



**Sri Lanka Institute of Textile & Apparel**

# **STUDENT HAND BOOK**

**DIPLOMA COURSES**

**2024**

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# Sri Lanka Institute of Textile & Apparel

## 1. Introduction

The Sri Lanka Institute of Textile and Apparel (SLITA) which is established under the parliament Act. No. 12 of 2009. The institute is recognized as the pioneers that provide education, training, testing and consultancy services for Textile and Apparel industry since year 1984. SLITA has built a global reputation by providing high quality education underpinned by corporate social responsibilities, innovation and commercial agility and its professionalism.

### 1.1 Vision

“To be a Globally Recognized Centre for Developing the Proficiency of Personnel and Providing Consultancy Services for Textiles, Apparel and Allied industries.”

### 1.2 Mission

"Providing Proficient Human Capital, Entrepreneurship, Reliable Expertise, and Innovative Solutions to Enhance the Productivity and Service Quality of the Textile, Apparel, and Allied Industries.

## 2. SLITA Administration

### 2.1 Introduction

Recommendation and decisions pertaining to education and administrative matters are taken by the authorities established under the provision of the Act. The Board of Governors has decided to established Academic Council, Faculty Board and Board of Study. Details of these authorities, officers and other officers responsible to implementing the recommendations and decisions are as follows:

### 2.2 Authorities:

#### Board of Governors

The executive and administrative authority of the SLITA is the Board of Governors. The Board of Governors consists of 12 members as follows:

- Ms.Nandanie Samarawickarama, Additional Secretary, State Ministry of Textile Industry & Local Apparel Products Promotion(Chairperson)
- Mr K.G.R Wimalasooriya, Additional Secretary, Ministry of Industries. (Member)
- Mr K.A Manjula Chandrapala, Deputy Director, Department of National Planning, Ministry of Finance (Member)
- Mr. R.M.P.S Abeyrathna, Deputy Director (Planning), Higher Education Division, Ministry of Education (Member)

- Professor Chaminda Rathnayaka, Deputy Vice - Chancellor, NSBM Green University, Homagama (Member)
- Eng. S. N. Niles, Senior Lecturer, Head of the Department - Department of Textile and Apparel Engineering, University of Moratuwa (Member)
- Mr. Felix A. Fernando, CEO –Director, Alpha Apparels Limited and Director Omega Line Group (Sri Lanka Apparel Exporters Association) (Member)
- Mr. Bandula Fernando, Chairman, Sri Lanka Chamber of Garment Exporter Association (Member)
- Mr. Yohan Lawrence, Chief Operating Officer, Inqube Global (PVT) Ltd, Colombo 2 (Member)
- Mr. Chamara Sampath Erahapola (Member)
- Mr. G.M. Chandana Pushpakumara (Member)

### **Academic Council:**

The Academic authority of the SLITA is the Academic Council. The members are as follows:

- Director General (Chairman)
- Directors
- Deans of Faculties
- Registrar
- Heads of each Departments of Studies
- Heads of Divisions of Technology
- Librarian
- Three (03) persons not being employees of SLITA, elected by the Academic Council from among persons of eminence in the field of Manufacturing, Law and Finance. The tenure of office is one (01) year for elected persons.
- Deputy Director- Administration (Secretary)

### **Faculty Board**

The Faculty Board presided by the Dean of the Faculty. Faculty Board makes recommendation to the Academic Council with regard to the academic matters of the Faculty. The members of the Faculty Board are as follows:

- Dean of the Faculty of Textile and Apparel Studies (Chair).
- All Heads of Departments of Studies of the Faculty.
- All Senior Lecturers/ Senior Consultants and Lectures/ Consultants of the Department of Study comprising of the Faculty.
- Two (02) persons not been members of the Faculty elected by the Faculty Board from among persons of eminence in the areas of the study relevant to the Faculty. The tenure of office one (01) year for elected members.
- In-charge of the Cultural, sports and Welfare Centre.
- Assistant Registrar of the Faculty (Secretary).

## **Board of Study**

The Board of Study decided by Director (Technical and Training) of SLITA. Board of Study makes recommendation to the Academic Council with regard to the Academic matters of the technological departments of SLITA. The members of the Board are as follows:

- (i) Director (Technical & Training), (Chair)
- (ii) Head of Textile Technology
- (iii) Head of Testing and Quality Assurance
- (iv) Head of Clothing Technology
- (v) Head of Leather and Footwear
- (vi) Head of Product Development
- (vii) All Chief Engineers, Chief Technologist, Senior Engineers, Senior Technologist, Technologist, Engineers.
- (viii) Librarian
- (ix) Two (02) elected members from among Assistant Technologist
- (x) Two (02) persons not being members of the SLITA elected by the Board of Studies among persons of eminence in the area of the relevant studies.
- (xi) Technical Coordinating Officer (Secretary)

## **2.3 Posts and Services**

### **Director General**

The Chief Executive Officer of SLITA is the Director General (DG). He is responsible for all activities, Academic, Administration and Financial affairs of the institute. He will execute policies and measures approved by the Board of the governor's in relation to the institution and discharge such functions and duties delegated to him by the Board. DG will exercise, perform and discharge duties under the general direction and control of Board of Governors. DG will motivate and provide leadership to the staff to excel in their activities and to achieve quantitative and qualitative goals set by the institute. Further to provide necessary advice and assistance on technological matters to the relevant Ministry and to assist on formulation of national level policies and programmes in developing the Textile and Apparel sector of Sri Lanka.

