



STUDENT HANDBOOK





Horizon Campus (HCBT)

STUDENT HANDBOOK

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INTRODUCTION

Recognitions, Accreditations, Collaborations and Industry Partnerships

1.1. Horizon Campus

Founded on the principles of excellence, equality, and opportunity for all, Horizon College of Business and Technology (Pvt) Limited is recognized as one of the country's premier educational institutions. Established as a Private Limited Liability Company under the Companies Act on March 13, 2008, it holds Registration No. PV62877. Additionally, it was registered in 2008, under BOI law with Registration No. 3765/13/03/2008. The "Horizon Campus", a trademark owned by Horizon College of Business and Technology (Pvt) Limited, was established in 2011 and is registered with the Intellectual Property Office of the Registrar of Companies. Horizon College of Business and Technology (Pvt) Limited (Horizon Campus henceforth) has been recognized by the University Grants Commission (UGC) and the Ministry of Higher Education (MoHE) for its local and affiliated programs. Furthermore, it is a member of the Association of Commonwealth Universities (ACU), the American Council on Education (ACE), the Asia Pacific Quality Network (APQN), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Headed by its Founder Chairperson, Mr. Upul Daranagama who is a well-known personality in the field of education, Horizon Campus is strategically located in a picturesque location in Malabe, on the outskirts of the busy Colombo metropolis. The ultra-modern learning environments comprising state-of-the-art purpose-built infrastructure with all facilities such as modern lecture halls, laboratories, sports facilities and student recreation areas contribute to the holistic development of undergraduate and postgraduate students. These facilities are made available at two locations in Malabe, namely the Knowledge City Malabe and the HCBT complex along with the regional centre, which is located in the heart of Kandy city.

Horizon Campus (HCBT) has successfully launched several degree programs through its seven faculties: Law, Management, Information Technology, Education, Science, Technology and Engineering, and the Department of Nursing. Some programs have been independently developed by Horizon Campus to address the evolving needs of academia. However, striving for excellence in achieving its key objectives, Horizon Campus has collaborated with a portfolio of highly ranked local and international universities such as the University of London (UK), Birmingham City University (UK), Arkansas State University (US), Nilai University (Malaysia), Asia e University (Malaysia), La Trobe University (Australia) and University of Moratuwa (Sri Lanka).

The seven faculties offer both part-time and full-time courses in fields such as Law, Business Management, Marketing, Human Resource Management, Engineering, Information Technology, Networking and Mobile Computing, Educational Studies in General, Physical and Biosciences, Early Childhood Education, Biotechnology, and Quantity Surveying. The twenty-five (25) degree and postgraduate programs, ranging from Bachelor's to Master's Degrees, are offered by locally and internationally recognized degree awarding bodies. The degree programmes offered by Horizon Campus are recognized by the UGC and approved by the Ministry of Higher Education, Sri Lanka.

HCBT (Horizon Campus) is in a strategic partnership with the prestigious Access Group of Companies and is well geared to address the growing demand for the future-ready talent requisites for a range of industries ranging from ICT, Science, Technology, Management, Law, Education, Engineering, Health Sciences and several other areas. The strategic planning and visionary leadership of the senior management and the dedication of extremely skilled and experienced academic and non-academic staff ensure the effective delivery of various programmes to complete the mission of the institution. With its innovation and exceptional quality of education, Horizon Campus is thriving seamlessly forward creating an incomparable niche in the field of tertiary education in Sri Lanka today.

RECOGNITION AND APPROVED GOVERNMENT OF SRI LANKA



Horizon Campus is recognized as a Degree Awarding Higher Education Institute by the Ministry of Higher Education and the University Grants Commission of Sri Lanka

MEMBERSHIP



Horizon Campus obtained the Institutional Membership by the Asia-Pacific Quality Network (APQN). APQN is one of the two leading Quality Assurance Networks in the world.



**The Association
of Commonwealth
Universities**



The International Network for Quality Assurance Agencies in Higher Education



American Council on Education

COLLABORATIONS & INDUSTRY PARTNERSHIPS



Sri Lanka Institute of Marketing



Chartered Institute of Personnel Management



Sri Lanka Association for Software and Services Companies



Sri Lanka Association of Non-State Higher Education Institutes



HCL Technologies



OREL Corporation (Private) Limited



The premium online shopping site in Sri Lanka.



Information Technology Company



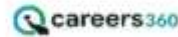
Ninewells Hospital (Pvt) Ltd.



Sri Lanka Insurance



IFS- Develops and deliver enterprise software



Careers360- Fast- track your career



Association of Chartered Certified Accountants



Pearson plc is a British multinational publishing and education company

COLLABORATING UNIVERSITIES



1.2 Our Vision

To be the ‘Centre of Excellence’ in providing a truly inspired learning experience in a holistic environment’

1.3 Our Mission

To empower students by developing skills to excel academically, professionally, and as active members of society through a dynamic learning environment that promotes cutting-edge research and capacity building, to meet the ever-evolving global demands of the intelligent world

1.4 Academic Partnerships

HORIZON CAMPUS has collaborated with International Universities, namely, The University of London - UK, Nilai University-Malaysia, Birmingham City University- UK, Asia e University-Malaysia, La Trobe University-Australia, and locally collaborated with the University of Moratuwa to offer Bachelor of Information Technology Degree. Horizon CAMPUS-HCBT is also a recognized International Vocational Training Centre of Pearson Edexcel, UK's largest awarding body of Academic and General Vocational qualifications.

1.5 SLANSHEI - Founder Member

Horizon Campus is a founder member of the Sri Lanka Association of Non-State Higher Education Institutes (SLANSHEI). SLANSHEI was established in 2016 through the initiation of seven leading private higher education institutes to address the needs of and provide leadership to the non-state higher education sector in the country. The founding members included Aquinas College of Higher Studies, Asia Pacific Institute of Information Technology (APIIT), CINEC Campus (CINEC), Horizon Campus (HC), Sri Lanka Institute of Information Technology (SLIIT), and the Institute of Chartered Accountants of Sri Lanka (CASL). Today, in addition to the founding members, its full members include Business Management School (BMS), ESoft Metro Campus, Gateway Graduate School, International Institute of Health Sciences (IIHS), KAATSU Institute for Undergraduate Studies (KIU), SAEGIS Campus, and Sri Lanka International Buddhist Academy (SIBA).

2. ADMINISTRATION OF THE CAMPUS

2.1. Constitution of the Horizon Campus

Recommendations and decisions pertaining to educational and administrative matters are taken by the authorities established under the provisions of the Constitution of the Horizon Campus. These authorities consist of the Governing Council, Academic Senate and Faculty Boards and act within the powers/ authorities conferred upon it under this constitution. Details of these authorities and Campus Officers and other Officers responsible for implementing the recommendations and decisions are as follows:

2.2. Authorities

2.2.1. Governing Council

The executive and administrative authority of Horizon Campus is the Governing Council. Where, in this

Constitution, executive and administrative power is recognized as vested in the Governing Council of Horizon Campus, such powers shall normally be exercised only after reasonable notice of such proposed action to the Faculties, Departments or Special Units affected an opportunity to be heard thereunto. Governance shall be shared between the administration of Horizon Campus and the Faculty as represented in the Governing Council and Academic Senate. The governing Council has the power to make such Statutes, Rules, Regulations, and By-laws as it may deem necessary for the fulfillment of its duties. The Chairman of Horizon Campus presides the meetings of the Governing Council.

2.2.2. Academic Senate

The Academic Senate shall be the Academic Authority of Horizon Campus and it has the power to make statutes, by-laws, rules and regulations related to academic matters. Members of the Academic Senate shall be the Vice-Chancellor, DVC, Deans, HoDs, Executive Quality Assurance, Heads of Academic Units, Librarian and Registrar (Secretary) The Vice-Chancellor is the Chairman of the Academic Senate.

2.2.3. Faculty Boards

Every Faculty has a Faculty Board presided by the Dean of the Faculty. The Faculty Board consists all faculty members (Professors, Associate Professors, and Senior Lecturers, representatives of other academic staff and Student Representatives (Non-Voting). The Faculty Board is one of the principal authorities of the Campus. It is the Faculty Board that makes recommendations to the Senate with regard to academic matters.

2.3. Officers of the Campus

2.3.1. The Chairman – Mr. Upul Daranagama

The Chairman of Horizon Campus shall be the Chairman/MD of the Horizon Campus, exercising general powers of supervision of overall of its activities. The Chairman shall have a veto power over all actions of Committees, Faculties and the Governing Council and the Academic Senate, which power shall be exercised by sending a written executive order to the body concerned. In all matters not otherwise provided for in the constitution and By-laws, the Chairman shall, under the Governing Council, have plenary power.

2.3.2 Vice-Chancellor – Prof. S.J.B.A. Jayasekera

The Vice-Chancellor shall be the principal officer of Horizon Campus- HCBT and shall exercise the functions of the Chairman in the Chairman's absence. The Vice-Chancellor shall assist the Chairman in such ways as the latter may designate. The Vice-Chancellor shall be appointed by the Chairman. Vice-Chancellor is the ex-officio Chairman of the Academic Senate and presents at all other meetings of the Academic Senate Sub-Committees.

2.3.3. The Chief Executive Officer (CEO) – Mr. Periyasamy Saravanan

Chief Executive Officer is the position of the most senior corporate officer, executive, leader or administrator in charge of managing the institution. Department of Marketing, Department of Finance, Department of General Administration and Procurement Division are directly functioning under the supervision of the CEO.

2.3.4 Deputy Vice-Chancellor – Dr. Ruwan Perera

Deputy Vice-Chancellor provides the executive leadership in assisting the Vice-Chancellor in the overall planning, organizing and controlling of the academic programmes and serves as an advisor to the Vice-Chancellor in all academic affairs. If the Vice-Chancellor by reasons of leave, illness by any other reason is temporary unable to perform the duties of his office, the Deputy Vice-Chancellor will perform such duties. He will be in charge of the student's affairs of the Campus.

2.3.5 Deans of Faculties and Heads of Departments

Each Faculty of Horizon Campus is administered under a Dean who is the academic and administrative head of the Faculty. Horizon Campus consists of seven Faculties and the names of the incumbent Deans are as follows:

1. Faculty of Education	Dr. Jayanthi Gunasekera
2. Faculty of Information Technology	Prof. Shantha Fernando
3. Faculty of Law	Dr. Ruwan Perera
4. Faculty of Management	Mr. Terrence Kahapola Arachchi
5. Faculty of Science	Prof. Thilak Attanayake
6. Faculty of Technology	Prof. Lilaknath Obeyesekera

2.3.6 Heads of Departments

1. Department of Education	Dr. Selvaranee Illanco
2. Department of Science	Dr. Eranga Karunaratne
3. Department of Information Technology	Mr. Asanka Dinesh
4. Department of Management	Mr. Priyanka Darshana
5. Department of Technology	Ms. Yashodha Adikari

2.3.7 The Registrar – Mr. P.K. Seneviratne

The Registrar of Horizon Campus will be the Ex-Officio Secretary of Horizon Campus's Governing Council and the Academic Senate. Registrar is the custodian of the records of the Campus and keeps the minutes of the meetings of the Governing Council and the Academic Senate and transmits all notices required under this Constitution and the By-Laws of the Governing Council. He maintains the Common Seal of Horizon Campus and all records of the Governing Council and the Academic Senate and performs such other duties as may be directed by the Governing Council. The Registrar will also arrange for the examinations conducted by the Campus.

2.3.8. Head of Finance – Mr. Roshan Wanigathunga

The Finance Manager of the Horizon Campus shall be responsible for administration of finances of the Campus subject to the direction of the Governing Council. Matters relating to payments and supplies are handled by this division.

2.3.9. The Librarian - Mrs. Ganga Dalpitiya

The Librarian is responsible for the administration of the library/libraries of the Campus subject to the direction and control of the Vice-Chancellor

2.3.10. English Language Teaching Unit (ELTU) – Head/ELTU Ms. Gayani Wijesundara

The Director of the English Language Teaching Unit (ELTU) plays multiple roles serving all faculties uplifting the standards of English language proficiency at Horizon Campus to fulfill the required English language competence and confidence of undergraduate students to comply with academia and the world of work.

2.4 Other Administrative Officers

There shall be such other Administrative Officers as the Chairman may designate. They shall have such duties as the Chairman may assign them.

- I. General Manager- Marketing – Mr. Udith Wijethunga
- II. Head of Human Resources & Administration- Ms. Sachiprabha Wijesekera
- III. Head of Student Affairs - Ms. Nalika Jayasuriya
- IV. Head of IT- Mr. Tuan S. Packeer
- V. Manager-Purchasing and Operations -Ms. Anushka Sandamali
- VI. Manager- Student Enrollment & Marketing- Ms. Valarine De Zilva
- VII. Manager-Student Enrollment & Marketing Operations -Mr. Janaka Sanjeewa

3. ACADEMIC PROGRAMMES

3.1. Courses and Degrees

Horizon Campus conducts the following Certificate, Diploma, Undergraduate and Postgraduate Degree Programmes for students who have gained admission to the Campus based on the approved entry qualifications

Academic Programmes conducted by the Horizon Campus

(as of June 2024)

No.	Faculty	Study Program	Duration Years	Offering University
1	Education	<i>Bachelor of Education Hons</i>	4	HCBT
2		<i>Bachelor of Education Hons in Physical Sciences</i>	4	
3		<i>Bachelor of Education Hons in Biological Sciences</i>	4	
4		<i>Bachelor of Education Hons in English</i>	4	
5		<i>Bachelor of Education Hons in Information Technology</i>	4	
6		<i>Bachelor Early Childhood Education</i>	4	Asia e University
7		<i>Master of Education</i>	2	Asia – University
8		<i>Master of Education (SLQF 10)</i>	2	HCBT
9	Engineering	<i>Bachelor of Science in Quantity Surveying (Top-up)</i>	1	Birmingham City University
10		<i>Master of Science in Quantity Surveying</i>	1	
11		<i>Master of Science in Construction Project Management</i>	1	
12		<i>Diploma in Engineering leading to Bachelor of Engineering</i>	1+3	La Trobe University
13		<i>BTEC International Level 3 Foundation Diploma in Engineering</i>	6 months	Pearson UK
14		<i>BTEC HND in Quantity Survey</i>	2	
15	Information Technology	<i>Bachelor of Science Hons in Information Technology</i>	4	HCBT
16		<i>Bachelor of Science Hons in Data Science</i>	4	
17		<i>Bachelor of Information Technology Hons in Network and Mobile Computing</i>	4	
18		<i>BTEC International Level 3 Foundation Diploma in Information Technology</i>	6 months	Pearson UK
19		<i>BTEC HND in Computing</i>	2	
20		<i>Bachelor of Information Technology</i>	3	University of Moratuwa
21		<i>Diploma in Information Technology leading to Bachelor of Information Technology</i>	1+2	La Trobe University, Australia
22		<i>BSc (Hons) Computing (Top-up)</i>	1	Birmingham City University, UK
23		<i>BSc (Hons) Cyber Security (Top-up)</i>	1	Birmingham City University, UK

