



# **General Sir John Kotelawala Defence University**

Recognized by University Grants Commission, Sri Lanka,  
World Health Organization and Australian Medical Council

## **STUDENT GUIDE FOR DAY SCHOLARS**



A Member of the Association of Commonwealth Universities and  
International Association of Universities

**RESTRICTED**

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**MP PEIRIS RWP RSP VSV USP ndc psc MPhil (Ind)  
Major General  
Vice Chancellor**

**RESTRICTED**

## FOREWORD



General Sir John Kotelawala Defence University (KDU) is the National Defence University in Sri Lanka, and its primary role is to produce graduated officers in diverse fields of specialization for the Army, Navy, and Air Force in Sri Lanka. However, after the end of the 30-year-old conflict in the country, it was decided to extend the higher educational opportunities at University to deserving youths in Sri Lanka and in its friendly countries to follow its degree programmes as day-scholars. Thereby the University has so far been able to produce thousands of high-quality graduates who are engaged in lucrative employment and entrepreneurship and making a significant contribution to the nation and its economy.

In this context, it is a pleasure for me to welcome all day-scholars selected for the University, and while congratulating you on being selected to this prestigious institution, I request you to carefully go through the guidelines spelt out in this Handbook. This will definitely provide answers for possible queries that you, the undergraduates, and your parents and guardians might have regarding relevant courses of study at this University. By reading this you will be able to gain some insights into how you should familiarize yourselves with the Defence University environment, so that you will be able to complete your degree programmes successfully.

The staff at the University together with students, both Officer Cadets and Day-Scholars in senior batches join me in welcoming you, the new entrants to this unique Defence University. I hope that you will have an exciting and academically productive stay at the University making significant achievements in academic and extra-curricular activities, which you, your parents, and the whole country can be proud of. Our ultimate goal is to mould you to acquire the personality traits of efficient, disciplined, self-motivated and balanced individuals who will serve the best interests of the nation. I am certain that you will achieve this final goal bringing credit and glory to your alma mater, General Sir John Kotelawala Defence University.

May you all do well and come up with flying colours during your academic career at the University!

All the Best.

**MILINDA PEIRIS RWP RSP VSV USP ndc psc MPhil (Ind)**

Major General  
Vice Chancellor

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## UNIVERSITY CREST AND FLAG

### THE SYMBOLIC COMPOSITION OF THE UNIVERSITY CREST



- |                         |   |                              |
|-------------------------|---|------------------------------|
| The Emblem of Sri Lanka | - | Allegiance to the nation     |
| Cross Swords            | - | Sri Lanka Army               |
| The Anchor              | - | Sri Lanka Navy               |
| Two Wings               | - | Sri Lanka Air Force          |
| The Torch               | - | Education                    |
| The Motto               | - | “For the Motherland Forever” |

### THE FLAG OF THE UNIVERSITY



# **VISION, MISSION AND OBJECTIVES OF THE UNIVERSITY**

## **VISION**

To be a University nationally and internationally known for its unique ability to engage both undergraduate and graduate students in distinctive and interdisciplinary defence related higher education that best serves the Tri-Services, the state sector, and society at large.

## **MISSION**

To ensure a high-quality, learner-centered educational experience through undergraduate, graduate and professional programmes with high quality research across many disciplines in the field of Defence, in both residential and non-residential setting in the campus.

## **OBJECTIVES**

The objectives of the University are as follows:

- a. To provide facilities to introduce Officer Cadets to the profession of arms and guide them to develop their knowledge and skills in the profession of arms, prior to being commissioned in the Armed Forces.
- b. To provide facilities for and instructions in academic studies for Officer Cadets, Officers, Public Officers and any other persons in preparation for the first degree in such subjects that are relevant to their professions or employment.
- c. To foster a spirit of comradeship and goodwill amongst Officer Cadets to develop a sense of amity and unity in the officer corps of the Armed Forces for the purpose of facilitation of joint operations during the course of their services in the said Forces.
- d. To provide courses of study on continuous professional development for officers of the Armed Forces and any other persons selected by the Board to make them qualified for the award of postgraduate degrees, diplomas and other certificates by the University.
- e. To discharge such other functions including research and development as the University may consider necessary for the achievement of its objectives.

## ABOUT THE UNIVERSITY

1. General Sir John Kotelawala Defence University (KDU) was initially established as “Sir John Kotelawala Defence Academy” by the Parliamentary Act No 68 of 1981. The Academy was granted University status by the Sir John Kotelawala Defence Academy (Amendment) Act No 27 of 1988. Subsequently, it was renamed as “General Sir John Kotelawala Defence University” on 11<sup>th</sup> October 2007. At present, the degrees awarded by the University are recognized by the University Grants Commission of Sri Lanka. It is also a member of the Association of Commonwealth Universities (United Kingdom) and International Association of Universities (IAU).
2. The University is located in Ratmalana, 12 km from Colombo, on a 50-acre land which was once the residential estate of late General Sir John Kotelawala, the third Prime Minister of Sri Lanka. This estate is of breathtaking beauty, and is enriched with a spectacular lake. Its natural environs and a range of unique and rare species of flora are carefully maintained to preserve the antiquity of the premises in its pristine condition.
3. In 1979, the Sri Lankan Armed Forces conveyed to the Government of Sri Lanka the need for a course of higher studies which would enable young officers to gain higher academic qualifications. Accordingly, a team comprising of officials from the Services as well as from universities was sent to India where they visited the National Defence Academy and the Indian Military Academy. On their return, the team proposed the setting up of a Defence Academy to award degrees in Defence Studies.
4. In 1980, General Sir John Kotelawala CH KBE LLD (Honoris Causa) having understood from the then Commander of the Army, Lieutenant General JED Perera, the necessity of a suitable location for the proposed Defence Academy, expressed his willingness to donate the Kandawala Estate with its moveable and immovable property to the Government to establish the Defence Academy. This offer was gladly accepted and initial steps were taken to set up the Academy. By this time, Sir John Kotelawala was promoted to the rank of General, and when he died on 02<sup>nd</sup> October 1980, the Government and the Services decided to honour him by naming the Academy “General Sir John Kotelawala Defence Academy” (KDA).
5. The Academy was formally declared open by His Excellency the President JR Jayewardene on 11<sup>th</sup> October 1980. However, due to the lack of resources and infrastructure facilities, the Officer Cadets of the first few KDA intakes had to follow their degree programmes at the University of Colombo and the University of Moratuwa from February 1981. Since then, the Academy has grown slowly but steadily, both in its resources and in the quality of the courses of study it offered.
6. With the change of its name to General Sir John Kotelawala Defence University in 2007 and with the end of the thirty-year old war, the institution keeps taking giant steps forward. Particularly since 2009, many positive and futuristic changes have taken place. The introduction of the Faculties of Graduate Studies, Defence and Strategic Studies, Medicine, Engineering, Law, Management, Social Sciences and Humanities, Allied Health Sciences, Built Environment and Spatial Sciences and the Center for Research and Development and

strengthening of human and physical resources by several folds, the introduction of many new courses under various disciplines, affiliation of other defence educational institutions to the University, organization of international research symposia, etc. stand as testimony for the recent growth of the University to a level never dreamt of a few years ago. General Sir John Kotelawala Defence University has embarked on a journey to become one of the best universities in the country in the near future.

## **AUTHORITIES OF THE UNIVERSITY**

### **BOARD OF MANAGEMENT**

7. The management and administration of the University is carried out by the Board of Management that consists of following members appointed by His Excellency the President of Democratic Socialist Republic of Sri Lanka.

