

MANUAL OF PROCEDURES

The Open University of Sri Lanka

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Forward

At a meeting of the **Senate Standing Committee on Quality Assurance of the Open University of Sri Lanka** held on 26.10.2021, the Vice Chancellor stressed the importance of documenting administrative guidelines and producers adopted by the Open University of Sri Lanka which in turn will be helpful for a staff member to have an idea of how a particular process is conducted in terms of the existing administrative framework of the University.

Operational Mechanisms of the Open University of Sri Lanka is guided by the Universities Act No.16 of 1978 and its subsequent amendments, the OUSL Ordinance No.01 of 1990 and its subsequent amendments, the University Establishments Code, Instructions, and Circulars issued from time to time by the University Grants Commission and Administrative/Financial Regulations issued by the General Treasury and the Ministry of Public Administration. In addition to above mentioned legislation, there are various Prospectuses and By-Laws approved by the Governing Authority of the OUSL, providing guidelines for the establishment of Centers and Units and for conducting various Study Programs, preserving the unique nature of activities of the OUSL specially as an Institution providing education from Certificate to Post Graduate level through Open and Distance Learning (ODL) process.

Publishing the Manual of Procedures is one step towards fulfilling this important and timely task. It will also assist a person interested in learning about the History of the Institution, It's Legal Framework, Legislation pertaining to the administration of the OUSL, and processes adopted when accomplishing a particular task.

In compiling this document, the guidance provided by the Vice Chancellor and assistance given by Deans of Faculties, Heads of Academic Departments, Heads of Administrative and Financial Divisions, Directors of Centers are gratefully acknowledged.

At the same time, I wish to record my gratitude and thanks to members of the Senior Management Committee on Quality Assurance for diligently monitoring the process of compiling this document and Prof. Gayathri Jayathilake (Director / CETMe) for her expert advice in making the Manual of Procedures, a complete and comprehensive document.

Finally, I wish to acknowledge the services rendered by Mr. T.L.R Silva, Senior Consultant appointed to compile for compiling this document and the staff of the Center for Quality Assurance of the OUSL for secretarial and administrative assistance provided by them to make this entire exercise a success.



W.L.Vindya.Jayasena
Registrar
The Open University of Sri Lanka

Vision

“To attain excellence in life-changing education by providing equitable learning opportunities”

Mission

“To provide lifelong learning opportunities through Open, Distance and Flexible Education with a commitment to excellence in teaching and research”

Symbolic description of the components of the official logo of the Open University of Sri Lanka

Basic Design of the Logo

The Logo Represents a well- known Lotus design from the National Art tradition of Sri Lanka. Lotus symbolizes purity

In Buddhist **symbolism** the **lotus** is symbolic of purity of the body, speech, and mind as while rooted in the mud, its flowers blossom on long stalks as if floating above the muddy waters of attachment and desire. It is also symbolic of detachment as drops of water easily slide off its petals

The *Padma* (Lotus) has special **meaning** to followers of the Hindu religion as it is associated with a number of their deities, particularly Vishnu and Brahma. The **lotus** in this context is used to **represent** divine beauty and purity, while the unfolding of its leaves **represents** the expanding of the soul and spiritual awakening.

Lighted lamp in dark background in the middle

Lighted lamp with emanating rays in a dark background symbolises the wisdom generated from the institute dispelling the darkness of ignorance. Light is everywhere the symbol of joy and of life-giving power, as darkness is of death and destruction. Fire, an impressive element in worship has been used in many religions.

The white circle surrounding the dark interior

The white colored circle which limits the darkness of the interior symbolises the generation of eternal wisdom limiting the darkness of ignorance.

The lotus in bloom with 12 petals

Lotus symbolises purity. There are twelve context petals in the lotus of the logo, However number 12 has numerological significance in the context of education, according to numerology, number 12 represents the educational process on all levels, the submission of the will required and the sacrifice necessary to achieve knowledge and wisdom on both spiritual and intellectual levels. When the intellect is sacrificed to the feelings, the mind will be illuminated with the answers it seeks. Attention paid to requirements of education will end suffering and bring success.

The figure of the Lion

The Lion figure of the National Flag is placed above all the other components of the logo. This indicated that the institution is a state institution under the Democratic Socialist Republic of Sri Lanka. IT also emphasizes that the institution is committed to accomplish the objectives of the state.

The Ola Leaf and the Motto

The motto of the Logo is given in Sanskrit “Vidya Sarvashre Wudrdhaye’ means that knowledge is for all / knowledge develops/grows everywhere. Another meaning of it is that the institution strives to develop knowledge in every sphere.

The Ola leaf symbolises knowledge and Research based on the traditional fields of wisdom. The empty spaces on either side of the Ola leaf preserves the balance and unity of the logo.

Guidelines for printing the official logo of The Open University of Sri Lanka

Size : Size can be varied depending on the situation and the need

Aspect Ratio: Aspect ratio should be maintained as 10: 6.7 (height: width)

Color : For monochrome (single color) prints any color can be used and it should appear as a transparent line image on the background. For color prints it should be in accordance with the approved color scheme given below.

Faculty Colors

Faculty of Education



Faculty of Engineering Technology



Faculty of Health Sciences



Faculty of Humanities and Social Sciences



Faculty of Natural Sciences



Faculty of Management Studies



Chapter 1

1. Introduction

Compiling the Manual of Procedures of the OUSL was in fact the fulfilment of a long-awaited need of the University. Since the inception of the OUSL in the year 1980, various statutory documents such as the Strategic Management Plan, Annual Report etc. have been published. However, the need of a comprehensive document giving vital information about the operational framework and procedures adopted in performing a plethora of tasks in the OUSL has been severely felt.

The Manual of Operations contain among other information the following.

1. Vital information about the institution.
2. Operational Framework of the University.
3. Reference in processes, procedures and guidelines
4. Information about Faculties, Departments, Divisions, Centers, Unit etc.
5. Types of operations covering academic, administrative and financial administration.

The processes and procedures relevant to different Administrative and Financial Administrative Divisions, Faculties and Departments coming under each faculty and the role played by the Support Services complementing the main functions of the University are also provided in the Manual of Procedures.

A person who wishes to get an idea of how a particular task is performed or the procedures introduced in obtaining a particular service will be able to find such information by referring to the Manual of Procedures of the OUSL.

Manual of Procedures provide details of procedural framework among other things of the institution which will be useful to anyone who wish to seek knowledge of a particular process, requirement or other information relevant to a particular subject/task of the University.

2. General Information

2.1. The Role of the Open University of Sri Lanka in the Nation's System of Education.

The Open University of Sri Lanka (OUSL) which was established in 1980 completed 40 years of its services to the nation as a leading institution of Open and Distance Learning in higher education. It is a national University created under the Universities Act. No 16 of 1978 and also under the provisions of the Open University of Sri Lanka Ordinance No.1 of 1990.

In this endeavour the University focuses on the need for higher education of the adult groups as well as the young school leavers who have missed the opportunity of entering the conventional Universities. Thus, we offer a variety of education programmes ranging from foundation level courses to higher level research degrees to cater to the needs of our clientele. As a leader in open and distance learning, the OUSL has set the trend by integrating boundaryless pedagogical approaches to learning giving opportunity for the learner to accomplish his/her goals of higher education at a pace that meets individual requirements.

During the 40 years of its history the University has been able to develop a wide mix of educational aids consisting of audio-visual aids, printed study materials and interactive learning aids that can be accessed by the learners.

2.2. *Nature of the Programmes Offered by the Open University of Sri Lanka*

The academic programmes of the OUSL are designed primarily for adult students who are employed as well as non-employed. The University offers a diverse range of programmes which enable students to enter a programme in keeping with their present educational qualifications. Students who already possess conventional qualifications can gain direct entry to Certificate, Diploma, Degree and Postgraduate Degree Programmes. The University also offers Foundation Programmes for Students who do not possess conventional qualifications. Successful completion of the Foundation Programmes entitled the students to enter higher level study programmes.

2.3. *Status accorded to OUSL Qualifications*

By Public Administration Circular No 16/92 of 13 the March 1992, the Ministry of Public Administration and Home Affairs directed all government institutions to confer status to Open University qualifications on par with other National University qualifications.

3. Scope of Activities of The Open University of Sri Lanka

The Open University of Sri Lanka: Empowering the nation through lifelong education

Every Sri Lankan deserves the chance to go to a University as it supports the development of an individual's full potential to reach personal and career aspirations. University exposure provides opportunities to develop skills and explore talents that can be used at home and the workplace. Through the importance of a University education is recognized by most in Sri Lanka, it is a dream realized by a very few. This is particularly true for those who are motivated and ready for University late in life as they realize the need and decide to pursue a University level education only after working for a few years.

Such dreams were given wings when forty (40) years ago, The Open University of Sri Lanka (OUSL) was born in 1980. Today, the OUSL spans Sri Lanka via a network of regional and study centers, currently providing higher education to more than 40,000 students.

The OUSL is the pioneer of 'Open and Distance Learning' in higher education in Sri Lanka. It breaks down barriers of age and education, creating a University "open" to all. This openness has been operationalized by the adoption of a Distance Teaching Methodology that allows the learner to study at a distance in the comfort of his/ her home and at his/ her time and pace. The Open Distance Learning Methodology has also opened the door to higher education for working Adult Learners. Today the OUSL is a leader in open distance education with over 40

years experience and thousands of success stories of OUSL graduates who have completed their studies while balancing challenging careers and family commitments.

3.1. *Status and qualifications*

Established by the Universities Act No.16 of 1978 and OUSL Ordinance No.1 of 1990, the OUSL has the same academic status as any other national University in Sri Lanka. OUSL degrees are recognized both nationally and internationally as equal to those offered by any other University under the University Grants Commission.

3.2. *Process of Activities*

At present six faculties offer study programmes in the OUSL: Natural Sciences, Engineering Technology, Humanities and Social Sciences, Education, Health Sciences and Management Studies. Each faculty offers an array of programmes ranging from short term programmes, certificates and diplomas to undergraduate and postgraduate degree programmes.

3.3. *Entry criteria to follow an academic Programmes*

The Open University of Sri Lanka differ from other conventional Universities in the State University System because of its unique teaching methodology and entry criterion to an Academic Programme.

The OUSL has a programme to suit anyone regardless of his/ her present level of education. The study programmes are structured in a manner that allows entry and exit at any point enabling such person to find a programme to match their needs. Therefore, even those with no formal educational qualifications can follow a certificate programme, and then progress via a ladder of opportunities to obtain a diploma, degree or a postgraduate level qualification.

3.4. *Entry Requirements for Degree Programmes*

The basic requirement for those wishing to follow a degree programme is successful completion of the G.C.E (A/L) examination. However, there are a range of other qualifications that may be accepted instead. Those who do not possess the basic requirement can register for a certificate course as mentioned in 1.3 above at the Open University and use this as an entry point for a degree programme.

4. History of the Open University of Sri Lanka

The Open University of Sri Lanka was established as an exclusively open Distance Learning (ODL) University on 19th June 1980 under section 23 (1) and section 18 of the Universities Act No.16 of 1978 and the Open University of Sri Lanka (OUSL) Ordinance No.03 of 1980. This Ordinance was subsequently amended as OUSL ordinance No.01 of 1990.

The Open University was officially opened on the 1st of August 1980 by the late Honorable, J.R.Jayawardene, the president of the Democratic Socialist Republic of Sri Lanka.

At that time, it was housed in the curriculum center at Bullers Road, Colombo 07 and later came into residence at Nawala in a temporary building. The first Vice Chancellor of the University was Prof.P.D.Gunathilake.

The ultimate objective of establishing a higher educational institute of this nature was to ensure lifelong education and the right of every citizen “to improve opportunities to access higher education”.

The Open University is one of the seventeen National Universities enjoying the some legal, institutional, and academic status as any other national University in Sri Lanka.

Origin of the Open University of Sri Lanka can be traced to the Sri Lanka institute of Distance Education (SLIDE) and the external services agency (BSA) which offered external degree courses during that period.

Sri Lanka Institute of Distance Education (SLIDE) was established in the year 1976 for the purpose of conducting extension courses offered by the Ceylon Technical College. These extension services included Diploma Programs in Science, Mathematics and Management Studies. These study programs were conducted through correspondence tuition, periodical face-to-face study sessions and continuous assessments by way of assignments.

The External Services Agency was an expansion of services conducted by the External Examinations Agency which was responsible for conducting external study programs in the University of Sri Lanka.

These two institutions were later merged to accomplish the tasks performed by them in a more formal and recognized manner. In such circumstances the OUSL was born in the year 1980 with the introduction of OUSL Ordinance No. 03 of 1980.

The programs of study and mechanisms of conducting them hitherto conducted by the Sri Lanka Institute of Education and External Services Agency were therefore re-organized in keeping with the mechanisms of a Higher Educational Institution. Two Boards of study to provide academic support for the programs undertaken by the University were established. The two Boards thus established were the Board of study for Humanities and Social Sciences and the Board of study for Mangement, Science and Technology. Administrative framework of the University was also established with the appointment of a Registrar and a Bursar to facilitate administrative and financial functions. At the same time, in order to handle new methodologies and technicalities needed for instruction, an Educational Technology Unit, aLibrary and a media unit were also established. In addition, Regional Educational Services Section was also established to cater to the needs of aspiring students in the provinces.

These initial developments have overtime, payed way for many progressive measures and constructive changes. The Open University of Sri Lanka at present have six faculties namely, The faculty of Education, faculty of Engineering Technology, faculty of Health Sciences,

faculty of Humanities and Social Sciences, faculty of Management Studies and the faculty of Natural Sciences, with a student population of approximately 40,000 students.

Initially, there were only the Faculties of HSS and Natural Sciences and today, the number of faculties have grown to six Faculties of Education, Engineering Technology, Health Sciences, Humanities and Social Sciences, Natural Sciences and Management Studies with twenty seven academic departments functioning under them.

The Philosophy of the Open University of Sri Lanka is to expand and offer opportunities for those who seek higher education regardless of age, previous qualifications, income, geographic and employment barriers.

5. Relevance to the University Strategic Management Plan

The Strategic Management Plan of the OUSL is the document giving details of how the University plans to move forward during the next five years in a methodological way to reach excellence in academic and administrative spheres.

The Strategic Management Plan of the OUSL has identified six (06) Goals and Goal five (5) has been dedicated to ensure high quality Educational Support Service. In terms of aforesaid Goal five (5) of the Strategic Management Plan, the need of a comprehensive document in the form of a Manual of Procedures has been identified as fulfilling one such requirement which has been specified below;

Goal 5:

Ensure high Quality Educational Support Services

Objective 5.1:	Improve the efficiency of the administrative functions of the University.
Strategy 5.1.1:	Develop and improve policies to enhance the efficiency of administrative functions.
Activity 2:	Formalize the process and procedures by clearly identifying line of authority and staff functions of the University.
Strategy 5.1.3:	Improve the efficiency of Administrative Divisions to serve the OUSL community.
Activity No 1:	Improve the efficiency of all Administrative Divisions by formulating the Processes and Procedures of work carried out by each division.

Compiling the Manual of Procedures is one activity that would supplement the achievement of afore mentioned Goal and the corresponding strategies and activities.

By referring the manual of procedures, a learner, staff member or any other person will be able to find out information they seek, which in turn help them to avoid unnecessary confusion, wasted effort and resultant heartburn.

Organizational Chart – The Open University of Sri Lanka



Chapter 2

Officers of the Open University of Sri Lanka

1. Introduction

The officers of the Open University shall be the following (in terms of section 6 of OUSL Ordinance No.01/ 1990)

- I. the Vice – Chancellor;
- II. the Deputy Vice – Chancellor if any;
- III. the Dean of each Faculty;
- IV. the Director of Educational Technology and Media (CETMe);
- V. the Director, Regional Educational Services;
- VI. the Registrar;
- VII. the Librarian;
- VIII. the Bursar; and
- IX. the holder of any post approved by the Commission to be a post, the holder of which is an officer for the purpose of this paragraph

1.1. The Chancellor of the OUSL

The President shall nominate the Chancellor of the Open University. The Chancellor shall be the Head of the Open University of Sri Lanka and hold office for a period at five (05) years reconed from the date of his nomination and shall preside at any convocation of the University.

1.2. The Vice Chancellor of the OUSL

- (1) (a) The Vice Chancellor of the OUSL shall subject to the provisions of the OUSL ordinance no.01/ 1990 be appointed for a term of three years by the President upon the recommendation of the Commission from a panel of three (3) names recommended by the Council of the OUSL.
(b) No person shall be appointed as Vice – Chancellor of the same University for more than two consecutive terms.
(c) The Vice-Chancellor of the OUSL may be removed from office by the President after consultation with the Commission.
- (2) The Vice – Chancellor shall be a full – time officer of the OUSL and shall be the Principal Executive Officer and the Principal Academic Officer thereof. He shall be an ex officio member and Chairman of both Council and the Senate. The Vice- Chancellor shall be entitled to convene, be present and speak at any meeting of any other body and shall not be entitled to vote at any such meeting unless he is a member of such other Authority or other body.
- (3) It shall be the duty of the Vice – Chancellor, in accordance with such directions as may from time to time be lawfully issued to him in that behalf by the Council, to ensure that the provisions of the Act and of any appropriate Instrument in so far as they relate to the Open

University are duly observed, and he shall have and may exercise all such -powers as he may deem necessary for the purpose.

- (4) Subject to the provisions of the Act, and the OUSL Ordinance No.01 of 1990, it shall be the duty of the Vice Chancellor to give effect, or to ensure that effect is given, to the decisions of the Council and of the Senate.
 - (5) The Vice – Chancellor shall be the Accounting Officer of the OUSL.
 - (6) The Vice – Chancellor shall be responsible: -
 - i. for the Execution of policies and measures approved by the Council in relation to the Open University and subject to such policies, the direction, supervision and control of the Open University, including its administration; and
 - ii. for the maintenance of discipline within the Open University
 - (7) The Vice – Chancellor shall, unless he/she vacates Office earlier or is removed from office under clause (b) of Sub-paragraph 91) of this paragraph hold office for a term of three years, or until he has completed his sixty fifth year, whichever event occurs earlier.
 - (8) If the Vice – Chancellor by reason of leave, illness, absence from Sri Lanka or other cause is temporarily unable to perform the duties of his office, the Deputy Vice Chancellor if any shall perform such duties. Where there is no Deputy Vice – Chancellor the Commission shall, within seven days of the occurrence of such inability, make such arrangements as it may think fit for carrying on the duties of the office.
- If any vacancy occurs in the office of Vice – Chancellor;
- i. the Deputy Vice – Chancellor if any, shall perform the duties of the office of Vice Chancellor, or
 - ii. Where there is no Deputy Vice Chancellor, the Commission shall, within seven days of the occurrence of such vacancy, make such arrangements as it may think fit for carrying on the duties of the office, until a permanent appointment is made under the preceding provisions of this paragraph.
- (9) A Vice – Chancellor who, resigns or is removed from office under clause (b) of Sub-paragraph (1) of this paragraph or in any other way cease to hold office as Vice Chancellor, unless reappointed, may if he was a member of the staff of a Higher Educational Institution on the day prior to the date of his appointment as Vice – Chancellor revert to his substantive post in the staff of such Institution provided he has not completed his sixty-fifth year.

1.3. *The Deputy Vice-Chancellor of the OUSL*

The Council may, at its discretion and with prior approval in accordance with the provisions of, the procedure for the Appointment of Deputy Vice – Chancellor, specified in Ordinance No 1 of 1984, appoint the Deputy - Vice Chancellor.

1.4. *Director - Board of Regional Educational Services*

In terms of By-Law No.06 of 1997, which was implemented in the same year, there shall be a Board of Educational Services established in the Open University of Sri Lanka.

Director, Regional Educational Services, is the officer in charge of all Regional and Study Centres of the OUSL.

The Director, Regional Educational Services, is one of the “officers” of the Open University of Sri Lanka, in terms of Section 06 of the OUSL Ordinance No. 01 of 1990.

1.4.1. Duties and Functions

- Co-ordinate all matters concerning the Regional and Study Centres with the Central Campus.
- To supervise and propose suitable action in relation to provision of classrooms, teaching facilities etc. to the students.
- Supervision of conduct of Examinations, Selection Tests and promotional activities in the Regional and Study Centres.
- To guide, supervise and direct Assistant Directors in charge of Regional and Study Centres.
- To report, Suggest and propose action that may deem necessary for the effective functioning of Regional Educational Services.

1.5. *Director - Centre for Educational Technology and Media (CETMe)*

In terms of By-Law No.07 of 1998, which has been implemented in the same year, there shall be a Board of Educational Technology and Media established in the Open University of Sri Lanka.

The Director of Educational Technology and Media will be in charge of all matters that falls under the purview of the Centre for Educational Technology and Media.

The Centre for Educational Technology and Media is one of the “officers” of the Open University of Sri Lanka, as specified in section 06 of the OUSL Ordinance No. 01 of 1990.

1.5.1. Duties and Functions of the Director, Centre for Educational Technology and Media

Director, Board of Educational Technology shall be responsible for providing required guidance to its staff in implementing the plans, policies and other acts that may be necessary for the development

of Educational Technology, aimed at the students of the Open University of Sri Lanka in terms of section 3 of By – Law No. 07 of the OUSL.

1.6. Dean of a Faculty

- i. There shall be a Dean of each Faculty who shall be a full-time officer of the Open University and the academic and administrative Head of that Faculty. The Dean of the Faculty shall be elected by the Faculty Board from among the Professors, Associate Professors or Senior Lecturers of the relevant Faculty.
- ii. The Dean of the Faculty shall, subject to the provision of any appropriate Instrument, hold office for a period of three (3) years reckoned from the date of his appointment and shall, unless removed from office, be eligible for re-appointment.
- iii. Where owing to leave of absence, illness or other cause, the Dean of the Faculty is temporarily unable to perform the duties of his office for a period not exceeding three months, Vice-Chancellor shall appoint another person from among Professors, Associate Professors or Senior Lecturers of the relevant Faculty to act in the Post of Dean, for such period:
- iv. Where however, a Dean of a Faculty retires or resigns, or is for any other reason unable to perform the duties of the office for a period exceeding three (3) months, the post of Dean of that Faculty shall be deemed vacant, and a new Dean shall be elected in accordance with provisions given sub paragraph (1) of the OUSL ordinance No.01 of 1990.

1.7. The Registrar

The provisions of section 37 of the Act shall apply to and in relation to the Registrar of the Open University of Sri Lanka, subject to the modification that there shall be substituted for the expression ‘University’ wherever such expression occurs in that section, with the expression ‘Open University’ of Sri Lanka.

1. Registrar of the Open University shall be appointed by the Council upon the recommendation of a Selection Committee, the composition of which shall be prescribed by Ordinance. She/He shall be the full-time officer of the Open University and shall exercise, perform, discharge such powers, duties and functions as may be conferred or imposed on or assigned to her/him by this Act or any other appropriate instrument.
2. The Registrar shall be responsible for the custody of the records and the property of the Open University.
3. The Registrar shall be the ex officio secretary of the Council and the Senate.

4. The Registrar shall be the Assistant Accounting Officer of the Open University.
5. The Registrar shall, subject to the direction and control of the Vice – Chancellor, be responsible for the General Administration of the University and have the disciplinary control of its Non – academic staff.

1.7.1. Duties and Functions

- a. The Registrar shall be responsible for the General Administration of the OUSL.
- b. The Registrar shall be in charge of discipline of the non-Academic staff of the Open University.
- c. The Registrar shall be responsible for the grant of annual increments of the non – academic staff of the University and to suspend/ reduce/ stop or differ such increments when such action deems necessary.

1.7.2. Office of the Registrar

In terms of section 37 of the Universities Act No.16 of 1978 and section 6 of the OUSL Ordinance No.01 of 1990as amended by OUSL Ordinance No.15 of 1996, Registrar is the custodian of University Property and University Records. The Registrar is recognized as an “OFFICER” of the University as well. The Registrar is the Assistant Accounting Officer of the University and bear overall responsibility of guiding the General Administration of the University in accordance with powers assigned to him/her by the Universities Act and the OUSL Ordinance No.01 of 1990. The Council of the OUSL has delegated the power of maintaining the discipline of the non-academic staff of the University to the Registrar. The Registrar is also the Secretary to the Council and the Senate of the OUSL and acts as the chairperson of many AD-HOC Committees of the University.

Final approvals in relation to expenditure up to a limit of Rs.1,000,000.00, Procurements up to limit of Rs.1,000,000.00, granting of Annual Increments of the Non-academic staff, officiating as the chairperson of certain Selection Committees involving the Recruitment and Promotion of the Non-academic staff, supervision of all ancillary services of the University are some of the functions performed by the Registrar.

Annual Report of the Open University of Sri Lanka is also compiled and presented by the Registrar’s office. All activities related to the compilation of the Annual Report such as collecting information from relevant Faculties, Departments, Divisions, Centres, Units etc. processing them in terms of required formats and coordinating the functions of translating the information, finalizing, printing and submission of final document to relevant authorities are performed by the Registrar’s office.

1.8. *The Librarian of the OUSL*

The provisions of section 39 of the Universities Act shall apply to and in relation to the Librarian of the Open University of Sri Lanka subject to the modification that there shall be substituted for the expression ‘University’ wherever such expression occurs in that section, of the expression ‘Open University’

- (1) The Librarian of The Open University shall be appointed by the Council of the Open University upon the recommendation of a Selection Committee, the composition of a Selection Committee, which shall be prescribed by Ordinance. She/He shall be a full-time officer of the Open University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed or assigned to him by the Act No.16 of 1978 and its subsequent amendments or any other appropriate Instrument.
- (2) The Librarian shall, subject to the direction and control of the Vice- Chancellor, be responsible for the administration of the Libraries of the University.

1.9. *The Bursar of the OUSL*

The provisions of section 38 of the act shall apply to and in relation to the Bursar of the Open University subject to the modification that there shall be substituted for the expression ‘University’ wherever such expression occurs in that section, of the expression ‘Open University’ The Bursar of the Open University shall be appointed by the Council of the Open University upon the recommendation of a Selection Committee the composition of which shall be prescribed by Ordinance.

He shall be a full -time officer of the Open University and shall exercise, perform and discharge such powers, functions and duties as may be conferred or imposed on or assigned to him by the Act No 16 of 1978 and its subsequent amendments or any other appropriate Instruments.

The Bursar shall, subject to the direction and control of the Registrar, be responsible for administration of the finances of the Open University and maintain its accounts in such form and manner as may be prescribed by rules. He shall have custody of funds of the Open University.

1.9.1. Duties and Functions

- a. To keep the accounts of the University.
- b. To receive and manage all money paid into the Open University fund and credit such money to proper Heads of Accounts.
- c. To make all authorized payments.
- d. To prepare for the governing Authority such terminal estimates as are required by the Commission, the annual financial appropriations of the ensuing financial year and any supplementary estimates if required.

1.10. Director - Centre for Educational Technology and Media (CETMe)

In terms of By-Law No.07 of 1998, which has been implemented in the same year, there shall be a Board of Educational Technology and Media established in the Open University of Sri Lanka.

The Director of Educational Technology and Media will be in charge of all matters that falls under the purview of the Centre for Educational Technology and Media.

The Centre for Educational Technology and Media is one of the “officers” of the Open University of Sri Lanka, as specified in section 06 of the OUSL Ordinance No. 01 of 1990.

1.10.1. Duties and Functions of the Director, Centre for Educational Technology and Media (CETMe)

Director, Centre for Educational Technology and Media shall be responsible for providing required guidance to its staff in implementing the plans, policies and other acts that may be necessary for the development of Educational Technology, aimed at the students of the Open University of Sri Lanka in terms of section 3 of By – Law No. 07 of the OUSL.

Chapter 3

Legislative Framework of the Open University of Sri Lanka

1. Legislation Framework

The Open University of Sri Lanka was established in the year 1980 with the introduction and implementation of Open University of Sri Lanka Ordinance No. 03 of 1980, under the Universities Act No. 16 of 1978.

Ordinance No. 03 of 1980 of the OUSL was subsequently amended after repealing its provisions and a new Ordinance came into being with the introduction of these Ordinances. They were also amended several times in order to introduce essential and timely features required for successful implementation of Open Distance Learning process in the OUSL.

In 1990 major amendment was made with the introduction of OUSL Ordinance No. 01 of 1990 which is in operation at present but with the amendments made in the following years.

1996 Ordinance No.12 published in gazette No.945
2004 Ordinance No.01 published in gazette No.1352/21
2005 Ordinance No.03 published in gazette No.1416/22
2007 Ordinance No.01 published in gazette No.1511/3
2008 Ordinance No.03 published in gazette No.1563/2
2010 Ordinance No.01 published in gazette No.1655/2
2013 Ordinance No.01 published in gazette No.1839/41
2015 Ordinance No.02 published in gazette No.1918/8

Apart from amendment made in the year 1996, rest of the amendments were minor amendments and they were made to further clarify certain clauses in Ordinance No. 01 of 1990.

As for the amendment made in 1996 by introducing amendment No. 12 of 1996, Following changes were the most noticeable ones.

- a) Changes of the compositions of the Council of the OUSL.
- b) Allocation of Funds and facilities for research as approved by the OUSL with the concurrence of the UGC.
- c) Conditions related to the appointment of Vice Chancellor of the OUSL.
- d) Replacing the word “Broadcasting” with the word “Media” in OUSL documentations.
- e) Replacing the clause hitherto used as “Division of study as Department of study”
- f) Appointment of Board of Education Technology and Board of Regional Educational Services.
- g) Appointment of Standing Committees, Ad-hoc Committees.
- h) Introduction of new Departments in the faculties of Natural Sciences and Engineering Technology.

1.1. Powers, Duties, Functions of the Open University of Sri Lanka

Subject to the provisions of the Universities Act No.16 of 1978 as amended and the Open University Order, and the powers, duties and functions of the Commission, the Open University shall be empowered to;

- a) to admit students:
- b) to provide for instruction in such branch or branches of learning as may with the concurrence of the Commission be approved by the Open University, and for this purpose to co- operate with other educational institutions or authorities in Sri Lanka or abroad, in such manner, as the Open University may determine:
- c) to hold examinations for the purpose of ascertaining the persons who have acquired proficiency in different branches of learning:
- d) to co -operate by way of exchange of teachers, students, and scholars, or otherwise, with other Universities or institutions in Sri Lanka or abroad, having objects similar or substantially similar to those of the Open University:
- e) to grant and confer degrees, diplomas, and other academic distinctions to and on persons who have passed the examinations of the Open University as may be prescribed by By-law:
- f) to confer honorary degrees or other academic distinctions on persons recommended by the Senate and approved by the Council of the Open University:
- g) to recognize examinations passed and periods of learning of study pursued by persons seeking admission to or by the students of, the Open University at other educational institutions as being equivalent to such examinations, and periods of learning or study in the Open University, or such part thereof, as may be prescribed by By – law, and to withdraw such recognition at any time.
- h) to erect, equip and maintain for the purpose of the Open University, libraries, laboratories, and other buildings for instructional or residential purposes.
- i) to recommend to the Commission the institution of Professorships, Associate Professorships, Senior Lectureships or Lectureships and other posts as may be required for the purposes of the Open University

- j) to institute and award fellowships, scholarships, exhibitions, bursaries, medals and other prizes:
- k) to regulate and provide for residence, discipline and well -being of students and teachers, officers, and other employees of the Open University:
- l) to allocate funds and other facilities for the conduct of research in such branch or branches
- m) to provide extension services and in-service training courses to the general public in accordance with any By -law providing for the same:
- n) to make arrangements for conducting courses of study or parts thereof in educational institutions outside the Open University as may be prescribed by By -law:
- o) to demand and receive fees under such conditions as may be prescribed by By -law:
- p) to do all such acts and things whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the Open University.

1.2. The Council of the OUSL

- (1) The Council of the Open University shall be the executive body and the governing authority of the Open University;
- (2) The Council shall consist of the following persons; -
 - i. The Vice - Chancellor
 - ii. The Deputy Vice – Chancellor; if any;
 - iii. The Dean of each Faculty;
 - iv. Two representatives nominated by the Senate from among its members;
 - v. One Vice – Chancellor nominated by the Committee of Vice -Chancellors and Directors established under section 124 of the Act;
 - vi. The Secretary to the Ministry of the Ministry in charge of the subject of Higher Education or the nominee of such Secretary.
 - vii. The Secretary to the Ministry of the Minister in charge of the subject of media or the nominee of such Secretary; and
 - viii. Such number of members as is equal to the total number of members under clauses (i), (ii), (iii), (iv) and (v) above, increased by one. All such members shall be appointed by the Commission from among persons who have rendered distinguished service in educational, professional, commercial, industrial, scientific, or administrative spheres.

(3) the provisions of sub – sections (2), (3), (4), (5), (6), (7), (8) and (9), of section 44 of the Universities Act shall apply to and in relation to the Council.

Subject to the provisions of the Act and the OUSL Ordinance, the Council shall exercise the powers and perform and discharge the duties and functions conferred or imposed on, or assigned to, the Open University, under paragraph 4 of this Ordinance.

Without prejudice to the generality of powers conferred upon it by sub paragraph (1), the Council shall exercise, perform and discharge the following powers, duties and functions:-

- i. to hold control and administer the property and funds of the Open University;
- ii. to select a coat of arms for the Open University, and to determine the form, to provide for the custody and to direct the use, of the Common Seal of the Open University;
- iii. to regulate and determine all matters concerning the Open University in accordance with the provisions of the Act and this Ordinance and any appropriate Instruments;
- iv. to administer any funds placed at the disposal of the Open University for the specific purposes;
- v. to receive and accept with the concurrence of the Open University and the Commission, bequests, donations and grants of property to the Open University.
- vi. to consider, and if necessary, amend, and adopt the annual report and the annual accounts of the Open University and to submit such report and such accounts to the Commission.
- vii. to prepare the financial estimates of the Open University and to submit such estimates to the Commission;
- viii. to make By – laws for any matter in respect of which By -laws are authorized to be made;
- ix. to make such Regulations as are not provided to be made by any other Authority of the Open University;
- x. to provide the buildings, premises, furniture, equipment and other material needed for carrying on the work of the Open University;
- xi. to appoint persons to, and to suspend, dismiss or otherwise punish persons in the Employment of the Open University; provided that, except in the case of Officers and Teachers, these powers may be delegated to the Vice-Chancellor;
- xii. to appoint examiners, whether from the staff of the Open University or from elsewhere, after consideration of the recommendations of the Senate, and to determine any fees which may be paid to such examiners;
- xiii. to appoint a Board of Welfare the composition, powers, duties and functions of which shall be prescribed by By-law, for the promotion of the general well-being of the students of the Open University;
- xiv. to advise the Commission, on the recommendation of the Senate, the establishment of such Faculties and Departments of Study as may be deemed necessary for the development of teaching, research and extension programmes of the Open University;

- xv. to recommend to the Commission after consideration of reports from the Senate schemes for the recognition of existing Departments of Study and the organization of new Divisions of Study;
- xvi. to enter into, carry out or cancel contracts on behalf of the Open University, and to invest any moneys belonging to the Open University including any unapplied income, in any security in which, under the provisions of section 20 of the Trusts Ordinance or of any other written law, it is lawful to invest trust moneys; or, with the approval of the Commission, to invest any such moneys in the purchase of immovable property in Sri Lanka or vary such investments, or to place on fixed deposit in any bank approved by the Commission, any portion of such moneys not required for immediate expenditure;
- xvii. to determine, after consultation with the Senate, the academic dress of insignia, or both, of the Vice- Chancellor, the Officers, the graduates and the students of the Open University;
- xviii. to determine in consultation with to Senate, the requirements for the admission of students to programs of courses of study;
- xix. to advise the Commission on; -
 - (a) the institution, abolition or suspension of Professorships, Associate Professorships, Lectureships and any other academic post, in consultation with the Senate;
 - (b) The institution, abolition, or suspension of any non-academic post; and
 - (c) The qualifications of teachers, officers, and other employees of the Open University; and
- xx. to exercise all other posers for the Open University the exercise of which is not otherwise provided for in the Act, this Ordinance, or any appropriate Instrument.

Provided that no resolution shall be passed by the Council in relation to any academic matters unless the Senate has first been given an opportunity of recording and transmitting to the Council its opinion thereon.

In this provision, 'academic matter' means any matter which is subject to the control and general direction of the Senate.

1.3. The Senate of the OUSL

1. The Senate of the Open University (in this Ordinance referred to as ‘the Senate’), shall be the academic authority of the Open University.
2. The Senate shall consist of the following persons: -
 - i. the Vice – Chancellor;
 - ii. the Deputy Vice -Chancellor; if any;
 - iii. the Dean of each Faculty;
 - iv. the Directors of Institutes attached to the Open University of Sri Lanka
 - v. Head of each Department of Study;
 - vi. every permanent Professor of the University;
 - vii. the Librarian;
 - viii. the Director, Regional Educational Services; and
 - ix. two teachers not being persons referred to in the preceding clauses of this sub paragraph elected by the permanent teachers of each Faculty from among their number.
3. The two teachers elected by the permanent teachers of each Faculty from among their number shall hold office for a period of three years reckoned from the date of their election; Provided, however where any such teacher retires or resigns, or otherwise vacates office by reason of absenting himself from three consecutive meetings of the Senate another member shall be elected in his place and such teacher shall, unless he vacates office earlier, hold office for the ‘unexpired’ portion of the term of office of his predecessor.
4. The quorum of a meeting of the Senate shall be one-third of its total membership
5. The Senate shall have control and general direction of instruction, education, research and examinations in the Open University;
6. Subject to the provisions of the Act and this Ordinance and without prejudice to the generality of the powers conferred upon it by sub paragraph (5), the Senate shall exercise, perform and discharge the following powers, duties and functions :-
 - i. to draft, after consideration of reports from the faculty Board or the Faculty Boards concerned, regulations relating to programs or courses of study and examinations, and to submit such drafts to the Council for approval.
 - ii. to recommend to the Council, after consideration of reports from the Faculty Board or Faculty Boards concerned, the names of persons suitable for appointment as examiners.

- iii. to recommend to the Council to institute, abolition or suspension of Professorships, Associate Professorships, Senior Lectureship and other academic posts in the Open University;
- iv. to recommend to the Council after consideration of reports, from the faculty Board or the Faculty Boards concerned: -
 - a. Scheme for the re-organization of existing Facilities and Divisions of Study and the organization of new Faculties and divisions of Study; and
 - b. The assignment of Divisions of Study to the respective Faculties
- v. to recommend to the Council, the requirements to be satisfied in order to qualify for fellowships, scholarships, exhibitions, bursaries, medals and other prizes;
- vi. to award fellowships, scholarships, exhibitions, bursaries, medals and other prizes on such conditions as may be approved by the Council;
- vii. to appoint such number of Standing Committees, ad hoc Committees or Boards of the Senate as it may deem fit, and in particular –
 - a. A Library and Information Services Committee
 - b. An Admission Committee;
 - c. A Curriculum and program Development Committee;
 - d. A Curriculum and Evaluation Committee;
 - e. A Convocation Committee
 - f. A By – laws Committee; and
 - g. A Probationary Study Leave Committee; and to specify their terms of reference to consider their reports and to either approve such reports. Whether with or without modification or reject such reports;
- viii. to recommend to the Council the requirements for the admission of students to Programmes of Study.
- ix. to recommend to the Council, the appointment of course teams for the respective areas of study; and
- x. to consider proposals of the Educational Technology Board regarding the Educational Technology methods for different courses of study, and to recommend such method as it may deem necessary for approval of the Council.

Chapter 4

Faculties and Departments

**Faculties, Departments and The Main Library of
The Open University of Sri Lanka**

1. Faculty Board

1. Each Faculty of the Open University shall consist of such Departments of Study as may be assigned to that Faculty under the provisions of Ordinance no. 01 of 1990.
2. Each Faculty of the Open University shall have a Faculty Board which shall consist of the following persons: - (As amended by Ordinance No.12 of 1996)
 - i. The Dean of that Faculty
 - ii. The Director of Educational Technology or his nominee who shall be a member of the Board of Educational Technology.
 - iii. All permanent Professors, Associate Professors, Senior Lectures and Lecturers of the Departments of Study comprising the Faculty;
 - iv. All permanent Senior Professors, Professors, Associate Professors, Senior Lectures and Lecturers of the Departments of Study comprising the Faculty.
 - v. Two members elected from among the lectures (probationary) of the Faculty; and
 - vi. The Director of Regional Educational Services or his nominee who shall be a member of the Board of Regional Educational Services;
 - vii. Librarian or his nominee;
 - viii. A minimum of three persons but not more than seven persons, not being members of the staff of the Open University, elected by the Faculty Board from among persons of eminence in the areas of study relevant to the Faculty; and
 - ix. Two students elected by the students of Faculty from among their number. (As amended by Ordinance No.12 of 1996)

A member elected under clause (ix) of sub-paragraph (2) shall hold office as a member for a period of one year and any other elected member for a period of three years, reckoned from his date of election, and shall be eligible for re-election. (As amended by Ordinance No.12 of 1996)

The members elected under clause (ix) above (2) shall be excluded from the proceedings of any meeting of the Faculty Board relating to the election of the Dean under sub-paragraph (i) of paragraph 17 of this Ordinance, and to examinations and connected matters and any such meeting shall, notwithstanding such exclusions, be deemed to have been duly held.

3. Subject to the provisions of the Universities Act and the OUSL Ordinance a Faculty Board shall exercise, perform and discharge the following powers, duties and functions:-
 - i. to consider and report on any matter referred to it by the Senate ;
 - ii. subject to the control of the Senate, to regulate matters connected with teaching examination and research in the Divisions of Study in the Faculty ;

- iii. to present recommendations and reports to the Senate on all matters connected with the Divisions of Study and Examinations in the Faculty ;
 - iv. to appoint Committees, which may include persons not being members of the Faculty for the purpose of considering and reporting on any special subject or subjects ; and
4. The Dean of the Faculty shall preside at all meetings of the Faculty Board ;
 5. The provisions of section 135 of the Act shall apply to and in relation to the making of By-laws by the governing authority of the Open University. By-laws
 6. The provisions of section 136 of the Act shall apply to the making of regulations by the Senate, of the Open University.
 7. The provisions of section 137 of the Act shall apply to the making of Rules by any authority or other body of the Open University.

2. Dean of a Faculty

(Please refer section 1.6 of Chapter 2)

3. Head of The Department of Study

The Head of Department of Study shall be a Professor, Associate Professor, or Senior Lecturer appointed by the Council upon the recommendation of the Vice-Chancellor: (As amended by Ordinance No.12 of 1996)

Provided that, where the Head of a Department has not been appointed by the Council, the Vice-Chancellor may appoint a Professor, Associate Professor or Senior Lecturer to act in the post of the Head of a Department for a period not exceeding one month reckoned from the date of his appointment. (As amended by Ordinance No.12 of 1996)

The Head of a Department shall, subject to the provisions of any instrument, hold office for a period of three years reckoned from the date of his appointment and shall, unless removed from office, be eligible for re-appointment. (As amended by Ordinance No.12 of 1996)

Where owing to leave of absence, illness, or other cause, the Head of a Department is temporarily unable to perform the duties of his office for a period not exceeding three months, the Vice-Chancellor shall appoint another Professor, Associate Professor or Senior Lecturer of that Department to act in the post of Head of a Department for such period, where however a Head of a Department retires or resigns, or is for other reason unable to perform the duties of his office for a period exceeding three months the post of Head of a Department shall be deemed to be vacant, and a new Head of a Department shall be appointed in accordance with sub-paragraph (As amended by Ordinance No.12 of 1996)

4. Faculty of Education

4.1. Introduction

The Faculty of Education offers a wide range of programmes from Certificate to Post Graduate levels in line with its vision to be a leader of the advancement of knowledge and professional practice in education as a fundamental endeavor through Open and Distance Learning in Sri Lanka and in the Region. It is one of the largest providers of initial pre-school, primary and secondary and special needs education through the distance mode. There are more than four thousand (4000) students in each academic year and the pass rate is above 80%.

Research is an integral component of the activities within the faculty and the staff members are actively involved in a number of research projects.

Vision

The vision of the Faculty of Education is to be a leader of the advancement of knowledge and professional practice in education as a fundamental human endeavor through open and distance learning in Sri Lanka and in the region.

Mission

The mission of the Faculty of Education is to;

- Achieve excellence in research and scholarship in the field of Education
- Prepare professionals for service and leadership roles in education and related areas.
- Constructively inform educational policy makers and to critically appraise educational policy in Sri Lanka
- Contribute to curriculum development in general and teacher education in particular
- Support society to identify and respond to its educational responsibilities and challenges

Contact Details

Dean 5100/0112-885100, 0777-165351

Assistant Registrar 5101/ 0112-885101

4.2. Department of Early Childhood and Primary Education

The Department of Early Childhood and Primary Education, which was established in the year 1999, conducts training programmes for preschool teachers.

In addition, the department coordinates the activities of the three model pre-schools situated in the three Regional Center's of the OUSL, the day care centre at Colombo (Nawala) Regional Center and the Child Study Centre. The total number of permanent academic staff attached to the department are five. However, the Department gets the services from a large number of visiting academics to conduct day schools, mark assignments and assess practical courses of the teacher training programmers.

Contact Details

Head 5200/ 0112-885200
Office 5201/ 0112-885201

4.3. Department of Secondary and Tertiary Education

The Department of Secondary & Tertiary Education is one the pioneering Departments of the OUSL which was originally named as Department of Education. It currently serves around 3500 students enrolled in seven different study programmes, out of which five are Post Graduate level programmes. The Department also offers a stand -alone On-line course, a short course in Research Methodology and a short course in Multi- grade Teaching. In addition, the Department is responsible for coordinating two modules of the B.A in English Language Teaching Programme conducted by the Department of Language Studies. Currently 23 academic members, and 03 non – academic staff serve the Department. Around 100 visiting academics and 400 Master Teachers from other Universities, National Colleges of Education, National Institute of Education, and schools help the Department in the conduct of day school sessions, tutorials, teaching practice and marking of assignments.

Contact Details

Head 5400/ 0112-885400
Office 5406/ 0112-885406

4.4. Department of Special Needs Education

The Department of Special Needs Education was established in February 2004. The overall aim of the department is to help realize the objectives of the Child Resource Centre with regards to the assurance of rights of the children with special needs and those placed in special circumstance which Sri Lanka has pledged to implement.

Contact Details

Head 5300/ 0112-885300

Office 5301/ 0112-885301

4.5. Department of Education Leadership and Management

The Department of Educational Leadership and Management is the newly established Department of the faculty of Education, in the University system of Sri Lanka. It will be the first department inaugurated for the field of Educational Leadership and Management which is an immemorial landmark in the history of education in Sri Lanka.

The main objective of the new department is to strengthen the structure of educational management in Sri Lanka, through the development of management skills of those leaders such as Principals, Directors of Education, and Educationalists at various levels in the Colleges of Teachers Training and National Colleges of Education. Many such programs have been planned by the new department, as for example, the Post Graduate Diploma in Educational Management (PGDEM), Bachelor's Honors Degree in Educational Leadership and Management and Diploma in School Management programs based on the Open and Distance Learning Method of Education, with a variety of learning techniques.

4.5.1. Programmes

Bachelor of Education (Honours) in Education Leadership and Management

Diploma in School Management

Postgraduate Diploma in Educational Leadership and Management – (PGDEM)

5. Faculty of Engineering Technology

Mission

“Achieving excellence in providing life-long Learning opportunities in Engineering and Technology for all to meet industrial and social needs through Open and Distance Learning, and support research and scholarship by efficient and sustainable use of resources.”

Faculty of Engineering Technology offers a variety of study programmes leading to the award of Certificates, Advanced Certificates, Higher Diplomas, Honors bachelor's Degrees, and Post Graduate Diploma and Degrees encompassing a many Engineering and Industrial speligations such as the Bachelor of Technology (Engineering), Bachelor of Industrial Studies, and Bachelor of Software Engineering.

In addition to the taught study programmes, the Faculty through its well-equipped Academic Departments facilitates research leading to the awards of MPhil and PhD degrees.

Contact Details

Dean 4100/0112-884100

Office 4000/0112-884000

4103/0112-884103

5.1. Department of Agriculture and Plantation Engineering

The Department of Agricultural and Plantation Engineering offers courses to individuals who intend to choose Agriculture as their career in the future and enhance working capacity of those who are already working in the field, targeting high levels of productivity and suitability.

The Department offers a Bachelor of Industrial Studies Honours in Agriculture

A wide array of courses is offered, including Crop Production, Plant and Soil Science, Bio Technology, Fisheries and Aquaculture, Food Processing, Agricultural Extension, Economics and Management, Agricultural Farm Machinery, Post-Harvest Technology, Water Resources Management and Irrigation.

Further opportunities are provided to undertake research leading to the award of M.Phil and PhD degrees under the supervision of competent staff.

In addition, the department also offers a Certificate in Industrial Studies – Animal Husbandry & Aquaculture.

Contact Details

Head 4200/0112-884200

Office 4201/ 0112-884201

5.2. Department of Civil Engineering

Department of Civil Engineering of the Open University of Sri Lanka, with a history of more than 35 years is the 3rd oldest of its kind in Sri Lanka. Currently around 1600 students are studying for their Bachelor of Technology Honours in Civil Engineering Degree. There is an annual intake of around 400 students to follow the Civil Engineering Degree in the Department and is probably the largest Civil Engineering Department in the country. The Department is ably supported by qualified and well experienced staff consisting of Senior Professors, Professors and Senior Lecturers with PhD's & Postgraduate and professional qualifications with field experience. In addition to the conduct of Civil Engineering Degree programme, the Department contributes to teaching of all Engineering undergraduates in the faculty in the initial levels and also conducts Civil Engineering oriented courses for other Engineering Programmes from the second year onwards. The department has a strong relationship with industry and utilize their services in curriculum development and the teaching programme in order to produce Civil Engineering graduates of the highest calibre.

The Department offers a Masters in Structural Engineering postgraduate programme to enhance the capability of practicing Engineering as a part of their continuous professional development. The Department also provides ample opportunities for postgraduate training in advanced research. The academic staff of the department are actively engaged in research and development activities and consultancy projects which are supported by local and foreign funding agencies. Our department offers a rich and diverse program consisting of both studies and research opportunities for undergraduate and postgraduate students to produce and to undertake advanced research.

The Department has strong active links with industry and is very committed to continuing and developing these ties. The importance we place on the movement of our research to practice cannot be overstated. It is fundamental to whom we are, and what the Department is all about.

Civil Engineering is the major profession that is involved with the planning, design and execution of development programmes aimed at enhancing the overall quality of life for the people at all levels of society.

More specifically, Civil Engineering is responsible for the Investigation, Planning, Design and Construction of;

- Bridges, Roads, and Highways
- Industrial Facilities
- Buildings and Commercial Structures
- Railways, Harbours and Airports
- Water Treatment/ Supply System and Water / Wastewater Disposal System
- Coastal Structures
- Marine Structures
- Hydro Power, Dams, Tunnels and Irrigation Schemes
- Environmental improvement Facilities

- Flood Control and Ground Improvement Structures
- Transportation & Conveyance Systems

It is also the responsibility of the Civil Engineer to ensure proper implementation and management of the above projects to derive the highest possible benefit to society.

For more information about the Department, you may download the booklet on the 'Department of Civil Engineering @ OUSL'

Contact Details

Head 4300/0112 884300
4314/0112-884314

5.3. Department of Electrical and Computer Engineering

Mission

The mission of our undergraduate programmes is to provide a flexible curriculum in fundamental and advanced topics in Electrical Power, Electronics and Communications and Computer Engineering.

The Department of Electrical & Computer Engineering is the largest Department in the Faculty in terms of student numbers. It conducts Study Programmes leading to the award of:

- Diploma in Information and Technology (DIST),
- Bachelor of Technology Honours in Engineering (Computer Engineering, Electronic and Communication Engineering and Electrical Engineering) and
- Bachelor of Software Engineering

Furthermore, the Department offers research degrees such as MPhil and PhD. The Department is served by highly qualified and dedicated academic and non-academic staff. Every year the Department produces well-qualified graduates. The standard of the final year students project has been highly praised by the renowned professional bodies such as IESL. Our students have won several awards for their Engineering Projects in competitions organized by IESL, SLAAS and other Universities.

Contact Details

Head 4400/0112-884400
4402/ 0112-884402
4401/ 0112-884401

5.4. Department of Mechanical Engineering

The Department of Mechanical Engineering provides the students with opportunities to advance themselves in their career and become Graduate Engineers in the specialties of Mechanical Engineering and Mechatronics Engineering. The theoretical components of these specializations are amply supported with exposure to practical situations, in our reasonably well-equipped laboratories.

Contact Details

Head 4700/0112-884700

4701/0112-884701

Office 4712/0112-884712

5.5. Department of Mathematics and Philosophy of Engineering

The Department of Mathematics and Philosophy of Engineering provides knowledge to enhance your capacity of working as industrialists and technologists effectively in complex societies where technology constantly influences and gets influenced by social, environmental, cultural and economic factors.

The Department offers courses under two streams of studies

1. Mathematics

2. Philosophy of Engineering

Mathematics courses offered by the Department are designed to provide knowledge of mathematics required by all students following all programmes offered by the Faculty of Engineering at all levels. In addition, the Department provides life-long mathematics skills required by everyone as citizens of the world.

Under the Philosophy of Engineering stream, the Department offers subjects at Diploma, Graduate and Post-graduate levels to raise awareness of students on a range of themes such as the connected- ness of technology, society and environment, linkages of technology with development, nature of science and mathematics , history of technology with development, nature of science and mathematics, history of technology within local and global context, opportunities and constraints of technology, major social and environmental debates in relation to technology etc.

Contact Details

Head 4600/0112-884600

4601/0112-884601

Office 4602/0112-884602

5.6. Department of Textile and Apparel Technology

Department of Textile and Apparel Technology of the Open University of Sri Lanka offers a wide variety of programmes and courses in the fields of Textiles and Apparel, from Certificate to the Post- graduate levels. As these courses are conducted using Distance and Open Learning methodologies, they are ideally suited for those who are employed and those who wish to pursue lifelong learning. The Department is also involved in extension activities to the industry in the form of short courses and consultancies. It is prepared to undertake tailor-made courses for the individual needs of particular organizations and Industrial institutions. The Department is endowed with well-qualified staff with wide experience in various fields of studies. The Department is also involved in research activities in Textile, Apparel, and Distance Education fields.

Contact Details

Head 4800/ 0112-884800
4083/ 0112-884083
Office 4801/ 0112-884801

6. Faculty of Health Sciences

6.1. Introduction

The Faculty of Health Sciences comprises the Academic Departments of Nursing, Medical Laboratory Sciences, Pharmacy, Basic Sciences, Psychology & Counseling, and Health Education & Research. Distance education programmes leading to Nursing, Medical Laboratory Sciences, Pharmacy and Psychology Degree qualifications are currently offered by the Faculty. These programmes aim to develop competent personnel who are capable of assuming leadership positions, both in the academic and clinical sectors. With the Faculty of Health Sciences, it will ensure the opportunity to enhance knowledge and skills, work towards a qualification, further develop the career and indulge in a passion for life – long learning!

Contact Details

Dean 6100/ 0112-886100

Office 6102/ 0112-886102

6.2. Department of Basic Sciences

The Department of Basic Sciences was established on 9th June 2015 under the Faculty of Health Sciences of the Open University of Sri Lanka by extraordinary Gazette No. 1918/8 on 9th June 2015 after amending the Open University of Sri Lanka (Amendment) Ordinance, No 1 of 1990 published in Gazette Extraordinary No. 591/18 of January 05, 1990 and amended by in Gazette Extraordinary No. 1839/41 of December 05, 2013 and further amended the paragraph 16 of the Open University Ordinance as No.02 of 2015 made under the University Grants Commission under Section 23 (2) read with Section 18 of the Universities Act, No. 16 of 1978.

It is one of the six (06) Departments established under the Faculty of Health Sciences. The main task of the Department of Basic Sciences is to provide sound knowledge on the subject areas of Human Anatomy, Human Physiology, Pharmaceutical Chemistry, Statistics, Microbiology, Biochemistry and Pathophysiology for the degree programmes of Nursing, Medical Laboratory Sciences and Pharmacy.

Contact Details

Head 6200/0112-6200

Office 6201

6.3. Department of Health Education and Research

6.4. Department of Medical Laboratory Sciences

Medical laboratory services play an important role in patient care as they contribute to clinical decisions with respect to disease prevention, diagnosis, treatment and the management of diseases. Over the years, the demand for qualified professional in medical laboratory sciences has been increasing, nationally as well as internationally. As medical laboratory sciences are one the most dynamic sciences, continuous advances in technology for the improvement of human health has become more essential.

The Department of Medical Laboratory Sciences at the Open University of Sri Lanka offers a Bachelor of Medical Laboratory Sciences Honours Degree programme (BMLS Hons) for registered Medical Laboratory Technologists serving in the public and private sectors. The programme will also be opened to the school leavers in the near future. Those interested in a career in this field are invited to take the opportunity provided and enroll in the programme to graduate as a professional equipped with theoretical and practical competences relevant to the role of a Medical Scientist/ Technologist.

Contact Details

Head 6300/ 112-886300

Office 6301

6.5. Department of Nursing

The Department of Nursing offers a high-quality Bachelor of Sciences Honours Degree programme in Nursing in a vibrant and supportive learning environment to prepare nurses for a rewarding career in health care. B.Sc. Programme in Nursing is designed to develop the broad knowledge base needed by professional nurses to cater to the diverse and complex health care needs of the emerging society in a rapidly changing global community.

In congruence with the principles of Open and Distance Learning (ODL) mode, the Department of Nursing is committed to fostering student-faculty interaction and lifelong learning, facilitating nursing undergraduates' professional and personal development. Nurses who are employed in any part of the island can create their own learning pace in accordance with their individual learning styles and needs. To facilitate the learning environment further, we have decentralized academic activities to almost all Regional Centers of the OUSL. With recent revisions, the B.Sc Hons in Nursing Degree programme has been tailored to suit individual career aspirations of nurses, particularly in the areas of gerontological nursing, palliative care nursing, critical care nursing and adult nursing.

The B.Sc Hons in Nursing Degree Programme consists of varied learning experiences. These learning experiences are designed to develop a variety of skills, including research skills,

leadership and management skills, critical thinking, problem solving, and analytical skills. Therefore, nurture our nursing graduates to go beyond the narrow application of technical procedures at a patient's bedside and take leading roles in transforming the health care system, both nationally and globally.

Contact Details

Head 6500/ 0112-886500

Office 6501

6.6. *Department of Pharmacy*

The Department of Pharmacy is one of the six Departments that make up the Faculty of Health Sciences at The Open University of Sri Lanka. The Department conducts a professional Pharmacy undergraduate's programme that leads to the Degree in Bachelor of Pharmacy Honours (B.Pharm) programme through open and distance learning methodologies.

Pharmacist is professionally responsible for the appropriate use of medications, devices, and services in order to achieve optimal therapeutic outcomes. As such, pharmacists need to be well equipped with knowledge, attitudes and skills required to deliver high quality, consistent and safe treatments for their clients. Thus, our B.Pharm Degree programme is designed to develop a professional Pharmacist with knowledge, favorable attitudes and skills in Pharmacy and \pharmaceutical Sciences to suit the needs of the health care sector and the relevant academic and research fields. Furthermore, we aim to develop motivated, self –directed learners who have the capacity to efficiently and effectively contribute to their profession and the workplace, maintaining international standards.

Contact Details

Head 6600/0112-886600

Office 6601

6.7. Department of Psychology and Counseling

Department of Psychology and Counselling strives to facilitate individuals to develop their theoretical knowledge of Psychology and practical skills in engaging with others. Psychology is the discipline that explores human behavior within a scientific framework, through its various subfields of Counseling, Health, Educational, Organizational, Clinical and Developmental Psychology. We believe basic knowledge of human mind and behavior is important and essential to many professionals engaged in Social work, Human Resource Management, and Military, Business and consumer areas. Anyone who is in contact with another individual at a supervisory, employee or customer relation level can also benefit from the knowledge of Psychology and the practical skills of the discipline.

Currently the government recognized four – year BSc Honors Degree in Psychology is offered with the highest level of quality and standards to those interested in learning about Psychology as a theoretical discipline. Also, this degree is for those interested in their personal development by learning practical skills of the profession, human behavior and thought processes within the Sri Lankan context.

The Department also administers the Counselling Unit of the OUSL which plays a role in the health and wellbeing of the staff and students of the OUSL.

Contact Details

Head 6700/ 0112886700

Office 6701/ 0112886701

7. Faculty of Humanities and Social Sciences

7.1. Introduction

The Faculty of Humanities and Social Sciences is the largest Faculty of the Open University of Sri Lanka catering to over 10,000 students in the following programmes ranging from Foundation level to Master's degree level under the four Departments of the Faculty. The Faculty is made up of four Academic Departments including Language Studies, Legal Studies, Social Studies and Department of English Language Teaching.

Mission

The faculty is dedicated to employing the Open Distance Learning mode to provide quality educational opportunities for adult learners for professional and personal advancement and excellence in scholarship and researching in contemporary disciplines in Humanities and Social Sciences.

The Open University of Sri Lanka had initially only two Boards of Study. The Board of Study for Humanities and Social Sciences and the Board of Study for Management Science and Technology.

Board of Study had academic advisory committees which may also include persons other than members of the Board. The branches of the learning in the Board of Study for Humanities and Social Sciences were:

Humanities and Social Sciences

Educational Studies

The branches of the learning in the Board of Study for Management, Science and Technology were:

- Management Studies and Commerce
- Pure Sciences and Mathematics and
- Applied Sciences and Technology

In 1990, Board of study of HSS was recognized as a faculty, under the Open University and it had these departments:

- Education
- Legal Studies
- Language Studies
- Management Studies
- Social Studies

The Department of Education was separated as a faculty from the faculty of Humanities and Social Sciences on February 1st, 2003.

Now the Humanities and Social Sciences Faculty has the largest number of students, over 10000 enrolled into the different study programmes offered by the four departments.

Contact Details

Dean 2100/ 0112-882100

Office 2103/ 0112-882103

2104/ 0112-882104

7.2. Department of Legal Studies

Department of Legal Studies of the Open University of Sri Lanka, conducts the Bachelor of Laws Degree programme and a Master of Laws in Criminal Justice Administration.

Our Mission

To be a center of excellence for a new model of legal education in the 21st century that takes an interdisciplinary approach to law and public policy in developing solutions to national and global problems and challenges.

