UNDERGRADUATE HANDBOOK

2023/2024

Faculty of Applied Sciences
South Eastern University of Sri Lanka
Sammanthurai – 32200
Sri Lanka
https://www.seu.ac.lk/fas/

Contents

1   INTRODUCTION

1.1   South Eastern University of Sri Lanka

The South Eastern University of Sri Lanka (SEUSL) was first established as the South Eastern University College of Sri Lanka and commenced its function on 27th July 1995. It was subsequently upgraded to the status of a fully-fledged university, SEUSL, from 15th May 1996.

There are six faculties in SEUSL. The Faculties of Arts and Culture, Engineering, Islamic Studies and Arabic Languages, Management and Commerce and Technology, and are located in the main campus at Oluvil while the Faculty of Applied Sciences (FAS), established in 1997, is located at Sammanthurai.

Vision of the University

"*An internationally renowned centre in South Asia for higher learning and innovations in sciences, technologies and humanities*"

Mission of the University

"*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*"

1.2   Faculty of Applied Sciences

The FAS consists of five departments, namely Biological Sciences, Chemical Sciences, Computer Science, Mathematical Sciences and Physical Sciences. It offers three-year undergraduate General Degree programs in Biological Sciences and Physical Sciences and four-year Honours Degree programs in Applied Biology, Applied Geology, Applied Statistics, Botany, Chemistry, Computer Science, Mathematics and Physics. In addition, an extended four-year Honours Degree in Applied Sciences may also be offered.

Ia addition to the above undergraduate programs, the faculty also offers postgraduate certificate, diploma and degree programs as well.

The main objectives of FAS are to:
- *Be Innovative in Undergraduate Teaching and Learning,*
- *Strengthen Research and Graduate Programmes,*
- *Enhance the employability of graduates through developing English language, IT and softskills and promoting ethnic cohesion,*
- *Be a centre of excellence in the region for community and resource development,*
- *Capitalize on Globalization of Education.*

These objectives are aligned with the outcomes of the SEUSL Corporate Plan. The faculty plans to introduce a number of new initiatives to achieve the above objectives. The proposed initiatives include: comprehensive curriculum revisions in all subjects; creating opportunities for enhancement of professional skills of students; increasing research activities; increasing graduate enrolment and strengthening relationships with industries as well as local and foreign universities.

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Vision of the Faculty

"To be a world-renowned knowledge hub in sciences"

Mission of the Faculty

"To produce competitive, creative and skilled human resources through quality undergraduate and graduate science programmes, generate knowledge through research and impact development through outreach programmes in keeping with local and global timely needs"

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1.3   Graduate Profile of the Faculty of Applied Sciences

1.3.1 Honours Degree programmes

Graduates of the Honours Degree programmes are expected to:

- Be proficient in a specialized subject, demonstrating advanced knowledge and a thorough understanding of its core concepts and principles.
- Have capability to critically analyse and innovatively solve problems.
- Apply relevant experimental methods and modern technologies in research.
- Be an effective oral and written communicator in the subject.
- Perform successfully as an individual and as a team member or a team leader in multi-cultural and multi-disciplinary settings.
- Demonstrate ability to apply academically gained knowledge, skills, and commitment in pursuing group work in a wider context.
- Use information technology (IT) for applications and to search, evaluate, utilize, share, and create content.
- Be social and environment friendly professionals, entrepreneurs or managers.
- Possess a strong intellectual integrity, ethical values, commitment, and self-evaluation in completing responsibilities.
- Be more attentive to the community, national and global needs and demands.
- Be aware of their own culture and values while appreciating and respecting other cultures.
- Be equipped to pursue higher studies, compete in national and global arena, and to engage in independent and life-long learning to achieve personal and career goals.

1.3.2 General Degree programme

Graduates of the General Degree programme are expected to:

- Be competent and proficient in knowledge and understanding of the core aspects of selected subjects.
- Have the capability to analyze and solve the problems.
- Perform successfully as an individual and as a team member or a team leader in multi-cultural and multi-disciplinary settings.
- Demonstrate the ability to apply academically gained knowledge, skills, and commitment in pursuing group work in a wider context.

- Be skilled in oral and written communication.
- Use information technology (IT) for applications and to search, utilize, share, and create content.
- Be social and environment friendly professionals, entrepreneurs or managers.
- Possess intellectual integrity, ethical values, commitment, and self-evaluation in completing responsibilities.
- Be attentive to community, national and global needs and demands.
- Be aware of their own culture, values and appreciate and tolerate other cultures.
- Be equipped to pursue higher studies, compete in national and global arena and to engage in independent and life-long learning to achieve personal and career goals.

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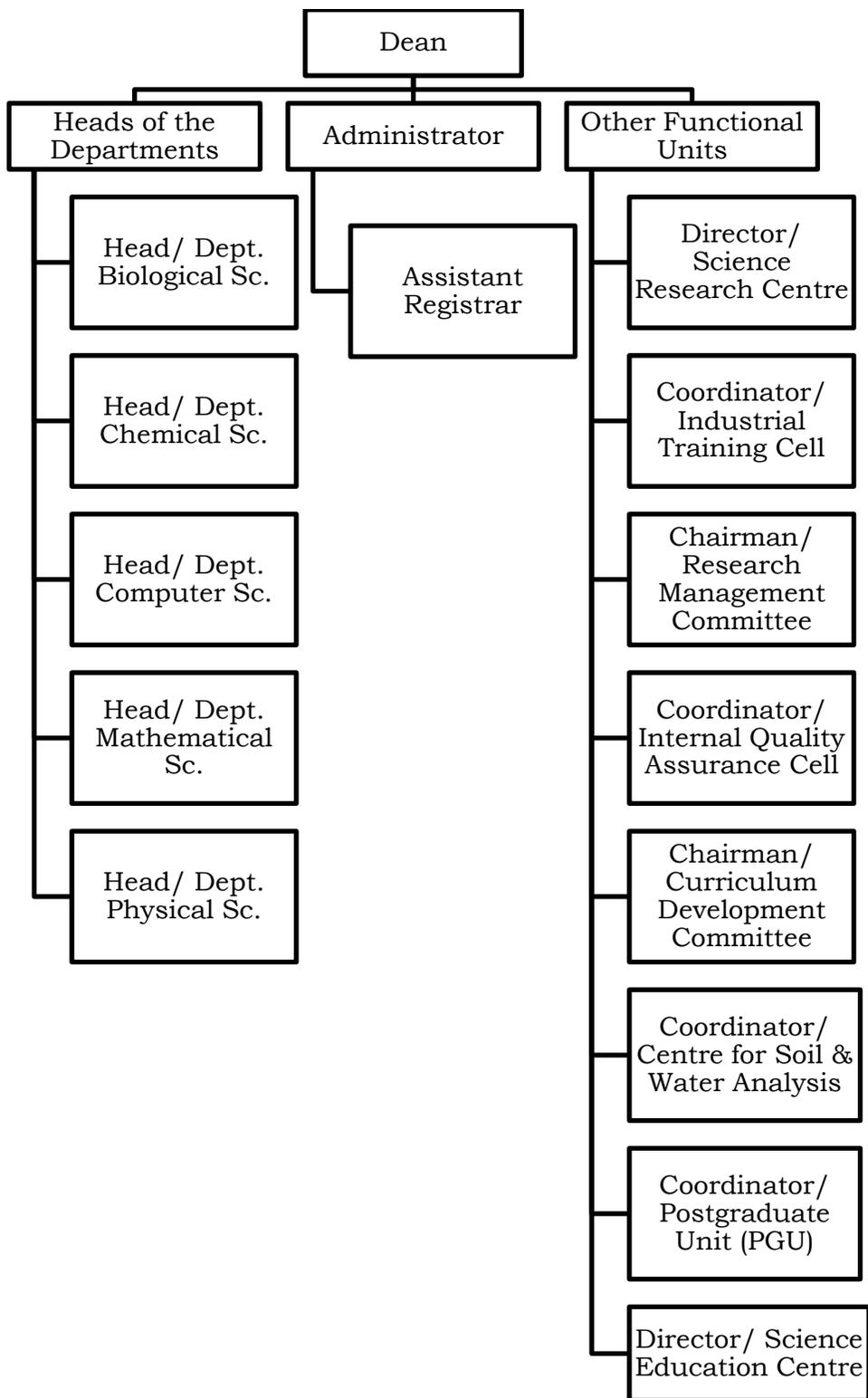
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1.8 Organogram of the Faculty

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                          │    Dean     │
                          └──────┬──────┘
        ┌────────────────────────┼────────────────────────┐
┌───────────────┐       ┌───────────────┐       ┌───────────────┐
│  Heads of the │       │ Administrator │       │Other Functional│
│  Departments  │       │               │       │     Units      │
└───────┬───────┘       └───────┬───────┘       └───────┬───────┘
        │                       │                       │
┌───────────────┐       ┌───────────────┐       ┌───────────────┐
│  Head/ Dept.  │       │   Assistant   │       │   Director/    │
│ Biological Sc.│       │   Registrar   │       │    Science     │
└───────────────┘       └───────────────┘       │ Research Centre│
        │                                       └───────────────┘
┌───────────────┐                               ┌───────────────┐
│  Head/ Dept.  │                               │  Coordinator/ │
│  Chemical Sc. │                               │   Industrial  │
└───────────────┘                               │  Training Cell │
        │                                       └───────────────┘
┌───────────────┐                               ┌───────────────┐
│  Head/ Dept.  │                               │   Chairman/   │
│  Computer Sc. │                               │    Research   │
└───────────────┘                               │   Management  │
        │                                       │   Committee   │
┌───────────────┐                               └───────────────┘
│  Head/ Dept.  │                               ┌───────────────┐
│  Mathematical │                               │  Coordinator/ │
│      Sc.      │                               │ Internal Quality│
└───────────────┘                               │ Assurance Cell │
        │                                       └───────────────┘
┌───────────────┐                               ┌───────────────┐
│  Head/ Dept.  │                               │   Chairman/   │
│  Physical Sc. │                               │   Curriculum  │
└───────────────┘                               │  Development  │
                                                │   Committee   │
                                                └───────────────┘
                                                ┌───────────────┐
                                                │  Coordinator/ │
                                                │ Centre for Soil &│
                                                │ Water Analysis │
                                                └───────────────┘
                                                ┌───────────────┐
                                                │  Coordinator/ │
                                                │  Postgraduate │
                                                │   Unit (PGU)  │
                                                └───────────────┘
                                                ┌───────────────┐
                                                │Director/ Science│
                                                │Education Centre│
                                                └───────────────┘
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2 UNDERGRADUATE STUDY PROGRAMMES

2.1 Introduction

The faculty offers General Degree, Honours Degree and extended Degree programmes. The academic programme follows the semester system. Generally, a semester consists of 15 weeks of academic activities, 1 week of mid-semester vacation, 2 weeks of study leave, and 4 weeks of examinations. The Faculty may adjust the semester durations depending on the situation.

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2.2 Medium of Instruction

The medium of instruction at FAS shall be **English.**

2.3 Course Unit System

The volume of learning at each level is expressed in terms of credits. The student workload of a study programme is defined as 1,500 notional learning hours per academic year (SLQF, 2015). Notional learning hours comprise direct contact hours with teachers, self-directed learning, preparation for and completion of assignments, and assessment-related activities.

One credit is equivalent to 50 notional learning hours for taught courses, laboratory-based courses, and field studies. In contrast, for industrial training and research components, one credit corresponds to 100 notional learning hours.

Generally, one credit is equivalent to 15 hours of direct lecture contact for a taught course, or 30–45 hours of practical work, or an appropriate proportional combination of lecture and practical components.

2.4 Course Notation

The course units are denoted by an alphanumeric code. The code consists of three letters followed by five numerals. The first 02 letters refer the subject area of the course unit. The 3rd letter indicates the type of course unit, whether it is a main course for the General Degree **(M),** a main course for the Honours Degree

(H), an elective course **(E),** a compulsory course **(C)** or an auxiliary course **(A).** The first numeral denotes the level of the course, the second numeral denotes the semester, the third and fourth numerals indicate the number assigned to the course unit by the department of study, and the fifth numeral indicates the credit weight of the course unit.

Example: <u>PH</u> M 1 2 <u>21</u> 2 – Physical Optics and Optical Instruments

→ Credit weight - 2
→ Number assigned to the course
→ Semester-II
→ Level-I
→ Type of course - Main
→ Subject/course notation – Physics
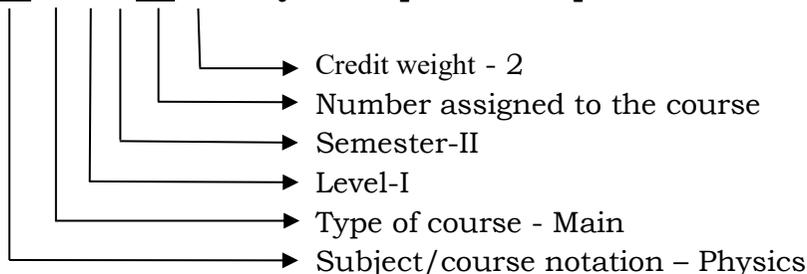
The notations used for subjects are given below.