#### **Chairman**

Secretary, Ministry of Defence	General (Retd) Kamal Gunarathna WWV RWP RSP USP ndu psc
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#### **Members**

Commander of the Army	General LHSC Silva WWV RWP RSP VSV USP ndc psc
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Commander of the Navy	Vice Admiral Nishantha Ulugetenne RSP & Bar, VSV, USP, ndc psc MPhil (D&SS), MA (DS), MMaritimePol, PG Dip in SM
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Commander of the Air-Force	Air Marshal SK Pathirana WWV and Bar, RWP and Bar, RSP and three Bars, VSV, USP, MSc (MOA) USA, MSc (Def Stu) in Mgt, MPhil (Ind), MIM(SL), ndc (Ind), psc, qfi
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Additional Secretary (Defence) Ministry of Defence	Mr. PBSC Nonis BSc. (Business Admin), SP. Hons, Master of Public Administration, Australia, LICA
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Vice Chancellor - KDU	Major General Milinda Peiris RWP RSP VSV USP ndc psc MPhil (Ind) PGDM
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UGC Representative

Prof. Sampath Amarathunge  
BA (Hons.) in Economic (USJP),  
MA in Economics (Colombo), MSc. in Economics of  
Rural Development (Saga National University), PhD  
(Kogoshima National University in Japan) Chairman -  
UGC

Treasury Representative

Mr. PASA Kumara  
Director General, Department of Public Enterprises,  
Ministry of Finance, Economy & Policy Development

**Secretary/ Convener**

Registrar- KDU

Mr. VD Kithsiri  
E MBA (PIM – SJP), PGDM (SJP),  
BCom (Special) Hons, LICA & PI – CASL,  
Dip in English (Aquinas, SLIDA, ACHE)

## KEY APPOINTMENTS

8. The Key Appointments of the University are as follows:

- a. **Chancellor**  
General Gerard Hector De Silva (Retd) RWP VSV USP ndc
- b. **Vice Chancellor**  
Major General Milinda Peiris RWP RSP VSV USP ndc psc MPhil (Ind) PGDM
- c. **Rector (Southern Campus)**  
Brigadier EADP Edirisinghe psc BA (Defence) MPA
- d. **Deputy Vice Chancellor (Defence and Administration)**  
Brigadier W Chandrasiri RSP USP psc
- e. **Deputy Vice Chancellor (Academic)**  
Prof MHJ Ariyaratne MBBS (Col) MS (Col) FRCS (Ed) FRCS (Eng)  
Senior Fellow, PGIM (Col)FCS (Sri Lanka)
- f. **Dean – Faculty of Graduate Studies**  
Brig RGU Rajapakshe RSP, psc, BSc (DS) KDA, MSc (DS) Kelaniya  
MASS (NDU) Washington DC
- g. **Dean - Faculty of Defence & Strategic Studies**  
Col HMGE Herath RSP, USP, psc
- h. **Dean - Faculty of Medicine**  
Gp. Cpt. (Prof.) RANK Wijesinghe
- i. **Dean - Faculty of Engineering**  
Capt. (Retd) Eng SU Dampage  
USP, psc, MEng, CEng, BSc(EE Eng) Hons, FIE, SMIEEE
- j. **Dean - Faculty of Law**  
Mr. WS Wijesinghe  
LLM, LLB, Attorney at Law PG Dip in International Relations, Dip in Com SW,  
University Legal Adviser, Consultant, National Ocean Affairs Committee,  
Presidential Secretariat, Consultant, National IHL Committee, Ministry of External  
Affairs

- k. **Dean - Faculty of Management, Social Sciences & Humanities**  
Mr. WAA Kithsiri Amaratunga  
MPhil (Kelaniya), MA in Linguistics (Kelaniya) BA (Hons) (Peradeniya),  
MELT (TX, USA), AELIC (TX, USA), Specialist English  
Trained (Peradeniya)
- l. **Dean - Faculty of Allied Health Sciences**  
Dr DU Kottahachchi  
BSc (Peradeniya), MPhil, (Colombo), PhD (Colombo), Diploma in Medical  
Laboratory Technology
- m. **Dean - Faculty of Computing**  
Cmde (L) JU Gunaseela USP psc  
BSc.Hons (EE Engl, LESC (India),  
MEeg, CEng.MIET, CEng.MIESL, MCSSL
- n. **Dean - Faculty of Build Environment & Spatial Sciences**  
Dr. AH Lakamal  
PhD (LNTU), MBA (GAU), MSc (PGIS, Peradeniya), BSc (ISM), MSSSI,  
MSLAAS, MSISL, LSC Reg.No 20021407
- o. **Dean - Faculty of Research and Development**  
Prof (Mrs.) CL Gunasekara
- p. **Registrar**  
Mr. VD Kithsiri  
E MBA (PIM – SJP), PGDM (SJP), B.Com (Special) Hons, LICA & PI – CASL, Dip  
in English (Aquinas, SLIDA, ACHE)
- q. **Acting Librarian**  
Mrs. TC Ranawella  
BSc Ind. Mgt. (Hons) (Kelaniya), MLS (Colombo), ASLLA, CTHE
- r. **Bursar**  
Mr. NW Wimalaweera  
FCA, CPFA, Bcom (Sp) USJ, FMAAT

## **FACULTIES AND DEPARTMENTS OF UNIVERSITY**

9. The nine Faculties of the University offer Bachelors and Masters/PhD degrees under various academic disciplines. These Faculties and Departments are as follows:

- a. **Faculty of Graduate Studies - (FGS)**
- b. **Faculty of Defence and Strategic Studies – (FDSS)**
  - (1) Department of Defence Studies
  - (2) Department of Strategic Studies
- c. **Faculty of Medicine – (FOM)**
  - (1) Department of Pre-Clinical Science
  - (2) Department of Para Clinical Science
  - (3) Department of Clinical Sciences
  - (4) Department of Medical Education and Staff Development
- d. **Faculty of Engineering – (FOE)**
  - (1) Department of Aeronautical Engineering
  - (2) Department of Civil Engineering
  - (3) Department of Electrical, Electronic and Telecommunication Engineering
  - (4) Department of Mathematics
  - (5) Department of Mechanical Engineering
  - (6) Department of Marine Engineering
  - (7) Industrial Training Unit
- e. **Faculty of Law – (FOL)**
  - (1) Department of Civil Law
  - (2) Department of Military Law
- f. **Faculty of Management, Social Sciences and Humanities – (FMSH)**
  - (1) Department of Management and Finance
  - (2) Department of Social Sciences
  - (3) Department of Languages
- g. **Faculty of Allied Health Sciences - (FAHS)**
  - (1) Department of Basic Sciences
  - (2) Department of Nursing and Midwifery
  - (3) Department of Physiotherapy and Occupational therapy
  - (4) Department of Medical Laboratory Sciences
  - (5) Department of Radiography and Radiotherapy
  - (6) Department of Pharmacy
  - (7) Department of Multi-Disciplinary Sciences

- h. **Faculty of Built Environment and Spatial Sciences - (FBE & SS)**
  - (1) Department of Architecture
  - (2) Department of Quantity Surveying Sciences
  - (3) Department of Spatial Sciences
  
- i. **Faculty of Computing - (FOC)**
  - (1) Department of Information Technology
  - (2) Department of Computer Science
  - (3) Department of Computer Engineering
  - (4) Department of Computational Mathematics
  
- j. **Office of Dean, Research and Development**

## GENERAL ACADEMIC INFORMATION

### General Sir John Kotelawala Defence University Honour Code for Day Scholars

*“I will neither lie, cheat, steal nor tolerate those who do.”*

10. General Sir John Kotelawala Defence University is proud to be the first Defence University established in the region which operates directly under the Ministry of Defence. The Honour Code for the Day Scholars would be a novel experience whereby they will be moulded to become dedicated and honest servants of the nation. Signing one’s name to the Honour Code not only ensures one’s academic pride and integrity but also one’s commitment to a future comprising honest work and integrity.

11. The students of the University are required to sign this statement before their admittance to the University. The Code should also be written in full and signed on every assignment, quiz, and examination of a course. In signing this statement, students ensure that their work fully complies with the authorized aid defined by the lecturer. It is the lecturer’s responsibility to define unauthorized and authorized aid, but it is the students’ responsibility to question any reasonable doubt that may arise about that definition. **Ignorance is not accepted as a valid excuse for a violation of the Honour Code.**

12. An integral clause in the Honour Code is that of non-tolerance. This clause ensures that the Honour Code is a functioning entity supported by the active participation of all students. Students are not expected to police others’ actions but only to report violations of which they may become aware. It is inherent in the Honor Code that examinations do not have to be administered, which gives lecturers and students the freedom of formats such as take-home examinations. However, if students feel threatened that the Honor Code may be violated, they have the right to request anonymously that the examinations be administered.

