By-Law No. 14 of 2025

UNIVERSITY OF MORATUWA, SRI LANKA

BY-LAW RELATED TO CONDITIONS OF

RESIDENCE, STUDENT DISCIPLINE AND

RAGGING & HARASSMENT

OF

THE UNIVERSITY OF MORATUWA, SRI LANKA

Prepared under Sections 135 and 45 (2) (ix)of the Universities Act No. 16 of 1978, (as amended) and in compliance with Orders of Court of the Supreme Court issued in the Judgment of SC/FR 216/2020 on 09th July 2025.

Approved by the Council at its 541st meeting held 03rd December 2025
on the recommendation of the Senate at its 567th meeting held on 26th November 2025
on the recommendation of the By-Laws Committee meeting held on 14th November 2025.

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BY-LAW RELATED TO CONDITIONS OF RESIDENCE, STUDENT DISCIPLINE AND RAGGING & Harassment OF THE UNIVERSITY OF MORATUWA, SRI LANKA

Preamble

These By-Laws, made by the Council of the University of Moratuwa, Sri Lanka under Section 135(1)(d) read with Section 29(n) of the Universities Act No. 16 of 1978 (as amended), may be cited as the Conditions of Residence, Student Discipline and Ragging & Harassment By-law No. 14 of 2025 and shall come into operation with effect from 1st January 2026.

This By-Law is enacted with the objective of preventing indiscipline among students, to regulate student conduct within the University, ensure the maintenance of discipline, and create an environment conductive to education, while safeguarding the Right to Education of all students in the University and disciplinary measures shall be imposed where necessary to achieve these objectives.

The By-law No. 14 of 2014, the By-law related to Conditions of Residence and Discipline of Student(s) of University of Moratuwa, Sri Lanka and its subsequent amendments and all other By-laws relating to student discipline are hereby repealed and replaced by this By-law.

However, the provisions of the previous By-law No. 14 of 2014 and its subsequent Amendments shall continue to apply to all internal disciplinary proceedings, suits, prosecutions, appeals, or other legal proceedings, whether civil or criminal, which have been commenced or instituted in any court or tribunal by or against the University of Moratuwa and for any incident of breach of discipline which may be reported prior to the date of coming into operation of the present By-laws.

This By-law is formulated in accordance with University Grants Commission Circulars No. 919 dated 15th January 2010, No. 946 dated 10th February 2011, No. 12/2019 dated 22nd November 2019, and No. 04/2020 dated 10th August 2020, and in compliance with the Orders of the Supreme Court issued in SC FR Application No. 216/2020 on 09th July 2025.

PART I – CONDITIONS OF RESIDENCE AND STUDENT DISCIPLINE

1.0 Academic Activities

1.0.1 All student(s) shall follow the prescribed course of study to the satisfaction of the Senate, as specified in By-Law for Conduct at Examinations at the University of Moratuwa, Sri Lanka (By-Law No. 15).

1.0.2 All student(s) shall obtain leave of absence when required, as specified in By-law for Conduct at Examinations at the University of Moratuwa, Sri Lanka (By-Law No. 15).

1.1 Attire/dress code

1.1.1 The student(s) are required to be properly attired in a dress in a manner acceptable to the academic environment of a professional course of study programme.

1.1.2 The attire shall not be a hindrance to the identification of the student(s) during their residence in the University and/or any authorized premises.

1.2 Residence within University premises

1.2.1 Any Student(s) who contacts a contagious disease shall immediately contact the University Medical Officer, and strictly follow his/her advice. If this is not possible, advice shall be obtained from a qualified Medical Officer and report to the University Medical Officer as soon as possible (see also By-Law 15).

1.2.2 The Student(s) shall obtain prior approval from the Vice-Chancellor to be engaged in a specific activity within the University premises after 2200 hours for a specified duration, with the recommendation of the Head of Department or the Senior Treasurer of a recognised Society.

1.2.3 No student(s) shall entertain visitors within the University premises, unless the approval of the Chief Security Officer or prior permission from the Vice- Chancellor has been obtained.

1.2.4 Student(s) who are residents of the University Hostels are required to fully comply with the Rules of Residence issued by the Warden/ Sub Warden from time to time.

(a) All student(s), except as provided for in clause 1.2.4(b) and 1.2.4(c), are required to vacate the premises of the University by 2200 hours (or at any other time notified by the Vice-Chancellor) on each day, and are not allowed to come into the premises till after 0500 hours.

(b) All Student(s) who are resident in a hostel within the main University premises can remain within the hostel premises after 2200 hours, but shall not leave the Hostel premises.

(c) A Student(s) who is a resident of the hostel located within the main premises and who wish to gain entry to the University premises after 2200 hours should produce their University Identity Cards/Record Books and place their signature on a late arrival log book maintained by the Security Staff, together with his/her name and index number.

(d) The attire of all student(s) should meet with the conditions stipulated in 1.1 of this By-Law.

1.3 Identification of Student(s)

1.3.1. The Student(s) shall produce the Student(s) Identity Card/University Record Book, when called upon to do so by any Officer, any member of the Academic Staff or Administrative Staff or Security Staff or Marshalls of the University or any other person authorized by the Vice - Chancellor.

1.4 Entry and Exit to and from the University

1.4.1. The Student(s) are required to enter into and exit only from the designated points of Entry and Exit of the University premises.

1.5 University Students Union and other Associations Organizations

1.5.1. No Union or any other Association of student(s) shall operate within the University unless it is duly registered with the approval of the University Council, in accordance with the Universities Act No. 16 of 1978 (as amended) and respective By-laws, rules,

regulations.

1.5.2. Every University Student Association shall:

I. Function in accordance with the Constitution approved by the Council, ensuring democratic representation, gender equality, and non-discriminatory participation in compliance with fundamental rights recognized under Articles 10–14 of the Constitution;

II. Conduct its affairs in a manner consistent with the Universities Act, the University Charter, and these By-Laws;

III. Avoid any conduct or activity that amounts to ragging, harassment, intimidation, coercion, or any act violative of the dignity, safety, or liberty of any person, whether within or outside the University premises.

1.5.3. All student associations shall comply with such rules, regulations, and codes of conduct as may be prescribed by the University and shall submit annual reports and audited financial statements to the Registrar/Senior Assistant Registrar (Welfare).

1.5.4. All student Associations should ensure gender parity and ethnic balance in elections to Student Unions and their office bearers, and conducting elections in a manner where individual candidates can contest for each post.

1.6. Public Meetings and Assemblies

1.6.1. No public meeting, assembly, demonstration, or similar gathering shall be held by any student or student organization within the University premises without the prior written permission of the Vice-Chancellor, except as provided under subsection (c) below.

1.6.2. When granting such permission, the Vice-Chancellor shall determine the venue, date, and time of the meeting, and such meeting shall not be held elsewhere or at any other time without the Vice-Chancellor's prior written approval.

1.6.3. Meetings of an academic or educational nature, such as seminars, workshops, and discussions organized by recognized academic societies, may be permitted by the Vice-Chancellor or by delegation to the relevant Dean of Faculty or Head of Department, provided they conform to University regulations and uphold the objectives of higher education.

1.6.4. The holding of any unauthorized meeting, or any act promoting indiscipline or disruption of academic activities, shall constitute a disciplinary offence under these By-Laws.

1.6.5. Acts of indiscipline under this provision shall include, but are not limited to—

i. The displaying or distribution of unauthorized posters, banners, or handbills;

ii. The organization or conduct of unauthorized meetings; or

iii. The use of language, slogans, or materials that promote violence, hate, or discrimination, contrary to the principles enunciated in the judgment of SC/FR/216/2020.

