National Institute of Social Development
Ministry of Women, Child Affairs and Social Empowerment

**Recognized by the University Grants Commission
as a Degree Awarding Institute
Under Section 25 A of the Universities Act No.16 of 1978**

NISD Policies, Guidelines and By_Laws

NATIONAL INSTITUTE OF SOCIAL DEVELOPMENT (NISD)

VISION STATEMENT

"To be a Centre of excellence, nationally and globally in social work education, training and research"

MISSION STATEMENT

"To enhance human resources for social development through the preparation of competent manpower in social work at all levels, generate and disseminate new knowledge and technologies for social work practice, provide specialized services for social welfare and social development"

NISD Policies, Guidelines and By_Laws

Published by:

Telephone/Fax/Email/ Website:

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Polices

National Institute of Social Development
Policy on Academic Honesty and Integrity

Policy Title: Policy on Academic Honesty and Integrity

Policy Number: 01

Functional Area: Academic

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director, Director General, ADG, AAB, and the GC

1.1. Rationale and Purpose:

The Policy on Academic Honesty and Integrity at the National Institute of Social Development (NISD) outlines the principles of ethical conduct, honesty, and integrity expected from all members of the academic community. Upholding academic integrity is essential to foster an environment where students can derive the fundamental values of discipline and integrity in their educational journey and pursuit of knowledge. This policy emphasizes the importance of ethical conduct across all fields of study and highlights the professional and social repercussions of academic dishonesty.

1.2. Scope:

This policy applies to all academic and non-academic staff members, undergraduate and postgraduate students affiliated with the National Institute of Social Development.

1.3. Policy Statement:

Academic misconduct and dishonesty encompass various actions that undermine the integrity of academic pursuits. These include but are not limited to:

    1.3.1.   Cheating: Cheating in an academic context involves securing or attempting to secure recognition or credit for academic work through unauthorized means. This

encompasses activities such as accessing unauthorized materials during examinations, claiming credit for ideas or information from external sources without proper attribution, and misrepresenting the work of others as one's own.

1.3.2. Fabrications: Fabrications entail the intentional and unauthorized falsification, misrepresentation, or invention of information, data, or citations in academic exercises. This includes fabricating data for research papers, altering experimental or survey results, and falsely citing sources not utilized in the work.

1.3.3. Plagiarism: Plagiarism involves representing the words or ideas of another as one's own without proper attribution. This includes verbatim copying from external sources without citation, paraphrasing without acknowledgment, and claiming authorship of work derived from others.

1.3.4. Facilitation or Collusion: Facilitation or collusion refers to assisting or attempting to assist others in violating the institution's policies on academic misconduct. This includes aiding others in cheating, fabricating data, or plagiarizing academic work.

1.4. Related Policies:

This policy is interconnected with related policies, procedures, forms, and guidelines, including but not limited to the Learning Outcome Policy, Assessment Policy, and Examination Policy. These documents collectively contribute to maintaining academic integrity and ensuring fairness and transparency in the evaluation of academic performance at the National Institute of Social Development.

National Institute of Social Development
Policy on Administration

Policy Title: Policy on Administration

Policy Number: 02

Functional Area: Financial Administration and Co-administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Registrar, Librarian, Directors, ADG, DG, AAB, and the GC

2.1. Rationale and Purpose:

The Policy on Administration is established to provide a robust framework for the governance and management of institutional affairs at the National Institute of Social Development (NISD). Aligned with the NISD Act and the institute's mission, this policy aims to foster accountability and responsibility among officers in implementing relevant policies, thereby ensuring efficient and effective administration.

2.2. Scope:

This policy applies to all academics and nonacademic members within the National Institute of Social Development. This ensures comprehensive governance and clarity in administrative procedures across the entire institute.

2.3. Policy Statement:

NISD is committed to administering its operations per the provisions outlined in this Policy on Financial Administration and core administration. This policy serves as a guiding framework to achieve the objectives and goals of NISD in alignment with its vision and mission. Key areas of focus include:

2.3.1.   Recruitment of permanent and temporary staff

2.3.2.   Student registration, teaching, examination conduct, evaluation, release of results, transcripts issuance, convocation ceremonies for both internal and external graduates

2.3.3.   Formulation and maintenance of the institute's academic calendar

2.3.4.   Administration of the institute in collaboration with relevant bodies

2.3.5.   Monitoring compliance with by-laws

2.3.6.   Maintenance of official records and information management

2.3.7.   Management of library facilities and systems

2.3.8.   Provision of student and staff welfare facilities

2.3.9.   Disbursement and monitoring of funds

2.3.10. Procurement procedures

2.3.11. Financial flows and records maintenance and auditing

2.3.12. Maintenance, construction, and evaluation of progress regarding infrastructure

2.3.13. Ensuring safety, security, and well-being of students and staff

2.3.14. Provision of infrastructure, IT, and other facilities

2.3.15. Administration of research activities

2.3.16. Legal matters management

2.3.17. Employee benefits administration

2.3.18. Addressing any other related matters as necessary

2.4. Performance Measurement:

Performance will be assessed based on key performance indicators outlined in the corporate plan of the National Institute of Social Development.

2.5. Related Documents/Policies:

2.5.1.   Legislative Context: National Institute of Social Development Act no.41 of 1992/Establishment Code, appropriate instruments/circulars, Prohibition of Ragging and other forms of violence in Educational Institutions Act No. 20 of 1998

2.5.2.   Associated Documents: Corporate Plan of the Institute 2023-2027, Internal Quality Assurance, Internal Audit for monitoring purposes

2.6. Implementation:

Implementation of this policy will occur through the following actions:

2.6.1   Presentation at AAB and the GC meetings

2.6.2   Distribution of memos via email or hand delivery to all Heads of Departments/Directors of the Institute

2.6.3   Posting the policy on the Institute's website alongside other approved policies

2.6.4   Inclusion in relevant student handbooks or manuals.

Policy on Community Services/ Outreach and Industry Linkage/ Engagement

Policy Title: Policy on Community Services/ Outreach and Industry Linkage/ Engagement

Policy Number: 03

Functional Area: Academic/ Administration/ Research

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development, AAB,

Responsibility: Director General, Directors field work coordinators / field work unit

3.1. Rationale and Purpose:

The National Institute of Social Development (NISD) is committed to the preservation, creation, and dissemination of knowledge, as well as the conservation and development of scientific, technological, and cultural heritage. This policy aims to establish a framework to support these goals by fostering quality teaching, research, and collaboration with government non - government and private sectors for societal betterment.

3.2. Scope:

This Policy applies to all academic staff, students, and other stakeholders to:

    3.2.1. Support the extension of knowledge to the community

    3.2.2. Spearhead the role of the Institute in disseminating knowledge and information

    3.2.3. Provide consultancy/ extension services aimed at achieving academic excellence within NISD

3.3. Policy Statement:

    3.3.1. NISD extends knowledge, information, and resources to professionals, industries, and the community within the country and the region.

    3.3.2. The Institute develops, conducts, and sustains demand-driven education/ awareness programs to empower relevant stakeholders.

    3.3.3. NISD increases the uptake of content, innovations, and technologies developed by

the University and other stakeholders to improve productivity.

3.3.4. Coordination of outreach activities is improved to ensure holistic and participatory implementation.

3.3.5. Mutual collaboration, partnership, and networking with local and international stakeholders are promoted to ensure synergy.

3.3.6. Quality facilities and services for efficient delivery of outreach activities are strengthened and provided by NISD.

3.3.7. Institutionalization and continuous mobilization of resources for outreach activities are ensured.

3.3.8. A standing committee is established to spearhead policy changes, set goals, and targets continuously for focused outreach services.

3.3.9. An environment conducive to the outreach of knowledge is maintained throughout each year.

3.4. Definitions:

3.4.1. Community: Structured and non-structured collective interest groups seeking sustainable solutions to their needs and challenges.

3.4.2. Continuing education: Non-credit professional short courses, workshops, seminars, and conferences often awarding certificates.

3.4.3. Extension: Interactive sharing of research-based knowledge, information, technologies, and innovations to improve work efficiency, productivity, incomes, and living standards.

3.4.4. Outreach: Providing services to populations outside the Institute who might not otherwise have access. In this policy, outreach is a community service using knowledge, products, or services by the Institute to increase availability and utilization.

3.4.5. Stakeholders: Individuals, groups, institutions, or organizations with interest or common values influencing the implementation of decisions.

3.4.6. Technology: The creation and use of technical means to solve problems, improve solutions, achieve goals, or perform functions.

3.5. Keywords:

Outreach Policy, dissemination, technology

National Institute of Social Development
Policy on Encouraging and Rewarding Student Innovation

Policy Title: Policy on Encouraging and Rewarding Student Innovation

Policy Number: 04

Functional Area: Academic Research

Effective Date: 11.07.2024

Approving Authority: The Council, National Institute of Social Development

Administrative Responsibility: Senior Academics/Heads of Departments/ Directors/ ADG and DG

4.1. Rationale and Purpose:

The National Institute of Social Development (NISD) acknowledges the pivotal role of student innovations in advancing its mission of developing globally competent citizens and contributing to national and global development. This policy aims to create a supportive framework and environment to inspire, recognize, and reward student innovators.

4.2. Policy Statement:

NISD is committed to fostering a culture of innovation among its students, recognizing that innovation involves risk-taking and experimentation. The Institute encourages students to apply innovative ideas, approaches, and methods to address real-world challenges in their respective fields of study. Additionally, NISD values initiative and rewards enterprising ideas, fostering continuous improvement processes.

4.3. Key Objectives of the Policy:

4.3.1. Inspire students to apply innovative approaches and techniques, and participate in innovation competitions.

4.3.2. Provide necessary support and resources for students to develop and implement innovative ideas.

4.3.3. Recognize and reward student innovators for their contributions to the Institute and society.

4.5. Forms of Assistance Provided by NISD:

4.5.1. Provision of attractive stipends/research support to postgraduate research students.

4.5.2. Guidance and support for successful student inventors to apply for patents.

4.5.3. Encouragement for academic members to apply for research grants to support student research and potential inventions.

4.5.4. Funding for publishing research findings in internationally recognized journals and other publications.

4.5.5. Monetary assistance to participate in exhibitions and public forums to showcase innovations.

4.5.6. Organization of annual student research days and student inventors' exhibitions, World Social Work Day with rewards for the best innovators.

4.6. Scope:

This policy applies to every student of NISD undertaking research studies, project work, or independent studies as part of their study program.

4.7. Definition:

Innovation is defined as seeking opportunities beyond tradition or identifying new or untested approaches. It encompasses the development of new products, services, or processes, or the enhancement of existing ones. Innovation depends on both individual creativity and organizational culture.

4.8. Types of Innovation:

4.8.1. Product innovation: Development of practice models/ Intervention of or enhancement of existing ones.

4.8.2. Process innovation: Improving organizational or practice models /Intervention processes for efficiency and effectiveness.

4.8.3. Marketing innovation: Finding new ways to students intake and getting recognition from national and international

4.9. Related Documents:

Student Policy, Student Handbook, Prospectus.

4.10. Keywords:

Innovation, invention, venture creation, creativity, initiative, research, rewards, recognition.

National Institute of Social Development
Policy on Examination

Policy Title: Policy on Examination

Policy Number: 05

Functional Area: Academic, Non-academics, and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Senior Academics/Heads of Departments/ Directors/ ADG/AAB and DG

5.1. Rationale & Purpose:

The National Institute of Social Development (NISD) recognizes assessment as an integral element of the teaching and learning process, crucial for promoting and evaluating student learning. This policy aims to delineate the principles guiding both in-course and final examinations, ensuring adherence to approved examination schedules.

5.2. Scope:

This policy applies to heads, academic staff members, students, and relevant administrative personnel involved in examination processes at the National Institute of Social Development.

5.3. Policy Statement:

    5.3.1 Diverse Assessment Types: The institute employs various assessment methodologies to gauge students' attainment of desired learning outcomes.

    5.3.2 Academic Standards: All assessments must align with the academic standards set for awards conferred by NISD.

    5.3.3 Examination Objectives: Examinations serve to moderate and validate student's Aptitude test, continuous assessment and summative performances. They assess the extent of achievement of desired learning outcomes and fulfill requirements of external bodies, such as professional associations.

5.3.4 In-Course Assessments: These should occur at pivotal points of learning, providing regular and timely feedback to students.

5.3.5 Examination Duration: Duration of examinations is determined based on the credit value of the subject/course.

5.3.6 Competent Staff: Staff involved in assessment must be competent and free from conflicts of interest.

5.3.7 Examination Setting and Moderation: The first examiner sets examination papers, aligning them with Intended Learning Outcomes (ILOs). The second examiner moderates the papers for validity, accuracy, and fairness.

5.3.8 Accessibility for Students with Disabilities: The institute ensures necessary adjustments and facilities for students with disabilities according to its disability policy.

5.3.9 Release of Results: Examination results must be released within two months of examination completion.

5.3.10 Re-Scrutinization of Marks: Students may apply for re-scrutinization of marks within two weeks of result publication, conducted according to UGC guidelines.

5.3.11 Record Maintenance: Records of marks and results are maintained in departments and faculties, available both online and in printed form for students.

5.4. Definitions:

- An aptitude test to assess skills for educational & professional competence.

- **Outcomes-Based Education:** A learner-centered approach requiring students to demonstrate evidence of achieving stated learning outcomes.

- **Intended Learning Outcomes:** High-quality demonstrations of significant learning within context.

5.5. Titles of Related Policies, Procedures, Forms, Guidelines:

5.5.1 Curriculum Development Procedures

5.5.2 Learning Outcome Policy

5.5.3 Assessment Policy

5.6. Keywords: Aptitude test, In-course assessments, end of course assessments, examination schedules, assessment methodologies, academic standards, accessibility, re-scrutinization, record maintenance.

5.7. Note: The policy is framed in accordance with guidelines from the University Grants Commission (UGC), incorporating necessary changes to ensure effective Entrance examination in-course and end of course assessments as highlighted by the NISD.

National Institute of Social Development

Policy on Finance

Policy Title: Policy on Finance

Policy Number: 06

Functional Areas: Administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibilities: Accountant, Director Administration and Finance, Finance committee

6.1. Rationale & Purpose:

The financial policy aims to establish and uphold accountability in the management of funds, ensuring responsible stewardship of resources. This financial policy is designed to institute a comprehensive financial management system at the National Institute of Social Development (NISD). It sets forth rules, regulations, guidelines, and criteria to govern financial activities, ensuring the effective and efficient management of the institute's financial resources in alignment with its vision and mission as per NISD Act No 41 of 1992.

6.2. Scope:

This policy is designed to set forth rules, regulations, guidelines, and criteria to govern financial activities, ensuring the effective and efficient management of the institute's financial resources in alignment with its vision and mission.

6.3. Relevant Stakeholders:

6.3.1   Institute Authorities: Governing Council, Director-General, Additional Director-General, Directors, Registrars, Accountant, Director Administration and Finance, and other officials.

6.3.2   Relevant Government Agencies: Treasury, Auditor General Department, Ministry of Women and Child affairs and Social Empowerment Ministry of Higher Education, University Grants Commission (UGC), etc.

6.4. Policy Statement:

The policy underscores the importance of generating and utilizing institute funds efficiently, effectively, and transparently to advance the vision and mission of the National Institute of Social Development.

6.5. Title of Related Policies:

Constitution of Sri Lanka, Financial Regulation of Sri Lanka (FR), Treasury Circulars, UGC / Circulars NISD Act, Council Decisions, and Internal Constitution Guidelines and Criteria.

6.6. Keywords: Financial management, accountability, transparency, efficiency, resource utilization.

6.7. Note: This policy establishes the framework for financial management at the National Institute of Social Development, emphasizing accountability and responsible utilization of resources to support the institute's goals and objectives.

National Institute of Social Development
Policy on General Administration

Policy Title: Policy on General Administration

Policy Number: 07

Functional Area: Security Administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director of Admin and Finance, Security Officers

7.1. Rationale and Purpose:

Security stands as a pivotal function of the Institute, tasked with safeguarding both movable and immovable properties, as well as the lives of the Institute community. This policy is established to provide comprehensive guidelines aimed at assisting in the realization of the Institute's Vision and Mission.

7.2. Policy Scope:

This policy applies to all Officers, Security Guards, and staff members of the National Institute of Social Development.

7.3. Policy Statement:

This policy serves as a guiding framework to achieve the objectives of the Institute. Key areas of focus include:

    7.3.1 Communications: Ensuring effective communication channels among security personnel and relevant authorities.

    7.3.2 Adherence to Standing Orders: Following established protocols and procedures consistently.

    7.3.3 Training and Skill Development: Providing necessary training and skill development opportunities to enhance security capabilities.

7.3.4 Record Keeping: Maintaining accurate records pertaining to security incidents and activities.

7.3.5 Safety and Protection: Prioritizing the safety and protection of lives and property within the Institute premises.

7.3.6 Emergency Response: Acting promptly and effectively in emergency situations to mitigate risks and ensure safety.

7.3.7 Control of Ragging: Enforcing measures to prevent and control instances of ragging, in accordance with relevant legislation and guidelines.

7.3.8 Legal Compliance: Ensuring adherence to all legal requirements and regulations governing security operations.

7.4. Performance Measurement:

Performance will be measured based on Key Performance Indicators (KPIs) outlined in the Corporate Plan of the Institute.

7.5. Related Documents/Policies:

7.5.1 Legislative Context: Institute Act, Establishment Code, relevant Instructions, Circulars, and the Prohibition of Ragging and other forms of violence in Educational Institutions Act No. 20 of 1998.

7.5.2 Associated Documents: Corporate Plan of the NIDS 2023-2027, Internal Quality Assurance Unit, Internal Audit reports for monitoring purposes.