24	Laws	<i>Certificate of Higher Education in Common Law</i>	1	University of London, UK
25		<i>Bachelor of Laws - LLB</i>	3	
26		<i>Bachelor of Laws - LLB</i>	3	Keele University, UK
27		<i>Master of Laws - LLM</i>	1	Birmingham City University, UK
28		<i>Master of Laws - LLM</i>	1	Keele University, UK
29	Management	<i>Bachelor of Science in Business Management (Human Resources Management)</i>	4	HCBT
30		<i>Bachelor of Management Hons in Marketing</i>	4	
31		<i>Bachelor of Management Hons in Accounting and Finance</i>	4	
32		<i>Master of Business Administration</i>	15 months	
33		<i>BTEC International Level 3 Foundation Diploma in Business</i>	6 months	Pearson UK
34		<i>HND in Business BTEC Level 5 Management</i>	2	
35		<i>HND in Business BTEC Level 5 Human Resources Management</i>	2	
36		<i>HND in Business BTEC Level 5 Marketing</i>	2	
37		<i>HND in Business BTEC Level 5 Accounting and Finance</i>	2	
38		<i>Diploma of Business leading to Bachelor of Business</i>	1+2	La Trobe University, Australia
39	<i>BA (Hons) Business & Management (Top-up)</i>	1	Keele University, UK	
40	<i>BSc (Hons) Finance & Management (Top-up)</i>	1	Keele University, UK	
41	Science	<i>Bachelor of Science Hons in Biotechnology</i>	4	HCBT
42		<i>Bachelor of Science Hons in Biotechnology</i>	3	Nilai University, Malaysia
43	Technology	<i>Bachelor of Biosystems Technology Hons</i>	4	HCBT
44	Department of Nursing	<i>BSc. (Hons) Professional Practice in (Nursing)</i>	1	Birmingham City University, UK
45		<i>National certificate at NVQ level 3 in the occupation of Caregiver</i> <i>National certificate at NVQ level 4 in the occupation of Caregiver</i>	174hrs 234hrs	TVEC level 3 Sri Lanka TVEC level 4 Sri Lanka
46	Kandy Regional Centre	<i>Diploma in Professional English</i>	9 months	HCBT
47		<i>Advanced certificate in Professional English</i>	6 months	HCBT
48		<i>Certificate in professional English</i>	3 months	HCBT
49		<i>International English Language Testing System (IELTS)</i>		
50		<i>Pearson Language Tests (PTE)</i>		

4 ACADEMIC & STUDENT AFFAIRS

4.1. Registration of Students for Academic Programmes

Every student entering the university should register as a student of the Horizon Campus and subsequently, they should extend their registration at the beginning of each academic year. Registered students should report for lectures with the commencement of the academic year. If a student registered for a programme does not attend the particular course under the programme on medical grounds, he/ she should inform the Registrar/Dean of the Faculty with a Medical Certificate, from a recognized Medical Officer and a written request may be made to the Dean of the relevant faculty seeking a postponement of the registration for the next year. However, the final decision on this will be made by the Academic Senate on the recommendation of the Faculty Board.

Along with the first registration, each student will be issued with a Student Identity Card. It is the responsibility of the student to keep them safely. If a student misplaces his/her student identity card, he/she should report it to the Registrar and he/she will be required to pay a fine of Rs. 1500.00 to obtain a copy.

4.2 General Structure and Evaluation of Degree programmes

1. General Structure of a Degree Program:

The Degree Programs of Horizon Campus shall be carried out on a semester system with eight (08) semesters over a period of four (04) academic years. Total number of credits to be offered is minimum of 120 credits.

- a. **Credit:** ‘Credit’ is a time-based quantitative measure assigned to a course unit (module) and indicates the rating of the unit in working towards a degree. One Credit is equivalent to 15 hours of lectures or 30 hours of practical work carried out through the semester. Credits allocated for a course unit may vary from 1 to 8. Other than these, non-credit but compulsory modules are included to each year up to third year.
- b. **Semester:** ‘Semester’ is a specific period of time that a student needs to study and complete a set of course modules identified by the faculty during that specific period of time. A semester extends up to 15 weeks of study and there are two such semesters per year (total - 30 weeks/year). After completion of each semester there shall be an end-semester written examination conducted by the faculty for the courses taught during that semester. Each semester shall carry courses approximately totaling up to about 15 to 16 credits. This number may vary from semester to semester. There will be a total of eight (08) semesters for a degree program, of which the duration is four (04) academic years.
- c. **Examinations:** After completion of teaching the courses of a semester (i.e. after 15 weeks), an end-semester exam shall be held for each course unit taught during that semester.
- d. **Study Leave:** After completion of teaching the courses of a semester, there shall be a short study leave period as decided by the faculty, before commencement of the examinations.
- e. **Vacation:** After completion of examinations of a semester there shall be a short vacation for students, as decided by the faculty.

2. Registration:

On acceptance by the faculty, an applicant shall forthwith register as a student to follow the relevant degree program of the Campus upon payment of prescribed registration, tuition and other fees.

3. Period of Registration:

The minimum period of registration for an Honors degree program shall be four (04) academic years and the maximum period shall not exceed eight (08) academic years. The period of registration shall be reckoned from the date of commencement of the study program.

4. Lapse of Registration:

The registration for a degree program shall be deemed to have lapsed at the expiry of its period of validity. No registration shall be renewed after the expiry of period recon as two times of the duration of relevant degree program (in case of a four-academic year degree program the maximum period allowed to renew registration would be for eight academic years). A student whose registration has so lapsed shall not be allowed to renew his/her registration for a further period, unless decided by the Academic Senate of the Campus on the recommendation of the Faculty Board. Students who have completed four years of study, will not be permitted into Campus premises for any activity, unless it is for examination re-sit.

5. Cancellation of registration:

Notwithstanding anything stated contrary to these, the Campus shall have the right to cancel the registration of a candidate at any time.

6. Keep Away from Classes:

- a. No student shall keep away from classes or leave the country or withdraw from examinations or any other aspect of evaluation/assessment, without the prior approval of the Faculty Board.
- b. Excuses will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of an immediate family member or any other cause, which would be acceptable to the Faculty Board and approved by the Academic Senate of the Campus.
- c. If a student fails to attend academic activities or examinations due to a medical reason, such absence should be reported to the Dean of the faculty by a valid Medical Certificate within two weeks. Medical certificates could be obtained from, a government hospital (including Ayurvedic hospital), Consultant Specialist in the relevant field or from a private hospital recognized by the Campus.
- d. If a student is unable to attend the examinations during the examination period due to the reasons mention in section 6(b) above, he/she or his/her guardian should inform the Dean within seven (07) days by a telegram, e-mail or a letter, indicating the nature of the cause. Medical Certificates and/or other relevant documents in relation to the absence, should be submitted to the Dean, once the student reports to the faculty.

7. Course Modules:

The prescribed Course Modules for the degree programs will be given by the faculty.

8. Changing the Syllabi:

On the recommendation of the Faculty Board, the Academic Senate has the discretion to amend or change the courses, syllabi etc. without making major changes to the content of courses in the study program.

9. Library Facilities:

Reading material and other learning material necessary for the study program shall be available in the library. Students are required to register with the Library and access the learning material necessary by using the facilities available.

10. Teaching Panel:

The academic staff members of a Faculty shall be responsible for teaching courses in the degree program. The faculty shall seek assistance from staff of other faculties, and may also services of qualified visiting faculty, if necessary.

11. Medium of Instructions:

The medium of instructions shall be English.

12. Examination Regulations:

The examination regulations approved and adopted by the Horizon Campus for all study programs shall be applicable to all degree programs. By-Laws made by the Governing Council of Horizon Campus under Section I of Article IV of the Constitution of Horizon Campus shall be applicable. Further, the By-laws cited as the conduct of examinations, Offences, Punishments and Appeals Procedure By-laws No. 02 of 2017 shall come in to operation for Evaluation of Performance, Conduct of Examinations, Examination Offences, Disciplinary Procedure, Appeals Procedure, and Punishments.

Any interpretations of these regulations shall be submitted to the Academic Senate and the decision of the Senate shall be the final.

13. Evaluation Criteria:

The performance of students for each course module, is evaluated by means of examinations, assignments, reports, presentations, class room tests, research project reports and industrial training reports. Method of evaluation and other details will be done as per the guidelines given in the detailed course outline.

14. Eligibility to appear for examinations:

- a. A student shall not be permitted to take the end-semester examination, unless,
 - i. He/she has been duly registered for the study program as from the commencement of the program,
 - ii. He/she has attended, at least, 80 % of the classes held for each course unit during that semester,
 - iii. He/she has paid such registration fees, tuition fees and other dues as may be payable by him/her to the Campus.
- b. If a candidate fails to maintain 80% attendance in any subject, he/she has to sit for the repeat exam.
- c. Students are expected to have completed and passed examinations for all subjects of first six semesters (until second semester of third year), prior to being permitted to undertake the internship. No student with re-sits should be permitted by the faculty to undertake the internship. This is to be effective from the year 2025 onwards.

d. Absence from examinations due to medical reasons

Students who are unable to appear for the examination on medical grounds should report to the university medical officer/medical officer nominated by the Campus at least half an hour before the commencement of the examination. Those who are unable to do so due to unavoidable circumstances should obtain a valid medical certificate and submit it to the Dean of the Faculty as early as possible.

- Medical certificates issued by a government hospital (including government ayurvedic hospitals) for the ailment/sickness will only be considered as valid excuses for not sitting end semester examinations.
- Under exceptional circumstances, medical certificates issued by a recognized private hospital or a Consultant Medical Officer (Specialist) will be considered.
- Under no circumstances will medical certificates issued by individual medical officers be considered.

15. Grading System:

All results of assessments are subject to moderation by the Faculty Board, prior to approval of the Academic Senate. The assessment of the courses in the study program is graded according to the following grading scale as introduced by the UGC Circular No. 901

Grade	Grade point Value
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-*	1.70*
D+	1.30
D	1.00
E	0.00

Note: *Minimum performance for a pass

Even though the minimum performance for pass a course module remains as C- (equals to the GPV of 1.70) students are advised to maintain overall average equals to minimum of grade C (equals to the GPV of 2.00) as the minimum level of CGPA of the degree programme should be 2.00 to pass the degree.

Grade Point Average (GPA):

Grade Point Average (GPA) is the credit weighted arithmetic mean of the Grade Point Values. The GPA is calculated by dividing the total credit – weighted Grade Point Value by the total number of credits. GPA should be computed to the second decimal place.

All course units that a student has registered for, shall be taken into account in calculating the Final Grade Point Average (FGPA), also known as Cumulative Grade Point Average (CGPA), at the time of awarding the degree.

16. Awarding the Degree:

Subject to the By-laws of the degree program a student may be awarded the degree if she/he has,

- a. fulfilled all the requirements for admission to the program of study as set out in the By-laws of degree program
- b. being a registered student of the Campus for the period prescribed by these By-laws,
- c. pursued the program of study in the Campus to the satisfaction of the Academic Senate of the Campus, prescribed by these By-laws and other rules and regulations of the Campus,
- d. attain satisfactory standards in the prescribed written examinations, class room tests, assignments, presentations, research project, industrial training etc.,
- e. paid such registration fees, tuition fees and other dues as may be payable by him/her to the Campus,
- f. complete the course work including research project and industrial training within maximum eight (08) academic years since the date of registration and,
- g. obtain at least a 'C-' grade for each course he/she studied and obtained a minimum FGPA of 2.00.

17. Award of Classes:

After fulfilling the requirements for awarding the degree, as described in the 'Section 17' above, Classes will be awarded to students based on the FGPA they have obtained. Following is the criteria proposed by the University Grants Commission and implemented by the Campus for the study program.

a. *First Class:*

A student may be awarded a 'First Class' provided he/she

- (i) Obtains a minimum FGPA of 3.70, and
- (ii) Completes the relevant requirements within four (04) academic years

b. *Second Class (Upper Division):*

A student may be awarded a 'Second Class (Upper Division)' provided he/she

- (i) Obtains a minimum FGPA of 3.30, and
- (iii) Completes the relevant requirements within four (04) academic years

c. *Second Class (Lower Division):*

A student may be awarded a 'Second Class (Lower Division)' provided he/she

- (i) Obtains a minimum FGPA of 3.00, and
- (ii) Completes the relevant requirements within four (04) academic years

d. *Pass:*

A student who has not reached the requirements to obtain a class, may be awarded with a 'Pass', provided that he/she has fulfilled the requirements mentioned as in the 'Section 17' above.

18. Result Sheets/Transcripts:

The fees payable for a certificate, statement of results or a transcript shall be determined by the Governing Council of the Campus.

19. Effective Date of the Degree:

The effective date of a degree shall be the date of presentation and submission of the report of the course on 'Internship to be held during the 2nd semester of the fourth year (8th Semester) or the last date of the examination the student has sat for, to fulfill the requirements for the completion of the degree programme, whichever occurs later.

20. Program Manager/Academic Coordinator:

There shall be a Program Manager/Academic Coordinator appointed by the Campus to coordinate the program activities between students, staff and visiting staff. He/she shall directly be responsible and answerable to the Dean of the Faculty and obtain necessary instructions from the Dean.

21. Overall Responsibility:

Overall administration of the study program shall be the responsibility of the relevant Faculty of Horizon Campus. For this purpose, the faculty shall seek advice from the Governing Council, the Academic Senate of the Campus and the Faculty Board. The responsibility of delivering specific courses outside the faculty, could be assigned to other departments and faculties of the Campus, when such subjects are dealt and taught in other degree programs.

Further, this would include the preparation of course material for theory and practical, identification of laboratories and facilities available within the Campus or elsewhere, program delivery and evaluation, field exposure, industrial training, discussion sessions on special topics etc.

5. DEANS' LIST

There would be a system of Deans' List introduced by the campus to appreciate best performance and motivating students to achieve in both academic as well as extracurricular activities. Thus, the students who performed extraordinarily in academic and other related areas would be considered to be included in the Deans' List as recommended by the Deans of the relevant faculties and they would be awarded with certificates at a special ceremony in the campus.

Eligible students will be requested to apply with a self-evaluation form at the commencement of an academic year and also once the final year results are released. Applications will be evaluated by a panel consisting of the Dean, Heads of Departments, Executive in Quality Assurance and the Assistant Registrar/Examinations. Finally, the Deans' List will be displayed at the Dean's office.

6. CONVOCATION

According to campus tradition, the most significant official function of the campus is the Convocation. Each year on a date decided by the Governing Council of the Horizon Campus, a Convocation will be held to confer degrees to those who have passed the relevant courses. Those who complete their respective degree programmes will become eligible for the conferment of degrees at the Convocation. After the release of the results of the relevant examinations, applications are invited for the Convocation. Graduands are permitted to be accompanied by their parents or relatives and the number of such visitors may be made limited depending on the space available. The academic staff and the officers of the university will attend this function. The students can obtain their degrees without attending the Convocation (in-absentia).

7. FEES

7.1 Payment of Fees

- i. Any fees or charges associated with admission and enrolment are in accordance with Horizon Campus's policies.
- ii. Horizon Campus reserves the right to take appropriate action where fees or charges are not paid by specified due dates as in accordance with Horizon Campus's policies.

7.2 Horizon Campus Refund Policy

Application/Registration & Lab Fees is not refundable under any circumstances and the registration fee is valid for five years from the date of registration.

7.3 Course Fees

The refundable course fee is calculated as follows:

Student who is discontinuing from a course up to seven calendar days after the first commencement date will receive a 50% refund.

Student who is discontinuing from a course eight calendar days or more after the first class commencement date will not be eligible for any refund.

Students planning to withdraw from academic programmes should notify their intention in writing to the Registrar through the Head of the Department/Dean of the Faculty where relevant. Students who do not officially notify discontinuation of a programme will not be entitled any refund.

