



Sri Lanka Institute
of
Advanced Technological
Education

STUDENT HANDBOOK 2018



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Vision

To Become the Centre of Excellence in Technological Education
in
Sri Lanka

Mission

Creating Excellent Higher National Diploma Holders with Modern
Technology for Sustainable Development

As per the power vested in the section 4 (b), 4 (n) and 12 (5) of the Sri Lanka Advanced Technological Education Act, No 29 of 1995, the Governing Council approved the Student Handbook of Sri Lanka Institute of Advanced Technological Education in its 160th meeting on 30.09.2016.

First Edition	- 2017
Second Edition (Amended)	- 2018

Message from the Director General



Sri Lanka Institute of Advanced Technological Education (SLIATE) is dedicated to provide quality higher education along with good character. I am extremely happy to state that the academics, professionals and management staff of the institution offer their services to develop the curriculum, build up the skills and knowledge and to provide training to our students. With the corporation that is given by the state, I am certain that our attempt at producing quality diploma holders will be a great success.

The Student Handbook is published with the intention of governing the students with the appropriate rules and regulations of the institute. The design of the Handbook is user friendly. The key highlights in the Handbook includes programme and course requirements, academic advancement, examinations issues as well as general rules and regulations governing students' code of conduct and discipline. Every student is expected to read and understand the contents of the "Student Handbook" so as to avoid pitfalls in life which can be very costly at times. We urge you to be our ambassadors wherever you are in dressing and behavior.

I have no doubt that you all would make the best use of the academic life and emerge as a competent human resource and fulfill the expectations of your beloved parents and the nation. May Almighty Lord shower his choicest blessings on all of you and make your stay at the institute happy and fruitful.

Dr. W. Hilary E. Silva

PhD; MA (Accounting & Finance); PGD; B.Com (Special)

Introduction

Sri Lanka Institute of Advanced Technological Education (SLIATE) was established under the provisions of the parliamentary act of No. 29 of 1995 under the Ministry of Higher Education. SLIATE operates 19 Institutes including 11 Advanced Technological Institutes and 08 Advanced Technological Institute Sections. There are 16 Higher National Diploma Courses in various disciplines conducted in them.

The Governing Council of SLIATE is the supreme authority decides the administrative and policy matters of the Institute and the Academic Syndicate is accountable for the academic matters. The Chief Executive Officer of SLIATE is the Director General. The Head of an Advanced Technological Institute is the Director and the Academic Coordinator is the Head of an Advanced Technological Institute Section.

The development of SLIATE in both physical and human resources during the last 20 years is remarkable. New Institutes were inaugurated and new courses were introduced. The whole effort of SLIATE is to create knowledgeable, skillful diploma holders with healthy attitudes based on the mission.

The prime objective of this “Student Handbook” is to guide the students and make a systematic, lawful and peaceful environment in the Institutes which enable students to boost their education, creativity and talents.

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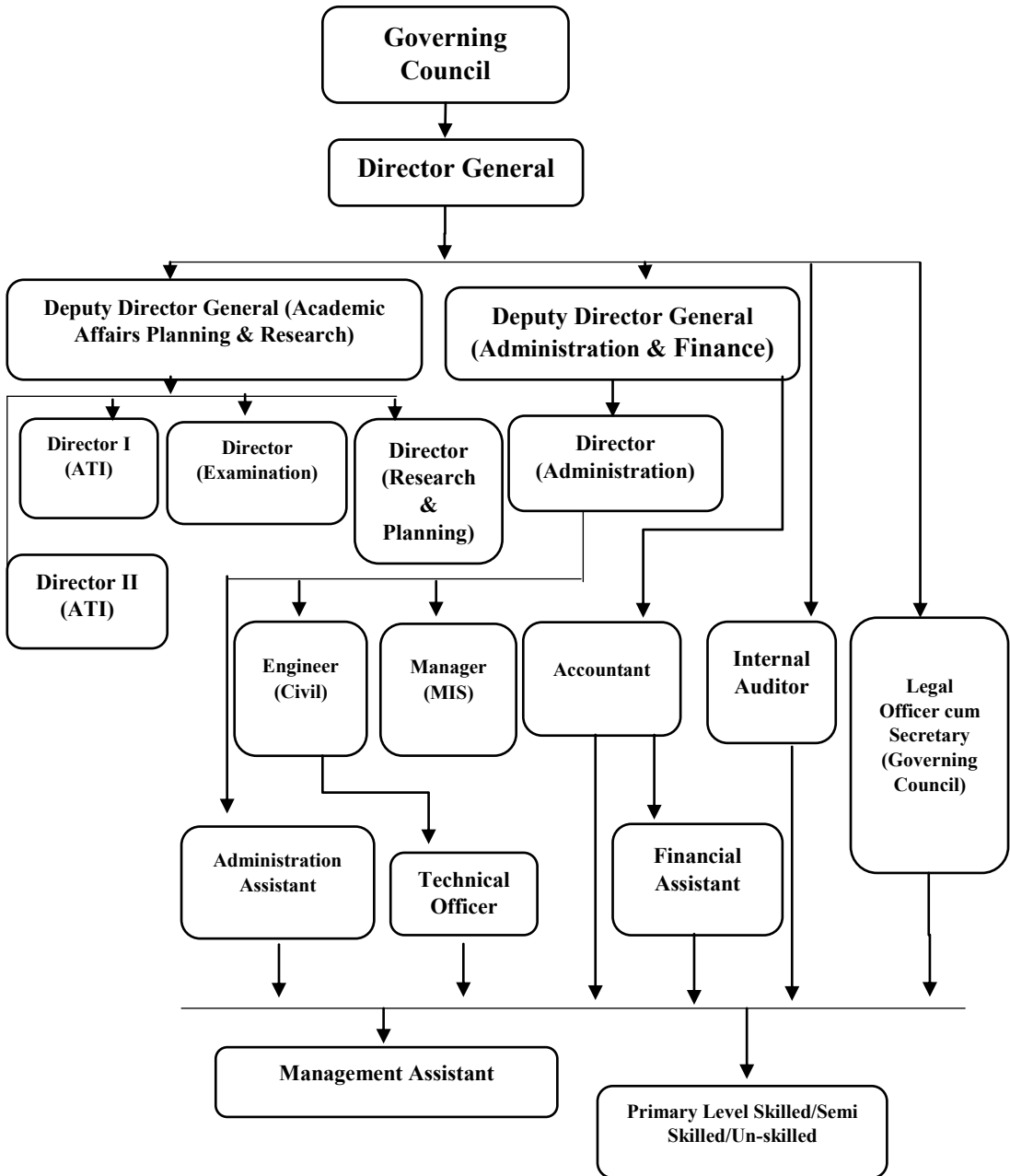
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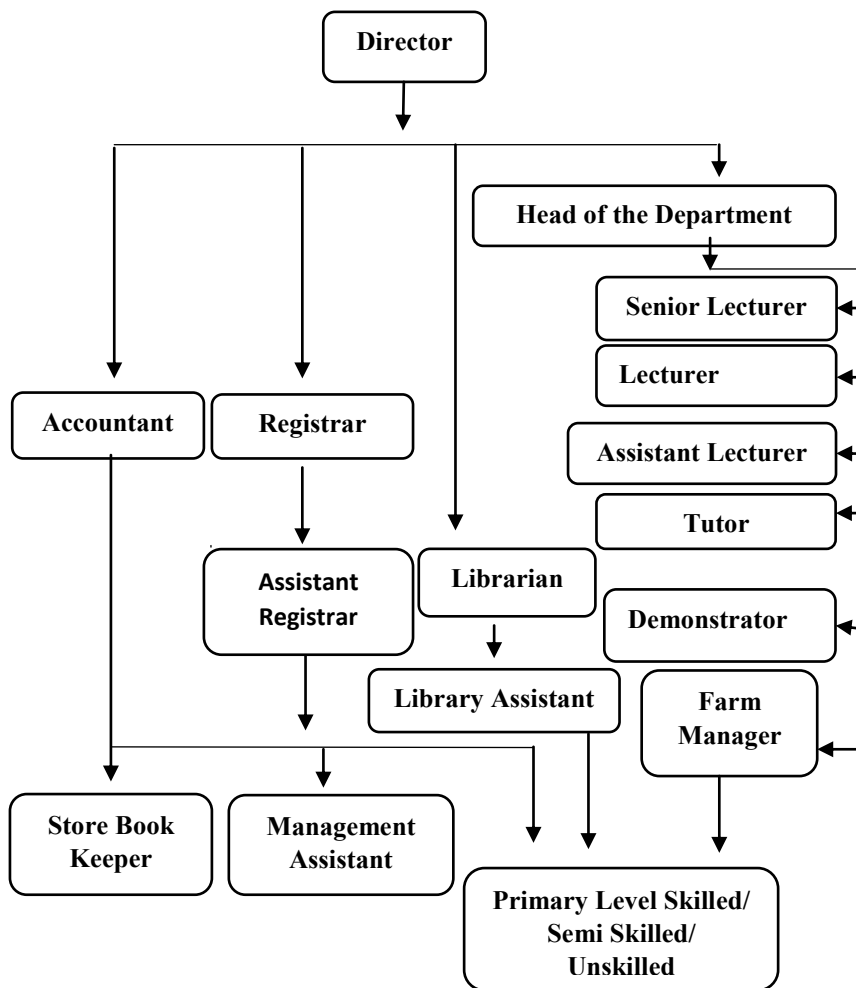
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1. Information about SLIATE