7.6. Implementation:

Implementation of this policy will occur through the following actions:

7.6.1 Reporting to relevant authorities including the Director-General, ADG, Registrar, and other relevant officers.

7.6.2 Inclusion of general administration policies relevant to students, such as safety and protection measures and ragging control, in the Student Handbook.

7.7. Note:

This comprehensive policy on general administration sets forth guidelines and procedures essential for ensuring the security and well-being of the Institute community, while also aligning with legal requirements and institutional objectives.

National Institute of Social Development
Policy on Human Resources Development

Policy Title: Policy on Human Resources Development

Policy Number: 08

Functional Area: Human Resources

Effective Date: 11.07.2024

Approving Authority: AAB & the Governing Council, National Institute of Social Development

Administrative Responsibility: DG, ADG, DAF, Directors, Heads of Departments/Units

8.1. Rationale & Purpose:

A competent and motivated workforce is essential for the National Institute of Social Development (NISD) to achieve its mission and vision. This policy is formulated to ensure that employees, both academic and non-academic, possess updated knowledge, skills, and motivation to perform their duties effectively. By providing systematic and structured opportunities for learning and development, this policy aims to enhance employee performance and prevent counterproductive outcomes.

8.2. Specific Objectives of the Policy on Human Resource Development (HRD):

8.2.1   Uphold the vision, mission, goals, and values of the NISD.

8.2.2   Provide relevant training and development to enhance task performance, citizenship performance, and prevent counterproductive performance.

8.2.3   Ensure accessibility and availability of training practice and development opportunities for all employees.

8.2.4   Ensure efficient and effective utilization of resources allocated for HRD.

8.2.5   Maintain consistent and uniform HRD activities, processes, and practices across all units of the NISD.

8.2.6   Foster a culture of continuous learning to maximize employees' work-related knowledge, skills, attitudes & mind-set.

8.2.7   Facilitate internal job mobility and fill job openings internally.

8.3. Scope:

This policy encompasses every employee at the National Institute of Social Development.

8.4. Definitions:

This policy includes various types of training and development programs:

8.4.1   Induction Training

8.4.2   Job-Related Training

8.4.3   Management Competencies Training

8.4.4   Professional Development

8.4.5   Lifelong Learning

8.5. Policy Statement:

NISD is committed to enhancing the knowledge, skills, competencies, and attitudes of its employees without discrimination. The following key points outline the implementation and management of HRD:

8.5.1   Needs Assessment: No training or development program is initiated without a thorough needs assessment to ensure relevance and effectiveness.

8.5.2   Institute-Level Training Needs: A systematic biennial review is conducted to identify NISD -level training needs based on human resources analysis, climate indexes, and efficiency indexes.

8.5.3   Job-Level Training Needs: A systematic biennial review is conducted to identify job-level training needs based on job analysis information.

8.5.4   Individual-Level Training Needs: An annual review is conducted to identify individual-level training needs based on performance evaluation, self- assessment, and training requests.

8.5.5   Prioritization of Training Needs: Identified training needs are prioritized based on

limited resources and administrative feasibility, taking into consideration the concerns of heads, ADG, and the DG.

8.5.6   Formulation and Implementation of Training Programs: Relevant training programs are formulated and implemented with established objectives, evaluation criteria, and other related decisions.

8.5.7   Implementation Oversight: Implementation of training programs is overseen by relevant units, ensuring successful execution.

8.6. Keywords:

8.6.1 Success Evaluation: Evaluation of training success is conducted through pre-post-measure design, including reaction, learning, behavior, and results assessment.

8.6.2 Self-Learning Responsibility: Each employee is responsible for self-learning and development, actively seeking opportunities and participating in offered programs.

8.6.3 Management Responsibility: Heads and deans are responsible for the management of training and development functions, while the institute oversees the overall HRD management.

8.7. Note:

This comprehensive policy on human resources development underscores the institute's commitment to fostering a culture of continuous learning and development among its employees, ensuring alignment with organizational objectives and fostering employee growth and success.

National Institute of Social Development
Policy on Information

Policy Title: Policy on Information

Policy Number: 09

Functional Area: Administration, Academic, Research

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: DG/ ADG/ DAF

9.1. Rationale:

The National Institute of Social Development (NISD) operates within a framework where a significant amount of information is collected, stored, and utilized for administrative, academic, and research purposes. It's imperative to delineate what information can be disclosed and what must remain confidential. Thus, an Information Policy (IP) is essential to govern:

9.1.1. The utilization of information stored within the institute system.

9.1.2. The implementation of appropriate security measures to protect this information across different university and institute systems of the institute

9.1.3. The safeguarding of confidential information from unauthorized access or disclosure to third parties, except when legally required or with permission from authorized parties, adhering to legal frameworks like the Right to Information Act.

9.2. Purpose:

The purpose of this policy is to provide clear guidelines for utilizing information for decision-making purposes, ensuring the efficiency and integrity of the system.

9.3. Scope:

This policy extends to all stakeholders of NISD and the broader society.

9.4. Policy Statement:

The Information Policy (IP) encompasses practices aimed at facilitating the creation and dissemination of information pertaining to the Institute and society.

9.5. Definitions:

9.5.1   Directory Information: Refers to faculty/staff and student directory information available through university information technology systems, including names, addresses, phone numbers, and email addresses. This information is restricted to NISD operations and not disclosed to non-related third parties without proper authorization.

9.5.2   Non-Directory Information: Confidential information includes non-directory information such as student, alumni, and employee records, institute financial records, trade secrets, and other confidential information as per institute policies and practices.

9.5.3   Institute Information: Encompasses both directory and non-directory information stored in various systems operated by NISD. This policy does not establish ownership rights for materials or intellectual property produced by users of Institute systems.

9.6. Titles of Related Policies, Procedures, Forms, Guidelines:

Right to Information Act, Intellectual Property Act, examination manual

9.7. Keywords:

NISD, Information Policy, Right to Information Act

9.8. Note:

This comprehensive Information Policy is crucial for ensuring the responsible use and protection of information within NISD, safeguarding confidentiality while facilitating efficient operations and decision-making processes.

National Institute of Social Development
Policy on Information and Communication Technology

Policy Title: Policy on Information and Communication Technology

Policy Number: 10

Functional Areas: Academic/Research/Administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: DG, ADG, IT Committee and Center for IT, Web Development Committee

10.1. Rationale and Purpose:

Information and Communication Technologies (ICT) play a pivotal role in modern society, impacting various aspects of daily life, education, and economic development. Recognizing the transformative potential of ICT, the National Institute of Social Development (NISD) seeks to establish a robust policy framework to ensure equitable access to ICT resources and promote a conducive learning environment. The objectives of this policy are to provide efficient ICT services to the NISD community, enhance teaching and learning experiences, safeguard information integrity and confidentiality, and foster technological advancements aligned with the institute's vision and mission.

10.2. Scope:

This policy applies to all staff members, all current students & alumina, and visitors utilizing ICT services provided by NISD.

10.3. Policy Statement:

The Policy on Information and Communication Technology (ICT) aims to ensure the Appropriate, effective, and safe utilization of ICT services within NISD, fostering an environment conducive to learning, research, and administrative operations.

10.4. Key Objectives of the ICT Policy:

10.4.1 Equitable Access: Provide ICT facilities to all university community members without discrimination.

10.4.2 Efficient Services: Deliver efficient ICT-related services to support teaching, learning, and administrative functions.

10.4.3 Tailored Solutions: Develop and design ICT services tailored to meet the needs of students, faculty, and administrators.

10.4.4 Data Security: Maintain confidentiality, security, integrity, and availability of information, mainly exam and financial data.

10.4.5 Learning Management: Host teaching materials on the Learning Management System (LMS) for easy access and management.

10.5. Related Documents:

This policy aligns with the "Policy and Procedures for ICT Usage in Government" published by the ICTA (2009).

10.6. Policy Components:

10.6.1 IT Management Policy: Establish backup systems, coordinate ICT functions within faculties, and ensure alignment of departmental ICT policies with the university's overarching ICT policy.

10.6.2 Policy on ICT in Teaching, Learning, and Examinations: Emphasize the use of LMS for teaching materials, online publication of exam results, and secure management of examination processes.

10.6.3 Policy on ICT in Procurement: Coordinate procurement of ICT goods and works with the Center for IT Services (CITS), ensure compatibility with the campus network, and incorporate ICT infrastructure into new building plans.

10.6.4 Policy on ICT in Web Presence: Define official web addresses, ensure website content reflects institutional values, provide access to official documents, and manage email communication protocols.

10.6.5 Policy on ICT in Institute Network: Implement access controls, maintain network security, establish protocols for guest Wi-Fi access, and ensure responsible use of network resources.

10.6.6 Policy on ICT in Human Resources**:** Centralize ICT services under the Center for IT Services (CITS), appoint a Chief Information Officer (CIO)/MIS Manager, provide technical and administrative support, and conduct routine training programs for IT staff.

10.7. Note:

This comprehensive ICT policy underscores NISD's commitment to leveraging technology for educational advancement while ensuring the integrity, security, and accessibility of information. Adherence to these guidelines will facilitate the seamless integration of ICT into all facets of the institute's academic, research, and administrative functions.

National Institute of Social Development

Policy on Internationalization and Off-shore Academic Programs

Policy Title: Policy on Internationalization and Off-shore Academic Programs

Policy Number: 11

Functional Area: Joint/dual Degrees, International Research

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: ADG/Relevant Heads/Directors/ Relevant Head /Ambassador of NISD

11.1. Rationale & Purpose:

Recognizing the multifaceted benefits of internationalization, the National Institute of Social Development (NISD) aims to leverage global engagement to drive innovation, enhance educational quality, and foster societal impact. This policy is formulated to:

11.1.1. Enhance institutional visibility and reputation nationally, regionally, and internationally.

11.1.2. Diversify funding sources to support academic and research initiatives.

11.1.3. Elevate academic standards and student readiness for global careers.

11.1.4. Promote mobility of students, faculty, and staff to enrich educational experiences.

11.1.5. Strengthen research capabilities and foster international collaborations.

11.1.6. Expand access to international programs and partnerships.

11.1.7. Infuse international perspectives into the curriculum and academic activities.

11.1.8. Foster partnerships to offer competitive international education opportunities.

11.1.9. Provide incentives for international research and academic collaborations.

11.2. Scope:

This policy applies to all academic staff, non-academic staff, students, and stakeholders involved in academic activities, both within the institute and internationally. It encompasses various

aspects such as curriculum revision, orientation programs, student and faculty exchange, dual degree programs, international research, and collaborative projects.

11.3. Policy Statement:

11.3.1. The NISD recognizes the value of international diversity in enriching its academic and research endeavors.

11.3.2. Internationalization efforts at NISD are guided by principles of academic excellence, national regulations, and institutional policies.

11.3.3. Integration of international staff and students into the institute's community is prioritized, with access to comprehensive support services.

11.3.4. Academic programs and curricula are designed to align with global best practices while addressing local needs and contexts.

11.3.5. Research activities are encouraged to foster international collaborations and knowledge exchange.

11.3.6. Bilateral or multilateral agreements with international institutions are pursued when mutually beneficial.

11.3.7. The institute fosters a culture of internationalization, encouraging the active participation of students and staff.

11.4. Definitions:

11.4.1. Internationalization: The process of integrating international, intercultural, and global dimensions into higher education.

11.4.2. Joint Degree: A degree conferred jointly by two or more institutions upon completion of a collaborative study program.

11.5. Titles of Related Policies, Procedures, Forms, Guidelines:

11.5.1. Internationalization Policy

11.5.2. Joint/dual Degrees Policy

11.5.3. International Research Guidelines

This comprehensive policy underscores NISD's commitment to embracing internationalization as a strategic imperative to enhance academic quality, promote global citizenship, and contribute to societal advancement. Adherence to these guidelines will facilitate meaningful engagement with global partners and stakeholders, driving innovation and excellence in education and research endeavors at NISD in alignment with national and international best practices.

National Institute of Social Development
Policy on Programme/Curricular Approval, Implementation, Monitoring, Review, and Discontinuation

Policy Title: Policy on Programme/ Curricular Approval, Implementation, Monitoring, Review, and Discontinuation

Policy Number: 12

Functional Area: Academic Staff Members/Non-Academic members

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: DG, ADG, AAB, Faculty Board, Curriculum Development Committee, Center for Quality Assurance and GC

12.1. Rationale & Purpose:

This policy provides a structured framework for the approval, implementation, monitoring, review, and discontinuation of credit-bearing courses or academic programs at the National Institute of Social Development (NISD). It aims to ensure alignment with the institute's vision, compliance with quality assurance standards, and promotion of student-centric learning outcomes. The policy serves to guide administrators and committees involved in the curricular process at the institute.

12.2. Scope:

The policy applies to all academic staff members and students across various courses and programs offered by NISD.

12.3. Policy Statement:

The NISD recognizes the pivotal role of well-structured and continuously evolving academic programs in fulfilling its mission and objectives. Key principles and guidelines under this policy include:

12.3.1 Curriculum Design and Specifications: Programs of study and modules must align with the institute's vision, comply with quality assurance criteria, and clearly articulate course specifications and learning outcomes.

12.3.2 Diversity and Equity: Curriculum design should offer equal opportunities for students from diverse backgrounds, provide flexible entry points, and facilitate progression through different levels of achievement.

12.3.3 Teaching and Learning Strategies: Programs should employ a variety of teaching methods conducive to achieving module objectives and fostering critical thinking, understanding, and lifelong learning skills.

12.3.4 Quality Assurance: Regular monitoring and review of modules and programs are essential to maintain academic standards, ensure relevance to external opportunities, and facilitate continuous improvement.

12.3.5 Approval and Implementation: New programs or significant modifications to existing ones require approval from relevant faculty boards, curriculum development committees, AAB, and the Governing Council. Once approved, programs should be included in official publications and prospectuses.

12.3.6 Monitoring and Review: Ongoing monitoring of programs and modules should incorporate student feedback and stakeholder input to identify areas for improvement and ensure currency and relevance.

12.3.7 Discontinuation Process: Programs with low enrollment or outdated relevance may be considered for discontinuation after a thorough review process involving faculty boards, the Senate, and final approval by the Governing Council.

12.4. Definitions:

12.4.1. Academic Affairs Board (AAB): The supreme academic and administrative body responsible for final decisions in matters pertaining to the institute.

12.4.2. Course/Module Review: Internal evaluation process to monitor and reflect on educational outcomes and effectiveness.

12.4.3. Curriculum Alignment: Ensuring coherence between program objectives, content, teaching methods, and assessment practices.

12.4.4. Learning Outcomes: Statements describing knowledge or skills students should acquire by the end of a course or program.

12.4.5. Programme Evaluation: External assessment by expert peers or agencies to

evaluate program outcomes and impact.

12.4.6. New Programme: A program not previously offered or substantially changed in purpose, outcomes, or delivery.

12.4.7. Outcomes-Based Education: Learner-centered approach focusing on demonstrating achievement of specific learning outcomes.

12.5. Titles of Related Policies, Procedures, Forms and Guidelines

12.5.1. Assessment and moderation of student learning policy

12.5.2. Plagiarism policy

12.5.3. Evaluation of teaching policy

12.5.4. Teaching and learning policy

This comprehensive policy framework underscores NISD's commitment to maintaining high academic standards, fostering innovation, and meeting the evolving needs of students and society. By adhering to these guidelines, the institute ensures the continuous enhancement and relevance of its academic offerings in line with global best practices in social work education, training, research and practice.

National Institute of Social Development
Policy on Programme/ Curricula Designing

Policy Title: Policy on Programme/Curricula Designing

Policy Number: 13

Functional Area: Academic

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: GC, AAB, DG, ADG, Faculty Boards, Curriculum Development Committee, Heads of Departments

13.1. Rationale & Purpose:

This policy delineates the procedural guidelines and administrative protocols pertinent to curriculum development within the National Institute of Social Development (NISD). It underscores the significance of both major and minor revisions in aligning academic offerings with contemporary trends, benchmarking standards, and evolving qualification frameworks. The collaborative nature of curriculum development, involving all stakeholders, ensures relevance, quality, and responsiveness to societal and industry needs.

13.2. Scope:

The policy applies to academic staff members, administrative staff, undergraduate and postgraduate students involved in curriculum development activities at NISD.

13.3. Policy Statement:

13.3.1. Shared Responsibility: Curriculum design or revision is a collective endeavor, engaging all staff members to collaboratively develop and deliver relevant and effective programs.

13.3.2. Compliance: Curricula must adhere to the latest qualification frameworks, Subject Benchmark Statements, and professional standards, ensuring alignment with institutional vision, national goals, and regulatory guidelines.

13.3.3. Stakeholder Consideration: Program development should incorporate inputs from stakeholders, pass out student including labor market demands, emerging industry trends, technological advancements, and educational best practices.

13.3.4. Outcomes-Based Approach: Curriculum design should be outcomes-based and learner-centered, focusing on desired graduate attributes and program outcomes to guide content selection, learning activities, and assessment methods.

13.3.5. Integration of Work-based Learning: Programs should integrate work-based placements or experiential opportunities to provide real-world exposure and foster practical skills development.

13.3.6. Technological Integration: Curriculum design should leverage contemporary technological advancements, offering opportunities for students to engage with the latest tools and resources.

13.3.7. Administrative Clarity: Programs should clearly outline minimum enrollment qualifications, course prerequisites, and credit transfer options to facilitate student progression and mobility the process of adopting a curriculum

13.3.8. Alignment with Institutional Mission: Curricula should reflect and support the institutional mission and vision, Graduate profile, programmer out comes contributing to the holistic development of students and the advancement of societal goals.

13.4. Definitions:

13.4.1. New Programme: A program not previously offered or significantly modified in purpose, outcomes, or delivery mode.

13.4.2. Outcomes-Based Education: An educational approach driven by predetermined exit learning outcomes.

13.4.3. Study Programme: A structured set of learning experiences leading to a qualification, with recognized entry and exit points.