Campus Fee: Not refundable

(These provisions are not applicable to students registered under IFSLs)

7.4 Fees applicable for issuance of certifications, repeat examination, batch transfer etc.

Certificate Type	Undergraduate	Postgraduate
1. Degree Certificate-Original	Free of Charge	Free of Charge
2. Degree Certificate, a Copy	Rs.10,000.00	Rs. 15,000.00
3. Degree Certificate, a Certified Photostat Copy	RS. 500.00	RS.750.00
4. Request for a second copy of an original certificate already issued as a result of providing incorrect name by the student	Rs. 20,000.00	Rs. 25,000.00
5. Academic Transcript, Original	Free of Charge	Free of Charge
6. Academic Transcript, a Copy	RS. 5,000.00	10,000.00
7. Academic Transcript, a Certified Photostat Copy	Rs. 500.00	Rs. 750.00
8. Semester Result Sheet (on requests of students)	RS. 1,000.00	Rs.2,000.00
9. Provisional Result Sheet (on requests of students)	Rs. 2,000.00	Rs. 3,000.00
10. Degree Completion Letter	Rs. 1,000.00	Rs. 2000.00
11. Verification of a Certificate/Transcript (Local)	Rs.2,000.00	Rs.3000.00
12. Verification of a Certificate/Transcript (Foreign)	USD 50	USD 100

13.A Certified Photostat Copy of the above 8,9,10	Rs. 250.00	Rs.500.00
14. Re-scrutinization of Marks/Grades	Rs.500.00 per subject	Rs. 1000/ per subject
15. Repeat examination	Rs.5000.00 per paper	RS. 5000.00 per paper
16.Degree Confirmation Letter) on request by a third party)	RS. 500.00 per letter	Rs.750.00per letter
17. Re-joining to a study programme	Rs. 10,000.00	Rs. 12500.00
18. Batch Transfer	Rs. 7500.00	Rs. 10,000.00
19. Re-issuance of Student Identity Card	Rs. 1,500.00	Rs. 1,500.00

Note:

- A duplicate of an original Degree Certificate or Academic Transcript shall not be issued except where satisfactory evidence has been provided to prove the original certificate issued has been damaged, destroyed or lost.
- Issuance of a copy of a certificate occurring as a result of providing incorrect name by the student depends on submission of the original certificate. A student cannot hold two certificates for the same degree
- A copy of a degree certificate or an academic transcript bears the word “COPY”

8. STUDENT WELFARE AND SERVICES

8.1 Introduction

Under the direction of the Registrar, all matters relating to student welfare work such as student hostel facilities, canteens, scholarships, bursaries, transport, student council, societies, student elections and all matters relating to student welfare are handled by the relevant officers.

8.2 Eligibility for Facilities

Only students who have valid registration of the Campus are entitled to enjoy all facilities provided to them by the Campus. They will normally be allowed access to and be permitted to remain within the Campus between 7.30 am to 5.30 pm during working days. This time may be extended during examination period.

8.3 Academic and Other Facilities

i. Health Centre

Students can obtain health services from the medical Centre, also known as the health room. Then Health center offers free care and consultations to needy students. Further the Dr. Neville Fernando Teaching Hospital is situated at walking distance from Horizon Campus.

ii. Student Counselling Services

Counselling can be explained as a helping process. Counsellor will help the student to explore his problem and build up student's confidence to face the problem or to find a solution to it by himself/herself. Counseling is not only for problem solving but also for development of one's personality. Therefore, the Counselling can be divided into three groups. (a) Remediation Counselling,

(b) Development Counselling (c) Prevention Counselling. Counselling can also be described as a process that ranges from advice giving to psychotherapy. It is also a dynamic and purposeful relationship between two persons – the student and the Counsellor. One should note that there is big difference between the three terms; Advising, Guiding and Counselling. Different individual students may require different types of counselling.

Some areas of Counselling are as follows:

- a. Psychological Counselling
- b. Educational Counseling
- c. Family Counselling
- d. Vocational Counselling
- e. Trauma Counselling

Problems faced by the university students are divided into two categories:

- a. Students-centered problems
- b. Institution-centered problems

There are ten causes that will affect the university student making him/her difficult to complete his/her education. Those are:

- a. Inability to work in the university environment
- b. Feck of continuous effort
- c. Lack of perseverance
- d. Lack of talent
- e. Lack of interest
- f. Unavailability of a good home environment
- g. Interests do not tally with the talents and abilities
- h. Neurotic and psychotic disorders
- i. Poor health
- j. Several of above causes.

Members of the academic staff have been appointed to advise university students on day-to-day problems and matters relating to courses and examinations. The Student Counselling Service functions under the Vice-Chancellor. Each student of the Campus will have the opportunity of seeking advice and assistance from the Student Counsellor assigned to him/her soon after he/she enters the Campus.

It is envisaged that Counsellors will be able to get to know the students well and have sufficient time to devote to them in helping to sort out their problems. The Counsellor will be consulted by the Campus when a student has to be dealt with on any disciplinary matter and considerable value will be attached to his report. A set of selected Campus teachers who have received formal training in student counselling as well as other volunteer academic staff, if any, will be appointed as Student Counsellors to help the students. The students Counsellors will be trained to listen with understanding to the personal problems which student may like to discuss with them. They will assist and guide students in solving these problems and all consultation will be kept strictly confidential. The hours when the Students Counsellors are available for consultation will be displayed on the notice boards outside the Student Counsellor's office. Consultation with specialist who can offer professional services may, if considered necessary, be arranged.

Student Mental Health Counselor

Ms. Hansini Kodituwakku
BSc (Hons) in Psychology (KIU)
PGD in Counselling Psychology (UOC)
Contact Number: 0716372861

iii. Mentoring Service

Under this system a senior member of the Academic Staff (Mentor) is assigned to act as an Advisor / Mentor or guide to a student. The Mentor is responsible for providing support to, and feedback on, a student in his/her charge. Each and every student is assigned to a Mentor.

iv. Student Identity Cards

Every student of the Campus will be given a Campus Identity card. A student is required to produce his/her Identity Card when called upon to do so by any member of the Academic Staff or any other officials of the Campus. Students should have their Identity Cards with them at all times and it is required to enter into campus premises through security gates (turnstiles). Whenever a student calls over at the office of the campus on any official business the Identity Card should be produced. The student identity card should be surrendered to the Registrar's office by each student on completion of his/her final examination.

Students are advised at all times to use the name by which they have been registered in the Campus. Any change of names should be immediately brought to the notice of the Registrar and the Dean of the Faculty to which the student belongs. Failure to do so will make it difficult to obtain records under the new name.

v. Notice Boards

It is mainly through the Notice Boards that information is normally disseminated among the students. Students must therefore study the information provided on the Notice Boards regularly. A notice board is maintained outside the relevant Faculty office exclusively for the use of individual students. Students may display notices on boards which are reserved for the common use of the students. Permission has to be obtained, however, from the Registrar when displaying any such notice. No bills or notices should place on trees and walls within the Campus premises and its vicinity. These premises belong to the Campus and it is the responsibility of students to maintain them well and contribute to pleasant environment for study and work. Any notice or bill that has not been authorized by the Registrar will be removed by the Campus. Please maintain the dignity of the Campus and do not deface walls with posters that create a poor public image of the students.

vi. Cafeteria

Horizon Cafeteria, which is clean and tidy, run by the outside contractor and cater mainly to the needs of the students, where students may obtain food and beverages at a reasonable price. Lunch is also provided if advance orders are placed by the students. The canteen is open from 7.30 am to 4.30 pm during all seven days of the week.

vii. Sport Facilities

Sport plays a vital role in the academic life at Horizon Campus. Given below are the sports facilities available at Horizon Campus to all its students

- a. Basketball
- b. Cricket
- c. Swimming
- d. Netball
- e. Badminton
- f. Table Tennis
- g. Volleyball

Campus sports and related activities are organized by Sports Coordinator. Every undergraduate is equally entitled to the sport facilities provided by the Campus and should make the best use of such facilities. Inter faculty tournaments and open championships are normally held.

A major attraction is Horizon's own swimming pool and cricket ground located in close proximity of the Campus.

viii. Transportation

The Horizon Campus provides its own shuttle bus service to students along many routes.

Note: Bus routes are subject to change. Prospective students may confirm the bus routes by calling 011 4365555.

Assistant Manager Operations: Mr. Asitha Rajapakse

8.4 Student Societies

The establishments of Councils, Societies, and other Associations of students in the Horizon Campus shall be made with the concurrence of the Governing Council.

Clubs and Societies in operation

1. Student Council: The main representative body of the student community.
2. Sports Council: Focusing on promoting physical health and well-being.
3. Law Society: Catering to students with an interest in legal studies.
4. Business Circle: Providing a platform for students interested in business and entrepreneurship.
5. Horizon Information Technology Society: Focused on fostering IT skills and knowledge.
6. Cyber Security Society: Addressing the growing importance of cybersecurity.
7. Nature Beyond the Horizon: Exploring and appreciating nature and environmental concerns.
8. Horizon Campus Astronomical Society: For those fascinated by the wonders of the universe.
9. Leo Club of Horizon Campus: A community service-oriented club.
10. Rotaract Club of Horizon Campus: Engaging in social and community service activities.
11. Art Alliance: Nurturing artistic talents and promoting creativity.
12. First Aid Club: Focusing on essential first aid skills and emergency response.
13. Debate Club - gives students of all abilities a fun way of developing their oracy skills.
14. Chess Club: Catering to those passionate about the game of chess.
15. Media Club: Providing a platform for media enthusiasts and content creators

No student Council, Societies and other Associations shall be allowed to function within the Campus unless it is approved by the Governing Council.

8.5 Registration of New Student Societies

If students wish to form a new society, they should consult the Registrar. A notice declaring the intention to form a new society should be given adequate publicity to enable all students who are

interested to join such society. When application is made for registration of any new society the following requirements should be complied with:

- i. The Society should have a constitution which must conform to the specimen constitution available in the Campus
- ii. All students should be adequately notified of the formation of the new society and the date and time for nomination for the election of the office bearers.
- iii. Membership is confined only to the students of the Horizon Campus
- iv. The Society shall not be affiliated to any society or organization outside the Campus

8.6 Meetings of Student Societies

Student Societies shall hold meetings subject to the condition that prior permission has been obtained from the Vice-Chancellor. Such request should be forwarded through the Senior Treasurer of the Society and should contain the following particulars:

- i. The time, date and place of the meeting
- ii. The name of speakers: and
- iii. Whether any person other than a student or a teacher of the Horizon Campus has been invited to the meeting.

The following rules shall apply in respect of notices and posters:

- i. Only approved notice boards shall be used for the display of notices and posters.
- ii. The duration of display of any notice shall be limited to five days. The date of posting of any notice should be clearly indicated.
- iii. All student societies should issue notices under the signatures of both the Senior Treasurer and the President of the Society
- iv. A copy of any such notice should be submitted beforehand, to the Vice-Chancellor/Chief Executive Officer/Registrar for approval.

Display or distribution of any notice which does not conform to the above requirements shall not be permitted. No handbills shall be distributed within the Campus premises unless authorized by the Vice-Chancellor/Chief Executive Officer.

8.7 Tours Organized by the Student Societies

Annual tour organized by a student society or student body shall have to be approved by the Vice-Chancellor/Chief Executive Officer.

The following condition shall apply:

- i. A member of the Academic Staff should accompany the students on every such tour. When women students participate a lady teacher should be a member of such tour.
- ii. Permission shall not be granted for students to go on tours on working days during the term time unless such a tour is a part of the teaching programme and is so certified by the Head of the Department/Dean.
- iii. Application for approval of a tour should be on the specified application form obtainable from the Registrar's Office and should indicate the following details:
 - A list of names of all participants.
 - List of names of teachers who will participate (the written consent of such teachers is required).
 - Date and time of departure and arrival and the intended route of journey.

- Whenever women students expected to stay overnight the detailed arrangements for such overnight stay.

8.8 Finance and Students Societies

All financial dealings of student societies shall conform to the common rules for the financial administration of student union laid down in the relevant Constitution.

Notes should be taken of the followings:

- There shall be a fund for the general finances purposes and shall maintain a separate Bank Account.
- Every payment shall be made on a voucher.
- All financial transactions shall be recorded in a cash book. The Senior Treasurer will not approve any expenditure which does not conform to the above requirements.
- The Senior Treasurer shall be a signatory to every cheque drawn on the account referred to in.
- Within one week from the date of expiry of the term of the office of the Junior Treasurer he/she shall submit a statement of accounts to the Vice-Chancellor through the Senior Treasurer.

Junior Treasurer

- To have custody of the funds of the society.
- To ensure all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts.
- To inform the Senior Treasurer, within one week of the payment of any money to the society
- To make payment out of the funds of the society with the approval of the Senior Treasurer.
- To prepare a budget for the financial/Academic year after consultation with the office - bearers to be submitted to the Society within one month from the date of election of the office-bearers.
- When necessary to prepare supplementary estimates.
- To submit to the Auditor through the Senior Treasurer a statement of accounts and expenditure and the balance sheet of the society for the academic year within two weeks of the end of the Academic year/Financial year

8.9 Student Organization

No student organization that hosts, organizes, conducts or participates in an on-campus function or event sponsored or sanctioned by the Campus shall serve alcohol or permit the possession, use, consumption, manufacture, sale, or distribution of alcohol except as provided here.

8.10 Standard of Conduct

Student organization are expected to adhere to the same standards of conduct applicable to individual student.

8.11 Application of Policy

Each use of the term “student” in this Code of Conduct shall refer to and include student organization and their members.

Any violation of this Code of Conduct by one or more members of a student organization may constitute a violation by the organization itself. When the Campus concludes that there is sufficient connection

between the acts of individual students and an organization to which they belong, sanction may be imposed on the organization as well as any offending member. Conversely, when an organization has been found responsible for a Code offence, the Campus may impose sanction on some or all members of the organization depending upon the degree of general participation in the offence.

8.12 Membership

Membership in a Registered Student Organization may not be restricted on the basis of race, colour, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or other characteristics protected by law, except for any fraternity or sorority whose national organization requires it to be single-sex, and then only when such group demonstrate that it will not discriminate on any other basis.

A student may not frustrate the Campus's suspension of a Student Organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the Campus.

9. CODE OF CONDUCT

This code of conduct, which contains policies arranged alphabetically, establishes standards of behavior for students and student organizations at Horizon Campus.

- i. Academic Integrity
- ii. Alcohol
- iii. Complicity
- iv. Disruptive Conduct
- v. Drugs
- vi. Endangering the Safety of Others
- vii. Failure to Comply
- viii. False Information
- ix. Guests
- x. Hazing/Ragging
- xi. Misuse of Campus Materials, Services or Property
- xii. Off-Campus Conduct
- xiii. Residence Hall Regulations
- xiv. Responsible Computing and use of Campus Computer Resources
- xv. Sexual Assault
- xvi. Sexual and other Discriminatory Harassment
- xvii. Student Organizations
- xviii. Thefts
- xix. Weapons, Dangerous Instruments, and Explosive Chemicals or Devices on Campus

9.1 Statements of Policies

9.1.1 Academic Integrity Statement of Policy

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another to cheat on an assignment, or to allow or assist another to commit these acts, corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

Any violation of this standard must be reported to the Dean's/Registrar's office. The Faculty member, in consultation with a representative from offices will decide under which option the incident is best filed and what specific academic penalty should be applied.

9.1.2 Alcohol Statement of Policy

All students must comply with applicable laws and alcohol regulations. Student health and safety are of primary concern at Horizon Campus. As such, in cases of intoxication and/or alcohol poisoning, the Campus encourages individuals to seek medical assistance for themselves and others

Use of Alcohol Off-Campus

The Campus accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by student off-campus including an events or functions sponsored in whole or part by one or more student organizations or individuals.

Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale or distribution of alcoholic beverages is prohibited except when and where within campus.

9.1.3 Complicity Statement of Policy

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him/her from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

9.1.4 Disruptive Conduct

Statement of Policy

A student shall not impair, interfere with or obstruct the orderly conduct, process or function of the Campus or any of its students, faculty members, Campus officials, guest or the surrounding community.

9.1.5 Drugs Statement of Policy

The Campus prohibits the illegal possession, use, consumption, manufacture, sale or distribution of drugs and paraphernalia. Any violation of this Drug Policy may be subject to sanctions and may be reported to all appropriate law enforcement authorities. All campus buildings, including residence halls, are designated as smoke free for all substances.

9.1.6 Endangering the Safety of Others Statement of Policy

A student shall not endanger the lives or safety of others

9.1.7 Failure to Comply Statement of Policy

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rules.

9.1.8 False Information Statement of Policy

A student shall not provide false or misleading information.

9.1.9. Guests Statement of Policy

Students are responsible for the behavior of their guests and must ensure that guests comply with Campus regulations, including the standards in this Code of Conduct. Students in residence halls are responsible for abiding by the Rules for Hosting Visitors in the Residence Halls.

9.1.10 Hazing/Ragging Statement of Policy

Hazing is an action taken towards, or circumstance directed at, one or more students, which action or circumstance exposes such student/s to unpleasant, harassing, embarrassing, degrading, or hazardous conditions, the endurance of which is intended to be a condition upon which the student/s may become a member of, or participate with, any group, regardless of whether the group is recognized by the Campus or has been formally organized. In such cases the provisions of *Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998* will be made applicable.

9.1.11 Misuse of Campus Materials, Service or Property Statement of Policy

A student shall not misuse any Campus material, service or property.

9.1.12 Campus Conduct Statement of Policy

Violation of local law are subject to Campus action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g. probation before judgment) should be aware that the Campus may also sanction the student.

9.1.13 Resident Hall Regulations Statement of Policy

A residence hall resident shall comply with all provisions of this Residence and Discipline By-Laws. Residence hall residents are responsible for behavior of their guests and for ensuring that guests comply with all Campus regulations.

9.1.14 Responsible Computing and Use of Campus Computer Resources Statement of Policy

All students must comply with local laws relating to copyright, security, and electronic media. Student must act responsibly and in accordance with relevant laws, and contractual obligations. All students must take certain that their computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all use of their computers and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address). All students are accepted to assess and use their e-mail and read e-mail in a timely manner. Faculty will send e-mail with important information about classes, and the administration, including the Dean's/Registrar's office, will send messages with timely, sometimes critical, announcements. These messages are sent to the nominated e-mail address provide by each student. Student should update their contact details as and when they change them.

9.1.15 Sexual Assault Statement of Policy

The Campus will not tolerate sexual assault. Sexual assault occurs when consent is not received; a person is physically forced, intimidated, or coerced in to a sexual act or when a person is physically and mentally unable to give consent. Assault may be committed by an acquaintance or a stranger. Violation will be adjudicated by the Campus and will be reported to the appropriate law enforcement authorities.

9.1.16 Sexual and Other Discriminatory Harassment Statement of Policy

The Campus is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, colour,

national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other characteristic protected by law. This policy is designed to ensure a safe and non-discriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine the Campus's mission by threatening the careers, educational experiences, and wellbeing of those associated with the Campus. The policy expresses the Campus's opposition to discrimination and harassment and assists the Campus to comply with government legal mandates in relation to such misconduct.

9.1.17 Theft Statement of Policy

Theft is defined as taking or possessing the property of another without right or permission. Student shall respect the property of the Campus, its guests, and all other members of the Campus community.

9.1.18. Weapons, Dangerous Instruments, and Explosive Chemicals or Devices on Campus Statement of Policy

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury or death to another person is prohibited.

9.1.19 Academic Violations Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statement is included, with quotation marks as well.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information that has not been mastered.

Academic Misconduct

Academic misconduct is any other act that disrupt the educational process or provide a student with an academic advantage over another student.

9.1.20 Notification of Criminal Arrest

A student is responsible for notifying the Campus of any off-campus arrest.

9.1.21 Emergency Suspension

The Campus may remove any student where the continued presence of the student on-campus poses a threat to safety or the rights, welfare or property of another.

9.1.22 Entry in to the Campus Premises

No student can remain in the Campus premises after 6.30 pm except with the permission from the Campus Authorities. Once the Library is closed for the day, no student shall remain in any part of the Campus premises.

9.1.23 Keeping the University Tidy

The maintenance of buildings and general upkeep of premises costs the Campus a considerable sum of money. Students are requested to help to keep the Campus clean and tidy. Student should not litter the

premises with papers and unwanted articles and should use the bins on the premises to dispose litter. Public confidence is important to enable the Campus to obtain alumni and other contribution to improve student facilities and strengthen the resources of the Campus. Untidy and unclear premises create a very poor impression of the institution, and the students and staff who use these premises.

10. SECURITY DIVISION

10.1. Overview

A separate division has been established for security purposes within the Campus. The security service of the Campus is run by a private security service. The security service is operated on the directions of the Campus authorities and officials. It is operative 24 hours of the day.

The main responsibility of the security service is to ensure the safety of the students and the staff and the movable and immovable property. The security service is always prepared to assist to maintain a peaceful environment within the University.

The Office of the security service is located near the Main gates of the HCBT and KCM.

Telephone extensions:

Main Gate	732
Chief Security Office	732
Direct Line	94114365544

The students are requested to cooperate with the security officers on all matters within the Campus.

11. LIBRARY

11.1. Introduction

The Horizon Campus Library plays an important role in higher education supporting the three main pillars of campus, i.e. teaching, learning and research. Presently, the Library has around 5000 volumes of printed material, CD, DVD, Video and databases that support the academic programs in campus.

11.2 Goals of the Library

To enhance information literacy of students and staff, by providing necessary facilities to develop their ability to:

Access information effectively and efficiently

Evaluate information and its sources critically

Understand economic, legal and social issues when using information

11.3 Services of the Library

Access to the Library and library resources

The library and library resources are provided primarily to facilitate and support the educational and research activities of the Campus, its staff and students. Staff and students of the Campus have priority of access. The

Campus Librarian may determine who else may use the library and library resources and under what conditions.

Opening Hours of the Library

Monday to Sunday from 8.00 am to 4.30 pm

The library will be kept closed on *Poya* days, public holidays and university holidays.

Any changes of the opening hours will be notified in advance and displayed on the notice board of the library.

Open Reading Room

Reading facilities are provided in the library.

Computer Facility

There are more than 10 computers available in the library with the internet facilities for the purpose of the users. Users can access library electronic resources. Personal laptop computers are allowed to use inside the library.

The Learning Space

Horizon Campus Library is open to all registered Library users. The library space is open to all registered Library users who can also bring their personal computers.

Library Orientation Programs

The faculty-wise Orientation Programs are offered at the beginning of a new academic year for undergraduate students of all faculties and, if necessary, for postgraduate students as well. These programs would help students to familiarize the materials and services available in the library. The students could apply for membership of the library after this program.

Library Books and Resources

The library has an extensive collection of printed items and e-resources. Books are classified by standard method of 'Dewy Decimal Classification' scheme (DDC) and arranged on shelves by 'Call Numbers'. This numbering method is internationally recognized and used in libraries worldwide. Based on subject areas the books and printed materials are broadly categorized and numbers have been allocated as follows.

Membership of Horizon Campus Library

All registered students of the University are entitled to the membership of the library. Library membership can be obtained by submitting an application to the reader service counter together with the student identity card or record book issued by the campus.

All permanent staff members are also eligible to obtain membership and use the library. Categories of students eligible to use the library are:

Undergraduate Students
Postgraduate Students

Undergraduate Students

Full time undergraduate students are allowed to use both Reference and Lending facilities.

Postgraduate Students

Postgraduate students are allowed to use Reference and Lending facilities.

Staff of the University

Staff members of the Horizon Campus are entitled to use the library. Categories of the staff are as follows;

11.3.1 Academic Staff

11.3.2 Administrative Staff

11.3.3 Non-Academic Staff

Visiting lecturers and outside researchers are not entitled to borrow books from the library. They may be provided with reference facilities only. They need to obtain permission from the Librarian before using such facilities.

Membership and Registration

All eligible students and staff are required to register and obtain membership by submitting an application form obtainable from the library. Students should produce their university identity card at the time of registration. In addition, at the beginning of each academic year, students are required to have themselves renewed their registration in the library.

Books are also costly and many other readers are waiting to use them. They must, therefore, be handled with special care. The borrower is responsible for loss of books and must be reported to the library in writing immediately.

11.4 The Classification System and Access to the Library Resources

The library comprises of printed material of different books, journals, reports, magazines, periodicals, papers etc. that are classified, shelved and kept under different sections in the library. They are,

- General (lending) Collection
- Reference Section
- Periodicals (Serial) Section
- The electronic collection -E library

General Collection

Materials from the General Collection can be checked out at the Circulation Counters by the members.

Reference Collection

This collection consists of standard reference tools such as dictionaries, directories, encyclopedias, indexes and abstracts, handbooks, atlases, Sri Lanka Government documents.

They are for the use in the library only. It further consists of course materials, assignments, course set textbooks, selected past/specimen examination papers provided by Campus, supplementary materials provided by teaching staff, audio-visual materials, CD-ROMs and microforms. Books for this section are recommended by the teaching faculty and essential reading materials which are limited in number. Permanent reference books are not lent to anyone under any circumstances. The reference books are issued only after 3.00p.m. daily for overnight and week end use. The borrowed materials from the reference collection should be returned back to the library by 10.00a.m. on the following working day.

Periodical Section

Serial publications including journals and magazines are kept in the periodicals division. It provides both local and overseas academic journals and magazines. Current issues of periodicals are displayed on periodical racks while back issues or bound volumes of periodicals are shelved separately. All serials are indicated by a prefix "SER" to the call number. They are for use in the library only. Readers can get photocopies of required articles through the photocopy service available at the library.

The Electronic Collection-E library

These can be accessed via the LMS full-text electronic journals, electronic books, databases, electronic news, reference resources. Library users can access the electronic collections anytime while they are on campus, at home or in office.

E-Journals & Databases: Free databases, full-text electronic journals and selected Internet resources in the E-Library provides resources for general reference as well as on different subject areas.

E-Books: The E-Library consists of full text electronic books.

- (1) The library and library resources are provided primarily to facilitate and support the educational and research activities of the Campus, its staff and students.
- (2) Academic staff and students of the Campus have priority of access.

E-BOOKS, ONLINE JOURNAL AND DATABASE

E-Books	Online Journals & Databases
Internet Archive	ERIC - (Education Resources Information Center)
Pdfdrive.com	JSTOR
Z- Library https://z-lib.org	University of Chicago Press
Free e-Books and textbooks	Finding Australian theses(CAUL)
Free Computer Books	Scientific Research
English books	Hindaw
Free Management e-book	Dovepress
Project Gutenberg	DOAJ
Cornell University Library	Free Medical Journals
BIOMEDICAL	OAJSE
Science Advances	Arts and Humanities
National Science Foundation	Chemical information
	OMICS International

Full text scholarly online databases, Bibliographic databases and indexes.

National Science Foundation Sri Lanka-<http://vishwa.nsf.ac.lk/nslrc/>
National library -<https://ndl.iitkgp.ac.in>

Google Scholar-<https://scholar.google.com/>

List of educational video websites- https://en.wikipedia.org/wiki/List_of_educational_video_websites

List of online Databases-https://en.wikipedia.org/wiki/List_of_online_databases

List of online Encyclopedias-https://en.wikipedia.org/wiki/List_of_online_encyclopedias

Wikipedia Encyclopedia-https://en.wikipedia.org/wiki/Main_Page

Academic publishing

- ✓ Law review-https://en.wikipedia.org/wiki/Law_review
- ✓ Education-<https://en.wikipedia.org/wiki/Education>
- ✓ Biography-<https://en.wikipedia.org/wiki/Biography>

The Horizon Campus library has an extensive collection of printed items. Books are classified by the DewyDecimal Classification Scheme and arranged on shelves by the call number found on the spine on the book.

Main Subject Numbers:

000 – Computer Science and Information Science

100 – Philosophy and Psychology

200 – Religion

300 – Social

Sciences400 –

Languages

500 – Pure Sciences (Biology, Physics,

Chemistry)600 – Technology

700 – Arts and

Recreation800 –

Literature

900 – History and Geography

Under these main numbers (DDC number) they are further divided as follows.

- E.g.* 600 – Technology
 630 – Agriculture and related technologies
 636 – Animal Husbandry
 636.7 – Dogs
 636.8 - Cats

Further Author's name of a particular book is also inserted in to this number as follows.

E.g. 814.54 LEA

Where, **814.54** is the DDC number and **LEA** represent the Author's name. This number is indicated on the spine of each book as shown below. Further, this call number will match with the Library Catalogue.

11.5. Circulation of Library Resources

The purpose of the circulation of library resources is to ensure timely and equitable access to library materials for all users. Borrowers must know and abide by loan, recall and fine regulations as a condition for using the library. Horizon Campus Library has concerned on following objectives in circulation of library resources.

- A. Loan Policy
- B. Late Charges Policy

All Horizon Campus Academic staff, Academic Support Staff, Administrative Staff, Non-Academic Staff, Temporary Academic and Support Staff, Postgraduates Students, Undergraduate students are eligible to use books and other material available in the Horizon Campus Library.

Other individuals or entities who wish to use the library collections should contact the Librarian or Chief Executive Officer of the Campus.

A. Loan Policy

(1) The borrower of any library item is fully responsible for that item until it is returned to the library. It is not advisable to lend library items to friends or colleagues. If any library item becomes overdue, damaged or lost during usage of a third party, the borrower to whom the library issued the item remains solely responsible. The library will not bill a third party for any charges.

(2) Borrowers who are leaving the Campus after graduation or termination of studentship are obligated to return all library materials before they leave, regardless of the due dates stamped on the items.

Tables 1 and 2 below show number of loans, Loan period and Renewal Period for different categories of membership.

Table 1: Number of Loans allowed for different member categories.

Category	Lending	Reference (R)	CD	Maximum Items
Undergraduate Students	2	1	-	3
Postgraduate Students	2	1	-	3
Academic Staff (Permanent/Part time)	4	2	-	6
Administrative	2	-	-	2

Table 2: Loan period and Renewal Period for different member categories

Member Category	Item Category			
	Loan period (days)		Renewal period (days)	
	L	R	L	R
Undergraduate Students	14 days	1 day	7	-
Postgraduate Students	14 days	-	7	-
Academic Staff (Permanent/Part time)	30 days	3 days	7	-
Administrative Staff	14 days	1 day	7	-

(L: Lending; R: Reference)

Note:

The books are issued from 8.00 a.m. to 4. 00p.m

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

i. Return books

When returning books, the borrower should ask the library staff to duly cancel the relevant issue. Counter staff will issue a cancel receipt as evidence. The borrower is responsible for the book until the borrowing item is remaining in the personal accounts.

At the end of the respective loan period the overdue notice will be issued to the borrower through e-mail. If the book has not been returned, despite the initial overdue notice, 1st, 2nd, 3rd and final reminders (4 in all) will be sent to the Accountant of the Campus. Failing the return of books after these notices, the borrower will be deemed to have forfeited his borrowing privileges until he clears his obligations.