### **Dean and Heads of Department of Studies**

Faculty of Textile and Apparel Studies is administered by a Dean. The Dean is the Academic and Administrative head of the Faculty. The Faculty consist of the Academic Departments related to subjects taught. Each department is administered by the Head of Department appointed by the Board of Governors and presently consist of following academic departments

Department of Textile Studies

Department of Apparel Studies

Department of Management Studies

**The Director (Training and Technical)**

He is in-charge of the training and technical services of the institute subject to general directions and control of the Director General. He is responsible to prepare training plans, curricular development, staff development and training and evaluation, organise to carry out surveys, assist to prepare corporate/strategic plan, organizing training functions and consultancy services, testing and quality assurance, prepare project proposals based on the requirement of the state, public corporations and private institutions.

**The Director (Operation)**

He is in-charge of the Administration and Financial division subject to general directions and control of the Director General. He provides guidance to the Administration and Financial divisions of the institute by closely monitoring. He is responsible to assist to prepare corporate/strategic plan, preparation of project proposals for obtaining funds from government, donor agencies etc.

**Registrar;**

The Registrar subject to the General supervision of the Director General, shall be responsible for all matters relevant to the registration, examination and award ceremony of students of SLITA.

**Accountant;**

Accountant is responsible and accountable for managing the finance functions of the institute adhere to the Government financial rules (Sri Lanka Accounting Standards) and regulation under the supervision of Director (Operation). He is responsible to prepare to annual accounts including Budget and forecasting, preparation of submission of all financial reports on monthly, quarterly and annual basis and submit to the Ministry and General Treasury. Further he is responsible to ensure that the accounting process with regard to receivables, payables, payroll etc. is properly maintained, install and maintained control procedure to ensure accuracy and reliability of the information, future capital investments, replacement of plant and equipment are planned and timely action is taken or securing the funds.

**Internal Audit Division:**

Internal Auditor: Mr. K.P.M. Perera

**Government Audit:**

Superintendent of Audit Ms. Nilani Jayasiri



### **3. Academic Activities and Diploma programme**

The institute offers a Higher National Diplomas, National Diplomas, Diplomas, Advanced Certificates, Certificate programmes and short-term courses to fulfil the needs of the textile and apparel industry.

#### **3.1. Diploma**

SLITA conducts the following Diploma Programmes,

- Higher National Diploma in Textile and Apparel Technology –Part Time
- Higher National Diploma in Fashion Design & Product Development – Full time/part time
- National Diploma in Industrial Engineering – Part time
- National Diploma in Apparel Product Development Technology & Management – Part time
- National Diploma in Textile and Apparel Technology - Full time/Part time
- Diploma in Merchandising Management – Part Time
- Diploma in Clothing Technology – Part Time
- National Diploma in Testing & Quality Assurance for Textile & Apparel – Part time
- Diploma in Textile Technology –Part time
- Diploma in Footwear Design and Manufacturing Technology – Part time
- National Diploma in Textile Colouration & finishing Technology – Part time

#### **3.2 Courses of Studies**

At present, the Institute has collaboration with Lovely Professional University in India to offer B.Sc. Degree in Fashion Design. For this purpose the institute conducts the 1<sup>st</sup> and 2<sup>nd</sup> years. The students are expected to follow the 3<sup>rd</sup> year in Lovely Professional University in India.

### **4. Student Affairs Division**

#### **4.1 Registration of Students for Diploma Programmes**

Registered of student are to follow Diploma Programmes by the Division of Student Affairs. Every student entering the SLITA should register as a student of the SLITA. Registration of students who do not report for lecture within one week of the commencement of the programme will be cancel. If a student registered for a course does not attend the course on medical grounds he /she should have informed to the In –Charge of the Student Affairs Division in writing with medical certificate. A written request should be made to the In-Charge of the Student Affairs Division seeking a postponement of the registration for the

next year. The final decision on this will be made by the Academic Council on the recommendation of the Board of Study.

Along with the 1<sup>st</sup> registration, each student will be issued with a student record book/ student identity card. The student should have downloaded the student hand book from the website. It is responsibility of the student keep these safety. If a student misplaces his /her student record book or student identity card he/she should promptly report it to the In-Charge of the Student Affairs Division. He /She will be required to pay a fine determine by the SLITA to obtain a copy.

Student should be required to pay course fees and other fees as requested. Details regarding this will be issued to the student.

A student unable to complete the Diploma during the specified period by completing the courses and examinations will be granted three attempts to complete the programme. A repeat student will be granted permission to sit examinations only will not be entitled to any other benefits.

## **4.2 Awarding Ceremony**

Each year on a date decided by the Chairman of SLITA, an awarding ceremony will be held to award the Diploma to those who have passed the relevant courses. Those who complete their respective programmes will become eligible for award Diplomas at the Awarding Ceremony.

The most significant official function of the SLITA is the Awarding ceremony. When the Chairman is present, he/she should preside over the Awarding ceremony, If not the Director General should preside over the Awarding ceremony.

Students are permitted to be accompanied their parents or relatives. The Academic staff and the officers of the SLITA will attend this function. The students can obtain their Diploma without attending the Awarding ceremony (In absentia), if the student has completed all the requirements to obtain the diploma and passed away before the awarding ceremony, a representative nominated by the Director Technical and Training is eligible to award the diploma certificate posthumously and the SLITA can offer the diploma without a an awarding ceremony.

## **4.3 Other Activities**

The issue of letters to outside organizations certifying the student status of those who are desirous of obtaining scholarships from the organizations or training.

## **5. Cultural, Sports and Welfare Services**

### **5.1 Welfare Services**

Student Welfare Services are functions under the Cultural, Sports and Welfare Centre. The Centre is administered by In-Charge of the Centre. At present Mr. R.M.U

Rathnayaka is the In-Charge of the Centre and Mr. H.L.T.D. Hettiarachchi is function as Assistant In-Charge of the Centre.