13.4.4. Learning Outcomes: Culminating demonstrations of significant learning achievements.

13.4.5. Credits: Assigned value to notional hours of learning, contributing to module/course/program qualification.

13.5. Titles of Related Policies, Procedures, Forms, Guidelines:

    13.5.1.   Sri Lanka Qualifications Framework (SLQF)

    13.5.2.   NISD Curriculum Development Procedures

    13.5.3.   Learning Outcome Policy

    13.5.4.   Teaching and Learning Policy

    13.5.5.   Global standard on social work education & teaching by IASSW

This comprehensive policy framework underscores NISD's commitment to fostering curriculum development processes that are responsive, inclusive, and aligned with the institute's overarching goals and objectives. Through collaborative efforts and adherence to best practices, NISD aims to deliver high-quality academic programs that meet the diverse needs of students, industries, and society at large.

National Institute of Social Development
Policy on Student Participation at Regional and National Level Competitions

Policy Title: Policy on Student Participation at Regional and National Level Competitions

Policy Number: 14

Functional Area: Extra-curricular

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director Sports/Director welfare/ Instructor/coordinator

14.1. Rationale & Purpose:

Competitions offer students invaluable opportunities for personal and intellectual growth, fostering qualities such as critical thinking, innovation, and resilience. Recognizing the multifaceted benefits of student participation in competitions, the National Institute of Social Development (NISD) is committed to promoting and supporting extracurricular involvement as integral to student development. By engaging in competitions, students not only showcase their skills but also cultivate essential life skills, broaden their perspectives, and contribute to their holistic education.

14.2. Scope:

This policy applies to students participating in extracurricular competitions and the instructors/coordinators responsible for organizing such participation. Additionally, lecturers-in-charge of relevant courses are encouraged to support and facilitate student involvement in competitions as part of their educational mandate.

14.3. Policy Statement:

14.3.1. Encouragement and Facilitation: NISD will actively encourage and facilitate student participation in extracurricular activities and university-approved competitions while ensuring minimal disruption to their academic pursuits.

14.3.2. Recognition and Reward: The institute will document student participation, acknowledge achievements through certification, and provide publicity through various channels such as displays, newsletters, and the official website.

14.3.3. Committee Establishment: A Sports Council comprising academic and administrative members will be established to oversee the coordination and assistance required for student participation in extracurricular activities and competitions. This committee will prioritize student health, safety, and discipline throughout the process.

14.3.4. Integration with Academic Curriculum: Instructors are encouraged to integrate participation in extracurricular competitions into the academic curriculum, recognizing the educational value of such experiences beyond traditional classroom learning.

14.4. Titles of Related Policies, Procedures, Forms, Guidelines:

14.4.1. NISD Policy

14.4.2. Student Handbook

14.4.3. NISD Prospectus

This policy underscores NISD's commitment to nurturing well-rounded individuals by providing avenues for students to excel beyond academic pursuits. By actively supporting student participation in competitions, the institute aims to foster a culture of excellence, innovation, and personal growth among its student body, thereby enriching their overall educational experience.

National Institute of Social Development

Policy on Student Engagement in Quality Assurance

Policy Title: Policy on Student Engagement in Quality Assurance

Policy Number: 15

Functional Area: Academic

Effective Date: 11.07.2024

Approving Authority: The Council, National Institute of Social Development

Administrative Responsibility: DG, ADG, Heads of Departments, Director, Welfare Division, Assistance Registrar/ Registrar, Student Supportive Service Center

15.1. Rationale and Purpose:

Engaging students in quality assurance is an essential aspect of education to improve the students' learning experience in an educational institute. Engaging with students and responding to their opinions allows the academic staff to improve the learning and teaching activities of the Institute. Further, student views and opinions provide valuable information for the academic staff and administrators of the Institute to make informed decisions that will enhance the students' learning experience.

The National Institute of Social Development (NISD) recognizes the importance of student engagement in quality assurance. This policy is devised to provide a basis for the current activities in the NISD in this respect. Accordingly, this policy elaborates on the NISD's commitment to engage students in quality assurance activities and the mechanisms by which students can participate in these activities.

This policy document identifies the following educational aspects into which students can express their views and opinions through formal representation mechanisms:

1. Development of the corporate plan strategic plan and action plan of the Institute

2. Induction and transition of new students into institute-level education

3. Curriculum review and design

4. Delivery of courses

5. Learning opportunities and resources

6. Student support and guidance

7. Assessment

8. Community outreach

9. Student welfare and well-being

15.2. Scope:

This policy has been developed in alignment with the Quality Assurance Policy and By-law of the NISD.

15.3. Policy Statement:

All students engaged in education at the NISD will have the opportunity to be involved in quality assurance and enhancement activities in a manner and level appropriate to them. The NISD is committed to fostering active student participation in its quality assurance systems, which include:

- Provision of feedback from students on study programs, courses of study, teaching, learning, and assessment activities.
- Implementation of transparent mechanisms, agreed upon with students, for the nomination and/or election of students into the bodies where student representation is required in quality assurance activities.
- Provision of training and continuous support required for students to engage in quality assurance roles.
- Monitoring, reviewing, and regularly enhancing the effectiveness of the policies and processes for engaging students in quality assurance processes.

The NISD recognizes that active student engagement in quality assurance activities is important for the following reasons:

- To encourage students to take more responsibility and ownership of their learning at the Institute.
- To enhance deep transformational learning in students.
- To recognize the collective student representation in the learning process and welfare activities.
- To act as the main channel to obtain feedback from the students to develop and improve all aspects of their institute life.
- To create a mutually beneficial relationship between the staff and the students.

The NISD recognizes that all students have an equal voice and opportunity to contribute, regardless of the program of study, gender, religion, or disability. The NISD encourages students to engage in decision-making processes, initiate conversations, and make suggestions. The NISD encourages the academic staff to provide regular feedback to students to review their own academic performance and progress. The NISD encourages creating a dialogue between the staff and the students to enable the students to set their learning goals appropriate to their learning and development needs. The NISD encourages students to learn independently both within and outside their core program of study. The NISD recognizes the importance of active student engagement in the improvement of employability, professionalism, and active and responsible citizenship in both local and global contexts.

At the NISD, students are encouraged and trained to undertake formal roles at departmental, faculty, and institute levels, and through the students' union, subject-based student associations, and other relevant student associations. At the NISD, the staff is well-informed about student engagement in quality assurance and enhancement activities. At the NISD, student engagement in quality assurance and enhancement is recognized appropriately within the education process. At the NISD, the effectiveness of student engagement in quality assurance and enhancement activities is regularly monitored and reviewed.

15.4. Framework for Student Engagement:

The Centre for Quality Assurance (CQA) will provide oversight in the development, implementation, and monitoring of the student engagement strategy of the NISD. Quality Assurance Cells (QACs) will liaise with the CQA to implement and monitor student engagement at the faculty level.

Student Engagement at Institute Committees: Student representatives are invited to sit on the Faculty Board on Quality Assurance and any other relevant committees as identified by the Governing Council, and AAB and the Director General, of the NISD as and when required.
Student Engagement at Department Level: Student representatives are invited to sit on department meetings or relevant committees related to the subject of study when their presence is required.
Student Engagement in Institutional and Program Reviews: Students have the opportunity to take part in these reviews by contributing to the preparation of the self-evaluation report, meeting the review team, and working with the academic staff in responding to the review outcomes.

Policy Title: Policy on Teaching and Learning

Policy Number: 16

Functional Area: Academic

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: AAB, CQA GC

16.1. Rationale & Purpose:

The National Institute of Social Development (NISD) is committed to providing a high- quality learning experience for all students. This policy outlines the general principles governing the selection of appropriate teaching modes to ensure effective teaching and learning practices.

16.2. Scope:

This policy applies to both staff members and students of the National Institute of Social Development.

16.3. Policy Statement:

16.3.1. Teacher Qualifications: All teachers must possess the required qualifications designated by the Ministry of Higher Education and the NISD to teach in relevant degree programs.

16.3.2. Comprehensive Learning: Teaching should aim to foster the development of knowledge, skills, attitudes and mind sets among students.

16.3.3. Diverse Teaching Modes: The selection and use of diverse, student-centered, active teaching/learning modes that align with the intended learning outcomes of courses and match students' learning styles are encouraged. Teaching excellence and adopting innovative teaching/learning methods are promoted and rewarded.

16.3.4. Variety of Learning Modes: The NISD supports various teaching/learning modes, including small group activities, laboratory-based practical, field-based learning, onsite learning, industrial work-based learning, bedside clinical teaching, blended teaching/learning, dual delivery, and distance education (external degree programs).

16.3.5. Informed Decision-Making: Staff members are empowered to make informed decisions when selecting teaching/learning modes that best provide an appropriate and effective learning experience for students.

16.3.6. Consideration of Learning Styles: Teachers should consider students' diverse learning styles when selecting teaching/learning methods. The chosen modes should focus on desired learning outcomes and facilitate the development of critical thinking skills.

16.3.7. Active Student Engagement: Teaching modes should actively engage students in learning, promoting both autonomous and collaborative learning. Students should be encouraged to critically reflect on their learning experiences and relate them to theoretical models, practical contexts, and workplace situations.

16.3.8. Access to Learning Resources: Students should have appropriate access to printed materials, and the use of Learning Management Systems (LMS) and online information access is encouraged. The university will provide the necessary infrastructure to facilitate this access.

16.3.9. Open Education Resources (OER): The use of open educational resources through accelerated open licensing and the sharing of higher education resources obtained via appropriate national or university open licensing frameworks is encouraged.

16.4. Definitions:

16.4.1. Outcomes-based Education: A learner-centered, results-oriented approach that requires students to demonstrate evidence of achieving stated learning outcomes.

16.4.2. Intended Learning Outcomes: High-quality, culminating demonstrations of significant learning in context.

16.5. Titles of Related Policies, Procedures, Forms, Guidelines:

16.5.1. Curriculum Development Procedures

16.5.2. Learning Outcome Policy

16.5.3. Examination Policy

16.5.4. Feedback forms

16.5.5. Evaluation reports

National Institute of Social Development
Policy on Web Content Management

Policy Title: Policy on Web Content Management

Policy Number: 17

Functional Area: Administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council

Administrative Responsibility: Administrator appointed by the Director General/ ADG Web Development Committee

17.1. Rationale & Purpose:

The websites of the National Institute of Social Development (NISD), its Faculties, and its Departments, Division, Units are significant sources of information in the present age. A policy is necessary to ensure that the content published on these websites is reviewed and highly accurate.

17.2. The Web Content Management Policy aims to:

Regulate the process of reviewing and approving content to be published on the NISD website, Faculty websites, and Department websites.

Define roles and responsibilities of all parties involved in content management of the website.

Describe best practices for creating content to be published on the website.

17.3. Scope:

This policy applies to:

    17.3.1.   Administrators

    17.3.2.   Content Authors

    17.3.3.   Content Reviewers

    17.3.4.   Content Approvers

17.4. Policy Statement:

This policy outlines the roles and responsibilities relevant to personnel involved in regulating the content posted on the NISD, Division, and Department websites to ensure the accuracy and appropriateness of the content.

Different roles concerning the content management of the website, along with their responsibilities, are listed below. The processes of reviewing/approving new content and modifying/archiving/removing content are also described under the relevant role.

17.5. Roles and Responsibilities:

17.5.1. Administrator:

An 'Administrator' is appointed by the Director General of the NISD for the Institute website.

The ADG will appoint an 'Administrator' for the Division/Department website.

An 'Administrator' should:

- Handle the technical management of the Faculty website and its content, following instructions from 'Content Approvers'.
- Maintain a record of the 'Content Author', 'Content Reviewer', and 'Content Approver' for all content published on the website.
- Treat any login details to the website as strictly confidential and not share them with any other person.

17.5.2. Content Author:

'Content Authors' create content to be published on the Institute/Department website. A 'Content Author' can be any person affiliated with the NISD. After creating content, he/she should:

- Select a 'Content Reviewer' best suited to review the particular content.
- Get the content reviewed by the 'Content Reviewer'.
- Address review comments to the satisfaction of the 'Content Reviewer' and obtain a signed note or an email from the 'Content Reviewer' that endorses the content.
- Submit content with review comments addressed to the relevant 'Content Approver'.
- Improve the content if requested by 'Content Approvers' and resubmit for consideration to be published on the website.

17.5.3. Content Reviewer:

A 'Content Reviewer' can be any Senior Academic of the NISD. He/she should:

- Provide comments to the 'Content Author' on how to improve the content.
- Issue a signed note or an email from his/her official email address, confirming the   appropriateness of the content.

17.5.4. Content Approver:

A 'Content Approver' should either approve or reject the content to be published on the website. In this context, he or she should:

- Consider the suitability of the content for publication on the website.
- Check whether the content has been reviewed by a 'Content Reviewer' and the reviews are addressed to the satisfaction of the relevant 'Content Reviewer'.
- Permit the Administrator to publish the content on the website if satisfied with the content and believes it should be published.
- Inform the 'Content Author' to revise content if it needs improvements. Once the improvements are made satisfactorily, the 'Content Approver' can permit the Administrator to publish the content on the website.
- Reject content if it is not suitable for publication on the website.
- Permit the Administrator to modify, archive, or remove content.
- Be able to simultaneously play the roles of 'Content Author' and/or 'Content Reviewer', while being the relevant 'Content Approver'.

Content Approvers are as follows:
- o Content for the Institute website: Director General of the Institute
- o Content for the Divisions website: ADG/HODs
- o Content for the website of a particular Department of Study in the Faculty: Head of the relevant Department of Study

National Institute of Social Development
Policy on Intellectual Property

Policy Title: Policy on Intellectual Property

Policy Number: 18

Functional Area: Administration and academic administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council

Administrative Responsibility: Administrator appointed by the Director General/ ADG

Web Development Committee and NISD representative officer of Right to information

18.1. Rationale & Purpose:

The National Institute of Social Development (NISD) promotes a culture of academic integrity, creativity, and innovation within its social sciences degree program. This policy outlines the principles, ownership, rights, and responsibilities related to intellectual property (IP) created by students, faculty, and staff of NISD.

18.2. Objectives

18.2.1. Encourage Innovation and Creativity:
- Foster an environment that encourages the creation of original work in social work and the other social sciences.

18.2.2. Protect Intellectual Property:
- Ensure that the intellectual property rights of creators are recognized and protected.

18.2.3. Promote Ethical Use:
- Promote the ethical use and management of intellectual property within the institution.

18.3. Definition of Intellectual Property

Intellectual Property (IP) refers to creations of the mind, including but not limited to:

18.3.1. Research papers, theses, and dissertations

18.3.2. Articles, books, and other publications

18.3.3. Lectures, course materials, and instructional content

18.3.4. Data sets and databases

18.3.5. Creative works such as presentations, artworks, and multimedia content

18.3.6. Software, methodologies, and techniques

18.4. Ownership of Intellectual Property

18.4.1. Student-Created Work:

o   Students retain ownership of IP created independently during their course of study, such as assignments, research projects, dissertation and theses, unless otherwise specified by prior agreement.

18.4.2. Faculty and Staff-Created Work:

o   Faculty and staff retain ownership of IP created independently in the course of their employment, unless it is commissioned by NISD or developed using significant NISD resources.

18.4.3. Collaborative Work:

o   When IP is created through collaborative efforts involving students, faculty, or staff, ownership will be determined by mutual agreement and outlined in a written document before the commencement of the project.

18.4.4. Commissioned Work:

o   IP created by students, faculty, or staff as part of a commissioned project by NISD, or developed using significant NISD resources, is owned by NISD. Creators will be acknowledged, and terms will be specified in a prior written agreement.

18.5. Rights and Responsibilities

18.5.1. Creators' Rights:

o C-59reators have the right to be acknowledged and credited for their work.

o Creators have the right to publish and disseminate their work, subject to any agreements or restrictions imposed by NISD.

18.5.2. NISD's Rights:

o NISD reserves the right to use, reproduce, and distribute IP created under its commission or with significant institutional resources.

o NISD may commercialize IP with the consent of the creators and provide fair compensation as per agreed terms.

18.5.3. Responsibilities of Creators:

o Creators must ensure their work does not infringe on the IP rights of others.

o Creators are responsible for disclosing any IP created with significant NISD resources or under a commissioned project.

18.5.4. Responsibilities of NISD:

o NISD will provide support and resources for IP protection and management.

o NISD will ensure fair and transparent processes for resolving IP-related disputes.

18.6. Use of Intellectual Property

18.6.1. Educational Use:

IP created by students, faculty, and staff may be used for educational purposes within NISD, including teaching, research, and institutional promotion, with appropriate credit given to the creators.

18.6.2. Commercial Use:

Commercial use of IP owned by NISD will be subject to agreements between the institution and the creators, including revenue-sharing arrangements where applicable.

18.6.3. Third-Party Use:

IP owned by NISD or its creators may be licensed to third parties. Terms and conditions of such licensing will be clearly defined in written agreements.

18.7. Dispute Resolution

18.7.1. Any disputes related to IP ownership or rights will be addressed through an internal review process involving the relevant parties.

18.7.2. An IP Committee may be established to mediate and resolve disputes, ensuring fair consideration of all perspectives.

18.8. Policy Review

18.8.1. This policy will be reviewed periodically to ensure it remains relevant and effective in protecting and managing intellectual property within NISD.

