



University of Vavuniya

General guidelines for organizing events/activities by students

1. Preamble

- 1.1. This document demonstrates the general guidelines for organizing events or activities by Students' Unions/approved Societies /particular batches of students.
- 1.2. Students Unions/ approved societies can organize any kind of event/activity by following the general guidelines listed here.
- 1.3. Specific guidelines for organizing events/activities by a particular batch of students are listed in Section 5.

2. Approvals

- 2.1. All events/activities should be conducted with the prior approval of concerned authorities.
- 2.2. Prior approval must be obtained two weeks before the date of the event/activity through an application form available in the Proctor Office.
- 2.3. The Dean of the relevant faculties has the authority to give final approval for faculty-level events/activities.
- 2.4. The Vice-chancellor has the authority to give final approval for university-level events/activities.

3. Recommended days for holding events or activities

- 3.1. It is recommended to hold the events/activities on Wednesday afternoons or weekends.
- 3.2. Events/activities scheduled for Wednesday should be completed by 10.00 pm.
- 3.3. Events/activities scheduled for weekends should be completed by 6.30 pm.
- 3.4. The closing time of events can be extended with the prior approval of the Registrar.


4. Recommended Venues

- 4.1. It is recommended to hold faculty-level events/activities within the faculty premises.
- 4.2. University-level events/activities may be held in any of the common areas within the University premises.

5. Batch-level events/activities

- 5.1. Ad hoc committee should be formed, including one senior treasurer from the senior academic staff, to conduct the batch-level events/activities.
- 5.2. The following three functions are approved to conduct at the batch level:
 - 5.2.1. Welcome function for freshers: This will be conducted by second-year students. It is recommended to arrange this within one month from the date of the freshers' arrival. The Dean of the relevant faculties has the authority to extend this time frame.
 - 5.2.2. Going Down Function: It will be conducted by second-year students for final-year students.
 - 5.2.3. We Are Going Function: It will be conducted by final-year students.
 - 5.2.4. The Dean of the relevant Faculties has the authority to grant approval for conducting events/activities not mentioned above.

The Senate of the University of Vavuniya approved the above guidelines in its 19th meeting held on April 24, 2023.


Proctor
University of Vavuniya

Proctor
University of Vavuniya
Vavuniya, Sri Lanka.