1.7. Collection of Funds and Use of Funds

1.7.1. No collection of money, subscriptions, or donations shall be made by any student, group of students, or student organization within the University without the prior written approval of the Vice-Chancellor.

1.7.2. Student organizations permitted to collect funds shall:

i. Maintain proper accounts, duly audited by a person authorized by the University;

ii. Deposit all collections in an authorized University account within such period as may be specified; and

iii. Submit a Statement of Accounts to the Senior Assistant Registrar (Welfare) within two (02) weeks of the collection.

1.7.3. Failure to comply with the above financial procedures shall constitute a punishable offence under the First Schedule to these By-Laws.

1.7.4. The Vice-Chancellor may authorize fund-raising from external sources, subject to such conditions as may be prescribed, provided that such activity does not contravene the Universities Act, these By-Laws, or any provision of the law relating to public order or prevention of ragging.

1.8. Posters, Publications, Handbills and use of Electronic/Social Media

1.8.1. Notices, posters, or publications may only be exhibited in authorized locations within the University as designated by the Vice-Chancellor.

1.8.2. No such material shall be displayed or distributed unless

i. Prior permission has been obtained from the Vice-Chancellor; or

ii. The publication is issued by a duly registered student organization in accordance with its approved constitution; or

iii. The publication relates to a student election authorized under University regulations.

1.8.3. Every poster or publication shall display the name of the issuing organization, the date of issue, and the signature or name of the office-bearer responsible.

1.8.4. Posters, handbills, posts shared in electronic/ social media or publications containing obscene, defamatory, threatening, discriminatory, or politically partisan content shall be strictly prohibited and treated as a serious disciplinary offence under these By-Laws.

1.8.5. No newspaper, periodical, or handbill shall be sold or distributed within the University premises without the prior written permission of the Vice-Chancellor.

1.9. Disobeying lawful orders and furnishing the University with false information

1.9.1. Student(s) disobeying a lawful order issued by any officer, a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the Vice-Chancellor is a punishable offence.

1.9.2. Furnishing the University with false information, the non-disclosure of information including self-identification and misleading the authorities of the University, is a punishable offence.

1.10 Communication and/or Correspondence with Authorities

1.10.1. No communication and/or correspondence relating to the academic/student related or Official activities of the University shall be made or addressed by a student(s) or a University Student(s) Association except through the Vice-Chancellor, to:

(a) the Chancellor, any member of the Council of the University, the Minister of Education, the University Grants Commission, any member of the University Grants Commission or any Official of the University Grants Commission.

(b) any other external Agency .

1.10.2 No communication and/or correspondence shall be made to any external Agency, Press, or any electronic Media, which shall bring the University into disrepute by any student(s), a University Student(s) Associations, as coming from the University, on any matter whatsoever.

1.10.3 Distributing and/or displaying and/or publishing materials using print/audio/video/electronic media/ Social media and or any other mode of communication, which are defamatory and/or abusive of any recognized society/association/union or Vice-Chancellor or Deputy vice-Chancellor, 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 is a punishable offence.

1.11 Completion of the Compulsory Foundation Course and Compulsory Refresher Course designed to create awareness of and combat ragging

1.11.1 Following the Orders of Supreme Court issued in the judgment of SC FR 216/2020, the University Grants Commission is to introduce a Compulsory Foundation Course designed to create awareness of and combat ragging for First year students and the University to conduct a Compulsory Refresher Course for students who have completed their First year in their remaining Academic Years.

1.11.2 Every First-Year Student shall complete the Compulsory Foundation Course designed to create awareness of and combat ragging.

1.11.3 Every student who has completed the First Year of study shall complete the Compulsory Refresher Course on awareness and prevention of ragging during each of the remaining academic years.

1.11.4 The Curriculum Evaluation Committee shall ensure that every undergraduate course of study offered by the University is reviewed and revised, as necessary, to incorporate the **Compulsory Foundation Course** and the **Compulsory Refresher Course** prescribed by the University Grants Commission (UGC) for the purpose of creating awareness of and preventing ragging in higher educational institutions.

PART II – RAGGING & HARASSMENTS AND/ OR ACTS OF VIOLENCE

2.0 Any act of Ragging 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 the University within or outside the university premises and /or committed through Cyberspace/Social Media or any electronic platform is strictly prohibited.

2.1 All other forms of harassment and/or acts of violence causing mental/physical/verbal to a student or a member of the student within or outside the university premises are strictly prohibited.

2.2 Ragging & harassment and/or any act of violence committed on cyberspace/social media and/or any other Information Communication Technology (ICT) based platforms are strictly prohibited.

2.3 Committing, aiding or abating commission of any form of act of ragging & mental/physical/verbal/sexual/online harassment and/or acts of violence are punishable offences under this By-Law.

2.4 All students should be aware that the university has a Policy of Zero-Tolerance for raging & harassment and/or acts of violence.

PART III – OFFENCES CALLING FOR DISCIPLINARY ACTION

(Revised in compliance with Orders of Supreme Court issued in the Judgment of SC/FR/216/2020)

3.0 General Provisions

3.0.1. The following acts, omissions, or conduct, save and except those specifically provided elsewhere in these By-Laws, shall constitute "Offences Calling for Disciplinary Action."

3.0.2. The seriousness of an offence shall be judged not only by the nature of the act or omission constituting such offence but also in relation to all circumstances surrounding its commission, including intent, motive, impact on others, and degree of harm or disruption caused.

3.0.3. Any act, omission, or conduct by a student or a student(s) association within or outside the University premises, which is contrary to the Universities Act No. 16 of 1978 (as amended), these By-Laws, and principles enunciated in the judgment of SC FR 216/2020 related to the dignity, safety, liberty, or rights of any student/person, shall be deemed to be an act of indiscipline.

3.0.4. Any act, omission or conduct by a student or student association in violation of rules and conditions provided in Part I and II here to constitute an offence calling for disciplinary action.

3.0.5. Offences which may be dealt with under these provisions may be categorized under various headings listed below, but this should not be treated as a comprehensive list of such acts or to limit the definition of offence to any of the descriptions or definitions contained in this paragraph. Any act not covered by these definitions which, in the opinion of the Vice-Chancellor calls for disciplinary action, shall also be dealt with punishments provided in the Schedule No.01.

3.1 Ragging & Harassment and Acts of Intimidation

3.1.1. Any act of harassment, abuse, or ragging, whether physical, mental, verbal, psychological,

sexual, or cyber harassment , directed against any student, officer, academic or non-academic staff member, employee, or any person lawfully within University premises or engaged in University-related activity, shall constitute a grave disciplinary offence.

3.1.2. Harassment or abuse shall include but not be limited to:

(a) Acts of physical assault, mental harassment, molestation, confinement, or intimidation;

(b) Verbal abuse, demeaning speech, or psychological manipulation;

(c) Cyber harassment or online defamation;

(d) Coercion, humiliation, or forced participation in activities against one's will.

3.1.3. No student shall obstruct or intimidate any officer, member of the academic or administrative staff, or any other authorized person in the lawful performance of their duties, or attempt or t**hreaten to do so.**

3.1.4. Intimidation shall include any attempt to induce fear, boycott, or disruption, including the unauthorized display of posters, banners, publications calling for strike action, boycotts, or other acts intended to disrupt the lawful activities of the University.

3.1.5. The causing or threatening of physical injury or harm to life or property of any person connected to the University, or participation in or abetment of such acts, constitutes a serious offence.

3.1.6. The possession, storage, carrying, or use of arms, weapons, explosives, or harmful substances, or any act threatening injury to persons or property, shall be strictly prohibited and treated as a major disciplinary offence.

