

LYCEUM CAMPUS BY-LAWS RELATING TO STUDENTS' CONDUCT AND DISCIPLINE

Given below are the By-Laws relating to Students' Conduct and Discipline, made by the Council of the Lyceum Campus , Sri Lanka. enforced with effect from 12th September 2022. These By-Laws may be cited as the Students' Conduct and Discipline By-Laws of the Lyceum campus.

PART I - GENERAL

1. The Lyceum Campus, Sri Lanka (hereinafter referred to as "the Campus"), hereby adopts these By-Laws as recommended by the Special Meeting of the Academic Syndicate of the Campus, (hereinafter referred to as "the Academic Syndicate") held on the 12th September 2022 and approved by the Council of the Campus (hereinafter referred to as "the Council"), at its 8th meeting held on 12th September 2022.

2. Notwithstanding anything stated to the contrary in any of the provisions of this By-Laws, the President shall take appropriate action as he/she deems necessary, to maintain discipline at the Campus, and nothing in these By-Laws shall be construed in a manner to detract from the powers, duties and functions conferred on, or imposed upon the President by any Instrument.

3. (1) Upon coming into operation of these By-laws, there shall be established a Board of Discipline (referred to as the "Board"), constituted as provided in Sub-paragraph (2).
 - (2) The Board of Discipline shall consist of the following Members, who shall hold office for a period of 03 (three) years with effect from the date of appointment.
 - a. The Dean of each Faculty;
 - b. Two members of the Council nominated by the Council, from among its external members;
 - c. Two senior Student Counselors nominated by the President.
 - e. The Registrar, or nominee, shall be the ex-officio Secretary of the Board.

- (3) The Chairman of the Board shall be elected by the members from among the Deans, and he/she shall preside at all meetings of the Board. If the Chairman is unable to preside at a meeting, the members shall elect any Dean to preside at such meeting-
 - (4) The quorum for the meeting of the Board shall be the majority of the total membership.
4. Board of Discipline shall work under the directives of the President, who is responsible for maintenance of discipline of students, and have the following powers, duties and functions:
- (1) To advise the President on all matters concerning the maintenance of student discipline within the Campus;
 - (2) To make recommendations to the President, on the amendments to the Students' By-Laws and guidelines pertaining to student discipline within the Campus;
 - (3) Upon request by the President, to hold inquiries, or cause inquiries to be held, pertaining to allegations of indiscipline or misconduct on the part of any student, or students of the Campus, and submit recommendations on the incidence of indiscipline or misconduct to the President;
 - (4) To review reports submitted by Committees of inquiry appointed by the President, and recommend appropriate penalties or punishments, on any student or students who have been found guilty of any acts of indiscipline, or misconduct, or who have been found guilty of an offense under these By-Laws, or of acting in contravention of provisions of these By-Laws, or the Rules made by the Board; and
 - (5) To do all other acts incidental to the powers aforesaid, as may be required, in order to further the objectives of these By-Laws.

PART II - STUDENTS' CONDUCT

1. Without prejudice to the generality of the powers ,duties, and functions conferred upon, or imposed on the Council by the Ordinance, the Council shall be responsible for the administration and implementation of these By-Laws.

2. (1) These By-Laws shall apply to every Registered Student of the Lyceum Campus , Sri Lanka (hereinafter referred to as the "Campus").
 - (2) (a) For the purpose of these By-Laws, "Registered Student" means any student who has already been duly admitted and registered at the Campus, for any academic year, or any student who is duly admitted and registered from time to time, in respect of any Academic year, or, other period of study.
 - (b) "Academic Year" for the purpose of these By-Laws, shall be construed to mean the academic year as decided by the Academic Syndicate from time to time.
 - (3) (a) Every student of the Campus shall be of good behaviour and shall, at all times, conduct himself/herself in an orderly manner befitting the status of an undergraduate or graduate student.
 - (b) Students of the Campus shall, at all times, endeavour to safeguard the dignity, good name and reputation of the Campus.
3. Students are admitted and registered as undergraduates or graduate students of the Campus , subject to their good behaviour and the observance of strict discipline.
4. Every student duly registered as a student of the Campus, shall be issued with a copy of these By-Laws, the provisions of which will be binding on him/her, in conformity with the contract agreement signed between him/her and the Campus.
5. Upon the receipt of an application on the prescribed form for registration as a student of the Campus, together with such documents as may be necessary for this purpose, the Registrar or such other officer as may be nominated by him/her, for this purpose, shall register such student and shall issue to the student so registered, an Identity Card and a Students' Record Book, bearing the photograph of the student concerned, duly embossed with the seal of the Campus, which shall be final and conclusive evidence pertaining to the identity of the student, and also to the accuracy of the particulars stated therein.
6. Every registered student of the Campus shall have, in his/her possession, either such Identity Card or Students' Record Book, which he/she shall produce when called upon to do so by a

member of the academic staff, or by any officer authorized by the President or Registrar for this purpose.

