

UNDERGRADUATE HANDBOOK

**BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY
(EXTERNAL DEGREE)**

Academic Batch 2023/2024

Department of Information and Communication Technology



Centre for External Degrees and Professional Learning (CEDPL)

South Eastern University of Sri Lanka

Oluvil

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The CEDPL, SEUSL reserves itself the right to change any information given herein as it considers appropriate, without prior notice.

Vision and Mission of the University

VISION

To be an Internationally Renowned Centre in South Asia for Higher Learning and Innovations in Sciences, Technologies and Humanities

MISSION

To Provide Expanded Opportunities for Higher Learning of International Standards through Generation and Dissemination of Knowledge and Innovations Focused on Regional and National Needs, Social Harmony and Stakeholders' Empowerment and Satisfaction

Vision and Mission of the University

VISION

To be the Centre of Excellence for Technology Education, Innovations and Entrepreneurial Leadership

MISSION

To create opportunities for mastering technology of international standards through generation and dissemination of knowledge and innovation focussed on regional, national and global needs towards sustainable development

Graduate Profiles

K- Knowledge

1. Design, implement and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

S- Skill

2. Communicate effectively in a variety of professional contexts to promote ideas, goals or products.
3. Participate effectively as a member of a development team and undertake leadership roles when appropriate to the program's discipline.

A- Attitudes, Values, Professionalism and Vision for life

4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.

M- Mind-set and Paradigm

6. Explore current and emerging techniques and technologies. Commitment to lifelong learning, and professional development.

Message from the Vice Chancellor

To the pioneering students of the External BICT Degree Programme

I warmly welcome you to the Faculty of Technology at South Eastern University of Sri Lanka, as the first cohort of students in the inaugural 2023/2024 Bachelor of Information and Communication Technology (BICT) external degree programme offered by the Department of Information and Communication Technology.

Your enrolment marks a personal milestone and a historic initiative for our university and the region. This programme expands access to higher education in ICT, and is the first external ICT degree offered in the Northeast of Sri Lanka by a state university, giving aspiring candidates the chance to earn a nationally recognised qualification through accessible learning. It reflects SEUSL's commitment to inclusive education that meets regional needs.

For those who missed the chance to study as internal students, this programme offers a renewed pathway. As learners, you are part of a programme that values academic quality, ethical growth, and practical relevance. SEUSL is committed to equipping you with the tools to succeed through flexible learning, independent study, and meaningful engagement.

We believe that *"Learning is a treasure that will follow its owner everywhere"*. Your success will depend on self-discipline, focus, and perseverance. Let your achievements be reflected not only in results but also in your conduct, mindset, and contributions.

This handbook is your essential guide. It outlines the curriculum, regulations, and support services to help you stay on track. I extend my appreciation to the academic and administrative teams who made this programme possible, and to the editorial committee for producing this resource.

As the first batch of this pioneering initiative, you carry the honour of setting the standard for future generations. I wish your journey filled with purpose, discovery, and success. May your time here be transformative, and may you emerge as ICT professionals who lead with knowledge, integrity, and vision.

Sincerely,

Prof. (Dr). S. M. Junaideen

Vice Chancellor

South Eastern University of Sri Lanka

Message from the Dean

I am extremely delighted to pen this message on the occasion of publishing the Undergraduate Guide for the external degree in Bachelor of Information and Communication Technology – (BICT) – Academic Year 2023/2024, compiled and published by the Center for External Degrees and Professional Learning (CEDPL), South Eastern University of Sri Lanka, for the use of the ICT students of the CEDPL. I am also pleased to welcome all the pioneer batch of external degree students to the CEDPL to embark on their academic endeavor. The CEDPL of South Eastern University of Sri Lanka, a fast-thriving center of academic excellence, is now in the process of providing all the facilities required for the students and empowering the graduates with right skills, knowledge and attitudes and other relevant attributes expected by the national and global employers in the field of ICT through combined efforts of all the stakeholders including academics and students.

Producing well rounded and globally employable graduates in ICT is the motto of the CEDPL through specially designed and currently applicable curriculum, so that to enable the graduates with up-to-date knowledge, essential skills, positive attitudes, and mindset to shine in the ICT world of work. The students, without doubt, are molded to face the challenges of the 21st Century contemporary ICT related business environments while enjoying comprehensive learning experiences, at the CEDPL.

I strongly believe that this Undergraduate Guide will provide with the students with all the required information and guidance for a successful academic career progressing. This Guide provides comprehensive information on the CEDPL, the structure of the curriculum, a range of ICT modules, practical etc., and other relevant details to all the stakeholders including prospective students and the employers. I hope this Guide will also be used immensely and maximum benefits will be derived by the users in achieving their goals of achieving excellence in the field of ICT.

I would like to extend my sincere gratitude to the Director of the CEDPL whose guidance and direction to publish this guide is paramount. Further, I extend my sincere thanks to the editorial committee members of this guide for their tireless efforts put forth in producing a well-structured and a resourceful guide. I would like to wish the students of ICT external degree all the success in their future endeavors.

Dr. UL. Abdul Majeed

Dean

Faculty of Technology

South Eastern University of Sri Lanka

Message from the Director

Prof.(Mrs.) F.H. Abdul Rauf

Director

Centre for External Degrees and Professional Learning (CEDPL)

South Eastern University of Sri Lanka

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INTRODUCTION OF THE UNIVERSITY

1 Introduction of the University

1.1 About the University

The establishment of South Eastern University of Sri Lanka (SEUSL) and its predecessor - the South Eastern University College of Sri Lanka, certainly accomplished not only the needs of the people of the South Eastern region but also the need of the entire Island. The main campus of SEUSL is located in the coastal town of Oluvil, in the Ampara district, which is about 350 km away from Colombo while its one of the six faculties; the Faculty of Applied Sciences is located in Sammanthurai.

The birth of SEUSL also coincided with more positive thinking and policy of the Government to broad-base university education further, by extending it to periphery and less developed regions in the country such as the South Eastern region. But it was due to certain special and unfortunate circumstances in the country caused by the ongoing militancy at that time and civil unrest in the North and East of the country, which actually hastened its establishment. When the militancy and civil strife in the North forced out the Muslim staff and students of the University of Jaffna, ad-hoc arrangements were made to accommodate them mainly at the Eastern University at Vantharumulai in Batticaloa district. But owing to deteriorate communal harmony between the Tamils and Muslims and several unfortunate incidents, which took place in that region, the Muslim staff and students were compelled to leave the Eastern University too, with their studies abruptly interrupted. This problem promptly took up to the notice of the Government to find a lasting solution.

It was under such circumstances that the SEUSL was established for the displaced students and academic staff from the Eastern University by an order through gazette notification 88/9 of 26 July, 1995 under the provisions of section 24A of the University act No. 16 of 1978 as amended by Act No. 07 of 1985. By October 1995, basic facilities were found and nucleus staff appointed to commence academic activities in part of the premises of the Government Teachers' Training College at Addalaichenai. University College was ceremonially inaugurated with a batch of 33 students belonging to the 1992/93 academic year, who had already completed their first year of studies at the Eastern University. Soon after commencing academic activities with these students, the University College admitted two batches in December 1995 for

the First Year Course of Studies, by the admission of The University Grants Commission, consisting of 91 students of academic year 1993/94 and 108 students of academic Year 1994/95.

By gazette notification 916/7 of 27th March 1996, the South Eastern University College raised a National University under the corporate name of South Eastern University of Sri Lanka. Consequently it started its academic activities as a fully-fledged university from 15th May 1996 under two Faculties, namely the Faculty of Arts and Culture and the Management and Commerce at Addalaichenai, sharing the premises of the Government Teachers' Training College while the construction work of its permanent premise at Oluvil where 220 acres of land has been acquired, was in progress.

The Faculty of Applied sciences was established in 1997 with the first batch of 40 students for the Academic Year 1997/98 for the B.Sc in Bio Science and Physical Science program. In May 1998, Faculty of Arts and Culture and Management & Commerce, main University Library and all administrative offices were shifted from Addalaichenai to Oluvil and the Centre for Extension Studies of the university remained at Addalaichenai.