## **5.2 Student Counselling Services**

The counselling service functions under the supervision of Dr. (Mrs) Chamara Liyanage, Counsellor. In addition, members of the Academic Staff have been appointed to advise students on day today problems and matters relating to the courses and examinations.

## **5.3 Career Guidance Centre**

The centre is functions under the supervision of In-Charge of Career Guidance Centre. At present Mr. D.P Weerathne is In-Charge of the Centre. The following services are provided by this Centre:

- To advice and provide information to diploma holders in finding employments.
- To develop and introduce attitudes of the outside world to diploma students by organizing and conducting training sessions and workshops.
- To assists diploma holders in directing them for fruitful business or industry.
- To provide information to new diploma holders on the availability of jobs and having training programmes for them.
- To make the students aware of what the employers are looking for and what the employers' requirements are.
- To actively participate in building mutual understanding between the SLITA students and the outside world, specially the privet sector.

## **5.4 Sports Activities**

The formulation and implementation of sports activities for SLITA students, training of sportsmen and sportswomen for events and organization of sports events are the main functions of the Centre of the Cultural, Sports and Welfare.

Objective for the sports of the centre is as follows:

- To give an understanding on the values of sports to students of the SLITA and to give them a physical development through mental development.
- To provide an opportunity for improvement of sports activities and skills.
- To encourage sports participation by playing tournaments with internal and external bodies.
- To develop discipline by encouraging sports activities among students.

## **5.5 Cultural Activities**

The objectives for the Cultural Activities of the centre are as follows:

- To assist and improve the Cultural and Aesthetic values of the SLITA.
- To improve the task of arts and development of merit among the SLITA community.

In order to achieve these objectives the centre organizes drama and music, exhibitions, lecturers, discussions, seminars and competitions.

## **5.6 Advisory Board**

The advisory Board of the Cultural, Sports and Welfare Centre is as follows:

- Director General (Chair)
- Director (Training & Technical)
- Director (Operations)
- Dean of the Faculty of Textile and Apparel Studies
- Registrar
- In- Charge of the centre
- Assistant In-Charge of the Centre
- Coordinators of three sub committees (Cultural, Sports and Welfare)
- Three Students representative for the students

## **5.7 Quality Assurance Centre**

The centre is function under the supervision of In-Charge of Quality Assurance Centre. At the present Mr. Suranga Mendis In- Charge of the Centre.

## **6. Student Discipline and Punishments**

### **6.1 Guidelines on student discipline**

The SLITA decided to issue the following set of common guidelines on student disciplinary procedure and impose punishments.

### **DISCIPLINARY PROCEDURE**

1. Any charge of misconduct /indiscipline against a student shall in the first instance be reported to the Director General.

2. Where the Director General receives information relating to misconduct /indiscipline and considers that further particulars should be obtained, he /she may require a member of the staff to proceed to the place in question and to report back as soon as possible.
3. Where the Director General receives a complaint / report relating to misconduct / indiscipline, the Director General shall, if he/she deems it necessary, appoint one or more member of staff of the SLITA or any other qualified person to investigate the facts and submit their conclusion and recommendations in writing to the Director General.
4. The Director General may, in cases where he/she deems it necessary in the context of a serious infringement of discipline or where the student pleads not guilty but has been identified by a Director /Training & Technical or Student Counselor as having committed an act amounting to misconduct, in order to avoid delay, take interim disciplinary action that he/she considers appropriate, pending a formal inquiry and report this to the Academic Council and Board of Governors for their endorsement or review of the interim disciplinary orders.
5. The Director General shall on receipt of a complaint /report of unlawful activities infringing student discipline, by a staff member or report of a fact – finding committee cause chargers to be framed in writing and sent under registered post and where relevant by hand to the students or in the case of more than one students to individual students alleged to have committed the offences within two weeks from the date of the complaint or report.
6. The charge sheet shall contain the specific charges. The charge sheet directs the student respondent to plead to the charge sheet. Respond should be submitted individually in writing within one week or the time period granted.
7. If the students respondent/s plead /s guilty to the charge sheet, the Director General shall proceed to impose on the student any of the punishment set out in the schedule and report this to the Academic Council and the Board of Governors.
8. If the students respondent/s plead/s not guilty to charges, the Director General shall appoint a Disciplinary Committee of up to three members of Academic staff and or outside persons to hold a formal inquiry.
9. If the students' respondent does not reply within the time specified period, the Director General shall proceed to impose on the student any of the punishment set out in the schedule and report this to the Academic Council and Board of Governors.
10. The Director /Training & Technical of the institute is not a member of formal inquiry committee; the Director General shall appoint a person as Chairman from among the

members of the committee. An officer appointed by Director General shall function as the Secretary of the committee.

11. The student respondent/s shall be noticed of the date of inquiry by the Secretary to the committee of inquiry.
12. At the inquiry the student respondent/s shall be informed of the evidence and have the right to defend himself/herself. He / she may make his/her own defence and call any witnesses for the defence.
13. The disciplinary committee may, taking in to 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 witness. Provided that in such a situation, the student charged with the offence shall have the right to seek in writing, through the Disciplinary committee, clarification or specific issues relating to the complaint or evidence from the complainant or witness as the case may be. Upon the disciplinary committee directing such request to the complainant or the witness, he/she shall give his/her clarification in writing to the student charged with the offence within the time stipulated by the Disciplinary committee.
14. The Committee of inquiry shall have the power to summon any witness required by the prosecution and by the defence.
15. The Committee of inquiry after finalizing its verdict shall submit its report to the Director General giving reasons for such findings and the verdict.
16. The committee shall, if the student respondent was found guilty of the charges, recommended to the Director General the imposition on the student respondent of any punishment within the scope of the schedule.
17. The Director General shall refer the report to the Academic Council and the Board of Governors for decisions. In the event of a difference of opinion, the decision of the Board of Governors shall prevail. The decision shall be conveyed to the student under registered post and where relevant by hand.
18. A student against whom such disciplinary action has been taken may appeal to the Appeal Committee of the institute through the Director General against such decision within fourteen (14) days.
19. The board or any committee of the inquiry appointed by the Director General shall have the power to summon any student of the institute to render whatever assistance needed to conduct inquiries on matters pertaining to provision of the By- Law. A student who does not comply shall be guilty of a punishable offence.

