



**INSTITUTE OF INDIGENOUS MEDICINE
UNIVERSITY OF COLOMBO**

STUDENT GUIDEBOOK



UNDERGRADUATE DEGREE PROGRAMME 2018/2019

Message from the Director



It is with great pleasure to issue a brief message on the publication of Student Guide Book for the students who are entered into the Institute of Indigenous Medicine (IIM) for the Academic year 2018/2019. At present the IIM conducts two undergraduate degree programs namely, Bachelor of Ayurveda Medicine & Surgery (BAMS) and Bachelor of Unani Medicine & Surgery (BUMS). I consider you as fortunate for being among the very few students who have been selected into this oldest Institute in Indigenous system of medicine in Sri Lanka. IIM provides the academic advice and support services that will facilitate to create your conducive learning and teaching until the graduation. Therefore, you are encouraged to utilize these services to overcome difficulties and to take responsibilities for the brightness of your future.

I wish you all the best in your decision making, your future studies and subsequent career.

Senior Professor Priyani Paranagama
Director
Institute of Indigenous Medicine
University of Colombo
Rajagiriya

25.08.2020

Message from the Head of the Department of Study in Ayurveda



Welcome to the Institute of Indigenous Medicine, University of Colombo. The Department of study in Ayurveda works closely with the students for their academic programme and continuously support for the students to solve problems of an academic and personal nature. The door is always open to hear your suggestions on ways to strengthen and build our learning community. The student guidebook contains valuable information to help navigate your journey through IIM. Make use of it, become familiar with your responsibilities as a student, and make the time to take advantage of the many opportunities to get involved.

Hope you reach all of your goals and realize all your dreams.

Dr. K.Chandi Perera, Senior Lecturer (Grade one),

Head, Department of Study in Ayurveda,

Institute of Indigenous Medicine,

University of Colombo,

Rajagiriya.

25.08.2020

Message from the Head of the Department of Study in Unani



It is a very happy moment to welcome all of you to the Institute of Indigenous Medicine University of Colombo. Our Institute is the one of the oldest and prestigious Institute offering Degree in Ayurveda and Unani system of medicine and striving to provide a ragging free and healthy learning environment to all the students. We have a dedicated and highly qualified Staff members. Hence, I am sure this Institute will provide a platform to develop yourself as highly qualified professionals and serve the County.

It is your prime responsible to obey the rules and regulations of the Institute as well as the rules of the University of Colombo while enjoying all the rights of your undergraduate life at the Institute. Same time as our Institute is strictly following the zero-tolerance policy on ragging it is your prime responsibility to get to know the stipulated rules and regulation of the institute and follow the same.

I am very sure this book will give you all the information you need in your undergraduate life. Further, I thank the Senior Assistant Student Counselor for the effort put on to bring out this book for the benefit of our new commers for the academic year 2019/2020

Professor M.S.M. Shiffa

Head of the Department of Study in Unani

Institute of Indigenous Medicine

University of Colombo

Rajagiriya

25.08.2020

Message from the Assistant Senior Student Counselor



It is great pleasure to welcome you all the new entrants to the Institute of Indigenous Medicine, University of Colombo as the pioneer institute of indigenous system of medicine of Ayurveda, and Unani in Sri Lanka

This is a gate way to begin your professional career in future to contribute to the development of the country. Further I would like to mention that, as an undergraduate you should realize your responsibilities while you are enjoying all the rights of your student life. We ensure higher teaching and learning environment at the institute, more over good student counselor service with the help of University of Colombo to maintain zero tolerance of ragging.

This book provides you the necessary details of supportive resources to enlighten your University life. I wish you all success.

Dr Mrs M R M Wickramasinghe

Senior Assistant Student Counselor

Senior Lecturer and Head

Study Unit of Allied Sciences

Institute of Indigenous Medicine

University of Colombo

Rajagiriya

25.08.2020

Historical Background

At the end of the 19th century, the British colony, the then Ceylon, had a system of Indigenous medicine, but no College to provide indigenous medical education.

Then the associations and committees were formed to preserve the traditional knowledge and as a result an Institute named “Swadeshiya Vaidya Vidyalaya” (Indigenous Medical College) was established on 10th June 1929, at the Bauer building situated at Cotta Road, Borella.