In October 2005, the Faculty of Islamic Studies and Arabic Language was established with first batch of 50 students for the Academic Year 2005/2006. There is no any Faculty of this nature established in any other universities in Sri Lanka.

The Faculty of Engineering was established in 2013 with five departments: Civil Engineering, Mechanical Engineering, Electrical and Telecommunication Engineering, Computer Science and Engineering and Interdisciplinary Studies.

The newly established Faculty of Technology was ceremonially opened on 05th December 2016. It is the First Technology Faculty founded in Sri Lanka with two departments namely, Department of Biosystems Technology and Department of Information and Communication Technology.

1.2 Authorities of the University

1) The Council

The Council of a University shall be the executive body and governing Authority of the University and shall consists of Vice Chancellor, Deans of Faculties, two members elected by the Senate from its members, persons appointed by the University Grants Commission. The Chairman of the Council shall be the Vice Chancellor who shall preside over the meeting of the Council. If the Chairman is unable to preside over a meeting, the meeting shall be presided over by a member to be-elected by the members present. The Council without prejudice to the generality of the powers conferred upon it by the University Act will discharge such powers and duties to hold, control and administer the property and funds of the University.

2) The Senate

A University shall have a Senate, which is the academic authority of the University. The Senate of the University shall consist of Vice Chancellor, Deans of Faculties, Rector of each campus, Heads of Departments of Study, Permanent Professors, Librarian and two teachers elected by each Faculty Board. The Senate will decide on the conduct of all the academic programs including the examination in the University and award of degree.

3) The Chancellor

His/Her Excellency the President of the Democratic Socialist Republic of Sri Lanka will nominate the Chancellor of each University who shall be the Head of the university, hold office for a period of five years reckoned from the date of his nomination, and shall preside at any convocation of the University.

4) The Vice Chancellor

The Vice Chancellor of a University shall be appointed by the President of the Democratic Socialist Republic of Sri Lanka for a term of three years who shall be the principal Executive and Academic Officer thereof. He or she shall be an ex-officio member and Chairman of both the Council and the Senate. The Vice Chancellor is entitled to convene, be present,

and speak at, any meeting of any other authority of the University or other body. Vice chancellor is also the Accounting officer of the University and responsible for the execution of policies and measures approved by the Council in relation to the University and, subject to such policies, the direction, supervision and control of the University, including its administration, and for the maintenance of discipline within the university.

5) The Dean

There shall be a Dean of each Faculty who shall be a full time officer of the University and the Academic and Administrative Head of that Faculty. The Dean shall be elected by the Faculty Board from among the Heads of the Departments of study comprising such Faculty for a term of three years. The Dean is the ex-officio Chairman of the Faculty Board and an ex-officio member of the Council and the Senate. The Dean shall subject to the provisions of any appropriate instrument, holds office for a period of three years reckoned from the date of the election.

6) The Registrar

The Registrar of a University shall be appointed by the Council upon the recommendation of a selection committee. The Registrar shall be the full time officer of the University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by University Act or by any other appropriate instrument. Registrar is responsible for the custody of the records and the property of the University and shall be the ex-officio Secretary of the Council and the Senate. He is also the Assistant Accounting Officer of the University and shall subject to the direction and control of the Vice Chancellor, be responsible for the general administration of the University and the disciplinary control of its non-academic staff.

7) The Librarian

The Librarian is appointed by the Council who, subject to the direction and control of the Vice Chancellor, discharges such duties and functions. He / She shall be a fulltime officer of the University and shall be responsible for the administration of the libraries and ex-officio member of the Senate.

8) The Bursar

The Bursar shall be appointed by the Council. The Bursar shall, subject to the direction and control of the Registrar, discharges such duties and functions while being responsible for the custody of the funds of the University and its administration.

1.3 Chancellor



Chancellor

Dr. Faisz Musthapha, PC.

1.4 Officers of the University



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INTRODUCTION TO THE FACULTY OF TECHNOLOGY

2 Introduction to the Faculty of Technology

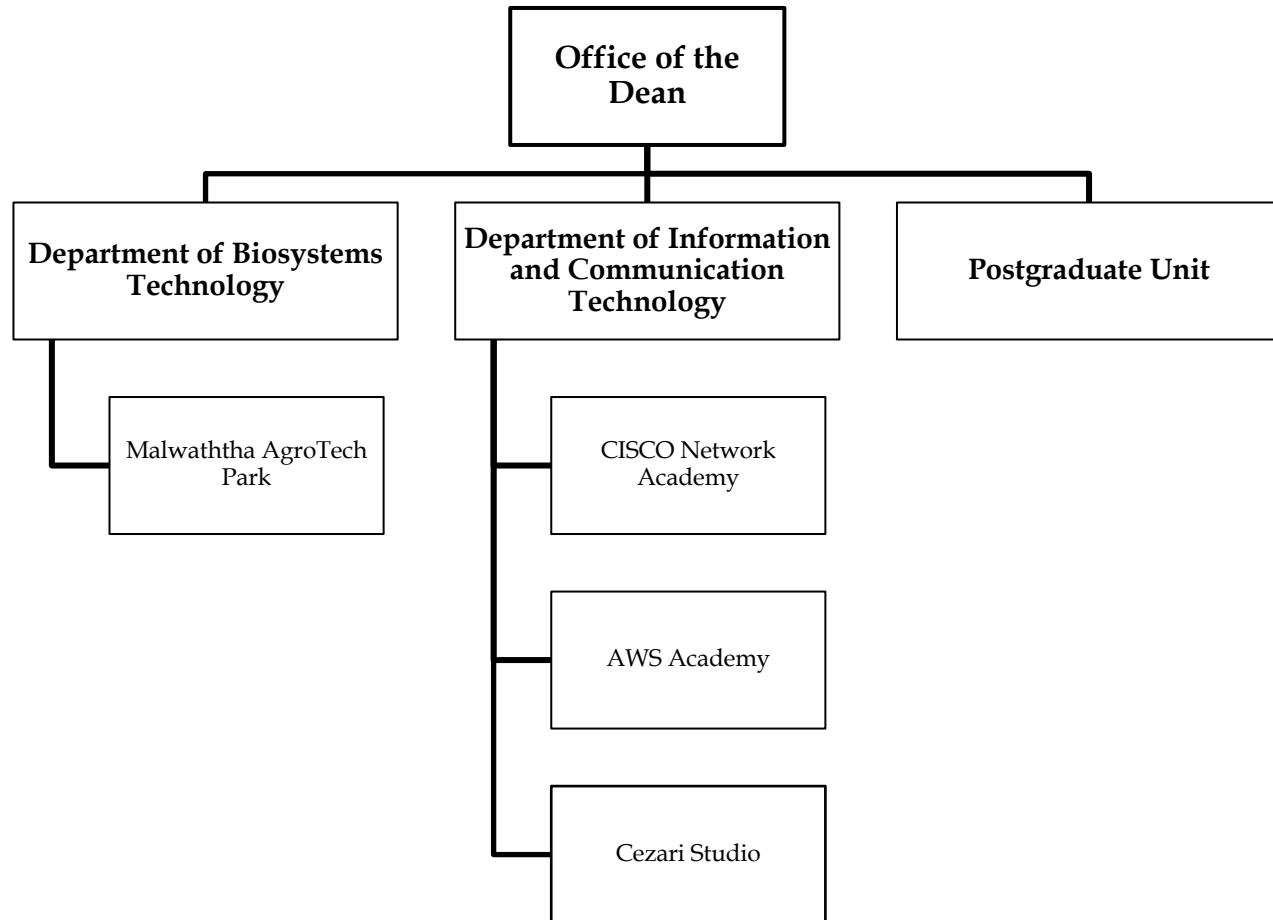
2.1 Faculty of Technology

Faculty of Technology of the South Eastern University of Sri Lanka (SEUSL) is proud to be the first Technology Faculty inaugurated its academic activities in the country. The Faculty comprises of two departments, namely Department of Information and Communication Technology (DICT) and Department of Biosystems Technology (DBST). Both are functioning efficiently at the faculty building in the Main University Park at Oluvil.

The Faculty is equipped with state of the art facilities such as laboratories, lecture halls, auditorium and other physical resources.