1.1 Organizational structure of SLIATE



1.2 Organizational Structure of the ATI



1.3 Higher National Diploma courses conducted by SLIATE

S/No	Name of the Course	Abbreviation
01	Higher National Diploma in Accountancy	HNDA
02	Higher National Diploma in Building Service Engineering	HNDBSE
03	Higher National Diploma in Business Administration	HNDBA
04	Higher National Diploma in Business Finance	HNDBF
05	Higher National Diploma in Consumer Science & Product Technology	HNDCSPT
06	Higher National Diploma in Engineering (Civil)	HNDE (Civil)
07	Higher National Diploma in Engineering (Electrical)	HNDE (Elect.)
08	Higher National Diploma in Engineering (Mechanical)	HNDE (Mech.)
09	Higher National Diploma in English	HND in English
10	Higher National Diploma in Food Technology	HNDFD
11	Higher National Diploma in Information Technology	HNDIT
12	Higher National Diploma in Management	HNDM
13	Higher National Diploma in Project Management	HNDPM
14	Higher National Diploma in Quantity Surveying	HNDQS
15	Higher National Diploma in Technology (Agriculture)	HNDT (Agri.)
16	Higher National Diploma in Tourism and Hospitality Management	HNDTHM

1.4 Advanced Technological Institutes (ATI), ATI Sections and the courses

	Name of ATI/ATI Section	Courses Offered
01	Hardy Advanced Technological Institute Ampara	HNDA(FT), HNDA(PT),HNDM, HNDIT(FT), HNDT (Agri), HND in English (FT), HND in English (PT), HNDTHM, HNDPM
02	Advanced Technological Institute Section Anuradapura	HNDA(FT), HNDA(PT),HND in English (FT), HND in English (PT), HNDIT(FT), HNDIT(PT), HNDTHM
03	Advanced Technological Institute Badulla	HNDA(FT), HNDA(PT),HNDM, HNDIT(FT), HNDIT (PT), HND in English(FT), HND in English (PT), HNDTHM
04	Advanced Technological Institute Section Batticaloa	HNDA(FT), HNDA(PT),HND in English (FT), HND in English (PT), HNDIT(FT), HNDIT (PT), HNDTHM
05	Advanced Technological Institute Colombo	HNDE (CIVIL,MECH,ELEC), HNDQS, HNDBSE
06	Advanced Technological Institute Dehiwala	HNDA(FT), HNDA(PT),HNDM, HNDBA, HNDIT(FT), HND in English (FT), HND in English (PT), HNDBF, HNDTHM
07	Advanced Technological Institute Galle	HNDE (CIVIL, MECH, ELEC), HNDA(FT), HNDA(PT), HNDM, HNDTHM, HNDBA, HNDIT(FT), HNDIT(PT), HNDT (Agri), HND in English(FT), HNDQS
08	Advanced Technological Institute Gampaha	HNDA(FT), HNDA(PT),HNDIT (FT), HNDIT (PT), HNDT(Agri), HNDFT, HNDCSPT
09	Advanced Technological Institute Jaffna	HNDE (CIVIL & ELEC), HNDA (FT), HNDA(PT), HNDM, HNDIT(FT), HNDIT(PT), HND in English (PT), HND in English (FT), HNDTHM, HNDQS,HNDPM

10	Advanced Technological Institute Kandy	HNDA (FT), HNDA (PT),HNDM, HNDBA, HNDIT(FT), HND in English (FT), HND in English (PT), HNDTHM (FT)
11	Advanced Technological Institute Kegalle	HNDA (FT), HNDA (PT), HNDIT(FT), HND in English (FT), HND in English (PT),HNDPM
12	Advanced Technological Institute Kurunegala	HNDA (FT), HNDA (PT), HNDM (FT), HNDIT (FT), HNDIT (PT), HND in English (FT), HND in English (PT), HNDTHM
13	Advanced Technological Institute Section Mannar	HND in English (FT), HNDTHM,HNDIT(FT)
14	Advanced Technological Institute Section Nawalapitiya	HNDTHM, HND in English (FT), HND in English (PT), HNDM
15	Advanced Technological Institute Section Rathnapura	HNDA (PT), HNDA (FT), HNDIT (FT), HNDIT (PT), HND in English (FT), HND in English (PT)
16	Advanced Technological Institute Section Sammanthurai	HNDA (FT), HNDA (PT), HND in English (FT), HND in English (PT), HNDIT (FT)
17	Advanced Technological Institute Section Tangalle	HNDA (FT), HNDA (PT), HNDIT (FT), HND in English (FT), HND in English (PT)
18	Advanced Technological Institute Trincomalee	HNDA (FT), HNDA (PT), HNDIT (FT), HNDIT (PT), HND in English (FT), HND in English (PT), HNDTHM
19	Advanced Technological Institute Section Vavuniya	HNDA (FT), HNDA (PT), HND in English (FT) HNDIT (FT), HND in English (PT)

FT (Fulltime), PT (Part-time)

2 Registration of students for Higher National Diploma courses

2.1 New students

Newly selected students must register on or before the closing date mentioned after receiving the registration letter. If a student fails to do so next eligible candidate may get the chance instead. It is compulsory for the new students to complete the Orientation Programme.

Along with the first registration, each student will be issued a student record book, student identity card and a copy of student handbook. If a student misplaces his/her student record book or the student identity card he/she should report it to the Student Affairs Division of the ATI/ATI Section immediately and produce the police report there after. The student will be required to pay a replacement fee to obtain a duplicate copy.

2.2 Existing students

Every student must register within 02 weeks from the commencement of each semester. 25% of registration fee must be paid as surcharge in case they fail to pay on time.

If a student gets registered for a course and does not attend the course on medical grounds or any other reasonable grounds, student should inform the ATI/ ATI Section with valid supportive documents within two weeks after the period of absence.

2.3 Deferment

On the recommendation of the ATI/ATI Section, a written request should be made to the Director General through the respective Head of the Institute seeking a deferment of the registration for the next year/semester. However, the final decision on this will be made by the Academic Syndicate Board of SLIATE upon the recommendation of the Academic Board of ATI/ATI Section.

A student who is unable to complete the diploma during the specified period will be granted a further period of three consecutive years (One year at a time by registering as a temporary student). A student registering as a temporary student will be granted permission to submit assignments, projects and sit for examinations only and will not be entitled to enjoy any benefits generally given by SLIATE for other students.

3. Student welfare and services

3.1 Student welfare

3.1.1 Hostels

At Hardy ATI and ATI Colombo, hostel facilities are available for both male & female students only for the first year. Only for female students are provided the hostel facilities at ATI, Dehiwala and ATI, Gampaha.

Administration of hostels

The hostels of the male students are administered by a warden and the hostels of the female students are administered by Hostel Superintendent/ Matron.

Rules and regulations

All the residential students should adhere and strictly follow the rules and regulations stated below. If a residential student violates the rules and regulations, the hostel administration will seize the welfare facilities from the particular student, and also constitute a legal action against him / her and impose penalty on him / her as well.

A. Common

- a. Residential students should occupy the rooms assigned to them and should not change the rooms without the permission of the warden/matron.
- b. The special permit issued to occupy the relevant room of the hostels should be kept safely and produced whenever it is necessary.
- c. Every student, before taking over the room, should check the goods in the room and sign the register. Before signing, they should check for any damages in the windows, drawers and lockers and if they notice any, they

should make an entry in the register. All students occupying the rooms will be collectively responsible for the contents of rooms.

- d. Any equipment and furniture handed over should not be removed from the hostel. Further, apart from the permitted equipment and furniture, no other items belonging to the Institute should be brought into the room.
- e. Furniture, equipment, lamps, wires, walls, doors, windows and all the other equipment and furniture in the rooms should not be damaged or defaced. If any damage is made, the cost of replacement and in addition, the fine of 25% of the value of the damaged item will be charged by the Institute.
- f. Keys of the rooms and other goods should be personally handed over to the warden/matron at the beginning of vacations or at the time of leaving the hostels or at sudden closure or events to that effect. At the time of closure of the hostels all personal belongings should be removed and all almirahs and cupboards should be kept unlocked.
- g. All equipment fixed at common places of the hostels should be kept safely and it is the responsibility of the resident to preserve such items.
- h. It is compulsory to use a bed sheet or a mat on the mattress. The mattress should always be covered thus.
- i. Each residential student should live without disturbance to others and maintain silence within the hostels.
- j. Each residential student should dress appropriately whenever they are in common areas of the hostel and visiting the offices.
- k. Identity cards issued by the Institute should be kept in their possession and produced whenever necessary.