13. The Registrar is responsible for issuing Student Record Books to Students and Students are responsible to maintain the Record Book in a timely manner.

### THE CURRICULUM

14. The University has a two-semester academic year, and the newly selected students will be integrated into the first semester of the Degree Programmes. However, Day Scholars are exempted from military or defence study component of the curriculum. They will be evaluated purely on their academic performance.

15. Lectures are conducted by a qualified panel of lecturers consisting of both internal and visiting lecturers from other universities. All students are expected to attend lectures regularly, and complete their tutorials, assignments and the reading or recommended reference, textbooks, etc. within the prescribed time period. This will enable students to reach a satisfactory level of academic attainment. Self-study during non-lecture hours is encouraged.

## **THE LIBRARY**

16. The Library is the heart of the University that stimulates and supports intellectual inquiry by developing its collections and delivering quality services to all user communities.

University Library system consists of the Main Library, Medical Library, Allied Health Sciences Library and Southern Campus Library. The new Engineering Library is currently under construction and is scheduled to open in the near future. As a part of the academic programmes of the University, all University libraries provide state of the art facilities for printed and electronic resources with on-site and remote access provisions. Different categories of information resources are available in University Libraries forming different collections precisely General, Reference, Sri Lanka, Permanent Reference, Newspapers, Periodicals, Thesis and Audio Visual.

Currently University Libraries empower users by providing access to a broad range of scholarly information with 30,860 printed books, 550 electronic books and 03 electronic database for teaching, learning and research purposes. Document Delivery Service provides articles / books which are not available in University libraries to requested parties on free of cost. The circulation service operates circulation desks with friendly, courteous, and knowledgeable staff who assist users by checking items in and out, attending trading activities which includes photocopying, assisting users to access computers and information resources etc.

University Libraries have citation management software called Mendeley, which is an online reference management tool. They have also subscribed to Turn it in which is an online plagiarism prevention tool. And it is a proprietary system that allows instructors to submit student work for identification of plagiarized content. Academic Libraries regularly conduct different training programmes on e-Databases, Information Literacy, Plagiarism and Referencing for academic staff and student of the University. Generally, the opening hours of the University libraries will be determined with the demand for library use, requirements and staff availability. However, the usual opening hours of the Main and Medical Libraries are 8.00 a.m. to 6.00 p.m. on weekdays and 9.00 a.m. to 5.00 p.m. on weekends and 8.00 a.m. to 4.30 p.m. on weekdays for the Allied Health Sciences Library.

17. All students will be granted fully fledged library membership for the entire period of registration and are strongly advised to use the resources for their optimal academic achievements.

## **DAILY ROUTINE FOR STUDENTS**

18. Classes are held from Monday to Friday, except on public holidays. They usually begin at 0800 hours and end at 1430 hours. Students can go to the University Gymnasium or to other sports facilities after their lectures. Participating in at least one sport is recommended to supplement the academic schedule.

Arrival at University	-	0700-0745 hrs
1 <sup>st</sup> period	-	0800-0900 hrs
2 <sup>nd</sup> period	-	0900-1000 hrs
3 <sup>rd</sup> period	-	1000-1100 hrs
Break	-	1100-1115 hrs
4 <sup>th</sup> period	-	1115-1215 hrs
5 <sup>th</sup> period	-	1215-1315 hrs
6 <sup>th</sup> period	-	1315-1415 hrs
Lunch	-	1415-1515 hrs (optional)
PT (Games)/Recreations	-	1630-1800 hrs (optional)

## **ENTERING INTO UNIVERSITY PREMISES**

### **University Identity Card**

19. Students shall carry the Identity Card issued by University in addition to the National Identity Card (NIC) at all times. These shall be produced for identification when requested by the staff at the entrance. Students without University Identity Card shall not be allowed to enter or remain inside University premises. The University Identity Card shall be returned to the University after the completion of the relevant degree programme when obtaining clearance.

Any impersonation, transfer or willful damage of the University Identity Card is prohibited. Students should forthwith inform the Head Quarters of the University in case of a misplaced/lost University Identity Card. A Police Report shall be produced to obtain a duplicate Identity Card and a fine of LKR 5000 will be levied as a penalty.

20. Students shall enter the University premises through Gate No. B. All students shall adhere to the road signs within University premises, and shall use sidewalks all the time when walking from one place to another.

21. Use of private motor vehicles and motorcycles by students is prohibited within the University premises.

22. Students shall park their vehicles at designated student parking areas inside or outside University premises. Any violation would be inquired and lead to disciplinary action. Students are not allowed to drive inside University premises.



## **GENERAL CONDUCT**

### **Social Behavior**

23. Every Day Scholar shall maintain exemplary standards of conduct and etiquette in their social behavior. They shall strive to develop and practice the social and personal skills commonly associated with the respective professions that they aspire to join.

### **Classroom Discipline**

24. Students are expected to observe 100% academic discipline. Disciplinary actions will be taken against students who in any way disrupt lectures. All students must be inside their relevant classrooms before the beginning of lectures. If a student is delayed for any reason for lectures, it shall be brought to the notice of the course coordinators. Further, no student is permitted to leave the university before the completion of lectures on that particular day without prior approval of HOD of the relevant department.

25. The use of mobile phones and other electronic devices by students except Laptop computers is strictly prohibited during lectures.

26. Students will be given a University email account and all official communications shall be made using the University email.

27. Students will have access to the resources available on the Learning Management System (LMS) of the University which the Students shall utilize to the maximum to enhance their academic performance.

### **Marital Status or Change of Marital Status/Pregnancy during the Course of Study**

28. Married ladies and gentlemen will not be enrolled in the degree programmes conducted at the University, as Day Scholars. Marriages during the first degree will not be allowed by the University except for lateral entry students and those who are reading for the second degree. In the event of a marriage during the course of study, it shall to be immediately declared to the University authorities.

29. In case of pregnancy during a course of study, the University will be compelled to discontinue the female Day Scholar from the degree programme, until such time she seems fit to continue with her studies. Pregnancy during a course of study shall be immediately brought to the notice of University authorities.

### **Paying Compliments**

30. All students should address all commissioned officers of the Armed Forces, academic staff members, visiting lecturers and executive appointment holders of the administrative staff as “Sir/ Madam”.

31. All other ranks in the Armed Forces should be addressed as “Staff”.

32. Technical Officers, Clerical and Allied Grade Staff and minor staff should be addressed as “Mister/Miss”.

33. Officer Cadets of the same batch should be called by their first name and military officers following the courses as “Sir”.

34. Peers and other Day Scholars should be called by their first name. The use of nick names is not an accepted practice at the University. Further, the Day Scholars are not permitted to address their peers and others as either “Brother” or “Sister”.

35. Day Scholars shall stand up and greet the Officer/Lecturer appropriately, depending on the time of the day, when the Officer/Lecturer enters the lecture room. Also, they shall greet the Officers/ Lecturers on the walkways in the University.

36. Inattention or paying less attention to lectures by Day Scholars, as may be evident by sleeping, conversing, reading irrelevant material, or causing any other form of distraction shall not be tolerated and corrective punishment shall ensue. All mobile phones shall be switched off when entering lecture halls. Making calls while walking on the walkways is prohibited since the Day Scholars have been allocated with specific areas and time to make calls.

### **Punctuality**

37. Day Scholars shall strictly adhere to the time table given by respective Departments or Faculties. Change of time table may be indicated on the notice board, informed verbally or emailed to the respective individuals. Day scholars shall assemble at the place indicated, at least five minutes before the commencement of the lecture.

38. Students are not allowed enter the University premises after the scheduled time. The Students who are habitually late to arrive the University may be subject to disciplinary action.

