

CHAPTER II

COMMON SEAL, COAT OF ARMS, CEREMONIAL AND ACADEMIC DRESS OR INSIGNIA OR BOTH

1. Common Seal
2. Coat of Arms
3. Ceremonial and Academic Dress or Insignia or both

CHAPTER II

COMMON SEAL, COAT OF ARMS, CEREMONIAL AND ACADEMIC DRESS OR INSIGNIA OR BOTH

1. Common Seal

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| (a) The University Grants Commission shall have a common seal, with power to alter the Seal at its pleasure [Section 2(2) of the Act as amended]. | Seal of the Commission |
| (b) A University shall have a common seal, with power to alter the Seal at its pleasure [Section 21(a), 28(1) (b) and 45(2) (ii) of the Act as amended]. | Seal of a University |
| (c) The Open University shall have a common seal, with power to alter the Seal at its pleasure [Section 23 (1) (a) of the Act and Section 2(1) of the Open University of Sri Lanka Ordinance No. 01 of 1990 as amended]. | Seal of the Open University |
| (d) A University College shall have a common seal, with power to alter the Seal at its pleasure [Section 24(a) and Section 54(1) read with Section 28(1) of the Act as amended]. | Seal of a University College |
| (e) A Centre for Higher Learning may have a common seal, with power to alter the Seal at its pleasure if so empowered by the relevant Ordinance. | Seal of a Centre for Higher Learning |
| 1.1 The common seal shall be in the safe custody of the Secretary of the Commission/ Registrar of the University/ Secretary of the University College/ a person authorised by the Governing Authority of a Centre for Higher Learning as the case may be. | Custody of the Seal |
| 1.2 The seal shall not be affixed to any instrument or document except in the presence of the Secretary of the Commission and the Chairman or a member of the Commission who may be designated by the Chairman of the Commission/ the Registrar of the University and the Vice-Chancellor of the University or one member of the Council who may be designated by the Vice Chancellor of the University/ the Secretary of the University College | Officers to be present |

and the Director or one member of the Governing Authority who may be designated by the Director of the College/ a person authorised by the Governing Authority of the Centre for Higher Learning and the Registrar of the Centre as provided in the relevant Ordinance, as the case may be.

1.3 The Officers/members referred to in sub-paragraph 1.2 above in respect of the Commission and Higher Educational Institutions respectively should be present at the same time when the seal is affixed and shall sign the instrument or document in the presence of each in token of their presence.

1.4 A permanent record of the occasions on which the seal of the Commission and of Higher Educational Institutions, as the case may be, was affixed should be maintained in the Commission, by the Secretary of the Commission, and in the Higher Educational Institutions by the Registrar/ Secretary/ authorised person as the case may be.

Record of use of Seal

1.5 The record should furnish the dates on which the seal was affixed, the description of the instrument or document on which the seal was affixed on each occasion, and/ or reference to the decision of the Commission/ Governing Authority of the Higher Educational Institution concerned, the names and designations of the officers and members referred to in sub-paragraph 1.2 above who were present when the seal was affixed on each occasion and their signatures.

Occasions on which the seal was affixed

2. Coat of Arms

2.1 The Coat of Arms of a University shall be selected by the Council of the University in terms of Section 45 (2) (ii) of the Act as amended

University

2.2 The Coat of Arms of the Open University shall be selected by the Council of the Open University in terms of Section 14 (2) (ii) of the Open University of Sri Lanka Ordinance No. 01 of 1990 as amended.

Open University

2.3 The Coat of Arms as selected by the Council of the University/ Open University shall not be altered except with the approval of the Council concerned. Alterations

2.4 Certificates of the conferment of degrees, diplomas or other academic distinctions awarded by a University/ Open University shall bear the facsimile of the Coat of Arms of the University /Open University as the case may be. Facsimile of the Coat of Arms of the University

3. Ceremonial and Academic Dress or Insignia or both

The Council of a University shall determine in consultation with the Senate, the ceremonial dress or academic dress or insignia or both of the Chancellor, Officers of the University, graduates and diploma holders of the University. Authority

3.1 Ceremonial Dress:

Ceremonial dress may be worn by the Chancellor, Vice-Chancellor, the Registrar and Deans of Faculties of a University on the following occasions; Occasions when ceremonial dress may be worn

- (a) at a Convocation
- (b) at any ceremony at which the President of the Democratic Socialist Republic of Sri Lanka permits the wearing of university ceremonial dress.
- (c) at any meeting of any other university which the Chancellor, Vice-Chancellor, Registrar and Deans of Faculties attend as such and at which that ceremonial dress be worn; and
- (d) On any other occasion when the Chancellor/Vice-Chancellor orders that ceremonial dress be worn.

3.2 Academic Dress:

3.2.1 The academic dress of an Officer or Teacher shall be worn by Officers and Teachers on the following occasions: Occasions when academic dress may be worn: Officers and Teachers

- (a) at a Convocation

- (b) at any ceremony at which the President of the Democratic Socialist Republic of Sri Lanka permits the wearing of academic dress
- (c) on any occasion when the Chancellor/ Vice-Chancellor orders that academic dress be worn; and
- (d) on any occasion when the Vice-Chancellor orders that academic dress be worn; provided that the Chancellor, the Vice-Chancellor, the Registrar and Deans of Faculties shall wear ceremonial dress and not academic dress on any occasion coming within sub-paragraphs 3.2.1 (a), 3.2.1 (b) and 3.2.1 (c)

3.2.2 Academic dress shall be worn by graduates of the University on the following occasions:

Graduates

- (a) at a Convocation;
- (b) at any meeting at which that the Vice-Chancellor orders that academic dress be worn.

3.3 Nothing in this paragraph shall be deemed to forbid wearing academic dress by a graduate outside the university premises if the wearing of academic dress is in accordance with custom.