At a committee of inquiry, a student shall have been provided with relevant documents or extracts from the same, which have been used to frame charges against the students.

20. (a) The Director General may subject to the provisions in this section declare the institute out of bounds to a student who is reported to have violated any of the provision of this By-Law or against when a disciplinary inquiry or criminal case is pending or who is the subject of police investigation, for a prescribed period of time.
- (b) Declaring of the institute out of bounds to a student (hearing after called “OUT OF BOUNDS DECLARATION”) under this section shall mean a total prohibition on attendance at or access to the institute and participation in any institute activities provided however that the Director General may at his/her discretion permit such a student to enter the institute for a specific purpose.
- (c) The out of bounds declaration may include such other reasonable conditions as the Director General may think fit.
- (d) The out of bounds declaration under this section shall not be considered as a punishment. The purpose of this declaration under the provisions of this section is to protect the members of the institute, community in general or a particular member or members and the power shall be used only where Director General is of the opinion that this is necessary to take such action. Written reasons for the decisions shall be recorded and made available to the student.
- (e) No students shall be subjected to the out of bounds declaration unless he/she has been given an opportunity to make representations in person to the members of the institute appointed by the Director General in the presents of the Director /Training & Technical. Where for any reason it appears to the Director General that it is not possible for the student to attend in person, he/she shall be entitled to make the above representations in writing. The members of the institute appointed by the Director General shall forward a written report to the Director General within twenty-four (24) hours of such representations for making the decision on the out of bounds declarations.
- (f) In cases of grate urgency, the Director General shall be empowered to impose the out of bounds declaration on a student with immediate effect, provided that the opportunities mentioned in section 20 (e) are given and the out of bounds declaration reviewed within five working days of such declaration.
- (g) The Director General shall review the out of bounds declaration every thirty (30) calendar days and shall record the reason if the validity period of the declaration is extended.

**APPEALS PROCEDURE**

1. The Board of Governors shall appoint three (03) of its members as an Appeals Committee as and when necessary. The Appeals Committee shall elect its Chairman. An officer appointed by the Director General shall be the Secretary to the Appeals Committee.
2. Any appeal shall be made to the Appeals Committee through the Director General.
3. The Appeals Committee shall consider an appeal and submit the report to the Board of Governors preferably within two weeks of receipt of the appeal by the committee.
4. The members of the disciplinary committee relating to the appeal in question, shall not participate in the proceedings of the Board of Governors when it considers the report of the Appeals Committee.
5. The Board of Governors shall have the power to vary the decision taken on the disciplinary action against the student on the basis of the recommendation of the Appeals Committee. The decision of the Board of the Governors on the appeal by the student shall be final.
6. The Secretary to the Appeals Committee shall communicate to the appellant students the decision of the Board of Governors under registered post. The decision so communicated shall be final and conclusive.

**RECORD OF PUNISHMENT**

1. All punishments and any disciplinary action taken shall be recorded in the personal file and may be reflected in a testimonial and the student record book.
2. The Director General may also order the withholding of the examination results of a student pending the holding of completion of an inquiry or investigation.

**SCHEDULE**

**SCHEDULE OF PUNISHMENTS GENERAL DISCIPLINARY MATTERS**

<b>Offences</b>	<b>Recommended maximum punishment</b>
1. Destroys, damage, defaces or appropriates to himself/herself any property of the institute. Any offence committed in the institute will come within the common law of Sri Lanka.	<ul style="list-style-type: none"> <li>• A fine equivalent to the replacement value plus 25% of such value. Punishment for such offence would be referred to a court of law, if necessary.</li> <li>• Expulsion from the institute.</li> </ul>
2. Contravenes any By-Law, Regulation or	<ul style="list-style-type: none"> <li>• Severe warning by the Director General</li> </ul>



Rule	<p>with a record of same in the personal file and the record book of the student and</p> <ul style="list-style-type: none"> <li>• Withholding of examinations as appropriate.</li> </ul>
3. Refuses to show his/her student identity card/ record book, refuses to carry out any lawful order issued by the Director General, a member of Academic or Administrative staff or Security staff	<ul style="list-style-type: none"> <li>• Suspension from the institute up to a period not exceeding six month or</li> <li>• Severe warning by the Director General with a record of the same in the personal file and the record book of the student.</li> </ul>
4. Furnishes the institute with false information in relation to any matter in respect of which the institute is entitled to true particulars which the opinion of the calculated to mislead the authorities of the institute.	<ul style="list-style-type: none"> <li>• Expulsion from the institute for falsification of documents on admission or</li> <li>• One-year suspension in other cases.</li> </ul>
5. Being under influence of an intoxicant, liquor or narcotic or in possession of an intoxicant, liquor or narcotic, illegal weapons and arms, consuming of or supplying liquor, narcotic addictive drug or gambling within the precincts of the institute.	<ul style="list-style-type: none"> <li>• Severe warning by the Director General with a record of same in the personal file and the record book of the student or</li> <li>• Suspension from the institute for a period not exceeding one year depending on the gravity of the offence.</li> </ul>
6. Engages in such activities that are likely to disrupt the conduct of teaching or study or research in the institute or in the administration of the institute.	<ul style="list-style-type: none"> <li>• Severe warning by the Director General with a record of same in the personal file and the record book of the student or</li> <li>• Suspension for one academic year.</li> </ul>
7. Obstructs or harasses any officer, teacher, member of the academic staff or an employee of the institute in the performance of his/her duties. Obstructs any other registered student of the institute.	<ul style="list-style-type: none"> <li>• Severe warning by the Director General with a record of same in the personal file and the record book of the student or</li> <li>• Suspension for one academic year.</li> </ul>
8. Occupies or uses any property of the institute other than in accordance with the rules or other provisions made by the institute from time to time or without the authority of the Director General.	<ul style="list-style-type: none"> <li>• Severe warning by the Director General with a record of same in the personal file and the record book of the student or</li> <li>• Suspension for one academic year.</li> </ul>
9. Conduct himself/herself in a manner which, in the opinion of the Director General is detrimental to the reputation of the institute or to the maintenance of order and discipline at the institute.	<ul style="list-style-type: none"> <li>• Severe warning by the Director General with a record of same in the personal file and the record book of the student or</li> <li>• Suspension from the institute for a period not exceeding one year depending on the gravity of the offence.</li> </ul>
10. Abuse / harassment (including any form	Prohibition of ragging and other forms

