not a possible, the student may obtain the advice of a qualified Medical Officer and report to the University medical Officer as soon as possible.
- 12.4.1.6. Students who are residents of the University Hostel are required to fully comply with the rules of Residence issued by the Warden from time to time.

- 12.4.1.7. All students except the hostel residents are required to vacate the premises of the University by 22.00 hours (or at any other time notified by the Vice Chancellor) on each day, unless engaged in legitimate business. Students who are residents of the University Hostel and who wish to gain entry to the campus premises after 22.00 hours should either produce their University Identity Cards/Record Books or identify themselves by placing their signature/ index number, when requested by the security staff.
- 12.4.1.8. Students receiving visitors who are not persons of the University are required to report of same to the Chief Security Officer or the Officer In-Charge of the Security Staff on duty.
- 12.4.1.9. All students are required to be suitably attired during their period of residence of the Campus

12.4.2. Registration and Conditions of discipline

- 12.4.2.1. Students of the University at all times shall Endeavour to safeguard the dignity, good named and reputation of the University
- 12.4.2.2. Students are admitted and registered as undergraduate or graduate students of the University subjects to their good behavior and the observance of strict discipline.
- 12.4.2.3. On admission to the University no student shall be duly registered as a student unless such student makes a declaration duly signed by him/her as provided for in schedule 1 to these By Laws to the effect that he/she had read and understood the provisions of these By-Laws and that he/she will at all times abide by the provisions of these By-Laws
- 12.4.2.4. Upon the receipt of an application on the prescribed form for registration as a student of the University together with such documents as may be necessary of this purpose. along with the declaration referred to in the forgoing paragraph, the Registrar or such other officer as may be nominated by him for this purpose shall register such student and shall issue to the student so registered an Identity Card and student's Record Book bearing the photograph of the student concerned duly embossed with the seal of the University which shall be final and conclusive evidence pertaining to the Identity of the student and also to the accuracy of the particulars stated therein.
- 12.4.2.5. Every registered student of the University shall have in his possession either such Identity card or Student's Record Book which he shall produce when called upon to do so by a member of the Academic staff or by any officer authorized by the Vice Chancellor or registrar for this Purpose.
- 12.4.2.6. If any registered student fails to produce or willfully refuses to produce or neglects to produce such Identity Card or student's record Book when called upon to do so by an authorized officer of the University such student shall be deemed to be guilty of an offence punishable under these By-laws.
- 12.4.2.7. In the event of failure or the refusal to produce such Identity Card or Student's Record Book the authorized officer shall have the power to take such student to custody to produce him before the Warden of the respective Hall of Residence if such student claims to be resident in a hall of residence for identification, In the event of such Residence such student may be produced before the Chief Security

Officer or Chief Marshal who shall report him to the Vice – Chancellor for appropriate action.

- 12.4.2.8. The particulars stated in the Identity Card or Student's Record Book shall be deemed to contain prima facie evidence of the status of the student and shall be in the manner prescribed in Schedule II of these by Laws.
- 12.4.2.9. No club, society, Union of other association of students shall be recognized except as provided for in the relevant sections of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No. 07 of 1985
- 12.4.2.10. A recognized body of student so formed shall be hereinafter called a University Society.
- 12.4.2.11. A University Society shall be governed by the provisions of the relevant sections of the Universities Act. No. 16 of 1978 as amended by the Universities (Amendment) Act No. 07 of 1985, and by Laws framed under same for the specified purpose.
- 12.4.2.12. No public meeting may be held by any student(s) University, society, or other association of students on the University premises except with the permission of the Vice- Chancellor. The latter shall be obtained in a manner prescribed by notice from time to time.
- 12.4.2.13. The Vice-Chancellor shall designate the place and time of meeting when granting approval and the meeting shall not be held elsewhere o at any other time without the prior concurrence of the Vice-Chancellor.
- 12.4.2.14. For the purpose of this section a public meeting may be a gathering of five of more students with or without fees being charged.
- 12.4.2.15. Exceptions to the provisions of this section may be permitted by the Vice-Chancellor through delegation to the Dean of a Faculty or Head of Department the authority to allow at his/her discretion the holding of a meeting which is of an academic nature.
- 12.4.2.16. The holding of an unauthorized meeting shall be considered an act of indiscipline and those responsible shall be liable for punishment.
- 12.4.2.17. for the purpose of this section, acts of indiscipline under unauthorized meetings include announcement of such meetings, the putting up of posters or banners connected with such meetings, conducting the meetings, and addressing meetings.
- 12.4.2.18. Unless the prior consent of the Vice Chancellor has been obtained, no subscriptions may be collected from among students of the University by any student(s), university society or other association; provided that this regulation shall not apply to a subscription collected by a University Society in accordance with, and for purpose of, its rules.
- 12.4.2.19. Harassment (including any form of ragging) and intimidation of any person whether physical or mental shall be considered an act of indiscipline.
- 12.4.2.20. For the purpose to this section, intimidation shall include the display of posters in the Campus premises by any student or students which are not properties of a University society, calling for the boycott of lectures or strike action.
- 12.4.2.21. Even in the case of posters belonging to a University society, they can be recognized as valid notices only if that society has met legitimately and taken a majority decision at such meeting.

