



Standard  
Operating  
Procedures and  
Terms of  
Reference for  
steering  
committees, sub  
committees and  
positions

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Faculty of Science  
University of Colombo

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## Message from the Dean



I take this opportunity to thank all academic, administrative and non-academic staff of the Faculty of Science who were involved in preparing this booklet on Standard Operating Procedure (SOP).

The development and use of SOPs are an integral part of a successful quality system as it provides individuals with the information to perform a job properly and facilitates consistency in the quality and integrity of a process, product or end-result.

It has been a practice at the Faculty of Science to maintain the quality of education programmes by following necessary processes and procedures in all its academic, administrative and financial activities, however need of a compilation of the Standard Operating Procedures and Terms of the Reference (ToR) of Standing and Ad hoc committee of the faculty has been a much needed requirement. Today, I am extremely happy that the Faculty of Science was able to complete compilation of this booklet through its very strong arm of the Quality Assurance Cell. I would also take this opportunity to express an appreciation on behalf of the faculty, to Dr. S.S.N.Perera and Prof. D.P.Dissanayake who were the driving force behind achieving this task.

In conclusion, I would like to congratulate the faculty and sincerely expect that it will achieve higher standards in its academic and research activities in many years to come.

Professor K.R.R.Mahanama

Dean/ Faculty of Science

## Reference Code

- 1.1 A1 Course revising guidelines approved by the Faculty
- 1.1 A2 Faculty By-laws
- 1.2 A1 Instructions to supervisors and invigilators
- 1.2 A2 Format of Question Papers
- 1.2 A3 Lesson Plan
- 1.2 A4 Form for examination paper moderation
- 1.2 A5 Form for examination paper details
- 1.2 A6 Request Form for re-scrutiny of marks
- 1.2 A7 Form for changing released marks
- 1.5 A1 Strategic plan
- 1.5 A2 Advertisement template for Recruitment
- 1.5 A3 Standard Evaluation Form for Recruitment Interview
- 1.6 A1 Student Evaluation Form
- 1.6 A2 Peer Evaluation Form
- 1.7 A1 University Calendar
- 2.1 A1 Management Services Circular No.02/2014

## List of Abbreviations

<b>SOP</b>	Standard Operating Procedure
<b>TOR</b>	Terms of Reference
<b>QA</b>	Quality Assurance
<b>AR/SAR/DR</b>	Assistant Registrar/Senior Assistant Registrar/Deputy Registrar
<b>AB/SAB/DB</b>	Assistant Bursar/Senior Assistant Bursar/Deputy Bursar
<b>AL/SAL/DL</b>	Assistant Librarian/Senior Assistant Librarian/Deputy Librarian
<b>IQAC</b>	Internal Quality Assurance Cell
<b>CDEC</b>	Curriculum Development and Evaluation Committee
<b>MCQ</b>	Multiple Choice Questions
<b>UGC</b>	University Grants Commission
<b>FB</b>	Faculty Board
<b>HDC</b>	Higher Degree Committee
<b>CS</b>	Computer Science
<b>IT</b>	Information Technology
<b>UCSC</b>	University of Colombo School of Computing
<b>CCEDP</b>	Coordinating Committee of External Degree Programme
<b>ODCL</b>	Open Distance Learning Centre
<b>CGU</b>	Career Guidance Unit
<b>EC</b>	Enhancement Course
<b>UG</b>	Undergraduate
<b>ITSC</b>	Information Technology Service Centre
<b>SIS</b>	Student Information System
<b>LMS</b>	Learning Management System



Part I -Standard Operating Procedures



# 1.1 Revision and Introduction of Programmes/ Course Units

Document # SOP 01	Title: Revision and introduction of course units/ programmes	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: Sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/ FB	Date Approved: 437th FB August 2019

### [1] Purpose

Procedures for revision/ introduction of course units/ programmes

### [2] Participants

- i. Senate of the University
- ii. Dean of the Faculty
- iii. Heads of the Department
- iv. AR/ SAR/ DR of the Faculty
- v. Academic staff member/ s
- vi. Director Undergraduate Studies (Chairperson/ CDEC)
- vii. Members of CDEC

### [3] Procedure

#### *Activity 1: Rationale for revision/ introduction*

- 1.1. Academic staff member/ s shall communicate the need to revise/ introduce a course unit/ programme to the Head of the Department (Hereafter referred to as Head) with evidence (generated through formal/ informal processes, needs assessment).
- 1.2. The Head shall inform the academic staff members in the department about the revision/ introduction of the course unit/ programme.

#### *Activity 2: Preparation of draft document*

- 2.1. Head shall assign the task of preparing the relevant documents to a team of academic staff members in the department and specifies a time frame for preparation of draft document.
- 2.2. Academic staff member/s of the department shall obtain the feedback from relevant internal and external experts during preparation of draft document.
- 2.3. Academic staff member/s shall revise/ formulate the course according to the guidelines approved by the Faculty (**1.1 A1**).
- 2.4. Draft document shall be circulated among academic staff of the department for suggestions and revisions.



*Activity 3: CDEC approval of revised / introduced course unit/ programme*

- 3.1. Head of the department shall forward draft document of the course/ programme to CDEC.
- 3.2. The Chairperson of CDEC shall circulate the draft document among its members for feedback.
- 3.3. The Chairperson of CDEC shall inform the Head of the decision and of further actions (if any).
- 3.4. The Head informs the document preparation team to finalize the document which will be re-sent to the CDEC.

*Activity 4: Faculty Board approval*

- 4.1. CDEC shall forward the final document to the AR/ SAR/ DR to be tabled at the meeting of the Faculty Board.
- 4.2. Members of the Faculty Board shall review the contents of revision/ new course unit/ programme.
- 4.3. The document preparation team will finalize the document based on comments of the Faculty Board.

*Activity 5: Senate approval*

- 5.1. Faculty Board shall recommend the final document for Senate approval.
- 5.2. The AR/ SAR/ DR shall forward the final document to the Senate for approval.
- 5.3. The Senate shall grant approval with suggestions/ recommendations.

*Activity 6: Incorporation of revised / introduced course unit/ programme*

- 6.1. The Dean shall inform the relevant Department of the Senate Decision.
- 6.2. The AR/ SAR/ DR – Academic & Publication shall, in writing, inform AR/ SAR/ DR – Faculty, of the Senate decision which is conveyed to the Head.
- 6.3. The Head shall direct changes to be made to the Handbook and instruct Web Administrator to incorporate the necessary changes in the web page and course registration.

*Activity 7: Implementing the revised / introduced course unit/ programme*

- 7.1. The Head shall instruct AR/ SAR/ DR to include the course unit/ programme in the regular academic time table.
- 7.2. The Head shall, at a departmental meeting, assign teaching duties to the academic staff members.
- 7.3. The Head and the academic staff of the department shall decide on steps to be taken (e.g. repeat attempts to be allowed) to enable smooth transition from the previous course unit/programme to the newly proposed course/programme, in accordance with the Faculty By-laws (1.1 A2).

**[4] Effectiveness Criteria**

- Maintain a record (by the Head of department) of the activities and dates by which the activities have been completed.
- AR/ SAR/ DR maintains decisions/ minutes of CDEC, Faculty Board and the Senate



## 1.2 Examinations

Document # SOP 02	Title: Examination	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/FB	Date Approved: 437th FB August 2019
All examination activities (where relevant) must be conducted so as to ensure confidentiality.		

**[1] Purpose:**

Procedures for Examinations

**[2] Participants**

- i. Senate of the University
- ii. Faculty Board
- iii. Dean of the Faculty
- iv. Heads of Departments
- v. Academic Staff members
- vi. AR/ SAR/ DR Science
- vii. AR/ SAR/ DR Examination
- viii. Students

**[3] Procedure**

*Activity 1: Preparation for conducting examinations*

- 1.1. AR/ SAR/ DR prepares Academic Calendar with examination period under the supervision of Dean before commencement of the academic year to obtain Faculty Board approval.
- 1.2. AR/ SAR/ DR prepares the draft examinations time table by mid of the semester.
- 1.3. Dean sends to Department Heads for feedback.
- 1.4. Dean finalizes the examinations time table.
- 1.5. AR/ SAR/ DR circulates the examinations time table among the members of the faculty and AR/ SAR/ DR Examinations
- 1.6. Dean with the approval of the faculty board set the dead line for marking.
- 1.7. AR/ SAR/ DR prepares the lists of Supervisors and Invigilators upon consultation with academic staff for approval by the Dean.
- 1.8. The Dean circulates guidelines (**1.2 A1**) among the supervisors and instructs invigilators of their responsibilities at a special meeting.

*Activity 2: Preparation of examination papers*

- 2.1. Head of the Department shall compile the list of examiners, coordinators and moderators in consultation with the academic staff members, preferably at a Departmental Meeting.
- 2.2. Head of the department shall forward the examiners list to the AR/ SAR/ DR to be tabled at the faculty board meeting for approval.
- 2.3. Head of Department shall inform the academic staff members the deadline for the submission of questions and the model answers to the coordinator (or to Head).
- 2.4. Academic staff members shall formulate questions according to guideline **(1.2 A2)** and prepare model answers and submit to the coordinator on or before the deadline.
- 2.5. Coordinator shall compile the question paper and model answers and hand over to the head on or before the deadline.
- 2.6. Head of the department shall send the question paper together with model answers to the moderator together with lesson plan **(1.2 A3)** and exam moderation form **(1.2 A4)**.
- 2.7. Head of the department gets the moderated question paper together with comments/ suggestions and handover the question paper to the coordinator for final editing.
- 2.8. Coordinator shall discuss the moderator's comments with the relevant academic staff members and shall incorporate the changes agreed upon.
- 2.9. Coordinator shall prepare the final version of the question paper and hand over the question paper with other relevant instructions/ details **(1.2 A5)** to the head.
- 2.10. Head of the department shall send the question paper and other relevant instructions/ details to the AR/ SAR/ DR of the Examinations Branch of the University.

*Activity 3: Printing of examination papers*

- 3.1. AR/ SAR/ DR of examinations shall make the required number of copies of the question paper packet (with other instructions if any), seal and label the paper packet.
- 3.2. AR/ SAR/ DR of examinations shall hand over the sealed paper packet together with the relevant instructions to the designated supervisor on the day of the examination.

*Activity 4: Conducting examinations*

- 4.1. Supervisor of the examination shall conduct the examinations according to the rules and regulations of the Faculty/ University **(1.2 A1)**
- 4.2. Supervisor shall hand over the answer scripts and other relevant documents in a sealed packet to the AR/ SAR/ DR Examinations.

*Activity 5: Marking answer scripts*

- 5.1. AR/ SAR/ DR Examinations shall send the sealed packet of answer scripts to the relevant Head of Department.
- 5.2. Head of the department shall hand over the sealed packet of answer scripts to the coordinator or relevant academic staff member/s for marking.

- 5.3. Academic staff members shall mark the answer scripts and submit the marks and marked answer scripts to the Head of the department or to the coordinator.
- 5.4. Head of the department or the coordinator shall hand over the marked answer scripts to the second examiner for marking.
- 5.5. Second examiner shall mark the answer scripts and submit marks to the coordinator or Head of department on or before the deadline.
- 5.6. Head of Department, coordinator and relevant examiners shall meet and make changes/ adjustments (if any) and prepare the list of marks to be sent to AR/ SAR/ DR Examinations.

*Activity 6: Release of results*

- 6.1. The Head calls for a pre-board meeting to finalize the provisional results.
- 6.2. Coordinator shall upload the marks to the SIS.
- 6.3. Head of the department releases provisional results allowing adequate time for students to apply for re-checking **(1.2 A6)**
- 6.4. The Head of the Department send hard copies of the results to the AR/ SAR/ DR Examination incorporating changes if any, on/ or before the deadline
- 6.5. AR/ SAR/ DR examinations inform Dean, Heads of departments and academic staff members, and the date of the Results Board Meeting.
- 6.6. Dean, Head of department, coordinators, academic staff members AR/ SAR/ DR Examination shall attend the Results Board meeting to finalize the results.
- 6.7. AR/ SAR/ DR Examination shall release results of examinations and submit results for approval by the Senate of the University.

Note: In the rare occasion where changes to the released marks are needed, this can be accommodated by the coordinator submitting the relevant form **(1.2 A7)** with the justification through Head of Department / Dean of the Faculty to the Vice Chancellor.

**[4] Effectiveness Criteria:**

The Head of the department shall maintain the following

- A record of the activities and dates by which the activities have been completed.
- A record of moderator's comments.
- A record of the re-checking requests.
- Copies of the final mark sheets



## 1.3 External Programmes

Document # SOP 03	Title: External Programmes	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/ FB	Date Approved: 437th FB August 2019

### [1] Purpose

Procedure for designing and conducting extension programmes

### [2] Participants

- i. Senate of the University
- ii. Faculty Board
- iii. Dean of the Faculty
- iv. Head of the relevant Department/ Director/ Coordinator of the Centre/ Unit
- v. Academic/ Non-academic staff of the Department/ Centre/ Unit
- vi. Members of the Faculty Committee on Extension Programmes
- vii. AR/ SAR/ DR Faculty

### [3] Procedure

#### *Activity 1: Feasibility Study*

- 1.1. Upon receipt of a request (internal/ external) the Head of the Department or Director/ Coordinator of the Centre/ Unit shall appoint a programme coordinator and a committee consisting of academic/ supporting staff to investigate the feasibility of conducting the programme.
- 1.2. The programme coordinator shall report on the feasibility of the proposed programme, to the Head of the Department or Director/ Coordinator of the Centre/ Unit.