Final year and postgraduate students should return all their Library Items that were borrowed after completing their final examinations and they should obtain a ‘No Dues Certificate’ from the Librarian. The Degree Certificate etc. will not be issued without this ‘No Dues Certificate’.

Library Users can return their loan items to the Circulation Counter. Borrowers are responsible for returning their books on or before the due date

ii. Renewal of Loans

Renewal of Loans may be granted if other borrowers do not require the items. For this, borrower could renew the items through his/her own accounts on or before the due date.

iii. Overdue and Losses

Borrowers are responsible for returning their books on or before the due date. Late return of Library materials is subject to an overdue fine and the amount of which is specified in the Library Regulations. For lost or damaged items, borrowers are liable for the cost of replacement plus the shipping and/ or processing fees.

B. Late Charges Policy

The late Charges will be imposed in respect of each Item not returned by the due date. Late charges are determined by the Library Committee.

These charges may be calculated by the database. Reminder will be sent through an e-mail.

All payments should be made to the Accounts Department of the Campus and the receipt has to be produced to the library counter for cancelling the fine. Until the paid vouchers are produced to the library,

the fines of the users will not be cancelled.

i. Overdue Notices

All users are sent overdue notices for borrowed items, which is generated on the first working day after the due date as an e-mail. Failure of receiving a notice does not excuse the borrower from payment of overdue fine penalties. If a user has changed his/her e-mail address, it's the user's responsibility to inform the library about the change.

ii. Fines

A fine of Rs. 30.00 per day for the 1st week (after due date), Rs.40.00 per day for the 2nd week and 50.00 per day for the third week and rest of the days will be imposed.

A fine of Rs.100.00 per day per scheduled reference book will be imposed.

iii. Damages and Loss of Library Materials of the Campus

If the borrowed item is not returned to the library and the item continues to be overdue, it will be treated as lost item. In such a situation, other than the fine charges outlined previously, the borrower will receive a bill for the replacement of the material. If any borrowed item is lost, the borrower must report immediately to the library counter. Also, the borrower could replace the item with a new one (same or latest edition). The borrower will be surcharged the cost of replacement of the item, which will include following charges.

- a) Marking and defacing of books is strictly forbidden. Borrower should report any marks on or damages to books at the issuing counter when they borrow the item. In the absence of such a report, the books will be presumed to have been in good condition when loaned, and the borrower will be held responsible and fined for any damage noticed at the time the books are returned.
- b) Loss of a book should be reported immediately to the librarian. If the book is not found and returned after prescribed period, the borrower will have to supply a new copy of the book or will be surcharged the cost of the item according to following schedule.
- c) Local & Foreign Books
If the book is available (to be purchased) the amount to be surcharged should be equal to the three-fold of the present price of the book.
- d) If the price of the book could not be traced, the value should be calculated at the additional rate per printed page determined by the Library Committee and the amount to be surcharged should be equal to three-fold of the calculated value. Books published 25 years ago should be considered as rare books. If the book is not available in the market or a limited number of copies have been published can be considered as rare titles even less than 25 years of publishing. Recovery of those items shall be decided by the Library Committee.

Audio Visual Materials

Above conditions are applied to all AV items.

11.6. Purchasing Library Books

Campus encourages Campus staff and students to recommend items for purchase. The procurement process of library items will be decided by the Library Committee.

Guidelines: The Library Committee will consider the requests based on a range of criteria including content, format, cost and availability.

Content: All materials purchased by the library need to support the teaching, learning and/or research needs of the Faculties of the Campus.

Format: The library's preference is to buy hard copies and e-books.

Cost: The library will always seek a balance between the cost of a resource and the benefits to students and staff.

Availability: When the Library Committee makes recommendations for purchase and will take into account timelines for making material available to users. This means reviewing, ordering and processing times for e-books and shipping times for printed books.

11.7. Weeding Policy

Weeding is the removal of an item from the library's active collection for the purpose of either discarding it (recycling as possible) or donating it for reuse to charity. Libraries do not pretend to be permanent depositories of all that has been published. Weeding of the collection becomes an important part of the maintenance of the collection.

The library collection covers all subject areas related to the university academic modules as well as general reading. The deselection process is an ongoing part of collection development, a deliberate and thoughtful activity that will keep the library current and vital.

Responsibility for weeding

Final responsibility for weeding materials from the library's collection rests with the Governing Council, based on the recommendations of the Library Committee. Individuals who participate in weeding include the Librarian and the Library Committee (identified academic staff members from all faculties would serve as members of the Library Committee).

Frequency of weeding process

Library of the Horizon Campus intends weeding library materials as an ongoing process with scheduled organized weeding only when absolutely necessary.

Step 1: Librarians to determine subject areas to be reviewed and to check standard bibliographies.

Step 2: Librarian review the collection in the shelves

Step 3: Faculty review of items being considered for removal

Step 4: Library end processing

(After all above mentioned steps are completed the library staff will complete the weeding process)

The purpose of weeding material is to

- Utilize available space in the best and most economical ways
- Maintain up-to-date collections and the library's reputation for reliability
- Increase speed of access and improve accuracy of retrieval
- Remove books least likely to be used in the future
- Increase circulation

Review and revision of guidelines

Weeding guidelines will be reviewed regularly by the authorized personnel. (Librarian, Library Committee, Faculty representatives etc.)

11.8. General rules for library user.

1. Readers should maintain strict silence in the designated areas of the library and work in the library without unreasonable or unnecessary disturbance or distraction.
2. Seats in the library may not be reserved by anyone.
3. Readers are free to remove any book of their choice from the shelves but not to replace. Leave it on the table.
4. Personal belongings should not be brought in to the library unless specified by the library.
5. Valuable articles or cash should not be kept at the baggage counter. The library staff will not be responsible for any losses. Baggage counter is only for readers of the library.
6. Smoking, consumption of food and drinks and the use of matches or an open flame are forbidden in all parts of the library.
7. No reader may enter sections of the library to which entry is forbidden.
8. The library will not accept any correspondence or telephone calls on behalf of the readers.
9. All readers leaving the library must show books or papers in possession to a member of the library staff on demand.
10. Prior approval, in writing, should be obtained from the Librarian to take photographs inside the library.
11. Visitors are required to obtain permission of the Librarian to enter the library.
12. Ink bottles, markers, correction fluids and other such materials should not be brought into the library.
13. Library facilities are withheld to those who attempt to steal or damage the library materials. Library users should avoid themselves of stealing books from the library and making excuses such as forgetfulness carelessness etc.
14. Readers must produce their Campus Record Books/Identity Cards when borrowing books or at any other time when called upon to do so.
15. All readers are requested to refrain from wearing unsuitable cloths like shorts, caps etc., when they enter the library.
16. It is an offence to take a library book out without properly borrowing it.
17. Permanent reference books including periodicals are not allowed to be taken out of the library.
18. The Librarian may suspend or revoke, a user's access to the library or library resources if the user fails to comply with this Rule.
19. The Librarian may restrict access to library resources by users with outstanding fees or charges, or who have overdue borrowed items.
20. Any disorderly or improper conduct or breach of regulations will render the reader, or the borrower concerned liable to suspension from using the library.
21. Users should avoid taking out several volumes of reports, journals and books at a single occasion.
22. Members are requested to handle all the Library materials with utmost care. Mutilation, writing, scribbling, marking, cutting the pages are acts that will be severely dealt with.
23. The borrowers are requested to check the books & other reading materials thoroughly for missing pages, missing chapters, or any damage, markings etc. before borrowing.
24. Electronic appliances including mobile phones must be kept in silent mode.
25. Every library member can access the internet for educational purposes only.
26. Readers are kindly requested to read the notice board daily.

11.9. Library Staff

Librarian- Mrs. Ganga Dalpitiya

Library Officer- Mrs. Rangika Gunawardana

12. IT DEPARTMENT

The IT Department is located on the 3rd floor of the KCM building. The main computer lab, equipped with 70 high-end computers, is located on the 5th floor. Additionally, the network lab, equipped with 40+ computers and network equipment, is also on the same floor. Furthermore, there are two computer labs with over 160 computers available in the HCBT building. All the Computer Laboratories are open from 8:00 a.m. to 5:30 p.m. on weekdays. During weekends, they can be reserved according to course requirements.

12.1 Services & Facilities

The Campus IT department provides the following services:

- i. Provides Internet facilities to the Campus
- ii. Supply and maintenance of Internet and electronic mail service
- iii. Computerization of academic and non-academic divisions and making information systems
- iv. Establishing and maintaining the internal computer network and improving related facilities
- v. Maintaining Learning Management Systems (LMS)
- vi. Providing technical advice.
- vii. Implementation and Maintaining campus website.
- viii. Administrate CCTV system.
- ix ERP system administration.

12.2 Usage

- 12.2.1 All students can use the facilities of the Computer Laboratory for their academic purposes/ requirements under the guidance of the academic staff
- 12.2.2 Individual training, data analyses can be done under the supervision of Computer Instructors, with prior permission. (When the scheduled lecture is not held.)
- 12.2.3 Students who wish to use computers and laboratories for research work should obtain prior permission.
- 12.2.4 It should be ensured that the computer Laboratory is used for academic work and it should not be used for personal or external purposes.
- 12.2.5 In entering the laboratory, only required documents and valuable items (mobile phones, laptops etc.) can be brought along with the student and other goods/bags should be kept at the places reserved for them. It will be advisable for those who intend to come to the Computer Laboratory not to bring valuable items.

13. BY-LAWS

13.1 By-Laws on Student Discipline, Breach of Discipline, Punishments and Appeals

By-Laws made by the Governing Council of Horizon Campus under Section I of Article IV of the Constitution of the Horizon Campus.

13.1.1. By-Laws

These By-Laws may be cited as the Residence and Student Discipline By-Laws No. 01 of 2017 and shall come in to operation on 01st June 2017.

13.1.2. Part I –General Provisions

- i. Notwithstanding anything to the contrary in any provisions of these By-Laws, the Vice-Chancellor of the Horizon Campus, shall take appropriate actions as he deems necessary to maintain discipline at the Campus and nothing in these By-Laws shall be construed on or imposed upon the Vice-Chancellor by the Constitution of the Horizon Campus, hereinafter referred to as the CONSTITUTION or any other instrument.
The Vice-Chancellor shall be responsible for the maintenance of discipline within the Campus. The Vice-Chancellor shall, except in urgent circumstances take all decisions in consultation with the Academic Senate and the Governing Council.
- ii. Upon coming into operation of these By-Laws, there shall be established a Board of Discipline, herein referred to as the Board, constituted as provided under section ii (a) below.
 - ii (a) The Board of Discipline shall consist of the following members, who shall hold office for a period of three (03) years or till they hold the post under which they became members of the Board as the case maybe, with effect from the date of appoint.
 - a. Dean of each faculty
 - b. Students Counsellor/Academic Counsellor
 - c. Two members of the Governing Council nominated by the Governing Council
 - d. Two members of the Academic Senate elected by the Academic Senate
 - e. Three Students Counsellors nominated by the Vice-Chancellor
- iii. The Registrar or his nominee will be the Secretary to the Board of Discipline.
 - a. The Chairman of the Board shall be elected by the members from among the Deans and shall preside all meetings of the Board. If the Chairman is unable to preside at a meeting the members shall elect any Dean to preside at such meeting.
 - b. The Chairman shall hold office for a period of one year reckoned from the date of his election so long as he retains the status of membership by virtue of the post which he was eligible for election as Chairman of the Board and is eligible for re-election.
 - c. The quorum for a meeting will be five (05)

- iv. The Board shall perform and discharge the following duties and functions:
 - a. To make recommendation to the Vice-Chancellor on all matters pertaining to maintenance of student discipline within the Campus
 - b. To hold inquires and cause inquires to be held at the direction of the Vice-Chancellor on matters pertaining to any allegation of indiscipline or misconduct on the part of any student or student of the Campus'
 - c. To recommend to the Vice-Chancellor the disciplinary actions to be taken in respect of any student or students who have been found guilty of acts of indiscipline or misconduct committed in contravention of these By-Laws.
 - d. To review these By-Laws from time to time and make recommendation to the Vice-Chancellor regarding disciplinary procedure and matters connected therewith or incidental thereto in order to further the objectives of these By-Laws.

13.1.3. Part II – Registration and Identification of Students

- i. The Registrar shall on receipt of an application from prospective student on a form provided for the purpose by the Campus and supported by such information and documentation as may be required by the Campus, issue such person who has been registered with the Campus an Identity card and a student record book bearing his photograph duly embossed with the seal of the Campus
- ii. Each and every student duly registered as a student of the Campus shall be issued with copy of these By-Laws, the provisions of which will be binding on him in conformity with the declaration made by him in the application for Campus admission submitted by him.
- iii. Every student shall carry in his possession either such Identity Card or Student Record Book which he produces when call upon to do so by any member of the Academic or Administrative Staff or Security Staff or any other person of the Campus authorized by the Vice-Chancellor.

13.1.4. Part III – Campus Halls of Residence/Hostel

- i. There shall be a Warden in-charge of a Hall of Residence/Hotel who shall be responsible to the Vice-Chancellor for the smoothing functioning of such Hall or Residence/Hostel in the Campus.
- ii. A student seeking admission to a Hall of Residence/Hostel shall apply on a form provided for the purpose by the Campus and shall contain a statement to the effect that the student accepts the rules regulation applicable to the grant of facilities in the Hall of Residence /Hostel of the Campus which are in force at that time or which may come into force subsequently.
- iii. Upon admission to a Hall of Residence/Hostel, the student shall be deemed to have accepted the rules and regulations applicable to students of the Campus which are in force or which may come into force subsequently.
- iv. All rules generally applicable to students of the Campus shall mutatis mutandis apply to students in a Hall of Residence/Hostel.

- v. Every student shall conduct himself in such a manner as to maintain good reputation and honour of the Hall of Residence/Hostel of which he is in occupation.
- vi. Each student shall individually be responsible for the furniture, fittings etc. provided for his own use and collectively for all other items in common use in the Hall of Residence/Hostel. A student shall not tamper with or alter any installation/equipment, nor shall he makes use such installation/equipment in any part of the Hall of Residence/Hostel for any purpose other than the purpose authorized by the Warden in writing.
- vii. The Campus shall not be responsible for loss or damage to the personal property of student within their respective Hall of Residence/Hostel.
- viii. Student receiving visitors who are not registered students or staff of the Campus shall be required to report same to the Warden /Sub-Warden and obtain permission for such entry.
- ix. It would be the duty of the Warden of a Hall of Residence/Hostel to impose discipline among the resident students.
- x. A Warden of a Hall of Residence/Hostel shall inquire into complaint of breach of discipline and take appropriate actions by himself where the act of indiscipline is not of a serious nature and may impose any of the following punishments:
 - a. Suspension from the Hall of Residence/Hostel for a period not exceeding two weeks.
 - b. Written Warning
- xi. In every case in which a Warden acts under the above provisions, he shall submit report to the Vice-Chancellor. Where the Vice-Chancellor is of the view that the breach of indiscipline is of such nature that it calls for his intervention, he may act in a manner he deems fit.
- xii. Any student aggrieved by the punishment imposed by a Warden shall have the right to appeal to the Vice-Chancellor forthwith, and the Vice-Chancellor shall instruct the Board to conduct formal inquiry where he considers it desirable, dependent on the nature of the incident.
- xiii. In the case of interruption or termination of a student's facilities in a Hall or Residence/Hostel in consequence of disciplinary action being taken against him, the student shall not be entitled to any refund of reduction of fees already paid or payable by him to the Campus.