### **Wrongful Appropriation**

39. Wrongful appropriation of property is prohibited. Taking or withholding of property of another without his permission with the intent to temporarily appropriate the property for one’s use or for the use of any other person other than the owner, constitutes wrongful appropriation.

### **Sexual Harassment**

40. Sexual harassment is a behavior that shall not be tolerated. Sexual harassment results if the victim determines that it was an unwarranted behavior on the part of the other.

41. Sexual harassment may include influencing, offering to influence, or threatening physically or career of another person in exchange for favours of sexual nature, or deliberate or repeated offensive comments and gestures, or physical contact of a sexual nature in a work related environment.

42. Persons who witness such behavior or are victimized by sexual harassment shall bring such incidents to the notice of the relevant authority for the purpose of corrective action and to prevent future recurrence.

### **Hazing and Abuse**

43. Hazing is prohibited. Hazing is defined as wrongful striking, laying open hands upon, treating with violence or offering to do bodily harm by one to another person with an intention to punish or injure the other, or unauthorized treatment which is tyrannical, abusive, shameful, insulting or humiliating in nature. Hazing may include verbal and mental abuse.

### **Loitering**

44. Loitering by Day Scholars is strictly prohibited. A person is guilty of loitering when he remains at a place within the precincts of the University without any reasonable cause, or relationship involving custody of or responsibility for a student, or any other specific legitimate reason, or entry in to a restricted area without permission from a person authorized to grant such permission. No student is permitted to loiter inside the University premises especially after the commencement of the academic schedule at 0800 hrs.

### **Consumption of Drugs and Alcoholic Beverages**

45. The University policy places emphasis on responsible consumption of alcoholic beverages. Alcohol is a narcotic that, if used irresponsibly or abused, can be dangerous and addictive. The decision to consume alcoholic beverages, therefore, requires careful consideration. Those who abuse alcohol or become addicted to alcohol, will jeopardize their future life and career.

46. No Student shall produce, possess, consume, transport, store or traffic any alcoholic beverage or narcotic drug within the premises of the University, or shall purchase alcoholic beverages or narcotic drugs from outside for the purpose bringing them to the premises of the University.

47. However, the Day Scholars may be permitted to consume alcoholic beverages under supervision at an approved social function at the University. Day Scholars, who decide to consume alcoholic beverages on such permitted occasions at the University, shall do so in a responsible and non – abusive manner. They shall bear a personal responsibility for their own conduct and a continuing responsibility for setting an example for their colleagues.

### **Smoking**

48. Smoking is strictly prohibited for Day Scholars within the premises of the University.

## **Gambling**

49. Day Scholars are not allowed to gamble within the premises of the University. No games of chance or games of skill for bets can be played by Day Scholars at the University.

## **Monetary Transactions**

50. Students shall not engage in monetary transactions with Officer Cadets, Military Personnel or civilians in the University.

## **Concealment of Diseases**

51. It is an offence for a Day Scholar to conceal a disease that is communicable in nature and attend lectures and other functions at the University.

## **Insubordination and Other Punishable Acts**

52. Disobedience or disrespecting or arguing unnecessarily with lecturers, officers and other members of the staff of the University or any other misbehavior that may be considered to be prejudicial to the maintenance of high standards of discipline at the University may constitute a punishable offence.

## **Safety and security**

53. Each Day Scholar shall ensure his individual actions will not endanger his or any other person's life or property. Ensuring the safety of personal belongings, including valuable items, is an individual responsibility of a Day Scholar.

54. University is not responsible for any loss or damage of the property belongs to Students. Each Day Scholar shall be responsible for his personal security and for the security of colleagues within the University premises, and shall comply with the instructions that had been given while engaging in activities outside the University premises.

## **Accommodation**

55. When the University is unable to provide accommodation inside the University, students are encouraged to seek appropriate places outside for their accommodation. However, details of such places shall be brought to the notice of the University authorities.

## **DRESS CODE**

56. Day Scholars are prohibited from removing the accessories of the Uniform such as Badges and Applets, and visiting the following and other similar places in Uniform:

- a. Cinemas
- b. Beach
- c. Hotels
- d. Parks

57. The following Dress Code is applicable for the Day Scholars which are depicted in Annex “A”.

a. **During Study Hours.**

Black trousers and short sleeved white shirt with a black waist belt and a pair of black leather shoes with laces should be worn. Name tag and the University Badge issued by the University should be worn with the dress at all times. Dress shall be clean and ironed.

b. **During Functions (will be specified).**

Male students should wear a long sleeved shirt with a blazer and University tie. Female students should wear a Saree either in Kandian or Indian style with a blazer.

c. **Sports Dress.**

Sports attire for the male students should be blue track bottom or decent PT short with white or decent T-shirt and deck shoes. However, the length of the PT short should be above the knee. Female students should be clad in blue track bottom with white or decent T-shirt and deck shoes.

d. **Casual.**

An appropriate dress is recommended. Jeans and denims should not be worn by the students within University premises.

58. Academic dress should be worn during lectures. Dress for special occasions and functions will be informed by the course coordinator.

59. Male students should have a decent haircut and are not allowed to wear long hair. Ladies are not allowed to wear loose hair and their hair should be neatly done (knotted) in line with University dress regulations. Hair with fancy styles, highlights are strictly prohibited (Approved standard hair style is shown in Annex “B”).

60. Growing a beard is not allowed for male Students. However, if a Student wishes to grow a mustache, full set of mustaches shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall also not go beyond the horizontal line extending across the corners of the mouth and more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed more than ½ inch.

61. No visible body tattoos are permitted for the students at the University.

62. Proper turn out is expected by all the Students at all times and they should set an example for others.

63. Students should wear only decent jewelry, appropriate for a student of the University.

## **PROHIBITED OR RESTRICTED ACTIVITIES**

### **Theft**

64. Theft is prohibited. Wrongful taking, obtaining or withholding by any means, from the possession of the owner or any other person's any money, property, article, or good of value of any kind, with the intention of permanently depriving or defrauding the owner or the other person of the use and benefit of such money, property, article or good by appropriating such money, property, article, or good, either for the own use or the use of any person other than the owner constitutes theft.

### **Damage to Property**

65. Students shall not cause damage to property, building, trees, animals or pets belonging to the government, university, public or private individuals. Those who are found guilty for causing such damage will be required to indemnify the damage caused, in addition to the disciplinary action that will be taken.

### **Unwarranted Behavior**

66. Students shall not engage in any unwarranted behavior or commit any act (direct/indirect) to disrupt the smooth functioning of activities of the University.

## **EXAMINATIONS**

67. Any unwarranted act such as, but not limited to, copying, plagiarizing, attempting to copy or plagiarize or possessing an unauthorized document or equipment during examinations, or abetting in such action will constitute a punishable offence in terms of the Rules for Conduct of Degree Programmes of the University.

## **MILITARY TRAINING**

68. Day scholars will not be provided with any military training, nor should they seek any military training during their stay at the University. Day Scholars should not mix with Officer Cadets during their military training. However, leadership and personality development training will be conducted for all the Students, subsequent to their enrollment to the University or during their course of training.

## **REGISTRATION OF STUDENTS**

69. Upon the completion of aptitude test and/or structured interview, selected candidates will be enrolled to relevant degree programmes.

70. The number of Day Scholars admitted to a particular degree programme depends on the number of vacancies available for that particular year, after taking into consideration the placements available in the respective Faculties.

71. Selected Day Scholars need to pay the course fee (First Installment) as applicable for that particular degree programme prior to registration. Bank loan facilities are available to settle the course fee from the all banks in Sri Lanka.

### **DINING FACILITIES**

72. Dining facilities are available for the Students at the following places:

- a. Cafeteria
- b. Honour Shop
- c. Club House (for parties, get-togethers etc.)