As the faculty located inside the university park, it provides all facilities for students to involve in co-curricular and extracurricular activities and to get support from the relevant units i.e. Student Support Services and Welfare Unit, Career Guidance Unit, Physical Education unit, Student Recreational Center, Play Grounds and Student Accommodation Facilities located within the University Park.

2.2 Organizational Structure of the Faculty of Technology



2.3 Administrative Staff of the Faculty of Technology



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INTRODUCTION TO THE DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY

3 Introduction to the Department of Information and Communication Technology (DICT)

3.1 Department of Information and Communication Technology (DICT)

The Department of ICT established in 2016 as one of two departments at the faculty of technology realizing the importance and demand of the ICT under the Technology stream. It offers Bachelor of Information and Communication Technology Honours degree for the internal students who came from the Technology stream in GCE A/L examination.

For internal students, the Department of ICT offers two fields of specialization as Network and Security Technologies (NST) and Software Technologies (SWT). Students may specialize in a field with a strong commitment to a particular division of study in ICT from the third year onwards and it allows a student to pursue an in-depth study. The curriculum of the ICT degree program has been developed in line with the UGC instruction. UGC has mentioned the Computer Society of Sri Lanka (CSSL) as the ICT Degree Program Accreditation body. This degree program is designed based on the “Degree Specialization and Course Module” Guideline of CSSL with the vision of fulfilling the gap between the industrial requirements and the competencies of graduates with more focus on applications of modern technologies in Information and Communication Technology. In addition to the BICT degree program for internal students, DICT has initiated an external degree program in Bachelor of Information and Communication Technology for students who meet the UGC qualifications but missed the opportunity to enroll as internal students due to the limited intake capacity

The Department has well-established and fully equipped laboratories featuring Computers, iMacs, Cisco networking & wireless network equipment, IoT and smart devices, as well as robotic automation and 3D modeling facilities. In addition, the Department hosts certified and affiliated units such as the CISCO Networking Academy, AWS Academy, and CEZARI Studio, which help to produce highly skilled and professional graduates prepared to meet the demands of rapidly evolving ICT industry.

3.2 Academic Staff of the Department of ICT



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INTRODUCTION TO THE CENTRE FOR EXTERNAL DEGREES AND PROFESSIONAL LEARNING (CEDPL)

4 Introduction to the Centre for External Degrees and Professional Learning (CEDPL)

4.1 Centre for External Degrees and Professional Learning (CEDPL)

The Centre for External Degree Programme was started in 2004 with the objective of providing higher educational opportunities for external candidates. The centre was upgraded and named as Centre for External Degrees and Professional Learning (CEDPL).

By Gazette Notification No. 932, dated 15 October 2010, and further strengthened on 1 February 2010 through institutional reforms, the External Degree Programme Unit was formally established. This development enhanced governance, academic administration, and quality assurance of external studies, thereby ensuring the sustainability and growth of the programme.

This centre consists of three divisions such as:

- Registration & Examination
- Learning & Resources
- and Training & Development.

The CEDPL is managed by Board of Management (BOM) which is resourced by a part- time Director and three part-time Deputy Directors. The CEDPL works with respective degree offering faculties. Academic programmes are being designed, planned and implemented through Board of Study which consists of academics appointed by respective faculties.

At present, more than 12,000 students are registered under the External Degree Programme, pursuing undergraduate and diploma-level qualifications.

Undergraduate Degree Programmes Offered:

- Bachelor of Arts (General) – BA (General)
- Bachelor of Business Administration (General) – BBA (General)
- Bachelor of Commerce (General) – BCom (General)
- Bachelor of Information and Communication Technology (External)- BICT (External)

Diplomas and Certificate Programmes Offered:

- Professional Diploma in Counseling
- Diploma in English
- Diploma in Journalism
- Certificate in English
- Certificate in Computer Applications
- Short Course in Web Designing and Development
- Short Course in Internet and E-mail Applications

The External Degree Programme operates under the academic governance of the Board of Study, the Faculty Board, and the Senate, with the formal approval of the University Council. This governance structure ensures academic integrity, quality, and continuous improvement, positioning the programme as a vital pathway for higher education and lifelong learning.

4.2 Vision and Mission of the CEDPL

VISION

To be a Centre for excellence in providing opportunities for learning and becoming a strategic partner in the South Eastern University, the region and the country

MISSION

To provide equitable access to quality degrees and professional courses to the optimum competitive stakeholder satisfaction by strengthening capacity and good governance with improved financial management and sustainability

4.3 Board of Management

Board of Management will be the executive body of CEDPL which consists of Vice Chancellor of SEUSL (Chairman), two council nominees, Deans of faculties offering external degrees, Director / CEDPL, Chairman of Board of Studies for which courses are offered through CEDPL, three optional representatives from public, private and NGO, three Deputy Directors who have no voting rights such as Registration & Examination, Learning & Resources, and Training & Development, Ex-officio, Registrar, Bursar and SAR / CEDPL. The Director of CEDPL is the secretary for Board of Management of CEDPL. The organization chart of CEDPL is presented in figure – CEDPL(I).

There shall be an academic coordinator (part time) appointed by VC / SEUSL on the recommendation of BOM/SEUSL.

Functions of the Board of Management will be according to section 3.1 of the UGC Sri Lanka, “A Handbook on External Degrees and Extension courses”, 1st December, 2010

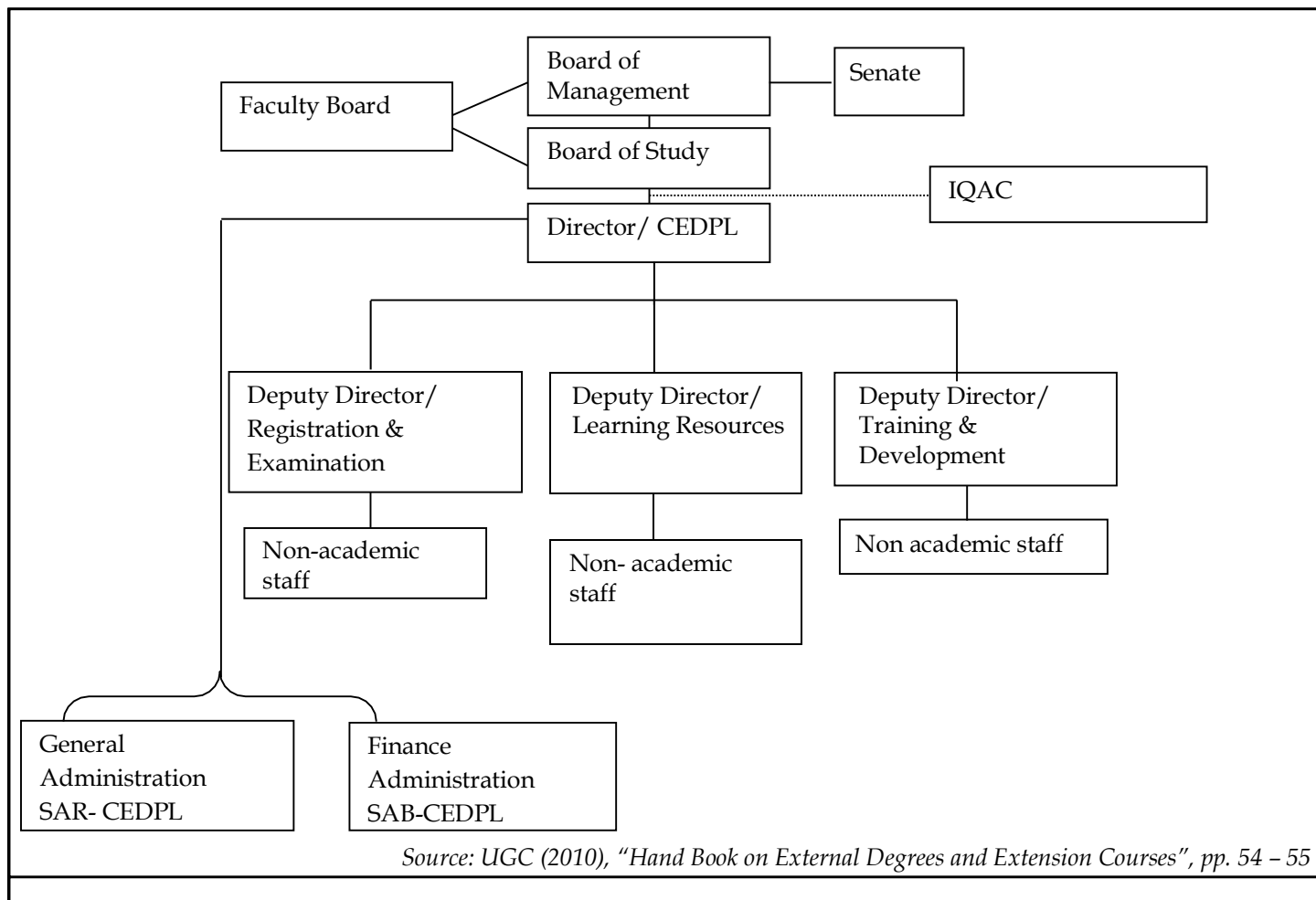
4.4 Board of Study (BOS) - FT

Centre for External Degree Programme shall have Board of Study (BOS) which consists of:

