



**BY LAWS PERTAINING TO
THE REPORTING OF SICKNESS AND SUBMISSION OF MEDICAL CERTIFICATES
BY THE STUDENTS OF THE GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**

2015

**BY LAWS PERTAINING TO THE REPORTING OF SICKNESS AND SUBMISSION OF MEDICAL CERTIFICATES
BY THE STUDENTS OF THE GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**

By Laws made by the Board of Management of the General Sir John Kotelawala Defence University to provide for the Reporting of Sickness and Submission of Medical Certificates by the Students and for matters connected therewith or incidental thereto.

1. These By Laws may be cited as By Laws Pertaining to the Reporting of Sickness and Submission of Medical Certificates by the Students of the General Sir John Kotelawala Defence University.

2. Reporting of Sickness -

i. During Term -

- a. The student shall present himself to the U.M.O. as soon as possible. If the student is unable to see the U.M.O. the latter, as well as the Dean and the Squadron Commander, shall be informed of the illness simultaneously in writing.
- b. Any student who has had an infectious disease shall obtain permission from the U.M.O. before he resumes lectures, tutorials, practical classes *etc.*

ii. During and on the Eve of Examinations -

- a. If a student falls ill just before or during any examination he shall present himself to the U.M.O. or if admitted to hospital, the U.M.O. and the Dean shall be informed simultaneously within the shortest possible time.
- b. If a candidate falls ill at the Examination Hall, the Supervisor shall send the candidate accompanied by an Invigilator to the U.M.O. who will examine the candidate, prescribe treatment and decide whether the candidate should continue with the examination or whether the candidate should withdraw from the examination. The U.M.O. shall submit a report on every such case.
- c. Where the U.M.O. in consultation with the Dean, deems it necessary, he shall arrange for the candidate to present himself before a Medical Board on a prescribed date and a time.

3. Submission of Medical Certificates –

- i. Medical Certificates other than those issued by the U.M.O. shall not be accepted as valid.

- ii. a. Any candidate who is unable to attend academic activities or present himself for an examination, owing to illness shall obtain a Medical Certificate from the U.M.O. and submit the same to the Assistant Registrar within seven (07) days of his sickness.
- b. If the candidate is able to call over at the Medical Centre of the University, he shall do so. If he is unable to do so, he shall inform the University Medical Centre by telephone and obtain a Registration Number for further reference. The U.M.O. will make appropriate arrangements to verify the illness.
- c. Where a candidate is unable to call over at the Medical Centre of the University or where a candidate has gone home and fallen ill, the candidate shall report to the nearest Government Hospital and obtain a Medical Certificate which he shall forward to the U.M.O. through the Assistant Registrar within seven (07) days of his sickness.
- d. The Registration Number assigned by the Medical Centre of the University in such an instance shall be referred to by the candidate in correspondence in respect of the sickness.

4. Examination Fees -

- i. A student who submits a Medical Certificate from the U.M.O. prior to the commencement of an examination shall not be required to pay Examination Fees when he sits the examination again.
- ii. A Candidate who, having sat for at least one or more paper falls ill and is unable to sit the other papers shall be required to pay Examination Fees should he re-sit such paper or papers.

5. Eligibility for Honours and Classes -

A student who submits a Medical Certificate from the U.M.O. to the effect that he was unable to sit an examination or to continue with an examination from a particular date would receive special consideration and be made eligible for Honours or a Class at the next examination.

6. Discontinuation from Study Programme -

If a student absents himself from any examination on medical grounds without submitting a Medical Certificate from the U.M.O. he may not be allowed to continue with the study programme to which he is registered and may not be permitted to sit the examination again.

7. **Prevalence Over Other By Laws -**

These By Laws shall prevail notwithstanding anything contrary to or inconsistent with in any other Rule, Regulation or By Law.

8. **Interpretations -**

In these By Laws:

Assistant Registrar means the Assistant Registrar of the relevant Faculty of the University.

Candidate means a student registered to sit for an examination at the University.

Dean means the Dean of the relevant Faculty of the University.

Government Hospital means a Hospital coming under the purview of the Department of Health of the Ministry of Health.

Medical Board means a Board of Medical Consultants constituted by the Vice Chancellor comprising a Consultant Surgeon, a Consultant Physician, a Consultant Psychiatrist and a Consultant of the relevant specialty, to ascertain, evaluate and make observations on the physical and/or mental status of a student of the University, which shall be chaired by the U.M.O.

Squadron Commander means the Squadron Commander of the relevant Squadron.

Student means a student enrolled to follow a course of study at the University, and includes Officers, Officer Cadets, and Civilian Students enrolled to follow a course of study on day school basis (Day Scholars).

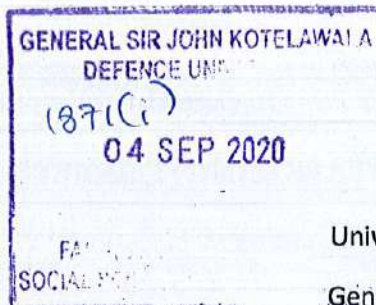
U.M.O. means the University Medical Officer and includes an acting University Medical Officer.