3.1.7. Any act of kidnapping, hostage-taking, or attempt or threat thereof, directed against any person associated with the University or participating in a University function, whether within or outside its premises, shall be deemed a heinous disciplinary offence and may also be referred for criminal prosecution.

3.2. Disruption of Legitimate Activities of the University

3.2.1. Inciting, organizing, or participating in any act intended to disrupt legitimate activities of the University, including teaching, research, administration, or examinations, constitutes a grave act of indiscipline.

3.2.2. Engaging in or encouraging conduct that obstructs or prevents the conduct of registration, classes, examinations, research, or administrative work, or that disrupts or obstructs authorized University events, is strictly prohibited.

3.2.3. Preventing or obstructing any student from carrying out studies, research, or participation in recognized student activities, or violating the right of any student or staff member to move freely within University premises, constitutes a disciplinary offence.

3.2.4. Driving, riding, or parking vehicles in a manner that endangers safety, obstructs access, or

violates the mobility rights of others within the University premises shall be treated as an act of indiscipline.

3.3 Damage or Misuse of University Property/ property belonging to any member of the University community

3.3.1. Theft, attempted theft, possession of stolen property, or willful damage to University property or property belonging to any member of the University community shall constitute a serious disciplinary offence.

3.3.2. Destroying, damaging, defacing, misusing, alienating, or unlawfully appropriating property owned, leased, or held in custody by the University or any person lawfully authorized therein shall constitute an offence.

3.3.3. Unauthorized occupation, retention, or use of University property or premises, contrary to rules or without proper authority, shall be prohibited.

3.3.4. Defacing or mutilating any property belonging to officers, staff, or students of the University, or any other person authorized to be within the University premises or participating in a University event, is an offence under these By-Laws.

3.4. Disruptive Behavior in Academic Settings

3.3.1. No student shall engage in conduct that disrupts the teaching, learning, or assessment process, or interferes with a teacher or examiner in the discharge of their duties.

3.3.2. Where a student disrupts a class, practical, demonstration, tutorial, or examination, the teacher may suspend such student from that session and shall immediately report the matter to the Head of Department, who shall in turn report to the Vice-Chancellor for disciplinary action.

3.3.3. The Vice-Chancellor shall determine appropriate disciplinary measures, proportionate to the severity and circumstances of the offence, ensuring adherence to due process, fairness, and the principles of natural justice as mandated in SC/FR/216/2020.

3.5. Failure to comply with health and safety requirements

3.5.1. Any student who causes or contributes to a hazard or unsafe condition that affects the health, safety, or wellbeing of any person, or the safe working environment of the University, shall be guilty of a punishable offence under these By-Laws.

3.5.2. Students shall at all times comply with University health and safety regulations, including those related to laboratory work, field activities, and emergency procedures.

3.5.3. Failure to report or deliberate concealment of a health or safety hazard that endangers others shall also constitute a disciplinary offence.

3.6. Offences Related to Alcohol and Intoxicating Substances

3.6.1. The possession, transportation, distribution, or consumption of alcohol or any intoxicating substance within the University premises is strictly prohibited.

3.6.2. Being present with persons engaged in consumption of alcohol or intoxicating substances, or aiding or abetting such conduct, constitutes an offence.

3.6.3. All forms of liquor, alcoholic beverages, and intoxicating substances are prohibited within the University premises or during any University-sponsored activity or event.

3.6.4. The possession, transportation, distribution, or consumption of alcohol or intoxicating substances during University functions, field visits, or official travel shall be treated as a serious disciplinary offence.

3.6.5. Being under the influence of alcohol or drugs while within the University premises or at any University function, or while travelling to or from such event, shall constitute a major offence.

3.6.6. If any drug-related issue is reported within the University or hostel premises, i.e. offence under the Poisons, Opium and Dangerous Drugs Ordinance as amended or any other applicable law in respect of the prevention and combating of substance abuse the Vice-Chancellor may consider the gravity and nature of the offence and forthwith report same to the nearest police station or the Police Narcotic Bureau.

3.7. Degradation of Environment

3.7.1. Bringing or facilitating the entry of animals into University premises, other than as authorized by the University, shall constitute a punishable offence.

(a) Any act that results in environmental degradation, such as littering, pollution, or feeding animals, shall be treated as an offence.

(b) Any alteration, damage, or unauthorized modification to the structural, landscape, or environmental features of the University shall be prohibited. Such changes shall only be undertaken by the University Authorities in accordance with approved procedures.

3.8. Offences Related to Information Communication Technology (ICT) based systems

3.8.1. Unauthorized or improper use of the computer systems, network of the University, or Social Media or electronic communication platforms by any student shall be a punishable offence.

3.8.2. This includes acts of hacking, accessing restricted data, spreading malware, impersonation, harassment through digital means, or using University systems for illegal or unethical activities.

3.8.3. The University reserves the right to monitor and investigate such misuse, and to refer cases involving criminal conduct to law enforcement authorities.

PART IV – DISCIPLINARY PROCEDURE

(Revised in compliance with the Orders of the Supreme Court issued in the Judgment of SC/FR/216/2020)

4.0. Reporting of an Act of Indiscipline

4.0.1. Any Student shall have the right and duty to report to any Academic Staff member or Chief Security Officer or Marshal of any act or conduct committed by any other student or group of students or employees of the University that appears to constitute an offence calling for disciplinary action under these By-Law or Establishments Code of the University Grants Commission and Higher Educational Institutes/Institutions and or any other Statute/Law.

4.0.2. Every officer, employee, or person authorized to be in the University shall have the right and duty to report to the Deputy Vice-Chancellor or Proctor or Chief Security Officer or Marshal any act or conduct committed by any student or group of students that appears to constitute an offence calling for disciplinary action under these By-Laws.

4.0.3. Any Academic Staff member or Proctor or Chief Security Officer or Marshal receiving such information of an incident shall immediately make a written record of the complaint with available evidence (if any), duly dated and signed, and shall transmit it without delay to the Vice-Chancellor through Deputy Vice Chancellor for appropriate action under these By-Laws.

4.0.4. The Vice-Chancellor shall ensure that every such report is entered in a confidential disciplinary register maintained by the Deputy Vice-Chancellor's Office and that the student concerned is notified in writing of the allegation within a reasonable time, unless immediate preventive action is warranted.

4.0.5. If the reported incident is related to the conduct of an employee of the University, the disciplinary procedures as provided in the Universities Act No.16 of 1978 and the Establishments Code of the University grants Commission and Higher Educational Institutes/Institutions shall apply for the disciplinary process.

4.1. Declaration of "Out of Bounds"

4.1.1 Authority to Declare

4.1.1.1. The Vice-Chancellor may, subject to the provisions of this section, declare the University or part thereof out of bounds to any student who:

(a) is reasonably believed to have violated any provision of these By-Laws; or

(b) is facing a pending disciplinary inquiry or criminal case; or

(c) is the subject of a police investigation involving serious allegations affecting the safety or dignity of members of the University community.

(d) Such declaration shall be made only when the Vice-Chancellor is satisfied that it is reasonably necessary to protect the safety, dignity, or wellbeing of any member(s) of the University or the public.

(e) Vice Chancellor shall extend or lift such declaration on his own considering the factual situation of the specific incident and/or upon the recommendations of the Preliminary Investigation Committee and/or Formal Committee of Inquiry.

4.1.2 Meaning and Effect of "Out of Bounds Declaration"

An "Out of Bounds Declaration" shall mean a temporary and preventive order prohibiting a student from entering the University premises, attending classes, or participating in University activities.

