



Sri Lanka Institute
of
Advanced Technological
Education



STUDENT HANDBOOK

4th Edition (2023)



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உயர் தொழில் நுட்பவியல் கல்வி
நிறுவக கீதம்

தாரத்துத் தொடுவானில் உதித்தெழுகின்ற
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சீரிய கல்வியை கூரிய திறனை
செழித்த எண்ணத்தை நிபுணத்துவத்தை
பரந்த நுண்ணறிவை உன் சூலில் முத்தாக
சிருஷ்டிக்கும் உன்னத கல்லூரித் தாயே

தாரத்துத் தொடுவானில் உதித்தெழுகின்ற...

நாற்றிசை சேர்ந்த இலங்கை மண் மைந்தர்
நாம்

வெற்றியை வளர்ச்சியை கல்வியில்
பெற்றோம்

உலகினில் எமதாற்றல் ஜெயக்கொடி
ஏற்றினோம்

உயர் தொழிநுட்பக் கல்வித் தாயின்
நிழலில்

தாரத்துத் தொடுவானில் உதித்தெழுகின்ற...

தமிழாக்கம்:

ஜெ.பிரதீபன்

Vision

To Become the Centre of Excellence in
Technological Education in

Sri Lanka

Mission

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

As per the power vested in the section 4 (b), 4 (n) and 12 (5) of the Sri Lanka Advanced Technological Education Act, No 29 of 1995, the Governing Council approved the Student Handbook of Sri Lanka Institute of Advanced Technological Education in its 160th meeting on 30.09.2016. The 4th Edition of the “Student Handbook” approved by the Governing Council in its 208th meeting on 17.08.2023.

| | |
|--------------------------|--------|
| First Edition | - 2017 |
| Second Edition (Amended) | - 2018 |
| Third Edition (Amended) | - 2019 |
| Fourth Edition (Amended) | - 2023 |

* This handbook is valid until the publishing of the 5th edition.

Message from the Director General



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

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

I have no doubt that you all would make the best use of the academic life and emerge as a competent human resource and fulfill the expectations of your beloved parents and the nation.

Prof. Chamindalal Sujeewa Lewangamage

Ph.D. (Tokyo), M.Eng. (Tokyo), B.Sc. Eng. Hons. (Moratuwa, Sri Lanka), C.Eng., MIE(SL), MSSE(SL)

Director General

SLIATE

Introduction

Sri Lanka Institute of Advanced Technological Education (SLIATE) was established under the provisions of the parliamentary act of No. 29 of 1995 under the Ministry of Higher Education. SLIATE operates 19 Advanced Technological Institutes Island wide. There are 15 Higher National Diploma Courses in various disciplines conducted in them.

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

The development of SLIATE in both physical and human resources during the last 25 years is remarkable. New Institutes were inaugurated and new courses were introduced. The whole effort of SLIATE is to create knowledgeable, skillful diploma holders with healthy attitudes based on the mission.

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

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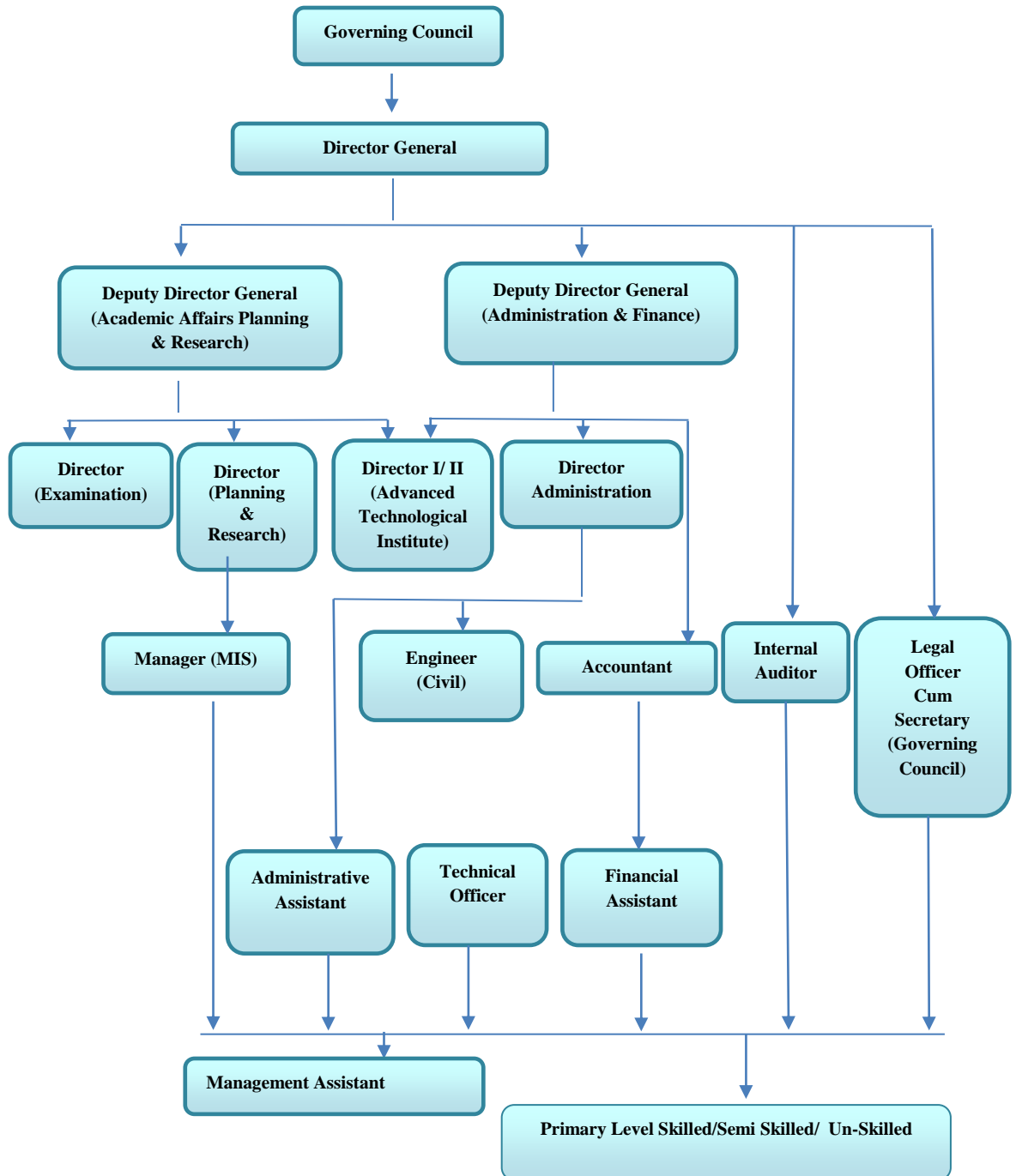
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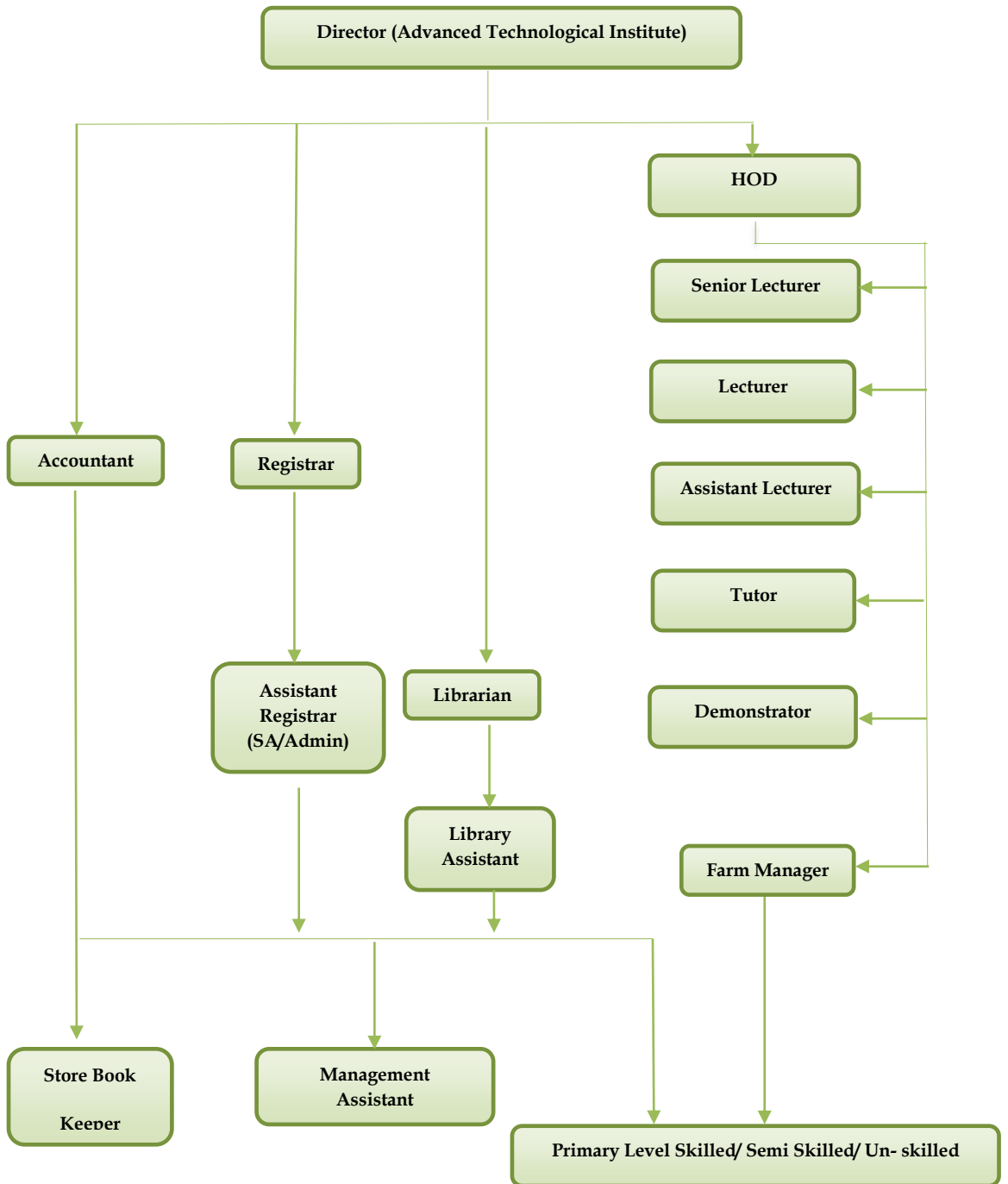
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1. Information about SLIATE