1. Chairperson of Boards of Study (FT) who is a senior academic member appointed by Faculty Board
2. Director/ CEDPL (Secretary of CEDPL)
3. Deputy Director- Registration & Examination
4. Deputy Director – Learning & Resources
5. Deputy Director – Training
6. Three internal academic members nominated by the Faculty of Technology
7. Two external members nominated by Faculty of Technology
8. Academic coordinators of BICT (External)

Functions of the Board of Study will be according to section 3.1 of the UGC Sri Lanka, “A handbook on External Degrees and Extension courses”, 1st December, 2010

4.5 Functional structure of CEDPL



STUDY PROGRAM

5 Study Programs

5.1 Introduction

Sri Lanka, a nation striving for rapid development, identifying its necessity well in advance, has already introduced the technological stream of studies into the Advanced Level curriculum, which has become popular and has a higher demand among students and increasing the demand for seats in higher learning in technology. Although science based higher education institutes are contributing towards this task to some extent, institutes completely geared to the task are a must to achieve development goals and the government is in the process of equipping selected universities towards this target.

The Department of ICT at the Faculty of Technology of SEUSL offers Bachelor of Information and Communication Technology (External) (BICT – External) in addition to the internal student intake.

5.2 Admission Requirements

Admission to the study program of the Faculty of Technology are strictly under the general admission policy implemented by the University Grant Commission of Sri Lanka (UGC) and all applicants for the admission to this degree program must satisfy the general admission laid down by the UGC.

An applicant may be considered for admission to a BICT degree Programme, if he or she has:

1. Three passes in the G.C.E. Advanced Level in any stream (in one sitting)

OR

Those who are having SLQF Level 2 (G.C.E. A/L) or equivalent

AND

2. A Credit (C) pass for Mathematics and a pass for English at the G.C.E O/L examination
3. The applicants are requested to pass the aptitude test.

EXEMPTIONS

Year 1 or Year 2 exemptions will be given to those who qualified for a Diploma or HND (SLQF Level 3 or SLQF Level 4) in the ICT field, respectively obtained from a UGC recognized Institution including three passes at the G.C.E. (A/L) examination in one sitting (SLQF Level 2)

5.3 Semester System

The Department of ICT offers external degree of three (03) academic years. The study program is based on a semester system. An academic year comprises of two (02) semesters. A semester consists of 15 weeks of academic activities.

5.4 Medium of Instruction

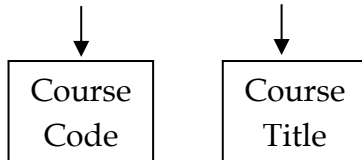
The medium of instruction is **English**.

5.5 Course Unit System

The degree program is conducted on a course unit system where each course is assigned credit(s) to indicate its relative weight within the degree program. The credit value of a course is indicated by the last numeral of the course code. One credit unit is equivalent to either 15 hours of lectures or 30 to 45 hours of practical/field or industry visits. The credit weight of a course unit may be one, two or more based on the lecture or practical hours. According to the Sri Lanka Quality Framework (SLQF), one credit is considered equivalent to 50 notional learning hours for a taught course, laboratory studies course or field studies/clinical work. In case of industrial training, including time allocated for assessments and in case of research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours.

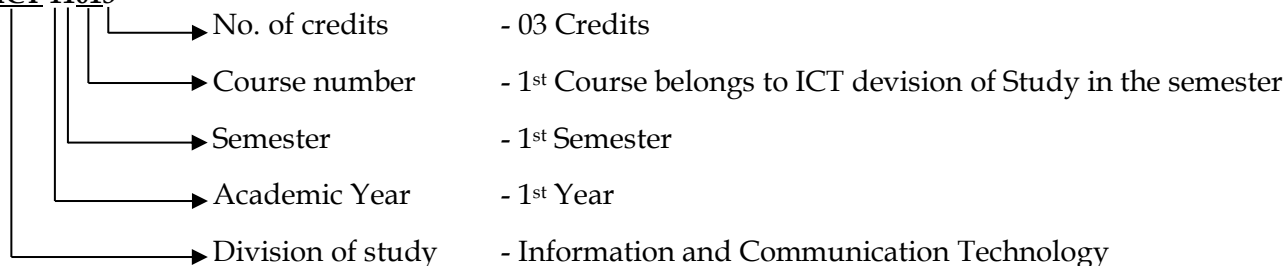
5.6 Course Unit Notation

ICT 11013: Essentials of ICT and PC Applications



A particular course code is denoted by an alphanumeric notation. The code consists of five (05) numerals prefixed by three (03) letter code. The three (03) letter code refers to the division of study where the particular course belongs. The 1st numeral denotes the year, the 2nd numeral denotes the semester, the 3rd and 4th indicate the number assigned to the course unit by the respective division of study and 5th is the number of credits allocated for the course. Course title is the name of the course indicated after the course code.

Example: **ICT 11013**



5.7 Programme Delivery and Learner Support System

The mode of delivery of the program will be through face-to-face and online interactions. The lectures will be conducted using student-centered teaching methods and approaches. The seminars, workshops, group presentation, discussions, lectures, project works, and visual and audio materials, practical teaching etc. will be used as the method of teaching in this degree program. Blended methods and judicious uses of ICT tools will also be made according to the needs of the teaching and learning process, and availability of resources. Multimedia material will be the main mode of imparting knowledge. In addition, Interactive tutorials will be conducted in relation to each course in this program. The main mode of course modules delivery is Learning Management System (LMS). Further, students will be instructed to participate in seminars and workshops arranged periodically.

5.8 Curriculum of Bachelor of Information and Communication Technology

5.8.1 Structure of Academic Program

Table 5.8.1.1: Overall mapping of the degree program

Semester	Number of Credit			
	Core	Elective	Auxiliary	
1	14	-	-	14
2	16	-	2	18
3	12	2	2	16
4	13	3	-	16
5	9	5	1	15
6	11	6	-	17
TOTAL	75	16	5	96

5.8.2 Core, Auxiliary and Elective Course Units

The Semester courses are either Compulsory (C) or Elective (E). The students are required to complete all the course units that are compulsory (core and auxiliary) for the BICT external degree program and select courses from available elective course baskets in relevant semester. The elective courses will be offered by the Department of ICT based on the availability of resources.

5.8.3 Course Structure of Degree Program

Tables below illustrate the subjects during the entire 03 year program. The courses of the degree program are subjected to change by the department with the recommendation of faculty board, Board of study, and the approval of the Senate.