7. If any registered student shall fail to produce, or willfully refuses to produce, or neglects to produce such Identity card or Students' Record Book, when called upon to do so by an authorized officer of the Campus, such student shall be deemed to be guilty of an offense punishable under these By-Laws.
8. In the event of the failure, or the refusal, to produce such Identity Card or Students' Record Book, to any member of the academic Staff or an authorized officer, such officer shall have the power to take such student into custody and to produce him/her before the Dean of the respective Faculty.
9. The particulars stated in the Identity Card or Students' Record Book, shall be deemed to contain prima facie evidence of the status of the student.
10. Upon coming into operation of these By-Laws, the Campus shall have full power and authority to consider, and assess, the conduct each student, in determining the eligibility of such student for the conferment on him/her of the degree, diploma, certificate, or other academic distinction.
11. Every registered student shall be bound to protect and safeguard the property of the Campus. "Property" for this purpose includes buildings, libraries, lecture halls, furniture, equipment, and all other movable and immovable assets of the Campus.
12. If, in the event of any student being found guilty of damaging, or destroying, or attempting to damage or destroy the property of the Campus, he/she shall be deemed to have committed an offense, and shall be dealt with in accordance with the provisions of these By-Laws.
13. Every student shall endeavor to foster a corporate and community spirit of life, and shall always respect the liberty, freedom and personality of fellow students.
14. No student shall engage in anti-social actions, or in any act calculated to humiliate, ridicule, hurt or harass a fellow student, or any other person within the Campus, or engage in any other anti-social conduct, which may bring the Campus to disrepute.

15. No student shall incite, provoke, or aid and abet any other student, in the commission of any of the acts specified herein before.
16. Any student who acts in violation of paragraphs 6(3)(a) & (b), and 21 to 24 of these By-Laws, shall be guilty of an offense punishable under the provisions of such By-Laws.
17. (1) No meeting may be held within the Campus premises, by any student, or students, Campus society, or other association of students of the Campus, except with the written approval of the President. The Dean of the Faculty may permit the holding of a meeting of the Faculty students, Faculty Unit or Society, where it is restricted to the students of such Faculty.
- (2) Where the approval of the Dean has been so granted, subject to such terms and conditions relating to the venue, and date of such meeting and its duration, and any other matter as may be deemed to be necessary in the circumstances, the meeting must be held in conformity with all such terms and conditions.
- (3) Any student who summons, or causes the holding of a meeting, other than in the manner prescribed in the foregoing paragraph, or aids and abets any other person, or persons, to summon or hold such meeting, shall be guilty of an offense and shall be liable for punishment, under the provisions of this By-Laws.
- (4) (a) Unless the prior written consent of the President has been obtained, no subscription or currency may be collected from among the students staff of the Campus, or the general public, by any student, or office-bearer of any society, or of any association.
18. (1) No notice, pamphlet, publication, or other printed material, detrimental to the good name and discipline of the Campus, or words defamatory of any member of the staff or student of the Campus, may be published and/or distributed, circulated, within Lecture Hall/Room, Laboratory, or on any other building, or buildings, or any other property standing on the premises of the Campus, within its territorial boundaries.

Provided however that the provision of this paragraph shall not apply to notices, pamphlets, publications and printed material, relating to activities of any registered

student's Society, or other Association intended solely for the furthering of academic or social objectives.

Provided that such material shall not be detrimental to the good name and discipline of the Campus, or any member of the staff or student of the Campus.

- (2) Any note, pamphlet, bulletin published should contain the signature of the President or the Secretary of such Organization.

