



EXAMINATION DIVISION UNIVERSITY OF KELANIYA, SRI LANKA

The Examination Division of University of Kelaniya is the final destination where the students of University of Kelaniya registered for Certificate, Higher Diploma, Degrees, Postgraduate Diploma and Postgraduate Degree Courses are receiving authentication on their final academic achievement. The Examination Division is also responsible for organizing the Ceremonial General Convocation of the University. Examination Division must strictly follow the directions and decisions recommended by the University Senate, the apex academic authority, with the approval of the University Council, since this Division is responsible for all administrative matters concerning examination results and verification of results of each individual student of the University.

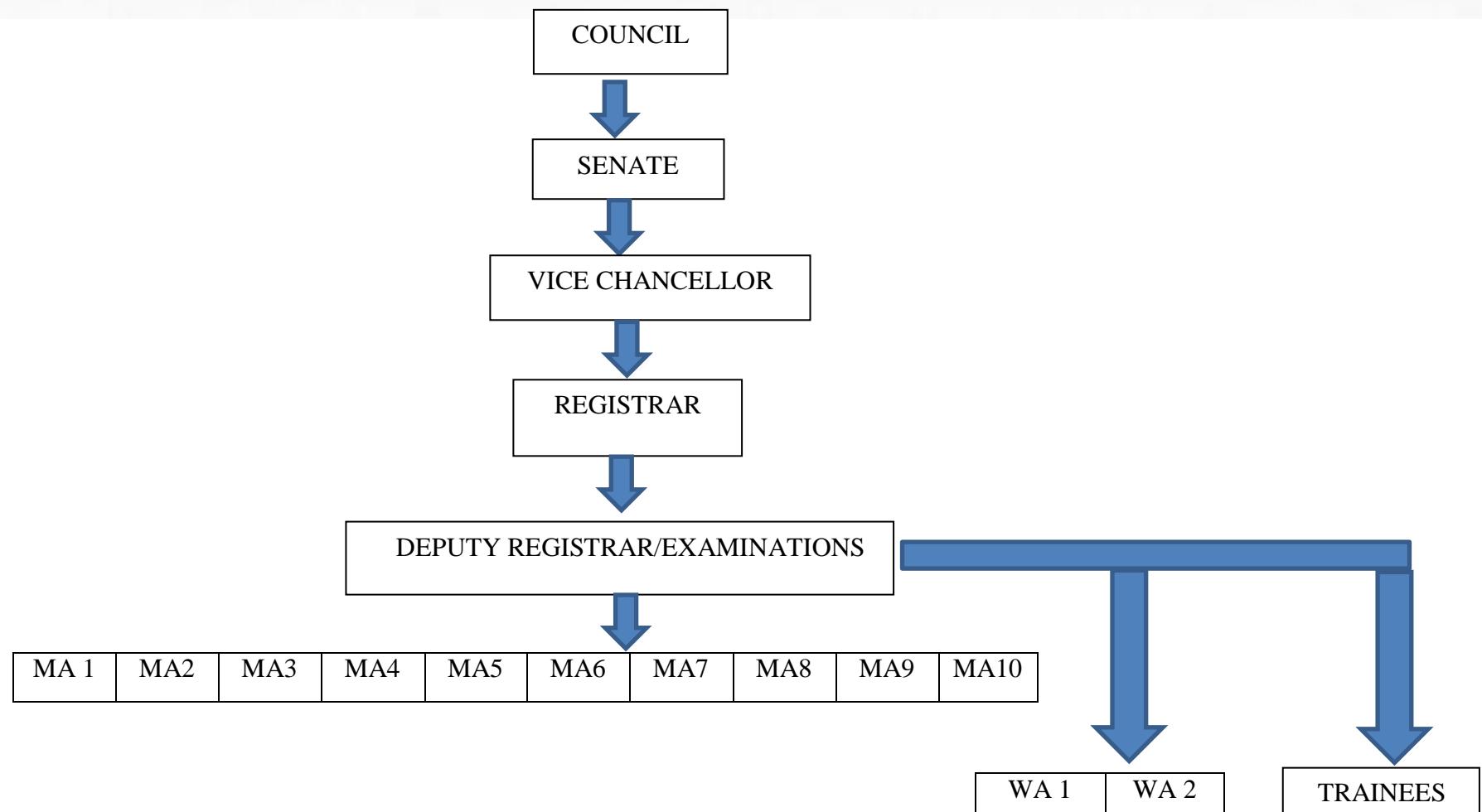
The students of University of Kelaniya continue to receive different services from the Examination Division even after completion of their academic programmes, as it holds the responsibility of providing certifications/authentification of the academic achievement of each student.

