



# Standard Operating Procedures



**Dean's Office**

**Faculty of Fisheries and Marine Sciences & Technology**

**University of Ruhuna**

# Contents

## Topic

01. Vision and Mission of the Faculty of Fisheries and Marine Science & Technology
02. Organogram of the University and the Faculty
03. Contact Information
04. Introduction of the Faculty
05. Graduate Profile
06. Standard - SOP 1.
  - 06.01. Electing of the Dean
  - 06.02. Flow Chart Diagram of SOP 1
07. Standard - SOP 2
  - 07.01. Conducting Meetings of Faculty Board
  - 07.02. Flow Chart Diagram of SOP 2
08. Standard - SOP 3
  - 08.01. Preparing of Academic Calendar
  - 08.02. Flow Chart Diagram of SOP 3
09. Standard – SOP 4
  - 09.01. Preparing Examination Schedule
  - 09.02. Flow Chart Diagram of SOP 4
10. Standard – SOP 5
  - 10.01. Making Visiting Appointments/Payments
  - 10.02. Flow Chart Diagram of SOP 5



11. Standard – SOP 6

11.01 Appointment of Temporary Academic Staff

11.02 Flow Chart Diagram of SOP 6

12. Standard – SOP 7

12.01 Making Appointments of Examiners preparation of examination paper and payments

12.02 Flow Chart Diagram of SOP 7

13. Standard – SOP 8

13.01 Conducting Examinations

13.02 Flow Chart Diagram of SOP 8

14. Standard – SOP 9

14.01 Issuing of Results

14.02 Flow Chart Diagram of SOP 9

15. Standard – SOP 10

15.01 Verification of Grade and Marks

15.02 Flow Chart Diagram of SOP 10

16. Standard – SOP 11

16.01 Management of Daily Office Mail

16.02 Flow Chart Diagram of SOP 11

17. Standard – SOP 12

17.01 Calling Application for the Examinations and issuing Admissions

17.02 Flow Chart Diagram of SOP 12

18. Standard – SOP 13

18.01 Establishment of Faculty Student Union

18.03 Flow Chart Diagram of SOP 13



19. Standard – SOP 14

19.01 Electing Two Student Representatives to the Faculty Board

19.02 Flow Chart Diagram of SOP 14

20. Standard – SOP 15

20.1 Submitting medicals for the examinations

20.2 Flow Chart Diagram of SOP 15

21. Standard – SOP 16

21.1 Submitting medicals as excuses for attendance of lectures and Practical attendance

21.2 Flow Chart Diagram of SOP 16

22. Standard – SOP 17

22.1 Arranging Industrial Training of Level IV students

22.2 Flow Chart Diagram of SOP 17

23. Staff of the Office of the Dean

24. Office Layout



# Vision and Mission of the Faculty of Fisheries and Marine Science & Technology

## Vision of the Faculty

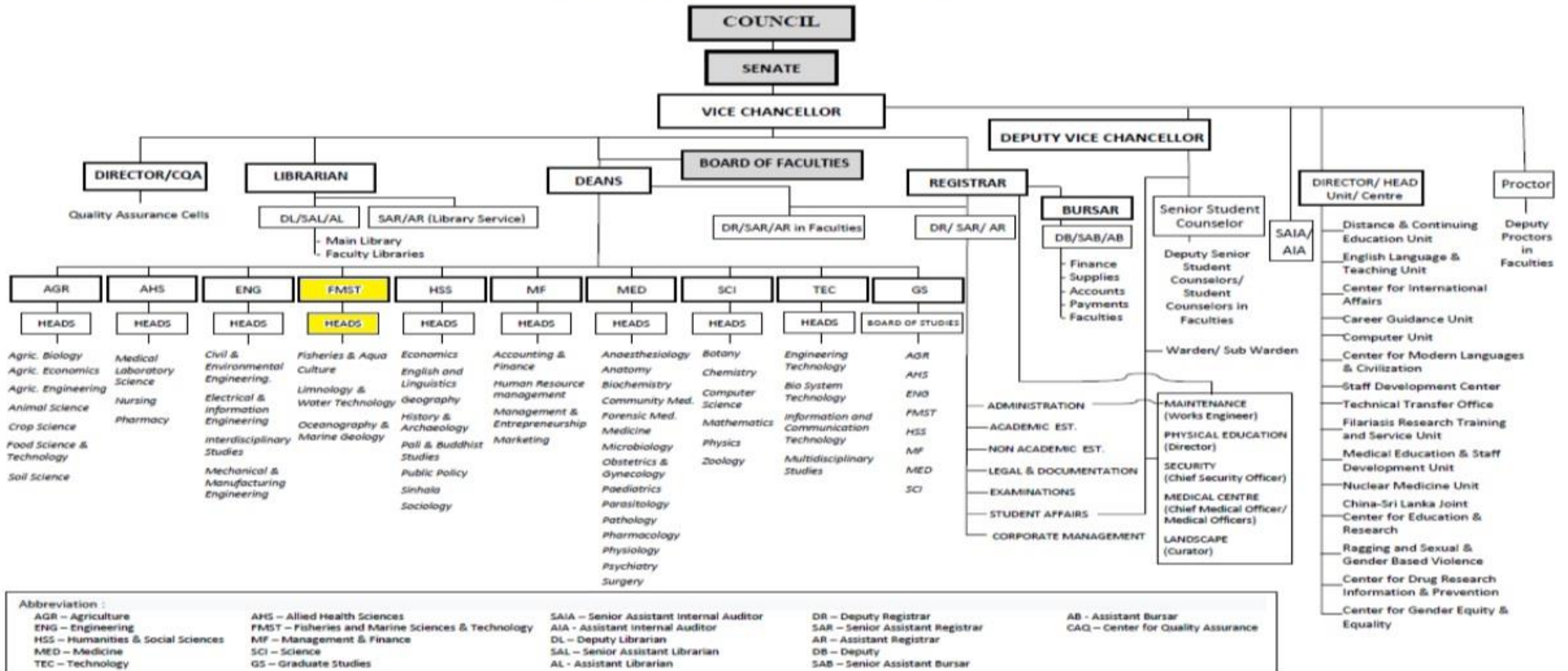
“To be the Centre of excellence for Fisheries Science, Marine Science, & Water Technology Education and Research in Sri Lanka

## Mission of the Faculty

“To produce outstanding internationally accredited graduates in the fields of Fisheries, Aquaculture, Limnology, Water Technology, Oceanography and Marine Geology”



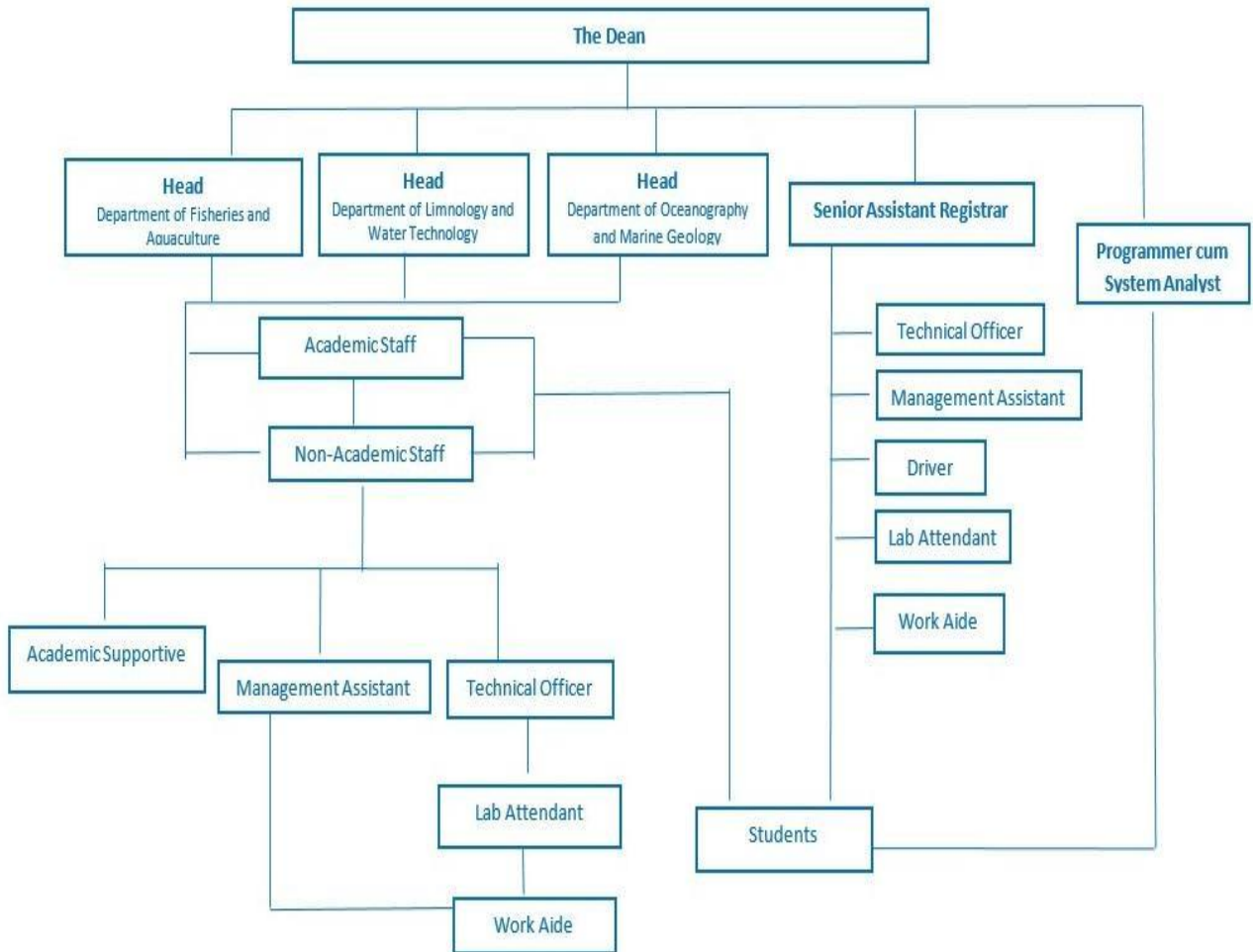
## ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY



Abbreviation :				
AGR – Agriculture	AHS – Allied Health Sciences	SAIA – Senior Assistant Internal Auditor	DR – Deputy Registrar	AB - Assistant Bursar
ENG – Engineering	FMST – Fisheries and Marine Sciences & Technology	AIA - Assistant Internal Auditor	SAR – Senior Assistant Registrar	CAQ – Center for Quality Assurance
HSS – Humanities & Social Sciences	MF – Management & Finance	DL – Deputy Librarian	AR – Assistant Registrar	
MED – Medicine	SCI – Science	SAL – Senior Assistant Librarian	DB – Deputy	
TEC – Technology	GS – Graduate Studies	AL - Assistant Librarian	SAB – Senior Assistant Bursar	



## Organogram of the Faculty of Fisheries and Marine Sciences & Technology



## Contact Information

**Dean** : Prof KHMA Deepananda  
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# Faculty

## Introduction

The Faculty of Fisheries and Marine Sciences & Technology houses three Departments, i.e, Department of Fisheries & Aquaculture, Department of Limnology & Water Technology, and Department of Oceanography & Marine Geology. The Faculty offers undergraduate courses for the Bachelor of Science Honours (BScHons) in Fisheries and Marine Sciences, and Bachelor of Science Honours (BScHons) in Marine and Freshwater Sciences degree programmes of four-year duration (Sri Lanka Qualification Framework - Level 6). Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) research degrees are also available in relevant disciplines.

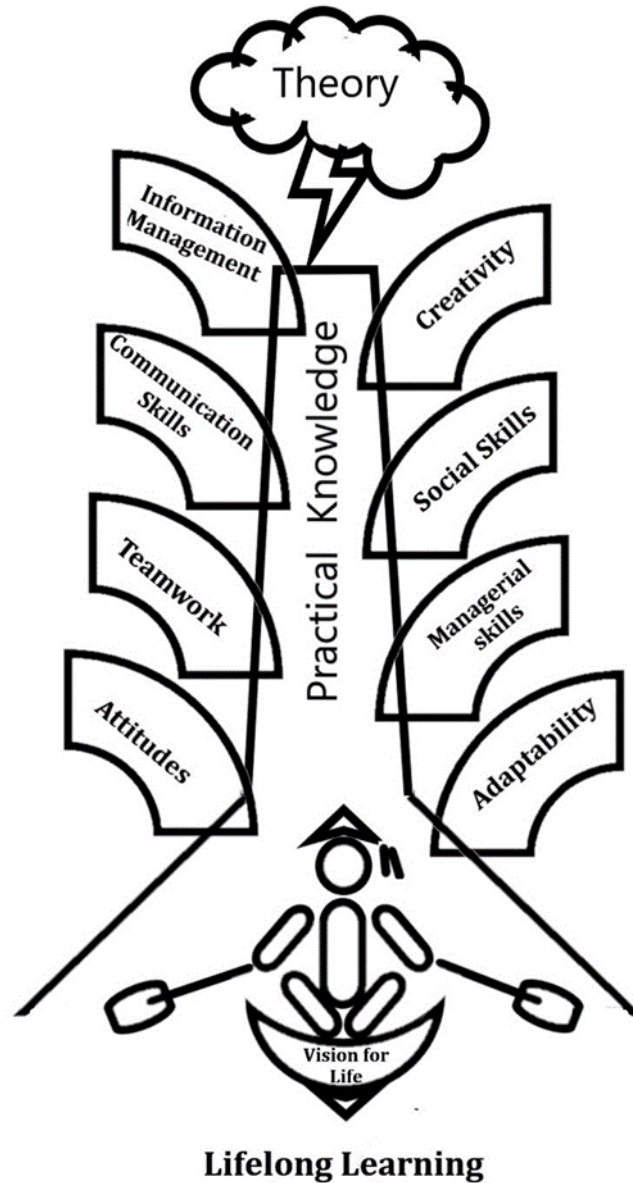
## Dean's Office

**Dean's office** of Faculty of Fisheries and Marine Sciences & Technology offers numerous services to students and act as a source of information for other interested parties. The Dean's office handles student registration, student recruitment and transfer & deals with legal aspects and coordinates all the departments in order of smooth continuation of Faculty's duties. The web addition of the Dean's office is designed to minimize workload traffic while downloading forms and applications, student handbook, course structure, academic calendar under the help desk. Mean time the MIS and LMS are fully functioning for managing administrative matters and academic activities respectively in the academic programme.