1.1 Organizational Structure of SLIATE



1.2 Organizational Structure of the ATI



1.3 Higher National Diploma courses conducted by SLIATE

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

Note : *HNDSPT Programme is not offering from year 2021

1.4 Advanced Technological Institutes (ATI), and the courses

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

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

FT (Fulltime), PT (Part-time)

Note : The programmes offered by the Institute indicate in the gazette notification of the relevant academic year.

2. Registration of students for Higher National Diploma courses

2.1 New students

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

Along with the first registration, each student will be issued a student record book and student identity card. If a student misplaces his/her student record book or the student identity card, he/she should report it to the Student Affairs Division of the ATI immediately and produce the police report thereafter. The student will be required to pay a replacement fee to obtain a duplicate copy. Students should refer to the Student Handbook which is published on the SLIATE web site (www.sliate.ac.lk) for all other information.

Students who have registered for any HND course would be allowed to cancel their registration before 60 days starting from the closing date of registration given by the relevant institute without any penalty.

Rs.5, 000.00 per month will be charged for the period of stay from the full-time students who are canceling their registration after 60 days. A maximum of Rs. 30000.00 will be charged from full-time students who cancel the registration in a six-month period or more.

Initial refundable deposit of Rs. 10,000.00/- will be charged at the registration of part-time students and it will be refunded at the end of the programme. If the student leaves earlier from the programme, then this deposit will not be refunded. A discount of 10% will be given to the part-time applicants who pay the whole fees in the registration as a lump sum.

2.2 Existing students

Every student must register within 02 weeks from the commencement of each semester. In case of failure to pay the registration fee on time, 25% registration fee must be paid as a surcharge (part-time students).

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

2.3 Deferment

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

A student who is unable to complete the diploma during the specified period will be granted a further period of three consecutive years. In this extended period, the student has to renew his/her studentship as a temporary student with a payment of 500/= per semester. A student registering as a temporary student will be granted permission to submit assignments, projects and sit for examinations only and will not be entitled to enjoy any benefits generally given by SLIATE for other student

3. Student welfare and services

3.1 Student welfare

3.1.1 Hostels

Only the first year students (both male and female) will be provided with hostel facilities at Hardy ATI and ATI Colombo while ATI Dehiwala and ATI Gmpaha have hostel facilities only for female students

Administration of hostels

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

Rules and regulations

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

A. Common

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

lockers and if they notice any, they should make an entry in the register. All students occupying the rooms will be collectively responsible for the contents of rooms.

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

B. Special

a. Electrical appliances

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

b. Cleanliness

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

c. Late attendance

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

d. Liquor and gambling

It is strictly prohibited for the students to consume liquor or drugs at the hostels, enter the hostels having consumed liquor or drugs, and engage in gambling.

e. Visitors

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

f. Checking of rooms

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

g. Conduct of meetings within hostel premises

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

h. Medical treatment

Whenever a residential student needs to obtain medical treatment from a hospital, he / she can leave the hostel for the said purpose upon informing the warden / matron. The sick student should produce the national identity card before leaving the premises any residential student receiving outpatient treatment should enter the details in the register kept in the hostels.

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

3.1.2 The Mahapola Scholarship

The awarding of the Mahapola scholarship is handled by the Lalith Athlathmudali Mahapola Higher Education Scholarship Trust Fund (LAMHESTF), Ministry of Trade and Consumer Affairs. Payment registers for the Mahapola scholarship are prepared by SLIATE. Payment of balance installments, stoppage of installments, restitution of installments and other related matters are to be decided by the LAMHESTF.

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

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

- a. The scholarship recipient will receive the monthly installments on the recommendation of SLIATE depending on the progress of the academic activities.
- b. A maximum of 09 installments for an academic year will be paid for the duration of the course.
- c. In order to be eligible for the receipt of installments, students should be engaged in fulltime courses and those who do not attend courses will not be eligible to receive monthly installments.
- d. If a student fails to obtain an installment, it will be considered as an installment that has been abandoned and such installments will not be paid again.
- e. After accepting the scholarship, it is not permitted to change the course or apply for any other scholarships.
- f. If a scholarship recipient changes the course, or ceases to follow

the course or gains employment, His / her scholarship will be canceled.

- g. Deferment of a course requires prior permission from the authority concerned. Permission will be granted for a maximum of one-year postponement.
- h. It is necessary to attend lectures, tutorials and practical sessions and if not, the payment of installments will be stopped and action will be taken accordingly.
- i. Increase of income as a result of getting employment or engaging in business will also result in the discontinuation of the payment of installments.
- j. To obtain the Mahapola scholarship payment, eligible students must open a savings account at a licensed commercial bank and need to inform the Accountant of the relevant Institute.
- k. The final decision on scholarships and payment of installments rests are with the Lalith Athlathmudali Mahapola Higher Education Scholarship Trust Fund.

3.1.3 Concession for season tickets (Bus & Train)

This facility is offered by the institute only to the non-hostel residential full time students. The Institute pays 35% of the value of the season ticket of the student to the Sri Lanka Transport Board/Railway Department.

3.1.4 Canteens at concessionary rates

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

3.2 Student services

3.2.1 Student counseling

Members of the academic staff have been appointed to Counsel the students on day-to-day problems. The students can meet the counselors during the allocated hours for the counseling. The details of counselors will be displayed by the Institutes.

3.2.2 Career guidance unit

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

The following services are provided by this unit:

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

the students and industry, especially the private sector.

- h. To develop industrial action committee with private and government sector industrial representatives.

3.2.3 Library

The Library is the knowledge hub of the institute that supports pillars of the Institute; the teaching, learning and research. The librarian is the In-Charge Officer of the library. The Library conducts orientation programs for all new students on the usage of resources at the library.

Library opening hours

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

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

Categorization

For collection and organizing purposes, books are categorized as follows

Permanent Reference – Not allowed for borrowing

Scheduled Reference – overnight reference

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

Library registration and issuing of library cards

All registered students of the Institute are entitled to get the membership of the library by submitting a filled application to the counter together with the identity card or record book issued by the Institute.