AS - Applied Statistics

BL - Biology

CH - Chemistry

CS - Computer Science

ES - Earth Science

HM - Higher Mathematics

MT - Mathematics

PH - Physics

2.5   Degree Programmes

The faculty offers the following undergraduate degree programmes:

Serial No:	Name of the Qualification	Abbreviated Title	Duration
01	Bachelor of Science in Biological Science	BSc (Bio Sc)	03 years
02	Bachelor of Science in Physical Science	BSc (Physical Sc)	03 years

03	Bachelor of Science in Honours in Applied Biology	BScHons (App Bio)	04 years
04	Bachelor of Science Honours in Botany	BScHons (Bot)	04 years
05	Bachelor of Science Honours in Applied Statistics	BScHons (App Stat)	04 years
06	Bachelor of Science Honours in Computer Science	BScHons (Comp Sc)	04 years
07	Bachelor of Science Honours in Chemistry	BScHons (Chem)	04 years
08	Bachelor of Science Honours in Physics	BScHons (Phys)	04 years
09	Bachelor of Science Honours in Mathematics	BScHons (Maths)	04 years
10	Bachelor of Science Honours in Applied Sciences	BScHons (App Sc)	04 years

2.6 Details of Courses Offered and Possible Course Combinations Students Could Follow

The faculty offers the core science subjects: Biology, Physics, Chemistry, Mathematics and Higher Mathematics, and the applied science subjects: Computer Science, Applied Statistics, and Earth Science across all three levels. In addition to these, the Faculty offers Auxiliary, Compulsory and Elective Courses. The subjects and courses under different categories for the above-mentioned degree programmes and the conditions for the selection of courses for each level are given below.

2.6.1 Subjects/ Courses of Level-I

Table 1: Subjects and courses offered in Level-I

A	B	C	D
Subjects	**Compulsory Courses**	**Elective Courses**	**Auxiliary Courses**
AS (8C) BL (8C) CH (8C) CS (8C)	BLC 11211 (1C) MTC 11221 (1C)	CME 11211 (1C) LTE 11221 (1C) SME 11231 (1C) SSE 11242 (2C)	ELA 11211 (1C)
ES (8C) HM (8C) MT (8C) PH (8C)	BLC 12211 (1C) MTC 12221 (1C)	ITE 12212 (2C) PEE 12222 (2C)	ELA 12211 (1C)

Note: Figures within brackets indicate the credit values of the subject or course.

A student in **Level-I** should select courses to the value of **30 to 33 credits** (excluding auxiliary courses) that fulfil the following conditions:

The possible subject combinations available to students are listed below. Students are required to select three combinations and indicate their preferences in the prescribed order on the designated form.

Table 2: subject combinations

S. No	Stream	Combination
1	Biological Sciences	Biology, Chemistry, Earth Science
2		Biology, Chemistry, Applied Statistics
3		Biology, Chemistry, Physics
4		Biology, Chemistry, computer Science
5		Biology, Physics, Applied Statistics
6		Biology, Physics, Computer Science
7		Biology, Applied Statistics, Computer Science
8		Biology, Applied Statistics, Earth Science

9		Mathematics, Higher Mathematics, Physics
10		Mathematics, Higher Mathematics, Chemistry
11	Physical Sciences	Mathematics, Higher Mathematics, Applied Statistics
12		Mathematics, Higher Mathematics, Computer Science
13		Mathematics, Computer Science, Earth Science
14		Mathematics, Chemistry, Physics
15		Mathematics, Physics, Computer Science
16		Mathematics, Physics, Applied Statistics
17		Mathematics, applied Statistics, Earth Science
18		Mathematics, Applied Statistics, Computer Science
19	Common	Applied Statistics, Chemistry, Earth Science
20		Chemistry, Earth Science, Physics

Each year, a Subject Combination Screening Committee appointed by the Faculty Board will review the applications and finalize the number of students allocated to each combination, based on the criteria approved by the Faculty Board.

- Those who wish to pursue an Honours Degree in Mathematics should select a combination consisting of both MT and HM.
- A student in the Biological Science stream must follow MTC 11221 and MTC 12221 from Column B.
- A student in the Physical Science stream must follow BLC 11211 and BLC 12211 from Column B.
- A student can select any courses up to a value of **4 to 7 credits** from Column C.
    i.   The SSE 11242 course is only offered to students who do not take Applied Statistics (AS) as their main subject.
    ii. The ITE 12212 course is only offered to students who do not follow Computer Science (CS) as their main subject.
- All students must obtain C grade in each course in Column D in order to be eligible for the degree.

2.6.2 Subjects/ Courses of Level-II

Table 2: Subjects and courses offered in Level-II

A	E	F
Subjects	**Elective Courses**	**Auxiliary Courses**
BL (8C) MT (8C) CH (8C) PH (8C) HM (8C) AS (8C) CS (8C) ES (8C)	HRE 21212 (2C) ILE 21222 (2C) TPE 21231 (1C) WAE 21241 (1C) BCE 21252 (2C) CME 21261 (1C)	ELA 21211 (1C)
	MLE 22212 (2C) NIE 22221 (1C) PAE 22232 (1C) PLE 22242 (2C) TOE 22251 (1C)	ELA 22211 (1C) SHA 22221 (1C)

Note: Figures within brackets indicate the credit values of the subject or course.

A student in **Level-II** should select courses to the value of **30 to 33 credits** (excluding auxiliary courses) that fulfil the following conditions:

- A student must continue the same subject combination assigned for them in level I.
- A student must complete courses totaling **6 to 9 credits** from Column E at Level II.
- Courses WAE 21241 and NIE 22221 are only offered to students who do not follow Computer Science (CS) as a main subject.
- A student must follow all courses in Column F

2.6.3 Subjects/ Courses of Level-III

Table 3: Subjects and courses offered in Level-III (General Degree)

A	G	H
Subjects	**Elective Courses**	**Auxiliary Courses**
	CCE 31211 (1C)	
	EEE 31222 (2C)	
	ELE 31231 (1C)	
	EPE 31242 (2C)	
BL (8C)	FME 31251 (1C)	
MT (8C)	LME 31261 (1C)	
CH (8C)	RME 31272 (2C)	
PH (8C)	DSE 32212 (2C)	CDA 31211 (1C)
HM (8C)	EIE 32222 (2C)	
AS (8C)	ELE 32231 (1C)	
CS (8C)	FSE 32241 (1C)	
ES (8C)	GEE 32252 (2C)	
	IIE 32262 (2C)	
	MGE 32272 (2C)	
	BEE 32281(1C)	
	CPE 32292 (2C)	

Note: Figures within brackets indicate the credit values of the subject or course.

A student pursuing a Level-III General Degree should select courses to the value of **30 to 33 credits** (excluding auxiliary courses) fullfilling the following conditions:

- A student must continue the same subject combination assigned for them in level I.
- A student must complete courses totaling **6 to 9 credits** from Column G at Level III.
  - i. ELE 32231 – To follow this course, ELE 31231 is a prerequisite.

- MGE 32272 – This course is only offered to students who do not follow Computer Science (CS) as a main subject.
- A student must follow the course in Column H in Table 3.

Table 4: Subjects and courses offered in Level-III (Honours Degree)

P	Q	G	H
General Degree Courses for Honours Programmes	**Honours Degree Courses**	**Elective Courses**	**Auxiliary Course**
Level III general Degree courses from the subject of specialization **(8 credits for subjects other than Botany and Mathematics. 4 credits for Botany and/16 credits for Mathematics)**	Special courses from the subject of specialization **(18 credits for subjects other than Botany and Mathematics/ 24 credits for Botany and 10 credits for Mathematics)**	CCE 31211 (1C) EEE 31222 (2C) ELE 31231 (1C) EPE 31242 (2C) FME 31251 (1C) LME 31261 (1C) RME 31272 (2C) DSE 32212 (2C) EIE 32222 (2C) ELE 32231 (1C) FSE 32241 (1C) GEE 32252 (2C) IIE 32262 (2C) MGE 32272 (2C) BEE 32281(1C) CPE 32292 (2C)	CDA 31211 (1C)

A student in a **Level-III** Honours degree should select courses to the value of **30 to 33 credits** (excluding auxiliary courses) to fulfil the following conditions:

- A student should follow all general degree courses in the subject of specialization at level III (Column P), except Botany honours students. The

Botany honours students should follow only the four courses of Semester I of Level III of the general degree.

- He/she must follow all the courses in the subject of specialization offered in Level III (Column Q).
- He/she also has to follow courses to the value of **4 to 7 credits** from Column G.
    - i. ELE 32231 – To follow this course, ELE 31231 is a prerequisite.
    - ii. A department may recommend that its Honours students take certain courses, relevant to thir specialization, from other departments as electives.
- A student should follow the course, CDA in column H in Table 4.
- A student specializing in mathematics should have been following MT and HM since Levels I.

2.6.4 Subjects/ Courses of Level-IV

Table 5: Courses offered in Level-IV (Honours degree)

Courses	Elective Courses Y
All courses in the subject of specialization (30 C).	ELE 41211 (1C) ELE 42211 (1C)

A student in **Level-IV** honours degree should select courses to the value of **30 to 32 credits** to fulfil the following conditions:

- He/she can follow courses to the value of **0 to 2 credits** from Column Y.
    - i. ELE 41211 – requires the prerequisite of ELE 32231 to follow this course
    - ii. ELE 42211 – requires the prerequisite of ELE 41211 to follow this course

Table 6: Courses offered in Level-IV (Applied Science Honours Degree)

Courses	Elective Courses Y
Relevant applied courses and industrial training prescribed by the faculty (30 C).	ELE 41211 (1C) ELE 42211 (1C)

A **Level-IV** Applied Sciences Honours student is required to complete all 30 credits of courses offered in the programme.

- They can follow courses to the value of **0 to 2 credits** from Column Y.
    i. ELE 41211 – To follow this course, ELE 32231 is a prerequisite.
    ii. ELE 42211 – To follow this course, ELE 41211 is a prerequisite.

2.7   Course Requirements for Degree Programmes

2.7.1 Bachelor of Science (General Degree)

In order to earn a Bachelor of Science (General) degree, a student must successfully complete a **minimum of 90 credits, excluding auxiliary courses,** in three academic levels as summarized in Table 2.7.

Table 2.7: Summary of credit requirements for the general degree programme

Level	Number of credits
Level I	30 – 33
Level II	30 – 33
Level III	30 – 33
Total	**90 – 99**

Note: Elective courses can be used only to satisfy the minimum credit value requirement of 90 credits.

2.7.2 Bachelor of Science Honours Degree in a Particular Subject

Students are admitted to the Bachelor of Science Honours Degree Programmes in a particular subject at the beginning of Level III, enabling them to pursue an in-depth study in their chosen area of specialization.

In order to earn a Bachelor of Science Honours Degree, a student must successfully complete a **minimum of 120 credits, excluding auxiliary courses,** in four academic levels as summarized in Table 2.8.

Table 2.8: Summary of credit requirements for Honours Degree programmes

Level	Number of credits
Level I	30 – 33
Level II	30 – 33
Level III	30 – 33
Level IV	30 – 32
Total	**120 – 131**

Note: Elective courses can be used only to satisfy the minimum credit value requirement of 120 credits.

2.7.2.1 Eligibility Requirements to Follow the Honours Degree Programmes

Students will be selected for the Honours Degree programmes based on their academic performance. Students who have registered for and followed the required courses in Levels I and II, and who meet the following minimum requirements, may apply to pursue an Honours degree programme.

The minimum requirements are; at the end of the Semester II of Level II, A student should have obtained;

1. no 'E' or 'Ic' grade on the first attempt in any course of the subject they have applied to specialize in,

2. a minimum overall GPA **2.50** for all the courses followed, and

3. a minimum GPA of **2.70** for the course she/he has applied to subject they have applied to specialize in.

Note 1: The following conditions apply during the process of selection of students for Honours programmes, for **courses exempted** in Levels I and II due to valid **medical reasons**. The conditions are:

a.
  i. the maximum credit value of courses that can be exempted from subjects other than the subject of specialization is **three**.
  ii. No exemption is applicable to the courses in the subject of specialization.
  iii. Exempted courses will still be **included** in GPA calculation for the purpose of selection. For GPA calculation, a **grade point of zero (0)** will be assigned to the exempted courses.

b. Credit value and the GPA of the course TPE 21041 will not be considered for the overall GPA calculation.

Note 2: Students who are eligible and wish to follow an Honours Degree Programme must submit an application using the prescribed form on or before the specified deadline. If applying for more than one Honours Degree Programme, the student must indicate the order of preference within the same application.