B. Special

a. Electrical appliances

It is strictly prohibited to use any electrical appliances other than those supplied by the Institute. It is also not permitted to shift any electrical appliance belonging to the Institute and permitted by the Institute. List of permitted items will be displayed on the hostel notice board. Cooking inside the room is strictly prohibited. It is dangerous to meddle with electrical appliances, plugs, switches and wires. The Institute will not be responsible for any accident which happens due to such behaviour.

b. Cleanliness

Every residential student should keep the room assigned to them tidily. They should always use the dustbins provided and should not litter in other places. It is prohibited to hang clothes on windows, doors and balconies. It is their responsibility to keep the bathrooms and lavatories clean.

c. Late attendance

Residential students, when leaving the hostel (for purposes other than attending lectures or using the library) should sign the register kept for this purpose. They should mark the time of departure and return. Female students should return before 6.00 p.m. and male students before 8.00 p.m. A resident student who needs to leave the hostel for personal reasons should fill the printed form kept for this purpose and obtain formal approval from the Director/Registrar/Warden/Matron.

d. Liquor and gambling

It is strictly prohibited for the students to consume liquor or drugs at the hostels or come to the hostels after consuming liquor or drugs. It is also prohibited for students to engage in gambling.

e. Visitors

It is strictly prohibited for students to entertain visitors in their rooms without permission of the Warden/Matron. Students who have not been provided with hostel facilities will be considered as visitors. All residential students are bound to inform the Warden/Matron when visitors use their rooms. Visitors are permitted to enter the hostel common room between 8.00a.m. and 6.00 p.m. It is strictly prohibited to entertain visitors during other times.

f. Checking of rooms

Director/ Registrar/Warden/Matron or any other authorized officer can check the rooms at any time at their discretion. If any student willfully objects to such checking it will be considered as a breach of discipline and serious misconduct.

g. Conduct of meetings within hostel premises

It is strictly prohibited to organize societies, discussions or meetings within the hostel premises without the prior approval of the Director of the Institute. If such permission is obtained, the Warden/Matron should be informed.

h. Medical treatment

Whenever a residential student needs to obtain medical treatment from a hospital, it must be informed to the Warden/Matron. When such request is made, the identity card of the sick student should be produced. The residential student receiving outpatient treatment should enter the details in the register kept in the hostels.

The Warden/Matron should be responsible for the implementation of any rule and regulation related to administration of hostels.

3.1.2 The Mahapola Scholarship

The awarding of the Mahapola scholarship is handled by the Mahapola Scholarship Trust Fund, a division of the Ministry of Trade and Consumer Affairs. Payment registers for the Mahapola scholarship are prepared by SLIATE. Payment

of balance installments, stoppage of installments, restitution of installments and other related matters are to be decided by the Mahapola Trust Fund.

The Mahapola scholarship payment will be made only to the fulltime students registered to follow Diploma courses. Only nine (09) installments will be paid for an academic year. The students who do not collect three (03) installments at a stretch will have their installments discontinued.

In order to be eligible for the Mahapola scholarship, the following conditions should be fulfilled.

- a. The scholarship recipient will receive the monthly installments on the recommendation of SLIATE depending on the progress of the academic activities.
- b. A maximum of 09 installments for an academic year will be paid for the duration of the course.
- c. In order to be eligible for the receipt of installments, students should be engaged in fulltime courses and those who do not attend courses will not be eligible to receive monthly installments.
- d. If a student fails to obtain an installment, it will be considered as an installment that has been abandoned and such installments will not be paid again.
- e. After accepting the scholarship it will not be possible to change the course, Institute and it will not be possible even to receive any other scholarship.
- f. If a scholarship recipient changes the course, or ceases to follow the course or gains employment, such cases will lead to the cancellation of the scholarship.
- g. Deferment of a course requires prior permission from the authority concerned. Permission will be granted for a maximum of one year's postponement.

- h. It is necessary to attend lectures, tutorials and practical sessions and if not, the payment of installments will be stopped and action will be taken accordingly.
- i. Increase of income as a result of getting employment or engaging in business will also result in the discontinuation of the payment of installments.
- j. To obtain the Mahapola scholarship payment, eligible students must open a savings account at a licensed commercial bank and need to inform the Accountant of relevant Institute.
- k. The final decision on scholarships and payment of installments rests are with the Mahapola Trust Fund.

3.1.3 Concession for season tickets (Bus & Train)

The students who follow the fulltime diploma courses and not residing in the hostels are provided with this facility by the Institute. The Institute pays 35% from the value of the season ticket of the student to the Sri Lanka Transport Board/Railway Department.

3.1.4 Canteens at concessionary rates

The canteens are available in Ampara, Badulla, Colombo, Dehiwala, Gampaha and Kandy Institutes to provide food at concessionary rates.

3.2 Student services

3.2.1 Student counseling

Members of the academic staff have been appointed to advise the students on day to day problems, matters relating to courses and examinations. The students can meet the counselors during the allocated hours for the counselling. The details of counselors will be displayed by the Institutes.

3.2.2 Career guidance unit

The lecturers who are trained for Career Guidance will be appointed as Career Guidance officers. Training Coordinator may be the in-charge of this unit. The function of this unit will be based on the common action plan prepared by the Head Office.

The following services are provided by this unit:

- a. To advise and provide the students information on their careers.
- b. To introduce the students the environment of industries and prepare them to face the challenges therein by organizing and conducting training sessions and workshops.
- c. Two special courses will be conducted for personality and development of healthy attitudes for all students for the successful implementation of the above aims.
- d. To assist students in directing them for fruitful business or industry.
- e. To increase the employability of the students and develop the opportunities for training programmes for them.
- f. To establish means for letting students have knowledge about what the employers are looking for and what the employers' requirements are.
- g. To actively participate in building mutual understanding between the students and industry, especially the private sector.
- h. To develop industrial action committee with private and government sector industrial representatives.

3.2.3 Library

The Library plays an important role in the Institute supporting the three main pillars of the Institute such as, the teaching, learning and research. The librarian is the In-Charge Officer of the library. The Library conducts orientation programs for all new students on the usage of resources at the library.

Library opening hours

	Normal Hours	During Examination period
Week days	8.30a.m - 4.00 p.m	8.30a.m – 6.00 p.m
Weekends	8.30a.m - 4.00 p.m	8.30a.m – 6.00 p.m

Depending on the situational requirements, the opening hours of the library may change with prior notification.

Categorization

For collection and organizing purposes, books are categorized as follows

Permanent Reference – Not allowed for borrowing

Scheduled Reference – overnight reference

Lending : Book/s can be borrowed for a maximum period of two weeks.
(The period can be limited on the availability of particular book in the library)

Library registration and issuing of library cards

All registered students of the Institute are entitled to get the membership of the library. Library membership can be obtained by submitting a filled application to the counter together with the identity card or record book issued by the Institute. The card holder is responsible for any book borrowed

against his/her library card. External researchers are allowed to refer library materials with the special permission of the Director General/Director.

Lending of library books

Books to be borrowed should be given to the officer at the counter along with the library card and student identity card. The due date is stamped on the date slip of the book and those books are subjected to the inspection of security staff before being taken out of the library. Books borrowed should be returned to the relevant counter on or before the due date.

Lending periods - maximum 02 weeks

Scheduled Reference –maximum 01 day:

(Scheduled Reference books should be returned before 10.00 a.m. on the following day).

Fines on over due books

Fines will be charged for books which are on overdue.

Lending books Rs: 2.00 per day

Scheduled reference books Rs: 10.00 per day

Loss of library books

If a book borrowed from the library is lost, it should be informed to the library immediately by filling the relevant form kept at the counter. If the book is not found, it should be replaced by a copy of the same book or the value of the book should be paid to the library. An additional fine decided by the Librarian will be imposed for lost books.

Check on the state of borrowing materials

The library user should be observant of any damage to the library materials prior to borrowing. Missing or torn pages and scribbling on pages should be informed to the issuing counter immediately. If such damage is noticed at the returning of the materials to the library, the person who has borrowed the materials will have to bare the replacement cost.

Damage and theft of library material

Any damage to library materials such as scribbling, disfiguring, tearing of pages, mishandling, and removing of library materials or part of materials without proper authorization is a punishable offence. Disciplinary action will be taken as punishments to such offences.

Loss of library cards

Loss of library cards should be reported to the library immediately by filling a relevant form at the library counter. Any recovery of cards will be checked for a period of two weeks from the date of reporting. The library user could apply for duplicate library cards after checking. A fine of Rs.100/= will be charged for each duplicate card issued. Any books borrowed using the lost card, the owner of the card has to bare the replacement cost.

General rules on library use

Library users should produce the identity cards issued by the Institute to prove their identification up on the request by any library staff members.

- a. Library users should not attempt to re-shelf books once they are taken out from book-shelves. They should be kept on tables instead. Books on shelves should not be disordered on purpose.
- b. Silence should be strictly adhered to within the library. Group discussions and meeting are not allowed within the library. Use of mobile phones and the consuming of food within the library are not allowed. The Library is considered as a non-smoking area.
- c. Bringing personal books, periodicals, newspapers, cameras, food and drinks in to the library is strictly prohibited.

For further assistance

Library users are welcome to contact the Librarian or Library Staff members of the library for further assistance and clarifications with regard to library materials and their access. The whole library staffs are committed to assist library users always.

Library clearance

Library facilities are terminated at the completion of studentship or the termination of studentship at the Institute. Such students should return all borrowed books to the library. Library cards should be returned to the counter at the library and a certified 'No Dues' stamp should be obtained on the student record book in order to obtain the clearance of any liabilities from library. Diploma certificates and other certificates will not be issued by the Institute unless the certification of library clearance is obtained.

3.2.4 Information and communication technology (ICT) facilities

The computer laboratories, internet and Wi-Fi facilities are available in all the ATIs and ATI Sections and the students can utilize those facilities to enhance their ICT knowledge.

3.2.5 Recreational facilities

Sport items are available in all the Institutes and Ampara, Colombo, Dehiwala, Gampaha Institutes have their own play grounds.