University means the General Sir John Kotelawala Defence University established under and in terms of Sir John Kotelawala Defence Academy Act No. 68 of 1981, as amended.

Vice Chancellor means the Vice Chancellor of the General Sir John Kotelawala Defence University, and includes an acting Vice Chancellor.

9. **Effective Date -**

These By Laws shall be deemed to have come in to force and been effective from 01. 01. 2015.



University Medical Centre,

General Sir John Kotelawala Defense University,

Ratmalana

04th Sept. 2020

Deputy Vice Chancellor (academic),

General Sir John Kotelawala Defense University,

Ratmalana.

Dear Sir,

Submission of Medical Certificates

This is to bring your kind notice that the students at KDU are not following the guidelines given by the BY LAWS PERTAINING TO SUBMISSION OF MEDICAL CERTIFICATES in year 2015.

It is clearly stated in by-laws that 3 I. the Medical Certificates other than those issued by the U.M.O. shall not be accepted as valid

- 3 B. II b. If the candidate is able to call over at the Medical Centre of the University, he shall do so. If he is unable to do so, he shall inform the University Medical Centre by telephone and obtain a Registration Number for further reference. The U.M.O. will make appropriate arrangements to verify the illness.
- c. Where a candidate is unable to call over at the Medical Centre of the University or where a candidate has gone home and fallen ill, the candidate shall report to the nearest Government Hospital and obtain a Medical Certificate which he shall forward to the U.M.O. through the Assistant Registrar within seven (07) days of his sickness.
- d. The Registration Number assigned by the Medical Centre of the University in such an instance shall be referred to by the candidate in correspondence in respect of the sickness.

But the students continue to submit private medical certificates and I am unable take any action as it was the practice before also.

I would be grateful to you if you could take necessary action regarding this.

Thanking You,
Yours faithfully,

Dr. SWS Somaweera
University Medical Officer

Dr. S. W. S. SOMAWEERA
MBBS (Col), DFM (Col), PgDCP (Col)
Dip. In Counselling
S&MC Regd. No. 7181
UNIVERSITY MEDICAL OFFICER
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

All students
pls follow the
given instructions
Dear Rmsid
08/09/2020

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
DEPUTY VICE CHANCELLOR (ACADEMIC)'S OFFICE
STAFF MINUTE SHEET

04 SEP 2020

All Deans / All ARs "Priority please"

Please pay your attention as a matter
of utmost importance.

Kindly circulate the
above information among all the students
and the academic staff members as a matter
of urgency.

Thank you

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DVC (Academic),
KDU

04 SEP 2020

2221
26 MAR 2021

REGISTRARS OFFICE

University Medical Centre,
General Sir John Kotelawala Defence University,
Kandawala Road
Ratmalana

Registrar
General Sir John Kotelawala Defence University,
Kandawala Road
Ratmalana

26th March 2021

Dear Sir,

Mobile telephone facility to University Medical Centre for Day-Scholars to contact the University Medical Centre

By 1 and 3 of the Bylaws pertaining to reporting of sickness and submission of medical certificates – 2015 the students are informed that the medical certificates other than those issued by UMO or Consultant Specialist and certified by the UMO shall not be accepted as valid. It is also informed by the above by laws If he is unable to do so, he shall inform the University Medical Centre by telephone and obtain a Registration Number for further reference The U.M.O. will make appropriate arrangements to verify the illness.

New mobile phone has been allocated to the University Medical Centre for the above purpose and the number is 071 0219335

Kindly take necessary actions to inform this to the all the Assistant Registrars and the students about this facility. The Registration Number given by the University Medical Centre should be written clearly on the right hand corner of the medical certificate when they hand over it to the Assistant Registrar of the Faculty.

This will come to the effect from 01st April 2021

I would be grateful to you if you could take necessary action.

Thanking You,

Yours faithfully,



Dr. SWS Somaweera
University Medical Officer

Dr
SWS
AR 1802
FNE 19

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18/04/21

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Kindly
and this info to all
with a covering

DR. S. W. S. SOMAWEERA
MBBS (Col), DFM (Col), PgDCP (Col)
Dip. in Counselling
SUMC REG. NO. 7181
UNIVERSITY MEDICAL OFFICER
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
INTERNAL MEMO

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KDU/DR/16

To : See Distribution
From : Deputy Registrar
Date : 20.04.2021
Subject : Mobile Telephone Facilities to University Medical Centre for Day Scholars

1. As per the Rules for the Conduct of Degree Programmes (By-Laws) 3.4.3 ii (b) the new mobile phone has been allocated to the University Medical Centre pertaining to reporting of sickness and submission of medical certificates. The allocated number is 071 0219335. Hence, please inform/educate all Day Scholars about this facility.

DMS DISSANAYAKE, RSP, psc, MSc (D & SS)
Lieutenant Commander (C)
Deputy Registrar

Info:
Deputy Vice Chancellor (Defence & Admin)
Deputy Vice Chancellor (Academic)
Registrar
UMO

Action :
Dean - FGS
Dean - FDSS
Dean - FOM
Dean - FOE
Dean - FOL
Dean - FMSH
Dean - FAHS
Dean - FBE&SS
Dean - R & D
Dean - FOC
Dean - FOT

AR
FMA
21/4/21