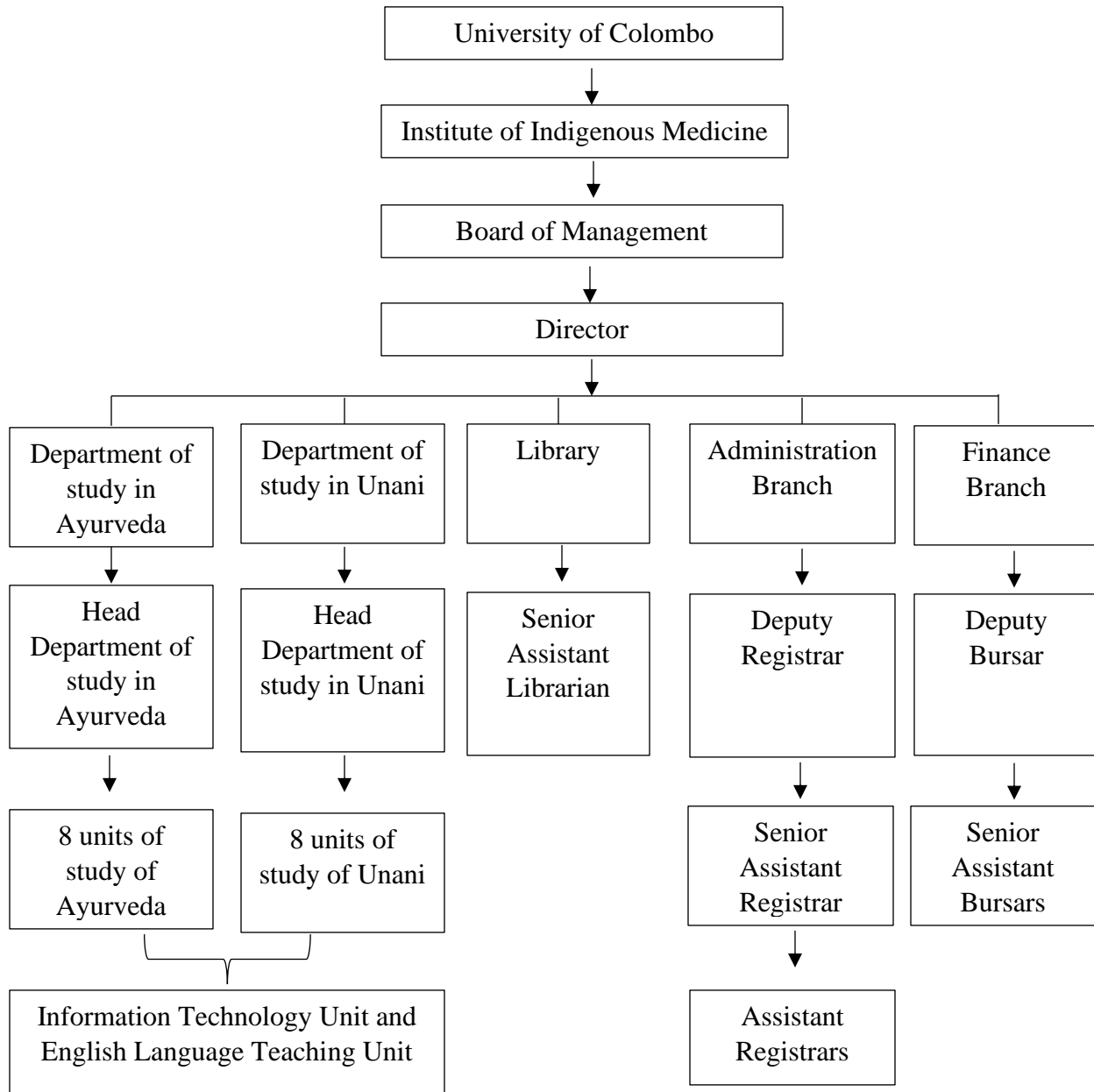
In 1961, the College was renamed as the Government College of Indigenous Medicine and came under the management of the Ayurveda College and Hospital Board.

In 1977, the College of Indigenous Medicine was absorbed as the Institute of Indigenous Medicine and affiliated to the University of Colombo under the University Act No. 1 of 1972. The objective of this step was to produce qualified medical practitioners in the field of Ayurveda, Unani and Siddha medical systems.

With the establishment of the Institute in 1977, imparting instructions under the two-degree programmes, i.e. Degree of Bachelor of Ayurveda Medicine and Surgery (BAMS) and the Degree of Bachelor of Unani Medicine and Surgery (BUMS) commenced under two sections of the Institute and the first batch graduated in 1983.

These degrees were conferred at the convocation of the University of Colombo held in 26.10.1992.