Aims of the programmes

The aims of the study programmes are to produce law graduates who understand the functioning of the law and the legal system in the socio-political and economic context of Sri Lanka, to enhance the capacity of such graduates to critically assess this system, and on graduation, to contribute to the further development of Sri Lanka's legal system and the administration of justice.

Graduate Attributes

Graduates of the LL. B and LL.M programmes should:

1. Have a wide knowledge and understanding of the legal system of Sri Lanka including substantive law procedures and institutions.
2. Be able to apply that knowledge to solve legal problems that he or she may be called upon to do.
3. Be able to conduct research on any area of law whether previously studied or not and write a legal analysis of a given issue.
4. Have both oral and written communication skills.
5. Appreciate the interdisciplinary nature of law and understand the contribution that other disciplines and professions make to the study and practice of law.
6. Understand, appreciate and uphold the ethics, values and standards of the legal profession and those working in any field of law.

Contact Details

Head 2300/ 0112-882300

2301/ 0112-882301

Office 2311/ 0112-882311

7.2.1. Department of Language Studies

The Department of Language Studies (LSD) offers a range of academic programmes that can cater to the needs of diverse groups of students. It is committed to offering high quality programmes in the Distance Education Mode utilizing innovative modes to teaching. In relation to English, the courses on offer are structured so that students can commence their studies with minimal levels of competence and proceed to a BA in English and English Language Teaching. The Department is also committed to serving the English language needs of all students registered for diverse undergraduate degrees at the OUSL. In recent times, we have also focused attention on enhancing learning opportunities for the two national languages of Sri Lanka: Sinhala and Tamil. The LSD thus offers a range of courses that are relevant to the Sri Lankan context with flexible and affordable avenues of learning where students can achieve professional, Social and national goals.

Mission

To provide high quality language and literature education through Open Distance Learning methods. Its main objective is to produce educated, responsible and culturally - sensitive citizens with critical, analytical and professional skills.

Contact Details

Head 2200/ 0112-882200

Office 2209/ 0112-882209

2210/ 0112-882210

2211/ 0112-882211

7.3. Department of Social Studies

Mission

To facilitate the empowerment of people for the national development process and to pave the way for sustainable equitable socio-economic, political and cultural development through high quality study programmes ranging from Certificate to Postgraduate levels

The Department of Social Studies is a multi - disciplinary academic division integrating the disciplines of Economics, Political Science, Sociology and Social Anthropology and Mass Communication. The Department has evolved with a distinct character and profile over the years, specializing in development studies while maintaining a strong foundation in the core disciplines.

The Department strongly believes that social science graduates with strong academic credentials, competencies and skills can contribute meaningfully to the country's social and economic development and progress. Additionally, the Department also believes social science graduates should learn to respect democratic values and cultural diversity while demonstrating a strong sense of civic responsibility and social responsiveness.

Contact Details

Head 2400/ 0112-882400

Office 2412/ 0112-882412

7.4. Department of English Language Teaching

Department of English Language Teaching (DELT) is the newly established department of the Faculty of Humanities and Social Sciences. Establishing DELT is a major initiative to enhance the English Language skills of both undergraduate and postgraduate students of The Open University of Sri Lanka (OUSL) and to cater to the English Language requirements of a wider population in the country.

We as a department focus on planning, developing and delivering innovative English Language programmes and conduct research in the fields of teaching English for academic purposes and English as a second language. Currently, the department offers EAP (English for Academic Purposes) programs as service course to all the undergraduates who register for degree programmes in OUSL and one postgraduate programme (Master of Arts in Teacher Education-MATE International). Many new language programs are being planned and developed to be offered in the near future.

- English for General Academic Purposes (EGAP)
- English for Academic Purposes (Legal Studies) Diploma in School Management

Contact Details

Head 2500/ 0112-882500

Office 2501/ 0112-882501

8. Faculty of Management Studies

8.1. Introduction

The Faculty of Management Studies (FMS) of OUSL was established with the purpose of imparting management knowledge for the development of management skills and appropriate management attitudes. In pursuance of this broad objective, services are provided to a wide spectrum of clients comprising young school leavers, managers, administrators and small and medium scale entrepreneurs. The Faculty of Management Studies (FMS) comprises the Academic Departments of Organizational Studies (DOS), Accounting and Finance (DAF), Human Resource Management and Marketing Management (DMM). The faculty is committed to the promotion of management education and research at undergraduate and postgraduate levels, we offer management education from certificate levels to PhD level through Open and Distance Learning (ODL) methodologies.

Vision

To be the premier Open and Distance Learning Management Education Faculty in Asia and ensure excellence, efficiency and equality in lifelong learning.

Mission

To enhance access to high quality, affordable, relevant, professional management education through Open and Distance Learning and ensure the highest standards of learning, teaching, research and scholarship, consulting and promoting partnership among academic, professionals, private and public sector institutions to achieve the wider objectives of the Faculty and the University, and to enhance national and global managerial capacities.

Objectives

The Faculty of Management Studies at the Open University of Sri Lanka shall commit to the realization of the following objectives:

- To provide high quality student-centered learning experiences in management education through a variety of academic programmes/courses and research
- To encourage research and development in the field of management and ODL
- To strengthen management education in all regions covering all districts island wide through ODL technology
- To cater to human capital needs of the private and public sector through upgrading knowledge, skills and attitudes of the practicing management professionals
- To develop the capacity of counseling the public and private sector organizations for their organizational issues
- To facilitate professionals to ensure career advancement through lifelong learning in management
- To be an authorized and reputed Center of Excellence in Management Education of the OUSL by collaborating with national and international institutions

8.2. *Journey towards FMS*

The Open University of Sri Lanka (OUSL) was established in 1980 as the premier Open and Distance Learning Institute in Sri Lanka, by amalgamating the two institutions, Sri Lanka Institute of Distance Education (SLIDE) and the External Services Agency (ESA). Initially there were two boards to conduct academic programs namely: Management, Science and Technology Board (MST) and the Humanities and Social Sciences Board, where the Management section was under the MST board. After 1984 the two Boards were replaced by three Faculties and under the Faculty of Humanities and Social Sciences, the Department of Management Studies was formed. Initially the Higher National Diploma in Management and the Certificate in Entrepreneurship programmes were introduced in 1990 and subsequently the Postgraduate Diploma in Management programme (PGDM) was introduced. In 1999 a major milestone was recorded with the introduction of the Bachelor of Management Studies (BMS) degree programme. Today the BMS Degree programme has become the major educational programme offered by the Faculty of Management Studies with more than 3,500 students, and is offered through OUSL's nine (09) Regional Centers and seven (07) Study Centers.

The first ever Master's Degree Programme in the OUSL was introduced by the Department of Management Studies in the year 2002 with the introduction of the Commonwealth Executive Master of Business Administration and Commonwealth Executive Master of Public Administration programmes (CEMBA/ CEMPA). Subsequently the Master of Business Administration in Human Resource Management (MBA in HRM) programme was introduced in year 2010 in collaboration with the Institute of Personnel Management (-IPM). Since its inception the strength of the Department of Management Studies (MSD) has become stronger with the expansion of its staff and number of academic programmes. This has enabled the Department to offer several academic programmes up to Ph.D. with the strength of academic staff and number of academic programmes ranging from certificate level to Ph.D. level, the Department of Management Studies was able to convince the relevant authorities the necessity of becoming a faculty. As a result of tremendous and continuous effort, finally the Faculty of Management Studies (FMS) was established on 8 May 2019 as the first ever ODL based Faculty of Management Studies in Sri Lanka.

Contact Details

Head 7100/ 0112-887100

Office 7501/ 0112-887501

7303/ 0112-887303

7400/ 0112-887400

7101/ 0112-887101

8.3. Department of Organizational Studies

The Department of Organizational Studies of the Faculty of Management Studies aims to develop future managers for key positions in the corporate sector in both, local and global context who could command and grow in the managerial, information and communication technology sectors.

The Department is structured accordingly to multidisciplinary areas of Management, namely Organizational Behavior and Psychology, Information Systems, Operations Management, Business Strategy, Qualitative Techniques, Entrepreneur Development, and study of New Trends of Management. The courses offered have been designed to enhance the knowledge and skills of the students through theoretical knowledge and industry experience and to provide exposure to highly recognized resource persons from the industry

The Department offers a wide range of Study Programs from advanced certificate level to postgraduate levels. Further certain courses are offered as inter faculty courses for programmes offered by other faculties of the University.

The Department of Organizational Studies operates with a team of qualified and experienced staff, committed to excellence. The academic staff is well connected with professionals in the corporate sector and worked facilitating the enhancement of management knowledge, skills. They are capable of inculcating essential personal values and attributes to improve the positive attitudes of learners to fit into the contemporary world of work.

The courses related to entrepreneurship are designed to benefit entrepreneurs and potential entrepreneurs to acquire new knowledge and skills to start new businesses or to manage their ongoing businesses. Further, the courses related to information Technology, Operations Management, Qualitative Techniques and Public Administration offered through undergraduate and postgraduate degree programmes are developed in such a way to broaden the knowledge horizons of students for strategic use in business environments. Apart from that, the research component augments the skills of students by applying theoretical knowledge in real life situations addressing managerial problems. As the emphasis of the research is to address a management related issue or a problem, it is expected to empower students with the conceptual skills and analytical skills required for solving a problem.

At present, the Department is planning to broaden its context by developing specialization areas in the Legal Environment for Business, Entrepreneurship, Information and Communication systems for organizations and Operations and Logistics Management for the BMS (Honors) Degree Programme.

8.4. Department of Accounting and Finance

The Department of Accounting and Finance is one of the leading academic departments in the Faculty of Management Studies. The Department currently offers a wider array of courses utilizing the Open and Distance Learning (ODL) methodology, ranging from Certificate level (level 02) to Post - graduate Level (Level 10). Staff members attached to the Department strives hard to maintain high standards of integrity and performance with a view to achieving academic and professional goals. The main focus of our department is to produce financially literate, competent, capable and dynamic personnel to serve the modern-day requirements of the public and private sector organizations both locally and internationally.

8.5. Department of Human Resources Management

The Bachelor of Management Studies degree program is carefully designed with the utmost intention for producing highly skilled management graduates specialized in Human Resources Management who will be ideal candidates to meet the highest industry standard in managerial competencies. In order to accomplish that intention, the Department of Human Resources Management officers innovative causes in the Human Resource Management discipline which promote understanding of the field both from a local and global perspective.

The courses offered are designed in a way to enhance and strengthen the knowledge and skills of the learners through theoretical knowledge and industry experience. The courses in Human Resources Management intend to provide learners with opportunity to understand Human Resources Management has an integral part of the overall business of an organization. Further, it would create basis for the participants to acquire the competency to relate Human Resources Management with other functional areas of management. The Department offers a wide range of courses from advance certificate level to post graduate levels. Certain courses offered are inter-faculty courses for programmes offered by other faculties of the University.

We operate with a team of qualified and experienced staff committed to excellence. The Academic Staff is well connected with professionals in the corporate world facilitating the enhancement of management knowledge and skills. The partnership we maintain with the prominent professional Human Resources Institutes in the country contribute towards the value creation of the department at large

Currently our department offers/contribute to various study programs that are well recognized in the industry:

- Master of Business Administration (MBA) Human Resources Management
- Bachelor of Management Studies Degree Programme (few courses)
- Short Courses in Human Resources Management

At present the Department of Human Resources Management is planning to broaden its scope by developing a specialized degree leading to a Bachelor of Management Studies Honors in Human Resource Management.

8.6. Department of Marketing Management

The goal is to assist all personal who are interested in pursuing a career in the field of Marketing to further strengthen their capacities and talents in order to become more creative and innovative. We are committed to achieve excellence in research and teaching and also keen on providing services that expand beyond mere classroom experience. Our expectation is to nurture a community of undergraduates, graduates, professionals, academics and researchers with sound knowledge in Marketing. The Department of Marketing will also explore every single opportunity to establish productive links with both local and international, public and private sector institutes with a view to strengthening and broad basing our research and teaching capacities. We will leave no stone unturned in providing the best possible services to our stakeholders.

9. Faculty of Natural Sciences

9.1. Introduction

The Faculty of Natural Sciences conducts a variety of study programmes including the Degree Programmes leading to B.Sc and several Certificate/ Diploma programmes.

The faculty functions under the leadership of the Dean who is the administrative and the academic Head. It also has a large number of experienced and qualified teaching staff to help the students in their studies. The six academic departments of the faculty are: Botany, Chemistry, Mathematics, Computer Science, Physics and Zoology.

Vision

To be innovative in teaching-learning and research demonstrating leadership in open and distance learning in the field of science, with a commitment to achieve national goals.

Mission

- To develop a new generation of energetic and motivated personnel who will be successful in their academic, career and life-long learning goals.
- To offer quality programmes that are inclined with national goals and demands for higher education and professional development of learners.
- To promote and support research, scholarship and enterprise activities.
- To support the community and the nation through collaborative partnerships and public service.
- To increase outreach of basic and applied sciences through a flexible system of open access.

Contact Details

Dean 3000/ 0112-883000
Office 3002/ 0112-883002
3003/ 0112-883003
3004/ 0112-883004

9.2. Department of Botany

The Department of Botany offers study programmes ranging from Certificates, Advanced Certificates, Diplomas, Degrees, Postgraduate Diplomas and Master's in Science through Open and Distance Learning for all those who wish to pursue higher education. In addition, we offer Foundation Courses as a qualifying course for those who have no formal qualifications and Stand-Alone Courses for those who are interested in learning more about certain areas or updating knowledge.

Faculty staff make a valuable contribution to the B.Sc. Degree of the Faculty of Natural Sciences by effectively delivering both basic and more specialized course units resulting in products both knowledgeable and well-skilled in Botany both nationally and internationally.

Basic Botany courses offered at Levels 3 and 4 are designed to assist you to develop a good foundation base on which optional but industry-based course units are offered at Levels 5 & 6 in order to enhance the employment opportunities for our graduates.

Our department is housed in the new Science & Technology building, Block 9 and Block 10 of the Colombo Regional Centre. Laboratory facilities for all courses are available at the central campus at Nawala in Block 9 & M. However, laboratory work for all Level 3 and some Level 4 & 5 courses are conducted at the Regional Centres in Kandy & Matara. A modern well equipped research laboratory is newly established in the S and T building.

Contact Details

Head 3100/ 0112-883100
Office 3113/ 0112-883113
3112/ 0112-883112

9.3. Department of Chemistry

Chemistry is one of the seven disciplines that are taught in the B.Sc Degree Programme of the Open University of Sri Lanka. Basic and foundation courses in Chemistry, which form the core for all higher-level courses, are offered at tertiary levels at 3 and 4. These levels are equivalent to 1st and 2nd years of a conventional University. More applied and advanced courses in Chemistry are offered at levels 5 and 6. Since all level 5 and 6 courses in the Degree Programme are offered as optional courses, it is possible for a student who is interested in learning Chemistry to offer more courses in the subject area within the allowed number of courses at these levels.

The Department also offers Foundation level Chemistry courses at levels 1 and 2. Passing the required number of credits in disciplines of the foundation level will allow a student to enter the Bachelor's Degree Programme.

Contact Details

Head 3201/ 0112-883201
3200/ 0112-883200
Office 3211/ 0112-883211

9.4. Department of Computer Science

The establishment of the Department of Computer Science as the sixth department of the Faculty of Natural Sciences to contribute to the B.Sc degree programme by offering Computer Science as the seventh discipline. Our department is located on the third floor of the Science and Technology building of the Colombo Regional Center.

The Department has 20 years of experience in offering Computer Science discipline under the Department of Mathematics and Computer Science. This discipline is open for any student who satisfies the qualification to enter the B.Sc. Degree Programme, regardless of whether they have offered courses from the Bio Science or the Physical Science streams of the Advanced/Foundation level.

To enhance the practical knowledge in Computer Science the department has a modern well-equipped computer science laboratory and a digital computer laboratory in the Colombo Regional Center. A computer science laboratory is also located at the Kandy Regional Center.

With the Department of Computer Science, you will have the opportunity to enhance your knowledge, skills in computer science and information technology with passion for life-long learning. If you wish to know more about the Department of Computer Science and its services, please browse the Department web page.

Contact Details

Head 3301/0112-883301

Office 3304/0112-883304

9.5. Department of Mathematics

Mathematics is the queen of sciences. It is also said to be the language of sciences. The necessity and the usefulness of Mathematics in science is emerging and even better recognized in modern society. Mathematics is all around us, in everything we do in our daily lives, including in the use of Technology and Digital Devices, Architecture, Art, Finance, Engineering and even sports. Mathematics improves logical thinking and enhances analytical skills which are indeed needed to understand and effectively deal with real-life problems.

The Department of Mathematics welcomes students who wish to follow courses in the areas of Pure Mathematics, Applied Mathematics and Statistics, mainly at undergraduate and postgraduate level. In line with the mission of the University, the department guides students to become independent learners thus enabling them to pursue lifelong learning. The department offers well-structured courses designed in such a way to widen the horizons in the fields of Pure and Applied Mathematics. These courses are supported with course materials, well written in a learner-friendly manner.

The Department currently offers a special degree in Mathematics for students who have performed well in Level 3 and Level 4, and the Department also plans to offer a special degree in Applied Mathematics and Statistics.

Depending on the availability of expertise, the Department also welcomes students for M.Phil and Doctoral degrees.

In addition, the Department offers stand-alone courses in the areas of Applied Mathematics, Pure Mathematics and Statistics to cater to those who wish to enhance knowledge in the areas of their choice without registering for a regular Degree programme. Further, the Department provides statistical assistance to the faculty.

Contact Details

Head 3401/309/ 0112-883401

Office 3403/0112-883403

9.6. Department of Physics

Physics is one of the six (06) Departments in the Faculty of Natural Sciences at the Open University of Sri Lanka. Academic staff is housed on the second floor of the left wing of the Science and Technology building whereas undergraduate laboratories are located at Block 8 & 20 in the Colombo Regional Centre. Laboratories for undergraduate courses are also available at the Regional Centres in Kandy and Matara. A well-equipped research laboratory with facilities for Condensing Matter Physics, Electronics, Geology, and Geophysics Research are located at the Science & Technology building.

Physics is taught in the B.Sc. degree programme in level 3, level 4 and level 5 (equivalent to first three years in conventional Universities) and also in the Foundation level courses in level 1 & 2, (equivalent to the G.C.E. Advance Level) passing of which enable students to enter the B.Sc. degree Programme. Core courses in physics in the B.Sc. Degree programme are taught in level 3 & 4 whereas level 5 courses are towards applied physics fields like Astronomy, Atmospheric Physics, Medical Physics, Biophysics, Practical Physics and Nuclear Physics. Basics such as fundamentals of Geology, Geophysics and Environmental Geology courses are also taught in level 5.

In addition to the academic programmes towards B.Sc. Degree, Department offers Certificate courses in Applied Electronics. And Applied Earth Sciences targeting professionals/employers and those who wish to gain more experiences in the particular field without completing a degree.

Contact Details

Head 3502/ 0112-883502

3500/ 0112-883500

Office 3501/ 0112-883501

9.7. Department of Zoology

The Department of Zoology is located at the Colombo Regional Centre, in close proximity to the main entrance on the Nawala -Nugegoda road.

The Department is housed in new Science & Technology Building and Block 13 of the Colombo Regional Centre. Two undergraduate laboratories are in Block 14 & 13 of the Colombo Regional Centre while the Research Laboratory is in the Science and Technology Building.

The department offer a variety of academic programmes including the Foundation courses in science, Certificate, Advanced Certificate, Degree and Postgraduate levels, Stand-alone courses at all levels and also a short course in GIS. In each of these courses, there is a theory component and also a practical component. The practical component varies depending on the courses and takes the form of laboratory and field classes or specified projects. These courses are all designed to be delivered as distance education courses. Expert course teams design both theory and practical components of all study programmes offered by the Department of Zoology.

Contact Details

Head 3600/ 0112-883600

Office 3610/ 0112-883610

10.The Main Library

10.1. Introduction

Main Library of the Open University of Sri Lanka provides its services to about 40000 students and 1050 staff members comprising both academic and non- academic staff.

However, it is pertinent to note that, out of a student population of nearly 40000 only about 5600 students have registered in the library to use many of the services offered.

When a student is registered to follow a study program in the OUSL, his registration fees include a component to make use of the services offered by the library such as books, subscribing to various journals etc. Others can use the rest of the services offered by the library except following borrow books.

When a student get himself /herself registered with the library, a refundable deposit is levied from him/her till he completes his studentship at the OUSL.

The Library of the OUSL has a collection of more than a hundred thousand books (Approx.105125) and subscribed to more than thirty (30) Journals and Periodicals. (International 20 and Local 14)

There is a repository of journals for which UGC consortium provide some journals. The OUSL also subscribes to certain journals such as “Law Lanka “and” “Justo”.

In addition to the above, there are about 170 e. books in the library which are accessible to the registered students and staff of the OUSL.

10.2. Staff

The OUSL Library is manned by the following members of staff.

1. Librarian
2. Deputy Librarian
3. Senior Assistant Librarian (There are seven 7 Senior Assistant Librarians and Three (03) of them are posted to Regional Centers of Kandy/Matara/ Kurunegala)
4. Assistant Librarian (01)
5. Senior Assistant Registrar (01)
6. Technical officer (ICT) (01)
7. Library Information Assistants (There are twenty-four library Information Assistants and four (04) of them are posted to reginal Centers of Kandy / Matara/ Batticaloa)
8. Library Attendant (07)
9. Technical Officer (vacant at present)
10. Book Binder (There are four (04) book binders, but 2 positions are vacant at present)

10.3. Duties and Functions

The Library of the Open University of Sri Lanka is divided into eight (08) sections for the facilitation of effective and efficient disposal of its services.

These eight (08) sections include:

1. Main Administrative Office
2. Periodical Section
3. Reader Services
4. Acquisition Unit
5. Processing Unit
6. Audio Visual Resource Centre
7. Virtual Resource Centre
8. Binding Section

10.3.1. Main Administrative Office

This office is responsible for the general administration of the Library and a Senior Assistant Registrar is in charge of all functions and duties in the main office. Some of the basic functions handled by the Senior Assistant Registrar are listed below.

i. Sectional Objective:

The library office handle internal and external administrative matters for the libraries, providing managerial leadership, strategic planning, resources management, development, and direction of the overall operations of the University Library and all the Regional Center Libraries. The Library Administration Plan, organizes, directs and coordinates all library activities and operations phases, assess needs, and recommends procuring.

ii. Job Descriptions of the Staff:

DR/SAR

- Assist the Librarian in the management and administration of providing library services in order to ensure that they are accomplished in an effective and efficient manner.
- Assist in the development and implementation of departmental goals, objectives, policies and priorities.
- Ensure the up-to-date maintenance of official documents.
- Delegate responsibilities and supervision of non- academic staff of the library.
- Coordinate facilities and building maintenance for internal staff and users.
- Coordinate the procurement of library furniture, equipment and materials and supplying stationery while maintaining proper stocks.

- Coordinate administrative activities with other administrative and service departments/divisions/units of the University to carry out official duties without any delay.
- Coordinate all the Regional Center Libraries requirements and the OUSL Units available in the Public Libraries spread all over the country.
- Identify the training needs of the non -academic staff and organized Continuous professional development programs for the library staff.
- Assist the academic staff to conduct orientation programs, Soft Skills development programs for the reader and the staff of the library, including their leave, overtime, discipline etc.
- Monitoring budgetary allocations and supervising the submission of vouchers for payments
- Function as the Convener and the Secretary of the library Committee and maintain records of proceedings properly.
- Represent the library at the administrative meetings of the University.
- Handling preliminary inquiries whenever requested by the Registrar.
- Carry out any other task assigned by the Librarian from time to time for smooth functioning of the library services.

Library Information Assistants (LIA);

- Supporting SAR /LS for overall administration in the Library
- Assisting SAR/LS in ordering, maintaining, and controlling the stationaries
- Handling the administration work and the correspondence with other Departments
- Assisting to recognize the file system
- Maintaining the registers available at the Library Office
- Preparing of overtime and other approvals
- Preparation of monthly attendance and leave records of the Contract staff and the Permanent staff
- Up to date with meeting schedule and reminding to the Librarian
- Helping the Librarian to do his day today activities
- Maintain the meeting schedule and keep inform to the Librarian
- Maintain and updating the fixed assets registers
- Preparation of vouchers for the purchasing, reimbursement and overtime
- Maintaining monthly statistics
- Any other work assigned by the Head of the Department

Work schedule in the Library Office

- Attendance Management and Leave Management
- Overtime Management
- Supply Management

- Record Management
- Handling Petty Cash
- Coordination of Maintenance Work
- Transport Management

Attendance Management and Leave Management

1. The staff should record their fingerprint attendance in the relevant machine and sign on and off the registered kept in the Library Office.
2. Admin officers or the relevant officer of the library draw red lines according to the stipulated times.
3. Subject LIA updates attendance daily to the excel sheet
4. Check the leave who has been marked as absent in the attendance report
5. Maintain a register for those who have been informed over the phone and in other ways.
6. Check whether employees are applying for leave correctly and finalized the level report
7. Leave report with leave forms sent to the AR/ Establishment (Leave) at the beginning of the following month.

Overtime Management

1. Taking prior approval using form 01 on or before the beginning of the month. The number of hours approved for the library staff is 40. Approval for the three categories should be taken separately from the Registrar and sent directly to Finance. The approvals should be sent through the OT register.
2. The staff should claim their overtime using the specified form given by the University at the end of the month.
3. Subject LIA checks the arrival and departures with attendance Registers.
4. Overtime forms are sent to the Finance on or before the 05th day of the following month.
5. Subject LIA lists out all the staff who has done less than 40 hours of overtime and sends it to the Bursar for payments
6. The approval has to be taken using form 02 for the employees who have exceeded 40 hours of overtime from the Vice – Chancellor. The approvals are sent directly to the Finance through OT Register.
7. If the library needs to do any extra work except during office hours should take written prior approval from the Registrar and send it to the Finance Branch through OT Register. If it is night duty, inform the Chief Security Officer about the security arrangement.

Supply Management

1. Asses the month's requirement according to the usage and staff requirements
2. Request items required through OMIS system
3. Senior Assistant Registrar approves the request with necessary changes of addition or deletion etc.
4. Collect supply items Register and records of good receives and issues
5. Distribute item sat the request of the staff
6. Maintain Supply Items Register and records of good receives and issues

Record Management

1. Recorded all the letters received internally and externally in the respective register.
2. Distribute relevant documents among the staff and the departments.
3. Relevnat notices are sent to the Notice Board.
4. The documents from the library to the other departments are sent through the delivery book to the external department.
5. File copies of the documents in the relevant file in the system

Handling Petty Cash

1. Request and obtain the Petty Cash Impressment at the beginning of the year.
2. Spent for purchasing and payment according to the limit and the stipulated rules and regulations
3. Reimburse the impress when it is necessary
4. Settle the impress at the end of the year

10.3.2. Periodicals Department

Introduction

Periodic Division in the library contains the publications issued at regular or irregular intervals such as Journals, Magazines, Newspapers, Gazettes, Newsletters and Acts etc. with the purpose of providing current, complete, and accurate information on research findings, local and foreign news, leisure readings etc. This sectional manual includes the rules practices and regulations relevant to the periodicals division in the library.

Sectional Objectives

- To provide latest information for the students and academic staff as well as researchers of the Open University of Sri Lanka
- To develop a collection of journal literature related to core courses of the University

- To facilitate to access to the collection of periodicals by maintain good order and convenient arrangement for the library users
- To preserve periodicals, for the supports the curriculum while offering a balanced and meaningful presentation of a wide range of subjects.

Functions of the Periodical Division

- Sending relevant periodicals list and catalogues to the heads of departments
- Checking for prices in the internal, requesting pro -forma from supplier according to the departmental allocation
- Placing of orders (Preparing vouchers for advance payment)
- Entering of the journal details to the journal database after receiving periodical
- Display the current periodicals
- Preparing back issues of periodicals for binding and maintaining a register for the accessioning of bounds volumes
- Maintaining the remaining stocks of periodicals and weeding out the periodicals as decided by the library committee

Ordering Procedure

a) Foreign Journals Subscription Process

1. At the last quarter of the year, prepare a list of periodicals and cost estimation in department wise that subscribed in the year ahead.

Cost Estimation = Last year subscription price * 15%

Eg: If current year is 2017, check the 2016 subscribed journals in department wise
: Annexure 1

2. Send the prepare periodical list to the heads of departments or Deans of the Faculty for recommendations. The list should include following documents:
 - Journals recommendation letter : Annexure 2
 - List of Periodicals and cost estimation for next year : Annexure 3
3. Prepare estimated budget in faculty wise to get the recommendations at the Library Committee Meeting : Annexure 4
4. Send reminder letters, if the recommendations are not received from the respective departments at proper time : Annexure 5
5. After receiving the recommendations, check for the new journals they have ordered. Check the price, ISSN, Publisher using internet. Prepare a list of journals wish to subscribe for the coming year in priority order into department wise and faculty wise.
Annexure 6

6. Request pro-forma invoices from registered suppliers. *Some of the foreign journals are subscribed from the local suppliers. (eg. Readers'Digest, Test)
7. After receiving the pro-forma invoices, select the lowest price suppliers for each and every journal. Discuss with the respective Senior Assistant Librarian/Assistant Librarian in the periodicals division for necessary adjustments. List out the journal prices and get the approval from the Senior Assistant Librarian/ Assistant Librarian and Librarian.

Eg: If D.S. Books supplies "Philosophy of Science" journal for US\$ 267.00
But the Consortium Books supplies it for US\$ 255.00, and then the subscriber for "Philosophy of Science" will be Consortium Books.

8. Request invoices from the respective suppliers again for the listed journals Annexure 7
9. Place orders. (Check whether credit notes are available. Prepare the voucher. Annexure 8)
10. Prepare the Visible Index. Include number of issues per year in the Index using the invoice details. (Number of issue per year is mentioned in the invoices by the suppliers.) Annexure 9
11. Write down in the Periodicals Indent Register.
12. Prepare the annual budget for the foreign journals. Annexure 10
13. File it in the file of "Expenditures on journals" according to the year.
14. Prepare list of journals subscribed with the IBSN and file it in the file of "Journals Subscription" according to the year. Annexure 11
*Usually, Local suppliers send their invoices when the current subscriptions are near to expire. So, list down the foreign journals' local suppliers and the subscriptions expiration in any case.

b) Local Journals Subscription Process

1. Local suppliers send their renewal notices with the invoices. If not, remind them to send invoices, if library wish to subscribe for the coming year.
2. If it is a new journal call the supplier or publisher and ask about the subscription details
3. Write down in the Indent Register
4. Include the journals in to the Visible Index
 - ❖ Local journals are subscribed using library allocation (List of local journals to be subscribed in 2017: Annexure 12)

c) Journal Receiving Process

1. When receiving the journals check the conditions of the journals
2. Mark in the Visible Index
3. Seal the journals
4. Enter into the Database. (Please refer the “Entering into the Database” chapter)
5. Display in the racks properly
6. Display racks are arranged into alphabetical order

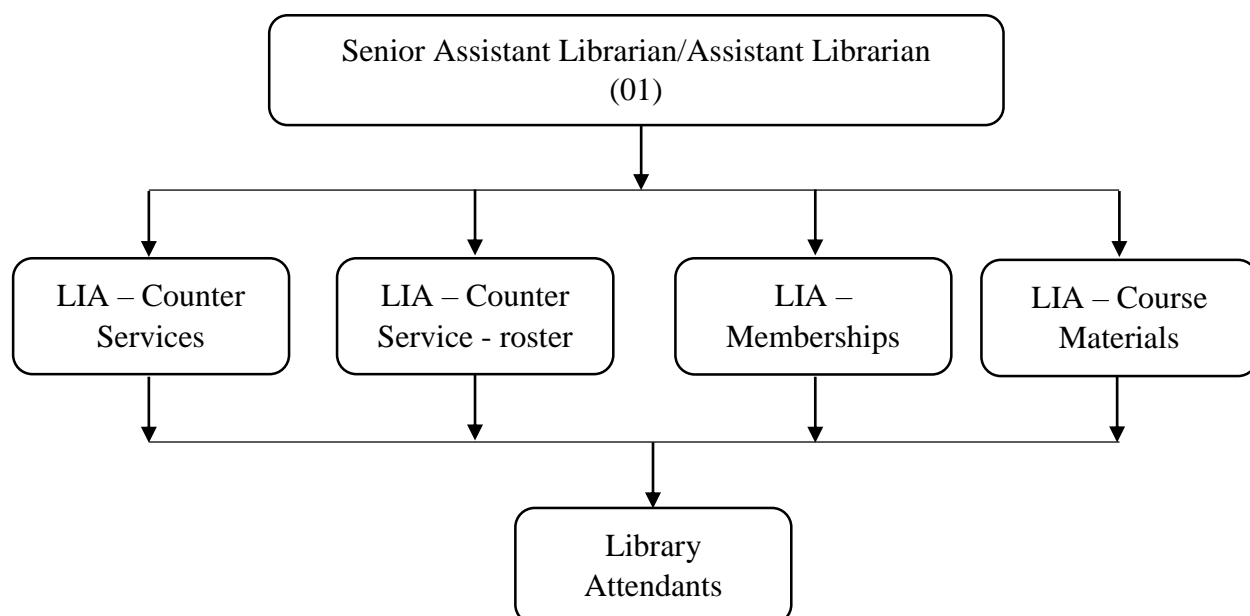
10.3.3. Reader Services

Introduction

Reader Services Division is the main division which is directly involved in providing Library facilities and services to the users. The efficiency of the Reader Services Division always reflects the effectiveness of the Library. The sectional manual states the rules and regulations and the practices adhered to by the Reader Service Division of the Library.

Sectional objectives:

- To provide a better service to Library users in an effective and efficient way to achieve their objectives quickly
- To provide relevant and “Up To Date” information to all users
- To build a better learning environment arrangement in the library
- To help distance learners access necessary information quickly



Counter work

1. Arrange the circulation desk every morning to issue books to users.
2. Sending reminders for overdue books.
3. Maintaining user information files for all categories of library users.
4. Collecting and settling overdue charges to the Shroff counter daily and maintaining the fine statistics.
5. Preparing cost recoveries for the lost books according to the **rules**
6. Maintaining usage statistics of books daily (issues and returns).
7. Printing 'library notices', sending copies to library office and the two main entrances, displaying them at the entrance of the library.
8. Maintaining Library clearance certificates
9. Checking the "Convocation list" for the clearance of library dues.

Inquiry Handling

1. Handles, "Over-the-counter inquires" and directs "advanced queries" to relevant officers or do referral services.
2. Maintaining a logbook and recording the queries handled, on a daily basis
3. Sending a daily report on handled inquiries to relevant officer.
4. Issuing membership for staff and students according to the membership procedures (membership procedure is attached) and updating the database by entering their data and photographs to the database.
5. Preparing UPF clearance/release forms for retiring and resigning staff
6. Preparation of letters for Refunding library deposits
7. Arranging the these collection
8. Maintaining separate file for the letters received in the RS division (appointment, extension, retirement, orientation etc.) and update the membership database
9. Attending to Shelf reading every morning
10. Preparing monthly statistics of all activities
11. Uploading the manual membership data to 'koha' DB
12. Maintaining the "Alleged examination offences" files, update the database and inform the relevant staff

Procedure to be followed in handling queries

- If a query is not clear, consult a SAL or a subject specialist – if they are not available, consult a reference material (Glossary, Encyclopedia etc.)
- Information searched and found should be immediately delivered in and appropriate manner
- If the seeking information cannot be found instantly, inform the user about the difficulty and explain the possibilities of finding the information
- If the seeking information is not available within the library, take a referral action

- Maintaining the statistics of inquiries received daily, (through email, over the phone etc.) recording in separate logbooks, according to the type of the inquiry.

Document Delivery Services.

- Documents may deliver electronically, by fax or mail
- Article of foreign origin may be obtained through the institutional connections and professional connections of the Librarian, SALs and ALs

Articles are requested through the BLDDS (British Library Document Delivery Service) service if not available in Sri Lanka

Handling Course Materials

1. Handle all the inquiries related to course materials
2. Requesting course materials from the Dispatch centre of the RES
3. Coordinating the binding of OUSL course material collection
4. Processing the Course materials
5. Shelving the Course materials
6. Shelf reading every morning

Counter work

1. Performing key duty and opening the library office and the reading room
2. Preparing all the necessary documents that are needed to start counter work before 8.30am daily.
3. Clearing of books from the study carrels and re-shelving of books returned by users
4. Helping users to find information and materials
5. Closing of the library, closing the windows, switching off the lights and fans, closing of tap etc.
6. Re-shelving of thesis
7. Sending damaged books for repairing

Cataloging Department

Procedure:

Professional staff (SAL) will be attending the cataloguing and classification of books. The Classification system used at the OUSL is the Dewey Decimal Classification system. SAL will be checking the already entered cataloguing data and attending to classification of materials and the date is entered into the online database.

Book Processing:

After cataloguing and classifying, the books receive are directed for processing to the library attendant:

- i. Spine labels are printed and pasted (containing the classification number and the author number)
- ii. Warning labels
- iii. Date slips (with bibliographic information of the book are pasted. Several stamps such as the stamp for the accession number, the library stamp and the date stamp are placed on the books.

10.3.4. Acquisition Department:

Compiling New Acquisitions:

New acquisition lists are prepared for the month, with the catalogued data and the lists are posted on to the web.

Displaying new acquisitions:

The books are from time to time sent for display in the New Acquisitions area and later to the shelf, according to the classification number.

Work shedule in the Acquisitions Department

- Placing Orders
Checking availability using access points, ISBN, Author and Title;
Checking the prices on the internet and preparing orders for appropriate suppliers, which includes tabulating the book information such as;
Title, Author, ISBN, Publisher, Date of publication, Edition & the number of copies.
- Requesting quotation through e-mail, from local and foreign suppliers, registered with the OUSL, for each list of books seperately, allowing a period of 10 days for the quotation to reach the Acquisitions Department of the library.
- Local quotation received in LKR are converted to (USD) for the convenience of comparing the prices.
- The prices quoted by the suppliers are tabulated on an Excel sheet for the convenience of comparing
- Above data is entered in a format prepared for the Technical Evaluation Committee (TEC) Meeting Minutes, according to the Procurement Guideline Reference – 2.11.3 and forwarded for approval of the TEC, comprised of the Head of the Acquisition Department, SAB and one other Senior Staff member of the library.
- Once approval of the TEC is granted the order is forwarded to the Supplies Division with a covering letter requesting to issue Purchase Orders (PO) to the Supplier recommended by the TEC.
- The library then forwards the purchase order to the supplier. All the purchase order details are entered into an Excel sheet with the following information: library file reference no; PO date; Po reference no; Po total in USD/LKR.
- Once the book is received in the library, it is checked against the **purchase order** (for the correct book) and the **invoice** (price and the correct book) and then the condition

of the book is also checked and the book orders are entered into the Library Management System (KOHA).

- Accessioning: the books are then directed for accessioning (inventory), where a unique number is assigned for each book and then entered into the database.
- Donations to the library are accessioned into a separate register
- Book information is again entered into the Accession Register manually and a barcode label with the same accession number is printed and pasted on the catalogue page of the book.
- Vouchers are prepared and entered into indent register and forwarded for payments to the Bursar, long with the original invoices indicating the assigned accession numbers, as proof of receipt in the library.
- **For foreign books:** the vouchers prepared (with accession numbers) are sent directly to the Supplies Division.
- **For locally purchased books:** the original invoice with the given accession numbers, are forwarded to the General Stores with the inventory certificate to issue the GRN (Good Received Note) and returned to the library. Library then prepares the voucher and forwards to the Bursar for payments along with the following documents; original invoice, order form prepared by the library, GRN, purchase order and the approval letter,
- Adjusting balances:
Once an order is placed, the anticipated amount for the order is reduced from the relevant departmental vote
- Claiming the books that are not received
The Acquisitions Department periodically – preparing departmental balances, Statistics of books received etc. for the Library Committee or Faculty Board Meetings.
- Preparing reports annually – preparing Closing of Accounts; Statistics for the Annual Report; report of donations received throughout the year to the council
- Directing for Cataloguing & Classification
The reading material are then directed to the cataloguing department for the Professional staff to attend to cataloguing and classification.

Procedures

Accessing E Journals

These journals can be accessed by a person who wishes to use them in any computer in the University. There is no need to obtain permission to use this facility.

Virtual Private Networks (VPN)

This facility is there to be used by those who wish to access e. Journal in their private capacity. (In their homes etc. Such persons need to obtain a username and a password from the library. This facility is limited to academic Staff members/ Admin. Staff members and Post Graduate Students.

Past Papers

Past papers of all examinations which were conducted by the OUSL are available in the OUSL Library website. Anyone who wishes to access past papers can do so by logging into OUSL library website, lib.ou.ac.lk

Open Educational Resources

The Library collects various study material published by a number of universities both locally and abroad and publishes them in its website. Collection and sorting out is done according to the subject area and carried out by the periodical section of the library. A person can access this study material by entering the library website when the library is in the procession of such material. the Senior Assistant Librarian, in charge of the periodical section send them to the relevant Head of the Department and get required recommendations. Initial sorting out of study material according to the subject area is also done by the Senior Assistant Librarian.

Funds for Procurement of Books, Journals, Periodicals etc.

The amount of funds allocated each year for procurement of Books, Journals and Periodicals are known at the beginning of the year.

The Librarian divide the amount so allocated into two main components i.e. Books and Periodicals

Periodicals – The library check the previous year purchases and prepare a list. This list is sent to relevant Academic Departments for their observations/ recommendations. When the observations are received, the library make accompanying estimates.

Books – Rest of the allocation is then equally divided faculty wise, and the faculties are informed about their allocation. The faculty having consulted the Departments under its preview send the list of books to be purchased in the year concerned. When the faculty requests exceed the limit of allocation, a special approval from the Finance Committee of the University is obtained to set off or compensate for the excess amount.

The Acquisition Department then finalize lists of Books and Periodicals and call quotations by public advertisement. Thereafter the normal procurement process is adopted. (Appointment of Technical Evaluation Committees- Department Procurement Committees – obtaining relevant approvals etc.)

When the process is completed, relevant vouchers are sent to the Supplies Division to make necessary payments for the purchases made.

Contact Details

Librarian 254/ 0112-881254
0112-805476

Chapter 5

Regional Educational Services

Regional Educational Services

The Regional Educational Services (RES) division of the OUSL provides extensive support required by the six Faculties of the University to conduct their academic programmes. There are nine (09) Regional Centres and nineteen (19) Study Centres spread across the country, all coming under the purview of this division. According to the policy of OUSL, one Regional Centre should be established in a province and one Study Centre in every district. However, according to the demand of the courses and the availability of students, some districts contain more Centres.

HISTORY OF THE RES: The government of Sri Lanka, recognizing the need to ensure life-long learning and the right of every citizen to improve his/her life chances through access to higher education established the Open University of Sri Lanka as a national single mode distance learning University in the year 1980. Its first center was established as far back as 1980. Regional Educational Services main responsibility is for planning and implementing and overseeing the Regional Education Services of the OUSL..

Contact Details

Acting Director 1150/ 0112-881150
Office 1152/ 0112881152

1. Regional Centres

1.1. Anuradhapura Regional Centre

In a beautiful landscape located in the North Central Province the Anuradhapura Center was initially established as a Study Center in 1994. Today it caters to a large community of students from the North Central Province. The Center has 9 Lecture rooms, 2 computer Labs, A Chemistry and Biology Lab, 5 exam halls, dispatch and Wi-fi facilities, a large Auditorium and a student common room.

1.2. Badulla Regional Centre

Badulla Regional Centre is the 8th Regional Centre of the OUSL and began operations in July 2014. At present this Centre caters to over 1200 students representing the six faculties of the OUSL. The Center offers graduate, post-graduate and certificate programs along with IT support. It offers students modern lecture rooms, an elementary computer lab and an updated regional library. Situated within the scenic natural beauty of Badulla, the center is a Center of Learning for the people of the Uva region.

1.3. *Batticaloa Regional Centre*

The Batticaloa Center replaces the traditional method of classroom learning with Open Distance Learning (ODL) Methodologies in multiple disciplines. The Batticaloa Regional Centre has served the students of Eastern Province for the last 30 years. These students at some point of their life had stopped their higher education due to various reasons and are now able to complete their studies through ODL offered by the Batticaloa Center. This center provides with a regional library, Computer lab, lecture halls and other services and caters to up lift the higher education of the people of the Eastern Province.

1.4. *Colombo Regional Centre*

Colombo Regional Centre (CRC) is located at Nawala, adjacent to the Central Campus premises of the OUSL. CRC is equipped with all facilities available in an average Higher Educational institute including modern lecturer theaters, Engineering, Science and Health Science laboratories, Seminar rooms, Conference Halls, Examination Halls, Temporary Residential Facilities for students, Health Care Centre, and a Career Guidance Unit.

Colombo Regional Center was established in 1980 to cater to the higher educational needs of the people that live in the Western Province as well as other parts of the country. All study programmes of the six faculties including Certificates, Diplomas, Degrees and Post-graduate Diplomas, Masters in the fields of Engineering Technology, Natural Sciences, Education, Social Sciences, Health Sciences, and management Studies are offered through the Colombo Regional Centre. The staff of the CRC serve the students during weekdays and weekends. Students of CRC have access to participate in sports, cultural events, musical shows etc. apart from their academic activities.

1.5. *Jaffna Regional Centre*

Jaffna Regional Centre is the 3rd Regional Centre of the OUSL that was established in 1984. At Present, they cater to over 2000 students representing all six Faculties of the OUSL. They offer graduate, post-graduate and certificate programs and provide its students with modern lecture rooms, an Elementary Computer Lab and an updated Regional Library. The Jaffna Regional Centre began to function in its own building in 1990. Although 3 decades of civil war impacted greatly of Jaffna Regional Centre, it was recognized as the most promising regional centre in 2012 by the University. It is the leading ODL institute in the Northern Province with its four study centres: Vavuniya; Kilinochchi; Mullaitivu; and Mannar.

1.6. *Kandy Regional Centre*

Kandy Regional Centre offer a wider range of programmes: from certificate to post graduate levels, sports facilities, cultural events, entertainment and many extended services and facilities for the students on the vision " to be the Premier Open and Distance Learning Institution in Asia through excellence, efficiency and equity in lifelong learning."

During the last two decades the center has turned out a large number of Engineers, Lawyers, and Graduates in other disciplines such as Social Sciences, Management, and Education etc. contributing to the national productivity of the country. Their vibrant student body which is approximately 6,500 students comes from many social and cultural backgrounds. With the support of the well qualified academic staff and the administrative body, the Center has achieved great heights.

1.7. *Kurunegala Regional Centre*

Kurunegala Regional Centre (KuRC) until 2014 was one of the earliest study centres which was upgraded to a Regional Center.

The Regional Centre caters to the demands of the educational sector in Wayamba and Northwestern province where the economic growth rate and the literacy rate is high. The Center provides: Regional Library Facilities, Computer Labs, Lecture Halls and other facilities and is committed to provide a campus environment with sports and cultural events in a stimulating environment.

1.8. *Matara Regional Centre*

Matara Regional Center was established in 1985. The Center caters to a large number of students and provides facilities with two Lecture halls, a Regional Library, two Computer Labs (each lab has 25 computers), Zoology, Botany, Chemistry Labs, Canteen, a Temporary Residential Facility for both male and female students, Engineering workshop and an Auditorium with a seating capacity for 180. Dedicated Center Staff provide ODL education for its Foundation, Certificate, Undergraduate and Postgraduate studies.

1.9. *Rathnapura Regional Centre*

The centre was established in 1996 as a Study Centre and upgraded to a Regional Centre in September 2017. Since its inception the centre has caters for the educational needs of the regional community. Hundreds of students in and around Ratnapura as well as from distant places like Rakwana, Godakawela, Niwithigala, Kalawana, Balangoda benefit from academic programmes offered by the OUSL, from this Regional Center. The staff is always willing to provide the best student support services. Rathnapura Regional Centre offers variety of programmes starting with Certificate level programmes leading to the Postgraduate level.

2. Study Centres

2.1. *Ambalangoda Study Centre*

The center was established in 1986 within the premises of the Prajapathie Gothami Balika Primary School. The Study Center has two computer labs with Internet facility (20 and 14 computers) 1 Exam Hall with 65 student capacity. Two lobbies with network ports and WiFi facilities are also available for the use of students.

2.2. *Ambalantota Study Centre*

As a Study Centre, Ambalantota Study Centre offer a variety of academic programmes in the fields of Education, Management, Language, Information Technology (IT), Engineering Technology and Science through the Distance Education (DE) Mode. The Study Centre has modern facilities such as a Computer Laboratory, an Examination Hall and an Auditorium. The staff members of the Centre are committed to identifying and fulfill educational requirements of the students.

Ambalantota Study Centre has extensively contributed towards the professional development of graduate teachers through the Post Graduate Diploma in Education Programme. Ever demanding Advanced Certificate in English for Business & Professional Communication Programme and the Basic Tamil Language Programme have uplifted the knowledge of English and Tamil among the community in the region. It offers academic programmes in the field of Early Childhood & Primary Education with the aim of producing qualified and competent professionals in the field. The centre has introduced the Entrepreneurship & Small Business Management Programme / Bachelor of Management Studies Degree Programme to fulfill the growing demand for trained personnel in the Management of Business and other managerial fields.

2.3. *Ampara Study Centre*

The Ampara Study Centre (ASC) is at present the only Educational Institute in the area offering academic programs through the ODL study mode. They cater to over 300 students with programs ranging from Language Studies to Education to Human Resource Management. Previously the Centre was housed within the Hardy Technical College premises. Eventually, the Centre began to increase its scope and the number of study programmes offered. More students were attracted to the flexible ODL mode of learning. Expansion demanded additional space and freedom. In 2010 the Centre moved into its own premises built according to the needs of the Center. This new location features a NODES Access Center, 4 spacious Lecture Rooms and a modern Auditorium. The Centre has attracted people in the Ampara area to take up life-long learning through the ODL mode and they intend to expand further to help more people achieve their academic objectives.

2.4. *Bandarawela Study Centre*

This study centre has been established with a view to extending its services to the Badulla district of the Uva province. The "Study centre started its operations in 1990. Bandarawela study centre offers courses for Foundation, Certificates, Diploma, Degree and Post graduate levels and also short courses and nearly 500 hundred students are attached to this centre. In addition to that all activities related Assignments, CAT Exam & Revision Test, Lab classes, Final Examinations, and Practical Sessions are conducted at the Bandarawela Study Centre. There is a computer lab with 25 machines; a lecture hall to accommodate 25 students and a Guest House which has 4 rooms with all facilities within a nice environment.

2.5. *Galle Study Centre*

The Galle Study Centre is located close to the Galle town established at the turn of the Century at Labuduwa in the year 2000, the Galle Center provides short courses, Diploma, Undergraduate and Postgraduate Courses. Facilities available are Computer Laboratories with internet and multimedia facilities, Lecture Rooms, Auditorium and an Examination Hall.

2.6. *Gampaha Study Centre*

The Gampaha Study of OUSL was established in December 2008, with the intention of fulfilling the higher educational needs of the citizens living in Gampaha District. People of the area have been highly motivated towards education the life-long learning through ODL. Since the year 2009, hundreds of students disregarding their age or background, assembled to the Elementary Computer Laboratory to gain knowledge of Computer Science and Information Technology through the popular Computer Awareness Programme. In Addition to this programme, the Center conducts many educational programmes leading to Certificates, Diplomas, Degrees and Postgraduate Diplomas in various fields such as Education, Engineering, Management, Language Studies etc. The Centre is equipped with classrooms and multimedia and internet facilities. The auditorium can accommodate 80 - 100 students. There is a Nodes Access Centre under the patronage of the Ministry of Higher Education within the Study Centre premises and many students of the area benefit by the services offered.

2.7. *Hatton Study Centre*

The Study Centre started its operations in 2002. The Hatton study Centre provides courses for Foundation, Certificates, Diploma, Degree and Post graduate levels and also conducts Short Courses. Nearly 700 students are studying in the programmes offered at the Hatton Study Centre. In addition to that, all activities related to Assignments, CAT Exams & Revision Tests, Lab classes, Final Examinations, and Practical Sessions are conducted there. There is a Computer Lab, four lecture Halls and one Examination Hall to accommodate 100 students.

2.8. *Kalutara Study Centre*

The Centre opened in 2015 offers Short Courses, Diplomas, Undergraduate and Master's programmes. It has 02 Computer Labs, Internet facility, Multimedia facility, 03 Lecture Halls with Wifi facilities, 02 Examination Halls and an Auditorium.

2.9. *Kegalle Study Centre*

The Kegalle Study Center was started to cater to the higher educational needs of those in the province. Established in 1985, the Centre conducts and facilitates programmes in the Foundation, Certificate, Diploma Graduate and Postgraduate level programmes. The Study Centre is equipped with 2 lecture halls with a seating capacity for Seventy Persons and a Computer Lab with 40 computes with all multimedia and wifi facilities.

2.10. *Killinochchi Study Centre*

The Study Centre was opened in its permanent location in 2012 and caters to almost 400 students. Advanced Certificate courses in basic Sinhala and Tamil, Graduate courses and Postgraduate courses are offered in this Centre. Short courses such as English language, Human Resource Management are also provided at this Centre. Facilities such as Lecture Halls Temporary Residential Facilities, and a Playground is also available at the Centre.

2.11. *Kuliyaipitiya Study Centre*

The Kuliyaipitiya Study Centre is located in the Wayamba (Northwestern) province not far from Kurunagala, the main city of the province. Established in 2018 as one of our youngest centers, it caters to a number of Short and Advance courses, Certificate and Advanced Certificate courses. It has a fully equipped Computer Laboratory, a study area and spacious classrooms. Serving the community of the area.

2.12. *Monaragala Study Centre*

Monaragala Study Centre was established in the year 2014, which has two lecture halls, an exam hall, 2 computer labs and a Regional Library. The Monaragala Study Centre offers a number of study programs using ODL method to the community of the Monaragala District.

2.13. *Matale Study Centre*

This Centre was established in 2018. The Centre has a lecture hall and is currently conducting short courses using its available resources.

2.14. *Mannar Study Centre*

Located within the Northern Province of Sri Lanka it caters to a large community of northern inhabitants. The Mannar Study Centre started in March 2016 and is a premier educational

center in this region. The Centre offers short courses, Diploma, Undergraduate and Postgraduate Degree programmes. It has a computer lab and lecture hall facilities.

2.15. *Mullativu Study Centre*

Mullaitivu District which is a coastal district and one of the largest districts in Sri Lanka. The Mullativu Study Centre caters to a large community within the district.

The OUSL Mullaithivu Study Centre was established in March 2014. Certificate and Diploma Courses are offered at the center. The Centre has a computer lab, two lecture halls that has a capacity for 60 students.

2.16. *Polonnaruwa Study Centre*

The Polonnaruwa Study Centre had been temporarily functioning until it was formally established at Bendiwewa, Jayatnithipura in 2011. A well-equipped Computer laboratory Centre is available, A Dispatch unit, rooms, and facilities to conduct examinations are available in the centre. At this Centre Certificate Courses, Undergraduate and Postgraduate Courses are offered to aspiring students.

2.17. *Puttalam Study Centre*

Established in November 2009, this Center caters to a diverse community of learners. It has four (4) Lecture rooms, an examination hall with a seating capacity for 100, a fully equipped Laboratory with Wi-Fi facilities, and a study area.

2.18. *Trincomalee Study Centre*

Trincomalee Study Centre had been functioning in different venues and was formally established in 2015. The Centre is equipped with a lecture hall, Computer facilities, a dispatch facility and caters to the large eastern coast community. Short Courses and beginners' course in Sinhala and Tamil, Graduate and Postgraduate courses in Education are conducted through this Centre.

2.19. *Vauniya Study Centre*

The Vauniya Study Centre was established in 1994. As one of the higher educational institutions, it provides many opportunities to the students in these areas with a wide range of courses from Foundation level up to Postgraduate level. It also offers several short courses. The centre is equipped with a Mini Library, a beautiful auditorium, a sophisticated computer lab and four study halls that ensure good facilities for its students. The Centre has four (4) Lecturer rooms - Library facilities, Computer laboratories and Auditorium - with Wi-Fi and Multimedia facilities.

Chapter 6

Centers, and Units

1. The Board of Regional Educational Services of the OUSL

To appoint a Board of Regional Educational Services the powers, duties and functions of which shall be prescribed by By-law, for planning and development of Regional Educational Services and for the provision of resources required for learning process

The Board of Regional Educational Services shall consist of the following; -

- i. the Vice – Chancellor
- ii. The Director of Regional Educational
- iii. the Dean of each Faculty;
- iv. the Director of Educational Technology
- v. the Librarian;
- vi. the Registrar;
- vii. the Bursar
- viii. the Director/ Operations;
- ix. the Data Processing Manager;
- x. the Secretary to the Senate
- xi. every Assistant Director of Regional Education Services
- xii. each person in charge of Regional Education Centers;
- xiii. one member elected from each Faculty Board from among its members;
- xiv. every Assistant Registrars of the Faculties.

The Secretary of the Board of Regional Education Services shall be appointed by the Council on the recommendations of the Vice – Chancellor from among the persons specified under (xi) and (xii) above.

The member elected under sub sub - clause (xiii) above shall be of the Senior Lecturer Grade II or above and shall hold office for a period of two years reckoned from the date of his election.

2. Centers and Units

2.1. *Centre for Educational Technology and Media (CETMe)*

Instituting the Educational Technology (ET) Division (now Centre for Educational Technology and Media (CETMe)) is one of the key features that distinguish the OUSL as a University from a conventional University. It plays a pivotal role in maintaining the quality standards of all study programmes of the Open University of Sri Lanka (OUSL). It is responsible for formulating quality assurance guidelines, developing the capacity of academics in designing and developing learning resources (print, audio – visual and online) and assisting them to design and develop high quality learning resources for the diverse learners of the OUSL. It currently serves all six Faculties supporting them to develop their learning resources including online courses.

Unlike face-to-face instructions provided in conventional universities, these instructional resources are the main teaching material available for learners studying at a distance. Considering the importance of ET, the audio-visual unit was established at the inception of the OUSL in 1980 and transformed it to an Educational Technology Division in 1988 as an Academic Division under the OUSL Ordinance 1, 1987.

It was further strengthened with the state-of-the-Art studio complex built with financial assistance from the Japan International Cooperation Agency (JICA) in 1993.

The studio of the Production Unit of the CETMe was further enhanced, digitized and transformed to a hi – definition television studio under the capacity enhancement (OUSL -CE) Project of the Distance Education Modernization Project (DEMP – 2003 – 2009) IT supports the academic staff in the production of high-quality educational audio – visual resources.

The establishment of the research cell in 1994 paved way for recognizing the importance of ODL research as an ODL university. This initiation was further strengthened with the recruitment of academics in the division in 1996 and culture to conduct ODL research was gradually recognized and penetrated to the OUSL community.

Major structural changes have taken place in the ET Division in 2011 to accommodate new technological developments and it was restructured to a Centre for Educational Technology and Media (CETMe) with two separate units; Academic and Research unit, and the Production Unit.

2.1.1. Academic and Research Unit

It is responsible for;

- Formulating guidelines and quality assurance for course design and development (print, audio-visual and online)
- Conducting Professional Development (PD) programmes for the academic staff of the OUSL in writing self – instructional material, producing audio visual resources, designing and developing online courses and producing OUSL Open Educational Resources (OER) – Figure 4

- Facilitating and assisting the academic staff in developing instructional learning resources (print, audio – visual and online)
- Administering, reviewing and uploading of all online courses of the University
- Copy editing of all OUSL course material
- Ensuring quality standards of the OUSL courses material, audio – visual resources and online courses
- Conducting and facilitating research related to Open and Distance Learning (ODL) and Educational Technology

2.1.2. Production Unit (Media House)

The Production Unit (Media House) of the CETMe is equipped with a fully-fledged digital hi-definition equipment to provide required technical support to functions of the university including annual convocations and award ceremonies. The Visual Art section of the CETMe television studio, dubbing and audio studios and post-production units to produce OUSL learning resources. It is also responsible for undertaking audio visual coverages of all important events of the rt ll is responsible for designing graphics and animations for both print and electronic media. They also design props for video productions. The Production Unit has an audio-visual library with a collection of diverse video footages collected over a period of forty years. The CETMe has also kept pace with developments in the educational technology and media landscapes. In 2018, the Centre has taken the initiative to house audio-visual resources in two digital repositories

- “Open Cast” especially dedicated to OUSL learners where they can access OUSL audio-visual resources through their respective online courses and
- Dedicated “OpenUtube” which is an open access repository enabling the global community to access curated OUSL resources.

Centre has already taken an initiative to establish a dedicated audio channel; Radio OUSL to enhance the communication to the widely dispersed OUSL learners through the web thereby planning to build a close-knit OUSL learning community.

Keeping with the view of “Open Knowledge Movement”, the OUSL has taken the initiative to promote creation and integration of Open Educational Resources (OER) since 2014. Transformation of the existing printed course material/learning resources into OUSL OER and enabling no-cost access to these OUSL resources to the global community is also carried out by the CETMe.

The CETMe offers short courses on course writing, online course design and development, onlini mentoring and tutoring and film and television production. It also rent facilities of the television studi and provide services through income generation projects bringing in much needed revenue to tr Division and to the OUSL

2.1.3. The Board of Educational Technology of the OUSL

To appoint a Board for the Centre for Educational Technology and Media,, the powers, duties and functions of which shall be prescribed by By – law, for the planning and development of Educational Technology and for the production of suitable instructional material for the students of the Open University.

The Board for Centre for Educational Technology and Media shall consist of the following persons: -

- (i) The Vice – Chancellor;
- (ii) The Director of Educational Technology
- (iii) The Dean of each Faculty;
- (iv) Director, Regional Educational Services
- (v) The Librarian;
- (vi) Head of Department of Education;
- (vii) Every teacher of the Senior Lecturer Grade II and above in the Department of Educational Technology;
- (viii) One member elected by the Senate from among its members;
- (ix) One member elected from each Faculty Board from among its members;

Secretary to the Board of Centre for Educational Technology and Media shall be appointed by the Council on the recommendation of the Vice Chancellor.

The member elected under sub – clause (ix) of sub clause above shall be of the Senior Lecturer Grade II or above and shall hold office for a period of two years reckoned from the date of his election.

BY -Law Number. 7

THE OPEN UNIVERSITY OF SRI LANKA

BY-LAWS FOR BOARD OF EDUCATIONAL TECHNOLOGY

A By-laws made by the Council of the Open University of Sri Lanka under Section 135 of the Universities Act No 16 of 1978 as last amended by the Universities (Amendment) Act No. 1 of 1995 read with Paragraph 19 and 14(2) (xvii) of the Open University of Sri Lanka Ordinance, No. 1 of 1990.