18.8.2. Feedback from students, faculty, and staff will be considered in the review process.

18.8.3. Any amendments to this policy will be communicated to all relevant stakeholders in a timely manner.

National Institute of Social Development
Policy on Equity

Policy Title: Equity Policy

Policy Number: 19

Functional Area: Academic, Non-academic, and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Directors, Center for Gender Studies /Cultural Committee. Sport Committee

19.1 Rationale & Purpose:

The Equity Policy of the National Institute of Social Development (NISD) applies to members at all institute levels. It seeks to ensure equality irrespective of gender, ethnicity, religion, disability, age, marital status, pregnancy and maternity, language, union membership, political belief, or other grounds. NISD is committed to ensuring the dignity of its students and staff and to treating everyone equally with respect. This policy describes how the institute meets its commitment to ensuring equity within its faculties and departments, adhering to national and international initiatives. It includes information on how the institute is complying with these commitments and provides guidance for members to ensure and promote equality. The unique qualities of individuals are recognized, respected, and treated equally within the institute. NISD recognizes that victimization, discrimination, bullying, and harassment can be experienced in numerous ways, including day-to-day interactions with colleagues, peers, students, and academic and non-academic staff members. The institute is committed to promoting equality and challenging discrimination at all levels. This commitment will be reflected in the day-to-day functioning of the institute, including policies, teaching, learning and research, administration, and students' extracurricular activities.

19.2 Policy Aims:

The Equity Policy of NISD aims at developing and sustaining a positive environment to prevent any individual from being affected, experiencing stress, illness or being absent from class or work.

19.2.1 Scope:

This policy applies to academic and non-academic staff members, internal and external students

19.2.2 Policy Statement:

Within this policy, equity is defined as ensuring sameness and respect among all institute members with respect by breaking down barriers to equality and eliminating victimization, discrimination, harassment, and bullying.

19.3 Policy principles:

19.2.3 Treat everyone equally:

Treat all members the same, regardless of gender, ethnicity, religion, disability, age, marital status, pregnancy and maternity, language, union membership, political belief, or any other grounds.

19.2.4 Value the dignity of individuals:

Believing that each member deserves respect.

19.2.5 Recognize and respect the unique qualities of individuals:

Tolerating individual differences and diversity with appreciation.

19.2.6 Ensure opportunities for all:

Ensuring that each institute member has the chance to fulfil her/his potential without any barriers.

19.2.7 Promote a harassment-free environment:

Committing to zero tolerance of victimization, discrimination, harassment, and bullying by adhering to practices that eliminate these behaviors.

19.2.8 Voice concerns equality:

Being vigilant in daily interactions to understand and identify instances or practices that create or recreate inequality and reporting them to the relevant authorities with suggestions to ensure equality.

National Institute of Social Development
Policy on Grievance Handling for Students

Policy Title: Policy on Grievance Handling for Students

Policy Number: 20

Functional Area: Institute Staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department, Director, Student Supportive Service Centre

20.1 Rationale & Purpose:

A high level of commitment and satisfaction among students is vital for an educational institution's effective functioning and achievement of its objectives. Grievances may arise among students due to unfair treatment, discrimination, misapplication or misinterpretation of the policies, regulations, rules, or procedures. The National Institute of Social Development (hereinafter referred to as "the Institute") aims to ensure that the grievances of students are redressed fairly and impartially.

It is imperative to maintain standard procedures in the Institute for Grievance Handling. The purpose of this policy is to provide a process for an impartial review of the grievances of students and to ensure that the concerns of the grievant are properly and impartially addressed and remedied. The policy provides guidelines to students who believe that they have been unfairly or improperly treated or adversely affected in their academic and/or personal capacity. Further, this policy describes the procedure that should be adopted to handle the grievances of students at the Institute. All the Institute community are bound by this policy, and the relevant decisions are made by the committees appointed under this policy.

20.2 Scope:

- Any student can complain due to a grievance that may have occurred by the Institute.
- The Policy on Grievance Handling for Students cannot be adopted or applied to challenge the policies and procedures that have been laid down for the betterment of the Institute.
- Issues related to academic assessments and any acts that violate the rules, regulations and standards that are set out in the Faculty Prospectus, Student Handbook, relevant rules and regulations on student discipline, Examination By-laws, or any relevant law in the time being, are not considered grievances.
- Complaints relating to disputes arising among students from matters not related to the affairs of the Institute, disciplinary decisions administered by external sources, and decisions made by or acts of individuals not employed by the Institute shall not be considered under this policy.

20.3 Policy Aims

The Policy aims to:
- Develop a culture that views grievances as an opportunity to improve the Institute and its internal functioning.
- Set in place a consistent, student-focused grievance handling procedure and prevent grievances from recurring.
- Ensure that grievances are resolved promptly, objectively, and in complete confidentiality.
- Handle the grievances in a professional, fair, objective, and transparent manner.
- Ensure that the views of each complainant and respondent are respected and that any party to a grievance is not discriminated against nor victimized.

20.4 Policy Principles

The principle of this policy is to ensure fair and equitable treatment for all students. Resolution of student complaints, regardless of the outcome, can improve students' progress toward completion of a course or degree and ultimately success at the institution. Moreover, the Institute considers these instances as opportunities to improve its internal systems to make it an exemplary and responsive organization.

20.5 Policy Statement

Any physical, psychological, academic, or other problem related to institute life, if considered a grievance, shall be informed to the Office of the Grievance Handling Committee (GHC) by any means of communication. The GHC will coordinate the arrangements with the relevant parties to redress the issue.

20.6 Grievance Handling Committee (GHC)

The GHC will consist of the following members:

1. Chairperson: ADG (appointed by the AAB and approved by the GC with the agreement of the GHC). Based on the grievance, the Chairperson will be selected from a faculty other than the faculty of concern.
2. Registrar of the Institute (or a permanent representative).
3. Administration Officer.
4. One representative from each Department – appointed by the AAB.
5. An outside member (an Attorney at Law) with the AAB and GC approval.
6. One or two independent members from the Institute with expertise in the particular concern/area, appointed by the AAB, as the case may be.

20.7 Special Circumstances

In an instance where the complaint relates directly or indirectly to a member of the GHC, the Chairperson of the GHC shall make necessary changes to the composition of the GHC to maintain the impartiality of the conduct of the particular investigation/inquiry. In a case where the complaint relates directly or indirectly to the Chairperson of the GHC, the Director General shall make necessary changes to the composition of the GHC.

20.8 The Formal Process for Handling the Grievances of Students

20.8.1   If a student feels that he/she has a grievance related to any issue falling within the parameters stated in Section 5 of this policy, he/she has the right to make a complaint using the communication methods stated on the relevant web page.

20.8.2   A representative of a student can also make a complaint with the consent of the student. If a representative is making the complaint, a designated form must be used to make the complaint.

20.8.3 The details stated in Section 3.4 of this policy should be provided when making a complaint.

20.8.4 Concerns/grievances that had taken place before one month or more shall not be entertained unless there are special circumstances.

20.8.5 A designated person shall acknowledge the receipt of the complaint and inform the GHC about the complaint within three working days of the receipt of the complaint to have an investigation or an inquiry into the matter.

20.8.6 Applications are treated on a first come-first serve basis unless otherwise urgent, decided by the Registrar of the Institute based on the prima facie evidence.

20.8.7 The GHC must initiate the process to redress the issue immediately for urgent cases. In the case of issues that are not urgent, the GHC must initiate the grievance-handling process within fourteen (14) days of the receipt of the complaint.

20.8.8 The GHC may communicate with the relevant parties, including but not limited to the academic staff, non-academic staff, and students, whenever necessary during the investigation process to obtain evidence and gather information.

20.8.9 The GHC, upon investigation, will provide a report to the Director General with suitable remedial action that should be taken.

20.8.10 The action/s taken by the Director General based on the recommendations made by the GHC will be communicated to the grievant/complainant and the GHC.

20.8.11 The GHC should obtain feedback from the complainant on the solution offered, protecting the privacy of the complainant and Trauma-informed Care (TIC)

20.8.12 If a grievant/complainant or the representative is unsatisfied with the action/s taken, he/she could make an in-detail appeal to the GHC within fourteen (14) days (excluding public holidays and Sundays) using the Grievance Appeal Form.

20.8.13 The GHC can make recommendations to the Director General to take appropriate action based on the action taken.

20.8.14 The GHC should keep records of the initial receipt, to whom it was referred, the type of the issue, and the remedial actions with the date and time.

20.8.15 A summary report of complaints and their remedial measures must be sent to the Director/CQA once every six months for recording purposes.

20.8.16 Information that should accompany a Formal Complaint. It is the responsibility of the complainant to provide the following information to facilitate a fruitful formal investigation:

20.8.16.1. Name of the complainant

- Relationship of the representative to the grievant party (if applicable)
- Student Registration Number of the complainant
- A caption that summarizes the nature of the complaint
- Date, time, and place if the complaint is related to a specific incident
- Date and time of notifications (if any) if the complaint is related to the continuation of a violation

20.8.16.2. A descriptive account of the complaint

- Evidence of consent of the grievant party (if applicable)
- How the incident/issue impacts the complainant's academic pursuits at the Institute during his/her studentship
- Any supporting evidence by way of information/witness(es) or any circumstantial evidence
- Anonymous complaints sent, transmitted, and forwarded, lodged, or conveyed in any other manner shall not be entertained.
- Confidentiality of Information revealed at Grievance Handling Processes
- All information revealed/intimated/transpired/transmitted at all grievance handling processes will be treated with the utmost confidentiality.
- All material recorded/documented during the investigations will be treated as highly confidential, filed separately, and maintained in total confidentiality under the personal custody of the Chairperson of the GHC. After the investigation, all material should be preserved under the custody of the Registrar of the Institute.
- Members of the GHC are duty-bound to maintain total privacy and confidentiality in the proceedings of investigations/inquiries.

20.9 Appeal Handling Procedure

20.9.1 In an instance where the grievant/complainant or the representative is not satisfied with the action/s taken, he/she may appeal to the Director General within fourteen (14) days (excluding public holidays and Sundays) using the Grievance Appeal Form. In a case where the complaint relates directly or indirectly to the Director General, the Council will take a collective decision on the proceedings of the appeal.

20.9.2 The Director General shall place appeal/s before the next immediate meeting of the Governing Council.

National Institute of Social Development
Policy on Training

Policy Title: Policy on Training

Policy Number: 21

Functional Area: Institute Staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department, Director, Student Supportive Service Centre and Regional Centers

21.1. Rationale and Purpose

The National Institute of Social Development (NISD) is committed to providing high-quality training programs that enhance the knowledge, skills, and competencies of its students, faculty, and staff. This policy outlines the principles, objectives, and guidelines for developing, implementing, and evaluating training programs at NISD.

21.2. Objectives of Training

21.2.1. Professional Development:
o Equip students, faculty, and staff with the necessary skills and knowledge to excel in their roles and advance their careers.

21.2.2. Continuous Improvement:
o Foster a culture of continuous learning and improvement through regular training and development opportunities.

21.2.3. Capacity Building:
o Strengthen the capacity of individuals and the institution to meet current and future challenges in social development.

21.2.4. Quality Assurance:
o Ensure that all training programs meet high standards of quality and relevance to the field of social development.

21.3. Guidelines for Training

21.3.1. Training Needs Assessment:

o Conduct regular assessments to identify the training needs of students, faculty, and staff.

o Gather input from stakeholders to ensure training programs are aligned with their needs and expectations.

21.3.2. Program Development:

o Curriculum Design: Develop training programs that are based on best practices and current research in social development.

o Learning Objectives: Clearly define learning objectives and outcomes for each training program.

o Materials and Resources: Utilize a variety of training materials and resources, including manuals, case studies, and multimedia tools, to enhance learning.

21.4. Types of Training

21.4.1. Induction Training: Provide orientation and induction training for new students, faculty, and staff to familiarize them with NISD's policies, procedures, and culture.

21.4.2. Skill-Based Training: Offer training programs focused on specific skills required for social work and social development, such as counselling, community engagement, and project management.

21.4.3. Leadership Development: Provide training to prepare individuals for leadership roles within the institution and the broader social development sector.

21.4.4. Professional Ethics: Conduct professional ethics and standards training to ensure ethical behavior and decision-making in all activities.

21.5. Implementation

21.5.1. Schedule: Develop a training schedule that accommodates the availability and needs of participants.

21.5.2. Facilitators: Engage qualified trainers and facilitators with expertise in the relevant subject areas.

21.5.3. Participation: Encourage active participation and engagement in training programs through interactive and participatory learning methods.

21.6. Evaluation and Feedback

o Assessment: Evaluate the effectiveness of training programs through assessments, feedback surveys, and performance metrics.

o Continuous Improvement: Use feedback and evaluation results to improve training programs and address any gaps or weaknesses continuously.

21.7. Support and Resources:

o Training Facilities: Ensure that adequate facilities and resources are available for conducting training programs, including classrooms, technology, and learning materials.

o Funding: Allocate sufficient funding to support the development and implementation of high-quality training programs.

o Access to Information: Provide access to relevant information and resources to support ongoing learning and development.

21.8. Ethical Considerations:

o Inclusivity: Ensure that training programs are inclusive and accessible to all students, faculty, and staff, regardless of gender, ethnicity, disability, or other characteristics.

o Confidentiality: Maintain confidentiality of participants' information and respect their privacy during training sessions.

21.9. Roles and Responsibilities

21.9.1. Training Committee:

o Establish a Training Committee responsible for overseeing the development, implementation, and evaluation of training programs.

o The committee will include representatives from faculty, staff, and student bodies to ensure diverse perspectives and needs are addressed.

21.9.2. Training Coordinator:

o Appoint a Training Coordinator to manage the day-to-day operations of training programs, including scheduling, logistics, and communication with participants.

21.9.3. Participants:

o Participants are expected to actively engage in training programs, complete any required assessments, and provide constructive feedback to support continuous improvement.

21.10. Policy Review

- o Periodic Review: This policy will be reviewed periodically to ensure it remains relevant and effective. Feedback from stakeholders will be incorporated into the review process.
- o Amendments: Any amendments to this policy will be communicated to all relevant stakeholders in a timely manner.

National Institute of Social Development
Policy on Field Practice

Policy Title: Policy on Field Practice

Policy Number: 22

Functional Area: Institute Staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department, Director, Student Supportive Service Centre

22.1. Rationale and Purpose

The National Institute of Social Development (NISD) recognizes the critical importance of field practice in the education and training of future social workers. This policy outlines the principles, guidelines, and responsibilities of students, field instructors, and staff to ensure a practical, ethical, and enriching field practice experience.

22.2. Objectives of Field Practice

22.2.1. Integration of Theory and Practice:

- Enable students to apply theoretical knowledge in practical, real-world settings.

22.2.2. Professional Skill Development:

- Develop essential social work skills and competencies through hands-on experience.

22.2.3. Ethical Practice and Professionalism:

- Promote ethical decision-making and professional conduct in various social work contexts.

22.2.4. Critical Reflective & holistic practice Learning:

- Encourage students to engage in Critical, holistic reflective practice to enhance their professional growth and development for lifelong learning.

22.3. Guidelines for Field Practice

    22.3.1. Placement Process:

- Assignment: Students will be assigned to field practice agencies based on their interests, educational requirements, and the availability of suitable placements.

- Orientation: Students must attend an orientation session that covers field practice expectations, policies, and safety procedures before commencing their placement.

    22.3.2. Roles and Responsibilities:

- Field Instructors supervisors and faculty supervisors

  o Qualifications: Must possess relevant qualifications and experience in social work approved by AAB & GC

  o Supervision: Provide regular supervision, support, and feedback to students.

  o Evaluation: Assess student performance using standardized evaluation tools and provide constructive feedback to foster learning and development.

- Students:

  o Professional Conduct: Adhere to the NISD Code of Conduct, exhibiting professionalism, respect, and ethical behavior at all times.

  o Attendance and Punctuality: Maintain regular attendance and promptly notify field instructors and the NISD Field Practice Coordinator of any absences or lateness.

  o Documentation: Complete all required documentation and reports accurately and in a timely manner.

  o Confidentiality: Maintain the confidentiality of client information and adhere to relevant privacy laws and agency policies.

22.4. Evaluation and Assessment:

- Performance Review: Faculty supervisors/ field instructors will regularly review and assess student performance using standardized evaluation forms.

- Feedback: Students will receive ongoing feedback to support their professional development and address areas needing improvement.

22.5. Ethical Considerations:

- Compliance with Standards: Students and field & faculty instructors / supervisors must comply with the ethical standards and guidelines set forth by NISD and relevant professional bodies.

- Cultural Sensitivity: Students should practice cultural sensitivity and respect for

diversity in all interactions.

- Conflict Resolution: Any issues or conflicts that arise during field practice should be promptly reported to the Field Practice Coordinator for resolution with consultation of field practice committee

22.6. Support and Resources:

- Field Practice Coordinator: The coordinator will serve as a liaison between NISD, the student, faculty supervisors and the field agency, providing support and addressing any concerns.
- Training and Workshops: NISD will offer training field practice progress reviews and workshops to prepare students and field instructors for successful field practice experiences.
- Counselling Services: Students can access counseling and support services if they experience challenges during their field practice.
- Adhere Trauma Informed Care (TIC)

22.7. Implementation and Review

- Policy Implementation: This policy will be implemented by the NISD Field work unit in collaboration with field agencies and academic departments.
- Periodic Review: The policy will be reviewed periodically to ensure it remains relevant and effective in achieving its objectives. Feedback from students, field instructors, faculty supervisor and agencies will be considered in the review process.

National Institute of Social Development
Policy on Social Media

Policy Title: Social media

Policy Number: 23

Functional Area: Academic, Non-academic, and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Web Development Committee/NISD Media Unite

23.1. Rationale and Purpose

Social media platforms offer excellent opportunities for discussions about the National Institute of Social Development (NISD), current events, issues, accolades, and stakeholders. These channels provide crucial opportunities for NISD to communicate and engage with a wide array of stakeholders, as well as offer a range of professional and personal opportunities for staff and students. However, social media also presents risks that may lead to the dissemination of potentially serious misinformation, ultimately impacting the reputation of NISD. This policy provides guidance to staff and students on how to safely and productively use social media to maximize its benefits while mitigating associated risks.

23.2. Objectives

The purpose of this policy is to:

23.2.1 Provide staff and students with information on NISD's requirements and expectations regarding the use of social media.