Administrative structure



Heads of the Departments

Department of study in Ayurveda – Dr. (Mrs.) K. C. Perera

Department of study in Unani – Professor M. S. M Shiffa

Heads of the Units of the Department of study in Ayurveda

Unit of study of Maulika Siddhantha – Dr. A. Gunasekara

Unit of study of Dravyaguna Vignana – Dr. (Mrs.) A. P. A. Jayasiri

Unit of study of Allied Sciences – Dr. (Mrs.) M. R. M. Wickramasinghe

Unit of study of Swasthavritta – Dr. (Mrs.) Y. S. G. Wimalasiri

Unit of study of Kayachikitsa – Dr. N. D. N. Jayawardhana

Unit of study of Deshiya Chikitsa – Dr. S. M. S. Samarakoon

Unit of study of Prasutitantra Kaumarabhritya – Dr. (Mrs.) W. A. S. S. Weerakoon

Unit of study of Shalya Shalakaya – Dr. (Mrs.) L. D. R De Silva

Heads of the Units of the Department of study in Unani

Unit of study of Kulliyat – Dr. (Mrs.) A. M. Muthalib

Unit of study of Ilmul Adviya – Dr. M. Nasmeeer

Unit of study of Moalijat – Dr. M. H. M. Nazeem

Unit of study of Tahaffuzi Va Samajitibb – Dr. M. H. M. Hafeel

Unit of study of Amraz e Niswan, Qabalat VaAtfal – Dr. (Mrs.) J. Rumaiza

Unit of study of Ilmul Jarahat – Dr. (Mrs.) A. H. A. Fazeenah

Unit of study of Deshiya Ilaj – Dr. (Mrs.) M. C. N Razana

Unit of study of Allied Sciences – Dr. A. L. M. Ihsan

The student counselor office (University of Colombo)

The Student Counselors' Office comprises Senior Student Counselor, Assistant Student Counselor, Permanent Student Counselors and Temporary Student Counselors. All these Counselors who are attached to Student Counselors' Office, Faculties and Institutes, are working under the guidance of Senior Student Counselor.

These permanent and temporary Student Counselors are selected from the Academic staff representing all faculties as well as institutes and responsible for student welfare, academic counseling and discipline.

Following are the programs and activities done by Student Counselors' Office

- Colombo University Volunteers project (CUV)
- Leadership training programs

Following are the tasks which are undertaken by the Student Counselors' Office

- Issuing of identity cards
- Allocation of permission of lecture halls for extracurricular activities of students such as get-togethers and meetings.
- Issuing of permits for trips, display posters and cut-outs
- Providing hostel facilities
- Assisting with Mahapola bursaries and other scholarships
- Intervene and take necessary action with regard to student conflicts, within in the university and outside
- Stop and take steps to prevent ragging

However, it is vital to emphasize that the main service of this office is to counsel students regarding their academic as well as personal problems.

Student Counseling Services

The Student Counselors' Office provides services to advice students to resolve their psychological, academic and personal problems. Trained Advisers/Counselors (both male and female) have been appointed to provide this service during the working days. All information is kept confidential.

Professional Counseling Service

Student can meet the psychiatrist, psychologist or counselors at the Student Counselors' Office. Professional Counseling Service is being undertaken by,

- Prof. Raveen Hanwella (Psychiatrist), Chief Consultant, Colombo National Hospital, Psychiatric Ward No 59.
- Prof. Gameela Samarasinghe (Clinical Psychologist)
- Dr. Samudhra Senarath (Counselor)
- Ms. Nirosha Kulasekara, Assistant Student Counselor (Student Counselors' Office)
- Ms. Anula Rathnayake (Instructor in Social Work)

Student Counsellors

Student Counselors have been appointed for all Faculties and Institutes. These individuals have been appointed by the Vice Chancellor under the recommendation of the Deans of the specific Faculties and Directors of the Institutes. Each Faculty/Institute has a Permanent Student Counsellor. Their services are in accordance with the Student Counsellors' Office. The Student Counsellors' Office have provided a special phone number for the students to contact for any personal or academic problems at any time.

University of Colombo 0702211311 (Hotline)

Student Counsellors' Name List

Senior Student Counsellors

Dr G.R.P. Silva (0112583108/0716809509)

Senior Lecturer S.R.S.D.K. Weerawansa (0112583108/0718565164)

Assistant Student Counselor – Mrs. Nirosha Kulasekara (0112583108/0702211311)

Marshal office of University of Colombo

Marshals have been appointed to assist the authorities to maintain discipline within the University premises. They are graduates and professionally qualified with capability of handling issues pertaining to discipline in University life

Marshals will intervene in instances of misconduct and breakdown of law and order and they have to report to Police or relevant University authorities especially to Senior Student counselor.

They are duty bound to intervene in any indiscipline or misconduct within University premises and at hostels.

Student Counselors in the Institute of Indigenous Medicine (IIM)

Assistant Senior Student Counselor - Dr. (Mrs.) M. R. M. Wickramasinghe 0713032277

Student Counselors

Dr. (Mrs.) S. K. M. K. Harapathdeniya	0714447641
Dr. (Mrs.) A. P. A. Jayasiri	0714447624
Dr. K. I. W. K. Somarathne	0718616881
Dr. (Mrs.) I. A. M. Leena	0714345503
Dr. (Mrs.) J. M. Dahanayaka	0715347043
Dr. (Mrs.) Y. S. G. Wimalasiri	0714422371
Dr. A. Gunasekara	0718101860
Dr. (Mrs.) O. T. M. R. K. S. B. Kalawana	0718330031
Dr. K. K. V. S. Peshala	0715972529
Prof. N. Fahamiya	0714422429
Prof. M.U.Z.N Farzana	0717356495
Dr. A.L.M Ishan	0773283365
Dr. M.C.N Razana	0767569377
Dr. A.M Muthalib	0718375232
Dr. J. Rumaiza	0774946618

Career guidance unit

Career guidance unit provides guidance and training for undergraduates and graduates to enhance their employability. The unit interacts closely with private and state sector organizations to identify possible employment opportunities for our graduates.