Note 3: The maximum number of students admitted to a particular Honours Degree Programme will vary depending on the resources available within the respective Department. If the number of eligible applicants exceeds the available slots, selection will be based on merit, considering the GPA in the subject of specialization.

Note 4: In the event of any unavoidable delay in releasing the results of Semester II of Level II, the Faculty Board may decide to consider only the results up to Semester I of Level II.

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Note 5: An early exit from a degree programme means that a student may voluntarily leave a higher-degree programme before completion and obtain a lower qualification, based on the credits successfully completed. However, this option is no longer permitted.

2.7.3 Bachelor of Applied Sciences Honours Degree

Admission to this degree programme shall be made at the end of Level III, based on eligibility criteria, the demand for the programme among eligible students, and the availability of resources within the Faculty.

In order to earn a Bachelor of Applied Sciences Honours Degree, a student must successfully complete a minimum of 120 credits in all four academic levels as summarized in Table 2.9.

Table 2.9: Summary of credit requirements for Applied Sciences Honours degree programme

Level	Number of credits
Level I	30 – 33
Level II	30 – 33
Level III	30 – 33
Level IV	30 – 32
Total	**120 – 131**

Note: Elective courses can be used only to satisfy the minimum credit value requirement of 120 credits.

2.7.3.1 Eligibility Requirements to Follow the Applied Sciences Honours Degree Programme

The minimum requirements to follow the Applied Sciences Honours degree programme are:

a. The student should have completed all the requirements for the award of the general degree in three academic levels as stated in Section 2.7.1, and

b. He/she should have obtained an overall GPA of **not less than 2.70.**

Note 5 in the section 2.7.2.1 is still valid for Honours degree program in Applied Sciences.

Students selected for the Applied Science Honours Degree programme should be prepared to undertake industrial training as recommended by the Faculty Board at any location within the island.

2.8   Maximum Period to Complete a Degree Programme

The maximum period allowed to complete a three-year General Degree is **six academic years,** and for a four-year Honours Degree, it is **seven academic years** from the date of first registration, excluding periods of absence caused by medical or other valid reasons acceptable to the Senate.

2.9   Sickness During Academic Sessions

If a student falls ill during the academic session, he/she or a guardian must notify the **Faculty Senior Assistant Registrar/ Assistant Registrar** in **writing within two working days**. This notification must be supported by a **valid medical certificate**, which shall be submitted **within two weeks of the end date stated in the medical certificate issued by the Medical Officer**.

However, if a student is unable to attend academic activities for eight weeks or more within a semester, he/she will be deemed to have withdrawn from the academic year and will be required to resume studies from the beginning of the missed semester in the following academic year

2.10   Details of Course Contents

Details of all courses offered by the faculty including learning outcomes and important references are available in the Faculty Website (www.seu.ac.lk/fas).

2.11 Main Courses of General Degree

	Biology	
Course Code	**Course Title**	**Credit Value**
BLM 11211	Principles of Biology	1
BLM 11221	Biological Chemistry	1
BLM 11231	Continuity of Life	1
BLM 11241	Practical Biology I *	1
BLM 12211	Fundamentals of Ecology	1
BLM 12221	Fundamentals of Microbiology	1
BLM 12231	Forms and functions of Animals	1
BLM 12241	Practical Biology II *	1
BLM 21211	Structure and functions of plants	1
BLM 21221	Ecosystems of Sri Lanka: Ecology, Conservation and Management	1
BLM 21231	Field Ecology	1
BLM 21241	Practical Biology III *	1
BLM 22212	Molecular Genetics and Biotechnology	2
BLM 22221	Animal Behaviour	1
BLM 22231	Practical Biology IV *	1
BLM 31212	Horticulture	2
BLM 31221	Applied Entomology	1
BLM 31231	Practical Biology V *	1
BLM 32211	Aquaculture	1
BLM 32221	Applied Parasitology	1
BLM 32231	Animal Husbandry	1
BLM 32241	Practical VI *	1
Total Credits		**24**

Note: (*) are Practical Courses

Mathematics		
Course Code	**Course Title**	**Credit Value**
MTM 11212	Fundamentals of Mathematics	2
MTM 11222	Vector Algebra and Geometry	2
MTM 12211	Number Theory	1
MTM 12221	Group Theory I	1
MTM 12231	Elementary Differential Equations	1
MTM 12241	Vector Spaces	1
MTM 21212	Numerical Analysis I	2
MTM 21222	Ordinary Differential Equations	2
MTM 22212	Real Analysis	2
MTM 22222	Integral Transforms	2
MTM 31212	Linear Programming	2
MTM 31222	Mathematical Modeling	2
MTM 32212	Complex Analysis	2
MTM 32222	Linear Algebra	2
Total Credits		**24**

Applied Statistics		
Course Code	**Course Title**	**Credit Value**
ASM 11212	Introduction to Statistics	2
ASM 11221	Elementary Probability Theory	1
ASM 11231	Data Analysis using SPSS *	1
ASM 12212	Probability Distributions	2
ASM 12221	Bivariate Probability Theory	1
ASM 12231	Data Analysis using MINITAB *	1
ASM 21212	Theory of Statistics	2
ASM 21221	Categorical Data Analysis	1
ASM 21231	Data Analysis using SPSS and MINITAB *	1
ASM 22212	Applied Regression Analysis	2
ASM 22221	Non-Parametric Methods	1
ASM 22231	Statistical Computing using SPSS and MINITAB *	1
ASM 31212	Experimental Design and Analysis	2
ASM 31221	Sampling Techniques	1
ASM 31231	Statistical Computing using SAS *	1
ASM 32212	Statistical Quality Control	2
ASM 32221	Time Series Analysis	1
ASM 32231	Statistical Computing using Eviews *	1
Total Credits		**24**

Note: (*) are Practical Courses

Chemistry		
Course Code	**Course Title**	**Credit Value**
CHM 11212	Essentials of Inorganic Chemistry	2
CHM 11221	Chemical Kinetics	1
CHM 11231	Practical Chemistry I *	1
CHM 12211	Chemical Thermodynamics	1
CHM 12222	Essentials of Organic Chemistry	2
CHM 12231	Practical Chemistry II *	1
CHM 21211	Electrochemistry	1
CHM 21221	Organic Spectroscopy	1
CHM 21231	Analytical Chemistry	1
CHM 21241	Practical Chemistry III *	1
CHM 22211	Co-ordination Chemistry	1
CHM 22221	Organic Synthesis and Reaction Mechanisms	1
CHM 22231	Quantum Chemistry and Surface Chemistry	1
CHM 22241	Practical Chemistry IV *	1
CHM 31212	Solid State Chemistry and Organometallic Chemistry and Practical Chemistry V *	2
CHM 31221	Chemistry of Biomolecules	1
CHM 31231	Industrial Chemistry	1
CHM 32211	Separational Techniques in Chemistry	1
CHM 32221	Biosynthesis of Natural Products	1
CHM 32231	Environmental Chemistry	1
CHM 32241	Practical Chemistry VI *	1
Total Credits		**24**

Note: (*) are Practical Courses

Computer Science		
Course Code	**Course Title**	**Credit Value**
CSM 11211	Computer Systems and Digital Organization	1
CSM 11222	Programming and Programming Languages	2
CSM 11231	Programming Practical *	1
CSM 12211	Object-Oriented System Analysis and Design	1
CSM 12222	Object Oriented Programming	2
CSM 12231	Object Oriented Programming Practical *	1
CSM 21212	Data structures, Algorithms and Complexity Analysis	2
CSM 21221	Operating Systems	1
CSM 21231	Advanced Algorithms Practical *	1
CSM 22211	Server-side Web Programming and Web Services	1
CSM 22222	Data Communication, Mobile Computing and Internet of Things	2
CSM 22231	Web Programming, Networking and IOT Practical *	1
CSM 31212	Software Engineering	2
CSM 31221	Database Management System	1
CSM 31231	DBMS Practical *	1
CSM 31212	Machine Learning and Data Science	2
CSM 32221	Digital Image Processing	1
CSM 32231	Image Processing Practical *	1
Total Credits		**24**

Note: (*) are Practical Courses

Earth Science		
Course Code	**Course Title**	**Credit Value**
ESM 11212	Dynamic Earth	2
ESM 11221	Earth Processes	1
ESM 11231	Practical in Fundamental Geology *	1
ESM 12212	Earth Materials (Rocks, minerals, crystals)	2
ESM 12221	Optical Mineralogy	1
ESM 12231	Practicals in Crystallography and Mineralogy *	1
ESM 21213	Petrology	3
ESM 21221	practical in Petrology *	1
ESM 22211	Geochemistry	1
ESM 22222	Structural Geology	2
ESM 22231	Tectonics and Field Geology	1
ESM 31212	Engineering Geology and Mechanics of Earth Materials	2
ESM 31221	Exploration Geophysics	1
ESM 31231	Engineering Testing in Earth Materials	1
ESM 32212	Geology of Sri Lanka	2
ESM 32221	Hydrology and Hydrogeology	1
ESM 32231	practical in hydrology and hydrogeology *	1
Total Credits		**24**

Note: (*) are Practical Courses

Higher Mathematics		
Course Code	**Course Title**	**Credit Value**
HMM 11212	Graph Theory	2
HMM 11222	Tensor Calculus	2
HMM 12212	Vector Calculus	2
HMM 12222	Differential Geometry	2
HMM 21212	Classical Mechanics	2
HMM 21222	Partial Differential Equations	2
HMM 22211	Group Theory II	1
HMM 22221	Mathematical Software (Mat Lab) *	1
HMM 22231	Metric Space	1
HMM 22241	Riemann Integrals and Infinite Series	1
HMM 31211	Topology	1
HMM 31221	Function of Several Variables	1
HMM 31232	Numerical Analysis II	2
HMM 32212	Fluid Dynamics	2
HMM 32222	Operational Research	2
Total Credits		**24**

Note: (*) is a Practical Course

Physics		
Course Code	**Course Title**	**Credit Value**
PHM 11212	General Physics	2
PHM 11221	Physics in Biology and Medicine	1
PHM 11231	General Physics Laboratory I*	1
PHM 12212	Physical Optics and Optical Instruments	2
PHM 12221	Nanoscience and Nanotechnology	1
PHM 12231	Optical Physics Laboratory*	1
PHM 21212	Thermal and Statistical Physics	2
PHM 21221	Energy and Environmental Physics	1
PHM 21231	General Physics Laboratory II*	1
PHM 22211	Solid State Physics	1
PHM 22222	Electromagnetism	2
PHM 22231	General Physics Laboratory III *	1
PHM 31212	Electronics	2
PHM 31221	Quantum Mechanics	1
PHM 31231	Electrical and Electronic Laboratory*	1
PHM 32211	Special Theory of Relativity	1
PHM 32221	Atomic and Nuclear Physics	1
PHM 32231	Astrophysics I	1
PHM 32241	General Physics Laboratory IV*	1
Total Credits		**24**

Note: (*) are Practical Courses

2.12 Compulsory, Elective and Auxiliary Courses

2.12.1   Auxiliary Courses

Level I		
Course Code	**Course Title**	**Credit Value**
ELA 11211	English Level I	1
ELA 12211	English Level II	1
Level II		
Course Code	**Course Title**	**Credit Value**
ELA 21211	English Level III	1
ELA 22211	English Level IV	1
SHA 22221	Social Harmony	1
Level III		
Course Code	**Course Title**	**Credit Value**
CDA 31211	Career Development	1

2.12.2   Compulsory Courses

Level I		
Course Code	**Course Title**	**Credit Value**
BLC 11211	Biology for Physical Sciences I	1
MTC 11221	Mathematics for Biological Sciences I	1
BLC 12211	Biology for Physical Sciences II	1
MTC 12221	Mathematics for Biological Sciences II	1

2.12.3   Electives Courses

Level I		
Course Code	**Course Title**	**Credit Value**
CME 11211	Computational Mathematics - I	1
LTE 11221	Leadership and Team Work	1
SME 11231	Stress Management	1
SSE 11242	Statistics for Science	2
ITE 12212	Information Technology **	2
PEE 12222	Principles of Economics	2

Level II		
Course Code	**Course Title**	**Credit Value**
HRE 21212	Human Resource Management	2
ILE 21222	Information Literacy	2
TPE 21231	Thousand Point Scheme	1
WAE 21241	Web Application Development *	1
BCE 21252	Basic Climatology	2
CME 21261	Computational Mathematics - II	1
MLE 22212	Medical Laboratory Techniques	2
NIE 22221	Networking and Internet of Things **	1
PAE 22232	Project Analysis	2
PLE 22242	Principle of Land Surveying	2
TOE 22251	Introduction to Toxicology	1
Level III		
Course Code	**Course Title**	**Credit Value**
CCE 31211	Practical Computational Chemistry *	1
EEE 31222	Environmental Economics	2
ELE 31231	English Level V - Business Communication I	1
EPE 31242	Environmental Policy and Law	2
FME 31251	Introduction to Financial Mathematics	1
LME 31261	Laboratory and Quality Management	1
RME 31272	Research Methodology	2
DSE 32212	Data Acquisition and Signal Processing	2
EIE 32222	Environmental Impact Assessment	2
ELE 32231	English Level VI - Business Communication II	1
FSE 32241	Food Science	1
GEE 32252	Geotechnical Engineering	2
IIE 32262	Intensive Industrial Training	2
MGE 32272	Multimedia and Graphic Design **	2
BEE 32281	Bio Ethics	1
CPE 32292	Computational Physics	2
Level IV		
Course Code	**Course Title**	**Credit Value**
ELE 41211	English Level VII - Professionals	1
ELE 42211	English Level VIII - Graduate Studies	1

Note:

    i.   Courses from the above table will be offered in respective semester according to the availability of resources.

    ii.   (*) is a practical course.

    iii.   (**) is a theory with practical course.