23.2.2 Ensure a consistent approach to social media use across the institution.

23.2.3 Minimize potential negative reputational impacts for users and NISD as a result of social media use.

23.2.4 Mitigate risks associated with social media use, protecting users and the institute.

23.2.5 Ensure staff and students do not compromise their security or the security of NISD's information assets.

23.2.6 Outline the responsibilities of users of NISD social media accounts.

23.2.7 Clarify expectations for staff and students using social media in a professional or personal capacity.

23.2.8 Support staff and students in enhancing their presence and that of NISD on social media.

23.3. Scope

This policy applies to:

23.3.1. Any social media platform hosted by NISD.

23.3.2. All NISD members (staff and students).

23.3.3. All social media communications representing NISD.

23.3.4. All forms of social media use that could impact NISD, whether for work-related or personal use, whether during working hours or otherwise, and whether accessed using NISD's IT facilities and equipment, or personal devices.

23.4. Definitions

Social media: A collective term for online communication channels, portals, and websites facilitating community-based interactions, sharing, and collaborations. Examples include Facebook, YouTube, Twitter, LinkedIn, WhatsApp, Tik Tok and Instagram.

NISD social media account: Any social media account that uses NISD's logo and/or name and represents NISD; managed by NISD, a department, or an official student association.

Copyright: A form of intellectual property law protecting original works of authorship, including literary, dramatic, musical, and artistic works.

23.5. Provisions and Conditions

NISD encourages the use of social media to connect with others, including students, employees, alumni, and the general public. To protect the reputation of NISD and its members and to mitigate risks associated with social media use, the following provisions apply:

23.5.1 All NISD social media pages must adhere to NISD's brand guidelines and clearly state their purpose.

23.5.2 Social media pages must be kept up to date, regularly posted to, and frequently monitored. Questions should be responded to promptly within operating hours.

23.5.3 Communication through social media that violates NISD policies, rules, and

regulations or is used for any illegal purpose is prohibited and subject to disciplinary action.

23.5.4 NISD's Information Security Policy applies to all forms of electronic communication, including social media use.

23.5.5 Posts from NISD social media pages represent the institute and must be carefully considered, appropriate, and not damaging to NISD's reputation. Posts must align with NISD's values and ethics and all relevant policies.

23.5.5 Posts must not:

- Harass, bully, or intimidate.

- Incite violence or hatred.

- Include abusive content relating to age, disability, gender, race, religion, or belief.

- Include confidential information or violate intellectual property rights.

23.5.6 The NISD logo must be used appropriately according to guidelines.

23.5.7 Content must be accurate and not commit to something NISD does not intend to deliver. Mistakes must be transparently corrected.

23.6. Managing Social Media Pages

23.6.1 Primary administrative rights for official NISD social media pages will be assigned to NISD employees.

23.6.2 Pages must have a minimum of two administrators, with at least one being a permanent employee.

23.6.3 The page name must include NISD (e.g., "ICT Centre, NISD") and the username should contain 'NISD' (e.g., "ICTCNISD").

23.6.4 Pages must get approval from the Webmaster before publishing/creating.

23.6.5 Heads of administrative units or nominated staff members must be administrators and are responsible for the content.

23.6.6 Student access will be granted the editor role.

23.6.7 Guidelines for publishing news on NISD websites must be followed when posting news on social media.

23.6.8 Administrators, in consultation with relevant authorities, may hide or delete any material violating this policy and block users if necessary.

23.6.9 Strong, secure passwords and two-factor authentication are required for accounts managing social media pages.

23.6.10 Temporary access must use a secure temporary password, changed back after the temporary period.

23.7. Escalating Concerns and Issues

- If a social media account is hacked or a post attracts negative comments, staff should alert the head of the respective administrative unit, Webmaster, or Director of the Media Centre for guidance.

- Staff should not monitor personal social media sites of others but should report any concerns about welfare or misconduct to appropriate authorities.

23.8. Social Media in an Emergency

- All communications during an emergency will be issued via NISD's official social media sites. Other accounts must not post updates to avoid conflicting information.

23.9. Personal and Professional Accounts of Staff

- Staff should maintain separate accounts for professional and personal use. Personal accounts should not use NISD branding and should clearly state that views are personal.

- NISD does not monitor staff accounts but may request removal of content considered misconduct.

23.10. Expectation of Privacy

- NISD respects privacy and confidentiality according to relevant laws and policies. In specific circumstances, NISD may monitor user activities with proper authorization.

23.11. Enforcement

- Reports of violations should be directed to the Webmaster (webmaster@nisd.ac.lk). Violations of IT policies may result in disciplinary measures according to laws and regulations.

23.12. Disclaimer

NISD disclaims responsibility for and does not warrant information on non-NISD-managed social media pages. Such material does not necessarily reflect the attitudes, opinions, or values of NISD, its staff, or students.

National Institute of Social Development
Policy on Regional Centre Development

Policy Title: Policy on Regional Centre Development

Policy Number: 24

Functional Area: Institute Staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department, Centre In-charge

24.1. Rationale and Purpose

The National Institute of Social Development (NISD) is committed to providing high-quality education and training through its regional centers located in Thalawa (Anuradhapura), Ranna, Ampara, and Kilinochchi. This policy outlines the guidelines for maintaining existing centers, criteria for establishing new centers, conditions for closing centers, and the minimum financial requirements for continued operation.

24.2. Objectives

24.2.1 Ensure the sustainable operation of regional centers.

24.2.2 Maintain high standards of education and training across all centers.

24.2.3 Expand educational opportunities to underserved regions.

24.2.4 Optimize resource allocation and financial management.

24.3. Maintenance of Existing Centers

24.3.1. Infrastructure and Facilities: Each center must maintain adequate infrastructure and facilities to support diploma, certificate, master's courses, and training programs. Regular inspections will be conducted to ensure compliance with NISD standards.

24.3.2. Staffing: Centers must have qualified staff, including instructors, administrative personnel, and support staff. Staffing levels should be appropriate for the number of students and courses offered.

24.3.3. Course Quality: All courses must meet NISD's academic standards and QAC standard. Regular evaluations will be conducted to ensure course content, delivery, and outcomes are up to date and effective.

24.3.4. Student Services: Each center must provide necessary student services, including academic advising, career counseling, and support services.

24.3.5. Community Engagement: Centers should engage with local communities to understand their needs and adapt programs accordingly.

24.4. Establishing New Centers

24.4.1 Needs Assessment: A comprehensive needs assessment must be conducted to determine the demand for educational services in the proposed location. This includes evaluating the socio-economic context, potential student population, and local industry needs.

24.4.2 Feasibility Study: A feasibility study must be conducted, including financial projections, resource availability, and potential partnerships with local organizations and institutions.

24.4.3 Approval Process: Proposals for new centers must be submitted to the NISD AAB and GC. The proposal should include a detailed plan covering location, infrastructure, staffing, budget, and a timeline for establishment.

24.4.4 Initial Funding: Adequate initial funding must be secured to cover the setup costs, including infrastructure development, staffing, and initial operational expenses.

24.5. Closing a Center

24.7.1 Performance Evaluation: Centers will be regularly evaluated based on student enrollment, course completion rates, financial performance, and overall impact. Centers consistently failing to meet these criteria will be reviewed for potential closure.

24.5.2 Cost-Benefit Analysis: A cost-benefit analysis will be conducted to assess the financial viability of the center. Centers that consistently operate at a loss without prospects of improvement may be considered for closure.

24.5.3 Stakeholder Consultation: Before a decision is made, consultations with stakeholders, including staff, students, and the local community, will be conducted to gather input and address concerns.

24.5.4 Transition Plan: A transition plan must be developed to minimize disruption to

students and staff. This includes arrangements for students to complete their courses and potential relocation or reassignment of staff.

24.6 Minimum Financial Requirements

24.7.1 Cost Coverage: Each center must generate sufficient income to cover at least its operational expenditures. This includes salaries, utilities, maintenance, and other running costs.

24.6.2 Budget Management: Centers must adhere to strict budget management practices, including regular financial reporting, expense tracking, and budget forecasting.

24.6.3 Revenue Generation: Centers are encouraged to explore additional revenue streams, such as partnerships, grants, and community programs, to enhance financial sustainability.

24.6.4 Financial Oversight: Regular financial audits will be conducted to ensure transparency and accountability. Centers must implement recommendations from these audits promptly.

24.7. Review and Monitoring

24.7.1 Annual Review: This policy will be reviewed annually to ensure it remains relevant and effective. Feedback from regional centers, staff, and students will be considered in the review process.

24.7.2 Monitoring and Compliance: The NISD central administration will monitor compliance with this policy. Non-compliance may result in corrective actions, including retraining, resource reallocation, or other necessary measures.

National Institute of Social Development
Policy on Green and Eco Practices at NISD

Policy Title: Policy on Green and Eco Practices at NISD

Policy Number: 25

Functional Area: Institute Staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department,

25.1 Rationale and Purpose

The National Institute of Social Development (NISD) is committed to promoting environmental sustainability and integrating green and eco-friendly practices into all aspects of its operations. This policy outlines the principles and guidelines for implementing sustainable practices across our regional centres, including Thalawa (Anuradhapura), Ranna, Ampara, and Kilinochchi.

25.2 Objectives

25.2.1 Minimize the environmental impact of NISD's operations.

25.2.2 Promote sustainability and eco-friendly practices among students, staff, and the community.

25.2.3 Ensure compliance with local and national environmental regulations.

25.2.4 Foster a culture of environmental stewardship and responsibility.

25.3 Principles

25.3.1 Sustainability: Implement practices that meet the needs of the present without compromising the ability of future generations to meet their own needs.

25.3.2 Resource Efficiency: Optimize the use of resources such as energy, water, and materials to reduce waste and environmental impact.

25.3.3 Pollution Prevention: Take proactive measures to prevent pollution and minimize emissions and waste.

25.3.4 Awareness and Education: Promote awareness and education about environmental issues and sustainable practices among all stakeholders.

25.4 Policy Guidelines

25.4.1 Energy Conservation

25.4.1.1 Energy Efficiency:

- o Implement energy-efficient practices and technologies in all buildings and facilities.
- o Use energy-efficient lighting, heating, cooling, and office equipment.
- o Conduct regular energy audits to identify and address areas of improvement.

25.4.1.2 Renewable Energy:

- o Explore and invest in renewable energy sources such as solar, wind, and bioenergy.
- o Encourage the use of renewable energy in all new construction and renovation projects.

25.4.2   Water Conservation

25.4.2.2 Water Efficiency:

- o Implement water-saving technologies and practices in all facilities.
- o Use low-flow faucets, toilets, and irrigation systems.
- o Conduct regular water audits to identify and address areas of improvement.

25.4.2.3 Rainwater Harvesting:

- o Install rainwater harvesting systems to collect and use rainwater for irrigation and other non-potable purposes in the regional centres.

25.4.3 Waste Management

25.4.3.1 Waste Reduction:

- o Implement a comprehensive waste reduction program to minimize waste generation.
- o Promote the use of reusable, recyclable, and biodegradable materials.
- o Encourage paperless practices and the use of digital communication.

25.4.3.2 Recycling and Composting:

- o Establish recycling and composting programs for paper, plastics, glass, metal, and organic waste.
- o Provide clearly marked recycling and composting bins throughout campuses.

25.4.3.3 Hazardous Waste Management:

- o Ensure proper disposal of hazardous waste in compliance with local and national regulations.

o Provide training for staff and students on safe handling and disposal of hazardous materials.

25.4.4 Sustainable Transportation

25.4.4.1 Green Transportation Options:

o Promote the use of public transportation, carpooling, cycling, and walking.

o Provide facilities such as bike racks and showers to support cycling.

o Implement shuttle services where feasible to reduce the use of individual vehicles.

25.4.4.2 Fleet Management:

o Transition to fuel-efficient or electric vehicles for NISD's fleet.

o Implement regular maintenance to ensure vehicles operate efficiently and with minimal emissions.

25.4.5. Sustainable Procurement

25.4.5.1. Eco-friendly Products:

o Prioritize the procurement of eco-friendly and sustainable products and services.

o Ensure suppliers adhere to environmental standards and practices.

25.4.5.2. Local and Sustainable Sourcing:

o Support local and sustainable businesses by sourcing products locally and sustainably.

o Encourage suppliers to adopt sustainable practices.

25.4.6. Green Building and Infrastructure

25.4.6.1. Sustainable Design and Construction:

o Integrate sustainable design principles into all new construction and renovation projects.

o Use eco-friendly building materials and technologies.

25.4.6.2. Green Spaces:

o Promote the development and maintenance of green spaces, gardens, and natural habitats on campuses.

o Implement landscaping practices that conserve water and support biodiversity.

25.4.7. Education and Awareness

25.4.7.1. Curriculum Integration:

- o Integrate environmental education and sustainability principles into the curriculum.
- o Offer courses and programs focused on environmental studies and sustainable development.

25.4.7.2. Workshops and Training:

- o Conduct workshops, training sessions, and seminars on sustainability and eco-friendly practices for students, staff, and the community.

25.4.7.3. Awareness Campaigns:

- o Organize awareness campaigns and events to promote environmental sustainability and encourage eco-friendly behavior.

25.4.8. Monitoring and Evaluation

25.4.8.1. Performance Metrics:

- o Establish performance metrics and targets to monitor the effectiveness of green and eco practices.
- o Conduct regular reviews and assessments to evaluate progress and identify areas for improvement.

25.4.8.2. Reporting:

- o Provide annual reports on the implementation and outcomes of green and eco practices.
- o Share best practices and success stories with the NISD community and stakeholders.

25.4.9. Compliance

25.4.9.1. Regulatory Compliance:

- o Ensure all green and eco practices comply with local and national environmental regulations and standards.

25.4.9.2. Continuous Improvement:

- o Commit to continuous improvement in environmental performance through regular evaluation and adoption of best practices.

National Institute of Social Development
Policy on Recruitment Academic Staff Members

Policy Title: Policy on Recruitment Academic Staff Members

Policy Number: 26

Functional Area: Institute Staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council, Director General, ADG, Directors, Heads of Department,

26.1. Rationale and Purpose

The National Institute of Social Development (NISD) is committed to recruiting highly qualified and dedicated individuals to join our academic team. This policy outlines the principles and procedures for the recruitment of temporary assistant lecturers and permanent academic staff members, ensuring a fair, transparent, and merit-based process.

26.2. Objectives

26.2.1. Attract and retain highly qualified and experienced academic staff.

26.2.2. Ensure a transparent, fair, and equitable recruitment process.

26.2.3. Comply with all relevant local and national laws and regulations.

26.2.4. Support the academic goals and mission of NISD.

26.3. Principles

26.3.1. **Merit-Based Recruitment:** Selection will be based on qualifications, experience, and competencies relevant to the position.

26.3.2. **Diversity and Inclusion:** Encourage applications from diverse backgrounds to promote an inclusive academic environment.

26.3.3. **Transparency:** Maintain a transparent recruitment process with clear criteria and procedures.

26.3.4. **Compliance:** Adhere to all applicable laws, regulations, institutional policies and higher educational policies in the country.

26.4. Recruitment of Temporary Assistant Lecturers

26.4.1 Recruitment Process

26.4.1.1. Identification of Need:

- o Departments identify the need for permanent academic staff based on strategic planning, academic goals, and staffing levels.
- o Approval for the position must be obtained from the relevant academic authority and the AAB & GC.

26.4.1.2. Job Description and Advertisement:

- o Develop a comprehensive job description outlining the qualifications, responsibilities, and expectations for the permanent position.
- o Advertise the position widely through academic job portals, professional networks, the NISD website, and other relevant platforms.

26.4.1.3. Application Process:

- o Accept applications for a specified period, ensuring all required documents (CV, cover letter, academic transcripts, references, teaching and research statements) are submitted.
- o Provide clear instructions for application submission.

26.4.1.4. Shortlisting and Interview:

- o Form a diverse selection committee to review applications and shortlist candidates based on the job description criteria.
- o Conduct multiple rounds of interviews with shortlisted candidates, including teaching demonstrations and research presentations where applicable.
- o Assess candidates on their academic qualifications, research accomplishments, teaching experience, and alignment with NISD's mission and values.

26.4.1.5. Reference and Background Checks:

- o Conduct thorough reference checks and background verification for the final candidates to ensure their qualifications and experience.

26.4.1.6. Selection and Appointment:

- o Select the most suitable candidate based on overall assessment and reference checks.

- o Issue an appointment letter specifying the terms of employment, including responsibilities, probation period, remuneration, and benefits.

26.4.1.7. Orientation and Onboarding:

- o Provide an extensive orientation program to introduce the new permanent academic staff member to NISD's policies, culture, and academic environment.
- o Ensure the new staff member has access to necessary resources, support, and mentorship for a successful transition.

26.4.2. Compliance and Monitoring

26.4.1. Regulatory Compliance:

- o Ensure all recruitment activities comply with relevant local and national laws, regulations, and institutional policies.
- o Maintain documentation and records of the recruitment process for auditing and compliance purposes.

26.4.2. Monitoring and Evaluation:

- o Regularly review and evaluate the recruitment process to identify areas for improvement.
- o Gather feedback from candidates and selection committees to enhance the effectiveness and fairness of the recruitment process.

National Institute of Social Development
Policy on Guidelines for Research Allowance

Policy Title: Policy Guidelines for Research Allowance

Policy Number: 27

Functional Area: Academic Staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council and Research Division

27.1. Rationale and Purpose

These policy guidelines for research allowance at the National Institute of Social Development (NISD) are prepared following/adhering to the Higher Education Circular No: 1/2011, Establishment Circular Letter No. 05/2014, and Commission Circular No. 1000. In terms of the Budget Proposals of the Government for the year 2011, a research allowance of 35% of the basic salary (without allowances) should be paid monthly to the NISD academic staff adhering to the following guidelines and approval of the NISD Research Grants Committee.