Student identity cards

The Students' Welfare Division of the IIM issues student identity cards that have to be kept with students all the time. It is illegal to enter the Institutional premises without the student identity card. This card is essential for entrance, to use the library, to obtain student (financial) assistance such as Mahapola, hostel and other grants/scholarships from different societies.

It is vital to have this ID card with when sitting for the examinations. Students must be able to present their ID card at any time if a lecturer, Marshall or a security guard requests.

Therefore, it is imperative that this ID must be kept safe for the duration of the undergraduate life. If the card is transferred or another's card that is in your possession, it is a punishable act. If such an illegal act occurs, the ID card is revoked/made invalid for duration of three months.

Notice Boards

Notice boards provide all information on institute matters. Therefore, students are advised to read them attentively. All the units have notice boards to display the information of the particular Unit.

It is prohibited to deface the walls and trees with posters and notices. All the notices that are placed in the institute premises without the prior permission of the Director of IIM will be removed immediately.

Entry to the Institute premises

Unless with expressed permission from the Director or the Deputy Registrar of the IIM, students cannot remain in the premises after 8.00 p.m.

Cultural programmes

The objective of cultural programmes is to provide undergraduates with opportunities for skill development in diverse athletic fields. Cultural events will be held under the patronage of Art Sub Committee of the Institute.

Equipment for student activities/ Student Associations' activities

The equipment for the activities (musical shows, stage dramas, cultural programs) organized by the student associations are hired from outside.

Library

The library of the Institute of Indigenous Medicine which is housed in the last block of the old building in the Institute, was founded in 1929, the same year that the Ayurveda College was inaugurated. This library is the oldest and the largest among Ayurveda medical library in Sri Lanka. The library has a collection of 35,000 of books and periodicals on Ayurveda, Unani, Indigenous Medicine and other relevant subjects with 200 of seating capacity. It consists of Permanent Reference Section, Reference Section, Lending Section, Periodicals Section, Ola Leaf Manuscripts Section, Archival Section, Photo-coping Section and the Bindery. The library expanded its services to meet information requirements of Undergraduate and Postgraduate students and also Academic and Non-academic staff. This is one of the member libraries of Health Literature Libraries and Information Services Network (HeLLIS) and Sri Lanka Scientific & Technological Information Network (SLSTINET).

Opening hours

The opening hours of the IIM library is as follows

- During academic sessions

Monday to Friday – 8.00 a.m to 7.00 p.m

Saturday – 8.30 a.m to 5.00 p.m

- During vacation

Monday to Friday – 8.30 a.m to 4.15 p.m

Saturday – 8.30 a.m to 4.15 p.m

Sunday and public holidays – closed

General rules on the use of the library

- Readers must produce their university Record Book/Identity Card when entering the library, borrowing books or any other time when called upon to do so.
- Readers must produce their belonging (books, notes etc.) to the gatekeepers when they enter and go out of the library.
- No bags, parcels, mobile phones, personal copies of books and printed materials, umbrellas should be brought in to the library.
- SILENCE should be observed in all public reading areas.
- Seats in the library may not be reserved or removed by the readers.
- Readers are not allowed to do joint work and discussion in the library.
- Consumption of food and drink, smoking and the use of matches or an open flame are forbidden in the Library.
- No readers may enter any part of the library to which entry is forbidden.
- Any disorders or improper conduct or breach of regulations will render the reader or borrower concerned liable to suspension from using the library.
- Students should not occupy the revered places and seats for post graduate students/research students/university Teachers.

Information Technology Unit

Information Technology Section is the main Information Technology resources provider for the Institute of Indigenous Medicine. IT Section is equipped with main Auditorium, Mini Lecture hall, and two computer labs, with a total number of 50 client machines which are allocated for Students as well as for lecturers. One computer lab has been exclusively reserved for free use by students and the other lab is mainly used for practice under the supervision of a lecturer. IT Section conducts IT lectures for Ayurveda students and Unani students. Further IT Section provides Internet facilities, photography facility, sounds facilities, IIM domain email creation facility, and computer repairing and software installation facilities to the IIM. IT section is the main authorized party for handle websites and Learning Management System (LMS) of the IIM. According to the request we update the main website or we develop new websites.

IT section is headed by academic staff member and it also consists Two Computer Instructors, Assistant Network Manager, Technical Officer, and Two Lab attendants. We work as a team for to provide best IT related services to the IIM.

The Information Technology Section is open on week days except on public holidays from 8.00 a.m. to 5.30 p. m. The said time period may be varied on institutional needs.

Hostel Facilities

The Institute provides hostel accommodation for its undergraduates under the selection criteria.