4. Convocation and annual events of SLIATE

4.1 Convocation

The Convocation will be held to confer diplomas to those who have successfully completed the relevant courses. Those who complete their respective diploma programs after the Convocation will become eligible for the conferment of diploma in the subsequent year. The Convocation date of each year is decided by the Governing Council of SLIATE.

Convocation is held under the provision of the Act No. 29 of 1995 of SLIATE - Section 5(F) granted academic power to the Institute to confer diplomas and other academic distinctions. The Chairman of the Governing Council will preside over the convocation.

After the releasement of the final results of the examination, those who are eligible are invited for the Convocation. Diplomats are permitted to be accompanied by their parents or relatives. The academic staff and the officers of SLIATE will attend this function. The students can obtain their diplomas in attendance or in absentia.

4.2 Annual events organized by SLIATE

- English Day - ENZEAL
- Sport Day
- Software competition - Techno Soft
- Tourism Day
- Cultural Day

Organizing of any event in an ATI/ATI Section requires an approval from Director General. Approval can be obtained from Director General by submitting a document at least one month before the event, which should highlight the objective, outcome etc. of the event with the recommendation of Head of Department / Director or Academic Coordinator.

5 Examinations

These examinations consist of components of semester examinations and continuous assessments.

5.1 Criteria on the conduct of examinations

Applications are called for semester end examinations online and manually through relevant departments of ATI / ATI Section. Applying for examinations is compulsory. Examination index number is the same as the registration number.

5.2 Procedures in examination halls

Information for students

- 5.2.1. It is the responsibility of each student to acquaint himself/herself with the regulations concerning each examination, including the timetable of examinations and the location there of.
- 5.2.2. Each candidate must bring the Admission Card, attesting his/her signature by a person mentioned in it.
- 5.2.3. On arrival at the Examination Hall, check seat position in the hall plan posted outside the hall.
- 5.2.4. Candidates will be admitted to the Examination Hall not later than fifteen minutes before the commencement of the examination.
- 5.2.5. The examination question papers and answer books will be distributed by the invigilators. Question papers will be placed face down on each desk. When all question papers have been distributed, candidates will be instructed to commence examinations.
- 5.2.6. It is the responsibility of each candidate to ensure that they are answering the correct paper. Each candidate must check the title of the paper, and read any given instructions carefully before commencing an

answer. Any queries should be brought to the attention of the invigilator immediately.

- 5.2.7. Invigilators are present in the Examination Hall to ensure the proper conduct of the examination and to deal with problem which may arise. Any such problems should be brought to their attention during the course of the examination by raising a hand.
- 5.2.8. Any irregularities of conduct within the Examination Hall will be reported and a candidate who is disruptive to the proper conduct of the examination for other examinees, in the opinion of the supervisor may be required to leave the Examination Hall.
- 5.2.9. Checks for unauthorised material, mobile phone or any kind of electronic device will be carried out during the examinations and the candidate may be asked to empty his/her pockets.
- 5.2.10. If a candidate feels unwell during the examination, inform an Invigilator and if the candidate wishes to go to wash room or any rest room it is allowed to be accompanied by an Invigilator.
- 5.2.11. Candidates who wish to leave the Examination Hall before the final twenty minutes of the examination period must call an Invigilator and hand over their answer books to the Invigilator.
- 5.2.12. At the end of the period, candidates must remain in their seats until all answer books have been collected. Answer books must be handed up immediately on request to the Invigilator. In the case of Multiple Choice Question Papers, students are required to hand up BOTH the answer sheet and Question Paper.
- 5.2.13. Mobile Phones cannot be used as calculators. It is strictly prohibited to carry the Mobile Phones with the candidate in to the Examination Hall.

5.3 Evaluation criteria for Diploma programs

5.3.1 Introduction

(This circular will be effective from 2015 Academic year)

SLIATE offers fourteen Higher National Diploma (HND) programs. These HND programs are organized according to following structure.

	Name of the Course	Total Duration with In-Plant/Industrial Training (Years)	Compulsory In-Plant /Industrial Training (Months)	Semesters	Total credit	Full Time(FT)/Part Time(PT)
Technological HND Programs						
1	Higher National Diploma in Engineering - Civil	3 1/2	6	07	135	FT
2	Higher National Diploma in Engineering - Mechanical	3 1/2	6	07	134	FT
3	Higher National Diploma in Engineering - Electrical	3 1/2	6	07	142	FT
4	Higher National Diploma in Quantity Surveying	2 1/2	6	05	90	FT
5	Higher National Diploma in Building Services Engineering	3 1/2	6	07	103	FT
6	Higher National Diploma in Consumer Science & Product Technology	3	12	06	90	FT
7	Higher National Diploma in Information Technology	2 1/2	6	05	87	FT/PT
8	Higher National Diploma in Technology (Agriculture)	3	12	06	101	FT
9	Higher National Diploma in Food Technology	2 1/2	6	05	62	FT
Non - Technological HND Programs						
10	Higher National Diploma in Accountancy	4	6	08	134	FT/PT
11	Higher National Diploma in Tourism & Hospitality Management	3	6	06	90	FT
12	Higher National Diploma in English	2 1/2	6	05	88	FT/PT
13	Higher National Diploma in Business Finance	2 1/2	6	05	60	FT
14	Higher National Diploma in Management	3	6	06	102	FT
15	Higher National Diploma in Business Administration	2 1/2	6	05	60	FT

Each semester consists of;

Teaching Learning Activities	15 weeks
Mid semester vacation	01 week
Study leave	02 weeks
End semester examination	03 to 04 weeks
End semester Evaluation	04 weeks

Academic year consists of 02 semesters.

5.3.2 Course Unit:

A course unit is a subject module and each course unit has a credit value.

5.3.3 Credit:

1. A credit is a time based quantitative measure used in calculating the Grade Point Average (GPA). Each module is assigned a credit value representing the candidate's workload.
2. **One credit** is considered equivalent to **50 notional learning hours** for a taught module, laboratory studies module or field studies/clinical work. In case of industrial training, including time allocated for assessments and in case of research, including time allocated for literature survey, **one credit** is considered equivalent to a **minimum of 100 notional hours**. The notional learning time should include all learning activities required for the achievement of expected learning outcomes for the module.

5.4 Evaluation of Performance

5.4.1 Testing of a Course Unit

- A course unit will be evaluated by any combination of written examination, assignments, practicals, reports, presentations, field surveys, interviews, role plays, simulation games, quizzes, online tests, viva-voce etc...
- The In-Plant/Industrial training must be evaluated by records/reports/viva-voce. The end semester examinations of all course units are held at the end of the respective semester.
- The method of evaluation is stated in each course outline. Each course outline will be available to the students by the respective lecturer at the commencement of the course unit.
- **Submission of assignments and participation in practicals are compulsory.**

5.4.2 Evaluation

- a. The performance of course unit will be evaluated by continuous assessment **(CA)** and/or end semester examination **(SE)**.
- b. A candidate should obtain at least 30% from SE component to become eligible for a pass in a module. Otherwise the result will be as **“I(SE)” (Incomplete Semester Examination)**.
- c. If the candidate is absent for examination with valid reason then result will be given symbol of **“DFR” (Deferred)**.
- d. If the candidate is absent for examination without valid reason then result will be given symbol of **“AB” (Absent)**.
- e. If any candidate fail to submit the assignment or participate to the practical without valid reason then result will be given symbol of **“I(CA)” (Incomplete assignment)**.

- f. If any candidate fail to submit the assignment and/or participate to the practical without valid reason and obtain below 30% from the final Examination then result will be given symbol of “**INC**” (**Incomplete**).
- g. Candidates failing in either of the components CA or SE will receive an **I(CA)** or **I(SE)** respectively. If only one of the components is passed, the candidate has to complete only the remaining component as a repeat candidate in the next allowed attempts to complete the course unit. The marks obtained for the passed component will be kept on records and taken for the determination of the grade at the repeat attempt.
- h. The final grade of a course unit will be determined by the Final Mark, computed as a percentage by the formula, $(x) CA + (1-x) SE$. The value of x may vary from course unit to course unit. The value of the x can be obtained from the detailed course outline
- i. The highest grade obtainable as a repeat candidate is limited to grade C.

5.5 All possible grades

	<u>Assignment</u>	<u>Exam</u>	<u>Result</u>
1.	Any Marks	marks<30	I(SE)
2.	Any Marks	marks>=30	According to the Grading System
3.	Any Marks	Absent with valid reason	DFR
4.	Any Marks	Absent without valid reason	AB
5.	Not Submitted	marks>=30	I(CA)
6.	Not Submitted	marks<30	INC
7.	Not Submitted	Absent with valid reason	I(CA)
8.	Not Submitted	Absent without valid reason	AB

5.6 Grading System

Marks obtained in respect of a course unit will be graded according to a twelve category system shown as follows.

Range of Marks	Grade	Grade Points
85 - 100	A+	4.00
70 - 84	A	4.00
65 - 69	A-	3.70
60 - 64	B+	3.30
55 - 59	B	3.00
50 - 54	B-	2.70
45 - 49	C+	2.30
40 - 44	C	2.00
35 - 39	C-	1.70
30 - 34	D+	1.30
25 - 29	D	1.00
0 - 24	E	0.00

5.7 Grade Point Average

Grade Point Average (GPA) is the credit-weighted arithmetic mean of the Grade Point Values and the GPA is determined by dividing the total credit-weighted Grade Point Value by the total number of credits.

$$\text{GPA} = \frac{\sum (n_i * g_i)}{\sum n_i}$$

Where n_i is the number of credits for the i^{th} module in a given semester and g_i is the grade points earned for that module. GPA is rounded to the nearest second decimal place.