Section 01: Eligible Academic/Other Staff to Receive the Research Allowance

Members of the academic staff who are in the permanent cadre in the NISD system, including:

1. All Academic staff members
2. Lecturer
3. Senior Lecturer
4. Associate Professor
5. Professor/Senior Professor
6. The other academic supportive staff members

Section 02: Application Procedure

1. Submission:

- o The staff members are required to submit the research allowance application (ANNEX 1) through the respective Head of the Department to the Director of the Research Division along with supportive documents as explained in Section 03.

- o Every academic/other staff member is ethically bound to apply through the attached application within the year for which the research allowance is claimed.

Section 03: Requirements and Supportive Documents

To be eligible to receive the Research Allowance for the relevant year, at least one of the following requirements must be fulfilled:

1. Evidence of Publications:

- Full paper (published/in press/accepted/under review/submitted) of the self/group in an international/local scientific journal, books, book chapters (published/in press), presented at Symposium/Conference or Technical Session, and published in the year under consideration or previous year. Only already published materials are considered when previous year publications are used. The research allowance cannot be claimed more than once for the same work (should not be repeated the same work). Evidence of the publication should meet one or more of the following criteria:

  - o Research Paper: Full paper already published in the current year or previous year in an accepted local or international research journal. As per Management Service Circular No. 02/2014, papers published in accredited journals (Science Citation Index, Science Citation Index Expanded, Social Science Citation Index, Art and Humanities Citation Index) can claim the research allowance for three consecutive years. For other accredited journals in the Master journal list, the research allowance can be claimed for two consecutive years.

  - o Submitted Paper: Full paper submitted for publication in the current year with an acknowledgment from the editor/editorial staff of the relevant journal.

  - o Paper Under Review: Full paper under review of a research journal in the current year with appropriate evidence of the review process from the relevant journal authority.

  - o Published Abstract: Research abstract already published in a national/international conference proceeding in the current year or previous year, or accepted to be published in the current year.

  - o Conference Presentation: Evidence of the presentation of a research abstract in a

national/international conference in the current year or previous year, supported with a certificate or appreciation letter.

o Book/Book Chapters: Published in the current year or previous year, or scheduled to be published in the current year with relevant supporting documents from the publisher or authorizing agency (faculty research committee/external research institute/authorized national or international agency).

o Intellectual Property: Any form of intellectual property documents endorsed by the UBLC of NISD, published in the current year or previous year, submitted with all relevant evidence/s.

o Keynote/Plenary Speech: Scientific research-based keynote/plenary speech delivered/published in a reputed international/national conference/proceeding in the current year or previous year with evidence including a certificate/letter of appreciation.

o Other Research/Publication: Any other research/publication or commission reports published in the current year or previous year or submitted to authorize research institutes/policymaking bodies/development agencies/authorized governmental and non-governmental organizations with evidence (acceptance/appreciation letter).

2. Postgraduate Supervision:

- Research allowance can be claimed for a maximum of three years for supervising postgraduate students. The submission of the progress report is required.

3. Ongoing Research:

- By producing evidence such as progress reports, submitted papers with proof of submission. This research activity should have commenced already and be actively continued during the year for which the research allowance is claimed. The progress report of a minimum of 2000 words should meet the following criteria:
o Status of research in the current year.
o Status of the research project under the postgraduate degree program.
o Status of post-doctoral research/any other type of research for lecturers on sabbatical leave.

4. Research Proposals:

- Academic staff members who have not commenced research under the above categories should submit a fresh research proposal within the first six months of the considered year containing the following sections:
  - Title
  - Background
  - Problem Statement
  - Research Questions and/or Hypothesis
  - Aims and Objectives
  - Significance of the Study
  - Literature Review
  - Methodology
  - Time Frame
  - Expected Outcomes
  - References (minimum 10)

5. Academics on Study/Sabbatical Leave:

- Academic staff on study/sabbatical leave engaged in research work locally or abroad should submit copies of research papers presented at Symposium/Conference as per the above criteria or progress of the research.

6. Other:

- Submission of academic publications or proposed publications or a proposal regarding an academic publication to the Institute Research Committees and the Faculty Research Committees.

Section 04: Multi-authorship Allowance

- The research allowance shall be paid for multi-authorship, and the relevant academic must submit such requests for the approval of the Institute Research Committee/NISD Research Division.

Guidelines

National Institute of Social Development

Guidelines for Social Media

Guideline Title: Guidelines for Social Media

Guideline Number: 01

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council and Research Division

1.1. Rationale & Purpose:

The National Institute of Social Development (NISD) recognizes the importance of social media as a platform for discussions about the institute, current events, and various issues. This policy provides principles and guidelines to ensure the responsible use of social media by staff and students while protecting the reputation and dignity of the institute and its community.

1.2. Principles

1.2.1. Freedom of Expression:

- NISD upholds the right to freedom of speech and expression, encouraging open discussion, debate, and dissent.

1.2.2. Dignity and Respect:

- Users must not violate the dignity of the institute or its members, including staff and students.

1.2.3. Accuracy and Verification:

- Facts must be verified before posting or sharing information on social media.

1.2.4. Responsible Dispute Resolution:

- Members are encouraged to use existing grievance mechanisms for resolving disputes rather than amplifying discontent on social media.

1.2.5. Avoidance of Propaganda:

- Users should exercise discernment to avoid promoting false propaganda.

1.2.6. Prevention of Crime and Harm:

- Avoid sharing critical or sensitive messages that may lead to harm.

1.2.7. Academic Integrity:

- Do not violate exam procedures by posting or requesting unauthorized assistance online.

1.2.8. Authenticity:

- Refrain from engaging in wrongful activities using false identities.

1.2.9. Intellectual Property:

- Obtain permission before using the institute's name, logo, or intellectual property on social media.

1.2.10. Respect for Privacy and Copyright:

- Do not upload or share content without proper permission from the original creator.

1.2.11. Legal Compliance:

- Adhere to Sri Lankan laws and institute policies in online conduct.

1.2.12. Personal Information Protection:

- Be aware of third-party applications that may share your personal information.

1.2.13. Support Services:

- Seek support services if negatively impacted by social media posts.

1.3. Guidelines

1.3.1. General Conduct:

- Always maintain the highest ethical standards when commenting on matters related to NISD.
- Ensure that social media engagement reflects the values and ethics of the institute.

1.3.2. Verification and Accuracy:

- Verify the factual accuracy of all posts before uploading or sharing.
- Be cautious of false propaganda and exercise discernment in social media interactions.

1.3.3. Privacy and Intellectual Property:

- Obtain prior permission from the Registrar's office before using NISD's name, logo, or intellectual property.
- Do not share copyrighted material without approval from the respective publisher.

1.3.4. Respect and Non-Discrimination:

- Refrain from uploading offensive or derogatory content related to gender, ethnicity, race, nationality, disability, sexual orientation, or religion.
- Do not post someone else's images or videos without permission from the original publisher.

1.3.5. Academic Integrity:

- Avoid posting or requesting unauthorized assistance during exams and assignments.
- Do not share answers to assignments or exam questions on social media.

1.3.6. False Identities and Unauthorized Activities:

- Do not engage in unauthorized or illegal activities using a false identity.
- Understand that authorities can trace the real identity behind such activities.

1.3.7. Legal and Policy Compliance:

- Recognize that online conduct is subject to Sri Lankan laws and NISD's policies.
- Be aware of the potential risks and future implications of making personal information public.

1.3.8. Security and Technical Support:

- Protect your social media accounts and be aware of third-party applications that share personal information.
- Seek technical advice from the institute's IT experts if needed.

1.3.9. Support Services:

- If negatively impacted by social media posts, seek support from the institute's counseling services and other available resources.

National Institute of Social Development

Guidelines for Using the National Institute of Social Development Logo

Guideline Title: Guidelines for Using the National Institute of Social Development Logo

Guideline Number: 02

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

2.1. Rationale & Purpose:

The National Institute of Social Development (NISD) recognizes the importance of its logo as a symbol of its identity and reputation. To ensure consistent and appropriate use, all registered students and staff members must adhere to the following guidelines.

2.2. General Use

2.2.1. Administrative and Academic Use:

- Registered students and staff members may use the NISD logo for administrative activities and academic materials without prior approval.

2.2.2. Fundraising Activities:

- Prior written approval is required from the Registrar for using the logo on materials related to fundraising activities, such as T-shirts, mugs, and bookmarks.

2.2.3. Commercial Purposes:

- Written approval from the Registrar is necessary if the NISD logo is used for any commercial purposes, including intuitional events, advertising, promotional campaigns, Conferences local/international training or sponsorships.

2.3. Logo Specifications

2.3.1. Latest Version:

- Always use the latest version of the logo, available in downloadable formats (PNG/PDF) on the NISD website.

2.3.2. Design Elements:

- The NISD logo features a circular emblem with blue and yellow background, two concentric blue-stroked circles, and a fully bloomed lighting lamp on a book in the center. Four people in a line at the center. It is within a slightly larger yellow circle surrounded by institute's name in three languages in Sinhala, Tamil, and English.

2.3.3. Placement:

- The logo must be placed appropriately at the top left, middle, or right of the document.

2.3.4. Integrity:

- The logo must be used in its full form. Do not alter the basic format, change the colors, or distort its appearance in any way.

2.3.5. Size:

- The basic size of the logo can be adjusted, but the width and height must remain in the same proportion.

2.4. Prohibitions and Restrictions

2.4.1. Misuse:

- The NISD logo must not be used in any manner that disparages the regulations of the institute or violates any applicable laws, regulations, or internal rules.

2.4.2. Unauthorized Alterations:

- Do not modify or alter the logo in any unauthorized manner, including changing its color, proportions, or design elements.

2.4.3. Respect and Dignity:

- The logo should be used in a manner that upholds the dignity and integrity of the NISD.

2.5. Approval Process

2.5.1. Request for Approval:

- For any use requiring prior approval, submit a written request to the Registrar's office detailing the intended use, purpose, and context with the approved of the Head of the department

2.5.2. Documentation:

- Ensure all requests are accompanied by relevant documentation and samples of the materials where the logo will be used.

National Institute of Social Development
Guidelines for Distance Learning

Guideline Title: Guidelines for Distance Learning

Guideline Number: 03

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

3.1. Rationale & Purpose:

The National Institute of Social Development (NISD) is committed to providing high-quality education through distance learning, ensuring accessibility, flexibility, and support for students pursuing academic programs and Diploma, Certificates programs. These guidelines outline the principles, responsibilities, and best practices for students, faculty, and staff engaged in distance learning.

3.2. Objectives

3.2.1. Enhance Accessibility:

- Provide educational opportunities to students regardless of their geographical location.

3.2.2. Maintain Quality:

- Ensure that distance learning courses meet the same academic standards as traditional on-campus courses.

3.3.3. Support Student Success:

- Offer resources and support to help students succeed in a distance learning environment.

3.3. Principles

3.3.1. Equity and Inclusion:

- Distance learning programs should be accessible to all students, including those with disabilities, ensuring equitable participation.

3.3.2. Academic Integrity:

- Uphold the highest standards of academic integrity and honesty in all distance learning activities.

3.3.3. Effective Communication:

- Foster clear and consistent communication between students, faculty, and support staff.

3.3.4. Student-Centered Learning:

- Focus on the needs and experiences of students, providing flexible and engaging learning opportunities.

3.4. Responsibilities

3.4.1. Students:

- Engagement: Actively participate in all online learning activities, including discussions, assignments, and assessments.
- Time Management: Manage time effectively to meet deadlines and balance coursework with other responsibilities.
- Technical Requirements: Ensure access to necessary technology, including a reliable internet connection, a computer, and required software.
- Communication: Maintain regular communication with instructors and peers, seeking help when needed.
- Academic Integrity: Adhere to NISD's policies on academic integrity, avoiding plagiarism and cheating.

3.4.2. Faculty:

- Course Design: Develop and deliver online courses that are engaging, interactive, and aligned with learning objectives.
- Availability: Be accessible to students through virtual office hours, email, and other communication channels.
- Feedback: Provide timely and constructive feedback on assignments and assessments.
- Technology Use: Utilize appropriate digital tools and platforms to enhance the learning experience.
- Support: Identify and support students facing challenges in the online learning environment.

3.4.3. Support Staff:

- Technical Support: Offer technical assistance to students and faculty, addressing issues related to online platforms and tools.
- Academic Support: Provide resources such as online libraries, tutoring, and counseling services to support student learning.
- Training: Offer training sessions for students and faculty on effective use of distance learning technologies and best practices.

3.5. Best Practices

3.5.1. Course Organization:

- Clearly structure online courses with a detailed syllabus, course calendar, and clear expectations.

3.5.2. Interactive Learning:

- Incorporate interactive elements such as discussion forums, group projects, and multimedia content to engage students.

3.5.3. Assessment:

- Use a variety of assessment methods, including quizzes, essays, projects, and participation, to evaluate student learning.

3.5.4. Feedback:

- Provide regular and constructive feedback to help students improve and stay motivated.

3.5.5. Flexibility:

- Design courses with flexibility in mind, allowing students to learn at their own pace while meeting deadlines.

3.5.6. Accessibility:

- Ensure all course materials are accessible to students with disabilities, following best practices for digital accessibility.

3.6. Technology and Tools

3.6.1. Learning Management System (LMS):

- Utilize the designated LMS for course delivery, assignments, and communication. Ensure all course materials are uploaded to the LMS.

3.6.2. Communication Tools:

- Use tools such as email, video conferencing, and discussion forums to facilitate communication and collaboration.

3.6.3. Multimedia Resources:

- Incorporate videos, podcasts, and other multimedia resources to enhance learning and provide diverse content.

3.7. Evaluation and Feedback

3.7.1. Course Evaluation:

- Collect feedback from students on the effectiveness of distance learning courses and use this feedback to make improvements.

3.7.2. Continuous Improvement:

- Regularly review and update online courses to ensure they remain relevant and engaging.

3.7.3. Professional Development:

- Encourage faculty to participate in professional development opportunities related to online teaching and learning.

3.8. Policy Compliance

3.8.1. Adherence:

- All participants in the distance learning program must adhere to NISD policies and guidelines.

3.8.2. Reporting Issues:

- Report any issues or concerns related to distance learning to the appropriate department for resolution.

3.9. Support Services

3.9.1. Technical Support:

- Contact the IT helpdesk for technical assistance with online platforms and tools.

3.9.2. Academic Support:

- Access online tutoring, library resources, and academic advising for additional support.

3.9.3. Counseling Services:

- Utilize available counselling services for mental health and wellness support.

National Institute of Social Development

Guidelines for Conducting Online Lectures, Examinations, Presentations, and Viva Voce

Guideline Title: Guidelines for Conducting Online Lectures, Examinations, Presentations, and Viva Voce

Guideline Number: 04

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

4.1. Rationale & Purpose:

NISD is dedicated to maintaining academic rigor and fostering a dynamic learning environment through online platforms. These guidelines aim to ensure consistency, fairness, and effectiveness in conducting online lectures, examinations, presentations, and viva voce, thereby enhancing the educational experience for all participants.

Section 1: Online Lectures

1.1 Scheduling and Notification

- Lecturers must schedule online lectures well in advance using the designated Learning Management System (LMS) and official communication channels.
- Notifications should include the date, time, duration, and platform (e.g., Zoom, Microsoft Teams) to be used.

1.2 Platform and Tools

- Utilize approved platforms that support interactive features such as chat, polls, and breakout rooms.
- Ensure all necessary tools for effective delivery (e.g., screen sharing, Videos whiteboard) are available and tested before lectures.

1.3 Content Delivery

- Structure lectures with clear learning objectives, outlined topics, and expected outcomes.
- Incorporate multimedia elements (slides, videos) to enhance engagement and understanding.
- Record lectures for accessibility and review purposes, ensuring they are accessible to all students.

1.4 Interaction and Participation

- Encourage active participation through interactive activities like Q&A sessions, debates, polls, and group discussions.
- Monitor and respond to student queries and comments during the lecture.
- Use breakout rooms for collaborative exercises and group work as appropriate.

1.5 Technical Support

- Provide students with contact information for technical support in case of connectivity issues or platform-related challenges.
- Have contingency plans in place to mitigate disruptions during live sessions.

Section 2: Online Examinations

2.1 Examination Format

- Define the format of examinations clearly, including types of questions (e.g., multiple-choice, short answer) and assessment criteria aligned with course objectives.
- Ensure assessments are designed to evaluate students' comprehension and application of knowledge.

2.2 Platform and Proctoring

- Utilize secure online examination platforms with built-in proctoring features to uphold academic integrity.
- Communicate proctoring procedures, including privacy policies and guidelines, to all participants.

2.3 Academic Integrity

- Implement measures to prevent cheating, such as randomized question orders, time limits, and plagiarism detection tools.
- Ensure exam questions are varied and aligned with the scope of learning outcomes.

2.4 Instructions and Communication

- Provide clear instructions on accessing and completing examinations, including technical requirements and assessment guidelines.
- Communicate expectations regarding conduct and adherence to examination rules to maintain fairness and transparency.

2.5 Technical Issues and Contingency Plans

- Offer technical support throughout the examination period to assist students with technical difficulties.
- Develop contingency plans to address potential disruptions, ensuring minimal impact on the examination process.

Section 3: Online Presentations

3.1 Preparation and Guidelines

- Provide guidelines and resources to assist students in preparing effective online presentations.
- Offer training on presentation software and techniques to enhance delivery and engagement.

3.2 Scheduling and Platform

- Schedule presentation sessions in advance, assigning specific time slots to participants.
- Use secure and approved platforms for presentations, ensuring accessibility and reliability.

3.3 Presentation Delivery

- Advise students to conduct technical checks prior to presentations to ensure audio and visual clarity.
- Encourage the use of visual aids (slides, charts) and interactive elements to enrich content delivery.