<p>of ragging / molestation) and intimidation of any person whether physical or mental.</p>	<p>of violence in Educational Instructions Act No.20 of 1998 will immediately take effect and punishment meted out under the law, considering the gravity of the misconduct, the institute may give any of the following punishment;</p> <ul style="list-style-type: none"> <li>• Expulsion from the institute.</li> <li>• Suspension for one academic year with severe warning with a record in the student personal file and the record book.</li> </ul>
<p>11. The display of posters in the institute premises or any other public place by any student or students which are intimidating or defamatory to the institute, officer, teacher, member of the academic staff or employee of the institute.</p>	<ul style="list-style-type: none"> <li>• Suspension up to six month and severe warning.</li> </ul>
<p>12. Causing of physical injury or physical harm.</p>	<p>Considering the gravity of offence;</p> <ul style="list-style-type: none"> <li>• Expulsion from the institute or</li> <li>• Suspension for one year with severe warning with a record in the student personal file and the record book.</li> </ul>
<p>13. Kidnapping, hostage taking, attempt to kidnap or threatening to kidnap any person or persons.</p>	<p>Considering the gravity of offence;</p> <ul style="list-style-type: none"> <li>• Expulsion from the institute or</li> <li>• Suspension for one year with severe warning with a record in the student personal file and the record book.</li> </ul>
<p>14. Any student who has stolen or attempt to steal any property within the institute premises or has retained stolen property belonging to the institute or has caused willful damage to institute property or to property of an officer, teacher, member of the academic staff or an employee or a student of the institution:</p> <p>(a) Theft</p> <p>(b) Willful damage</p>	<p>Considering the gravity of misconduct;</p> <p>(a)(i) Expulsion from the institute or (ii) Suspension one year and (iii) A fine equivalent to the replacement value plus 25% of such value.</p> <p>(b) (i) Expulsion from the institute or (ii) Suspension one year and (iii) A fine equivalent to the replacement value plus 25% of such value.</p>

(c) Attempted theft	(c) Fine to be determined by the committee of inquiry.
(d) Retaining stolen property	(d) Return of the property and a fine to be determined by the committee of inquiry.
15. A student who has received three (03) warnings within a period of twelve calendar months.	• Suspend for a period of twelve months from the date of last warning.
16. Failure to adhere to the warning	• Suspend for one year.
17. A student under suspension committing a further offence.	• Expulsion or a further period of suspension depending on the gravity of the offence.
18. Publication of notice, posters within the institute premises without the permission of authorities.	• Suspension for three months.
19. Selling of newspapers / periodicals or distributing on hand bills within the institute premises without approval of the Director General.	• Suspension for three months.
20. Communicating with higher authorities without going through the Director General.	• Suspension for six months.
21. Communicating with press without the consent of the Director General.	• Suspension for one year.

## 6.2 Act on prohibition of ragging and other form of violence

The Act. No. 20 of 1998 on prohibition of ragging and other forms of violence in educational institutions is applicable to the SLITA.

*Prohibition of Ragging and other forms of Violence  
in Educational Institutions Act, No. 20 of 1998*

[Certified on 29th April, 1998]

L.D.—O.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. Short title.

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. Ragging.

(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 Criminal  
intimidation.

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

Hostage taking.

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

Wrongful restraint.

5. Any person who unlawfully obstructs any student or a member of the staff of an educational institution, in such a manner as to prevent such student or member 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.

Unlawful  
confinement.

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

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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.

Forcible occupation and damage to property, of an educational institution.

(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, whichever 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—

Orders of expulsion or dismissal.

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

Bail.

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(2) Where a person is convicted of an offence under subsection (2) of section 2 or section 4 of this Act, and an appeal is preferred against such conviction, the Court convicting such person may, taking into consideration the gravity of the offence and the antecedents of the person convicted, either release or refuse to release, such person on bail.

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

**10. Notwithstanding anything in the Code of Criminal Procedure Act, No. 15 of 1979—**

(a) the provisions of section 303 of that Act shall not apply in the case of any person who is convicted,

(b) the provisions of section 306 of that Act shall not apply in the case of any person who pleads or is found guilty,

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

Offences under this Act deemed to be cognizable offences.

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

Certificate.

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

Admissibility of statement in evidence.

**13. (1) If in the course of a trial for an offence under this Act, any witness shall on any material point contradict either expressly or by necessary implication a statement previously**

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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.

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

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

Priority for trials and appeals under this Act.

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

Sinhala text to prevail in case of inconsistency.

17. In this Act unless the context otherwise requires —

Interpretation.