PART III - STUDENTS' DISCIPLINE

Powers and Responsibilities Vested with the Dean

1. (1) The President, in his capacity as the person responsible for maintenance of discipline of students, may impose penalties and punishments as recommended by the Board of Discipline, or may refer such decisions back to the Board of Discipline, for further review and necessary amendments, if he/she wishes do so.
- (2) The President may appoint the Deputy President, who shall act on behalf of the President in matters of student discipline within the Campus and may delegate any of his powers and duties regarding student discipline.
- (3) The Dean of each Faculty of the Campus, shall have full power and authority, to exercise supervisory control over the discipline of all students within the Faculty.
2. (1) The Board of Discipline, or allied Committee of inquiry appointed by the Board, or the President, for purposes set out in paragraph 4 (iii) or 4 (iv), shall have the power to summon any student of the Campus, to attend any Inquiry or to give evidence thereat, and to direct any student to make a written statement, concerning any matter pertaining to his/her conduct or behaviour, or to the conduct or behaviour of any other student within the Campus.
- (2) Such Committee of Inquiry shall, as far as possible, conduct such inquiries in accordance with the rules of natural justice.

- (3) Before the commencement of such inquiry, every accused student shall be informed of the charge, or charges, against him/her, to be tried at the inquiry before the Committee of Inquiry.
 - (4) The Chairman of the Committee of Inquiry may, at his/her discretion, put to the witness such questions suggested by, or on behalf of the accused student.
 - (6) Under exceptional circumstances, the Chairman of the Committee of Inquiry may allow the witnesses to give evidence recorded-in camera.
3. The Board of Discipline may, for any breach of these By-Laws by any student, or for any offense punishable under the provisions of these By-Laws, recommend to the President the imposing on such student, of any one or more of the following punishments:
- (i) A written warning or a severe reprimand;
 - (ii) Suspension from the Campus;
 - (iii) Withdrawal, cancellation or suspension of either any financial benefits, or assistance under a scholarship scheme;
 - (iv) Disqualification from sitting any Campus Examination for a specific period;
 - (v) Suspension of the release of the results of any Campus Examination, for a specific period;
 - (vi) Expulsion from the Campus.
4. (1) Upon the declaration of an order of closure of the Campus by the Campus authorities, every student of the Campus shall be bound to act in accordance with this Order, and shall leave the Campus premises before the stipulated time specified in such Order.
- (2) Any student who acts in contravention of the provisions of the foregoing paragraph, shall be deemed to have committed an offense, and shall be liable to be punished in accordance with the provisions of these By-Laws.
5. (1) Any student, on whom a punishment has been imposed by the President on the recommendation of the Board of Discipline, and who is aggrieved by the decision of the Board regarding the punishment, may, within a period of one month from the date

of communication to him/her of such punishment or penalty, appeal against such punishment or penalty to the President.

- (2) Upon the receipt of an appeal, the President shall refer such appeal to an Appeals Committee appointed by him.
 - (3) The Appeals Committee, for the purposes of the above paragraph, shall consist of three persons of legal/academic eminence, appointed by the President. The Appeals Committee shall have the power, to review the decision of the Board of Discipline regarding the punishment imposed, and may either affirm, vary or set aside the decision regarding the punishment.
 - (4) In cases in which incidents of indiscipline are reported, the Deputy President (Chair/Board of Discipline) shall conduct a preliminary inquiry, and submit his observations to the President for appropriate action under these By-Laws.
 - (5) Where the incident of indiscipline is of such a nature, that it can be adequately dealt with by the imposition of the following punishments, he /she may act by himself/herself :
 - (i) Suspending from the Campus for a period not exceeding 5 weeks;
 - (ii) A written warning.
 - (6) Any student who is aggrieved by the punishment imposed by the Chair/ Board of Discipline, shall have the right to appeal to the President forthwith, and the President may review the punishment, and/ or order a formal inquiry where he/she considers it desirable.
7. (1) The Dean of a Faculty shall impose discipline among the students of the respective Faculty, and shall act in consultation with the Deputy President.
- (2) The Dean of a Faculty shall inquire into complaints of a breach of discipline and take appropriate action by himself ,where the act indiscipline is of such a nature, that it could be adequately dealt with by imposing any of the following punishments:
 - (i) Suspension from academic activities for a period not exceeding 2 weeks;
 - (ii) A written warning.

- (3) In every case in which a Dean acts under the above provisions, he shall submit a report to the Chair/ Board of Discipline
- (4) Any student who is aggrieved by the punishments imposed by a Dean of a Faculty, shall have the right to appeal to the President, who may review the punishment and/or, order the conduct of a formal inquiry where he/she considers it desirable, depending on the nature of the incident.

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