However, the Vice-Chancellor may permit such student, in writing, to enter the premises for specific purposes such as:

(a) appearing for examinations,

(b) attending disciplinary inquiries, or

(c) accessing essential student services.

4.1.3 Nature and Purpose

4.1.3.1. The declaration under this section shall not be considered a punishment.

It is a preventive and protective measure, intended solely to safeguard the safety and dignity of persons and property within the University community.

4.1.3.2. The Vice-Chancellor shall record written reasons for the declaration, which shall be communicated in writing to the student(s) concerned and kept on record for accountability and review.

4.1.4 Right to Representation

4.1.4.1. No student shall be subjected to an Out of Bounds Declaration unless he or she has been given a reasonable opportunity to make representations, either:

(a) in person, before the Deputy Vice-Chancellor, Proctor, Marshal, or Chief Security Officer, in the presence of an appointee designated by the Vice-Chancellor; or

(b) in writing, where personal appearance is not practicable.

4.1.4.2. The officer before whom the student makes representations shall prepare a written report within twenty-four (24) hours and forward it to the Vice-Chancellor for consideration and decision.

4.1.4.3. The Vice-Chancellor's decision shall be reasoned, dated, and communicated in writing to the student, with a copy placed in the student's personal files.

4.1.5 Emergency Orders

4.1.5.1. In cases of immediate threat or grave urgency, the Vice-Chancellor may impose an Out of Bounds Declaration with immediate effect to prevent harm or disruption.

4.1.5.2. In such instances, the affected student shall be informed in writing of the grounds for the action, and afforded the opportunity to make representations within five (5) working days of such declaration.

4.1.5.3. The Vice-Chancellor shall review the declaration within five (5) working days upon receiving such representation and either confirm, vary, or revoke the order, giving written reasons for the decision.

4.1.6 Periodic Review

4.1.6.1. Vice- Chancellor shall review every Out of Bounds Declaration in every thirty (30) calendar days from the date of issue.

4.1.6.2. The Vice-Chancellor shall, upon each review, record written reasons where the declaration is extended or maintained beyond such period.

4.1.6.3. The Vice-Chancellor shall also ensure that the student concerned is informed in writing of each review decision.

4.1.6.4. A Register or details of issued Out of Bounds Declarations shall be maintained by the Institutional Affairs Division.

4.1.7 Academic Rights During Declaration

4.1.7.1. A student under an Out of Bounds Declaration shall not be deprived of the right to sit for any University examination or assessment.

4.1.7.2. Such student may, with the written approval of the Vice-Chancellor, sit for any internal or external examination under protest, provided appropriate arrangements are made to preserve the safety and integrity of all persons involved.

4.1.8 Procedural Safeguards and Judicial Standards

4.1.8.1. All actions taken under this section shall conform to the principles of natural justice and the procedural fairness standards reaffirmed in the Orders of Supreme Court issued in the Judgment of SC/FR/216/2020, including:

(a) the right to notice of the allegation,

(b) the right to be heard,

(c) the right to a reasoned decision, and

(d) the right to review or appeal in accordance with University procedures

4.1.8.2. The University shall ensure that preventive measures under this section are not misused as punitive actions or as a substitute for a proper disciplinary inquiry.

4.1.8.3. During the pendency of the Preliminary Investigation and the Formal Inquiry, the anonymity of the victim, perpetrator and any witness, as well as confidentiality, shall be maintained as far as possible., and any disclosure shall be made only where it is necessary in the interest of ensuring the transparency, credibility and efficacy of the Disciplinary Inquiry process.

4.1.8.4. The Vice-Chancellor shall maintain complete and confidential records of every declaration made under this section, to ensure transparency, accountability, and future reference in disciplinary proceedings or judicial review.

4.2. Preliminary Investigation

4.2.1 The Vice-Chancellor shall appoint a Committee of Preliminary Investigation to carry out a fact-finding investigation. The Committee shall consist of such number of University Staff members as may be determined by the Vice-Chancellor, and may include expertise persons who would appoint from outside the University where appropriate, to ensure impartiality

4.2.2 The function of the Committee of Preliminary Investigation shall be to ascertain facts and gather material that may disclose the involvement of any student(s) in an alleged act of misconduct or indiscipline, and to determine whether there exists *prima facie* evidence to justify the framing of formal charges.

4.2.3 The Vice-Chancellor may, considering the nature, gravity, and circumstances of the alleged offence, impose a minor punishment as specified in the Second Schedule hereto, without referring the matter to a Preliminary Investigation, where the facts are clear and undisputed.

4.2.4 The Committee of Preliminary Investigation shall appoint a Chairperson from among its members.

4.2.5 The quorum of Preliminary Investigation Committee shall be two-thirds (2/3) of its members.

4.2.6 The Preliminary Investigation is a fact-finding process only. It shall include the recording of statements from relevant witnesses, the examination of documents, and any other inquiry necessary to establish the facts.

4.2.7 The Committee shall complete its inquiry and submit a written report to the Vice-Chancellor within the shortest possible time. The report shall contain a summary of facts, materials collected, and recommendations as to whether a formal disciplinary inquiry should be instituted.

4.2.8 The fact that any student(s) is a party or a witness to a case pending before a Court of Law shall not preclude the University from proceeding with its own internal disciplinary process, provided that the inquiry does not prejudice ongoing judicial proceedings.

4.2.9 The Committee of Preliminary Investigation shall have the power to summon any student, employee, authorized persons of the University to provide information or assistance relevant to the inquiry.

4.2.10 Any student who, without reasonable cause, fails or refuses to comply with such summons shall be deemed to have committed a disciplinary offence.

4.2.11 The Vice-Chancellor may, at his or her discretion, request the Committee of Preliminary investigation to submit an Interim Report on the progress of the investigation.

4.2.12 In the event that any act amounting to a criminal offence is revealed or reasonably suspected within the University, the Vice-Chancellor shall cause the matter to be reported forthwith to the police through the Chief Security Officer, Marshals, or such other authorized person, or shall ensure that the aggrieved student is assisted in pursuing the police complaint process.

4.2.13 The Vice-Chancellor shall ensure that no person who has participated in the Preliminary investigation shall sit on or influence any subsequent Committee of Formal Inquiry, thereby maintaining impartiality as directed by the Supreme Court in SC FR 216/2020.

4.3 Framing of Charges

4.3.1 Where the preliminary investigation discloses a *prima facie* case against a student or group of students, the Vice-Chancellor shall furnish to such student(s) a Statement of Charges setting out, clearly and simply, the acts or omissions alleged, and shall call upon such student(s) to show cause within the specified period why disciplinary action should not be taken.

4.3.2 The Statement of Charges need not follow a rigid format, provided that it conveys with reasonable clarity the nature of the alleged misconduct, the material relied upon, and the specific provisions of the By-Law or Code of Conduct said to have been violated.

4.3.3 The Charge Sheet shall be signed by the Vice-Chancellor or an officer duly authorized on his or her behalf, and shall be personally served on the student(s) concerned.

4.3.4 The student(s) shall be required to submit a written reply to the Vice-Chancellor within fourteen (14) days of receipt of the Charge Sheet. In exceptional circumstances, the Vice-Chancellor may extend this period, provided that such extension shall not exceed twenty-one (21) days in total.

4.3.5 The student(s) could claim the copies of the evidence or documents listed in the Statement of chargers, for answering the same. However, the University should implement strict confidentiality policies to prevent disclosure of the complainant's/ witnesses identity, anonymity and confidentiality in accordance with the principles of natural justice as affirmed by the Supreme Court in SC FR 216/2020.