## GRADUATE PROFILE

Graduates of Faculty of Fisheries and Marine Sciences & Technology (FMST) are well equipped with theoretical and practical knowledge to manage living and non-living resources in inland aquatic as well as marine environments and possess attributes as depicted in the following chart.



### FMST Graduate

1. **Theoretical Knowledge** of FMST graduate is thorough and intact as the backbone supporting their role in aquatic, mineral and fishery resources management.

Graduates who followed Marine and Freshwater Sciences Degree essentially have the ability to explore and understand marine and freshwater systems, utilize the living and non-living resources in those environments sustainably, and mitigate natural and anthropogenic hazards related to those environments.

Graduates who followed Fisheries and Marine Sciences Degree essentially have the ability to explore and understand fishery resources both marine and freshwater, manage those resources minimizing conflicts with



community and other stakeholders, and develop and manage aquaculture systems assuring food security of the people.

2. **Practical Knowledge** turns theory into application and is obtained through hands-on experience on scientific methods for environmental management.

Graduates who followed Marine and Freshwater Sciences Degree develop skills to measure quality status of marine and freshwater systems as well as the ground water; analyses the risks associated with the quality deterioration; apply drinking water and waste water treatment methods; manage pipe-borne water and irrigation water distribution; manage watersheds considering hydrological regimes and land use patterns; assess environmental impacts of anthropogenic activities; conserve aquatic ecosystems and biodiversity; and explore biological and mineral resources in the marine and freshwater systems.

Graduates who followed Fisheries and Marine Sciences Degree develop skills to assess fishery resources in both marine and freshwater systems; manage those resources minimizing conflicts with community and other stakeholders; conserve aquatic ecosystems and biodiversity; analyze genetic resources of aquatic biota; develop and manage different aquaculture systems; assess the quality of aquatic food products; develop post-harvest techniques for aquatic food products; and develop value added products from the fisheries and aquaculture harvest.

3. **Information Usage and Management** are essential skills they develop throughout the degree program which improve their analytical power and generate new knowledge by research.

4. They learn to complete the task in a **Teamwork** as well as to take **Leadership** in the team when necessary to reach their goal.

5. **Communication Skills** they acquire open the drain of their knowledge and experience to a wider and diverse community.

6. **Creativity** becomes an essential feature of their work, and **Problem-Solving** attitude drives them over barriers of inland and marine environments seeking for better answers.

7. FMST graduates are well synchronized with their working environment and community as **Networking and Social Skills** are inherited in their degree program.

8. **Managerial skills** and **Entrepreneurship** they acquire well blended with theoretical and practical knowledge making them suitable for government and private sector employment as well as for the self-employment.

9. They reap good **Attitudes, Values and Professionalism** during their four-year journey. The result is well-bred, professionals to take managerial positions in different sectors of Natural Resource Management, and ultimately, responsible citizens.

10. Opportunities to work in harsh and diverse environments as well as in the industrial setup improve their **Adaptability and Flexibility** to be fit into any situation.

11. Once graduated, they know how to play the game without further classroom guidance as **Updating Self/ Lifelong Learning** has already become a part of them.

12. With a **Vision for Life**, they pass out, and always remain target oriented with well-balanced professional and personal lives.



## Electing of the Dean

Standard Operating Procedures

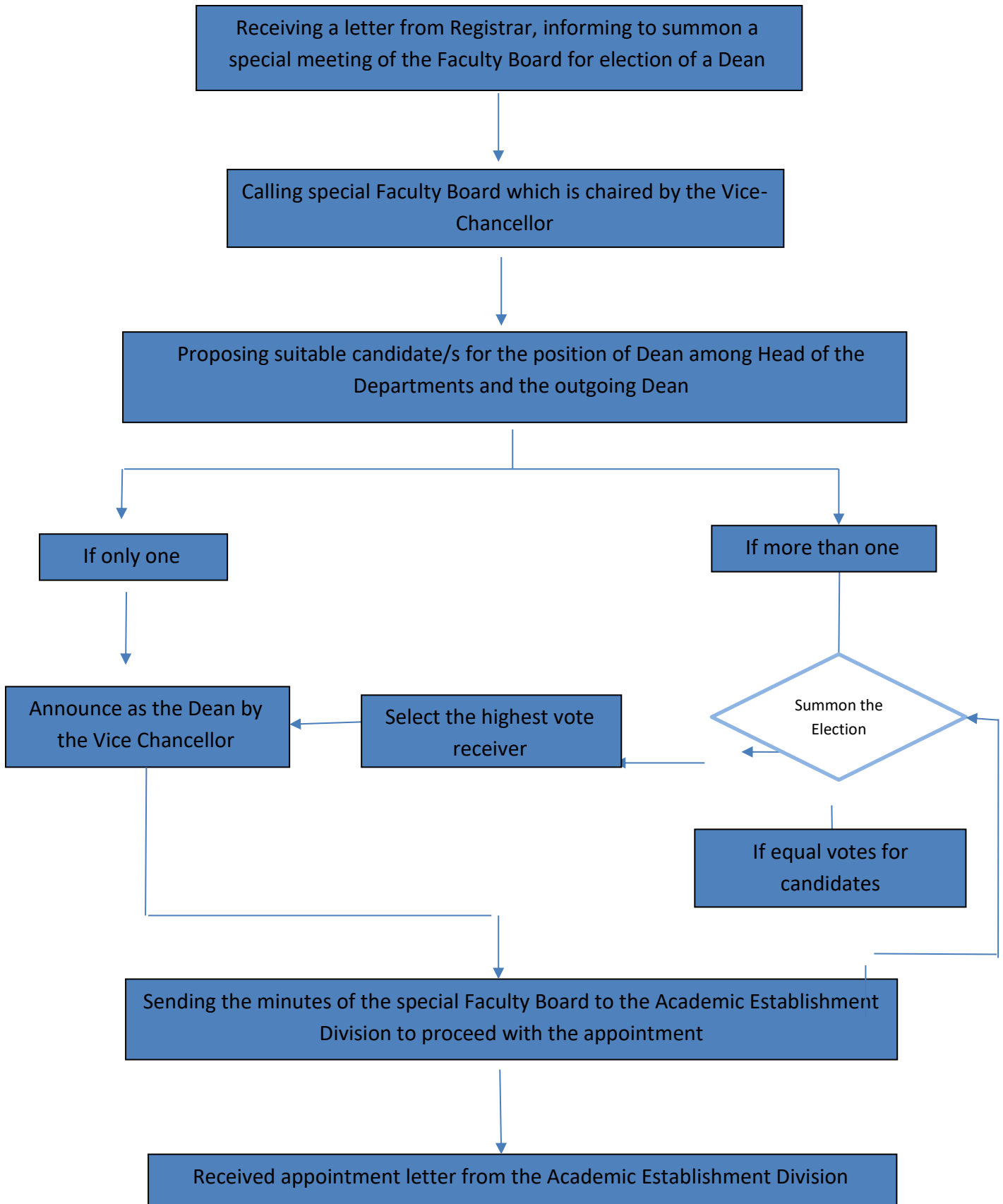
FMST /DO/ 01

Office	:	Dean's Office/FMST	Responsibility	:	SAR
			Delegated Responsibility:		MA
Task	:	Electing a Dean	Time Frame	:	Two weeks
Purpose	:	Electing a Dean for the Faculty			
Procedure	:	The process includes the following steps :			
	Step 1 :	Receiving a letter from Registrar, informing to summon a special meeting of the faculty board for election of Dean			
	Step 2 :	Calling special faculty board which is chaired by the Vice-Chancellor			
	Step 3 :	Proposing suitable candidate for the position of dean from among Head of the Departments of study comprising the faculty and the outgoing Dean			
	Step 4 :	If there is one proposed candidate, unanimously electing him/her to be appointed as the Dean.			
	Step 5 :	If there is more than one, proposed candidate holding an election.			
	Step 6 :	Sending the minutes of the special faculty board to the Academic Establishment Division to proceed with the appointment.			
	Step 7 :	Received appointment letter from the Academic Establishment Division.			
Linking References:	1978 Universities Act No,16 Section 49(1),				
Workflows/ Flowcharts:	(Annexed)				
Revisions made on:	23.07.2022				



## Flowchart Diagram for the Process

### Election of the Dean



## Conducting Meetings of the Faculty Board

Standard Operating Procedures

SOP NO.: FMST /DO/ 02

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: Senior Assistant Registrar, Senior Staff Management Assistant
Task	:	Conducting meetings of the Faculty Board	Time Frame: Once a month
Purpose	:	<ul style="list-style-type: none"> <li>• to consider and report on matters referred by the Senate</li> <li>• to regulate matters connected with teaching, examinations and research in the Departments of Study in the Faculty; subject to the control of the Senate</li> <li>• to present recommendations and reports to the Senate on all matters connected with the courses of study and examinations in the Faculty;</li> <li>• to appoint committees, which may include persons other than members of the Faculty, for the purpose of considering and reporting on any special subject or subjects</li> <li>• to appoint examiners for the approval of the Senate</li> <li>• to discuss development plans, action plan and student matters etc as recommendations to the Senate.</li> </ul>	
Procedure	:	The process includes the following steps :	
<b>Phase 1</b>			
	Step 1 :	Receiving memos, reports, and notices from Head of the Departments / other divisions prior to the meeting.	
	Step 2 :	Preparation of previous minutes of the meeting.	
	Step 3 :	Preparation of the agenda of the scheduled meeting.	
	Step 4 :	Processing of the meeting books including an invitation letter, agenda, minutes of the previous meeting and memos to the members and the students separately	
	Step 5 :	Circulating the documents among the Faculty Board members at least three days before the date of the meeting	
	Step 7 :	Preparation of a voucher for cash advanced for refreshments and payment for sitting allowance for the external members	
	Step8 :	Conducting the meeting	
	Step 9 :	Conveying the urgent decisions for follow up actions needed before the next meeting and implementing the decisions accordingly	
	Step 10:	Settling of the cash advance	
	Step 11	Submitting relevant Faculty Board decisions/reports and confirmed minutes of the previous meeting for approval of the Senate	
	Step 12	submitting the senate decisions to the council whenever necessary	
	Step 13 :	Maintain records of the all processes for future reference	
	Step 14	Prepare the compilation of Faculty Board minutes at end of each year as a book	
<b>Phase 2</b>			