This division is headed by a Deputy Registrar with the delegated authority of Registrar of University of Kelaniya. Following services are being undertaken by the Examinations Division, at present with the joint collaboration of a team of ten members of Management Assistants and two Works Aids at present.

Major Tasks handled by the Examination Division

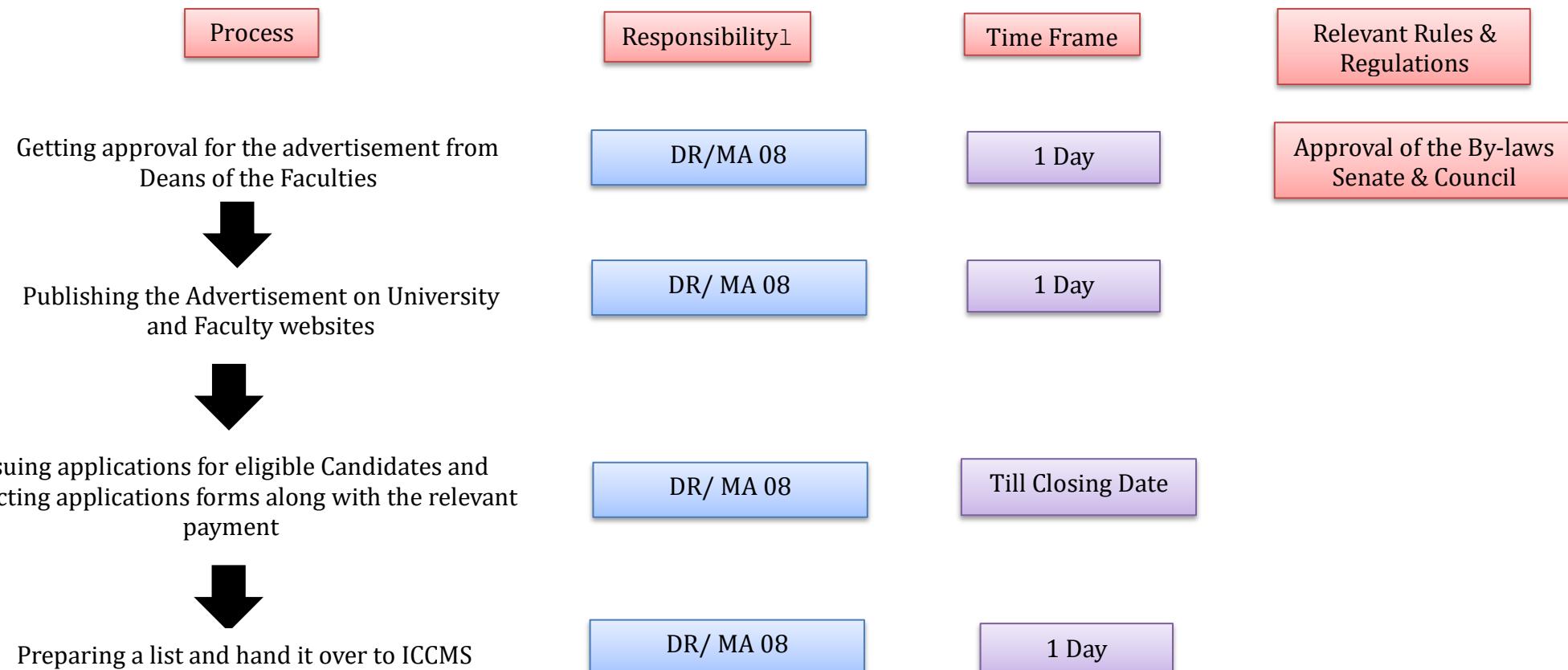
1. Releasing final results of academic programmes.
2. Arranging and conducting Viva-Voce examinations (For MA/MBA/MBS/MSc/M.Bus./MSSc/MPhil/DBA/PhD)
3. Issuing academic records (Provisional Certificates, Transcripts and Convocation certificates)
4. Verifying results.
5. Convening Examinations Irregularities Investigation Committee
6. Convening Official Customs Committee.
7. Organising General Convocation.