#### *Activity 2: Preparation of programme*

- 2.1. Head of the Department or Director/ Coordinator of the Centre/ Unit shall inform the department/ Centre/ unit about the feasibility of the proposed programme to obtain views of the members.
- 2.2. Head of the Department or Director/ Coordinator of the Centre/ Unit shall assign the task of preparing the relevant documents (programme outline, curriculum, budget etc.) to the programme coordinator and the committee.
- 2.3. Programme coordinator and the committee shall finalize the document with input from other members of the relevant department



*Activity 3: Approval process*

- 3.1. The document shall be placed at the faculty committee on extension programmes for recommendations/ suggestions.
- 3.2. The recommendations/ suggestions shall be brought to the notice of the programme coordinator.
- 3.3. The programme coordinator shall, through the Head of Department/ Director/ Coordinator of the Centre/ Unit, place it at the Faculty Board which shall be forwarded for Senate approval.
- 3.4. The programme coordinator shall submit the proposed budget through the Head of Department/ and Director/ Coordinator of the Centre/ Unit to the Finance Committee of the University for approval.

*Activity 4: Implementation and monitoring*

- 4.1. Following the completion of the programme the coordinator shall submit the progress report, (which includes feedback of the participants), through the Head of Department/ Director/ programme Coordinator of the Centre/ Unit, to the Faculty Board.

**[4] Effectiveness Criteria:**

Maintain relevant records, Implement recommendations/ suggestions.

**[5] Reference**

- Department / Centre/ Unit minutes
- Minutes of the Faculty Committee on Extension Programmes
- Faculty Board minutes
- Senate minutes
- Council minutes



## 1.4 Procurements

Document # SOP 04	Title: Procurements	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/FB	Date Approved: 437th FB August 2019

**[1] Purpose:**

Procedures for Procurement

**[2] Participants**

- i. Vice Chancellor
- ii. Registrar
- iii. Bursar
- iv. Dean of the Faculty
- v. Heads of the Departments/ Coordinators
- vi. Academic staff member/s
- vii. AR/ SAR/ DR of the Faculty
- viii. AB/ SAB/ DB of the faculty
- ix. Shroff, University of Colombo

**[3] Procedure:**

*Activity 1: Identifying the needs*

**A. PROCEDURE FOR DEPARTMENTS/UNITS**

- 1.1. Academic staff member/ technical officer/ other employee informs the Head of department/ unit of the needs
- 1.2. Head of department/ unit shall discuss the need at the department / unit meeting
- 1.3. Head of department/ unit shall forward the request through the Dean, with necessary specifications/quotations to AB/ SAB/ DB
- 1.4. Head of department/unit maintains a record of the request with specifications

**B. PROCEDURE FOR FACULTY**

- 1.5. AR/ SAR/ DR, based on requests of academics/ non-academics/ students, shall discuss the needs with the Dean of the faculty.
- 1.6. The Dean shall discuss the need at the Faculty Board meeting and informs AR/ SAR/ DR
- 1.7. AR/SAR/DR shall forward the request with necessary specifications/quotations to the AB/SAB/DB

**C: PROCEDURE FOR RESEARCH GRANTS/PROJECTS**

- 1.8. Grantee shall inform the AB/ SAB/ DB of the faculty through the Head of Department and Dean, of the need and provide specifications/ quotations

*Activity 2: Procurement procedure*

- 2.1. AB/ SAB/ DB shall proceed with purchasing/ calling quotations for the purchase OR shall obtain the recommendations of the respective Head of Department/ Unit or AR/ SAR/ DR or Grantee, or when needed that if the technical evaluation committee/ procurement committee.
- 2.2. AB/ SAB/ DB shall inform the respective Head of Department/ Unit or AR/SAR/DR or Grantee, of the placement of the Purchase Orders
- 2.3. AB/SAB/DB shall follow up the purchasing of items

*Activity 3: Inspection and inventorying items*

- 3.1. The respective parties shall inspect the delivered items for compliance with specifications and good condition, prior to acceptance
- 3.2. If items are not in an acceptable condition the AB/ SAB/ DB shall be informed
- 3.3. The relevant party shall inventory the items and forwards the invoice (with the inventory folio number) and payment voucher to AB/ SAB/ DB

*Activity 4: Obtaining and settlement of cash advances*

- 4.1. Academic/ administrative staff shall forward the request with an estimated budget/ quotation (where necessary) with advance settlement certification through Head/ Dean to AB/ SAB/ DB
- 4.2. AB/ SAB/ DB shall obtain approval from the relevant authority as specified in the University Circular No. 63/2019.
- 4.3. AB/ SAB/ DB shall inform the status of the cash advance to the requested parties
- 4.4. Cash advance should be settled as follows;
  - 4.4.1. All purchased items should be inventorised in the Fixed Assets Register/ consumable inventory (where necessary) and the inventory folio number should be stated in the invoice
  - 4.4.2. Any balances should be returned to Shroff with duly filled form signed by the AB/ SAB/ DB
  - 4.4.3. The settlement voucher should be sent to AB/ SAB/ DB through Head/ Dean with relevant invoices/ receipts certified by Head/ coordinator within the specified time period

**[4] Effectiveness Criteria**

Head of the Department / Unit, AR/ SAR/ DR, Grantee, AB/ SAB/ DB maintain records

**[5] Reference**

Government financial regulations



# 1.5 Recruitment

Document # SOP 05	Title: Recruitment	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/FB	Date Approved: 437th FB August 2019

### [1] Purpose

Procedures for Recruitment

### [2] Participants

- i. Vice Chancellor
- ii. Dean of the Faculty
- iii. Heads of the Departments
- iv. Academic staff member/s
- v. AR/SAR/DR of the Faculty
- vi. AR/ SAR/ DR Academic Establishment
- vii. AR/ SAR/ DR Nonacademic Establishment

### [3] Procedure

*Activity 1: Identification of requirements/ expertise*

- 1.1. The Head and members of the department at a meeting shall review the current requirements for academic staff in terms of expertise as necessitated by the courses offered giving due consideration to the activities set out in the strategic plan (**1.5 A1**). The retirement schedules of academic staff for a five-year period will be reviewed and documented on which the required expertise will be based. A similar procedure shall be followed for identifying the needs for academic-support and non-academic staff.
- 1.2. The Head shall bring these needs to the notice of the Dean, through whom a request shall be made to the AR/ SAR/ DR – Academic/ Non-academic Establishments, to advertise the identified positions. The required fields of expertise and other minimum qualifications will be specified.

*Activity 2: Advertising for the academic / academic-support position/s*

- 2.1. The AR/SAR/DR - Academic Establishment shall prepare an advertisement on an approved template, subject to the conditions specified by the UGC (**1.5 A2**). A draft of the advertisement shall be approved by the Dean and the Head of the relevant department.

- 2.2. The AR/ SAR/ DR - Academic Establishment shall post the advertisement in national newspapers and the University Web Site and call for applications by a stipulated date.
- 2.3. The AR/ SAR/ DR - Academic Establishment shall send a list of the applicants with details, to the Head of the relevant department through the Dean.
- 2.4. Head shall make recommendations giving due consideration to the requirements specified in the advertisement, and the list shall be sent to the AR/ SAR/ DR - Academic Establishment.

#### *Activity 3: Selection*

- 3.1. The Senate shall appoint a Selection Panel comprising the Vice Chancellor, Dean, a Senate representative, a Council representative, Head and a senior academic of the relevant department and an expert in the field (where necessary).
- 3.2. The AR/ SAR/ DR - Academic Establishments calls the candidates for an Interview with the Selection Panel.
- 3.3. The candidates shall face an interview with the Selection Panel and shall be evaluated against criteria set out in a standard evaluation form (**1.5 A3**).
- 3.4. The AR/ SAR/ DR - Academic Establishments shall send the list of the selected candidates to the Management Committee and the Council, for approval (for the UGC approval where necessary).
- 3.5. The AR/ SAR/ DR - Academic Establishments shall prepare the letter of appointment which will be sent to the selected candidates with the signature of the Vice Chancellor.

#### **[4] Effectiveness Criteria:**

- Maintain a record (by the Head of department) of the decisions made pertaining to requirements for academic and non-academic staff.
- AR/ SAR/ DR - Academic Establishments maintains documents of advertisement, lists of applicants etc.
- Senate minutes
- Management Committee minutes
- Council minutes

#### **[5] Reference**

University establishment code



## 1.6 Student / Peer Evaluation



Document # SOP 06	Title: Student/ peer Evaluation	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/FB	Date Approved: 437th FB August 2019

### [1] Purpose

Procedures for evaluation of teaching/learning/course

### [2] Participants

- i. Dean of the Faculty
- ii. Chairperson IQAC
- iii. Heads of the Departments
- iv. Members of the IQAC
- v. Academic staff members
- vi. AR/ SAR/ DR Faculty
- vii. Students

### [3] Procedure

If student/peer feedback forms are already available, proceed to activity 5.

#### *Activity 1: Preparation of the feedback forms*

- 1.1. Dean shall instruct the members of the IQAC to prepare the relevant forms [students (**1.6 A1**) / peers (**1.6 A2**)] for course evaluation.
- 1.2. The committee shall prepare a draft of the feedback forms and hand over to the AR/ SAR/ DR.
- 1.3. AR/ SAR/ DR circulates draft feedback forms among the members of the Faculty Board.
- 1.4. The Faculty Board approves the feedback forms with any revisions.
- 1.5. Finalized feedback forms will be handed over to the IQAC.

#### *Activity 2: Administering feedback forms*

##### **A: STUDENT FEEDBACK**

- 2.1. At the beginning of the semester the Head of the Department shall inform the IQAC of the mode (manual, online) of feedback for the different courses.
- 2.2. The Dean and the IQAC determine when the feedback form shall be administered and inform the Heads of the Departments.

- 2.3. In the case of manual administering of the feedback forms the Head of Department shall make copies to be distributed among the students.
- 2.4. Head shall designate a non-academic staff member to distribute and collect the duly completed feedback forms from students.
- 2.5. The designated non-academic staff member shall distribute and collect the feedback forms from the students, packet and seal the forms in the presence of the Head of the relevant Department who shall then hand over the packet to the AR/ SAR/ DR.
- 2.6. In the case of online administering of the feedback forms IQAC will facilitate the process by establishing a weblink.

#### **B: PEER FEEDBACK**

- 2.7. Dean shall instruct the AR/ SAR/ DR to hand over the feedback form to the Heads of Departments.
- 2.8. The Head at a Department Meeting appoints two evaluators, one from within the department and the other from another department, within or outside the faculty.
- 2.9. The Dean and the IQAC determine when the feedback form shall be administered and inform the Heads of the Departments.
- 2.10. The Head shall invite the designated academic staff members to conduct the peer feedback process.
- 2.11. The evaluators shall hand over the completed feedback form to the Head who shall then hand them over the AR/ SAR/ DR.

#### *Activity 3: Analysis of feedback*

- 3.1. The AR/ SAR/ DR shall hand over feedback forms to the Chairperson of the IQAC, who will take the necessary action to analyze the feedback forms.
- 3.2. The Chairperson of the IQAC shall submit a summary of the feedback to the Dean.
- 3.3. The Dean shall instruct the AR/ SAR/ DR to hand over the summary to the relevant Head of the Department.
- 3.4. The Head, in consultation with the Dean, shall inform the relevant academic staff member of the overall feedback for possible future actions.

#### *Activity 4: Monitoring and continuous improvement*

- 4.1. The Chairperson of the IQAC will share the summaries of the student and peer feedback with the IQAC and provide recommendations to the Faculty Board.
- 4.2. The IQAC will monitor the implementation of the suggested recommendations.

#### **[4] Effectiveness Criteria:**

- IQAC minutes and reports
- Feedback form evaluation report
- Faculty Board minutes



## 1.7 Scheduling of Meetings

Document # SOP 07	Title: Scheduling of Meetings	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/ FB	Date Approved: 437th FB August 2019

### [1] Purpose:

Procedures for scheduling of Faculty level Committee meetings (Faculty Board, Higher Degrees Committee, Heads Committee, Department Committee, Research Committee, Curriculum Development and Evaluation Committee (CDEC), Coordinating Committee of External Degree Programmes (CCEDP) Internal Quality Assurance Cell (IQAC) Committee, ICT Committee, Buildings Committee, Student Welfare & Canteen Committee, Library Committee, Grievance Committee, General Safety Committee and Laboratory Safety Committee.