The library membership fee is Rs. 500.00 and it will be refunded after completion of the academic programme and upon settlement of all library dues. The cardholder is responsible for any book borrowed for his/her library card.

External researchers are allowed to refer library materials with the special permission of the Director General/Director. External researchers need to get temporary membership by depositing Rs. 5000.00 refundable deposit and a book is issued for 14 days.

Lending of library books

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

Lending periods - maximum 02 weeks Scheduled Reference – maximum 01 day:

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

Fines on overdue books

Fines will be charged for books which are on overdue. Lending books Rs: 15.00 per day Scheduled reference books Rs: 20.00 per day

Loss of library books

Any loss of a borrowed book should be informed to the library immediately by filling the relevant form kept at the counter. If the book is not found, it should be replaced by a copy of the same book or the value of the book with 25% office charge should be paid to the library. An additional fine decided by the Library Committee will be imposed for lost books.

Check on the state of borrowing materials

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

Damage and theft of library material

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

Loss of library cards

Loss of library cards should be reported to the library immediately by filling a relevant form at the library counter. Any recovery of cards will be checked for a period of two weeks from the date of reporting. The library user could apply for duplicate library cards after checking. A fine of Rs.500/= will be charged for each duplicate card issued. Any books borrowed using the lost card, the owner of the card has to bare the replacement cost.

General rules on library use

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

- a. Library users should not attempt to re-shelf books once they are taken out from book shelves. They should be kept on tables instead. Books on shelves should not be disordered on purpose.
- b. Silence should be strictly maintained and group discussions, meetings, using mobile phones, consuming food or smoking are strictly prohibited within the library premises.
- c. Bringing personal books, periodicals, newspapers, cameras, food, and drinks into the library is strictly prohibited.
- d. Students can bring their own laptops to the library with the approval of the Librarian of the Institute.

For further assistance

Library users are allowed to contact the Librarian or Library Staff members of the library for further assistance and clarifications with regard to library materials and their access. The library staff will always be ready assist students

Library clearance

Library facilities are terminated at the completion of studentship or the termination of studentship at the Institute. Such students should return all borrowed books to the library. Library cards should be returned to the counter at the library and a certified “No Due” stamp should be obtained on the student record book in order to obtain the clearance of any liabilities from the library. In case of a loss library card, Rs. 200.00 fine should be charged. Diploma certificates and other certificates will not be issued by the Institute unless the certification of library clearance is obtained.

3.2.4 Information and Communication Technology (ICT) Facilities

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

3.3 Recreational facilities

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

4. Convocation and Annual Events of SLIATE

4.1 Convocation

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

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

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

The convocation certificate is issued to the registered name of the student. Students should check their full name with correct spelling and confirm at the registration by providing the birth certificate, identity card, GCE A/ L certificates...etc. The same confirmed name will appear on the diploma certificate.

4.2 Annual events organized by SLIATE

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

- English Day
- Sports Day
- Software Competition
- Tourism Day
- Cultural Day or any other events

5. Examinations

These examinations consist of components of semester examinations and continuous assessments. Semester-end examinations will be held for both full-time and part-time students during weekdays and weekends.

5.1 Applying for the Examinations (Eligibility to apply for the Examinations)

- a. To apply for the Examination each student should completed following conditions.
 - i) Registration for the relevant course in relevant semester.
 - ii) Completing of the conditions decided by the Institute.
 - iii) Participation of more than 70% of attendance of lectures practical/ tutorials for each and every subject in the relevant Academic Year. Academic Board of the respective ATI has the power to reduce the attendance % based on special circumstances, minimum up to 40%.
 - iv) Completing of academic requirement/ programme requirement such as practical, mid exams, phase test and assignments etc.
 - v) He/She not be a student who was prohibited to appear for examinations.
 - vi) He/She should not appear for more than 4 consecutive attempts of the same examination or parts of the same examination. Even though the student does not apply for the exam, the attempt will be counted.
 - vii) He/She should be a person who has fulfilled the formal requirements declared by the SLIATE.
- b. Those who have been fulfilled the above requirements are becoming eligible to apply for the examination.

5.2 Forwarding Applications

Those who are eligible for examinations should forward their written applications for examination to the Director/ Coordinator of the of the relevant ATI

(For this matter application should be prepared according to the sample application form published by the SLIATE or student should apply through the online system, if it is decided by the SLIATE).

5.3 Accepting Applications

To accept the forwarded applications following conditions should be fulfilled.

- i) The eligibility of the subject should be recommended by the subject lecturer.
- ii) The eligibility of the candidate for the academic year should be recommended by the Head of the Department.
- iii) After the recommendation of the Head of the Department, Director/ Coordinator of the Institute should be recommended and summarized the applications and directed to the examination and evaluation unit of SLIATE.
- iv) This condition is not subjected to the Institution of which the examinations are handled independently by itself. The total above mention responsibility is vested with the Director of the ATI.

5.4 Confirmation of the eligibility for the Examination

After receiving the summarized list of applications the eligibility for the examination is confirmed by issuing the admission cards and Examination Index Number for each and every candidate of the examination.

Examination Index number and Admission Card shall be issued by the Director/ Academic Coordinator of relevant ATI according to the advice given by the Examination Unit of SLIATE.

5.5 Criteria on the conduct of Examinations

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

5.6 Procedures in examination halls Information for students

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

- 567. Invigilators are present in the Examination Hall to ensure the proper conduct of the examination and to deal with problem which may arise. Any such problems should be brought to their attention during the course of the examination by raising a hand.
- 568. Any irregularities of conduct within the Examination Hall will be reported and a candidate who is disruptive to the proper conduct of the examination for other examinees, in the opinion of the supervisor may be required to leave the Examination Hall.
- 569. Checks for unauthorized material, mobile phone or any kind of electronic device will be carried out during the examinations and the candidate may be asked to empty his/her pockets.
- 5610. If a candidate feels unwell during the examination, inform an Invigilator and if the candidate wishes to go to wash room or any rest room it is allowed to be accompanied by an Invigilator.
- 5611. Candidates who wish to leave the Examination Hall before the final twenty minutes of the examination period must call an Invigilator and hand over their answer books to the Invigilator.
- 5612. At the end of the period, candidates must remain in their seats until all answer books have been collected. Answer books must be handed over immediately on request to the Invigilator. In the case of Multiple Choice Question Papers, students are required to hand over BOTH the answer sheet and Question Paper.
- 5613. Mobile Phones cannot be used as calculators. It is strictly prohibited to carry the Mobile Phones with the candidate in to the Examination Hall.

5.7 Evaluation Criteria for Diploma programs

5.7.1 Introduction

SLIATE offers fifteen Higher National Diploma (HND) programs.

These HND programs are organized according to following structure.

| | Name of the Course | Total Duration with In-Plant/ Industrial Training (Years) | Compulsory In-Plant /Industrial Training (Months) | Semesters | Total credit | Full Time (FT)/Part Time(PT) |
|-----------------------------------|--|---|---|-----------|--------------|------------------------------|
| Technological HND Programs | | | | | | |
| 1 | Higher National Diploma in Engineering - Civil | 3 1/2 | 6 | 07 | 135 | FT |
| 2 | Higher National Diploma in Engineering - Mechanical | 3 1/2 | 6 | 07 | 134 | FT |
| 3 | Higher National Diploma in Engineering - Electrical & Electronic | 3 1/2 | 6 | 07 | 142 | FT |
| 4 | Higher National Diploma in Quantity Surveying | 2 1/2 | 6 | 05 | 90 | FT |
| 5 | Higher National Diploma in Building Services Engineering | 3 1/2 | 6 | 07 | 103 | FT |
| 6 | Higher National Diploma in Information Technology | 2 1/2 | 6 | 05 | 87 | FT/PT |
| 7 | Higher National Diploma in Technology (Agriculture) | 3 | 12 | 06 | 101 | FT |
| 8 | Higher National Diploma in Food Technology | 2 1/2 | 6 | 05 | 87 | FT |

| | Name of the Course | Total Duration with In-Plant/Industrial Training (Years) | Compulsory In-Plant /Industrial Training (Months) | Semesters | Total credit | Full Time (FT)/Part Time(PT) |
|---|---|--|---|-----------|--------------|------------------------------|
| Non - Technological HND Programs | | | | | | |
| 9 | Higher National Diploma in Accountancy | 4 | 6 | 08 | 124 | FT/PT |
| 10 | Higher National Diploma in Tourism & Hospitality Management | 3 | 6 | 06 | 94 | FT |
| 11 | Higher National Diploma in English | 2 1/2 | 6 | 05 | 81 | FT/PT |
| 12 | Higher National Diploma in Business Finance | 2 1/2 | 6 | 05 | 80 | FT |
| 13 | Higher National Diploma in Management | 3 | 6 | 06 | 102 | FT |
| 14 | Higher National Diploma in Business Administration | 2 1/2 | 6 | 05 | 80 | FT |
| 15 | Higher National Diploma in Project Management | 2 1/2 | 6 | 05 | 82 | FT |
| 16 | *Higher National Diploma in Consumer Science & Product Technology (not offered from 2021) | 3 | 12 | 06 | 90 | FT |