2.13   MAIN COURSES OF HONOURS DEGREES

Honours Degree in Applied Statistics				
Level	Semester	Course Code	Course Title	Credit Value
III	I	ASH 31213	Advanced Experimental Designs	3
		ASH 31223	Advanced Data Analysis using R	3
		ASH 31233	Mathematical Modelling for Statistics*	3
		ASH 31243	Mathematical Analysis**	3
	II	ASH 32213	Advanced Regression Analysis	3
		ASH 32223	Advanced Quality Control Statistics	3
		ASH 32233	Operational Research	3
IV	I	ASH 41212	Stochastic Process	2
		ASH 41223	Statistical Simulation Techniques	3
		ASH 41232	Data Mining	2
		ASH 41242	Seminar Exposure Visits and Report Writing	2
		ASH 41252	Industrial Training in Applied Statistics	2
		ASH 41266	Research Project in Applied Statistics	6
	II	ASH 42212	Survival Analysis	2
		ASH 42222	Econometrics	2
		ASH 42233	Binary and Categorical Data Analysis	3
		ASH 42243	Advanced Time Series Analysis	3
		ASH 42253	Multivariate Data Analysis	3

*   Offered for only Physical Science students

** Offered for only Biological Science students

Honours Degree in Applied Biology				
Level	Semester	Course Code	Course Title	Credit Value
III	I	BLH 31212	Apiculture	2
		BLH 31223	Economic Marine Biology	3
		BLH 31232	Natural Resource Management	2
		BLH 31241	Animal Breeding	1
		BTH 31252	Aquatic Biology	2
	II	BTH 32232	Analytical Techniques	2
		BLH 32223	Marine Bio-resources and Management	3
		BTH 32213	Plant Pathology	3
		BTH 32242	Post-Harvest Technology of Fruits, Vegetables and Grains	2
		BTH 32272	Environmental Microbiology	2
IV	I	BLH 41221	Seminar Presentation in Applied Biology	1
		BLH 41232	Industrial Training in Applied Biology	2
		BLH 41242	Advanced parasitology and vector biology	2
		BTH 41212	Plant Tissue Culture	2
		BTH 41222	Bioinformatics	2
		BTH 41232	Enzymology	2
		BTH 41252	Science Research Methodology	2
		BTH 41262	Experimental Designs and Analysis	2
		BTH 41282	Integrated Pest Management	2
	II	BTH 42212	Plant Breeding	2
		BTH 42222	Industrial and Food Microbiology	2
		BTH 42232	Restoration Ecology	2
		BTH 42242	Biodiversity Conservation and Management	2
		BLH 42216	Research Project in Applied Biology	6

Honours Degree in Botany				
Level	Semester	Course Code	Course Title	Credit Value
III	I	BTH 31212	Plant Morphology and Anatomy	2
		BTH 31222	Algal Diversity	2
		BTH 31232	Embryophyte Diversity	2
		BTH 31242	Fungal Diversity and Biology	2
		BTH 31252	Aquatic Biology	2
	II	BTH 32213	Plant Pathology	3
		BTH 32222	Advanced Plant Physiology	2
		BTH 32232	Analytical Techniques	2
		BTH 32242	Post-Harvest Technology of Fruits, Vegetables and Grains	2
		BTH 32252	Plant Systematics	2
		BTH 31262	Evolutionary Biology	2
		BTH 32272	Environmental Microbiology	2
IV	I	BTH 41212	Plant Tissue Culture	2
		BTH 41222	Bioinformatics	2
		BTH 41232	Enzymology	2
		BTH 41242	Economic Botany	2
		BTH 41252	Science Research Methodology	2
		BTH 41262	Experimental Designs and Analysis	2
		BTH 41271	Seminar Presentation in Botany	1
		BTH 41282	Integrated Pest Management	2
		BTH 41292	Industrial Training in Botany	2
	II	BTH 42212	Plant Breeding	2
		BTH 42222	Industrial and Food Microbiology	2
		BTH 42232	Restoration Ecology	2
		BTH 42242	Biodiversity Conservation and Management	2
		BTH 42256	Research Project in Botany	6

Honours Degree in Chemistry				
Level	**Semester**	**Course code**	**Course Title**	**Credit value**
III	I	CHH 31211	Mineralogy and Metallurgy	1
		CHH 31222	Advanced Organic Chemistry I	2
		CHH 31232	Advanced Chemical Thermodynamics	2
		CHH 31242	Advanced Practical Organic Chemistry	2
		CHH 31252	Advanced Practical Inorganic Chemistry	2
	II	CHH 32211	Advanced Heterocyclic Chemistry	1
		CHH 32222	Applications of Group Theory and Diffraction Methods	2
		CHH 32231	Advanced Chemical Kinetics	1
		CHH 32242	Advanced Environmental Chemistry and Chemical Ecology	2
		CHH 32251	Conformational analysis	1
		CHH 32262	Advanced Practical Physical Chemistry	2
IV	I	CHH 41211	Seminar and Essay writing	1
		CHH 41221	Organo-transition Metal Chemistry	1
		CHH 41232	Pericyclic Reactions and Organic Photochemistry	2
		CHH 41242	Advanced Organic Chemistry II	2
		CHH 41252	Applied Natural Product Chemistry	2
		CHH 41262	Advanced Quantum Chemistry	2
		CHH 41272	Advanced Coordination Chemistry and Magneto Chemistry	2
		CHH 41286	Research Project in Chemistry	6
	II	CHH 42212	Molecular Dynamics & Molecular modelling	2
		CHH 42222	Advanced Techniques in Analytical and Spectroscopic Methods	2
		CHH 42232	Advanced Topics in Physical Chemistry	2

		CHH 42242	Biochemistry and Molecular Biology	2
		CHH 42251	Bioinorganic Chemistry, Nuclear and Radio- Chemistry	1
		CHH 42262	Chemical Synthesis of Secondary Metabolites and Therapeutic Agents	2
		CHH 42271	Application of Biotechnology	1

Honours Degree in Computer Science				
Level	**Semester**	**Course code**	**Course Title**	**Credit value**
III	I	CSH 31213	Mathematics for Computing and Mathematical Modelling	3
		CSH 31221	Software Project Analysis and Management	1
		CSH 31232	Operating Systems Theory and Shell Programming	2
		CSH 31242	Compiler Design and Theory of Computation	2
		CSH 31252	Group Software Project	2
	II	CSH 32212	Formal Methods	2
		CSH 32222	Advanced Computer Architecture	2
		CSH 32233	Natural Language Processing	3
		CSH 32242	Distributed and Cloud Computing	2
IV	I	CSH 41211	Research Seminar and Report Writing	1
		CSH 41223	Artificial Intelligence and Logic Programming	3
		CSH 41233	Advanced Database Systems and Data Analytics	3
		CSH 41242	High-Performance Computing	2
		CSH 41253	Information Theory, Coding and Cryptography	3
		CSH 41262	Computer Vision	2
		CSH 41276	Research Project in Computer Science	6
		CSH 41281	Industrial Exposure and Report Writing	1
	II	CSH 42212	Industrial Training	2
		CSH 42222	Computer Graphics and Graphics Programming	2
		CSH 42233	New Paradigms in Computing	3
		CSH 42242	Scientific Computing	2

Honours Degree in Mathematics				
Level	Semester	Course code	Course Title	Credit value
III	I	MTH 31213	Mathematical Methods	3
		MTH 31222	Numerical Linear Algebra	2
	II	MTH 32212	Multivariate Calculus	2
		MTH 32223	Group Theory	3
IV	I	MTH 41213	Further Mathematical Modeling	3
		MTH 41223	Numerical Solutions of Ordinary Differential Equations	3
		MTH 41233	Further Topology	3
		MTH 41246	Research Project in Mathematics	6
	II	MTH 42213	Measure Theory	3
		MTH 42223	Functional Analysis	3
		MTH 42233	Further Complex Analysis	3
		MTH 42243	Financial Mathematics	3
		MTH 42253	Optimization	3

Honours Degree in Physics				
Level	**Semester**	**Course Code**	**Course Title**	**Credit Value**
3	I	PHH 31212	Mathematical Methods in Physics	2
		PHH 31223	Advanced Solid State Physics	3
		PHH 31232	Advanced Classical Mechanics	2
		PHH 31242	Advanced Physics Laboratory I	2
	II	PHH 32213	Advanced Optics	3
		PHH 32222	Advanced Quantum Mechanics I	2
		PHH 32232	Advanced Electronics I	2
		PHH 32241	Ceramics	1
		PHH 32252	Advanced Physics Laboratory II	2
4	I	PHH 41212	Advanced Quantum Mechanics II	2
		PHH 41222	Advanced Electronics II	2
		PHH 41232	Advanced Nuclear Physics	2
		PHH 41243	Electromagnetic Theory and Waves	3
		PHH 41252	Advanced Statistical Physics	2
		PHH 41262	Field Training and Presentation	2
		PHH 41271	Astrophysics II	1
		PHH 41282	Advanced Physics Laboratory III	2
	II	PHH 42212	Polymer Physics	2
		PHH 42222	Advanced Nanoscience and Nanotechnology	2
		PHH 42232	Superconductivity and Application	2
		PHH 42242	Particle Physics	2
		PHH 42256	Research Project in Physics	6

Honours Degree in Applied Geology				
Level	Semester	Course Code	Course Title	Credit Value
3	I	ESH 31212	Petrology for Applied geology	2
		ESH 31221	Practical in applications of Petrology	1
		ESH 31232	Mineral resources and processing	2
		ESH 31241	Practical in Mineral Processing	1
		ESH 31252	Environmental geology	2
		ESH 31261	Geo-hazards Management	1
	II	ESH 32211	Advanced Field Geology	1
		ESH 32221	GIS and Remote sensing	1
		ESH 32231	Practical in GIS and RS	1
		ESH 32242	Coastal Geology	2
		ESH 32252	Geological Health Hazards	2
		ESH 32262	Industrial Training in Applied Geology	2
4	I	ESH 41211	Seminar on Current Earth Science Interest	1
		ESH 41222	Analytical Techniques and Geostatistics	2
		ESH 41232	Advanced Geochemistry	2
		ESH 41242	Marine resources and protection	2
		ESH 41252	Applied Hydrogeology	2
		ESH 41266	Research Project in Applied Geology	6
	II	ESH 42212	Field assignment on individual site investigations	2
		ESH 42223	Oceanography	3
		ESH 42232	Waste management and treatments	2
		ESH 42242	Contaminated land and remediation	2

		ESH 42252	Water Resources and Watershed Management	2
		ESH 42262	Mineral water interactions	2
		ESH 42272	Geotourism	2

3   GENERAL GUIDELINES FOR INDEPENDENT RESEARCH PROJECT AND GROUP ACTIVITES

3.1   Independent Research Project

These are the general guidelines to the students who follow the independent research project as a partial fulfilment of their Honours Degree programme. It is highly expected to adhere to the given guidelines completely and strictly.

a. Since this course unit has a credit weight of six, it is expected that each student should spend at least 600 notional learning hours, including preparation of presentation for oral examination and of the dissertation.

b. Each student should identify a research problem with his/her interest, closely related with the specialization of the subject/field and should select a(n) appropriate supervisor(s) internally or externally.

c. Each student should submit the details of the research project and of the selected supervisor(s) to the head of the department before the end of the third week of the respective semester of their fourth year.

d. If a research project is planned to be conducted externally under an external supervisor(s), an internal supervisor must also be appointed to monitor the progress of the work.

e. During the research work, each student should maintain a "diary or note book" describing the progress of the work, set of important measurements /data / information, the findings, etc.

f. At the end of the project, each student must submit a draft of the dissertation to the respective department before the stipulated deadline for evaluation by the second examiner.

g. The student should present the research work in a half-hour oral examination for evaluation on the date stipulated by the department.

h. After the oral examination, the student should prepare the updated final version of the dissertation, incorporating all corrections, moderations, and suggestions provided by the examiners, in accordance with the standard format.

i. Four copies of the dissertation (at least two hardbound), signed by the student and supervisor(s), should be submitted to the department before the deadline. The cover page of the hardbound copies should be brown.

j. The guidelines stipulated above are subject to change with respect to the Department concerned upon the approval of the Faculty Board.

k. A sample template of the dissertation is available on the Faculty website (www.seu.ac.lk/fas) or uploaded to the course VLE.