### [2] Participants

- i. Dean of the Faculty
- ii. Heads of the Departments
- iii. Chairperson IQAC
- iv. Director, Undergraduate Studies
- v. Director, Postgraduate Studies
- vi. Directors
- vii. Coordinators
- viii. Permanent Student Counselor
- ix. AL/ SAL/ DL Faculty of Science
- x. AR/ SAR/ DR Faculty of Science
- xi. AB/ SAB/ DB Faculty of Science
- xii. Committee members appointed by the Faculty
- xiii. Student representatives
- xiv. Non-academic staff representatives
- xv. Works Engineer
- xvi. Project Manager
- xvii. Assistant Network Manager
- xviii. Programmer Cum System Analyst
- xix. Deputy Chief Marshall
- xx. Public Health Inspector (PHI)

### [3] Procedure

#### *Activity 1: Finalizing the calendar dates*

- 1.1. AR/ SAR/ DR informs the calendar of dates for the meetings of the faculty to AR/ SAR /DR Academic and Publications to be included to the university calendar of dates.
- 1.2. AR/SAR/DR Academic and Publications circulates calendar of dates among the members of the university for their information. **(1.7 A1)**

#### *Activity 2: Preparation the agenda*

- 2.1. Dean based on the content of the requests (from students, academic, non-academic staff and external parties) directs AR/ SAR/ DR to forward them to the appropriate committee.
- 2.2. The AR/ SAR/ DR prepares the agenda for the relevant meeting (according to the instructions of the Dean)
- 2.3. The AR/ SAR/ DR shall circulate the agenda and the minutes of the previous meeting among the committee members one week prior to the meeting.
- 2.4. The AR/ SAR/ DR record the decision taken at the committee and prepare minutes of the meeting
- 2.5. AR/ SAR/ DR communicates the decisions taken at the committee to relevant parties, within the faculty, outside the faculty: University main administration or any other party through the Dean where necessary.
- 2.6. AR/ SAR/ DR informs the relevant parties/ persons for follow up actions based on the decisions taken by the committee.
- 2.7. The minute/decisions of the committee/ sub-committee shall be reported to the Faculty Board.

### [4] Effectiveness Criteria:

AR/ SAR/ DR shall maintain the following

- Terms of Reference (TOR) of the committee
- Minutes of the meeting
- Record of dates of completion of activities.
- Record of dates / calendar



## 1.8 Student Requests

Document # SOP 08	Title: Student Requests	Print Date:
Revision # <b>1.0</b>	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared: January, 2016
Effective Date: August 2019	Revised By: sub committee appointed by IQAC	Date Revised: March 2019
	Approved By: IQAC/FB	Date Approved: 437th FB August 2019

**[1] Purpose:**

Procedures for student requests

**[2] Participants**

- i. Dean of the Faculty
- ii. Heads of the Departments
- iii. Academic staff member/s
- iv. AR/SAR/DR of the Faculty
- v. AB/SAB/DB of the Faculty
- vi. Students

**[3] Procedure:**

*Activity 1: Lodging a request by a student*

**MEDICAL CONCERNS**

Students should address their written requests with a medical report recommended by the University Medical Officer, to the Dean Faculty of Science. These documents shall be tabled at the Faculty Board for recommendation for the Senate approval.

Note: The medical report should be submitted to the University Medical Officer within 2 weeks of the illness / two weeks from a scheduled examination.

**OVERSEAS LEAVE**

A student leaving the Country for any reason has to submit the duly completed overseas leave application form (**1.8 A1**) available at the Dean's Office, Department office and faculty website with the recommendation of Heads of the Departments to the Dean of the faculty, who will then table it at the Faculty Board for recommendation for the Senate approval.

Note: Where students request for leave to represent the university or country, and if academic programmes are disrupted due to this, the faculty shall make every attempt to accommodate this request.

**OTHER LEAVE MATTERS**

A student requiring leave for personal matters shall submit the written request to the Dean, who will then table it at the Faculty Board for recommendation for Senate approval.

Note: The request should be submitted within 2 weeks of the incident.

**GRIEVANCES**

A student alleging that a decision or action affects him/ her and is either unfair, unjust, or in violation of established policies, procedures, or statutes of the University of Colombo, may submit a written and signed request in a sealed double envelope where the inner envelope is addressed to the Chairman of the Grievance Committee and the outer envelope addressed to the Dean, Faculty of Science, University of Colombo.

The Grievance committee will investigate the matter and report to the Dean with recommendations, for necessary action.

**DEFERMENT**

If a student wishes to request for deferment of his/ her candidature of an examination/ academic programme should submit a written request stating the reason for the deferment, to the Dean, who will then table it at the Faculty Board for recommendation for Senate approval.

Note: The requests should be submitted prior to the examination or commencement of the relevant academic year.

**ORGANIZING AN ACTIVITY**

If a student/ group of students/ student body wishes to organize an event within or outside the faculty, a written request should be submitted to the Dean through the Senior Treasurer / Student Counselor (as relevant) and the request should state the event, the date, duration and the location (with duly filled reservation forms where needed) including a proposed budget (if relevant). The Dean shall then table the request at the Faculty Board for recommendation for Senate approval.

Note: Special permission of the Council of the University of Colombo must be obtained for the use of the University Logo or for selling items/collection. This should be stated in the request letter, which should be submitted to the Vice Chancellor, through the Senior Treasurer and the Dean, at least two months prior to the event.

**[4] Effectiveness Criteria**

Head of the Department, AR/ SAR/ DR, Senior Treasurer shall maintain records



Part II -Terms of Reference for Sub and  
Steering Committees and positions

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## 2.1 Quality Assurance Committee

**Terms of Reference**  
**Internal Quality Assurance Cell, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

The Internal Quality Assurance Cell (IQAC) of the Faculty of Science, University of Colombo with a mandate to create a culture that seeks to continually improve the quality of all academic and other activities in the Faculty of Science, University of Colombo.

**[2] Committee Composition and meetings**

*A. Membership*

- i. Dean of the Faculty
- ii. Chairperson IQAC
- iii. Heads of Departments
- iv. An additional member (senior lecturer or above) representing each of the departments
- v. Director Undergraduate Studies
- vi. Director Postgraduate Studies
- vii. Director Career Guidance Unit
- viii. Domain Coordinators
- ix. DR/ SAR/ AR/ of the faculty
- x. Research Assistant appointed to the QA Cell (on invitation)
  - Any academic staff member on invitation of the QA cell
  - Chairperson shall be appointed by the Faculty Board

*B. Meeting Schedule*

The Committee shall meet once a month on a scheduled date (Generally 2nd Tuesday of the month)

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

DR/ SAR/ AR/ of the Faculty

*E. Meeting Minutes*

DR/ SAR/ AR/ of the Faculty

*F. Reporting*

Chairperson to the Faculty Board and Internal Quality Assurance Unit

*G. Terms of Office*

Terms of office for appointed members of this committee will be three years.

**[3] Duties and Responsibilities of the QA committee**

- 3.1. To promote quality enhancement activities within the Faculty liaising with Curriculum Development and Evaluation Committee (CDEC) and other Faculty committees and Departments
- 3.2. To liaise with the Internal Quality Assurance Unit (IQAU) of the University of Colombo in facilitating the conduct of Institutional Review and Programme Review in the Faculty
- 3.3. To prepare documents necessary for Institutional and Programme Reviews
- 3.4. To facilitate implementation of follow-up actions recommended in Institution/ programme/ Subject Review reports and monitor progress in their implementation
- 3.5. To liaise with Faculty QA Cells in other Faculties/ Institutes/ Campus within the University of Colombo, to share good practices and enhance the quality of Higher Education in Sri Lanka
- 3.6. To collate and analyze Faculty QA data such as peer review forms and student feedback forms
- 3.7. To collate and analyze data related to Graduate Employability and Stakeholder inputs
- 3.8. To devise and suggest additional QA measures or changes to the existing measures, based on the data collected on various QA indicators such as peer feedback student evaluation reports and external reviews

**[4] Duties and Responsibilities of the Chairperson of the Faculty QA Cell**

- 4.1. Liaise with the Director, Internal Quality Assurance Unit of the University to coordinate university level Quality Assurance (QA) activities
- 4.2. Represent the Faculty/ Institute in all QA related activities
- 4.3. Organize Faculty/ Institute level QA meetings
- 4.4. Suggest names of members to the Dean, to be appointed as domain coordinators or members for each criterion in the Quality Assurance Manuals of the UGC
- 4.5. Provide guidance to the domain coordinators and prepare the Faculty level Internal QA report with the support of the QA cell members.
- 4.6. Liaise with professional quality assurance and accreditation bodies on matters pertaining to QA and accreditation, if required
- 4.7. Monitor the collation and analysis of Faculty level internal QA data such as peer review forms and student feedback forms
- 4.8. Work with other related committees and units within the faculty on matters related to QA
- 4.9. Answer and address issues related to QA raised by the faculty members in general and by the QA domain coordinators in particular
- 4.10. Report the activities of the Faculty QA Cell to the Faculty Board and IQAU regularly
- 4.11. Assist Director/ IQAU, Dean and the Vice Chancellor during IR/ PR activities
- 4.12. Assign work to the Research Assistant appointed to the QA Cell and monitor his/ her work progress



## 2.2 Heads Committee

**Terms of Reference  
Heads Committee, Faculty of Science  
University of Colombo**

**[1] Purpose**

Heads Committee is a standing committee of the Faculty Board, of the Faculty of Science, responsible for matters pertaining to academic, administrative, financial, student and staff related issues.

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty
- ii. Heads of the Departments
- iii. AR/SAR/ DR/Faculty of Science

*B. Meeting Schedule*

The Committee shall meet once a month on a scheduled date (Generally 3rd Wednesday of the month) and shall have special meetings to discuss specific issues

*C. Convener*

AR/SAR/DR Faculty of Science

*D. Meeting Minutes*

Recorded and maintained by SAR/AR/DR of the Faculty

*E. Reporting*

To the Faculty board by the Chairperson

**[3] Duties and Responsibilities of the Heads committee**

- 3.1. Make recommendations with regards to matters pertaining to the academic calendar, lecture/ examination time tables
- 3.2. Discuss and make suggestions relating to strategic/ action plans of the university/faculty
- 3.3. Assess the progress of the implementation of the action plan of the previous year/s and take necessary actions to implement future activities
- 3.4. Prepare a revised annual faculty action plan aligned with university strategic plan
- 3.5. Making decisions on allocations of the received funds among the departments
- 3.6. Make recommendations based on directives of the Quality Assurance Cell
- 3.7. Discuss/ review the progress of new building construction in the faculty
- 3.8. Discuss/ review activities in relation to rehabilitation work in the faculty
- 3.9. Reviews minutes of the Departmental Committees
- 3.10. Make recommendations with regards to requests from both external and internal stakeholders

- 3.11. Evaluate student applications for annual university awards and make recommendations to the Vice Chancellor.
- 3.12. Any other matters related to departments/ faculty which does not come under above mentioned areas



## 2.3 Higher Degree Committee



**Terms of Reference  
Higher Degree Committee, Faculty of Science  
University of Colombo**

**[1] Purpose**

Higher Degrees Committee (HDC), Faculty of Science, is a standing committee of the Faculty Board of the Faculty of Science, responsible for oversight of research and academic matters related to postgraduate degree programmes.

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. Director, Postgraduate Studies
- iii. Heads of the Departments
- iv. An additional member (senior lecturer or above) representing each of the departments
- v. Coordinators of postgraduate programmes (Postgraduate Diploma, M.Sc.)
- vi. AR/ SAR/ DR Faculty of Science
- vii. AB/ SAB/ DB Faculty of Science

*B. Meeting Schedule*

The Committee shall meet once a month (generally the last Tuesday of each month)

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

AR/SAR/ DR/Faculty of Science

*E. Meeting Minutes*

Recorded and maintained by AR/SAR/ DR/Faculty of Science

*F. Reporting*

Chairperson/ Postgraduate Director

**[3] Degree Programmes Covered**

Category 01: Postgraduate Diploma/ M.Sc. degrees

Category 02: M.Phil. / Ph.D. degrees

**[4] Duties and Responsibilities of the Higher Degree committee**

4.1. Reviews/ revises postgraduate By-Laws, guidelines

**M.Sc. / PG DIPLOMA PROGRAMMES**

- 4.2. Recommendation of M.Sc./ PG course curricula and syllabi to the Faculty Board for approval
- 4.3. Appoints Coordinators for M.Sc. / PG Diploma programmes
- 4.4. Appoints M.Sc./PG Diploma candidate selection panels
- 4.5. Approves selection of candidates for M.Sc. / PG Diploma programmes and recommend for registration.
- 4.6. Approves M.Sc. research proposals
- 4.7. Appoints examiners for M.Sc. / PG Diploma programmes
- 4.8. Reviews progress of M.Sc. / PG Diploma programmes
- 4.9. Addresses requests related to M.Sc./PG Diploma programmes from coordinators, Heads of departments, examiners, supervisors and students

#### **M.PHIL. / PH.D. PROGRAMMES**

- 4.10. Approves the M.Phil./Ph.D. research proposals and recommends for registration
- 4.11. Appoints examiners for M.Phil./ Ph.D. research projects
- 4.12. Reviews progress of M.Phil. and upgrades to Ph.D. programmes
- 4.13. Reviews progress Ph.D. degrees programmes.
- 4.14. Addresses requests related to M.Phil./Ph.D. programmes from coordinators, Heads of departments, examiners, supervisors and students

#### **UNIVERSITY RESEARCH GRANTS**

- 4.15. Recommends progress/final reports to the University Research and Development Committee

In addition, the HDC addresses any other aspects related to PG programmes and candidates

**Terms of Reference**  
**Director Postgraduate programmes, Faculty of Science**  
**University of Colombo**

1. Overseeing the Post Graduate programmes of the Faculty to ensure smooth functioning
2. Conducting meetings with M.Sc. coordinators
3. Participating in HDC meetings
4. Identifying and reporting on matters concerning PG studies at the HDC
5. Prepare and revise By-Laws and guidelines pertaining to all PG programmes with necessary feedback from coordinators and HDC and take necessary steps to obtain approval
6. Attending Research Committee meetings of the Faculty
7. Attending workshops / meetings on matters relating to research or other PG activities
8. Dealing with any issues / queries raised by stakeholders (students /supervisors/ coordinators/ examiners) the PG programmes
9. Attending Ph.D. and M.Phil. viva-voce examinations
10. Coordinating the compilation and revision of the PG prospectus
11. Participating in the Quality Assurance Committee meetings
12. Liaise with Quality Assurance Cell on matters pertaining to QA, Programme Review/ Institutional review if required

**Terms of Reference**  
**Coordinators of Postgraduate Programmes, Faculty of Science**  
**University of Colombo**

Coordinators in consultation with the Head of the Department shall be responsible for following:

1. Liaise with Quality Assurance Cell on matters pertaining to QA, Programme Review/ Institutional review if required
2. Preparing the budget of the respective PG programme and obtaining approval from the Finance Committee of the university prior to the commencement of the programme.
3. Requesting the Registrar of the university to call for applications in liaison with the Academic & Publications Branch of the university.
4. Obtain approval from HDC for the selection panel for prospective candidates
5. Facilitating and conducting the selection process
6. Preparing the final list of selected candidates for obtaining approval from the HDC.
7. Obtaining approval for the final budget from the Finance Committee.