“criminal force”, “fear”, “force”, “grievous hurt”, “hurt” and “mischief” shall have the respective meanings assigned to them in the Penal Code;



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“educational institution” means –

- (a) a Higher Educational Institution;
- (b) any other Institution recognized under Chapter IV of the Universities Act, No. 16 of 1978;
- (c) the Buddhist and Pali University established by the Buddhist and Pali University of Sri Lanka Act, No. 74 of 1981;
- (d) the Buddha Sravaka Bhikku University, established by the Buddha Sravaka Bhikku University Act, No. 26 of 1996;
- (e) any Institute registered under section 14 of the Tertiary and Vocational Education Act, No. 20 of 1990;
- (f) any Advanced Technical Institute established under the Sri Lanka Institute of Technical Education Act, No. 29 of 1995;
- (g) a Pirivena registered under the Pirivena Education Act, No. 64 of 1979 and receiving grants from State funds and includes a Pirivena Training Institute established under that Act;
- (h) the Sri Lanka Law College;
- (i) the National Institute of Education established by the National Institute of Education Act, No. 28 of 1985;
- (j) a College of Education established by the Colleges of Education Act, No. 30 of 1986, or a Government Training College;

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**(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, of an educational institution;**

## **7. Library**

### **7.1. Introduction**

The Library place and important role in higher education supporting the three main pillars of the SLITA: teaching, learning and research. There is a collection of more than 4,000 books, Magazines (VOGUE, LMD, Exporter, Apparel Digest, Journal of the Textile Institute, Spin ovation), few electronic databases in the Library.

### **7.2. Library Staff**

The library staff consists of Librarian and other supportive staff

### **7.3. Library Time**

The Library is opening from 8.30 a.m. to 4.15 p.m.

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

### **7.4. Organization of the Collection**

Monographs are classified under subjects using an international standard, the Dewey Decimal Classification (DDC) system and catalogued using an Anglo-American Cataloguing Rules (AACR II)

For collection organizing purposes, books are categorized as follows:

**PR (Red R):** Permanent Reference – Not allowed for borrowing

**SR (Green R):** Scheduled Reference - Overnight Reference

Lending – Can be borrowed for a period one month for staff.

Readers can get photocopies of required articles through the photocopy service by paying the required amount of money.

Library subscribe to electronic databases. All these data bases and other free resources are listed under e- resources in the SLITA website under services ( [www.slita.ac.lk/services](http://www.slita.ac.lk/services))

All registered library users can get online access to electronic data bases, journals and internet facilities within the library area. Library will provide additional service on the request of users to borrow books from other libraries under inter-library loan facility.

## **7.5 Damage and Theft of Library Materials**

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

## **7.6 User Education**

The Library conducts orientation programme for all new students regarding available library resources and how to use the library.

## **7.7 General Rules on Library use**

Library users should produce the identity card issued by the SLITA to prove their identification upon request by any library staff member.

Library uses should not attempt to reserve seats in reading halls by placing books or other personal materials on tables or chairs. All personal materials should be taken when leaving the reading hour.

Library uses 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 purposely disordered.

Silence should be strictly adhered to within the library. Use of mobile phones and partaking foods within the library are not allowed. Library is considered as a non-smoking area.

## **8. Rules and Regulations on Examinations, Examination Irregularities and Punishments**

For the information and notice of all examination candidates, By –Law No. 02 /2023 for Examination Rules and Regulations, Irregularities and Punishments is given below. This was approved by the Board of Governors at its 102nd meeting held on 17.02.2023 and shall come into operation from 01.03.2023.

Examination criteria, rules, regulations, examination irregularities and punishments are applicable to candidate sitting degree conducted by the institute.

These examinations consist of components such as annual/ semester / term test and mid- semester, continuous assessments, practical test and dissertation / research thesis.

### **1.0 – Criteria on the conduct of examinations**

**1.1** – All examination candidates should be present near the examination hall 30 minutes before the commencement of examination and should enter the examination hall only after the announcement made by the supervisor.

- 1.2 – After entering the examination hall, candidate should occupy the seats allocated to them.
- 1.3- Candidates are permitted to bring to the examination hall only the permitted items such as pens, pencils, erasers, rulers and geometrical instruments. It is the responsibility of the candidates to ensure that no written or printed material is brought in to the examination hall for their personal use or the use of others. Such materials should not be used or kept in their possession. It is responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularity.
- 1.4 – It is strictly prohibited to bring mobile telephones or devices capable of storing data in to the examination hall or use any such equipment in the examination hall.
- 1.5- No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.
- 1.6 –All examinations candidate should bring their examination admission card, student record book and the institute identity card in to the examination hall. The record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the institute or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card, the student record book and identity card, it should be certified by the Registrar. In the absence of such a certificate, the national identity card or a letter from the Lecturer In- charge of the subject should be produced.
- 1.7 – Examination candidate are required to produce any document in their possession when called for by the Supervisor/Invalidator.
- 1.8- Candidate will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any Assistance is required, it should be indicated to the Supervisor / Invigilator by raising the hand.
- 1.9 Candidates should used only the answer books and continuation sheets duly signed and dates by the Supervisor / Invigilator to answer the question papers.
- 1.10 All stationary such as date stamped answer books, drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationary items supplied by the Supervisor/Invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item what so ever should be removed out of the examination hall under any circumstances.