Presently the institute is managing 3 hostels on its own and 2 rented out houses.

Students from low income families, distant residences and differently abled students are given preferences in obtaining hostel facilities.

A senior academic member acts as the warden of each hostel. A residential - sub warden is in charge of the day to day concerns. Any issues faced by students whilst in the hostel must be reported to the residential sub -warden.

The cleanliness and health aspects as well as the maintenance of discipline are the responsibilities of the students. It is hoped that an atmosphere of friendliness would prevail to assist education.

In student's welfare and discipline issues, the non-residential sub-warden would assist the warden, residential sub-warden. If students act in an unacceptable manner with regard to discipline, their hostel facilities can be suspended. It is a greave offense to stay in a hostel illegally or to threaten and force students from hostels or to threaten in any form.

Students must inform of any problems faced by students to the warden, residential and /or non-residential sub-warden. Students cannot remain in the hostels during student vacation when examinations are not being held, unless carrying out research. Students can return when semester begins again. Unless prior approval is granted, all female students in their respective hostels must return to their hostels at 8.00 p.m.

Medical Services

To maintain a healthy student life which free of mental and physical ailments, the Institute has its own Medical Center. The Medical Center is managed by a qualified Ayurvedic Doctor and a government trained Nursing Officer. Issuing medical certificates and basic management of patient are carried out by the center. The severely ill patients who cannot be managed by the Medical Center are transferred to the Boralla Ayurveda Hospital.

On weekdays the center is open from 8.00 a.m to 4.30 p.m.

In addition to the Institutional Medical Center, the student can get treatment from the Medical Center of University of Colombo which comprise of following officers.

Chief Medical Officer – Dr. KDI Wasudeva (M.B.B.S., D.F.M)

University Medical Officers

Dr. (Mrs) MAPW Premathilake (M.B.B.S)

Dr. (Mrs) ARP Rathnayake (M.B.B.S)

Dr. (Mrs) DSK Thennakoon (M.B.B.S)

Dr. (Mrs) IP Alwis (B.D.S)

The services provided by the Medical Center of University of Colombo in addition to the basic services are as follows.

- Vaccinations

The Medical Center of the University of Colombo will make arrangements for vaccination, against tuberculosis, typhoid and other diseases when necessary. Any student who has problem regarding vaccination can contact the staff of the Medical Center.

- Medical Counselling

Medical officers of the Medical center are free to listen the problems of students who need counseling, if need the support of Psychiatrists the students are referred to relevant University Clinics.

- Laboratory Testing Facilities

Laboratory testing facilities for all University students and staff are available in the Medical Faculty and at the Reid Avenue Health Center. Testing of blood for Dengue prevention campaign is also handled up by the Medical Center free of charge.

Students' Welfare Division

This branch which is headed by an Assistant Registrar, handles student affairs and their overall welfare works including student registration, Mahapola and Bursary payments, maintaining personal files of students, providing hostel facilities, conducting inquiries related to students' discipline.

Students Societies

Indigenous medical student's committee

This is the main society of students, which functions as a body to assist students in their requirements. The committee consist of elected student representatives. Separate areas are available for the activities of the students committee.

Four subcommittee are functioning under the indigenous medical committee.

(1) Ayurveda Promotional Sub Committees

The committee organize events such as free medical camps, education programs, and other social events to popularize Ayurveda in society.

(2) Arts Sub Committee

The committee organizes events such as arts, photographic competitions, musical programs, cinema with integration with other Universities.

Coordinator of the Arts subcommittee- Dr Jeevani Dahanayaka

(3) Sports Sub Committee

The committee organizes sports meet, annual inter-batch cricket match and other sport activities by integrating with the other Faculties of the University of Colombo sharing the facilities.

Coordinator of the Sport subcommittee - Dr. (Miss) KKVS Peshala

(4) Cultural Sub Committee

The committee organize cultural programmes.

Unani Medical Students Association

Unani Medical Students Association is the body which support Unani students at their needs.

Conduct and discipline

Personality of a medical student

The student of IIM commences his or her professional journey since the date he/she got the registration as an internal student. Finally, as the student may become either a medical practitioner, researcher, lecturer or drug manufacturer, it is important to upgrade and maintain the personality and behavior to the profession.

General behavior and discipline

The student must avoid from

- (a) behaving in a manner that interrupt academic and administrative affairs
- (b) harassing to any student physically or mentally
- (c) damaging properties of the university
- (d) behaving within or outside of institute premises in a manner that damage the dignity of the institute

And he/she should not support or instigate such acts.

The student who is found guilty of any undisciplined act would be dealt with laws, rules and other general laws in force.

As well, student has to

- act in line with the rules of the institute.
- protect movable and immovable properties of the institute
- respect to academic and non-academic staff of the institute and medical officers in the Teaching Hospital
- act in harmony with other colleagues and staff members
- build up sound mentally to become an Ayurveda/Unani medical practitioner by paying due respect to the Ayurveda/Unani principles.