1. These By-laws may be cited as the Board of Educational Technology By-law No. 7 of 1998 and shall come into operation on such date as may be appointed by the Vice Chancellor by Notice published under the precincts of the Open University of Sri Lanka (hereinafter referred to as the University).

2. (a) The Board of Educational Technology shall consist of the following members as specified in Section 14(2) (xvi)(b) of the Open University of Sri Lanka Ordinance: -

(i) The Vice Chancellor

(ii) The Director of Educational Technology

(iii) Dean of each Faculty

(iv) The Director of Regional Educational Services the Librarian Head of Department of Education every teacher of the Senior Lecturer Grade II and above in the Department of Educational Technology

(viii) One member elected by the Senate from among its members

(ix) One member elected from each Faculty Board from among its members

(b) Secretary of the Board of Educational Technology shall be appointed by the Council on the recommendation of the Vice-Chancellor.

(c) Whenever the member elected under sub sub-clause (viii) of sub-clause (a) above ceases to be a member of the Senate, the Senate shall elect another member to the Board of Educational Technology.

(d) The member elected under sub sub-clause (ix) of sub-clause (a) above shall be of the Senior Lecturer Grade II or above and shall hold office for a period of two years reckoned from the date of his election.

(e) The Educational Technology Board could co-opt relevant staff of the Open University as observers of the Board.

(f) The Vice Chancellor shall preside at all meetings of the Educational Technology Board. If the Vice Chancellor is unable to be present at any meeting of the Board, the members present shall elect any member from among those present to

(g) Preside at such meeting. The quorum for a meeting of the Board shall be one-third of its total membership.

3. Subject to the provisions of the Universities Act and the Open University of Sri Lanka Ordinance, the Board shall exercise the following powers, duties and functions: -

(i) To consider, act and report on all matters referred to it by the Senate / Council;

(ii) To present recommendations and reports to the Senate and the Council on all matters connected with the Board of Educational Technology.

(iii) To appoint committees, which may include persons other than members of the Board, for the purpose of considering and reporting on a special subject or subjects;

(iv) To provide guidelines for quality assurance of the Distance Education study material (print, audio visual or any other material such as computer aided material) prepared by the Open University of Sri Lanka.

(v) To ensure adequate training and upgrading of skills necessary to achieve quality assurance through appropriate mechanisms determined by the Board; (vi) To monitor and review progress of such training modules and recommend amendments when necessary;

(vii) To motivate and encourage surveys and research in all aspects of Distance Education at the Open University of Sri Lanka with a view to reporting the progress of such activities through appropriate channels to the Research Committee and ensure that outcomes of such studies are brought to the attention of university staff at relevant forums for discussion and adoption

viii) To review existing technologies and propose new techniques for dissemination of Distance Education and recommend to the Senate appropriate changes when necessary for adoption of suitable new methodologies.

(ix) To do all such other acts or things as may be necessary for effectively exercising any of the powers specified by this By-laws and for the attainment of the objects of the Board.

(x) Planning and development of Educational Technology for the production of suitable instructional material for the students of the Open University.

4. Where no provision has been made under this By-law in respect of any matter relating to the Educational Technology Board, the relevant provisions of the Ordinance shall *mutatis mutandis* apply to and in relation to such matters.

Contact Details

Acting Director 8200/ 0112-888200

Office 8203/ 0112-888203

2.2. Information Technology Division (IT Division)

2.2.1. Introduction

Information Technology Division (IT Division) of the Open University of Sri Lanka is responsible for the conduct of all IT related functions of the University.

In order to facilitate smooth functioning of various IT related functions, the Division is segmented to four (4) separate units. The IT Division is under the overall supervision of Director – Information Technology, who is the Head of the Division.

Under Director IT, there are four different teams, each working under its own supervising officer.

1. Information Systems team

- Information Systems Manager 01
- Programmer Cum System Analyst 05
- Computer Programmer 01
- Computer Operator 03
- Management Assistant 01
- Works Aide 02

2. Deputy Information System Team

- Deputy Information Systems Manager 01
- Programmer Cum Systems Analyst 01
- Management Assistant 01
- Technical Officer ICT 06

3. Network Team

- Network Manager 01
- Technical Officer 02
- Technical Officer ICT 03

4. IT Workshop Team

- It Works Manager 01
- Technical Officer ICT 05

2.2.2. Duties & Functions

2.2.2.1. Management of the OUSL Data Centre. (All activities connected to management of the OUSL Management Systems)

2.2.2.2. Management of Open University Management System (OMIS)
In order to make this system more efficient, OMIS is divided into four (4) segments.

- 1) University Management System (UMS)
- 2) Inventory Management System (IMS)
- 3) Finance Management System (FMS)
- 4) HR & Payroll Management System (HRP)

2.2.2.3. University Management System

In this system, the main task is the management of OMIS. All the activities connected to Student Applications, Student Resignations, Student Exams, Awards etc. are handled in this system.

2.2.2.4. Financial Management System (FMS)

All types of Student Payments, Purchasing of Items & Equipment and other payments up to preparation of Final Accounts are handled in the system.

2.2.2.5. Inventory Management System (IMS)

Ordering, Processing and Supplying already purchased items & equipment are handled using this system.

2.2.2.6. HR and Payroll Management System

Monthly payment of salaries to the staff of the University and connected activities as well as certain Human Resources functions are handled in this system.

When a staff member or a student require the service of OMIS, the person concerned can send his request to the IT Division via an email sent to the following email address.

omislv1@ou.ac.lk

2.2.3. Management of IT Help Desk

The IT Help Desk has been established to receive IT queries, complaints and other issues connected to IT system of the University. When a student or a staff member confronts an issue, they can directly access the Help Desk and report their problems. The IT Help Desk is manned by three (03) Technical Assistants who after receiving the complaint, channel same to the relevant section for remedial action.

2.2.4. Network Management

The Network Management Section is responsible for maintaining the OUSL Computer Network. They ensure the availability of network facilities to the OUSL community, without undue interruption.

The Network Management of the IT Division is managed by a Network Manager. Duties & Functions of the Network Management Section include.

- i. Providing email services to staff and students
- ii. Providing office software packages
- iii. Providing Wi-Fi facilities
- iv. New Network connection to Departments/ Divisions and Units.
- v. Managing Computer assembling (unit)
- vi. Management of RES Network

2.2.5. IT Works Manger

The IT workshop is managed by the IT Works Manager and there are four (04) Technical Officers to assist him in the functions of the IT workshop.

Main function of the IT workshop is repairing computers and accessories referred to them from various Departments/Divisions/ Centres and Units.

In addition to the functions and duties mentioned above, development of a new system is being carried out under the direct supervision of the Deputy Information Systems Manager of the IT Division. This process is necessitated since the existing system is gradually getting out dated and a new system needs to be in place, in keeping with latest trends in the IT field. At present Systems analysts of the IT Division are conducting the “requirement” part and once they complete this exercise and after analyzing the requirements, they will compile and submit recommendations for further action.

Contact Details

Director 1165/ 0112-881165

Office 1168/ 0112-881168

2.3. *Operations Division*

Operations Division of the Open University of Sri Lanka is mainly responsible for planning and scheduling the Study Programs offered by the six faculties of the University. This exercise usually starts at any time of the year depending on the operational requirements attached to each study program.

Various requirements such as registration dates, registration period, the target group for probable registration, number of students expected for each program, places and type of course material required, number of books required etc. are decided at a meeting held with the participation of the Dean, Heads of Department and the Course Co-ordinators of the proposed Study Program.

At the end of this discussion the Operations Division is responsible for the preparation of the Academic Schedule of such a program.

Another function entrusted to the Operations Division is the co- ordination of printing process of course material required for each course module. As a University offering courses to the prospective students from every walk of life and facilitated through a number of Regional Centres and Study Centers, using the Open Distance Learning method, providing course material to the students is a vital component of the entire learning process of a student. Such order placing process is coordinated by the Operations Division and printing all material relevant to each study program require the endorsement of the Operations Division for the University Printer to commence printing of such material.

When a printing order is received at the Operations Division, they in turn check from the Central Dispatch Unit of the University, whether there are unused copies of such material and inform the Department concerned about the exact number of copies to be requested from the University Printer which in a way termed as economizing funds, effort, and time of the University.

2.3.1. Procedures followed

1. Identifying operational requirements of a new study program by the respective Dept/ Center/Unit
↓
2. Meeting to determine the target group of students, probable date of Registration, Registration Period, number of students expected for each program, Registration process, places, etc. Participants of this meeting will be.
 - i. Dean of the faculty concerned
 - ii. Director Operations
 - iii. Head/ Heads of Department
 - iv. Course coordinators↓
- 3.1 Preparation of Academic Schedule
↓
- 3.2 Co-ordination of Printing Process to print required no. of course material
↓
- 3.3 Check with the Dispatch Unit whether unused course materials are available
(Printing order depend on the course material already available)
↓
- 3.4 Place the Printing order with the University Printer (by respective departments).

Contact Details

Director 1130/ 0112-881130

Office 1131/ 0112-881131

2.4. Staff Development Centre (SDC)

The Staff Development Center (SDC) of The Open University of Sri Lanka was established to promote and support academic and administrative work that enhances the capabilities of the staff of the University. Hence SDC conducts and facilitates various training programmes and workshops to develop skills and competencies required to function as an effective employee of the University.

Workshops are conducted for all categories of staff including academic, administrative and non-academic and the range of workshops offered covers not only working environment capabilities but spans to personal development through work and life balancing. The flagship programme of the SDC is the Certificate of Teaching in Higher Education (CTHE) programme conducted for the Lecturers (Probationary). All probationary teachers need to successfully complete the CTHE programme, which is a UGC recognized programme for their confirmation in the Post.

The SDC has completed four (4) rounds of CTHE programmes. The induction programme for the Senior Academic Staff members is also another recognized programme even among other Universities.

The SDC annually conducts many programmes for improving the language skills of the employees. Toastmaster Speech Craft Programme, Academic Writing Programmes, Communication Programmes for both Tamil and English covering all employees of the University are some such programmes. For mental wellbeing, Motivational Programmes and Counseling Workshops too are conducted annually with all these workshops and programmes the SDC looks forward to enhancing knowledge, skills and attitudes of all the stakeholders. During the year 2019, the SDC conducted twenty-one (21) workshops for all categories of staff. A large section of employees have participated in the workshops and it is pertinent to note that around 50% of University employees have benefited from the SDC to enhance their knowledge, skills and attitudes.

Contact Details

Director 1400/ 0112-881400

Office 1401/ 0112-881401

2.5. Centre for Environmental - Studies and Sustainable Development (CESSD)

2.5.1. History

The Centre for Environmental Studies & Sustainable Development (CESSD) at the Open University of Sri Lanka (OUSL) was founded in 1998 as the Environmental Studies Unit (ESU). Its primary aim was to provide specialized education and training to environmental officers from the Central Environmental Authority (CEA) and the Ministry of Environment. This began with a Post Graduate Diploma in Environmental Science, catering to the needs of these officers in addressing environmental issues.

In 2015, the ESU was transformed into the CESSD, signaling a shift towards a broader scope that includes a strong emphasis on sustainable development. The center expanded its offerings to include a multidisciplinary Master of Science (MSc) degree program in Environmental Sciences, starting in 2007. This program leverages the expertise of various faculties within the Open University, fostering a holistic understanding of environmental challenges. CESSD's transformation showcases its dedication to comprehensive environmental education and its role in shaping environmentally conscious professionals.

THE OPEN UNIVERSITY OF SRI LANKA BY LAWS FOR THE CENTRE FOR ENVIRONMENTAL STUDIES AND SUSTAINABLE DEVELOPMENT (CESSD)

Preamble:

Human activity inevitably has impacts on the world in which we live, and these impacts are increasingly damaging our natural environment and our ability to sustain life. Threat faced by the environment has emerged as an issue of worry over the last half century to become one of the top global concerns by now. Environment and sustainability are main crosscutting theses addressed in primary to tertiary education and in research at the moment. The interdisciplinary nature of content draws scholars from a range of disciplines to conduct teaching and research in environment related disciplines and demands new mechanisms, structures, and forums to engage effectively with the subject content. Environment related involvements also require teachers and students to move out of conventional classroom and laboratory settings to engage with the society – to be involved with policy formulation, conduct advocacy, raise public awareness, and engage with activism. The Centre for Environmental Studies and Sustainable Development (CESSD) is the response by the Open University of Sri Lanka to the above-mentioned need.

Hence, there shall be established in The Open University of Sri Lanka (hereinafter referred to as “OUSL”) a Centre for Environmental Studies and Sustainable Development (hereinafter referred to as “the CESSD”) as an educational entity committed to interdisciplinary education, research, advocacy, and activism relating to the subject of Environmental Science and Sustainable Development. The CESSD draws upon the knowledge of experts from different Faculties of the OUSL, offers an interdisciplinary educational space for students, responds to sustainability related national concerns and networks actors to meet objects listed down below.

1. AIM AND OBJECTIVES:

The broad aim of the CESSD shall be to be involved with teaching, research, advocacy and activism in the field of Environmental Studies to make Sri Lanka a sustainably developed country.

The objectives of the CESSD are given below:

- To develop and offer interdisciplinary courses and related to Environmental Studies and Sustainable Development at different educational levels of the university (Certificate, Diploma, Undergraduate and Post Graduate level) and offer short and extension courses through CERC to cater to needs of different sectors of society with the involvement of academics at faculties and centres of the OUSL and experts from outside,
- To design and conduct training to meet environmental and sustainability needs of the society,
- To conduct environment and sustainability related research,
- To undertake consultancies in the fields related to environment and sustainability,
- To provide academic leadership to implement the Green Policy of the Open University of Sri Lanka,
- To network individuals, groups, organisations and institutions working on environment and sustainability related issues and conduct advocacy.

2. OPERATIONAL STRUCTURE:

The structure of the CESSD shall consist of the following:

2.1 Vice-Chancellor

2.2 Board of Management

2.3 Director

2.4 Such other bodies as may be set up from time to time as deemed necessary by the CESSD.

2:2 Board of Management

2.2.1 The Vice-Chancellor shall be the **Chairperson** of the Board of management.

The Board of management (here in after referred to as the Board) shall be responsible for the management of the CESSD within the powers and functions conferred and assigned on to the CESSD by this Bylaw.

2.2.2 **Composition** of the Board of management

- (a) The Board shall consist of a total of twenty one (21) members appointed by the Council of the Open University of Sri Lanka (here in after referred to as “the Council”) on the recommendation of the Senate of OUSL.

- i. Ex officio Members (08)
 - The Vice-Chancellor,
 - The Deans of Faculties of the OUSL (06),
 - Director/CESSD,
- ii. A total of 6 members from all six Faculties of the OUSL,
- iii. Two senior academic staff members of CESSD
- iii. One Senate member,
- iv. One Council member,
- v. Three members with expert knowledge on environment related issues representing the public sector, private sectors and the civil society.
- (b) The term of office of the Board Members holding membership other than the ex officio members shall be three (03) years and they shall be eligible for reappointment.
- (c) A member of the Board not being an ex officio member may resign from his/her office by letter addressed in that respect to the Vice-Chancellor.
- (d) A non ex- officio member not attending three (03) consecutive meetings without notice of absence shall cease to be a Member.

When a vacancy is created in the Board in categories other than ex officio members, the Council shall appoint another person for the remaining period of the member on the recommendation of the Director/ CESSD.

- (e) The Board shall hold meetings at least three (03) times each calendar year.
- (f) The quorum for a meeting of the Board shall be one third plus one of the total count.
- (g) An Assistant Registrar will be the convenor of the Board of Management

2.2.3 **Duties and Functions** of the Board of management:

The Board shall exercise the following duties and functions:

- (a) Provide all advice as necessary on matters pertaining to the effective functioning and expansion of the CESSD
- (b) Review and evaluate the progress of the activities of the CESSD
- (c) Advice on provision of necessary assistance to national and international environment related issues
- (d) Monitoring and formulating research on issues related to Environmental Studies and Sustainable development
- (e) Advice on coordination with other environmental agencies for the development of CESSD
- (f) Decide on matters pertaining to CESSD publications

2.3 Director

2.3.1 There shall be a Director of the CESSD appointed by the Council on the recommendation of the Vice-Chancellor. The Director shall be selected from among the members of the academic staff of the Board except ex officio members. The Director shall be of the Grade of Senior Lecturer, Grade II or above who has a keen interest and past record on environmental affairs.

2.3.2 The term of office of the Director shall be three (03) years from the date of appointment.

2.3.3 The office of the Director shall be deemed to be vacant if he/she is removed or retires from university service or resigns for any other reason or is unable to perform the duties of his/her office for a period exceeding three (03) months.

2.3.4 Director shall be eligible for re-appointment for a maximum of two consecutive terms.

2.3.5 Duties, Functions and Responsibilities of the Director:

- (a) The overall academic and administrative management of the CESSD in accordance with guidelines and rules and regulation laid down by the University.
- (b) Propose plans for improvement and expansion of CESSD (both academic and other plans) to the Board of Management for approval
- (c) The maintenance of inventories and documents of all equipment received and disposed of
- (d) The convening of meetings of the Board of management, the University Green Committee or any other bodies set up under Clause 2.4.
- (e) Submitting an activity report of the CESSD to the Faculty Boards every six months
- (f) Representing the CESSD in the Senate of the OUSL on invitation and any other function necessary for the effective functioning of the CESSD as recommended or delegated by the Vice Chancellor.

2.3.6. An honorarium shall be paid to the Director as per the financial regulations of the OUSL.

2:4 Academic Committees of the CESSD

There shall be Academic Committees for each Programme offered by the CESSD consisting of Academic Coordinators of courses coming under those programmes

2.4.1 Responsibilities and Functions of the Academic Committees:

- Ensuring the development, /coordination, and the delivery of courses assigned in a Programme offered by the CESSD
- Assisting Director CESSD and the CESSD staff in all activities for smooth functioning of the respective programme

- 2.4.2 The members for the relevant Academic Programmes shall be drawn from relevant Faculties/Departments/Centres in consultation with relevant Dean of the Faculty / Heads of Department / Director of Centre by the CESSD.
- 2.4.3 The Academic Committees shall meet at least once in two months or when and where necessary.
- 2.4.3 The term of office of members of Academic Committees shall be of three years and the term can be extended.

3. ACADEMIC ACTIVITIES

- The respective Faculty Boards and the relevant departments shall be the supervisory authority on all examination matters pertaining to courses of study leading to an academic certificate and examinations on the recommendation of the Senate of the OUSL.
- In case courses of programmes are offered by CESSD academic staff, the respective Faculty Boards (through which the programmes are offered) and the CESSD shall be the supervisory authority on all examination matters pertaining to courses of study leading to an academic certificate and examinations on the recommendation of the Senate of the OUSL.
- All Academic Committee members who are nominated by respective Faculty Boards or by CESSD and coordinate a particular course for the programmes done by the CESSD shall recommend the appointment of relevant examiners (Chief, Setting, Moderating and Marking examiners) through their Departments or through CESSD and then through Faculty Boards to the Senate.
- The final awards shall be done as per the Rules and Regulations of that Programme. However, all administrative functions pertaining to examinations will be looked after by the CESSD.

4. CONTROL OF FUNDS IS VESTED WITH THE UNIVERSITY

- 4.1 Monies received through student registration by the CESSD shall be considered the funds of the CESSD.
- 4.2 All monies received by the CESSD shall be deposited in the University account.
- 4.3 The funds received by the CESSD shall be utilized for the purpose of achieving objectives laid down in this bylaw on the recommendation of the Director/ CESSD based on the financial regulation of the OUSL.

5. CONTROL OF PROPERTY

- 5.1 All matters pertaining to the control of property both movable and immovable acquired by way of purchase or otherwise shall be vested to the Registrar as per the regulations of the OUSL.

Contact Details

Office 8320/0112881423

2.6. Consultancy & External Resources Centre – CERC

2.6.1. Introduction

The Centre for External Resources & Consultancy (CERC) is a division established by the Open University of Sri Lanka (OUSL) to facilitate and enhance the collaboration between the University and the Sri Lankan community. Also, through the CERC, the University can utilize its human and physical resources, when available, to the betterment of the country.

2.6.2. Duties and Functions

The CERC undertakes assignments such as research programmes, short courses, consultancy services, extension courses, training and continuing professional development courses. The academics of respective Academic Departments and Divisions could undertake such assignments without prejudice to the primary commitments to the OUSL. The CERC assignments are developed by the Academic Department after analyzing the current trends and needs of the society. Also, there are many assignments which are tailor-made to suit the requirement of the client who is an external institution. A CERC project can commence once the approval has been granted by the University Senate. The OUSL will offer the required physical and human resources to conduct and complete the assignment successfully. The CERC always welcomes Sri Lankan Community, especially public sector and private sector institutions, government authorities, fellow academic institutions, etc., to utilize the extensive human and physical resources of the OUSL to achieve their goals, and at the same time CERC extends its fullest support and encourage active participation of OUSL staff in CERC assignments.

2.6.3. objectives of the Consultancy & External Resources Centre (hereinafter referred to as CERC) shall be to:

Administer activities such as research programmes, consultancy services, extension courses, training and Continuing Professional Development (CPD) courses (hereinafter referred to as Assignments), for productive interaction between the Open University of Sri Lanka (hereinafter referred to as OUSL) and Sri Lankan community at large. These assignments may be initiated by OUSL upon requests made by either departments / divisions within OUSL or by external agencies / institutions (hereinafter referred to as clients)

Utilize the physical and human resources of the OUSL to generate income. The OUSL shall make such resources available to staff who undertake such Assignments without prejudice to their primary commitments to the OUSL.

2.6.4. Board of Management of CERC.

The Board of Management (BoM) of CERC shall comprise of,

- i. Vice-Chancellor, who shall be the Chairperson
- ii. Director / CERC
- iii. Two members of the OUSL Council
- iv. Deans of all Faculties of the OUSL.
- v. Director / Centre for Educational Technology and Media (CETMe).
- vi. Director / Regional Education Services (RES)
- vii. Registrar
- viii. Bursar
- ix. Deputy Registrar (as the Convener and Secretary)
- x. Coordinator and / or Head of the Department proposing Assignments to be undertaken via CERC shall attend on invitation

Council of the OUSL, on the request of the Chairperson of BoM of the CERC shall nominate two of its members from those appointed by the UGC or representing the statutory outside bodies to the CERC BoM.

Director/ CERC shall be the chief coordinating and administrative officer for the activities of CERC

Director / CERC shall be a Teacher of the OUSL of Senior Lecturer Grade II or above who shall be appointed by the Council on the recommendation of the Vice-Chancellor.

Director / CERC shall hold office for a period of 03 years and is eligible for re-appointment.

Director / CERC shall be paid an allowance as determined by the Council.

Director may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor. In such event the reasons for removal shall be intimated to the Director / CERC.

The CERC BoM shall meet as and when it is deemed necessary and at least once every three months. The quorum for such meeting shall be half of the full membership.

At each BoM meeting the Director / CERC shall submit a report on the Assignments that have been undertaken during the previous three months.

2.6.5. Management of CERC activities

- i. All Assignments shall have the prior approval of the CERC BoM. However, the Chairperson of CERC shall have the authority to grant provisional approval for Assignments subject to ratification by the CERC BoM.
- ii. There shall be a written agreement between the client and the OSUL regarding the terms and conditions of the Assignment, as determined by the CERC BoM. Any settlement due to project failure shall be determined by arbitration agreed to by both the client and the OUSL.
- iii. CERC Assignments shall be negotiated and implemented under the supervision of the relevant Head of the Department / Division who shall submit the progress the Assignments to the CERC Board at each meeting. The relevant Head should the UVIDe a detailed final report to the BoM meeting within two weeks of the completion of the Assignment. The final report shall be presented to the Finance committee and Audit committee of the OUSL.
- iv. Once department / division make a request for offering an Assignment Which has Director / already been offered by another department with the approval of the CERC. CERC shall have the discretion to allow the offering of the Assignment with the approval of CERC BoM with the consent of the Department who originally developed the Assignment. However, the CERC BoM shall preserve the quality of the delivery as per the CERC regulation No. 2. The proportion of funds would be as explained in clause 7.2 in the CERC Regulations.
- v. Relevant Head of the Department / Division shall maintain records of activities pertaining to the Assignments undertaken in respect of both human and physical resources utilized.
- vi. Minutes of CERC BoM meetings shall be presented to the Senate and Council on a quarterly basis.
- vii. Bursar shall present financial statements of CERC Assignments that have been undertaken during the previous three months at each meeting of the CERC BoM.
- viii. Chairperson of the CERC BoM shall reserve the right to withdraw the permission granted to a staff member or members to carry out consultancy services if the member or members are found to have violated any of the conditions under which the consultancy services are allowed. In the event of such withdrawal the Chairperson shall submit a report to the next meeting of the CERC BoM. 3.9 All financial and other transactions of CERC activities shall be according to regulations made under this By-law No. 05 of the Open University of Sri Lanka.

With the introduction of a new by - law (By – law no.32 pf 2023), the functions of CERC and C - SAP were amalgamated and the Centre for Self Financed Activities (C - SFA) was established.

Contact Details

Director 1410/ 0112-881410

2.7. *Industry Liaison Centre (ILC)*

2.7.1. Introduction

The Industry Liaison Centre of the Open University of Sri Lanka (OUSL) is a university-wide entity responsible for coordinating all activities related to business linkages such as Entrepreneurship Training, Protecting University IP, and Commercialization of University Research through licensing or by setting up startups, setting up Academia-Industry Collaborations and creating innovation and entrepreneurship culture within the University.

The ILC was first established under the Faculty of Engineering and later elevated to a university-wide centre aiming to improve the industry relevance of OUSL graduates through industry interaction. ILC will identify, plan, design and implement projects that have industry relevance, transferring the knowledge created within the University to the industry for national development. Over the years the ILC has built a network of entrepreneurs, industry mentors, investors and representatives of small and large businesses.

2.7.2. Admin Structure (Staff)

1. Director
2. Manager
3. Project Development Manager
4. Project Assistant
5. Technical Assistants

2.7.3. Duties and Functions

i. Director

- Consolidate and enhance relationships with existing industry partners and Initiate contacts with new industrial partners
- Form Industry Advisory Boards for each Department/Faculty and coordinate meetings of the Industry Advisory Board every 6 months.
- To assist the Career Guidance Unit of the OUSL to obtain attractive employment to OUSL graduates through its industry linkages
- Organize industry visits for staff and students of the OUSL
- Organize presentation by leading industry people for the staff and students of the OUSL

- Assist the Industry placement officers to seek and obtain industry placements for the industry
- Liaise with other Universities when the need arises
- Liaise with professional institutes/associations

ii. Manager

- Improve industry relevance of OUSL graduates by creating positive experiences through industry interaction
- Provide a vehicle to transfer the knowledge created within the University to the industry for national development
- Identify industry related problems that can be used to formulate projects with real industrial value
- Establish links with the industry to secure attractive employment for students
- Assist in forming Industry Advisory Boards for each Department when requested
- Organize industry visits for staff and students of the OUSL
- Organize presentation by leading industrialists
- Liaise with other universities, professional institutes and associations
- Organize training workshops and industry presentations on entrepreneurship
- Create and manage an entrepreneurial eco-system to support the commercialization of University Projects
- Any other task assigned by the Director/ILC or the Board of Management of the ILC

iii. Product Development Manager

- Processing Patents and other IPs
- Project formulation and implementation
- Proactively promoting OUSL research outputs to the industry for commercialization and prepare necessary documentation such as MOUs and agreements and their maintenance
- Seeking collaborations with relevant industry partners
- Any other task assigned by the Director / ILC, Manager / ILC and/or the Board of Management, ILC - OUSL

iv. Project Assistant

- Manage day-to-day activities of the Industry Liaison Center (ILC).
- Coordinate all meetings of the Industry Liaison Center including manage logistics
- Prepare a report on the activities of the center to the ILC Board of Management (BoM) every 3 months
- Coordinate the meetings of the ILC – BoM every 3 months
- Coordinate the meetings of the industry advisory board of the ILC every 6 months
- Coordinate the conduct of training workshop on entrepreneurship in consultation with the Center Director and the Center Manager
- Assist the ILC Manager to Develop and Implement a technology transfer scheme
- Consolidate and enhance relationships with existing industry partners
- Help ILC Manager to initiate contacts with new industrial partners
- Assist the Director/ILC and the Manager/ILC to design and implement a plan for commercializing mature technologies developed by the staff and students of the faculty e.g. start-ups, spin-offs and industry adaptations

v. Technical Assistants

- Technically assist to design and develop commercial prototypes of research outputs.
- Assist the Director/ILC and the Manager/ILC to design and implement a plan for commercializing mature technologies developed by the staff and students of the faculty e.g. start-ups, spin-offs and industry adaptations.

2.8. Centre for National Online Distance Education Service (C - NODES)

2.8.1. Introduction

CNODES was established as a part of Distance Education Modernization Project (DEMP) in the year 2013 under the Ministry of Higher Education. This was handed over to the Open University in March 2015. The vision of CNODES is to be a leading facilitator and provider of On-Line Distance Education in Sri-Lanka.

2.8.2. Dutie and Functions

With that vision, CNODES in the OUSL has the facilities to support to on-line education in following ways.

- On-line Content Development, hosting and maintenance
- Video Conferencing facilities
- On-line Examinations
- Workshops and Training

2.8.3. Progress made

During the year 2019, CNODES completed certain projects related to Online Content Development, provided Online Application Submission Facility for University entrance applicants under UGC and organized several workshops and training programs using Open University Computer laboratories available at Open University study Centres. CNODES also obtained a LEARN connection to boost its services to outside organizations.

Contact Details

Acting Director 1430/ 0112-881430

2.9. Research Unit – The Open University of Sri Lanka

2.9.1. Introduction

The Open University of Sri Lanka (OUSL) recognizes that developing the capacity of its academic staff by providing them with opportunities to engage in research would pave way to explore and validate novel ideas in research, innovation and other intellectual activities. This would, in turn, contribute to national development in the long term. Thus, on the initiative and recommendation of the Vice Chancellor, the OUSL established the Research Division in February 2014 to serve as a vehicle to spearhead its research mandate. This Division is headed by Director, Research.

Vision:

The Division of Research Unit will advance the academic and research mission of the university while promoting a culture that exemplifies excellent service, transparency, collaboration and innovation.

Mission:

The Research Unit promotes faculty, staff and student success by facilitating collaborative and innovative research, scholarship and creative activities. The Unit strives to expand research and national development, integrate research with instruction and public service, and foster cross disciplinary collaboration.

Objectives:

- **Create a research environment of innovation:**

The OUSL with the support of its Research Division will bring together research and education across a broad spectrum of Science, Engineering, Social Sciences, management and other areas in order to foster multidisciplinary discoveries and inventions that arise through the mixing of students, faculty and researchers across traditional disciplinary boundaries.

- **Integrate education and research:**

In addition to course work entailed in their respective study programs, students will participate in research activities throughout their studies; each faculty member will both teach and engage in research, in order to foster excellence and creativity.

- Lay the foundation for a high-level research in the University that will help attract, create and retain local talents within the island.

Core Values:

- Excellence
- Ethical and accountable conduct
- Academic integrity and regulatory compliance
- A diverse and inclusive community of people, ideas, and research initiative

2.9.2. Duties and Functions:

- Provide funds, necessary infrastructure and incentives for research to support aspiring researchers.
- Seek funding for specific projects that are of national or international interest from donor agencies.
- Organization of training seminars and workshops for proposal writing and dissemination of knowledge through publications.
- Organization of research symposiums with international collaboration
- Establishment of a grant scheme for innovations.
- Developing a database of potential donors for research projects.

Guidelines for students undertaking a programme of study leading to the Degree of Doctor of Philosophy (Ph.D) and the Degree of Master of Philosophy (M.Phil)

<https://ou.ac.lk/wp-content/uploads/2022/02/FINALIZED-GUIDELINES-for-PhD-and-MPhil-Thesis-Submission-Effective-Date-26.07.2019.pdf>

Ethics review policy of the Open University of Sri Lanka

Policy statement/ Preamble

The ERC of the OUSL was established to ensure the highest ethical standards in the conduct of research by staff and students of the University. The purpose, objectives, scope, composition, and Terms of Reference) of the ERC are outlined below.

The primary objective of the ERC- OUSL is to protect the welfare, rights, dignity and safety of human and non-human participants used in research. The Open University of Sri Lanka firmly believe research that override the health, well-being, and care of research participants should never be permitted. This also takes into consideration the principle of justice. Justice which requires that the benefits of research be distributed fairly among all groups in society, taking into account age, gender, economic status, culture and ethnic considerations. ERC- OUSL shall provide independent, competent and timely review of the ethics of proposed studies.

In their composition, procedures, and decision-making, ERC- OUSL needs to ensure independence from externally imposed conditions to the best of its ability.

Purpose

To describe the overall function and scope of responsibilities of the ERC- OUSL to safeguard the dignity, rights, safety, and well-being of all actual or potential research participants.

2.9.3. Objectives

- To maintain ethical standards of best practices in the conduct of research by protecting the welfare, dignity and rights of all research participants and researchers
- To ensure that animals which are used in research are treated humanely
- To create awareness of ethical issues arising from research and develop relevant guidelines and procedures
- To contribute to the highest standards in the conduct of research
- To develop relevant guidelines and procedures that will contribute to the highest standards of research
- To enlighten the scientific community on the need to adhere to proposed ethical framework

2.9.4. Scope

The ERC- OUSL will be mandated to review any research study that involves humans and non-human subjects, biological samples and data for their ethical acceptability in a timely and transparent manner.

2.9.5. Composition of the ERC- OUSL

The ERC- OUSL will comprise 18 members representing the following categories:

- a) The Chairperson of ERC – OUSL will be Director /Research
- b) Nine (9) members who are Senior Professors/ Professors from each Faculty as follows:

2 from the Faculty of Health Sciences, 2 from the Faculty of Humanities and Social Sciences, 1 from the Faculty of Natural sciences, 1 from the Faculty of Education And 1 from the Faculty of Engineering Technology, 1 from the Faculty of Management and 1 from Post Graduate Institute of English (In case no senior Professor/ Professor is available in a Faculty, a Senior Lecturer shall be nominated).
- c) Six (6) members from external institutions representing the following disciplines,
 - i. Medical Sciences
 - ii. Natural Sciences
 - iii. Law
 - iv. Allied Health Sciences
 - v. Social Sciences
 - vi. Information Technology

- d) A member with expertise in the subject of statistics
- e) Legal Officer of the OUSL
- f) A member who does not related to any of the disciplines above

Appointment and Responsibilities of members Appointed

All members (including b, c, d and e above) are to be nominated by the relevant Faculties and appointed by the Senate of the OUSL. Each member shall be appointed for a period of three years with provision for re-appointment, and renewable at the discretion of the Faculty Board for not more than two consecutive terms. The Committee shall elect its Secretary from amongst its members. The ERC- OUSL shall have provision to seek expert advice outside the membership, if needed.

The letters of appointment shall be issued by the Vice- Chancellor.

The letter of appointment shall include the date of appointment, length of tenure, responsibilities/ Terms of References.

Members shall agree to their name and profession being made available to the public, (e.g., on the ERC- OUSL website).

Upon appointment, members shall be provided with the Terms of Reference of the ERC- OUSL, an up-to- date list of names of members and their contact information and any other relevant information about the processes and procedures of ERC- OUSL and proposals.

Appointments shall allow for continuity, the development of expertise within the ERC- OUSL, and the regular input of fresh ideas and approaches. All members are encouraged to attend education and training sessions.

Conflicts of interests

Members shall be required to sign a confidential agreement and a declaration of Conflicts of Interest stating inter alia, that all matters of which he/she becomes aware during the course of his/her work on the ERC shall be kept confidential; that any conflicts of interest, which exist or may arise during his/her tenure on the ERC shall be declared.

Attendance and Remuneration

Members will be expected to participate in regular meetings and other relevant specialised working groups as required.

The Chairperson shall participate at these meetings when required.

Members may seek a leave of absence from the ERC for a period not exceeding six months.

Membership will lapse if a member fails to attend three consecutive meetings of the ERC or fails to attend at least 2/3rds of scheduled ERC meetings each year without reasonable excuse/apology. A member may resign from the ERC at any time upon giving one month notice in writing.

In the event that membership has lapsed, the Chairperson shall notify the member of such lapse of membership in writing. Steps shall be taken to fill such vacancy having duly informed the Vice-Chancellor.

External members shall be paid an honorarium and travelling expenses.

Terms of Reference / Responsibility

It is the responsibility of the members of ERC- OUSL to read, understand, and respect the rules set by ERC- OUSL.

Detailed functions

Overall function

The ERC- OUSL is responsible for carrying out the review of proposed research before the commencement of the research. The ERC is responsible for acting in the full interest of potential research participants and concerned communities, taking into account the interests and needs of the researchers.

The functions of the ERC are:

1. To consider written applications and provide independent, competent and timely review and monitoring of the ethics of research projects involving human and non-human subjects, biological samples and
2. To be available to researchers for consultation on ethical issues
3. To develop guidelines and Standard Operating Procedures (SOPs) for ethics review and ethical conduct of research, as per the national/ international
4. To work out the principles and procedures that govern research projects involving biological, clinical, psychological or social processes in human beings.
5. To report at least once in three months to the Senate of its findings and other related matters
6. To conduct and promote education and training in research ethics for both staff and students in collaboration with SDC
7. To train committee members to ensure the quality and consistency of ethics review
The terms “human subjects” and “non – human subjects” relate to those who are among the living as well as those who are dead included in a study. ERC-OUSL should be receptive to diverse methods to be employed in studies and shall not be limited to the methods listed below:
 - i. Surveys, interviews, focus groups or ethnographic
 - ii. Review of medical records where there is access to personal
Interventional studies including psychological, physiological or medical treatment /testing

- iii. Collection of data from registries, repositories or databases where personal health/ medical information are stored and/or
- iv. Use of biological specimens (tissues, biopsies, organs, blood, urine, saliva, faeces).

2.10. *International Relations Unit (IRU)*

2.10.1. Introduction

The International Relations Unit (IRU) was established in October 2013. It operates under the OUSL By-law Number 9 of 2016, made by the Council of the Open University of Sri Lanka under Section 135 of the Universities Act No. 16 of 1978 as amended to be read with Section 19 of the Open University of Sri Lanka Ordinance No. 01 of 1990 as amended. The IRU functions under direct purview of the Vice-Chancellor and shall be managed by a Director. Its administrative and financial activities shall be managed by a Board of Management. The Director/ IRU shall be a Teacher of the OUSL of Senior Lecturer or above who shall be appointed by the Council of the OUSL on the recommendation of the Vice-Chancellor. The OUSL aims to ensure that it has sufficient faculty and institution level agreements in place to meet the growing needs of the institute. The IRU provides expert advice and guidance to the University on the development of International Relations strategies and the establishment of formal relationships and partnerships with universities and other entities around the world.

2.10.2. Objectives of the IRU

The following are the objectives of the IRU:

- (a) Make strategies and country-specific recommendations to Institutes, Faculties, Senate and Council of the OUSL.
- (b) Coordinate the development and review of the OUSL's formal bilateral and multilateral Agreements and Memoranda of Understanding (hereinafter referred to as MOU) with overseas entities.
- (c) Provide opportunities for OUSL staff and students to collaborate and disseminate contribution globally. (d) Direct OUSL graduates to explore overseas career advancement.
- (d) Coordinate and promote international collaborative research activities and academic programmes.
- (e) Secure Opportunities for OUSL staff to develop as internationally recognized researchers and teachers.
- (f) Assist OUSL staff to initiate and collaborate internationally significant research and other projects that contribute to development and the economy of Sri Lanka.
- (g) Provide necessary assistance to overseas students, teachers and other visitors during their stay at OUSL.
- (i) Promote OUSL programs overseas and forge partnerships.
- (j) Coordinate relations with key international government and non-government agencies, diplomatic missions in Sri Lanka and Sri Lankan missions overseas.

2.10.3. Board of Management

- i. Vice Chancellor (Chairman)
- ii. Deputy Vice Chancellor (if any)
- iii. Deans of all faculties of the OUSL
- iv. Director / Post Graduate Institute of English
- v. Librarian
- vi. Director / Centre for Educational Technology and Media (CETMe)
- vii. Director / Regional Educational Services (RES)
- viii. Director/ Information Technology (IT)
- ix. Director / Staff Development Centre (SDC)
- x. Director / Research
- xi. Director/ Consultancy and External Resources Center (CERC)
- xii. Director/ Centre for Self-Learning Academic (C-SAP)
- xiii. Director/ International Relations Unit (IRU)
- xiv. One Senate Nominee
- xv. One Representative from each faculty.

SAR/ AR of the IRU shall be the Secretary/Convener of the Board of Management

2.10.4. Responsibilities, Duties and Functions

- a) Develop and Manage International Agreements and Memorandums of Understanding (MOU's)
- b) Assist in the recruitment of overseas students
- c) Promote and assist the OUSL to identify opportunities for international workshops, Conferences seminars.
- d) Provide advice to the OUSL Management on international matters
- e) Promote OUSL academic programs overseas.
- f) Engage with governmental and non – governmental entities to include OUSL in International agenda.
- g) Facilitate and coordinate overseas visits to and from the OUSL
- h) Establish overseas staff and student exchange programs
- i) Establish overseas scholar programs
- j) Promote OUSL international corporate and research programs
- k) Pursue International corporate and academic programs
- l) Facilitate International Research Partnerships
- m) Assist in establishing and coordinating dual/joint degree programs with internationally reputed higher educational institutions.
- n) Provide local hospitality for international delegates
- o) Facilitate international collaboration for development of research and academic programs
- p) Any other activity as advised by the room of the IRU

Contact Details

Director 654/0112-881154

0112-855411

THE OPEN UNIVERSITY OF SRI LANKA

BY -LAW FOR THE INTERNATIONAL RELATIONS UNIT

A Ry-Law made by the Council of the Open University of Sri Lanka under Section 135 of the University Act No. 16 of 1978 as amended to be read with Section 19 of the Open University of Sri Lanka Ordinance No. 01 of 1990 as amended.

This By-Law may be cited as the International shall come into force Relations Unit By-Law Number 9 of 2016 and Lanka. on 29th April 2016 as approved by the Council of the Open University of Sri

1. The Aims of the International Relations Unit shall be to;
 - 1.1 Develop and accomplish the policy relating international activities of the Open University of Sri Lanka (hereinafter referred to as OUSL);
 - 1.2 Facilitate programmes and events to enhance the image of the OUSL within global academic and professional communities.
 - 1.3 Facilitate and coordinate the (a) visits of scholars, guests and invitees to the OUSL from overseas and (b) overseas study visits by OUSL staff and students.
2. The Objectives of the IRU, shall be to:
 - 2.1. Make strategies and country-specific recommendations to Institutes, Faculties, Senate and Council of the OUSL.
 - 2.2. Coordinate the development and review of the OUSL's formal bilateral and multilateral Agreements and Memoranda of Understanding (hereinafter referred to as MOU) with overseas entities.
 - 2.3. Provide opportunities for OUSL staff and students to disseminate contribution globally.
 - 2.4. Direct OUSL graduates to explore overseas career advancement.
 - 2.5. Coordinate and promote international collaborative research activities academic programmes.
 - 2.6. Secure opportunities for OUSL staff to develop as internationally recognized researchers and teachers.
 - 2.7. Assist OUSL staff to initiate and collaborate internationally significant research of and other projects that contribute to development and the economy of Sri Lanka.
 - 2.8. Provide necessary assistant to overseas students, teachers, and other visitors during their stay at OUSL.
 - 2.9. Promote OUSL programmes overseas and forge partnerships.
 - 2.10. Coordinate relations with key international government and non-government agencies, diplomatic missions in Sri Lanka and Sri Lanka missions overseas.

3. Governing Structure of the International Relations Unit

3.1 The International Relations Unit (hereinafter referred to as IRU) shall function under direct purview of the Vice-Chancellor and shall be managed by a Director. Its administrative and financial activities shall be managed by a Board of Management (hereinafter referred to as BOM) which shall comprise the following.

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellor (if any)
- iii. Deans of all Faculties of the OUSL
- iv. Director/Postgraduate Institute of English (PGIE)
- v. Librarian
- vi. Director/Centre for Educational Technology and Media (CETMe)
- vii. Director/Regional Educational Services (RES)
- viii. Director/Information Technology (IT)
- ix. Director/Staff Development Centre (SDC)
- x. Director/Research
- xi. Director/Consultancy and External Resources Centre (CERC)
- xii. Director/Centre for Self-financing Academic Programmes (C-SAP)
- xiii. Director/International Relations Unit (IRU)
- xiv. One Senate nominee
- xv. One representative from each Faculty

The Senior Assistant Registrar /Assistant Registrar/Assistant Director IRU shall be the Convener and Secretary of the BOM.

3.2 The Vice-Chancellor of the OUSL shall be the Chairperson of the BOM of the IRU.

3.3 Director/IRU shall be a Teacher of the OUSL of Senior Lecturer or above who shall be appointed by the Council of the OUSL on the recommendation of the Vice-Chancellor.

3.4 Director/IRU shall hold office for a period of 03 years and is eligible for re-appointment.

3.5 The Director/IRU shall receive a monthly allowance as determined by the Council of the OUSL.

3.6 Director/IRU may be removed from office before the expiry of his/her term of office by the Council on the advice of the Vice Chancellor. In such event the reasons for removal shall be intimated to the Director/IRU.

3.7 OUSL shall provide office space, support staff and logistics for the IRU to enable it to function effectively.

3.8 The Vice-Chancellor shall appoint a Senior Assistant Registrar I Assistant Registrar /Assistant Director to the IRU, who may be on a part time basis to serve as the Convener / Secretary of the IRU.

3.9 The BOM of IRU shall meet not less than once every two months. The quorum for such meeting shall be half of the full membership.

3.10 Management procedures of the IRU shall include the following.

- a) The Director/IRU shall report directly to the Vice-Chancellor.
- b) At each BOM meeting the Director/IRU shall submit a report on the activities that have been undertaken during the previous two months.
- c) Minutes of the IRU BOM meeting shall be presented to the Senate and Council once in two months.
- d) Senior Assistant Registrar / Assistant Registrar / Assistant Director IRU shall report directly to the Director/IRU.
- e) The support staff of the IRU shall report directly to the Senior Assistant Registrar / Assistant Registrar / Assistant Director IRU.

4. Functions, responsibilities and reporting of the IRU

4.1 The functions of the IRU shall be to:

- (a) Develop and manage international agreements and MOU's
- (b) Assist in the recruitment of overseas students:
- (c) Promote and assist the OUSL to identify opportunities for international workshops, conferences and seminars.
- (d) Provide advice to OUSL management on international matters, short courses and training
- (e) Promote OUSL academic programmes, programmes in overseas.
- (f) Engage with Governmental and International Non-Governmental entities to include OUSL in international agenda.
- (g) Facilitate and coordinate overseas visits to and from the OUSL.
- (h) Establish overseas student and staff exchange programmes;
- (i) Establish overseas visiting scholar programmes;
- (j) Promote the OUSL's international consultancy and research services.
- (k) Pursue international corporate and academic partnerships.
- (l) Facilitate international research partnerships.
- (m) Assist in establishing and coordinating dual/joint degree programmes with internationally reputed Higher Educational Institutes.
- (n) Provide local hospitality for international delegates;

- (o) Facilitate international collaboration for development of research and academic programmes;
- (p) Any other activity as advised by the BOM.

4.2 The responsibilities of the IRU shall include the following:

- (a) The Director/IRU shall be responsible for the direction, development and management of projects and programmes that support the internationalization of OUSL and all its operation;
- (b) Senior Assistant Registrar / Assistant Registrar / Assistant Director IRU shall be responsible for providing high quality, confidential, administrative and executive support to the IRU;
- (c) The support staff of the IRU shall be responsible for providing high quality confidential support to IRU as mentioned in their List of Duties issued to them by the Director/IRU.
- (d) The IRU shall prepare an annual work plan and submit to the Senate and Council on the recommendation of the BOM for approval before a calendar year commences;
- (e) Representatives of faculties shall be responsible for reporting and liaising between the IRU and the respective faculties;
- (f) The Director/IRU shall report activities and progress of the IRU to the Senate once in two months starting from the month of January.
- (g) The Director/IRU shall convene the meeting of the BOM at least once in two months starting from the month of January.

5. Regulations and Revisions

5.1. Any regulations under this By-Law shall be made by the Council, on the recommendation of the BOM of IRU and the Senate;

5.2. This By-Law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BOM of the IRU and the Senate.

Contact Details

Director 1145/0112-881154

2.11. Public Information Division (PID)

2.11.1. Introduction

Public Information Division of the Open University of Sri Lanka is vested with the responsibility of improving the visibility of the University to the General Public of both Sri Lanka and abroad. Maintaining and constant uploading of vital information encompassing all areas of activity in the OUSL is also carried out by the Public Information Division, as a part of this exercise.

Overall supervision of duties and functions of the Public Information Division is handled by the Director – Public Information Division

2.11.2. Duties and Functions

When a faculty, department division or a unit wishes to publish any of the following, they have to seek assistance of the Public Information Division. The Public Information Division in turn publish such request in the OUSL website, i.e. www.ou.ac.lk.

1. Newspaper Advertisement
2. TV Commercials (when needed)
3. Promotional materials (Posters, Leaflets, Banners. etc)

The University website was designed in a way that, only the Public Information Division can attend to of uploading material in the OUSL website.

In addition to the above, the Public Information Division assist various sections of the University in instances of verification of facts such as late arrival of employees when reporting for duty due to train delays. The Public Information Division, through its officers, get in touch with relevant officers and check the veracity of the cause for late attendance.

There is a web Administrator who is responsible for updating the OUSL website according to the requirements of the University. The OUSL website is constantly updated, and the users are assured of latest news and announcements by referring to the OUSL web page.

- The Graphic Designer in the Public Information Division is responsible for the graphic designing part of the material that require special designing. Designing of posters, leaflets, advertisements etc. are some of the duties of the graphic designer
- Providing required IT support when General Convocations and Award Ceremonies are conducted, facilitation of research sessions (especially online sessions) are some of the activities undertaken by the Public Information Division and under the direct supervision of the Director/ Public Information Division.

Contact Details

Acting Director 1121/ 0112-881121

Receptionaists 1122/ 0112-881122

2.12. *Learner Support Unit (LSU)*

By-Law was introduced by the Council of the Open University of Sri Lanka under Section 135 of the Universities Act No.16 of 1978 as amended to be read with Section 19 of the Open University of Sri Lanka Ordinance No. 01 of 1990 as amended, setting up the Learner Support Unit. This By-Law may be cited as Learner Support By-Law No.28 of 2021 of the OUSL.

2.12.1. The Aim of the Learner Support Unit shall be:

To enhance the cognitive, organizational, and emotional skills of learners to achieve their academic goals within an ODL setting, while ensuring the achievement of stipulated programme learning outcomes.

2.12.2. The Objectives of the Learner Support Unit, shall be to:

Identify, design, implement, and improve strategies to support learners to enhance the cognitive, organizational, and emotional aspects needed to succeed in an ODL setting.

Develop and recommend strategies to support the learners to quickly adapt to the ODL mode and to acquire the necessary skills needed to perform well, based on the varied needs of the learners.

Encourage and facilitate other entities within the university to initiate programmes related to learner support.

Liaise with the different entities of the University and other stakeholders to facilitate LSU initiatives.

2.12.3. Governing Structure of the Learner Support Unit (LSU)

The Learner Support Unit (hereinafter referred to as LSU) shall function under the direct purview of the Vice-Chancellor and shall be managed by a Director. Its administrative and financial activities shall be managed by a Board of Management (hereinafter referred to as BOM) which comprise the following.

- Vice-Chancellor (Chairman)
- Deputy Vice-Chancellor (if any)
- Director/Postgraduate Institute of English (PGIE)
- Registrar
- Deans of all Faculties of the OUSL
- Bursar
- Librarian
- Director/Regional Educational Services (RES)
- Director/Centre for Educational Technology and Media (CETMe)
- Director / Learner Support Unit (LSU)
- Director / Centre for Quality Assurance (CQA)

- Director/Information Technology IT)
- Director/Students Welfare
- Director/Career Guidance Unit (CGU)
- Director / Physical Education Unit (PEU)
- Director / Foundation Academic Unit
- Director / Centre for Environmental Studies and Sustainable Development (CESSD)
- Director / Center for Information Technology Educ. on Services (CITES)
- Chief Student Counsellor
- One University Council representative
- One representative from each Faculty
- One student representative from each faculty
- One Representative from University Alumni Association.
- The Senior Assistant Registrar/Assistant Registrar of the Students Affairs and Welfare Division (SAWD) shall be the Convener and Secretary of the BOM.

The Vice-Chancellor of the OUSL shall be the Chairperson of the BOM of the LSU.

Director/LSU shall be a Teacher of the OUSL of Senior Lecturer grade or above who shall be appointed by the Council of the OUSL on the recommendation of the Vice- Chancellor.

Director/LSU shall hold office for a period of 03 years and is eligible for re-Appointment

The Director/LSU shall receive a monthly allowance as determined by the Council of the OUSL.

Director/LSU may be removed from office before the expiry of his/her term of to the office by the Council on the advice of the Vice-Chancellor. In such an event the reasons for removal shall be intimated Director/LSU.

OUSL shall provide office space, support staff and logistics for the LSU to enable it to function effectively.

The BOM of LSU shall meet at least once in three months. The quorum for such a meeting shall be one-third (1/3) of the full membership.

Management procedures of LSU shall include the following.

The Director/LSU shall report directly to the Vice-Chancellor. At each BOM meeting the Director/LSU shall submit a report on the activities that have been undertaken since the previous meeting. Minutes of the LSU BOM meeting shall be presented to the Senate and the Council once in three months. Secretary to the BoM shall report directly to the Director/LSU on matters pertaining to the LSU.

2.12.4. Duties and Functions of the LSU

The functions of the LSU shall be to:

- Coordinate of learner support (LS) related activities of the OUSL.
- Develop and actively involve, in the implementation of all LS programmes of the OUSL with appropriate mechanisms to monitor their effectiveness.
- Conduct/Coordinate programmes in LS, liaising with relevant entities to implement the LS activities
- Devise strategies to improve the learner interaction with academia and administration.
- Collaborate with QA to identify the issues relevant to LSU and devise a mechanism to address those.
- Implement and monitor real time learner alert system to motivate learners to maintain attention to academic activities.
- Facilitate research related to LS.
- Train staff to facilitate LS activities.
- Create awareness among learners about the available LS services and activities.

The responsibilities of the Director LSU shall include the following:

- The Director/LSU shall be responsible for the direction, development, and management of projects and programmes that are conducted by the LSU.
- The Secretary shall be responsible for providing efficient and effective administrative and executive support to the LSU.
- The support staff of the LSU shall be responsible for providing efficient and effective support to LSU as mentioned in their List of Duties issued to them by the Director/LSU and directly report to the Director/LSU.
- The support staff of the LSU shall report directly to the Secretary assigned to LSU.
- The Director/LSU shall prepare an annual budget and work plan and submit same to the Finance Committee and the Council on the recommendation of the BoM for approval before the calendar year commences.
- The Director/LSU shall prepare the Work Plan and submit it to the Senate and the Council on the recommendation of the BoM for approval before a calendar year commences.
- The Director/LSU shall report the activities and progress of the LSU to the Senate.

Representatives of faculties shall be responsible for reporting and liaising between the LSU and the respective faculties.

2.13. Career Guidance Unit (CGU)

2.13.1. Introduction

The main objective of the Career Guidance Unit is to help the Open University undergraduates to be socially responsive and efficient members of the future workforce.

In collaboration with the faculties, Career Guidance Unit organizes Workshops and Seminars in guiding students for gainful Employment Opportunities.

This unit further conducts Career Skills Development Programmes in view of bridging the skills gap among the OUSL students. start@ousl programme is also coordinated by the Career Guidance Unit.

Joint Collaborative Awareness Programmes and Skills Upgrading Training for GCE (A/L) students in schools and for secondary school leavers are being conducted through the tri- party Memorandum of Understanding signed with OPA, TVEC and OUSL at OUSL Regional Centres. This Unit is located in the new CRC building at Nawala.

2.13.2. Duties and functions of the Unit

As specified above, the Career Guidance Unit undertake the following,

- Development of soft skills of the OUSL students
- Activities related to filling the skill gap of OUSL students in specially identified areas
- Employability enhancement programs
- Developing entrepreneurship skills of OUSL students
- Providing internship facilities and opportunities
- Providing Career Guidance related information to the OUSL students

2.13.3. Procedures

The career Guidance Unit mainly co-ordinate the following activities with the respective faculties of the OUSL, in order to enhance the employability of OUSL students and to make them ready to face challenges they might confront in a competitive environment.

Student Academic Training through “start” OUSL program

English ICT serial harmony programs

Empowering Independent Learning (for Engineering Technology students)

In order to Plan, monitor, guide and progress review of above mentioned activities, Career Career Guidance Advisory Committee, An Advisory Committee has been appointed by the Senate of the University.

Career Guidance Advisory Committee:

This Committee meets once in three months and comprise of following members;

- Vice Chancellor – Chairman
- Deans of all six Faculties
- Registrar
- Bursar
- Director / Industry Liaison Centre
- Director / Career Guidance Unit
- Representatives from six Faculties (one from each faculty)

Activities lined up to assist students are conducted through, Seminars, Workshops, Career Fairs etc.

Counselling Sessions and Coaching Sessions organized by the Career Guidance Unit are also organized by the CGU for the benefit of the students of the OUSL.

There is a web link and a Facebook page for the students to further access information they wish to obtain about the functions of the Career Guidance Unit.

Contact Details

Director 8300/ 0112-888300

2.14. Center for Quality Assurance

2.14.1. The objectives of the Centre for Quality Assurance (CQA)

The objective of the Centre for Quality Assurance is to develop and implement mechanisms and procedures to maintain and enhance quality of all activities of the Open University of Sri Lanka towards achieving the goal of developing and delivering Undergraduate, Postgraduate, Professional Development Courses and Programmes of Study in conformity with the Open Distance Learning pedagogy. The quality assurance activities encompass all administrative functions and the regional educational services in addition to the academic functions performed by Faculties and Departments of study, and other academic entities.

Functions of the CQA is governed by the provisions of By Law No. 14 of Center for Quality Assurance of the Open University of Sri Lanka.

2.14.2. Governing structure of the CQA

The CQA has been placed directly under the purview of the Vice Chancellor and is managed by a Director appointed from among senior academic staff. Its administrative and financial control is managed through a Senate Standing Committee, which shall comprise of the following

- Vice Chancellor (Chairperson)
- Deputy Vice Chancellor
- Director /Postgraduate Institute of English
- Director / CQA
- Deans of all Faculties of the OUSL
- Director/Centre for Educational Technology and Media (CETMe)
- Director/ Regional Educational Services (RES)
- Quality Assurance Coordinators of Faculties
- Representative of the Quality Assurance cell of the Administrative Divisions
- Representative / Academic Division, CETMe
- Registrar (or his/her nominee)
- Bursar (or his/her nominee)
- Librarian (or his/her nominee)
- Director - Staff Development Centre
- Director/Public Information Division
- Director/Student Welfare
- Any other person recommended by the QA Standing Committee and approved by the Council

The Assistant Registrar CQA is the Convener and Secretary of the Senate Standing Committee on Quality Assurance.

The Director- CQA shall be a Professor or a Senior Lecturer of the OUSL with substantial experience and knowledge in the discipline of Quality Assurance. He / she is appointed for a period of three years by the Council of the OUSL on the recommendation of the Senate.

The QA Standing Committee shall meet as and when it is deemed necessary but at least once in two months. The quorum for such a meeting shall be half of the full membership.

2.14.3. Functions and responsibilities of the CQA

The functions and responsibilities of the CQA shall include amongst others, the following activities:

- i. Coordination of all Quality Assurance related activities within the University.
- ii. Liaising with the Quality Assurance Council (QAC) of the UGC and other external Quality Assurance agencies.
- iii. Preparation of operational guidelines for CQA in accordance with the general guidelines developed by QAC of the UGC.
- iv. Reporting university quality assurance activities at the UGC Standing Committee on Quality Assurance
- v. Developing a three-year strategic plan for CQA and obtaining the approval of the Senate and the Council, and implementation with the concurrence with the QAC of the UGC.
- vi. Developing annual work plan for the CQA and obtaining approval from the University Senate and the Council.
- vii. Implementation of Quality Assurance reviews / Audits and follow up action.
- viii. Provision of advice on Quality Assurance to all Faculties, Academic Departments and Administrative Divisions.
- ix. Assisting manual preparation on quality assurance aspects in Faculties.
- x. Monitoring and providing guidance for Faculty level Quality Assurance activities, including preparation of Self Evaluation Reports for Programme Reviews
- xi. Monitoring the implementation of the Strategic Management plan of the OUSL.
- xii. Reviewing staff performance and identifying training needs for different categories of staff at OUSL.
- xiii. Facilitation of identification and sharing of good practices between Academic Departments.
- xiv. Preparation of Quality Assurance related guidelines and manuals for use within the OUSL.
- xv. Conducted with the support of Staff Development Centre of the OUSL, Faculty level and administrative level Quality Assurance related awareness programmes among staff members.
- xvi. Establishment of Faculty and Administration level Quality Assurance cells and defining their duties and responsibilities.
- xvii. Formulating and conducting self-evaluation of the staff and entities of the University
- xviii. Developing relationships and liaising with international agencies and universities on quality assurance activities.

- xix. Making available to all staff and stakeholders the results of external and internal reviews, including student surveys.

2.14.4. Regulations and Revisions

Regulations under this By-law shall be made by the Council, on the recommendation of the QA Standing Committee, in respect of Assignments under the purview of CQA.

This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the QA Standing Committee.

By-Law Number. 14

BY-LAW FOR THE CENTRE FOR QUALITY ASSURANCE OF THE OPEN UNIVERSITY OF SRI LANKA

This By-law may be cited as the Centre for Quality Assurance By-law Number 14 of 2020 and shall come into force on January 01, 2020, as approved by the Council of the Open University of Sri Lanka.