Each semester consists of;

| | |
|------------------------------|----------------|
| Teaching Learning Activities | 15 weeks |
| Mid Semester Vacation | 01 week |
| Study Leave | 02 weeks |
| End Semester Examination | 03 to 04 weeks |
| End Semester Evaluation | 04 weeks |

Academic year consists of 02 semesters.

5.7.2 Course Unit:

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

5.7.3 Credit:

5.7.3.1 A credit is a time-based quantitative measure used in calculating the Grade Point Average (GPA). Each module is assigned a credit value representing the candidate's workload.

5.7.3.2 **One credit** is considered equivalent to **50 notional learning hours** for a taught module, laboratory studies module or field studies/clinical work. In case of industrial training, including time allocated for assessments and in case of research, including time allocated for literature survey, **one credit** is considered equivalent to **a minimum of 100 notional hours**. The notional learning time should include all learning activities required for the achievement of expected learning outcomes for the module.

5.8 Evaluation of Performance

5.8.1 Testing of a Course Unit

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

5.8.2 Evaluation

- a. The performance of course unit will be evaluated by continuous assessment (**CA**) and/or end semester examination (**SE**).
- b. A candidate should obtain at least 40% from SE component to become eligible for a pass in a module. Otherwise the result will be as “**I(SE)**” (**Incomplete Semester Examination**).
- c. If the candidate is absent for examination with valid reason, then result will be given symbol of “**DFR**” (**Deferred**).
- d. If the candidate is absent for examination without valid reason, then result will be given symbol of “**AB**” (**Absent**).
- e. If any candidate fails to submit the assignment or participate to the practical without valid reason, then result will be given symbol of “**I(CA)**” (**Incomplete Assignment**).
- f. If any candidate fails to submit the assignment and/or participate to the practical without valid reason and obtain below 40% from the final examination, then result will be given symbol of “**INC**” (**Incomplete**).
- g. Candidates failing in either of the components CA or SE will receive an **I(CA)** or **I(SE)** respectively. If only one of the components is passed, the candidate has to complete only the remaining component as a repeat candidate in the next allowed attempts to complete the course unit. The marks obtained for the passed component will be kept on records and taken for the determination of the grade at the repeat attempt
- h. The final grade of a course unit will be determined by the Final Mark, computed as a percentage by the formula, $(x) CA + (1-x) SE$. The value of x may vary from course unit to course unit. The value of the x can be obtained from the detailed course outline
- i. The highest grade obtainable as a repeat candidate is limited to grade C.

5.9 All possible grades

| | <u>Assignment</u> | <u>Exam</u> | <u>Result</u> |
|----|--------------------------|-----------------------------|------------------------------------|
| 1. | Any Marks | Marks<40 | I(SE) |
| 2. | Any Marks | Marks>=40 | According to the Grading System |
| 3. | Any Marks | Absent with valid reason | DFR |
| 4. | Any Marks | Absent without valid reason | AB |
| 5. | Not Submitted | Marks>=40 | I(CA) |
| 6. | Not Submitted | Marks<40 | INC |
| 7. | Not Submitted | Absent with valid reason | I(CA) |
| 8. | Not Submitted | Absent without valid reason | AB |

5.10 Grading System

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

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

5.11 Grade Point Average

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

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

$$\sum n_i$$

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

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

The GPA would be as follows:

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

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

24

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

$$= 2.6833$$

$$= 2.68$$

If a student is admitted to ATI by obtaining exemptions, the GPA is determined on the basis of the course units, he/she appeared in the examinations of SLIATE. Part-Time students/ students who received exemptions are not entitled to awarding (Distinction / Merit Pass).

5.12 Valid Reasons for not completing end semester Exam and the Assignment.

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

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

5.13 Re-sit Examination

A candidate **who** obtains a grade below **C** in a particular course unit may be allowed to re-sit the examination in respect of this course unit for the purpose of improving the grade; the highest grade obtainable in this instance is limited to **C**. In the event a candidate who obtains a lower grade while attempting to have a better grade, he/she will be entitled to the previous grade.

After qualifying for the diploma or after the Convocation ceremony or after awarding the Diploma, students are not entitled to this opportunity.

5.14 Passing a Semester Examination

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

5.15 Awarding of the Higher National Diploma

5.15.1 With Distinction Pass

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

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

5.15.2 With Merit Pass

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

- 5.15.2.1 The candidate should have earned an overall **GPA of 3.30 or above** in the entire Higher National Diploma Programme.

- 5.15.2.2 The candidate should have earned **A⁻** or better grade in more than half of the course units in the followed Higher National Diploma programme.
- 5.15.2.3 The candidate should have fulfilled these requirements within the course duration, followed by him/her from the first academic year of registration other than approved valid reason.

5.15.3 With General Pass

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

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

5.16 Effective Date of the Higher National Diploma

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

To be eligible for this Effective Date, a candidate shall have completed all the academic requirements as required by the relevant HND program.

For the candidates who cannot start their in-plant training within the required semester, the Effective Date of Diploma will be the final date of next immediate semester examination.

5.17 Examination Irregularities

- a. Keeping unauthorized documents in possession.
- b. Keeping in possession mobile telephones or devices capable of storing data or any other equipment extremely prohibited.
- c. Removing examination stationery out of the examination hall.
- d. Copying or attempting to copy in any manner.
- e. Keeping in possession or attempting to use examination stationary removed in the past.
- f. Keeping notes on body or clothes.
- g. Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet.
- h. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.
- i. Entering the examination hall without permission.
- j. Leaving the examination hall without permission or

attempting to do so or helping such acts.

- k. Attempting or assisting to tear any paper/ answer book or destroying such items.
- l. Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- m. Behaving in a manner harmful to the self-respect of and causing mental stress of the Supervisors/Invigilators/Hall Attendants.
- n. Planning and attempting to harm mentally or physically the Supervisors/ Invigilators/ Hall Attendants.
- o. Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.
- p. Other examination irregularities determined by SLIATE
- q. Irregularities found by the marking examiner.
- r. Aiding and abetting examination irregularities.
- s. Misbehavior/Violation of the discipline.