Dress code

Students have to wear simple, clean dress suitable for a medical student within the institute and in Teaching Hospital. Female students should dress in decent and modest manner.

White colored overcoat prescribed for medical student should be worn during clinical trainings classes at the Teaching Hospital, practical/clinical cum viva voce and viva voce examinations. The students are not allowed to cover the face when participating in any teaching/learning and examination related activities.

Ragging

Any student, who carries out or take part in ragging practices within or outside of the institute, is guilty of offense in accordance with prevention of ragging act No 20 of 1998. If any student is found guilty for ragging, will be dealt according to the act. Such actions should be informed to student counselor, head of the department or to an administrative officer.

Prevention of ragging act No 20 of 1998 that prescribes ragging and erroneous acts of any sort in academic places will be issued to you. You are expected to read it thoroughly and be familiar with it.

According to University Grants Commission letter no UGC/CGEF/VC/01 dated 15.02.2017 on online system for complaints on ragging. Any complaint of ragging could be reported directly to the University Grants Commission via web link below

<http://www.ugc.ac.lk.rag>

Your complaints can be produced over the phone to the following numbers, 0112123700/0112123456 around the clock, and you have to follow the advice from automated interactive Voice Response System (IVR) in operation. Telephone operator will include your complaint into the system instantly.

Anti-Ragging Committee

Anti-Raging Committee has been constituted in this institute to prevent ragging and to take anti ragging measures as per the guidelines issued by the UGC.

The Anti-Raging Committee was formed to address the issues concerning ragging. The members and their contact details are as follows.

Name	Contact Number	E mail
Dr. DPA Dissanayake (Chairmen)	0776581751	drdpadissanayake@gmail.com
Dr. WASS Weerakoon	0714500031	sarojaweerakoon@yahoo.com
Dr. IAM Leena	0714345503	Iamleena2007@gmail.com
Dr. AHA Fazeenah	0714481148	drfazeenahhameed@gmail.com
Dr. Anoma Samarawickrama	0714422381	Samarawickrama381@gmail.com
Prof. MUZN Farzana	0717356495	muznfarzana@gmail.com
Dr. PK Wendabona	0717359237	pkwendabona@gmail.com
Dr. HGSP Hewageegana	0714753315	sujathahgsp@yahoo.com
Dr. EDTP Gunarathna	0711552737	drprsady@yahoo.com
Dr. KR Weerasekara	0718476621	kumuduweerasekara@yahoo.com
Dr. TDN Karunarathna	0713006653	nimalayu@gmail.com
Dr ALM Ishan	0773283365	drishan25@gmail.com
Dr. BMS Amarajeewa	0718133444	drmanori@iim.cmb.ac.lk
Dr SP Molligoda	0714440327	susanthamolligoda@gmail.com
Dr RDH Kulathunga	0771567561	krdhkanthi@yahoo.com
Dr. AM Muthalib	0718375232	mujasha@yahoo.com
Dr. MAA Sirajudeen	0714422373	Sirajudeen.dr@gmail.com

Student identity cards

Student Identity Card will be used to every medical student by the Students' Welfare Division of the Institute. The student identity cards should be produced at any time whenever you requested to do so by the administrations.

In case of loss of Identity Cards, such to be informed to the Deputy Registrar in writing to get a fresh one. Prescribed fee will be charged for issuing an additional copy.

Student Record Book

Student Record Book will be issued by the Students' Welfare Division to record the student participation in practical classes and assignments in their concerned subjects. It is essential to maintain these orderly records of the attendance for examination purposes other requirements.

Prizes and medals for BAMS students

Professor Sarath Gamini Ranasighe Gold Medal is awarded to the student of Final Professional BAMS who scores highest marks with a first class degree. All the subjects should be passed in first attempt in all levels.

Dr. Jayantha Edirisinghe Award is presented for the student of Final Professional BAMS who scores highest marks. All the subjects should be passed in first attempt in professional examinations.

Prizes awarded by Oriental Medical Science Fund will be presented to one student in each Professional BAMS who scores highest marks.

Dr. and Mrs. K.G.P. Jayathilaka Award will be offered to two students, male and female who obtain highest marks in Final Professional BAMS examination.

Professor Gunapala Amarasinghe Gold Medal is awarded to the student who, in her first attempt, passes all subjects and secures the highest score with A or A+ grade for Balaroga subject at the Final Professional BAMS Examination.

Professor Gunapala Amarasinghe Scholarship is awarded to the student in Final Professional BAMS who in her first attempt passes all subjects from First Professional BAMS and Second Professional BAMS and on the basis of parental income.

Health and welfare

Medical Services

The medical center of the institute is located in the 1st floor of the administrative building. It offers services mainly for maintaining the physical and mental health of the students. Service of the medical center is available to every student at emergencies.