### **OTHER FACILITIES**

73. Students are entitled use the following facilities available at the University:

- a. Laundry
- b. KDU Press

### **SPORTS FACILITIES**

74. University encourages all Students to take part in sports activities as it is a part of their training. Further, the University provides facilities and equipment for team sports such as soccer, rugby, cricket, basketball, volleyball, hockey, and individual sports such as squash, tennis, badminton, table tennis and swimming etc. University teams play regular matches with other universities and clubs. Entrance to National Tournaments at appropriate levels can also be facilitated.

75. Student who excel in sports at the University level, national level and international level will be given additional marks for the examinations as follows:

i	University Colours	-	5% marks
ii	National level achievements	-	10% marks
iii	International level achievements	-	15% marks

76. A swimming pool, tennis court, gymnasium and playground are also available for the use of Students.

77. Students who were enlisted considering achievements in sports and/or those who were offered scholarships for achievements in sports at National Level shall continue the same at the University during their studentship: If not such Students are liable to repay the scholarships offered and/or to any penalty imposed by the University.

## **CLUB ACTIVITIES**

78. Students can also take part in club activities with Officer Cadets with prior approval from the Squadron Commanders/ Troop Commanders. Followings are the Clubs functioning at University:

- a. Arts and Culture Club
- b. Speech and Drama Club / Toast Master Club
- c. Eco Club
- d. Music Club
- e. Dancing Club
- f. Photography Club
- g. E – Club
- h. Billiard Club
- i. Rotaract Club
- j. Bridge Club
- k. Archery Club
- l. Rover Crew
- m. Leo Club

## **MEDICAL FACILITIES**

Day Scholars are not entitled to medical/dental facilities at the University. However, emergency medical care will be provided at the University Medical Centre inside the University premises.

- a. University Medical Officer has the sole authority to issue Medical Certificates for Day Scholars.
- b. Valid external Medical Certificates from Consultant Specialists can be provided to explain absence from examinations/academic activities, subject to approval by the University Medical Officer (Notes: “A valid medical certificate” is defined as: A government hospital - Health Form 307 or Ayurvedic medical certificate - Ayurvedic 44 issued by a consultant specialist).
- c. Medical Certificates shall be forwarded to the University Medical Officer through the Assistant Registrar of the respective Faculty within seven (07) days from the date of sickness.

Note - Please refer to the relevant Rules for further details on medical procedure at the University.

## **GUESTS**

79. Students are neither allowed to entertain guests inside University premises, nor to accompany visitors into the University without prior written approval.



80. All Day Scholars shall leave the University premises before 1800hrs. Any extended stay should have the written approval of course coordinators and is allowed only for the purpose of attending sports activities. Further, any extended stay for any reason should be notified to Dean FDSS through the respective Squadron Commander.

### **UNIVERSITY CALENDAR**

81. There are many events in the University calendar in which students' participation is mandatory, since the attendance for those events will be taken into account when calculating the total attendance of a student for the relevant degree programme. Some of the major events in the University calendar are as follows:

- i Sports Meet
- ii Parents Day
- iii International Research Conference
- iv July Ball
- v Open day
- vi Birth and Death anniversaries of the Late General Sir John Kotelawala (The Benefactor)
- vii Any other event specified by the University, such as Mess Night, General Convocation and Colours Night

82. In addition, the following components are included in the training programme:

- i Syndicate Presentations.
- ii Field Visits/ Work Shop visits outside the University.
- iii Guest Lectures.

### **LEAVE DURING THE PERIOD OF TRAINING**

83. No leave will be granted for the Day Scholars, except programmed leave, unless there is an urgent requirement. Day Scholars requesting leave should obtain prior consent from the respective Deans through the Course Coordinator and the approval will be granted by the Dean FDSS.

84. If any Day Scholar is absent on medical grounds, he should produce a valid medical certificate which will be accepted after authentication by the University Medical Officer.

85. Day Scholars will be assigned a separate course coordinator who will attend to all administrative matters. Day Scholars are expected to follow the proper chain of command in any action through the Course Coordinator.

### **POINT OF CONTACT**

86. The Troop Commander/ Squadron Commander/Course Coordinator/Assistant Registrar in the relevant Faculty will be the contact persons for the Day Scholars in terms of all administrative matters.

87. Parents may contact the Troop Commander/ Squadron Commander, Course Coordinator or the Assistant Registrar of the relevant Faculty, for administrative, financial or any other matters with regard to the student's course of study at the University.

88. Sponsor students will be nominated to take care of foreign students, after a selection process, along with sponsor DS.

## **COUNSELING/MENTORING**

89. Any Day Scholar can bring his grievances to the notice of their Squadron Commander or Course Coordinator for consultation, as the University is always willing to provide best possible solutions to its undergraduates in order to redress their grievances.

90. Further, the highest possible attention will be given for their grievances at respective levels to resolve any issue in this context, the particular individual's privacy will be strictly maintained as the issues discussed between mentor and mentee are considered confidential.

91. Students can meet Dean FDSS, Dean of the Faculty or HOD for a solution for their grievances. In fact, they are allowed to bring their grievances up to the notice of the Vice Chancellor through proper channel.

## **FINANCIAL MATTERS**

### **Course Fee**

92. Selected Day Scholars must pay the course fee or the first installment and other chargers applicable prior to admission to the University / signing of agreements. Subsequent installments shall be paid one month prior to the next academic year; second installment should be paid one month prior to the commencement of the second year; third installment should be paid one month prior to the commencement of the third year and where necessary, the fourth installment should be paid one month prior to the commencement of the fourth year. Any student failing to pay the course fee/installment on or before the due date will not be given admission for the examinations, and may be discontinued from the course, and the installments already paid will not be refunded under any circumstances unless a Day Scholar who had been admitted to the University requests to leave within three weeks or before the signing of the agreement and/commencement of academic activities. The exit policy for Day Scholars is as follows;

a. **Non-payment basis Day Scholars.** Permit exit by retaining the registration fee of LKR 30,000/- if a non-payment basis Day scholar who had been admitted to the University requests to leave within three weeks or before the signing of the agreement and / or commencement of academic activities.

b. **Payment basis Day Scholars.** Permit exit by retaining the registration fee of LKR 30,000/- and a 10% of the 1<sup>st</sup> installment of the course fee, if a payment basis Day Scholar who had entered into an agreement decides to leave

within 3 weeks from the date of signing of agreement and/or commencement of academic activities.

93. Day Scholars may engage in appropriate part time jobs/courses outside the University lecture hours with the prior approval of the University. However, complete details pertaining to the employment/courses shall to be submitted to the University.

### **Personal Finances**

94. Students should carry an adequate sum of money to pay for food and beverages if they wish to purchase such items from the University Cafeteria/ Honour Shop. A variety of food items will be available to suit the taste of the students, and the quality of food items is guaranteed as most are products of the in-house bakery with quality assured.

### **DISMISSAL FROM COURSES AND UNIVERSITY ON DISCIPLINARY GROUNDS**

95. A Student may be discharged from the University under any one or more of the following grounds:

- a. Disseminating any information sensitive and/or defamatory to the image and reputation of the University and prejudicial to good order.
- b. Possessing alcohol, narcotic drugs and/or any contraband items or aiding or attempting to bring such into University premises.
- c. Appearing in public media/ social media wearing University uniforms, games or any social event, without the prior permission of University Authorities.
- d. Involved in theft or found in unlawful possession of property belonging to University or any person in the University.
- e. Use of false documentation for enlistment, discovered at any time during the course of study.
- f. Attempting to disrupt training.
- g. Being arrested and found guilty of any serious criminal offence in any Sri Lankan court.
- h. Unauthorized demonstrations, unlawful assembly, mutiny, voluntary and involuntary sexual engagement, and seduction inside the University.
- i. Willful engagement in sexual activities inside the University.

- j. Any unwarranted acts such as copying, plagiarizing, attempting to copy or possession of an unauthorized document or device during examinations and during continuous assessments.
- k. Noncompliance or ignorance of the instructions stipulated by the University.