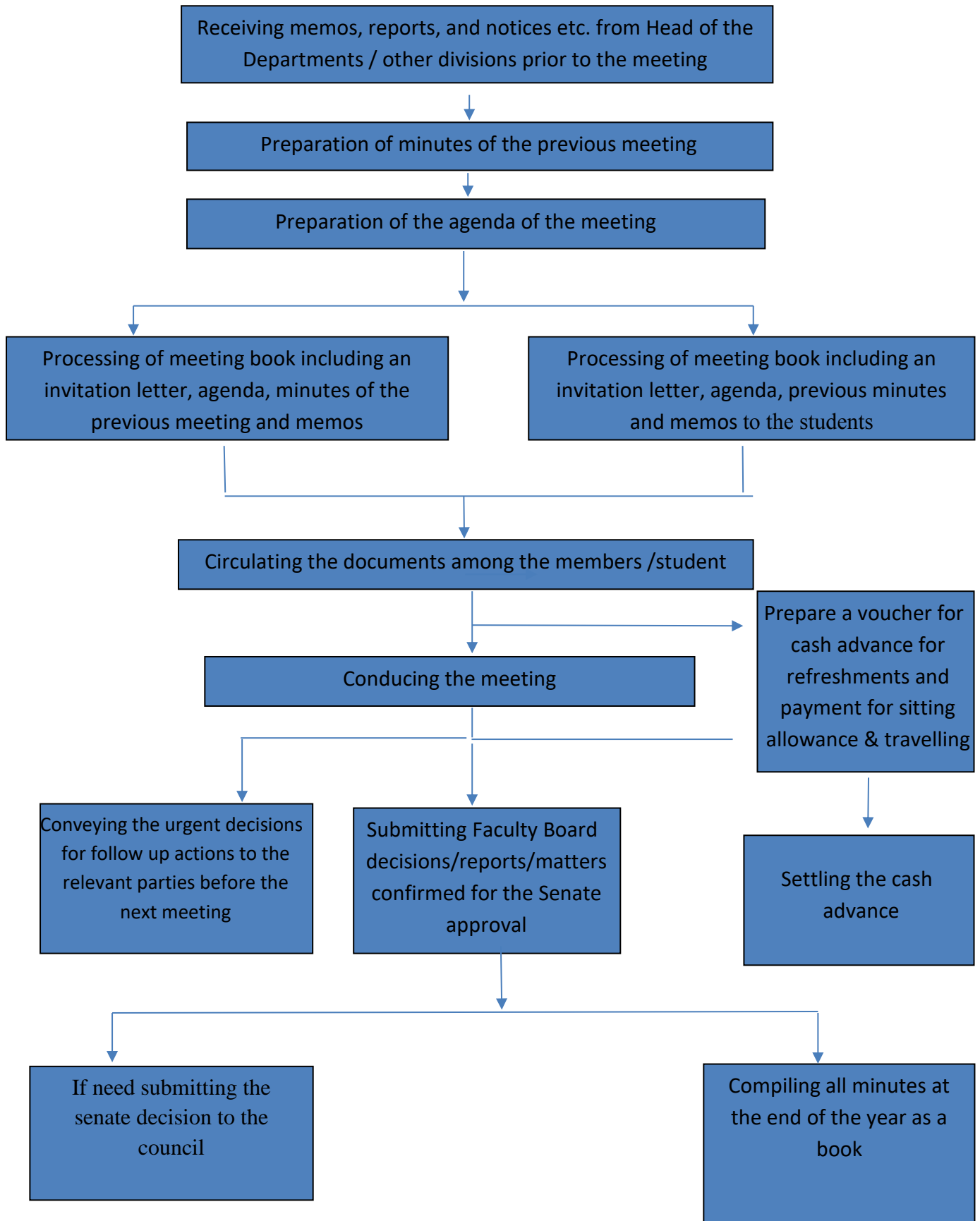


Appointing Members:	<ul style="list-style-type: none"> <li>• Two members elected by the Lecturers (Probationary) of the Faculty for a period of 3 years reckoned from the date of election.</li> <li>• Two members of the permanent staff attached to the Faculty and who are imparting instructions, other than those referred to in paragraphs (b) and (c) of 48(1A) of the University Act No. 16 of 1978, for a period of 3 years reckoned from the date of election.</li> <li>• Two students elected by the students of the Faculty for one year reckoned from the date of election.</li> <li>• Three persons not being members of the staff of the University elected by the Faculty Board from among persons of eminence in the areas of study relevant to the Faculty, for a period of 3 years reckoned from the date of election.</li> <li>• Two elected members from Academic Supportive staff of the Faculty</li> </ul>
Linking References:	1978 Universities Act, Section 48,
Workflows/ Flowcharts:	(Annexed)
Revisions made on:	23.11.2021



## Flowchart Diagram for the Process

### Conducting meetings of the Faculty Board





## Preparing Academic Calendar

**Standard Operating Procedures:**

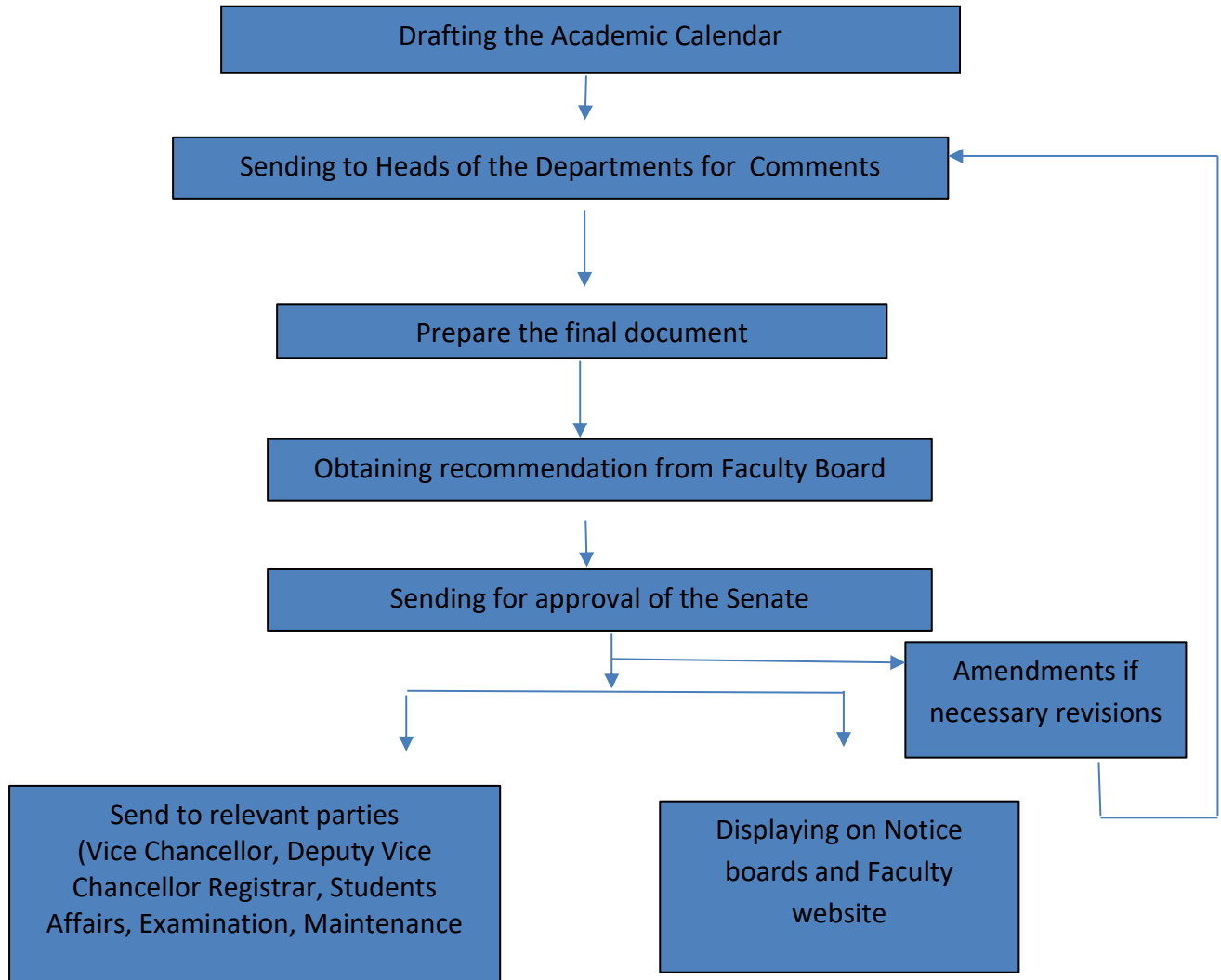
SOP NO : FMST/ DO/ 03.

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: Committee, SAR, MA
Task	:	Publishing Academic Calendar	Time Frame: Two weeks before starting the Academic Year/ Semester
Purpose	:	Maintaining all academic and non-academic services, examination and external services of the faculty properly and maintaining the academic activities of the faculty efficiently	
Procedure	:	The process includes following steps:	
	Step 1 :	Drafting the Academic Calendar by the SAR	
	Step 2:	Sending HODs for comments	
	Step 3 :	Preparing Academic Calendar considering comments	
	Step 4 :	Obtaining approvals from Faculty Board	
	Step 5:	Sending for approval of the Senate	
	Step 6 :	Submitting the Academic Calendar to relevant divisions and to the Faculty website (VC, Examination branch, Student welfare branch, Maintenance unit) Displaying the Academic calendar on Notice boards	
	Step 7:	Make necessary revisions whenever needed while conducting the programme due to unavoidable reasons	
Linking References:		Student Hand Book, Calendar of the Year, Academic Calendar and Academic Timetable, Examination timetable of the previous year	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on :		23.11.2021	



## Flowchart Diagram for the Process

### Preparing Academic Calendar



## Preparing Examination Schedule

**Standard Operating Procedures:**

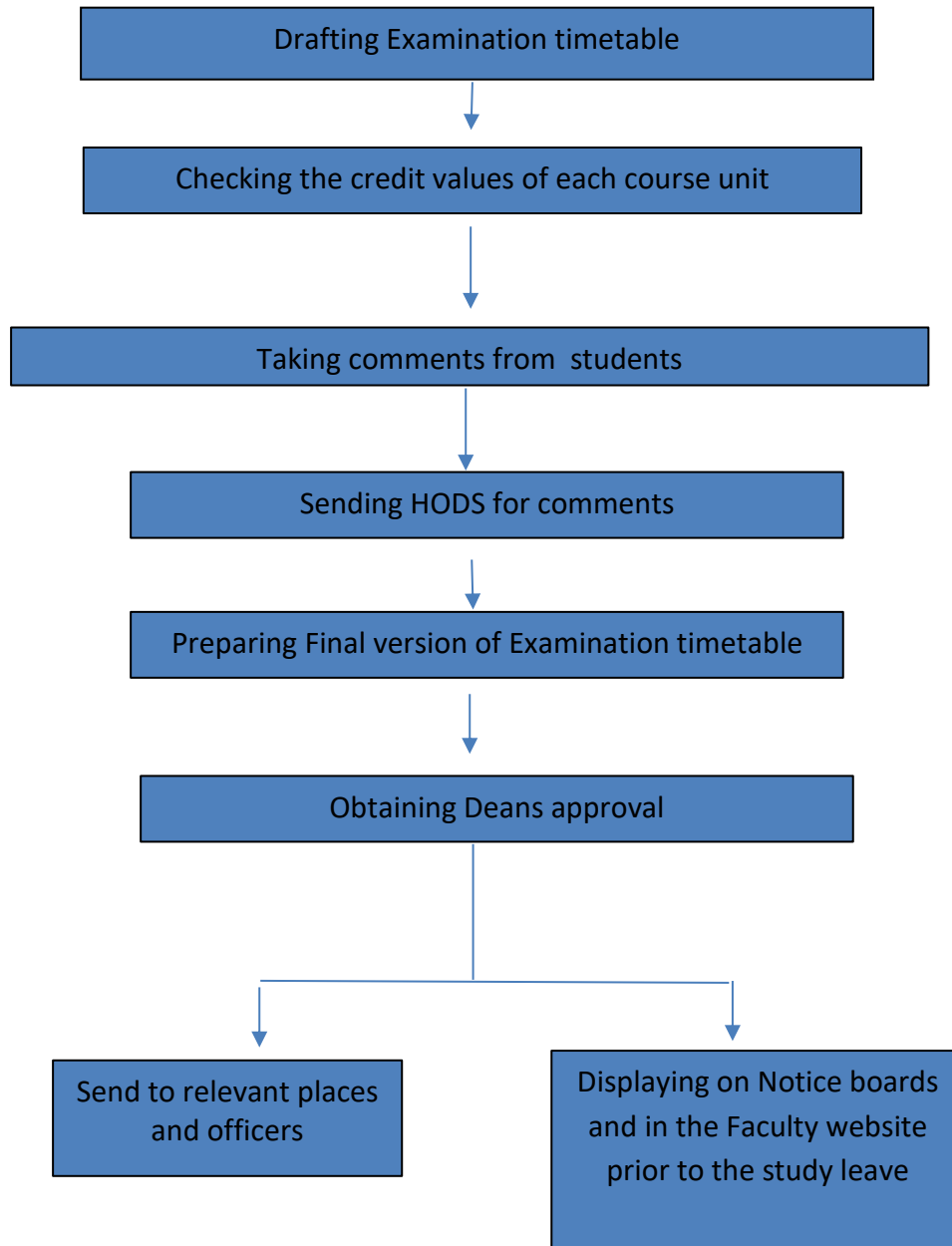
SOP NO: FMST/ DO/ 04.

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: Committee, SAR, MA
Task	:	Publishing Examination Schedule ,	Time Frame: one month prior to the examination
Purpose	:	Maintaining effective and efficient services related for undergraduates examinations	
Procedure	:	The process includes following steps:	
	Step 1 :	Drafting initial schedule by considering the credit values of Course Units of each semester	
	Step 2:	Consider number of repeat students for arranging the schedule	
	Step 3 :	Prepare the draft schedule and take comments from students	
	Step 4 :	Send the revised version to HoDS for comments	
	Step 5:	Prepare final examination timetable considering all possible comments	
	Step 6 :	Taking Dean's approval for the final document	
	Step 7:	Display in the MIS, notice board and send copies to examination branch, maintenance unit, Faculty of Science, DVC, Library, DLTU	
Linking References:		Previous semesters timetable	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Preparing Examination Time Table