Counseling

Assistant Senior Student Counselor and other student counselors will assist in solving problems personally encountered by the students

Attendance

A student must have minimum of 75% of attendance in lectures and practical classes in each subject to sit for the corresponding examination. A student with attendance of 65% - 74% will be permitted for examination only in exceptional circumstances created on medical/ acceptable ground. A student with attendance of 65% - 74% without acceptable ground shall sit for the examination in the next scheduled examination as re-sit candidate. A student with attendance of less than 65% should complete required attendance with immediate junior batch in order to for the examination.

Reason for granting valid excuse by the senate include;

- Illness of the candidate
- Personnel problem involving in immediate family member of the candidate
- Candidates participation in a university or national level activity for which prior permission has been obtained from the senate or
- Any other cause such as a natural disaster clearly precluding a candidate from sitting the examination

In all these instances the candidate must follow accepted university procedures (e.g. submission of medical certificate) and the Senate may request further documents for authentication. The Senate reserves the right to grant or not to grant a request for excuse at an examination.

Financial assistance

Several financial assistance schemes are available for students.

Mahapola Bursary, facilities such as hostel and canteen, facilities for recreational activities, coordination of cultural and religious programmes, and undergraduate guidance are handled by the Assistant Registrar of the institute.

Mahapola Scholarship

The University Grants Commission calls for applications when the students apply for University entrance. This is handled by the Mahapola Trust fund. A monthly Rs. 5000.00 is paid for ten months per year, for five years.

Entitlement to Mahapola/Bursary of student depends on the marks she/he obtained at G.C.E Advanced Level examination and economic condition and the provisions for bursaries are given by the commission circular No 856.

Receiving Mahapola/Bursary Instalment

Students who are eligible for the Mahapola/Bursary must present themselves at the Student's Affairs branch to sign the signature list.

Notices will be published by the Student's Affairs branch in every month informing the time period for signing the signature list

Examination procedure

Part 1

1. Candidate are required to be at the examination at least 15 minutes before the commencement of each paper, but sha not enter the hall until they are requested to do so by the Supervisor.
2. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.
3. On admission to the hall a candidate shall occupy the seat allocated to her and shall not change it except on the specific instructions of the Supervisor.
4. A candidate shall have her student identity card and the admission card with her in the examination hall on every occasion she presents herself for a paper. Her candidature is liable to be canceled if she does not produce the identity card when requested to do so. If she failed to bring her identity card on any occasion, she shall sign a declaration in respect of the paper for which she had not produced the identity card in the form provided for it and produce the identity card to the Deputy Registrar on the following day. If a candidate loses her identity card during the course of examination, she shall obtain a duplicate identity card for the Deputy Registrar for production at the examination hall.
5. Admission card signed in the presence of the Supervisor /Invigilator shall be handed over to the supervisor/invigilator on the day of your last paper.

6. Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils or another approved equipment or stationery which they have been instructed to bring.
7. Examination stationery (i.e. writing paper, precise paper etc.) will be supplied as an when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or other wise mutilated. No papers other than those supplied to her by the Supervisor/Invigilators shall be used by a candidate. All material supplied whether used or unused other than the answer scripts shall be left behind on the desk and not removed from the examination hall.
8. No candidate shall have on her person or in her clothes or on the admission card, time tables or any other object she is permitted to bring into the examination hall, any notes and sign and formula or any other unauthorized materials. Books, notes, parcels, hand bags, mobile phones etc. which a candidate has brought with her should be kept at a place indicated by the Supervisor/Invigilator.

The Supervisor shall not take the responsibility in case any of these materials kept is lost. A candidate may be required by the supervisor to declare any item in her possession or person.

9. Every candidate shall enter her index number at the appropriate place on the answer book and on every continuation paper. She shall also enter all necessary particulars as indicated in the cover of the answer book.

A candidate who inserts on her script an index number other than her own is liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check to check the answer script of the candidate. A script that bears no Index Number or an index number which can not be identified is liable to be rejected. No candidate shall write her name or any other identifying mark on the answer scripts.

10. Candidates are under the authority of the Supervisor and shall assist her by carrying out her instructions and those of the Invigilators, during the examination and immediately before and after it.
11. Every candidate shall conduct herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor of her staff or to the other candidates. In entering and leaving the hall, she shall conduct herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
12. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator.

The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising her hand from where she is seated.

13. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant him permission to do so but the candidate shall be under constant surveillance.
14. The candidate shall stop work promptly when ordered by the supervisor/invigilator to do so. If this instruction is not strictly followed the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.
15. All rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer scripts. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answer with the intention of copying.
16. Any answer or part of the answer which is not to be considered for the purpose of assessment shall be neatly crossed out.
If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
17. Every candidate shall handover the answer scripts personally to the Supervisor/Invigilator or remain in her seat until it is collected. On no account shall a candidate hand over her answer script to an attendant, a minor employee or another candidate.
18. A candidate who has handed over her answer script shall under no circumstances be entitled to call it back.
19. No candidate shall remove her or any other candidate's answer script from the examination hall.
20. No candidate shall copy or attempt to copy from any book or paper or notes or similar materials or from the scripts of another candidates. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct herself so negligently that an opportunity is given to any other candidate to read anything written by her.
Nor shall any candidate use any other unfair means or obtain or under improper assistance at the examination.
21. No candidate shall submit a practical or field book or dissertation or project study or term paper or assignment or answer script which has been done wholly or partly by anyone other than the candidate herself.