1.0 The objectives of the Centre for Quality Assurance, hereinafter referred to as CQA, shall

be to:

- 1.1** Initiate and implement mechanisms to maintain and enhance quality of all operational activities within the Open University of Sri Lanka (hereinafter referred to as OUSL) with the ultimate aim of having quality undergraduate, postgraduate, professional development courses and programmes of study of relevance to the needs of the society offered through Open Distance Learning (hereinafter referred to as ODL) and to create a pool of persons with knowledge, creativity, skills and attitudes that will contribute to improving the quality of life.
- 1.2** Utilize the physical and human resources of the OUSL to set goals, operational procedures, share best practices, establish benchmarks, initiate continuous internal assessments and provide feedback to all stakeholders of OUSL for quality assurance and quality enhancement.

2.0 Governing structure of the CQA

2.1 The CQA shall be placed directly under the purview of the Vice Chancellor and shall be managed by a Director. Its administrative and financial control shall be managed through a Senate Standing Committee (hereinafter referred to as QA Standing Committee), which shall comprise of the following

- Vice Chancellor (Chairperson)
- Deputy Vice Chancellor
- Director /Postgraduate Institute of English
- Director / CQA
- Deans of all Faculties of the OUSL
- Director/Centre for Educational Technology and Media (CETMe)

- Director/ Regional Educational Services (RES)
- Quality Assurance Coordinators of Faculties
- Representative of the Quality Assurance cell of the Administrative Divisions
- Representative / Academic Division, CETMe
- Registrar (or his/her nominee)
- Bursar (or his/her nominee)
- Librarian (or his/her nominee)
- Director - Staff Development Centre
- Director/Public Information Division
- Director/Student Welfare
- Any other person recommended by the QA Standing Committee and approved by the Council

The Assistant Registrar CQA shall be the Convener and Secretary of the QA Standing Committee.

2.2 The Director- CQA shall be a Professor or a Senior Lecturer of the OUSL with substantial experience and knowledge in the discipline of quality assurance.

2.3 He / she shall be appointed for a period of three years by the Council of the OUSL on the recommendation of the Senate.

2.4 The Director - CQA shall receive a monthly allowance of 25% of the basic salary, and a telecommunication allowance approved by the Council of the OUSL as per the Commission Circular No. 06/2015.

2.5 OUSL shall provide office space, support staff and logistics for the CQA to enable it to function effectively.

2.6 The Vice-Chancellor shall appoint a Senior Assistant Registrar / Assistant Registrar to the CQA, who may be on a part time basis to serve as the Convener / Secretary to the QA Standing Committee.

2.7 The QA Standing Committee shall meet as and when it is deemed necessary but at least once in two months. The quorum for such meeting shall be half of the full membership.

2.8 The UGC shall provide financial assistance to establish the CQA and OUSL shall allocate funds to enable it to carry out its functions as detailed out in section

3.0 Functions and responsibilities of the CQA

3.1 The functions and responsibilities of the CQA shall include amongst others, the following activities:

- i. Coordination of all Quality Assurance related activities within the University.
- ii. Liaising with the Quality Assurance Council (QAC) of the UGC and other external Quality Assurance agencies.
- iii. Preparation of operational guidelines for CQA in accordance with the general guidelines developed by QAC of the UGC.
- iv. Reporting university quality assurance activities at the UGC Standing Committee on Quality Assurance

- v. Developing a three-year strategic plan for CQA and obtaining the approval of the Senate and the Council, and implementation with the concurrence with the QAC of the UGC.
- vi. Developing annual work plan for the CQA and obtaining approval from the University Senate and the Council.
- vii. Implementation of Quality Assurance reviews / Audits and follow up action.
- viii. Provision of advice on Quality Assurance to all Faculties, Academic Departments and Administrative Divisions.
- ix. Assisting manual preparation on quality assurance aspects in Faculties.
- x. Monitoring and providing guidance for Faculty level Quality Assurance activities, including preparation of Self Evaluation Reports for Programme Reviews
- xi. Monitoring the implementation of the Strategic Management plan of the OUSL.
- xii. Reviewing staff performance and identifying training needs for different categories of staff at OUSL.
- xiii. Facilitation of identification and sharing of good practices between Academic Departments.
- xiv. Preparation of Quality Assurance related guidelines and manuals for use within the OUSL.
- xv. Conduct with the support of Staff Development Centre of the OUSL, Faculty level and administrative level Quality Assurance related awareness programmes among staff members.
- xvi. Establishment of Faculty and Administration level Quality Assurance cells and defining their duties and responsibilities.
- xvii. Formulating and conducting self-evaluation of the staff and entities of the University
- xviii. Developing relationships and liaising with international agencies and universities on quality assurance activities.
- xix. Making available to all staff and stake holders the results of external and internal reviews, including student surveys.

3.2 Reporting procedures shall include the following:

- i. The Director – CQA shall report directly to the Vice-Chancellor.
- ii. The CQA shall prepare an annual work plan submit it to the Senate and the Council for approval before a calendar year commences.
- iii. The Director – CQA shall report the activities and progress of the Centre to the Senate on a monthly basis.
- iv. Faculty Quality Assurance cells and Administrative Quality Assurance cell shall prepare annual work plans and obtain approval from the QA Standing Committee before the commencement of a calendar year.
- v. Representatives of Faculty Quality Assurance cells and Administrative cells shall report the progress of activities at the regular meetings of QA standing Committee and at respective Faculty / Administrative meetings.

4.0 Regulations and Revisions

4.1. Regulations under this By-law shall be made by the Council, on the recommendation of the QA Standing Committee, in respect of Assignments under the purview of CQA.

4.2 This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the QA Standing Committee.

<https://www.eugc.ac.lk/qac/downloads.html>

Contact Details

Director 1140/ 0112-881140

2.15. The Centre for Self-Funded Academic Programs (C-SAP)

2.15.1. Introduction

The Centre for Self -Funded Academic Programs (C -SAP) was established with the aim of assigning the administration of financial matters related to self – financial Postgraduate and other academic programs. This Center was established with the introduction of By -Law No.10 in the year 2015.

The objectives of the Centre for Self-funded Academic Programs, hereinafter referred to as C-SAP is to assist in the administration of financial matters related to self-financed Postgraduate and other Academic Programs conducted by Academic Departments, Faculties, and other entities of the Open University of Sri Lanka.

Academic administration of study programs delivered under C-SAP shall be within the purview of respective departments and faculties. Thus, obtaining the necessary academic approvals for the programs of study shall be the responsibility of the relevant department/faculty.

Departments, faculties and other academic units that are authorized to conduct academic programs under the rules and regulations of the University shall be eligible to conduct such programs as self-funded programs under C-SAP. A Department that wishes to deliver an academic program through C-SAP shall submit a request for the same with justifications and the tentative budget to the Director/C-SAP. These requests shall be evaluated by the Board of Management, hereinafter referred to as BoM of C-SAP. The guidelines for the criteria for evaluation shall be decided by the BoM and shall contain safeguards to ensure that only those programs that have sufficiently strong justifications shall be allowed to be conducted as self-financed programs through C-SAP.

C-SAP shall facilitate the use of physical and human resources of the Open University of Sri Lanka to conduct self-funded academic programs. The Open University of Sri Lanka shall make such resources available to departments that undertake the design and delivery of self-funded study programs without prejudice to their primary commitments to the Open University of Sri Lanka.

2.15.2. Board of Management of C-SAP

The Board of Management of C-SAP shall comprise of;

- i. Vice-Chancellor (Chairman)
- ii. Deans of Faculties
- iii. Director / C-SAP
- iv. A member nominated by the Council of the Open University of Sri Lanka
- v. Registrar
- vi. Bursar
- vii. Heads of Departments offering self-financed Academic Programmes.
- viii. Academic Coordinator/s of Relevant Academic Programmes (on invitation)
- ix. Deputy Registrar (as the Convener and Secretary).

The Council of the Open University of Sri Lanka, on the request of the Chairperson of BoM of the C-SAP shall nominate one of its members from those appointed by the UGC or representing the statutory outside bodies to the C-SAP BoM.

Director/C-SAP shall be the Chief Coordinating and Administrative Officer for the activities of C-SAP.

Director / C-SAP shall be a Teacher of the Open University of Sri Lanka of Senior Lecturer Grade II or above who shall be appointed by the Council on the recommendation of the Vice-Chancellor.

Director/C-SAP shall hold office for a period of 03 years and is eligible for re-appointment.

Director/C-SAP shall be paid an allowance as determined by the Council.

Director/C-SAP may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor in such event the reasons for removal shall be intimated to the Director/C-SAP.

The C-SAP BoM shall meet as and when it is deemed necessary but at least one every three months. The quorum for such meeting shall be half of the full membership.

At each BoM meeting the Director/C-SAP shall submit a report on the Assignments that have been undertaken since the previous BoM meeting.

2.15.3. Management of C-SAP activities

- All study programs conducted under the C-SAP shall have the prior approval of its BoM.
- Study programs conducted under the C-SAP shall be implemented under the supervision of the relevant Head of Department.
- The relevant Head of the Department shall be responsible for maintaining the quality of the programs conducted under C-SAP.
- Relevant Head of the Department shall maintain records of activities pertaining to the study programs undertaken in respect of both human and physical resources utilized.
- Minutes of C-SAP BoM meetings shall be presented to the Senate and Council on a quarterly basis.
- Bursar shall present financial statements for transactions related to programs conducted under C-SAP, that have been undertaken during previous three months or since the last meeting of the BoM, whichever happens later, at each meeting of the C-SAP BoM.
- All financial and other transactions of C-SAP activities shall be according to regulations made under By-law No.10 of the Open University of Sri Lanka.

By-Law Number. 10

UNIVERSITY OF SRI LANKA

BY-LAWS FOR THE CENTRE FOR SELF-FUNDED ACADEMIC PROGRAMS

This By-law may be cited as the Centre for Self-funded Academic Programs (C-SAP) By-law Number 10 of 2015 and shall come into force on 25.09.2015 as approved by the Council of the Open University of Sri Lanka.

1.0 Centre for Self-funded Academic Programmes

1.1 The objectives of the Centre for Self-funded Academic Programs, hereinafter referred to as C-SAP is to assist in the administration of financial matters related to self-financed Postgraduate and other Academic Programs conducted by Academic Departments, Faculties, and other entities of the Open University of Sri Lanka.

1.2 Academic administration of study programs delivered under C-SAP shall be within the purview of respective departments and faculties. Thus, obtaining the necessary academic approvals for the programs of study shall be the responsibility of the relevant department / faculty.

1.2 Departments, faculties and other academic units that are authorized to conduct academic programs under the rules and regulations of the University shall be eligible to conduct

such programs as self-funded programs under C-SAP. A Department that wishes to deliver an academic program through C-SAP shall submit a request for the same with justifications and the tentative budget to the Director/C-SAP. These requests shall be evaluated by the Board of Management, hereinafter referred to as BoM of C-SAP. The guidelines for the criteria for evaluation shall be decided by the BoM and shall contain safeguards to ensure that only those programs that have sufficiently strong justifications shall be allowed to be conducted as self-financed programs through C-SAP.

1.3 C-SAP shall facilitate the use of physical and human resources of the Open University of Sri Lanka to conduct self-funded academic programs. The Open University of Sri Lanka shall make such resources available to departments that undertake the design and delivery of self-funded study programs without prejudice to their primary commitments to the Open University of Sri Lanka.

Board of Management of C-SAP

2.1 The Board of Management of C-SAP shall comprise of;

- i. Vice-Chancellor (Chairman)
- ii. Deans of Faculties
- iii. Director / C-SAP
- iv. A member nominated by the Council of the Open University of Sri Lanka
- v. Registrar
- vi. Bursar
- vii. Heads of Departments offering self-financed Academic Programmes.
- viii. Academic Coordinator/s of Relevant Academic Programmes (on invitation)
- ix. Deputy Registrar (as the Convener and Secretary).

2.2 The Council of the Open University of Sri Lanka, on the request of the Chairperson of BoM of the C-SAP shall nominate one of its members from those appointed by the UGC or representing the statutory outside bodies to the C-SAP BoM.

2.3 Director/C-SAP shall be the chief coordinating and administrative officer for the activities of C-SAP.

2.4 Director / C-SAP shall be a Teacher of the Open University of Sri Lanka of Senior Lecturer Grade II or above who shall be appointed by the Council on the recommendation of the Vice-Chancellor.

2.5 Director/C-SAP shall hold office for a period of 03 years and is eligible for re-appointment.

2.6 Director/C-SAP shall be paid an allowance as determined by the Council.

2.7 Director/C-SAP may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor in such event the reasons for removal shall be intimated to the Director/C-SAP.

2.8 The C-SAP BoM shall meet as and when it is deemed necessary but at least one every three months. The quorum for such meeting shall be half of the full membership.

2.9 At each BoM meeting the Director/C-SAP shall submit a report on the Assignments that have been undertaken since the previous BoM meeting.

3.0 Management of C-SAP activities

3.1 All study programs conducted under the C-SAP shall have the prior approval of its BoM.

3.2 Study programs conducted under the C-SAP shall be implemented under the supervision of the relevant Head of Department.

3.3 The relevant Head of the Department shall be responsible for maintaining the quality of the programs conducted under C-SAP.

3.4 Relevant Head of the Department shall maintain records of activities pertaining to the study programs undertaken in respect of both human and physical resources utilized.

3.5 Minutes of C-SAP BoM meetings shall be presented to the Senate and Council on a quarterly basis.

3.6 Bursar shall present financial statements for transactions related to programs conducted under C-SAP, that have been undertaken during previous three months or since the last meeting of the BoM, whichever happens later, at each meeting of the C-SAP BoM.

3.7. All financial and other transactions of C-SAP activities shall be according to regulations made under this By-law.

4.0 Regulations and Revisions

4.1 Regulations under this By-law shall be made by the Council, on the recommendation of the BOM of the C-SAP, in respect of Assignments under the purview of C-SAP.

4.2 This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BOM of the C-SAP

Regulations for the Centre for Self-Funded Academic Programs

These Regulations may be cited as the Self-Funded Academic Programs (C-SAP) Regulations made under C-SAP By-law 10 of 2015 and shall come into force on 25/09/2015 as approved by the Council of the Open University of Sri Lanka.

1.0 The Coordinator of each self-funded academic program should prepare a detailed budget for the conduct of the program and obtain the approval of C-SAP BOM for all expenses related to the conduct of the program.

- 2.0 The total cost of all items on study programs conducted under C-SAP shall be incorporated into the cost of the program.
- 2.1 All travelling incurred shall be calculated and cost at approved university rates
- 2.2 An hourly or piece rate shall be charged for all physical resources utilized.
- 2.3 No individual who is in employment with the Open University of Sri Lanka shall be paid more than 25% of the basic salary for work related to the coordination of the Study Programs.
- 2.4 An overhead component of 10% of the total cost (excluding taxes and contingencies) shall be charged to cover other expenses incurred by the University.
- 2.5 The costing and apportioning system to disburse shall be formulated by the BOM of C-SAP and approved by the Finance Committee and the University Council.
- 3.0 Programs that fall under the category of Extension courses under the Centre for External Resources and Consultancies shall not be conducted through C-SAP.
- 4.0 Costing and apportioning system;
- 4.1 The costing and apportioning system to disburse funds shall be as follows:
- | | |
|---------------------------|-------|
| University Fund: | 15% |
| C-SAP Fund: | 7.5% |
| VC's Fund: | 2.5% |
| Finance Division Fund: | 2.5% |
| Registrar's Fund: | 12.5% |
| Department/Division Fund: | 50% |
| Faculty Fund: | 10% |
- Of the departmental funds, up to 10% can be spent on the Welfare of the department staff.
- 4.2 In the case of academic programs where more than one department/division are involved in development and delivery, the departmental fund shall be apportioned in a ratio that is mutually agreed by the heads of departments concerned. Within these, departments / divisions, the fund shall be apportioned to Development of the departments and Welfare of staff in the same manner described above.
- 5.0 This Regulation may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BOM of the C-SAP.

With the introduction of a new by-law (By-law no.32 of 2023), the functions of CERC and C-SAP were amalgamated and the Centre for Self Financed Activities (C-SFA) was established.

2.16. The Centre for Gender Equity and Equality

2.16.1. Aims of the Centre for Gender Equity and Equality:

To ensure a gender equal, inclusive and secure environment in the OUSL for staff and students

To create a university environment that fosters respect for all forms of gender diversity

To eliminate any form of sexual harassment or gender-based violence in the OUSL

To ensure a gender balance in students' enrolment and performance

2.16.2. The Objectives of the Centre for Gender Equity and Equality:

To advance the fundamental rights of women and men through training and sensitization of both staff and students in the University

To promote and advocate for the integration of gender in University research and teaching

To promote the integration of gender perspectives in the University's outreach programmes

To advocate and promote increased participation of women in decision-making at all levels in OUSL

2.16.3. Governing structure of the Centre for Gender Equity and Equality

The Centre for Gender Equity and Equality shall function under the direct purview of the Vice-Chancellor and shall be managed by a Director. Its administrative and financial activities shall be managed by a Board of Management which shall comprise the following:

- i. Director
- ii. Two permanent members of the Senate (one male and one female)
- iii. Two representatives from each Faculty (one male and one female)
- iv. Two representatives from among the Administrative staff (one male and one female)
- v. Two representatives from among the non-academic staff (one male and one female)
- vi. Director - Student Welfare

- vii. Chief Student Counsellor
- viii. Director - Staff Development Centre
- ix. Director - Career Guidance Unit

A Senior Assistant Registrar/Assistant Registrar shall be appointed to the Centre for Gender Equity and Equality, who may be on a part time basis to serve as the Convenor / Secretary of the Centre for Gender Equity and Equality Centre for Gender Equity and Equality.

Director/Centre for Gender Equity and Equality shall be a Teacher of the OUSL of Senior Lecturer or above who has a proven track record of working on gender issues and who shall be appointed by the Council of the OUSL on the recommendation of the Vice-Chancellor and shall be the Chairperson of the BoM.

Director/Centre for Gender Equity and Equality shall hold office for a period of three (03) years and shall be eligible for re-appointment.

The Director/Centre for Gender Equity and Equality shall receive a monthly allowance as determined by the Council of the OUSL.

Director/Centre for Gender Equity and Equality may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor. In such event the reasons for removal shall be intimated to the Director/ Centre for Gender Equity and Equality.

The BoM of the Centre for Gender Equity and Equality shall meet not less than six times a year. The quorum for such a meeting shall be half of the full membership.

2.16.4. Functions, responsibilities and reporting of the Centre for Gender Equity and Equality

The functions of the Centre for Gender Equity and Equality shall be to ,

- (a) Operationalize the Gender Policy of the OUSL
- (b) Implement any directives of the University Grants Commission in regard to gender equity and equality
- (b) Implement the Policy against Sexual Harassments
- (c) Administer the redress mechanism to address sexual and verbal harassments
- (e) Implement training and education programmes for staff in collaboration with the Staff Development Centre Implement training and education programmes on gender for students in collaboration with the Career Guidance Unit

The responsibilities of the BoM of the Centre for Gender Equity and Equality shall include the following:

- (a) The executive authority of the Centre for Gender Equity and Equality shall be vested in the BoM.
- (b) The management of the activities of the Gender Centre, including financial matters shall be vested in the BoM.
- (c) The BOM shall, for the purpose of administering the affairs of the BOM, exercise, discharge and perform the powers and functions conferred, assigned, on or to the BOM by By-law No. 13 of the OUSL.

Director/Centre for Gender Equity and Equality shall be responsible for

- (a) the direction, development and management of projects and programs and other activities that further the Gender Policy of OUSL
- (b) preparing an annual work plan and submit it to the Senate and Council on the recommendation of the BoM for approval before a calendar year commences.
- (c) reporting the activities and the progress of the Centre for Gender Equity and Equality to the Senate once in two months
- (d) liaise with the representatives of faculties in implementing plans, projects, programs and other activities in the respective faculties.

By-Law Number. 13

BY LAW FOR THE CENTRE FOR GENDER EQUITY AND EQUALITY OF THE OPEN UNIVERSITY OF SRI LANKA

This By-Law may be cited as the Centre for Gender Equity and Equality By-law Number 13 of 2017 and shall come into force on 26/05/2017 as approved by the Council of the Open University of Sri Lanka.

1. Aims of the Centre for Gender Equity and Equality shall be:

- 1.1. To ensure a gender equal, inclusive and secure environment in the OUSL for staff and students
- 1.2. To create a university environment that fosters respect for all forms of gender diversity
- 1.3. To eliminate any form of sexual harassment or gender-based violence in the OUSL
- 1.4. To ensure a gender balance in student's enrolment and performance

2. The Objectives of the Centre for Gender Equity and Equality, shall be to:

- 2.1. To advance the fundamental rights of women and men through training and sensitization of both staff and students in the University

- 2.2. To promote and advocate for the integration of gender in university research and teaching
- 2.3. To promote the integration of gender perspectives in the University's outreach programmes
- 2.4. To advocate and promote increased participation of women in decision-making at all levels in OUSL

3. Governing structure of the Centre for Gender Equity and Equality

- 3.1. The Centre for Gender Equity and Equality shall function under the direct purview of the Vice-Chancellor and shall be managed by a Director. Its administrative and financial activities shall be managed by a Board of Management (hereinafter referred to as BoM), which shall comprise the following:
 - i. Director
 - ii. Two permanent members of the Senate (one male and one female)
 - iii. Two representatives from each Faculty (one male and one female)
 - iv. Two representatives from among the Administrative staff (one male and one female)
 - v. Two representatives from among the non-academic staff (one male and one female)
 - vi. Director - Student Welfare
 - vii. Chief Student Counsellor
 - viii. Director - Staff Development Centre
 - ix. Director - Career Guidance Unit
- 3.2. A Senior Assistant Registrar/Assistant Registrar shall be appointed to the Centre for Gender Equity and Equality, who may be on a part time basis to serve as the Convenor/Secretary of the Centre for Gender Equity and Equality Centre for Gender Equity and Equality.
- 3.3. Director/Centre for Gender Equity and Equality shall be a Teacher of the OUSL of Senior Lecturer or above who has a proven track record of working on gender issues and who shall be appointed by the Council of the OUSL on the recommendation of the Vice-Chancellor and shall be the Chairperson of the BoM.
- 3.4. Director/Centre for Gender Equity and Equality shall hold office for a period of three (03) years and shall be eligible for re-appointment.
- 3.5. The Director/Centre for Gender Equity and Equality shall receive a monthly allowance as determined by the Council of the OUSL.
- 3.6. Director/Centre for Gender Equity and Equality may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor. In such event the reasons for removal shall be intimated to the Director/Centre for Gender Equity and Equality.

- 3.7. The BoM of the Centre for Gender Equity and Equality shall meet not less than six times a year. The quorum for such meeting shall be half of the full membership.

4. Functions, responsibilities and reporting of the Centre for Gender Equity and Equality

- 4.1. The functions of the Centre for Gender Equity and Equality shall be to

- a) Operationalize the Gender Policy of the OUSL
- b) Implement any directives of the University Grants Commission in regard to gender equity and equality
- c) Implement the Policy against Sexual Harassments
- d) Administer the redress mechanism to address sexual and verbal harassments
- e) Implement training and education programmes on gender for staff in collaboration with the Staff Development Centre
- f) Implement training and education programmes on gender for students in collaboration with the Career Guidance Unit

- 4.2. The responsibilities of the BoM of the Centre for Gender Equity and Equality shall include the following:

- a) The executive authority of the Centre for Gender Equity and Equality shall be vested in the BoM.
- b) The management of the activities of the Gender Centre, including financial matters shall be vested in the BoM.
- c) The BOM shall, for the purpose of administering the affairs of the BOM, exercise, discharge and perform the powers and functions conferred, assigned, on or to the BOM by By-Law No. 13 of the OUSL.

- 4.3. Director/Centre for Gender Equity and Equality shall be responsible for

- a) The direction, development and management of projects and programs and other activities that further the Gender Policy of OUSL
- b) preparing an annual work plan and submit it to the Senate and Council on the recommendation of the BoM for approval before a calendar year commences
- c) reporting the activities and the progress of the Centre for Gender Equity and Equality to the Senate once in two months

- d) liaise with the representatives of faculties in implementing plans, projects, programs and other activities in the respective faculties.
- 4.4. The reporting procedures of the Centre for Gender Equity and Equality shall include the following:
- a) The Director/ Centre for Gender Equity and Equality shall report directly to the Vice-Chancellor.
 - b) At each BoM meeting the Director/ Centre for Gender Equity and Equality shall submit a report on the activities that have been undertaken during the previous two months.
 - c) Minutes of the Centre for Gender Equity and Equality BoM meeting shall be presented to the Senate and Council once in two months.
 - d) Senior Assistant Registrar/Assistant Registrar of the Centre for Gender Equity and Equality shall report directly to the Director/ Gender Centre;

5.Regulations and Revisions

- 5.1. Regulations under this By-law shall be made by the Council, on the recommendation of the BOM of Centre for Gender Equity and Equality and the Senate.
- 5.2. This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BOM of the Centre for Gender Equity and Equality and the Senate.

Contact Details

Senior Assistant Registrar	205/0112-881205 0112-823920
Office	485/0112-881485 374/0112-881374

2.17. The Centre for Self-Financing Activities (C-SFA)

2.17.1 Introduction

The Centre for Self-Financing Activities (C-SFA) of the Open University of Sri Lanka was established by amalgamating the Centre for Self-Funded Academic Programs (C-Sap) and Consultancy and External Resources Centre (CERC) to assist in the administration of the financial matters related to self-financed postgraduate and other academic programs as well as various income generating activities conducted by academic departments, faculties and other entities of the Open University of Sri Lanka.

In order to facilitate the above-mentioned objective, by - Law no 32 of 2023 was introduced and approved by the council of the Open University of Sri Lanka. The Centre for Self-Financing Activities (C-SFA) came into operation with effect from 01st July 2023 and as a result, the functions thereto undertaken by the Centre for Self-funded Academic Programs (C – SAP) and Consultancy and External Resources Centre were taken over by the newly established Centre for Self-Financing Activities. (C-SFA).

2.17.2 Objectives

The objectives of the Centre for Self-Financing Activities (C–SFA) are;

- a) Assist in the administration and financial matters related to self-financed postgraduate and other academic programs.
- b) Assist in the administration and financial matters invoicing other income generating activities.
- c) Facilitate the use of physical and Human Resources of the University to conduct Self - Financing activities.

2.17.3 Board of Management of the C-SFA

- i. Vice Chancellor (Chairman)
 - ii. Deans of Faculties
 - iii. Director C-SFA
 - iv. A member nominated by the council of the Open University of Sri Lanka
 - v. Registrar
 - vi. Bursar
 - vii. Heads of Departments offering Self-Financing Activities (on invitation)
 - viii. Academic Co - Ordinators of relevant academic activities (on invitation)
 - ix. Deputy Registrar/ Academic Administration (As the convener and secretary)
- The council of the OUSL on the request of the chairman of the BOM shall nominate one of its members from those appointed by the UGC or person representing the statutory outside bodies to the BOM of the C-SFA.
 - Director, Centre for C-SFA shall be the Chief Co – ordinating and Administrative officer for the activities of the C-SFA.
 - Director, C-SFA shall be a teacher at the Open University of Sri Lanka of Senior Lecturer grade ii or above who shall be appointed by the council through open advertisement from among the OUSL academics. Rest of the staff from the OUSL can be appointed by the council on the recommendation of the Vice – Chancellor depending on the requirement.

- Director, C-SFA shall hold office for a period of three (03) years and eligible for re – appointment for two consecutive terms.
- Director, C-SAF may be removed from office before the expiry of his/ her term of office by the council on the advice of the Vice Chancellor and in such event the reasons for removal shall be intimated to the Director, C-SAF.
- The BOM of the C-SFA shall meet as and when it is deemed necessary but at least once in every two months. The quorum of such meeting shall be 2/3 of the membership. By considering the urgency of attaining approval for a program, chairman of the C – SFA reserves discretion to grant covering approval for the budgets subject to the approval of the BOM of the C-SFA.
- At each Bom meeting, the Director, C- SFA shall submit a report on the assignments that have been undertaken since the previous BOM meeting.

By-Law Number 32

THE OPEN UNIVERSITY OF SRI LANKA BY LAW FOR THE CENTRE FOR SELF-FINANCING ACTIVITIES (C-SFA)

(Prepared under Section 135 of the Universities Act No.16 of 1978, as amended read with Paragraph 19 of the Open University of Sri Lanka Ordinance No.1 of 1990 as amended.)

This By-law may be cited as the Centre for Self-Financing Activities (C-SFA) By -Law No 32 of 2023 SE and shall come into operation on 01st July 2023 as approved by the Council of the Open University of Sri Lanka replacing the By -Law Number 5 of 2014 Consultancy & External Resource Centre (CERC) dated 27.06.2014 and By -law Number 10 of 2015 Centre for Self-Funded Academic Programs (C-SAP) dated 25.09.2015..

Accordingly, amounts carried forward in CERC and C- SAP funds will be transferred to C-SFA fund with effect from the date of implementation of By-Law for Centre for Self-Financing Activities (C-SFA).

1.0 Centre for Self-financing Activities

- 1.1 The objectives of the Centre for Self-Financing Activities, hereinafter referred to as C-SFA is to assist in the administration of financial matters related to self-financed postgraduate and other academic programs, and other income generating activities conducted by academic departments, faculties and other entities of the Open University of Sri Lanka.
- 1.2 Academic administration of study programs delivered under Centre for C-SFA shall be within the purview of respective departments and faculties. Thus, obtaining the necessary academic approvals for the programs of study shall be the responsibility of the relevant department/faculty.
- 1.3 Departments, faculties and other academic units that are authorized to conduct academic programs, other than undergraduate programs, under the rules and regulations of the University shall be eligible to conduct such programs as self-financing programs under C-SFA. Under exceptional circumstances undergraduate

programmes may be conducted under this By-Law on the approval of the UGC. A department that wishes to deliver an academic program through Self Financing Activities shall submit a request for the same with justifications and the tentative budget prepared according to UGC Commission Circular 4/2016 to the Director/C-SFA. These requests shall be evaluated by the Board of Management, hereinafter referred to as BoM of C-SFA. The guidelines for the criteria for evaluation shall be decided by the BoM and shall contain safeguards to ensure that only those programs that have sufficiently strong justifications shall be allowed to be conducted as self-financing programs through C-SFA.

- 1.4 C-SFA shall facilitate the use of physical and human resources of the Open University of Sri Lanka to conduct Self-Financing Activities. The Open University of Sri Lanka shall make such resources available to departments that undertake the design and delivery of Self-Financing Activities without prejudice to their primary commitments to the Open University of Sri Lanka.

2.0 Board of Management of C-SFA

- 2.1 The Board of Management of Centre for Self-Financing Activities shall comprise of,

- i. Vice-chancellor (Chairman)
- ii. Deans of Faculties
- iii. Director / C-SFA
- iv. A member nominated by the Council of the Open University of Sri Lanka
- v. Registrar
- vi. Bursar
- vii. Heads of Departments offering Self-Financing Activities. (on Invitation) Oil. Academic Coordinator's of Relevant Academic Activities (on Invitation)
- ix. Deputy Registrar/Academic Administration (as the Convenor and Secretary).

- 2.2 The Council of the Open University of Sri Lanka, on the request of the Chairperson of BoM of the Centre for C-SFA shall nominate one of its members from those appointed by the UGC or representing the statutory outside bodies to the BoM of the C-SFA.

- 2.3 Director, Centre for C-SFA shall be the chief coordinating and administrative officer for the activities of the Centre for C-SFA.

- 2.4 Director, Centre for C-SFA shall be a Teacher of the Open University of Sri Lanka of Senior Lecturer Grade II or above who shall be appointed by the Council through open advertisement within the OUSL academics. Other required staff from OUSL can be appointed by the Council on the recommendation of the Vice-Chancellor depending on the requirement.

- 2.5 Director, Centre for C-SFA shall hold office for a period of 03 years and eligible for re-appointment for two consecutive terms.
- 2.6 Director, Centre for C-SFA shall be paid an allowance as determined by the Council.
- 2.7 Director, Centre for C-SFA may be removed from office before the expiry of his/her term of office, by the Council on the advice of the Vice Chancellor in such event the reasons for removal shall be intimated to the Director, Self-Financing Activities.
- 2.8 The BoM of the Centre for C-SFA shall meet as and when it is deemed necessary but at least once in every two months. The quorum for such meeting shall be 2/3 of the full membership. By considering the urgency of obtaining approval for the programme, Chairman of the C-SFA reserves discretion to grant covering approval for the budgets subject to the approval of the BoM C-SFA.
- 2.9 At each BoM meeting the Director, Centre for C-SFA shall submit a report on the Assignments that have been undertaken since the previous BoM meeting.

3.0 Management of the Centre for C-SFA

- 3.1 All self-financing activities conducted under the Centre for C-SFA shall have the prior approval of its BoM.
- 3.2 Study programs conducted under the Centre for C-SFA shall be implemented under the supervision of the relevant Head/ in-charge of the relevant entity.
- 3.3 The relevant Head/ in-charge of the entity shall be accountable for maintaining the quality of the programs conducted under the Centre for C-SFA.
- 3.4 Relevant Head of the Department shall maintain records of activities pertaining to the study programs undertaken in respect of both human and physical resources utilized.
- 3.5 Minutes of the Centre for C-SFA BoM meetings shall be presented to Council for information.
- 3.6 Bursar shall present Quarterly financial statements for transactions related to programs conducted under the Centre for C-SFA, to the BoM.
- 3.7 All financial and other transactions of Centre for C-SFA shall be according to regulations made under this By-law.

4.0 Regulations and Revisions

- 4.1 Regulations under this By-law shall be made by the Council, on the recommendation of the BoM of the Centre for C-SFA, in respect of Assignments under the purview of the Centre for C-SFA.
- 4.2 This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BoM of the Centre for C-SFA.

REGULATIONS

THE OPEN UNIVERSITY OF SRI LANKA

REGULATIONS FOR THE CENTRE FOR SELF-FINANCING ACTIVITIES

These Regulations may be cited as the Self-Financing Activities (C-SFA) Regulations made under the Centre for Self-Financing Activities By-law 32 of 2023 and shall come into force on 01st July 2023 as approved by the Council of the Open University of Sri Lanka.

- 1.0 The Co-ordinator of each Self-Financing Activities academic program shall prepare a detailed budget for the conduct of the program and obtain the approval of Centre for C-SFA BoM for all expenses related to the conduct of the program. The Budget shall be prepared according to the UGC Commission Circular No 4/2016 — Guidelines for use of Funds Generated from Self Financing Activities (SFA) in the Universities and Higher Educational Institutes.
- 2.0 The total cost of all items on study programs conducted under the Centre for C-SFA shall be incorporated into the cost of the program.
 - 2.1. All travelling incurred shall be calculated and cost at approved university rates.
 - 2.2. An hourly or piece rate shall be charged for all physical resources utilized.
 - 2.3 . No individual who is in employment with the Open University of Sri Lanka shall be paid more than 25% of the basic salary per month for work related to the coordination work of the self-financing activities. Allocation for the payment of these allowances shall be included in the respective budgets prepared for each Self-Financing Activity.
 - 2.4 Staff attached to C-SFA unit will be paid 25% of basic salary per month using the C-SFA Fund.
 - 2.5 The costing and apportioning system for disbursement shall be formulated by the BoM of Centre for C-SFA and approved by the Finance Committee and the University Council.
 - 2.6 Sitting allowance shall be paid to members of BoM except participants on invitation and allowance shall be paid for secretarial duties as follows.

Rate of payment per meeting.

Sitting Allowance

Chairman	Rs.5000
Member	Rs.4000

Allowance for secretarial duties

Secretary	Rs. 4000
Clerical Support	Rs. 1500

- 2.7 An overhead component of 15% to 20% of the total indirect cost (excluding taxes and contingencies) shall be charged to cover other expenses incurred by the University.
- 3.0 Programmes which had been conducted under the By-Law of C-SAP and CERC, short courses, any other self-financing activities, Postgraduate Programmes or Undergraduate Programmes considered under the Commission Circular No 4/2016 of the UGC shall be conducted through C-SFA.

4.0 Costing and apportioning system. As per Appendix 1 of UGC Commission Circular 4/2016

4.1 The 10% of the Total Indirect Cost to be disbursed based on the allocations reserved for each post in the respective budgets on Self Financing Activities except short courses. Allocations to be calculated based on the basic salaries of Vice Chancellor, Relevant Dean of Faculties, Registrar and Bursar. Payments can be made monthly basis based on actual budget submitted to BoM of the C-SFA at the beginning of the programme.

4.2 In case of short courses or any other self-financing activities other than Programmes indicated under 4.3 below, the distribution of 10% of indirect cost, as specified under "5.2.1 University/HEI Development Vote and 5.2.2 VC's Vote" of the Appendix I of the Commission Circular 4/2016 of the UGC, shall be as follows.

Description	Allocation %
University Development Fund	25%
C-SFA Fund	5%
VC's Fund	2.5%
Finance Division Fund	2.5%
Registrar's Fund	2.5%
Student Welfare Fund	1.5%
Staff Welfare Fund	1%
Faculty Fund	10%
Academic Department's Fund	24%
RES Centre's Fund	26%
Total	100.0%

4.3 In case of Postgraduate Programmes or Undergraduate programs indicated under 3.0 above, the distribution of 10% of indirect cost, as specified under "5.2.1 University/HEI Development Vote and 5.2.2 VC's Vote" of the Appendix I of the Commission Circular 4/2016 of the UGC, shall be as follows.

Description	Allocation %
University Fund	25%
C-SFA Fund	10%
VC's Fund	2.5%
Finance Division Fund	2.5%
Registrar's Fund	7.5%
Staff Welfare Fund	1%
Student Welfare Fund	1.5%
Department/Division Fund	40%

Faculty Fund	10%
Total	100.0%

4.4 In the case of academic programs, short courses, or any other self-financing activity where more than one department / division are involved in development and delivery, the departmental fund shall be apportioned in a ratio that is mutually agreed by the heads of departments concerned. Within these departments / divisions, the fund shall be apportioned to Development of the departments and Welfare of staff in the same manner described above.

5.0 This Regulation may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the BoM of the Centre for C-SFA.

Chapter 7

Administrative Divisions

1. Introduction

In order to facilitate the main objective of the Open University of Sri Lanka, which is to provide different fields of education starting from certificate level to Postgraduate Level using Open Distance Learning (ODL) method, there should be different types of Support Services in place.

These services can be distinguished as Administrative (Both admin. and finance) and Ancillary Services. They provide much needed institutional as well as administrative assistance for the smooth functioning of the academic activities of the University.

At the same time, various Administrative Divisions, Centers and Units provide administrative and operational mechanisms prescribed by various Legal Enactments such as the Universities Act, No.16 of 1978 and its subsequent amendments, The Open University of Sri Lanka Ordinance No.1 of 1990 and its subsequent amendments, University Establishments Code and other such Legislation introduced by the Council of by the OUSL itself.

For the conduct of such mandatory operational procedures in a systematic and methodical manner, a proper documentation process is also needed. All these functions are therefore entrusted to various divisions identified according to the tasks involved in the following manner.

2. Administrative Divisions

1. Office of the Vice – Chancellor
2. Office of the Registrar
3. Academic Administration Division
4. Academic Establishments Division
5. Non – Academic Establishments Division
6. Examinations Division
7. General Administration Division
8. Transport Division
9. Capital Works & Planning Division
10. Student Affairs and Welfare Division
11. Internal Audit Division
12. Legal & Documentation Division

3. Financial Administration

1. Bursar's office
2. Salaries Division
3. Payments Division
4. Project Payments Division
5. Accounts Division
6. Supplies Division

4. Ancillary Services

1. Health Centre
2. Maintenance Division
3. Landscape Division
4. University Press and Central Dispatch Unit
5. Security Services Division

2.1. Academic Administration Division

2.1.1. Introduction

Academic Administration Division of the Open University of Sri Lanka is entrusted with providing Administrative Support for the Academic Administration activities of the University as specified below. Organizing annual general convocations, research degree registrations, organizing the university Senate and Senate sub-committees, convening the Senior Management Committee, Board of Management of CERC and C-SAP, administrative matters of OUSL Research Awards, registration of visiting research students etc. are some of the major activities under the purview of this division.

Details of the Duties / Functions handled by the Academic Administration Division and Details of the meetings related to the Division

2.1.2. Duties and Functions

- 1) Organizing logistical arrangements of General Convocations of the University
- 2) Secretarial duties of the University Senate meeting
- 3) Secretarial duties of the Senior Management Committee
- 4) Secretarial duties of the Higher Degrees & Research Committee
- 5) Secretarial duties of the Committee on Research Advice in Distance Education (CRADE)
- 6) Secretarial duties of the Curriculum and Program Development Committee
- 7) Secretarial duties of the By-Laws Committee
- 8) Secretarial duties of the Board of Management of CERC
- 9) Secretarial duties of the Board of Management of C- SAP
- 10) Secretarial duties of the Convocation and Awards Ceremony Committee
- 11) Administrative matters of OUSL Research Awards
- 12) Administrative matters of the Award of Best Online Course
- 13) Administrative matters related to the Award of Best Education Video and Best Interactive Multimedia
- 14) Registration of research degree students and matters pertaining to the evaluation of research theses.
- 15) Matters pertaining to the Higher Degrees (MPhil and Ph.D.) conducted by the OUSL
- 16) Matters Pertaining to the registration of overseas visiting research students
- 17) Administrative matters of the award of Honorary Degrees
- 18) Logistical arrangements of Open University Research Sessions

2.1.3. Details of the Regulations, By-Laws, Circulars (Internal and external), Guidelines which are directly relevant to the duties and functions of the Academic Administration Division.

1. By - law No. 26 By-Law for the Award of Research Degrees
2. UGC Circular No. 887 -Revised Rates of Payment for Postgraduate Examinations
3. By – Law No. 04 By-Law for the Award of Honorary Degrees
4. UGC Circular No.908 Guidelines to be followed by universities in conferring Honorary Degrees to Distinguished Persons
5. Guidelines for students undertaking a programme of study leading to the Degree of Doctor of Philosophy (Ph.D.) and the Degree of Master of Philosophy (M.Phil.)
6. Guidelines for Supervision of Postgraduate Research Degree Students and Appointing Supervisors
7. By-Law No. 31 By-Law for Convocation Proceedings
8. By-Law No. 01 General By-Law for the Award of Credit Certificates, Certificates, Diplomas, Degrees, Postgraduate Diplomas and Higher Degrees
9. Guidelines of the award of OUSL Research Awards
10. Scheme for OUSL Award for the Best Online Course
11. Guidelines for Awards for the Best Educational Video Production & the Best Interactive Multimedia (IMM) Courseware

2.1.4. Meetings related to the Division

1. Senate
2. Senior management Committee
3. Higher Degrees & Program Development Committee
4. Committee on Research Advice in Distance Education (CRADE)
5. Curriculum and Program Development Committee
6. By-Laws Committee
7. Board of Management of Centre for External Resources & Consultancy (CERC)
8. Board of Management of Centre for Self-Funded Academic Programmes (C-SAP)
9. Convocation and Award Ceremony Committee

2.1.5. Procedures related to the functions of the Academic Administration Division

Research Degrees

Brief details regarding the procedure applicable for Research Degree Registration are included below.

Please refer to the following documents for comprehensive procedure on Research Degree Registration

01. By-Law No. 26 “By-Law for the Award of Research Degrees”
02. Regulation No. 26.OU.1 / 26.OU.2
03. Guidelines for Students Undertaking a Programme of Study leading to the Degree of Doctor of Philosophy and Degree of Master of Philosophy

04. Guidelines for Supervision of Postgraduate Research Degree Students and Appointing Supervisors

Eligibility for Admission of the Programme of Study

A person seeking admission to the Programme of Study leading to the award of the relevant Research Degree shall be required to have fulfilled the requirements specified in Part II of the relevant Regulation for the award of such Research Degree.

Master of Philosophy (M.Phil.)

A person seeking admission to the Programme of Study leading to the award of the Master of Philosophy shall be required to have,

- A qualification of Sri Lanka Qualification Framework (SLQF) Level 7 or above in the relevant field, or,
- A Bachelor's Honours Degree at Sri Lanka Qualification Framework (SLQF) Level 6 with a minimum of thirty (30) course credits in the relevant field.

Applicants who do not possess any of the above qualifications but possess the following qualifications may be accepted for provisional registration subject to the approval of the Senate in accordance with Section 3.4 and its Sub Sections of the By- Law No. 26 for the award of Research Degrees.

- A Bachelor's Degree of Sri Lanka Qualification Framework (SLQF) Level 5 with a minimum GPA of 3.00 in the scale of 0-4 or Second Class (Lower Division) in the same or related field, or,
- Completion of NVQ Level 7 with a minimum GPA of 3.00 in the scale of 0-4 as determined by the Senate.

An equivalent or higher qualification acceptable to the Senate.

Doctor of Philosophy (Ph.D)

A person seeking admission to the Programme of Study leading to the award of the Doctor of Philosophy shall be required to have,

- A Master of Philosophy Degree, or,
- A Master's Degree at Sri Lanka Qualification Framework (SLQF) Level 9 or above preferably in the related field with a significant research component, or,
- A Bachelor's Honours Degree of Level 6 in the relevant field with a minimum GPA of 3.00 in the scale 0-4 or Second Class (Lower Division).

Applicants who do not possess any of the above qualifications but possesses the following qualifications may be accepted for provisional registration subject to the approval of the Senate in accordance with Section 3.4 and its Sub Sections of the By- Law No. 26.

- A Bachelor's Honours Degree of Level 6 with a minimum of 30 course credits in a related field, or,

- A Bachelor's Honours Degree of Level 6 with registration for an MPhil Degree.

An equivalent or higher qualification acceptable to the Senate.

Procedure for Registration

The applicant should prepare a research proposal of between 1,500 and 2,500 words in consultation with the supervisor. The proposal should contain sufficient information on the background, research problem, justification, brief literature review, objectives, research plans with a time plan and research methodology to enable a determination of whether the proposal is suitable for an advanced research degree. The proposal should also conform to any specific guidelines set out by the relevant Faculty.

The applicant shall submit the completed application in the relevant application form with the proposal to AR/SAR of the faculty and it should be forwarded to the relevant Head of the Department and the Dean of the relevant Faculty to be submitted to the Faculty Research Committee.

Reviewing the Proposal

Two experts having postgraduate qualifications at Sri Lanka Qualifications Framework (SLQF) Level 11 or above for Masters level research degree and at SLQF Level 12 or above for the Doctoral level research degree, in the relevant area, at least one of whom is an external member to the Open University of Sri Lanka, shall be appointed by the relevant Faculty Board, to evaluate the proposal and determine the suitability of it for the Research degree.

Appointing Supervisor/s

The supervisors should be recommended by the FRC and informed to the Senate through Higher Degrees and Research Committee (HDRC). (Please refer to the Guidelines for Supervision of Postgraduate Research Degree Students and Appointing Supervisors for more information)

Registration to the Programme of Study

Registration shall be valid for twelve (12) months from the date of registration and shall be renewable, subjected to a maximum period prescribed in the relevant Regulation for the award of the Research Degree.

The Effective date of registration shall be recommended by the Dean of the relevant Faculty, and shall be either the date on which the application is submitted to the Office of the Dean of the Faculty or the date on which the candidate is registered by paying relevant fees to the University (on or before due date of registration)

Direct Registration

A candidate with the stipulated entry requirements as per Section 2.1 of the relevant Regulation for the Research Degree shall be registered directly to the Programme of Study.

Provisional Registration

An applicant who does not have the stipulated entry requirements for direct registration as specified in the Section 2.2 of the relevant Regulation for the Research Degree, but possesses alternate qualifications specified in Section 2.2 of the relevant Regulation, may be considered for provisional registration. Such provisional registration shall be valid for a maximum period of twelve (12) months.

Upgrading of M.Phil Registration to the Ph.D Degree

Subject to the specified entry qualifications in Sections 2.1 and 2.2 of Regulation, a candidate registered for the M.Phil Degree in the University may, on the recommendation made by his/her supervisor/s, the Head of the Department and the Dean of the Faculty, based on an evaluation of his/her proposal and presentation to a Panel of Reviewers comprising of two (02) experts in the field of study outside the University with at least one (01) from outside Sri Lanka, appointed by the Senate upon recommendation of the relevant Faculty, shall be permitted to upgrade his/her registration to the PhD Degree as specified in Section 3.4.2 of By-Law No. 26

Medium

The medium of instruction of the Research Degree shall be English/Sinhala/Tamil.

Progress Reports

Candidates registered for a Research Degree shall submit progress reports every six (06) months, to the Chairperson of the Higher Degrees and Research Committee through the supervisor, Head of the Department, and the Dean of the Faculty.

The Senate may decide on the recommendations of the Higher Degrees & Research Committee to discontinue the registration of a student who does not show satisfactory progress for a continuous period of twelve (12) months.

Duration

A candidate for the Degree of Master of Philosophy (MPhil) shall undertake a research programme leading to the submission of a thesis after a period of not less than two (02) years and not exceeding five (05) years.

A candidate for the Degree of Doctor of Philosophy (PhD) shall undertake a research programme leading to the submission of a thesis after a period of not less than three (03) years and not exceeding seven (07) years.

Any extension of this period may be granted under exceptional circumstances as determined by the Senate.

Fees

Fees payable for the programme will comprise of a Registration fee, Tuition fee, Laboratory fee (where applicable), Library Fee, Examination Fee, and Re-examination Fee (if applicable) or any other fee as determined by the Council.

A student who is registered provisionally and whose registration is back-dated consequent to a qualifying examination shall pay the registration and tuition fees from the effective date of registration.

Current Fee Structure (Subject to revision by the Council)

Fee Category	Fee for Local Candidates (LKR)		Fee for Foreign Candidates # (LKR)
	PhD	MPhil	
Registration fee	5,000.00 (Per Annum)	5,000.00 (Per Annum)	
Tuition fee*	50,000.00 (Per Annum)	40,000.00 (Per Annum)	
Library fee	5,000.00 (Refundable Deposit)	5,000.00 (Refundable Deposit)	
Examination fee	40,000.00	35,000.00	
Bench fee**	10,000.00 (minimum per Annum)	10,000.00 (minimum per Annum)	
Administration fee	5000.00 (Per Annum)	5000.00 (Per Annum)	

*Tuition fee shall be paid annually until the submission of thesis. Registration fee shall be paid until the awards of the degree.

**To be determined by the respective Head of the Department on the basis of the statement of sources of funding sent by the candidate and subject to minimum Rs. 10,000/= per annum)

For foreign candidates - Three times increase of charges for all fee categories.

Note:

For the employees of the OUSL, based on the relevancy of the programme, a fee waiver may be granted from all types of fees. (This requires the approval of the Council through the recommendation of the Leaves & Awards Committee, and subjected to a bond and/or an agreement)

Submission of the Thesis

A candidate shall give the University three (03) months' notice in writing, on the prescribed form of his/her intention to submit the thesis for examination to the Deputy Registrar/ Academic Administration through the Supervisor, Head of the Department, and the relevant Dean of the Faculty. Notice of intention to submit the thesis will lapse automatically after three (03) months. In such an instance, the candidate shall be required to submit a fresh notice in the prescribed form.

Three (03) copies of the thesis must be submitted through the Dean of the relevant Faculty and the Head of the relevant Department/s with the signature/s of the Supervisor/s, for examination in conformity with the guidelines on the preparation of the thesis.

Scheme of Assessment

A candidate for the Research Degree is assessed on the

- (1) Thesis and
- (2) Oral Examination

Examiners for the assessment of the thesis and the Oral Examination shall be appointed by the Senate on the recommendations of the Higher Degrees & Research Committee for the evaluation.

A Minimum of two (02) examiners from outside the University shall be appointed to assess the thesis.

The thesis may be referred to a third examiner in the case of the two (02) examiners differ in their evaluation.

The Oral examination of the student shall be carried out by a Panel of Examiners constituted as per the By-Law No 26

In the oral examination a candidate is required to do an oral presentation followed by a thesis defence.

Candidate shall have published have published/have the acceptance for publication as at least one (01) research paper for a Master level research degree and two (02) research papers for a Doctoral level research degree, in peer reviewed journals accepted by the Higher Degrees and Research Committee.

Acceptance of the thesis

The thesis submitted for the award of the Research Degree may be found to be

- acceptable by the Panel of Examiners, or
- acceptable on the certification of the supervisor that minor corrections/modifications suggested by the Panel of Examiners have been satisfactorily incorporated by the candidate, or
- acceptable after major revision, re-submission within a maximum period of twelve (12) months, re-examination by two (02) examiners, and Viva-Voce examination.

The thesis shall be rejected,

- if both examiners recommend rejection, or,
- if two (02) among three (03) examiners recommend the rejection at re-examination or
- even if one (01) of the examiners recommends major revisions or rejection at re-examination

The award of the degree shall be based on the recommendation of the examiners as given above and candidate's success in the Oral Examination.

However, in the case of Doctoral Research, the thesis may be acceptable for the award of MPhil Degree upon the recommendation of the Panel of Examiners with the candidate's consent as in Section 3.5.1 of the Regulation for Doctor of Philosophy.

Effective date of the Degree

If the thesis is accepted by the examiners without any revision and the student successfully completes the oral examination, the effective date of the award shall be the date of submission of thesis, provided that the thesis in the bound form with a digital copy is handed over to the Deputy Registrar / Academic Administration within one (01) month of the oral examination.

If the thesis is accepted by the examiners with minor revisions and the student successfully completes the oral examination, the effective date of the award shall be the date of submission of thesis, provided that the corrected thesis is submitted in the bound form, with a digital copy along with a certification from the Supervisors to the effect that all revisions required by the Panel of Examiners have been made and is handed over to Deputy Registrar / Academic Administration within three months of the oral examination.

If the thesis requiring minor revisions has not been submitted within the specified period as above, the effective date of the award shall be the date on which the thesis is re-submitted in the bound form with the digital copy to Deputy Registrar / Academic Administration

If the thesis requires major revisions, the effective date of the award shall be the date on which the thesis is re-submitted in the bound form with the digital copy as determined above, taking into consideration the re-submitted date.

No thesis shall be accepted one (01) year after the successful oral examination.

1. OUSL Research Awards

Applications are entertained annually from Academics and other staff eligible to apply for the OUSL Research Awards. There shall be no restriction on the number of research awards presented by OUSL in any given year and the awards are open to all staff of OUSL. All awardees will be awarded a cash award subject to a maximum of LKR 25,000.00 and a certificate.

- Any staff member employed at the OUSL in the year for which the awards are being considered will be eligible to apply for OUSL awards.
- Individuals should apply for the awards.
- Patents and publications obtained for the relevant period/ year will be considered for the award. The applicant's affiliation to "The Open University of Sri Lanka" should appear in the publication.
- An applicant can submit only one application based on the publications and patents obtained during the year for which applications are called for.
- The Senate Sub-Committee on Research Awards will evaluate the applications for the awards. Wherever necessary the Committee may obtain the services of subject specialists for evaluating the applications/ submissions.

- The applicant should provide a detailed breakdown of marks claimed for each category.
- Marks should be divided proportionately based on the number of patent holders or authors of publications. If the applicant claims more marks than that obtained by considering equal contribution, he/she should obtain the consent of all the other authors and patent holders giving proper justification.
- It is the responsibility of the applicant to submit all the relevant proof to support the application.
- The applicant should forward an application according to the format given in annexure I to **Director / Research, The Open University of Sri Lanka.**
- The Senate Sub- Committee on Research Awards shall, after evaluating all applications received from OUSL staff, recommend to the Senate the names of the applicants eligible to receive the awards.
- Research work submitted for a higher degree by the applicant shall not be considered for OUSL research awards. The applicant should make a declaration to the effect that his/her submission for an award does not include any such research.

OUSL RESEARCH AWARDS
FORMAT FOR APPLICATION

APPLICANT'S NAME :

FACULTY/DEPARTMENT :

.....

	Components	Marking Scheme	Detailed breakdown of marks	Marks obtained	Office use
Patents	1. International Patents	Up to 08 marks /patent			
	2. National Patents	Up to 04 marks/ patent			
Publications	3.(a) Publications in peer reviewed journals published at least two issues per year (b) If the paper is published in an Indexed ^s journal	Up to 06 marks/ paper Additional 04 marks / paper			
	4. Publications in peer reviewed journals that publish less than two issues per year	Up to 04 marks/ paper			
	5.(a) Publishing scholarly books * (b) Publishing chapters in scholarly books*	Up to 04 marks/ book Up to 02 marks/ chapter			
	6. Research reports**	Up to 02 marks/ report			
	7. Conference presentations *** (a) Published in abstract form (b) Published in extended abstract form (c) Published as full paper	Up to 0.50 marks/ abstract Up to 0.75 marks/ extended abstract Up to 01 mark/ paper			
	Total				

To qualify for a research award, an applicant should have a minimum of 08 marks

Index journals are listed under

- Science Citation Indexed Expanded (Web of Science)
- Social Sciences Citation Index (Web of Science)
- Arts and Humanities Citation Index (Web of Science) etc.

* Should be **scholarly work and peer-reviewed** based on research carried by the author in the relevant field and published by a recognized Publisher. Should **NOT** be instructional material developed for OUSL courses/programmes

** Research reports

(a) should be commissioned by national or international institutions

(b) should be based on original research

(c) should be published with an ISBN number

*** Only **one** for the same work should be considered for awarding marks.

For components 6 and 7 together, the maximum mark shall be 04.

2. OUSL Award for The Best Online Course

Applications are entertained annually from Academics and other staff eligible to apply for the Best Online Course in terms of the following scheme of award attached. The award will include a cash prize of Rs. 25,000/= and a certificate.

3. Type of Online Course

Online course to be evaluated should belong to the Open University of Sri Lanka (OUSL). At least 20% of Continuous Assessment of the course should have been done online. The course unit should have completed its delivery at least once including student assessment and releasing of results.

4. Method of Application and Related Matters

Any member of the OUSL can apply for the award

Such applications may be submitted by an individual or by a group of the OUSL staff members.

Applicant/s should submit only one production for a particular year.

An application should be submitted with the following information-

Course details:

Course title and course code

Programme of study (if relevant)

Duration of the course

Number of registered and active students in the year of evaluation

Learning resources

Type of online resources (eg. Text files {pdf files, word files}, audio, video

Web resources, etc.)

Interactive components (forums, wikis, quizzes, charts, etc.)

Assessment components

Details of assessment components – online and off-line (if any)

Students' feedback

Documentary evidence on the feedback of students on the course.

Contributions of production team

Names of persons and contributions of each member in the team should be;

specified if a production team was involved.

Declaration of permission to access the online course for evaluation.

Those applicants who do not qualify for an award may apply with the same course or a modified version for a maximum of two attempts in the subsequent years.

A production that has been granted an OUSL award cannot be presented for further awards in subsequent years.

Nature of the award

Only the best online course (best production) shall be selected for the award every year

The incentive for the best production shall be selected for the award every year.

In the case where more than one production is selected for the best award, the award shall be shared among the winners/teams.

The team members of the best production shall be presented with certificates.

The award shall be made at the Annual Academic Sessions of the OUSL.

Evaluation

The evaluation of each production shall be carried out by a Committee appointed by the Senate.

The evaluation Committee shall consist of 5 members including 2 members (Instructional Designer, MOODLE administrator) from the Educational Technology Division, 1 Subject matter expert and 2 external members who are engaged/involved with online course development and/or delivery. The Evaluation Committee evaluates the course as a team.

Applicant has to do a 20 minutes presentation (15 minutes presentation and 5 minutes discussion) focusing on points 1.1, 2.4, 2.5 and demonstrate the online course highlighting the features used in the online course.

The Evaluation Committee should evaluate student's participation in the interactive components.

A minimum of 75% of marks/points should be obtained in the evaluation to be considered for the award.

Evaluation of online course shall be carried out on the basis of a point scheme as given in the annex II

SCHEME FOR EVALUATION OF THE BEST ONLINE COURSE**Annexure 01**

Year of Award : Name of the Course & Course Code :

Department/Division :

Name/s of the Evaluators:

NO	Criteria		Max Marks Allowed	Marks from the Committee
1	Originality		6	
2	Creativity		6	
3	Content			
	3.1	Subject Matter Content: Relevant Up-to-Date Accurate	9	
	3.2	Presentation-How effectively the subject matter is communicated?	6	
	3.3	Ability to generate interest	6	
	3.4	Ability to retain interest throughout	6	
	3.5	Clarity & simplicity – how far selected information & the component are presented in a meaningful manner?	6	
	3.6	Learning Resources Audio Video Web Links Animations	4 4 4 4	
	3.7	Interactive Component Teacher – Student Student – Student Student - Content	3 3 3	
4	Participation			
	4.1	Teacher participation	5	
	4.2	Student participation	5	
5	Technical Aspects			
	5.1	Navigation	5	
	5.2	User Friendliness	5	
6	Student Feedback – The effectiveness of the online course as a learning tool relate the findings with the student profile.		10	
Total			100	

Evaluators Comments:

.....

Date:

Signature:

APPLICATION FORM FOR THE OUSL AWARD FOR THE BEST ONLINE COURSE

1. Name/s of the Applicant/s:
2. Faculty/Centre/Unit:
3. Department/Division:
4. Course details:
 - (a) Course Title & Course Code:
 - (b) Programme of study:
 - (c) Duration of the Course:
 - (d) Number of registered and active students in the year of Evaluation:
.....
5. Learning resources:
 - (a) Type of online resources:
eg. Text files (pdf files, word files) audio, video, web resources, etc.
 - (b) Interactive components:
(forums, wikis, quiz, charts, etc.)
6. Assessment components:
[Details of assessment components – online and off-line (if any)]
7. Students' feedback :
(Documentary evidence on the feedback of the course)
8. Contributions of production team:
 - (a) Name/s of person/s and contributions :
of each member in the team, should be
specified if a production team was involved
 - (b) Declaration of permission to access the :
Online course for evaluation

I certify that the information furnished above is true and accurate.

Date:

.....
Signature of applicant/s

Award for The Best Educational Video Production and Interactive Multimedia (IMM) Courseware

Applications are entertained annually from Academics and other relevant staff eligible to apply for the OUSL Awards for the Best Educational Video Production and Interactive Multimedia (IMM) Courseware in terms of the following scheme of award attached. The award will include a cash prize of Rs. 25,000/= and a certificate.

Type of Educational Video Productions/Interactive Multimedia Courseware to be considered

Educational Video Productions not less than 20 minutes or Interactive Multimedia Courseware which either related to the OUSL study programmes or about the OUSL practices.

Method of Application and Related Matters

Any member of the OUSL can apply for the award

Such applications may be forwarded either by an individual (if the director/multimedia developer and the script writer/content developer is the same individual) or by a group (if the director/multimedia developer and the script writer/content developer are two different individuals).

Those applicants who do not qualify for an award may apply in subsequent years.

An applicant can present productions up to a maximum of 03, for consideration for an award.