For example, a candidate who has completed five course units each of four credits and two course units each of two credits with grades A, C, B+,D,C+ and B,A+ respectively,

The GPA would be as follows:

$$= \frac{(4 \times 4.0) + (4 \times 2.0) + (4 \times 3.3) + (4 \times 1.0) + (4 \times 2.3) + (2 \times 3.0) + 2 \times 4.0}{(4 + 4 + 4 + 4 + 4 + 2 + 2)}$$

$$= \frac{16.0 + 8.0 + 13.2 + 4.0 + 9.2 + 6.0 + 8.0}{24}$$

$$= \frac{64.4}{24}$$

$$= 2.6833$$

$$= 2.68$$

If a student admitted to ATI by obtaining exemptions the GPA is determined on the basis of the course units he/she appeared at the examinations.

5.8 Valid Reasons for not completing end semester Exam and the Assignment

5.8.1 **Excuse will be granted only** if the absence is due to the candidate's **serious illness or death of a family member** or any other cause which is accepted by the Academic Syndicate. **If excuse** is granted to a candidate, he/she **can sit** the examination **on the next immediate attempt** with privileges i.e. without any restriction of marks. However, they are responsible to provide related /supportive documents.

5.8.2 **A candidate** who is absent at examinations **due to medical reasons** shall submit a **medical certificate obtained from a Government registered Medical Officer**. This must be submitted to the Director of relevant ATI **within two weeks after holding the whole examination**.

5.9 Re-sit Examination

A candidate **who** obtains a grade below **C** in a particular course unit may be allowed to re-sit the examination in respect of this course unit for the purpose of improving the grade; the highest grade obtainable in this instance is limited to **C**. In the event a candidate who obtains a lower grade

while attempting to have a better grade, he/she will be entitled to the previous grade.

5.10 Passing a Semester Examination

A candidate shall be deemed to have passed any of the semester examinations, if he/she has earned a minimum Semester Grade Point Average (**SGPA**) of **not less than 2.00** for each semester, and has no more than one weak grade (any grade below C) per semester.

5.11 Awarding of the Higher National Diploma

5.11.1 With Distinction Pass

A student should meet all the following requirements in order to be awarded the Higher National Diploma with Distinction pass standing.

- a. A candidate should have earned an overall GPA of 3.70 or above and
- b. The candidate should have earned **A** or better grade in more than half the course units in the followed Higher National Diploma programme.
- c. The candidate should not have earned grades below ‘C’.
- d. The candidate should have fulfilled these requirements within the course duration, followed by him/her from the first academic year of registration other than approved valid reason.

5.11.2 With Merit Pass

A student should meet all the following requirements in order to be awarded the Higher National Diploma with Merit pass standing.

- a. The candidate should have earned an overall **GPA of 3.30 or above** in the entire Higher National Diploma programme.
- b. The candidate should have earned **A-** or better grade in more than half of the course units in the followed Higher National Diploma programme.

- c. The candidate should have fulfilled these requirements within the course duration, followed by him/her from the first academic year of registration other than approved valid reason.

5.11.3 With General Pass

A student should meet all the following requirements in order to be awarded the Higher National Diploma with General pass standing.

- a. The candidate should have earned a minimum **SGPA** of not less than **2.00** for each semester, and
- b. The candidate should have obtained a minimum overall GPA of 2.00 from all the course units, and
- c. The candidate should not have more than one weak grade (any grade below C) per semester, and
- d. The candidate should not have either I(CA) or I(SE) for any course unit, and
- e. The candidate should have fulfilled all the requirements given above, within the maximum duration of the relevant course **plus 03 consecutive years** from the academic year of original enrolment in the SLIATE. Duration for the completion of the course cannot be extended for any reason.

5.12 Effective Date of the Higher National Diploma

The effective date of the HND program will be the day after the date of the final paper held as per the examination time table of the final semester examination held by SLIATE.

To be eligible for this Effective Date, a candidate shall have completed all the academic requirements as required by the relevant HND program. For the candidates who cannot start their in-plant training within the required semester, the Effective Date of Diploma will be the final date of next immediate semester examination.

5.13 Examination Irregularities

- a. Keeping unauthorized documents in possession.
- b. Keeping in possession mobile telephones or devices capable of storing data or any other equipment extremely prohibited.
- c. Removing examination stationery out of the examination hall.
- d. Copying or attempting to copy in any manner.
- e. Keeping in possession or attempting to use examination stationary removed in the past.
- f. Keeping notes on body or clothes.
- g. Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet.
- h. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.
- i. Entering the examination hall without permission.
- j. Leaving the examination hall without permission or attempting to do so or helping such acts.
- k. Attempting or assisting to tear any paper/ answer book or destroying such items.
- l. Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- m. Behaving in a manner harmful to the self-respect of and causing mental stress of the Supervisors/Invigilators/Hall Attendants
- n. Planning and attempting to harm mentally or physically the Supervisors/ Invigilators/ Hall Attendants.
- o. Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.
- p. Other examination irregularities determined by SLIATE
- q. Irregularities found by the marking examiner.
- r. Aiding and abetting examination irregularities.
- s. Misbehaviour/violation of the discipline

5.14 Punishments

- a. In any case of above, the results of the whole semester examinations will be cancelled and the results of the next attempt/Attempts of the same examination will be adjusted to ordinary pass. Further students are not permitted to sit any examinations of SLIATE for next 03 years. During these 03 year period of the time the student is not permitted to obtain any facilities or privileges of SLIATE. The students penalized for above offences are not offered the classes to the Diploma and not invited to the convocation. If the person is not a registered student at SLIATE, action will be taken according to the law of the land.
- b. Under 5.13.(o) punishment will be suspending of five years from the academic matters of the Institute and punishment should be given to the involved both parties(If both parties are current students).

5.15 Evidence used in examination irregularities

- a. Written reports or verbal statements on examination irregularities provided by the Supervisor/Invigilator and candidate.
- b. Material evidences, eye witnesses (Records, photographs, videos) at the time of committing the irregularity.
- c. Other evidence that could be used at the discretion of the Chairman of the Committee (eg. marks obtained / different handwriting in the answer script)

5.16 Examination Irregularity Committees of SLIATE

All investigation in connection with examination irregularities should be subjected to SLIATE Examination Irregularities Committees.

SLIATE Examination Irregularities Committees should meet within one month from the date on which the irregularity is reported to the Director General and Director Examination by the relevant examiner who found irregularities under 5.13.q and such a report(or lists) should be made after the last date of the examination evaluation of the respective semesters.

5.16.1 Composition

SLIATE should appoint the committees of consisting of a Registrar and 02 Academic Staff Members from the ATI/ ATI Section. The number of members will be determined on the number of incidents and disciplines. The most Senior Academic Staff Member should be appointed as Chairman of the committee.

5.16.2 Procedure of investigation

- a. Consider the written description of irregularities in the supervisors' journals.
- b. Using evidence to determine the irregularity depending on the necessity.
- c. It is mandatory to summon the accused for explanation (if not present it will not be an obstacle to continue with the investigation).

5.16.3 Decisions

To determine whether the accused is guilty or not and if guilty, recommend the relevant punishment to the Director General depending on the irregularity.

5.16.4 Time frame

The above examination irregularities committee recommendations with decisions should be reported to the Director General immediately after the meeting.

5.16.5 Implementation of the decisions

The above decisions should be implemented only after the approval of the Academic Syndicate of SLIATE.

6 Discipline of the students

6.1 Disciplinary procedure

- a. Any charges of misconduct/indiscipline against a student shall in the first instance be reported to the Directors of ATIs or to the Director General of SLIATE.
- b. When the Director General/ Director receives the information relating to misconduct/ indiscipline, he shall appoint one or more members of staff of SLIATE/ATI/ ATI Section or any other suitable person to investigate the facts and submit their conclusions and or observations and or recommendations in writing to the Director General/ Director within 3 working days (The Director General/Director can extend the duration based on the situation).
- c. In cases where the Director General deems it is 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 “b” above, that the student/students committed an act amounting to misconduct/indiscipline, the Director General 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 Governing Council of SLIATE.
- d. The “Out of Bounds Declaration” shall mean a total prohibition on attendance/access to the SLIATE/ATI/ATI Section as the case may be and participation in any activity of SLIATE/ATI/ATI Section provided however that the Director General may act on his discretion to permit such a student to enter the SLIATE/ATI/ATI Section for a specific purpose.
- e. The Director General/ Director 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 05 working days from the date of the notice of the charges.

- f. The Director General may also order the withholding of the examination results of a student pending the inquiry or investigation.
- g. If the student respondent/s plead/s guilty to the charge sheet or does/do not reply within the time specified, the Director General shall proceed to impose on the student any of the punishments as recommended by the Board of Discipline as appropriate based on 6.4.
- h. If the student respondent/s plead/s not guilty to the charges, the Director General/Director shall appoint a committee of 3 members to hold a Disciplinary inquiry and submit the report within 14 days. (The Director General/Director can extend the duration based on the situation).The Procedure to be followed has been set out in 6.2.
- i. A student against whom such disciplinary action has been taken may appeal to the Director General of SLIATE against such a decision within fourteen (14) days from the date of issuing of such decision.