22. No person shall impersonate a candidate at the examination, nor shall any candidate allow herself to be impersonated by another person.
23. The Supervisor/Invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it.
24. Every candidate who registers for an examination shall be deemed to have sat the examination unless
- She is permitted by the senate for a valid reason to withdraw from such examination on a ground acceptable to the senate within the specified period.
- OR
- She submits a medical certificate prior to the commencement of the examination. The medical certificate shall from the Institute Medical Officer. If this is not possible the medical certificate should be obtained from Government Medical Practitioner and submitted to the Head of the relevant Department of Study at the earliest possible time, but in any case, not later than one week from the first day of the examination. (Please indicate the Department of Study and Registration Number in the Medical Certificate)
25. When a candidate is unable to present herself for any part/ section of an examination, she shall notify or cause to be notified this fact to the relevant Department of Study, immediately. This should be confirmed in writing with supportive documents within 48 hours by registered post.
26. A student eligible to sit the examination shall be deemed to have sat the first scheduled examination irrespective of the fact whether she has already sat or not unless the senate is satisfied that she has been prevented from sitting the examination due to illness or any other reasonable cause.
27. A student who withdraws or absents herself from the examination shall not be eligible for honors at the next examination unless the senate decides otherwise.

Part II

Practical Examination Procedure

28. Practical/clinical examinations will be conducted in the laboratories or hospital wards. Objective is to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion.

29. Students shall be responsible for noting correctly the times and venues of their practical/clinical cum viva voce and viva voce examinations. No special arrangements shall be made for the student who fails to attend for the examination at the proper time, if such failure is due to their mistake of inadvertence.
30. Candidate should wear appropriate dress and white colored overcoat prescribed for medical student during practical/clinical cum viva voce and viva voce examinations
31. Student shall be at the examination venue at least 15 minutes before the start of the practical/clinical cum viva voce examination.
32. The faces should be adequately exposed for identification of the candidates.
33. Students shall not bring mobile phones to the venue of examination.
34. Candidate shall follow the all relevant guidelines mentioned in part 1 of examination procedure.

Part III

35. Any candidate who violates any of the requirements or conditions stipulated in part I and part II shall be considered as having committed an examination offense.
36. Examination offenses may be classified as follows
 - (a) possession of unauthorized documents or removal of examination stationary
 - (b) disorderly conduct
 - (c) copying
 - (d) obtaining or attempting to obtain improper assistance or cheating or attempting to cheat
 - (e) impersonation
 - (f) aiding the commission of any of these offenses
 - (g) violation of any of the requirements or conditions stipulated in part I and part II
37. In all cases of commission of examination offenses detected, the Supervisor shall take action as outlined below and forward his report to the registrar.
38. Prior knowledge of a question paper, or part thereof, shall constitute an examination offense.
39. Where a student has been in possession of unauthorized material at an examination hall, she shall be presumed to have made use of such material until the contrary is proved by her.
40. 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 her a letter cancelling her candidature from the examination.

Where a candidate's offense is only disobedience, the supervisor shall warn the candidate and forward a report to the Deputy Registrar.

41. In all other cases of examination offenses detected, the supervisor shall on the detection of the offense take possession of unauthorized documents if any, obtain a statement from the candidate and write her report on the matter on the form provide for this purpose.

42. The Deputy Registrar shall place all reports of examination offenses submitted by the Supervisor for the consideration of the Director who shall decide whether they shall be referred to the examination Disciplinary committee of the university of Colombo for further action.

43. any Examiner, Head of the Department of study or any other official of the University who detects an examination offense shall report the matter in writing to the Deputy Registrar, who shall submit same to the Director for necessary action.

44. any allegation regarding the commission of examination offenses form the whomsoever received shall be submitted by the Deputy Registrar to the Director, who shall decide whether these shall be referred to the examination Disciplinary Committee for necessary action.

45. A candidate who is found guilty of an examination offense is liable to any or more of the following punishments.

(a) Removal of her name from the pass list

(b) Cancellation of her candidature from whole or part of the examination, or

(c) Suspension from any University examination for such period as the senate may decide or indefinitely, or

(d) Suspension from the University for such period as the Senate may decide or indefinitely.

46. Any candidate found aiding and abetting the commission of any examination offense shall be liable to the same punishment as that applicable to the offense.

47. Any appeal against the decision of the Senate shall be made to the Council.

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References, details were obtained from the Student Guide Book 2019 University of Colombo

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