

2.12 Policy for Orientation

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2.12.1	This policy shall be named the "Policy for Orientation" at the Faculty of Social Sciences and Humanities of the Rajarata University of Sri Lanka and it shall be abbreviated as the Orientation Policy /FSSH/RUSL.		Name of the policy
2.12.2	Orientation sessions are compulsory for all university students as they gather valuable information/experience during the sessions. This idea suggests that every Sri Lankan state university/faculty should be methodical and regular when organizing their orientation sessions. Hence, this policy is designed to inform the students of relevant policies, procedures, and resources needed for them to understand their roles and responsibilities as a student. Further, this document of orientation policy contains the purpose of the policy, statement, responsibility, duration, orientation package, participation of departments, units, and centers in orientation, funding for the orientation programme, and conclusion.		Introduction
2.12.3.	The objective of the policy is to establish a proper orientation programme to make the students familiarize with the university environment.		The objective of the policy
2.12.4.	This policy is bound with all undergraduates and academic staff of the Faculty of Social Sciences and Humanities.		Policy bound with

2.12.5.	When conducting the sessions, the Faculty of Social Sciences and Humanities prepares a schedule in coordination with various academic departments and student service centers to introduce the administrative structure of the university, student counselors, academic counselors and mentors, students' rights (charter) and responsibilities, as well as university life via tours and visits, meetings, lectures, demonstrations, discussion, and other suitable activities.	Scope of the policy
2.12.6.	The responsibility of organizing and carrying out the orientation programme will be the responsibility of the implementation committee appointed by the Faculty Board. The chairman of this committee should be a senior member of the academic staff of the Faculty.	Responsibility
2.12.7.	Two weeks	Duration
a.	<p>During the orientation, each student will receive the following.</p> <ol style="list-style-type: none"> 01. The Student Handbook 02. The University Student Charter 03. The Examination regulations 04. The regulations on punishments for violation of examination regulations 05. The University Policy on Gender Equity and Equality 06. UGC Circular No. 12/ 2019 on "Strategies/Actions to be implemented to combat Ragging and Sexual and Gender-Based Violence in State Universities and Higher Education Institutes" or university policy. 07. The schedule of the orientation programme (students are oriented to read the schedule and locate the lecture theaters and service centers before commencing their academic programmes) 08. Library brochures with clarification on terms and conditions 09. Compulsory course guides (IT, Mathematics, English, Sinhala) 10. Important contact numbers and email addresses 11. List of student counselors and mentors with their contact numbers. 	Orientation Package

2.12.8	<p>01. Academic Departments: Introduction to curriculum, study programs, resources, prospects, and academic advisors to select subjects.</p> <p>02. Office of Registrar: Registration information, academic calendar and schedule, assistance on "changing your subjects."</p> <p>03. Student Services: Rights, responsibilities, and opportunities of RUSL students.</p> <p>04. Student Counselors: Wellness, academic and personal support, meeting student counselors, and mentoring: assigning mentors, student-mentor meetings, and sharing contact information with them.</p> <p>05. Medical Centre: Wellness, medical test, awareness programmes, terms and conditions of medical certificates.</p> <p>06. Department of Environmental Management – Waste management, Faculty environment management, Shramadana campaign, Tree planting programme</p> <p>07. Career Guidance Unit: Leadership training and soft skills development activities, academic and personal support, awareness programmes.</p> <p>08. Library: Introduction to library and services available.</p> <p>09. Department of Computing: IT Services and important applications.</p> <p>10. Department of Physical Education: Introduction to services and opportunities for sports at RUSL.</p> <p>11. Department of English language teaching (DELT): Introduction to services and study programmes.</p> <p>12. Student Council (Union): Student voice, student-to-student tips, and support.</p>	Participation of Departments, Units, and Centers
2.12.9	<p>Chairman-Orientation programme shall prepare a budget estimate for the activities of each programme and table it at the Faculty Board. Once approved by the Faculty Board and allowed by the Dean, the budget will be forwarded to the Finance Committee for Approval. The Finance Committee shall consider the budget and instruct the Bursar to disburse the approved funds as an advance payment to the chairman- Orientation</p>	Funding

	committee. The chairman shall settle the advance within two weeks after the conclusion of the programme.	
2.12.10	The programme shall be concluded with a special event (for example, a musical evening or talent show) with the participation of all communities of the Faculty (students, academic, academic support, and non-academic).	Conclusion of the Orientation Programme

2.13 Policy for Research and Publication and Knowledge Dissemination

			Content
	2.13.1	Name of the policy	
	2.13.2	Introduction	
	2.13.3	The objective of the policy	
	2.13.4	Policy bound with	
	2.13.5	Guidelines for implementation	
	2.13.6	Responsibility	
2.13.1.	The name of the policy shall be "Policy for Research and Publication and Knowledge Dissemination of the Faculty of Social Sciences and Humanities of Rajarata University of Sri Lanka (FSSH-RUSL)."		Name of the policy
2.13.2	FSSH is conducting several academic programs with the vision of "To be a center of excellence in higher education, research and dissemination of knowledge in the Social Sciences & Humanities" and the mission of "To train and produce high-quality graduates equipped with competence and skills required to meet and respond to diverse demands and needs in the socio-economic development of the national and global environment ensuring excellence of education in social sciences and humanities.". The research and publication section plays a vital role in enhancing knowledge and investigating new knowledge. Currently, FSSH runs one faculty journal and several departmental-level journals and publishes more papers covering more broad subject areas. Several national level and international-level research symposiums are also organized to share knowledge. The policy aims to provide a guideline to enhance research		Introduction