3.4 Evaluation and Feedback

- Establish clear evaluation criteria aligned with presentation objectives.
- Provide constructive feedback to help students improve their presentation skills and content delivery.

Section 4: Online Viva Voce

4.1 Scheduling and Notification

- Schedule viva voce sessions well in advance, notifying participants of dates, times, and virtual meeting platforms.
- Ensure all parties involved (students, examiners) are familiar with and have access to the chosen platform.

4.2 Platform and Preparation

- Use secure video conferencing tools for viva voce sessions, ensuring privacy and reliability.
- Conduct technical tests to verify audio, video, and connectivity before scheduled sessions.

4.3 Conducting the Viva Voce

- Begin sessions with an introduction outlining the structure and objectives of the viva voce.
- Facilitate a balanced and respectful exchange of questions and responses between students and examiners.

4.4 Evaluation and Feedback

- Evaluate student performance based on predetermined assessment criteria and rubrics.
- Provide immediate feedback following the viva voce session to support student development and learning.

Section 5: General Guidelines

5.1 Accessibility and Inclusivity

- Ensure all online activities are accessible to students with disabilities, providing alternative formats for materials where necessary.
- Promote inclusivity by accommodating diverse learning needs and preferences.

5.2 Data Privacy and Security

- Adhere to data protection regulations and institute safeguards to protect student information during online activities.
- Use secure communication and collaboration tools approved by NISD to maintain confidentiality.

5.3 Continuous Improvement

- Solicit feedback from participants (students, faculty) to enhance the effectiveness and relevance of online learning experiences.

- Regularly review and update guidelines based on emerging best practices and technological advancements.

National Institute of Social Development

Guidelines for NISD Partnerships with UN agencies, INGOs, NGOs, and the Private Sector

Guideline Title: Guidelines for NISD Partnerships with UN agencies, INGOs, NGOs, and the Private Sector

Guideline Number: 05

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

5.1. Rationale & Purpose:

The National Institute of Social Development (NISD) recognizes the value of partnerships with UN agencies, International Non-Governmental Organizations (INGOs), Non-Governmental Organizations (NGOs), and the private sector in enhancing our educational programs and expanding our reach. These guidelines outline the principles and procedures for establishing and managing such partnerships and ensuring compliance with local and national policies, bylaws, and government regulations.

5.2. Objectives

5.2.1. Ensure all partnerships align with NISD's mission and objectives.

5.2.2. Promote transparency and accountability in partnership activities.

5.2.3. Comply with local and national laws, policies, and regulations.

5.2.4. Maintain the integrity and recognition of NISD as an educational or relevant institution.

5.2.5. Foster sustainable and mutually beneficial relationships with partners.

5.3. Partnership Principles

5.3.1. Alignment with NISD's Mission:

All partnerships must support and enhance NISD's mission to provide quality education and social development.

5.3.2. Compliance:

Partners must comply with all relevant local and national laws, policies, bylaws, and government regulations.

5.3.3. Recognition and Credibility:

Only recognized and credible INGOs, NGOs, and private sector entities will be considered for partnerships. A thorough vetting process will be conducted to ensure their legitimacy and alignment with NISD values.

5.3.4. Mutual Benefit:

Partnerships should be mutually beneficial, providing clear advantages to both NISD and the partner organization.

5.4. Partnership Establishment Process

5.4.1. Identification and Evaluation:

- Identify potential partners based on their alignment with NISD's mission and objectives.
- Conduct a thorough evaluation of the potential partner's credibility, including their legal status, reputation, past performance, and compliance with national policies and regulations.

5.4.2. Needs Assessment:

- Conduct a needs assessment to determine the specific areas where collaboration is required and the expected outcomes.
- Ensure the partnership will address identified needs effectively and sustainably.

5.4.3. Proposal Development:

- Develop a detailed partnership proposal outlining the objectives, scope, roles and responsibilities, financial arrangements, and expected outcomes.
- Include a compliance section detailing adherence to local and national laws, policies, and regulations.

5.4.4. Approval Process:

- Submit the partnership proposal to the NISD AAB and GC for approval.
- Ensure all relevant stakeholders are consulted and their input is incorporated into the proposal.

5.4.5. Agreement and Documentation:

- Once approved, draft a formal partnership agreements/ MOUs/ MOIs detailing all aspects of the collaboration, including objectives, roles, responsibilities, financial arrangements, compliance requirements, monitoring, and evaluation.
- Both parties must review and sign the agreement.

5.5. Partnership Management

5.5.1. Governance and Oversight:

- Establish a partnership management committee to oversee the implementation and progress of the partnership.
- Ensure regular communication and reporting between NISD and the partner organization.

5.5.2. Monitoring and Evaluation:

- Develop a monitoring and evaluation framework to assess the partnership's progress and outcomes.
- Conduct regular evaluations to ensure the partnership is achieving its objectives and complying with relevant laws and policies.

5.5.3. Financial Management:

- Ensure transparent and accountable financial management practices.
- Conduct regular financial audits to verify proper use of funds and adherence to financial agreements.

5.5.4. Compliance and Reporting:

- Ensure continuous compliance with all relevant local and national laws, policies, and regulations.
- Submit regular reports to the NISD Board of Directors and relevant government authorities, as required.

5.5.5. Conflict Resolution:

- Establish a clear process for resolving any conflicts or issues that may arise during the partnership.
- Ensure conflicts are addressed promptly and effectively, maintaining the integrity of the partnership.

5.6. Partnership Termination

5.6.1. Criteria for Termination:

- The partnership may be terminated if there is a breach of agreement, non-compliance with laws and policies, or failure to achieve objectives.

- Either party may initiate termination based on mutual agreement or justified reasons.

5.6.2. Termination Process:

- Provide written notice of termination, including reasons for termination and any necessary actions to be taken.

- Ensure a smooth transition and minimize disruption to ongoing activities and stakeholders.

5.6.3. Post-Termination Review:

- Conduct a post-termination review to evaluate the partnership's overall impact and lessons learned.

- Document findings and recommendations for future partnerships.

By_laws

National Institute of Social Development
Distance Learning By-Law

By Law Title: Distance Learning By-Law

By Law Number: 01

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

1.1. Rationale & Purpose:

The National Institute of Social Development (NISD) is committed to providing high-quality education through distance learning. This by-law sets forth the regulations and standards for the implementation, delivery, and management of distance learning programs. It ensures that these programs meet the highest academic standards and are accessible to all students pursuing social sciences master degree programs, diploma and certificate course.

Article 1: General Provisions

1.1 Title and Scope

- This by-law shall be known as the "NISD Distance Learning By-Law."
- It applies to all distance learning programs, courses, faculty, and students at NISD.

1.2 Objectives

- To provide accessible and flexible learning opportunities.
- To maintain academic integrity and quality in distance learning.
- To support student success through adequate resources and support services.

Article 2: Definitions

2.1 Distance Learning

- A mode of education where students and instructors are not physically present in the same location, utilizing online platforms and digital tools for instruction and communication.

2.2 Learning Management System (LMS)

- A software application used for the administration, documentation, tracking, reporting, and delivery of educational courses and training programs.

2.3 Distance Learning Program

- A structured set of courses delivered via distance learning that leads to an academic degree or certification.

Article 3: Roles and Responsibilities

3.1 Students

- Actively participate in online courses and activities.
- Manage their time effectively to meet course deadlines.
- Ensure access to necessary technology and a stable internet connection.
- Adhere to academic integrity policies.
- Communicate regularly with instructors and peers.

3.2 Faculty

- Develop and deliver engaging and interactive online courses.
- Be accessible to students through virtual office hours and other communication channels.
- Provide timely and constructive feedback on assignments and assessments.
- Utilize appropriate digital tools to enhance the learning experience.

3.3 Support Staff

- Offer technical assistance and support for online platforms and tools.
- Provide academic resources such as online libraries and tutoring services.
- Offer training for effective use of distance learning technologies.

Article 4: Course Design and Delivery

4.1 Course Structure

- Online courses must be clearly structured with a detailed syllabus, course calendar, and clear expectations.
- Courses should include interactive elements such as discussion forums, group projects, and multimedia content.

4.2 Assessment Methods

- A variety of assessment methods should be used to evaluate student learning, including quizzes, essays, projects, and participation.
- Assessments must align with course learning objectives and outcomes.

4.3 Feedback

- Instructors must provide regular and constructive feedback to students to aid their learning and improvement.

Article 5: Technology and Tools

5.1 Learning Management System (LMS)

- NISD shall designate an official LMS for the delivery of online courses.
- All course materials must be uploaded to and managed through the LMS.

5.2 Communication Tools

- Instructors and students should use tools such as email, video conferencing, and discussion forums to facilitate communication and collaboration.

5.3 Multimedia Resources

- Courses should incorporate multimedia resources to enhance learning and provide diverse content.

Article 6: Student Support Services

6.1 Technical Support

- The IT helpdesk shall provide technical assistance for online platforms and tools.

6.2 Academic Support

- NISD shall offer online tutoring, library resources, and academic advising.

6.3 Counseling Services

- Counseling services shall be available to support students' mental health and wellness.

Article 7: Evaluation and Improvement

7.1 Course Evaluation

- NISD shall collect feedback from students on the effectiveness of online courses and use this feedback for continuous improvement.

7.2 Continuous Improvement

- Online courses must be regularly reviewed and updated to ensure relevance and engagement.

7.3 Professional Development

- Faculty shall be encouraged to participate in professional development opportunities related to online teaching and learning.

Article 8: Compliance and Enforcement

8.1 Adherence to Policy

- All participants in the distance learning program must adhere to NISD's policies and guidelines.

8.2 Reporting Issues

- Any issues or concerns related to distance learning must be reported to the appropriate department for resolution.

8.3 Disciplinary Actions

- Violations of this by-law may result in disciplinary actions as per NISD's academic and conduct policies.

Article 9: Intellectual Property

9.1 Ownership

- Intellectual property created by faculty and students as part of the distance learning program shall be governed by NISD's Intellectual Property Policy.

9.2 Usage Rights

- NISD reserves the right to use, reproduce, and distribute course materials created for distance learning.

Article 10: Amendments

10.1 Review and Amendment

- This by-law shall be reviewed periodically and may be amended by NISD's Governing Council and AAB to ensure it remains relevant and effective.

National Institute of Social Development
Students' Union By-Law

By Law: Students Union By-Law

By law Number: 02

Functional Area: All Academic Staff, Non-academic staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council

2.1. Rationale & Purpose:

The Students Union of the National Institute of Social Development (NISD) serves as the representative body for students, dedicated to promoting their welfare, interests, and rights within the institute. This By-Law outlines the structure, functions, responsibilities, and conduct expected of the Students Union to ensure effective governance and advocacy on behalf of the student body.

Article 1: Name and Scope

1.1 Name: The official name of the student governing body shall be the "Students Union of the National Institute of Social Development (NISD)".

1.2 Scope: This By-Law applies to all elected members, activities, and functions of the Students Union operating within NISD.

Article 2: Objectives

2.1 Representation: The Students Union shall represent the interests and concerns of all registered students of NISD in academic, social, and extracurricular matters.

2.2 Advocacy: To advocate for student rights, welfare, and well-being within the institute and in external forums as deemed necessary.

2.3 Engagement: Foster a sense of community and encourage active student participation in institute activities and decision-making processes.

Article 3: Structure and Membership

3.1 Composition: The Students Union shall consist of elected representatives from various academic programs or designated constituencies within NISD.

3.2 Executive Committee: The Executive Committee shall comprise elected officers including President, Vice President, Secretary, Treasurer, and other positions as determined by the Union's constitution.

3.3 Elections: Elections for Union positions shall be conducted annually or as per the Union's constitution, ensuring fair representation and democratic principles.

3.4 Membership: All internal students of NISD are considered members of the Students Union, with the right to participate in Union activities and initiatives.

Article 4: Functions and Responsibilities

4.1 Governance: Develop and enforce policies, programs, and initiatives that benefit the student body and align with the mission of NISD.

4.2 Communication: Serve as a liaison between students, faculty, staff, administration, and external stakeholders on matters affecting student interests and concerns.

4.3 Events and Activities: Organize and oversee social, cultural, educational, and recreational events for the benefit of the student community.

4.4 Welfare: Provide support services and resources to promote student welfare, including academic support, counseling, and advocacy.

4.5 Financial Management: Manage Union funds responsibly and transparently, ensuring compliance with financial regulations and reporting requirements.

Article 5: Conduct and Ethics

5.1 Integrity: Conduct Union affairs with honesty, transparency, and accountability, adhering to ethical standards and NISD policies.

5.2 Respect: Treat all members of the NISD community with respect, tolerance, and inclusivity, fostering a positive and supportive environment.

5.3 Compliance: Uphold and abide by the laws, regulations, and policies of NISD, including those governing student conduct and behavior.

Article 6: Amendments

6.1 Amendments: This By-Law may be amended by a majority vote of the Students Union members, subject to approval by the NISD administration.

6.2 Review: Regularly review and update the By-Law to reflect changes in student needs, institute policies, or regulatory requirements.

Article 7: Dissolution

7.1 Dissolution: In the event of dissolution of the Students Union, all remaining assets shall be transferred to NISD for the benefit of the student body, as determined by the Union's constitution.

Article 8: Ratification

8.1 Ratification: This By-Law shall be ratified by the Students Union and approved by the NISD faculty board, academic affairs board and Governing Council administration to take effect.

2.2. Sample Constitution for Student Societies

2.2.1. Rationale & Purpose:

We, the members of (Name of Student Society), established under the auspices of the National Institute of Social Development (NISD), hereby adopt this Constitution to govern the operations, activities, and governance of our society. This Constitution aims to promote unity, leadership, and the pursuit of common interests among our members.

Article I: Name and Purpose

Section 1: Name The official name of this organization shall be (Name of Student Society).

Section 2: Purpose The purpose of (Name of Student Society) shall be:
1. To provide a platform for students interested in (Field/Area of Interest) to engage, collaborate, and pursue their interests collectively.
2. To organize and promote activities, events, and initiatives related to (Field/Area of Interest) within the NISD community.
3. To foster leadership skills, personal development, and networking opportunities among

members.

4. To uphold the values and mission of NISD through responsible and constructive engagement.

Article II: Membership

Section 1: Eligibility Membership in (Name of Student Society) shall be open to all currently enrolled students of NISD who express an interest in (Field/Area of Interest) and agree to abide by the Constitution and policies of the society.

Section 2: Rights of Members

1. All members shall have the right to participate in society activities, events, and discussions.
2. Members shall have the right to vote in elections and referendums held by the society.
3. Members shall have access to society resources and opportunities for leadership and personal growth and development.

Section 3: Responsibilities of Members

1. Members are expected to uphold the values and objectives of the society.
2. Members must contribute positively to the activities and initiatives of the society.
3. Members are required to attend meetings and participate actively in society events, when possible.

Article III: Leadership and Governance

Section 1: Executive Committee

1. The Executive Committee shall serve as the governing body of [Name of Student Society] and shall consist of the following elected officers: President, Vice President, Secretary, Treasurer, and any other positions deemed necessary.
2. Executive Committee members must be active members of the society and enrolled students of NISD.

Section 2: Duties of Officers

1. The President shall preside over meetings, represent the society in official capacities, and oversee the execution of society activities.
2. The Vice President shall assist the President and assume their duties in their absence.
3. The Secretary shall maintain records, correspondence, and minutes of meetings.
4. The Treasurer shall manage society funds, maintain financial records, and prepare budgets.

Section 3: Elections

1. Elections for the Executive Committee shall be held annually, during [Month], following nominations from the membership.
2. Voting shall be conducted by (Method of Voting), and candidates receiving a majority vote shall be elected.

Article IV: Meetings

Section 1: General Meetings

1. General meetings of the society shall be held [Frequency of Meetings], unless otherwise decided by the Executive Committee.
2. A quorum consisting of (Number) % of active members must be present to conduct official business.

Section 2: Executive Committee Meetings

1. The Executive Committee shall meet (Frequency of Meetings) to discuss society matters and plan activities.
2. Special meetings may be called by the President or upon request by (Number) % of the Executive Committee members.

Article V: Finances

Section 1: Funding

1. [Name of Student Society] may seek funding through (Source of Funding) to support approved activities and initiatives.
2. All financial transactions shall be handled transparently and in accordance with NISD policies.

Section 2: Budget

1. The Treasurer shall prepare an annual budget for approval by the Executive Committee.

2. The budget shall outline projected expenses and funding sources for the fiscal year.

Article VI: Amendments

Section 1: Amendment Process

1. Proposed amendments to this Constitution may be submitted by any active member of (Name of Student Society).

2. Amendments must be approved by a (Percentage) % vote of the active members present at a general meeting.

Article VII: Dissolution

Section 1: Dissolution

1. In the event of dissolution, all remaining assets shall be transferred to (Recipient Organization), as determined by a majority vote of active members.

2. The decision to dissolve (Name of Student Society) must be approved by a (Percentage) % vote of active members present at a general meeting.

Article VIII: Ratification

Section 1: Ratification This Constitution shall be ratified upon approval by a (Percentage) % vote of active members present at a general meeting.

National Institute of Social Development

By-Law on Prohibition of Ragging and Other Forms of Violence

By Law Title: By-Law on Prohibition of Ragging and Other Forms of Violence

By Law Number: 03

Functional Area: All Academic Staff, Non-academic staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council

3.1. Rationale & Purpose:

The National Institute of Social Development (NISD) is dedicated to providing a safe and respectful learning environment for all students and staff. This by-law aligns with the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 and outlines the measures, responsibilities, and penalties related to the prevention and punishment of ragging and other forms of violence within the institution.

Article I: Definition of Ragging and Other Forms of Violence

Section 1: Definition of Ragging: Ragging is defined as any act which causes or is likely to cause physical or psychological injury, fear, or mental pain in an undergraduate or a member of staff. This includes, but is not limited to:

1. Physical harm or assault.
2. Psychological harm, including threats and intimidation.
3. Sexual harassment.
4. Insults or acts intended to demean or humiliate.