Table 5.8.3.1: Course Structure of the degree program

Semester	Course Code	Course Name	Combination	Credit Value		
				Core	Elective	Auxiliary (Non GPA)
1	ICT 11013	Essentials of ICT and PC Applications	2L+1P	3		
	ICT 11023	Fundamentals of Programming	2L+1P	3		
	ICT 11032	Logic Designing and Computer Organization	2L	2		
	ICT 11042	Mathematics for ICT	2L	2		
	ICT 11052	Leadership & Communication Skills	2L	2		
	ICT 11062	English I	2L	2		

2	ICT 12013	Object Oriented Programming	2L+1P	3		
	ICT 12023	Web Systems and Technologies	2L+1P	3		
	ICT 12033	Multimedia and Graphic Design	2L+1P	3		
	ICT 12043	Database Design	2L+1P	3		
	ICT 12052	Computer Networks	2L	2		
	ICT 12062	Social Computing and Professional Issues in ICT	2L	2		
	ICT 12072	English II	2L			2
3	ICT 21013	Data Structures and Algorithms	2L+1P	3		
	ICT 21023	Platform Technologies	2L+1P	3		
	ICT 21033	Information Security and Assurance	3L	3		
	ICT 21043	Digital Electronic Systems	2L+1P	3		
	ICT 21052	ICT Law	2L		2	
	ICT 21062	Enterprise Architecture and Leadership	2L		2	
	ICT 21072	Information Skills for Lifelong Learning	2L			2
4	ICT 22013	Mobile Application Development	2L+1P	3		
	ICT 22023	Statistics	2L+1P	3		
	ICT 22033	Advanced Computer Networks	2L+1P	3		

	ICT 22042	E-Commerce -Strategies and Architecture	2L	2		
	ICT 22052	Software Engineering	2L	2		
	ICT 22063	Internet Application Development	2L+1P		3	
	ICT 22073	Rapid Application Development	2L+1P		3	
5	ICT 31013	Artificial Intelligence	2L+1P	3		
	ICT 31023	Human Computer Interaction	2L+1P	3		
	ICT 31032	Cryptography	2L	2		
	ICT 31041	Scientific Communication	1L	1		
	ICT 31053	Network Switching and Routing	2L+1P		3	
	ICT 31063	Distributed and Cloud Computing	2L+1P		3	
	ICT 31072	ICT Project Management	2L		2	
	ICT 31082	Management Information System	2L		2	
	ICT 31091	Social Harmony	IL			1
6	ICT 32013	System Administration and Maintenance	2L+1P	3		
	ICT 32022	Human Resource Management (HRM)	2L	2		
	ICT 32033	Enterprise Networking and Security	2L+1P		3	
	ICT 32043	GIS and Remote Sensing	2L+1P		3	
	ICT 32053	Data Mining	2L+1P		3	

	ICT 32063	Advanced Database Design	2L+1P		3	
	ICT 32073	Smart Systems	1L+2P	3		
	ICT 32083	Independent Study*		3		
		Total credit		75	32	5

EXAMINATION PROCEDURE

6 Examination Procedure

6.1 Formative and Summative Examinations in the Program

The End Semester Assessments (ESA) of a subject will be held at the end of the particular semester. Continuous Assessments (CAs) are conducted throughout the semester. The ESA shall be conducted by the Center for External Degrees and Professional Learning (CEDPL) of SEUSL. The CAs are in the form of take home assignments, quizzes, assignment, case studies report, presentations, projects etc. The assessment method of the practical component depends on the nature of the subject. The date and time of examination shall be decided at the beginning of each semester by CEDPL on the recommendation of the relevant Faculty Board.

A student should apply in the prescribed form within the stipulated period to sit for the End Semester Examination. The eligible students will be issued an admission card to sit for the particular examination.

6.2 Eligibility for Sitting Examinations

6.2.1 Registration for a Degree and Courses

A student who has registered in the university as an external student for a particular degree can sit for relevant examinations. At the beginning of each semester, a student should register for the courses he/she is offering in the semester within two week from the commencement of the semester. Those who are not registered for a course will not be eligible to follow the course and sit the examination. Students who fail to complete their intended degree at the end of the specified period should renew their registration to be eligible to re-sit for failed course(s) at the next available opportunity. A student can sit for the examination of a course, only if he/she has registered for the course in the particular semester of the academic year. If a student has not registered for the examination at the next available opportunity, that opportunity is also considered as an attempt of sitting the examination.

6.2.2 Examination Entry Form

A student should submit an application in the prescribed form within the stipulated period to sit for an examination. The eligible students will be issued an admission card to sit for the particular examination.

6.2.3 Signature Forgery on Theory and Practical Attendance Sheet

If a student is found guilty of signature forgery for another student(s) during the lecture / practical session, he/she will be given a written warning and assigned maximum of C grade for the particular course.

6.2.4 Signature Forgery on Record book, Examination entry form and Admission card

If a student is found to be guilty of any form of signature forgery on record book and/or examination entry form and/or admission card, he/she shall be given a written warning and withdrawn from entire examination of the particular semester and will be considered as a repeat candidate at the next available examination. In addition, any other punishments recommended by the senate will be imposed.

6.3 Repeat Candidates

6.3.1 The Candidate Missed the First Attempt

A student who does not appear for an ESA of a particular course at the first opportunity available without a valid medical certificate and/or the approval of the Senate, shall forfeit the chance of sitting as a fresh candidate and will have to sit as a repeat candidate at the next available opportunity.

6.3.2 Sick during the Examination

If a student who falls sick during the examinations, he/she or his/her guardian should inform this to the Assistant Registrar of the CEDPL within a period of 48 hours in writing. This information should be confirmed with a valid medical

supporting document within a period of two weeks from the last date of the particular semester examination. The Senate will take the final decision on the medical submitted. If the Senate approves the medical certificate, the student has the opportunity to sit for the examination of the course in the next available opportunity as a fresh candidate.

6.3.3 Medical Certificate

A medical certificate is considered a valid document if it is issued by a government hospital. Moreover, a medical certificate obtained from anyone of the following medical practitioners; A University Medical Officer (UMO), District Medical Officer (DMO), consultant Specialist in a particular field or an Ayurvedic Physician Registered in the Ayurvedic Medical Council. Under the exceptional circumstances, a medical certificate issued by a private hospital or a Sri Lanka Medical Council (SLMC) registered private practitioner must be endorsed by the University medical officer.

6.3.4 Maximum Repeating Time

A candidate cannot repeat an examination more than **three (03) times**. During the period of repeating the examination, the student's registration should be valid. A grace chance may be permitted with the approval of the the senate.

6.4 Re-sitting for Examinations

Any examination conducted by the faculty will not be repeated. Therefore, a student may re-sit for the examination of a particular course only at the next available opportunity. A student can re-sit for an examination, if he/she could not appear for the ESA of a particular course at the first available opportunity.

6.5 Special Needs Students

The special needs students will be given 30 minutes extra time on top of the total hour of the examination, if prior approval is obtained from the Senate based on the medical justification.

6.6 Releasing of Examination Results

The Examination Division of the university will release the examination results.

EVALUATION CRITERIA

7 Evaluation Criteria

A course is normally evaluated through two components: Continuous Assessment (CA) and End-Semester Assessment (ESA). The weightage between ESA and CA may vary, with 60% allocated to ESA and 40% to CA for each module, and 100% ESA applied only for repeat candidates. Continuous Assessments may include take-home assignments, quizzes, mid-semester examinations, case studies, presentations, practical reports, and field visit reports, conducted throughout the course. The number of CAs per module may vary from two (02) to four (04).

7.1 End Semester Assessments

Duration of a question paper for ESA shall be 1-3 hours depending on the credit value of the subject. The number of questions for Theory paper examinations shall be 02 per credit in general.

7.2 Scheme of Grading

The marks obtained for each course will be assigned a grade and a grade point on relative basis with the minimum and maximum grades of E and A⁺ for all subjects excluding certain Non-GPA courses which are considered as **Pass/Fail** basis. The range of marks is partitioned into sequence of suitable sub-ranges and the sub ranges are represented by the Grades. These grades are assigned Grade Points as shown in Table 5.5.1.

Table 7.2.1 Scheme of Grading

Percentage Marks for reference	Grade	Grade Point	Description
85 and above	A+	4.00	Excellent
80 to 84	A	4.00	
75 to 79	A-	3.70	
70 to 74	B+	3.30	Good
65 to 74	B	3.00	
60 to 69	B-	2.70	
55 to 64	C+	2.30	Pass
50 to 59	C	2.00	
45 to 54	C-	1.70	Weak Pass
40 to 49	D+	1.30	Conditional Pass
35 to 39	D	1.00	
0 to 34	E	0.00	Fail

Table 7.2.2 Grading for incompleted Continuous Assessment & Semester Examination

Description	References	Grade point
Final mark is below the prescribed minimum. Incomplete ESA.	E	0.00
Academic concession / out of bound / absent / suspended	N	-
Withdrawn (student applying for the exam and not sitting for the exam – repeat in next attempt)	W	-

ESA: End Semester Assessment

7.3 Semester Grade Point Average (SGPA)

The calculation of semester Grade Point Average (SGPA) will be based on the summation of grade point earned for all the GPA module registered (Except those awarded with academic concession or withdrawn) in a semester weighted according to number of credits as per the following formula ;

$$SGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credit for the i^{th} module in a given semester, GP_i is the grade point earned for the module and n is the number of GPA module in the semester.