**PART I**

8. Preparing the lecture/practical schedule for the programme
9. Identifying relevant academic staff (including visiting staff) and making arrangements to appointing them through Head/Dean and the Vice Chancellor.
10. Identifying relevant examiners (internal and external) and obtaining approval from HDC
11. Where required, identifying examiners (internal and external) for thesis/report and obtaining approval from HDC
12. Informing AR/SAR/DR– Examinations through the Head and the Dean of the scheduled dates and arranging for examinations to be held
13. Coordinating the process of setting, moderating of the examination papers
14. Arranging for the supervision of examinations
15. Coordinating the process of first and second marking of the examination papers
16. Submission of soft and hard copies of results sheets to AR/SAR/DR Examinations branch
17. Participating in the Examination Board meetings
18. Informing students of their performance and the eligibility to proceed to Part II of the M.Sc.

**PART II**

19. Assigning supervisors for Part II
20. Informing the students/supervisors of the deadlines for submission of thesis/report etc.

21. Arranging for project proposal presentation for approval at the department
22. Periodically monitoring progress of students (till the lapse of the registration period)
23. Identifying relevant examiners (internal and external) for evaluation of thesis / report etc. and obtaining approval from HDC
24. Making arrangement for evaluation of thesis / report etc. including viva / presentation
25. Preparing the final mark sheet and sending to DR/SAR/AR – Examinations
26. Informing students of their performance and the eligibility to proceed to Part III of the M.Sc.

### **PART III**

27. Assigning supervisors for Part III and obtaining approval from the HDC
28. Informing the students/supervisors of the deadlines for submission of thesis
29. Arranging for project proposal presentation for approval at the department
30. Periodically monitoring progress of students (till the lapse of the registration period)
31. Identifying relevant examiners (internal and external) for evaluation of thesis and obtaining approval from HDC
32. Making arrangement for evaluation of thesis including viva / presentation
33. Preparing the final mark sheet and sending to DR/SAR/AR - Examinations
34. Attending HDC meetings
35. Forwarding any requests of students to the HDC through the Head



## 2.4 Department Committee

**Terms of Reference**  
**Department Committees, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

Department committee of a department is a standing committee of the Faculty Board of the Faculty of Science, responsible for matters pertaining to academic, administrative, financial, student and staff related issues in the department

**[2] Committee composition and meetings***A. Membership*

- i. Heads of the Departments
- ii. Academic staff members of the department
- iii. One academic staff member will be appointed as the secretary

*B. Meeting Schedule*

The Committee shall meet once a month

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

Secretary

*E. Meeting Minutes*

Secretary

*F. Reporting*

Head to the Head's committee meeting

**[3] Duties and Responsibilities of the department committee**

- 3.1. Prepare lecture/practical/research/seminar schedules in accordance with faculty time table and by-laws
- 3.2. Assign academics for carrying out coursework/practical/research/seminar
- 3.3. Prepare the list of visiting academic staff
- 3.4. Prepare the list of first and second examiners for faculty board approval
- 3.5. Make recommendations to the Faculty Board in matters pertaining to academic calendar, lecture time tables, any other student matter
- 3.6. Recommend changes/inclusions/omissions of course content for CDEC and faculty board approval

- 3.7. Nominate coordinators and prepare the required TORs for coordinators in order to carry out the assigned tasks within the department
- 3.8. Prepare the department action plan to align with faculty and university strategic plan
- 3.9. Prepare/revise the plan for recruitment of academic staff considering future needs
- 3.10. Recommend actions regarding requests from stakeholders (students, staff and other external parties) to the faculty board
- 3.11. Monitor, review and implement the courses offered by the department
- 3.12. Obtain stakeholder feedback and implement periodic review of curriculum
- 3.13. Liaise with Faculty QA Cell, other departments, centers and units within the Faculty of Science to share good practices for quality enhancement
- 3.14. Any other matter related to department which does not come under above mentioned areas



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# 2.5 CDEC Committee

**Terms of Reference**  
**Curriculum Development and Evaluation Committee (CDEC), Faculty of**  
**Science**  
**University of Colombo**

**[1] Purpose**

Curriculum Development and Evaluation Committee (CDEC) is a standing committee of the Faculty Board of the Faculty of Science, responsible for all programme / curriculum /Course development, implementing, monitoring and evaluation.

**[2] Committee Composition and meetings**

*A. Membership*

- i. Director, Undergraduate Studies (Chairperson)
  - ii. Head of the Department
  - iii. Academic Advisor of each Department
  - iv. Coordinator of Faculty CS/ IT courses
  - v. Director of Career Guidance Unit
  - vi. AR/ SAR/ DR, Faculty of Science
- Any other member of the faculty could attend at the request of the CDEC

*B. Meeting Schedule*

The Committee shall meet once a month (on the third Thursday)

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

AR/SAR/DR of the Faculty

*E. Meeting Minutes*

Recorded and maintained by SAR/AR/DR of the Faculty

*F. Reporting*

To the Faculty board by the Chairperson

**[3] Degree Programmes Covered**

All undergraduate Degree Programmes conducted internally.

**[4] Responsibilities and duties of the Curriculum development and Evaluation Committee**

4.1. Recommend new programme curricula / course syllabi

- 4.2. Recommend revisions to programme curricula / course syllabi
- 4.3. Review/ revise undergraduate By-Laws and guidelines
- 4.4. Recommend new/revised selection criteria for honours degree programmes
- 4.5. Regular evaluation/ monitoring of the study programmes
- 4.6. Recommend necessary changes in curricula in accordance with requests from internal and external stakeholders

**Terms of Reference**  
**Director Undergraduate Studies, Faculty of Science**  
**University of Colombo**

1. Overseeing the Undergraduate programmes of the Faculty to ensure smooth functioning
2. Chairing CDEC meetings
3. Introducing the structure and composition of academic programme to the new entrants at the orientation programme
4. Identifying and reporting on matters concerning UG studies at the Faculty Board
5. Attending Research Committee meetings of the Faculty
6. Dealing with any issues/queries raised by stakeholders (students/ supervisors/ coordinators/ examiners) of the UG programmes
7. Coordinating the compilation and revision of the UG Handbook
8. Participating in the Quality Assurance Committee meetings
9. Ensuring that all courses offered comply with the Faculty undergraduate By Laws and guidelines
10. Attending to revisions and other recommendations for course improvement through CDEC

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**Terms of Reference**  
**Coordinators of Industry Oriented Honours Degree programmes, Faculty of**  
**Science**  
**University of Colombo**

1. Identify appropriate visiting staff
2. Make necessary arrangements to appoint visiting staff
3. Prepare course schedules
4. Prepare timetables in line with the Master Time Table
5. Communicate with stakeholders and identify suitable industry-oriented placements
6. Identify suitable placement mentors and internal supervisors for the industrial placements
7. Identify and make arrangements to appoint first and second examiners
8. Coordinate the process of setting, moderating, marking of the examination papers
9. Coordinating the entry of marks and sending mark sheets to DR/SAR/AR Examinations Branch
10. Participating in the Examination Board meetings
11. Identify academic, administrative and other matters related to the courses and bringing it to the notice of the Head, Dean, CDEC and Faculty Board
12. Review and monitor the course progress and report to Department, CDEC and Faculty Board
13. Convene dialogue between industry partners (where relevant), lecture panel and students improve the programme/course modules for further revisions

**Terms of Reference**  
**Coordinators of Computer Science Courses, Faculty of Science**  
**University of Colombo**

1. Coordinate the preparation of timetables in liaison with the UCSC and Master Time Table of the Faculty
2. Coordinate the practical components of the CS courses
3. Table the list of first and second examiners of the CS courses at the Faculty Board
4. Communicating the important deadlines and other notices to the students and staff of USCS
5. Coordinating the entry of marks and sending mark sheets to DR/SAR/AR Examinations Branch
6. Participating in the Examination Board meetings
7. Identify academic, administrative and other matters related to the courses and bringing it to the notice of the Head, Dean, CDEC and Faculty Board
8. Review and monitor the course progress and report to the CDEC and Faculty Board
9. Attending CDEC meetings

**Terms of Reference**  
**Coordinators of Enhancement Courses, Faculty of Science**  
**University of Colombo**

1. Coordinating the preparation of timetables in liaison with respective parties (Career Guidance Unit, English Language Teaching Department, Physical Education Department etc.) and Master Time Table of the Faculty as necessary
2. Communicating the important deadlines and other notices to the students and staff conducting enhancement courses
3. Coordinating the entering marks to the SIS and sending mark sheets to DR/SAR/AR Examinations Branch
4. Participating in the Examination Board meetings
5. Identifying academic, administrative and other matters related to the courses and bringing them to the notice of the Head, Dean, CDEC and Faculty Board
6. Review and monitor the course progress and reporting to the CDEC and Faculty Board

**Terms of Reference**  
**Coordinator of Information Technology Unit II**  
**Faculty of Science**  
**University of Colombo**


1. Identifying appropriate visiting staff
2. Make necessary arrangements to appoint visiting staff
3. Prepare course schedules
4. Prepare timetables in line with the Master Time Table
5. Communicate with stakeholders and identify suitable industry-oriented placements
6. Identify suitable placement mentors and internal supervisors for the industrial placements
7. Identify and make arrangements to appoint first and second examiners
8. Coordinate the process of setting, moderating, marking of the examination papers
9. Coordinating entering marks to the SIS and sending mark sheets to DR/SAR/AR Examinations Branch
10. Participating in the Examination Board meetings
11. Identifying academic, administrative and other matters related to the courses and bringing them to the notice of the Dean, CDEC and Faculty Board
12. Review and monitor the course progress and report to CDEC and Faculty Board
13. Convene dialogue between industry partners (where relevant), lecture panel and students improve the programme/course modules for further revisions
14. Attending CDEC meetings
15. Liaise with the Dean and Heads of the Departments, to coordinate Information Technology Unit II.



**Terms of Reference**  
**Academic Advisor of the Department, Faculty of Science**  
**University of Colombo**

1. Identifying academic, administrative and other matters related to the courses and bringing them to the notice of the Head, Dean, CDEC and Faculty Board
2. Review and monitor the course progress and report to the CDEC and Faculty Board
3. Attending CDEC meetings





## 2.6 Coordinating Committee of External Degree Programmes

**Terms of Reference**  
**Coordinating Committee of External Degree Programmes (CCEDP), Faculty of**  
**Science**  
**University of Colombo**

**[1] Purpose**

Coordinating Committee of External Degree Programmes (CCEDP) is a standing committee of the Faculty Board of the Faculty of Science, responsible for oversight of academic/administrative matters related to external degree programmes.

**[2] Committee Composition and meetings**

*A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. Director, Open Distance Learning Centre (ODLC)
- iii. Heads of the relevant Departments
- iv. Chairperson/ Coordinator of Study Board of each degree programme
- v. Level Coordinators of each degree programme
- vi. One representative of each Study Board
- vii. Two representatives from the faculty board
- viii. AR/SAR/ DR/Faculty of Science

*B. Meeting Schedule*

The Committee shall meet once a month on a scheduled date

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

AR/SAR/DR of the Faculty

*E. Meeting Minutes*

Recorded and maintained by SAR/AR/DR of the Faculty

*F. Reporting*

To the Faculty board/Management Board of Cyber Campus of University of Colombo by the Director of ODLC

**[3] Degree Programmes Covered**

External Degrees

**[4] Duties and Responsibilities of the Coordinating Committee of External Degree Programmes (CCEDP)**

- 4.1. Recommend new programme curricula / course syllabi
- 4.2. Recommend revisions to programme curricula / course syllabi
- 4.3. Review/ revise external degree By-Laws and guidelines
- 4.4. Appoints Chairpersons/ Coordinators for External Degree Programmes
- 4.5. Appoints Level Coordinators for External Degree Programmes
- 4.6. Appoints members of Study Boards for External Degree Programmes
- 4.7. Appoints External Degree Programmes candidate selection panels
- 4.8. Approves selection of candidates for External Degree programmes and recommend for registration.
- 4.9. Appoints examiners for External Degree programmes
- 4.10. Reviews progress of External Degree programmes
- 4.11. Initiate periodic evaluations/monitoring of the study programme
- 4.12. Addresses requests related to External Degree programmes from chairpersons, coordinators, Heads of departments, examiners, supervisors and students
- 4.13. Liaise with Faculty QA Cell, other departments, centers and units within the Faculty of Science to share good practices for quality enhancement

**[5] Duties and Responsibilities of the Director of Open Distance Learning Centre**

- 5.1. Liaise with the Director, Cyber Campus, and University of Colombo to coordinate Faculty of Science external degree programmes.
- 5.2. Represent the Faculty of Science in all external degree programmes related activities.
- 5.3. Organize the Coordinating Committee of External Degree Programmes (CCDEP) meetings.
- 5.4. Maintain the quality the external degree programmes.
- 5.5. Requesting the Registrar of the university to call for applications in liaison with the Cyber Campus of the university.
- 5.6. Coordinating, monitoring and reporting any academic and administrative matters related to Faculty of Science External Degree Programmes.
- 5.7. Participating in the Examination Board meetings
- 5.8. Reporting the progress of the External Degree Programmes of the Faculty of Science to the Cyber Campus of University of Colombo.
- 5.9. Liaise with Quality Assurance Cell on matters pertaining to QA, Programme Review/ Institutional review if required

**Terms of Reference**  
**Study Board of Relevant External Degree Programme, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

Study Board of Degree Programme is a sub-committee of the CCEDP responsible for programme curriculum/ course design, development, implementing, monitoring and evaluation of relevant external degree programme.