ORGANOGRAM EXAMINATIONS DIVISION



- ❖ MA – Management Assistant
- ❖ WA – Works Aid

Calling Applications for First Semester and Second Semester Repeat/Resit Examinations (Only for Faculties of Social Sciences and Humanities)



Accepting final year Annual Dissertations from different Departments of the Faculties

Process	Responsibility	Time Frame	Relevant Rules & Regulations
Receiving Dissertations on/before due date	DR/ MA 08	1 working day	
Date-stamp on first page of the Dissertation	Office Aide/s	3 working Days	
Preparing lists Department wise	DR/ MA 08	2 working Days	
Sending Dissertations to relevant Departments	DR/ MA 08	Within 7 days after the receiving	

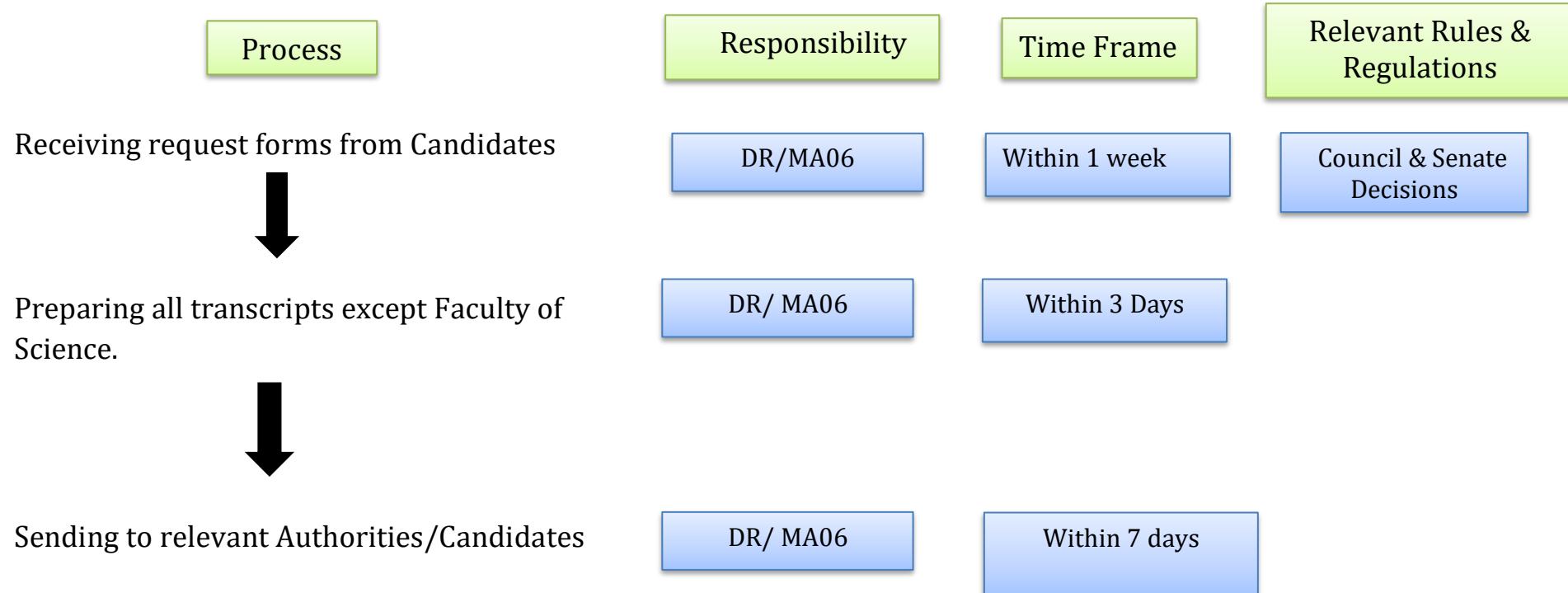
CONVENING EXAMINATION OFFENCES INQUIRING COMMITTEE MEETING

Process	Responsibility	Time Fram	Relavent Rules & Regulations
Receiving from the Faculties reports on examination malpractices	DR/MA 01	One week after the examination	By-law and Council & Senate Decisions
Convening the Examintion Offence Committee meeting	DR/MA 01	One week	By-law and Council & Senate Decisions
Sending convening letter(s) to relevant student(s)	DR/MA 01	One week	
Conducting inquiries	DR/MA 01 Examination after Inquiry Committee	One or two days	
Preparing reports on the dicisions of the Comittee	DR/MA 01	One week	
Submitting for Senate approval	Deputy Registrar/MA 01	One week	
Informing in writing the decision of the Senate.	MA 01	One week	