- 1.11. Before commencement of answering, candidates should indicate their Index Number with the code and write the name of the examination in the paper place. All papers use should carry the Index Number. No candidate should indicate his/her name or any other identification mark on the answer script.
- 1.12 All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly off. Rough work should not be done on the admission card, time table or the question paper.
- 1.13 All examination candidates should behave properly within the examination hall so as not to disturb supervisors /Invigilators, hall attendance and other candidates. Silence should be observed within the examination hall and the surroundings.
- 1.14 No candidate should produce an extract or in full, some other person's work without stating so, other than his/her, in a seasonal paper, assignment, reference, research paper, practical or field book or thesis which amounts to the theft of intellectual property.
- 1.15 No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.
- 1.16 Supervisors and Invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.
- 1.17 Every candidate should personally handover his/her answer scripts to the Supervisors /Invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcement made by the Supervisor. Answer sheets should not be handed over to Hall Attendance or any other person under any circumstances. Once handed over to the Supervisors /Invigilators, no answer sheets will be given back to the candidates, should not ask for same.
- 1.18 Candidates should know that they are liable for punishments on examination irregularities, if they marking examiner is convinced that an examination irregularity has taken place.

## **2.0 Examination Irregularities**

- 2.1 Keeping unauthorized documents in possession.
- 2.2 Keeping in possession mobile phones or devices capable of storing data without permission.
- 2.3 Removing examination stationary out of the examination hall.
- 2.4 Copping or attempting to copy in any manner.

- 2.5 Keeping in possession stationary of the institute remove earlier and /or attempting use such stationary in the examination hall.
- 2.6 Keeping notes on body or cloths.
- 2.7 (i) Reproducing an extract or in full some other person's work without stating so, in a field record book, research paper, thesis or any other book which amounts to the theft of intellectual property.
- (ii) Submitting a seasonal paper, reference research paper, practical or field book or degree thesis, in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property.
- 2.8 To find out the contents of question paper or answer sheets unlawfully or attempting to do so.
- 2.9 Entering the examination hall without permission.
- 2.10 Leaving the examination hall without permission or attempting to do so or helping such acts.
- 2.11 Attempting or assisting to tear any paper / answer book or destroying such items.
- 2.12 Disturbing the smooth functions and peaceful atmosphere of the examination hall.
- 2.13 Behaving in a manner harmful to the self – respect of and causing mental stress of the Supervisors /Invigilators /Hall attendants.
- 2.14 Planning and attempting to harm mentally or physically the Supervisors/ Invigilators / Hall attendants.
- 2.15 Using another candidate's number or attempting to do so.
- 2.16 To allow another to appear on his/her behalf.
- 2.17 Impersonation.
- 2.18 Any other examination irregularities determine by the Academic Council.
- 2.19 Irregularities reported by the marking examiner and approved by the Academic Council.
- 2.20 Aiding and abetting examination irregularities.

### **3.0 Punishments**

- 3.1 Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark.
- 3.2 Delaying the release of final results by one academic year.

3.3 Not inviting for the awarding ceremony.

3.4 Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.

3.5 Not to award merit passes.

3.6 Suspension of studentship by one year.

3.7 Cancellation of studentship.

3.8 In the case of non –student, action will be taken according to the Law of the land.

**Listed below is a schedule giving details of irregularities and the punishments depending on the nature of the irregularities.**

<b>Examination irregularities</b>	<b>Punishments</b>
2.1 Keeping unauthorized documents in possession.	<ul style="list-style-type: none"><li>• Delaying the release of final results by one year.</li><li>• Not inviting for the awarding ceremony / award ceremony.</li><li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li></ul>
2.2 Keeping in possession mobile phones or devices capable of storing data without permission.	<ul style="list-style-type: none"><li>• Delaying the release of final results by one year.</li><li>• Not inviting for the awarding ceremony</li><li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li></ul>
2.3 Removing examination stationary out of the examination hall.	<ul style="list-style-type: none"><li>• Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark. (3.1)</li></ul>
2.4 Copping or attempting to copy in any manner.	<ul style="list-style-type: none"><li>• Delaying the release of final results by one year.</li><li>• Not inviting for the awarding ceremony.</li><li>• Cancellation of results of the particular</li></ul>



	<p>course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</p>
<p>2.5 Keeping in possession stationary of the institute remove earlier and /or attempting use such stationary in the examination hall.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one year.</li> <li>• Not inviting for the award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
<p>2.6 Keeping notes on body or cloths.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the awarding ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
<p>2.7 (i) Reproducing an extract or in full some other person's work without stating so, in a field record book, research paper, thesis or any other book which amounts to the theft of intellectual property.</p>	<ul style="list-style-type: none"> <li>• Not to award merit passes.</li> <li>• Suspension of studentship by one year. (3.5,3.6)</li> </ul>
<p>2.7 (ii) Submitting a seasonal paper, reference research paper, practical or field book or degree thesis, in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property.</p>	<ul style="list-style-type: none"> <li>• Cancellation of studentship. (3.7, 3.9)</li> </ul>
<p>2.8 To find out the contents of question paper or answer sheets unlawfully or attempting to do so.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one year.</li> <li>• Not inviting for the awarding ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award merit passes.</li> </ul>