## Making Visiting Appointments/Payments

Standard Operating Procedures

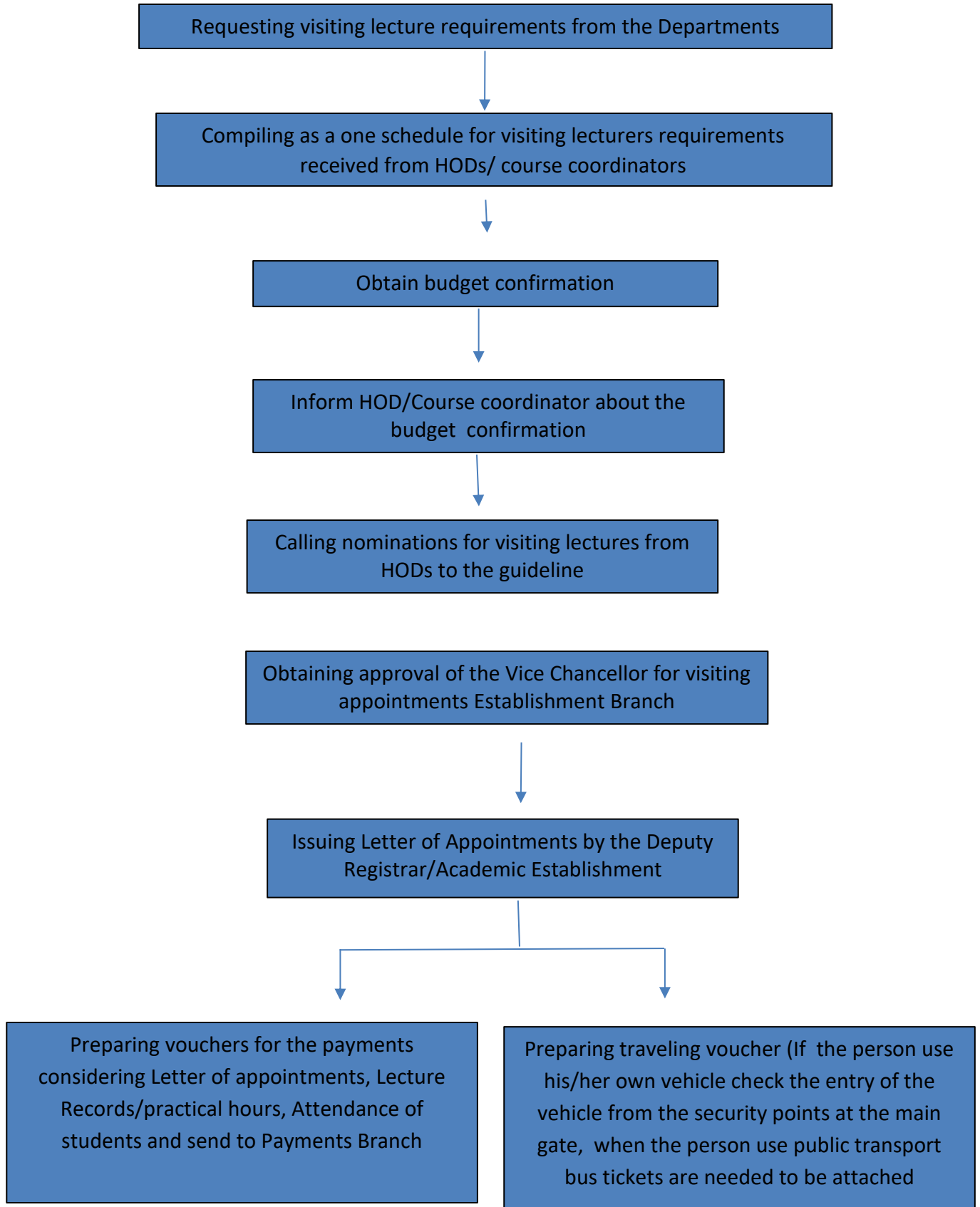
SOP NO.: FMST/DO/05

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: Head of Departments Senior Assistant Registrar, Management Assistants
Task	:	Appointing Visiting staff	Time Frame : Twice a year before the starting of the semester
Purpose	:	Conducting Academic activities of the relevant academic year in proper manner	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Requesting visiting lecturer requirement from the Departments/course coordinators of relevant course units	
	Step 2:	Receiving requirement form the relevant parties	
	Step 3:	Compiling all the requirement and take budget confirmation from the Bursar	
	Step 4 :	Inform the confirmation of funds availability to HOD and course coordinators	
	Step 5 :	Calling application form nominated visiting staff according to the guideline and send the relevant documents to obtain the approval from Vice Chancellor by the HoD through the Dean	
	Step	Sending the approval of the VC to the Academic Establishment Branch	
	Step 7 :	Issuing Letters of appointments by the Academic Establishment branch for the relevant visiting staff	
	Step8 :	Preparing the voucher for the visiting lectures including all required documents by the Deans Office / Departments (Letter of appointments, Lecture Records/practical hours, Attendance of the lecturer) and send to Payments Branch	
	Step 9 :	Preparing traveling voucher (when the staff member use his/her own vehicle taking the confirmation from the entrance of main gate, . use bus tickets when the person use public transport to the university)	
<b>Phase 2</b>			
Linking References:	Guideline , Budget allocation		
Workflows/ Flowcharts:	(Annexed)		
Revisions made on:	23.11.2021		



## Flowchart Diagram for the Process

### Visiting Appointments/Payments



## Appointment of Temporary Academic Staff

Standard Operating Procedures

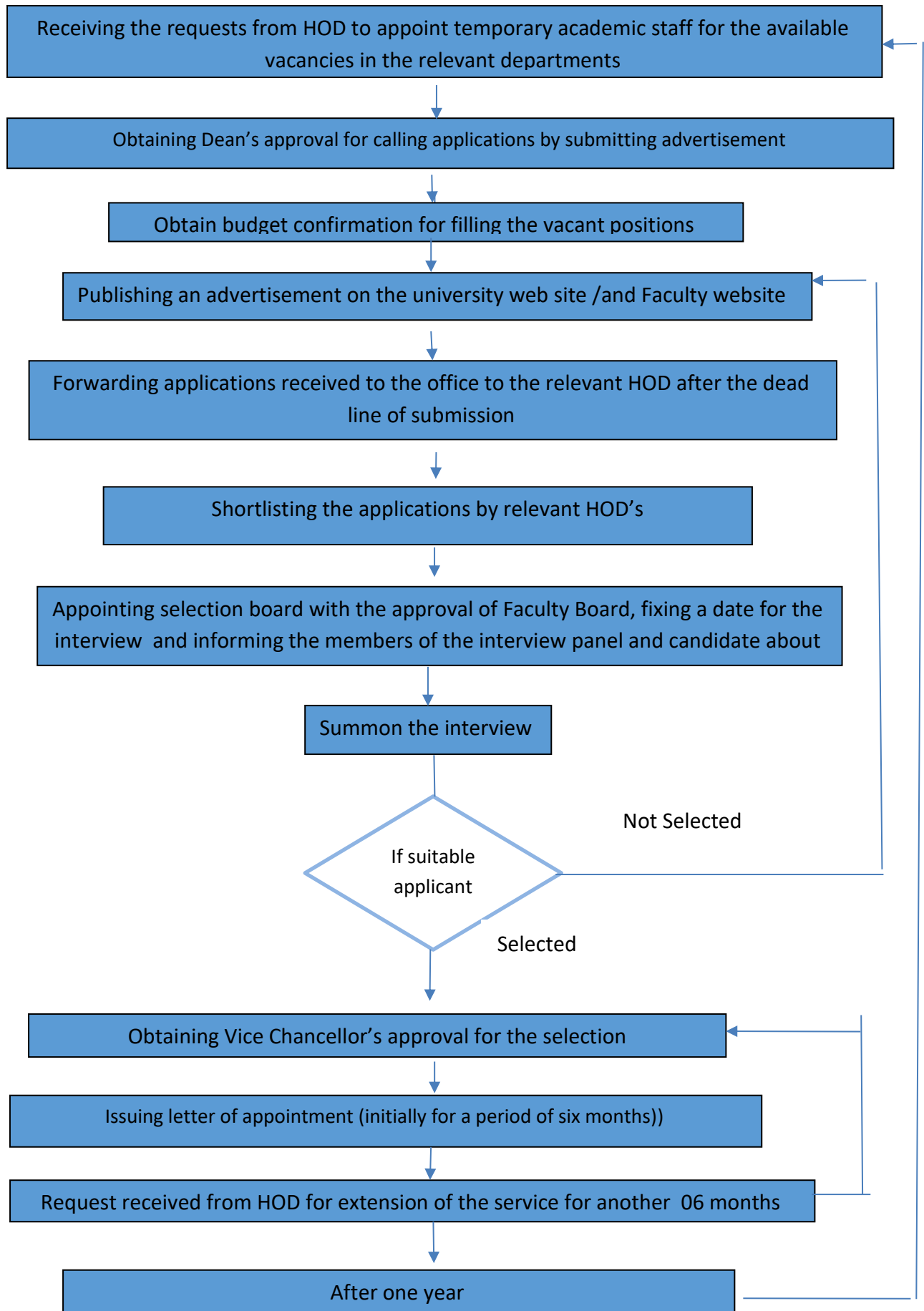
SOP NO.: FMST/DO/06

<b>Office</b>	:	Dean's Office	<b>Responsibility</b> : Dean <b>Delegated Responsibility</b> : SAR, MA
<b>Task</b>	:	Recruitment of Temporary Academic Staff	Time Frame: 2 months after the vacancy occurred or when the need arises
<b>Purpose</b>	:	For conducting academic activities (lectures, practical classes and tutorials) properly	
<b>Procedure</b>	:	The process includes the following steps :	
<b>Phase 1</b>			
	Step 1 :	Receiving the requests from HOD to appoint temporary academic staff for the vacancies in the relevant departments	
	Step 2 :	Obtaining Dean's approval for calling applications	
	Step 3 :	Obtaining budget confirmation for the available vacant cadre positions	
	Step 4 :	Publishing advertisements on the university web site and the Faculty website for calling applications	
	Step 5 :	Receiving applications	
	Step 6 :	Forwarding applications to the relevant HODs after the deadline for submission of applications	
	Step 7:	Shortlisting the applications by relevant HOD's	
	Step 8 :	Appointing selection board with the approval of the Faculty Board	
	Step 9:	Informing the date and time of the interview to the selection board and candidates	
	Step 10:	Summon the interview on time	
	Step 10:	Obtaining Vice Chancellor's approval for the decisions made by selection board	
	Step 11:	Issuing letter of appointments for selected candidates (initially for a period of six months )	
	Step 12:	Receiving request from HOD for extensions of the service (06 months)	
	Step 13:	Taking Vice Chancellors approval for extension of the service and issuing the letter extension	
		After one year of the appointments follow the step from 1- 11.	
Linking References:		2014/01 Internal memo – Council guidelines for the appointment of Temporary Academic Staff	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Appointment of Temporary Academic Staff





## Making Appointments of Examiners preparation of examination paper and payments

### Standard Operating Procedures

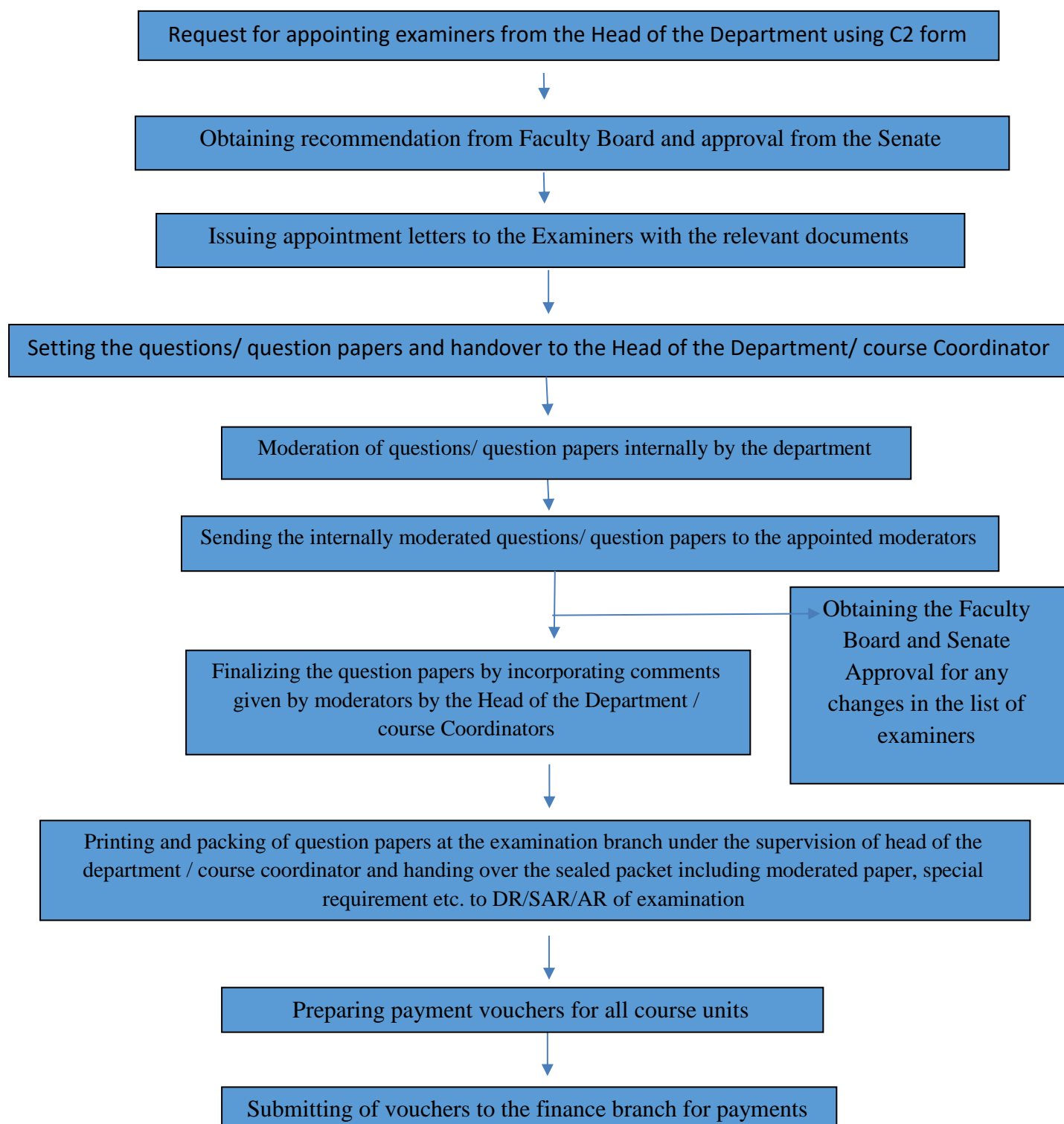
SOP NO.: FMST/DO/07

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: Head of Departments Senior Assistant Registrar, Management Assistant
Task	:	Appointment of Examiners	Time Frame : During the Examinations/Semesters
Purpose	:	Conducting Examinations in proper manner	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Informing HODs by a letter with "EX 02 model" to appoint examiners (completed EX 02 model must be approved 3 months prior to the exam)	
	Step 2 :	Processing a report after receiving the filled EX2 Model back from HODs and obtaining approvals from Faculty Board. (need to check, whether all the questions papers are included )	
	Step 3 :	Obtaining approval of the Senate for the list of examiners recommended by the Faculty Board.	
	Step 4 :	Submitting relevant documents related to paper setting (in a confidential cover), to HODs/Course coordinators through HODs, , (First page of the question paper, continuous pgs, EX/07 model, copy of previous year question paper, confidential cover and outer cover, Voucher form for paper setter) to all appointed paper setters	
		Submission of questions/question papers with the marking schemes by the examiners to the head of the departments/course coordinators	
		Moderation of questions/ question papers by internally by the head of the department/chair professor / Snr Professor / Professor	
		Sending the internally moderated questions/ question papers to the appointed moderators by the head of the department / course coordinators	
		Finalized the question paper by incorporating comments received from moderators by the Head of the Department / Course Coordinator.	
		Printing and packing of question papers at the examination branch under the supervision of head of the department / course coordinator and handing over the sealed packets including moderated paper, special requirement etc. to DR/SAR/AR examination.	
	Step 5 :	Obtaining Faculty Board approval for relevant changes in the list of examiners	
	Step 7 :	Preparing vouchers for all course units (Certified by the HODs/Date stamped) based on the internal circular	
	Step8 :	Submitting of completed vouchers to the finance branch for payments	
Linking References:		Examination By law, Internal Circular No2014/02,exam by-laws,	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Appointing Examiners, Setting the question paper and making payments