5.18 Punishments

- a. In any case of above,
 - i. First attempt of evidenced guilty at examination fraud – Cancellation of the results of the particular subject of the examination.
 - ii. Second attempt of evidenced guilty at examination fraud - Cancellation of the result of the particular examination of the semester.
 - iii. Third attempt of evidenced guilty at examination fraud - Cancellation of the results of the examinations of the particular year.

iv. Fourth attempt of evidenced guilty at examination fraud –
Cancellation of the studentship at SLIATE

b. If the person is not a registered student at SLIATE, action
will be taken according to the law of the land.

c. Under 5.13. (o) punishment will be suspending of five years
from the academic matters of the Institute and punishment
should be given to the involved both parties (If both parties
are current students).

a. Evidence used in examination irregularities

a. Written reports or verbal statements on examination
irregularities provided by the Supervisor/Invigilator and
candidate.

b. Material evidences, eye witnesses (Records, photographs,
videos) at the time of committing the irregularity.

c. Other evidence that could be used at the discretion of the
Chairman of the Committee (Ex. marks obtained / different
handwriting in the answer script)

b. Examination Irregularity Committees of SLIATE

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

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

i. Composition

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

ii. Procedure of investigation

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

iii. Decisions

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

iv. Time frame

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

v. Implementation of the decisions

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

6. Discipline of the students

6.1 Disciplinary procedure

- a. Any charges of misconduct/indiscipline against a student shall in the first instance be reported to the Directors of ATIs or to the Director General of SLIATE.
- b. When the Director General/ Director receives the information relating to misconduct/ indiscipline, he shall appoint one or more members of staff of SLIATE/ATI or any other suitable person to investigate the facts and submit their conclusions and or observations and or recommendations in writing to the Director General/ Director within 3 working days (The Director General/Director can extend the duration based on the situation).
- c. In cases where the Director General deems it is necessary in the context of the seriousness of the infringement of discipline or where the student pleads not guilty but has been revealed in the fact finding mission mentioned under “b” above, that the student/ students committed an act amounting to misconduct/indiscipline, the Director General shall be empowered to impose an “Out of Bounds Declaration” on students with immediate effect upon giving reasons for same in writing to the relevant student pending a formal inquiry, and report the matter to the Governing Council of SLIATE.
- d. The “Out of Bounds Declaration” shall mean a total prohibition on attendance/access to the SLIATE/ATI as the case may be and participation in any activity of SLIATE/ATI provided however that the Director General may act on his discretion to permit such a student to enter the SLIATE/ATI/ATI Section for a specific purpose.
- e. The Director General/ Director shall on receipt of the investigation report on unlawful activities infringing student

discipline, by the fact finding committee, cause charges to be framed in writing and sent under registered post within 5 working days from the receipt of the said report and where possible shall handover to the student or in the case of more than one student to individual students alleged to have committed the offences requesting them to reply within 05 working days from the date of the notice of the charges.

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

6.2 Procedures to be followed

- j. The charge/s should be specific and it/they should be served the student respondent/s individually by the Director General/Director, requesting to send the reply to the Director General/Director in writing within the time period granted.
- k. If the respondent/s plead/s not guilty to the charges, the Director

General/Director shall appoint a disciplinary committee of not less than 3 members to hold a formal inquiry and submit the report within 14 days. (The Director General/Director can extend the duration based on the situation).

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

Director General shall refer the same to the Board of Discipline (BOD)/ to determine the punishment within the scope of the 6.4.

- s. Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.
- t. The Director General may subject to the provisions in this section declare the out of bounds to a student who is reported to have violated any of the provisions of this by-law or against whom the formal disciplinary inquiry or a criminal case is pending or who is the subject of Police investigation, for a prescribed period of time.
- u. Declaration of SLIATE/ATI out of bounds to a student (hereinafter called “OUT OF BOUNDS DECLARATION”) under this section shall mean a total prohibition on attendance/access to the SLIATE/ATI to which the student is attached and participation in any activity of the SLIATE/ATI, provided however that the Director General may at his discretion permit such a student to enter the premises for a specific purpose.
- v. The “out of bounds declaration” may include such other reasonable conditions as the Director General may think fit.
- w. The “out of bounds declaration” under this section shall not be considered as a punishment. The purpose of this declaration under the provisions of this section is to protect the members of SLIATE community in general or a particular member or members and the power shall be used only where the Director General is of the opinion that it is necessary to take such action. Written reasons for the decision shall be recorded and made available to the student/s concerned.
- x. No student shall be subjected to the “out of bounds declaration” unless he or she has been given an opportunity to make representations in person. He or she shall be entitled to make the above representations in writing to Director General.

- y. However, in case of great urgency, the Director General considering the seriousness of the infringement of discipline committed by the students, shall be empowered to impose the “out of bounds declaration” on a student.

with immediate effect upon giving the reasons in writing to the student/ students without following the above procedure.

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

6.3 Appeal procedure

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

6.4 Recommended punishments for the violation of discipline

| Offences | Recommended Maximum Punishments |
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| <p>i. Refusing or neglecting to produce the Student Identity Card when called upon to do so by the Director General /Director/any other officer / any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the Director General /Director.</p> <p>Explanation</p> <p>Any student who refuses to produce the student identity card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal laws of the land.</p> | <p>Considering the gravity of the offense,</p> <p>a) Suspension from SLIATE/ATI for a period not exceeding one calendar year depending on the gravity of the offense and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>b) Severe warning by the Director General/Director with a record of same in the personal file of the student.</p> |

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| <p>ii. Violating the By-Laws on SLIATE/ ATI Residence Facility.</p> | <p>Recovery of cost incurred by SLIATE/ATI as a result of violating, any by- laws, and considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension from SLIATE/ ATI for a period not exceeding one calendar year and withholding of examination results or certificates as appropriate. <li style="text-align: center;">or b. Denial of Residential Facilities in the future <li style="text-align: center;">or c. Severe warning by the Director General with a record of same in the personal file of the student. <p>The above punishments may be in addition to any other punishments that may be imposed for violation of any other By-Laws of SLIATE/ATI.</p> |
| <p>iii. Destroying, damaging, defacing, alienating, misusing or unlawfully appropriating to himself any property of SLIATE/ATI or any property in the custody of SLIATE/ ATI or held temporarily by SLIATE/ATI.</p> | <p>A fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost, and considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from SLIATE/ ATI. <li style="text-align: center;">or b. Suspension from SLIATE/ATI for a period of two calendar years and withholding of examination as appropriate. |

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

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| <p>vii. Any sign of usage of liquor or being under the influence of or in possession of intoxicant, liquor, and narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the boundaries of the ATI.</p> | <p>Considering the gravity of offence</p> <p>a. Suspension from SLIATE/ATI for a period not exceeding one calendar years and/or withholding of examination results or certificate as appropriate</p> <p>or.</p> <p>b. Severe warning by the Director General with a record of same in the personal file of the student.</p> |
| <p>viii. Possessing or storing or carrying or using arms, weapons and/ or any other substance with the intention of causing harm to persons or property within the boundaries of SLIATE/ATI.</p> | <p>a. Expulsion from SLIATE for being in possession or storing or using arms within the boundaries of the SLIATE/ATI.</p> <p>or</p> <p>b. Suspension for three calendar years and/ or withholding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.</p> |
| <p>ix. Engaging in such activities as are likely to disrupt the conduct of registration, teaching, study, research or examinations at SLIATE/ATI or in the administration of SLIATE/ ATI obstructs an event organized by SLIATE/ATI within or outside its premises or obstructs or disrupts any other authorized event held within SLIATE/ATI premises.</p> | <p>Suspension up to one calendar year and / or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstructions or disruption.</p> |

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| <p>x. Obstructing or harassing any officer a member of the academic or administrative staff or any other employee of SLIATE/ATI or any other authorized person in the performance of his / her duties.</p> | <p>Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> |
| <p>xi. Preventing or obstructing any student in carrying out his/her studies or re- search or disrupts any legitimate activities of a recognized student society/ association.</p> | <p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p> |
| <p>xii. Occupying or using any property of SLIATE/ATI not in accordance with rules or other provisions made by SLIATE/ATI from time to time, or without the authority of the Director General /Director or the relevant member of staff.</p> | <p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p> |
| <p>xiii. Conducting himself in a manner which, in the opinion of the Director General /Director, is detrimental to the good name of SLIATE/ATI or to the maintenance of order and discipline within SLIATE/ATI.</p> | <p>Considering the gravity of the offense,</p> <p>a. Suspension from SLIATE/ATI for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>b, Severe warning by the Director General with a record of same in the personal file of the student.</p> |

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| <p>xiv. Display of posters at SLIATE /ATI/ ATI Section premises by any student or students, which are intimidating or defamatory of SLIATE/ATI, Director General /Director/ other officer / member of the Academic or Administrative staff or any other employee of SLIATE /ATI.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE /ATI</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> |
| <p>xv. Causing of physical injury or physical harm or threatening to cause same to any student of the ATI, Director General /Director / any other officer/ member of the academic or administrative staff /any other employee of SLIATE/ATI or any other person authorized to be in the premises of SLIATE/ATI or at an event organized by SLIATE/ATI.</p> | <p>Considering the gravity of the offence,</p> <p>Expulsion from SLIATE/ATI.</p> <p style="text-align: center;">or</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>c. Severe warning by the DirectorGeneral with a record of same in student’s personal file.</p> |