3.2 Group Activities

It is expected that students should adhere to the following guidelines during group activities. It will pave the way towards the successful completion of the objective of the course.

a. Be honest but respectful to others when expressing your opinion and ideas: Avoid aggressive statements.

b. Respect each other's ideas and opinions: Let all the members be heard, Minimize the interruptions when other group members expressing their ideas.

c. Share the responsibilities equally: All the group members should undertake an equal amount of work, tasks, and responsibilities.

d. Identify and agree upon the common goals of the group activity.

e. Be willing to compromise: be flexible in discussing different opinions and follow the majority decision in case of a disagreement.

f. Communicate clearly and effectively: Convey your ideas fully and properly regardless of others scope and Listen them carefully.

g. Manage time efficiently and effectively: attend all group meetings and arrive on time, and be flexible with meeting schedules.

4   EXAMINATION PROCEDURES

4.1   Period of examinations

The end-semester examination of a course unit shall be held at the end of the semester in which the course unit is offered. Continuous assessments shall be conducted throughout the semester.

4.2   Requirements to sit examinations

4.2.1 Registration

A student who is registered in the university as an internal student for a particular degree program is eligible to sit the relevant examinations. Students who do not complete their intended degree at the end of the specified period must renew their registration in order to be eligible to re-sit failed courses (courses with 'E' or 'Ic' grades) at the next available opportunity.

4.2.2 Application

Only students who are repeating courses or sitting the examination as fresh candidates due to valid medical reasons, but not within the proper attempt, must submit an application using the prescribed form within the stipulated period. Eligible students will be issued an admission card for the respective examination.

4.2.3 Attendance requirement

A minimum of 80% attendance during teaching sessions is compulsory for both theory and practical course units. A student with less than 80% attendance, excluding absences justified by valid medical reasons, may not be permitted to sit the end-semester examination for that course unit. Such a student will be required to re-sit the examination at the next available opportunity as a repeat candidate.

However, if a student has less than 80% attendance in a practical course, he/she must complete the missed practical sessions before being allowed to sit the examination.

4.3   Re-sit candidates

4.3.1 Missing the first attempt

A student who does not appear for an end-semester examination of a particular course at the first available opportunity, without a valid medical certificate and/or the approval of the Senate upon the recommendation of the Faculty Board, shall forfeit the opportunity to sit that examination and may only re-sit it at the next available opportunity.

4.3.2 Sickness during Examination

If a student falls ill during the examination period, he/she or a guardian must notify the Faculty (Senior Assistant Registrar/Assistant Registrar) in writing within two working days. This notification must be confirmed with a valid medical certificate and a photocopy of the admission card within two weeks from the last date of the respective semester examination. Upon approval by the Faculty Board and the Senate, the student will be permitted to sit the examination for the course unit at the next available opportunity as a proper candidate.

If a student falls ill in the examination hall while answering the question paper, the student's eligibility for consideration as a proper candidate will be assessed based on the above documents and the supervisor's recommendation.

4.3.3 Maximum number of repeat attempts

A candidate can't repeat a course unit more than three times, excluding the proper attempt. However, a grace attempt may be granted with the approval of the Senate upon the recommendation of the Faculty Board, provided the student's registration is valid.

If a candidate skips an attempt without obtaining approval based on valid medical reasons, that missed attempt will be counted within the three allowed repeat opportunities.

4.3.4 Medical Certificate

This is a document that conforms to the format of **Medical Certificate issued by a government hospital**. Such a Medical Certificate should be obtained from any one 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 exceptional circumstances, a medical certificate issued by a private hospital or a SLMC registered private practitioner endorsed by the University medical officer may be accepted.

4.4   Re-sitting Examinations

4.4.1 Repeat Examinations

Examinations conducted by the Faculty will not be repeated within the same academic year. Therefore, a student who receives an **'E' or 'Ic'** grade for a course unit, or who is unable to appear for the end-semester examination, must re-sit the examination at the next available opportunity for that course unit.

4.4.2 Improving Lower Grades

A student who has obtained a **C-, D+, or D** grade in a particular course unit is advised to repeat it. However, if the grade obtained in the second attempt is lower than the first, the student shall retain the **original grade**. The **maximum grade** achievable for a repeated course shall be **C** (grade point value 2.00). A candidate, even with an **E** or **IC** grade, may proceed to the following year of study; however, the student is required to repeat those course units at a subsequent examination.

4.4.3 Special Needs Students

Students who come under the special in-take from UGC may be given a wide range of evaluation methods (Open book, Additional hours, any other different mode of exam etc.) approved by the Senate to complete their degree programme.

4.5   Re-scrutinizing the marks and grades

The prescribed guidelines of the UGC Circular No. 978, shall be adopted in the provision for requesting re-scrutinization of the mark and grades through the Results Verification board.

As, the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny shall be levied on the student.

4.5.1 Procedures

- SAR/AR of the faculty will notify the students of the relevant examination the period during which requests for verification of the results can be submitted by displaying a notice on the notice board of Office of Dean.
- Applications for verification shall be submitted **within two weeks immediately** following the **release of Examination results** of an examination at the office of SAR/AR of the faculty.
- A payment of Rs. 500 (subject to revision) per course of an end semester examination would be charged for verification of the marks and grades.
- The application form will be issued only upon submission of the receipt for the prescribed examination fee.

4.5.2 After the meeting of the Results Verification Board

a) If the marks and the grades are not changed; the candidate shall be informed by the Dean through the SAR/AR of the faculty.

b) If the marks and the grades are changed; the outcome of the verification shall be notified to the candidate(s) only after the ratification of the results by the Special board of examination of the faculty in the case of end semester examination.

c) Whereas, in the case of final examination; the final results should only be released only after obtaining the approval of the Senate and Council of the SEUSL.

The results issued to the student(s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

5   EVALUATION CRITERIA

Students are evaluated through a combination of continuous assessments and end-semester examinations.

5.1   Continuous Assessments

The continuous assessments are conducted in the various forms including open and closed book tests, take home assignments, quizzes, presentations etc. Assessments may also be conducted using the techniques available in the University Virtual Learning Environment (http://vle.fas.seu.ac.lk/). In case of practical courses, the methods of assessments could be different (depending on the nature of the subject) such as Practical Recordings, Assessment, Attendance, contribution etc. The continuous assessments are held throughout the course and are not repeated. Therefore, regular attendance for lectures and practical classes is very important.

5.2   End-Semester Examination - Theory Courses

The Duration of a question paper for end-semester examination shall be 01-03 hours depending on the credit value of the course unit. The number of questions shall be **02 per credit** and **all the questions should be answered**.

The final grade for a theory course unit shall be computed as:

End-Semester Examination – 70%

Continuous Assessment – 30%

5.3   End-Semester Examination - Practical Courses

Practical courses will be evaluated through both end-semester examinations and continuous assessments. Students who do not meet the 80% attendance requirement must complete the missed practical sessions within an appropriate period before appearing for either the first attempt or repeat of the final practical examination.

The final grade for a practical course unit shall be computed as:

End-Semester Examination – 50%

Continuous Assessment – 50%

Condition: To qualify for the 'D' grade or higher, a student must obtain a minimum of 25 % marks in the end semester examination of the respective course. Obtaining required marks from continuous assessments alone will not qualify the candidate for the respective grade. A course unit (theory/practical) will be considered **IC** if the marks obtained for that course unit at the end semester examination is less than 25%, even if the total mark obtained for that course unit is higher than or equal to 25%.

5.4   End-Semester Examination – Repeated Theory Courses

When a candidate is repeating a theory course, the final marks will be calculated by two methods:

Method-I

Continuous assessment marks (30%) will be added to the end semester examination marks (70%) and the grade will be assigned based on the total marks .

Method-II

Continuous assessment marks (30%) will be waived off and grades will be given considering the end semester examination marks alone for 100%.

The student will be awarded the higher of the grades obtained from Method I and Method II.

5.5   Evaluation of Auxiliary Courses

For Auxiliary Courses, only the end-semester examination marks will be considered when awarding grades

5.6   Scheme of Grading

The marks obtained for each course unit will be assigned a grade and a grade point. The range of marks is divided into sequence of suitable sub-ranges (as decided by the faculty) and each sub range is designated by a specific grade.

These grades are assigned grade point according to the following scheme.

Marks Range	Grade	Grade Points
85 - 100	A+	4.00
75 – 84	A	4.00
65 – 74	A-	3.70
60 – 64	B+	3.30
55 – 59	B	3.00
50 – 54	B-	2.70
45 – 49	C+	2.30
40 – 44	C	2.00
35 – 39	C-	1.70
30 – 34	D+	1.30
25 – 29	D	1.00
00 – 24	E	0.00

5.7   Calculation of Grade Point) Average

The Grade Point Average (GPA) is the credit-weighted arithmetic mean of all Grade Points obtained by a student for the course units he/she taken excluding auxiliary courses. This will be calculated to the second decimal place according to the following formula.

$$GPA = \frac{\sum G_i N_i}{\sum N_i}$$

Where, G_i is the grade point of the ith course unit, N_i is the number of credits belonging to the ith course unit.

In case, when a student has taken more credits than the minimum credit requirements (for General Degree 90 credits and Honours Degree 120 credits) the grade points obtained for the main courses and the best grade points among

the elective courses will be considered for GPA calculation. Accordingly, in this scenario, overall grade point average (OGPA) will be calculated as

$$OGPA = \frac{\sum_{i=1}^{n-1}(GP)_i C_i + x(GP)_n C_n}{\sum_{i=1}^{n-1} C_i + xC_n}$$

$$OGPA = \frac{\sum_{i}^{n-1}(GP)_i C_i + (GP)_n \, xC_n}{\sum_{i}^{n-1} C_i + xC_n}$$

n = The number of courses considered for OGPA calculation.

C_i = Module credit value of the ith course

$(GP)_i$ = Module grade point of the ith course

x = fraction of the credit of the last course included (if partial credit is needed to meet the minimum requirement). i.e. if the sum of main courses plus selected electives slightly exceeds the minimum credit requirement, x is applied to adjust the contribution of the last elective course to the total, so that the OGPA calculation accurately reflects the minimum credit requirement.

6   DEGREE AWARDING CRITERIA

6.1   Bachelor of Science (General) Degree

To be eligible for the BSc (General Degree), a student must have completed a minimum of **90 credits**, excluding enhancement/auxiliary courses and must fulfil the following requirements:

(a)   Obtained a minimum GPA of **2.00**,

(b)   Obtained no '**E' or 'Ic'** grades in any registered course unit,

(c)   Obtained minimum of a '**C' grades** in English courses at Level I & II,

(d)   Completed the degree programme within **six** academic years, excluding Senate approved deferment period.

Award of class:

In addition to the above requirements, award of class will be decided by the board of examiners using the following criteria as guidelines:

First Class:

(a) Obtained a minimum GPA of **3.70,**

(b) Completed the relevant requirements within **three** consecutive academic years excluding Senate approved deferment period.

Second Class (Upper Division):

(a) Obtained a minimum GPA of **3.30,**

(b) Completed the relevant requirements within **three** consecutive academic years excluding Senate approved deferment period.

Second Class (Lower Division):

(a) Obtained a minimum GPA of **3.00,**

 (b) Completed the relevant requirements within **three** consecutive academic years excluding Senate approved deferment period.

6.2   Bachelor of Science (Honours) Degree

To be eligible for the Bachelor of Science Honours Degree, a student must have completed at least a total of **120 credits**, excluding enhancement/ auxiliary courses and of which a minimum of 72 credits must be in the subject of specialization and must satisfy the following requirements:

(a)   Obtained a minimum GPA of **2.00**,

(b)   Obtained no '**E' or 'Ic'** grades in any registered course unit,

(c)   Obtained minimum of '**C**' grades in English courses in Level I & II,

(d)   Completed the degree programme within **seven** academic years, excluding Senate approved deferment period.

Award of Class:

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

First Class:

(a) Obtained a minimum GPA of **3.70,**

(b) Completed the relevant requirements within a period of **four** consecutive academic years excluding Senate approved deferment period.

Second Class (Upper Division):

(a) Obtained a minimum GPA of **3.30,**

(b) Completed the relevant requirements within a period of **four** consecutive academic years excluding Senate approved deferment period.

Second Class (Lower Division):

(a) Obtained a minimum GPA of **3.00,**

(b) Completed the relevant requirements within a period of **four** consecutive academic years excluding Senate approved deferment period.