4.4 Committee of Formal Inquiry

4.4.1. Each student(s) served with a Charge Sheet and alleged to have violated provisions of this By-Law shall be afforded a fair hearing before a Committee of Formal Inquiry appointed by the Vice-Chancellor.

4.4.2. The Committee of Formal Inquiry shall be independent of the Committee of Preliminary Investigation. No member who participated in the preliminary investigation shall serve on the Committee of Formal Inquiry, ensuring impartiality as mandated by SC FR 216/2020.

4.4.3. The Committee shall consist of such number of members as determined by the Vice-Chancellor, and may include members from outside the University where necessary to ensure objectivity and expertise.

4.4.4. The quorum of Committee of Formal Inquiry shall be two-thirds (2/3) of its members.

4.4.5. The Committee shall commence the hearing within twenty (20) working days from the date of referral, and shall submit its written findings and recommendations to the Vice-Chancellor within seven (7) working days of completing the hearing. The Vice-Chancellor may extend these time periods only in exceptional and recorded circumstances.

4.4.6. At the Formal Inquiry, the student(s) shall have the right to be heard, to give evidence, to defend his/her self and to call witnesses in their defense with the permission of the Chairperson. The student(s) may also seek the assistance of a representative as permitted by University policy.

4.4.7. The Committee of Formal Inquiry shall have the power to summon witnesses or require the production of documents necessary for the proper determination of the matter.

4.4.8. Any student(s) or staff member who, without reasonable cause, fails or refuses to comply with a lawful summons issued by the Committee shall be deemed to have committed a disciplinary offence under this By-Law.

4.5 Findings of the Committee of Formal Inquiry

4.5.1 Upon conclusion of the inquiry, the Committee shall submit a reasoned report setting out the facts established, the evidence considered, its findings, and recommendations regarding any disciplinary measures to the Vice-Chancellor.

4.5.2 The Vice-Chancellor shall refer the findings to the Board of Residence and Discipline for recommendation of appropriate punishments in respect of those who found guilty as per Schedule 1 to this By-Law.

4.5.3 The Vice-Chancellor, having considered the recommendations of the Board of Residence and Discipline, shall make the final determination and impose such sanction or punishment as may be appropriate under this By-Law, giving written reasons for the decision.

4.5.4 The decision and reasons thereof shall be communicated in writing to the student(s) concerned within a reasonable time, and the student(s) shall be informed of any available right of appeal or review under these By-Laws.

4.6 Appeal Procedure

4.6.1 Any student(s) aggrieved by the decision of the Vice-Chancellor imposing a punishment under these By-Laws shall have the right to appeal against such decision to the Vice-Chancellor within fourteen (14) days from the date of receipt of the written decision.

4.6.2 The appeal shall be made in writing, setting out clearly the grounds of appeal, which may include one or more of the following:

(a) Procedural irregularity or violation of the rules of natural justice;

(b) Error in fact or in the appreciation of evidence;

(c) Disproportionate or excessive punishment;

(d) Discovery of new and relevant evidence which, with due diligence, could not have been produced at the inquiry.

4.6.3 The Vice-Chancellor shall place such appeals before the next immediate meeting of the Council.

4.6.4 The Council shall appoint an Appeal Committee Consisting of 3 of its members for this purpose.

4.6.5 The Vice-Chancellor shall cause the record of the Formal Inquiry, including the charge sheet, proceedings, findings, recommendations, and decision, to be transmitted without delay to the Appeal Committee on Student Discipline for consideration of the appeal.

4.6.6 The Appeal Committee on Student Discipline shall review the appeal, ensuring that:

(a) the decision was reached in accordance with due process;

(b) the findings were supported by evidence; and

(c) the punishment imposed was fair and proportionate.

4.6.7 The Appeal Committee may, after considering the record and any written submissions by the appellant:

(a) affirm the decision appealed against;

(b) vary the punishment imposed;

(c) remit the case for reconsideration or rehearing before a differently constituted Committee of Formal Inquiry; or

(d) set aside the finding or punishment and exonerate the student(s).

4.6.8 The Appeal Committee shall record its reasons in writing and submit its recommendation to the Council of the University, whose decision shall be final and conclusive within the University disciplinary process.

4.6.9 The Council shall ensure that the appellate process is conducted fairly, impartially, and expeditiously, and that no person who participated in the original investigation or inquiry shall take part in the consideration or decision of the appeal.

4.6.10 The final decision of the Council shall be communicated in writing to the appellant within a reasonable period, stating the reasons for such decision and the effective date of its implementation.

4.6.11 Where the appeal is successful, any punishment already imposed shall be revoked or appropriately modified, and any record of disciplinary action shall be corrected accordingly.

PART V- THE BOARD OF RESIDENCE, DISCIPLINE AND RAGGING (BRDR)/APPEALS COMMITTEE/VICTIM SUPPORT COMMITTEE/ANTI-RAGGING COMMITTEE

5.0 The Board of Residence, Discipline and Ragging (BRDR)

5.0.1 Composition of the Board of Residence, Discipline and Ragging

5.0.1.1. A Board of Residence, Discipline and Ragging, appointed by the Vice-Chancellor shall be constituted to deal with matters pertaining to conditions of residence and discipline. This Board shall consist of the following members:

(a) All Heads of Departments shall be *ex officio* members of the Board

(b) The Council shall appoint ten (10) members to the Board of Residence, Discipline and Ragging from among the members of the Senate as recommended by the Senate excluding Deans, Heads of Departments and two Senate Nominees to the Council.

(c) Any others appointed by the Vice-Chancellor for specific purposes

(d) Registrar or nominee who shall serve as Secretary and Convener of the Board.

(e) Any external person on the request of the Chairman of the BRDR.

(f) The Chairman shall be appointed by the Council. If the Chairman so appointed is not present at any meeting, the Committee shall elect a Chairman from among the members present at that meeting.

(g) Any member who has served on a Preliminary Investigation Committee and/or a Formal Committee of Inquiry shall be excluded from the meeting at which the report of such Committee is considered.

(h) The quorum shall be 1/4 of its members.

5.0.2 Recommendations of BRDR

5.0.2.1. The Vice-Chancellor shall impose appropriate punishments upon the recommendation of the Board of Residence, Discipline and Ragging to any student person who is found guilty of commits any offence coming within the provisions of this By-Law.

5.0.2.2. The Board of Residence, Discipline and Ragging (BRDR) shall make recommendations to the Vice-Chancellor on matters relating to student residence, student discipline, and issues concerning ragging & harassment.

5.0.2.3. The BRDR shall make appropriate recommendations to the Vice-Chancellor to initiate a further or fresh inquiry, if the Board is of the view that there were procedural irregularities in the proceedings of the Committee of Inquiry.

5.0.2.4. Notwithstanding any of the preceding provisions of the By-Law, the Vice-Chancellor shall take whatever action that he considers necessary, but shall report such actions to the BRDR which shall recommend further action as shall be necessary.

5.0.2.5. On the recommendation of BRDR, the Vice-Chancellor shall have the power to consider the removal of records of punishment, having considered the gravity of the offence and the good/exemplary behavior of the student(s) concerned and requests made by respective student(s).

5.1 Appeals Committee

5.1.1. Composition of the Appeals Committee

5.1.1.1. The Council shall appoint an Appeals Committee consisting of three (03) of its members for this purpose.

5.1.1.2. The Appeals Committee shall elect its Chairman from among the members. The Registrar shall be the Secretary to the Appeals Committee.