**[2] Committee Composition and meetings***A. Membership*

- i. Coordinator of the Degree Programme (Chairperson)
- ii. Level I, II and III Coordinators
- iii. An additional member (senior lecturer or above) representing each of the departments

*B. Meeting Schedule*

The Committee shall meet once a month on a scheduled date

*C. Convener*

Coordinator of the Degree Programme

*D. Meeting Minutes*

Recorded and maintained by Chairperson of the Board

*E. Reporting*

CCEDP by the Chairperson of the Board

**[3] Duties and Responsibilities of the Study Board the relevant external degree Program**

- 3.1. Prepare programme curricula / course syllabi
- 3.2. Identify revisions and revise programme curricula / course syllabi.
- 3.3. Evaluate and monitor the programme
- 3.4. Evaluate and analysis the quality assurance related data.
- 3.5. Maintain the quality of the programme

**[4] Duties and Responsibilities of the Coordinator of the degree programme/Chairperson of the Study Board**

- 4.1. Preparing the budget of the respective external degree programme and obtaining approval from the Finance Committee of the university.
- 4.2. Obtain approval from CCEDP for the selection panel for prospective candidates
- 4.3. Facilitating and conducting the selection process
- 4.4. Preparing the final list of selected candidates for obtaining approval from the CCEDP.

- 4.5. Preparing the lecture/practical schedule for the programme
- 4.6. Identifying relevant academic staff (including visiting staff) and making arrangements to appointing them through Director ODLC/Dean
- 4.7. Identifying relevant examiners (internal and external) and obtaining approval from CCEDP
- 4.8. Informing DR/SAR/AR of Cyber Campus of the scheduled dates and arranging for examinations to be held
- 4.9. Coordinating the process of setting, moderating of the examination papers
- 4.10. Arranging for the supervision of examinations
- 4.11. Coordinating the process of first and second marking of the examination papers
- 4.12. Entering marks and sending to DR/SAR/AR of Cyber Campus
- 4.13. Participating in the Examination Board meetings
- 4.14. Organize the study board meetings
- 4.15. Attending CCEDP meetings
- 4.16. Forwarding any requests of students to the CCEDP through the Director of ODLC
- 4.17. Responsibilities and duties of the Level Coordinator of the degree programme
- 4.18. Preparing the lecture/practical schedule for the programme
- 4.19. Coordinating the relevant Level of the Degree Programme
- 4.20. Coordinating any matters (students/staff) related to the level



## 2.7 Career Guidance Committee



**Terms of Reference**  
**Career Guidance Committee of the Career Guidance Unit, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

The purpose of the committee is to regulate and strengthen CG activities and to ensure smooth functioning of the CGU

**[2] Committee Composition and meetings***A. Membership*

- i. Director
- ii. Secretary
- iii. Coordinators of each course

*B. Meeting Schedule*

The Committee shall meet once a month (generally the last Wednesday of each month)

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

Secretary

*E. Meeting Minutes*

Secretary

*F. Reporting*

To the Faculty Board by the Director

**[3] Responsibilities of the committee**

- 3.1. Recommend new career guidance courses / programmes
- 3.2. Recommend revisions to career guidance programme / career guidance course
- 3.3. Evaluating/monitoring of the career guidance programme
- 3.4. Recommend necessary changes in accordance with requests from internal and external stakeholders

**Terms of Reference**  
**Director of Career Guidance Committee (CGU), Faculty of Science**  
**University of Colombo**

1. Overseeing the Career Guidance Programmes of the Faculty and Career Guidance Unit to ensure smooth functioning of both
2. Chairing CGC meetings
3. Introducing the structure and composition of career guidance programme to the new entrants at the orientation programme
4. Identifying and reporting on matters concerning career guidance programmes at the Faculty Board
5. Dealing with any issues/queries raised by stakeholders (students / supervisors / coordinators / examiners) of the career guidance programmes
6. Participating in the Quality Assurance Committee meetings
7. Ensuring that all courses offered comply with the Faculty undergraduate By Laws and guidelines
8. Attending to revisions and other recommendations for course improvement through CDEC

**Terms of Reference**  
**Enhancement Course coordinators of Career Guidance Committee (CGU),**  
**Faculty of Science**  
**University of Colombo**

1. Coordinate EC courses offered by the CGU
2. Participating in the Career Guidance Committee meetings
3. Attending to revisions and other recommendations for EC course improvement through CGU

**Terms of Reference**  
**Members of the Career Guidance Committee, Faculty of Science**  
**University of Colombo**

1. attending monthly meeting and the discussions
2. Review the progress of courses offered in each semester with a special reference to student attendances, contribution of resource persons etc.
3. Review evaluation and examination processes
4. Review the logistics needed for CGU
5. plan ahead future activities
6. strengthen corporate sector partnerships
7. attend to any other related activity to enhance the quality of services offered by the CGU



## 2.8 Research Committee

**Terms of Reference  
Research Committee, Faculty of Science  
University of Colombo**

**[1] Purpose**

The Research Committee is a standing committee of the Faculty Board, of the Faculty of Science, responsible for matters pertaining to research

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty
- ii. Heads of the Departments of all 07 departments
- iii. Director, Postgraduate Studies
- iv. Director, Undergraduate Studies
- v. AR/SAR/ DR/Faculty of Science

*B. Meeting Schedule*

The Committee shall meet once a month on a scheduled date (generally the second Wednesday of each month)

*C. Convener*

AR/SAR/ DR/Faculty of Science

*D. Meeting Minutes*

Recorded and maintained by SAR/AR/DR of the Faculty

*E. Reporting*

To the Faculty Board/ University Research Committee/Vice chancellor where relevant

**[3] Duties and Responsibilities of the Research committee**

- 3.1. Evaluate applications for staff research allowances in accordance with Circular No. 02/2014 (Annex ...) (**2.1 A1**) and make recommendations
- 3.2. Evaluate applications and make recommendations for University/Senate/Faculty Research awards
- 3.3. Evaluate research proposals / progress reports of university research grants
- 3.4. Recommend evaluators for research proposals submitted for university research grants
- 3.5. Evaluate applications for travel grants and make recommendations
- 3.6. Evaluate and make recommendations for any other related request forwarded to the committee



## 2.9 Building Committee

**Terms of Reference**  
**Building and Maintenance Committee, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

Building and Maintenance Committee is a subcommittee of the Faculty Board of the Faculty of Science responsible for making recommendations to the Faculty Board with regard to its buildings, maintenance and capital projects.

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. A member (senior lecturer or above) representing each of the departments
- iii. Senior Assistant Librarian/ Science
- iv. AR/SAR/ DR/Faculty of Science
- v. Project Manager, Capital Works and Planning (On invitation)
- vi. Works Engineer, University of Colombo (On invitation)
- vii. AR/SAR/ DR/ Capital Works and Planning (On invitation)
- viii. Student representative
  - Any other member of the faculty could attend at the request of the Building and Maintenance Committee

*B. Meeting Schedule*

The Committee shall meet as and when necessary

*C. Quorum*

Quorum shall be 50% of the membership

*D. Convener*

AR/SAR/ DR/Faculty of Science

*E. Meeting Minutes*

Recorded and maintained by SAR/AR/DR of the Faculty

*F. Reporting*

To the Faculty Board by the chairperson

**[3] Duties and Responsibilities of the Building and Maintenance committee**

- 3.1. Review the progress of the ongoing capital projects of the faculty.
- 3.2. Make recommendations to the Faculty Board with regard to faculty buildings and their maintenance.



- 3.3. Make recommendations to the Faculty Board with regard to proposed capital projects of the faculty.
- 3.4. Make recommendations as it deems appropriate to the Faculty Board, considering all proposed changes to the use of the lands of the faculty and the selection of all sites for proposed construction of facilities.
- 3.5. Make recommendations to the Faculty Board with regard to faculty Master Plan.
- 3.6. Make recommendations to the Faculty Board with regard to faculty beautification.



## 2.10 Library Committee

**Terms of Reference**  
**Library Committee, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

The Library Committee is a subcommittee of the Faculty Board, of the Faculty of Science, responsible for matters pertaining to information and learning resources.

**[2] Committee Composition and meetings***A. Membership*

- i. One academic member representing each of the departments
  - ii. AL/SAL/ DL/Faculty of Science
- One of the department representatives shall chair the meeting

*B. Meeting Schedule*

The Committee shall meet twice for a given semester (or more frequently as required)

*C. Convener*

AL/SAL/ DL/Faculty of Science

*D. Meeting Minutes*

Recorded and maintained by SAL/AL/DL of the Faculty

*E. Reporting*

To the University Library Committee/Faculty Board

**[3] Duties and Responsibilities of the Library Committee**

- 3.1. Identify learning resources related to the programme based on requests/ feedback from the stakeholders
- 3.2. Serving in the Library Technical Evaluation Committee for purchasing learning resources
- 3.3. Make recommendations to weed out books at regular intervals
- 3.4. Make recommendation to upgrade library facilities
- 3.5. Facilitating and conducting information literacy courses
- 3.6. Make recommendations related to library management

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## 2.11 General Safety Committee

**Terms of Reference**  
**General Safety Committee, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

General Safety committee is a subcommittee of the Faculty Board of the Faculty of Science, responsible for maintaining a safe environment in the Faculty of Science, University of Colombo.

**[2] Committee Composition and meetings**

*A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. DR/SAR/AR Faculty of Science
- iii. One academic member representing each of the departments
- iv. A non-academic member from each department
- v. Permanent Student Counsellor
- vi. Senior Assistant Librarian
- vii. Public Health Inspector (on invitation)
- viii. A representative from the Marshal's office (on invitation)
- ix. Two student representatives

*B. Meeting Schedule*

The Committee shall meet monthly

*C. Quorum*

Quorum shall be 50 % of the membership

*D. Convener*

AR/SAR/DR Faculty of Science

*E. Meeting Minutes*

AR/SAR/DR Faculty of Science

*F. Reporting*

Chairperson to the Faculty Board

**[3] Duties and Responsibilities of the General Safety committee**

- 3.1. Preparation of an emergency plan for the faculty in accordance with the university Health and Safety policy
- 3.2. Conducting awareness programme on general safety for new intakes at the orientation program

- 3.3. Preparation and review of safety guidelines and facilitating the conduct of training programmes
- 3.4. Inspecting the university premises and recommending measures to prevent spread of epidemic disease



## 2.12 Laboratory Safety Committee

**Terms of Reference**  
**Laboratory Safety Committee, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

Laboratory Safety committee is a subcommittee of the Faculty Board of the Faculty of Science, responsible for maintaining a safe laboratory environment in the Faculty of Science, University of Colombo.