A production that has been granted an OUSL award cannot be presented for a further award in subsequent years.

Nature and Number of the award

Incentives for production should be cash awards of Rs. 25,000/= and should be shared by the production team members

The production team members would be presented certificates.

The award shall be made every year for the best video production and best interactive multimedia courseware.

Evaluation of Awards

The evaluation of each production shall be carried out by a Committee appointed by the Senate.

The evaluation Committee shall consist of 5 members, 3 of whom shall be from the OUSL and 2 from outside the OUSL. The composition of the committee shall consist of at least one expert in the relevant field and one expert in the media and communication technologies.

The Evaluation Committee should obtain feedback from students who are currently following the relevant study programme in order to judge the effectiveness of the programme as a learning tool.

Evaluation of video productions interactive multimedia courseware shall be carried out on the basis of a point scheme as given in Annex **1 and 2** in pages 166,167 and 168 respectively.

Items Acceptable for Evaluation

Educational Video Productions not less than 20 minutes/interactive multimedia courseware.

Educational Video Productions/interactive multimedia courseware produced as part of M.Phil or Ph.D thesis.

**Annex 1 –Criteria for evaluation of the Best Educational Videos Programmes
Produced by OUSL staff – Evaluation form**

Year of Award :

Name of the Team Leader :

Department/Division :

Evaluator's Name & address :

NO	Criteria	Maximum Marks Allowed Per video	Video 1	Video 2	Video 3	Video as part of M.Phil and Ph.D
1	Innovativeness	06				
2	Originality	06				
3	Creativity	08				
4	Content	10				
	1. Media selection -How appropriate the theme for the video production					
	2. Presentation- How effectively the subject matter is communicated?					
	3. Relevance of the content					
	4. How current is the Information conveyed?					
	5. Ability to generate interest					
	6. Ability to retain the Interest throughout					
	7. Clarity and simplicity – How far selected information and scenes are presented in a meaningful manner?					
5	Technical aspect	10				
	1. Quality of visuals					
	2. Continuity of the visuals					
	3. Narration (clear and matching voice)					
	4. Synchronizing of media Elements.					
6	Student's feedback – The effectiveness of the programme as a learning tool	10				
Total		50				

Evaluators Comments:

.....
Date:

Signature:

**Annex 2 –Criteria for evaluation of the Best Interactive Multimedia Courseware
Produced by OUSL staff – Evaluation form**

Year of Award :

Name of the Team Leader :

Department/Division :

Evaluator's Name & address :

NO	Criteria	Maximum Marks Allowed Per IMM	IMM	IMM	IMM	IMM as part of M.Phil and Ph.D
1	Innovativeness	06				
2	Originality	06				
3	Creativity	08				
4	Content	10				
	1. Media selection -How appropriate the theme for the IMM production					
	2. Presentation- How effectively the subject matter is communicated?					
	3. Relevance of the content					
	4. Depth of information presented					
	5. How current is the Information conveyed?					
	6. Ability to generate interest					
	7. Ability to retain the Interest throughout					
	8. Extent of variety (Animations, interactive exercises etc.)					
	9. Clarity and simplicity – How far selected information and scenes are presented in a meaningful manner?					
5	Technical aspect	10				
	1. Quality of the programme					
	2. Navigation					
	3. Narration (clear and matching voice)					
	4. Synchronizing of media Elements.					
	5. User friendliness					
6	Student's feedback – The effectiveness of the programme as a learning tool	10				
Total		50				

Evaluators Comments:

.....
Date:

Signature:

**APPLICATION FORM FOR OUSL AWARD FOR THE BEST
EDUCATIONAL VIDEO PRODUCTION & THE BEST INTERACTIVE
MULTIMEDIA (IMM) COURSEWARE**

1. Name/s of the Applicant/s:
2. Faculty/Centre/Unit:
3. Department/Division:
4. Area or Discipline of Research/Related Course/Programme:
.....
.....

5. Title of the Research Paper/Educational Video:
[Please attach a copy of the Research Paper]

6. The application is for the

Best Video Production

☐

Or

Interactive Multimedia

☐

I/we certify that the information furnished above is true and accurate.

Date:

.....
Signature of applicant/s

Award of Honorary Degrees

In recognition of outstanding achievements and contributions of distinguished person, the Open University of Sri Lanka, confer honorary degrees on such person as specified under Category A to C as indicated in By-Law No. 04 “By-Law for the Award of Honorary Degrees” as per UGC Circular No. 908 dated 11th March 2009.

01. Category A

A Person who is widely recognized as a person of eminence, an outstanding personality in a field of knowledge or other creative or intellectual activity at a national, sectoral or regional level.

02. Category B

A Person who has made outstanding, innovative and landmark contributions to knowledge, or other creative or intellectual activity in a sustained way (or of such vital and critical importance to the subject area in question) and who is recognized as such by most of his or her contemporaries, judged fundamentally by publications or similar contributions

03. Category C

A Person who has a long and distinguished contribution to the institution, development and maintenance of a field of knowledge, or other creative or intellectual activity, in a supportive or ancillary capacity but whose contribution has also been marked by a visible level of intellectual or creative capacity.

Criteria apply when considering candidates for Honorary Degrees:

The authority to confer an honorary degree shall rest with the Senate of the University with the concurrence of the Council.

The person considered for an honorary degree of the University shall be a person whose achievements and contributions are confirmed to the definitions given in Categories A to C in UGC Circular No. 908.

At the time the award is made, the person so considered shall not be an employee of any university or higher educational institution in Sri Lanka.

Members who have retired or resigned may be recommended based on their outstanding contributions to the University and/or recognition received at the national or international levels.

Honorary degrees shall not normally be awarded in absentia.

Posthumous honorary degrees may be awarded under exceptional circumstances as acceptable to the Senate;

Application from any person expressing the desire to receive an honorary degree shall not be entertained.

Procedure of Nominations and Selection

The Senate and the Council shall appoint a Search Committee comprising the following members for the purpose of selecting nominee(s) and forwarding the same for the ratification by the Senate and approval of the Council.

Deputy Vice Chancellor – Chairman

All Deans

Two Council members representing the Council

Two Professors representing the Senate

Registrar – Secretary

A member of the Council of the University, a member of the Senate or a member of a Faculty Board of the University may submit a nomination for the conferral of an honorary degree.

The responsibility for considering the suitability or otherwise of the candidate shall rest with the Senate of the University.

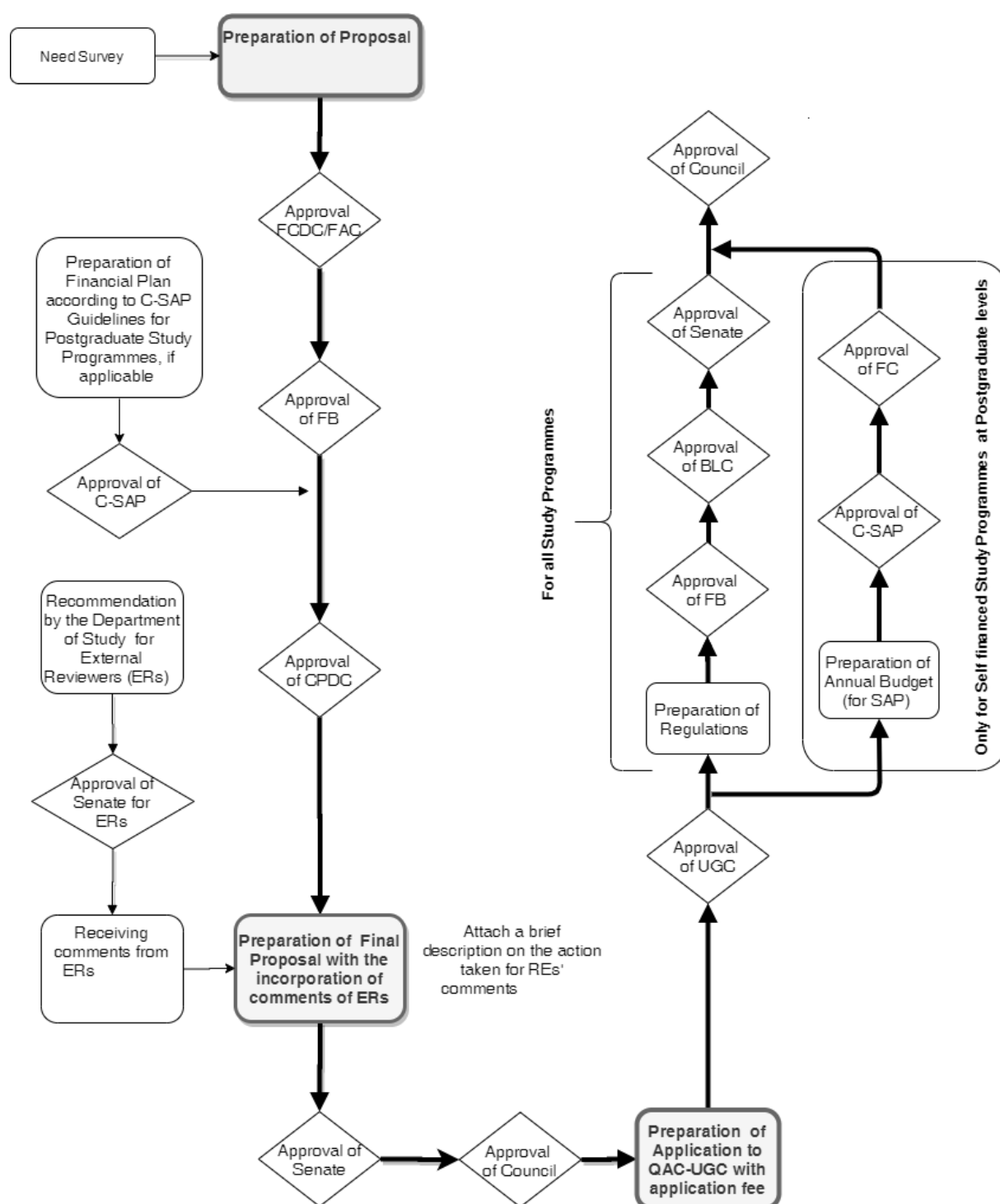
All recommendations shall be presented to the Senate at least three months before the date of convocation.

Strict confidentiality shall be maintained with regard to all matters relating to individual nominations. Written submissions shall not be presented until the nomination is initially ratified by the Senate.

Following the ratification by the Senate and approved by the Council, the University will write to the Nominee, informing the University of the decision. A formal Curriculum Vitae will be obtained from the Nominee and tabled at the Senate and Council for the information of the members. All nominations shall be supported by a citation of about 300 to 500 words outlining the grounds on which the nominations is made and citing the category/ies under which the nomination is considered suitable for the award.

The number of honorary degrees to be awarded at any convocation shall be decided by the Senate. The University shall strive to strike a balance between disciplines over a period of time and shall maintain a record of such awards.

Procedure for submitting Curriculum

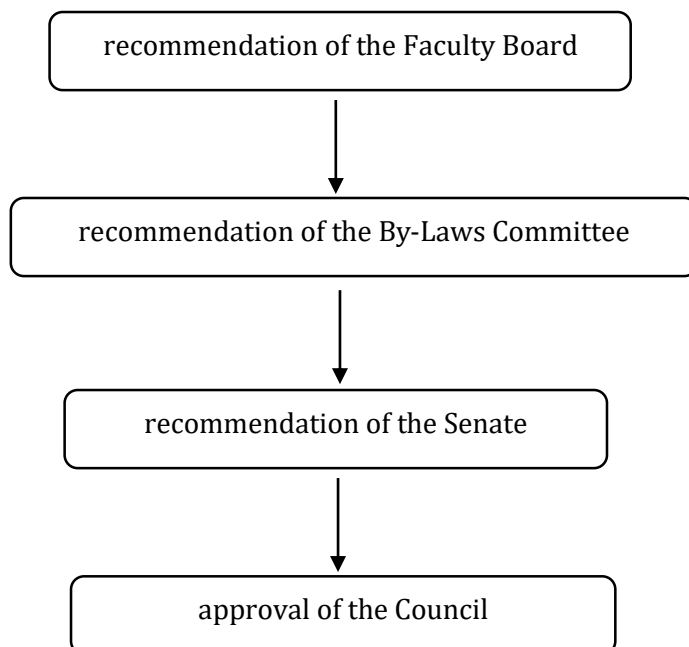


Abbreviations

BLC	By – Law Committee	FB	Faculty Board
CPDC	Curriculum and Programme Development Committee	FC	Finance Committee
C-SAP	Centre for Self-financing Academic Programmes	FCDG	Faculty Curriculum Development Committee
ER	External Reviewer	IQAU	Internal Quality Assurance Unit
FAC	Faculty Advisory Committee		

Procedure for submitting a By-Law/ Regulation

Once approval was obtained for a new Programme of Study the regulation for the particular programme of study should be submitted for approval.



Approved format for the serial number required for numbering a Regulation developed under a By-Law

Ex:- **Regulation No: 21.ET.(1).(a-2022)**

21: By-Law no.

ET: Faculty code approved by the Senate

- SS-Faculty of Humanities & Social Sciences
- NS-Faculty of Natural Sciences
- ET-Faculty of Engineering Technology
- ED-Faculty of Education
- HS-Faculty of Health Sciences
- MS-Faculty of Management Studies

(1): Number given by the faculty for the particular programme, which has to be maintained by the relevant faculty

(a-2022): a simple alphabetic letter to indicate the amendment such as for 1st time amendment as (a), 2nd amendment as (b), and so on

THE OPEN UNIVERSITY OF SRI LANKA
GENERAL BY-LAW FOR THE AWARD OF CREDIT CERTIFICATES, CERTIFICATES,
DIPLOMAS, DEGREES, POSTGRADUATE DIPLOMAS AND HIGHER DEGREES

(Prepared under Section 235 of the Universities Act No. 16 of 1978 read with Ordinance Number 1 of 1990)

This By-law may be cited as By-Law No. 1 and shall be the consolidated by law, replacing the "General Regulations for Degrees, Diplomas, Certificates and other awards" approved by the Council of the Open University of Sri Lanka at the 132 meeting held on 18* September 1981.

1. Award of Credit Certificates, Certificates, Diplomas, Degrees, Post Graduate Diplomas and Higher Degrees

- 1.1. A credit certificate, certificate, diploma, degree, post graduate diploma or higher degree may be awarded by the Open University of Sri Lanka which employs the study system described in Schedule 1 and which is hereinafter referred to as the University, to a student who has:
- a) fulfilled all the eligibility requirements for admission to a course and/or programme of study of the University as set out in Section 2; and
 - b) been duly admitted to a course and/or programme of study by the University as set out in Section 3; and
 - c) been registered as a student at the University as set out in Section 4; and
 - d) paid the fees prescribed by the University as set out in Section 5; and
 - e) completed the prescribed course and/or programme of study to the satisfaction of the Senate of the University, hereinafter referred to as the Senate, as set out in the prescribed Regulations made under this by-law; and
 - f) otherwise satisfied the Senate as to the suitability for the award.
- 1.2. A candidate may acquire the credits required under Regulations made under this By-law as referred to in Section 1.1 (e) above in any number of academic years, not necessarily consecutive, provided he/she maintains his/her registration as a student or has his/her registration re-activated in accordance with Section 4.9 below.

2. Eligibility for Admission to a Course and/or Programme of Study

- 2.1. Any person aged eighteen years and over may apply for admission.
- 2.2. No formal educational qualifications shall be required for those seeking admission to Level One, though minimal educational attainments may be desirable.

- 2.3. A person seeking admission for courses above Level One shall satisfy the requirements as may be prescribed in the relevant Rules made under this By-law.

3. Admission

- 3.1. Every application for admission shall be made on the prescribed form obtainable from the University and in the manner as may be prescribed.
- 3.2. The selection of candidates shall be in accordance with criteria prescribed by the Senate, whose decision shall be final and conclusive.

4. Registration

- 4.1. Registration and renewal of registration of students at all levels in a given programme of study shall take place concurrently, during a time period as determined by the Senate.
- 4.2. The University shall register people selected for admission, on the payment of fees as prescribed and they shall be subject to all the By-laws, Regulations and Rules of the University.
- 4.3. The total credit rating of all courses, other than continuing education courses, offered by a student during any one academic year shall not exceed thirty-six (36). He may, in addition, offer continuing education courses with a total credit rating up to nine (09) credits.
- 4.4. Provisional registration may be permitted by the Senate, under exceptional circumstances, as prescribed by Regulations made under this by-law.
- 4.5. All continuing students shall renew their registration at the beginning of each academic year.
- 4.6. A student who fails to renew his/her registration by the due date may be allowed to do so within the period prescribed in the Rules made under this by-law, upon a written request, and shall pay the normal registration fees and any other arrears.
- 4.7. A student who fails to renew his/her registration as stipulated in Sections 4.5 or 4.6 above may be allowed to renew his registration, but shall be required to pay a penalty, which shall be equivalent to the annual registration fee. He/she shall pay, in addition, all the normal registration and other fees.
- 4.8. A student who renews his/her registration under the provisions of Section 4.7 above shall not be permitted to follow any courses during that academic year but may be permitted to re-sit any subsequent examinations held in that academic year, if otherwise eligible.

- 4.9. A person who fails to renew is/her registration during the course of any academic year may seek registration for any subsequent academic year, within a period of up to five calendar years, but shall pay a re-activation fee equivalent to one year's registration fee, in addition to paying the normal registration and other fees,

5. Fees

- 5.1. Every person admitted to a course and/or programme of study shall pay all fees, deposits and other dues in the manner prescribed in the Rules made under this by-law.
- 5.2. The Council may, on the recommendation of the Senate, vary fees, deposits and other dues without prior notice.
- 5.3. Fees, once paid, shall not be refunded.
- 5.4. A tuition fee, as prescribed, is payable by a student upon registration for any course. Failure to pay the fees by the due date shall make a student ineligible to continue with the activities related to the course and/or programme of study.
- 5.5. A student may withdraw from (a) course(s) at any time during the academic year by giving written notice. Such a student shall not be liable for any payment of fees in respect of the relevant course(s) for the remainder of the academic year.
- 5.6. A credit exemption fee is payable when any claim for exemption is granted.
- 5.7. Any student who resists an examination will be required to pay an examination fee as specified.
- 5.8. Notwithstanding an undertaking made by a sponsor to pay any fees on behalf of a student, the student remains liable to the University for Settlement of all amounts outstanding.
- 5.9. No credit certificate, certificate, diploma, degree, post graduate diploma or higher degree shall be awarded to a student who is in arrears of fees.

6. Regulations, Rules and Revisions

- 6.1. Regulations under this by-law shall be made by the Senate in respect of the award of credit certificates and in respect of the award of each certificate, diploma, degree, post graduate diploma and higher degree.
- 6.2. Rules under this by-law and under the regulations made under Section 6.1 above shall be made by the Senate or by the faculty as appropriate.

- 6.3. This by-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Council, on the recommendation of the Senate.

BY-LAW FOR THE AWARD OF HONORARY DEGREES

This By-Law may be cited as By-law No.4 of 2016 and shall be consolidated By-law for award of Honorary Degree.

4. Introduction

In recognition of outstanding achievement and contribution of distinguished person, the Open University of Sri Lanka, hereinafter referred to as the University, shall confer honorary degrees on such person as specified under category A to C indicated below as per UGC Circular No. 908 dated 11th March 2009,

Category A

A Person who is widely recognized as a person of eminence, an outstanding personally in a field of knowledge or other creative or intellectual activity at a national, sectoral or regional level.

By sectoral is meant a distinct field of knowledge or creative or intellectual activity, including subject areas which are rare or abstruse: by regional is meant persons of eminence in a regional or provincial rather than a countrywide national context (thus, “sectorally” a theoretical physicist whose work is only known to practitioners in his or her field; or “regionality” a doctor who has an enormous, longstanding and innovatory contribution to medical health in a rural area; or a locally-based researcher to the study of the history and culture of a distant and little-accessed province or district otherwise not well-researched by “national” specialists).

Persons in this category must be of such a degree of renown that all but their detractors must readily acknowledge that they deserving of high academic and intellectual recognition.

Category B

A person who has made outstanding, innovative and landmark contributions to knowledge, or other creative or intellectual activity in a sustained way (or of such vital and critical importance to the subject area in question) and who is recognized as such by most of his or her contemporaries, judged fundamentally by publications or similar contributions.

Persons of this category are essentially to be judged by the intellectual quality and quantity of their published or performed work, subject to the provision that quality must take precedence over quantity. The evaluation of quality, needless to say, varies from field to field and from time to time.

Category C

A person who has a long distinguished contribution to the institution, development and maintenance of a field of knowledge, or other creative or intellectual activity, in a supportive or ancillary capacity but whose contribution has also been marked by a visible level of intellectual or creative capacity.

Persons in this category are essentially to be judged by the critical importance of their contribution to one or more fields of knowledge or other creative or intellectual activity, the level and quality of such contributions.

The person on whom the honorary degree shall be conferred shall have a proven track record on one or more than one of the above achievements and contributions as well as a high degree of esteem and acceptability to the satisfaction of the University.

It is the duty of the University to identify candidates for the Honorary Degrees with great care to ensure that the most worthy persons are honored and that the value of such prestigious awards is not debased.

5. Titles of Awards

Honorary Degree to be so awarded shall be as follows:

Doctor of Letters	D.Litt. (Honoriscausa)
Doctor of Science	D.Sc. (Honoriscausa)
Doctor of Laws	LL.D. (Honoriscausa)
Doctor of Philosophy	Ph.D (Honoriscausa)
Master of Letters	M.Litt. (Honoriscausa)

6. Eligibility Requirements

3.1 General Considerations

The following criteria shall apply when considering candidates for Honorary Degrees:

- 6.2.1. The authority to confer an honorary degree shall rest with the Senate of the University with the concurrence of the Council.
- 6.2.2. The person considered for an honorary degree of the University shall be a person whose achievements and contributions confirming to the definitions given in Categories of A to C in UGC Circular No. 908;
- 6.2.3. At the time the award is made, the person so considered shall not be an employee of any university or higher educational institutions in Sri Lanka;
- 6.2.4. Members who have retired or resigned may be recommended based on their outstanding contributions to the University and/or recognition received at the national or international levels;
- 6.2.5. Honorary degrees shall not normally be awarded in absentia;

6.2.6. Posthumous honorary degrees may be awarded under exceptional circumstances as acceptable to the Senate;

6.2.7. Application from any person expressing the desire to receive an honorary degree shall not be entertained;

3.2 Specific Considerations for Honorary Degree of D.Litt. D.Sc and LL.D.

The person considered

3.2.1. should have made an exceptional contribution to one or more areas given in Categories A,B, or C in UGC Circular No. 908;

And

3.2.2. shall be a distinguished person whose achievements and contributions are related To one or more of the following;

3.2.2.1. Mastery of the accepted knowledge in the specified field through research;

3.2.2.2. Knowledge dissemination;

3.2.2.3. research and academic infrastructure;

3.2.2.4. exceptional contributions to the development of the University;

3.2.3. recognition by national, regional and international community.

3.3. Specific Considerations for Honorary Degree of Ph.D.

The person considered:

3.3.1. should have made a substantial contribution to one or more areas given in Categories A,B or C in UGC Circular No. 908; and

3.3.2. shall possess a good educational background confirming to at least the minimum specified for full membership by an appropriate professional body or equivalent academic achievement acceptable to the Senate of the University;

3.3.3. shall be an outstanding person whose achievements and contributions are related to one or more of the following;

3.3.3.1. outstanding awareness of the accepted knowledge in the field;

3.3.3.2. outstanding ability to practice the specified profession by systematic use knowledge and judgment;

3.3.3.3. outstanding creativity and resourcefulness;

3.3.3.4. outstanding contributions to national wealth creation and employment generation

3.3.3.5. outstanding contributions to the development of the University;

3.3.3.6. outstanding contributions to national, regional and international community;

3.4. Specific Consideration for Honorary Degree of M.Litt.

3.4.1. The candidate considered shall be a knowledgeable person deriving his/her knowledge from contributions to one or more areas given in Categories A,B, or C in UGC Circular No. 908;

3.4.2 there shall be no restrictions on the educational background of the person considered

1. Procedure of Nominations and Selection

4.1. The Senate and the Council shall appoint Search Committee comprising the following member for the purpose of selecting nominee (s) and forwarding the same for the ratification by the Senate and approval of the Council.

Deputy Vice Chancellor – Chairman

All Deans

Two Council members representing the Council

Two professors representing the Senate

Registrar - Secretary

- 6.3. A member of the Council of the University, a member of the Senate or a member of a Faculty Board of the University may submit a nomination for the conferral of an honorary degree.
- 6.4. The responsibility for considering the suitability or otherwise of the candidate shall rest with the Senate of the University.
- 6.5. All recommendations shall be presented to the senate at least three months before the date of convocation.
- 6.6. Strict confidentiality shall be maintained with regard to all matters relating to individual nominations. Written submissions shall not be presented until the nomination is initially ratified by the Senate.
- 6.7. Following the ratification by the Senate and approved by the Council, the University will write to the Nominee, informing the University decision. A formal Curriculum Vitae will be obtained from the Nominee and tabled at the Senate and Council for the information of the members. All nominations shall be supported by a citation of about 300 to 500 words outlining the grounds on which the nomination is made and citing the category/ies under which the nomination is considered suitable for the award.

2. Number of Awards and Maintaining Records

The number of honorary degrees to be awarded at any convocation shall be decided by the Senate. The University shall strive to strike a balance between disciplines over a period of time, and shall maintain a record of such awards.

08. Procedures of activities under the CERC and C-SAP

The Board of Management – Centre for Self-funded Academic Programmes (c-sap)

The objectives of the Centre for Self-funded Academic Programmes (C-SAP) is to assist in the administration of financial matters related to self-financed postgraduate and other academic programmes conducted by academic departments, faculties and other entities of the OUSL.

Academic Administration of study programmes delivered under C-SAP shall be within the purview of respective departments and faculties. Thus, obtaining the necessary academic approvals for the programmes of study shall be the responsibility of the relevant department/Faculty.

Preparing and Presenting a Budget for Academic Programmes delivered under C-SAP

Departments, Faculties and other academic units that are authorized to conduct academic programmes under the rules and regulations of the University shall be eligible to conduct such programs as self-funded programmes under C-SAP. A department that wishes to deliver an academic programme through C-SAP shall submit a request for the same with justifications and the tentative budget to the Director/ C-SAP. These requests shall be evaluated by the Board of Management of C-SAP. The guidelines for the criteria for evaluation shall be decided by the BoM and shall contain safeguards to ensure that only those programmes that have sufficiently strong justifications shall be allowed to be conducted as self-financed programmes through C-SAP.

For a new academic programme proposed budget should be submitted and the department can start the programme only after obtaining approval from the relevant authority (BoM of the C-SAP and Finance Committee). After registering the students for the programme, the department shall submit the revised budget for the year and should obtain approval for the same. Budgets should be prepared on an annual basis and all the operative batches should be included in the annual budget.

After the commencement of a programme, if any changes occur, the proposed budget should be revised accordingly, and approval should be obtained. It is necessary to clarify relevant changes in the covering letter.

Each year's budget should be closed and statement of surplus and disbursement (Final budget) should be prepared within a period of six months and submitted for approval of the relevant authority.

Programmes which are currently offered under C-SAP

- Master of Criminal Justice Administration (LL.M.)
- MBA in Human Resources Management
- MSc. in Medical Entomology and Applied Parasitology
- Master of Education
- MSc. in Structural Engineering
- Master of Energy Management

The Board of Management - Centre for External Resources & Consultancy (CERC)

Administer activities such as research programmes, consultancy services, extension courses, training, and Continuing Professional Development (CPD) course, for productive interaction between the OUSL and Sri Lankan community at large. These assignments may be initiated by OUSL upon requests made by either departments/ divisions within OUSL or by external agencies/ institutions.

All Assignments shall have the prior approval of the BoM of CERC. As per the regulations for the Centre of External Resources & Consultancy (CERC), the total cost of all items on CERC Assignments shall be incorporated into the Assignment cost. The costing and apportioning system to disburse funds shall be formulated by the BoM of CERC and approval by the Finance Committee and the University Council.

Difference between the activities of CERC and C-SAP

CERC deals with the external assignments, short courses, consultancy services, extension courses, training and continuing professional development courses, etc. while the C-SAP handles the fee levying postgraduate programmes.

09. Registration of Visiting Research Students

The International Research Unit (IRU) send the applications for approval for visiting research students from overseas and those applications shall be submitted for recommendations of the Higher Degrees and Research Committee (HDRC), Senate and approval of the Council. Once approved by the Council the relevant visiting research students shall be registered on their arrival to the OUSL by submitting their certificates of qualifications and payment of due fee.

On completion of the period, a report on the research conducted in Sri Lanka shall be submitted by the research students to the HDRC through the supervisor/s and IRU.

Contact Details

Deputy Registrar 250 /0112-881250

0112-805769

Office 340 /0112-881340

2.2. Academic Establishment Division

2.2.1. Introduction

Academic Establishment Division of the OUSL is mainly responsible for fulfilling all Human Resources functions related to the Academic/Academic Support and Administrative Staff of the University.

This division attend to many functions that encompass entire career of a staff member who has been recruited to the service of the Open University of Sri Lanka i.e., from recruitment to the termination of service of the staff member concerned.

Following staff have been assigned to the Academic Establishments Division for the smooth functioning of duties as mentioned below.

Deputy Registrar	-	01
Assistant Registrar	-	01 (Partly)
Centre for Quality Assurance (CQA)		
Senior Staff Management Assistant	-	04
Management Assistant	-	08
Project Assistant	-	01
Office Aide	-	02

2.2.2. Posts handled by the Division

Salary Codes of the Posts,

(U-AC 5 – 2016 A)	-	Professor / Senior Professor
U-AC 5 (I)		
U-AC 5 (II)		
(U-AC 4 – 2016 A)	-	Associate Professor
U-AC 4		
(U-AC 3 2016 A)	-	Lecturer (Probationary) / Lecturer (Unconfirmed/ Senior Lecturers Grade II / Grade III
U-AC 3 (I)		
U-AC 3 (II)		
U-AC 3 (III)		
U-AC 3 (IV)		
(U-AC 2 – 2016)	-	Temporary Lecturers and others
U-AC 2		Temporary Research Assistant
(UMO 1 – 2016)	-	University Medical Officer
U-MO 1 (III)		
(U-AS 2 – 2016)	-	Academic Support Staff
U-AS 2 (I)		
U-AS 2 (II)		
(U-AS 1 – 2016)	-	Academic Support Staff
U-AS 1 (I)		
U-AS 1 (II)		

(U-EX 3 – 2016)	-	Senior Executive Grades
U-EX 3 (I)		
U-EX 3 (II)		
(U-EX 2 (a) – 2016)	-	Middle Level Executives
U-EX 2 (a)		
U-EX 2 (I)		
U-EX 2 (II)		
(U-EX 1 – 2016)	-	Junior Executives
U-EX 1 (II)		

2.2.3. Duties and Functions of the Academic Establishments Division

1. All duties functions related to recruitment of Academic/Academic support staff
2. Granting of annual salary increments to Academic and Academic support staff/Administrative Staff
3. Duties related to granting of probationary study leave and other types of leave entitled to Academic Staff (Both local and overseas)
4. Matters related to granting of promotions to Academic and Academic support staff
5. Release (Both Temporary and Permanent) of above-mentioned staff
6. Granting Long Service awards and other such awards
7. Matters related to violation of Bonds and Agreements
8. Disciplinary procedures related to Academic and Academic Support Staff/ Admin. staff
9. Handling matters related to cadre
10. Providing various information required by the UGC, Ministry, Dept. of Management Services from time to time.
11. Release of terminal benefits to above mentioned staff (UPF/ETF/Gratuity)

How the above duties have been distributed among the staff

i.	Probationary Study Leave Committee	}	Senior Staff Management Assistant Management Assistant
	Leave & Awards Committee		
	Bond Violations		
	Overseas Leave		
	Inventory Report		
	Ordering Stationary & Equipment		

Handling duties related to teaching staff of;

ii.	Faculty of Engineering Technology	}	Senior Staff Management Assistant
	Mechanical Engineering		
	Civil Engineering		
	Textile & Apparel Engineering		
	Deans Office – Engineering – Lecturers		

iii.	Faculty of Natural Sciences Zoology Botany Physics Mathematics	}	Management Assistant
iv.	Faculty of Natural Sciences Zoology Botany Physics Mathematics	} All Annual Increment related matters	Project Assistant
v.	Faculty of Education Librarian and Library Staff CESSD Computer Science – Faculty of Natural Sc.	}	Management Assistant
vi.	Chemistry Faculty of Engineering Technology Electrical and Computer Engineering Agricultural and Plantation Engineering Mathematics and Philosophy of Engineering	}	Management Assistant
vii.	Faculty of Management Studies Centre for Educational Technology & Media Faculty of Health Science	}	Management Assistant
viii.	Faculty of HSS Social Studies Legal Studies Language Studies Department of English Language Teaching (DELT)	}	Management Assistant
ix.	Cardre details Long Service Awards Retirements Advertisements	}	Senior Staff Management Assistant
	Stenography work Assist in the preparation of documents in the Division	}	Senior Staff Management Assistant
	Other Categories & Directors (permanent and part time basis)	}	Management Assistant

RES (Academic Staff)
IT (Academic Support Staff)
Administrative and Directors

Management Assistant

2.2.4. Committees / meetings handled by the Academic Establishments Division: Leave and Awards Committee and Probationary Study Leave Committee.

Following matters are taken up for discussion at the Leave & Awards Committee

<u>Leave</u>	<u>Payment of fees</u>
a) Study Leave	a. Course fees for Staff
b) Vacation Leave	b. Tuition fees for Staff
c) Overseas Leave	c. Airfare
d) Local Leave	d. Warm Clothes allowance
e) Conference Leave	e. Visa fees (Study Leave)
f) Workshop Leave	f. Conference Airfare, Visa Fees, Registration Fees
g) Leave for Training Programme	g. Sabbatical Airfare
	h. Workshop fees
	i. UGC Grants for research and other awards

Probationary Study Leave (PSL) Committee

Study leave is granted for **Probationary Lecturers** by the PSL Committee. By-annual Progress Reports should be submitted through Supervisor/Head/Dean to the Vice Chancellor.

Procedure for applying study leave

- Request should be forwarded to the Vice-Chancellor through Head and Dean (for Academic Staff) and for Administrative and Non Academic Staff through relevant Sectional Head and to the Registrar / Director
- Request is submitted to the Leave and Awards Committee Meeting or Probationary Study Leave Committee Meeting (as applicable by the SAR/DR Est.)
- After recommending the **leave** by the Leave and Awards Committee / Probationary Study Leave Committee, it is submitted to the **Council** for required approvals
- If the request is for payment of course fees or any other payment, Finance Committee and Council approved is also needed.
- Extension of study leave is granted based on the Progress Reports and recommendation of his/her Supervisor/ Council and the decision is informed to the staff member.

2.2.5. Procedure of Applying for Leave During Vacations. (should apply in the relevant form)

- Leave during vacations are granted only for **Academic Staff members**. Request for leave during vacation is submitted to the Leave and Awards Meeting for its

recommendations. Vacation Leave is granted in terms of guidelines introduced by the OUSL which is attached.

- Request for leave during vacations should be forwarded through Head, Dean to the Vice-Chancellor.
- After recommending leave, by the Leave and Awards Committee, it is submitted to the Council for approval.
- After recommending the request by the Leave and Awards Committee Meeting, the relevant candidate should fill **online overseas leave application** and forward to the respective Head of the Department/Division to obtain Ministry / Prime Minister's approval.

Procedure of applying for Sabbatical Leave

- According to UGC Circular No. 408 and 8/2013, entitled staff members (Academic & Administrative) may apply for sabbatical leave.
- Request should be forwarded through relevant Head, Dean to the Vice Chancellor (for Academic Staff) and through Register to the VC for Administrative Staff.
- Sabbatical leave requests to be submitted to the Leave and Awards Committee for necessary recommendations.
- After recommending by the leave by the Leave & Awards Committee it is placed before the Council and for payments (Sabbatical AirFare etc.) submitted to the Finance Committee for obtaining the approval and finally to the Council.
- Decision is to be communicated accordingly

Forms available

Bond and Agreement

Leave During Vacation – Local leave (Application – Hard Copy)

– Overseas leave (Online application)

Financial Assistance for Paper Presentation

Progress Report

Library dues form

Guide lines for Availing Vacation Leave for Teachers at the OUSL

According to the University Establishment Code and the UGC Circular No.74 dated April 28, 1980, the teachers at Higher Educational Institutes established under the UGC are entitled to vacation leave. The specific clause is as follows:

“Any teacher may avail himself of leave during the vacations of Higher Educational Institution so long as such leave will not adversely affect his services to such Institution or the Institute but where such leave is to be spent abroad, he shall obtain the prior permission of the Governing Authority”.

- i. Attending to teaching duties
- ii. Any examination work

- iii. Maintenance of library, laboratory, or any other such Institution of the Higher Educational Institution / Institute
- iv. Any meeting of an authority or any other body of which he is a member
- v. Annual verification of stores
- vi. Any other purpose for which specific authorization is given by the Principal Executive Officer.

Leave during vacation cannot be accumulated

- Considering the special nature of the OUSL where there are no definite vacation periods is available, the management of the OUSL adopted the following procedure for the determination of vacation leave / period. This decision was adopted at the 71st meeting of the Leave and Awards Committee of the OUSL held on September 10, 1991.

Minute No. 71.7

“Having considered the provision in the University Establishment Code and the practice in other Universities, the Committee noted that three (03) months’ vacation leave can be granted to teachers for an academic year. The Committee noted that the period during which vacation leave could be granted vary from Faculty to Faculty and Programme to Programme. However, the committee decided that the period should not be more than three (03) months for an Academic Year.”

2.2.6. Types of Leave to which teachers are eligible

- i. Casual Leave
- ii. Medical Leave
- iii. Sabbatical Leave
- iv. Study Leave
- v. Leave to attend Conferences, Seminars, Training Programs etc.
- vi. Leave during vacations
- vii. Special Leave
- viii. Duty Leave
- ix. Study Leave
- x. Maternity/Paternal Leave

2.2.6.1. Casual Leave

A teacher is entitled to 21 days of Casual Leave during a calendar year. This Leave need to be spent in the island and cannot be accumulated for further use.

2.2.6.2. Medical Leave

A teacher is entitled to receive 14 days of medical leave within a calendar year. Medical Leave to a teacher shall be granted by the Vice Chancellor upon the recommendation of the Dean of the Faculty and Head of the Department to which such teacher is attached.

2.2.6.3. Sabbatical Leave

Eligible teachers and officers for sabbatical Leave are as per provisions of chapter x of the Establishments Code.

Utilization of Sabbatical Leave

- i. Sabbatical Leave of four (4) months duration with pay or eight (8) months on no-pay after completing three and half years (3 ½) of service after becoming eligible for sabbatical Leave
- ii. Eight (8) months of leave with pay or sixteen months of Leave on no-pay after completing five and half years (5 ½) of service
- iii. Sabbatical Leave with pay of one (1) year or two (2) years leave on no-pay after completing seven years of service.
- iv. Sabbatical Leave with pay of two (2) years after completing fourteen (14) years of service.
- v. Total period of Sabbatical Leave either with pay or without pay during the entire career of a person is limited to five (5) years.
- vi. Period of Sabbatical leave taken at a given time should not exceed two years.
- vii. Teachers and officers who avail of Sabbatical Leave should report for duty before the 64th or 59th birthday of the year respectively prior to the year of retirement.
- viii. Sabbatical Leave shall not be granted in advance of the date on which the applicant would become eligible for such leave.
- ix. Sabbatical Leave should not be granted to a person who is still in his period of probation.
- x. Periods of Sabbatical Leave can be accumulated but made use of, subject to the conditions specified in iv and v above.
- xi. Sabbatical Leave to an eligible person is approved by the Council of the University based on the recommendation of the Leave and Awards Committee.
- xii. A period of Sabbatical Leave may be combined with a vacation leave period with the approval of the Council. This period should not exceed one year a time.

Eligibility of Air Passage

Period of service	Period of Leave	Entitlement of Air Passage
<ul style="list-style-type: none">• 3 years & 6 months• 5 years & 6 months• 7 years of service	<ul style="list-style-type: none">4 months8 months12 months (1 year)	<ul style="list-style-type: none">½ passage¾ passageFull passage

- A period of Sabbatical Leave may be converted to leave without pay but the total period of leave taken in a given instance should not exceed two (2) years.

Leave to attend Seminars/Conferences/Training Programs etc.

Teachers may be granted leave with pay during semester time to attend Seminars/Conferences/Training Programmes etc. for periods mentioned below. Such programmes should be of benefit to the teacher concerned and the University. Such programmes however should not involve expenditure of the University or adversely affect the persons obligations such as teaching at the University.

- i. Upto thirty (30) days in an academic year, to attend Seminars/Conferences/Workshops and similar meetings irrespective of the number of visits made for such purpose.
- ii. Upto thirty (30) days in an academic year to participant in Training Programmes irrespective of the number of visits made for such purposes.
However, the maximum period of days granted for both purposes under (i) and (ii) should not exceed forty five (45) days in an academic year.

2.2.6.4. Special Leave

In exceptional circumstance, the Council of the University, may grant special Leave to a teacher who has an outstanding record of Research Publications to accept a fellowship or other award offered by a prestigious University or such other Institution. Such leave shall not exceed a period of one (1) year and should be on no-pay.

This facility can be availed of by a teacher, only after completing two (2) years of service after returning from duties either from study leave or Sabbatical Leave.

2.2.6.5. Duty Leave abroad.

Duty Leave to a teacher may be granted by the Council of the University strictly for official business such as Procurement of Supplies, Inspection of Equipment, Signing an Agreement or similar purpose. Nature of the official duty to be performed shall be specified when duty leave is granted.

2.2.6.6. Study Leave

A Probationary Lecturer who wishes to avail himself of study leave, which requires for his confirmation in the Post as specified in section 72 (i) of the Universities Act No. 16 of 1978 as amended, can be granted leave in the following manner:

- 24 months (2 years) study leave to read for a Masters Degree with or by research.
- 39 months (3 years and 3 months) study leave to read for a Doctoral Degree
- Where obtaining a Masters Degree is a pre condition to obtain a Doctoral Degree, 45 months [three (3) years and nine (9) months] of Leave
- A teacher who has already been granted leave to obtain a masters degree may be granted balance period of study leave usually granted to obtain a Doctoral Degree, if he wishes to pursue a Doctoral Degree at a later stage. The total period of Leave so granted should not exceed 45 months [3 years & nine (9) months]

In addition to periods of leave with pay mentioned above, a teacher may be granted further Leave on no-pay if the Governing Authority of the University is satisfied that, such extension of leave without pay is required to complete the studies, the teacher has commenced.

- 12 months (1 year) to obtain a Masters Degree with or by research.
- 48 months (4 years) to obtain a Doctoral Degree
- 48 months (4 years) to obtain a Doctoral Degree, where obtaining a Masters Degree is a pre-condition for obtaining the Doctoral Degree.
- A teacher who has already been granted study leave to obtain a Masters Degree, may be granted balance period granted to obtain a Doctoral Degree. However total study leave under this category should not exceed 60 months (5 years)
- Study Leave shall not be granted when the teacher does not have adequate time to complete the study programme before the last date of his/her period of probation.
- A teacher who has been granted study leave abroad and obtained his confirmation and promotion based on that qualification (masters degree) should not be given further study leave to follow a Doctoral Degree until he completes four (4) years from the date of his confirmation/promotion.
- A teacher whose initial Scholarship/Agreement requires him to return immediately after completing the Masters Degree, may be granted study leave to read for a Doctoral Degree, if he does not apply to get promotion to the next higher grade based on his/her Masters Degree.

Study Leave to those who have been directly recruited as Senior Lecturer/Senior Assistant Librarian/Lecturer (unconfirmed) A Senior Lecturer/Senior Assistant Librarian/Lecturer (unconfirmed) who have been directly recruited may be granted study leave to read for a Doctoral Degree after confirmation in the Post and with the approval of the Governing Authority of the University.

- Total period of Leave so granted shall be 36 months (3 years) with pay. Further period of 24 months (2 years) may be considered of such periods are based on progress reports submitted. However, leave of this nature shall be one year at a

time and based on the recommendations of the Dean of the Faculty and Head of the Department.

- An agreement and Bond should be signed by the teacher with the University before the commencement of leave.
- The teacher concerned should submit half-yearly Progress Reports obtained from his supervisor to the University.
- Under no circumstances, the study leave granted with or without pay should not be extended beyond the maximum permissible period.

2.2.7. Procedure to be adopted when filling a vacant post in the approval carder

1. Check whether required approvals are in place. (Before deciding to advertise a Post, necessity of obtaining required approvals, such as the Council, Department of Management Services, UGC etc. should be ascertained.)
2. Preparation of Advertisement
(when preparing the advertisement, the nature of advertising-Internal Public and conditions stipulated through various circular instructions should be checked.)
3. Checking the salient features in an advertisement (Qualifications, experience, salary particulars, age limit if necessary, benefits, service conditions, skills needed etc. in terms of relevant Scheme of Recruitment.)
4. Sufficient time should be given for the applicants to respond to the advertisement.
(possibly two weeks from the date of publishing the advertisement)
5. Obtaining required approvals for the advertisement from relevant officers. (It is advised to obtain observations of Heads of Departments/Divisions/Centres/Units before the advertisement is published.)
6. Publishing the advertisement in the selected media (OUSL webs, electronic/print media etc.)
7. Adopting OUSL approved publication method (through Operations Division and General Administration Division as applicable)
8. Receipt of Applications
9. Segregation of applications in two different files for qualified and non – qualified applications.
10. If necessary send both files for observations of the Head of the Department/Division/Centre/Unit where the vacancy/vacancies exist.
11. Once the files are returned, check whether the observations made are in line with SOR and procedure for appointment.
12. Appointment of Selection Committees in terms of Procedure for Appointment. If a written/trade/Aptitude test has been prescribed appoint these as well and obtain required approvals.
13. Scheduling interviews/Tests etc. and send notices to prospective qualified candidates.

14. Devising a marking scheme (If both written Test and other test marks are available such marks should be aggregated along with interview marks as specified in the relevant appointment procedures.)
15. Selection Committee meeting and finalizing selections.
16. Obtaining approval of the Council.
17. Sending Letters of appointment to selected applicants.
(Care need to be exercised to adhere to specific time limits and deadlines given in the Scheme of Recruitments/Procedure for Appointment or relevant circulars if any.)
18. Entering details of the newly appointed persons to the OUSL – HR System

Contact Details

Senior Assistant Registrar 1220/0112-881220
Office 1221/ 0112-881221

2.3. *Non – Academic Establishment Division*

2.3.1. Introduction

The Non – Academic Establishment Division is the Division responsible for all Human Resource Functions of Non – Academic Non-Administrative staff of the University. The Non-Academic Establishment Division has a staff of ten (10) people and there are two (02) administrative officers to oversee the functions of the Division.

2.3.2. Duties and Functions of the Non – Academic Establishments Division

1. All recruitments of the Non – Academic staff of the Open University of Sri Lanka
2. Grade to grade promotions
3. Granting Annual Increments of the Non- Academic Staff
4. Matters related to Personal files of the Non-Academic staff
5. Duties related to internal transfers
6. Duties related to transfers to other Universities
7. Issuing service certificates
8. Granting of Long Service Awards
9. Attending to various requests made by the Non – Academic Staff
10. All types of leave
11. Leave preparatory to retirement
12. Retirement, Release, Resignations, Termination, Vacation of post, Dismissal etc. of Non-Academic Staff
13. Attending to matters pertaining to the release of terminal benefits of non- academic staff
14. Documentation related to the release of UPF, ETF, University Pension Fund and Gratuity
15. Disciplinary inquiries and other related inquiries
16. Salary Revisions
17. Preparation of Council and Finance Committee memos
18. Providing Information requested by the General Treasury, Ministry of Education, UGC and other entities from time to time regarding the carder details.

2.3.3. Procedures adopted when a Post in the Non – Academic Post cadre to be filled.

1. Obtaining approval from the Department of Management Services/ Ministry of Education to create and recruit to a Post in the Non – Academic cadre of the University
2. Calling applications internally within the UGC & HEIs in the first instance as prescribed in the relevant Scheme of Recruitment.
3. Advertising the Post or calling list of names from the Ministry as the case may be, when the Post requires calling applications from external candidates (in terms of relevant circular-provisions)
4. Appointment of Examination Panels for the conduct of Aptitude/Written/Practical/Trade tests if required in terms of the Scheme of Recruitment.
5. Appointment of examiners for the conduct of written tests if required in terms of the Scheme of Recruitment
6. Appointment of Selection Panels to conduct interviews.
7. Conducting interviews and finalize selections. (According to the marksheets approved by the Council as per the UGC Circular No 05/2018. Candidates are listed and placed according to the merit order and if necessary, few candidates will be placed as reserves.)
8. Selected list of candidates and the list of reserves are submitted for approval of the Council by way of a memo.
9. After approval of the Council is obtained, Letter of appointment is prepared and sent to the person concerned.
10. After assumption of duties entering details of new employees to the OUSL HR system

2.3.4. Procedure followed when promotions are granted

1. Calling applications annually giving details of service conditions to be satisfied, relevant qualifications required etc. for promotions to a particular grade/post.
2. Appointment of examiners, selection panels as required to conduct Aptitude/ Written/Trade/ Practical tests
3. Conduct of interviews
4. Obtaining approval of the Council for the recommendations of respective Selection Committees
5. Issuing promotion letters
6. Entering details of promoted employees to the HR system of the OUSL

2.3.5. Procedure Adopted in granting annual increments

1. Checking relevant service conditions,
2. Initiation of the process by calling leave records, Heads reports and other evaluation reports as necessary.
3. Checking personal file for punishments /censors/ no -pay leave etc. during the incremental period.
4. Sending increment form to relevant Head of the Dept/Division for him/her recommendations and based on such recommendations submission of the increment form

to the granting authority i.e., Vice Chancellor/ Registrar as the case may be along with required recommendations.

5. Inform Finance Division to include the increment giving details of the date of effecting the increment, value of the increment etc.

2.3.6. Documents to be included in the personal file of an employee

Documents to be kept in a Personal File

1. Copy of the advertisement by which the person was recruited or the document received from the Government Agency (giving list of names of prospective applicants)
2. The person's application to the Post along with copies of certificates and other documents which have been attached to the application.
3. Copy of the recommendations of the Selection Committee.
4. Copy of the decision of the Governing Authority regarding the appointment.
5. Copy of the Letter of Appointment and the declaration of Acceptance of Appointment on the terms and conditions offered.
6. Authenticated records of the previous employment if any
7. Authenticated copy of the Birth Certificate
8. Authenticated copy of the National Identity Card (NIC) or the Passport.
9. Authenticated copies of Educational/Profesional and other certificates which qualified the applicant to the post. (These certificates should be duly verified and confirmation of verification should be filed.)
10. Medical Report
11. Documents related to marital status of the person
12. Duly perfected Agreement
13. Affirmation/Oath of Allegiance including the sixth amendment to the Constitution.
14. Letter of assumption of duties
15. Documents related to furnishing security if required
16. Nominations for the University Provident Fund/ University Pension Fund/ Gratiuity
17. Authenticated copies of certificates of spouse, children if applicable
18. List of Duties
19. Documents related to salary revisions, promotions and transfers
20. Official report relating to the character, competence, efficiency, conduct etc.
21. Documents regarding any commendations, censures or any other pernishment imposed on him as a result of an official inquiry or otherwise.(Note: The notes of any official inquiry should be given. Documents regarding unproved changes or contemplated action against the person should not be kept in the Personal File.)
22. Reports in regard to person's suitability to the post during his/her probationary period.
23. Documents regarding confirmation in the Post and extension of probationary period if applicable
24. Annual increment certificates
25. Documents containing results of examinations for Promotions or Promotion over efficiency Bars.
26. Documents related to his/her Promotions or Promotion over efficiency Bars.
27. Medical Reports in support of half pay or no-pay leave, maternity leave or lapsed leave

28. Documents regarding award of Scholarships, grant of Overseas Leave for study, training employment or other purpose, participation in seminars and conferences and copies of Bonds and Agreements if any signed in this connection. (Originals of Bonds & Agreements should be kept in a separate file and kept in safe custody)
29. Authenticated copies of documents related to all loans obtained from the Commission/ Higher Educational Institution/Bank/Financial Institution through the institution concerned and details of his obligations as a surety.
30. Documents regarding termination of appointment by Retirement or Resignation, Vacation of Post or Dismissal for unsatisfactory work or as a result of a disciplinary Inquiry.
31. Any other document that may deem necessary to be kept in the personal file.

2.3.7. Types of Leave available for Non – Academic Staff

1. Annual Leave of 45 days. (21 days of Casual Leave and 24 days of Vacation/ Medical Leave)
2. Sick leave (on a sick note produced by the employee concerned and not exceeding three (3) days.
3. Maternity leave to female employees. (84 working days excluding Saturdays, Sundays and Public holidays)
4. No-pay maternity (special) leave (maximum 06 months baby including Saturdays, Sundays and Public Holidays.)
5. Paternal Leave of three (03) days for a father of a new born child. (This leave can be availed of within three (03) months of the child birth)
6. Accident and special leave for an illness contracted while on duty. (leave to be granted in terms of provisions in Chapter X of the Universities Establishment Code)
7. Special leave for contracting quarantinable diseases. (Leave to be granted in terms of provisions of Chapter X of the University Establishment Code)
8. Paid Leave to sit for Examinations. (A maximum total period of two months – 60 days excluding week ends and holidays in an employees entire career.)
9. Special Leave for Sports.
10. Leave without pay for illness or urgent Personal reasons
11. Leave without pay for purposes of study or for taking up employment abroad. (This leave should not exceed five years and can be granted initially for a continuous period of these (3) years.)
12. Leave to Technical Grade Staff going abroad on Scholarships.
13. Full pay leave to Technical Officers and Dental Nursing officers to follow a course within the island.
14. Leave to Trainee Technical officers
15. Leave preparatory to retirement.
16. Granting of casual / vacation and other types of Leave should be by the appropriate granting authority as the case may be.
17. Calculation of Leave if not specified above, should be in accordance with provisions in the Universities Establishment Code.
18. Relevant Bonds/Agreements should be signed by the employee concerned where necessary before availing of Leave.

Procedure for applying leave

1. In every instance, relevant leave application should be used when applying for Leave.
2. If necessary and in addition to the leave application, a letter of request giving reasons for applying such leave may be attached.
3. Applications for Leave should have required recommendations/Approvals
4. Leave upto five (5) days can be approved by the relevant Head of the Department / Division.
5. Leave beyond five days need to have the approval of the Registrar / Vice Chancellor as the case may be.
6. Sabbatical Leave, Study Leave, Special Leave, need the approval of the Council.
7. When applying for Leave, it is the duty of the applicant to nominate a suitable replacement to attend to the duties in his/her absence.
8. If due to any reason, a person is unable to report for duty, he should inform his/her inability to report for duty by 1200 noon of that particular day.
9. Leave applications of Non – academic staff should be approved by the following officers.
 - a) If in a Deans office – Dean of the Faculty
 - b) If in a Department of study – Head of the Department
 - c) If in a Admin Division – DR/SAR/AR,B/DB/SAB/AB
 - d) If required to be authorized by a higher officer – Registrar/Vice Chancellor.

2.3.8. Procedure for granting annual salary increment of an employee

1. Relevant Management Assistant who is handling the Personal File of the Person concerned should keep track of the dates on which the annual salary increment is due each year.
2. Management Assistant should commence duties related to the increment form at least two months before the due date of the increment and send it to the leave section for calculation of leave of the person concerned.
3. When leave section returns the duly filled increment form back to the Non Academic Establishment Division, the increment form then should be sent to the relevant Head of the Department/Division/Centre/Unit for his/her observations and recommendations.
4. When the increment form is received at the Non Academic Establishment Division with Heads comments/recommendations, and if there are no adverse comments and the increment has been duly recommended, Senior Assistant Registrar / Non Academic Establishment Division submit the increment form in the personal file of the person concerned to the Registrar for approved to grant annual salary increment.
5. If the increment has not been recommended by the relevant Head of the Department, Division, Centre, Unit or there are adverse reports during the incremental period or the person has gone on no-pay leave, the increment form of the person concerned is submitted to the Registrar with relevant comments made in the minute sheet of the Personal File by

the Senior Assistant Registrar /Non Academic Establishment Division for appropriate action.

Contact Details

Senior Assistant Registrar	1215/0112-881215
Office	1216/0112-881216
Leave Section	1217

2.4. Examinations Division

2.4.1. Introduction

The Examinations Division of the OUSL is responsible for conducting final examinations of Seventy-Five (75) study programs undertaken, on behalf of each of the six faculties of the OUSL.

The Examinations Division usually conducts final exams with the assistance of a staff of Thirty-four (34) members.

In terms of the Organizational Structure, supervisory functions of all exam related matters in the OUSL have been divided into two sections and the responsibility of conducting final examinations in the faculties of Engineering, Education and Natural Sciences is vested with the Senior Assistant Registrar of the Division. Conducting final examination in the faculties of Health Sciences, Humanities & Social Sciences and Management Studies is vested with the Assistant Registrar.

Two senior staff Management Assistants are responsible for entering marks concerning all final examinations and the Management Assistants are entrusted with attending to rest of the documentation involved in handling exam related work.

The Machine Operator is responsible for printing of required material and the Works Aids are assisting the staff with their assigned roles.

2.4.2. Duties & Functions of the Examinations Branch:

1. Receipt of notice for the conduct of examinations from the faculties
2. Appointment of examination panels
3. Appointments of examiners and Moderators
4. Setting & moderating of question papers
5. Organization and holding examinations
6. Obtaining marks from relevant paper setters
7. Entering marks
8. Releasing results
9. Constitution of award panels for the awards of certificates
10. Obtaining approval of the Senate and the Council
11. Organizing award ceremonies for the award of Diplomas and Certificates
12. Organizing the General Convocation for the conferment of Degrees, Post Graduate Diplomas and Post Graduate Degrees
13. Issuing Academic Transcripts and Degree Certificates
14. Verification of results sought by various organizations both local and foreign

Activities such as examination hall arrangements, allocation of index numbers, arrangements of desks, supervision & invigilation, assigning various tasks to relevant staff in the exam hall, etc. are also handled by the Examinations Division of the University.

2.4.3. Duties and Functions related to holding the General Convocation

1. All preparatory work related to conducting the Convocation of the University
2. Activities connected to designing, obtaining approvals and finally processing Medals
3. Supplication Process

(When the holding of the General Convocation is announced and date/s are finalized, respective graduands are requested to fill in the supplication form and submit same to the Examinations Division after paying relevant supplication fees. Participation in a convocation, award of degree certificate and writing the name of the graduand in the degree certificate is done as per information given in the supplication form.)

4. Printing Degree certificates
5. Obtaining the signature of the VC and Registrar in the Degree Certificates

2.4.4. Procedure to be adopted in conducting Continuous Assessment Tests

1. Types of Continuous Assessment Tests

a) Open Book Test (OBT)

This type of Test is conducted under the supervision of officially appointed staff. Candidates are allowed to bring in and refer specific material identified by examiners during the Test.

b) Conventional Test (CT)

These tests are conducted under the officially appointed supervisors in the conventional manner and the candidates are not allowed to bring in any document, study material, electronic devices etc. to the examination hall.

c) Unsupervised Test/Assessment (UST)

For an example, home assignment is an Unsupervised Test. These tests are conducted without any formal supervision.

2. Other Related Aspects in conducting a Continuous Assessment Test

- a) Administration of Continuous Assessment Tests
- b) Setting Calendar of Dates
- c) Attendance Lists/Signature Sheets/Index number and Marks Sheets
- d) Appointment of Examiners
- e) Hall Arrangements
- f) Setting of question papers, moderation, printing and packeting.
- g) Arranging required stationary
- h) Appointment of Supervisors and Invigilators

- i) Distribution of question papers (packets) to respective Centres / Examination Halls.
- j) Return of answer scripts and other documents from examinations centres
- k) Conduct of CATS
- l) Marking answer scripts and processing CAT marks
- m) Procedure to be followed in relation to Examination Offences
- n) Payment procedure for examination staff
- o) Disposal of excess papers and answer scripts
- p) Sending examinations documents to a candidate by post
- q) Procedure for unsupervised Tests and Assessments.

2.4.5. Basic Functions involved in conducting Final Examinations

- i. Setting calendar of dates
- ii. Hall reservations and Hall arrangements
- iii. Appointment of Examiners
- iv. Setting of question papers, Moderation and translation
- v. Processing question papers
- vi. Open Book Tests
- vii. Requirement/ Special Requirements to be in a question paper
- viii. Safe keeping of question papers
- ix. Opening of question paper packets prior to the date of the examination
- x. Confidential Room of the Examination Division
- xi. Distribution of the question paper packets to centres /Examination Halls.
- xii. Eligibility marks, admission cards, signature and mark sheets
- xiii. “Under Protest” and “Centre Changed” candidate.
- xiv. Notification of Examination Time Tables
- xv. Stationary for Examinations.
- xvi. Appointment of Supervisors and Invigilators
- xvii. Arrangements in the Examination Hall
- xviii. Admission of Candidates into Examination Hall
- xix. Supervision and Invigilation
- xx. Services of the staff of the RES Division
- xxi. Illness of candidates during examinations and disabled candidates
- xxii. Conducting examinations in centres with special approval.
- xxiii. Schemes of Assessments
- xxiv. Marking Schemes
- xxv. Marking of Answer Scripts
- xxvi. Procedure for entering and checking marks
- xxvii. Submission of marks to Examination Division
- xxviii. Processing marks
- xxix. Determination of Results
- xxx. Release of Results
- xxxi. Documents and certificates related to examination results
- xxxii. Release of results/marks to external Bodies
- xxxiii. Rescrutinization of marks/results

- xxxiv. Mark sheets/Books
- xxxv. Disposal of Answer Scripts and question papers
- xxxvi. Examination offences committed by candidates and offences committed by other individuals
- xxxvii. Payments for services related to final examinations
- xxxviii. Conducting examinations in overseas Examination Centres
- xxxix. Duties of First/Second marking examiners
 - xl. Duties of the Chief examiner
 - xli. Procedure for entering and checking marks
 - xlii. Processing marks/Board of Examiners/Results Board/Publication of Result

(Procedures to be followed under each of the topics mentioned above can be obtained by referring to Procedural Manual for Continuous Assessment Tests, Final Examinations, Grading Tests, Selection Tests and Practical Tests, published by the OUSL.)