## **HEALTH GUIDELINES FOR DAY SCHOLARS DURING COVID-19 PANDEMIC**

1. Those having cough, runny nose, sore throat and difficulty in breathing, those with a contact history of a person tested positive for COVID-19 and those who are quarantined by the health authorities should not attend the University. They should inform the University and get leave approved.
2. Those who are detected of having fever at the entrance should not enter the University premises except the Medical Centre.
3. Always keep a 1 m distance with everyone (e.g. during practical sessions/lectures/while eating etc).
4. Wash hands with soap and water often and when necessary. In the alternative, use a 70-80% alcohol based hand-rub. Do not touch eyes, nose or mouth.
5. Wear a mask properly at all times within the University premises.
6. Be aware of current health guidelines by visiting [www.epid.gov.lk](http://www.epid.gov.lk) or [www.hpb.health.gov.lk](http://www.hpb.health.gov.lk).

## **CENTRE FOR GENDER EQUITY AND EQUALITY**

The Centre for Gender Equity and Equality of the University (CGEE- KDU) is an inter-disciplinary centre established in September, 2020. The Center reports directly to the Vice Chancellor and draws its membership from across the University.

The CGEE-KDU works towards promoting a gender-sensitive culture and an environment which allow students and staff (academic/administrative/support) to pursue their work without oppression and discrimination.

Stipulated functions of the KDU-CGEE are to conduct research, review policies and contribute to policy inputs. CGEE further works on ensuring fairness and justice in the distribution of opportunities, benefits and responsibilities between women and men at the University. It will also inquire into Sexual and Gender Based Violence (SGBV), identifying ways and means of preventing them and propose disciplinary actions.

Contact

Dr Lakshika Liyanage – PhD (Durham, UK) MA (Durham,UK) BA(Hons)(Peradeniya, SL)

Director

Center for Gender Equity and Equality

0703485745

## **CAREER GUIDANCE UNIT**

Career Guidance Unit of the University was established in September 2020 in accordance with the guidelines of University Grants Commission of Sri Lanka. The objectives of the Career Guidance Unit (CGU) are: to assist the Officer Cadets and Day Scholars in developing soft skills, attitudes and positive thinking which will empower them in reaching employer's requirements, enhance the leadership skills and patriotism of Officer Cadets and lead KDU in a path which will be highly recognized by the military and the corporate sector. KDU always endeavors to achieve the international standards to ensure its students can survive in the global area.

Career Guidance Unit has arranged different programmes for each Faculty with the Career Guidance Advisors of each Faculty. This includes industry partnership programmes, leadership skills, entrepreneurship development and personality development so that the Students will be highly recognized by the corporate sector.

Contact

Eng. (Dr.) Namali Sirisoma PhD, B.Sc. Eng (Hons), C.Eng, CMILT, MITE (US), MIE(SL)

Director

Career Guidance Unit

0710219464

## **GENERAL INTERPRETATIONS**

In this Guide

A “Student” means a candidate enrolled to follow a degree programme at the University and include Officer Cadets, Military Officers, Public Officers and Civilian Students

A “Day Scholars” means a student following a degree programme at the University on a day school basis, and includes Military Officers, Public Officers and Civilian Students, both local and foreign.

## **EFFECTIVE DATE**

The 3<sup>rd</sup> Edition of Student Guide for Day Scholars shall be effective from 01.01.2021,

## **GENERAL MATTERS**

96. Day Scholars should obtain approval from the respective Head of the Department, respective Dean of the Faculty and Dean (FDSS) for activities at the weekends.

97. Formal approval need to be taken from the University, if a Day Scholar wishes to follow a part time course in another institution and the course should be relevant to their respective degree programme.

98. Day Scholars are permitted to visit academic blocks, library, study area, cafeteria relevant laboratories and sports facilities at the University. However, the following places are out of bounds for Day Scholars without an escort.

- i HQ building complex
- ii Vice Chancellor's office complex
- iii Deputy Vice Chancellor's office complex
- iv Museum
- v Academic Cubicles

99. Following areas are placed strictly out of bounds for all Day Scholars.

- i Cadets' Accommodation Area
- ii Officers' Mess
- iii Other Rankers' Mess
- iv Warrant Officers/Sergeant' Mess
- v Log Office
- vi Married Quarters

100. Any student involved in any violation of laws/ rules should be immediately notified to the Dean FDSS through the Course Coordinator/Assistant Registrar of the relevant Faculty.

## **DISCIPLINARY RULES FOR DAY SCHOLARS**

### **01. Disciplinary Authority**

The Vice Chancellor of the University shall be the Disciplinary Authority in respect of Day Scholars.

### **02. Disciplinary Procedure**

#### **A. Preliminary Investigation**

- i Any allegation of breach of discipline against a Day Scholar shall in the first instance be reported to the Vice Chancellor.

- ii. Where the Vice Chancellor receives information relating to any breach of discipline by a Day Scholar and considers that further particulars should be obtained, he may require a member of the staff of the University to proceed to the place in question and to report on the same within 24 hours.
- iii. Where the Vice Chancellor is satisfied on the availability of evidence relating to breach of discipline, he shall appoint one or more members of staff of the University or any other suitable person to inquire into the facts and submit the observations and recommendations in writing within 3 working days.
- iv. a. In a case where the Vice Chancellor deems it necessary in the context of the seriousness of the breach of discipline or where the Day Scholar pleads not guilty but has been revealed in the fact finding inquiry stated in paragraph iii above that the Day Scholar has committed an act amounting to breach of discipline, the Vice Chancellor may impose an Out of Bounds Declaration for a specified period of time on such Day Scholar with immediate effect upon giving reasons for same in writing pending a formal inquiry.
- b. An Out of Bound Declaration shall mean a total prohibition on attendance or access to the University premises and participation in any activity of the University. However the Vice Chancellor may on his discretion permit such a Day Scholar to enter the University premises for a specific purpose.
- c. An Out of Bounds Declaration may include such other reasonable conditions as the Vice Chancellor may think fit.
- d. An Out of Bounds Declaration made under paragraph a. above shall not be considered as a punishment. The purpose of such declaration is to protect a member or members of the University and the power to make such declaration shall be used only where the Vice Chancellor is of the opinion that it is necessary to take such action.
- e. No Day Scholar shall be subjected to an Out of Bounds Declaration unless he has been given an opportunity to make representations in person to the Registrar. Where for any reason it appears to the Vice Chancellor that it is not possible for the Day Scholar to attend in person, he shall be entitled to make such representations in writing. The Registrar shall submit a written report to the Vice Chancellor within twenty four (24) hours of such representations for making a decision on the Out of Bounds Declaration.
- f. Provided however that, in case of great urgency, the Vice Chancellor considering the seriousness of the breach of discipline committed by the Day Scholar, shall be empowered to make the Out of Bounds Declaration on a Day Scholar with immediate effect upon giving the reasons in writing.

g. The Vice Chancellor shall review the Out of Bounds Declaration every thirty (30) days and shall record the reasons if the validity period of such Declaration is extended.

v. The Vice Chancellor shall on the receipt of the investigation report on breach of discipline, by the fact finding committee, cause charges to be framed in writing within seven (07) days from the receipt of the said report and sent under registered post to the Day Scholar alleged to have committed the breach of discipline requiring him to reply within seven (07) days from the date of receipt of the Charge Sheet.

vi. The Vice Chancellor may also order withholding of the examination results of a Day Scholar pending an inquiry or investigation.

vii. If the Day Scholar pleads guilty to the Charge Sheet or does not reply within the time specified therein, the Vice Chancellor shall proceed to impose on the Day Scholar any of the punishments based on the Schedule hereto and report to the Board of Discipline.