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| <p>xvi Kidnapping, hostage taking, attempt- ing to kidnap, or threatening to take hostage or kidnap the Director General /Director, other officer, member of the academic or administrative staff, any student of SLIATE/ATI, an employee, or any other person authorized to be in the premises of SLIATE/ATI or at an event organized with the authority of SLIATE/ATI within or outside its premises.</p> | <p>Considering the gravity of the offence, a Expulsion from SLIATE/ATI/ or</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or</p> <p>b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or</p> <p>c. Severe warning by the DirectorGeneral with a record of same in student’s personal file.</p> |
| <p>xvii Inciting of student to disrupt legitimate activities of SLIATE/ATI</p> | <p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and</p> <p>a. Expulsion from SLIATE/ATI or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate or</p> <p>d. Severe warning by the DirectorGeneral with a record of same in student’s personal file.</p> |

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| <p>xviii Any student who has stolen or attempted theft of property within SLIATE/ATI premises or has retained stolen property belonging to SLIATE/ATI or has caused willful damage to SLIATE/ATI property or to the property of an officer / member of the academic or administrative staff / an employee or a student of SLIATE/ATI or any other person authorized with the authority of the SLIATE/ATI within or outside its premises.</p> <p>1. Theft.</p> | <p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <p>a. Expulsion from SLIATE/ATI</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student's personal file.</p> |
| <p>2. Willful damage</p> | <p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and.</p> <p>a. Expulsion from SLIATE/ATI.</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student's personal file.</p> |

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| <p>3. Attempted theft</p> | <p>Fine to be recommended by BOD and</p> <p>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>b. Severe warning by the Director General with a record of same in student's personal file.</p> |
| <p>4. Retaining stolen property</p> | <p>Return the property and a fine to be recommended by BOD.</p> |
| <p>xix. Violation of time limits for staying within SLIATE/ATI premises or seeking entry to SLIATE/ATI without authorization of the Director General/Director or any other relevant member of staff authorized by the Director General/ Director before or after the designated times or as specially notified by the Director General/Director.</p> | <p>Severe warning by the Director General with a record of same in student's personal file.</p> |
| <p>xx. Offering any gratification to any employee of SLIATE / ATI as inducement or reward for that SLI- ATE / ATI employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act.</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI</p> <p style="text-align: center;">or</p> <p>b. Suspension for a period not less than six months and not exceeding two calendar years and withholdings of examination results or certificate as appropriate</p> |

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| <p>xxi. Convening of meeting/s of a group of students, any society or association which has not been recognized by SLIATE/ATI or without prior approval of SLIATE/ATI or displaying or distributing publications/posters at SLIATE/ATI without authorization of the Director General/Director or any other person authorized by the Director General/Director.</p> | <p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the Director General with a record of same in student’s personal file. |
| <p>xxii Convening any meeting or participating in any meeting of students in the boundaries of the SLIATE/ATI contrary to the constitution of the relevant society/ association.</p> | <p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or b. Severe warning by the Director General with a record of same in student’s personal file. |
| <p>xxiii. Distributing and/or displaying and/ or publishing materials using print/audio/video/electronic media or any other mode of communication, which are defamatory and/or abusive of any individual/ group of students or Director General/Director, any officer/ member of the academic or administrative staff, an employee, student of SLIATE/ATI or any other person authorized to be present with- in the premises of SLIATE/ATI or at an event organized with the authority of the SLIATE/ATI/ATI within or outside its premises.</p> | <p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for two calendar years and withholding of examination results or certificates as appropriate. or b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or c. Severe warning by the Director General with a record of same in student’s personal file. |

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

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| xxvii. A student who has received three warnings within a period of 12 calendar months. | Suspension for a period of 12 months from the date of the last warning. |
| xxviii. Failure to adhere to the severe warning. | Suspension for one Academic Year |
| xxix. A student under suspension committing a further offence. | Expulsion or a further period of suspension depending on the gravity of the offence. |
| xxx. Publication of notice, posters within SLIATE/ATI premises without the permission of authorities. | Suspension for three calendar months |
| xxxi. Selling of newspapers/periodicals or distributing of handbills within SLIATE ATI premises without approval of the Director General/Director. | Suspension for three calendar months |
| xxxii. Communicating with higher authorities without going through the Director General/ Director. | Suspension for six calendar months |
| xxxiii. Communicating with the press without the consent of the Director General/Director. | Suspension for one academic year. |

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| <p>xxxiv. Unauthorized or improper use of SLIATE/ATI computer system/network</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in students personal file.</p> |
| <p>xxxv. Any other offence or act of indiscipline not explicitly stated in 6.4</p> | <p>Considering the gravity of the offence,</p> <p>a. Expulsion from SLIATE/ATI</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the Director General with a record of same in student's personal file.</p> |

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

6.5 Record of punishments

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

6.6 Board of Discipline

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

6.6.1 Members of the Board of Discipline

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

- a. The Legal Officer will be the Secretary to the BOD.
- b. The members appointed will hold office for 3 years or till they hold the posts under which they became members of the BOD.
- c. The Deputy Director General (Academic Affairs/Planning and Research) shall be the chairperson of the BOD. If he/she is unable to attend the meetings of the board or not in a position to chair the meeting, the members will elect a temporary chairperson.
- d. The period of the chairperson is 3 years from the date of appointment and he/she is eligible for a re-appointment.
- e. The quorum for a meeting will be five (5).
- f. Modalities of working of the BOD will be determined by the BOD from time to time.

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

- i. To advise and take necessary steps to maintain student discipline within SLIATE/ATI.
- ii. Recommendation of rules and regulations on SLIATE students' discipline to the Governing Council through Director General.
- iii. To conduct appropriate inquiries into incidents of breach of discipline or misconduct and to report the findings to the Director General.
- iv. To summon any student before the BOD or any committee appointed by the BOD and any member of the academic or non-academic staff member with the approval of the Director General to record any oral or written statements.
- v. It is within the rights of the BOD to summon a person who volunteers to give evidence or makes a request to give evidence before the BOD or any committee appointed by the BOD if it is felt that such a person will be able to provide useful information.

- vi. To recommend temporary suspension of a student or make SLIATE/ATI premises out of bounds to him/her until such time as the conclusion of the disciplinary inquiry or in order to maintain peace and discipline within the SLIATE.
- vii. To appoint disciplinary committees to inquire into complaints regarding a breach of discipline by the students. The membership of the committee will depend on the severity of the offence. The maximum number of the membership will be three. One member would be a member of the BOD and he/ she should be the chairperson of the committee Maintenance of student discipline
 - a. For the maintenance of student discipline within SLIATE the following authorized officers have been appointed in addition to the BOD.
 - i. Heads of Departments
 - ii. All members of the Academic Staff
 - iii. All members of the Academic Support Staff
 - iv. Registrar/Assistant Registrar of ATI
 - v. Librarian
 - vi. Student Counselors
 - vii. Hostel Wardens/Matrons
 - viii. Security Officers
 - b. Director/ HOD/ Registrar/Librarian/ Student Counselor /Assistant Registrar are vested with following powers
 - i. To order a student out of SLIATE/ATI/ ATI Section premises, from a lecture hall, a library room, a lab and so on if his behavior is deemed a threat to the discipline of the Institute, the disruption of its peace or any legal

- activity that is conducted in the ATI premises, a lecture hall, a library room, a lab or any other place in the ATI.
- ii. To order a student to surrender the Student Record Book or the Identity Card.
 - iii. When it is reported that a student has committed an offence, such a student to be summoned to his/her office and a verbal or written statement should be obtained.
- c. The following powers are conferred to members of the Academic Staff, Librarian and Hostel Wardens on student discipline
- i. In instance under 6.8 (c) i a student can be sent out from a room, a class room, hall, library, laboratory, hostel or any other place.
 - ii. To order any student to surrender the student Record Book or the Identity Card.
 - iii. To report to the Director General through the Director any breach of discipline or misconduct.
- d. Security officers have been conferred the following powers on student discipline.
- i. To disperse or send out students at instances where there is a threat to peace or breach of discipline at SLIATE/ATI premises, building, room, hall, library or any other place.
 - ii. To order the surrender of the Record Book or the Identity Card of any student.
 - iii. To report to the Director General/Director through disciplinary authorities regarding the breach of discipline or misconduct.