6.3 Bachelor of Applied Sciences Honours Degree

To be eligible for the Bachelor of Applied Sciences Honours Degree, a student must have completed at least a total of **120 credits**, excluding enhancement/ auxiliary courses, and of these the fourth academic year should comprise with significant exposure to applications with practical and/or industrial training and must satisfy the following requirements:

(a)   Obtained a minimum GPA of **2.00**,

(b)   Obtained no '**E' or 'Ic'** grades in any registered course unit,

(c)   Obtained minimum of '**C**' grades in English courses at Level I & II,

(d)   Completed the degree programme within **seven** academic years, excluding Senate approved deferment period.

Award of class:

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

First Class:

(a) Obtained a minimum GPA of **3.70**,

(b) Completed the relevant requirements within a period of **four** consecutive academic years, excluding Senate approved deferment period.

Second Class (Upper Division):

(a) Obtained a minimum GPA of **3.30**,

(b) Completed the relevant requirements within a period of **four** consecutive academic years, excluding Senate approved deferment period.

Second Class (Lower Division):

(a) Obtained a minimum GPA of **3.00**,

(b) Completed the relevant requirements within a period of **four** consecutive academic years. excluding Senate approved deferment period.

6.4   Conferment of Degree

a. A degree shall be conferred on a person who has been certified by the Senate as having fulfilled all the requirements prescribed for the award of the relevant degree programme.

b. No degree will be conferred on any person until he/she has paid the prescribed fees, and has signed the declaration appearing in the special form provided for the degree to be awarded at the convocation or for conferment in absentia.

c. The name that will be written on the certificate will be the name as spelled in the formal application submitted at the time of enrolment. Those who have changed their names subsequently must inform the Examination Division accordingly, and attend to legal certification requirements.

6.5   Effective Date of the Degree

The effective date of the degree shall be the day following the date of the last examination or following day of viva held, whichever occurs later. In the case of thesis submission, the day following viva date will be considered as the effective date, provided the final corrected copy is submitted within one month of the viva held. If the above conditions are not met, the final thesis submission date will be the effective date.

6.6 Award of Medals

Awards shall be given annually to the honours degree students who have recorded the best performance in the relevant subject or in the overall subjects, provided they satisfy the following criteria as determined by the Faculty:

(a)   Obtain a minimum overall GPA of 3.30 in the case of overall performance or specific subject.

(b)   Completed the degree program within four academic years in case of an Honors degree and obtained a minimum of Second Class (Upper Division) or its equivalent cumulative or final GPA.

(c)   In the event of a tie for the Gold Medal for the best overall performance, the Faculty Board shall select the most suitable candidate based on their overall GPA and the total number of A^+ Grades earned in semester examinations.

(d)   No awards shall be given to any students against whom disciplinary or legal action is pending or to any student who has been subject to punishment by the University or a court of law while registered as a student of the University.

The following medals shall be awarded annually at the University Convocation to students of the Faculty of Applied Sciences:

Medal 1: *Professor Sultanbawa Memorial Medal for the Best Student in Chemistry*
Awarded to the most outstanding student, on the basis of academic merit, graduating with an Honours Degree in Chemistry

Medal 2: *Dr. M. H. M. Ashraff Memorial Medal for the Best Student in Sciences*
Awarded to the most outstanding student, on the basis of academic merit, graduating with any Honours Degree offered by the Faculty.

7   Fall back option

A fall-back option allows a student who is unable to complete a higher qualification within the maximum permitted period of study to be awarded a lower qualification for which they have already completed the required credits and learning outcomes.

For example, a student registered for an Honours degree who does not satisfy the Honours requirements within the allowable period but has completed the minimum requirements for a General degree may be eligible to be awarded the Bachelor of Science (General) Degree as a fall-back qualification.

In accordance with UGC Commission Circular No. 02/2024 on early exit and fall-back qualifications, eligible students may be provided with a fall-back option as part of their degree programme design.

8 EXAMINATIONS RULES AND PUNISHMENTS

8.1 By-Law No. 02 of 1996 - Conduct at Examinations

Prepared under section 135 of the Universities Act No. 16 of 1978 as amended by the Universities Amendment Act No. 07 of 1985 and approved by the University Council on 24.08.1996. This By-Law as cited as By-Law No. 02 and came into force on 15th July, 1996 and is amended on 13/02/2019 and shall come into force on 13/02/2019

Rules pertaining to the Conduct of Examinations:

8.1.1 A candidate shall have fulfilled the attendance requirement of 80% as prescribed in order to be eligible to sit the examination of a course. The candidate should submit a medical certificate in support of his/her absence to lectures within two weeks after commencement of his/her absence. The medical certificate shall confirm to the regulations given under section 2.1.

8.1.2 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.

8.1.3 On the admission to the Examination Hall, the candidates shall occupy the seats allocated to them.

8.1.4 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, mobile phones, electronic devices etc. which the candidate has brought with him should be kept at a place indicated by the Supervisor or invigilators. A calculator may be allowed only for the subjects for which it is permitted.

8.1.5 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.

8.1.6 A candidate shall bring into the examination hall his/her Student Record Book or his/her University Identity Card which should bear the candidate's photography and his/her 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. If a candidate fails to produce the student record book or the university identity card, he/she shall sign a declaration in respect of the paper for which he/she had not produced and produce the student record book or the university identity card within the next three working days. If a candidate has lost his/her student record book or the university identity card during the examination period, he/she shall obtain a duplicate of student record book or the university identity card as the case may be from the Registrar or Senior Assistant Registrar/ Academic for production at the examination hall.

8.1.7 A candidate also shall bring the admission card on every occasion he/she presents himself/herself for a paper.

8.1.8 A candidate may be requested by the Supervisor to declare any items in his or her possession or person.

8.1.9 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.

8.1.10 No candidate shall copy or attempt to copy from any book or paper or notes of similar material or from the scripts of another candidate. No candidate shall watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.

8.1.11 If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/ she would be treated as having committed a punishable offence.

8.1.12 Candidates shall write only on the writing paper issued during the current paper on that particular date and session.

8.1.13 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.

8.1.14 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.

8.1.15 A script that bears no index number/ registration number of has an index number/ registration number which cannot be identified, is liable to be rejected. No candidate shall write his/ her name or any other identifying mark.

8.1.16 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.

8.1.17 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.

8.1.18 No candidate shall submit a practical or field book, dissertation, thesis, project study, model or product, a programme or software, answer script or assignment which has been done wholly or partly by anyone other than the candidate himself/ herself. In terms of group projects, input from group members only are allowed.

8.1.19 A Candidates shall bring his/ her own pens, ink, mathematical instruments, drawing instruments, erasers, pencils or any other approved equipment or stationery which he/ she has been instructed to bring. No candidate shall bring a programmable calculator into the examination.

8.1.20 No person shall impersonate a candidate at the examination nor shall any candidate allow himself/ herself to be so impersonated by another person.

8.1.21 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.

8.1.22 Candidates shall stop work promptly when ordered by the Supervisor/ Invigilator to do so.

8.1.23 Absolute silence shall be maintained in the examination hall and its precincts. A Candidate is not permitted to communicate or to have nay dealings with any person other than the Supervisor/ Invigilator(s). Attention of the Supervisor/ Invigilator shall draw by a candidate by raising the hand from where he/ she is seated.

8.1.24 During the course of answering a question paper no candidate shall be allowed to leave the examination hall temporarily. In case of any emergency, the Supervisor/ Invigilator may grant permission to do so but the candidate will be under his/ her surveillance.

8.1.25 No candidate shall impersonate a candidate at the examination nor shall any candidate allow himself/ herself to be impersonated by another person.

8.1.26 Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.

8.1.27 No candidate shall contact any person other than the Vice Chancellor, Dean, Head of Department or AR/ SAR/ DR Examination regarding any matter concerning the examination.

8.1.28 Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/ her seat until it is collected. On no account shall a candidate hand over his/ her answer script to an attendant, a minor employee or another candidate.

8.1.29 A candidate who is registered for a course unit shall sit for the examination unless he/she has withdrawn the registration within the prescribed period for dropping course units. The candidate should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a certificate cannot be submitted before the commencement of the examination, the candidate shall inform his/her inability to attend the examination in writing preferably by registered post to the Dean of the faculty within two weeks after commencement of the examination with a valid medical certificate. The medical certificate shall confirm regulations given under section 9.2.1.

8.1.30 A student who is found guilty of an examination offence shall not be eligible for class award.

8.1.31 No student shall sit an examination of a course if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate with the recommendation of the relevant Faculty Board.

8.2   Regulations pertaining to acceptance of Medical Certificates submitted by students

8.2.1 Students are required to support their absence for lectures, practical classes, field works, study tours, field visits, etc. and examinations due to illness by a valid medical certificate confirming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons:

> University Medical Officer
> District Medical Officer
> Consultant Specialist in the particular field
> Head of Government Base Hospital
> Medical Superintendent of a Provincial Ayurvedic /
> Homeopathic Government Hospital

Medical certificates issued by private hospitals of registered private practitioners could be considered by the University Medical Board.

8.2.2 Student who fall ill during semester or examination time should contact the University Medical Officer at the University Health Centre immediately.

8.2.3

If a student falls ill during the examination period, he/she or a guardian must notify the Faculty (Senior Assistant Registrar/Assistant Registrar) in writing within two working days. This notification must be confirmed with a valid medical certificate and a photocopy of the admission card within two weeks from the last date of the respective semester examination.

Upon receipt of the medical certificate(s), the Dean should follow the following procedures:

8.2.3.1 In case of a Western Medical Certificate is submitted

a. The medical certificate should be referred to the University Medical Officer of his/her observation and recommendation.

b. The University Medical Officer if wishes may summon the student for examination and thereafter send his/her observations and recommendations to the Dean.

c. In cases where the University Medical Officer wishes to convene the Western Medical Board he/she may make arrangements to convene the Board and refer the recommendation of the Board to the Dean.

d. The Dean open receipt of the recommendations, should forward it to the Faculty Board for ratification.

8.2.3.2 In case of an Ayurvedic Medical Certificate is submitted

a. Ayurvedic medical certificates submitted by student(s) should be circulated among the members of the Ayurvedic Medical Board for their observations by the AR/SAR of the Faculty under the guidance of the Dean of the respective Faculty

b. Each member of the Ayurvedic Medical Board may send his/ her observations and recommendations on the face of the medical certificate to the Dean of the respective Faculty through the AR/SAR of the Faculty.

c. In case where the opinions of the members of the Board vary, the AR/SAR of the Faculty with the consultation of the Dean of the Faculty may convene a meeting of the Board.

d. The Board may examine the documentary evidence provided or may summon the student and examine the student concerned.

e. Recommendation of the Board should be sent to the Faculty Board through the Dean of the faculty for ratification.

f. The originals of the medical certificates submitted should be kept in the files in the Faculty while copies of the certificates should be sent to the University Medical Officer for the purpose of records.

8.2.3.3 There shall be two medical boards, viz. Western Medical Board and Ayurvedic Medical Board

a. Western Medical Board

- The Western Medical Board shall consider the cases where the University Medical Officer has doubt about the validity of the medical certificate upon which the request of students to be excused for absence from lectures etc. or examination.
- Medical Officer of the University shall convene the Board if and when necessary
- Board has the right to call students before the Board when necessary for the purpose of interview, examination and investigations.
- Recommendations of the Board should be sent to the Faculty Board through the Dean of the respective Faculty.
- The Board should consist of a physician, surgeon, a psychiatrist and the University Medical Officer.

b. Ayurvedic Medical Board

- This Board shall consist of three (03) persons appointed by the Senate of the University.
- This Board may consider Ayurvedic medical certificates submitted by students requesting exemption from examination or lectures etc. and make recommendations to the Senate through the Dean of the respective Faculty.
- The Board shall meet at least once within a semester. The SAR/academic in consultation with the Deans of respective Faculties shall convene the Board whenever necessary.
- Board has the right to call students before the Board when necessary for the purpose of interview, examination and investigations. The SAR / Academic should request the student's presence at the Board.

- Recommendations of the Board should be sent to the Faculty Board through the Dean of the respective Faculty.

- Caution should be exercised when accepting the Ayurvedic Medical Certificates. Medicals should only be considered from those who are registered under the Ayurvedic Medical Council.

- General or special registered Ayurvedic Medical Practitioners could recommend, on any one occasion, leave upto14 days at a stretch. Those with more than the above amount should get an endorsement from the Medical Officer in Charge of the closest Government Ayurvedic Hospital or Government Ayurvedic Dispensary.

- The Board may decide on the number of days recommended for leave even though recommended in the Ayurvedic medical certificate.

- The Board has the right to question the validity of any Ayurvedic Medical Certificate.

- The Board has the right to summon any student submitting Ayurvedic Medical Certificates, if necessary.

8.3 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 / Examination Branch. 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.

8.4 Examination Offences and Punishments

8.4.1 Offences

Any candidate who violates examination rules shall be deemed guilty of the offence of possession of unauthorized documents or items, and the following punishments may be imposed.