## **B. Formal Inquiry**

i. If the Day Scholar pleads not guilty to the charges and/or the Vice Chancellor is not satisfied with the answers given, the Vice Chancellor shall appoint a Disciplinary Committee comprising three (03) members of the staff of the University to hold a formal inquiry and submit a report within fourteen (14) days. The Procedure to be followed is stipulated hereinafter.

ii. The Day Scholar shall be notified of the date of the inquiry by the Secretary to the Committee.

iii. At the inquiry, the Day Scholar shall be informed of the evidence against him and have the right to defend himself. He may make his own defence and call any witnesses for the defence.

iv. The Disciplinary Committee may, taking in to consideration the special circumstances of the situation deny a Day Scholar charged with a breach of discipline, 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 Day Scholar charged with breach of discipline shall have the right to seek in writing, through the Disciplinary Committee, clarification on specific issues relating to the complaint or evidence from the complainant or the witness as the case may be. Upon the Disciplinary Committee directing such request to the complainant or the witness, he shall give his clarifications in writing to the Day Scholar charged with breach of discipline within the time stipulated by the Disciplinary Committee.



v. The Disciplinary Committee shall have the power to summon any witness required by the prosecution and by the defence.

vi. The Disciplinary Committee shall have the power to summon any student of the University to render whatever assistance needed to conduct an inquiry on breach of discipline by a Day Scholar. A student who does not comply with such direction shall be guilty of a punishable offence.

vii. At the inquiry the Day Scholar shall be provided with relevant documents or extracts from the same, which have been used to frame the charges.

viii. After the inquiry the Disciplinary Committee shall submit a report to the Vice Chancellor giving reasons for its findings and the recommendations.

ix. If the Day Scholar had been found guilty for the charges the Vice Chancellor shall refer the same to the Board of Discipline to determine the punishment within the scope of the Schedule here to.

x. On receipt of determination of the punishments by the Board of Discipline, the Vice Chancellor shall immediately impose the punishment on the Day Scholar. The decision shall be conveyed to the Day Scholar under registered post and where possible shall be hand delivered.

### **C. Punishments**

i. Any one or more of the following punishments may be imposed by the Vice Chancellor on a Day Scholar who is proved guilty of breach of discipline upon inquiry and depending on the degree of severity of the act done:

- a. Warning
- b. Severe warning
- c. Reprimand
- d. Admonition
- e. Suspension from attending lectures and other activities at the University for a specified duration
- f. Withholding of examination results or certificates for a specified duration
- g. Cancellation of candidature of an examination for a specified duration
- h. Expulsion from the University

ii. All punishments and any disciplinary action taken shall be recorded in the Day Scholar's Personal File and may be reflected in the Testimonial and the Record Book.

Provided, that the Board of Management shall have the power to remove records of punishments, taking into consideration the gravity of the breach of discipline and the good behavior of the Day Scholar concerned, upon a request to such effect.

## **D. Appeals**

- i. A Day Scholar against whom such disciplinary action has been taken may appeal to the Board of Management against such decision within fourteen (14) days from the date of receipt of such decision.
- ii. The Vice Chancellor shall place such an appeal before the next immediate meeting of the Board of Discipline.
- iii. a. The Board of Discipline, if it deems the appeal warrants due consideration on merit, shall appoint an Appeals Committee consisting of three (03) members of the staff of the University for consideration of the appeal.  
  
b. The Appeals Committee shall elect its Chairman. The Registrar shall function as the Secretary to the Appeals Committee.  
  
c. Otherwise, the Board of Discipline may reject the appeal with reasons therefore stated.
- iv. The Appeals Committee shall consider the appeal and submit a report to the Board of Discipline within two (02) weeks from the receipt of the appeal by the Committee.
- v. The members of the Disciplinary Committee relating to the appeal in question, shall not be included in the Appeals Committee.
- vi. The Board of Discipline shall have the power to vary the decision taken on the disciplinary action against the Day Scholar on the basis of the recommendation of the Appeals Committee.

## **03. Interpretations**

In the Disciplinary Rules;

'Board of Discipline' means the Board of Discipline of the University constituted under and in terms of the provisions of General Sir John Kotelawala Defence University Regulations of 1982 'Board of Management' means the Board of Management of the University.

'Day Scholar' means a student who is admitted to the University to follow a day school programme, and includes both local and foreign students.

'Registrar' means the Registrar of the General Sir John Kotelawala Defence University and includes a Deputy Registrar, Senior Assistant Registrar or an Assistant Registrar duly authorized by the Registrar to represent him.

'University' means the General Sir John Kotelawala Defence University established under and in terms of the provisions of the General Sir John Kotelawala Defence University Act No. 68 of 1981, as amended.

'Vice Chancellor' means the Vice Chancellor of the General Sir John Kotelawala Defence University, and includes his delegate.

## UNIVERSITY ANTHEM

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**Lyrics :**

Prof HSS Nissanka

**Music :**

Dr Premasiri Kemadasa

## UNIVERSITY ANTHEM

Da anuragen prana praboditha  
Siyaratatama kawadath kapa apa wetha  
Shilpa sathra sangrama thakshana  
Ghnana wibushana shikshana dani  
Shrimath Kotelawala arakshaka  
Sarasavi lanka darani jayathu

Thrivida hamuda jeewaya widaha  
Desa raka ganumata jaya dada nagumata  
Da abimanen perata thabana pa  
Sathuran mada misa noganimu apasu  
Divi demu samaye kusum pipena thuru  
E kusumen lak mawa sanesena thuru//

Da anuragen prana praboditha  
Siya ratatama kawadath kapa apa wetha  
Shilpa sathra sangrama thakshana  
Ghnana wibushana shikshana dani  
Shrimath Kotelawala arakshaka  
Sarasavi lanka darani jayathu

## KDU HELP LINE

<b>KDU Exchange</b>	<b>011 2632028</b> <b>011 2622995</b> <b>011 2638656</b> <b>011 2638657</b> <b>011 2635268</b> <b>011 2638654</b>
<b>Fax</b>	<b>011 2605160</b>
<b>Information Center</b>	
<b>Tel</b>	<b>0112635039</b>
<b>Ext</b>	<b>459, 460</b>
<b>Vice Chancellor</b>	<b>011 2634274</b>
<b>Deputy Vice Chancellor (Defence and Administration)</b>	<b>011 2632027</b>
<b>Deputy Vice Chancellor (Academic)</b>	<b>011 2635201</b>
<b>Dean – Faculty of Graduate Studies</b>	<b>011 2632419</b>
<b>Dean – Faculty of Defence and Strategic Studies</b>	<b>011 2622503</b>
<b>Dean – Faculty of Medicine</b>	<b>011 2638660</b>
<b>Dean – Faculty of Engineering</b>	<b>011 2623027</b>
<b>Dean – Faculty of Law</b>	<b>011 2623028</b>
<b>Dean – Faculty of Management, Social Sciences and Humanities</b>	<b>011 2632147</b>
<b>Dean – Faculty of Allied Health Sciences</b>	<b>011 2605710</b>
<b>Dean – Research and Development</b>	<b>011 2612233</b>
<b>Dean - Faculty of Built Environment and Spatial Science</b>	<b>0710219232</b>
<b>Dean - Faculty of Computing</b>	<b>0710219231</b>

**Registrar**

**Tel** 011 2622502  
**Fax** 011 2638460  
**E-mail** registrar@kdu.ac.lk

**Acting Bursar**

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**Deputy Registrar**

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**Senior Assistant Registrar - Examinations**

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**Assistant Registrar Enlistment**

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**KDU CARE**

**Prof. Charitha L Goonasekara**  
**Acting Director**

0714798987

**KDU Website**

[www.kdu.ac.lk](http://www.kdu.ac.lk)

**APPROVED DRESS CODE FOR THE DAY SCHOLARS**

**Day Scholar Uniform (During Study Hours)**



**During Functions**



**Sports Kit**





**APPROVED HAIR STYLE FOR THE MALE AND FEMALE DAY SCHOLARS**

**Hair style for Female Students**



**Hair style for Male Students**



**Mustache**



**SCHEDULE**  
**RECOMMENDED PUNISHMENTS FOR BREACH OF DISCIPLINE**

<b>Offences</b>	<b>Recommended Maximum Punishments</b>
<p>i. Refuses or neglects to produce the Student Identity Card when called upon to do so by the Vice Chancellor or any other officer or any member of the Academic or Administrative or Security Staff or any other person authorized by the Vice Chancellor.</p> <p><u>Explanation</u>  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,  a. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p>
<p>ii. Violates the By Laws on University Residence Facility (RF).</p>	<p>Recovery of costs incurred by the University as a result of violating the By Laws, and considering the gravity of the offence,  a. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>and/or</p> <p>c. Denial of RF in the future</p> <p>or</p> <p>d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p>
<p>iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property in the custody of the University or held temporarily by the University.</p>	<p>A fine equivalent to 3 times of replacement value or cost of misuse plus 25% of such value or cost, and  Considering the gravity of the offence,  a. Expulsion from the University</p> <p>or</p> <p>b. Suspension from the University for a period not exceeding two calendar years</p>