Contact Details

Senior Assistant Registrar	1250/0221-881250
Office	1252/0112-881252
	1251/0112-881251
	1253/0112-881235
	1254/0112-881254

2.5. General Administration Division

2.5.1. Introduction

General Administration Division of the OUSL is responsible for initiation and maintenance of service functions usually required for the up keep of day to day activities of the University.

The General Administration Division has a cadre of thirteen (13) staff members comprising the following;

1. Senior Assistant Registrar	– 01
2. Senior Staff Management Assistant	– 04
3. Management Assistant	– 04
4. Translator	– 02
5. Works Aide	<u>– 02</u>
Total	<u><u>13</u></u>

2.5.2. Duties and Functions of the General Administration Division are shown below,

- i. Bill payments involving University Telephone charges, Water & Electricity Consumption Bills and Newspaper Bills.
- ii. Procurement of services for the daily maintenance of Janitorial Services, Security Services and Pest Control Services.

(Procurement of services for providing above mentioned services are done in terms of existing procurement guidelines)

- **Procurement Guidelines**

- a) Calling Bids from prospective Bidders for the service advertised. (Bid notice)
 - b) Preparing Bid document.
 - c) Conducting pre- bid meeting.
 - d) Bid opening
 - e) Appointment of Technical Evaluation Committees (TEC)
 - f) TEC meeting and recommendation of a suitable bidder
 - g) Submission of TEC recommendations to the Department Procurement Committee (either DPC minor or DPC major depending on the amounts of the project)
 - h) DPC approval and selection of a Bidder
 - i) R/VC/Council approval
 - j) Letter of awarding the contract
 - k) Signing of Agreements
- iii. Procurement process to award two main Canteens to successful bidders
- iv. Preparation of the University Telephone Directory (internal)
- v. Advertising Study Programs, Vacancies, Procurement Notices and Advertisements concerning various requirements that may arise from time to time.

Procedure to be followed:

Designing the advertisement is done by the Public Information Division (PID) of the University and sent to the General Administration Division. The advertisement is sent to the newspaper office, TV station etc. As required and relevant documentation is attended to by the General Administration Division.

- vi. Granting Railway Warrants (both holiday and other) to the employees of the OUSL and the application procedures.

Procedure adopted in issuing railway warrants.

- The University may issue railway warrants to the following persons when they are required to travel by railway in the execution of their duties;
- Chancellor and Vice Chancellor
- Members of the Academic and Non-Academic staff.
- Directors of Centres and Units of the University.
- Persons invited by the Vice - Chancellor to serve in an advisory body.

- The class of travel by using a railway warrant is determined as per instructions given in the Universities Establishment Code.
- The class of travel of an employee is same for both duty or holiday railway warrants.
- The option of a person to whom a railway warrant is issued and selecting a lower class of travel may be allowed.
- The holder of a railway warrant is entitled to use the railway warrant for transport of his/her personal belongings, goods, household items, baggage and other conveyance when travelling on duty or when moving on transfer.
- The Registrar or one of the officers in the administrative staff of the University nominated by the Registrar is authorized to issue railway warrants to the staff of the Open University of Sri Lanka.
- When an officer of the administrative staff is nominated by the Registrar to sign and issue railway warrants, such nomination should require the approval of the Vice Chancellor.
- Issue of railway warrants under special circumstances; Vice Chancellor is authorized to do so and such instance should be recorded in the relevant file.
- A separate railway warrant should be issued in respect of each single journey.
- A railway warrant should comprise following.
 - (a) Date and place (office) of issue
 - (b) Date of travel
 - (c) Warrant is issued for duty/holiday
 - (d) The names of person's traveling on the warrant issued.
 - (e) The purpose for which the warrant is issued.
- The person authorized to issue a railway warrant should sign the warrant. Placing a rubber stamp without the signature of the officer concerned is not allowed.
- The railway warrants are only entitled to the person to obtain a ticket without paying the fare of the journey.
- The warrant can be used up to seven days before or after the date of travel stated in the warrant.
- The ticket obtained in exchange of a warrant can only be used by the person/s on whose name it was issued.

- The warrant should not be transferred to any other person for use.
 - Any unused railway warrant should be immediately returned to the General Administration Division.
 - In the instance of a person failing to use the railway warrant, he/she does not have the right to claim a refund from either the University or the Railway Department.
 - However, the General Administration Division on receipt of information about non use of a railway warrant should inform the railway station from which the journey was to commence and to the Railway Department seeking a refund of the cost of the unused railway warrant.
 - When a request of payment of cost of railway warrants used is required from the Railway department, the General Administration Division of the OUSL check the claim with relevant registers and prepare a voucher for the payment required.
- vii. Issuing season tickets to the employees of the OUSL (SLCTB and Sri Lanka Railways)
- viii. Issuing University Identify Cards and Vehicle Passes to the OUSL employees.
- There are two forms specially devised for the use of an employee who wishes to obtain a University Identity Card or a Vehicle Pass.
 - University Identity Card is issued to an employee of the OUSL to prove his identity as an employee of the University when required.
 - Vehicle Passes are issued for the purpose of allowing a Vehicles to enter the University premises.
 - The person wishing to use either of the facility should obtain the relevant form from the General Administration Division and submit the duly filled application. General Administration Division on receipt of the application form satisfy themselves of the identity of the person
 - Obtain necessary approvals and issue the ID Card or the Vehicle Pass
 - The applicant is required to get a photograph of himself/herself from CETMe in the accepted format.
- ix. Coordinating the repairing process with relevant institutions of the following:
- a) Generators
 - b) Electronic Finger Censoring Machines
 - c) Elevators
 - d) Air Condition Machines
 - e) Photocopiers
 - f) Laboratory Equipment
 - g) Printing Press Machines
 - h) Fax Machines

- i) Duplo Machines
- j) Water Filters

Procedures to be followed:

- Request letter for the repair is received at the General Administration Division.
- General Administration Division arrange the technicians from the company entrusted with the repair to come and inspect the item.
- After inspection, relevant company send in their quotation for consideration by the University.
- This quotation is referred to the Faculty/Department/Division/Centre/Unit concerned in order to obtain its recommendations.
- If the recommendation is positive, relevant papers are sent to R/VC to approval for the repair depending on the amount quoted.

(If the amount is below Rs. 15,000/= Registrar can approve the request and if it is above the amount of Rs. 15,000/= Vice Chancellor's approval is needed)

- If the item needs to be sent outside the University for the repair, approval of the Registrar is required to take the item out of the University premises.
- Relevant gate passes along with required number of copies should also be arranged.
- When the repair is completed and the item was returned, relevant Heads of Department is requested to submit his certification of the status of repair.
- If the certification is satisfactory vouchers are prepared to make relevant payments by the General Administration Division.

- x. Attending to work related to installation and periodical maintenance of Fire Extinguishers.

At the installation of Fire Extinguishers at various locations identified by the University an agreement is signed.

Periodical maintenance of Fire Extinguishers and other equipment are carried out according to the service agreement signed.

Supervision of activities, such as whether the maintenance made and inspections carried out are according to the schedule is done by the General Administration Division.

Selection and award of a suitable photographer to cover the General Convocation and Award Ceremonies of the University.

- xi. Procedure mentioned above are followed in this instance as well.

- Activities related to the upkeep of the University Day Care Centre.
- Booking process of OUSL guest houses located at Nawala, Kandy, Bandarawela, Batticaloa, Anuradhapura, Jaffna and Matara.

(Applications can be downloaded by visiting the OUSL website – www.ou.ac.lk)

- xii. This facility is available only to the exclusive use of permanent members of the OUSL staff .

When a person wishes to make avail of concessions specified under booking a Bungalow above, he/she should use specially designed forms available at the General Administration Division and send the duly filled forms with required recommendations to the General Administration division.

- xiii. Handling matters related to the OUSL Medical Welfare Scheme
(This is a self maintained Welfare Scheme of the OUSL designed for the benefit of its employees. Employees' contribution to the Scheme is 35% and the rest 65% is contributed by the University. Information on subscription process and relevant details are available in the OUSL website – www.ou.ac.lk or can be obtained from the General Administration Division)
- xiv. Duties related to the Annual Board of Survey and Stores Stock Verification Process. This exercise involves all Administrative Branches, Faculties, Departments, Centres, Units, Main Stores of the University, University Maintenance Division, University Press, Central Dispatch Unit and all Regional and Study Centres located all over Sri Lanka.
- Annual Board of Survey and the Stock Verification take place annually and should be concluded before 28th February each year. Constitution of Assets Verification (Board of Survey) teams will be appointed by the General Administration Division during the month of December in the previous year.
- xv. Reservation and Maintenance of University Auditorium.
- xvi. Disposal of following items having followed required procedures.
1. Valueless confidential and non-confidential documents.
 2. Other used papers
 3. Card Board Boxes
 4. Newspapers
 5. Bottles and Glassware
- xvii. Maintaining the Record Room of the University
- xviii. Compilation of lists of eligible employees for the issue of Uniform Material, Protective Clothing and Safety Shoes.
Procedure adopted in issuing uniforms material and protective clothing to eligible employees of the University.
- Following procedure should be adopted when issuing uniforms material and Protective clothing, for eligible employee of the University.
 - Uniform material may be issued to those employees whose duties require ready identification when performing their duties
 - Protective Clothing may be issued to employees whose duties are such that;

- i. They perform duties outdoor and cannot be interrupted even under adverse weather conditions.
 - ii. To prevent their own clothes getting soiled or damaged performing their duties.
 - iii. To protect them from harmful substances such as chemicals etc. and need special devices such as masks, eye shields and gum-boots.
 - Employees who are eligible to receive Uniforms and Protective Clothing are shown in Appendix viii of the Universities Establishment Code.
 - Type of uniform material/ quantity of material to be issued, frequency of issue of such material are specified in Appendix viii of the Universities Establishment Code.
 - Issue of Uniform Material and Protective clothing should be issued at the beginning of each year.
- xix. Provide required assistance to conduct of all types of ceremonies such as Multi Religious Ceremony on 01st of January each year and Presentation of Long Service Awards.
- xx. Co-ordination of activities concerning Trade Unions and Welfare Societies.
- xxi. Purchasing, Maintaining and issuing of Flags (National Flags, University Flags & other Flags) for University Functions and Ceremonies.
- Handling duties related to each of these Functions has been distributed among the Management Assistants in the General Administration Division and under the direct supervision of a SAR or AR as the case may be. A person seeking assistance in relation to the activities listed above can either get relevant information by personally calling at the General Administration Division or visiting the OUSL website on www.ou.ac.lk

2.5.3. Activities related to the conduct of Board of Survey

- All fixed assets and material in the General Stores of the Open University of Sri Lanka shall be physically verified by a duly appointed Board
- The Board of survey should consist of a minimum of two persons. This Board should comprise at least one member who is familiar with the articles to be surveyed.
- There can be several separate Boards depending on the items and places to be surveyed.
- The Vice Chancellor shall appoint the Boards of survey having consulted the Deans, Heads of Department, Registrar, Bursar, and Senior Officer in the Administrative staff with appropriate instructions in relation to different Department/ Divisions/Centers/Units etc.
- The Registrar of the Open University of Sri Lanka or a Senior Administrative Officer assigned by the Registrar shall function as the Coordinating Officer of the entire Board of Survey and co-ordinate, assist, guide and take any other action in completing the Board of Survey by the member appointed for the purpose of the timely completion of the Board of Survey.

- The Boards of Survey shall be appointed before 15th December of the relevant financial year and complete its activities before 31st January of the year immediately following.
- Following should be surveyed by the relevant Boards.
 - a) All Plants and Machinery
 - b) All tools
 - c) Motor Vehicles and Spares
 - d) All equipment including Electrical and Electronic items
 - e) Furniture and Fittings
 - f) Books and Periodicals
 - g) Stationery and Materials in Stores, Offices,
 - h) Library, Laboratories, Workshops, the University Press
 - i) Equipment, items, and materials including furniture in any other premises.
 - j) All Lands and Buildings

The purpose of verification means that the Boards of Survey must satisfy themselves by physical inspection or by suitable documentary evidence that;

- a) The assets actually exist
- b) They are in the legal custody of the OUSL
- c) All assets received as gifts and donations are properly recorded
- d) They are properly valued
- e) Originality of the item
- f) They are under the charge of proper person/s

2.5.3.1. Duties and functions of the Board of Survey

- a) Examine the stock ledgers, inventory registers, assets register, fixed assets register, tool books etc. and satisfy that they have been properly posted up and balanced.
- b) Check and compare stock sheets with the ledgers, registers etc. referred to above and ensure the correctness of the balances shown in the stock sheets.
- c) Verify by personal inspection, the physical existence and quantity of items
- d) Report on ;
 - i. Unserviceable articles and unusable materials with recommendations for their disposal
 - ii. Materials unaccounted for in the books but found in the premises and appear to be excessive or surplus stocks
 - iii. Wastages, idling of equipment/ machinery etc.
 - iv. Suggestions for fuller utilization or disposal of items

Procedure to be adopted

- a) All items found in the premises should be verified irrespective of the fact that such items are not shown in stock sheets or other records.
- b) A separate list of such items should be prepared and an explanation from the persons responsible should be obtained as to why these items were not accounted for.
- c) An acknowledgement should be obtained from the employee/s concerned for the said situation

- d) All items taken for the survey should be physically verified, counted, measured, and weighted as appropriate and recorded in the relevant columns of the stock books.
- e) Damaged items or unserviceable items should also be recorded as required along with suitable recommendations about how much items be disposed of.
- f) When verifying machines and equipment, the Board should exercise care to see whether all components and parts thereof are intact and make note of any deficiencies, short falls, misplacements damages etc.
- g) When damaged items are presented for verification, the Board should satisfy themselves about the authenticity of the items and they actually belong to the original article.
- h) If any member is unable to identify an article or part thereof, he may seek expert advice or advice of a competent person.
- i) During the verification of stores, the person who has been placed in charge of such stores/item should be present.

At the conclusion of the survey:

- I. Prepare and attach a report on;
 - i. List of disposables and surpluses
 - ii. A list of unserviceable material
 - iii. A list containing materials found in the premises that were not recorded or accounted for in the books
 - iv. Security measures adopted for the safe storing of items, tidiness, and methodical arrangements.
 - v. Any other observations/ recommendations of the Board in regard to the survey made;
 - all copies of the report should be signed by all members of the Board along with the date/s of verification
 - every addition, deletion or amendment should be duly initialed by every member of the Board
 - A certificate should be obtained from the person in charge of inventory/stores that the survey was conducted in his presence, and he is satisfied with the survey.
 - the reports of the Boards of survey together with stock sheets, schedules, and submissions if any should be prepared in duplicates and submitted to the appointing Authority or his representative appointed for the purpose on or before 10th of February.

2.5.4. Granting Railway Warrants

Eligible Persons

- 1. All permanent staff (Academic / Administrative / Non – Academic) are eligible to receive railway warrants both for duty and holidays.
- 2. An eligible officer as indicated above is entitled to avail himself of three sets of railway warrants in a calendar year
- 3. The days of travel of each officer is given in Chapter xiii of the Universities Est. Code.

4. A railway warrant may be signed and issued by the Registrar of the University, or one or more Administrative Officers nominated by the Registrar.
5. A railway warrant may be issued for the following purposes as well. And the officer issuing the railway warrant should satisfy himself that the warrant is issued for such purpose.
 - i. In the execution of their official duties
 - ii. Persons invited by the Vice Chancellor for a specific purpose
 - iii. For transportation of goods when required to travel on duty or transferred from one place to another.

2.5.4. Disposal of Items – Procedure

Procedure to be followed when condemned items are disposed.

The unserviceable and condemned articles shall be disposed of by Public Auction or by Open Tender after Public Advertisement. If such unserviceable and condemned articles are unsuitable for sale or have no scrap value, they should be destroyed. In the disposal of unserviceable articles, the following procedure should be followed.

- i. Board of survey as done for verification of stores and items should be appointed for following the same procedure.
- ii. The Boards should not recommend the sale or destruction of unserviceable articles unless such items are found to be of no use by other Higher Educational Institutions.
- iii. The person under whose charge such items were placed should make inquiries from other Departments / Divisions/ Centers/ Units whether their unserviceable items could be any use for them
- iv. The Board may seek expert advice if they are unable to decide on the condition of the item
- v. Immediately after the inspection, the Board should submit a list of unsuitable articles to the Governing Authority along with its recommendations
- vi. If the Governing Authority disagrees with the recommendations so forwarded, the decision of the governing authority be sent to the Board for re-consideration and thereafter to the governing authority for a decision.
- vii. Principle Executive officer of the OUSL, having considered the recommendations of the Board of Survey should give an order condemning the articles, specifying clearly the mode of disposal.
- viii. When the Board of Survey has not made recommendations for the disposal of unserviceable articles, such cases should be referred to the Governing Authority for a decision.
- ix. Any unserviceable article, the purchase value is significantly high should not be condemned and authorized for sale or disposal unless such article has been checked and authorized independently by a competent person, acceptable to the Vice Chancellor.
- x. The Vice Chancellor is authorized to dispose of unserviceable articles in three months of a given year adopting the most suitable action specified below. If the Boards of Survey has already made their recommendations

2.5.5. Sale or Destruction of Articles:

- a) The scrap value of the condemned article to be put up for sale shall be obtained from the respective Heads of Department/Division/Centre/Unit and kept under confidential cover with the officer appointed to conduct sale or disposal of articles.
- b) The mode of sale of unserviceable articles, whether by auction or calling sealed quotations should depend upon the estimation of an external expert/valuation officer. Such a decision is made by the Governing Authority.
- c) Reasonable publicity should be given about the auction/tender to the employees and the general public.
- d) Terms & Conditions of the sale must be made available to the Bidders and Tenderers.
- e) The Scrap value given by the External Expert/ Valuation Officer should be taken as the standard price when considering bids and quotations. Anyhow, a bid or tendered price which is 90% above the standard price may be accepted.
- f) A suitable person holding the rank of a Senior Assistant Registrar or Senior Assistant Bursar or above should be appointed to conduct the auction sale or the destruction of articles.
- g) The tender for sale of condemned articles should be evaluated by a Tender Board for disposal of items;
 - i. Unserviceable tyres should be handed over to the Coast Conservation Department.
 - ii. Handing over to the following Government Departments by transferring relevant inventory or a receipt of a written acknowledgement.
 - Office Equipment and Furniture to the Sri Lanka Air Force, Sri Lanka Navy or the Sri Lanka Army and the Police Department.
 - Office Equipment, Computers, Machinery to the Sri Lanka Prisons for vocational training purposes.
 - Office Equipment, Machinery and wornout motor spare parts to Technical Colleges for technical education.
 - Office equipment and furniture for government schools.
 - iii. Items which were declared unserviceable by the Board of Survey appointed for the purpose could be sold to the employees of the University in order to derive an income.
Such items also may be auctioned or sold by calling quotations.

Items which cannot be disposed of as specified above should be destroyed as per instructions given. The recommendations of the Tender Board should be referred to the Vice Chancellor for acceptance or rejection or part thereof.

- h) No article shall be allowed to take away until such time the approval mentioned in (g) above is received and the price is paid in full.
- i) Before the tendered articles are allowed to be removed all identification marks painted/ inscribed/printed should be removed.
- j) When bids were not received or sold items not removed and the value of the article is insignificant, the Vice Chancellor may decide on the way of disposing of such article.
- k) A member of the Tender Board should be present at the time of the sale or destruction of articles.

- l) A certificate from the member of the Tender Board and the person conducting the sale should be obtained for the number of items sold and the prices realized.
- m) A certificate from the members of the Tender Board and the person involved in destroying articles should also be obtained. Mode of destruction also should be mentioned in the same certificate.
- n) A list of condemned articles sold or destroyed, together with copies of the orders conducting and authorizing their disposal should be filed of record in the appropriate Division/Department/Office/Laboratory etc. of the University.

2.5.6. General Rules of Administration

Working days and Hours of work

Working days of the Open University of Sri Lanka are from Monday to Friday and inclusive of both days, other than Public Holidays and days declared by the OUSL as holidays.

All persons employed in the Open University of Sri Lanka except teachers and those employed on roster work should attend office from 08.30 a.m. to 04.15 p.m. There is a break of 30 minutes for Lunch within this period.

However, the OUSL may alter these hours of work based on the requirements of the University with the approved of the Council, while ensuring that minimum of 7 1/2 hours are adhered to by all employees other than those specially mentioned as having different office hours.

The Open University of Sri Lanka for this purpose has adopted the following procedure which was specified in the following manner.

Attendance

Every person employed in the Open University of Sri Lanka should mark their arrivals and departure in Electronic Finger Scanner Machines provided for this purpose. For the purpose of determining their arrival and departure times, all staff are categorized in the following manner in terms of instructions issued by the Open University of Sri Lanka. (Categories of employees falling under each category are specified in a special by-law approved by the Council and available at the General Administration Division.)

Category I – Administrative affairs

Finance officers, Technical officers,	08.30 a.m. to 04.15 p.m.
Academic Support staff,	(7 hours and 45 minutes)
Management Assistants and Allied grades	

Category II – Skilled, Semi-Skilled and Unveiled grades

08.00 a.m. to 04.30 p.m.
(8 hours and 30 minutes)

Category III – Drivers and Lorry cleaners

08.00 a.m. to 05.00 p.m.
(9 hours)

- Each of these employees are entitled to a Lunch break of 30 minutes.
- A grace period of 15 minutes will be granted to the staff from the usual time of arrival as shown above.
- An employee reporting for duty beyond 15 minutes but within 30 minutes of the arrival time, may be allowed to cover that period after normal office hours. However, this practice should be discouraged as far as possible and allowed only on extremely essential occasions.
- If the late attendance continue beyond said periods, such days are considered “short-leave” and exceeding two periods of short-leave may result in the employee penalized by way of a “half day” leave.

Short Leave

An employee in the Open University of Sri Lanka, is entitled to avail himself/herself of two periods of “short leave” per month with the approval of the relevant Head of the Department/Division. A period of “short leave” is 1 ½ hours and such periods of “short-leave” is not counted against the annual leave of the employee.

Procedure adopted in relation to Circulars/Circular Letters issued by the UGC and the Vice Chancellor of the University.

As soon as a Circular/Circular Letter is received at the Department/Division following procedure should be followed.

- a) A circular file containing all circulars and circular letters should be maintained in every Department/Division of the University.
- b) As soon as a Circular/Circular Letter is received such document should be filed in the “Circular File” and the number of the Circular, subject of the Circular and date of the circular should be mentioned in a sheet affixed in the circular file.
- c) A copy of the circular also should be kept in the Registry of the University in an appropriate file maintained for the purpose and with relevant entries thereof.
- d) Copies of a circular should be displayed in the General Notice Board and issue a copy each to all subject clerks for information.
- e) Copies of circulars relevant to Trade Unions should be issued to secretaries of such Trade Unions.
- f) Confirmation of receipt of a circular should be obtained from those who have been sent copies of circulars as mentioned above.
- g) It is the responsibility of the relevant Head of the Department / Division to see that instructions issued in circulars properly and deagently followed by all concerned.

Custody and Preservation of Records

“Records” means officially authenticated documents/statements/proceedings etc. related to the affairs of a Higher Educational Institution which are preserved or intended to be preserved in the interest of the general public.

Such records include;

- a) Documents of historical Interest including those relating to the history of the constitution and administration of the Open University and other Higher Educational Institutions if relevant.
- b) Official minutes of the proceedings of meetings of the Open University.
- c) Documents relating to the lands belonging to the Open University and its deeds and value of such property.
- d) Records of movable property.
- e) Records related to appointments, promotions etc. of teachers officers and other employees of the Open University.
- f) Financial and accounting records required by Auditor General.
- g) Records of marks, examination results etc. by candidates who sat examinations conducted by the Open University.
- h) Documents required by the Senate, Council, Courts of Law and other such institutions.

Contact Details

Senior Assistant Registrar	1230/0112-881230
Office	1231/0112-881231
	1232/0112-881232

2.6. Transport and Postal Division

2.6.1. Transport

2.6.1.1. Introduction

Transport Division of the OUSL is mainly responsible for handling transport and Postal requirements of the University.

2.6.1.2. Duties and Functions carried out by the Transport & Postal Division

1. Detailing of drivers to different Departments, Divisions, Centres and Units based on their requests for official trips.
2. Activities related to obtaining revenue licence, insuring vehicles, emission testing of vehicles and routine servicing of vehicles.
3. Payment of Fuel Allowance to eligible officers

Eligible Officers:

- i. Vice Chancellor
- ii. Deputy Vice Chancellor
- iii. Deans of Faculties
- iv. Registrar
- v. Bursar
- vi. Librarian
- vii. Directors of IT, Operations Division, CETMe and RES (in terms of Finance Circular No.3/2022)

Fuel Limits for each of the posts mentioned above

i.	VC	-	145 Ltrs
ii.	DVC	-	145 Ltrs
iii.	Deans	-	135 Ltrs
iv.	Registrar	-	
v.	Bursar	-	
vi.	Librarian	-	115Ltrs
vii.	Directors	-	

The fuel allowance is paid at the beginning of each month based on a request initially made by the officer concerned. It is sufficient to make this request only once. Once this request is received at the Transportation Division, relevant vouchers are prepared by them and sent for Vice Chancellors approval.

Mode of Payment of Fuel Allowance for an officer using an official vehicle.

Entitlement (Ltrs) x Price of Petrol/Diesel (per Ltr) based on the price available in the open market. The officer concerned ought to manage his trips according to the fuel limit he is entitled to, for using the official allowance assigned to him.

If the officer uses his own vehicle without claiming fuel from the University, he will be paid the cost of Petrol/Diesel based on the following formula.

Mode of Payment for using one's own vehicle and not claiming fuel.

Entitlement of fuel (Ltrs) x Price of Petrol/Diesel. In addition, he will be paid an allowance of Rs.50, 000.00 per month. (Establishment Circular Letter No.13/2015(i))

Fuel for vehicles assigned to the Faculties will be supplied by the University. Such vehicles shall be used only for official duties of the Faculty concerned.

When an officer who uses his vehicle either officially assigned or private vehicle for a long official journey, he will be entitled to claim such extra expenditure with the approval of the Council.

In the case of the Vice Chancellor, payments will be made with the approval of the Chairman, UGC. (Establishment Circular Letter No.13/2015)

2.6.1.3. Vehicle Repairs

When a defect that require immediate attention is observed by the Driver of the vehicle, he should immediately inform such defect to the Transportation Division. There is a special form to be used in such instances. After receiving the form specified for the purpose, the Transportation Division will send the vehicle to the Head/Department of Mechanical Engineering for his inspection and observations. After inspection, Head/Department of Mechanical Engineering will make his recommendation as to whether;

- the vehicle be repaired at the Auto Mobile Lab of the Faculty of Engineering.
- or to send the vehicle for repairs either to the Agent or to a registered garage depending on the state of defect.

When the repair is attended to by the Auto Mobile Lab, costs involved such as buying spare parts shall have to be provided to them and this exercise will be carried out by the Transportation Division.

If the vehicle is repaired by the Agent, single quotation is obtained and send the vehicle for repairs. When the vehicle needs to be sent to a garage not mentioned above, usual procurement procedure is adopted and the vehicle can be inspected by the mechanics in a particular garage before sending in its quotation and if the vehicle is still in running condition, the vehicle may be sent there. if the vehicle cannot be moved due to the defect, respective bidders are required to come to the University and inspect the vehicle and quotations obtained.

Checking fuel consumption of vehicles

This process is usually entrusted to a State Agency and the University write to the selected agency to test fuel consumption and submit the bill of charges for payment of their costs involved. (para 7 of chapter 27 of the University Establishment Code)

Arranging group transport to the employees of the University.

Usually a single quotation is obtained from the SLTB and arrange the facility according to number of employees available for travel in selected routes.

Accidents

- When an accident occurs, the driver of the vehicle should immediately make a complaint in the nearest Police Station.
- At the same time, he has to inform SAR/Transportation about the accident.
- Relevant insurance company also should be notified in order to fulfil requirements of insurance claims.
- It is the responsibility of the Senior Assistant Registrar to keep the Registrar informed of all developments connected to the accident.
- In addition to the Police Inquiry, an internal inquiry in the University also be conducted.
- Thereafter the vehicle should be sent to repairs as specified in section 4 above.
- If the driver is found guilty at this inquiry, he will be called upon to pay whatever money incurred in excess of money paid by the insurance company as cost of repairs.

Procedure followed in purchasing tyres and batteries.

When the requirement of replacing tyres or the battery is necessary the request along with the vehicle is referred to Head/Mechanical Engineering for his observations/recommendations. Purchasing of these items shall be done in the following manner.

- i. In the first instance quotations are called from the State Trading Corporation (STC) – (single Quotation)
- ii. If the STC is unable to supply the items quoted, quotations from registered suppliers are called.
- iii. However, final purchasing will be done by the Supplies Division of the University. (When the purchase price is more than Rs. 250,000.00 a TEC is appointed and its recommendations are sent to the Department Procurement Committee (Minor) Items below Rs. 250,000.00 will be purchased with the approval of Registrar and the Vice Chancellor.

Purchasing Oil for Generators.

University Engineer sends a request indicating the quantity of Oil required. Vice Chancellor approval will be obtained and an advance payment is obtained in the name of the Works Engineer.

After purchasing the required quantity of oil, settlement process is followed by the Works Engineer and SAR/Transportation

Checking Running Charts and Balancing Fuel

- i. It is the duty of the driver to maintain the Running Chart belonging to a vehicle in appropriate manner
- ii. The driver is required to make necessary entries in the Running Chart at the end of each trip.
- iii. At the end of each month based on the entries made in the Running Chart, SAR of the Transportation Division check the chart to ascertain the veracity of the entries

made and the fuel consumption as against the milage recorded. If these two do not tally, explanations of the driver is called.

- iv. It is a mandatory requirement that Running Charts are sent to the Auditor General at the end of each month.

Suppling Fuel to the University Vehicles.

A deposit of cash determined by the University is kept in the filling station authorized to pump fuel to the University vehicles.

There is a “Fuel Book” in which relevant Fuel Coupens are filled with the signatures of SAR/Transport, Fuel Supplier, Driver Concerned and the Management Assistant in charge of the subject.

After obtaining fuel, the original coupon is handed over to the filling station and the University copy is retained in the “Fuel Book”

2.6.1.4.Guideline For Providing Transport Facilities

The University provides transport facilities for the University Staff for official and other purposes in the following manner.

For Official Purposes

- Officers of the University mentioned in Section 06 of the Open University Ordinance as per UGC Circular No. 13/2015 dated 18.09.2015 for official travel.
- To attend work related to the University.
- To attend meetings as a University representative.
- Council members and other outside members appointed for Committees to attend the Council meetings, Selection Committees and other Committee meetings.
- For field visits of student based on the requests made by the Heads of Department / Coordinators of the relevant course.
- To attend Workshops/Training Programmes /Seminars by permanent staff members who have been nominated by the University.
- To go to Airport for overseas Workshops/Training Programmes /Seminars for the permanent staff members nominated by the University.
- Three main office bearers of the Unions (Secretary, President, Treasurer) to attend special Union meeting at the UGC, Ministry or Universities within Colombo.
- To participate at funerals of a permanent staff member of the University.

Under Concessionary Rates

- To participate at funerals of family members of the permanent staff members (Father, Mother, Father in law, Husband, Wife and Children) and funerals of retired staff members from the OUSL within approved concessionary rates. (Highway charges should be borne by the Users)
- To participate in weddings of permanent staff members and their children within approved concessionary rates. (OT and subsistence for Driver/Cleaner and Highway charges should be borne by the Users)
- To go to Airport for overseas Workshops/Training/Seminars by permanent staff members within approved rates (OT and subsistence for Driver/Cleaner and Highway charges should be borne by the Users) on the availability of vehicles when they participate in these events without being nominated by the University.
- For the requests made by various Societies and Clubs (except Welfare Society, Buddhist Society and Sports Club) of the University within approved rates (OT and subsistence for Driver/Cleaner and Highway charges should be borne by the Users) and the availability of vehicles.

Under Normal Rates

- For the use of Project work within approved rates (OT and subsistence for Driver/Cleaner and Highway charges should be borne by the Users) on the availability of vehicles.
- To the Ministry of Higher Education and other Universities within approved rates (OT and subsistence for Driver/Cleaner and Highway charges should be borne by the Users) on the availability of vehicles.

Notes

- The University will not provide transport facilities to go to the Airport for overseas Convocations and Symposiums, Research work, etc. on a persons private capacity.
- This Guideline is applied for RES Staff (except CRC and RES Office) for hiring vehicles after following the procurement procedures with prior approvals under the rates approved by the Finance Committee.
- To Airport drop and pick up for sabbatical leave entitled staff when using air ticket within the sabbatical leave period.

2.6.2. Postal Services

1. Duties and functions connected to the Postal Services

Handling matters related to Courier Service:

- i. A courier service is selected to courier parcels, packages etc. belonging to various Departments/ Divisions/ Centres/ Units of the University having followed due procedure of calling quotations from eligible agencies
- ii. Clearing Parcels, Packages from the General Post Office. Various parcels and packages received from overseas are cleared by the Postal Services Section of the Transportation and Postal Services Division. This task is handed over to an external agency after calling quotations and the charges involved are usually determined according to the weight of each parcel/package. In order to make required payments, the Department/ Division/ Centre/ Unit receiving the parcel should weigh it and inform the Transportation and Postal Services Division.
- iii. When normal or registered Post are sent out, relevant Head of Department/ Division/ Centre/ Unit should submit information such as the address of the place to be sent, member of letter included, from where the letter originate etc. in the designed form.

Stamps to be affixed for this purpose should be affixed using the Franking Machine provided for this purpose.

Value of stamps loaded into the franking machines are RS. 100,000.00, RS. 300,000.00 and RS. 500,000.00 Respectively.

It is the duty of the Management Assistant to load the machine as appropriate by paying required amount of money to the Post office.

A daily record of stamps affixed (values) should be maintained. When a letter which need to be sent under registered cover is received at the Postal Services Section, such letter should be weighed and stamps to the required value should be affixed. Then a list is prepared and handed over to the Post office along with the letters to be posted. When the officer returns to the University after handing over letters, he should bring along with him the letters sent to the University from outside sources.

2.7. Capital Works & Planning Division

2.7.1. Introduction

Capital Works & Planning Division of the Open University of Sri Lanka is responsible for the implementation and maintenance of Capital Projects and Rehabilitation Projects of the University. In order to carry out duties related to the above projects; Capital Works & Planning Division has a staff of six (06) members.

1. Senior Assistant Registrar
2. Assistant Registrar
3. Three (3) Management Assistants
4. One (1) Works Aide

2.7.2. Duties & Functions of the Capital Works & Planning Division.

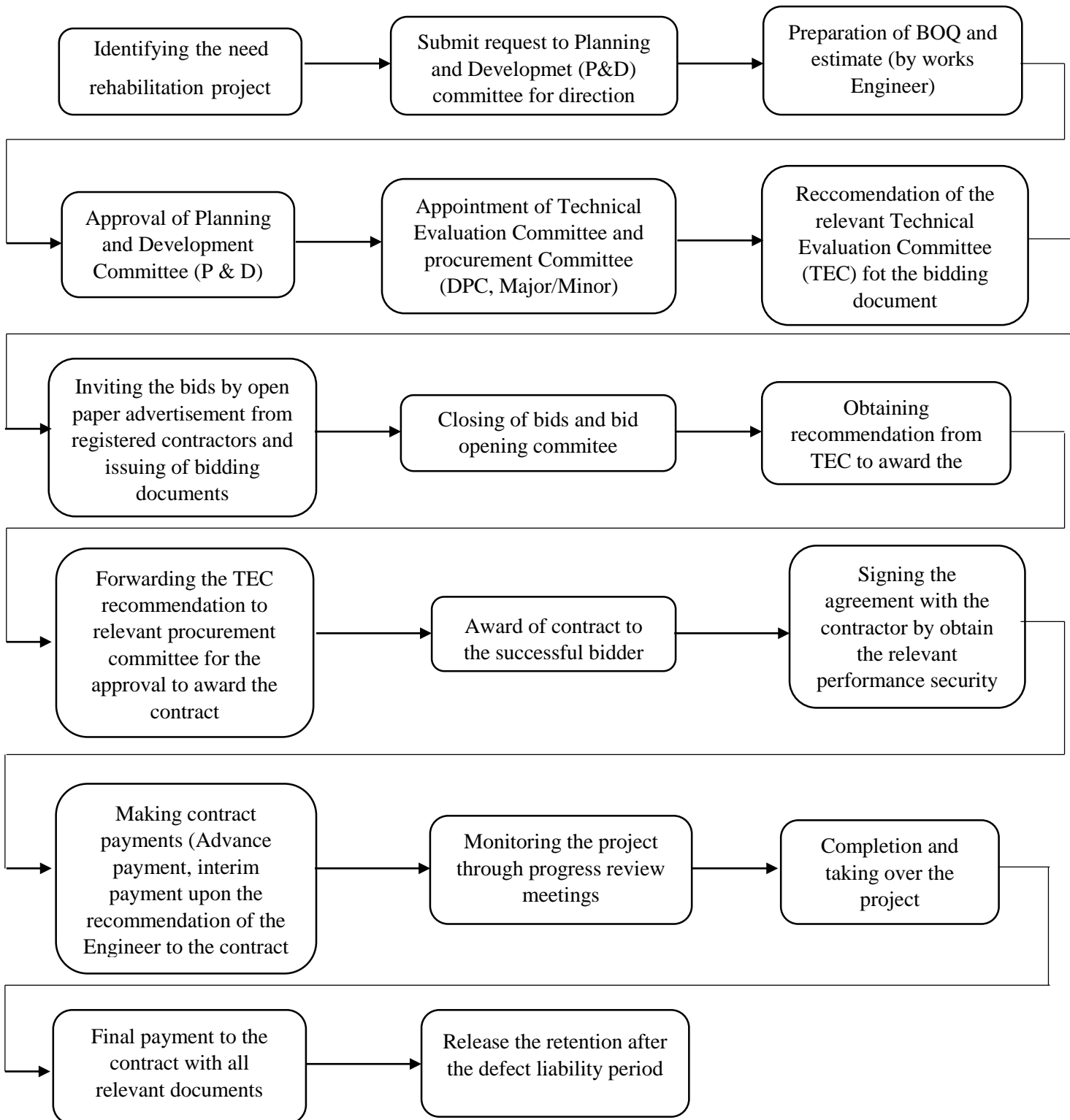
- i. Procurement and Contract Administration of Major Capital Projects
- ii. Procurement and Contract Administration of Rehabilitation works
- iii. Procurement and Contract Administration of Air Conditioning Projects
- iv. Procurement and Contract Administration of Computer Networking Projects
- v. Supply and Installation of Name Boards of the University
- vi. Minor Interior Decoration work of the University
- vii. Installation of CCTV cameras in the University
- viii. Hiring of Machinery required for various construction and rehabilitation work (eg. JCB Machines, Tractors, Tippers etc.)
- ix. Hiring Labourers (Labour contracts) mainly to the Printing Press and Maintenance Division
- x. University Land and Land related matters.
- xi. Hiring buildings (Leave/rent) for Study Centres
- xii. Consultancy Services which require to go through Procurement Process.

2.7.3. Procedures followed in awarding and monitoring contracts in relation to above mentioned works.

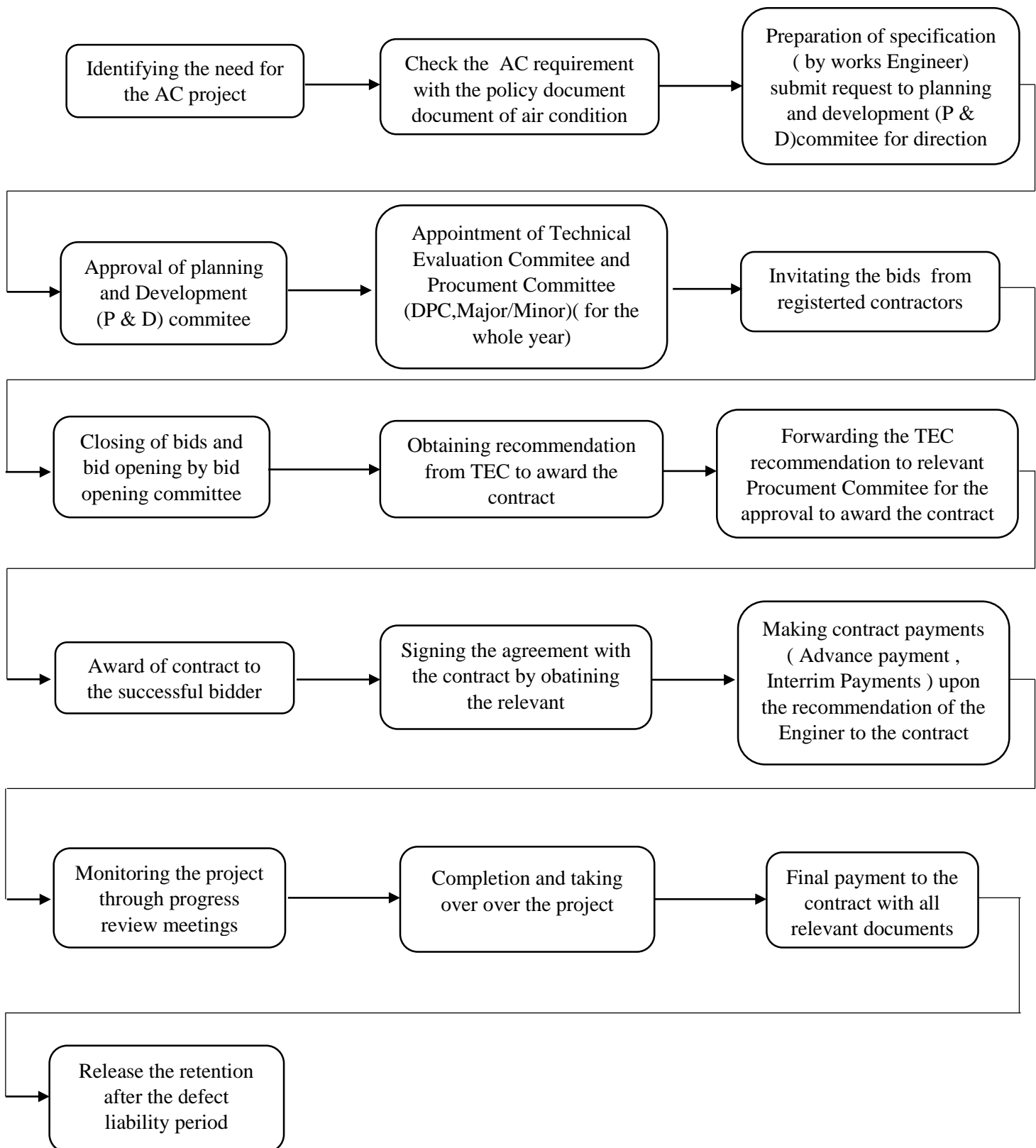
- i. Request for a particular job/construction/other work is received at the Capital Works & Services Division.
(The request usually originates from a Department/Centre/Unit of the University.)
- ii. Preparation of the Proposal. (This is prepared by either the relevant Dean, Head or the Engineer of the University)
- iii. Faculty Board or the relevant authority has to approve this proposal
- iv. The proposal is then sent to the Council of the University to obtain its approval using the ERD format.
- v. Once the approval of the Council has been obtained, the proposal is sent to the UGC.

- vi. The Infrastructure Development Committee of the UGC go through the Proposal and if satisfied, forward it to the relevant Line Ministry.
- vii. The Ministry send its proposal to the Department of National Planning along with its recommendations.
- viii. If necessary, the proposal is submitted to the Cabinet of Ministers and the relevant Cabinet Paper is prepared by the Ministry Secretary.
- ix. Once the Cabinet approved is obtained, Secretary to the Ministry send such approval to the University to commence procurement process.
- x. Nominations of TEC members and send it to the approval of the Secretary of the Line Ministry.
- xi. Ministry Secretary send the approval along with his nominations to both the TEC and the DPC.
- xii. Preparation of the Bidding Document by the University. (Capital Works & Planning Division)
- xiii. Approval of the TEC should be obtained to the Bidding Document before publishing it.
- xiv. Thereafter the Bidding Document is submitted to the DPC for its approval
- xv. Once approved by the DPC, the Bidding document can be published in an appropriate media.
- xvi. At the expiry of the time limit given for bidding, Pre-bid meeting will take place.
- xvii. Thereafter a date is fixed for Bid Opening and respective Bidders are invited to be present at the Bid Opening.
- xviii. Bid evaluation and award of Tender to the selected Bidder.
- xix. Approval of the Secretary to the Line Ministry should be then obtained for the grant of Tender.
- xx. Signing of Contract Agreements with the successful Bidder (contractor)
- xxi. Contract administration
- xxii. (Documentation/Consultations/Monitoring/Payments/Negotiations etc.)

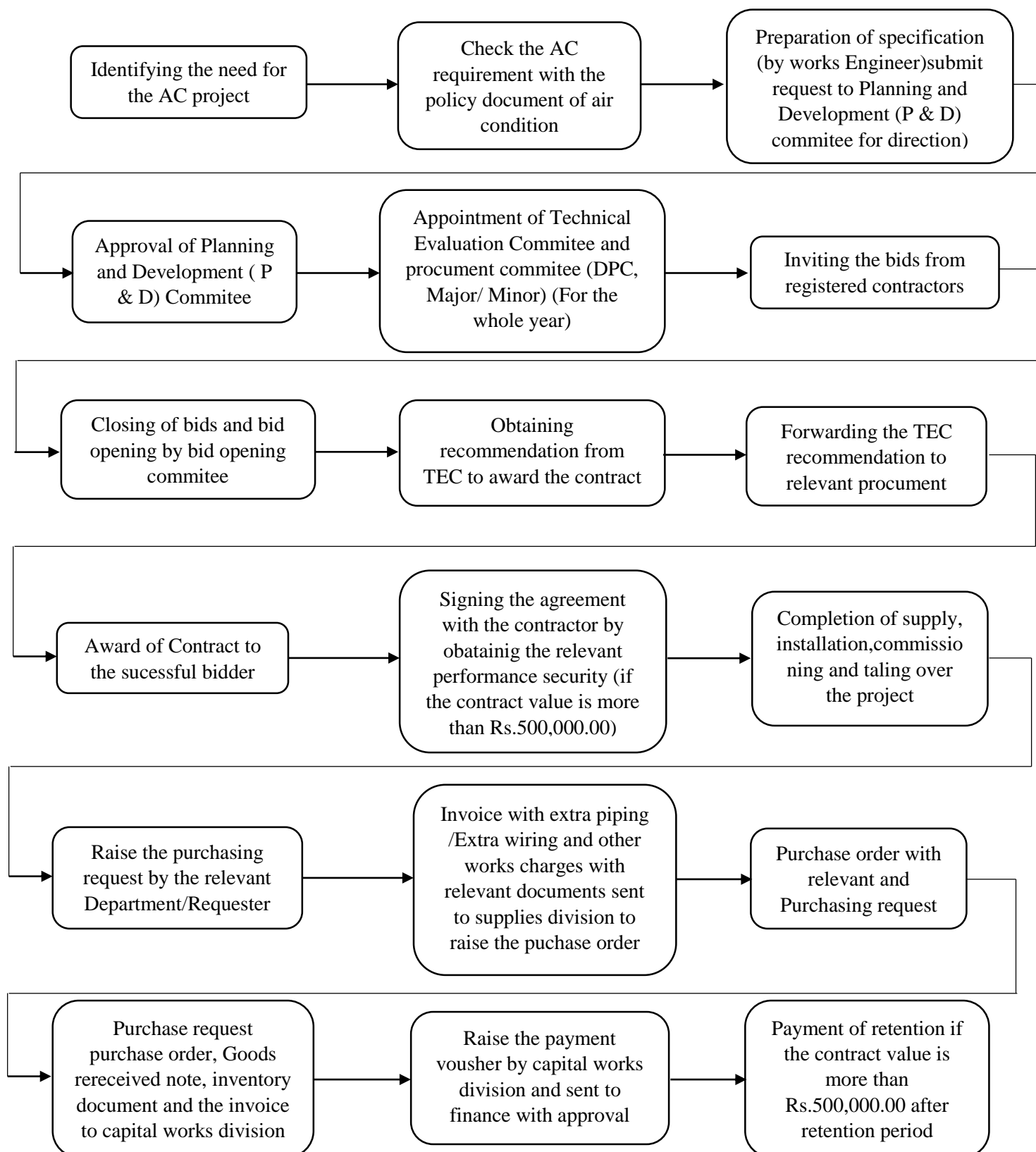
Standard Operation Procedure for Rehabilitation Projects



Standard works and Planning Division



Capital Works and Planning Division



Contact Details

Assistant Registrar 1155/0112-881155
Office 1157/0112-881157

2.8. Student Affairs & Welfare Division

2.8.1. Introduction

Student Affairs & Welfare Division of the OUSL is responsible for the conduct of all students related matters in the University. The student Affairs and Welfare Division is headed by a Senior Assistant Registrar and comprise of a staff of five members.

2.8.2. Duties and Functions of the Student Affairs & Welfare Division

1. Duties related to providing Temporary Residential Facility to students. (Issuing TRF cards and related documentation)
2. Handling University Bursaries of all faculties.
3. Work related to the preparation of Dean's List
4. Maintain records related to following meetings
 - Security review Committee
 - Learner Support Management Committee
 - Progress Review Committee
 - Board of Discipline
 - Student Counselling Committee
 - Student Representatives Meeting
 - Five-year Laps. Committee
 - Grievance Committee
5. Fund Raising activities for the student Relief Fund.
6. Secretarial functions of the student disciplinary inquiries
7. Matters related to the Board of Discipline
8. Conducting meetings related to Anti – Ragging task force and Anti- ragging squads.
9. Handling matters related to student scholarship scheme
10. Maintaining records related to requests for registration after five (05) year lapse
11. Handling duties related to Mahapola Scholarship Scheme
12. Handling activities related to conduct of Students Union
13. Work related to the Procurement plan of the Student Union Election
14. Issuing studentship confirmation letters for visa related matters
15. Updating University Handbook
16. Maintaining records related to foreign students
17. Handling inventory of the Physical Education Unit and related activities such as conduct of Annual Verification of Assets and Procurement Plan
18. Maintain records related to the council and the Senate
19. Handling inventory of the Division
20. Work related to the Procurement Plan of the Division

In addition to the duties and functions specified above, Senior Assistant Registrar of the Student Affairs and Welfare Division officiate as the secretary to the following Committees and responsible for the timely adherence of follow-up action thereafter.

Students who require TRF facility or any other assistance related to Student Bursaries, Mahapola Scholarships, matters related to Student Registrations etc. can obtain relevant information from

the Student Affairs & Welfare Division by either personally calling at the Division or by sending on email to the following address.

1. Student scholarships – Mahapola and other bursaries
2. Student Temporary Residence Facilities
3. Student Unions and Societies
4. Special request consideration (student)
5. University Student Handbook
6. Student Disciplinary matters
 - Board of Discipline
 - Student Counselling Meetings
 - Student Reps Meetings
 - Student Welfare Board Meeting
 - Learner Support Committee Meeting
 - Five-year Laps Committee
 - Grievance Committee
 - Security Review Committee
 - Anti – Ragging Committee

Payments of Mahapola Scholarships

Preparation of the Student lists who have become eligible for receipt of Mahapola Scholarships and Bursaries.

These payments are made to only those students who have signed the lists.

Payments are made according to the list received from the UGC.

Eligible students are paid 10 (ten) monthly installments per year.

Payment of Mahapola Scholarships and Bursaries are reviewed by a Committee comprising following members;

1. Registrar
2. Bursar
3. Senior Student Counselor
4. Senior Assistant Registrar (Students welfare)

Procedure to be followed

1. Letter of request should be sent to Mahapola trust fund with relevant details to obtain funds.
2. There should be a schedule of eligible students and the student concerned should place his /her signature in their schedule
3. Preparation of vouchers covering the amounts
4. Obtain R/VC approvals for the amounts mentioned in the voucher.
5. Send the voucher to the Finance Division to make necessary payments.

Payment of Bursaries

All students who have become eligible to receive Mahapola Scholarships may be paid bursaries until such time, Mahapola Scholarships are released by the Mahapola Trust Fund. Eligibility of others are determined based on the recommendation obtained from the relevant

Grama Niladhari and Divisional Secretary of the area where the student is residing, based on his parents' income. (The income of the parents should be less than Rs. 300,000 per annum) Other conditions related to the payments of Bursaries can be obtained from the Student Affairs and Welfare Division of the Open University of Sri Lanka.

GENERAL BY-LAW FOR STUDENT DISCIPLINE

(Prepared under Section 135 of the Universities Act No. 16 of 1978, as amended read with Paragraph 19 of The Open University of Sri Lanka Ordinance No. 1 of 1990 as amended)

By-Laws

These By-Laws may be cited as the Student Discipline By-Laws No 02 of 2017, and shall come into operation on 28.07.2017 replacing the Student Discipline By-Laws No. 02 of 1996 and 2008, approved by the Council of The Open University of Sri Lanka at its meetings held on 24.05.1996 and 25.04.2008, respectively.

The Vice Chancellor shall be responsible for the maintenance of discipline within the University under Section 34 (6) (b) of the Universities Act No. 16 of 1978, as amended. The following By-Laws shall in no way restrict or limit the powers conferred under this Section on the Vice-Chancellor.

PART I – REGISTRATION AND IDENTIFICATION

1. The Registrar shall on receipt of an application from a prospective student on a form provided for the purpose by the University and supported by such information and documentation as may be required by the University issue such a person who has been registered with the University in accordance with the provisions of By-Law No 1 of 1993, as amended, a student record book bearing the photograph of the person duly embossed with the seal of the University.
2. Every student shall carry in his/her possession, his/her student record book whilst in the University premises and shall produce such record book when called upon to do so by any member of the academic or administrative staff or security staff or any other person of the University authorized by the Vice-Chancellor.

PART I – REGISTRATION AND IDENTIFICATION

1. There shall be a Warden in charge of the Temporary Residential Facility, hereinafter referred to as the TRF, who shall be responsible to the Vice-Chancellor for the functioning of such TRF in the University. There shall be Sub-wardens appointed to assist the Warden in the performance of his/her duties.
2. A student seeking admission for TRF shall follow the procedure stated in the rules and regulations of the TRF.
3. Upon admission to the TRF, the student shall be deemed to have accepted the rules and regulations applicable to students of the University which are in force at the time or which may come into force subsequently referred to under Section 2 above.

4. All rules generally applicable to students of the University shall mutatis mutandis apply to students using the TRF.
5. Every student shall conduct himself/herself in such a manner as to maintain the good reputation of the TRF, whilst in occupation.
6. The warden shall in consultation with the Vice-Chancellor or the Deputy Vice-Chancellor have the authority to recommend to suspend temporary residential facilities given to a student for any contravention of these By-Laws and the rules regulations of the TRF, In such an event, a report shall be submitted to the Vice-Chancellor by the Warden.
7.
 - i. Each student shall individually be responsible for the furniture and fittings, Provided his/her own use and collectively for all other items in common use in such TRF. A student shall not tamper with or alter any installation/equipment, nor shall he/she make use of such installation/equipment in any part of the TRF building for any purpose other than those authorized by the warden in writing.
 - ii. The cost as determined by the University of any damage caused by a student shall be recovered from that student.
 - iii. Where, after due inquiry, it is found that a group of identified students have been responsible for damage to property, such a group shall be responsible collectively to repay the cost determined by the University.
8. The University shall not be responsible for loss of or damage to the personal property of students within the respective TRF.
9. In case of interruption or termination of a student's temporary residential facility as a consequence of disciplinary action being taken against the student found guilty, he/she shall not be entitled to any refund or reduction of fees already paid by him/her.
10. Visitors including OUSL students not residing in the TRF shall be strictly prohibited to enter the TRF. If any students residing in the TRF wishes to entertain visitors including OUSL students, he/she may do so outside the TRF such as in the canteen, unless otherwise specific permission has been obtained from the Warden.

PART III-MISCONDUCT/INDISCIPLINE

3. Conduct that amounts to a criminal offence under the Prohibition of Ragging and other forms of Violence in Educational Institutions Act No. 20 of 1998 shall amount to grave misconduct, for which the University may take disciplinary action under this By-Law.
4. Any student who:
 - i. refuses or fails to produce his/her student record book when called upon to do so by the Vice Chancellor, Deputy Vice-Chancellor, any other officer, any member of the academic or administrative or security staff or any other employee or any other person authorized by the Vice-Chancellor;
 - ii. violates the provisions of Part II of these By-Laws on University TRF;
 - iii. willfully destroys, damages, defaces, alienates, misuses or misappropriates any property of the University or any property in the custody of the University or held temporarily by the University;
 - iv. contravenes any By-Law, Regulation or Rule of the University;
 - v. refuses to carry out any lawful order issued by the Vice-Chancellor, Deputy Vice-Chancellor, a member of the academic or administrative or security staff or any other employee or any other person authorized by the Vice-Chancellor;
 - vi. furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars and which in the opinion of the Vice-Chancellor is calculated to mislead the authorities of the University;
 - vii. is found to be under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University;
 - viii. possesses or stores or carries or uses arms, weapons and / or any other substance with the intention of causing harm to persons or property within the precincts of the University;
 - ix. engages in such activities as are likely to disrupt the conduct of registration, teaching study, research or examinations in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts an authorized event held within the University premises;

- x. obstructs or harasses any officer, member of the academic or administrative staff or any other employee of the University or any other authorized person in the performance of his/her duties;
- xi. prevents or obstructs any student from carrying out his/her studies or research or disrupts any legitimate activities of any recognized student association/ society / union;
- xii. occupies or uses any property of the University other than in accordance with the rules and regulations made by the University from time to time, or without the authority of the Vice-Chancellor or the relevant member of staff;
- xiii. conducts himself/herself in a manner which in the opinion of the Vice-Chancellor as detrimental to the good name of the University or to the maintenance of order and discipline within the University;
- xiv. abuses / harasses (including any form of ragging/molestation) and/or intimidates whether physically, mentally or verbally any student of the University, the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff or any other employee of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xv. causes or attempts to cause physical injury or physical harm or threatens to cause same to any student of the University, the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, any other employee of the University or any other authorized person in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xvi. holds hostage or attempts or threatens to hold hostage, kidnaps, attempts to kidnap or threatens to kidnap the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, an employee, a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xvii. incites students to disrupt legitimate activities of the University;
- xviii. commits or attempts to commit theft of property within the University premises or retains stolen property within the University or causes willful damage to the University property or that of an officer, member of the academic or administrative staff, an employee, student of the University or any person authorized to be in the premises of the University or at an event organized with the authority of the University, within or outside its premises;

- xix. violates the time limits for staying within the University premises or enter to the University without authorization of the Vice-Chancellor or any other relevant member of staff authorized by the Vice-Chancellor, before or after the designated times or as specifically notified by the Vice-Chancellor;
- xx. offers any gratification to an officer, a member of the academic or administrative staff, or any other employee of the University, as an inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting hindering or preventing the performance of any official act whether by that University employee or by any other University employee;
- xxi. aids and abets any person to commit any one or more of the offences referred to in (.) to (xx) above,

shall be guilty of misconduct /indiscipline.

5. Without prejudice to the generality of the preceding provisions, any student who:

- i. purports to convene a meeting of a group of students, any society or association or union which has not been recognized by the University or without prior approval of the University or displays or distributes publications/posters at the University without authorization of the Vice-Chancellor or any other person authorized by the Vice-Chancellor;
- ii. Purports to establish, ar assist in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No 16 of 1978, as amended and/or without following the authorized procedure of the University in that regard;
- iii. does not comply with the rules and regulations made by the University on the conduct of affairs of any society/association/union;
- iv. convenes any meeting or participates in any meeting of students held in the precincts of the University contrary to the constitution of the relevant society/association/union;
- v. distributes and/or displays and/or publishes material using print/audio/video/electronic media/any other mode of communication, which is defamatory and/or abusive of any recognized society/ association/ union or the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, an employee, a student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University, within or outside its premises;

- vi. defaces or mutilates property belonging to the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, an employee, a student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- vii. invites from outside the University, as a student of or on behalf of or at the request of students of the University, any speaker to address students, or any outside person for any purpose within the University, or displays/distributes publications, without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor;
- viii. arranges or organizes any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor;
- ix. reproduces, distributes, sells University publications and / or any application forms of the University without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor;
- x. provides false information to the press or other media that is defamatory or damaging to the University or Vice-Chancellor, Deputy Vice-Chancellor or any officer/member of the academic or administrative staff, an employee, Or student of the University;
- xi. uses the University computer system/ network improperly or without approval;
- xii. aids or abets any person to commit any one or more offences referred to in (i) to (xi) above,

shall be guilty of misconduct/indiscipline

PART IV- BOARD OF DISCIPLINE

- 7. i. There shall be a Board of Discipline, hereinafter referred to as the BOD, which shall become operative on the day the Council has approved these By-Laws.
- ii. The BOD shall consist of the following members appointed by the Vice-Chancellor.
 - a) Four (04) Senior Professors/Professors nominated by the Senate,
 - b) One (01) member from each Faculty nominated by the respective Faculty Board,
 - c) University Medical Officer,
 - d) Head/Legal studies or his/her nominee approved by the Senate,
 - e) Chief Student Counsellor,

- f) Warden of the TRF,
- g) Director/Student Welfare,
- h) Senior Assistant Registrar/Legal and Documentation.

None of the members of the BOD shall serve in the Council of the University.

Each appointed member under Section 1 (ii) (a) and (b) above shall hold office for A period of three years reckoned from the date of his/her appointment. If such an appointed member ceases to be a member of the BOD, the Vice-Chancellor on the recommendation of the Senate shall appoint another member to the BOD who shall serve for a period of three years reckoned from the date of his/her appointment. A member may also be reappointed to the BOD. The Registrar or his/her nominee as approved by the Vice-Chancellor shall be the Secretary to the BOD.