Grades will satisfy the following criteria.

- i. The grade **D** or above is required to earn credit for a module.
- ii. The grades **E, D+,D** or **C-** can be upgraded to a maximum of **C** grade and considered for calculating GPA. Students who wish to upgrade are needed to complete their examinations and obtain the upgraded grade before the relevant final board of Examiners.
- iii. The grade achieved for each module will be entered on the student's permanent record. Any subsequent upgrade to any grade will override the grade obtained at a previous attempt in the permanent record.
- iv. Students is considered to have completed a semester successfully only if he/she has achieved a **SGPA** of **2.00** or above, and has, in that semester no **E** grade and no more than **three (03)** lower grades (**D or D+ or C-**) (Note: **E** grades will be included in calculating **SGPA**).

7.4 Calculation of Cumulative Grade Point Average (CGPA)

GPA is the credit-weighted arithmetic mean of all Grade Points obtained by a student for all the course units excluding non-GPA course units he/she has taken for a particular semester.

The calculation of Cumulative Grade Point Average (CGPA) describe the student's current standing in terms of Grade Point earned for all GPA modules registered upto a given point of time (except those awarded with academic concession or withdrawn). Weighted according to number of credits as per the following formula;

$$CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credit for the i^{th} module, G_{P_i} is the grade point earned for the module and n is the total number of registered GPA module up to the semester where CGPA is being calculated.

Note: The weightage for each semester is taken as uniform for the calculation of CGPA. All semesters must be successfully completed for the award of the degree.

7.5 Improvement of Lower Grades

Students who obtain a grade lower than “C” may proceed with the next year of study. However, they must re-sit the examination for the same course unit and achieve a passing grade in order to complete it.

7.6 Auxiliary courses

Of the total requirement for graduation, some credits should be earned through modules designated as auxiliary courses. A student must obtain a pass grade/minimum grade for the auxiliary course units to be eligible for the award of the degree.

DEGREE AWARDING CRITERIA

8 Degree Awarding Criteria

The Board of Examiners will meet to consider the performance of the candidates for the award of the degree and classes where relevant.

8.1 Minimum Requirements

To be eligible for the BICT (External) degree, a student should have completed a total of 91 credits and fulfilling the following requirements:

- a) Obtained a minimum GPA of 2.00
- b) Obtained at least pass grade ("D" grade) for all Core and Elective courses
- c) Obtained at least "C" grade for all non GPA courses (auxiliary)

8.2 Award of Classes

In addition to the above requirements, award of classes will be decided by the board of examiners using the following criteria as the guideline.

First Class:

- a. obtained a minimum GPA of 3.70
- b. completed the relevant requirements within a period of three consecutive academic years.
- c. Obtained at least “C” grade for all Core and Elective courses

Second Class (Upper Division):

- a. obtained a minimum GPA of 3.30
- b. completed the relevant requirements within a period of three consecutive academic years.
- c. Obtained at least “C” grade for all Core and Elective courses

Second Class (Lower Division):

- a. obtained a minimum GPA of 3.00
- b. completed the relevant requirements within a period of three consecutive academic years.
- c. Obtained at least “C” grade for all Core and Elective courses

Maximum period for the completion of the degree.

The maximum period for the completion of all requirements for the award of the degree is recommended to be six (06) academic years. The Senate of the university may grant one academic year at a time, beyond initial 06 academic years, based on the merit of individual applications, for a maximum of 3 years.

8.3 The Effective Date of Degree

The effective date of Degree shall be the following day of the last day of the completion of second Semester examination of 3rd year for BICT (External) Degree. For the repeat candidates, the effective date of the Degree shall be the following day of the completion date of repeat Examination.

8.4 Name of Degree award

Name of the degree programme	Designator	Abbreviated qualification
Bachelor of Information and Communication Technology	BICT	BICT

GENERAL INFORMATION

9 General Information

9.1 Student Enrolment

All students are required to enrol themselves before commencing their course of studies each academic year. Students are requested to submit duly completed enrolment forms together with all necessary documents to the Academic and Student affairs division of the University on or before the date specified.

9.2 Subject Registration

- Students are requested to register for the course units every semester of each academic year within two weeks from the date of the commencement of the semester. Duly filled subject registration forms should be submitted to the Office of the Dean with the signature of relevant subject teachers and Heads. Those who are not registered for a course will not be eligible to follow the course and sit the examination.
- At the commencement of each Academic Year students are required to complete a registration form and pay any fees as may be required by the University and maintain registration during the period of study.
- At the commencement of the semester, two weeks of Add/Drop period will be given for students to do necessary changes to their initial course registrations in the majoring /specialization program.
- A student repeating End of Semester Examination or Continuous Assessment of a module is required to complete the registration prior to the end of the Add/Drop period of the respective semester, and if necessary register for the academic year.
- Each student is responsible for the completeness and accuracy of his/her course registration and for registering prior to the set deadlines.

9.3 Academic Load

- The maximum credits a student could register for a semester is 22. Minimum requirement is 6 credits for semesters where industrial trainings and research are taken place, however if a student deviates from the above for a semester, it should be done with the consent of the Academic Advisor.
- The credits per course are normally restricted to 1 to 3 credits, other than industrial trainings and Technological/Innovation/Business/System development project assigned 6 credits.

9.4 Leave from Academic Activities

Two categories of leave from academic activities are available to students *viz* Leave for Long Durations and Leave for Short Durations, complying with the conditions below.

9.4.1 Leave for Long Duration

A student may apply for this category of leave, when he/she has to be away from academic work for a long period due to medical reasons or circumstances deserving compassionate consideration. The duration of leave a student could apply under this category is a combination of full academic semesters to the maximum limit of one academic year.

9.4.2 Leave for Short Duration

A student may apply for this category of leave, when he/she has to be away from academic work for a short period for compelling reasons including but not limited to competitions, sports, demise of close relatives (mother, father, own brother or sister, wife or husband) and medical grounds. Maximum duration of leave a student could obtain under this category is 15 working days per normal semester. It is the student's responsibility to consult the respective examiners in

order to make sure that the leave obtained does not affect any of his/her CA or other mandatory evaluation requirements.

1. In case of a student travelling abroad, the Vice Chancellor upon the recommendation of the Senate may grant leave. Any approved Leave of Long Duration will be a part of the course period for the completion of the Degree.
2. Only Leave for Long Duration granted under medical grounds will add-on to the maximum period for the purpose of awarding class honours and the maximum period for the completion of the Degree.
3. Under exceptional circumstances, the Vice Chancellor upon the recommendation of the Senate may grant Leave for Long Duration for circumstances beyond the provisions of Sections 9.4.1 and 9.4.2.
4. The Senate may also recommend the period of leave granted be added-on to the maximum period for the completion of the Degree.
5. All leave which fall during ESA will be granted according to by-law governing the conduct of examinations and the student shall apply separately for the same following the guidelines therein.

9.5 Issue of Student Record Book and Identity Card

On completion of the registration, the University will issue every student a Student's Record Book and an Identity Card bearing his/her photograph duly embossed with the seal of the University. Every student shall carry the Record Book or Identity Card whilst in the University premises, and shall produce such Record Book or Identity Card when called upon to do so by any member of the academic, administrative or security staff of the University.

9.6 Renewal of Registration

At the beginning of each academic year, the registration must be renewed. The renewal forms can be obtained either from the website of the South Eastern University or from the Centre for External Degrees and Professional Learning (CEDPL). The renewal fees must be paid at the bank, and the payment slip should be submitted to CEDPL.

9.7 Cancellation of Registration

Students may cancel their registration at any time of their choice. However, the registration fee once paid will not be refunded.