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. AR/SAR/DR Faculty of Science
- iii. One academic member from each Department (where required)
- iv. Two student representatives

*B. Meeting Schedule*

The Committee shall meet prior to the commencement of each semester

*C. Quorum*

Quorum shall be 50 % of the membership

*D. Convener*

AR/SAR/DR Faculty of Science

*E. Meeting Minutes*

AR/SAR/DR Faculty of Science

*F. Reporting*

Chairperson

**[3] Duties and Responsibilities of the Safety committee**

- 3.1. Preparation of an emergency plan for the laboratories within the faculty in accordance with the faculty Health and Safety policy
- 3.2. Conducting awareness programme on laboratory safety for new intakes at the orientation programme
- 3.3. Pre preparation and review of safety guidelines and facilitating the conduct of training programmes
- 3.4. Monitoring the safety procedures of the laboratories to ensure proper maintenance of utilities and safety equipment to ensure a safe laboratory environment
- 3.5. To ensure the emergency preparedness in laboratories



- 3.6. To annually review the laboratory Hygiene Plan
- 3.7. Provide a forum for discussion of laboratory safety-related incidents and issues
- 3.8. Provide assistance to maintain and improve the safety of laboratories



## 2.13 Student Welfare & Canteen Committee

**Terms of Reference**  
**Student welfare & Canteen Committee, Faculty of Science**  
**University of Colombo**

**[1] Purpose**

Canteen and Student Welfare Committee is a subcommittee of the Faculty Board of the Faculty of Science, responsible for matters pertaining to canteen facilities and student welfare related issues in the faculty

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. Chairperson of the Committee
- iii. Permanent student counselor of the faculty
- iv. Two academic staff members appointed by the Faculty Board
- v. Two non-academic staff members appointed by Dean of the faculty
- vi. AR/SAR/DR of the faculty
- vii. AB/SAB/DB of the faculty
- viii. Two student representatives
- ix. Public Health Inspector of the university (on invitation)
- x. Service provider of the canteen (on invitation)
  - Works engineer/supervisor/staff shall be invited when necessary
  - A representative of the marshal office shall be invited when necessary

*B. Meeting Schedule*

The Committee shall meet once a month

*C. Convener*

AR/SAR/ DR/Faculty of Science

*D. Meeting Minutes*

Recorded and maintained by SAR/AR/DR of the Faculty

*E. Reporting*

Chairperson of the committee reports to the Faculty Board

**[3] Duties and Responsibilities of the Student welfare & Canteen committee**

- 3.1. Monitor the condition of student study areas/recreational areas and sanitary facilities and recommend necessary changes for further improvement
- 3.2. Liaise with the University Welfare Committee

- 3.3. Periodically inspect the quality of food and services offered by the canteen and monitor functioning of the canteen.
- 3.4. Serve in the Technical Evaluation Committee to select a canteen service provider
- 3.5. Attending any other matters related to the functioning of the canteen
- 3.6. Recommend actions regarding any other matters related to student welfare



## 2.14 ICT Committee

**Terms of Reference  
ICT Committee, Faculty of Science  
University of Colombo**

**[1] Purpose**

ICT Committee is a sub-committee of the Faculty Board of the Faculty of Science, responsible for making recommendations to the Faculty Board with regard to the Faculty of Science websites & social media networks, Student Information System (SIS), Learning Management System (LMS), and their maintenance and any other ICT related matters.

**[2] Committee Composition and meetings***A. Membership*

- i. Dean of the Faculty (Chairperson)
- ii. ITSC Coordinator (Co-Chair)
- iii. Department representatives
- iv. Programmer cum System Analyst(s) –Faculty / Departments
- v. Assistant Network Manager(s) - Faculty / Departments
- vi. AR/SAR/DR Faculty of Science (Convener)

*B. Meeting Schedule*

The Committee shall meet prior to the commencement of each semester

*C. Convener*

AR/SAR/DR Faculty of Science

*D. Meeting Minutes*

AR/SAR/DR Faculty of Science

*E. Reporting*

To the Faculty Board by the Dean/ Science

**[3] Duties and Responsibilities of the ICT committee**

- 3.1. Recommends and implements activities with regard to content, organization and technology in relation to all websites & social media networks of the Faculty of Science in order to improve user experience
- 3.2. Make recommendations with regard to matters pertaining to the ICT infrastructure of the Faculty
- 3.3. Formulate policies to ensure fair and effective usage of the websites, email, SIS, LMS, internet and other ICT related infrastructures
- 3.4. Introduce new technologies to support academic and administrative activities

- 3.5. Liaise with University Web and IT committee, Faculty QA Cell, departments, centers and units within the Faculty of Science to improve ICT infrastructure Review and monitor the status of the ICT infrastructure
- 3.6. Any other matters related to ICT infrastructure which does not come under above mentioned areas

#### **[4] Duties and Responsibilities of the Coordinator of the ITSC**

- 4.1. Liaise with the Dean, Faculty of Science Assistant Network Manager, and the Web Administrator of the Network Operating Centre, University of Colombo to coordinate ICT related activities
- 4.2. Represent the Faculty at the University Web and IT Committee, and in all other ICT related activities
- 4.3. Organize Faculty level ICT meetings
- 4.4. Provide guidance to the department representatives
- 4.5. Monitor the faculty websites & social media networks, SIS, LMS, FOS Media and intranet
- 4.6. Work with other related committees and units within the faculty on matters related to ICT
- 4.7. Draw up agenda for the regular ICT Committee meeting
- 4.8. Report on the activities of the ICT Committee to the Faculty



## 2.15 Permanent Student Counselor



**Terms of Reference**  
**Permanent Student Counselor, Faculty of Science**  
**University of Colombo**

3. Assist Dean/ Science and the faculty to maintain student discipline.
4. Assist Dean/ Science to handle issues with regard to student conflicts.
5. Provide assistance to students facing emergencies and in need of financial assistance.
6. Assist Dean/ Science to successfully execute the Orientation programme for new intake of students.
7. Liaise with the Senior Student Counselor, University of Colombo to coordinate university level student activities/matters
8. Direct students who are in need of professional counseling to Professional Counselors in consultation with the Dean /Science.
9. Direct Temporary Student Counselors in order for them to function their task fruitfully.
10. To assist university accepted student societies in the faculty to conduct programmes which are recommended by the Faculty Board.
11. To report all student activities and misconduct to the Dean/ Science.
12. To assist Dean/ Science to conduct student disciplinary actions.
13. To harmonize the new intake of students with the senior students.
14. Any other related duties as assigned by the Vice Chancellor and or Dean/ Science from time to time



Part III- Annexures

### 1.1 A1 Course revising guidelines approved by the Faculty

One credit is equal to 15 hours of lectures or 30 hours or a combination of lectures and practical.

A course unit must be of at least 1 credit and no fractional credits are allowed.

A department must offer at least 10 credits per subject per year (Exceptions Computer Science, Pure Mathematics, and Nuclear Science).

For each subject, 6 credits should be identified as subject core.

Each direction of the Honours Research Oriented Degree Programme / the Honours Industrial Oriented Degree programme should have at least 30% of the credits (3rd and 4th years taken together) distinct from every other direction of the degree programme. Departments are advised to increase this up to 50%.

#### **THE FOLLOWING FORMAT MUST BE FOLLOWED WHEN COURSE UNITS ARE REVISED/INTRODUCED:**

Course Number:	
Course Title:	
Credit value:	
Course type: Lecture/practical/project/field work etc.	
Rationale:	
Prerequisites:	
Syllabus:	
Intended learning outcomes:	
Assessment procedure:	
References:	

#### **THE FOLLOWING FORMAT MUST BE FOLLOWED WHEN PROGRAMME IS INTRODUCED:**

Degree Name/Direction:

Introduction/Rationale:

Course List with details: (Level, Prerequisites, Course Code, Course Title, Credit Value, Type of the course, Nature of the course (core/elective))

Course Syllabus

## 1.1 A2 Faculty By-laws

By-Laws made by the Council of the University of Colombo under the Section 135 of the Universities Act No. 16 of 1978, as amended by the Universities (Amendment) Act No. 7 of 1985.

### **THE DEGREE OF BACHELOR OF SCIENCE (~~GENERAL AND SPECIAL~~) / BACHELOR OF SCIENCE (HONOURS)**

#### **BY-LAWS**

These By-Laws may be cited as the Bachelor of Science (BSc) Degree or ~~B.Sc. (subject  
suppliated)~~ *Bachelor of Science Honours (BScHons) Degree* By-Laws (Amendment) No. 15 of 2015.

#### **PART 1 – INTRODUCTION**

1. The Council of the University of Colombo shall have authority to confer the Degree of Bachelor of Science (~~General—3 Years, General—4 Years, or Special~~) / *Bachelor of Science Honours* on a person who has been recommended for the conferment of the said Degree by the Senate of the University.
2. The Senate shall not make such a recommendation unless the person has successfully fulfilled all requirements and conditions, including those relating to the Programme of Study and assessment, laid down in these By-Laws and has complied with other Rules and Regulations of the University.
3. The minimum period of study for which a person shall be a registered student of the Bachelor of Science (~~General—3 Years~~) Degree Programme shall be three academic years, and the minimum period of study for which a person shall be a registered student of the Bachelor of Science (~~General—4 Years or Special~~) *Honours* Degree Programme shall be four academic years. Any person admitted to the programme shall complete it within a period of six academic years from the date of first registration.

## 1.2 A1 Instructions to supervisors and invigilators

### UNIVERSITY OF COLOMBO, SRI LANKA INSTRUCTIONS TO SUPERVISORS AND INVIGILATORS

#### [1] ATTENDANCE

- 1.1. Supervisors are advised to call over at the office of the registrar in charge of examinations to collect the relevant question papers at least half an hour before the time of commencement of each paper.
- 1.2. Invigilators should be at their respective Examination Halls at least 20 minutes before the commencement of each paper so that together with the supervisor they could check on hall arrangements.

#### [2] ADMITTING CANDIDATES

- 2.1. Candidates should be admitted into the examination hall 10 minutes before the commencement of the paper. They should be admitted through one door. The invigilators should be present at the entrance to prevent candidates from taking books, notes or other unauthorized material with them, into the examination hall. Rough work should not be entered on any paper other than on the continuation sheets which are provided.
- 2.2. The invigilators are required to check as each candidate enters whether he possesses his admission card and record book or a valid identity card.
- 2.3. No candidate should be allowed to leave the examination hall until 45 minutes have elapsed since the commencement of the examination.
- 2.4. No candidate should be admitted to the examination hall (for any reason whatever) after the expiry of half an hour from the commencement of the examination.

#### [3] PRELIMINARY ANNOUNCEMENTS

- 3.1. As soon as the candidates have taken their seats the supervisor should announce that notes, books or other unauthorized material that many have been brought into the hall inadvertently by candidates should be surrendered to him or to the invigilators. He should warn the students that possession of any unauthorized material would be considered to be an examination offence. Also copying or aiding and abetting at copying are punishable examination offences.
- 3.2. As soon as the question papers have all been distributed a general announcement should be made by the supervisor in regard to the number of pages and the number of questions in each individual question paper so that each candidate could verify whether he has got the complete question paper.

#### [4] ADMISSION CARD & ATTENDANCE SHEETS

- 4.1. The invigilators should collect all the admission cards on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission card in the presence of the invigilator who shall witness each signature.
- 4.2. The invigilators are requested to check whether the candidates have signed the statement addressed to the Vice-Chancellor as given in the admission card.
- 4.3. The admission card should be arranged thereafter in serial order and handed over to the supervisor who should have them ready for presentation to candidates at the next examination paper. Candidate's signature should be obtained on the admission card wherever such candidate presents himself for each subsequent paper of the examination.
- 4.4. Attendance sheets are issued in duplicate. Invigilators should get the candidates to sign on the first copy. The presence or absence of each candidate should be indicated by the sign (v) or the abbreviation (abs)-respectively against his index number and the attendance checked.
- 4.5. The invigilators should prepare a duplicate of the attendance sheet, check it carefully with the original copy and enclose it in a packet with the answer scripts.
- 4.6. The supervisor should hand over the original attendance sheet with the signature of the candidates (Separately pocketed) together with the packet of answer scripts and the admission cards to the registrar in charge of examinations at the end of each session of the examination.

#### [5] INVIGILATION

- 5.1. It is suggested that each invigilator be made responsible for supervision of section of the candidates in the hall. This would help give individual attention to the candidates under his charge. Invigilators should not leave the examination hall except with the express permission of the supervisor, such permission should be granted only if the supervisor is satisfied that the cause of leaving the hall is urgent and that he could ensure proper supervision of the examination during the period of the invigilator's absence.
- 5.2. The supervisor himself should not leave the hall except for a very urgent reason. On every such occasion he should make suitable arrangements for one of the invigilators to supervise the conduct of the examination in his absence.

#### [6] COLLECTION OF ANSWER SCRIPTS

- 6.1. Candidates who finish early may be allowed to handover their answer scripts to the supervisor and leave the examination hall without disturbing the other candidates, No candidate should however be allowed to leave the hall during the last 10 minutes examination. At the conclusion of the examination, all candidates must remain seated until the scripts have been collected and the supervisor has authorized them to leave the hall.

#### [7] POCKETING OF ANSWER SCRIPTS

- 7.1. Answer scripts in each language medium should be collected separately, arranged in order of index number, counted and checked with the attendance sheets before they are packed. One copy of the relevant question paper should be inserted into every packet of answer scripts.
- 7.2. Where a candidate is absent for any paper "Absentee Form" Should be inserted in place of his answer script at the appropriate place.
- 7.3. Answer scripts should be sorted out and pocketed media wise and subject wise, labeled, sealed and handed over to the Registrar in charge of examinations.

**[8] EXAMINATION STATIONERY**

- 8.2 The custody of blank books and continuation sheets is the sole responsibility of the Supervisor Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student or any other person. A candidate should not be given more stationery than he requires at any one time and steps should be taken to recover any excess stationary 10 minutes before the examination is completed.
- 8.3 The supervisor should return the balance stationery and question papers to the registrar in charge of the examinations.

**[9] SPECIAL POWERS**

- 9.1 If circumstances arise where in the option of the supervisor the cancellation or postponement of an examination become necessary, he shall stop the examination, collect the scripts of the candidates and then report the matter as soon as possible to the authorities. However, the supervisor should be very cautious in exercising this authority. In such as instance it is always desirable that the Vice-Chancellor or the registrar be contacted before a final decision is taken.