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 in his/her person or in his/her 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, mobile phones, electronic devices etc. which the candidate has brought with him/her (9.1.4)	a. If the materials brought to the examination hall are relevant to the question paper, 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 particular paper will be cancelled. If the materials brought into the examination hall are irrelevant to the question paper, only the examination paper concerned shall 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. Any other punishments recommended by the Senate.
4. Use any information devices in the Examination Hall	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 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. Any other punishments recommended by the Senate.
5. Attempt to copy from any unauthorized material (i.e., book or paper or notes of similar material etc.) (9.1.10) or copy from the script of any other candidate. (9.1.9) or watch any practical examination performed by another candidate (9.1.10).	If the materials brought to the examination hall are relevant to the question paper 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 particular paper will be

	cancelled. If the materials brought into the examination hall are irrelevant to the question paper, only the examination paper concerned shall be cancelled. a. This candidate will not be eligible for class awarding. b. These all-cancelled exam papers will be considered as repeat papers in future. c. Any other punishments recommended by the Senate.
6. Attempting to help another candidate or conduct him / her negligently so that another candidate has the opportunity of copying. (9.1.9)	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 particular paper will be cancelled.
7. If any candidate was found to have copied from another candidate by an examiner at the time of marking 9.1.11)	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 particular paper will be cancelled.
8. Disruption of examination or cause disturbance or inconvenience to the	A candidate is liable to be excluded from the examination hall for disorderly conduct.

Supervisor or his staff or to other candidates 9.1.17. Not abiding by the instructions provided by the supervisor, invigilator or violates the general rules and regulations of examinations.	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 particular paper will be cancelled. Other punishments stipulated in the UGC Comm. Circular 946.
9. Impersonate a candidate at the examination or allow himself / herself to be so impersonated by another person. (9.1.25)	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 and 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 and c. This candidate will not be eligible for class awarding and d. These all-cancelled papers will be considered as repeat papers in future.

| | e. Any other punishments recommended by the Senate.

If by an outsider, prosecution to be initiated and any other punishments recommended by the Senate Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the impersonator is found to be a graduate of this University, his/her degree shall be withdrawn. |
|---|---|
| 10. Copying an assignment, project work | Assign zero marks and written warning. And any other punishments recommended by the Senate. |
| 11. Aiding and abetting

Lending or borrowing any material from any other candidate or attempt to communicate in any manner with another candidate (9.1.9) | 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. Any other punishments recommended by the Senate.
12. Removal of University stationery and material (9.1.13)	Written warning by the supervisor with a copy placed in personal file. If found guilty for the same offence again, a. The admission card of the current examination will be cancelled. This implies that all the paper/s mentioned in the given admission card will be cancelled. b. Prohibit from sitting examination of this University for a period of 1 semester.
13. Attempt to obtain improper assistance	Cancellation of the paper and severe warning issued in writing with a copy in the personal file.
14. Not carrying out the Instructions of the Supervisor at the examination hall	Written warning by the supervisor with a copy placed in personal file. If found guilty for the same offence again, a. The admission card of the current examination will be cancelled. This implies that all the paper/s mentioned in the given admission card will be cancelled. b. Prohibit from sitting examination of this University for a period of 1 semester.

		c. Other punishments stipulated in the UGC Comm. Circular 946.
15.	Submitting a practical or field book, dissertation, thesis, or project study, model or product, a programme or software, or answer script or assignment which has been done wholly or partly by anyone other than the candidate himself / herself. (Plagiarism) (9.1.18)	The examination of that particular subject will be cancelled. In terms of plagiarism in thesis or project work, the thesis or project work will not be accepted nor evaluated. The candidate has to repeat the same in a different attempt, which will be considered as a repeat attempt. And/ Or Prohibit from sitting examination of this University for a period of 2-4 semesters.
16.	Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence. (9.1.26)	The admission card of the current examination will be cancelled. This implies that all the paper/s mentioned in the given admission card will be cancelled. And/ or Prohibit from sitting examination of this University for a period of 2-4 semesters.
17.	Any other offences which are not covered in the above sections	Inquired into and appropriate actions taken.

8.5 Procedure Regarding Examination Offences Committed by Candidates

8.5.1 Disciplinary Committee

There shall be an examination disciplinary committee consisting all the deans of the University. The committee should be convened within two weeks by the AR/SAR/DR of Examination branch upon the receipt of a complaint. The committee should inquire into the complaint and make recommendations including punishments based on this guideline and other rules and regulations of the University within a one week of meeting the committee. The report of the committee should be tabled at the next Senate for necessary actions.

8.5.2 Procedure

8.5.2.1 In all cases of violation of examination rules, the supervisor shall take action to forward his complaint / report to the Examination Branch (to AR/SAR/DR) through the Dean.

8.5.2.2 When the supervisor detects disorderly conduct of a candidate, in the first instance, he should warn the candidate to behave properly. If the conduct of a candidate is causing disturbance to the examination or if the candidate behaves continuously in a manner which is disturbing the examination, the supervisor may exclude the candidate from the examination hall and issue a letter with copies to the respective Dean, AR/SAR/DR examination and the AR/SAR of the respective Faculty cancelling his/her candidature.

8.5.2.3 In all cases of detecting examination offences, the supervisor should send a report to the relevant Dean with a copy to the AR/SAR/DR Examination along with all relevant material including material taken into custody. All the materials taken into custody, should be authenticated by keeping signatures of the candidate, supervisor and an invigilator. The report of the supervisor should be counter signed by an invigilator.

8.5.2.4 The Dean, after a preliminary inquiry, will submit his/her recommendations to the AR/SAR/DR examination to place the same at the disciplinary committee for further actions.

8.5.2.5 Any officer of the University (i.e. examiner, head, lecturers etc.) who detects an examination offence should report it to the relevant Dean who shall after a preliminary inquiry should submit the report to the AR/SAR/DR examination to place the same at the disciplinary committee for further actions. Any allegation or complaints received from any one on examination offences should be investigated initially by the relevant Dean and with his/her report; it should be tabled at the disciplinary committee.

8.5.2.6 The AR/SAR/DR should serve as the convener of the disciplinary committee.

8.6   The Decision
8.6.1 The decision(s) of the disciplinary committee should be submitted to the Senate for a decision and the Senate should ratify the decisions.

8.7   Appeal Procedure
8.7.1 The Vice Chancellor may appoint an appeal board consisting three members among Senior Professors, Professors or Associate Professors.

8.7.2 Any student on whom a punishment is imposed may appeal within two weeks from the date of communication of the punishment. The appeal should be addressed to the Vice Chancellor.

8.7.3 The appeals board may review the decision regarding the punishment imposed and may either affirm or revise the punishments and refer back to the Senate.

9 GENERAL INFORMATION

9.1 Student Registration

All students who are admitted to the university are required to register themselves before commencing their course of studies each academic year. Registration must be completed at the Academic and Examination branch of the university on or before the date specified.

9.2 Subject Registration

Students admitted to the faculty are requested to select courses offered by the departments and register the selected courses for each semester of every year. Students are advised to select the subject combination of their choices carefully before registration. Course registration should be completed following the online subject registration procedure.

9.3 Issue of Student Record Book and Identity Card

Upon completion of registration, the University will issue each student a Student's Record Book and an Identity Card, bearing his/ her photograph duly embossed with the the University seal.

Every student shall carry his/ her 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.

9.4 Renewal of Registration

All Students who continue their course of studies during their second and subsequent years are required to renew their registration at the commencement of each academic year on or before the date notified. Renewal can be done through online in parallel with subject registration after paying the renewal fee prescribed by the university.

9.5   Payments for Registration

Details of fee are given below. Payments should be credited to the South Eastern University of Sri Lanka, Account **No. 228-100190001704,** People's Bank, Addalaichenai through any branch of the People's Bank.

Payments for Initial Registration for All Students

Registration Fees: ………………………… 110/-

Annual Medical Fees: …………………… 50/-

Library Deposit: …………………………… 100/-

Handbook: ………………………………… 25/-

Those seeking Hostel Accommodation

Hostel Fees (per year): …………………… 1200/-

Payments for Renewal of Registration for All Students

Renewal fees: …………………………… 110/-

Medical fees: …………………………… 50/-

Identity card: …………………………… 100/-

Fees for repeat courses (per course): …. 100/-

Loss of Identity card: …………………… 300/-

Loss of Record Book: …………………… 300/-

Note: Maximum limit for the fees for repeat courses is 400/-.

9.6   Department of English Language Teaching (DELT)

The DELT is operating at the main campus and a dedicated team of staff assigned to meet the need of the FAS. This team organizes and conducts compulsory English courses for Level I and Level II students, and elective English courses for Level III and Level IV students throughout their academic programme.

9.7   Library and information services of FAS

The Science Library of the Faculty of Applied Sciences is located on the second and third floors of the Administration block. It is a part of the library system of

the University, and it specializes in manifold aspects of system maintenance management.

Hours of Opening

Unless announced otherwise, operating hours of the library are as follows:

Weekdays	:	08:30h – 18:00h
Saturday	:	08:30h – 17:00h
Sunday	:	Closed except exam period
		(08:30h – 17:00h only during exam)
Public holidays	:	Closed

Readers

The main readership of the library comprises academics, students and professionals. Students who enrol for the postgraduate programmes at the faculty are entitled to get membership of the library.

Library Collection

The library collection provide basic readings for course work and research at the faculty, in a number of areas of specialization. The readers also will find a substantial collection of additional readings and reference materials, at the Science library.

The main collection consists of books more than 20,000 volumes in both reference and lending sections. The following special collections are available only for reference purposes:

- Sri Lanka Collection
- Theses, research papers, policy reports and case studies
- Pamphlet collection
- Reference Collection

Access to Scholarly Databases

SEUSL libraries have facilities to access scholarly databases subscribed by Consortia for Academic Libraries in Sri Lanka (CONSAL), the UGC and several open access resources.

The main CONSAL-subscribed resources include:
- Emerald Insight – 235 journals
- Taylor & Francis Journals – 1,589 journals
- Oxford Online Journals – 258 titles

Library users can access these e-resources remotely by visiting the following link:

http://www.seu.ac.lk/library/online_journals.php

Organization

All resources in the library are classified according to the Dewey Decimal Classification Scheme, and organized in a systematic way for easy retrieval. Shelf arrangements of the library are designed to ensure proper air circulation and allow readers to freely move when searching for a book.

Services

a. Borrowing: Books will be issued for a period of two (02) weeks.
b. Reservation: Students can reserve any book they need. Librarian will inform when the book is ready for lending
c. Renewal: Readers can renew the borrowing period at once when they request.
d. Photocopying services – Photocopying facilities are available at a nominal fee, from 10:30h to 15:00h.
e. On-line public Access Catalogue (OPAC) – This is the main catalogue of the university libraries. Readers can access from anywhere, anytime.
f. Internet ACCESS – Unlimited internet (wi-fi) facilities are available for current students.

Rules

a. **Opening hours** – library hours, as determined from time to time, will be posted on the Library's notice board and main entrance.

b. **Identity Display** – Readers are required to display their University identity card throughout their stay in the library.

c. **Security Checks** –Students entering or leaving the library shall allow books and other possessions to be checked by the library staff /security officer at the entrance.

d. **Prohibited Items** – Only reading and writing materials can be brought into the Library. Other materials such as bags, umbrellas, parcels, crash helmets may be left in the cloakroom of the Library. Library management accepts no responsibility for loss or damage of any of these items.

e. **Cloakroom Use** – The cloakroom is provided solely for library patrons and operates from opening to 10 minutes after closing. The cloakroom opens when the library opens and will close 10 minutes after the library closes.

f. **Token System** – You will receive a numbered token for your belongings. If you lose the token, you must have proof of ownership of your items with payment of a fine.

g. **Overnight Items** – Items may not be left overnight in the cloakroom. Any items left at the end of the day will be handed over to the Chief Security Officer. They can be retrieved the next day with payment of a fine.

h. **Valuables** –Readers are kindly requested to refrain from leaving valuables or money in bags handed over to the cloakroom. The library is not liable for any damage or loss of such items.

i. **Electronic Devices** – Mobile phones, Walkmans, discman and similar electronic gadgets are not allowed to be brought inside the library.

j. **Prohibited Activities** – Smoking, eating and drinking, talking to each other, listing songs / videos are strictly prohibited inside the library. Silence is to be strictly observed in the Library

k. Silence must be strictly observed in all sections of the Library, including the reading areas, reference section, lending/borrowing section, periodicals section, and stack areas.

l. Reasonable discussion is permitted only in the Communication Lab / designated discussion areas.

m. **Damage and Theft** – Mutilating, stealing, and/or defacing library materials/properties are liable to strict disciplinary action.

n. **Furniture** – Readers are not allowed to remove or change the placement of chairs, tables or any other furniture in the Library.

o. **Disturbances** – The Library staff has the authority to ask any reader, who causes disturbance to leave from the library.

p. **Violation of Rules** – Library officers have the authority to bar any person from using library facilities for any infringement of the Library Rules and Regulations.

q. **Book Care** – Books must be returned on time. Ensure that books are returned in the same condition. Books should not be marked or defaced in any manner. A penalty will be imposed for damaged or defaced books. When books are returned, make sure that the receiving date is stamped on the book.

r. **Borrowing Period** – The borrowing period for all books from the lending section is 14 (fourteen) days. The fine for delay is Rs. 10 per day.

s. **Handling Books** – Books and other reading materials once removed from the shelf by a reader must be kept on a designated table. Users must not return them to the shelf (as it is the task of the library staff).

t. **Amendments** – Library Authority may amend Library Rules and Regulations when necessary. Abuse of library rules and regulations may result in loss of library privileges as a whole.