RELEASING FINAL UNDERGRADUATE RESULTS

Process	Responsibility	Time Fram	Relavent Rule & Regulations
Receiving completed mark sheets and result sheets from Faculties	Deans of Faculties	Less than two months after the examination	Academic Calender
Convening results Board Getting the signatures of VC, Deans and the Examiners	DR/MA 07	Less than within 2-3 days	
Submitting the pass list of candidates for Senate approval	Board of Examiner	After the Results Board	Approved criteria according to the each Degree Programme
Publishing the eligible graduands list in the University Website	DR/MA 07	One day	
Issuing Detailed Degree Certificate upon request after having verified the payments	MA 08	One day	

PREPARING & ISSUING ACADEMIC TRANSCRIPTS



Preparing Medium Letters (First Degree)

- Bachelor of Arts (Special/General) \$ Bachelor of Science (General/Special) / Bachelor of Commerce (Special)**

Process	Responsibility	Time Frame	Relevant Rules & Regulations
Receiving requests from the Candidates	DR/MA06	02 Days	Council & Senate Decisions
Getting relevant information from Faculties	DR/ MA06	01 Day	
Preparing relevant Letter	DR/ MA06	01 Day	
Issuing it to relevant parties	DR/ MA06	01 Day	

Organizing and Holding Convocation

Process	Responsibility	Time Frame	Relevant Rules & Regulations
Calling applications for Convocations	DR/MA04	Less than 1 month	Approval of the Chancellor & VC
Receiving Applications from Graduands	DR/MA04	Less than 1 month	Approval of the Chancellor & VC
Preparing Lists according to alphabetical order, including Student Number etc.	DR/MA04	Less than 1 month	
Sending Convocation Granduands lists for Senate approval	DR/MA04	Within 3 weeks	

Sending for Printing Convocation
Book

DR/MA04

Within 2 weeks

CONVOCATION

CONVOCATION COMMITTEE



- i. Convening Convocation Committee
- ii. Obtaining approval for Convocation activities
- iii. Making tentatively reservation of the venue.

NOTIFICATION TO CHANCELLOR

- i. Informing the dates of Convocation.
↓
- ii. Getting approval from the Chancellor to hold the Convocation
↓
- iii. Submitting the Invitations and Programme details

WORK RELATED TO BMICH

Process

Responsibility

Time Fram

Relevant Rules & Regulations

DR/MA01

Three weeks before & Convocation

Council & Senate Decisions

DR/MA01

When dates are confirmed

DR/MA01

Within one week

DR/MA01

Before one week of the convocation

- i. Confirming the Hall Booking
- ii. Sending out a letter to venue requesting to provide facilities – Auditorium, VIP Room, Banquet Hall for Lunch, Extra Rooms

DR/MA01

Two weeks
Before the convocation

Process

Responsibility

Time Frame

Relavent
Rules &
Regulations

- iii. Getting perferma invoice from the venue
- iv. Making advance payment
- v. Obtaining the approval of the VC for Payments
- vii Obtaining funds for payments
- viii. Sending to the venue required seating arrangement on Stage for Sessions