**[10] EXAMINATION OFFENCES AND PROCEDURES TO BE FOLLOWED IN REPORTING EXAMINATION OFFENCES**

- 10.1. Examination offences could be classified as follows:
  - a. *Possession of documents, notes or other unauthorized material;*
  - b. *Disorderly conduct that may disturb the smooth conduct of the examination;*
  - c. *Copying or exchange of notes or answer scripts;*
  - d. *Attempting to obtain or obtaining improper assistance from any other person or cheating or speaking to any person other than an authorized person;*
  - e. *Impersonation;*
  - f. *Continuing to write after the announcement to stop writing by the Supervisor*
  - g. *Aiding and abetting in the commission of any of these offences.*
- 10.2. The Supervisor and Invigilators are requested to try and prevent examination offences being committed through their watchfulness. For this purpose, the instructions under section 2, 3, & 5 above should be observed very carefully vigilances on the part of the supervisor and invigilators could prevent students from indulging in examination offences and being punished. Where, however an examination offence has been committed, the following procedure should be following in reporting such offence.
- 10.3. After the commencement of the examination if any candidates are found to have with them any unauthorized material or if he commits any of the offences listed above, the invigilator should apprehend him, seize any relevant documents and report the matter immediately to the Supervisor. The Supervisor should note the time when the report is made to him. He should take charge of the documents and records the statements of the candidate and of the invigilator. He should also make a separate report of the incident giving his comments. All connected documents should be serially numbered and submitted to the registrar in charge of the examinations, under sealed cover marked "Examination Offences".
- 10.4. Each Statement should be signed by the person making such statements. If any person refuses to sign a statement made by him, the supervisor should record this fact. The supervisor should make every endeavor to record statements without disturbing the other candidates. The candidates involved should be allowed to sit the examination after recording the statement. At the discretion of the supervisor such a candidate may be allowed extra time for the time lost in such inquiry.
- 10.5. If the behavior of any candidate is such that it causes a nuisance to other candidates sitting the paper, he should first be warned and if he persists in being a nuisance the supervisor may suspend him from sitting the paper.

Senior Assistant Registrar

(Examinations)

Registrar

Examination Branch

University of Colombo

Colombo 3.

## 1.1 A2 Format of Question Papers

End of semester theory examinations will be held according to the following guidelines.

- 1 credit course unit: 1-hour question paper
- 2 credit course unit: 2-hour question paper
- 3 or 4 credit course unit: 3-hour question paper

Examination questions shall be either MCQs, Structured Questions or Semi Structured/Essay type questions.

**MCQs:** MCQs should contain 5 responses with one or more correct responses. The average duration of a question should be 2 – 3 minutes. It is advisable to have one version per 25 students. Different versions can be obtained by changing the order of questions and responses.

**Structured questions:** Each structured question should be of 15 minutes duration. Sufficient space to provide answers must be left on the paper.

**Semi-Structured / Essay type questions:** Should be of 30-minute duration for 2-hour examination or 45 minutes duration for a 3-hour examination.

### **One-hour question papers:**

One of the following formats is suggested for 1-hour question papers.

- a. 20 – 30 MCQs.
- b. structured questions or 10 – 15 MCQs and 2 structured questions.
- c. structured questions and one semi-structured/Essay type questions.
- d. semi-structured /Essay type questions.

### **Two-hour question papers:**

All two-hour question papers shall consist of 4 questions of 30 minutes duration. Each question shall be of following formats.

- a. 10 – 15 MCQs.
- b. Structured questions.
- c. Semi-Structured/Essay type questions.

A question paper may consist of a combination of (a), (b) and (c). However, at most only 2 questions of type (a) may be included. At least one question of type (c) must be included.

### **Three-hour question papers:**

All three-hour question papers shall consist of 4 questions of duration 45 minutes each. Each question shall consist of one of the following.

- a. 15-20 MCQs
- b. 10-15 MCQ and 1 structured question
- c. structured question or
- d. 1 semi structured/essay type question

A question paper may consist of a combination of (a), (b), (c) and (d). However, at most only 1 question of type (a) and at most 1 question of type (b) or type (c) may be included.

Any department has the freedom to select a format from the above.

When a course unit is assessed by in class or mid semester examinations/assignments/field work, such examinations/assignments/field work can contribute to only a maximum of 30% of the final grade. Any deviations should be recommended by the CDEC and approved by the Faculty Board.

If a course unit consists with theory and practical, the mode of the assessment method shall be defined with the recommendation of the CDEC and the approval of Faculty Board.

## 1.2 A3 Lesson Plan

## University of Colombo

Faculty of Science/ Department of .....

<b>Course Code:</b>		<b>Course Name:</b>	
<b>Lecturer:</b>			
<b>Year:</b>	<b>Semester:</b>	<b>No: Of Credits</b>	<b>Core/Optional</b>
<b>Evaluation Criteria</b>	<b>Assignments (%):</b>		
	<b>Final Exam (%):</b>		
<b>Pre-requisites</b>			
<b>Method of Delivery</b>		<b>Per Week</b>	<b>Total</b>
	Lectures		
	Tutorials		
	Lab Work		
	Group Work		
	Other		

**Course Detail Document**

<b>Course Definition</b>	
<b>Course Aim/Intended Learning Outcomes</b>	Upon completion of this course, students will be able to do the following:
<b>Assessment Plan</b>	
<b>References/Reading Materials</b>	

<b>Week</b>	<b>Topic</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	



## 1.2 A4 Form for examination paper moderation

## Examination Paper Moderation form

Name of the Examination Paper	Code:
	Title:
Semester / Year	
Names of Examiners / Setters	1.
	2.
Moderator / Second Examiner	1.
	2.

Moderator, please tick (✓) in the appropriate boxes.

<b>Cover Page</b>	
Course code and the Title	
Time (Hours)	
Number of Questions to be answered	
Number of Questions	
Number of Pages	
Exam, Semester, Year	
Instructions are clear	

Other:	
Comments (Moderator):	
Comments (Setter / Examiner):	

<b>Structure of the Paper and Formatting.</b> <i>According to the faculty and department guidelines.</i>	
Page numbering	
Question numbering	
Table and Figure numbering	
Time allowed	
Additional Material	
Number of Questions is mentioned	
Number of Pages is clearly mentioned	
Exam, Semester, Year	
Instructions are clear	
Content of the paper	
Marking Guideline	

Name		Signature
Examiner/ Setter	1.	
	2.	
Moderator/ 2 <sup>nd</sup> Examiner	1.	
	2.	
Head of the Department: This paper has been moderated. <u>Comments:</u>		

## Examination Paper Second Marking

Course Code:

Comments from the second examiner:
Signature:
Comments from the examiner:

--

## 1.2 A5 Form for examination paper details



**Faculty of Science**  
**University of Colombo**

Semester/Year: .....

Name of the Examination Paper: .....

Number of Versions:

English	Sinhala (if applicable)

Ready to Print:

English (Yes/No)	Sinhala (if applicable) (Yes/No)

Name of setter: ..... Signature:.....

Telephone No:.....

Name of Moderator: ..... Signature: .....

Telephone No: .....

Date of Examination: .....

Date of submission to Exam Branch: .....

This paper has been moderated

Head's Signature: ..... Date: .....

1.2 A6 Request Form for re-scrutiny of marks

**Request for re-scrutiny of making of answer scripts**

Index No.			
Academic Year		Semester	

Number and Title of the Course		Number and Title of the Course	
Grade Obtained		Grade Obtained	

.....  
Candidate's Signature

.....  
Date

For office use only

Before Re-scrutiny		After Re-scrutiny	
Marks	Grade	Marks	Grade

Comments:

.....  
.....  
.....

-----  
Examiner(s)

-----  
Signature

-----  
Date

-----  
Head/Coordinator of Exams

-----  
Signature

-----  
Date

## 1.3 A7 Form for changing released marks

**REQUEST FOR CHANGING THE ORIGINAL MARKS SUBMITTED TO THE EXAMINATION BRANCH**

Faculty:

Department:

Name of the Examiner proposing changes:

Designation of the Examiner:

Code No. &amp; Title of the paper/ course unit/Subject:

Index No of the Candidate	Marks given originally			
	Assignment	Mid-Semester	Final Exam	Total
Proposed changes				
Justification/reason for Change				
Observation of the 2 <sup>nd</sup> Examiner (if any)				
Recommendations of the Head of the Dept./Unit				
Recommendations of the Dean of the Faculty				
Approval of the Vice Chancellor				

## 1.5 A1 Strategic plan

**Strategic Plan 2019-2023**

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**Strategic Plan 2019-2023**

**Table 1: Goals and objectives of the University of Colombo**

Goals	Objectives	Strategy
<b>GOAL 1</b> Achieving excellence in teaching and learning	<ul style="list-style-type: none"> <li>To use appropriate technologies and pedagogies to enhance graduate attributes.</li> <li>To upgrade the quality of academic programs in par with global standards</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen graduate attributes through effective teaching and learning systems</li> <li>Establish a systematic review of academic programs</li> </ul>
<b>GOAL 2</b> Achieving excellence in research and innovation	<ul style="list-style-type: none"> <li>To strengthen research, innovation and publications</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen mechanisms to improve research, innovations and publications</li> <li>Facilitate knowledge and technology transfer</li> </ul>
<b>GOAL 3</b> Providing improved infrastructure facilities	<ul style="list-style-type: none"> <li>To upgrade physical and visual environment</li> <li>To enhance social environment</li> <li>To promote environmental sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Optimal use of existing facilities</li> <li>Improve and expand physical infrastructure facilities</li> <li>Improve and expand sports and recreation facilities</li> <li>Promote social harmony</li> <li>Introduce and practice sustainable environmental initiatives</li> </ul>
<b>GOAL 4</b> Managing human capital	<ul style="list-style-type: none"> <li>To create a pool of competent staff</li> </ul>	<ul style="list-style-type: none"> <li>Recruit high caliber staff</li> <li>Develop and retain staff</li> </ul>
<b>GOAL 5</b> Ensuring good governance	<ul style="list-style-type: none"> <li>To practice good governance at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen and maintain effective management systems</li> </ul>
<b>GOAL 6</b> Fulfilling social responsibility	<ul style="list-style-type: none"> <li>To identify and address needs of the society</li> </ul>	<ul style="list-style-type: none"> <li>Strengthening engagement with public</li> <li>Improving collaboration/partnership with governmental, non-governmental and civil society organizations</li> <li>Encouraging contribution to national level policy dialogue</li> </ul>
<b>GOAL 7</b> Ensuring global visibility	<ul style="list-style-type: none"> <li>To achieve regional and global recognition</li> </ul>	<ul style="list-style-type: none"> <li>Promoting international collaborations</li> <li>Encouraging to obtain membership in academic/professional associations</li> <li>Encouraging academic excellence</li> </ul>

## 1.5 A2 Advertisement template for Recruitment



## UNIVERSITY OF COLOMBO

### VACANCIES

The University of Colombo will entertain applications from suitably qualified persons for the following permanent posts up to **22nd February 2019**.

**FACULTY OF SCIENCE**

Department of Nuclear Science

- Lecturer (Probationary) / Lecturer (Unconfirmed) / Senior Lecturer Grade II/I

**FACULTY OF ARTS**

Department of English Language Teaching

- Lecturer (Probationary)/Lecturer (Unconfirmed)/Senior Lecturer Grade II/I

Application forms and relevant details can be obtained from **the Senior Asst. Registrar/Academic Establishments, 'College House, University of Colombo, Colombo 3** by personally calling over or by visiting the University website ([www.cmb.ac.lk](http://www.cmb.ac.lk)).

Duly completed applications should be forwarded with **copies of relevant educational (with transcripts), professional and service certificates** under registered post to reach **the Senior Asst. Registrar/Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before **22-02-2019**. The Post applied for should be indicated on the top left-hand corner of the envelope.

**Applications received after the closing date will not be considered. Incomplete applications will be rejected.**

**Registrar,**  
94, Cumaratunga Munidasa Mawatha, Colombo 3.  
*01 February 2019*

## 1.5 A3 Standard Evaluation Form for Recruitment Interview

**Post of Lecturer (Unconfirmed)/ Senior Lecturer Grade II/I – Faculty of Science**

No.	Name	1	2	3	4	5	6	7	8	9
		First Degree (20 marks)	Postgraduate Qualifications Ph.D. (15 marks) M.Phil. (05 marks)	Specialization of the relevant subject area Ph.D. (15 marks) M.Phil. (05 marks)	Research Publications (Max -15 marks)  - 02 marks per paper in a refereed journal (During Ph.D/M.Phil. Training)  - 03 marks per paper (after Ph.D/MPhil Training)	Teaching Experience (10 marks)	Current Academic Rrequirements of the Dept. (10 marks)	Extra Curricular Activities (05 marks)	Personality & Communication Skills (Interview) (10 marks)	Total (100 Marks)
1										
2										

Column 1 : 1<sup>st</sup> Class in the Special Degree - 20 marks  
2<sup>nd</sup> Upper in the Special Degree - 15 marks  
2<sup>nd</sup> Lower in the Special Degree - 10 marks  
Others - 05marks (Max)

Column 2 & 3: Add the marks under column 3 to 2 if the specialization is not required.