9.8 Payments

Detail	Amount (in LKR.)
Application processing fee	1,500.00
1 st Year	150,000.00
2 nd Year	150,000.00
3 rd Year	150,000.00

- The fees shall include the registration fee, examination fee, handbook fee, and seminar fee.
- The fees paid will not be refunded.

9.9 Mode of Communication

For information related to academic programmes, letters may be sent to the following address:

*Director
Center for External Degree and Professional Learning
South Eastern University of Srilanka
University Park, Oluvil*

In addition, students are requested to regularly visit the CEDPL - university website and LMS to obtain up-to-date information and any changes that may occur.

The University reserves the right to make amendments at any time to any of the matters contained in this handbook if deemed necessary. Therefore, students are strongly advised to keep themselves updated by frequently checking the CEDPL - university website and LMS.

9.10 Other Services

9.10.1 University Libraries and Museum

The pivotal role of the Main Library is to serve the students and Faculty members of this University to achieve the standard of excellence in their academic programs. The collections and services of the library are designed to match the needs that range from basic support of the curriculum to the advanced research requirements of clientele. The Library delivers customer focused quality information products, services and programs, creatively adjusts to changing information needs and innovatively responds to new challenges at national and international level.

Digital Knowledge Center, and an American Corner are unique facilities of the Main Library and the Library has a special

feature of having a Centre for Physically Challenged to facilitate the users with special needs.

The Cultural Museum is an integral part of the Library, established in 1997. It is a kind of “General Museum”, depicting the heritage of Sri Lankan community viz Sinhalese, Tamils and Muslims. It stands to serve the public with the exhibition of artifacts and manuscripts to glorify the monumental heritage of the communities in Sri Lanka. This Museum foster cultural awareness and cross cultural understanding among the different communities of Sri Lanka.

9.10.2 Student Support Service and Welfare System

The Student Support Service and Welfare System (SSSW) is a central entity to which the students and others could bring their grievances and issues and seek solutions and reliefs. Similarly, it oversees the coordination and cohesion among several service divisions and units to ensure smooth functioning of the system, to remedy shortcomings and deficiencies, and to extend assistance for the students in need.

SSSW encompasses six broader areas, namely Student services, Student accommodation and cafeteria services, Common amenities and services such as recreational and sports facilities, curative and preventive health care services and facilities for social, cultural, creative and aesthetic pursuits, Student welfare, grievance redress and counseling system that will coordinate with university authorities and faculty level student counseling system, Career Guidance Services, and Marshal and Security services.

Further, SSSW will entertain any complaints/problems/grievances from students as regard to food and lodging and financial, education and health matters etc., and provides assistance to needy students in liaison with relevant divisions/units.

9.10.3 Facilities and Services

The students have facilities in the campus such as Library, Computer unit, Student Counselor’s office, Proctor’s office, Career Guidance Centre, Health Centre, Study room, Reading room, Places of worship, Multi shop, Co-op City, Sporting

facilities, Canteen, Bank, Students' Unions, Societies, Students' Welfare Office, Shroff's Office etc. Officers can be met by prior appointment.

EXAMINATION RULES AND PUNISHMENTS

10 Examination Rules and Punishments

10.1 By-Law No.2 of 1996 for Conducting Examinations

Prepared under section 135 of the Universities Act No. 16 of 1978 as amended by the Universities Amendment Act No. 7 of 1985 and approved by the University Council on 24.08.1996. This By-Law may be cited as By-Law No. 2 and shall come into force on 15th July, 1996.

10.2 Rules Pertaining to the Conduct of Examinations:

- i. Candidates shall be present at the Examination Hall at least 15 minutes before the commencement of each paper and shall enter the Hall only when they are requested to do so by the Supervisor.
- ii. On the admission to the Examination Hall, the candidates shall occupy the seats allocated to them.
- iii. No candidate shall have in his person or in his clothes or on the admission card, time table and record book or on any other object that is permitted to be brought to the examination hall. Any notes, signs, diagrams of formula or any other unauthorized materials, books, notes, parcels, file covers, bags etc. which the candidate has brought with him should be kept at a place indicated by the Supervisor or invigilator.
- iv. No candidate shall be admitted to the examination hall after the expiry of half an hour from the commencement of the examination nor shall a candidate be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.
- v. A candidate shall bring into the examination hall his Student Record Book or his University Identity Card which should bear the candidate's photography and his signature duly certified by the Registrar or the Authorized officer. If there is a discrepancy between the names indicated in the Record book or the Identity Card and the name under which the candidate appears for the examination the candidate shall produce a certificate endorsed by the Registrar to the effect that both names refer to one and the same person. In the absence of the above proof of identity a candidate may produce his or her National Identity Card or a recently taken photography duly certified

- by an authorized person.
- vi. A candidate may be requested by the Supervisor to declare any items in his or her possession or person.
 - vii. No candidate can either lend or borrow any material from any other candidate or attempt to communicate in any manner with another candidate or copy from the script of any other candidate. No candidate shall attempt to help another candidate or conduct him/her negligently so that another candidate has the opportunity of copying.
 - viii. Candidates shall write only on the writing paper issued during the current paper on that particular date and session.
 - ix. Examination stationary (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him / her by the Supervisor/invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All materials supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls.
 - x. Every candidate shall enter his/her Index Number on the answer book and every continuation sheet, before using such answer book or continuation sheet. No candidate shall write his/her name or any identifying mark on the answer script. Any candidate who inserts on his script an Index Number other than his/her own is liable to be regarded as having attempted to cheat.
 - xi. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time table, question papers, record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with intention of copying.
 - xii. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the

- examination hall for disorderly conduct.
- xiii. No candidate shall submit a practical or field book dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself / herself.
 - xiv. Candidates shall bring their own pens, ink, mathematical instruments, drawing instruments, erasers, pencils and calculator. No candidate shall bring a programmable calculator into the examination.
 - xv. No person shall impersonate a candidate at the examination nor shall any candidate allow himself/ herself to be so impersonated by another person.
 - xvi. The supervisor/ invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.
 - xvii. The foregoing examination offences may be broadly classified as follows:
 - Possession of unauthorized documents and removal of examination stationary.
 - Disorderly conduct of a grave nature.
 - Copying.
 - Attempting to obtain or obtaining improper assistance or cheating.
 - Impersonation.
 - Aiding and abetting in the commission of these offences.

10.3 Procedure for inquiry and determination of punishment due to those found guilty of examination offences:

Examination offences shall be reported by the supervisor of the examination to senior assistant registrar of the examinations. This will be inquired by the Examination Offences Committee appointed by the Vice Chancellor. The findings of this Committee will be reported to the Senate. The Senate shall after consideration of the report, determine the punishments due to those found guilty of the examination offences.

10.4 Punishments for Examination Offences

Type of Offences	Recommended Punishments
1. Name written on Answer Scripts	Written warning
2. Possession of bag etc. on or near desk	Written warning
3. Possession of unauthorized materials	Students will not be allowed to bring any electronic devices that can save / possess information or be used to get / transfer information.
a. Use any information devices in the Examination hall	Cancellation of that particular paper and any other punishments recommended by the Senate
b. Possession of relevant material on university stationary and / or on / in the human body and / or any other display material	Whenever found while sitting for a particular paper, a. The admission card on which that particular exam paper falls will be cancelled. This implies that the particular paper and all the other exam paper/s mentioned in the given admission with this
c. Relevant material to relevant Subject	

d. Notes found in bags or near desk relevant to examination paper	particular paper will be cancelled. b. This candidate will not be eligible for class awarding. c. These all cancelled exam papers will be considered as repeat papers in future. d. And any other punishments recommended by the Senate <i>Eg. Let a student sit for Second year First Semester proper subject under an admission card A and few First year First semester repeat subjects under admission card B.</i> - If this student is found guilty while sitting for a Second year subjects, then all the exam papers come under admission card A will be cancelled. - If this student is found guilty while sitting for a First year subjects, than all the exam papers come under admission card B will be cancelled. <i>Note: there may be cases a Second year student may write the First year subjects under two admission cards. (One for repeat subjects and other for the proper due to some reasons). Here also same rules said above be applied considering two different admission cards.</i>
e. Possession of unauthorized formulae etc. which are relevant	
f. University lecture notes. Subjects based but not relevant to specific examination paper found on/ beside desk.	
g. Possession of unauthorized formulae etc. which are not relevant	Written warning for first offence. Cancellation of that particular paper and any other punishments recommended by the Senate