5.1.2. Terms of Reference (TOR)

5.1.2.1. The Appeals Committee shall exercise its powers as provided in Sections 6.6.4 to 4.6.6 – 4.6.8 of this By-Law

5.2 Victim Support Committee (VSC)

5.2.1. Composition of the Victim Support Committee (VSC)

5.2.1.1. There shall be established a Victim Support Committee (VSC) for the University.

5.2.1.1.1. The Committee shall consist of

I. Deputy Vice-Chancellor

II. Deputy Registrar/Senior Assistant Registrar (Student Affairs/Welfare)

III. Chief Student Counselor

IV. Members nominated by the University Grants Commission on the recommendation of the Centre for Gender Equity and Equality.

V. Members appointed by the Vice-Chancellor (such as specified number of Senior Lecturers)

VI. Student Counsellors, one or more appointed by the Council.

VII. Students counsellor and/or clinical psychologist, who are willing to offer their professional service *pro bono*

VIII. Chief Medical Officer

IX. Marshalls

X. Wardens

XI. Sub-Wardens

XII. An independent person from outside the HEI with experience in law enforcement, health or social services (preferably be a person who has retired from the public service or private sector, having reached a senior position),

XIII. Three (03) Final Year Students with unblemished academic and disciplinary records (minimum running GPA 3.5), appointed by the Council,

XIV. Such additional members as may be appointed on a voluntary basis, including alumni or retired Professors.

5.2.2. Terms of Reference (TOR)

5.2.2.1. The TOR of the VSC shall be as set out in Schedule 3 hereto.

5.3 Anti-Ragging Committee

5.3.1. Composition of the Anti-Ragging Committee

5.3.1.1. The University shall establish an Anti-Ragging Committee comprising following members;

I. Head of the Victim Support Committee (*ex officio*)

II. Registrar or his representative

III. Three Senior Professors/Professors appointed by the Vice-Chancellor.

IV. A member nominated by each Faculty upon the recommendation of respective Dean of the Faculty and appointed by the Vice-Chancellor.

V. Proctor/Deputy Proctors

VI. Chief Medical Officer

VII. Chief Student Counsellor

VIII. Marshals

IX. Wardens

X. Student Counsellors of all Faculties

XI. Chief Security Officer

5.3.2. Terms of Reference (TOR)

5.3.2.1. The Committee shall;

I. Formulate and recommend preventive measures,

II. Get involve Student Unions in anti-ragging strategies,

III. Implement and disseminate the Zero-Tolerance Policy,

IV. Maintain statistics and report to the Vice Chancellor and UGC,

V. Publicize outcomes of inquiries and convictions,

VI. Engage parents and families in awareness programmers.

PART VI – PROCEDURE FOR SUMMARY PUNISHMENT

(In conformity with Supreme Court Judgment SC/FR/216/2020 and UGC Circular No. 946)

6.0 Authority for Summary Punishment

6.0.1. Where, upon consideration of the Report of the Preliminary Investigation, the Vice-Chancellor is satisfied that:

(a) the offence proved or admitted is minor in nature, and

(b) the circumstances do not warrant the institution of a formal disciplinary inquiry,

the Vice-Chancellor may, in the exercise of powers vested in him/her under these By-Laws, impose an appropriate minor punishment in accordance with Schedule No. 2, provided that the conditions stipulated in Section 6.1 are strictly observed.

6.1 Observance of Natural Justice

6.1.1 Notice of Allegation – The student concerned shall be informed in writing of the alleged offence, the findings of the preliminary inquiry, and the proposed punishment.

6.1.2 Right to be Heard – The student shall be given a fair and reasonable opportunity to make representations in person or in writing before the Vice-Chancellor prior to the imposition of any punishment.

6.1.3 Reasoned Decision – The Vice-Chancellor shall record written reasons for the decision, with reference to:

(a) the facts established,

(b) the applicable provision of these By-Laws, and

6.1.4 The decision shall be communicated in writing to the student, clearly specifying the punishment imposed, the reasons for such decision, and the right of appeal or review, if any.

6.2 Nature of Minor Punishments

6.2.1. Minor punishments which may be imposed under this section are provided in Schedule no.02 here to. No punishment for expulsion, suspension of academic activities or withholding of degree shall be imposed under this summary procedure.

6.3 Record and Review

6.3.1 Every summary punishment imposed under this Part shall be recorded in writing, signed and dated by the Vice-Chancellor.

6.3.2 A copy of such record shall be sent to the Registrar and Deputy Vice-Chancellor (Academic/Administration) for inclusion in the student's personal file.

6.3.3 The Vice-Chancellor shall ensure that all summary punishments are periodically reviewed by the University Council to ensure consistency, proportionality, and compliance with UGC Circular 946.

PART VII – RECORD OF PUNISHMENTS

7.0 Student Record and Personal File

7.0.1. All punishments and disciplinary actions imposed on any student under these By-Laws shall be entered in the personal file of the student concerned and reflected in:

(a) the student's record book, and

(b) any testimonial or conduct certificate issued by the University,

(c) subject to the principles of fairness and the right to appeal.

7.1 Register of Disciplinary Actions

7.1.1 The Registrar, or an officer nominated by the Registrar, shall maintain a Register of Disciplinary Proceedings containing:

(a) the name and registration number of each student,
(b) the faculty, department or division,
(c) the nature of the offence,
(d) the punishment imposed (with reference to Schedule No. 2 of UGC Circular 946), and
(e) the date and authority imposing the punishment.

7.1.2 This register shall be maintained in a secure and confidential manner and shall be open to inspection only by the Vice-Chancellor, Registrar, or any authority authorized by the University Council.

7.2 Reporting and Oversight

7.2.1 The Registrar shall furnish a report to the Vice-Chancellor and Council on all disciplinary actions taken under these By-Laws in every six months, indicating compliance with UGC Circular 946.

7.2.2 The Council shall review such reports to ensure uniformity of punishment and adherence to procedural fairness, in keeping with the directives of the Supreme Court in SC/FR/216/2020.

PART VIII - SPECIAL PROVISIONS

8.0 The Chief Security Officer or the Officer-in-Charge of the Security Staff on any shift, shall act in the removal of offensive or intimidatory posters, and also in the verification of the University Identity Cards/Record Books of student(s), and shall report such action to the Vice-Chancellor.

8.1 The Chief Security Officer or the Officer-in-Charge of the Security Staff on any shift shall act in cautioning any student(s) or student(s) contravening or attempting to contravene any provisions of this By-Law.

8.2 Where in view of the Vice-Chancellor and/or upon the recommendation of Preliminary Investigation Committee or Formal Inquiry Committee it seems that a victim of ragging &harassment or any act of violence or drugs/ intoxicated substance addicted student requires Professional Counselling services, the University should provide such services or shall make referral to relevant authorities outside the University as required.

8.3 Every student who is admitted to the University shall be provided with a hard copy and/or soft copy of these Guidelines prior to the commencement of their academic programme.

8.4 The orientation programme of the each Faculty of the University shall include a compulsory session to create awareness of the provisions of these By-law and the remedies available in the event of a breach thereof.

8.5 This By-law along with the Guidelines issued by the Orders of Supreme Court in SC/FR Application 216/2020 and other mechanisms to address ragging & harassment and any other act of violance must be communicated to students on a regular basis, including via social media.

8.6 The University shall apply strict disciplinary measures against any member of the academic or non-academic staff who fails to report commission of an incident of indiscipline, ragging & harassment and any other act of violence or influences or attempts to influence a victim or witness to refrain from making/maintaining a complaint or cooperating in an inquiry/investigation into such incident.