13.1.5. Part IV – Misconduct/Indiscipline

- i. Conduct that amounts to a criminal offence under the prohibition of Ragging and other form of violence in Educational Institutions Act. No. 20 of 1998 shall amount to grave misconduct for which the Campus may take disciplinary action under these By-Laws.
- ii. Any student who:
 - a. willfully refuses or neglects to produce his identity card or student record book when call upon to do so by the Vice-Chancellor, or any member of the Academic or Administrative staff or Security staff or any other person of the Campus authorized by the Vice-Chancellor
 - b. violate the provisions of Part III of these By-Law on the Hall of Residence/Hostels.
 - c. destroys, damages, defaces, alienates, or unlawfully appropriates to himself any property of the Campus or any property in the custody of the Campus or held temporary by the Campus.
 - d. contravene any By-Law, Regulation or Rule of the Campus.
 - e. refuse to carry out any lawful order issued by the Vice-Chancellor, a Member of the Academic or Administrative staff or any other person of the Campus authorized by the Vice-Chancellor.
 - f. furnishes the Campus with false information in relation to any matter in respect of which the Campus is entitled to true particulars and which in the opinion of the Vice-Chancellor is calculated to mislead the authorities of the Campus.

- g. is found to be smelling liquor or under the influence or in possession of an intoxicant, liquor, narcotic or addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the Campus.
 - h. obstructs or harasses any officer, member of the academic or Administrative staff or any other employee of the Campus or any authorized person in the performance of his duties.
 - i. possesses or stores or carries or uses arms, weapons and/or any other substance with the intension of causing harm to person or property.
 - j. engages in such activities as are likely to disrupt the conduct of examination, registration, teaching or study or research in the Campus or in the administration of the Campus or obstruct an event organized by the Campus within or outside its premises or obstructs or disrupts an authorized event held within the precincts of the Campus; prevents or obstructs any student in carrying out his studies or research or disrupts of any legitimate activities of any registered Student Association/Society/Union.
 - k. occupies or uses any of the Campus property otherwise than in accordance with the rules or other provisions made therefore by the Campus from time to time, or without the authority of the Vice-Chancellor or the relevant members of the staff.
 - l. conducts himself in a manner which in the opinion of the Vice-Chancellor is detrimental to the good name of the Campus or to the maintenance of the order and discipline within the Campus.
 - m. abuses/harasses (including any form of ragging /molestation) and/or intimidates whether physically or mentally any registered student of the Campus, any officer, member of the academic or administrative staff, or any other employee of the Campus or any other authorized person in the premises of the Campus or at an event organized with the Campus within or outside its premises.
 - n. causes physical injury or physical harm or threatens to cause same to any registered student or the Campus, officer, member of the academic and administrative staff, employee of the Campus or any other authorized person in the premises of the Campus or at an event organized with the authority of the Campus within or outside its premises;
 - o. holds hostage or attempts or threatens to hold hostage, kidnaps, attempts to kidnap, or threatens to kidnap the Vice-Chancellor, officer, member of the academic and administrative staff, an employee, registered student of the Campus or any person authorized to be in the premises of the Campus or at an event organized with the authority of the Campus within or outside its premises.
 - p. incites the students to disrupt legitimate activities of the Campus;
 - q. commits or attempts to commit theft of property within the Campus premises or retain stolen property belonging to the Campus or causes willful damages to the Campus property or that of an officer, member of academic or administrative staff, an employee, registered student of the Campus or any person authorized to be present within the premises of the Campus or at an event organized with the authority of the Campus within or outside its premises.
 - r. violates the time limits for staying within the Campus premises or seeks entry to the Campus before or after the designated times or at any other time notified by the Vice-Chancellor without the authority of the Vice-Chancellor or the relevant members of the staff authorized by the Vice-Chancellor.
 - s. aids and abets any person to commit any one or more of the offences referred to in (a) to (t) above;
shall be guilty of misconduct/indiscipline.
- iii. Without prejudice to the generality or the preceding provisions, any student who:
- a. purports or convenes a meeting of group of students, any Council/Society/Association/Union which have not been recognized by the Campus or displays or distributes unauthorized publications/posters at the Campus without the authority of the Vice-Chancellor.
 - b. purports to establish or assist in establishing any Association/Society/Union which has not been

recognized by the Campus.

- c. Does not comply with the Rules and regulations made by the Campus on the conduct of the affairs of any Society/Association/Union.
- d. Convenes any meeting or participates in any meeting of students held in the precincts of the Campus contrary to the Constitution of the relevant Society/Association/union.
- e. Distributes and/or displays and/or publishes material using print/audio/electronic/media/ any other mode of communication, which are defamatory and/or abusive of any recognized Society/Association/Union or any officer, member of the academic or administrative staff, an employee, registered student of the Campus or at an event organized with the authority of the Campus within and outside of its premises.
- f. Defaces or mutilates property belonging to the Campus or officer, member of the academic and administrative staff, an employee, registered student of the Campus or any person authorized to be present within the premises of the Campus or at an event organized with the authority of the Campus within or outside its premises.
- g. Invites from outside the Campus, as a student or on behalf of or at the request of student of the Campus, any speaker to address students or any outside person for any purpose within the Campus or display/distribute publications, without the prior approval in writing of the Vice-Chancellor or other teacher of officer designated for this purpose by the Vice-Chancellor.
- h. Arranges or organizes any collection money or goods in the name of the Campus in the precincts outside the Campus without the prior approval in writing of the Vic-Chancellor or other teacher of officer designated for this purpose by the Vice-Chancellor.
- i. Aids and abets any person to commit any one or more offences referred to in (a) to (h) above shall be guilty of misconduct/indiscipline

13.1.6. Part V – Disciplinary Procedure

- i. Any charge of misconduct/indiscipline against student shall, in the first instance, be placed before the Vice-Chancellor.
- ii. Where the Vice-Chancellor receives information relating of misconduct/indiscipline and considers that further particulars should be obtained, he may require a member of the staff to proceed to the place in question and report back to him as soon as practicable.
- iii. Where the Vice-Chancellor receives a complaint/report relating to misconduct/indiscipline, he shall, if he deems it necessary, appoint one or more members of the staff to investigate the matter and submit to him their conclusions in writing thereon including charges to be framed, if any.
- iv. The Vice-Chancellor shall cause charges to be framed and send under registered post to the student or in the case of more than one student, to individual students alleged to have committed the offence/s within sixty (60) days from the date of the report referred to in Section iii above.
- v. The charge shall contain the specific charges together with any particulars of document/s relied on and the list of witnesses. The charge sheet shall direct the student respondent to plead to the charge sheet. The student/s shall be required to plead to the charge sheet individually within fourteen (14) days.
- vi. If the student respondent/s plead/s guilty to the charge sheet, the Vice-Chancellor shall proceed to impose on the student any of the punishment set out in the Schedule of Punishments.
- vii. If the student respondent/s plead/s not guilty to the charges, the Vice-Chancellor shall instruct the Board of Discipline to hold a formal inquiry.
- viii. Within sixty (60) days of the receipt of instructions from the Vice-Chancellor, the Board of Discipline shall appoint a Board of Inquiry consisting of three (03) members of the Board of Discipline to hold such inquiry, if a Dean of a Faculty is not a member of the Board of Inquiry, the Chairperson shall be elected from among its members. The Secretary to the Board of Discipline shall function as the Secretary to the Board of Inquiry.
- ix. The Vice-Chancellor shall appoint a member of staff to present the case at the Board of Inquiry

- against student respondent/s.
- x. The student respondent/s shall be notified under registered post of the date of inquiry by the Secretary to the Board of Inquiry at least twenty-one (21) days before the date of inquiry.
 - xi. At the inquiry the student respondent/s shall have the right to defend himself/themselves. He may make his own defense or be defended by a registered student of the Campus nominated by him in writing. This nomination shall be forwarded to the Secretary of the Board of Inquiry at least seven (07) days before the date of inquiry. The student respondent or the student nominated by him in writing shall have the right to cross examine the witness for the prosecution and call any witness for the defense. If a witness is cross examined, the party who calls the witness shall have the right to re-examine such witness.
 - xii. The Board of Inquiry shall have the power to summon any witness required by the prosecution and by the defense. After the case is closed for the prosecution and for the defense, the defense shall have the right to sum up the case and prosecution shall have the right to reply.
 - xiii. The Board of Inquiry after reaching its verdict shall submit its report to the Board of Discipline within fourteen (14) days of the conclusion of the inquiry giving reasons for such findings and the verdict.
 - xiv. The Board of Discipline after considering the report of the Board of Inquiry, shall, if the student respondent was found guilty of the charges, recommend to the Vice-Chancellor the imposition of the student respondent of any punishment set out in the Schedule of Punishments.
 - xv. The Vice-Chancellor shall convey the decision of the Board of Discipline to the student under registered post. The student shall have a right to appeal against such decision.
 - xvi. The Vice-Chancellor shall have the power to take action on any breach of discipline not covered by the Rules set out above.

13.1.7. Part VI – Appeal Procedure

- i. Any appeal against the decision of the Board of Discipline, shall be made to the Governing Council through the Vice-Chancellor within thirty (30) days of the receipt of such decision. The Vice-Chancellor shall present such appeal before the Governing Council at the earliest possible opportunity.
- ii. The Governing Council shall appoint three of its members who are not members of the Board of Discipline as the Appeals Committee. The Appeals Committee shall elect its Chairman. The Governing Council shall appoint a Secretary to the Appeals Committee on the recommendation of the Vice-Chancellor.
- iii. The appeals Committee of the Governing Council shall consider the appeals on the report of the Board of Discipline submitted to the Governing Council and the ground of appeals urged by the student Appellant. The Appeals Committee of the Governing Council may require the Board of Discipline to record further evidence on certain specific matters and forward the record early to the Governing Council appointed Appeals Committee through the Vice-Chancellor.
- iv. The Appeals Committee of the Governing Council shall submit the report on the appeal to the Governing Council within ninety (90) days of the date of the receipt of the appeal by the Committee.
- v. The members of the Appeals Committee and the Board of Inquiry relating to the appeal in question shall not participate in the proceedings of the Governing Council when it considers the report of the Appeals Committee.
- vi. The Governing Council shall have the power to vary the finding of the Board of Discipline and the punishment/s imposed on the student/s by the Vice-Chancellor.
- vii. The decision of the Governing Council on the appeal by the student shall be final.
- viii. The Vice-Chancellor shall communicate to the appellant student/s the decision of the Governing Council under registered post. The decision so communicated shall be final and conclusive.

13.1.8. Part VII – Interpretation

- i. Here the “Campus” refers to the Horizon Campus
- ii. “Student” refers to a student registered in the Horizon Campus
- iii. “Property” refers to Campus buildings, hostels, lecture halls, library, goods, equipment, vehicles and all other mobile and immovable property.
- iv. “Students” refers to male and female students
- v. Interpretation of these By-Laws or a word, group of words or sentences will be final as decided by the Governing Council.

13.1.9. General Disciplinary Matter Schedule of Offences and Punishment

Offences	Recommended Maximum Punishment
<p>i. Refuses or neglects to produce the student Identity Card when call upon to do so by the Vice-Chancellor (VC), any other officer, any member of the Academic Staff or Administrative Staff or Security Staff or any other officers authorized by the Vice-Chancellor.</p> <p>Explanation Any student who refuses to produce the student Identify Card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal law of the Land.</p>	<p>Considering the Gravity of the offence</p> <p>a. Suspension from the Campus or a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>b. Severe warning by the VC with a record of the same in the personal file of the student.</p>
<p>ii. Violate the By-Laws of University Residence Facility (RF).</p>	<p>Recovery of cost incurred by the Campus as a result of violating, any By-Laws and considering the gravity of the offence.</p> <p>a. Suspension from the Campus for a period not exceeding period of one calendar year and withholding of examination results or certificates as appropriate and/or</p> <p>b. Denial of RF in the future or</p> <p>c. Severe warning by the VC with a record of the same in the personal file of the student</p> <p>The above punishment may be in addition to any other punishment that may be imposed for violation of any other By-Laws of the Campus</p>
<p>iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property of the Campus or any property in the custody of Campus or held temporary by the Campus.</p>	<p>A fine equivalent to three times of the replacement value or cost of misuse plus 25% of such value of cost, and considering the gravity of the offence,</p> <p>a. Expulsion from the Campus or</p> <p>b. Suspension from the Campus for a period of two calendar years and withholding of examination as appropriate</p>

<p>iv. Contravention of any By-Law Regulation or Rule.</p>	<p>Considering the gravity of the offence,</p> <p>a) Suspension from the Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations appropriate. or</p> <p>b. Severe warning by the VC with a record of same in the personal file of the student.</p>
<p>v. Refuses to carry out any lawful order issued by the VC, any other officer, a member of the academic or administrative or security staff or any other employee or any other person Authorized by the VC.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the Campus 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. or</p> <p>b. Severe warning by the VC with a record of the same in the personal file of the student</p>
<p>vi. Furnishes the Campus with false information in relation to any matter in respect of which the Campus is entitled to true particulars which in the opinion of the VC, is calculated to mislead the authorities of the Campus.</p>	<p>a. Expulsion from the Campus for the falsification of documents. or</p> <p>b. Suspension from the Campus for a period of one calendar year and withholding of examination results or certificate as appropriate. Or</p> <p>c. Severe warning by the VC with a record of same in the personal of the student</p>

<p>vii. Smelling of liquor or under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within precincts of the Campus.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> a. Suspension from the Campus for a period not exceeding one calendar month and/or withholding of examination results or certificate as appropriate or b. Severe warning by the VC with a record of same in the personal file of the student
<p>viii. Possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to property within the precincts of the Campus</p>	<ol style="list-style-type: none"> a. Expulsion from the Campus for being in possession or storing or using arms and weapons within the precincts of the Campus Or b. Suspension for three calendar years and/or withholding examination results or certificate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.
<p>ix. Engage in such activities as are likely to disrupt conduct of registration, teaching, study, research or examination in the Campus or in the administration of the Campus or obstruct an event organized by the Campus within or outside its premises or obstructs or disrupts any other authorized event held within the campus premises.</p>	<p>Suspension up to one calendar year and/or withholding of examination results or certificate as appropriate and recovery of monetary damages caused as a result of obstruction or disruption.</p>
<p>x. Obstructs or harasses any officer, member of the academic or administrative staff, any other employee of the Campus or any other authorized person in the performance of his duties.</p>	<p>Suspension for two calendar years and withholding of examination results or certificate as appropriate.</p>
<p>xi. Occupies or uses any property of the Campus not in accordance with rules or other provisions made by the Campus from time to time, without the authority of the VC or the relevant staff member</p>	<p>Suspension for two calendar years and withholding of examination results or certificate as appropriate.</p>

<p>xii. Prevents or obstructs any student in carrying out his/her studies or research or disrupt any legitimate activities of a recognized student society/association/union.</p>	<p>Suspension for two calendar years and withholding of examination results or certificate as appropriate.</p>
<p>xiii. Conducts himself in a manner which, in the opinion of the VC, is detrimental to the good name of the Campus or to the maintenance of order and discipline within the Campus.</p>	<p>Considering the gravity of the offence, Suspension from the Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations results or certificate appropriate.</p> <p>Severe warning by the VC with a record of same in the personal file of the student.</p>
<p>xiv. a. Abuse/harassment (including any form of ragging /molestation) sexual harassments and/or intimidation whether physical mental of any student of the Campus, VC, any other officer, member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the Campus or at an event organized by the Campus.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate. or c. Suspension for a period not exceeding one calendar year and withholding of examinations results or certificate as appropriate. <p>or</p> <ul style="list-style-type: none"> d. Severe warning by the VC with a record of same in the personal file of the student
<p>b. Display of posters in the Campus premises by any student or students, which are intimidating or defamatory of the Campus, VC, other officers, members of the academic or administrative staff, or any other employee of the Campus.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examinations results or certificate as appropriate. <p>or</p> <ul style="list-style-type: none"> d. Severe warning by the VC with a record of same in the personal file of the student

