

Security Measures and Regulations South Eastern University of Sri Lanka

Due to prevailing security situation in the Country, to maximize personal security of staff and students and for the protection of the property of the University, following measures have been proposed. These are based on the communications received from the Secretary to the H.E. President, Secretary of the Ministry of City Planning, Water Supply and Higher Education and Chairman of the University Grants Commission.

1. Identity of all students, academic and non-academic staff and other staff members working at the University will be verified at the entrance to the University and within the University premises.
2. Students and staff will be subjected to thorough checking (physical body check and checking of all bags, baggages and backpacks and other belongings) at the entry to the University, Faculties, Library, and other areas and they should collaborate with the Security Forces, Police, University Security and anyone who has authority to check them.
3. All the students and staff should wear the University identity card while they are in the University (except at the Hostels) and they should produce both University and National Identity cards whenever requested for.
4. All the vehicles used by the University students and staff should be registered at the Deputy Registrar / General Administration of the University using the prescribed forms. No vehicle will be allowed to enter into the University premises without proper registration.
5. All the vehicles entering into the University will be thoroughly checked at the entrance.
6. If any student or staff needs to park their vehicle overnight, prior approval should be obtained for such parking from Registrar of the University through respective Head/Dean and Sub-Warden and Director /Student Accommodation. Only the vehicles with approvals could be allowed to park within the University. A student can be allowed to bring in only one vehicle and it should have been strictly registered in his / her name (or any other legal documentations should be provided to prove the ownership). The vehicles that are allowed to park within the University premises should have valid revenue license and insurance.
7. In any circumstances, outside vehicles will not be allowed to park in the University.
8. No vehicle will be allowed to park inside any hostel building, Faculty buildings or any other buildings.
9. Long time parking of an unused vehicle within the University is not permitted.
10. No heavy vehicles (buses, lorries, delivery vans, tractors etc.) and field vehicles of students and staff will be allowed into the University premises. Contractors should obtain prior approval from Registrar of the University through the Works Engineer.

11. Students are not allowed to bring in three wheelers into the University premises.
12. All the bicycles used by the students and staff should be parked outside of the buildings and no bicycles will be allowed inside any building.
13. No private vehicles that are not registered with the University will be allowed inside the university premises for any purpose. Those who are using such services for transportation can use the shuttle transport services provided by the University from the main gate.
14. University will arrange shuttle transport services in the morning (in between 08:00 a.m. to 09:00 a.m.) and evening (in between 04:00 p.m. to 05:00 p.m.) until the security situation is improved to a satisfactory level.
15. Hired three wheeler services will not be allowed within the University premises until further notice.
16. No food vendors will be allowed in the University until further notice.
17. Security measures (CCTV cameras, flash lights etc.) are installed at entry points, sensitive areas and security vulnerable areas.
18. No person is allowed to enter or stay within the University premises with a face cover (rest of the dress code that includes the head, ear and neck cover must be considered as a personal decision of the person concerned).
19. Only registered students, staff and authorized persons by the Vice Chancellor are allowed to stay within the hostels or university accommodations.
20. No visitor is allowed to hostels or any other accommodations.
21. All the occupants of the university residences should be registered using the prescribed form in triplicate. Any unregistered person will not be allowed in the university residences. If any relative visits the residents, they should register their entry with all the details required in the prescribed form.
22. Bags/back-packs are strictly prohibited in lecture halls, examination halls, laboratories and in the library.
23. Students and staff are strictly advised to minimize bringing bags / back-packs to canteens.
24. The entry to the buildings will be restricted only through one door and other doors / entry points will be closed.
25. Faculty buildings will be opened for students after 7.00 a.m. to 6.00 p.m. During weekends, the buildings will be opened only for academic purposes with the proper consent and approval of the Dean of the Faculty. Any academic staff member who wants to work after 6.00 p.m. and during weekends should obtain permission from the

Dean of the Faculty and he/she should make sure that the main doors are closed during his/her stay within the Faculty premises. The respective Dean should maintain such records for reference.