PART IX - GENERAL PROVISIONS

9.0 Notwithstanding any provisions in the preceding Sections of this By-Law, any Rules, Regulations, Statutes, Orders, Ordinances, and other Agreements pertaining to residence and discipline and which are in force at any time shall apply in addition to the provisions of this By-Law.

9.1 Notwithstanding any provisions in the preceding Sections of this By-Law the Vice-Chancellor shall at his own discretion take action against any act of indiscipline which is not stipulated in this By-Law, to maintain discipline in the University in terms of the powers vested on the Vice-Chancellor by Universities Act No.16 of 1978 (as amended).

9.2 The Vice-Chancellor shall also order the withholding of either the examination results or transcript or Degree certificate or participation in the General Convocation or any other event or any combination of those punishments of a student(s) pending the inquiry or investigation which shall be reviewed, extended or withdrawn monthly as the case shall be.

9.3 When an act or omission is done by several student(s) in furtherance of the common

intention of all, each of such student(s) is liable for that act in the same manner as if it were done by him/her alone.

9.4 Non-compliance of obligation to attend a Committee of Inquiry shall be an offence punishable under this By-Law.

9.5 Defying of obligation to attend to a Committee of Inquiry (Preliminary/Formal) shall be an offence punishable under this By-Law.

9.6 Defiance of punishment shall be an offence punishable under this By-Law.

PART X - WARNING

10.1. Notwithstanding the provisions in any preceding section, the Vice-Chancellor shall issue a letter warning against an act of indiscipline in writing to any student(s).

10.2. If such warning has been subsequently defied by the student(s) then he/she shall be required to show cause why disciplinary action should not be taken against him/her.

10.3. On failure of a student to submit an acceptable reply, shall allow the Vice-Chancellor to impose a punishment listed in Schedule 02 without recourse to a Committee of Preliminary Investigation/ Formal Inquiry or reference to the Board of Residence, if required.

PART XI - DEFINITIONS AND INTERPRETATIONS

"Act" means the Universities Act, No. 16 of 1978 (as amended).

Anti-Ragging Committee means the Committee appointed in compliance with Orders issued by the Supreme Court of Democratic Socialist Republic of Sri Lanka on 09th July 2025 in the SC FR Application 216/2020 inter alia for formulating and recommend measures to enhance and improve anti-ragging measures.

Appeals Committee means the Committee appointed by the Council to consider all appeals related to Student disciplinary matters.

Board of Residence, Discipline and Ragging (also BRDR) means the Board of Residence, Discipline and Ragging of the University of Moratuwa, Sri Lanka appointed under this By-Law.

Chief Security Officer means Chief Security Officer, or the Officer-in-Charge of the Security Staff on duty on his/her behalf.

"Council" means the Council of the University.

Department means the Department of Study of the University of Moratuwa.

Directives of the SC FR Application 216/2020 means the directives issued by the Supreme Court of Democratic Socialist Republic of Sri Lanka on 09th July 2025 in SC FR Application 216/2020.

Faculty means any Faculty of the University of Moratuwa.

"HEI" means a Higher Educational Institution as defined in the Act.

In this By-Law, unless the context otherwise requires

Public Meeting means a gathering of five or more student(s) with or without fees being charged, other than for scheduled academic activities.

"Ragging" means any act of Ragging 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 the University within or outside the university premises and /or committed through Cyberspace/Social Media or any electronic platform

Registrar means the Registrar of the University of Moratuwa, Sri Lanka or an appointee.

Residence means the stay during any day of a student(s) within the Campus premises or hostels 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.

Senate means the Senate of the University of Moratuwa, Sri Lanka constituted according to the Universities Act No. 16 of 1978 as amended.

Student(s) means all postgraduate, undergraduate, diploma and certificate student(s) of the University of Moratuwa.

Terms in the masculine also includes the feminine. Terms in the singular includes the plural where relevant.

"University" (also University of Moratuwa) means the University of Moratuwa, Sri Lanka constituted according to the Universities Act No. 16 of 1978 as amended.

"University Community" incudes any student, employee of the University of Moratuwa, Sri Lanka or any authorized person to be present in the University premises.

"University Premises" shall refer to the precincts of the University of Moratuwa, Sri Lanka housing the Faculties, Halls of Residence and other locations which are governed and controlled by the University and any other place where any activity of the University is being conducted.

University Students Union and other Associations means a body of student(s) recognized by the University as a Students Union or other Association, and formed for a specific purpose.

"Victim" includes any student or person subjected to ragging or harassment in connection with university life.

Victims Supporting Committee means the Committee appointed in compliance with orders issued by the Supreme Court of Democratic Socialist Republic of Sri Lanka on 09th July 2025 in the SC FR Application 216/2020 for supporting victims of Ragging.

Visitor means any person other than an employee, a member of a statutory body or a legitimate student(s) of the University, or other person carrying out his/her legitimate business within the University premises.

PART XII - INTERPRETATIONS IN RESPECT OF THIS BY-LAW

12.0. Any interpretations regarding this By-Law shall be referred to the Senate whose decision

thereon shall be final.

PART XIII - REGULATIONS AND REVISIONS

13.1 The provisions prescribed in this By–Law are subject to revision from time to time, whenever the Board of Residence and Discipline and/or the Senate deems it necessary.

13.2 Any amendment to the By-Law shall be effective only after the approval of the Council of such submissions by the Senate.

SCHEDULE NO. 01

The list of offences and the corresponding minimum punishment for same.

	Offence	Maximum and Minimum punishment
1.	i. Refuses or neglects to produce the Student Identity Card when called upon to do so by the Vice-Chancellor , Deputy Vice-Chancellor any other officer, any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the Vice-Chancellor. Explanation 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.	Considering the gravity of the offence, a. suspension from the University for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate. or b. severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
2.	ii. Violates the By-Laws on University Residence Facility (RF).	Recovery of cost incurred by the University as a result of violating, any by-laws, and considering the gravity of the offence, a. suspension from the University for a period not exceeding one calendar year and withholding of examination results or certificates as appropriate and /or b. denial of RF in the future or c. severe warning by the Vice-chancellor with a record of same in the personal file of the student. The above punishments may be in addition to any other punishments that may be imposed for violation of any other By-Laws of the University.

3.	iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property of the University or any property in the custody of the University/Campus or held temporarily by the University.	A fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost, and Considering the gravity of the offence, a. expulsion from the University b. or suspension from the University for a period of two calendar years and withholding of examination as appropriate.
4.	iv. Contravenes any By-Law, Regulation or Rule	Considering the gravity of the offence, a. suspension from the University for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations as appropriate or b. severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
5.	v. Refuses to carry out any lawful order issued by the Vice-Chancellor, Deputy Vice-Chancellor , any other officer, a member of the Academic or Administrative or Security Staff or any other employee or any other person authorizes by the Vice-Chancellor.	Considering the gravity of the offence, a. suspension from the University up to a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
6.	vi. Furnishes the University with false information in relation to any matter in respect of which the University is entitles to true particulars which in the opinion of the Vice-chancellor, is calculated to mislead the authorities of the University.	a. Expulsion from the University for falsification of documents or b. suspension from the University for a period of one calendar year and withholding of examination results or certificate as appropriate, In other instances. or c. severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
7.	vii. Smelling of liquor or under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University.	Considering the gravity of the offence, a. suspension from the University for a period not exceeding two calendar years and/or withholding of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in the personal file of the student.