6.2 Procedures to be followed

- j. The charge/s should be specific and it/they should be served the student respondent/s individually by the Director General/ Director, requesting to send the reply to the Director General/ Director in writing within the time period granted.
- k. If the respondent/s plead/s not guilty to the charges, the Director General/Director shall appoint a disciplinary committee of not less than 3 members to hold a formal inquiry and submit the report within 14 days.

(The Director General/Director can extend the duration based on the situation).

- l. If the Director General/Director is not satisfied with the answers given by the student respondent/s shall be notified of the date of the inquiry by the Secretary to the disciplinary committee appointed by Director General/Director from among lecturers/administrative officers.
- m. The student respondent must appear himself/ herself at the inquiry.
- n. The disciplinary committee may, taking into consideration the special circumstances of the situation deny a student charged with an offence, the opportunity to question the complainant regarding the complaint made or any witness relating to the evidence given by the witnesses.
- o. The disciplinary committee shall have the power to summon any witness required by the prosecution.
- p. Any disciplinary committee appointed by the Director General/ Director shall have the power to summon any student of SLIATE/ATI/ATI Section as the case may be to render whatever assistance needed to conduct inquiries on matters pertaining to provision of any by-law. A student who does not so comply shall be guilty of a punishable offence. At a disciplinary committee a student shall be provided with relevant documents or extracts from the same, which have been used to frame charges against the students.
- q. The disciplinary committee after finalizing its recommendations shall submit its report to the Director General /Director giving reasons for such findings and the verdict.
- r. If the student/s had been found guilty for the charges the Director General shall refer the same to the Board of Discipline (BOD)/ to determine the punishment within the scope of the 6.4.

- s. Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.
- t. The Director General may subject to the provisions in this section declare the 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.
- u. Declaration of SLIATE/ATI/ATI Section 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 SLIATE/ATI/ATI Section to which the student is attached and participation in any activity of the SLIATE/ATI/ATI Section, provided however that the Director General may at his discretion permit such a student to enter the premises for a specific purpose.
- v. The “out of bounds declaration” may include such other reasonable conditions as the Director General may think fit.
- w. 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 SLIATE community in general or a particular member or members and the power shall be used only where the Director General is of the opinion that it is necessary to take such action. Written reasons for the decision shall be recorded and made available to the student/s concerned.
- x. No student shall be subjected to the “out of bounds declaration” unless he or she has been given an opportunity to make representations in person. He or she shall be entitled to make the above representations in writing to Director General.
- y. However, in case of great urgency, the Director General 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.

- z. An “out of bounds order” shall remain until such time the disciplinary inquiry is concluded.

6.3 Appeal procedure

Any appeal made by the student/s against the decision to punish the student/s shall be made to the Director General through the Director / Academic Coordinator of his/her Institute. Director General’s decision is final and exclusive.

6.4 Recommended punishments for the violation of discipline

Offences	Recommended Maximum Punishments
<p>i. Refusing or neglecting to produce the Student Identity Card when called upon to do so by the Director General /Director/any other officer / any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the Director General /Director.</p> <p>Explanation</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 SLIATE/ATI/ATI Section for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>b) Severe warning by the Director General/Director with a record of same in the personal file of the student.</p>

<p>ii. Violating the By-Laws on SLIATE/ATI/ ATI Section Residence Facility.</p>	<p>Recovery of cost incurred by SLIATE/ATI/ATI Section as a result of violating, any by-laws, and considering the gravity of the offence,</p> <p>a. Suspension from SLIATE/ATI/ATI Section for a period not exceeding one calendar year and with holding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>b. Denial of Residential Facilities in the future</p> <p style="text-align: center;">or</p> <p>c. Severe warning by the Director General with a record of same in the personal file of the student.</p> <p>The above punishments may be in addition to any other punishments that may be imposed for violation of any other By-Laws of SLIATE/ATI/ATI Section.</p>
<p>iii. Destroying, damaging, defacing, alienating, misusing or unlawfully appropriating to himself any property of SLIATE/ATI/ATI Section or any property in the custody of SLIATE/ATI/ATI Section or held temporarily by SLIATE/ATI/ATI Section.</p>	<p>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,</p> <p>a. Expulsion from SLIATE/ATI/ATI Section</p> <p style="text-align: center;">or</p> <p>b. Suspension from SLIATE/ATI/ATI Section for a period of two calendar years and withholding of examination as appropriate.</p>

<p>iv. Contravening any Regulation or Rule By-Law</p>	<p>Considering the gravity of the offence,</p> <p>a) Suspension from SLIATE/ATI/ ATI Section for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations as appropriate</p> <p style="text-align: center;">or</p> <p>b) Severe warning by the Director General with a record of same in the personal file of the student.</p>
<p>v. Refusing to carry out any lawful order issued by the Director General / Director, any other officer, a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the Director General /Director</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the ATI/ ATI Section 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</p> <p style="text-align: center;">or</p> <p>b. Severe warning by the Director General with a record of same in the personal file of the student.</p>
<p>vi. Furnishing SLIATE/ATI/ ATI Section with false information in relation to any matter in respect of which SLIATE/ATI/ATI Section is entitled to true particulars which in the opinion of the Director General /Director is calculated to mislead the authorities of SLIATE/ATI/ ATI Section.</p>	<p>a. Expulsion from SLIATE/ ATI/ATI Section for falsification of documents</p> <p style="text-align: center;">or</p> <p>b. Suspension from SLIATE/ ATI/ ATI Section for a period of one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>c. Severe warning by the Director General with a record of same in the personal file of the student.</p>

<p>vii. Any sign of usage of liquor or being under the influence of or in possession of intoxicant, liquor, and narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the boundaries of the ATI/ ATI Section.</p>	<p>Considering the gravity of offence</p> <p>a. Suspension from SLIATE/ATI/ ATI Section for a period not exceeding one calendar years and/or withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or.</p> <p>b. Severe warning by the Director General with a record of same in the personal file of the student.</p>
<p>viii. Possessing or storing or carrying or using arms, weapons and/ or any other substance with the intention of causing harm to persons or property within the boundaries of SLIATE/ATI/ATI Section</p>	<p>a. Expulsion from SLIATE/ ATI/ ATI Section for being in possession or storing or using arms within the boundaries of the SLIATE/ATI/ ATI Section</p> <p style="text-align: center;">or</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>
<p>ix. Engaging in such activities as are likely to disrupt the conduct of registration, teaching, study, research or examinations at SLIATE/ATI/ATI Section or in the administration of SLIATE/ ATI/ATI Section or obstructs an event organized by SLIATE/ATI/ ATI Section within or outside its premises or obstructs or disrupts any other authorized event held within SLIATE/ATI/ ATI Section premises.</p>	<p>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 obstructions or disruption.</p>
<p>x. Obstructing or harassing any officer,a member of the academic or administrative staff or any other employee of SLIATE/ATI/ ATI Section or any other authorized person in the performance of his / her duties.</p>	<p>Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p>

<p>xi. Preventing or obstructing any student in carrying out his/her studies or research or disrupts any legitimate activities of a recognized student society/ association.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xii. Occupying or using any property of SLIATE/ATI/ ATI Section not in accordance with rules or other provisions made by SLIATE/ATI/ ATI Section from time to time, or without the authority of the Director General /Director or the relevant member of staff.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xiii. Conducting himself in a manner which, in the opinion of the Director General /Director, is detrimental to the good name of SLIATE/ATI/ ATI Section or to the maintenance of order and discipline within SLIATE/ATI/ ATI Section.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from SLIATE/ATI/ ATI Section 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</p> <p>b. Severe warning by the Director General with a record of same in the personal file of the student.</p>
<p>xiv. Display of posters at SLIATE /ATI/ ATI Section premises by any student or students, which are intimidating or defamatory of SLIATE/ATI/ATI Section, Director General /Director/ other officer / member of the Academic or Administrative staff or any other employee of SLIATE /ATI/ ATI Section.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE /ATI/ ATI Section. or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p>

<p>xv. Causing of physical injury or physical harm or threatening to cause same to any student of the ATI/ATI Section, Director General /Director / anyother officer/ member of the academic or administrative staff /any other employee of SLIATE/ATI/ ATI Section or any other person authorized to be in the premises of SLIATE/ATI/ ATI Section or at an event organised by SLIATE/ATI/ ATI Section.</p>	<p>Considering the gravity of the offence, Expulsion from SLIATE/ATI/ATI Section</p> <p style="text-align: center;">or</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>c. Severe warning by the Director General with a record of same in student’s personal file.</p>
<p>xvi Kidnapping, hostage taking, attempting to kidnap, or threatening to take hostage or kidnap the Director General /Director, other officer, member of the academic or administrative staff, any student of SLIATE/ATI/ATI Section, an employee, or any other person authorized to be in the premises of SLIATE/ATI/ ATI Section or at an event organized with the authority of SLIATE/ATI/ ATI Section within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI/ ATI Section</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student’s personal file.</p>

<p>xvii Inciting of student to disrupt legitimate activities of SLIATE/ATI/ATI Section</p>	<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 SLIATE/ATI/ATI Section <li style="text-align: center;">or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. <li style="text-align: center;">or c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate <li style="text-align: center;">or d. Severe warning by the Director General with a record of same in student's personal file.
<p>xviii Any student who has stolen or attempted the theft of property within SLIATE/ATI/ATI Section premises or has retained stolen property belonging to SLIATE/ATI/ATI Section or has caused wilful damage to SLIATE/ATI/ATI Section property or to property of an officer / member of the academic or administrative staff / an employee or a student of SLIATE/ATI/ATI Section or any other person authorized with the authority of the SLIATE/ATI/ATI-Section within or outside its premises.</p> <p>1. Theft.</p>	<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 SLIATE/ATI/ATI Section <li style="text-align: center;">or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. <li style="text-align: center;">or c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate <li style="text-align: center;">or d. Severe warning by the Director General with a record of same in student's personal file.