DR/MA01

Two week

Printing Documents



Invitaions, Passes, Programmes,
Convocation Books,

DR/MA01

One Month

Allocating duties for Convocation staff



Floral and Photo arrangement



UNIFORMS TO STAFF

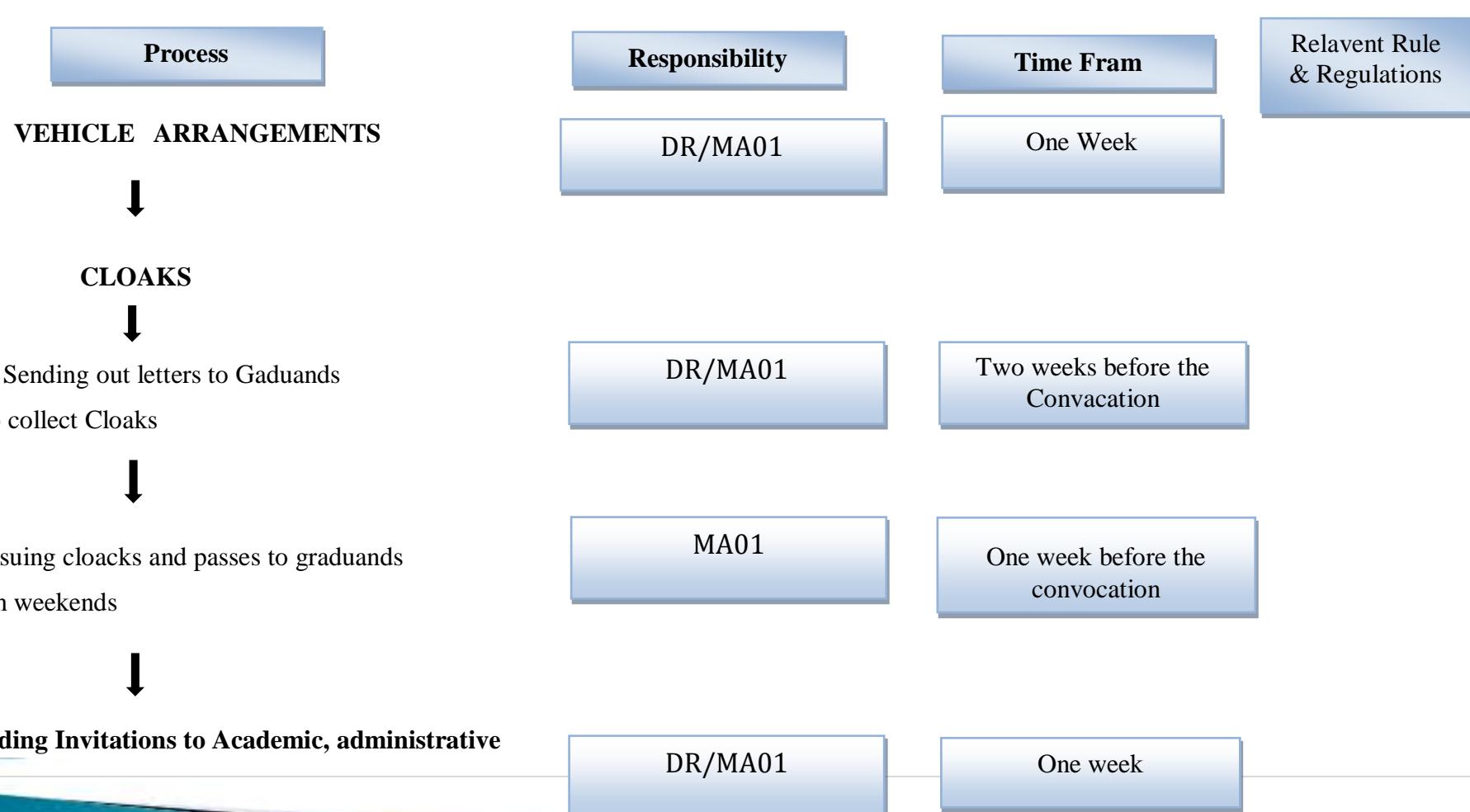
DR/MA01

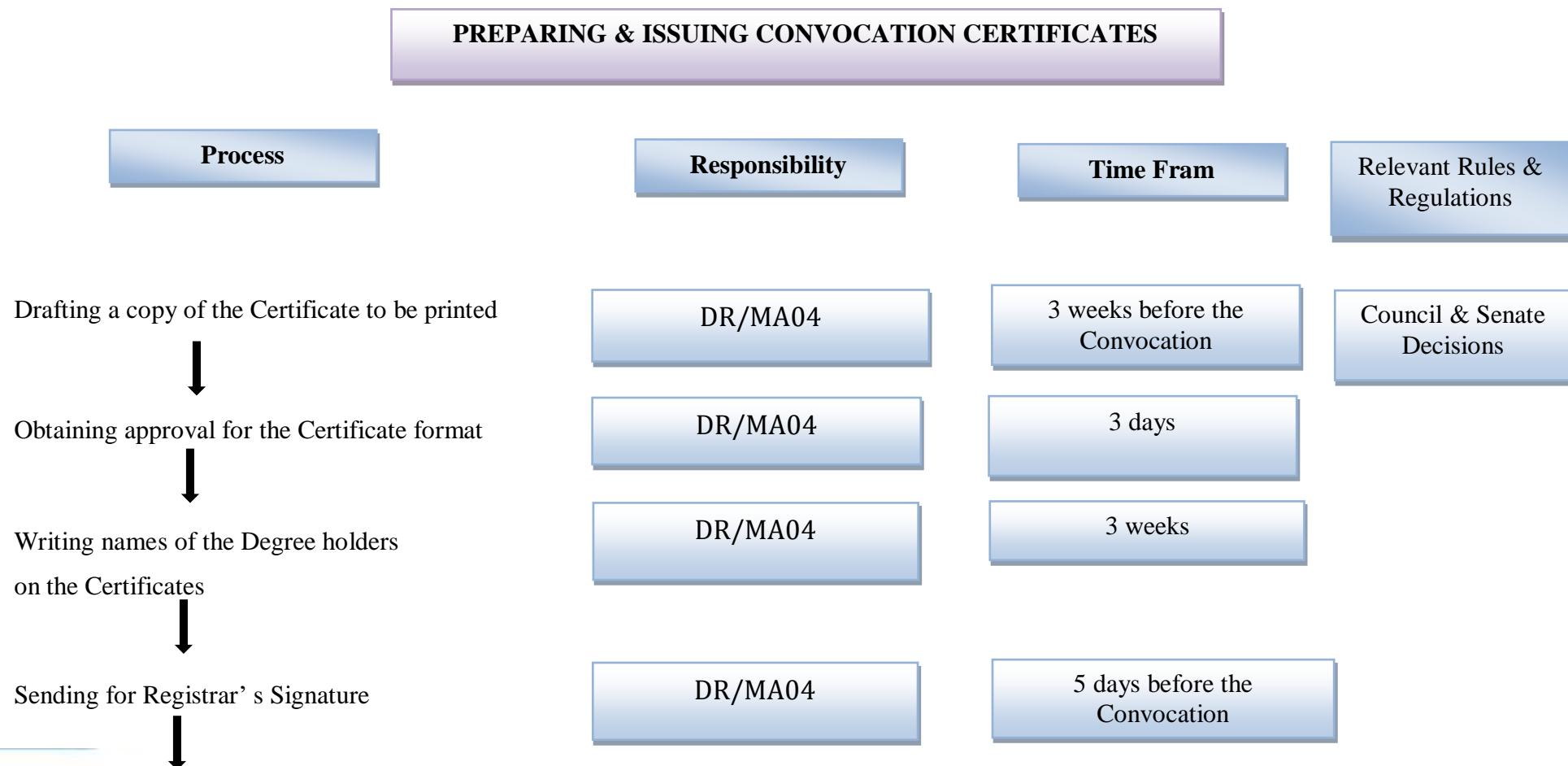
Two weeks

DR/MA01

DR/MA01

Three Month before
Convocation





Authontification of First Degrees

Process

Receiving Requests for authontification

Responsibility

DR/MA07

Time Fram

During the year

Relavent Rule & Regulations

Instructions given by the VC/Registrar

Checking with the result sheets or Mark sheets

DR/MA07

within 2 weeks

Preparing authontification report

DR/MA07

1 day

Signing of the report

DR/MA07

1 day

Sending to relevant institutions/
persons

DR/MA07

1 day

Releasing Results of Postgraduate Examinations **(Course Work + Dissertation)**

(Faculties of Science/Medicine/Humanities/Commerce & Management Studies)

Process

- Receiving Marks from the Faculties



- Preparing results according to the approved criteria
(Get name & payment confirmation from FGS for Pass Students)