8.	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.	a. Expulsion from the University for being in possession or storing or using arms and weapons within the precincts of the University or b. Suspension for three calendar years and/ or withholding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.
9.	ix. Engages in such activities as are likely to disrupt the conduct of registration, teaching study, research or examinations in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts any other authorized event held within the University premises.	Suspension up to one calendar year and /or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstruction or disruption.
10.	x. Obstructs or harasses any officer member of the academic or administrative staff, any other employee of the University 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.
11.	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.
12.	xii. Occupies or uses any property of the University otherwise that in accordance with rules or other provisions made by the University from time to time, or without the authority of the Vice-Chancellor or the relevant member of staff.	Suspension for one calendar year and withholding of examination results or certificates as appropriate.
13.	xiii. Conducts himself in a manner which, in the opinion of the Vice-Chancellor , is detrimental to the good name of the University or to the maintenance or order and discipline within the University.	Considering the gravity of the offence, a. suspension from the University for a period not exceeding two calendar years depending on the gravity of the offence and withholding of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in the personal file of the student

14.	xiv. a. Abuse/harassment (including any form of ragging/molestation) sexual harassment and/or intimidation whether physical or mental or cyber harassment or online defamation of any student of the University, Vice-Chancellor, Deputy Vice-Chancellor, 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 or at an event organized by the University.	Considering the gravity of the offence, a. Expulsion from the University or a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or c. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	b. Display of posters in the University premises by any student or students, which are intimidating or defamatory of the University, Vice-Chancellor, Deputy Vice-Chancellor , other officer, member of the Academic or Administrative staff or any other employee of the University.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and 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 Vice-Chancellor with a record of same in student's personal file.
	xv. Causing of physical injury or physical harm or threatens to cause same to any student of the University, Vice-Chancellor , any other officer, member of the academic or administrative staff, any other employee of the University or any other person authorized to be in the premises of the University or at an event organized by the University.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and 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 Vice-Chancellor with a record of same in student's personal file.

	xvi. Kidnapping, Hostage taking attempt to kidnap, or threatening to take hostage or kidnap Vice-Chancellor, Deputy Vice-Chancellor , other Officer, member of the academic or administrative staff, any student of the University, an employee, or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and 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 Vice-Chancellor with a record of same in student's personal file.
	xvii. Inciting of students to disrupt legitimate activities of the University.	Considering the gravity of the offence, a. Expulsion from the University or a. suspension for two calendar years and withholding of examination results or certificates as appropriate. or b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or c. severe warning by the VICE-CHANCELLOR with a record of same in student's personal file.
	xviii. 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 University property or to property of an officer, member, of the academic or administrative staff, an employee or a student of the University of any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.	
	(1). Theft.	Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and, a. Expulsion from the University or a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or

		c. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	(2). Willful damage	Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and, a. Expulsion from the University or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or c. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	(3). Attempted theft	Fine to be recommended by the committee to impose punishments and a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	(4). Retaining stolen property	Return the property and a fine to be recommended by the committee to impose punishments.
	xix. Violation of time limits for staying within the University premises or seeks entry to the University without authorization of the Vice-Chancellor or any other relevant member of staff authorized by the Vice-Chancellor , before or after the designated times or as specially notified by the Vice-Chancellor .	severe warning by the Vice-Chancellor with a record of same in student's personal file.
	xx. Offers any gratification to any employee of the University as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that University employee or by any other University employee.	Considering the gravity of the offence, Expulsion from the University or suspension for a period not less than six months and not exceeding two calendar years and withholding of examination results or certificate as appropriate.

	xxi. Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University or without prior approval of the University or displaying or distributing publications/posters at the University without authorization of the Vice-Chancellor or any other person authorized by the Vice-Chancellor .	Considering the gravity of the offence, a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or severe warning by the Vice-Chancellor with a record of same in student's personal file
	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.	Considering the gravity of the offence, a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in student's personal file
	xxiii. Failure to comply with the rules and regulations made by the University on the conduct of affairs of any society/association/union.	Considering the gravity of the offence, a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or b. severe warning by the vice-Chancellor with a record of same in student's personal file
	xxiv. Convening any meeting or participating in any meeting of students in the precincts of the University contrary to the constitution of the relevant society/association/union.	Considering the gravity of the offence, a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in student's personal file
	xxv. Distributing and/or displaying and/or publishing materials using print/audio/video/electronic media/ any other mode of communication, which are defamatory and/or abusive of any recognized society/association/union or Vice-Chancellor/Deputy Vice-Chancellor 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.	Considering the gravity of the offence, a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or b. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or c. severe warning by the Vice-Chancellor with a record of same in student's personal file.

	xxvi. Defacing or mutilating property belonging to the Vice-Chancellor, Deputy Vice-Chancellor 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 within or outside its premises.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	xxvii. Inviting from outside the University, as a student of or on behalf of or at the request of students of the University, any speaker to address students, or any outside person for any purpose within the University, without the prior approval in writing of the vice-Chancellor or other teacher or officer designated for this purpose by the Vice-Chancellor.	Considering the gravity of the offence, a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or b. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	xxviii. Arranging or organizing any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice-Chancellor or other teacher or officer designated for this purpose by the Vice-Chancellor.	Considering the gravity of the offence, a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or c. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	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 premises without the permission of authorities.	Suspension for three calendar months

	xxxiii. Selling of Newspapers/periodicals or distributing of handbills within the University premises without approval of the Vice-Chancellor.	Suspension for three calendar months
	xxxiv. Communicating with higher authorities without going through the Vice-Chancellor.	Suspension for six calendar months.
	xxxv. Communicating with press without the consent of the Vice-Chancellor.	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 Information Communication technology (ICT) based systems.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. severe warning by the Vice-Chancellor with a record of same in student's personal file.
	xl. any other offence or act of indiscipline not explicitly stated in this By-Law.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. Or c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. severe warning by the Vice-Chancellor with a record of same in student's personal file.

SCHEDULE NO. 02

List of minor punishments

1. Written warning
2. Withdrawal of privileges (such as access to hostels, sports, or library facilities) for a limited period.
3. Social work for two weeks (14 days) in the University or any other designated Institution under supervision without any adverse effect on academic activities.
4. Pecuniary punishment, a fine equivalent to the replacement value plus 25% of such value be surcharged on the student(s).

SCHEDULE NO. 03

Functions of the Victim Support Committee (VSC)

The Victim Support Committee shall exercise the following powers and functions:

1. Operate a 24/7 emergency hotline/call center for victims and witnesses of ragging.
2. Receive complaints/reports of incidents of ragging made directly to the Committee or to any member thereof.
3. Provide a swift response (within three (03) days) to complaints, including mobilizing internal support staff and law enforcement where necessary.
4. Provide necessary support for victims to make formal complaints (within five (05) working days).
5. Facilitate a safe and neutral space for recording police statements.
6. Advise parents and families of victims on making and maintaining complaints.
7. Follow up (within fourteen (14) days) on police investigations and be informed of withdrawals of complaints.
8. Ascertain reasons for withdrawal of complaints and notify the Vice Chancellor where undue influence is suspected.
9. Report police inaction or undue influence within thirty (30) days to the Vice Chancellor for onward complaint to the IGP and Attorney General.
10. Maintain a panel of attorneys-at-law to provide pro bono legal representation.
11. Ensure that a Committee member and an attorney accompany victims to police stations where necessary.
12. Facilitate access to medical treatment, counselling and mental health services.
13. Facilitate victims and witnesses to obtain relief under the Assistance to and Protection of Victims of Crime and Witnesses Act, No. 10 of 2023.

14. Recommend welfare and relief measures such as tutoring, leave of absence, or extensions of academic deadlines.

15. Ensure continuous counselling services for victims throughout their degree programme.

16. Safeguard privacy and confidentiality of victims.

17. Make recommendations to the Anti-Ragging Committee and/or Gender Focal Point on preventive measures.