<p>2. Wilful damage</p>	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and.</p> <p>a. Expulsion from SLIATE/ATI/ ATI Section</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student's personal file.</p>
<p>3. Attempted theft</p>	<p>Fine to be recommended by BOD and</p> <p>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>b. Severe warning by the Director General with a record of same in student's personal file.</p>
<p>4. Retaining stolen property</p>	<p>Return the property and a fine to be recommended by BOD.</p>
<p>xix. Violation of time limits for staying within SLIATE/ATI/ ATI Section premises or seeking entry to SLIATE/ATI/ ATI Section without authorization of the Director General/Director or any other relevant member of staff authorized by the Director General/Director before or after the designated times or as specially notified by the Director General/Director.</p>	<p>Severe warning by the Director General with a record of same in student's personal file.</p>

<p>xx. Offering any gratification to any employee of SLIATE / ATI / ATI Section as inducement or reward for that SLIATE / ATI / ATI Section employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI/ ATI Section 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>
<p>xxi. Convening of meeting/s of a group of students, any society or association which has not been recognized by SLIATE/ATI/ ATI Section or without prior approval of SLIATE/ATI/ATI Section or displaying or distributing publications/posters at SLIATE/ATI/ATI Section without authorization of the Director General/Director or any other person authorized by the Director General/Director.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</p> <p>b. Severe warning by the Director General with a record of same in student's personal file.</p>
<p>xxii. Convening any meeting or participating in any meeting of students in the boundaries of the SLIATE/ATI/ATI Section contrary to the constitution of the relevant society/ association.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</p> <p>b. Severe warning by the Director General with a record of same in student's personal file.</p>
<p>xxiii. 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 individual/ group of students or Director General/Director, any officer/ member of the academic or administrative staff, an employee, student of SLIATE/ATI/ATI Section or any other person authorized to be present within the premises of SLIATE/ATI/ATI Section or at an event organized with the authority of the SLIATE/ATI/ATI Section within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or</p> <p>b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</p> <p>c. Severe warning by the Director General with a record of same in student's personal file.</p>

<p>xxiv. Defacing or mutilating property belonging to the Director General/Director, any other officer, member of the academic or administrative staff, an employee or student of SLIATE/ATI/ATI Section or any other person authorized to be present within the premises of SLIATE/ATI/ATI Section or at an event organized with the authority of SLIATE/ATI/ATI Section within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from SLIATE/ATI/ATI Section <li style="text-align: center;">or b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. <li style="text-align: center;">or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate <li style="text-align: center;">or d. Severe warning by the Director General/Director with a record of same in student's personal file.
<p>xxv. Inviting from outside SLIATE/ATI/ATI Section, as a student of or on behalf of or at the request of students of SLIATE/ATI/ATI Section, any speaker to address students, or any outside person for any purpose within SLIATE/ATI/ATI Section, without the prior approval in writing from the Director General/Director or other relevant officer designated for this purpose by the Director General/Director.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate <li style="text-align: center;">or b. Severe warning by the Director General with a record of same in student's personal file.
<p>xxvi. Arranging or organizing any collection of money or goods in the name of SLIATE/ATI/ATI Section inside the boundaries or outside SLIATE/ATI/ATI Section without the prior approval in writing from Director General/Director or other authorized officer designated for this purpose by the Director General/Director.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. <li style="text-align: center;">or b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate <li style="text-align: center;">or c. Severe warning by the Director General with a record of same in student's personal file.
<p>xxvii. A student who has received three warnings within a period of 12 calendar months.</p>	<p>Suspension for a period of 12 months from the date of the last warning.</p>
<p>xxviii. Failure to adhere to the severe warning.</p>	<p>Suspension for one academic year</p>
<p>xxix. A student under suspension committing a further offence.</p>	<p>Expulsion or a further period of suspension depending on the gravity of the offence.</p>

xxx. Publication of notice, posters within SLIATE/ATI/ATI Section premises without the permission of authorities.	Suspension for three calendar months
xxxi. Selling of newspapers/periodicals or distributing of handbills within SLIATE ATI/ATI Section premises without approval of the Director General/Director.	Suspension for three calendar months
xxxii. Communicating with higher authorities without going through the Director General/ Director.	Suspension for six calendar months
xxxiii. Communicating with the press without the consent of the Director General/Director.	Suspension for one academic year.
xxxiv. Unauthorized or improper use of SLIATE/ATI/ATI Section computer system/network	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI/ ATI Section</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student's personal file.</p>
xxxv. Any other offence or act of indiscipline not explicitly stated in 6.4	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI/ ATI Section</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student's personal file.</p>

In addition to the above, conditions accepted by Academic Syndicate/ Director General and the Governing Council of SLIATE on student discipline will also be compulsory for students of SLIATE/ATI/ATI Section.

6.5 Record of punishments

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

6.6 Board of Discipline

- a. With regard to student discipline of SLIATE, the Director General can take any appropriate measures in addition to the above on the powers, duties and functions conferred on him by the SLIATE Act No 29 of 1995.
- b. The Director General and the Governing Council of SLIATE shall be responsible for the execution and administration of this By-Law.
- c. Along with the operation of this By-Law a Board of Discipline (BOD) will be established under paragraph (6.6.1) below:

6.6.1 Members of the Board of Discipline

- I. Deputy Director General(Academic Affairs/ Planning and Research)
- II. Deputy Director General(Administration & Finance)
- III. Director (Planning and Research)
- IV. Director (Examination)
- V. Legal Officer of SLIATE
- VI. One Director (Nominated from an ATI)
- VII. One Registrar (Nominated from an ATI)
- VIII. One HOD (Nominated from an ATI)

- a. The Legal Officer will be the Secretary to the BOD.
- b. The members appointed will hold office for 3 years or till they hold the posts under which they became members of the BOD.
- c. The Deputy Director General (Academic Affairs/Planning and Research) shall be the chairperson of the BOD. If he/she is unable to attend the meetings of the board or not in a position to chair the meeting, the members will elect a temporary chairperson.

- d. The period of the chairperson is 3 years from the date of appointment and he/she is eligible for a re-appointment.
- e. The quorum for a meeting will be five (5).
- f. Modalities of working of the BOD will be determined by the BOD from time to time.

6.6.2 Powers, responsibilities and duties of the Board of Discipline.

- a. To advise and take necessary steps to maintain student discipline within SLIATE/ATI/ATI Section.
- b. Recommendation of rules and regulations on SLIATE students' discipline to the Governing Council through Director General.
- c. To conduct appropriate inquiries into incidents of breach of discipline or misconduct and to report the findings to the Director General.
- d. To summon any student before the BOD or any committee appointed by the BOD and any member of the academic or non- academic staff member with the approval of the Director General to record any oral or written statements.
- e. It is within the rights of the BOD to summon a person who volunteers to give evidence or makes a request to give evidence before the BOD or any committee appointed by the BOD if it is felt that such a person will be able to provide useful information.
- f. To recommend temporary suspension of a student or make SLIATE/ATI/ATI Section premises out of bounds to him/her until such time as the conclusion of the disciplinary inquiry or in order to maintain peace and discipline within the SLIATE.
- g. To appoint disciplinary committees to inquire into complaints regarding a breach of discipline by the students. The membership of the committee will depend on the severity of the offence. The maximum number of the membership will be three. One member would be a member of the BOD and he/she should be the chairperson of the committee.

6.7 Maintenance of student discipline

- a. For the maintenance of student discipline within SLIATE the following authorized officers have been appointed in addition to the BOD.
 - i. Heads of Departments
 - ii. All members of the Academic Staff
 - iii. All members of the Academic Support Staff
 - iv. Registrar/Assistant Registrar of ATI
 - v. Librarian
 - vi. Student Counsellors
 - vii. Hostel Wardens/Matrons
 - viii. Security Officers

- b. Director/ HOD/ Registrar/Librarian/ Student Counsellor /Assistant Registrar are vested with following powers
 - i. To order a student out of SLIATE/ATI/ ATI Section premises, from a lecture hall, a library room, a lab and so on if his behaviour is deemed a threat to the discipline of the Institute, the disruption of its peace or any legal activity that is conducted in the ATI premises, a lecture hall, a library room, a lab or any other place in the ATI/ ATI Section.
 - ii. To order a student to surrender the Student Record Book or the Identity Card.
 - iii. When it is reported that a student has committed an offence, such a student to be summoned to his/her office and a verbal or written statement should be obtained.

- c. The following powers are conferred to members of the Academic Staff, Librarian and Hostel Wardens on student discipline
 - i. In instance under 6.8 (c) i a student can be sent out from a room, a class room, hall, library, laboratory, hostel or any other place.
 - ii. To order any student to surrender the student Record Book or the Identity Card.
 - iii. To report to the Director General through the Director any breach of discipline or misconduct.

- d. Security officers have been conferred the following powers on student discipline.
 - i. To disperse or send out students at instances where there is a threat to peace or breach of discipline at SLIATE/ATI/ ATI Section premises, building, room, hall, library or any other place.
 - ii. To order the surrender of the Record Book or the Identity Card of any student.
 - iii. To report to the Director General/Director through disciplinary authorities regarding the breach of discipline or misconduct.