## Conducting Examinations

Standard Operating Procedures

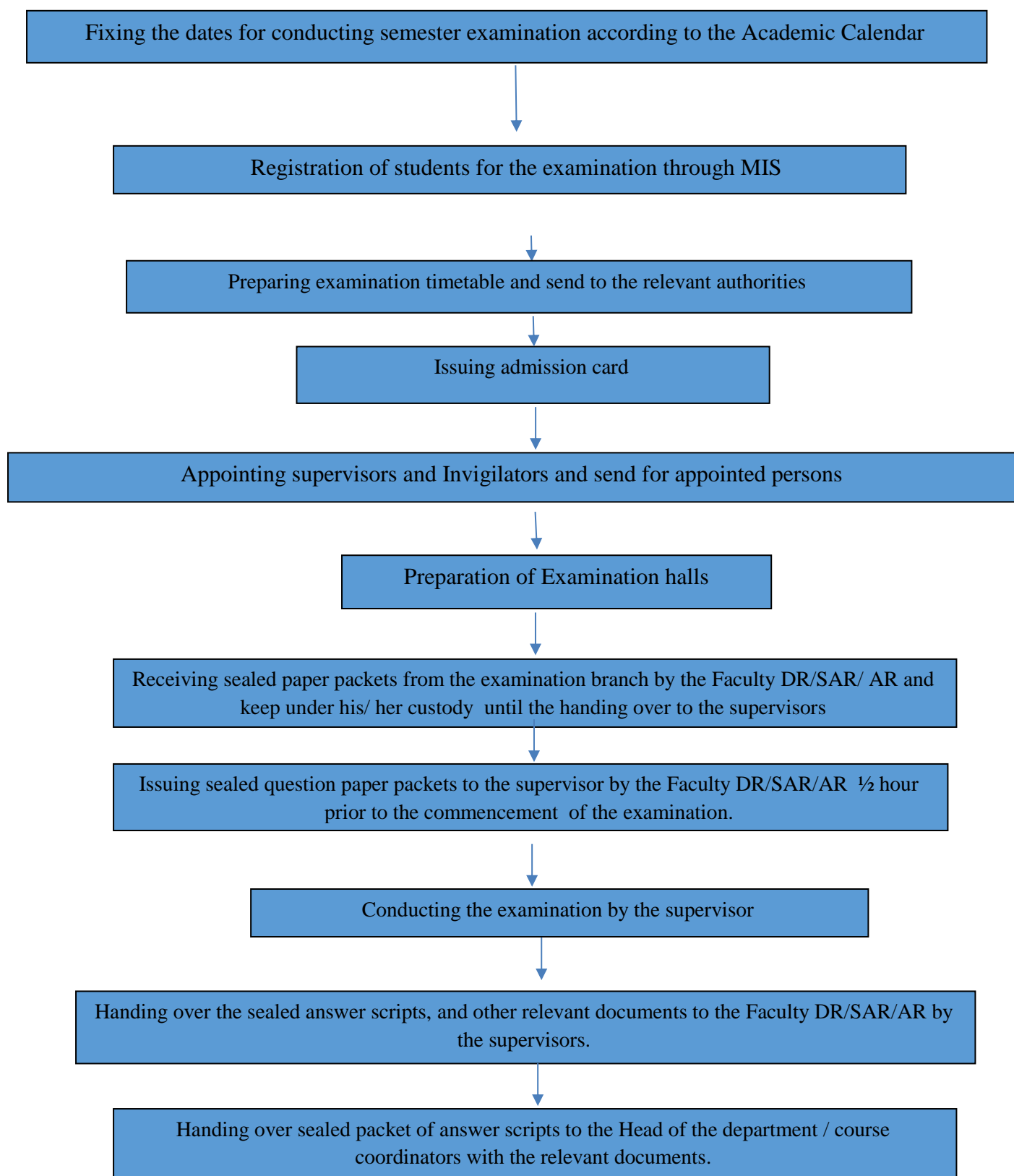
SOP NO. FMST/DO/08

Office	:	Dean's Office/FMST	Responsibility : Dean Delegated Responsibility: Faculty SAR and MA DR Examination and MA
Task	:	Conducting Semester Examinations and issuing of Results	Time Frame : 3 months
Purpose	:	Conducting Examinations for the students at the end of each semester	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Fixing dates for the examination according to the academic calendar	
	Step 2 :	Preparation of Examination Timetable	
	Step 3 :	Completion of Registration of Students for the relevant course units on MIS 02 weeks before the study leave	
	Step 4 :	Setting for the attendance for each course unit by the Head of the departments/ Dean and finalize the examination timetable before commencement of the study leave.	
	Step 5 :	Issuing admissions to the students before one week of commencement of the examination	
	.....	Appointing of supervisors, invigilators, hall attendants	
	Step 6 :	Preparing examination hall according to the examination guidelines	
	Step 7 :	Preparing examination material including date stamp, attendance sheet, and relevant examination forms for each examination hall and laboratories into separate boxes	
	Step 8 :	Receiving sealed paper packets from the DR/SAR/AR examination branch by the Faculty DR/SAR/AR and keep under his/her custody	
	Step 9:	Issuing sealed question paper packets to the supervisor by the Faculty DR/SAR/AR ½ hour prior to the commencement of the examination.	
	Step 9	Conducting the examination by the supervisor according to the established guidelines	
	Step 10	Handing over the sealed answer scripts, supervisors report, extra papers dully completed attendance sheet, moderated paper, remaining question papers, declaration form, and other related documents to the Faculty DR/SAR/AR by the supervisors.	
	Step 11	Handing over sealed packet of answer scripts to the Head of the department / course coordinators with the relevant documents.	
Linking References:		Internal Circular 2014/02, Examination By Law, UGC and internal circular – verification of results.	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Conducting Examinations



## Issuing of Results

Standard Operating Procedures

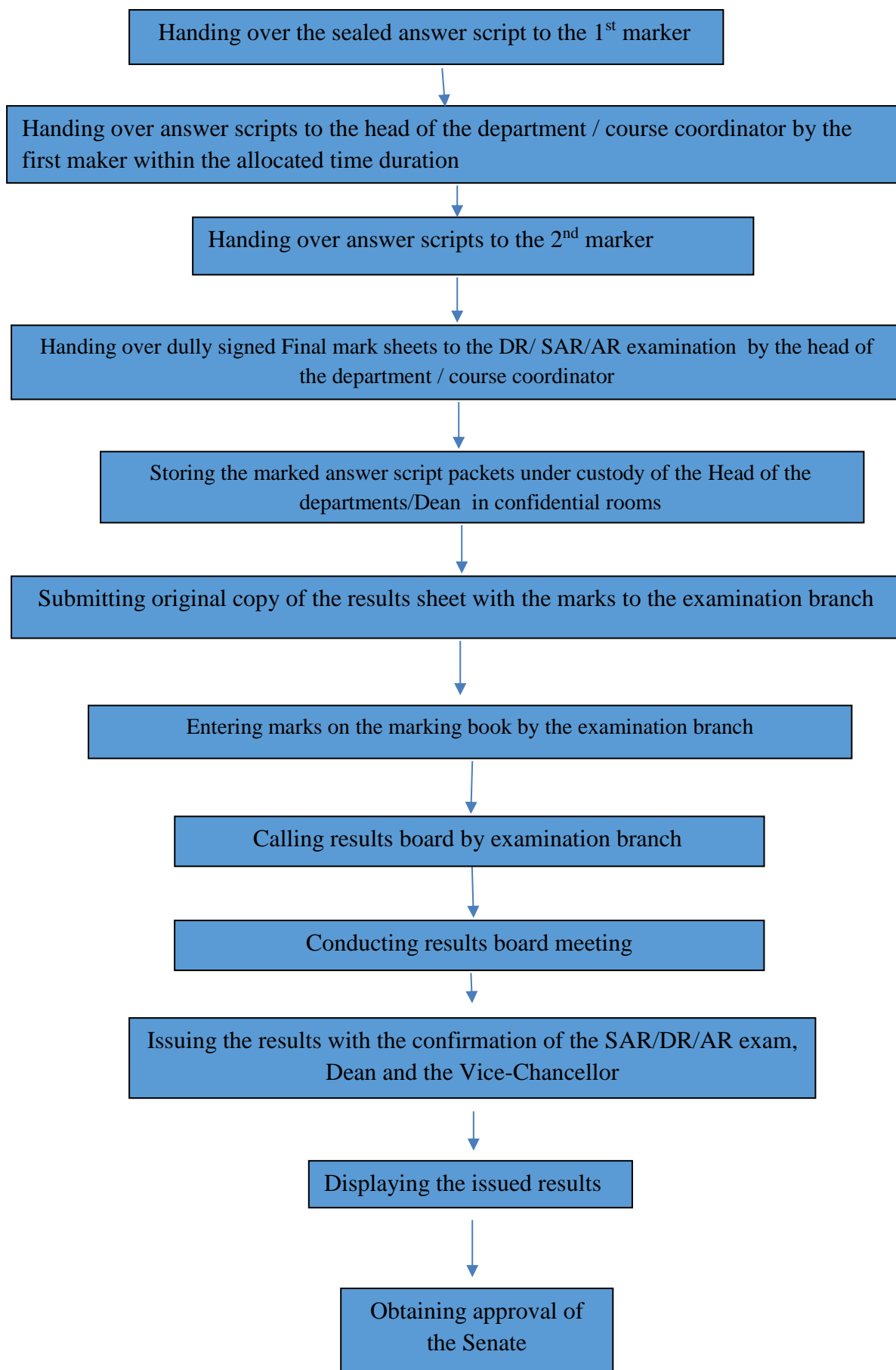
SOP NO. FMST/DO/09

Office	:	Dean's Office/FMST	Responsibility : Dean Delegated Responsibility: Administrative officer of the Faculty and Administrative officer of the Examination Branch and MAs
Task	:	Issuing Results	Time Frame : 3 months from the last date of the examination
Purpose	:	Releasing of results accurately and effectively	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Handing over sealed answer script packets to the 1st marking examiner by the Head of the departments/ Course coordinators	
	Step 2 :	Handing over answer scripts by the first marking examiner to the head of the department/course coordinator	
	Step 3 :	Sending the answer scripts to the 2nd marker by the head of the department/ course coordinator on or before the deadline	
	Step 4 :	Submission of marked answer scripts by the 2nd marking examiner to the head of the Departments/ course coordinators on or before the deadline	
	Step 5 :	Handing over dully signed Final mark sheets to the DR/ SAR/AR examination by the head of the department / course coordinator	
	Step 6 :	Storing of answer script packets under custody of the head of the department/Dean in confidential rooms	
	Step 7 :	Entering marks on the marking book by the examination branch	
		Calling results board by examination branch	
		Summon results boards by the examination branch	
		Releasing of results to the students with the approval of the senate by the examination branch	
Linking References:		Examination By Law	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Releasing Results