<p>xv. Causing of Physical injury or physical harm or threatening to cause same to any student of the Campus, VC, any other officer, member of the academic or administrative staff, any other employee of the Campus or any other person authorized to be in the premises of the Campus or at an event organized by the Campus</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examinations results or certificate as appropriate or d. Severe warning by the VC with a record of same in the personal file of the student
<p>xvi. Kidnapping, hostage taking, attempting to kidnap, or threatening to take hostage or kidnap, VC, other officer, member of the academic or administrative staff, any student of the Campus, an employee or any other person authorized to be in the premises of the Campus or at an event organized with the authority of the Campus within or outside its premises.</p>	<ol style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate. or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate. or d. Severe warning by the VC with a record of same in the personal file of the student.
<p>xvii. Inciting of students to disrupt legitimate activities of the Campus.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC with a record of same in the personal file of the student

<p>xviii. Any student who has stolen or attempted the theft of property within the Campus premises or has retained stolen property belonging to the Campus or has caused willful damage to Campus property or property of an officer, member of the academic or administrative staff, an employee or a student of the Campus or any other person authorized with the authority of within or outside its premises.</p>	
<p>(1) Theft</p>	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and</p> <ul style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC with a record of same in the personal file of the student
<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> <ul style="list-style-type: none"> a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC with a record of same in the personal file of the student

(3) Attempted Theft	<p>Fine to be recommended by Committee to impose punishments and</p> <p>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate.</p>
	<p>b. Severe warning by the VC with a record of same in the personal file of the student.</p>
(4) Retaining stolen property	<p>Return the property and a fine to be recommended by the committee to impose punishments.</p>
<p>xix. Violation of time limits for staying within the Campus premises or seek entry to the Campus without authorization of the VC or any other relevant member of staff authorized by the VC, before or after the designated times or as specially notified by the VC.</p>	<p>Severe warning by the VC with a record of same in the personal file of the student.</p>
<p>xx. Offers any gratification to any employee of the Campus as inducement or reward for that Campus employee performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by the any other Campus employee.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the Campus or</p> <p>b. Suspension for a period not less than six months and not exceeding two calendar years and withholding of examination results or certificate as appropriate.</p>
<p>xxi. Convening of meeting/s of a group of students any society or association or union which has not been recognized by the Campus or without prior approval of the Campus or displaying or distributing publications/posters at the Campus without authorization of the VC or any other person authorized by the VC.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate.</p> <p>or</p> <p>b. Severe warning by the VC with a record of same in the personal file of the student</p>

<p>xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Constitution/ any By-Law and/or without following the authorized procedure in that regard.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> a. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate b. Severe warning by the VC with a record of same in the personal file of the student
<p>xxiii. Failure to comply with rules and regulations made by the Campus on the conduct of affairs of any society/association/union</p>	<p>Considering the gravity of the offence,</p> <ol 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 VC with a record of same in the personal file of the student
<p>xxiv. Convening any meeting or participating in any meeting of students in the precincts of the Campus contrary to the Constitution of the relevant society/association/union.</p>	<p>Considering the gravity of the offence,</p> <ol 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 VC with a record of same in the personal file of the student
<p>xxv. Distributing and/or displaying and/or publishing materials using print /audio/video/electronic media/any other mode of communication, which are defamatory and/or abusive of any recognized society/association/union or VC, any officer, member of the academic or administrative staff, an employee, students of the Campus or any other person authorized to be present within the premises of the Campus or at any event organized with the authority of the Campus within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ol style="list-style-type: none"> a. Suspension for two calendar years and withholding of examinations results or certificate as appropriate b. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate c. Severe warning by the VC with a record of same in the personal file of the student

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

xxxii. Publication of notice/posters within the Campus premises without the permission of authorities.	Suspension for three calendar months
xxxiii. Selling of newspapers/periodicals or distributing of handbills within the Campus premises without approval of the VC.	Suspension for three calendar months
xxxiv. Communicating with higher authorities without going through VC.	Suspension for six calendar months
xxxv. Communicating with the press without the consent of the VC.	Suspension for one academic year
xxxvi. Unauthorized or improper use of Campus computer system/network	Considering the gravity of the offence, a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Severe warning by the VC with a record of same in the personal file of the student
xxxvii. Any other offence or acts of indiscipline not explicitly stated in the Schedule II	Considering the gravity of the offence, a. Expulsion from the Campus or b. Suspension for two calendar years and withholding of examinations results or certificate as appropriate or c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate or d. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate

13.2 By-Laws on Conduct of Examination Procedure, Offences and Punishments

By-Laws made by the Governing Council of Horizon Campus under Section I of Article IV of the Constitution of the Horizon Campus.

These By-Laws may be cited as the Conduct of Examination, Offenses, Punishments and Appeals Procedure By-Laws No. 02 of 2017 and shall come in to operation on 01st June, 2017.

13.2.1 Part I - Examination Procedure Evaluation of Performance –General Provisions

- i. Assessment in a course module shall take the form of semester end, or continuous assessment, as determined by the Campus. It shall take the form of oral examination, written examination, practical
- ii. I examination, project evaluation or any other form of examination as determined by the Campus.
- iii. Evaluation of performance of the students of the Campus shall consist of examinations, project work, field work, training and other course work, dissertations, both in-class and take-home assignments, and any other form of evaluation as may be determined by the Campus.
- iv. Examinations shall be conducted at venues and dates and at times as determined by the Campus.
- v. Examination and other forms of evaluation as may be determined by the Campus shall be conducted in accordance with the procedure below.

Conduct of Examinations

- i. Candidates should be present near the examination hall 15 minutes before the commencement of each examination and should enter the examination hall only after the announcement made by the Supervisors.
- ii. After entering the examination hall, candidates should occupy the seats allocated to them.
- iii. Candidates are permitted to bring to the examination hall only the permitted items such as pens, pencils, erasers, rulers and geometrical instruments. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or the use of others. Such material should not be used or kept in their possession. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularities.
- iv. It is strictly prohibited to bring mobile telephones or devices capable of storing data into the examination hall or use any such equipment in the examination hall.

No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.
- v. All examination candidates should bring their examination admission card, student record book and the university identity card into the examination hall. The student record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the university or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card, the student record book and identity card, it should be certified by the Registrar. In the absence of such a certificate, the National Identity Card or a letter from the lecturer in charge of the subject in case of an internal student, and in the case of an external candidate, a letter from the Senior Assistant Register/ External Examinations certifying the studentship should be produced.
- vi. Examination candidates are required to produce any document in their possession when called for by the Supervisor/ Invigilator.

- vii. Candidates will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the Supervisor/ Invigilator by raising the hand.
- viii. Candidates should use only the answer books and continuation sheets duly signed and dated by the Supervisors / Invigilators, to answer the question papers.
- ix. All stationery such as date stamped answer books, drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the Supervisor/ Invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item whatsoever should be removed out of the examination hall under any circumstances.
- x. Before commencement of answering, candidates should indicate their Index Number with the code and write the name of the examination in the proper place. All papers used should carry the Index Number. No candidate should indicate his/her name or any other identification mark on the answer script.
- xi. All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission card, time table or the question paper.
- xii. All examination candidates should behave properly within the examination hall so as not to disturb Supervisors / Invigilators, Hall Attendants and other candidates. Silence should be observed within the examination hall and the surroundings.
- xiii. No candidate should produce an extract or in full, some other person's work without stating so, other than his, in a sessional paper, assignment, reference, research paper, practical or field book or thesis which amounts to the theft of intellectual property.
- xiv. No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.
- xv. Supervisors and Invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.
- xvi. Every candidate should personally hand over his/her answer script to the Supervisors/Invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcement is made by the Supervisor. Answer sheets should not be handed over to Hall Attendants or any other person under any circumstance. Once handed over to the Supervisor / Invigilator, no answer sheets will be given back to the candidates and candidates should not ask for same.
- xvii. Candidates should know that they are liable for punishments on examination irregularities if the marking Examiner is convinced that an examination offence has taken place.
- xviii. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by him/her. Nor shall any candidate use or obtain any other unfair means to render improper assistance at the examination.
- xix. No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
- xx. No person shall impersonate a candidate at the examination and nor shall any candidate allow himself/herself be impersonated by another person.
- xxi. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts

- already written and then report the matter as soon as possible to the Vice-Chancellor/Registrar.
- xxii. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of examination and such statement shall be signed by the candidate. No candidate shall refuse to make such statement or to sign it.
 - xxiii. Every candidate who registers for an examination shall be deemed to have sat the examination unless:
 - a. He/she is permitted by the Academic Senate for a valid reason to withdraw from such examination on a ground acceptable to the Academic Senate within the specified period or
 - b. He/she submit a medical certificate prior to the commencement of the examination. The medical certificate shall be from recognized medical officer not later than one week from the first day of the examination.
 - xxiv. When a candidate is unable to present himself/herself for any part or section of an examination, he/she shall notify or caused to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
 - xxv. A student who withdraws or absent himself from an examination shall not eligible for Honours at the next examination unless the Academic Senate decides otherwise.
 - xxvi. Candidates who are unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination.
 - xxvii. A student unable to complete the degree during the specified period by completing the courses and examinations, will be granted further period of three consecutive years, one year at a time, by registering as temporary internal student. A student registering as a temporary internal student will be granted permission to sit examination only and will not be entitled to any other benefits.
 - xxviii. No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit the particular examination, unless he has been granted special permission to do so by the Academic Senate.
 - xxix. Students who are unable to appear for the examination on medical grounds should report to the university medical officer/medical officer nominated by the Campus at least half an hour before the commencement of the examination. Those who are unable to do so due to unavoidable circumstances should obtain a valid medical certificate and submit it to the Dean of the Faculty as early as possible.
 - 1. Medical certificates issued by a government hospital (including government ayurvedic hospitals) for the ailment/sickness will only be considered as valid excuses for not sitting end semester examinations.
 - 2. Under exceptional circumstances, medical certificates issued by a recognized private hospital or a Consultant Medical Officer (Specialist) will be considered.
 - 3. Under no circumstances will medical certificates issued by individual medical officers be considered.
 - xxx. Medical certificate approved by the UMO/MO should be submitted to the Registrar or his nominee within fourteen (14) of the conclusions of the examination.

13.2.2 Part II – Examination Offences

- 13.2.2.1 Any candidate who violates any of the requirements or condition stipulated in

1.1.2 (Conduct of Examinations) of this By-laws shall have committed an examination offence

13.2.2.2 Examination offences shall be classified as follows:

13.2.2.3 Keeping unauthorized documents in possession.

13.2.2.4 Keeping in possession mobile telephones or devices capable of storing data without permission.

13.2.2.5 Removing examination stationery out of the examination hall.

13.2.2.6 Copying or attempting to copy in any manner.

13.2.2.7 Keeping in possession or attempting to use examination stationery removed in the past.

13.2.2.8 Keeping notes on body or clothes.

13.2.2.9 Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.

13.2.2.10 Entering the examination hall without permission.

13.2.2.11 Leaving the examination hall without permission or attempting to do so or helping such acts.

13.2.2.12 Attempting or assisting to tear any paper/answer book or destroying such items.

13.2.2.13 Disturbing the smooth functioning and peaceful atmosphere of the examination hall.

13.2.2.14 Behavior in a manner harmful to the self-respect and causing mental stress of the Supervisors/Invigilators/Hall Attendants.

13.2.2.15 Planning and attempting to harm mentally or physically the Supervisors/Invigilators/Hall Attendants.

13.2.2.16 Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.

13.2.2.17 Impersonation.

13.2.2.18 Other examination offences determined by the Senate.

13.2.2.19 Offences found by the marking examiner.

13.2.2.20 Aiding and abetting examination offences.

13.2.3 Part III –Disciplinary Procedure Reporting Procedure

- i. In all cases of examination offences detected, the Supervisor shall, on the detection of the offence, take immediate possession of the student record book/student identity card and unauthorized material, if any. The Supervisor shall then obtain a statement from the candidate which the candidate shall sign and report on the matter on the prescribed form provided for such purpose.
- ii. If the candidate refuses to make such statement or to sign such statement, this fact shall be reported by the Supervisor.
- iii. In case of disorderly conduct, the Supervisor shall in the first instance, warn the candidate to be of good behavior. Where the candidate persists in unruly or disorderly conduct, the Supervisor may exclude the candidate from the examination hall and issue him/her a letter cancelling his/her candidature from the particular examination paper and forward a report to the Registrar. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward report to the Registrar.

- iv. Any Examiner, Dean of a Faculty or any other teacher or official of the Campus who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit the same to the Vice-Chancellor for necessary action.
- v. The Registrar shall place all reports of examination offences submitted by Supervisors and any allegation regarding the commission of offences from whosoever received for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
- vi. The Vice-Chancellor shall decide whether the allegation shall be referred to the Examination Disciplinary Committee for inquiry and report.

Examination Disciplinary Committee

- i. The Vice-Chancellor shall appoint an Examination Disciplinary Committee of three (03) members of the Academic Senate to inquire and make recommendations, including punishments, regarding examination offences referred to it.
- ii. The Vice-Chancellor shall appoint the Secretary to the Examination Disciplinary Committee. The Secretary shall function as the prosecuting officer and shall present the case against the respondent student/s.
- iii. The Examination Disciplinary Committee shall frame the charges on the respondent student and the Secretary shall convey under registered post such chargers with a list of documents and witnesses and give at least fourteen (14) days' notice of the date of inquiry. The respondent shall have the right to inspect the documents referred to in such list.
- iv. In the proceedings before the Examination Disciplinary Committee, the respondent shall appear in person, or be represented by a registered student of the Campus who has been nominated in writing by the respondent. Such nomination should be forwarded to the Examination Disciplinary Committee at least seven (07) days before the date of the inquiry.
- v. The Examination Disciplinary Committee, shall within thirty (30) days of the reference, forward the Vice-Chancellor their findings, the recommended punishment/s as set out in the Schedule of the Punishment (sea Schedule of Punishments) and the reasons therefore.
- vi. The punishment/s recommended by the Examination Disciplinary Committee shall be submitted to the Academic Senate for a decision.
- vii. The Academic Senate shall, after deliberation of the recommendation/s of the Examination Disciplinary Committee, shall determines the punishment/s, if any. Any previous offences by the same respondent may be taken into consideration in deciding on the punishment.
- viii. The Academic Senate may disregard a period of punishment in computing maximum allowable period to complete a programme of study.
- ix. Depending on the seriousness of the offence, the Academic Senate may decide to declare candidate ineligible for Class Honours or for inclusion in the Dean's list.
- x. The degree of punishment for a particular offence given in Schedule of Punishments shall be determined by the Academic Senate based on the gravity of the particular offence and so as to make the punishment an effective one. The Academic Senate may decide to impose additional punishments or less severe or more severe punishments on any of the examination offences listed in the schedule, where it deems it appropriate for specific reasons. Such punishment may include expulsion of the respondent student from the Campus.
- xi. The Academic Senate may decide not to award any Class or Prize to which the respondent student otherwise has been entitled, even when punishments are mitigated or suspended.
- xii. The Vice-Chancellor shall take appropriate actions on the recommendations of the Examination Disciplinary Committee and those of the Academic Senate and communicate under registered post to the respondent his/her decision within thirty (30) days after reporting it to the Academic Senate.
- xiii. The Vice-Chancellor shall have the right to vary the punishment if he/she deems fit.