9.8   Student Support Service and Welfare System (SSS & WS)

The Student Support Service and Welfare System (SSS & WS) is a central entity located at the main campus, where the students and other stack holders may bring their grievances and issues and seek solutions and reliefs. It also oversees

coordination and cohesion among several service divisions and units to ensure smooth functioning of the system, to address shortcomings and deficiencies, and to extend assistance for the students in need.

The SSS & WS encompasses six broad areas, namely: Student services, Student accommodation and cafeteria services, Common amenities and services such as recreational and sports facilities, curative and preventive healthcare services and facilities for social, cultural, creative and aesthetic pursuits, Student welfare, grievance redress and counselling system that will coordinate with university authorities and faculty level student counselling system, Career Guidance Services, and Marshal and Security services.

Further, SSS & WS shall entertain any complaints, problems, and grievances from students related to food and accommodation, financial, educational and health matters etc., and provide assistance to needy students in liaison with relevant divisions and/or units.

9.9   Facilities and Services

The students have access to various facilities and services on campus including the Library, Computer unit, Health Centre, student's common room, Places of worship, Multi shop, Sporting facilities, Canteen, Students' Unions, Societies, Hostels, Shroff's Office. Officers attached to these servicers may be met by prior appointment.

9.10   Career Guidance Unit (CGU)

As part of educational reform proposals, Career Guidance has been identified as a priority since 1998; practically all universities have initiated activities in this regard.

The CGU at main campus conducts career-related programmes in the following focal areas: career counselling and advising, employability skills enhancement, career-related information provision, networking with the industries,

facilitation of work experience and graduate placement, entrepreneurship skills development, organizing and conducting seminars, conferences, workshops, exhibitions, festivals, industry days, career fairs, out bound training programmes and more related activities.

9.11 Mentoring

Purpose of Mentoring Program is to support mentees to manage their own academic and personal life in order to maximize their potential, develop their skills, and improve their performances during their studies at the University.

Accordingly, each student will be assigned to a mentor from the beginning of the academic program, and the mentoring relationship will continue throughout the entire degree program.

Through the mentoring program, mentors will be able to deliver the following services;

- Provide advice and support on academic progress and personal or professional development and student welfare issues.
- Share information on the career pathways, provide guidance, motivation, emotional support, and role-modelling.
- Assist mentees in acquiring knowledge, skills, and appropriate attitude.
- Provide information on other sources of guidance and support available within and outside the University.
- Identifying the students with poor academic performance, provide appropriate advice to support their degree progression .

9.12 Industrial Training Cell

Industrial Training Cell (ITC) of the Faculty of Applied Sciences (FAS) was established in 2018, with prime objective of producing science graduates who are skilled in variety of industrial activities, as specified by the Sri Lankan industries, by exposing them to the actual working environments.

The ITC organizes industrial training placements for the students registered for the course of Intensive Industrial Training (IIE 32262) by linking with the relevant industries. This course is offered as an elective course in the second semester of level III for the general degree students. The main objective of the course is to enhance the employability of the FAS general degree holders.

The training will be provided for a period of minimum 8 weeks and monitored by the ITC. All the details of the course of IIE 32052 (e.g. eligibility, placement, assessment methods etc.) are available in the document titled 'Guidelines for Intensive Industrial Training' issued by the ITC.

9.13 Science Research Centre

The Science Research Centre (SRC) is one of the units of the Faculty of Applied Sciences, South Eastern University of Sri Lanka. SRC supports to the research programs of the faculty members staff and students through the maintenance of shared facilities, foster interdisciplinary collaborations in science-based research and serves the university, community, state and region through research and development activities.

The SRC shall be financially secure with core funding derived from either the university or other sources. In this regard, while the university may provide support to the SRC through its operating budget, the SRC is expected to seek external funding to support the activities (e.g. through grants, contracts, donations or fee-for-service arrangements).

The main commitments of the SRC are;
1. Coordinate the requirements of the Honours degree research activities of the faculty with interdisciplinary sophisticated resources of the faculty and external institutes.
2. Encourage research collaborations among different disciplines, departments, faculties and other relevant institutes.
3. Provide research training opportunities for staff and undergraduates and

serve as a valuable research information centre for the community.

4. Identify the potential postgraduate research areas and facilitate the offering of postgraduate degrees by research.

5. Organize seminars, workshops, research talks and symposia.

9.14 Science Education Centre (SECFAS)

The Science Education Centre, Faculty of Applied Sciences (SECFAS) is a unit of the Faculty of Applied Sciences (FAS) established to support Community outreach and enhance science education, particularly for secondary schools in the south-eastern region of Sri Lanka. Being located in this region, the FAS is well-positioned to contribute to the development of the education sector.

The SECFAS aims to promote and support science education and to disseminate scientific knowledge in the south-eastern region. To achieve this, it

1. facilitates science teachers in using effective teaching methods,

2. enriches the school curriculum by providing hands-on learning experiences,

3. conducts seminars and practical sessions for teachers and students,

4. organizes motivational programs such as science camps and quiz competitions,

5. publishes science monographs and books, and

6. implements programs requested by educational institutions in the region or elsewhere.

The SECFAS generates income through its programs, and the University may provide additional financial assistance to support community outreach activities.

9.15 Physical Education Unit (PEU)

The Physical Education Unit (PEU) of the Faculty of Applied Sciences (FAS) is responsible for promoting physical fitness, health, and sports activities among students and staff. The unit plays a key role in coordinating intra-faculty, inter-

faculty, and inter-university sports competitions, as well as encouraging participation in national and regional sports events. PEU also organizes recreational and wellness activities to foster a balanced and healthy student life.

The main objectives of the PEU are to:

1. Develop and maintain sports facilities and equipment within the faculty.
2. Organize, supervise, and coordinate sports tournaments, competitions, and fitness programs for students and staff.
3. Promote physical health, teamwork, leadership, and discipline through active participation in sports and recreational activities.
4. Collaborate with other faculties, universities, and external organizations to broaden sports and physical education opportunities.
5. Encourage students to participate in extracurricular physical activities as part of holistic personal development.

Through these activities, the PEU contributes to the overall well-being of students, enhancing their academic performance, teamwork, and social skills while fostering a spirit of sportsmanship and healthy living.

9.16 Course Review by Students through online

The Faculty considers student feedback on each course course as a vital activity for the continuous improvement of teaching and learning quality. This process will enable the management to identify areas requiring enhancement and make informed decisions to improve course delivery. Student evaluations provide important insights into the relevance of the programme, highlight key elements of each course, and indicate any negative trends that may require review, revision, or further attention.

Instructions for Students to Complete Online Course Evaluation:

1. Log in to the portal using your password.
2. Click-on the relevant course name for to the current semester (one course at a time).

3. Find the link 'Course Evaluation' at the top of the course page. (If there are several faculty members teaching the course, look for separate links for each of them).
4. Click the link and carefully fill the form and then transmit.
5. Repeat steps 2-4 until all the relevant courses are evaluated.

It should be noted that:
1. This process will ensure complete privacy, confidentiality and anonymity of the evaluators, even though you log-in with your username and password.
2. No one, including the administrators of the system, can trace the 'owner' of the individual feedbacks.
3. Instructors will not have access to the feedbacks; they will only receive the compiled Summary Report at the end of each evaluation process.
4. The system will prevent you from submitting your choices more than once. Therefore, please select your answers carefully before you click on the 'Submit' button.

9.17   Virtual Learning Portal (VLE)

In addition to the hard infrastructure facilities, students will have access to the Faculty of Applied Sciences Virtual Learning Environment (FAS VLE) to access learning material, communicate with faculty and batch-mates, participate in discussion-forums and peruse academic progress records. The web address of the site is https://fasvle.seu.ac.lk. A unique username and the password will be provided for each student to log-in to the portal at the time of registration.

In order to use the Virtual Learning Environment (VLE) effectively, students are requested to follow the following instructions carefully:
a. After loggin in to the site, you will see the list of courses you have enrolled for the relevant semester under "My Courses".
b. Click-on any of the course title; you will see the course page for that particular course and one or more of the following items (blocks) will appear on the page:

- Weekly outlines
- Recent Activity
- Search Forums
- Course up-dates
- Upcoming events

- Administration
- Messages
- People
- Activities
- Latest news

c. Using 'Weekly Outline' you can open/download the study material available for the period concerned. Students are advised to use download software such as Download Accelerator Plus (www.speedbit.com) for downloading larger files.

d. To send group emails, click "Compose New Email" under the QUICKMAIL block.

e. Edit your profile by clicking your name which is displayed on the top right corner, using the Edit Profile tab. You can make any change that you wish in your profile, including your e-mail address. It is the student's responsibility to regularly update his/her profile as the Institute uses this information to communicate with the student on day-to-day matters.

9.18 Direction for FAQs/ Queries

9.18.1 Academic Guidance

Academic guidance for all programs is provided by the Department of Study, the Science Research Centre, and the Faculty Board of the University, under the overall direction of the University Senate and Council.

The promotion of institutional good governance and their success are the key requirements here, which will have an effect on the country's overall socio-economic growth and advancement.

9.18.2 General Administration

Dean	Provide academic and administrative leadership, Oversee the planning, implementation, and review of academic programmes, ensures quality teaching, fair

	exams, and smooth, Initiate and recommend Faculty-level policies and ensure their effective implementation.
Heads of the Departments and/or Coordinator	Oversee academic programmes within the department/unit, including programme structure and design, course content, quality assurance processes, preparation of examination papers and assignments, and coordination of course evaluations
Senior Assistant Registrar (SAR)/Assistant Registrar (AR) of the faculty	academic administration and general administrative matters of the Faculty. This includes coordinating Faculty Board activities, handling student records and examinations, processing official correspondence, and ensuring the implementation of University regulations and Faculty decisions.
Senior Assistant Registrar (SAR)/Academic and Student Affairs	oversees academic and student administration, including admissions, enrolment, registration changes, document transfers, Convocation matters, and issuance/renewal of student ID cards and record books, while supporting the Dean, Faculty Board, and University regulations.
Deputy Registrar (DR)/ Examination	conducting examinations, releasing results, issuing certificates, transcripts, and degrees, and ensuring all examination processes comply with University regulations and quality standards.
Deputy Registrar (DR)/ Student and Staff Welfare	responsible for Mahapola and bursary payments, handling student appeals, registration of student unions and societies, oversight of the Medical Centre and Canteen, student accommodation, welfare services, and staff welfare matters, ensuring smooth administration and compliance with University policies.

Senior Assistant Bursar (SAB)/Assistant Bursar (AB)	cashiering, billing, collection of fees and donations, student account services and refunds, as well as managing all accounts of receipts and disbursements, procurement functions, and other matters related to the Institute's finances and cash flow.
Academic Wardens/ Director/ Accommodation, Sub warden	managing student accommodation, ensuring discipline and safety within hostels, supervising residential staff, coordinating hostel facilities and maintenance, and supporting the welfare of resident students
Senior Student Counsellor/Student Counsellors/ Mentors	providing guidance and support to students on academic, personal, and career matters, promoting student well-being, monitoring student progress, and referring students to relevant services when needed. Also help foster a positive learning environment and support the implementation of student development programs
Academic Career Guidance Advisor	providing students with guidance on academic pathways, career planning, internships, and employment opportunities, helping students make informed decisions about their studies and future careers, and coordinating career development activities and workshops within the Faculty
Instructor/ Physical Education	planning, conducting, and supervising physical education classes and activities, promoting student health and fitness, organizing or coordinating sports events and competitions, and ensuring the proper use and maintenance of sports facilities and equipment
Science Library	managing library resources for the Faculty of Science, including books, journals, and electronic

	resources, assisting students and staff in accessing information, organizing reference and lending services, supporting research and learning activities, and maintaining proper records and cataloguing of all materials.
Canteen	The Canteen strives to provide quality food and courteous service to students. Students are expected to cooperate with the staff and maintain orderliness and cleanliness at all times. Any complaints should be reported to the Deputy Registrar – Student and Staff Welfare through the Faculty Registrar. The Canteen is open from 07:00 to 20:00 on weekdays and from 08:00 to 18:00 on weekends and public holidays.