**Post of Lecturer (Probationary) – Faculty of Science – Dept. of Nuclear Science**

No.	Name	Academic Qualifications  *(35 marks)	Postgraduate/Profes sional Qualifications relevant to the Subject  **(10 marks)	Publications  (10 marks)	Subject knowledge & Experience (Teaching/ Research)  (10 marks)	Extra Curricular Activities (05 marks)	Oral Presentation to prove teaching ability  (10 marks)	Current academic requirements of the Dept.  (10 marks)	Personality & Communication Skills  (10 marks)	Total Marks  (100 marks)

\* Class

		Marks	
		Sp.	Gen.
1 <sup>st</sup> Class	-	35	10
2 <sup>nd</sup> Upper	-	30	05
2 <sup>nd</sup> Lower	-	20	-
Ord. Pass	-	15	-

\*\*Postgraduate/Professional Qualifications

	Marks
Masters degree and above	10
PG Diploma	05
Prof. Qualifications	05 (Max)

## 1.6 A1 Student Feedback Form

Faculty of Science, University of Colombo  
Degree Program Evaluation 2018

This questionnaire is automatically read by a computer program. Please use a pen for filling in your answers.  
 Check:  You can check any number of boxes in selection questions.  
 Uncheck to correct:  For questions with a range (1-5) choose the answer the mark that fits best.

Please complete the survey and help improve and reform the quality of the degree programs offer by Faculty of Science, University of Colombo. The estimated time to complete this survey is less than 10 minutes. Note that your answers are anonymous and that they will be protected by law. \*1= strongly disagree,\*2= Disagree,\*3= Neutral,\*4= Agree,\*5= Strongly Agree.

**1 GENERAL DETAILS**

1.1 Gender  
 Male  
 Female

1.2 Degree type  
 General(3 years)  
 General(4 years)  
 Special Honours

1.3 Degree program(If Special provide the area of specialization,if general provide the name of the degree program

1.4 Was this degree program your first choice  
 Yes  
 No

**2 TEACHING**

2.1 To what extent do you agree with the following statements

	1	2	3	4	5
Teaching methods used for the degree program are effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning process is satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical knowledge is acquired through course work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutorials are used as learning tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research skills are developed during the study period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning is mostly done by memorizing the lecture notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workload of the degree program is manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The quality of lectures is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecturers/ instructors are friendly and supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ILOs (Intended Learning Outcomes) are realistic and feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course contents are aligned with ILOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching and assessments are aligned with ILOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage student centered learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students get regular, appropriate and timely feedback on assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examination results are released on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Faculty of Science, University of Colombo  
Degree Program Evaluation 2018

**3 SELF ASSESSMENT**

3.1 To what extent do you agree with the following statements after your university education?

	1	2	3	4	5
I am proud of myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I worry about finding a job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am so happy that I came to this university	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I wish I had found a job after A/Le instead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4 GENERAL DETAILS**

4.1 What do you think are the main issues you had faced during university life?


Time management  
 Financial issues  
 Home sickness  
 Establishing friendships  
 Relationship issues  
 Overactive social life  
 Poor English language skills  
 Stress

4.2 What are your career goals for the next two years?  
 Find a better job  
 Migration  
 Further studies

4.3 Will you recommend this program to anyone else?  
 Yes  
 No  
 No idea

4.4 Please rate your overall satisfaction about the program  
 Very Satisfied  
 Somewhat Satisfied  
 No idea  
 Somewhat dissatisfied  
 very dissatisfied

4.5 What do you think could be done to improve the degree program?please give suggestions.





### 1.6 A2 Peer Review Form

*Faculty of Science, University of Colombo*  
Peer Evaluation Form

This questionnaire is automatically read by a computer program. Please use a pen for filling in your answers.  
 Check:  You can check any number of boxes in selection questions.  
 Uncheck to correct:  For questions with a range (1-5) choose the answer the mark that fits best.

Limit your writing to the size of the textbox. For MCQs please use the following answer key and cross the most suitable box

[1] Strongly Disagree  
 [2] Disagree  
 [3] No Opinion  
 [4] Agree  
 [5] Strongly Agree

---

**1 PLEASE FILL THE FOLLOWING DETAILS**

1.1 Name of the lecturer  
 Course Code  
 Course Title

1.2 Level      1.3 Semester      1.4 Date      1.5 Department

---

**2 TEACHING**

2.1 Please answer the following questions

	1	2	3	4	5
The lecturer was present on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecturer completed the lecture on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecturer was clearly heard by the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lecture materials were well structured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio-visual aids, e.g., black or white boards, slides, movie clips, etc., were used appropriately, and were clearly audible/visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrations and examples were used appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecturer showed a good depth of knowledge on the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecture was clear with good explanations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Faculty of Science, University of Colombo*  
Peer Evaluation Form

2.2 Please answer the following questions.

	1	2	3	4	5
The lecturer maintained an interactive environment and encouraged students to ask questions in the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecturer handled students' questions and provided satisfactory answers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The lecturer maintained eye contact with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Do you have any comments?

---

**3 EVALUATOR INFORMATION**

3.1 Designation  
 Senior Prof.     Prof.     Associate Prof.     Senior Lecturer Grade I     Senior Lecturer Grade II


3.2 Teaching Experience

---

3.3 Has obtained Certificate of Teaching Higher Education (CTHE)  
 YES     NO    If YES, Your qualification obtained

3.4 Signature      3.5 Name

---



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## 1.7 A1 University Calendar

**FACULTY OF SCIENCE, UNIVERSITY OF COLOMBO**  
**ACADEMIC CALENDER - 2019/2020**

DATE OF ISSUE -11.11.2019

No. 49

DURATION	WEEKS	14/15	15/16	16/17	17/18	18/19	
19/08/2019 - 08/09/2019	03	4 52	3 52	2 52	1 52		
09/09/2019 - 13/10/2019	05	Non Academic Staff Trade Union Action					
14/10/2019 - 08/12/2019	08	4 52	3 52	2 52	1 52		
09/12/2019 - 15/12/2019	01	SLAAS					
16/12/2019 - 22/12/2019	01	4 52	3 52	2 52	1 52		
23/12/2019 - 29/12/2019	01	CHRISTMAS VACATION					
30/12/2019 - 12/01/2020	02	4 52	3 52	2 52	1 52		
13/01/2020 - 19/01/2020	01	STUDY LEAVE					Orientation Programme for New Entrants
20/01/2020 - 16/02/2020	04	2ND SEMESTER EXAMS					
17/02/2020 - 08/03/2020	03	VACATION					IEP

\* 16.11.2019 - Presidential Election

\*18.11.2019 - 22.11.2019 - Activities of Asian University Alliance

\*22.11.2019 - University Research Symposium

\*26.11.2019 - Faculty of Science Technical Sessions

\*05.12.2019 &amp; 06.12.2019 - Postgraduate Convocation

\*08.12.2019 - 13.12.2019 - SLAAS

S - SEMESTER

IEP - INTENSIVE ENGLISH PROGRAMME &  
ORIENTATION PROGRAMME FOR NEW ADMISSION

## 2.1 A1 Management Services Circular No.02/2014

Management Services Circular No.02/2014

My No.DMS/CIR/2013/Research  
Department of Management Services  
General Treasury  
Colombo 01  
11.02.2014

All Secretaries to the Ministries  
Chief Secretaries of Provincial Councils  
Chairmen of Government Corporations  
Statutory Boards and Fully Owned Government Companies

### **Payment of Research Allowance as per the Budget Proposals 2014**

Management Services Circular No.45 and 45(i) issued under the heading of "Payment of Research Allowance as per the Budget Proposals 2011" is hereby repealed and this circular shall be substituted with effect from 01.01.2014.

2. The research allowance paid at the rate of twenty five percent (25%) of the initial salary excluding allowances to the officers of public service, government corporations, statutory boards and universities is hereby increased up to thirty five percent (35%) as per the Budget Proposals 2014. This allowance which does not entail any right to the pension, or any other statutory allowance could monthly be paid subject to the following provisions.

### **3. Officers entitled to the allowance**

- i. Officers in Public Service who have been appointed on permanent basis to a "Senior Level" post in accordance with the definition stipulated in the Public Administration Circular no.06/2006
- ii. Following officers of the permanent cadre of the Universities and University Grants Commission
  - ❖ Academic Staff Members in Lecturer and higher grades (U-Ac3, U-Ac4, U-Ac5) and other officers drawing salaries under the salary codes of U-Ac3, U-Ac4, U-Ac5
  - ❖ Medical Officers (U-MO)
  - ❖ Executives in the middle level and above categories (U-Ex 2, U-Ex 2a, U-Ex 3)
- iii. Officers in the category of Academic and Research (AR), Manager (MM) or higher-level posts as defined in the Management Services Circular No.30 who are serving in the permanent cadre of Government Corporations, Statutory Boards and Fully Owned Government Companies Officers appointed on contract basis or casual basis are not entitled to apply for this allowance.

### **4. Methodology**

i. A Research Proposal including the nature of the research, action plan, time frame of the research and methodology as mentioned in Annex I should be submitted by the officers who are entitled to obtain the research allowance under the Para 03 above to the Research Management Committee referred to in the Para 05(1). Subsequently, Research allowance could be paid with effect from a date decided by the said committee upon the approval for the research proposal is granted.

- ii. An interim report of the research including its progress against the action plan of the proposal should be submitted to the Research Management Committee within a period of six (06) months from the date of commencement of the research. Continuity of granting research allowance is subject to the satisfaction of the Research Management Committee on the progress of the research work.

If the Committee is not satisfied with the progress of the research work, such period can be extended by maximum of six (06) months to report an adequate progress to the committee and the committee should determine the commencement date for payment of allowance according to the progress of the research. Based on the nature and the scope of the research, the research allowance can be paid up to a maximum period of three (03) years during the carry out of the research.

- iii. The final research report should be submitted to the Research Management Committee. Payment of research allowance for further period of one year can be made on the satisfaction of the Research Supervision Committee mentioned in Para 05(11) with regard to publication of the final research report in an internationally or nationally accepted journal and/or submission of the same to a relevant symposium or obtaining the relevant patent licenses in that respect.

OR

The research allowance can be paid further period of three (03) years on the satisfaction of the Research Supervision Committee with regard to publication of the final research report in an Accredited Journal. (Accordingly, the maximum period a research allowance can be obtained subsequent to the presentation of the final research report will be three (03) years.)

### **5. Committees for Research Management and Supervision**

#### **i. Research Management Committees**

The responsibility of this committee is to forward the Terms of References for research evaluation to the Research Supervision Committee referred to in the Para (H) below. Further, this committee is responsible for evaluation of research proposals and determination of the duration to grant the research allowance subject to a maximum time period of three (03) years.

The Research Management Committees are as follows.

- a. Research proposals submitted by the staff of University Grants Commission, Universities and Higher Educational Institutes - Research Committees accepted by the Senate of the relevant University or Research Committees accepted by University Grants Commission.
- b. Research proposals related to the field of Agriculture, submitted by the officers serving in the Public Service, Government Corporations and Statutory Boards - Sri Lanka Council for Agricultural Research Policy (CARP).
- c. Research proposals submitted by the officers of the other fields - The Research Supervision Committee or the Sub Committees appointed by the Research Supervision Committee as required.

#### **ii. Research Supervision Committee**

There shall be a committee comprised of the following officers chaired by the Secretary to the Ministry in charge of the subject of Technology and Research, to guide and consult on research management. The Terms of References (TOR) for evaluation of research proposals forwarded by the Research Management Committees mentioned in Para (I) above should be approved by this committee. The decision of the committee will be the final.

- ❖ Secretary to the Ministry in charge of the subject of Health
- ❖ Secretary to the Ministry in charge of the subject of Environment
- ❖ Secretary to the Ministry in charge of the subject of Higher Education
- ❖ Secretary to the Ministry of Public Management Reforms
- ❖ Executive Director, Institute of Policy Studies
- ❖ Director, Sri Lanka Institute of Development Administration

iii. The members of Committees for Research Management and Research Supervision shall be paid as follows.

- Rs. 1 000/- per member of Research Management Committee and specialist who evaluate research proposals, for evaluation of one research proposal
- Rs. 4000/- per sitting, for the members of Research Supervision Committee

### **6. Other Conditions**

- i. Research expenses should not be incurred from the provisions granted to the institutions by the Consolidated Fund (Financing No 11). However, if financial aids are required according to the nature of the research, either the National Research Council or National Science Foundation may grant the relevant provisions.
- ii. The research allowance and payments for Research Management Committees should be incurred from the expenditure head No. 1003 and the research allowance with respect to Government Corporations, Statutory Boards and Fully Owned Government Companies should be borne from the relevant Expenditure Heads of salaries and other remuneration of each institution.
- iii. The research activities expected by this circular should not impede the duties of the permanent post.
- iv. The provisions of this Circular is valid with effect from 01.01.2014. These provisions shall apply when approving project proposals which have been submitted prior to the effective date but not been approved.

7. This Circular is issued with the concurrence of Ministry of Public Administration and Home Affairs, Ministry of Higher Education, Ministry of Agriculture and the Ministry of Technology and Research.

Sgd. P.B. Jayasundera  
Secretary to the Treasury

## Team

- [1] Dr. SSN Perera
- [2] Prof. Dhammika Dissanayake
- [3] Prof. Mayuri Wijesinghe
- [4] Dr. Gayani Galhena
- [5] Ms. Vajira Hapuhinna Jayaratne

Working Committee consists with following members in addition to subcommittee members

- [1] Prof. Tara Silva
- [2] Prof. T.L.S. Thirimanne
- [3] Prof. K.P.S.C. Jayarathne
- [4] Prof. Nirmalie Pallewatta,
- [5] Prof. M.S.S. Weerasinghe
- [6] Dr. Dilshani Tissera
- [7] Dr. H.I.U. Caldera
- [8] Dr. C. H. Magalla