## Verification of Grade and Marks

Standard Operating Procedures

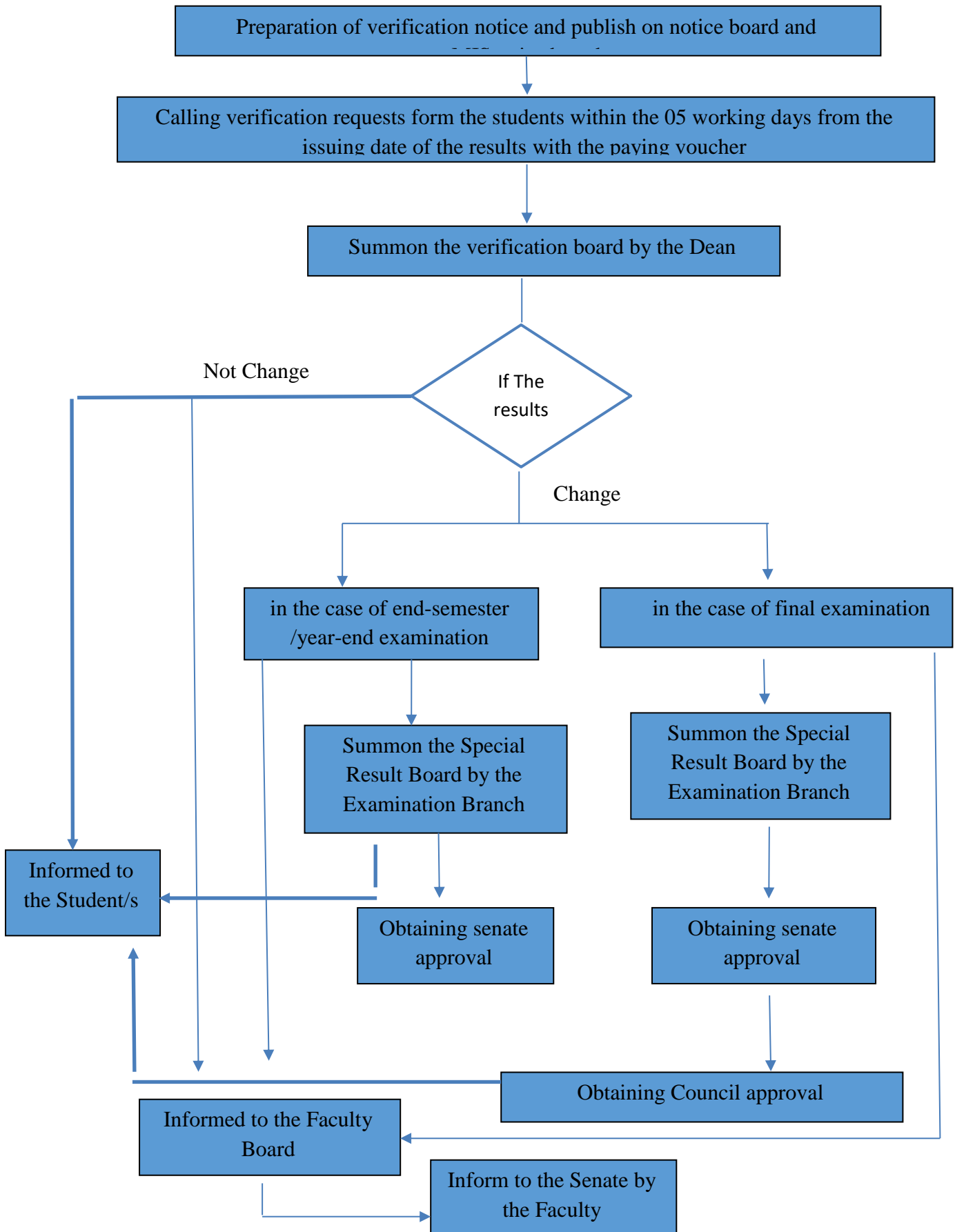
SOP NO. FMST/DO/10

Office	:	Dean's Office/FMST	Responsibility : Dean Delegated Responsibility: SAR and MA
Task	:	Issuing Results	Time Frame : 3 months from the last date of the examination
Purpose	:	Effectively and accurately releasing of results	
Procedure	:	The process includes the following steps :	
<b>Phase 1</b>			
	Step 1 :	Preparation of the notice for calling Verification of Marks	
		Advertising Verification of Marks notice on the notice board and MIS	
	Step 2 :	Receiving the verification requests form students within the 05 working days from the issuing date of the results by the DR/SAR/AR of the Faculty with the relevant paying voucher /bank slip	
	Step 3 :	Fixing a date for the verification board within 3 working days upon closure of the applications.	
	Step 4 :	Summon the Results Verification Board meeting for verification of marks grade by the Dean.	
	Step 5 :	If the marks and grades are not changed, <ul style="list-style-type: none"> <li>• Inform to the candidate by, the Dean through SAR / AR of the Faculty after the meeting of the Results Verification Board</li> <li>• Informed to the Faculty Board</li> </ul>	
	Step 6 :	If the marks and grades are changed, in the case of end-semester /year-end examination <ul style="list-style-type: none"> <li>• the outcome of the verification should inform to the Examination Branch</li> <li>• Summon a Special Result Board</li> <li>• Informed to the candidate (s)</li> <li>• Obtaining Senate approval. following the ratification of amended results by the Special Result Board by the examination branch</li> </ul>	
	Step 7 :	If the marks and grades are changed whereas in the case of final examination, amended results <ul style="list-style-type: none"> <li>• Summon the Special Results Board</li> <li>• Obtaining Senate and Council approval</li> <li>• Released to the candidates</li> </ul>	
	Step 9	Maintaining a record-of all verification applications and the outcome of all applications	
Linking References:		UGC Circular No 978	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



**Flowchart Diagram for the Process**

**Verification of Grades and Marks**





## Management of Daily Office Mail

**Standard Operating Procedures: SOP No**

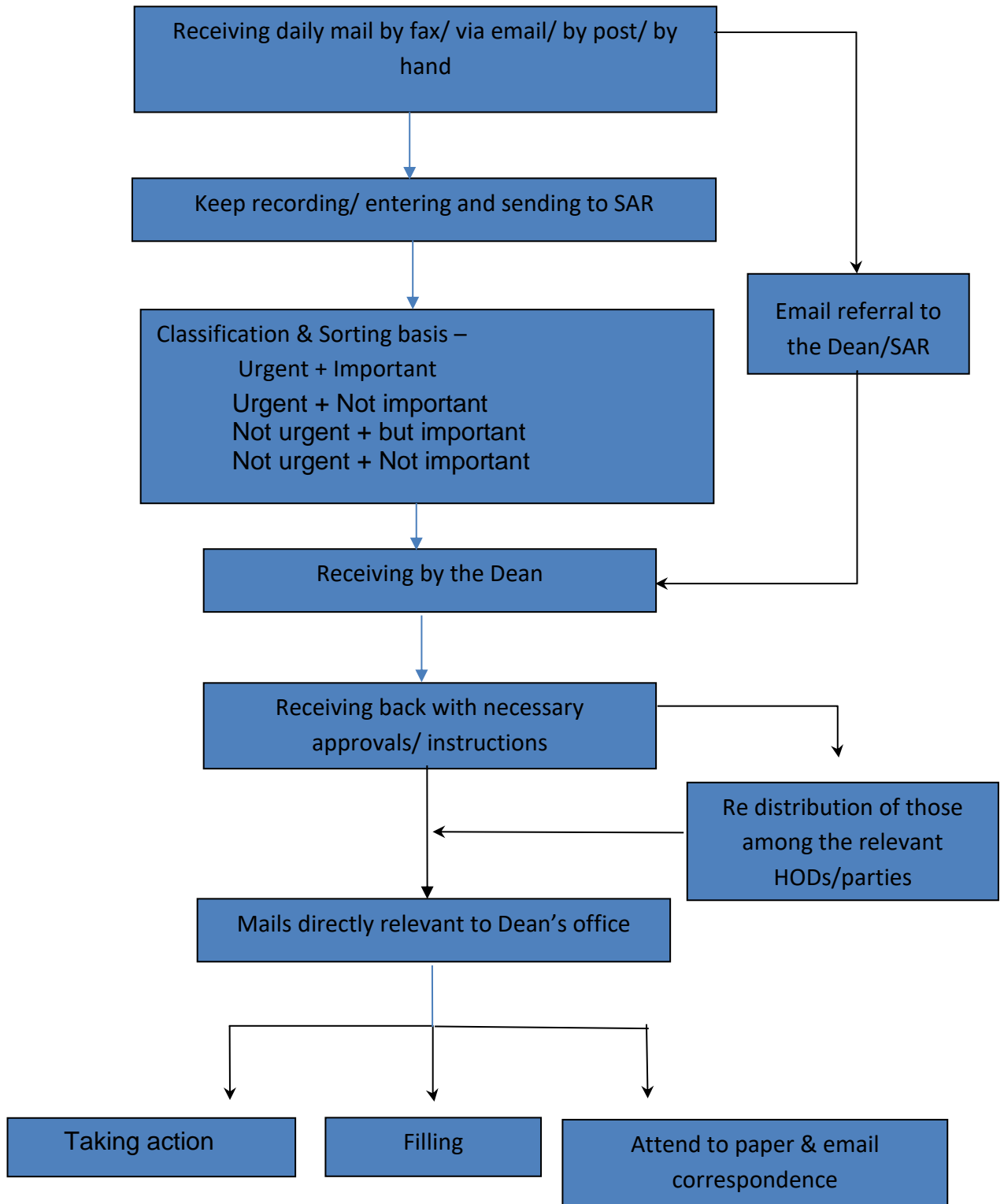
**SOP NO.: FMST/DO/11**

Office	:	Dean's Office	Responsibility : SAR Delegated Responsibility : MA
Task	:	Management of daily mail	Time Frame : Daily
Purpose	:	Effective distribution of in and out mail among the relevant officials/ branch/ Departments /personals under the directions/ working instructions (Estimated time : 24 hours)	
Procedure	:	The process includes following steps :	
	Step 1 :	Receiving daily mail by fax/ via email/ by post/ by hand	
	Step 2 :	<ul style="list-style-type: none"> <li>a. Keep recording/ entering and sending to the Dean/SAR</li> <li>b. Email referral to the Dean/SAR</li> </ul>	
	Step 3 :	Classification & sorting will be made on following basis when managing mail inflows/ outflows. <ul style="list-style-type: none"> <li>- Urgent + Important</li> <li>- Urgent + Not important</li> <li>- Not urgent but important</li> <li>- Not urgent + Not important</li> </ul>	
	Step 4 :	Receiving by the Dean	
	Step 5 :	<ul style="list-style-type: none"> <li>a. Receiving back with necessary approvals/ instructions.</li> <li>b. Re distribution those among the relevant HODs/parties with working instructions/ directions obtaining from the Registrar.</li> </ul>	
	Step 7 :	Mails directly relevant to Dean's Office <ul style="list-style-type: none"> <li>- Actions will be taken</li> <li>- Filing</li> <li>- Follow up actions and attend to paper &amp; email correspondence</li> </ul>	
Linking References :			
Workflows/ Flowcharts:		(Annexed)	
Revisions made on :		23.11.2021	



## Flowchart Diagram for the Process

### Handling Daily Office Mail



## Calling Application for the Examinations and issuing Admissions

### Standard Operating Procedures

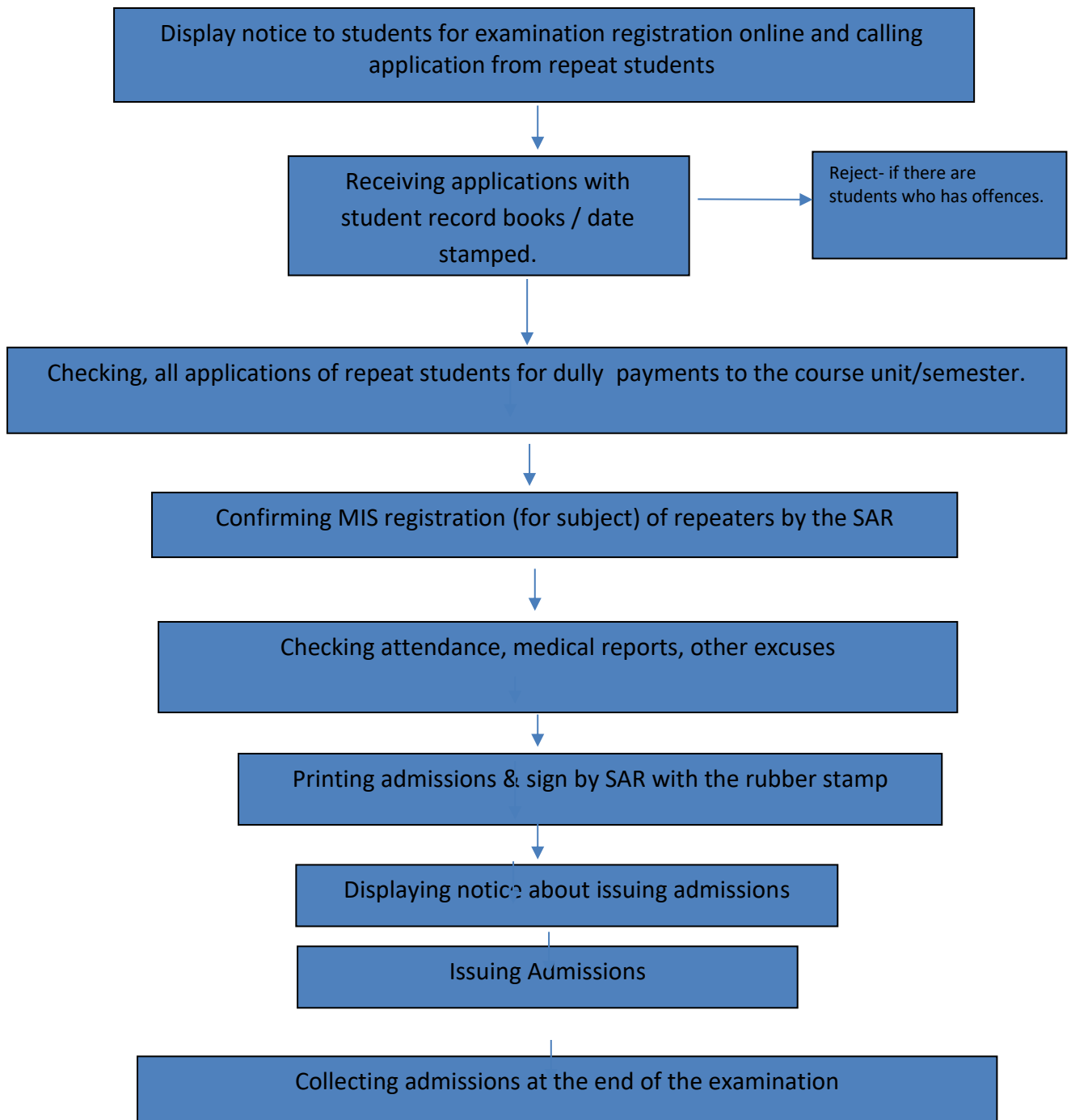
SOP NO.: FMST/DO/12

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: SAR, MA
Task	:	Calling Application for the Examinations of each semesters. Issuing admission for the examination.	Time Frame : Semesters
Purpose	:	Calling Applications and issuing admissions related to the examinations	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Displaying Notice by SAR - Calling applications for examinations, from the students (repeat students has to pay) and Inform students to register on MIS (Name of the Exam/relevant students/time period for the registration)	
	Step 2 :	Receiving applications and putting the date stamp.	
	Step 3 :	Clarification of applications, if there are students who have examinations offences those will be rejected	
	Step 4 :	Checking applications of repeat students separately (have they done all the payments related to the course unit of the relevant semester, applications are dully completed or not /number of attempts already taken)	
	Step 5 :	Confirming subjects in the MIS for repeat students by SAR/AR of the Faculty	
	Step 6 :	Checking the attendance of students available in MIS considering medical and excuses for attendance by the Head of the Department.	
	Step 7 :	Printing admission cards and sign by SAR with the rubber stamp	
	Step 8 :	Displaying notice of issuing of admissions	
		Issuing admissions to the student while keeping records	
	Step 9 :	Collecting all admissions at the end of the examination.	
Linking References:		Examination Manual	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Calling Application for the examinations and issuing admissions