- xiv. The student has a right to appeal against such decision.

13.2.4 Part IV – Appeals Procedure

- i. A student found guilty of examination offence may make appeal in writing. Such appeal against the decision of the Campus shall be addressed to the Governing Council of the Campus through the Dean of the Faculty and the Vice-Chancellor within thirty (30) days of the receipt of such decision by the respondent.
- ii. The Governing Council shall appoint an Examination Appeals Committee (EAC) of three (03) of its members who shall not be members of the Academic Senate. The Governing Council shall nominate the Chairman of the Examination Appeals Committee.
It shall also appoint the Secretary to the Examination Appeals Committee on the recommendation of the Vice-Chancellor.
- iii. On the appeal being made to the Governing Council, the Vice-Chancellor shall submit to the Governing Council the records of the proceedings of the Examination Disciplinary Committee. The decision on the appeal by Examination Appeals Committee shall be made by considering the proceedings of the record.
- iv. In a fit case the Examination Appeals Committee may require the Examination Disciplinary Committee to record further evidence on certain specific matters and forward the record early to the Examination Appeals Committee through the Vice-Chancellor.
- v. The Examination Appeals Committee shall, within sixty (60) days of the reference, forward to the Governing Council its findings, the recommended punishments as set out in the Schedule and reasons therefor.
- vi. The Examination Appeals Committee of the Governing Council shall submit its report to the Governing Council through the Vice-Chancellor within sixty (60) days of its appointment.
- vii. The governing Council shall make the decision on the report of the Examination Appeals Committee at its next meeting. When the Governing Council considered the report of the Examination Appeals Committee, the three members of the Appeals Committee of the Governing Council shall not participate in such proceedings.
- viii. The Vice-chancellor shall communicate under registered post to the appellant student the decision of the Governing Council which decision shall be final and conclusive.

13.2.5 Punishments

- i. Cancellation of answer scripts and limiting the marks of the repeat examination to that of an ordinary pass mark.
- ii. Delaying the release of results of the final examination by one academic year.
- iii. Not inviting for the convocation / award ceremony.
- iv. Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass
- v. Not to award classes / merit passes.
- vi. Suspension of studentship by one year.
- vii. Suspension of studentship by two years or three years.
- viii. Suspension of studentship by four years or five years.
- ix. Cancellation of studentship.
- x. In the case of a non-student, action will be taken according to the law of the land
- xi. Not recruiting to the staff of the University Academic / Non-academic (temporary / permanent).

13.2.6 Part V- Examination Offences – Schedule of Punishments Schedule of Offences and Punishments – Examination Offences

Examination irregularities	Punishments
Keeping possession of unauthorized documents	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular courseunit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.
Keeping in possession mobile phones or devices that could store data.	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.
Removing Examination stationery from the examination hall	<ul style="list-style-type: none"> • Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of ordinary pass mark
Copying or attempting to copy in any manner	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass

<p>Keeping in possession stationery of the university removed earlier and attempting to use such stationery in the examination hall</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.
<p>Keeping notes on body or clothes</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.
<p>(i). Reproducing on extract or in full some other person's work without stating so, in a field record book, research paper, thesis or any other book which amounts to the theft of intellectual property</p>	<ul style="list-style-type: none"> • Not to award classes/merit passes • Suspend the studentship by one year • Not to recruit to the staff of the university, academic or nonacademic (temporary/permanent)
<p>(ii). Submitting a sessional paper, reference research paper, practical or field book or degree thesis in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property</p>	<ul style="list-style-type: none"> • Cancellation of studentship • Not to recruit to the staff of the university - Academic or Non-Academic (temporary/permanent)

<p>To find out the contents of a questionpaper or answer sheet unlawfully or attempting to do so</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular course unit and the adjustment of • maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass • Not to award classes/merit passes • Not to recruit to the staff of the university Academic or Non-Academic (temporary/permanent)
<p>Entering the examination hall without permission</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony
<p>Leaving the examination hall without permission or attempting to do so</p>	<ul style="list-style-type: none"> • Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark
<p>Destroying a paper or answer book or attempting to do so</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass • Not to award classes/merit passes Suspension of studentship by one year • Not to recruit to the staff of the university • Academic or Non-Academic (temporary/permanent)
<p>Behaving in a manner that will disturb the silence and smooth functioning of the examination hall</p>	<ul style="list-style-type: none"> • Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark • Not to invite for the convocation/award ceremony

<p>Behaving in a manner that will affect the respect or cause mental stress of supervisors, invigilators or hall attendants</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year Not to award classes/merit passes Cancellation of results of the particular • course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass Suspension of studentship by two or three years • Not to recruit to the staff of the university Academic or Non-Academic (temporary/permanent)
<p>Planning or attempting to cause bodily or mental harm to supervisors, invigilators or hall attendants</p>	<ul style="list-style-type: none"> • Cancellation of the studentship • Not to recruit to the staff of the university Academic or Non-Academic (temporary/permanent)
<p>(i). Using another candidate's Index Number or attempting to do so</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year examination by one academic year • Not to invite for the convocation/award ceremony Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass Not to award classes • Suspension of studentship by four or five years • Not to recruit to the staff of the university academic or nonacademic - (temporary/permanent)
<p>(ii). To allow another to appear on his/her behalf</p>	<ul style="list-style-type: none"> • Cancellation of the studentship • Not to recruit to the staff of the university Academic or Non-Academic (temporary/permanent)
<p>Impersonation</p>	<p>If a student</p> <ul style="list-style-type: none"> • Cancellation of the studentship • Not to recruit to the staff of the university Academic or Non-Academic (temporary/permanent) <p>If not a student</p> <ul style="list-style-type: none"> • To institute legal action against him/her according to the laws of the land • Not to recruit to the staff of the university Academic or Non-Academic (temporary/permanent)

Any other examination irregularity determined by the Senate	Punishments determined by the Senate
Irregularities reported by the marking examiner and approved by the Senate	Punishments determined by the Senate depending on the irregularity
Aiding and abetting examination irregularities to commit	All punishments given for aiding and abetting examination irregularities

13.2.7 Interpretation Authorized Person

Authorized person shall be the Supervisor, Invigilator or an Officer in charge of the conduct of examination assigned to carry out examination related functions in the examination hall or any other person designated by the Registrar or the officer in-charge of the subject of evaluations/examinations in the Campus

13.2.8 Unauthorized Materials

Unauthorized materials shall be of any kind including books, notes, diagrams, formulae, and writing on one's person or personal belongings, whether directly relevant to the particular examination or not. They shall also include programmable calculators, Computers and other computing or storage devices, cellular phones or other communication devices, bags, file covers, or other containers or any other items as may be declared as unauthorized materials by the Supervisor or the authorized person. Cancellation from examination and suspension from the Campus, in the Schedule of Punishments shall be reckoned from the date on which the offence was committed.

13.2.9 General Interpretation

In these By-Laws, unless the context otherwise requires:

- i. "Campus" refers to the Horizon Campus.
- ii. "Student" refers to a student registered in Horizon Campus.
- iii. "Property" refers to Campus buildings, hostels, lecture halls, library, goods, equipment. vehicles and all other mobile and immovable property.
- iv. "Students" refers to male and female students.
- v. "Governing Council" means the Governing Council of Horizon Campus constituted by the Constitution of Horizon Campus.
- vi. "Academic Senate" means the Academic Senate of Horizon Campus constituted by the Constitution of Horizon Campus.
- vii. "Vice- Chancellor" means the Vice-Chancellor of Horizon Campus (and the Acting Vice-Chancellor for the time being.)
- viii. "Registrar" means the Registrar of Horizon Campus or any other officer authorized to sign for, or on behalf of the Registrar of the Campus.

Any question regarding the interpretation of these By-Laws shall be referred to the Governing Council whose decision thereon shall be final.

14. ACADEMIC SENATE

ACADEMIC SENATE



Prof. S. J. B. A. Jayasekera
BSc (Agric.) Lyallpur, Ph.D. (Reading, UK)
Vice - Chancellor



Dr. K. Ruwan Perera
Ph.D., LL.M., LL.B., (Hull, UK)
Deputy Vice - Chancellor
Dean, Faculty of Law



Mr. Terence Kahapola Arachchi
MBA (Leicester),
PGDip. (Marketing) (CIM,UK)
Dean, Faculty of Management



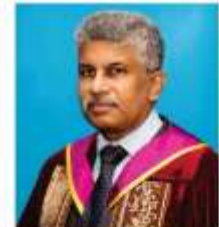
Prof. H. L. Obeyesekera
Ph.D., Rector (HCBT)
Dean, Faculty of Technology



Dr. Jayanthi Gunasekara
Ph.D. (UK), MA in Edu. Pla. & Eco. (UK)
PG Dip. in Sta. (SL), PG Dip. in Edu. & Pay Ass. (SL)
B.Sc. (SL), PGDE (SL),
Dean, Faculty of Education



Prof. Thilak Attanayake
Ph.D. in University of Birmingham (UK)
Dean, Faculty of Science



Prof. Shantha Fernando
B.Sc. Eng. Hons. (Moratuwa), MIET (UK), MIE (SL),
C.Eng., Ph.D. (TU/e/NL), MPhil. (Moratuwa), MA (LBC)
Dean - Faculty of Information Technology



Mr. Priyantha Seneviratne
MHRM (UoC), PGDM (RUSL),
B.A. (OUSL)
Registrar



Ms. Ganga Dalpitiya
BA (Kelaniya) MA (Kelaniya)
Library & Information Science
Librarian



Dr. Selvaranee Ilanco
Ph.D. (Zambia), M.Sc. (OUSL)
M.Ed (SL), PGDE (SL), B.A (SL)
Head, Faculty of Education



Dr. Eranga Karunaratne
Ph.D., Faculty of Medicine, University of Colombo
B.Sc. Special in Chemistry, University of Colombo
Head, Faculty of Science



Mr. Priyanka Dharshana
B.B Mgt (Marketing), ACMA(UK),
CGMA, AIFA (UK), MIPA, MBA, MSc
Head, Faculty of Management



Mr. M.G. Asanka Dinesh
Master of Computer Science (UCSC),
BSc (Hons) in IT
Head, Faculty of Information Technology



Ms. Gayani Wijesundara
PhD in Education
Linneman University College, Malaysia - Reading
MA in Teaching Literature (PGIE),
BA (Hons) in English (OUSL),
Diploma in English & ELT (OUSL)
Certificate in ECE (SUNY, USA)
Head of ELTU



Ms. Yashoda Adhikari
MSc in Project Management, UK,
BSc (Hons) in Quantity Surveying, UK,
Head, Faculty of Technology

15. GOVERNING COUNCIL

GOVERNING COUNCIL



Mr. Upul Daranagama
Chairman



Mr. Ayesh Fernando
Director



Mr. Prasanna Dissanayake
Director



Prof. S. J. B. A. Jayasekera
Vice-Chancellor



Mr. Saravanan Periyasamy
Chief Executive Officer



Ms. Maryanne Hills
Principal
Horizon College International



Prof. S. Mohanadas
Honorary Member



Mr. Indika De Zoysa
Honorary Member



Dr. K. Ruwan Perera
Deputy Vice-Chancellor
Dean, Faculty of Law



Prof. H. L. Obeyesekera
Dean, Faculty of Technology



Mr. Terence Kahapola Arachchi
Dean, Faculty of Management



Dr. T. A. R. Jayanthi Gunasekara
Dean, Faculty of Education



Prof. Thilak Aittanayake
Dean, Faculty of Science



Prof. Shantha Fernando
Faculty of Information Technology



Mr. Priyantha Seneviratne
Registrar

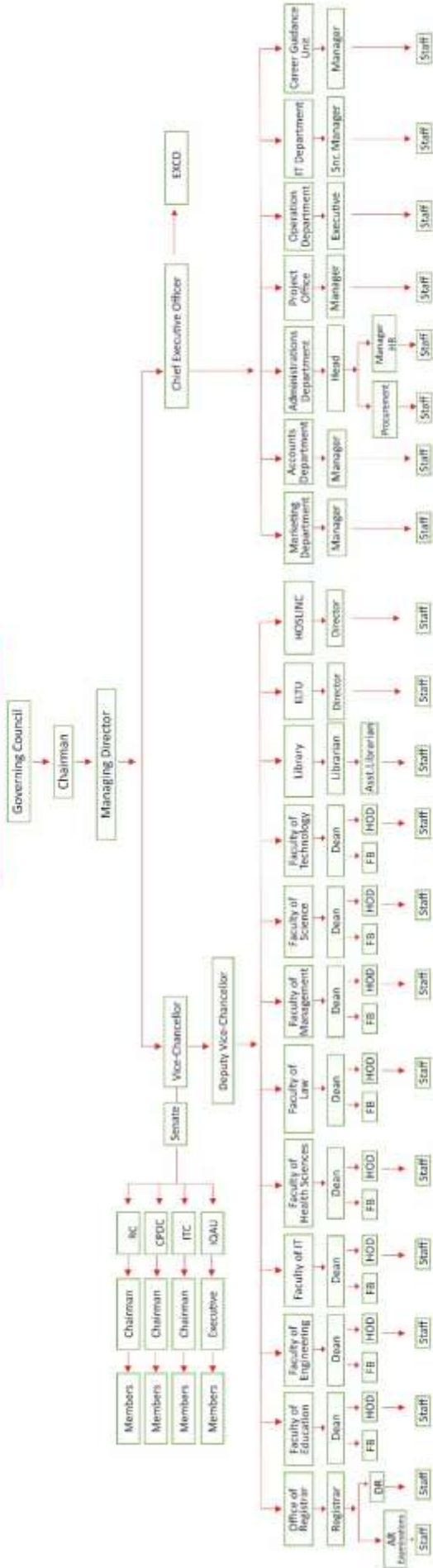


Mr. Roshan Wanigasuriya
Head of Finance

16. ORGANIZATIONAL STRUCTURE



ORGANIZATIONAL STRUCTURE



KEY

- AR - Asst. Registrar
- CPDC - Curriculum and Programme Development Committee
- DR - Deputy Registrar
- ELTU - English Language Teaching Unit
- EXCO - Executive Committee
- FB - Faculty Board
- HOD - Head of Department
- HR - Human Resource
- IQAU - Internal Quality Assurance Unit
- IT - Information Technology
- ITC - Information Technology Committee
- MC - Mentoring Committee
- QA - Quality Assurance
- RC - Research Committee

17. IMPORTANT CONTACT NUMBERS

General Number: 0117 737 000

Marketing Department 0713 531531

Name of Programme Manager / Academic Coordinator	Faculty	Contact Number
Ms. Saumya Weerakkodi	IT	718622727
Ms. Sakila Lakshan / Ms. Shathana Suhirthan		710360650
Ms. Kalani Karunarathna		705662693
Ms. Bhagya Liyadipita		769345005
Ms. Achini Madurangi	Science	706246792
Ms. Pieme Manikkuwadura	Law	718696706
Ms. Sandamini Hapukotuwa	Education	7775215901
Mr. Chaminda Hettige		711916469
Ms. Nimasha Wijesiri	Management	706315419
Ms. Roshika Munasinghe		712407777
Ms. Oshadi Medagoda	Technology	701187303
Ms. Sashini Imalka	Nursing	705809850
Ms. Hiruni Fernando	Engineering	717463977
Ms. Malshi De Silva		701360576
Ms. Keshani Jayasundara		716372864