6.7 General discipline - misconduct and breach of discipline

- a. Every student of SLIATE/ATI should well-behave and so long as the studentship is in force every student and Diploma holders should continue to be of good behaviour.
- b. Students of all SLIATE/ATI should engage in their academic work to the satisfaction of the Institute. Without obtaining permission by expressing acceptable reason no student should keep away from lectures or practical for more than six weeks during an academic year.
- c. The following are considered as misconduct and a breach of discipline and no student should engage in such activities.
 - i. Engaging in damaging or unfavorable acts to tarnish the good name of SLIATE/ATI. Acts that would obstruct educational activities, examination work or administration work. Obstructing the official duties of the academic or non-academic staff.
 - ii. Failure to produce the Record Book, Identity Card to the Director General/Director, members of the academic staff, Registrar, Accountant, Librarian or any other officer authorized by the Director General/Director or Registrar and failure to establish their identity.
 - iii. Damaging SLIATE/ ATI property, taking such property outside SLIATE/ATI premises, to own such property or giving it to others. Damaging SLIATE/ ATI premises, building and walls.
 - iv. Damaging the privacy and independence of any student, relevant officer or any other employee of SLIATE/ATI or cause loss to them. They should also not instigate others to do so.
 - v. Disturbing meetings, seminars, functions, processions or social functions organized by SLIATE/ ATI.

- vi. Disturbing or harassing the participants of meetings organized by members of academic staff or members of the non-academic staff or outside organizations organized with the approval of the Director General.
- vii. Organizing any such meetings at SLIATE/ ATI premises without the written approval of the Director General.
- viii. Collecting money or goods from the students and keeping them in their possession without prior written approval of the Director General.
- ix. Printing posters, leaflets or other publications harmful to the good name of SLIATE/ATI and are threat to its peace.
- x. Releasing a statement, letter or a notice to any media as a student or as a representative of a student group which would be harmful to the good name of SLIATE/ATI, authorities of SLIATE or any individual of the ATI.
- xi. Bringing liquor or drugs to SLIATE/ATI, sale of liquor and drugs, keeping them in possession or assisting in such activities.
- xii. Bringing arms and explosive items which area harm to others and keeping them in their possession. If a resident student, keeping such items in the hostel.
- xiii. Withholding any information requested by SLIATE/ ATI or as a student to withhold any relevant information or give false information.
- xiv. Using SLIATE/ ATI buildings, halls, premises and equipment in contravention of the regulations.
- xv. The criminal offence of a student becoming a convict under the criminal procedure of the Republic of Sri Lanka.

6.8 Student discipline on resident students

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

- a. Not following any procedure lay down by SLIATE/ATI administrators, hostel wardens, and student counselors whenever the necessity arises.
- b. To entrust the hostel facilities given to another student or change the rooms given at their discretion.
- c. To meet female students at places other than the Common Room or meet or keep outsiders in any place in the boys' hostel other than the Common Room.
- d. To meet male students in any place of the girls' hostel other than the common rooms or receive outsiders or meet them in places of the hostel other than the Common Rooms.
- e. To come to the hostels late (for females after 6. 00p.m, for males after 8.00 p.m.) to stay out of the hostels without permission after the stipulated time. (If a student comes late to the hostel, in such instances, covering approval should be obtained from the Director or the Registrar through the Warden/ Matron).
- f. Not complying with orders when the Director General/Director orders the students to vacate the hostels.
- g. Students should be responsible for the goods and equipment in their rooms. Using these items negligently or using them for purposes other than what they are meant for.
- h. When ordered to vacate hostels, at the end of the academic year or when leaving the hostels not removing their belongings or not making arrangements for their safety. (When leaving hostels SLIATE/ATI will not be responsible for the personal belongings in the rooms.)

6.9 Punishments

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

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

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

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

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

6.10 Appeals

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

Important: Henceforth, the laws and by laws imposed by the Student Handbook 2019 - Second Edition (Amended) apply for all the students of SLIATE.

Interpretation

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

Act on Prohibition of ragging and other forms of violence.

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

Annex 01

Prohibition of ragging and other forms of violence in Educational Institutions

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

Prohibition of ragging and other forms of violence in Educational Institutions

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

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

1. This Act may be cited as the prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998.
2. (1) Any person who commits, or participates in ragging, within or outside an educational institution, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable, to rigorous imprisonment for a term not exceeding two years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.
(2) A person who, whilst committing ragging causes sexual harassment or grievous hurt to any student or a member of the staff, of an education- al institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.

3. Any person who, within or outside an educational institution, threatens, verbally or in writing, to cause injury to the person, reputation or property of any student or a member of the staff, of an educational institution (in this section referred to as “the victim”) or to the person, reputation or property of some other person in whom the victim is interested, with the intention of causing fear in the victim or of compelling the victim to do any act which the victim is not legally required to do, or to omit to do any act which the victim entitled to do, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding five years.
4. Any person who does any act, by which the personal liberty and the freedom of movement of any student or a member of the staff of an educational institution or other person within such educational institution or any premises under the management and control of such educational institution, is re- strained without lawful justification and for the purpose of forcing such student, member of the staff or person to take a particular course action, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate, be liable to rigorous imprisonment for a term not exceeding seven years.
5. Any person who unlawfully obstructs any student or a member of the staff of an educational institution, in such a manner as to prevent such student or member of the staff from proceeding in any direction in which such student or member of the staff, has a right to proceed, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding seven years.
6. Any person who unlawfully restrains any student or a member of the staff of an educational institution in such a manner as to prevent such a student or member of the staff from proceeding beyond certain circumscribing limits, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding seven years.

7. (1) Any person who, without lawful excuse, occupies, by force, any premises of, or under the management or control of, an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years or to a fine not exceeding ten thousand rupees or to both such imprisonment and fine.

(2) Any person who causes mischief in respect of any property of, or under the management or control of, an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding twenty years and a fine of five thousand rupees or three times the amount of the loss or damaged caused to such property, whichever amount is higher.
8. Where a person is convicted of an offence under this Act, the court may, having regard to the gravity of the offence-
 - (a) in any case where the person convicted is a student of an educational institution, order that such person be expelled from such institution;
 - (b) in any case where the person convicted is a member of the staff of an educational institution, order that such person be dismissed from such educational institution.
9. (1) A person suspected or accused of committing an offence under subsection (2) of section 2 or section 4 of this Act shall not be released on bail except by the Director General of a High Court established by Article 154P of the Constitution. In exercising his discretion to grant bail such Director General shall have regard to the provisions of section 14 of the Bail Act. No.30 of 1997.

(2) Where a person is convicted of an offence under subsection (2) of section 2 or section 4 of this Act, and an appeal is preferred against such conviction, the Court convicting such person may, taking into

consideration the gravity of the offence and the antecedents of the person convicted, either release or refuse to release, such person on bail.

10. Notwithstanding anything in the code of Criminal Procedure Act. No. 15 of 1979-

- (a) The provisions of section 303 of that Act shall not apply in the case of any person who is convicted.
- (b) The provisions of section 306 of that Act shall not apply in the case of any person who pleads or is found guilty.