	<p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p>
<p>iv. Contravenes any By-Law, Regulation or Rule</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p>
<p>v. Refuses to carry out any lawful order issued by the Vice Chancellor or any other officer or a member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the Vice Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p>
<p>vi. Furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars which in the opinion of the Vice Chancellor is calculated to mislead the authorities of the University.</p>	<p>a. Expulsion from the University for falsification of documents</p> <p>or</p> <p>b. Suspension from the University for a period not exceeding one calendar year</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p>

<p>vii. Remains under the influence of or in possession of intoxicant, liquor, narcotic, addictive drug or gambling within the precincts of the University.</p> <p><u>Explanation</u> The students may be permitted to consume alcoholic beverages under supervision at an approved social function of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding two calendar years</p> <p>and/or</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor 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 precincts of the University.</p>	<p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding three calendar years</p> <p>and/or</p> <p>c. Withholding of examination results or certificates as appropriate</p>
<p>ix. Engages in such activities as are likely to disrupt the conduct of registration teaching, study, research or examinations in the University or the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts other authorized event held within the University premises.</p>	<p>a. Suspension for a period not exceeding one calendar year</p> <p>and/or</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>and</p> <p>c. Recovery of damages caused as a result of obstruction or disruption</p>
<p>x. Obstructs or harasses any officer or member of the Academic or Administrative Staff or any other employee of the University or any other authorized person in the performance of his duties.</p>	<p>a. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p>
<p>xi. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a recognized student society/association.</p>	<p>a. Suspension for a period not exceeding one calendar year</p>

	<p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p>
<p>xii. Occupies or uses any property of the University otherwise than in accordance with rules or other provisions made by the University from time to time, or without the authority of the Vice Chancellor or the relevant member of staff.</p>	<p>a. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p>
<p>xiii. Conducts himself in a manner which, in the opinion of the Vice Chancellor is detrimental to the good name of the University or to the maintenance or order and discipline within the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in the personal file of the student</p>
<p>xiv. Abuse or harassment (including any form of ragging or molestation) or sexual harassment or intimidation (whether physical or mental) of any student or any officer or any member of the Academic or Administrative staff or any employee of the University, or any other person authorized to be within or outside the premises of the University or at an event organized by the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p>

	<p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xv. Displays posters in the University premises which are intimidating or defamatory of the University or any officer or any member of the Academic or Administrative Staff or any other employee of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xvi. Causes physical injury or physical harm or threatens to cause same to any student of the University or any officer or any member of the Academic or Administrative Staff or any other employee of the University or any other person authorized to be in the premises of the University or at an event organized by the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p>

	<p>e. Withholding of examination results or certificate as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xvii. Kidnapping or hostage taking or attempt to kidnap or take hostage or threatening to kidnap or take hostage any student of the University or any officer or any member of the Academic or Administrative Staff or an employee of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xviii. Inciting students to disrupt legitimate activities of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p>

	<p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>ix. Theft or attempted theft of property within the University premises or retaining stolen property belonging to the University or causing willful damage to University property or to property of an officer or a member of the Academic or Administrative Staff or an employee or a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises</p>	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value</p> <p>and</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>d. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>e. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>a. Theft</p>	
<p>b. Willful Damage</p>	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value</p> <p>and</p> <p>a. Expulsion from the University</p> <p>or</p>



	<p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. With holding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>d. With holding of examination results or certificates as appropriate</p> <p>or</p> <p>e. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>c. Attempted Theft</p>	<p>Considering the gravity of the offence, a fine</p> <p>and</p> <p>a. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>d. Retaining Stolen Property</p>	<p>Returning the property</p> <p>and</p> <p>Considering the gravity of the offence, a fine</p>
<p>xx. Violation of time limits for staying within the University premises or seeking entry to the University without authorization of the Vice Chancellor or any other member of staff authorized by the Vice</p>	<p>Severe warning by the Vice Chancellor with a record of same in student's personal file</p>

<p>Chancellor, before or after the designated times or as specially notified by the Vice Chancellor.</p>	
<p>xxi. Offers any gratification to any employee of the University as inducement or reward for that University employee performing or abstaining from performing any official act or for expediting or hindering or preventing the performance of any official act by that University employee or by any other University employee.</p>	<p>Considering the gravity of the offence,  a. Expulsion from the University    or    b. Suspension for a period not less than six months and not exceeding two calendar years    and    c. Withholding of examination results or certificates as appropriate</p>
<p>xxii. Convening of meetings of a group of students, or any society or association which has not been recognized by the University or without prior approval of the University or displaying or distributing publications or posters at the University without authorization of the Vice Chancellor or any other person authorized by the Vice Chancellor.</p>	<p>Considering the gravity of the offence,  a. Suspension for a period not exceeding one calendar year    and    b. Withholding of examination results or certificates as appropriate    or    c. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxiii. Establishing or assisting in establishing any society or association except as provided for in the relevant legal provisions and/or without following the authorized procedure in that regard.</p>	<p>Considering the gravity of the offence,  a. Suspension for a period not exceeding one calendar year    and    b. withholding of examination results or certificates as appropriate    or    c. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxiv. Failure to comply with the rules and regulations made by the University on the conduct of affairs of any society or association.</p>	<p>Considering the gravity of the offence,  a. Suspension for a period not exceeding one calendar year    and</p>

	<p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxv. Convening any meeting or participating in any meeting of students in the precincts of the University contrary to the constitution of the relevant society or association.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxvi. Distributing or displaying or publishing materials using print or audio or video or electronic media or any other mode of communication, which are defamatory or abusive of any recognized society or association or any officer or any member of the Academic or Administrative Staff or an employee or a student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>d. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>e. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxvii. Defacing or mutilating property belonging to the any officer or any member of the Academic or Administrative Staff or an employee or a student of the University or any other person authorized to be present</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p>

<p>within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxviii. Inviting from outside the University as a student of or on behalf of or at the request of students of the University any speaker to address students, or any outside person for any purpose within the University, without the prior approval in writing of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxix. Arranging or organizing any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>b. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>c. Suspension for a period not exceeding one</p>

	<p>calendar year</p> <p>and</p> <p>d. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>e. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
xxx. A student receiving 3 warnings within a period of 12 calendar months.	Suspension for a period not exceeding one calendar year from the date of the last warning
xxxi. Failure to adhere to a severe warning	Suspension for a period not exceeding one calendar year
xxxii. A student under suspension committing a further offence	<p>Depending on the gravity of the offence,</p> <p>a. Expulsion</p> <p>or</p> <p>b. Suspension for a further period</p>
xxxiii. Publication of notices or posters within the University premises without the permission of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor.	Suspension for a period not exceeding three calendar months
xxxiv. Selling of newspapers or periodicals or distributing of handbills within the University premises without approval of the Vice Chancellor or other officer designated for that purpose by the Vice Chancellor.	Suspension for a period not exceeding three calendar months
xxxv. Unauthorized or improper use of University computer system or network.	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as</p>

	<p>appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>f. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>
<p>xxxvi. Any other offence or act of indiscipline not explicitly stated in this Schedule.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period for a period not exceeding two calendar years</p> <p>and</p> <p>c. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>d. Suspension for a period not exceeding one calendar year</p> <p>and</p> <p>e. Withholding of examination results or certificates as appropriate</p> <p>or</p> <p>g. Severe warning by the Vice Chancellor with a record of same in student's personal file</p>