- Convening Results Board



Responsibility

DR/MA02

Time Frame

Within 2 months

Relavent Rule & Regulations

Approval of the Council & Senate and Decisions made by the FGS

DR/MA02

3 weeks

DR/MA02

1 Day

- Releasing Results
- Submitting results to the Senate for approval

DR/MA02	1 Day
DR/MA02	1 Day

Releasing Results for MPhil, PhD and DBA

Process	Responsibility	Time Frame	Relavent Rule & Regulations
• Receiving relevant files from FGS	FGS	After Completing the File	Approval of the Council & Senate Relevant Criteria approved by the FGS
Verify Reports and other details (Marks)	DR/MA02	01 Week	
• Arranging Viva Voce Examination or Panel Board (<i>If reports are not acceptable Panel Board is called and action to be taken according to the Panel Board's decision</i>)	DR/MA02	01 Day	
• Organizing Viva Voce	DR/MA02	01 Day	

- Receiving revised thesis from the candidate

DR/MA02

01 Day

- Releasing Results

DR/MA02

01 Day

- Sending res

Releasing Results of Postgraduate Examinations (M.Com/MSSc. and MBus)

(Faculties of Social Sciences and Commerce and Management Studies)

Process

Responsibility

Time Fram

Relavent Rule & Regulations

Checking Admissions list sent by relevant
Departments and forward it for DR's
Signature and send back to relevant Dept.

FGS

DR/MA03/02

01 Week

Examination Division Receiving marks

Course Coordinator

Whole Year

DR/MA03/02

01 Week

Processing of marks, checking and releasing

Course work results



Receiving Dissertation reports and the relevant file from FGS



Convening Examiners Board (based on the reports and panel board of viva-voce examinations)

DR/Subject Clerk

DR/MA03/02

Whole Year

Process

Responsibility

Time Fram

Relavent Rule & Regulations

Receiving Dissertation within the Approved period

Candidate

3/6 months or 1 year



Releasing results

02 Days



Submitting for approval of the Senate

DR/MA03

01 Day

Releasing Results of Postgraduate Courses

Master Degrees/ Postgraduate Diplomas (One Year):

(Faculties of Social Sciences/Science/Humanities and Commerce & Management Studies)

Process	Responsibility	Time Fram	Relavent Rule & Regulations
Sending Admissions by post to Candidates who are registered with FGS for courses of study	FGS DR/MA03	2 weeks	Approval of the Council & Senate
	Course Coordinator		

Receiving marks from the relevant Dept.



Processing results and preparing mark-sheets
(*Getting confirmation from FGS for Pass Students*)

DR/MA03

3 Weeks

Convening Board of Examiners meeting

DR/MA03

1 Week

Sending results for approval of the Senate

DR/MA03

2 Days

Releasing Results for Exit Point Option (*Exit From two years to one year*) (One Year Masters and Postgraduate Diploma and Postgraduate Certificate Courses)

Process

Responsibility

Time Fram

**Relavent Rule &
Regulations**

Submit the student's exit point application

DR/MA02/03

2 weeks

Approval of the
Council & Senate



Processing results and preparing marks sheets
(Get confirmation from FGS for Pass Students name
and payments etc.)

DR/MA 02/03

3 Weeks

Convening Board of Examiners meeting

DR/MA02/03

1 Week

Sending results for approval of the Senate

DR/MA 02/03

2 Days

Releasing Results of Higher Diploma/Diploma/Advanced Certificate/Certificate Courses

Process

Responsibility

Time Frame

Relavent Rule & Regulations

Receiving marks from the Faculties

Course Coordinator

Within 2 months

Approval of
the Council &
Senate and
Decisions and
according to
SLQF

Preparing results according to the approved criteria	DR/MA05	2 Weeks
Convening the Results Board	DR/MA05	
Sending results for approval of the Senate	DR/MA05	1 Day
Preparing & Issuing individual Result Sheets	DR/MA05	1 Day
Preparing Diploma Certificates	DR/MA05	2 Weeks

Issuing Academic Transcripts/Detail Certificates (on request)

Bachelor of Naval Studies & Bachelor of Science in Aviation Degree

Process

Responsibility

Time

Relevant Rules & Regulations

Verification Mark Sheets



DR/MA06

1 Day

Council & Senate
Decisions

Preparing & verifying Academic Transcripts

DR/MA06

1 Day

Issuing the Transcript to relevant person/post it

DR/MA06

1 Day

Conducting Aptitude Tests

Process

Responsibility

Time Frame

Relevant Rules &
Regulations

Publishing Paper Notices

DR/MA05

02 Days

Recommendation
of UGC