26. Garbage should be disposed properly into the bins provided and the staff at each building should make sure that the garbage is collected on daily basis. Littering all over the places should be avoided.
27. Staff and students should not leave their mobile devices, laptops and other electronic devices unattended.
28. No unauthorized gatherings will be allowed within the University premises. Any student gathering is allowed only with official permission from relevant staff (i.e. if students union wants to hold a meeting, they should obtain permission from the Vice Chancellor through the Senior Student Counsellor and Director/Student Support Services and Welfare). Action will be taken against organizers of such unauthorized gatherings.
29. Hostel rules will be strictly implemented and no student should loiter outside after 8.00 p.m. The girls have to report to their respective hostels by 7.00 p.m. and whoever wants to be away from hostels till 8.00 p.m., they should obtain a prior approval from the respective sub-warden. Female hostel gates will be strictly closed by 8.00 p.m.
30. Student activities will not be allowed in the nights, after 8.00 p.m. until further notice.
31. Students should refrain from loitering in the surrounding villages. They are strictly advised not to go into the village after 7.00 p.m.
32. Staff and Students should use the authorized entrances to the university premises and buildings. Use of other unauthorized entrances should be avoided and will be considered as a violation of the rules and regulations of the University.
33. No staff and student is allowed to bring drugs or narcotics and alcoholic beverages into the university premises and no one is allowed to consume such items within the University premises and no one will be allowed to stay within the university premises under the influence of liquor or drugs. Violators will be dealt under the prevailing rules and regulations.
34. All students and staff should ensure to prevent communal or religious based unrest among the students, academic and non-academic staff. If there is any evidence of possible developments of such unrest, it should be reported to Marshal, Senior Student Counsellor or Proctor in case of students and to the Vice Chancellor in case of staff.
35. Smoking within the University premises is also prohibited.
36. No canteens and other shops within the University is allowed to sell cigarettes, cigars, Beedi etc.

37. Attendance of students to lectures, practical classes and other academic activities will be recorded and no student should sign for an absentee. This measure is important not to represent a person at two localities at one time which could be a grave security concern. The respective lecturer in charge and the Head of the Department will have to take the full responsibility on attendance of students.
38. Attendance sheets will be finalized after each lecture and all the unsigned cages will be marked as absent by the lecturer in charge. Lecturer in charge of an academic session should hand over the attendance sheet to the respective Head of Department immediately after the lecture and the Head should keep the attendance sheet secured.
39. "Open 24 hours Section" of the Library will be kept open only from 08.00 a.m. to 06.00 p.m. until further notice.
40. Any student or staff society or association which is not registered annually in the University is not allowed to function within the University. The registration needs to be done at the Staff and Student Welfare division.
41. Prior approval should be obtained to bring in invited speakers and religious dignitaries for any religious or other programs with a brief detail on the speaker or religious dignitary together with the purpose and content of the speech. This approval should be obtained in advance from the Vice Chancellor through the Senior Treasurer of the Society, Senior Student Counsellor and Director / SSSW.
42. No one is allowed to print T-shirt with the University name and Logo without proper prior approval. No one is also allowed to sell any such items within the University premises. Registered societies or associations can obtain the required approvals from the Vice Chancellor through the proper channel (Senior Treasurer of the Society, Senior Student Counsellor and Director / SSSW). The applications should be submitted to the Staff and Student Welfare division with all supporting documents.
43. If any person is not abiding by rules, the incident and identity will be recorded and the incident and the identity of such people will be informed immediately to the Vice Chancellor and higher authorities from UGC, Ministry, Police, and armed forces, based on the gravity of the incident.
44. Any sabotage activities on the security measures, any damages caused to property of University and security equipment and appliances installed will be dealt under the regulations of the country and such activities will be brought to the notice of higher authorities, Police and armed forces.

"University" means all the premises of the South Eastern University of Sri Lanka which include Oluvil main campus premises, Faculty of Applied Sciences premises at Sammanthurai, Hostel complex at Bangalawadi, Sammanthurai, Mahapola Center (Faculty of Technology), Academic Programme Center at Mt. Lavinia, Agro-Tech farm at Malwatta and any rented out property for the use of the University.

“Staff” means all academic, academic support, non-academic staff members and all who are serving at the university as trainees. Staff of contractors and workers at contract sites are not defined as staff.

“Vehicle” means Car, Cabs or Double Cabs, Vans, Jeeps, SUVs, Motorbikes, Scooters and three wheelers