- 12.4.2.22. The causing of actual physical injury or physical harm or of threat to cause same constitutes a grave act of indiscipline and shall be regarded as a punishable offence.
- 12.4.2.23 kidnap, attempted kidnap or threat to kidnap any person or persons constitutes a grave act of indiscipline and shall be regarded as a punishable offence.
- 12.4.2.24 The inciting of students to disrupt legitimate activities of the University constitutes a grave act of indiscipline and shall be regarded as a punishable offence.
- 12.4.2.25 Any student, who has stolen or attempted the theft of property within the university premises or has retained stolen property belonging to the University or has caused willful damage to same, shall be guilty of a punishable offence.
- 12.4.2.26 Any teacher of the University may suspend any student from a lecture, practical / demonstration, tutorial or test held by him, but shall in every such case report the suspension to the Head of the Academic Department who shall then report same to the Dean of the Faculty and the Vice Chancellor. The later shall then determine further action that requires to be taken upon the recommendation of the Dean.

RENEWAL OF REGISTRATION FORM

Registration No:

Full NameMr/Miss:

Permanent Address:

Temporary Address:

To which course of study re-admission is being sought

2nd/3rd/4th/5th year course in Siddha Medicine

Subject :i).....

ii).....

iii)

iv)

v)

vi)

Results

2ndBSMS.....

3rdBSMS.....

4th BSMS.....

5th BSMS.....

| Fees Paid | Amount | Receipt No | Date of Payment |
|---------------------|--------|------------|-----------------|
| Registration Fee Rs | 100/= | | |
| Medical Fee | 50/= | | |

I declare that the information herein are true and correct to the best of my knowledge.

.....
Signature of Applicant

.....
Date

Recommendation of the Head

.....
Head/Siddha Medicine

.....
Date

13. IMPORTANT TELEPHONE NUMBERS

UNIVERSITY OF JAFFNA

| | | |
|---|---|------------|
| Vice Chancellor | - | 0212222294 |
| Librarian | - | 0212222970 |
| Registrar | - | 0212222006 |
| Bursar | - | 0212229603 |
| Rector Vavuniya campus | - | 0242222264 |
| Dean Faculty of Agriculture | - | 0212060175 |
| Dean Faculty of Arts | - | 0212223091 |
| Dean Faculty of Engineering | - | 0212062160 |
| Dean Graduate studies | - | 0212223608 |
| Dean Faculty of Management Studies & Commerce | - | 0212223610 |
| Dean Faculty of Medicine | - | 0212222073 |
| Dean Faculty of Science | - | 0212222655 |
| Senior Assistant Bursar | - | 0212224679 |
| DR/Establishment (Academic) | - | 0212226715 |
| DR/Examination | - | 0212223609 |
| SAR/Establishment (Non Academic) | - | 0212228566 |
| SAR/Administration | - | 0212226517 |
| Assistant Registrar (Academic) | - | 0212226500 |
| Assistant Registrar (Admission) | - | 0212226714 |
| Assistant Registrar (Welfare) | - | 0212226716 |

| | | |
|----------------------------|---|-------------|
| Marshal | - | 0212229668 |
| Senior student counselor | - | 0212229668 |
| Internal Audit | - | 0212226518 |
| University Medical Officer | - | 0212226519 |
| Works Engineer Maintenance | - | 0212226516 |
| Chief Security Officer | - | 0212228862 |
| University Students Union | - | 021 2223744 |
| Unit of Siddha Medicine | - | 0212057146 |
| Female Hostel Kaithady | - | 0212057144 |
| Male Hostel Kaithady | - | 0212057145 |

Revised by:
Dr. S. Sivashanmugarajah - Senior Lecturer Gr. I
Dr. (Mrs.) K. Sounthararajan - Senior Lecturer Gr. II