

දුරකථන : කායනික : 041-2222681 - 2222682  
Telephone : Office  
: උපකුලපති : 041-2222683  
: Vice-chancellor  
: ලේඛකාධිකාරී : 041-2222998  
: Registrar  
: මූලසාධකාරී : 041-2222209  
: Bursar



කාර්යාලය } academic@admin.ruh.ac.lk  
Office }  
උපකුලපති } vc@admin.ruh.ac.lk  
Vice Chancellor }  
ලේඛකාධිකාරී } registrar@admin.ruh.ac.lk  
Registrar }  
web site } www.ruh.ac.lk

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My No. }  
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University of Ruhuna

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MATARA, SRI LANKA

07.05.2013

## NOTICE

**To: All Professors and Associate Professors**

Calling for applications for the post of

### **PROCTOR - University of Ruhuna**

Applications will be entertained from the permanent academic staff of the university for the Post of Proctor to assist the university administration in maintaining student discipline and law and order at the University.

Professors and Associate Professors are eligible to apply for this post and successful candidate will be paid an allowance of Rs. 5000/- monthly.

No application form as such is available for this purpose. Therefore, you are advised to send in a self prepared application along with your CV, including a brief account of experience in handling matters pertaining to student discipline. Please refer to the attached document for details.

Please send your application along with curriculum vitae to reach **Vice- Chancellor's** office on **before 21.05.2013**.

**Professor Gamini Senanayake**  
**Vice-Chancellor**

## **Proctors, Deputy Proctors and Student Discipline**

1. There shall be a Proctor and such number of deputies as may be determined by the Council. The appointments will be made by the Council (on the recommendation of the selection Board appointed by the Vice-Chancellor) for a period of two years they shall be eligible for re- appointment.
2. The Proctor shall be a Professor / an Associate Professor and the Deputy Proctors shall be Senior Lecturers or above. The Proctor and the Deputy Proctors shall be paid such allowances as determined by the Council.
3. The Proctor and the Deputy Proctors shall be responsible for the maintenance of student discipline at the University of Ruhuna subject to such directions as may be given by the Vice-Chancellor or the Deputy Vice-Chancellor acting on behalf of the Vice-Chancellor.
4. Where the Proctor is satisfied that a student has conducted himself in a disorderly or improper manner or in any way prejudicial to the good name of the University he may inflict any one or more of the following punishments:
  - (a) A fine not exceeding fifty rupees.
  - (b) Suspension for a period not exceeding one week.
  - (c) Exclusion of common room or other privileges for a period not exceeding two weeks.
5. A Deputy Proctor shall have the power to exercise all the powers of the Proctor subject to the control of the Proctor.
6. It shall be the duty of every member of the University to assist the Proctor and his Deputies in the performance of their lawful functions.
7. Every member of the academic and administrative staff as defined by the Council shall be empowered to take any one of the following actions in respect of a student:
  - (I) to order a student to produce his record book, identity card or other evidence of identity:
  - (II) to order a student to attend the Proctor's Office and to make a statement in writing wherever there is reason to believe that an offence

prescribed in Chapter X of the Universities Act of 1978 and as amended in 1985 or the laws of Sri Lanka has been committed by him or by another student, or that an offence against the laws of Sri Lanka has been committed on University premises or against property of the University or against the person or property of a member or employee of the University.

- (III ) to order a student to return to the hostel whenever there is reason to believe that he has committed or is likely to commit an offence against an Act or Regulation or the laws of Sri Lanka;
- (IV) if after an order to return to the hostel, he / she fails to do so, the academic can forthwith take such a student into custody and deliver him as soon as possible to the custody of the Warden of his hostel;
- (V) to report a student to the Vice-Chancellor, Deputy Vice-Chancellor or Proctor if there is a reason to believe that he has committed an offence against an Act or Regulation or the Laws of Sri Lanka;
- (VI) to take possession of such evidence of identity produced by the student and retain it pending inquiry.