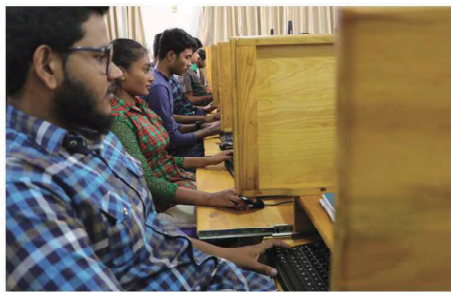


STUDENT HANDBOOK



ශ්‍රී ලංකා අග්නිදිග විශ්ව විද්‍යාලය
இலங்கை தென்கிழக்குப் பல்கலைக்கழகம்
South Eastern University of Sri Lanka



STUDENT HANDBOOK

South Eastern University of Sri Lanka

CONTENTS

MESSAGE FROM THE VICE CHANCELLOR	ix
MESSAGE FROM THE DIRECTOR.....	x
MESSAGE FROM THE SECRETARY	xi
1. INTRODUCTION	1
2. UNIVERSITY ADMINISTRATION.....	3
2.1. Introduction.....	3
2.2. Authorities.....	3
2.3. Post and Services.....	4
3. ACADEMIC ACTIVITIES AND DEGREE PROGRAMMES	8
3.1 Courses of Studies and Degrees	8
3.2 Postgraduate Degrees and Diploma.....	10
3.3. Centre for External Degrees and Professional Learning - (CEDPL)	11
4. ACADEMIC AND STUDENT AFFAIRS	12
4.1. Academic and Student Affairs Division	12
4.2 Registration of students for degree courses.....	14
4.3. Convocation	18
4.4. Sub Committees of the Senate and Council	19
5. STUDENT SUPPORT SERVICES AND WELFARE	21
5.1. Introduction.....	21
5.2. Director/ SSS&W.....	21
5.3. Student Support Services and Welfare Advisory Committee	22
5.4. Foreign Students.....	23
6. STUDENTS AND STAFF WELFARE.....	24
6.1. Introduction.....	24
6.2. Mahapola Scholarships, other Scholarships and Bursaries.....	25
6.3. Other services	29
7. STUDENT'S ACCOMMODATION	34
7.1. Introduction.....	34
7.2. University Halls of Residence and Student Admission	35
7.3. Details of Hostels.....	35
7.4. Academic Warden and Full Time Sub-Wardens	36
7.5. Safety and security	37
8. STUDENT DISCIPLINE AND PUNISHMENT	39
8.1. Proctors.....	39
8.2. Marshals	40
8.3. Senior Student Counselor.....	41
8.4. Common Guidelines on Student Discipline	42
8.5. Recommended Punishments For Violation of Student Discipline.....	47
9. CAREER GUIDANCE UNIT	59
9.1. Introduction.....	59
9.2. Objectives.....	59

9.3. Activities / Teaching Program.....	59
10. LIBRARY	62
10.1. Introduction.....	62
10.2. Library Committee.....	64
10.3. Library Functional Units with brief descriptions	65
10.4. Library User Accessible Sections for Resources, Information and Services.....	68
10.5. Library Membership (Student, Staff, and external community)	70
10.6. Library Facilities Services	73
10.7. General Library Policy and Regulations.....	76
11. EXAMINATION RULES AND PUNISHMENTS.....	78
11.1. Introduction:.....	78
11.2. Examinations Rules.....	80
11.3. Punishments for Examination Offences	82
11.4. Examination Irregularity Committee of the Senate.....	85
11.5. Implementation of the decisions appeals process.....	86
12. PHYSICAL EDUCATION DIVISION.....	87
12.1. Introduction.....	87
12.2. Sports Advisory Board (SAB)	88
12.3 Sports Council	89
12.4. Sports and Sports Tournaments	90
12.5. History of the Games SLUG	91
12.6. Colours Award	91
13. HEALTH CENTRE & MEDICAL FACILITIES.....	92
13.1. Introduction.....	92
13.2. Health center services and facilities.....	92
13.3. Guidelines for obtaining medical facilities.....	93
13.4. Staffs of Health centre	94
14. UNIVERSITY STUDENT UNION.....	94
14.1. Introduction.....	94
14.2. Act for the University Student Union, Faculty Student Union	95
15. STUDENT SOCIETIES	98
15.1. Students' Research Forum for Social Researches of Faculty of Islamic Studies and Arabic Language.....	98
15.2. Agni Edge Media Club.....	99
15.3. Buddhist Society of Faculty of Applied Sciences	99
15.4. Muslim Majlis	99
15.5. Hindu Society	100
15.6. Good Shepherd Youth Society	100
15.7. The Sinhala Literary Association South Eastern University of Sri Lanka.	100
15.8. தமிழ் சங்கம்.....	101
15.9. Electrical and Electronic Engineering Society.....	101
15.10. Sociological Association (SEUSA).....	101
15.11. Political Science Association	102
15.12. தமிழ் இசை வட்டம்.....	102
15.13. Earth Science Society.....	103

16. CENTRE FOR GENDER EQUITY AND EQUALITY	104
16.1. Objective.....	104
16.2. Management Committee.....	104
16.3. Prevention Strategies	105
16.4. Complaint Mechanism.....	106
16.5. Mediation Procedure	107
16.6. Formal Procedure	107
16.7. Dissemination of The by-laws.....	107
16.8. Monitoring and Evaluation	108
16.9 Act on Prohibition of Ragging and Sexual and Gender-Based Violence.....	108
17. SECURITY DIVISION.....	108
17.1. Introduction	108
17.2. Contact.....	109
ANNEX - I.....	I
Guidelines for formation of Student Union	I
ANNEX - II	X
Guidelines for formation Students' Societies	X
ANNEX - III.....	XXI
Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act. NO. 20 of 1998.....	XXI
ANNEX - IV	XXX
IV. Action to control Sexual Gender Based Violence – SGBV.....	XXX
ANNEX - V.....	XXXV
V.Organogram.....	XXXV
ANNEX - VI	XXXVI
VI. Site map	XXXVI