## Establishment of Faculty Student Union

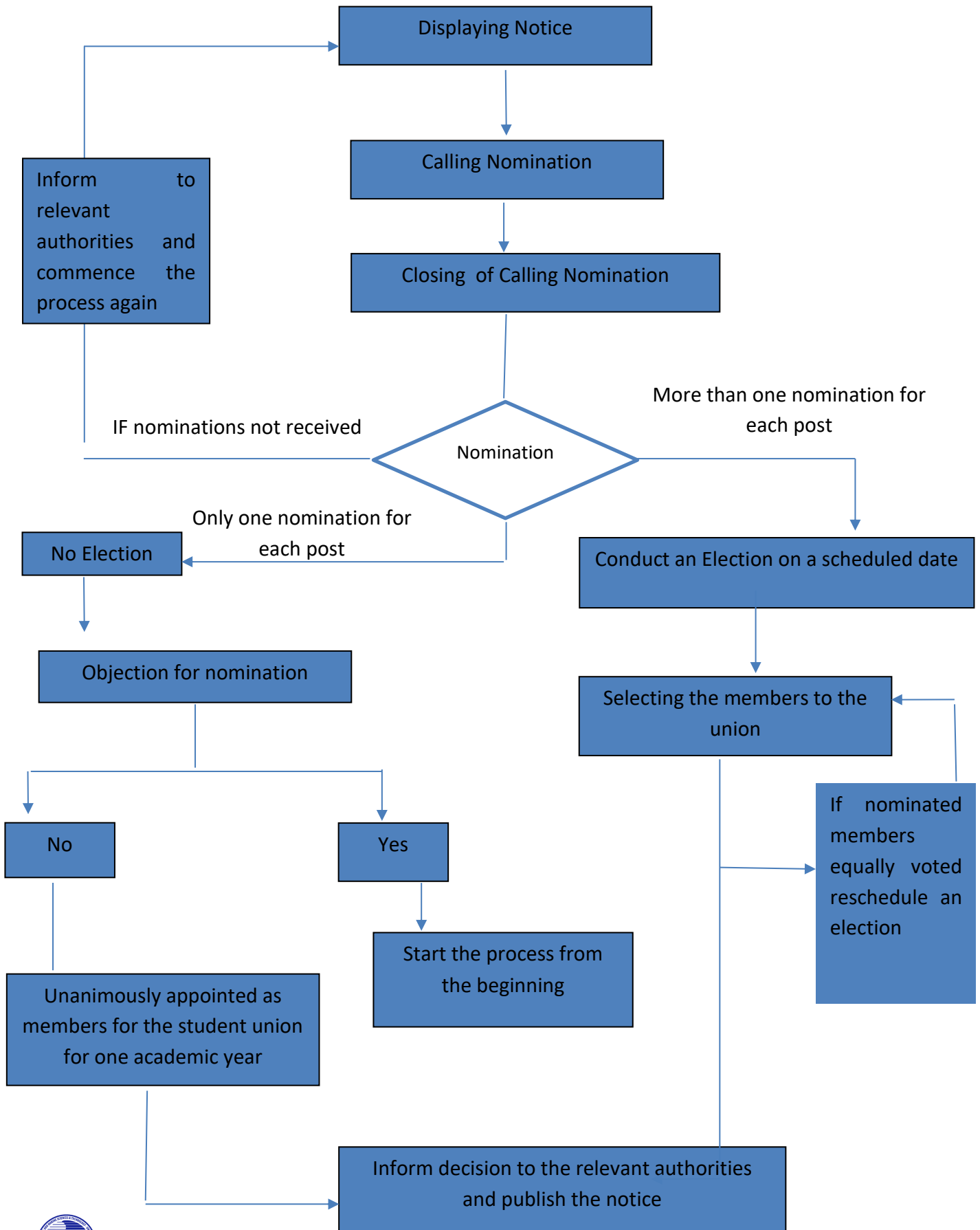
### Standard Operating Procedures

SOP NO. FMST/DO/13

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: SAR, MA
Task	:	To establish student union .	Time Frame : Semesters
Purpose	:	To establish students union of the Faculty	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Informing to call nominations for the election by the Registrar UoR to the Dean in due cause	
	Step 2 :	Publish the election notice no 1 and no 2 on the notice board at the date given by the Dean.	
	Step 3 :	Calling nominations	
	Step 4 :	Receiving applications on or before the deadline by the election officer and maintaining all the records with the applicants record books ..	
	Step 5 :	Closing the nomination process and display the names of nomination for objections.	
	Step 6 :	If there are only one nomination for the posts in the student union, there is no election process. Publish the notice for any objection. Inform to the Vice Chancellor for necessary actions with a copy to the DVC and student welfare branch on the same day.	
	Step 7 :	If there are more than one nominations summon an election on a given date by the registrar as the election officer .	
	Step 8 :	After ending the election process publish names and inform to the Vice chancellor for necessary action with a copy to the DVC and welfare branch on the date of the election.	
	Step 9 :	Nomination for the senior treasurer to the student union among the senior academic staff who has been proposed with the consent of the staff member and inform to the student affairs branch.	
		Sending for approval of the council by the welfare branch	
Linking References:		University act of 1988, section 26	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



**Flowchart Diagram for the Process**  
**Establishment of the Faculty Student Union**



## Electing Two Student Representatives to the Faculty Board

### Standard Operating Procedures

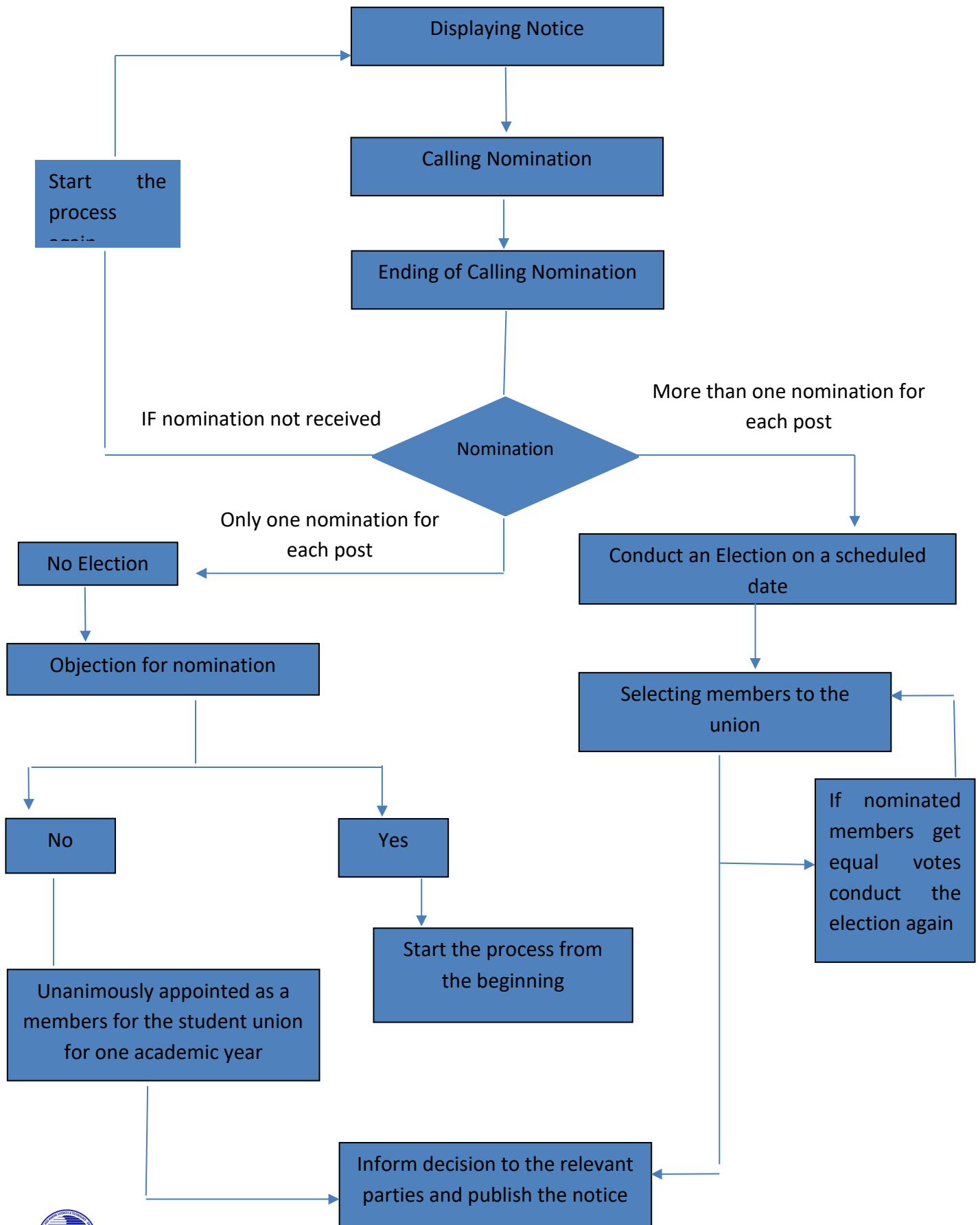
SOP NO. FMST/DO/14

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: SAR, MA
Task	:	Electing student Representatives to the Faculty Board	Time Frame : Two Weeks / Once in the academic year
Purpose	:	To ensure student participation to the academic and development activities	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Publish a notice with the signature of the Dean	
	Step 2 :	Receiving applications and closing the nomination process	
	Step 3 :	If two nominations have been received they are unanimously appointed to the Faculty Board as student representatives for one year period of time.	
	Step 4 :	If more than two nominations have been received conducting an election to select two students among them as student representatives.	
	Step 5 :	Ending the nomination process and display the names of nominations for any objections.	
		Putting a notice to disclose the selected names.	
Linking References:		University act of 1988, section 26	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Electing two student representative to the Faculty Board





