



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO.02/ 2023

No. 20, Ward Place
Colombo 07

01st March 2023

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Common Directives/ Guidance on Non-Evidenced, Anonymous Complaints and Discontinuation of Investigations at Universities

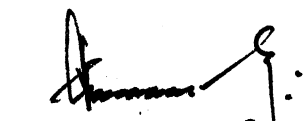
Commission at its 1090th meeting held on 17.11.2022 approved common directives/ guidelines on anonymous, evidenced/ non-evidenced complaints and the importance of ensuring confidentiality, initially at the evidence collection phase.

Accordingly, the suggested common directives/ guidance are as follows.

No.	Matter	Feedback
1.	Method of conveying/ handling/ investigating anonymous complaints on ragging/ Sexual and Gender Based Violence (SGBV) by the CGEE/UGC and by the universities in future.	1. Anonymous – non evidenced complaints Please note that complaints lodged without revealing the identity of the complainant and not presenting valid evidence regarding the incident cannot be processed. 2. Anonymous – with valid evidenced complaints Please note that complaints lodged without revealing the identity of the complainant but presenting valid evidence regarding the incident can be processed.
2.	Guidance to universities regarding the importance of maintaining confidentiality , initially at the evidence collection phase for continuation of investigations.	Importance of maintaining confidentiality It is suggested to adopt appropriate approaches in collecting information depending on the context/ circumstances while assuring privacy and confidentiality

		<p>of the parties involved. For instance when evidence is to be collected from many it is suggested to contact individuals separately rather than collecting evidence from the group as a whole.</p> <p>Further, privacy and confidentiality of the complaint/s, complainant/s to be maintained throughout the investigation process and even after the closure of the incident/ matter/ or the inquiry.</p>
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Please take actions accordingly.



Senior Prof. Sampath Amaratunge
Chairman

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