- iii. a) The Chairperson of the BOD shall be appointed by the Vice-Chancellor on the recommendation of the Senate from among the members of the BOD. The Chairperson shall hold office for a period of two years and this period may be Further extended by two more years.
 - b) The Chairperson shall preside at all meetings of the BOD. If the Chairperson is Unable to be present at any meeting of the BOD, the members present shall elect a Chairperson from among those at such meeting.
 - iv. If however, the Chairperson appointed under Section 1 (if) a) above ceases to be a member of the BOD, a new Chairperson shall be appointed in accordance with Section 1 (if) a) above. He/she shall hold office for a period of two years and this period May be further extended by two more years.
 - v. The quorum for a meeting of the BOD shall be seven (07).
2. The BOD shall perform and discharge the following duties and functions;
- i. make recommendations to the Vice-Chancellor on all matters pertaining to the maintenance of student discipline within the University and the TRF.
 - ii. recommend to the Vice-Chancellor the disciplinary action to be taken in respect of any student or students who have been found guilty of acts of indiscipline or of misconduct committed in contravention of the provisions of these By- Laws.
 - iii. review these By-Laws from time to time and make recommendations to the Senate regarding disciplinary procedures and matters connected therewith or incidental thereto.

PART V – DISCIPLINARY PROCEDURE

Reporting of offences

1. Any complaint of misconduct/indiscipline against a student/students shall in the first instance be reported to the Vice-Chancellor.

Initial Inspection

2. Where the Vice-Chancellor receives information relating to misconduct/indiscipline and considers that further particulars should be obtained, he/she may request a member of the staff or any other suitable person/s to proceed to the place in question and to report on the same within 05 working days.

Preliminary Investigation

3. Where the Vice-Chancellor is satisfied on the availability of evidence relating to misconduct/indiscipline, he/she shall, appoint one or more members of the staff of the University or any other suitable person(s) to investigate the matter/facts and submit to him their conclusions in writing thereon including recommendations for charges to be framed, if any, within 28 working days from the date of appointment by the Vice-Chancellor.

Charge Sheet

4. The Vice-Chancellor shall on receipt of the findings in accordance with Section 3 above, cause charges to be framed in writing and sent under registered post to the student or in the case of more than one student, to individual students alleged to have committed the offence/s within 14 working days from the date of receipt of the said Preliminary Investigation Report requesting a reply within 14 working days from the date of the charge sheet. If no communication is received from the student within 14 working days from the date of the charge sheet, a copy of the charge sheet shall be re-issued directing him/her to reply to the charge sheet within 7 working days from the date of the re-issue.
5. If the student respondent/s plead/s guilty to the charges or does/do not reply within the time specified in Section 4 above, the student/s shall be declared guilty of the alleged offence/s and the BOD shall recommend to the Vice-Chancellor the imposition on the student/s of any punishment/s set out in the schedule. On receipt of the determination of the punishments by the BOD, the Vice Chancellor shall immediately place it before the Council for ratification. Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.

Formal Inquiry

6. If the student respondent/s plead/s not guilty to the charges, and if the Vice-Chancellor is not satisfied with the answers given, the Vice-Chancellor shall appoint a Disciplinary Committee of Inquiry, hereinafter referred to as the DCI, of up to three (03) staffmembers or other suitable persons, on the recommendation of the BOD to hold a formal inquiry and submit the report within 42 working days from the date of appointment by the Vice-Chancellor. Under exceptional circumstances, the Vice-Chancellor may extend the time

to submit the report for a period not exceeding 72 working days from the date of appointment of the DCI.

7. The student respondent/s shall be notified under registered post of the date of inquiry and where possible, shall be hand delivered, with due acknowledgment of receipt of same, by the Secretary to the DCI appointed by the Vice-Chancellor.
8. At the inquiry, the student respondent/s shall be informed of the evidence and have the right to defend him/herself. He/she may make his/her own defence and call any witnesses for the defence.
9. The DCI may, taking into consideration the special circumstances of the situation, deny a student charged with an offence, giving reasons, the opportunity to question the complainant regarding the complaint made or any witness relating to the evidence given by the witness. Provided that in such a situation, the student charged with the offence shall have the right to seek in writing, through the DCI, clarification on specific issues relating to the complaint or evidence from the complainant or witness as the case may be. Upon the DCI directing such request to the complainant or the witness, he/she shall give his/her clarifications in writing to the student charged with the offence within the time stipulated by the DCI.
10. The DCI shall have the power to summon any witness required by the prosecution and by the defense.
11. Any DCI appointed by the Vice-Chancellor shall have the power to summon any student of the University to render whatever assistance needed to conduct Inquiries on matters pertaining to provision of any By-Law. A student who does not so comply or willfully attempts to delay the proceedings shall be guilty of a punishable offence. At a DCI, a respondent/s shall be provided with relevant documents or extracts from the same, which have been used to frame charges against the respondent/s.
12. The DCI after finalizing its recommendations shall submit its report to the Vice-Chancellor giving reasons for such findings and the verdict.

Determination of Punishments

13. If the student/s had been found guilty for the charges, the Vice-Chancellor shall refer the same to the BOD to determine the punishment within the scope of the Schedule.
14. On receipt of the determination of the punishments by the BOD, the Vice-Chancellor shall immediately place it before the Council for ratification. Thereafter, the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered with due acknowledgement of receipt.
15. The Vice-Chancellor shall have the power to take action on any breach of discipline not covered by this By-Law.

Out of Bounds Declaration

16.

- i. The Vice-Chancellor may, subject to the provisions in this section, declare the University out of bounds to a student who is reported to have violated any of the provisions of this By-Law or against whom a formal disciplinary inquiry or a criminal case is pending
or
who is the subject of Police investigation, for a prescribed period of time. The Council of the University shall be kept informed about such decision.
- ii. Declaration of the University out of bounds to a student, (hereinafter called Out of Bounds Declaration) under this section shall mean a total prohibition attendance /access to The Open University of Sri Lanka and participation in any activity of the said University, provided however that the Vice-Chancellor may at his discretion permit such a student to enter the premises for a specific purpose.
- iii. The Out of Bounds Declaration may include such other reasonable conditions as the Vice-Chancellor may think fit.
- iv. The Out of Bounds Declaration under this section shall not be considered as a punishment. The purpose of this declaration under the provisions of this section is to protect the Members of the University community in general or a particular member or members and the power shall be used only where the Vice-Chancellor is of the opinion that it is necessary to take such action. Written reasons for the decision shall be recorded and made available to the student/s concerned.
- v. No student shall be subjected to the Out of Bounds Declaration unless he or she has been given an opportunity to make representations in person to the Chief Security Officer in the presence of the Registrar/ a Deputy Registrar. Where for any reason it appears to the Vice-Chancellor that it is not possible for the student to attend in person, he or she shall be entitled to make the above representations in writing. The Chief Security Officer shall forward a written report to the Vice-Chancellor within 24 hours of such representations for making the decision on the Out of Bounds Declaration.
- vi. However, in case of great urgency, the Vice-Chancellor considering the seriousness of the infringement of discipline committed by the student/s, shall be empowered to impose the Out of Bounds Declaration on a student/s with immediate effect upon giving the reasons in writing to the student/s without following the above procedure.
- vii. The Vice-Chancellor shall review the Out of Bounds Declaration every thirty calendar days and shall record the reasons if the validity period of the declaration is extended.

PART VI - APPEALS PROCEDURE

1. Any appeal made by the student/s against the decision to punish the student/s shall be made to the Vice-Chancellor within thirty days from the date of the letter of punishment.
2. The Vice-Chancellor shall place such appeals before the next immediate meeting of the Council.
3. The Council shall appoint an Appeals Committee consisting of three of its members who are not employees of the University for this purpose. The Appeals Committee shall elect its Chairman. The Registrar shall be the Secretary to the Appeals Committee. The Appeals Committee of the Council may require the BOD to record further evidence on certain specific matter and forward the record early to the Council Appeals Committee through the Vice-Chancellor.
4. The Appeals Committee of the Council shall submit the report on the appeal, with additional recommendations, if any, to the Council within thirty days of the date of receipt of the appeal by the Committee.
5. The members of the Appeals Committee and the DCI relating to the appeal in question, shall not participate in the proceedings of the Council when it considers the report of the Appeals Committee.
6. The Council shall have the power to vary the decision/s taken on the disciplinary action against the student/s based on the recommendation of the Appeals Committee. The decision of the Council on the appeal by the student shall be final.
7. The Vice-Chancellor shall communicate to the appellant student/s the decision of the Council under registered post. The decision so communicated shall be final and conclusive.

PART VII - RECORD OF PUNISHMENTS AND OTHER CONDITIONS

5. All punishments and any disciplinary action taken shall be recorded in the student's personal file.
6. The Vice-Chancellor may also order the withholding of the examination results or Certificate as appropriate of a student, pending the holding or completion of an inquiry or investigation.
7. A student who has been punished with a suspension, irrespective of its duration, under the provisions of these By-Laws shall not be entitled to receive any benefits such as a Bursary, Scholarship, Medals or Prizes, for academic performances.
8. A student who has been expelled from the University shall be debarred from registering in the future for any programme/course conducted by the University.

PART VIII – INTERPRETATION

1. The Open University of Sri Lanka shall include the Central Campus at Nawala, Regional Centres, Study Centres and Teaching Centres or any other premises used by the University for any purpose defined in the Open University of Sri Lanka Ordinance No. 1 of 1990 as amended, published under the provisions of the Universities Act No. 16 of 1978 as amended. The University shall mean the Central Campus at Nawala, Regional Centres and Study Centres or any other premises used by The Open University of Sri Lanka.

2. For the purpose of the Section 2(xiv) of Part III, harassment/intimidation shall include the display of posters in the Campus premises or at an event organized with the authority of the University, within or outside its premises by any student/s, intimidating or bringing into disrepute a registered student, an officer, member of the academic or administrative staff, any other employee of the University or other persons authorized to be in the University.
In the case of notices, posters issued by a University society/association/union, they may be recognized as valid only if that society/association/union has taken action according to the University rules and a majority decision of the society/association/union.

3. For the purpose of these By-Laws, society/association/union shall have the same meaning as defined under the provisions of the Universities Act No. 16 of 1978 Section 115 (i) as amended.

GENERAL DISCIPLINARY MATTERS SCHEDULE OF PUNISHMENTS	
Offences	Recommended Maximum Punishments
i. Refuses or fails to produce the Student record book when called upon to do so by the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, any member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the Vice-Chancellor. Explanation: Any student who refuses to produce the student record book on request shall be deemed to be a trespasser and dealt with in accordance with the normal Laws of the land.	Considering the gravity of the offence, <ol style="list-style-type: none"> a. Suspension from the University for a period not exceeding 12 months depending on the gravity of the offence and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
ii. Violates the provisions of Part II of these By-Laws on University TRF.	Recovery of cost incurred by the University as a result of such action, and considering the gravity of the offence, <ol style="list-style-type: none"> a. Suspension from the University for a period not exceeding 12 months and withholding of

	<p>examination results or certificate as appropriate and / or</p> <p>b. Denial of TRF in the future</p> <p>c. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student. The above punishments may be in addition to any other punishments that may be imposed for violation of any other By-Laws of the University.</p>
<p>iii. Willfully destroys, damages, defaces, alienates, misuses or misappropriates any property of the University or any property in the custody of the University or held temporarily by the University.</p>	<p>A fine equivalent to three times of the replacement value or cost of misuse, and considering the gravity of the offence,</p> <p>a. Expulsion from the University or</p> <p>b. Suspension from the University for a period not exceeding 24 months and withholding of examination results or certificate as appropriate. or</p> <p>c. Suspension from the University for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>iv. Contravenes any By-Law, Regulation or Rule.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for period not exceeding 12 months depending on the gravity of the offence and withholding of examination results or certificate as appropriate or</p>

	b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
v. Refuses to carry out any lawful order issued by the Vice-Chancellor, Deputy Vice Chancellor, any other officer, a member of the academic or administrative or security staff or any other employee or any other person authorized by the Vice-Chancellor.	Considering the gravity of the offence, a. Suspension from the University for a period not exceeding 12 months depending on the gravity of the offence and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
vi. Furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars which in the opinion of the Vice -Chancellor, is calculated to mislead the authorities of the University.	a. Expulsion from the University for falsification of documents or b. Suspension from the University for a period not exceeding 12 months and withholding of examination results or certificate as appropriate, in other instances. or c. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
vii. Under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension from the University for a period not exceeding 24 months and/or withholding of examination results or certificate as appropriate or c. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
viii. Possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to persons or property within the precincts of the University.	a. Expulsion from the University for being in possession or storing or using arms and weapons within the precincts of the University. or

	<p>b. Suspension for a period not exceeding 36 months and withholding of examination results</p> <p>or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.</p>
ix. Engages in such activities as are likely to disrupt the conduct of registration, teaching study, research or examinations in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts any other authorized event held within the University premises.	Suspension for a period not exceeding 12 months and withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstruction or disruption.
x. Obstructs or harasses any officer member of the academic or administrative staff, any other employee of the University or any other authorized person in the performance of his/her duties.	Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.
xi. Prevents or obstructs any student in carrying out his/her studies or research or disrupts any legitimate activities of recognized student society/association/union.	Suspension for a period not exceeding 12 months and withholding of examination results or certificates as appropriate.
xii. Occupies or uses any property of the University otherwise than in accordance with rules and regulations made by the University from time to time, or without the authority of the Vice-Chancellor or the relevant member of staff.	Suspension for a period not exceeding 12 months and withholding of examination results or certificates as appropriate.
xiii. Conducts himself/herself in a manner which, in the opinion of the Vice-Chancellor, is detrimental to the good name of the University or to the maintenance or order and discipline within the University.	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding for a period not exceeding 24 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
xiv. a. Abuse/harassment (including any form of ragging/molestation), sexual harassment and/or	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p>

<p>intimidation whether physical, verbal or mental of any student of the University, Vice-Chancellor, Deputy Vice-Chancellor, any other officer member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the University or at an event organized by the University.</p>	<p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>b. Display of posters in the University premises by any student or students, which are intimidating or defamatory of the University, Vice-Chancellor, Deputy Vice-Chancellor, other officer, member of the Academic or Administrative staff or any other employee of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>c. Communicating with higher authorities, media or any individual by a student or students which are intimidating or defamatory of the University, Vice-Chancellor, Deputy Vice-Chancellor, other officer, member of the Academic or Administrative staff or any other employee of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p>

	<ul style="list-style-type: none"> c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
<p>xv. causes or attempts to cause physical injury or physical harm or threatens to cause same to any student of the University, Vice-Chancellor, any other officer, member of the academic or administrative staff, any other employee of the University or any other person authorized to be in the premises of the University or at an event organized by the University within or outside its premises</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
<p>xvi. Kidnapping, Hostage taking or attempt to kidnap, or threatening to take hostage or kidnap Vice-Chancellor, Deputy Vice-Chancellor, other Officer, member of the academic or administrative staff, any student of the University, an employee, or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholdings of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.

<p>xvii. Inciting of students to disrupt legitimate activities of the University.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
<p>xviii. Any student who has stolen or attempted the theft of property within the University premises or has retained stolen property belonging to the University or has caused willful damage to University property or to property of an officer, member, of the academic or administrative staff, an employee or a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	
<p>1) Theft.</p>	<p>Considering the gravity of the offence, a fine equivalent to three times the replacement value and,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as

	<p>appropriate or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
2) Willful damage	<p>Considering the gravity of the offence, a fine equivalent to three times the replacement value and,</p> <p>a. Expulsion from the University or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
3) Attempted theft	<p>Fine to be determined by the BOD on the recommendation of the DCI.</p> <p>a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
4) Retaining stolen property	<p>Return the property and a fine to be determined by the BOD on the recommendation of the DCI.</p>
xix. Violation of time limits for staying within the University premises or entering the University without authorization of the Vice-Chancellor or any other relevant member of staff authorized by the Vice-Chancellor,	<p>Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>

	before or after the designated times or as specially notified by the Vice-Chancellor.	
xx.	Offers any gratification to any employee of the University as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that University employee or by any other University employee.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for a period not less than six months and not exceeding 24 months and withholding of examination results or certificate as appropriate.
xxi.	Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University or without prior approval of the University or displaying or distributing publications/posters at the University without authorization of the Vice -Chancellor or any other person authorized by the Vice-Chancellor.	Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxii.	Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No 16 of 1978 as amended and/or without following the authorized procedure in that regard.	Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxiii.	Failure to comply with the rules and regulations made by the University on the conduct of affairs of any society/ association/ union.	Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxiv.	Convening any meeting or participating in any meeting of students held in the precincts of the University contrary to the constitution of the relevant results or certificate as appropriate	Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination or

society/association/union.	b. b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxv. Distributing and/or displaying and/or publishing materials using print/ audio/ video/ electronic media/ any other mode of communication, which are defamatory and/or abusive of any recognized society/ association/union or Vice-Chancellor, Deputy Vice-Chancellor or any officer /member of the academic or administrative staff, an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.	Considering the gravity of the offence, a. Expulsion from the University. or b. b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxvi. Defacing or mutilating property belonging to the Vice-Chancellor, Deputy Vice-Chancellor any other officer, member of the academic or administrative staff, an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxvii. Inviting from outside the University, as a student of or on behalf of or at the request of students of the University, any speaker to address students, or any outside person for any purpose within the University, without the prior approval in writing of the Vice-	Considering the gravity of the offence, a. Suspension for a period not exceeding 24 months and withholding of examination results or certificate as

Chancellor or other employee designated for this purpose by the Vice-Chancellor.	<p>appropriate or</p> <p>b. b. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>c. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
xxviii. Arranging or organizing any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice -Chancellor or other employee designated for this purpose by the Vice-Chancellor.	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or</p> <p>b. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or</p> <p>c. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
xxix. Reproduction, Distribution, or selling of University publications and/or any application forms of the University without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor.	<p>Considering the gravity of the offence,</p> <p>a. a. Suspension for a period not exceeding 24 months and withholding of examination results or certificate as appropriate or</p> <p>b. suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate. or</p> <p>c. severe warning by the Vice-Chancellor with record of same in the student's personal file.</p>
xxx. Providing false information to the press or other media that is defamatory or damaging to the University or Vice-	Suspension for a period not exceeding 12 months,

Chancellor, Deputy Vice-Chancellor or any officer/member of the academic or administrative staff, an employee, or student of the University	or Severe warning by the Vice-Chancellor.
xxxii. Unauthorized or improper use of University computer system/ network	Considering the gravity of the offence, a. Expulsion from the University, or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate, or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxxiii. A student who has received three warnings within a period of 12 months.	Suspension for a period not exceeding 12 months from the date of the last warning.
xxxiiii. Non compliance of obligation to attend a disciplinary inquiry or willfully delaying the proceedings of the inquiry, by student respondent or a witness called by the University without a valid reason.	Severe warning by the Vice-Chancellor with a record of the same in the student's personal file
xxxiv. Failure to adhere to a severe warning by the Vice-Chancellor	Suspension for a period not exceeding 12 months
xxxv. A student under suspension committing a further offence	Considering the gravity of the offence, a. Expulsion from the University, or b. Further period of suspension and withholding of examination results or certificate as appropriate
xxxvi. Any other offence or act of indiscipline not explicitly stated in this schedule	Considering the gravity of the offence, a. Expulsion from the University, or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as

	<p>appropriate, or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate, or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
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Contact Details

Senior Assistant Registrar 1261/0112-881261
Office 1262/0112-881262

THE OPEN UNIVERSITY OF SRI LANKA
STUDENTS UNION BY – LAW NO .03 OF 2015

A By – law made by the Council of the Open University of Sri Lanka under Section 135 and Section 112 (3) of the Universities Act.No.16 of 1978 as amended.

3. This By -Law No.03 of 2000 stands repealed with the coming in to force of this By -Law No. 03 of 2015. Students Association By-Law No.03 of 2000 stands repealed with the coming into force of this By- Law No.03 of 2015.

PART 1
FACULTY STUDENTS UNION

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- i. There shall be a Faculty Students Union for each Faculty of the Open University of Sri Lanka.
- ii. The faculty Students Union of each faculty shall be representative of all registered students of such Faculty.
- iii. A Faculty Students Union shall consist of 17 members, 15 of whom shall be elected directly by ballot and 02 of whom shall be the 02 student Representatives to the faculty Board elected according to Part II of this By – Law. Out of the 15 members who are elected directly by ballot, a minimum of four (04) members shall be female.
- iv. The elected members of each of the Faculty Students Union shall, in accordance with the provisions of section 44 of this By – law, elect from amongst themselves a committee consisting of the following office bearers of such Faculty Students Union.
 - (a) President
 - (b) Vice – President
 - (c) Secretary
 - (d) Editor
 - (e) Junior Treasurer
- v. of the five office hearers of the Faculty Union a minimum of two office bearers shall be female, provided however that this provision shall not be applicable if sufficient female student representatives have not been elected to the Faculty Students Unions.

PART II
STUDENT REPRESENTATIVES TO THE FACULTY BOARDS

1. In accordance with Section 48 (1) (e) of the Universities Act.No.16 of 1978, there shall be two student representatives to each Faculty Board hereinafter referred to as Student Representatives to the Faculty Board.
2. Such student Representatives to the faculty Boards shall be elected directly by ballot at the same election as the members of the Faculty Students Union.

3. Nominations shall be called separately for the elections of the two Student Representatives to the Faculty Board and students shall use a separate ballot paper to elect the two Students Representatives to the Faculty Board.
4. A student shall not be nominated as a Student Representative to the faculty Board if he / she has been nominated as a member of the faculty Students Union in the same Student Union year.
5. The two Student Representatives to the faculty Boards shall be members of the faculty Students Union of such faculty and the University Students Union, provided however that they shall not be eligible to be elected as office bearers of the said faculty Students Union or the University Students Union.

PART X

DUTIES AND FUNCTIONS OF OFFICE BEARERS OF A FACULTY STUDENTS UNIONS

49. (i) The duties and functions of **the President** of a Faculty Student Union shall be –
 - (a) To call meetings of the Faculty Students Union; and
 - (b) to preside at all meetings of the faculty Student association; and
 - (c) to carry out the decisions of the faculty Student Association.
- (ii) The duties and functions of **the Vice – president** of a Faculty Students Union shall be –
 - (a) To preside at any meeting of the Faculty Student Association in the absence of the President; and
 - (b) To assist the President in the discharge of his /her duties; and
 - (c) To carry out any other duty of function assigned to him/ her by the faculty Students Union
- (iii) The duties and functions of **the Secretary** of a Faculty Students Union shall be –
 - (a) To keep records of all proceedings of the faculty Students Union;
 - (b) To convene meetings of the Faculty Students Union on the instructions of the President or upon the receipt by the Secretary of a written requisition, from not less than one third of the total membership of the Faculty Students Union; and
 - (c) To ensure that minutes of the proceeding are available for Inspection by the Senior Treasurer of the faculty Students Union or any student of the faculty
- (iv) The duties and functions of **the Editor** of the Faculty Students Union shall be
 - (a) To organize awareness /publicity activities decided by the faculty Students Union
 - (b) To carry out any other duty assigned to him /her by the faculty Students Union
- (v) The duties and functions of the Junior Treasurer of a Faculty Students Union shall be –
 - a) a maintain custody of the funds of the faculty Students Union;

- b) to ensure that all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts;
- c) to inform the Senior Treasurer within one week of the receipt of any money by the faculty Students Union;
- d) to make payments out of the funds of the faculty Students Union with the approval of the Senior Treasurer;
- e) to prepare a budget for the Students Union year after consultation with the office bearers of the Faculty Students Union within one month from the date of election of its office bearers;
- f) When and where necessary, to prepare supplementary estimates ;
- g) To submit to the Faculty Students Union and the Senior Treasurer a report on the financial position of the Faculty Students Union as at the last day of each quarter within one month of the end of that quarter; and
- h) To submit to the Auditor appointed by the Principal Executive Officer through the Senior Treasurer, a statement of income and expenditure and the balance sheet of the faculty Students Union for the Students Union year within two weeks of the end of the Students Union year in which the Faculty Students Union was elected.

50. (i) The office bearer of the Faculty Students Union shall be given a through awareness of he following;

- a. their duties and responsibilities as stipulated in the Universities Act No. 16 of 1978 as amended
- b. the management and disbursement of funds allocated to the faculty Students Union by the University.

(ii) The Chief Student Counsellor, all Academic Student Counsellors and all Senior Treasures of the Faculty Students Unions shall make such office bearers aware of

- a. and
- b. above at the meeting summoned by the Returning Officer for the purpose of forming of the University Students Union

(iii) The members of the Faculty Students Union shall be individually and collectively responsible for all decisions and actions of the Junior Treasurer in the fulfillment of his/ her duties and functions as specified in Section 49 (v)

PART XI
FACULTY STUDENTS UNION

51. (i) The University Students Union of the Open University of Sri Lanka shall be representative of the entire registered undergraduate student community of the University, in all centers.

(ii) The University Students Union shall consist of all the members of each established Faculty Students Union and all the elected Students Representatives to the Faculty Board of each Faculty.

52. (i) The principal Executive Officer shall fix a date for the holding of the first meeting of the University Students Union wherein the member shall elect the following office bearers of the University Students Union.

- (a) President
- (b) Vice – Presidents
- (c) Secretary
- (e) Junior Treasurer

(ii) Such date shall be a date falling within four weeks of the election of the 15 members of the faculty Students Unions and the two (02) Student Representatives to the Faculty Board in terms of Section 41 of this By-Law.

(iii) For the purpose of this meeting, the principal Executive Officer shall nominate a senior member of the University as the Returning Officer to conduct the election of office bearers by secret ballot. The Returning Officer shall preside at the meeting and take all necessary action to maintain decorum and ensure the smooth conduct of the election.

- (iv) At the conclusion of the election of office bearers, the Principal Executive Officer of the University shall appoint a teacher as the Senior Treasurer of the University Students Union.
- (v) The Returning Officer shall submit a report on the above election to the Principal Executive Officer.
- (vi) The University Students Union shall hold at least one meeting in each month of the Students Union Year. The quorum for such meeting shall be one third of the total number of members.

53. (i) Every office bearer of the University Students Union shall cease to hold office at the end of the Students Union year in which he/she was elected.

(ii) No office bearer of the University Students Union shall hold the same office for more than one Students Union year.

(iii) If any office bearer

- a) Cease to be an office bearer, or any other member of a Faculty Students Union; or

- b) Resigns his/her office by writing under his/her hand addressed to the Principal Executive Officer through the Senior Treasurer; or
- c) Has been absent from three consecutive meetings without a reasonable explanation for such absence;

His / her office or membership as the case may be shall be deemed to have been vacated.

(iv) any vacancy which occurs under (iii) above, shall be filled in accordance with the provisions of Section 52. Provided however that if a vacancy in the office bearers of the University Students Union occurs as a result of a vacancy arising in a Faculty Students Union, the election to fill the vacancy in the office bearers of the University Students Union shall be held, after the filling of the vacancy in the Faculty Students Union

54.

(i) The duties and functions of **the President** of the University Students Union shall be –

- a) to call meetings of University Students Union
- b) to Preside at all meetings of the University Students Union; and
- c) to carry out the decisions of the University Students Union

(ii) The duties and functions of **the Vice – President** of the University Students Union shall be –

- (a) to preside at any meeting of the University Students Union in the absence of the President;
- (b) to assist the President in the discharge of his / her duties and
- (c) to carry out any other duty or function assigned to him/her by the University Students Union

(iii) The duties and functions of the Secretary of the University Students Union Shall be –

- (d) to keep record of all proceedings of the University Students Union;
- (e) to convene meetings of the University Students Union on the instruction of the President, or upon receipt by the Secretary of a written requisition from not less than one third (1/3) of the total membership of the University Students Union; and

(iv) The duties and functions of **the Editor** of the University Students Union shall be –

- (a) to organize awareness / publicity activities decided on by the University Students Union ; and
- (b) to carry out any other duty assigned to him/her by the University Students Union

(v) The duties and functions of the Junior Treasurer of the University Students Union shall be-

- (a) to have custody of the funds of the University Students Union;
- (b) to ensure that all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to the maintenance of such accounts;
- (c) to inform the Senior Treasure with in one week of the receipt of any money by the University Student Union
- (d) to make payments out of the funds of the University Students Union with the approval of the Senior Treasurer;

- (e) to prepare a budget for the Students Union year and submit it to the University Students Union within one month from the date of election of its office bearers;
 - (f) when and where necessary, to prepare supplementary estimates;
 - (g) to submit to the University Students Union a report on its financial position as at the last day of each quarter within one month of the end of that quarter; and of each quarter within one month of the end of that quarter: and
 - (h) to submit to the Auditor appointed by the Principal Executive Officer through the Senior Treasurer a statement of income and expenditure and the balance sheet of the University Students Union for the Students Union year within two weeks of the end of the Students Union year in which the University Students Union was elected.
55. The members of the University Students Union shall be individually and collectively responsible for all decisions and actions of the Junior Treasurer in the fulfillment of his/her duties and functions as specified in Section 54 (v).
56. If a member or members of a Faculty Students Union or the University Students Union fail/s to fulfill his/her/their financial responsibilities as specified in Sections 49(v) and 54(v) such failure shall be dealt with under the Student Discipline By-Laws of the University.

2.9. Internal Audit Division

2.9.1. Introduction

The Internal Audit Division of the OUSL is responsible for independent and objective review and assessment of the activities of the OUSL including operations, financial systems and internal controls.

The Internal Audit Division directly reports to the Vice-chancellor of the University. The Scope and the activities of the Internal Audit Division are regularly reviewed and updated by the Audit Committee of the University.

2.9.2. Audit Process

An annual risk-based Audit Plan is developed by Internal Audit Division and approved by the Audit Committee of the University. Throughout the year, this division executes its Audit Plan and other investigations as requested by the management.

2.1 Internal auditing activities are mainly conducted under two streams;

1. Pre-Auditing Activities
2. Post-Auditing Activities.

2.9.3. Duties and Functions

Responsibilities	Action
1. Prepare the Annual Internal Audit Programme of the Open University of Sri Lanka, including the Post Graduate Institute of English	<ol style="list-style-type: none"> 1. Identify risk areas of the University's operations and its financial matters 2. Recognize internal control systems of each identified process 3. Develop suitable auditing approach to be performed on each Internal Audit function
4. Perform Internal Audit work and issuing Internal Audit Reports on each of the areas checked on a timely basis.	<ol style="list-style-type: none"> 1. Identify issues pertaining to Internal Audit function. (Control inefficiencies / errors/fraud) 2. Express the impact of each issue of the University's operations and its financial position. 3. Give suggestions to overcome the inefficiencies of the internal control processes.
4. Act as the convener to the Audit Committee, and prepare Committee minutes and Half yearly reports on the progress of the Annual Internal Audit Programme	<ol style="list-style-type: none"> 1. Prepare half yearly progress reports of the work done by the Internal Audit Division 2. Submit it to the Vice – Chancellor, Auditor General and the Internal Auditor - UGC
3. Acting as the Convener to the Audit Committee, preparing Committee minutes and reviewing follow-up actions	<ol style="list-style-type: none"> 1. Preparing and maintaining Audit Committee documents. 2. Tabling Auditor General's Queries and Reports and the responses thereof. 3. Submitting all Internal Audit Reports. 4. Informing the decisions and the recommendations of the Committee to relevant parties 5. Forward minutes of the Audit Committee for the Council approval 6. Check whether the Committee recommendations are implemented and follow up action taken.
<p><u>Pre – Audit Work</u></p> <p>4. Review and certify the pre-audit work of releasing the Provident Fund, Pension Fund Gratuity, Bonds and Contractual Payments.</p>	<ul style="list-style-type: none"> • <u>Release of Provident Fund</u> <ol style="list-style-type: none"> 1. Checking Part I of the Release Forms with the Personal File of the person concerned. 2. Confirmation of Identify 3. Letters for any change in the name. 4. Correctness of the balance to be refunded with the schedule of UPF, IPR, and reduction of relevant dues. 5. Letter of consent for deductions

<p>Duties related to auditing of OUSL construction works</p>	<ul style="list-style-type: none"> • <u>Gratuity Payments</u> <ol style="list-style-type: none"> 1. Confirm the dates of first appointment, promotions and annual increments 2. Correctness of the continuous period of service. 3. Correctness of the calculation 4. Compliance with the UGC. Circular. No.223 • <u>Release of Pension Funds</u> <ol style="list-style-type: none"> 1. Checking application with the Personal File 2. Checking the correctness of the service period and the no pay leave taken if any 3. Checking the identity of the person • <u>Construction Works</u> <ol style="list-style-type: none"> 1. Checking the approval and provision limits of the work. 2. Checking the procurement procedure according to the Government Procurement Guidelines 3. Checking whether the consultant has signed the bills if a consultant has assigned for the work. (when payments are involved) 4. Check whether retention has been released after confirming that the work was satisfactory within the retention period.
<p>5. Carrying out special investigation on the request of the University Grants Commission, Audit Committee, Vice Chancellor and Registrar.</p>	<p>As and when assigned or specially necessitated</p>

Contact Details

Assistant Internal Auditor 1320/0112-881320
Office 1321/0112-881321

2.10. Legal and Documentation Division

2.10.1. Introduction

Legal and Documentation Division, which is headed by the Deputy Registrar/ Legal and Documentation is responsible for providing required legal advice and advice on preparation of documents that need legal expertise. The Division also provide necessary guidance when the University is required to appear in various legal forums among other duties.

2.10.2. Key functions of the Division

Handling of court cases filed by and filed against the University with the assistance of the Attorney General's Department.

It is the duty of the Legal and Documentation Division to look after the interests of the University when a case is filed in a court of Law by an aggrieved party against the University or in a case filed by the University against any party.

Handling cases and inquiries at Administrative Tribunals such as,
University Services Appeals Board (USAB)

Labour Department

Labour Court (Industrial Arbitration)

Human Rights Commission

Ombudsmans Office

Parliament Public Petitions Committee and

Right to Information Commission etc.

Assisting the Establishments Divisions (Academic & Non-academic) in handling disciplinary inquiries of employees of the University.

There are two types of inquiries i.e. Preliminary Investigation and Formal Disciplinary Inquiry. A preliminary Investigation is a process to find out whether an offence has actually been committed and whether adequate evidence is available to issue a Charge Sheet against such a person. A Formal Disciplinary Inquiry is a process initiated after issuing a charge Sheet and when the Disciplinary Authority is satisfied with that, there are enough evidence to prove a person's guilt.

Signing Bonds & Agreements and co-ordinating matters related to them.

However, Preparation, coordination and obtaining approvals from the authorities such as Leave and Award Committee etc. are done by the Academic Establishments Division. Legal and Documentation Division is responsible for explaining the terms and conditions of the bonds and Agreements to parties going to be bonded before signing the documents by them at the Legal & Documentation Division.

Drafting Legal documents and scrutinizing the legal terms of the documents drafted by other divisions/departments (MoU's, Contracts, Agreements).

University enters into a huge number of agreements, contracts, MOUs with local and foreign organizations frequently. In terms of the Universities Act, the authority to enter into such agreements are vested with the Council. Before submitting such documents to the Council for approval, the legal terms of them are scrutinized by the Legal and Documentation Division.

Providing information requested under the Right to Information (RTI) Act No. 12 of 2016 and coordinating matters related to the RTI.

Under the RTI Act, every public authority is required to appoint an information officer who is responsible to provide information requested by citizens and a designation officer who is responsible to hear appeals of the citizens who are dissatisfied with the decision of the information officer. In the OUSL information officer is the Deputy Registrar of the Legal and Documentation Division and the designated officer is the Vice Chancellor. Although the Legal and Documentation Division is responsible to issue information that are not exempted under the Act, this information may be in the custody of various Divisions/ Department of the university. Therefore, under section 39(2) of the RTI Act, all the other Divisions/ Department shall assist the information officer to gather these information and non-assistance is a punishable offence under the RTI Act.

Providing Legal Advice, Opinions, Clarifications and Observations where necessary.

2.10.3. Procedures related to the key functions.

Guidelines for a Preliminary Investigation (Annex -01)

RTI Act No. 12 of 2016 –

RTI 01 – Application to receive information (Annex 02)

RTI 02 – Acknowledgement (Annex 03)

RTI 03 – Register of information request (Annex 04)

RTI 04 – Decision to provide information (Annex 05)

RTI 05 – Rejection of information request (Annex 06)

RTI 06 – Extension of time period to provide information (Annex 07)

RTI 10 – Appeal to the designated officer (Annex 08)

RTI 11 – Register of rejection of requests (Annex 09)

Format of appeal to RTI Commission (Annex 10)

RTI 12 – Details of the information officers (Annex 11)

Seeking assistance under section 23(3) of the RTI Act (Annex 12)

RTI 07 – Obtaining authority from a 3rd party to provide or deny disclosure of information provided by that 3rd party to the public authority (Annex 13)

RTI 08 – Acknowledgement of appeal to the designated officer (Annex 14)

RTI 09 – Register of appeals (Annex 15)

GUIDELINES FOR A PRELIMINARY INVESTIGATION

(These guidelines have been prepared in accordance with the Chapter XXII of the Establishments Code of the UGC & Higher Educational Institutions, Volume II of the Establishments Code of the Democratic Socialist Republic of Sri Lanka and generally accepted norms in law)

- **A Preliminary Investigation is conducted when there is a,**
 - 1. compliant of misconduct**
 - 2. information of misconduct**
 - 3. suspicion of misconduct**

in order to ascertain the truth of the complaint, information or suspicion. (to identify whether there is a prima facie case of misconduct) and

to decide whether a Formal Inquiry should be held or not.

- **Preliminary Investigation Officer (POI) will be appointed by the Vice Chancellor/Disciplinary Authority.**
- **The main duties of the PIO are,**
 1. to ascertain whether there is a prima facie case of misconduct. (whether there had been an act of misconduct on the first appearance)
 2. **If there is a misconduct**, to identify the people responsible for the misconduct.
 3. If responsible people can be identified, to identify the charges to be framed. (What are the offences they did).
 4. to assess the gravity of the misconduct (to see the reason for the act or omission)
 5. to record the statements from relevant persons
It will take some time to hold a Formal Inquiry since some procedural steps have to be followed before holding a Formal Inquiry. By that time people might forget the facts of the incident and therefore it is important to record the facts while the incident is fresh in their minds. Also witnesses/suspect cannot create things later if statements are recorded soon after the incident.

- **PIO can refer the matter for a Formal Inquiry only if he/she can identify people responsible for the misconduct.**

Merely because there are evidence to prove a misconduct, the matter cannot be referred for a Formal Inquiry, if responsible person/s cannot be identified. In such an instance, the matter will have to be concluded without a solution. However the PIO can recommend precautions to be implemented by the university to avoid happening of similar incidents in future.

- **PIO is free to comment the Institution (point out the loopholes of the Institution).**
- **It is one of the main duties of the PIO to obtain written statements from all the relevant people of the incident while the incident is fresh in their minds.**
- PIO can obtain reports from relevant outside institutions (such as Police, Meteorological Department, and Department of Registration of Motor Vehicles) if he/she thinks necessary to do so.
- PIO should take any documents (originals) or materials/items relevant to the incident in to his custody and seal them in the presence of the suspect.
- If the alleged offense is connected to loss of or misuse of stock or cash the PIO should do a stock/cash verification with regard to the whole stock/cash which had been under the suspect. **It should be done in the presence of the suspect and his signature should be obtained to that effect.**
- Although the suspect admits his misconduct, the PIO should hold the complete investigation.
- At the end of the investigation the PIO should prepare a report. There is no special format for the same. However he/she has to summarize all the evidence obtained (statements and other documents perused) and give his/her conclusion and recommendations. Also he/she should attach all the statements obtained and documents/material/items that were taken in to his/her custody.
- If a prima facie misconduct is revealed and if the person/s responsible can be identified through evidence, the matter should be referred for a Formal Inquiry.
- **He/she can recommend the university further actions to be taken with regard to the incident or to prevent happening of similar incidents.**
- **If a criminal or bribery case of incident is revealed at the Preliminary Investigation, it is the duty of the PIO to inform it to the Vice Chancellor immediately in order to report it to the Police or Bribery Commission as appropriate.**

Important facts to be considered when obtaining written statements.

- **Not necessary to give time to prepare for giving statements.**
- **Statements should be obtained individually. No other person or representative is allowed to be present when obtaining statements.**
- Suspect should not be present when obtaining statements from the others.
- At the beginning of the statement, the date time and place should be entered.
- At the end of the statement, person giving the statement should sign to the effect that it is his/her own, true and accurate statement.
- The PIO also should sign it to the effect that the statement was given in his/her presence.
- PIO can first request the witness to say what he/she knows about the incident, but should not satisfy only with what witness says about the incident and it is the duty of the PIO to question the witness and obtain all the relevant facts.
- It is better to obtain the statement of the suspect after obtaining all the other statements. (The reason for this is, then the PIO can put questions on the suspect and obtain answers for them, since the PIO is aware of what other witnesses revealed).
- When obtaining a statement, a witness may reveal another name of a person who has a relationship to the incident, and in such a situation, the PIO can obtain a statement from the newly revealed person also.
- PIO can call the same person again and obtain statements more than one time.
- If the suspect or any other witness declines to make any statement, a note should be made to that effect. (Refusing to give a statement at a Preliminary Investigation is a grievous misconduct and disciplinary action can be taken against such persons).

RTI 01

Note that completion of this Form is not a compulsory requirement to make a request for information and that any written letter, e-mail or a verbal request with the essential information to identify the requested information is sufficient.

Application to receive Information

Information Officer

01. Name of Requestor -
02. Address –
03. Contact No. (if any) -
04. Email Address (if any) -
05. Details about Information requested
 - I. Specific Public Authority
 - II. Information requested
.....
.....
.....
Specific period information is requested (if applicable).....
06. Manner in which information is requested–
 - i. inspect relevant work, documents, records
 - ii. Take notes, extracts or certified copies of documents or records
 - iii. Take certified samples of material
 - iv. Obtain information in the form of CD/DVD/storage media/tapes/video
cassettes/ any other electronic mode/ printouts where such information is stored
in a computer or in any other device.
07. Language in which requestor prefers access -
08. Does the information request concern the life and personal liberty of a citizen?
(Yes/No)

If Yes, give reason for belief -
.....
.....
09. Any other details-
10. Relevant documents attached (If any)
 - I.
 - II.
 - III.
11. Is the requestor a citizen of Sri Lanka? (Yes/No)

Date: -

Signature

RTI 02**Acknowledgement**

Mr./Ms.....

Registration Number:

Date Request Received:

This is to inform you under Section 24 (3) of the Right to Information Act, No 12 of 2016 that we have received your information request datedrequesting the following information

We will inform you of our decision on your request within 14 days.

For further details, please contact the following officer during working hours. Please mention the Registration Number provided regarding your request when contacting.

Information Officer's

Name:

Designation:

Date:

Office:

Contact Number:

Email:

RTI 03**Register of Information Requests**

Reg. No.	Application Date	Name and Address of Requestor	Contact No.	Type of Information (in brief)	Manner in which information is requested under s. 27 (3) of the Act	Date of Receipt letter	Date of Decision Letter	Fee	Date Information Provided	RTI Form 05 date if information is denied

RTI 04

Decision to Provide Information

Registration Number of the request:

Date Request Received :

Name of the public authority

1. This is to inform you that in accordance with Section 25 (1) of the Act we have decided to provide you with the information/part of the information requested by you through application dated with the registration number of(In case if the decision is to provide only part of the information, the information should clarify the reasons in detail and under which clause/s of the Section 5 the exception was made.)
2. We have decided to withhold the following parts of the requested information because they are considered as exempted information under the Section 5 (.....) of the RTI Act due to the detailed reasons given below
.....
3. In order to provide the information please pay the necessary fee of Rs.....by cash, bank draft or pay order or postal order or postage stamp to our office.
4. We will provide you with the information within 14 days of payment of the required fee. We will also inform you within the same period (with reasons) if there is any extension needed to the time period in which to provide the information.
5. If you have not satisfied with the time frame mention in the section 04 you may submit and appeal to the designated officer within two weeks by RTI 10 form. Name and address of the designated officer is given below.

Designated Officer-

Name:

Designation:

Address:

Contact details

Yours, Faithfully,

.....
Information Officer (sign Name & Designation)

Date:-.....

RTI 05

Rejection of Information Request

Registration Number:-

Date Request Received:

Public Authority:.....

This is to inform you that we have decided to reject your request for information datedwith Registration Number.....as it is exempted information covered by Section 5.....of the Act/ the information is already published/ or is not in our possession, custody, or control.

In case the information is already published, you can find it here:

.....

Reasons for justifying the decision to rely upon on the above mention clause/s:

I.

.....

.....

.....

II.

.....

.....

.....

.....

(add more space or additional pages as needed)

You may under Section 31 (1) or Section 25 (7) of the Act, prefer an Appeal against this decision, or on the grounds that there has been non-compliance with time frames specified in the Act, to the following officer within 14 days. You may, for this purpose, use Form RTI 10, although this is not mandatory as long as you provide the information contained in that Form.

Designated Officer- Name:

Designation:.....

Address:

Email:

Yours, Faithfully,

.....

Information Officer (signed)
Name & Designation

Date:-

RTI 06

Mr/Ms.....

Registration Number:-

Date Request Received:

Public Authority:.....

Extension of time period to provide information

This is with regard to RTI 04 dated.....which we have sent to you.

Even though we decided to provide the information requested by you through application dated.....with Registration Number.....we regret that we cannot provide the information within the 14 days stipulated in our initial decision letter due to the reasons given below. We are therefore extending the time period to provide the information till the (date expected).

Reason/s for the extension:-

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

If you are dissatisfied with the extension you may appeal to the following Officer within 14 days.

Designated Officer- Name:

Name:

Designation:.....

Address:

Yours, Faithfully,

.....

Information Officer (signed) Name & Designation
Contact details (telephone and email)

RTI 10

Appeal to the Designated Officer

Designated Officer,

.....
.....

Public Authority:.....

Appeal Form

01. Name of Person Appealing:

02. Address:

03. Contact Number (if any):

04. Email Address (if any):

05. Date request made to Information Officer

and Registration Number :

06. Did you receive a reply from the Information Officer ? Yes/No :.....

(if Yes and you have a copy, please attach; otherwise provide details of reply)

Grounds for Appeal:

- i. The Information Officer refuses a request made for information
- ii. The Information Officer refuses access to the information on the ground that such information is exempted from being granted under Section 5
- iii. Non -compliance with time frames specified in the Act
- iv. The Information Officer granted incomplete, misleading or false information
- v. The Information Officer charged excessive fees
- vi. The Information Officer refused to provide information in the form requested
- vii. The requestor has reasonable grounds to believe that information has been deformed, destroyed or misplaced to prevent the requestor from having access to the information

Details:

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

08. Brief description of information requested:

09. If Appeal has not been submitted within the specified time period, cause of delay [s.31(5)]:

10. Any other details:

Date:

Signature:

RTI 11

Register of Rejection of Requests

Reg. No.	Name & Address of Applicant	Date of RTI 05	Decision by Designated Officer	Rejection date and action taken	Decision by RTI Commission upon 2 nd Appeal	Action and date

Appeal to the RTI Commission

RTI Commission,
Room No 203,
BMICH Premises,
Bouddhalola Mawatha
Colombo-07

Appeal Form

01. Name of Person Appealing:
02. Address:
03. Contact Number (if any):
04. E-mail Address (if any):
05. Name, Address and Contact details of authorized representative (if any):
.....
06. Name of Public Authority concerned:.....
07. Name, Address and Contact Details of Information Officer concerned:
.....
08. Date request made to Information Officer
and Registration Number :
(Attach copy of request)
09. Did you receive a reply from the Information Officer ?
Yes/No:.....
(If Yes, attach copy of reply)
10. Date of receipt of decision from the Information Officer:
11. Name, Address and Contact Details of Designated Officer whose decision is appealed
against:
12. Date Appeal made to Designated Officer and Appeal Number:.....
13. Did you receive a decision from the Designated Officer? Yes/No:
(If Yes, attach copy of decision)
14. Date of receipt of decision from the Designated Authority:
15. Grounds of Appeal :
.....
.....
.....
.....
.....
.....

16. Information Requested on Appeal (Details, Duration, and Subject):.....
17. Decision requested:
18. If the Appeal has not been submitted within the specified time period, cause of delay [Section 32(2)]:
19. Whether any previous Appeal in respect of this same matter has been preferred to the Commission?
20. Any other details (including if the request for information concerns the life and liberty of a citizen) :
.....
21. List of the Documents attached :
- Date :
- Signature:

(ANNEX – 11)

RTI 12

Details of the Information Officers

Name of Department & Office	Name OF Information Officer / Designated Officer	Designation	Official Address	Telephone No.

RTI application No. RI/0

Urgent

Legal & Documentation Division.

OUSL.

Date :

To :

Seeking assistance under Section 23 (3) of the Right to Information Act

Mr/Ms has made an application under the RTI Act seeking information mentioned in the said application. (A copy of the application is attached)

I perused the application and I am of the view that the requested information are not exempted under Section 5 of the RTI Act and we are bound to provide such information within 14 days.

Therefore I kindly request you to provide with me the requested information, if such information are in your custody, enabling me to provide them to the requester.

Your early attention to this matter is highly appreciated.

R. L.W. Rajapakse,
(Information Officer)

P.S. (Please note that under Section 39(2) of the RTI Act, it is a punishable offence not to assist the information officer without reasonable cause.)

RTI 07

Mr/Ms.....

Registration Number:-

Date Request Received:

Public Authority:.....

In accordance with the Right to Information Act No. 12 of 2016

We have received a request dated..... for information/part of the information that concerns confidential information that was provided to us by you on the (date information provided).

Requested Information

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

Please let us know within 7 days in writing whether or not you agree to providing the information/part of the information requested. Please clearly indicate which part of the information you wish us to withhold if you agree to disclose only a part of the information requested along with a detailed explanation as to why such information should not be disclosed.

If we are not informed of your decision within 7 days then under Section 29 (2) of the Act we will provide the information requested.

Please note that irrespective of your objections to disclosure of all or a part of the information sought the RTI Commission may direct us eventually to release the requested information if it decides that the release of the information demonstrably outweighs the private interest in non- disclosure, on the basis of an appeal made by the information requester.

..... (Signed.) Information Officer

Name & Designation

Contact Number:

Email:

RTI 08

Mr./Ms.

Appeal Number:-

Date Request Received:

Public Authority:.....

In accordance with the Right to Information Act No. 12 of 2016

We write to inform you of the acceptance of your Appeal.

We have received your appeal under Section 31 (1) of the Act against the decision of the Information Officer regarding your request for information with Reg. No.....

Your Appeal has been registered as Appeal No.dated... and

instructions have been given for necessary action to be taken. In this respect, we draw your attention to Section 31 (3) of the Act which states that a decision on an appeal is to be taken within 3 weeks of its receipt.

I will inform you the time and date to meet me in case if your presence is deemed necessary for the inquiry.

Hereinafter, when contacting us regarding this Appeal or to provide more details please mention the Appeal No. provided above.

Yours,

Faithfully,

(signed.)

Designation Officer (Name & Designation)

Contact Number:

Email:

RTI 09**In accordance with the Right to Information Act No. 12 of 2016****Register of Appeals**

Appeal No.	Date of Appeal	Name of Address of person making Appeal	Telephone No.	Date of Acceptance of Appeal	Reg. No. of First Appeal	Reasons	Date of Letter Providing Reasons

Chapter 8

Financial Administration

1. Financial Administration

The Financial Administration of the Open University of Sri Lanka is entrusted with the Financial Administration Division.

Financial Administration is headed by the Bursar of the University and in terms of section 6 of the OUSL Ordinance No. 01 of 1990, he is one of the “officers” of the University.

For the purpose of efficient and effective administration of all matters finance, the Financial Administration is divided into five (5) Sub-Divisions in the following manner:

1. Accounts
2. Payments
3. Salaries
4. Project Payments
5. Supplies

Each of these sub-divisions are either headed by a Deputy Bursar or a Senior Assistant Bursar, and Support staff comprising Book-Keepers, Shroffs, Management Assistants, Works Aids are provided to facilitate efficient and timely disposal of their duties in these Sub- Divisions.

The Financial Administration Division as a whole is responsible for all types of revenue collection to the University and disbursement of various types of costs and payments including payment of salaries to both permanent and temporary staff of the University, numbering approximately one thousand (1000) employees.

In addition to above, they are responsible for disbursement of funds either provided by the General Treasury or earned through Generated Income in terms of different votes approved under each heading such as overtime, transport, subsistence etc. and preparation of Final Accounts of the University.

1.1. Finance Committee

Finance Committee is an advisory body and a Sub-Committee of the Council which make recommendations to the Council of the OUSL and other entities such as Faculties, Departments, Divisions, Centres, Units etc. on matters pertaining to Finances of the University.

1.1.1. Composition of the Finance Committee

1. Vice Chancellor (chairman)
2. Two members of the Council appointed by the UGC. (one such member with expertise in matters of Finance.)
3. All Deans of Faculties in the University
4. Registrar of the University
5. Bursar of the University (convener and member)

The quorum of the Finance Committee is 2/3 including its chairman. At least one member of the Council, the Registrar, Bursar, should be present at the Finance Committee Meeting. The Bursar in addition to being a member shall act as the Secretary to the Committee. The Deputy/Senior/Assistant Internal Auditor (as applicable) should be invited to the Finance Committee as an observer.

Minutes of the Finance Committee should be submitted to the Council of the University for approval. The officer who submits a memo to the Finance Committee should be present when such a memo is taken up for discussion if relevant Dean or Head is not present at the meeting. Minutes of the Finance Committee Meeting should be circulated among all relevant Departments and Divisions.

1.1.2. Functions of the Finance Committee

1. To function as an advisory body and to make recommendations to the Council on annual budgets/estimates, annual accounts and all other procedural requirements of the Finances of the University including Government Grants, Local or Foreign Funded Projects, External Grants, Scholarships, Consultancy Projects, and Self-Generated income.
2. To make recommendations to the Council in relation to the transfer of funds to investments, withdrawals and re-investments.
3. All fund transfers between current accounts of the University should be submitted to the subsequent Finance Committee for information giving reasons for such transfer.
4. To advise the Council in areas where financial regulations or directives are not available.
5. To recommend delegation of authority in terms of financial regulation Nos 135 and 139.
6. To make recommendations to the Council on proposed changes in the Financial Administration of the University.
7. Recommend to the Council on new proposals and suggestions to improve internal control systems related to Financial Administration.
8. Study and recommend financial proposals related to research projects, publications and other Local/Foreign organization.
9. Study and recommend the budget/estimates of programs organized and funded by the University. (I.e. workshops, seminars, field visits, sports and other events, orientation programs for new entrants etc.)

10. Study and recommend on matters pertaining to unsettled advances or any other financial matters referred by the Bond Recovery Review Committee, Research Committee or any other Sub-Committee.
11. Recommend to the Council regarding losses, waive-offs, write-offs as per financial regulations.
12. Review, monitor and report financial, physical progress of grants, projects, self-generated income activity, foreign funded project, consultancy project in regular time period as decided.
13. Study and report to the Council on any other matter referred to Finance Committee by other Sub-Committees of the Council.
14. Look into any other finance related matters which need the attention of the Finance Committee.

1.1.3. Covering Approval

An urgent payment could be made with the recommendation of the Registrar/Bursar and with the approval of the Vice Chancellor and with a justification as to why such payment is urgent from Head/ Dean of the relevant Faculty/Departments/Division subject to covering approval of the subsequent meeting of the Finance Committee.

Delay occurred due to negligence shall not be a reason to treat a matter as urgent.

1.2. Accounts Division

Accounts Section of the Open University of Sri Lanka is one of the main sub sections functioning under the Financial Administration Division of the University. It is responsible for the compilation of final accounts (Final Report) of the entire University. The Accounts Section is placed under the supervision of a Deputy Bursar and comprise of following staff.

- | | |
|-------------------------|----|
| 1. Deputy Bursar | 01 |
| 2. Book Keeper | 03 |
| 3. Management Assistant | 01 |

The OUSL generally handles a cash volume of Rs. 600 mn. Per month which canbe further detailed in the following manner.

- | | |
|---|-------------|
| 1. Treasurry allocation for payment of salaries | Rs. 207 mn. |
| 2. Other income to the University | Rs. 100 mn. |
| 3. Payments | Rs. 300 mn |

The compilation of the Final Report is a statutory requirement of the University and each year the Final Report need to be compiled and submitted to the Auditor General for

auditing purposes. This report should be sent to the Auditor General's Department on or before 28th February each Year. In addition to above, the Accounts Section is responsible for attending to under mentioned duties and functions.

1.2.1. Duties and Functions

- i. Collection of funds.
- ii. Preparing cash forecasts. Preparing cash forecasts is a UGC requirements. Treasurry funds are released to the University to fulfil its monthly requirements based on the cash forecast submitted by this section to the UGC. The cash forecast usually submitted to the UGC on or before 09th of each month.
- iii. Submitting quarterly reports. Quarterly reports are submitted to the following departments.
 - General Treasury
 - Ministry of Higher Education
 - University Grants Commission

Submitting quarterly reports is also a statutory requirement of the Accounts Section.
- iv. Maintanance of other OUSL Bank Accounts. One of the prime duties of the Accounts Section of the Financial Administration Division of the University is to maintain cash balance of the University in the assigned bank handling University Accounts. Due care should be exercised to see that the cash balance does not exceed "overdraft" (OD) level.
- v. Distribution and maintaining funds vested with different votes. This function is usually handled by the Book Keepers of the Accounts Section. Funds received (Scholarships, foriegn project payments etc.) are entered in relevant "vote Heads" by the Book Keeper. It is the responsibility of the Accounts Section to ensure whether adequate funds are available in a particular account before making a payment.
- vi. Maintaining of Books related to all types of receipts and payments of the OUSL.
- vii. Activities related to the Recurrent and Capital Grants of the University. This activity involves attending to all matters related to the Recurrent and Capital Grants allocated by the General Treseaury to the University. (Treasury Funds are allocated to pay the salaries of permanant and temporary staff)
- viii. Monitering other cash requirements of the University. This include the payments for visiting staff, over time payments, subsistance payments,

Travelling Payments, Bill Payments for various requirements, payment for suppliers and utility payments such as telephone, water and electricity.

1.2.2. Student Related Activities

- Monitoring amounts of tuition fees paid by the students to various facilities
- Maintaining student collection (Registration fees, tuition fees etc.)
- Generating student payment vouchers in terms of approved fees structure for each study programme.
- Checking arrears requests received from students.
- Duties related to student refunds. Vouchers for refunds for students when required are sent to the Account Section by various Regional and Study centres and the payments are made by the Accounts Section.
- Reconciliation process in order to ensure the accuracy of amount of fees paid by students to the University account.

Contact Details

Deputy Bursar 1282/ 0112881282

1.3. *Salaries Division*

Salaries Division is one of the Five (05) Divisions established under the Financial Administration of the Open University of Sri Lanka, to function as the Division responsible for attending to personal imolument needs of the entire staff of the University.

For the facilitation of duties and functions entrusted to this Division following members of staff have been provided.

Assistant Bursar	-	01
Senior staff Management Assistant	-	02
Management Assistant	-	03

1.3.1. Duties and Functions of the Salaries Division of the Open University of Sri Lanka

- i. Preparation and payment of salaries of the Permanant Staff of the University.
- ii. Preparation and payment of salaries of the Temporary Staff of the University.
- iii. Preparation and payment of salaries of the Casual Staff of the University.
- iv. Duties related to calculation of UPF/EPF/ETF/Pension/Gratuity of Staff of the University.
- v. Duties related to payment of UPF loans.
- vi. Duties related to payment of other loans i.e. Staff loans, Vehicle Loan, Distress Loan, Computer Loan etc.
- vii. Payment of Salary and other advances.

- viii. Providing Budgets, reports and other details to various Government Departments such as the General Treasury, Ministry and the UGC.
- ix. Issuing salary particulars of staff members to the Banks and such other institutions when requested.

1.3.2. Procedure adopted in Payment of Salries of the staff members

1. All members of staff are included in the automated system maintained by the Salaries Division for smooth and accurate facilitation of payment of salaries;

- i. Pay abstracts are generated by the automated system
- ii. Such pay abstracts are sent to relevant Departments/Divisions/Centres and Units for confirmation.
- iii. Once the confirmation is received, the process of preparation of actual salary after making necessary deductions/additions if any, is initiated.
- iv. Tax reports, if applicable are also finalized at this stage.
- v. If these are new appointments, such information is refered by the Establishments Divisions to the Salaries Division for preparation of their salaries.
- vi. These details are fed to the “system” for checking purposes as well.
- vii. Check for Bank deductions
- viii. Check for 60% balance of the salary
- ix. Final statement of salaries is then approved by the Bursar, Registrar and the Vice Chancellor
- x. This statement is sent to relevant Banks via a Fax message along with the CUST file. (CUST file is the list containing the names of customers and the amounts to be paid to each person by a particular Bank.)
- xi. Deduct the amount accounted for salaries of each month from the University Account.

Same process is adopted in relation to payment of salries of temporary and casual staff. However component of deduction loans from the salary is not existant since such staff are not paid loans by the University. Even if they have obtained Bank loans, deducting loan installments and sending them to respective banks are not facilitated.

In relation to the payment of UPF/EPF/ETF/Pension/Gratiuty following procedure is adopted.

UPF – Employee contribution is 10% of the monthly salary.

University contribution is 15% of the monthly salary.

Pension – University contribution of 15% is divided into two parts. 8% to the Pension Fund and 7% to the Provident Fund (Pension and UPF statements should be sent to the UGC before 15th of each month.) Deductions are sent to the UGC before 30th of the next month.

EPF – EPF deductions are made from the salaries of the Project Staff each month for The University make a contribution of 12% and the employee makes 10% Contribution each month. This account is maintained at the Labour Department.

ETF – 3% of the salary is contributed by the University in respect of all members of staff to the Labour Department.(monthly and annual statements need to be sent.)

Gratiuty – Gratiuty payment is made to an eligible employee at the termination of his services either on retirement of services or resignation from services.
Other types of termination of services such as dismissed/vacation of Post etc. are governed by relevant circular instructions and provisions in the Universities Establishment Code.

UPF Loan

- There should be a request by the staff member concerned and only permanent members of staff are eligible to apply for this loan. There should be a 60% balance in the salary in order to become eligible for this loan.
- Loan applications should be forwarded to the UGC before 15th of each month.

Other Loans

- Other Loans to an employee of the University is made by the University and duties related to payment of such loans are facilitated by the Salaries Division.
As done before, 60% balance salary requirement and other conditions need to be satisfied by the staff member concerned to become eligible for these loans.
- Requests for payment of a loan should be made in the form specially designed for this purpose.
- Required Bonds & Agreements also should be signed before obtaining a loan either from the UGC or the University.

Request for Salry Particulars

Letters giving details of salary of an employee is issued to the place of requirement i.e. Bank, Visa office of an Embassy etc. on a request made by the employee concerned.
This letter is issued within three (3) days of receiving such request.

Maintaining Files of Employees

Salaries Division maintain files of each employee in order to obtain required information and for documentation purposes.