	(3.2, 3.3, 3.4, 3.5,)
2.9 Entering the examination hall without permission.	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the awarding ceremony. (3.2, 3.3)</li> </ul>
2.10 Leaving the examination hall without permission or attempting to do so or helping such acts.	<ul style="list-style-type: none"> <li>• Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark. (3.1)</li> </ul>
2.11 Attempting or assisting to tear any paper / answer book or destroying such items.	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one year.</li> <li>• Not inviting for the awarding ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award merit passes.</li> <li>• Suspension of studentship by one year. (3.2,3.3,3.4,3.5,3.6)</li> </ul>
2.12 Disturbing the smooth functions and peaceful atmosphere of the examination hall.	<ul style="list-style-type: none"> <li>• Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark.</li> <li>• Not inviting for the awarding ceremony. (3.1,3.3)</li> </ul>
2.13 Behaving in a manner harmful to the self – respect of and causing mental stress of the Supervisors /Invigilators /Hall attendants.	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one year.</li> <li>• Not inviting for the awarding ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award merit passes.</li> <li>• Suspension of studentship by one year. (3.2,3.3,3.4,3.5,3.6)</li> </ul>
2.14 Planning and attempting to harm mentally or physically the Supervisors/ Invigilators / Hall attendants.	<ul style="list-style-type: none"> <li>• Cancellation of studentship. (3.7)</li> </ul>
2.15 Using another candidate's number or attempting to do so.	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one year.</li> <li>• Not inviting for the awarding ceremony.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award merit passes.</li> <li>• Suspension of studentship by one year. (3.2,3.3,3.4,3.5,3.6)</li> </ul>
2.16 To allow another to appear on his/her behalf.	<ul style="list-style-type: none"> <li>• Cancellation of studentship. (3.7)</li> </ul>
2.17 Impersonation.	<p>If a student,</p> <ul style="list-style-type: none"> <li>• Cancellation of studentship. (3.7)</li> </ul> <p>If not a student,</p> <ul style="list-style-type: none"> <li>• In the case of non –student, action will be taken according to the Law of the land. (3.8)</li> </ul>
2.18 Any other examination irregularities determine by the Academic Council.	Punishments determined by the Academic Council.
2.19 Irregularities reported by the marking examiner and approved by the Academic Council.	Punishments determined by the Academic Council depending on the irregularity.
2.20 Aiding and abetting examination irregularities.	All punishments given for aiding and abetting examination irregularities.

#### **4.0 Evidence that could be used in determining examination irregularities**

- 4.1 Report on the examination irregularities.
- 4.2 Material evidence, eye witnesses (Records, Photographs, and Videos etc.) at the time of committing the irregularity.
- 4.3 Written or verbal statements of the lecturer who found irregularity.
- 4.4 Written or verbal statements of the students.
- 4.5 Verbal or written statements of the student and the staff at the time of incidents.
- 4.6 Other evidence that could be used at the discretion of the Chairman of the Committee. (e.g. marks obtained / answer scripts).

## **5.0 Examination irregularity committee of the Academic Council**

All investigation in connection with the examination irregularities should be subjected to the Academic Council Examination Irregularities Committee.

The Academic Council Examination Irregularities Committee should meet within one week from the date on which the irregularity is reported to the Director General and Registrar, by the relevant examiner who found irregularities under 2.7. (i), 2.7 (ii) and 2.18 or such a report should be made after the last date of the examination.

### **5.1 Composition**

The Academic Council should appoint three Senior Technological staff members for a period of three years. One member should be appointed as Chairman by the Academic Council from among the members. The coordinator of the course should be the Convener/ Secretary by virtue of office.

### **5.2 Procedure of investigation**

- Consideration of the report submitted by the Supervisor.
- Using evidence to determine the irregularity depending on the necessity.
- It is mandatory to some all the accused for explanation (if not present it will not be an obstacle to continue with the investigation.

### **5.3 Decisions**

Determine whether the accused is guilty or not. If guilty, recommend the relevant punishment depending on the irregularity, to the Academic Council.

### **5.4 Time Frame**

The above decisions should be reported to the Academic Council held immediately after the meeting of the Academic Council for Examination Irregularities Committee.

## **6.0 Implementation of the decisions appeals process**

The above decision should be implemented only after the approval of the Academic Council has been obtained.

The students have the right to appeal against any punishment imposed on examination irregularities.

Written appeals should be submitted to the Director General within three weeks of intimating the punishments.

On receipt of these appeals the Academic Council will appoint a committee comprising of three Senior Academics other than the Senior Academic appointed to the Examination

Irregularities Committee to investigate the appeals and report the recommendation for Academic Council approval.

## **7.0 Submission of a medical certificate for the inability to sit examinations**

**7.1** Students who are unable to appear for examination on medical grounds should be reported to the Director Training & Technical at least half an hour before the commencement of the examination.

Any student who has failed to appear before an examination due to serious ill – health should submit the duly filed application together with the medical certificate as set out below, to the office of the Director Training & Technical within fourteen (14) days with effect from the date of examination.

- Valid medical certificate issued by the Government Hospital.
- Valid medical certificate has been issued by a Doctor of private practice who is registered with the Government Medical Council.
- In the case where a medical certificate has been issued by the Ayurvedic Medical Practitioner, it has been authenticated by a Medical Officer of a Government Ayurvedic Hospital.

The medical certificate needs to be approved by the Academic Council on the recommendation of the Study Board.

## **9. IT Services**

The Department of Engineering is the core entity of SLITA who manages the institute –wide IT infrastructure, internet and email facilities, server administration and maintenance e-services an application while providing IT technical support and solutions for SLITA staff and student. Apart from these, the Department develops and maintains the SLITA website.

The core services provided by the department are as follows:

- Managing the SLITA e-mail service
- Managing and providing the Internet facility
- Server administration and maintenance of e-services and applications
- Computer Hardware repairs, Software development and e- solutions
- Develop and maintenance of fibre optic backbone
- Designing and implementing local area networks
- Development and maintenance of Wi-Fi network
- Development and maintenance of SLITA website
- Overseeing the installations, operations and maintenance of the intercom system
- Administering the installations, operations and maintenance of the VoIP system
- Troubleshooting and maintenance of ICT equipment

- Installation of software and providing security software
- Preparing specification and technical evaluations
- Conducting special training programmes for SLITA staff
- Assisting the SLITA staff for their ICT requirements
- Providing advisory services and technical support for students

## **10. Medical Facilities**

SLITA has allocated rest room and sick room with Medical bed and First aid medical facilities. The Institute very close to the KDU Hospital (less than 4 Km) for emergency treatments.