## Submitting medicals for the examinations

### Standard Operating Procedures

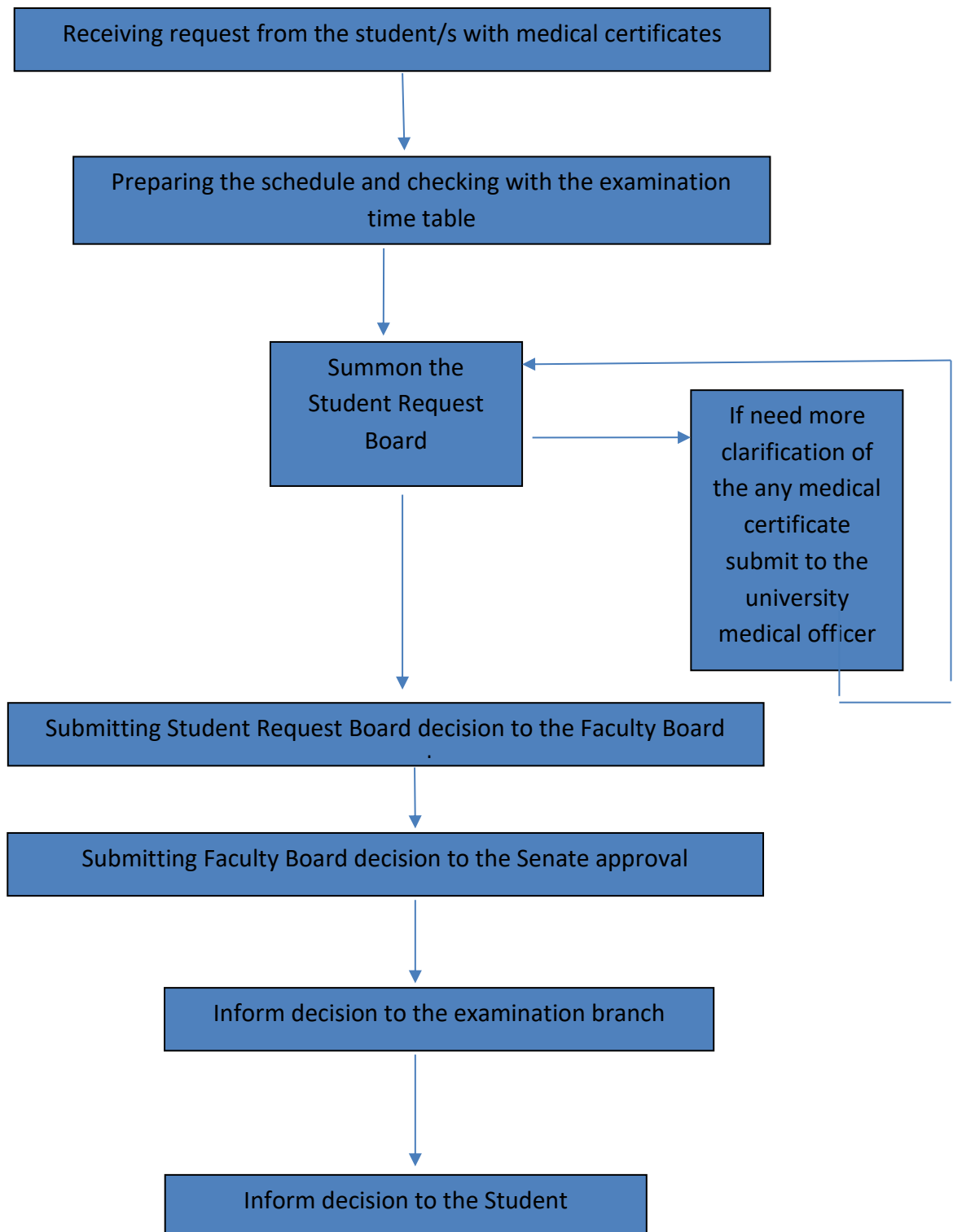
SOP NO. FMST/DO/15

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: SAR, MA
Task	:	Approving medicals for absence of examinations	Time Frame : one month / Once in the semester
Purpose	:	To ensure submitted the medicals are true and correct	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Receiving medical certificates with dully filled applications before one week from the examination date approved time frame and date stamp the application.	
	Step 2 :	Preparing the list with all requests and check it with the examination time table	
	Step 3 :	Summon the Student Request Board	
	Step 4 :	Submitting the Student request board decision to the Faculty Board for recommendation. If need more clarification of Medical submit to the University Medical officer.	
	Step 5 :	Submitting the Faculty Board decision to the Senate	
	Step 6	Informing senate decision to the Examination branch	
	Step 7	Informing decision to the students	
Linking References:		Examination by law and internal circulars 01/2011	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Submitting medicals as excuses for attendance of examination



## Submitting medicals as excuses for attendance of lectures and Practical attendance

### Standard Operating Procedures

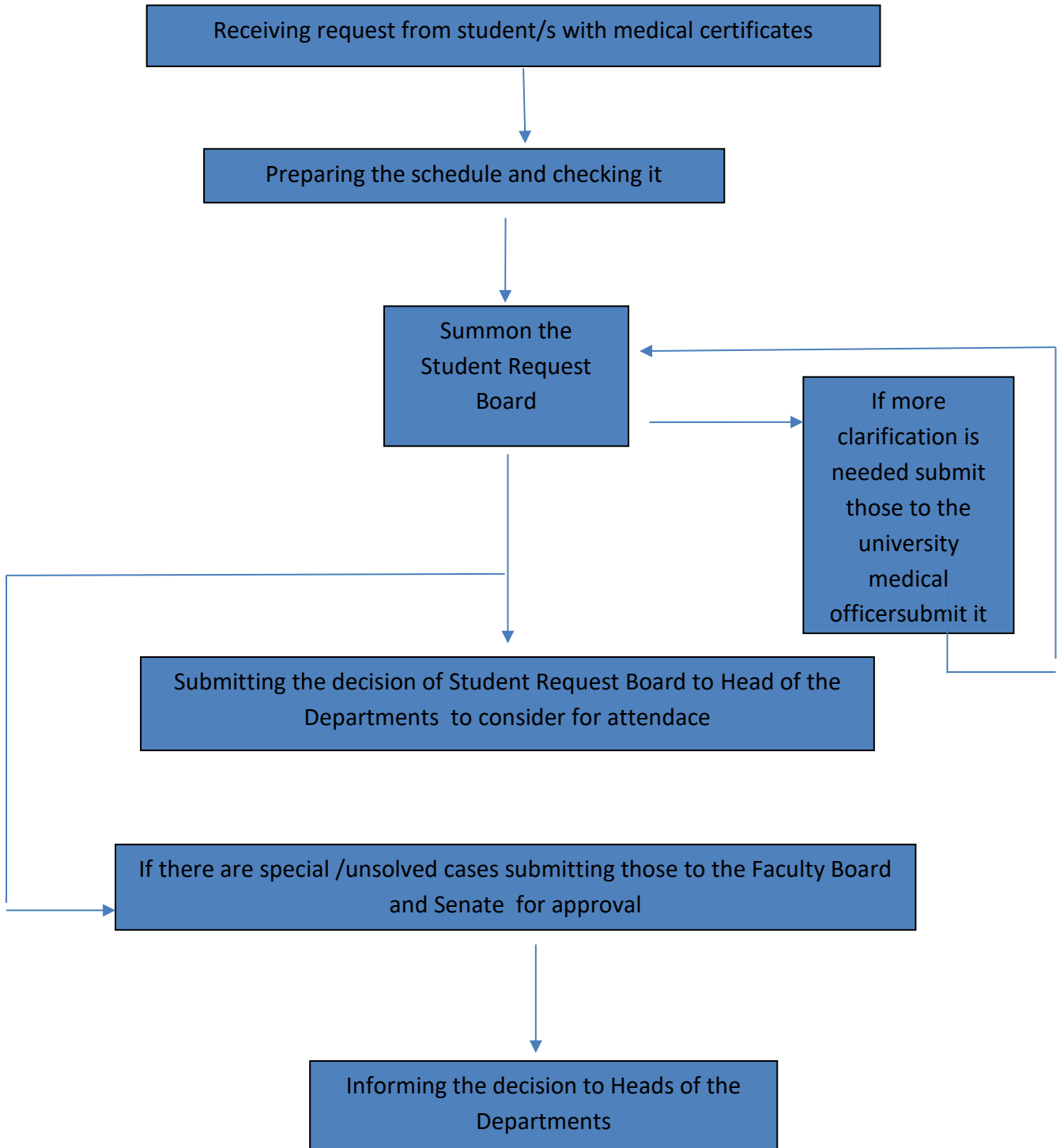
SOP NO. FMST/DO/16

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: SAR, MA
Task	:	Approving the medicals for the attendance of lectures and practical	Time Frame : one month
Purpose	:	To ensure the accuracy of submitted medicals	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Receiving medical certificates with dully filled applications within two weeks from the date of absent (only two private medicals can submit for one semester and should be limited to 5 days of duration) and enclose with the date stamp.	
	Step 2 :	Prepare the schedule for medical submission	
	Step 3 :	Summon the Student Request Board	
	Step 4 :	Submitting the decision of student request board to Heads of the Departments	
	Step 5 :	Submission of special and unsolved cases to the Faculty Board and to the Senate for approval Informing the final decision to the departments	
Linking References:		Internal circular – 01/2011	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		23.11.2021	



## Flowchart Diagram for the Process

### Submitting medicals as excuses for attendance of lectures and practical



## Arranging Industrial Training of Level IV students

### Standard Operating Procedures

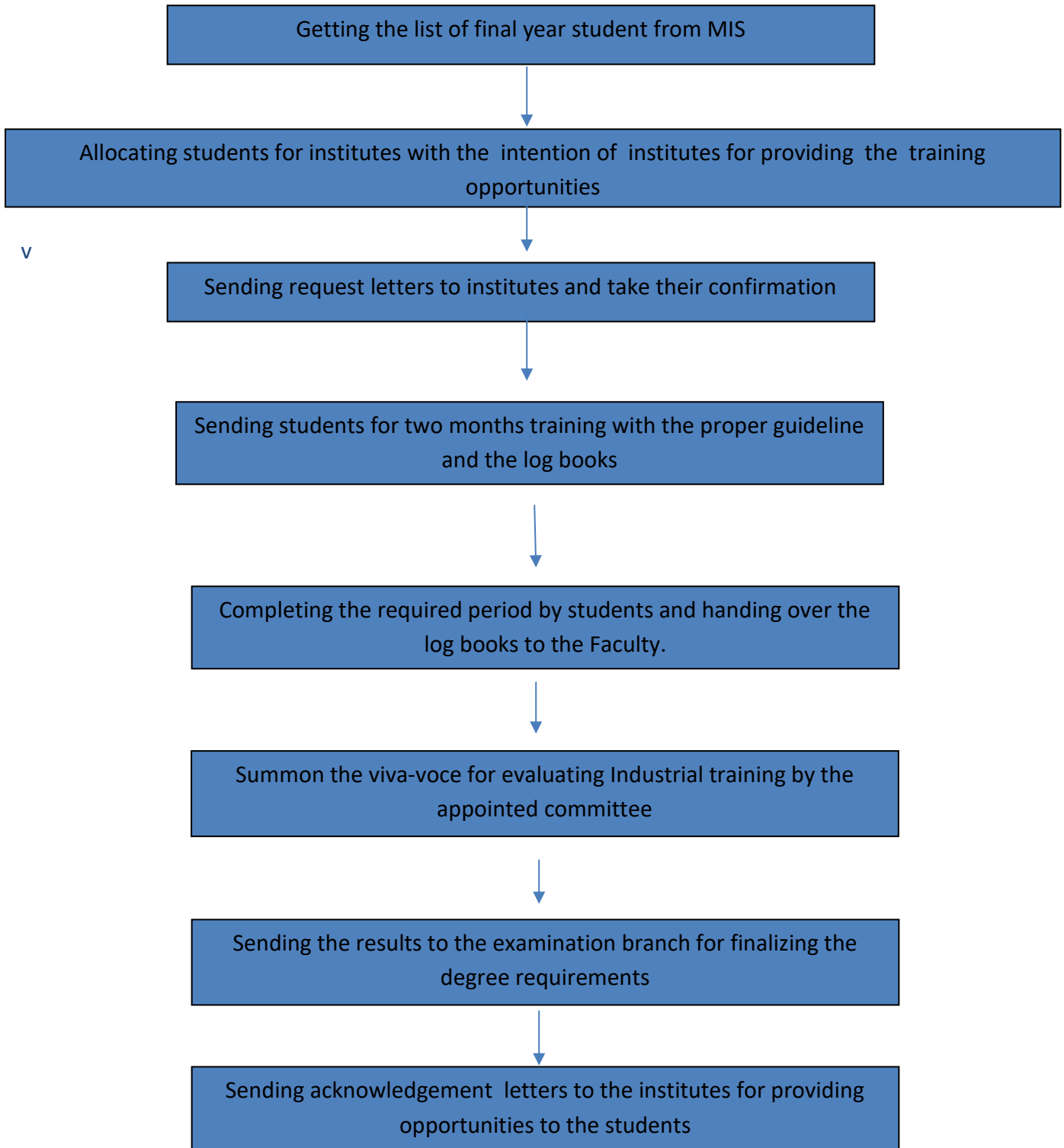
SOP NO. FMST/DO/17

Office	:	Dean's Office	Responsibility : Dean Delegated Responsibility: SAR, MA
Task	:	Allocate students for industrial training	Time Frame : minimum one month
Purpose	:	To allocate students for industrial training to complete the academic program effectively	
Procedure	:	The process includes following steps :	
<b>Phase 1</b>			
	Step 1 :	Taking the list of final year students from the MIS.	
	Step 2 :	Sending request letters for available institutes and take the agreement for providing training opportunities before one month prior to the commencement of the training	
	Step 3 :	Allocating students to the relevant institutes based on the available vacancies at different places	
	Step 4 :	Sending letters to the selected institutes mentioning the date for commencement of the training period (Two Months)	
	Step 5 :	Providing industrial training log books for each student	
	Step 6	Completing the Industrial training. If any extension is needed for the allocated time duration that students have to obtain approval of the Faculty.	
	Step 7	Submitting dully completed Industrial Training Log books and SWOT analysis by each student to the office of the Faculty	
	Step 8	Summon viva-voce for Industrial Training	
	Step 9	Sending the result of the viva-voce to the examination branch for the finalizing the results	
	Step 10	Sending acknowledgement letters to the all institutes for their service rendered to the students	
Linking References:	Guide line		
Workflows/ Flowcharts:	(Annexed)		
Revisions made on:	23.11.2021		



## Flowchart Diagram for the Process

### Arranging Industrial Training of Level IV students



**Dean's Office Staff**





**Dean**  
*Prof. KHMA Deepananda*



**Senior Assistant Registrar**  
*Mrs. Chandima Bandarathilake*



**Programmer Cum System Analyst**  
*Mrs. WAL Madhushika*



**Instructor in Computer Technology**  
*Mr AWAT Dilhan*



**Technical Officer**  
*Mr M S Manamperi*



**Senior Staff Management Assistant**  
*Mrs. Kumuduni Palliyaguru*



**Staff Management Assistant**  
*Mrs. Priyadarshani Mudalige*



**Staff Management Assistant**  
*Mrs. RGL Roshani*



**Management Assistant**  
*Mr. Viraj Nilanka*





**Driver**

*MR HK Rupasinghe*



**Driver**

*Mr SRD Pathirana*



**Work Aide**

*Mr. L.B Chandralal*



**Work Aide**

*Mrs. K G Madusha Sujeewani*



**Work Aide**

*Mr. A.N. Balasinghe*



# Dean's office Lay Out