4. Copying at examination (Refer conducting examination in together)	Whenever found while sitting for a particular paper, a. The admission card on which that particular paper falls will be cancelled. This implies that the particular paper and all the other paper/s mentioned in the given admission with this particular paper will be cancelled. b. This candidate will not be eligible for class awarding. c. These all cancelled papers will be considered as repeat papers in future. d. And any other punishments recommended by the Senate.
5. Disruption of examination (Misconduct)	Written warning. If the candidate repeated any other punishments recommended by the Senate
6. Impersonation	- Whenever found while sitting for a particular paper and if it is by a student a. Debarment for two years and to be referred to disciplinary action. If the student in final year, debarment period depends on duration on completion of degree program. b. The admission card on which that particular paper falls will be cancelled. This implies that the particular paper and all the other paper/s mentioned in the given admission with this particular paper will be cancelled. c. This candidate will not be eligible for class awarding. d. These all cancelled papers will be considered as repeat papers in

	future. e. And any other punishments recommended by the Senate - If by an outsider, prosecution to be initiated and any other punishments recommended by the Senate
7. Coping an assignment, project work	Assign zero marks and written warning; and any other punishments recommended by the Senate.
8. Aiding and abetting	Whenever found while sitting for a particular paper, a. The admission card on which that particular paper falls will be cancelled. This implies that the particular paper and all the other paper/s mentioned in the given admission with this particular paper will be cancelled. b. This candidate will not be eligible for class awarding. c. These all cancelled papers will be considered as repeat papers in future. And d. Any other punishments recommended by the Senate
9. Removal of University stationary and materials	Warning by the supervisor. If the candidate persists or any other punishments recommended by the Senate
10. Attempt to obtain improper assistance	Cancellation of paper and any other punishments recommended by the Senate
11. Not carrying out the Instructions of the Supervisor at the examination hall.	Verbal Warning by the supervisor. If the candidate persists written warning by the supervisor and any other punishments recommended by the Senate

The Examination Offence committee has the right to recommend any other punishments to the senate for the reported offences which are not mentioned in the type of offences above.

10.5 How to implement:

- Examination Supervisor has to report to the Senate Sub Committee.
- Senate Sub Committee has to report to the Disciplinary Committee for the action.

CODE OF DISCIPLINE FOR STUDENTS

11 Code of Discipline for Students

11.1 SECTION I - Code of Conduct and Advisory for Students

A University is revered as a sanctuary of intellect, and it is imperative to uphold its dignity and decorum consistently. Each University boasts its unique traditions, serving as a hallmark of its identity. Considerable public funds are invested by the government to oversee the University's operations. Consequently, the individuals emerging from the University are anticipated to embody a refined demeanour and possess a keen awareness of self and social responsibility. Such values are instilled through consistent practice and sincerity. We earnestly advise students (and visitors or guests) to heed the following guidelines.

1. All students of the university are required to use and maintain University properties with the utmost care at all times.
2. It is expected that students actively support the efficient functioning of the University administration.
3. Students are expected to **dress** in a manner that aligns with the professional and academic environment of their respective courses while within the University premises.
4. Students are required to conduct themselves in a manner that upholds the decorum and dignity of the University, taking into account the prevailing circumstances.
5. Students are expected to exhibit satisfactory behaviour in examination halls and during University functions, ensuring a respectful and conducive environment for all participants.

6. Students hosting visitors who are not affiliated with the University must promptly report to the on-duty Security Staff, as part of the security and protocol measures in place.
7. All students shall follow the prescribed course of study to the satisfaction of the University Authority.
8. No notice, posters, publications or any other materials shall be displayed on notice boards or elsewhere within the University premises by any student without written permission from the Vice-Chancellor.
9. No newspaper or periodicals may be sold or handbills distributed on the University premises without written permission of the Vice-Chancellor.
10. No public meetings may be held by any student within the University premises without written permission from the Vice-Chancellor.
11. No political meetings, political posters or other symbols of a political nature should be held or exhibited in any grounds or any buildings or other workplaces of the University.
12. No canvassing should be done for any political party or any candidate standing for a Presidential/ Parliamentary/ Provincial Council or Local Government Election and no election literature should be distributed on any grounds or any buildings or other workplaces of the University during the usual working hours or when academic work is in progress.
13. Bathing in the '**Kaliodai River**' is strictly prohibited for students due to the presence of crocodiles and other aquatic reptiles in its deeper sections.
14. The surrounding scrub jungle is inhabited by wild boars and snakes. Hence, it is advised that students confine their activities within the designated boundaries of the University.

15. Students are urged to regard their lecturers as advisors and show respect to the staff of SEUSL.
16. Mutual respect and a cooperative attitude are expected from all students to foster a positive environment within the University.
17. Within the boundaries of SEUSL, students are strictly forbidden from selling, storing, supplying, or consuming drugs, alcoholic beverages, cigarettes, or any other intoxicating substances.
18. All students must adhere to the rules and regulations stipulated by the Government, Ministry, University Grants Commission, and the University's Authorities as they evolve over time.
19. Students are required to refrain from engaging in religious blasphemy and are encouraged to demonstrate respect for the religious and cultural values of others.
20. **Visitors, guests and outsiders** must comply with the aforementioned guidelines upon entering the University premises.

Failure to comply with this Code of Conduct may result in disciplinary measures, ranging from warnings and educational interventions to more severe consequences, such as suspension or expulsion. SEUSL is dedicated to establishing a secure and conducive learning environment, and strict adherence to this Code is vital for the overall well-being of the University community.

By adhering to this Code of Conduct, students of the SEUSL community actively contribute to fostering a positive and inclusive academic atmosphere that encourages learning, collaboration, and personal development.

11.2 SECTION II - Punishments

01. Any student/s found guilty of any offense specified as an act of indiscipline or in subordination in Section (I) above, or of attempting to subvert the provision of this section (Section II – Punishment) may receive one or more of the punishments listed below, as deemed sufficient by the Vice Chancellor acting in accordance with the findings and recommendation of the Disciplinary committee.

- (1) A caution or severe warning.
- (2) A fine (Decided by Disciplinary Committee)
- (3) Recovery of any loss sustained by the university.
- (4) Suspension from classes, examinations and from the use of all university facilities for a specified period.
- (5) Suspension from sitting for examinations of the university for an unspecified period.
- (6) Cancellation, postponement or suspension of the release of examination results for an indefinite period.
- (7) Regard as having relinquished the course and/ or the university.
- (8) Expulsion from the university (The imposition of any one or more of the above punishments may be suspended. Note that the punishment for ragging will be expulsion from the university).

02. The Vice Chancellor may impose one or more of the punishments listed in Section II, No. 01 (1) to 97) above without holding any preliminary inquiry, and without obtaining the sanction of any other person, and so as to take immediate effect, if he has reason to believe that the actions or behavior of any students could lead to a break-down of discipline in the university or render difficulty in the normal running of the University or lead to a breach of the peace.

03. Any student disaffected by the imposition upon him of one or more of the punishments listed in Section II No. 01 (1) to 97) may appeal against the punishments to the Vice Chancellor within 14 days of being notified of the same.

04. The determination that the Vice-Chancellor shall make on such appeal, in consultation with the council shall be final.

05. Apart from the imposition of the punishment listed in Section II No. 01 (1) to (8), if a student has been guilty of any offence referred to in Section I, the university reserves for itself the right to review and reevaluate the conduct of such student/s during his/ their period in the university, before conferring upon him any degree, diploma or certificate.

SECTION III - Interpretation

01. “University” means here the South Eastern University of Sri Lanka.

02. “Property” means here university buildings, plantations, library, furniture, and equipment, vehicles and all other moveable and immovable property.

03. “He”, “him”, “his, etc., indicate both male and female.

04. The interpretation given to any word, phrase or sentence by the Council will be the final interpretation. (Subject to revision by the council)

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