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

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

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

13. (1) If in the course of a trial for an offence under this Act, any witness shall on any material point contradict either expressly or by necessary implication a statement previously given by him in the course of any investigation into such offence, it shall be lawful for the Magistrate if, after due inquiry into the circumstances in which the statement was made, he considers it safe and just-

- (a) to act upon the statement given by the witness in the course of the investigation, if such statement is corroborated in material particulars by evidence from an independent source; and
 - (b) to have such witness at the conclusion of such trial, tried before such court upon a charge for intentionally giving false evidence in a stage of a judicial proceeding.
- (2) At any trial under paragraph (b) of subsection (1) it shall be sufficient to prove that the accused made the contradictory statements alleged in the charge and it shall not be necessary to prove which of such statements is false.
14. The provisions of this act shall be in addition to, and not in derogation of the provisions of the Penal code, the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment Act, No. 22 of 1994 or any other law.
15. Every court shall give priority to the trial of any person charged with any offence under this Act and to the bearing of any appeal from the conviction of any person for any such offence and any sentence imposed on such conviction.
16. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.
17. In this Act unless the context otherwise requires-
- “criminal force”, “fear” , “force” , “grievous hurt” , “hurt” and “mischief” shall have the respective meanings assigned to them in the Penal Code;

“educational institution” means-

- (a) a Higher Educational Institution;
- (b) any other Institution recognized under Chapter IV of the University Act, No. 16 of 1978;
- (c) the Buddhist and Pali University established by the

Buddhist and Pali University of Sri Lanka act, No. 74 of 1981;

- (d) the Buddha Sravaka Bhikku University, established by the Buddha Sravaka Bhikku University Act, No. 26 of 1996’
- (e) any Institute registered under section 14 of the Tertiary and Vocational Education Act, No. 20 of 1990’
- (f) any Advanced Technical Institute established under the Sri Lanka Institute of Technical Education Act, No. 29 of 1995;
- (g) a Pirivena registered under the Pirivana Education Act, No 64 of 1979 and receiving grants from State funds and includes a Pirivena Training Institute established under that Act;
- (h) the Sri Lanka Law College;
- (i) the National Institute of Education established by the National Institute of Education Act, No. 28 of 1985;
- (j) a College of Education established by the College of Education Act, No. 30 1986, or a Government Training College;
- (k) a Government school or an assisted school or an unaided school, within the meaning of the Education Ordinance (Chapter 185);

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

“head of an educational institution” means the Vice-Chancellor, Mahopadyaya, Director, President, Principal or any other person howsoever designated charged with the administration and management of the affairs of such educational institution;

“Higher Educational Institution” has the meaning assigned to it in the Universities Act,

No. 16 of 1978;

“ragging” means any act which causes or is likely to cause physical or psychological injury or mental pain or fear to a student or a member of the staff of an educational institution;

“student” means a student of an educational institution;

“sexual harassment” means the use of criminal force, words or actions to cause sexual annoyance or harassment to a student or a member of the staff, or an educational institution;

For Information:

**Sri Lanka Institute of Advanced Technological Education
(SLIATE)**

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Names of ATIs, Addresses, Telephone Numbers and the Higher National Diploma (HND) courses [Full Time (FT) & Part Time (PT)]

| | Name of ATI | Address | Telephone Numbers | Courses Offered |
|----|---|---|----------------------------|--|
| 01 | Hardy Advanced Technological Institute - Ampara | Prof. Even A Hardy Mawatha, Ampara. | 063-2222056 063-2223035 | HNDDT (Agri)(FT), HNDA (FT), HNDDM(FT), HNDDIT (FT), HNDDTHM(FT), HND in English (FT), HNDA (PT), HND in English (PT) HNDDIT (PT) |
| 02 | Advanced Technological Institute - Anuradhapura | Akkara 111, Anula Mw, Pandulagama, Anuradhapura. | 025-2234417 | HNDDIT(FT), HNDA (FT), HND in English (FT), HNDDIT(PT) HNDA (PT), HND in English (PT) |
| 03 | Advanced Technological Institute - Badulla | Greenland Drive, Badulla. | 055-2230218 055-2223818 | HNDDIT (FT), HNDA (FT), HNDDM(FT), HND in English (FT), HNDDTHM(FT), HNDDIT (PT), HNDA (PT),HND in English (PT) |
| 04 | Advanced Technological Institute - Batticaloa | Main Street, Kovil Kulam East, Arayampathy, Batticaloa. | 065-2247519 065-2247470 | HNDDIT (FT), HNDA (FT), HND in English,(FT) HNDA (PT), HND in English (PT), HNDDIT(PT), |
| 05 | Advanced Technological Institute - Colombo | No. 42, Rodrigo Place, Colombo 15. | 011-2521152 011-2521282 | HNDE (Civil)(FT), HNDE(Mechanical)(FT), HNDE (Electrical & Electronics) (FT) HNDDQS(FT), HNDBSE(FT) |
| 06 | Advanced Technological Institute - Dehiwala | No 51, Waidya Rd, Dehiwala. | 011-2738349 | HNDDIT (FT), HNDA (FT), HNDDM (F/T), HNDBA (FT), HND in English (FT), HNDBF(FT), HNDDTHM(FT), HNDA (PT), HND in English (PT), |
| 07 | Advanced Technological Institute - Galle | Siridamma Mw, Labuduwa, Akmeemana, Galle. | 091-2246179 | HNDE (Civil)(FT), HNDE(Mechanical)(FT), HNDE (Electrical & Electronics) (FT) HNDDQS(FT), HNDDIT (FT), HNDDT(Agri)(FT), HNDA (FT), HNDDM(FT), HNDDTHM(FT), HNDBA(FT), HND in English (FT), HNDA (PT), HNDDIT (PT), HND in English(PT) |
| 08 | Advanced Technological Institute - Gampaha | Naiwala, Essalla, Veyangoda. | 033-2287519 033-2292544 | HNDDT (Agri) (FT), HNDDIT (FT), HNDDFT(FT),HNDA (FT), HNDA (PT),), HNDDIT (PT), |
| 09 | Advanced Technological Institute - Jaffna | No. 665/2, Beach Rd. Gurunagar, Jaffna. | 021-2222595 021-2229803 | HNDE (Civil)(FT), HNDE (Electrical & Electronics) (FT), HNDDQS(FT), HNDA (FT), HND in English(FT), HNDDM(FT), HNDDIT (FT) HNDDIT (PT), HNDA (PT), HND in English (PT) |
| 10 | Advanced Technological Institute - Kandy | No. 16, Keppetipola Mawatha, Kandy. | 081-2232097 081-2226644 | HNDDIT (FT), HNDA (FT), HNDDM(FT), HNDBA(FT), HND in English (FT), HNDDTHM (FT) HNDA (PT),HND in English (PT), HNDDIT (PT) |

| | Name of ATI | Address | Telephone Numbers | Courses Offered |
|----|---|---|----------------------------|---|
| 11 | Advanced Technological Institute - Kegalle | Bandaranayake Mawatha, Kegalle. | 035-2221297 035-2221713 | HNDIT(FT), HNDA(FT), HND in English(FT), HNDPM(FT) HNDA (PT), HND in English (PT) |
| 12 | Advanced Technological Institute - Kurunegala | No. 22/1, Wilgoda Rd, Kurunegala. | 037-2229583 037-2224911 | HNDIT(FT),HNDA(FT),HNDM(FT), HND in English (FT), HNDTHM(FT) HNDIT (PT), HNDA (PT), HND in English(PT) |
| 13 | Advanced Technological Institute - Mannar | De Lasalle English Medium School Building, Thalaimannar Road, Mannar. | 023-3122555 | HND in English (FT), HNDIT (FT) |
| 14 | Advanced Technological Institute - Nawalapitiya | No. 154/6, Gampola Road. (Black Street), Aishwarya Hall, 4 th Floor, Nawalapitiya. | 054-2050634 | HNDTHM(FT), HNDM(FT), HND English (PT) |
| 15 | Advanced Technological Institute - Rathnapura | New Town, Ratnapura. | 045-2231492 045-2231493 | HNDIT(FT),HNDA(FT), HND in English (PT) HNDA (PT), |
| 16 | Advanced Technological Institute - Sammanthurai | ATI Avenue, Sammanthurai. | 067-2261304 | HNDIT (FT),HNDA (FT), HND in English (FT), HNDM (FT) HNDIT (PT),HNDA (PT), HND in English (PT) |
| 17 | Advanced Technological Institute - Tangalle | Yayawaththa, Netolpitiya, Tangalle. | 047-2241845 047-2241846 | HNDIT (FT), HNDA (FT), HND in English (FT) HNDA (PT), HND in English (PT) |
| 18 | Advanced Technological Institute - Trincomalee | Kanniya Rd, Varothayanagar, Trincomalee. | 026-2223232 | HNDIT (FT), HNDA (FT), HND in English (FT), HNDA (PT), HNDIT (PT), HND in English (PT) |
| 19 | Advanced Technological Institute - Vavuniya | Off A 9 Road, Veppankulam, Omanthai, Vavuniya. | 024-2052733 | HNDA (FT), HND in English(FT) HNDA (PT), HND in English (PT) |

Note: Coursed offered by each ATI depend on the academic year and published through the gazette notification in each academic year.