6.8 General discipline - misconduct and breach of discipline

- a. Every student of SLIATE/ATI/ATI Section should well-behave and so long as the studentship is in force every student and Diploma holders should continue to be of good behaviour.
- b. Students of all SLIATE/ATI/ATI Section should engage in their academic work to the satisfaction of the Institute. Without obtaining permission by expressing acceptable reason no student should keep away from lectures or practicals for more than six weeks during an academic year.
- c. The following are considered as misconduct and a breach of discipline and no student should engage in such activities.
 - i. Engaging in damaging or unfavourable acts to tarnish the good name of SLIATE/ATI/ ATI Section. Acts that would obstruct educational activities, examination work or administration work. Obstructing the official duties of the academic or non-academic staff.
 - ii. Failure to produce the Record Book, Identity Card to the Director General/Director, members of the academic staff, Registrar, Accountant, Librarian or any other officer authorized by the Director General/Director or Registrar and failure to establish their identity.
 - iii. Damaging SLIATE/ ATI/ ATI Section property, taking such property outside SLIATE/ATI/ ATI Section premises, to own such property

or giving it to others. Damaging SLIATE/ATI/ ATI Section premises, buildings, and walls.

- iv. Damaging the privacy and independence of any student, relevant officer or any other employee of SLIATE/ATI/ATI Section or cause loss to them. They should also not instigate others to do so.
- v. Disturbing meetings, seminars, functions, processions or social functions organized by SLIATE/ ATI/ ATI Section.
- vi. Disturbing or harassing the participants of meetings organized by members of academic staff or members of the non-academic staff or outside organizations organized with the approval of the Director General.
- vii. Organizing any such meetings at SLIATE/ ATI/ ATI Section premises without the written approval of the Director General.
- iv. Collecting money or goods from the students and keeping them in their possession without prior written approval of the Director General.
- v. Printing posters, leaflets or other publications harmful to the good name of SLIATE/ATI/ ATI Section and are threat to its peace.
- vi. Releasing a statement, letter or a notice to any media as a student or as a representative of a student group which would be harmful to the good name of SLIATE/ATI/ ATI Section, authorities of SLIATE or any individual of the ATI/ ATI Section.
- vii. Bringing liquor or drugs to SLIATE/ATI/ ATI Section, sale of liquor and drugs, keeping them in possession or assisting in such activities.
- viii. Bringing arms and explosive items which area harm to others and keeping them in their possession. If a resident student, keeping such items in the hostel.
- ix. Withholding any information requested by SLIATE/ ATI/ ATI Section or as a student to withhold any relevant information or give false information

- x. Using SLIATE/ ATI/ ATI Section buildings, halls, premises and equipment in contravention of the regulations.
- xi. The criminal offence of a student becoming a convict under the criminal procedure of the Republic of Sri Lanka.

6.9 Student discipline on resident students

In addition to the general rules, students of SLIATE/ATI/ATI Section who are provided with hostel accommodation should follow the rules which now exist or any rules that are brought into existence from time to time.

- a. Not following any procedure lay down by SLIATE/ATI/ATI Section administrators, hostel wardens, and student counsellors whenever the necessity arises.
- b. To entrust the hostel facilities given to another student or change the rooms given at their discretion.
- c. To meet female students at places other than the Common Room or meet or keep outsiders in any place in the boys' hostel other than the Common Room.
- d. To meet male students in any place of the girls' hostel other than the common rooms or receive outsiders or meet them in places of the hostel other than the Common Rooms.
- e. To come to the hostels late (for females after 6.00p.m, for males after 8.00 p.m.) to stay out of the hostels without permission after the stipulated time. (If a student comes late to the hostel, in such instances, covering approval should be obtained from the Director or the Registrar through the Warden/ Matron).
- f. Not complying with orders when the Director General/Director orders the students to vacate the hostels.
- g. Students should be responsible for the goods and equipment in their rooms. Using these items negligently or using them for purposes other than what they are meant for.

- h. When ordered to vacate hostels, at the end of the academic year or when leaving the hostels not removing their belongings or not making arrangements for their safety. (When leaving hostels SLIATE/ATI/ATI Section will not be responsible for the personal belongings in the rooms.)

6.10 Punishments

If a student is found guilty of breach of discipline or misconduct or contravention of the provisions of this By-Law, the Director General is authorized to impose one or more of the following punishments on the findings and recommendations of the Board of Discipline.

- i. Warnings and severe reprimand.
- ii. Imposing of a fine to cover the total cost of the damage.
- iii. If there is a loss to SLIATE, recover the loss.
- iv. To make either out of bounds or suspend from lectures and examinations or both.
- v. Suspension from sitting examinations for a specified period.
- vi. Suspension of hostel facilities or withdrawal of hostel facilities.
- vii. Withholding the release of results for a specified period or suspension/ postponement. Suspension or cancellation of results or/issue of certificates.
- viii. Considering as having vacated SLIATE/ATI/ATI Section or course of studies.
- ix. Expulsion from SLIATE/ATI/ATI Section.

Above punishment or punishments could be imposed on suspension basis as required.

If it is felt that the conduct or activities of a student is found to be a threat to the discipline and peace of SLIATE/ATI/ATI Section, the Director General is empowered to impose any of the punishments without any investigation or recommendation of any body.

It is emphasized that details of students who misbehave in SLIATE/ATI/ATI Section will be notified to their parents.

6.11 Appeals

- a. Any student, who is punished under section 6.10 above, can submit an appeal to the Director General within 07 days against such punishment if he is not satisfied with the punishment.
- b. An Appeal Committee comprising of three Senior Lecturers will examine the appeals received by the Director General/Director.
- c. An Appeal Committee will be empowered to re-examine the evidence received at the first investigation and review or reduce the punishments or change punishments and recommend them to the Director General. The Director General's decision is final and exclusive.

Important : *Henceforth, the laws and by laws imposed by the Student Handbook 2018 - Second Edition (Amended) apply for all the students of SLIATE.*

Interpretation

- a. Here the "SLIATE" refers to Sri Lanka Institute of Advanced Technological Education.
- b. Here the "ATI" refers to Advanced Technological Institute
- c. Here the "ATI Section" refers to Advanced Technological Institute Section
- d. "Student" refers to a student male or female registered at SLIATE/ATI/ATI Section.[Other than 6.9 (c) and (d)].
- e. "Property" refers to SLIATE buildings, Hotels, Lecture Halls, Library, goods, equipment, vehicles and all other mobile and immovable property.
- f. "Director General" refers to the Director General of SLIATE.
- g. "Deputy Director General" refers to the Deputy Director General of SLIATE.
- h. "Director" refers to Director of SLIATE/ATI/Academic Coordinator of ATI Section.
- i. HOD refers Head of the Department of an ATI/ATI Section
- j. BOD refers to Board of Discipline of SLIATE.
- k. Registrar refers to Registrar or Assistant Registrar of ATI.
- l. Interpretation of this By-Law on a word, groups of words or sentences will be final as decided by the Governing Council.

Act on Prohibition of ragging and other forms of violence.

In Institutions Act No 20 of 1998 on prohibition of ragging and other forms of violence in Educational Institutions (certified on 19th April 1998) please see annex-1. The Complete Act is reproduced there.

Annex 01

Prohibition of ragging and other forms of violence in Educational Institutions

Act. No. 20 of 1998 [Certifies on 29th April, 1988] L.D.- 0.7/98.

Prohibition of ragging and other forms of violence in Educational Institutions

Act. No. 20 of 1998[Certifies on 29th April, 1988] L.D. - 0.7/98.

An Act to eliminate ragging and other forms of violence, and cruel, inhuman and degrading treatment, from educational Institutions. Be it enacted by the Parliament of the Democratic, Socialist Republic of Sri Lanka as follows:-

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

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 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.
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 of 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.
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 a 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.
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.
(2) Any person who causes mischief in respect of any property 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 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.
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.

 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 Director General of a High Court established by Article 154P of the Constitution. In exercising his discretion to grant bail such Director General shall have regard to the provisions of section 14 of the Bail Act. No.30 of 1997.
 - (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.

 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.
by or before any court of any offence under subsection (2) of section 2 or section 4 of this Act.

 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.

 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 there in is the property of, or is under the management and control of, such educational institution, shall be admissible in evidence without proof of signature and shall be prima facie evidence of the facts stated therein.

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
 - (b) 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 a 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.
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.
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 any such offence and any sentence imposed on such conviction.
16. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.
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 University 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 Pirivana 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, No. 28 of 1985;
- (j) a College of Education established by the College of Education Act, No. 30 1986, or a Government Training College;
- (k) a Government school or an assisted school or an unaided school, within the meaning of the Education Ordinance (Chapter 185);

and includes any other institution established for the purpose of providing education, instruction or training ;

“head of an educational 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, or an educational institution;

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07	Advanced Technological Institute, Galle	Siridamma Mw, Labuduwa, Akmeemana.	091-2246179
08	Advanced Technological Institute, Gampaha	Naiwala, Essalla, Veyangoda.	033-2287519 033-2292544
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15	Advanced Technological Institute Section, Rathnapura	New Town, Ratnapura.	045-2231492 045-2231493
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Locations of Advanced Technological Institutes



Ministry of Higher Education & Highways

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