Section 2: Scope This by-law applies to all students, faculty, and staff of NISD, within and outside the institution's premises, including all universities and institute under the Universities Act of 1978.

Article II: Prohibited Conduct

Section 1: Acts of Ragging

1. Any act that cause physical or psychological injury to a student or staff member.

2. Any form of harassment, including sexual harassment, threats, or intimidation.

3. 3Any act that restricts the freedom of movement or confines an individual against their will.

4. Occupying or attempting to occupy premises of the educational institution unlawfully.

Article III: Penalties

Section 1: General Punishments

1. Any individual found guilty of ragging within or outside the institute premises shall face two years of rigorous imprisonment.

2. The court may award compensation to the victim in addition to the imprisonment.

Section 2: Severe Offenses

1. If ragging leads to sexual harassment or grievous hurt, the punishment is increased to ten years' imprisonment, and the offense is non-bailable.

2. Threatening to cause injury to the person, reputation, or property of any student or known associate carries a punishment of up to five years' rigorous imprisonment.

3. Criminal intimidation, wrongful restraint, and unlawful confinement against any student can result in up to seven years' imprisonment.

Section 3: Extreme Offenses

1. Forcibly occupying premises of the educational institution is punishable by ten to twenty years' imprisonment and may include a fine.

2. The court can order the expulsion of a student found guilty of any of these offenses based on the gravity of the offense.

Article IV: Reporting and Enforcement

Section 1: Reporting Mechanisms

1. Any incidents of ragging should be reported immediately to: a. Officials within the educational institute. (ADG/ DG/ Welfare unit/ Proctor / Grievances Handling Committee b. The nearest Police Station.

2. Prompt reporting will assist the police in taking action under Act No. 20 of 1998.

Section 2: Enforcement

1. NISD will cooperate fully with law enforcement authorities to ensure the effective implementation of this by-law.
2. NISD may take disciplinary actions, including suspension or expulsion, based on the severity of the incident.

Article V: Responsibilities

Section 1: Responsibilities of Students

1. Students must refrain from engaging in any form of ragging or violence.
2. Students should report any incidents of ragging or violence they witness or experience.

Section 2: Responsibilities of Staff and Faculty

1. Faculty and staff must be vigilant and report any incidents of ragging or violence.
2. Faculty and staff should support victims of ragging and cooperate with investigations Proctor/Monitoring and Supervision. Anti-ragging Committee

Article VI: Prevention and Education

Section 1: Awareness Programs

1. NISD will conduct regular awareness programs to educate students and staff about the dangers and legal consequences of ragging.
2. Orientation programs for new students will include information about this by-law and the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998.

Section 2: Counseling and Support

1. Counseling services will be made available to victims of ragging.
2. Support groups and resources will be provided to promote a safe and inclusive campus environment.

Article VII: Amendment of By-Law

Section 1: Amendments this by-law may be amended periodically to reflect changes in legislation or institutional policy. Amendments must be approved by the NISD Governing Council and AAB.

National Institute of Social Development

By-Law on Student Discipline

By Law Title: By-Law on Student Discipline

By Law Number: 04

Functional Area: All Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council

4.1. Rationale & Purpose:

The National Institute of Social Development (NISD) is committed to fostering an academic environment characterized by respect, integrity, and responsibility. This by-law outlines the standards of conduct expected from students, the procedures for addressing violations, and the disciplinary measures that may be imposed to uphold these standards.

Article I: General Provisions

Section 1: Title and Scope

1. This by-law shall be known as the "NISD By-Law on Student Discipline."
2. It applies to all students enrolled in NISD, covering conduct both on and off-institute that affects the institute's interests and objectives.

Section 2: Objectives

1. To maintain an orderly, safe, and conducive environment for learning.
2. To uphold the values of integrity, respect, and responsibility within the NISD community.
3. To provide a clear framework for addressing student misconduct.

Article II: Standards of Conduct

Section 1: Expected Conduct

1. Students are expected to conduct themselves in a manner that respects the rights and dignity of others.
2. Students must adhere to all NISD policies, rules, and regulations.
3. Academic integrity must be upheld at all times, prohibiting cheating, plagiarism, and any form of academic dishonesty.
4. Students should respect institute property and the property of others.
5. The use of alcohol, illegal drugs, and other substances on campus is strictly prohibited.

Section 2: Prohibited Conduct

1. Physical or verbal abuse, threats, or intimidation of any person.
2. Discrimination or harassment based on race, gender, sexual orientation, disability, or any other protected characteristic.
3. Theft, vandalism, or damage to institute property or the property of others.
4. Disruptive behavior that interferes with academic or administrative activities.
5. Unauthorized entry to or use of NISD facilities and resources.
6. Any act that violates local, state, or federal laws.

Article III: Disciplinary Procedures

Section 1: Reporting Violations

1. Any member of the NISD community may report a violation of this by-law.
2. Reports should be submitted to the Office of Student Affairs or the designated disciplinary officer.
3. Reports must include a detailed description of the alleged violation and any supporting evidence.

Section 2: Investigation

1. Upon receiving a report, a preliminary investigation will be conducted to determine if there is sufficient evidence to proceed.
2. If necessary, a disciplinary committee will be convened to conduct a thorough investigation.
3. The student accused of misconduct will be informed of the allegations and given an opportunity to respond.

Section 3: Hearing

1. A formal hearing will be held if the investigation finds sufficient evidence of a violation.
2. The disciplinary committee will consist of faculty, staff, and student representatives.
3. The accused student has the right to present evidence, call witnesses, and be accompanied by an advisor.
4. The committee will deliberate and decide on the appropriate disciplinary action based on the evidence presented.

Article IV: Disciplinary Measures

Section 1: Sanctions

1. Disciplinary measures may include, but are not limited to:
a) Warning or reprimand.
b) Probation with specific conditions.
c) Suspension from the institute for a specified period.
d) Expulsion from the institute.
e) Restitution for damages or loss.
f) Community service.
2. The severity of the sanction will be commensurate with the nature and seriousness of the violation.

Section 2: Appeals

3. Students have the right to appeal disciplinary decisions.
4. Appeals must be submitted in writing to the Office of Student Affairs within ten days of the decision.
5. An appeals committee, separate from the original disciplinary committee, will review the appeal.
6. The appeals committee may uphold, modify, or overturn the original decision.

Article V: Responsibilities

Section 1: Responsibilities of Students

1. Students are responsible for knowing and adhering to the standards of conduct outlined in this by-law.
2. Students must cooperate with investigations and disciplinary procedures.
3. Students are encouraged to report any violations of this by-law.

Section 2: Responsibilities of Faculty and Staff

1. Faculty and staff are responsible for promoting and upholding the standards of conduct.

2. Faculty and staff must report any suspected violations to the appropriate authorities.

3. Faculty and staff may serve on disciplinary and appeals committees as needed.

Article VI: Education and Prevention

Section 1: Awareness Programs

1. NISD will provide regular programs to educate students about the standards of conduct and the consequences of violations.

2. Orientation programs for new students will include information on this by-law.

Section 2: Support Services

1. Counseling and support services will be available to students involved in disciplinary processes.

2. Resources for conflict resolution and mediation will be provided to help prevent and address misconduct.

Article VII: Amendment of By-Law

Section 1: Amendments

1. This by-law may be reviewed and amended periodically to ensure it remains effective and relevant.

2. Amendments must be approved by the AAB and GC.

National Institute of Social Development

By-law on Examination Rules and Regulations, Irregularities, and Punishments

By Law Title: By-law on Examination Rules and Regulations, Irregularities, and Punishments

By Law Number: 05

Functional Area: All Academic Staff, Non-academic staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council

5.1. Rationale & Purpose:

The National Institute of Social Development was established by an Act of Parliament, namely, the National Institute of Social Development Act No. 41 of 1992. According to the provisions outlined in Section 10 of this Act, the authority over examinations and all related matters falls under the jurisdiction of the Academic Affairs Board. This framework ensures the proper administration and governance of examinations conducted by the Institute. In compliance with the regulatory framework governing academic affairs, the Examination Rules and Regulations, Irregularities, and Punishments of the National Institute of Social Development are outlined herein.

Examination criteria, rules and regulations, examination irregularities, punishments applicable to candidates sitting first degrees, postgraduate degrees and external degrees are conducted by the institute.

These examinations consist of annual/semester/term tests/practicum and mid-semester, continuous assessments, practical tests and research thesis.

5.2. Criteria on the conduct of examinations

    5.2.1. All examination candidates should be present near the examination hall 15 minutes before the commencement of examinations and should enter the examination hall only after the announcement made by the supervisors.

5.2.2. After entering the examination hall, candidates should occupy the seats allocated to them.

5.2.3. Candidates are permitted to bring only the permitted items such as pens, pencils, erasers, rulers, and geometrical instruments to the examination hall. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or the use of others. Such material should not be used or kept in their possession. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularity.

5.2.4. It is strictly prohibited to bring mobile telephones or devices capable of storing data into the examination hall or use any such equipment in the examination hall.

5.2.5. No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.

5.2.6. All examination candidates should bring their examination admission card, student record book and the institute identity card into the examination hall. The student record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the institute or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card, the student record book and identity card, it should be certified by the Registrar. In the absence of such a certificate, the National Identity card or a letter from the Lecturer in charge of the subject in case of an internal student, and in the case of an external candidate, a letter from the Senior Assistant Register/External Examinations certifying the studentship should be produced.

5.2.7. Examination candidates are required to produce any document in their possession when called for by the supervisor/invigilator.

5.2.8. Candidate will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the supervisor/invigilator by raising the hand.

5.2.9. Candidates should use only the answer books and continuation sheets duly signed and dated by the supervisors/invigilators to answer the question papers.

5.2.10. All stationery such as date stamped answer books, drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/ invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item whatsoever should be removed out of the examination hall under any circumstances.

5.2.11. Before commencement of answering, candidates should indicate their Index Number with the code and write the name of the examination in the proper place. All papers used should carry the Index Number. No candidate should indicate his/her name or any other identification mark on the answer script.

5.2.12. All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission card, time table or the question paper.

5.2.13. All examination candidates should behave properly within the examination hall so as not to disturb supervisors / invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.

5.2.14. No candidate should produce an extract or in full, some other person's work without Stating so, other than his, in a sessional paper, assignment, reference, research paper practical or field book or thesis which amounts to the theft of intellectual property.

5.2.15. No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.

5.2.16. Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.

5.2.17. Every candidate should personally hand over his/her answer script to the supervisors/ Invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcements is made by the supervisor. Answer sheets should not be handed over to hall attendants or any other person under any circumstance. Once handed over to the supervisor / invigilator, no answer sheets will be given back to the candidates and candidates should not ask for same.

5.2.18. Candidate should know that they are liable for punishments on examination irregularities if the marking examiner is convinced that an examination irregularity has taken place.

5.3. Examination Irregularities

5.3.1. Keeping unauthorized documents in possession.

5.3.2. Keeping in possession mobile telephones or devices capable of storing data without permission.

5.3.3. Removing examination stationery out of the examination hall.

5.3.4. Copying or attempting to copy in any manner.

5.3.5. Keeping in possession or attempting to use examination stationery removed in the past.

5.3.6. Keeping notes on body or clothes.

5.3.7. Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet.

5.3.8. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.

5.3.9. Entering the examination hall without permission.

5.3.10. Leaving the examination hall without permission or attempting to do so or helping such acts.

5.3.11. Attempting or assisting to tear any paper/answer book or destroying such items.

5.3.12. Disturbing the smooth functioning and peaceful atmosphere of the examination hall.

5.3.13. Behaving in a manner harmful to the self-respect of and causing mental stress of the Supervisors /invigilators/hall attendants.

5.3.14. Planning and attempting to harm mentally or physically the supervisors/ invigilators/hall attendants.

5.3.15. Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.

5.3.16. Impersonation.

5.3.17. Other examination irregularities determined by the Senate.

5.3.18. Irregularities found by the marking examiner.

5.3.19. Aiding and abetting examination irregularities.

5.4. Punishments

5.4.1. Cancellation of answer scripts and limiting the marks of the repeat examination to that of an ordinary pass mark.

5.4.2. Delaying the release of final results by one academic year.

5.4.3. Not inviting for the convocation / award ceremony.

5.4.4. Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.

5.4.5. Not to award classes / merit passes.

5.4.6. Suspension of studentship by one year.

5.4.7. Suspension of studentship by two years or three years.

5.4.8. Suspension of studentship by four years or five years.

5.4.9. Cancellation of studentship.

5.4.10. In the case of a non-student, action will be taken according to the law of the land.

5.4.11. Not recruiting to the staff of the institute academic / non-academic (temporary / permanent).

Listed below is a schedule giving details of irregularities and the punishments depending on the nature of the irregularities.

Examination irregularities	Punishments
5.3.1. Keeping possession of unauthorized documents	• Delaying the Release of final result by one academic year. • Not to invite for the convocation/award ceremony. • Cancellation of results of the particular course unit and the adjustment of

	maximum marks that can be obtained in a re-sitting to the marks equivalent to an Ordinary pass. (5.4.2, 5.4.3 and 5.4.4)
5.3.2. Keeping in possession mobile phones or devices that could store data,	• Delaying the Release of final by one academic year. • Not to invite for the convocation/award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (5.4.2, 5.4.3 and 5.4.4)
5.3.3. Removing examination stationery from the examination hall.	• Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark. (5.4.2)
5.3.4. Copying or attempting to copy in any manner	• Delaying the Release of final by one academic year. • Not to invite for the convocation/award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (5.4.2, 5.4.3 and 5.4.4)
5.3.5. Keeping in possession stationery of the institute removed earlier and attempting to use such stationery in the examination hall.	• Delaying the Release of final result by one academics year • Not to invite for the convocation/award Ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a

	re-sitting to the marks equivalent to an Ordinary pass. (5.4.2, 5.4.3 and 5.4.4)
5.3.6. Keeping notes on body or clothes	• Delaying the Release of final result by one academic year • Not to invite for the convocation/award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (5.4.2, 5.4.3 and 5.4.4)
5.3.7. (i) Reproducing an extract or in full some other person's work without stating so, in a field record book, research paper, thesis or any other book which amounts to the theft of intellectual property	• Not to award classes/merit passes. • Suspend the studentship by one year. • Nott recruit to the staff of institute, Academic or Non Academic (temporary/ permanent) (5.4.5, 5.4.6. and 5.4.11)
(ii) Submitting a sessional paper, reference research paper, practical or field book or degree thesis in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property.	• Cancellation of studentship. • Not to recruit to the staff of the institute, Academic or Non Academic. (temporary/ permanent) (5.4.9. and 5.4.11)
5.3.8. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so	• Delaying the Release of final result by one academic year • Not to invite for the convocation/ award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.

	• Not to award classes /merit passes.
	• Not to recruit to the staff of the institute, Academic or Non Academic. (temporary / permanent)
	(5.4.2, 5.4.3, 5.4.4, 5.4.5 and 5.4.11)
5.3.9. Entering the examination hall without permission	• Delaying the Release of final result by one academic year
	• Not to invite for the convocation/ award ceremony.
	(5.4.2 and 5.4.3)
5.3.10. Leaving in the examination hall without permission or attempting to do so.	• Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark.
	(5.4.1)
5.3.11 Destroying a paper or answer book or attempting to do so	• Delaying the Release of final result by one academic year
	• Not to invite for the convocation / award ceremony.
	• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.
	• Not to award classes /merit passes.
	• Suspension of studentship by one year.
	• Not to recruit to the staff of the institute, academic or Non Academic (temporary/ permanent).
	(5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6 and 5.4.11)
5.3.12 Behaving in a manner that will disturb the silence and smooth functioning of the examination hall.	• Cancellation of the answer script and limiting the marks of the repeat examination to that of an ordinary pass mark.

	• Not to invite for the convocation / award Ceremony. (5.4.1 and 5.4.3)
5.3.13 Behaving in a manner that will affect the respect or cause mental stress of supervisors, invigilators or hall attendants.	• Delaying the Release of final result by one academic year • Not to invite for the convocation/ award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Not to award c1asses./Merit Passes • Suspend the studentship by two or three years. • Nott recruit to the staff of the institute, Academic or Nonacademic (5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.7 and 5.4.11)
5.3.14 Planning or attempting to cause bodily or mental harm to supervisors, invigilators or hall attendants.	• Cancellation of the studentship. • Not to recruit to the staff of the institute, A academic or Nonacademic (temporary /permanent) (5.4.9 and 5.4.11)
5.3.15 (i) Using another candidate's Index Number or attempting to do so.	• Delaying the Release of final result by one academic year • Not to invite for the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass • Not to award classes. • Suspension of studentship by four or five years. • Not to recruit to the staff of the institute,

	Academic or Non Academic (temporary / permanent). (5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.8 and 5.4.11)
(ii) To allow another to appear on his/her behalf	• Cancellation of the studentship. • Not to recruit to the staff of the institute, • A academic or Nonacademic (temporary /permanent) (5.4.9 and 5.4.11)
5.3.16 Impersonation	If a student, • Cancellation of the studentship. • Not to recruit to the staff of the institute, Academic or Nonacademic (temporary /permanent) (5.4.9 and 5.4.11) If not a student, To Institute legal action against him/her according to the laws of the land. • Not to recruit to the staff of the institute, Academic or Nonacademic (temporary /permanent) (5.4.10 and 5.4.11)
5.3.17 Any other examination irregularity determined by the Senate.	• Punishments determined by the Senate
5.3.18 Irregularities reported by the marking examiner and approved by the Senate	• Punishments determined by the Senate depending on the irregularity.
5.3.19 Aiding and abetting to commit examination irregularities.	• All punishments given for aiding and abetting examination irregularities.