In these files:

Following information are kept on record,

- a) Date of appointment of the staff member concerned
- b) Anticipated date of retirement
- c) Post/Grade

- d) Salary scale
- e) Date of Promotion (if any)
- f) Salary Scale of the promoted Post/Grade
- g) Record of payment of annual increments
- h) Suspension/stoppage/Differment of increment (if applicable)
- i) Payment of Loan particulars
- j) Copies of Letters issued (Salary particulars etc)

Contact Details

Assistant Bursar 1283/ 0112-881283

1.4. Project Payments Division

1.4.1. Duties & Functions of the Project Payments Division :

Project Payments Division is responsible for efficient disposal of Project Payments related to Consultancy and External Resources Centre (CERC). Besides that, the following payments are also handled by this division.

- a) Payments related to Research grants, including grants awarded by the UGC, NCAS and grants received under various MOU's signed with OUSL.
- b) Payments related to Faculty / Department Fund
- c) Payments of miscellaneous advances requested by various Departments, Divisions, and Centers.
- d) Payments related to Senior Consultants, Consultants, Academic Coordinators (part - time), Visiting Technicians, Lesson Writers, Editors, Translators and Word Processors.
- e) Payments related to internal staff of the Examinations Division.

1.4.2. Procedures related to Consultancy and External Resource Center (CERC)

Payments related to CERC can be categorized as follows:

- i. Payments related to Short Courses
- ii. Payments related to Consultancies and Assignments (others than short courses) undertaken under CERC

1.4.3. Procedures for payments related to short courses:

The Project Payments Division needs the following duly completed documents to make the payments related to short courses.

- I. Details of receipts (Deposit slips and other details to prove the income)
- II. Duly prepared Final Budget with the approval (Appropriate approval through proper channel)

- III. Duly completed vouchers with necessary supporting documents to prove the work, supplies or the service was carried out under appropriate (Formal) approval and accomplish the task, and the payment is according to the existing rules and regulations. (Duly completed vouchers should be directed through proper channel and all the payments vouchers related to CERC should carry the recommendation of the Director / CERC)
- IV. Student refund vouchers related to short courses, need to carry a note stating that it is not considered in calculating the income of the related short course (Original receipt and the letter of request from the student for dropout from the course and refund of course for, should be attached. The request letter)

Note: The disbursement of excess over expenditure on a final budget will take place after paying the expenses or after a reasonable time period.

Payments related to short courses Research grants, including grants awarded by the UGC, NCAS and grants received under various MOU's signed with OUSL.

Project Payments Division needs the following documents to make the payments related to grants issued under “Financial Assistance for Higher Studies” by the UGC and the NCAS.

- i. Bursar's copy of the letter of award
- ii. Documents issued by the UGC / NCAS including Budget
- iii. Allocation of Funds from the UGC (A cheque with a letter)
- iv. Duly completed voucher with necessary Bank details and related supporting documents. (If the payment is for re imbursement of expenses made by the awardee, details of original receipts should be attached with voucher)

This Division needs the following documents to carry put the Financial Commitment related MOU's and Make the Payments related to grants received under various MOU's.

- I. Copy of the MOU including the Budget.
- II. A Letter of request from the Head of the Department (Service Provider) to issue invoices (if the client / service receiver requests an invoice)
- III. Documents to prove the funds are received and realized in the University Bank Account.
- IV. Documents related to amendments to the original MOU if any.
- V. Duly completed voucher with necessary supporting documents to prove the work, supplies or the service was carried out under appropriate (formal) approval and accomplished the task, and the payment is according to the existing rules and regulations, specially the conditions provided in the MOU's on utilizing funds, should be fulfilled.

Payments related to Faculty / Departmental Fund

- I. Project Payments Division needs the following documents to make the payments related to Department/ Faculty Fund.
- II. Approval of the Finance Committee
- III. Duly completed voucher with necessary supporting documents to prove the work, supplies of the service was carried out under appropriate (formal) approval and accomplish the task, and the payment is according to the existing rules and regulations.
- IV. The paying voucher should carry a special approval to use Department fund or Faculty Fund to make the payments

Note: The Council (through Finance Committee recommendations from time to time decides guidelines on utilizing Department/ faculty funds. Payments must be made according to those procedures and guidelines

Payment of miscellaneous advances requested by various Departments, Divisions and Centers

1. Advances related to Procurements (Refer Procurement Manual Supplementary 38 – procurement guideline 2.14.1) (VC's intended memo dated 18/07/2014 on delegation of authority
2. Advances related to Vehicle Repairs
3. Other Advances

Payments related to Senior Consultants, Consultants, Academic Coordinators (Part Time), Visiting Technicians, Lesson Writers, Editors, Translators and Word Processors. Project Payments Division needs the following documents to make the payments related to Writers, Editors, Translators and Word Processors.

- I. Bursar's copy of the appointment letter with the original Recommendation Form
- II. Duly completed tax declaration form
- III. Duly completed voucher with necessary supporting documents to prove the work or the service was carried out under appropriate (formal) approval and accomplished the task, and the payment is according to the existing rules and regulations

Payment related to Internal Staff of the Examination Division

Project Payment Division needs the duly completed voucher with necessary supporting documents to prove the work, or service was carried out under appropriate (formal) approve and accomplished task, and the payment is according to the existing rules and regulations.

1.5. Payments Division

The Payments Division is one of the subdivisions under the Financial Administration of the Open University.

The Division functions under the Supervision of a Senior Assistant Bursar.

1.5.1. Duties and Functions

- Making payments to suppliers, service providers, employees and government institutions for goods and services obtained, salary payments and statutory payments, respectively.
- Duly authorized payment vouchers are certified by the Payments Division before making the payment.
- The Payment Division issues cheques for the certified payment vouchers as mentioned above.
- Cash payments up to Rs.100, 000/- is made at the Shroff Counter for certified payments which are payable to employees.
- Checking the daily cash balance maintained at the Shroff Counter daily is also one of the duties of the Payments Division

1.5.2. Payment Procedure in General

- Vouchers are generally prepared by another Branch or Department. The Payments Division will not prepare vouchers except for an amount payable to an employee by the Payment Division.
- The Payment Division will check the following
 - Approval to purchase the good or obtain the service
 - Recommendation for the payment
 - Approval for the payment
 - Availability of supporting documents (originals):- Invoice, GRN, Purchase order, DPC Reports, VAT registration letter etc. (This depends on the nature of the payment)
 - Accuracy of the rate of payment and the accuracy of the calculation.
 - Certification of the bills or invoice by a responsible officer.

1.5.3. Payment Procedure in detail

- Once the duly authorized voucher is received by the Payments Division the date stamp is affixed.

- Then the voucher is forwarded to the Deputy Bursar Accounts and then forwarded to the relevant Management Assistant to check the accuracy of voucher for certification.
- Once the voucher is checked by the Management Assistant then the voucher is submitted to the Deputy Bursar for certification.
- The following aspects will be taken into consideration when the voucher is certified.
 - Approval for the job
 - Recommendation of the voucher
 - Approval for the voucher
 - Availability of Original supporting documents.
 - Statutory provisions pertaining to the payment
 - Accuracy of the payment made
- Thereafter the completeness of the voucher is checked by the Bookkeeper; the voucher is “posted” to the system.
- “Posted” voucher is then sent for cheque writing
- The cheque is printed through the Finance System of the University
- Two signatures are required for the validation of the cheque

Procedure adopted when payments are made to relevant parties

Different types of payments involving following entities through the issuance of cheques are made by the Payments Division.

- OUSL main campus
- Matara Regional Centre
- All Projects
- Centers (CETMe, C- SAP)
- Units

1.5.4. Cheque issuing procedure:

- Request is received for a particular payment (This request is usually made by way of a voucher)
- The voucher should have been approved by the officer authorized to approve such payments (Relevant approval limits to be adhered to)
- Then the voucher is received at the Payments Division and forwarded to the DB/ SAB/ AB in charge of the Payments Division.

- The DB/SAB/AB will then forward the voucher to the Management Assistant handling the subject for checking required details.
 - i. Relevant Rate where applicable
 - ii. Authorization
 - iii. Whether approvals given are according to approved limits of the OUSL
 - iv. Checking invoices /bills
 - v. Feed information to the Open University Management Information System (OMIS)
 - vi. Send the voucher for required certification by B/DB/SAB/AB as the case may be and according to approval limits.
 - vii. Thereafter the completeness of the voucher is checked by the Bookkeeper.
 - viii. After Book Keeper checking the voucher relevant details of the voucher are “Posted“ to the system.
 - ix. The “Posted” voucher is sent for cheque writing.
 - x. Cheque is printed through the ‘System’ having selected the relevant Bank Account.
 - xi. Signatures of two officers (one from the finance and the other from the administration) are obtained according to the amount of the cheque and approval limit of the officer concerned.

When payments are made to the internal staff, same process is applied, and a cheque is prepared according to the amount involved. (There may be several vouchers for these payments.) These payments are made to the staff of the University.

Usually salaries, overtime payments, insurance payments, OPD payments are made by a Bank authorized by the University and relevant directions to the Bank is sent via Sri Lanka Interbank Payments System (SLIP).

1.5.5. Common rules to be followed when submitting a voucher.

- It is the responsibility of the person submitting a voucher to make sure that the details provided are correct and accurate.
- The voucher should contain the service recommendations (if necessary) and required approvals.
- The payment voucher approval should be made in terms of limits for approving payments as decided by the Finance Committee of the OUSL.
- The copies of the relevant approval and the originals of bills that have been certified by the Heads of Departments / Division should be attached to the payment voucher
- After the cheque is printed, and if the payment is below Rs.25000 it will be sent by post to the person concerned.

- If the amount is more than Rs. 25,000, the person concerned should come and personally collect the cheque and for this purpose Rs.25 stamp is required.
- It is the duty of the person to fill the voucher giving accurate details to avoid unnecessary delays.

1.5.6. Payment Process

Payments relevant to purchasing Goods and Equipment.

1. The request should be processed and submitted to the Payments Division through Supplies Division.
2. Ordering, Purchasing and payments should be made through the Supplies Division. For this purpose, the Purchase Order (PO), Goods Receive Note (GRN), Original Invoice, relevant officers approval (DPC or VC approval) should be attached to the voucher. (This process is usually done by the Supplies Division and relevant persons are requested to co-ordinate the matter with them in order to expedite actions involved.)
3. Payments involving Course Fees and Air Fare should be forwarded to the Payments Division through the Establishments Division.
4. When the above-mentioned payments are processed, following documents should be attached to the voucher.
 - i. Approval of the Leave & Awards Committee
 - ii. Approval of the Finance Committee
 - iii. Letter of Request submitted by the employee
 - iv. Original Invoice (if available)
 - v. If it is a re-imbursement, Original Bills of Payments
 - vi. Approval granted by the Line Ministry for payments of Air Fare

(This process is usually handled by the Establishments Division and the person concerned should contact them in order to expedite actions involved.)

Payments involving repairs to equipment such as Photocopiers, Printers etc. should be forwarded to the Payments Division through the General Administration Division of the University.

Following documents should accompany the voucher requesting payments.

- i. Approval of the Vice Chancellor, Registrar as applicable
- ii. Estimate submitted by the organization by whom the repairs were carried out.
- iii. Original Invoice
- iv. If it is re-imbursement original receipt of payment

The Head of the Department/ Division should certify that the repairs were done to the entire satisfaction of the Department/ Division and the goods/ equipment are in good working condition after repairs. (This process is handled by the General Administration Division after receiving the request and if possible the person concerned should co – ordinate matters with them for quick disposal of the request.)

Limits for Approving Payment Vouchers.

Rs. 5,000,000 and above	Vice Chancellor (Subject to the Approval of the Finance Committee and the Council)
Up to Rs. 5,000,000	Vice Chancellor
Up to Rs. 2,000,000	Deputy Vice Chancellor
Up to Rs. 1,000,000	Registrar
Up to Rs. 500,000	Bursar, Librarian
Up to Rs. 500,000	Deans
Up to Rs. 250,000	Deputy Registrar/ Deputy Bursar/ Director – RES, ET, IT, CERC, Operations, CETMe and International Relations
Up to Rs. 150,000	Senior Assistant Registrar/ Senior Assistant Bursar/ Senior Assistant Director
Up to 100,000	Assistant Bursar / Assistant Registrar/ Assistant Director.

Limits for Certifying Payment Vouchers

Up to Rs.1000,000	Assistant Bursar
Up to Rs.2000,000	Senior Assistant Bursar
Up to Rs.3000,000	Deputy Bursar
Up to Rs.3000,000 and above	Bursar

Limits for Signing Cheques

Amount	1st Signatory	2nd Signatory
Up to Rs 1,000,000	Assistant Bursar	Asst.Registrar/ <u>Asst.Director</u>
Up to Rs 2,000,000	Senior Assistant Bursar	Snr.Asst.Registrar/Snr.Asst.Director
Up to Rs 3,000,000	Deputy Bursar	Deputy Registrar
Up to and above Rs.3,000,000	Bursar	Registrar / Vice Chancellor

The Limitations stated in 1, 2 and 3 above do not apply to the following payments.

01. Payroll payments – Salaries, allowance, UPF and ETF contributions.
02. Bursary and Mahapola payments to students.
03. Government taxes such as NBT, PAYE and ESC etc.

Cash Imprests Maintained by the Shroff / Assigned Staff

(A) General Imprest	Rs. 50,000/= to be utilized in cash for various small payments to be made to University employees
(B) Miscellaneous Imprest	Rs. 50,000/= to pay temporary advances to University Employees to be used to perform various tasks of the University
(C) Supplies Imprest	Rs. 50,000/= to meet advances for urgent payment of supplies.
(D) Petty Cash Imprest	Rs. 7,500/= to meet miscellaneous payments at the Regional/ Study Centers

1.5.7. Procurement Committees

(A) The composition and functions of the Department Procurement Committee – (Major)

Chairman – Vice Chancellor

Member – Ministry Representative (Appointed Member by the Ministry of H/ Education)

Member – Bursar

Deputy Bursar/ Senior Asst. Bursar/ Supplies to function as Secretary to the Committee and Alternative Chairman – Deputy Vice Chancellor

(B) Appointment and Composition of a Department Procurement Committee – (Minor)

1. Composition of the DPC (Minor) – Main Campus

Chairman – Deputy Vice Chancellor

Member – Registrar

Member – Bursar

Deputy Bursar / Senior Asst. Bursar / Supplies to function as Secretary to the Committee

Alternative Chairman – Deputy Vice Chancellor

It is the responsibility of the Department Procurement Committee (Minor) to see that most economical and suitable items are purchased and follow the Government Procurement Guidelines.

Value is limited up to Rs. 2,000,000 /- in the case of Goods and Services

Value is limited up to Rs. 3,000,000/- in the case of works

Compositions of the Project Procurement Committee (PPC) (Minor)

Chairman	Director/ OTS
Member	Senior Lecturer
Member	Bursar

Composition of the DPC (Minor) – Faculty Level (To Procure Goods and Services)

Chairman	Dean of the relevant Faculty
Member	Head of the relevant Department

Assistant Registrar to function as the Secretary to the Committee

The DPC Minor at faculty level can determine the awarding of contract not exceeding Rs. 500,000/- in case of goods and services. Works are not allowed. The Committee is set up to procure specific items relevant to the faculty concerned (eg: Chemicals, Tools and Glassware etc.) for the smooth functioning of academic programs, General items that are centrally purchased should not be procured. However, if the items are not available in the stores, DPC Minor can procure such items with the Storekeepers minute regarding the unavailability of such items for the smooth functioning of the academic programs of the faculty. Government Procurement Procedure is to be followed in procuring any item by the faculty.

All members should be present at a meeting. Recommendations of the Committee made at each meeting shall be prepared as a statement and Vice Chancellor's approval should be obtained.

1.5.7.1. Compositions of the Department Procurement Committee (Minor) – Regional Centers

Chairman – SAD/AD

One of the Senior Staff Members as a member

Bursar of Senior Asst. Bursar or Asst. Bursar as a member

Value is limited up to Rs. 250,000/- in the case of Goods and Services

Value is limited up to Rs. 500,000/- in the case of Works

All members should be present at a meeting. Recommendations of the committee made at each meeting shall be prepared as a statement and Vice Chancellor's approval should be obtained. DPC (Minor) can make determination of awarding of contract without the assistance of Technical Evaluation Committee (TEC). However, DPC (Minor) should include subject specialist depending on the technicality of the subject matter under consideration. Government procurement procedure is to be followed in procuring any item by the Regional Center.

General

- All final payments relating to works/contracts should be subject to pre-audit by the Senior Assistant Internal Auditor of the OUSL.
- All building contract payments under financial guideline 1010 and 103 are to be channeled through the Senior Assistant Internal Auditor for his/ her recommendation except for following situations.
 - a) Payments of mobilization advance as per contract
 - b) Payments on account as recommended by appropriate authorities until final bill is submitted for work done.

Contact Details

Deputy Bursar 1284/ 0112-881284

1.6. Supplies Division

Supplies Division is one of the Sub-Divisions established under the preview of the Financial Administration of the Open University of Sri Lanka. It is responsible for supply of items both Recurrent & Capital required by various Faculties, Departments, Divisions, Centres & Units, and RES of the University.

Supplies Division is managed by a staff of and functions under an Assistant Bursar.
(Organizational Structure of the Supplies Division)

1.6.1. Duties & Functions of the Supplies Division.

1. Preparation of the Procurement Plan
2. Providing Goods & Services required by various Faculties, Departments, Divisions, Centres, Units and RES.
3. Registration of Suppliers – Describe the Functions – Each Department Should send their recommendations
 - a. At the end of each year, Supplies Division obtain a list of requirements from each department. List of requirements depend on the nature of duties of each department.
 - b. Based on these requirements provided by the respective departments, the Supplies Division proposes the advertisement for registration of suppliers.
4. Appointment of Departmental Procurement Committees (Major/Minor) – Technical Evaluate Committees for each procurement where if necessary. Appointment of TEC for the Procurement where if necessary.

1.6.2. Procurement Plan

Preparation of the Procurement Plan Commences in the month of August in a given year. The plan so prepared is for the coming year.

Eg: Procurement Plan preparation for the year 2023 commences in the month of August 2022. Initially, requirement of various cost centres are requested. These requirements are finalized by respective Deans, Heads of Departments and Divisions, Directors of Centres etc. Only capital assets requirements are listed in the Procurement Plan.

The Plan is then prepared by the Supplies Division along with necessary costing and submitted to the Finance Committee of the University of Consideration and recommendations for approval of the Council.

Once Council approval is obtained, the Procurement Plan is sent to the Ministry of Education with a copy to UGC for approval and allocation of Funds.

1.6.2.1. Appointment of Procurement Committees:

2. Department Procurement Committee (Major) is appointed by the Secretary to the Ministry.
3. Department Procurement Committee (Minor) is appointed by the Vice Chancellor.
4. Project Procurement Committee is appointed by the Vice Chancellor
5. Regional Procurement Committee is appointed by the Vice Chancellor
(The Power to appoint Procurement Committees mentioned in 2,3 and 4 has been delegated by the Secretary to the Line Ministry to the Vice Chancellor)

1.6.3. Process involved in supplying items

- If it is a capital item, relevant Head of the Department/Division should send a request through their respective superior officers. This request should be in line with the already finalized Procurement Plan.
- Requests for consumables (procurement items) should come with the recommendations/ approvals of the Head/Dean of the Faculty. If the request is from other Division or Unit requests should come through relevant Head of Division and approved by either the Registrar or Bursar.
- When the request is received at the Supplies Division along with required approvals and if the request confirms to rest of the requirements, SAB/supplies direct relevant Management Assistant to initiate procurement process.
- Ordering inventory (consumables) are made through the Open University Management Information System (OMIS) which is a protected version and can only be viewed by officers who are given access to view such requests.
- Once received with required approvals, the with his authorization send the request to relevant Management Assistant or the Store-Keeper for processing /issuing items.
- If the item is available in the General Stores, SAB direct Store-Keeper to issue the item.

- If the requested item is not available in the General Stores, such an item is purchased by applying relevant procurement guidelines.

1.6.4. Procurement Methods Applied when providing Goods / Services

- International Competitive Bidding
- National Competitive Bidding
- Limited/Restricted International Competitive Bidding
- Limited/Restricted national Competitive Bidding
- National Shopping
- Repeat Orders
- FORCE Account
- Emergency Procurements
- Community Participation in Procurements
- Two stage Bidding
- Two Envelope system
- Pre-qualification of Bidders

1.6.4.1. International Competitive Bidding

International Competitive Bidding is applied when the capacity of Local Suppliers, Service Providers and Contractors are found to be limited in terms of the requirements of the procurement entity.

The other instance where International Competitive Bidding is applied is when such a condition in an agreement is included.

1.6.4.2.National Competitive Bidding

When the requirement for National Competitive Bidding is thought desirable, relevant advertisement should appear in at least one newspaper which has a large circulation.

This advertisement should be published in all three (03) languages.

1.6.4.3.Limited Restricted International Bidding

In this instance, only pre-selected suppliers are invited to bid for a particular Good or Service. This takes place when a specialized service or purchasing a chosen product such as a large passenger bus is considered.

1.6.4.4.Limited Restricted National Bidding

This Process is similar to one applied in 2. Above

1.6.4.5.National Shopping

National shopping is a process widely applied in purchasing items. Readily available off the shelf goods with small value fall into this category. Quotations are invited from already registered suppliers.

1.6.4.6.Repeat Order

During the Repeat Order process, the buyer is allowed to purchase 50% more of the already awarded contract. Orders placed with the original supplier over a short period of time for the supply of the same good shall be considered as a repeat order.

1.6.4.7.FORCE Bidding

When this method of bidding is applied execution of work (contract) is done using the personal equipment of the procurement entity.

1.6.4.8.Emergency Procurement

Emergency Procurement of Goods or Services is applied in situations of natural or man made disasters. In such situations forgoing usual procurement processes are allowed. However, the situation under reference and reasons for forgoing procurement processes should be reported to relevant authorities and duly recorded.

1.6.4.9.Community Participation

In this method, community participation is encouraged. Service and goods produced by various small organizations as a gesture of good will and also as a measure of helping them to enhance their sustainability. The benefits from adopting a method of this nature is two fold. One is to assist the sustainability of the community group and the other is to purchase goods at a discounted price.

1.6.4.10. Two stage Bidding

Two stage Bidding is adopted in turnkey contract/s for large and complex projects such as Plants, equipment, IT systems or work of special nature.

In such instances, technical and financial proposals are devised separately as two different occurrences.

In Two Stage Bidding, the procurement entity gives the contractor what is expected (basic idea in mind) of him and the project in different stages.

1.6.4.11. Two Envelope System

Technical and Financial Proposals are prepared separately but both proposals are taken together at the implementation stage.

1.6.4.12. Pre-Qualification of Bidders

This method is generally required in circumstances where the high cost of repairs etc. could discourage potential Bidders from bidding and therefore reducing competition. At the same time the procurement entity can improve certain conditions in the Bid document for the sustainability of the project.

- Conditions to be satisfied when appointing Technical Evaluation Committee (TEC)
 - a) Composition of a TEC should be at least three (03) members.
 - b) There should be one (01) subject expert.

- c) One member should be a person with substantial knowledge in finance.
- d) The TEC is appointed by the Vice Chancellor.
- e) Members of the TEC should not be part of the Procurement Committee (PC)

Authority Limits

Authority Limits for DPC (Minor) and PPC (Minor)

	National Competitive Bidding	
	GOSL	FOREIGN
Works	50Mn	100Mn
Goods & Services	50Mn	100Mn
Consultancy	10Mn	15Mn

Rs.

	Shopping	
	GOSL	FOREIGN
Works Inviting at least five sealed quotations	50Mn	100Mn
Goods & Services other than Consultancy Services Inviting at least five sealed quotations	50Mn	100Mn
Goods & Services other than Consultancy Services Inviting at least three sealed quotations	10Mn	15Mn

Rs.

Procurement Limits

Authority	GOSL Funded Projects	FOREIGN Funded Projects
Standing Cabinet Appointed Procurement Committee (SCAPC)	More than Rs. 500Mn	More than Rs. 1000Mn
Cabinet Appointed Procurement Committee (CAPC)		
Ministry Procurement Committee (MPC)	Up to Rs. 500Mn	Up to Rs.1000Mn
Department Procurement Committee (DPC)/ Project Procurement Committee (PPC)	Up to Rs. 200Mn	Up to Rs.500Mn
Regional Procurement Committee (RPC)	Up to Rs. 25Mn	Up to Rs. 50Mn

Procedure adopted in providing a Goods or Service

- i. Purchase request from the relevant Department
- ii. Check whether the request is for a capital item or a consumable
- iii. If it is a Capital item, check whether the item has been listed in the procurement Plan.
- iv. If it is in the Procurement Plan, Supplies Division commence procurement process.
- v. If it is not in the procurement plan, but it is required as a special request (under special circumstances) obtain VC's approval to commence procurement process
- vi. Inform the Ministry about the change in (v) above and update the Procurement Plan accordingly.
- vii. Nominate and appoint both Bid Opening Committee and the Technical Evaluation Committee (TEC)
- viii. Obtain approval of the Procurement Committee for the Good or Service.
(Relevant Procurement Committees are appointed at the beginning of the year)

Contact Details

Assistant Bursar 1295/0112-881295

Office 1296/ 0112-881296

Chapter 9

Ancillary Services

1. University Press and Central Dispatch Unit

1.1. University Press

1.1.1. Introduction

The Printing Press of the Open University of Sri Lanka was founded in the year 1982 as a UNDP funded project. It was founded to provide required course material to registered students of the OUSL. Having commenced its functions with minimum equipment, the University Press has gradually developed into a fully-fledged Printing Press with latest machinery provided from time to time by the Asian Development Bank under the ADB – DEMP project aimed at improving Distance Teaching Education.

1.1.2. Staff

In order to facilitate functions and duties in an efficient and timely manner, following staff are attached to the University Press:

1. University Printer	– 01
2. Assistant Printer	– 02
3. Assistant Bursar	– 01
4. Type setter	– 01
5. Binding Forman	– 02
6. Litho Machine Operator	– 05
7. Litho Artist	– 02
8. Press Assistant	– 01
9. Management Assistant (Store – Keeping)	– 01
10. Management Assistant	– 03
11. Junior Litho Artist	– 01
12. Late maker	– 01
13. Junior Litho machine Operator	– 01
14. Book Binder (Press)	– 04
15. Litho Machine Attendant	– 02
16. Guillotine Operator	– 01
17. Works Aide	– 18
18. Labourer	– 03

1.1.4. Duties and Functions

At Present, the Press of the OUSL supplies course material for over forty thousand (40,000) students who follow various study programmes in six faculties in the University.

Apart from providing printing material to registered students, the press provides following services to the OUSL community,

1. Printing Students Guide Books
2. Printing Prospectuses relevant to various Study Programs
3. Printing Hand Books
4. Printing Leaflets and Posters
5. Printing Activity schedules

Apart from the above-mentioned printing processes which can be termed as academic related Activities, following material needed by various Administrative Divisions are also printed at the University Press.

- i. Examinations Division:
 - Certificate printing (for the General Convocation and Award Ceremonies)
- ii. Financial Administration :
 - Printing Receipt Books
 - Overtime Vouchers
 - General Vouchers
 - Pay Slips
 - Ledger Book Binding
- iii. General Administration Division :
 - Gate Pass Books
 - Fuel Order Books
 - Attendance Registers
- iv. Establishments Division:
 - Leave forms
- v. General stores:
 - File covers used by the entire University
- vi. Security Division
 - Foot Petrol Note Books
 - Vehicle Movement Registers

1.1.4. Procedures followed in relation to printing material at the University Press

1. Relevant Department Finalize its requirement and obtain necessary approvals from Head/ Dean etc.



2. Send the request to Director / Operations of the OUSL



3. Director Operations check the Balance from the Central Dispatch Unit in order to determine whether there are unused copies of the same material still in possession of the CDU



4. CDU send the “Balance Statement” to Director Operations



5. Thereafter, Director Operations convey the information regarding no. of copies needed to be printed to the Department/ Division from where the request originated.



6. Department/Division place the printing order with the University Press, along with manuscript of the Book/ Form or other document,

There is a standard form to be used when printing orders are placed and copy of this form is attached at the end of this chapter.

Vital information given in the standard form,

- i. Course code
- ii. Course title
- iii. Course unit/ Books/ Volumes/Level/ Blocks
- iv. Medium
- v. No. of copies required
- vi. Required date
- vii. Dispatch balance
- viii. No. of copies requested

Having received the printing order, the University Press should complete the printing process within three (03) months of receipt of such order.

1.1.5. Printing Process

- If No. of copies are less than two hundred (200) and the pages of the book are of a small number, the book is printed using “digital format”
- If no. of copies are more than two hundred (200) such books are printed using “Offset Printing” method.
- Printing orders for color material such as Posters, Leaflets, Brochures and Guide Books are also printed using “Offset Printing” method.

When the copies required of a particular order is less, Digital Printing Method is used due to following reasons.

- In order to get the required no of copies in a shorter period.
- Cost effective (less labour)
- When the requirement is for simple color (Black) material.

When large no. of copies are required of a particular material, Offset Printing Method is used due to following reasons.

1. Cost effective (material wise)
2. Most suitable when colors are used
3. Good for long term use

All printing orders received at the University Press are processed through three (03) stages.

1. Pre -Press
2. Press
3. Post- Press

Pre- Press

- Type setting
- Planning and layout
- Plate making

Press

- Actual Printing (at this stage a decision is made either to use Digital Printing or Off - Set Printing)

Post – Press

- Paper folding
- Gathering
- Binding – Wire stitching
Perfect Binding (cover pasting)
- Cutting – (guillotine)

Then printed material are sent to the Central Dispatch Unit for dispatching to various Regional and Study Centers

Costing

When the printing process is completed, costing process takes place. This process is handled by the Assistant Bursar of the University Press.

Contact Details

Acting Printer 1360/0112-881360

Office 1364/0112-881364

1.2. Central Dispatch Unit

Central Dispatch Unit (CDU) is the division responsible for storing all printed material which were sent by the University Press for dispatching to various centres.

Dispatching all course material and other required articles are delivered to various Regional and Study Centers through the CDU.

The CDU is under the direct supervision of Director/ Regional Educational Services and in order to supervise on-site activities, there is an officer in-charge who is responsible for timely dispatching of study and other material to respective destinations.

Respective Departments inform the CDU about the no. of copies to be sent to each center.

When sending relevant material, CDU uses courier service if required.

Contact Details

Officer in Charge 8600/0112-888600

Office 8602/0112-888602

2. Maintenance Division

2.1. Introduction

Maintenance Division of the OUSL is responsible for conducting mainly rehabilitation work related to civil and electrical works in the University.

The Maintenance Division functions under the Works Engineer, and he has a staff of forty five members of staff comprising both skilled and unskilled grades.

Maintenance Division of the OUSL is responsible for the general maintenance of the services of the University such as electricity, water, and regular rehabilitation work. Overall supervision of duties and functions of the maintenance Division is under the works Engineer of the OUSL.

Maintenance Division of the OUSL has a staff of forty-three members comprising following

grades

- | | |
|----------------------------|-----------------------|
| 1. Works Engineer | - Two Posts (2) |
| 2. Works Superintendent | - Two Posts (2) |
| 3. Supervisor (Main) | - Two Posts (2) |
| 4. Supervisor (Civil) | - Four Posts (4) |
| 5. Supervisor (Electrical) | - One Post (1) |
| 6. Draftsman | - Four Posts (4) |
| 7. Storekeeper | - One Post (1) |
| 8. Management Assistant | - One Post (1) |
| 9. Electrician | - Five Post (5) |
| 10. Plumber | - Two Post (2) |
| 11. Carpenter | - Three Post (3) |
| 12. Mason | - Two Posts (2) |
| 13. Painter | - One Post (1) |
| 14. Welder | - One Post (1) |
| 15. Works Aide | - Fourteen Posts (14) |

2.2. Duties and Functions

Duties & Functions of the Maintenance Division are divided into four (4) Main areas in the following manner.

- a) Building Construction
- b) Electrical Works
- c) Civil Works
- d) Water Supply and Drainage works

(a) Building Construction

In relation to building construction, the following procedure is adopted.

- A request for the construction of a new building, (a new building or an extension to an existing building is received with a rough drawing depicting necessary requirements prepared by the Faculty/ Department/Division/Center /Unit.
- As soon as this request is received by the Maintenance Division, it is sent to the Registrar, Vice Chancellor (as appropriate) for necessary approvals.
- The request is then referred to the Planning & Development Committee and after obtaining required recommendations, approval of the Council is sought.
- When Council approval is received, an inquiry is made from the place from where the request has originated, and a rough estimate is prepared by the Maintenance Division.
- This estimate is prepared by the Quantity Surveyors and Draftsman of the Maintenance Division after visiting the place from where the request was received
- Then the estimate is sent to the Capital Works & Planning Division and the Council for obtaining required approvals once again
- If the estimate is below Rs.20.Mn. the OUSL undertake construction of the building using its generated income.
- If the estimate is over Rs.20.Mn.the proposal is referred to the UGC/Ministry of Education for required approval and to secure funding for the project
- If necessary, a Consultant is appointed for the project, this is for preparation of the actual estimate. Base for preparation of the actual estimate is the Engineers Estimate which was prepared at the beginning.
- After completing these requirements, follow procurement process as specified in Sri Lanka Institute of Development Administration (SLIDA), guidelines. (Request with additional details obtained from the department.)
- The Draftsman, Quantity Surveyor visit the Department along with the Works Engineer and get required measurements.
- Prepare Schematic Drawings. (Layout Plan)
- Take the Layout Plan to the Department once again and get the approval of the Department
- Prepare detailed drawing including the doors/ windows/plumbing/ electrical/ wiring/toilets etc.in the drawing.
- Engineers Estimate is usually prepared using these details.
- If the project is awarded to a Contractor, the Engineers Estimate is used as the base for their quotations.

(b) Electrical Works

Attending to urgent electrical faults reported to the Maintenance Division on day-to-day basis.

- Maintain and operate generator

- Maintain and repair Air Conditioners
- Electrical wiring in building extensions

(c) Water Supply and Drainage System

- Attending to urgent repairs of the Water Supply and Drainage System in the University premises
- Looking after the drainage system in the University premises
- Maintain the water pump/water sump/overhead tank
- Assist in laying new pipelines in the University premises

(d) Civil Works

- Attending to urgent repairs involving all Civil Works in the University
- Attending to painting and polishing of furniture including lockers etc.
- Urgent repairs of Doors/Windows and Locks
- Assist in the construction of work undertaken by the Maintenance Division.

2.3. Rehabilitation work

- Preparation of Bill of Quantities (BOQ), Drawings, Bidding documents and Tender Documents of the Rehabilitation Work that can be manageable within the scope of the Maintenance Divisions, such work is undertaken by them.
- If the work is not manageable with the in-house recourses available, an outside contractor is selected to do the job after following required procurement procedures.

Process involved in attending to rehabilitation work by an outside contractor

- Initial request from the Department or other entity to rectify the damage
- If the damage reported is a major one Works Engineer go to the site and make necessary inspections
- If the damage is a minor one, a supervisor goes there.
- Having inspected the site, Draftsman and the Quantity Surveyor is sent to assess the damage and determine the cost of damage after taking measurements.
- They also prepare the estimates etc.
- Thereafter the Quantity Surveyor prepares the BOQ and the Tender Document which will be sent to the Planning and Development Committee for its consideration and recommendations.
- Tender Procedure such as preparation of the News Paper Advertisement, of Bidding Documents, conducting Pre-Bid meeting / Bid opening, appointment at a TEC and conduct of such TEC meetings, holding Department Procurement Committee (DPC's) as the case may be (either minor or major) depending on the cost of the project are all carried out by the Maintenance Division of the University.

- It is the duty of the Maintenance Division to monitor the project, bill checking and submit occasional observations when necessary related to the project.

Contact Details

Works Engineer/Capital Works 1330/0112-881330

Works Engineer/Maintenance 1331/0112-881331

Office 1332 /0112-881332

1333/ 0112-881333

1334

3. Landscape Division

3.1. Introduction

Landscape Division of the Open University of Sri Lanka was established in the year 2010 with the appointment of a permanent Curator in the OUSL.

Before the appointment of a full -time officer to look after the landscaping activities encompassing University land spread over a land extent of thirty-four (34) acres (13.75 hectares), the Works Engineer was in -charge of such duties. At that point of time, a Landscape Supervisor was there to look after Landscaping work which was mainly performed by outsourced workers.

In the year 2010 a separate staff was assigned to the Landscape Division under the Direct supervision of the Curator and at present, the Landscape Division undertake various duties concerning the methodological up-keep and beautification of the University premises.

3.2. Staff

1. Curator	- 1
2. Senior Management Assistant	- 1
3. Landscape Supervisor	- 1
4. Gardner	- 1
5. Gardner	- 1 (2 days in the Department of Botany and other 3 day in the Landscape Division)
6. Works Aide	- 7

3.3. Duties and Functions

- i. Preparing Landscaping Plans and related Bill of Quantities (BOQ) for both the Central Campus and Regional Centers.
- ii. Supervision of Landscape contracts
- iii. Bill payment recommendations connected to Landscape work undertaken by outside contractors.
- iv. Daily maintenance of the University Garden.
- v. Floral arrangements for General Convocations and Award Ceremonies.

3.4. Procedures

- i. Landscaping plans are prepared in two different ways. In the first instance the Landscape Division decide on the place and the type of design needed according to the geographical locations or the building location which is done as a separate activity. The second method is that the Landscape Design is incorporated in the building plan itself from the very beginning and the Landscape Division undertake that part.
- ii. Supervision of Landscape Contracts begins with site visits to the proposed site with the Contractor.
During this phase of activity, the contractor is shown the places where they can unload required material for Landscaping such as plants, grass, soil, pre-cast curbs, paving blocks and sand.
The Landscape Division recommend payments involved according to the approved work plan after taking measurements. They also check the quality of material used by the contractor.
- iii. Bill payments claimed by Contractors are recommended by the Landscape Division after checking them in terms of conditions and measurements specified in the relevant BOQ.
- iv. Daily maintenance of the University Graden is carried out under the direct supervision of the Curator and his staff. Some of these duties are involved.
 - a. Preparation of flower beds
 - b. Pruning
 - c. Cutting
 - d. Lawn moving (outsourced)
 - e. Garden Cleaning (outsourced)
 - f. Cutting tree branches (outsourced)
- v. Floral arrangements for the General Convocation and Award Ceremonies of the University are also undertaken by the Landscape Division.

Contact Details

Curator 1350/0112-881350

4. Health Centre

4.1. Introduction

Health Centre of the Open University of Sri Lanka has been established to look after the well-being of the employees of the University and to provide medical assistance when necessary.

The Health Centre is manned by a staff of six (6) staff members and its functions are conducted under the guidance of the University Medical Officer.

The Staff of the Health Centre comprise of the following.

1. University Medical Officer
2. Matron (Nursing)
3. Pharmacist
4. Public Health Inspector
5. Health Service Attendant
6. Health Service Laborer

4.2. Duties and Functions of the Health Centre

1. Providing Medical Treatment to all staff of the University
2. Providing emergency medical treatment to students
3. Conducting medical examinations to certify their medical fitness of newly appointed members of staff
4. Scrutinization and recommendation of medical insurance claims submitted by the members of staff
5. Providing required recommendations for medical certificates submitted by members of staff
6. Health Care planning
7. Conducting Health Awareness Programs
8. Environmental inspection carried out in the University premises

4.3. Procedures Followed

Medical Treatment to the members of staff is provided at the University Health Centre when they require such treatment. However, medical treatment to students is provided only in case of emergency situations.

When a member of staff comes to the Health Centre seeking medical treatment, his symptoms are evaluated at the reception area by the Matron or the Pharmacist. This process is carried out via a telephone conversation. Telephone for this purpose is provided at the entrance of the Health Centre

- If the employee concerned is suspected to have symptoms similar to Covid -19 infection, he is straight away sent to the UMO. UMO after checking the person, give required medicine and necessary advice. If the person is in need of immediate hospitalization, he is sent to Kalubowila Teaching Hospital for treatment.
- Other patients who do not show Covid -19 symptoms are examined by the UMO and necessary treatment is given. If this person needed to be sent to the hospital for further treatment, such person will be sent to Kalubowila Teaching Hospital using a University Vehicle.

During situations where special medical arrangements or health awareness programs are necessary, the Health Centre organize special awareness programs for the benefit of the staff members of the University. These awareness campaigns are also aimed at the student population as well because, a large number of students frequent the University premises on a given day. These awareness programs are on most occasions conducted in collaboration with the MOH office of the area in which the OUSL is located.

Displaying Posters and Banners, distributing Leaflets containing instructions, cleaning the University premises are some of the activities carried out during awareness programs of this nature, and Arrange vaccination programs during times of epidemic situations to protect University employees from possible infection.

4.4. Procurement of Medicine required by the Health Centre

Procedure adopted in procuring medicine required at the Health Centre

- i. The Pharmacist under the supervision of the UMO prepare a list of drugs that is needed at the Health Centre.
 - ii. Thereafter the pharmacist prepares the requisition order and with the approved of the UMO, send it to the Supplies Division of the University.
 - iii. Based on the requirements, Supplies Division provide a cash imprest of Rs.25,000 to purchase required drugs the 'Rajya Osu Sala' and only drugs sold by 'Rajya Osu Sala' can be purchased. In an extreme emergency and if the drug is not available at 'Rajya Osu Sala' the Health Centre is allowed to buy the drug from a private pharmacy or request the patient to buy it himself/herself.
- Regular medicine required to treat non- communicable diseases are not provided to patients by the Health Centre

❖ Medical examinations

Medical Examinations connected with the Medical Certification of new employees of the Open University of Sri Lanka are carried out by the UMO

General cleanliness of three canteens in the University specially its surroundings are checked by the UMO and the PHI from time to time. Instructions for the general cleanliness of the canteens, status of food items sold, preparation of food items in conformity with health guidelines are also given to canteen keepers.

- ❖ When claims under the University Medical Insurance Scheme are submitted by the staff members of the University, General Administration branch seek the assistance of the Health Centre to check the authenticity of such certificates. Medical Insurance claims which do not carry the recommendation of the UMO are not honored by the University.

Contact Details

Acting Medical Officer 1380/ 0112-881380

Office 1382/ 0112-881382

5. Security Division

5.1. Introduction

The Security Division of the Open University of Sri Lanka (OUSL) has been in existence since early 80s and this division is responsible for providing security services at the OUSL. The permanent security staff of the University is mainly concentrated at the main Campus premises at Nawala. Personnel from a private security organization have been mobilized to provide security to the Regional Centers and Study Centers which are located all over the Island. The main purpose of having a Security Division at the University is to provide required security to its movable and immovable property and also to maintain student discipline among other matters.

In order to provide the above- mentioned services, the Security Division of the OUSL has a staff of twenty four (24) personnel consisting of the Chief Security Officer, five (5) Security Inspectors and eighteen (18) Security Guards. In addition to the permanent security staff of the OUSL, security personnel from a private security firm have also been deployed to assist in the day to day security functions of the University. These private security personnel are deployed mainly at the three main gates of the University to assist the permanent security personnel in controlling vehicular movements to and from the University as well as visitor control activities.

5.2. Duties and Functions

1. To ensure the security of human and physical resources of the University.
2. Visitor control and property control at the three main entrances of the University.
3. To arrange security measures during various functions of the University.
4. To assist the Marshalls and the Administration in effectively handling student disciplinary matters.
5. To assist the University Administration in day to day security functions of the University by providing necessary man power.
6. To provide security for all movable and immovable property of the University.
7. To safe guard the staff and students from various elements by providing required security services.
8. Prevention of illegal and unlawful activities.
9. Conducting Investigations in to matters like thefts and taking urgent action in case of a fire.

10. Coordinating with the local police about security matters of the University when and where necessary.
11. Investigating in to various complaints and incidents reported to the Security Division.

5.3. Administrative Frame Work

The Security Division is directly placed under the Registrar of the University with required guidance provided by the Vice Chancellor as and when necessary. The Security Division is placed under the Chief Security Officer (CSO) who is in charge of administrative and operational functions concerning security of the entire University premises. To assist the CSO to carry out these functions there are five (5) Security Inspectors and eighteen (18) Security Guards who are deployed on shift basis.

Chapter 10

Committees of the Open University of Sri Lanka

1. Senate Sub Committees

1.1. Library and Information Sciences Committee

2. Vice Chancellor
3. Deputy Vice Chancellor
4. Deans of All Faculties
5. Librarian
6. Director – CETMe
7. Director – IT
8. Director – RES
9. Chief Student Counselor
10. Deputy Librarian/s
11. Senior Assistant Librarians
12. Assistant Librarians
13. Faculty Representatives nominated by each Faculty
14. Senior Assistant Registrar (convener) – Library

1.2. Board of Discipline

1. Four Senior Professors / Professors nominated by the Senate
2. One member from each Faculty nominated by the Faculty Board
3. University Medical Officer
4. Head/Legal Studies or his/her nominee approved by the Senate
5. Chief Student Counselor
6. Warden of the TRF
7. Director/Student Welfare
8. Senior Assistant Registrar / Legal and Documentation
9. Senior Assistant Registrar / Student Affairs and Welfare Division (convener)

A Committee constituted for the review of student Discipline of the University.

1.3. Leave and Award Committee

1. Vice Chancellor
2. Deputy Vice Chancellor
3. Registrar
4. Deans of all Faculties
5. Representative of Open University Teachers Association
6. Representative of University Distance Teachers Association
7. SAR/Academic Establishments (convener)

Maintaining all Leave and awards of various grants to the staff members of the University.

1.4. Probationary Study Leave Committee

2. Vice Chancellor
3. Deputy Vice Chancellor
4. Registrar
5. Deans of all Faculties
6. Representative of the Open University Teachers Association
7. Representative of University Distance Teachers Association
8. SAR/Academic Establishments (convener)

Leave matters related to granting of study leave to Probationary Lectures are reviewed by this Committee.

1.5. Convocation & Awards Ceremony Committee

- Vice – Chancellor – (Chairperson)
- Director/ PGIE
- All Deans
- Senior Assistant Registrar/ Examinations
- Director/ RES (On Invitation)
- Printer (On Invitation)
- Senior Assistant Registrar/ PGIE (On Invitation)

A Senate Sub – Committee constituted to consider matters pertaining to the Convocation and Award Ceremonies of the University and make suitable decisions the purview of the Senate and the Council.

1.6. Higher Degrees & Research Committee

- Vice – Chancellor – (Chairperson)
- All Deans
- Director/Research
- Director / CETMe
- Representative from each Faculty

A Senate Sub – Committee constituted to consider matters pertaining to the Research Degrees (MPhil, PhD) of the University and make recommendations to the Senate.

1.7. Curriculum & Program Development Committee

- Vice – Chancellor – (Chairperson)
- All Deans
- All Professors
- Head of the relevant Department (On Invitation)

A Senate Sub – Committee constituted to consider matters pertaining to the proposal for new study programmes of the University and make recommendation to the Senate.

1.8. Committee on Research Advise in Distance Education (CRADE)

- Vice – Chancellor – (Chairperson)
- All Deans
- Director /PGIE
- Director / CQA
- Director /Research
- Director /IRU
- Two Senate Representatives
- Representative from CETMe
- Representative from each Faculty
- Chairpersons of Sub- Committee of CRADE 9 at present there are 06 nos. of Sub – Committees)

A Senate Sub – Committee constituted to consider matters pertaining to the development of research on distance education and make recommendations to the Senate.

1.9. By-Laws Committee

- Chairperson – Senior Academic member nominated by the Senate
- Senior Assistant Librarian (For Librarian)
- Head/ Dept. of Legal Studies
- Representative for Head/ Department of language Studies
- Representative from each Faculty
- Dean of the relevant faculty (On Invitation)
- Head of the relevant Department (On Invitation)

A Senate Sub – Committee constituted to consider matters pertaining to the Program Regulations and make necessary recommendations to the Senate

2. Council Appointed Sub Committees

2.1. Finance Committee

1. Vice Chancellor
2. Deputy Vice Chancellor (if applicable)
3. Two members of the Council (from among UGC appointed members)
4. Registrar
5. Bursar
6. All Deans

Convener of the Committee shall be the Bursar of the University.

The Quorum of the meeting is 2/3 including the Chairman, at least one Council member. Registrar and Bursar should be present at the meeting. The Bursar of the University will act as a Secretary to the Finance Committee. The Deputy/Senior Assistant/Assistant Internal Auditor (as applicable) of the University should attend the meeting as an observer. Minutes related to the meeting shall be submitted to the Council for approval. The officer who submits a memo to the Finance Committee should be invited to the meeting where the memo is taken as an agenda if Dean/Head does not represent the meeting. Minutes of the meeting should be circulated among all relevant Departments, Divisions.

2.1.1. Duties and Functions of a Finance Committee (FC)

1. To function as an advisory body and to make recommendations to the Council on the annual budget/estimate, annual accounts and all other procedural requirements of the finances of the University including Government Grants, foreign or local funded projects, outside grants, scholarships, consultancy project and self/internally generated income.
2. To make recommendations to the Council to transfer funds to investments, premature withdrawals, withdrawals and reinvestments.
3. All fund transfers between current accounts of the University/Campus should be submitted to the next Finance Committee for information with a reason for such transfer.
4. To advise the Council to take decisions in areas where financial regulations, directives are not available,
5. To recommend Delegation of Authorities annually in terms of Financial Regulation 135 -139.
6. To make recommendations to the Council on any proposed changes in the financial administration of the University/Campus.

7. Recommend to the Council on new proposals and suggestions to improve internal control systems related to financial administration.
8. Recommend financial proposals related to research projects, publications and other local and foreign projects recommended by the Research Committee for financing by the University/Campus or other foreign/local organization.
9. Recommend the budgets/estimates of programmes organized and funded by the University/Campus (i.e. workshops, seminars, field visits, colours nights, sport meets, cultural events, orientation programmes for new entrants etc.)
10. Recommend on matters pertaining to unsettled advances or any other financial matter referred by the Bond Recovery Review Committee, Research Committee or any other sub committee of the OUSL
11. Recommend to the Council regarding the losses, waive off and write-off as per financial regulations.
12. Review, monitor and report financial, physical progress of grants, projects, self-generated income activity, foreign funded project, consultancy project in regular time period as decided
13. Report to the Council on any other matter referred to FC by other subcommittee or the Council
14. Report any other finance related matters which need Finance Committee attention

2.2. Composition of the Audit Committee

1. UGC appointed member of the Council (chairman)
He should preferably be from the accounting field.
2. Three other members of the Council (UGC appointed)
3. Treasury Representative
4. Government Audit Superintendent (as the nominee of the Auditor General) as an observer.
5. Senior Assistant Internal Auditor (convener)
6. Vice-Chancellor,
7. Deputy Vice-Chancellor
8. Registrar
9. Bursar (invited members)

2.2.1. Duties

Supervision and monitoring of matters related to Internal Audit Functions and overall administration, specially matters of Finance of the University. The measures taken by the University in relation to Audit reports and queries raised both by the Internal Audit Division and the Government Audit Division are also reviewed by this Committee on a monthly basis.

2.2. Composition of the Planning and Development Committee

1. Vice Chancellor
2. Deputy Vice Chancellor
3. Registrar
4. Bursar
5. Deans of Faculties
6. Chairman of Technical Evaluation Committee (TEC) Major/Minor
7. Works Engineer (Maintenance)
8. Works Engineer (Capital Works)
9. Senior Assistant Registrar – General Administration
10. Senior Assistant Bursar – Supplies
11. Senior Assistant Registrar – Legal and Documentation
12. One Faculty representative from each Faculty
13. Director – RES
14. Director – CETMe
15. Director – IT
16. Curator
17. Chief Security Officer
18. Public Health Inspector
19. Senior Assistant Registrar – CWP (convener)

The prime task of the Planning and Development Committee is to identify, plan, monitor and implementation of all Capital and Rehabilitation projects of the University.

2.3. Operations Committee

1. Vice Chancellor (Chairman)
2. Deputy Vice Chancellor (if available)
3. Deans of all Faculties
4. Registrar
5. Bursar
6. Director – RES
7. Director – Public Information Office
8. Director – Information Technology Division
9. Director – Career Guidance Unit
10. Two Representatives from each Faculty

11. University Printer
12. SAR/Exams
13. SAR/Student Affairs and Welfare
14. OIC, Central Dispatch Unit
15. Director/Operations (convener)

Preparation of the Activity Schedule of all programs and management of the Academic Programs of the University and current status of these programs are reviewed by this Committee.

2.4. Security Review Committee

Security Review Committee was constituted to maintain cordial relationship with three Police Stations which cover different area of the University Premises and with the University authorities in order to execute an efficient good security system in the University.

Co-ordination of security functions between the security section of the University and the above-mentioned Police Stations in one of the Key aspects reviewed by this Committee.

1. Vice-Chancellor (Chair)
2. Deputy Vice-Chancellor (Co-Chair)
3. Registrar
4. Deans of Faculties
5. Director – RES
6. S S P – Nuggeoda
7. H Q I – Mirihana or nominee
8. H Q I – Narahenpita or nominee
9. H Q I – Kirillapone or nominee
10. Director – Student Welfare
11. Chief Student Counselor
12. Warden
13. Chief Security Officer
14. Senior Assistant Registrar / Student Affairs and Welfare (convener)

This Committee is to review the security situation in the University in all aspects such as safety of students and staff, University properties, premises and prevention of unauthorized entries and occupancy and thefts and make necessary recommendations as and when required.

2.5. IT Committee

1. Vice Chancellor (Chairman)
2. Dean / Faculty of Engineering Technology
3. Dean/Faculty of Natural Science
4. Dean I Faculty of Education
5. Dean / Faculty of Humanities and Social Science

6. Dean / Faculty of Health Science
7. Dean / Faculty of Management Studies
8. Librarian
9. Director / RES
10. Director / Information Technology
11. Acting Director /CETMe
12. Director/ Operations Division
13. Head / Electrical and Computer Engineering
14. Head / Department of Computer Science
15. Senior Lecturer/ Department Electrical and Computer Engineering
16. Information System Manager / IT Division
17. Deputy Information System Manager /IT Division
18. Assistant Network Manager / IT Division
19. IT Workshop Manager / IT Division
20. Faculty Representative / Faculty of Management Studies
21. Faculty Representative / Faculty of Engineering Technology
22. Faculty Representative / Faculty of Education
23. Faculty Representative / Faculty of HSS
24. Faculty Representative / Faculty of Natural Science
25. Faculty Representative / Faculty of Health Science
26. Director /Public Information Office
27. Technical Officer or others Grade (A)

All information Technology-related matters including planning and organizing new IT projects, addressing current issues etc. are discussed and decided at this committee.

2.6. Senior Management Committee

- Vice – Chancellor – (Chairperson)
- Registrar
- All Deans
- Librarian
- Bursar
- Director/ CETMe
- Director/RES

To discuss and take timely decisions pertaining to the academic and general administration matters of the University subject to the approval of the Senate and the Council.

Chapter 11

Administrative Procedures

1. Communication Procedures

1.1. General Correspondance

- i. When a letter is addressed to a superior officer by an employee of the OUSL, such letter should be sent through his/her immediate supervisor such as Head of the Department/Division, Dean/Director where applicable to the intended superior officer.
- ii. The supervisory officer forwarding the letter to the intended superior officer, should make his/her comments/recommendations as appropriate without just forwarding the letter or other document without any comment.
- iii. The Head of the Department or other such officer who is forwarding the letter to a superior officer, has the right to refuse onward transmission of a letter written using inappropriate, damaging and abusive language.
- iv. When annual increment forms are submitted, the Head of the Department who is entrusted with recommending such increment should make necessary recommendations/observations without merely saying that the increment is recommended or not recommended.
- v. If the officer responsible for forwarding a letter/appeal or other document decides against sending it any further, such officer should inform the sender of the letter/appeal/document about the reasons for holding up such document without transmitting it further.
- vi. A person is not permitted to channel communications ignoring the “chain of command” eg:
Management Assistant → Head of Department/Division → Dean → Registrar → VC
If such communications are received by a superior officer, he/she has the right to reprimand the person concerned for such act of ignorance apart from refraining from taking action on the matters highlighted in the letter/appeal/document.
- vii. When a letter/appeal/document is addressed to a source outside the University such as the UGC, such letter should have the endorsements of the Head of the Department/Registrar and VC as applicable.

1.2. Protocol

As decided at the Senior Management Committee of the OUSL held on 09.12.2013, following Protocol has been approved by the Senate and the Council.

ACADEMIC STAFF	ADMINISTRATIVE STAFF
1. Vice – Chancellor	1. Vice – Chancellor
2. Deputy Vice – Chancellor	2. Deputy Vice – Chancellor
3. Director / PGIE	3. Registrar
4. Deans of Faculties	4. Bursar
5. Librarian	5. Director / CETMe
6. Heads of Departments	6. Director / RES
7. Chair Senior Professor	7. Director/ IT
8. Senior Professor	8. Director/ Operations
9. Chair Professor	9. Deputy Registrar/ Deputy Bursar/ Deputy Internal Auditor
10. Professor	10. University Printer
11. Associate Professor/ Deputy Librarian	11. Senior Assistant Registrar/ Senior Assistant Bursar/ Senior Assistant Internal Auditor
12. Senior Lecturer, Grade I/ Senior Assistant Librarian, Grade I	12. Senior Assistant Director/ RES
13. Senior Lecturer, Grade II, Senior Assistant Librarian, Grade II	13. Assistant Registrar/ Assistant Bursar/ Assistant Internal Auditor
14. Lecturer/ Assistant Librarian (Transitional)	14. Assistant Director/ RES/ Assistant Printer
15. Lecturer (Probationary)/ Assistant Librarian	15. Works Engineer
	16. Chief Security Officer
	17. Curator

1.3. Official Correspondance

- i. Each letter as far as possible should relate to a single subject.
- ii. The file number and the date of the letter should be written on the top right hand corner of the letter.
- iii. There should be a Heading (Title) in each letter and the purpose of mentioning a Heading is to have an idea for the receiver about the nature of the letter.
- iv. In Correspondance with members of the public the letter should be addressed as;

Dear Sir,

The letter should be closed with;

Yours faithfully

Signature

Name and Designation of the sender

- v. If the letter relates to a matter which has previous correspondance, the reference No., subject and the date should be mentioned for easy reference.
- vi. As far as possible originals of attachments should not be sent but only certified and authenticated copies sent instead.
- vii. The signatory of an official letter is responsible for the content of that letter. Where an officer signs a letter on behalf of another officer under delegation of authority, the officer who delegates authority will also be held responsible for the contents of such letter.
- viii. Confidential correspondance and documents should bear the word “confidential” on the left hand top corner and such correspondance/documents should be enclosed in two covers. The inner cover should be marked “confidential” but the outer cover should not be so marked. Covers marked confidential should be personally opened by the officer to whom the outer cover is addressed, or by an officer of the administrative staff who is specially authorised to do so.
- ix. Care should be exercised to limit the channeling of confidential letters/Documents only to the intended office or the intended officer.
- x. When sending important and confidential documents such as Question Papers, Answer Scripts, Personal Files, Confidential Reports, Deeds of Property etc. such documents should be always sent under Registered Cover.

- xi. When a reply is awaited to a letter, a period of three days or shorter period when in the case of urgent letters should be given to receive the reply. Appropriate entries should be made in the call-up diary in order to keep track of anticipated replies or in some other suitable way to make sure of expected follow-up action.
- xii. Management Assistants handling different subjects are encouraged to examine their call-up diaries daily for anticipated follow-up action.
- xiii. Replying to an official letter should be within a period of seven days. If a reply cannot be sent within this period during this period, the person expecting the reply should be notified appropriately giving reasons for the delay. (For further information in relation to procedures to be followed on official correspondence please refer to chapter xx of the Universities Establishments Code.)

Maintaining a File

Maintaining Files, either electronic or paper files are an essential feature of day to day functions of an office.

Whatever the task we perform, record keeping plays a major role in preserving letters, reports, documents and forms in the context of office administration.

Generally files are considered sources of information which are for efficient disposal of plethora of tasks usually performed in an office. Such information is also used to make important decisions and information stored in a methodical manner and give necessary documentary support for the person making a decision to make such decisions in an efficient and economical manner.

Types of Files

1. Subject files
2. Personal files
3. Post files
4. Reference files
5. Case files

1. Subject files

Files that are maintained in relation to a particular subject are called subject Files. Information connected to events, happenings and notable features concerning a particular subject are kept in these files.

Eg: Board of Surveys, Purchasing items etc.

2. Personal files

When a person is recruited to a position in either permanent or temporary cadre of the University, a file is opened. This file contain personal as well as official

information of the person concerned throughout his/her service period in the University. A personal file is opened on the date of recruiting a person to the service of the University and continuous to be in operation until the date of cessation of employment of the person concerned. Details of qualifications, leave, annual increments, commendations, punishments, achievements among other things are kept in a personal file.

3. Post Files

This type of file contain information that concern various important and noteworthy aspects and developments of a particular Post or a Position.

Eg: Post file for the post of Management Assistant.

4. Reference Files

Reference files contain various types of instructions and guidelines in relation to operational aspects of a particular process or an action. We need guidance when making informed decisions and sometimes processing or attending to various requests made by staff members from time to time. Instructions issued by way of circulars, circular letters, by-laws, ordinances etc. are some of these guidelines.

Eg: Circular files, Files containing By-laws.

5. Case Files

Case files are opened when disciplinary proceedings are initiated against a person. All matters connected to such proceedings, i.e. statements recorded, recommendations made, reports etc. are kept in case files. Case files should be kept separately of a personal file.

Eg: File connected to a Preliminary or a Formal Disciplinary Inquiry of a person.

Record Keeping

- File number, name of the File (subject), date of commencement of the File should be clearly written on the file cover. If possible these information should be printed in a white paper and pasted in a manner that cannot be easily removed.
- Every letter, report or other document concerning a particular subject should always originate from a file and that particular letter, report or the document should carry the file number.
- There should be a minute sheet in every file and it should be attached to the file cover on the left hand side. Minute sheets should bear “roman numerals”

- Every other letter, report, Document kept in a file should be appropriately membered with “ Arabic numeric.”
- Any document in a file should not be removed under no circumstances.
- A “History sheet” should be pasted to the inner side of the left hand cover of a Personal File.
- Always make sure to get a photostat copy of a facimile document and kept in the file.
- Leave particulars of Academic staff members should be filed seperately and the same member of the personal file with suitable references should be given as required.
- Accepted file movement methods should be appropriately adopted when files are sent out of office and necessary tracking mechanisms should also be practiced, in order to ensure safety of a file.

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