



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.

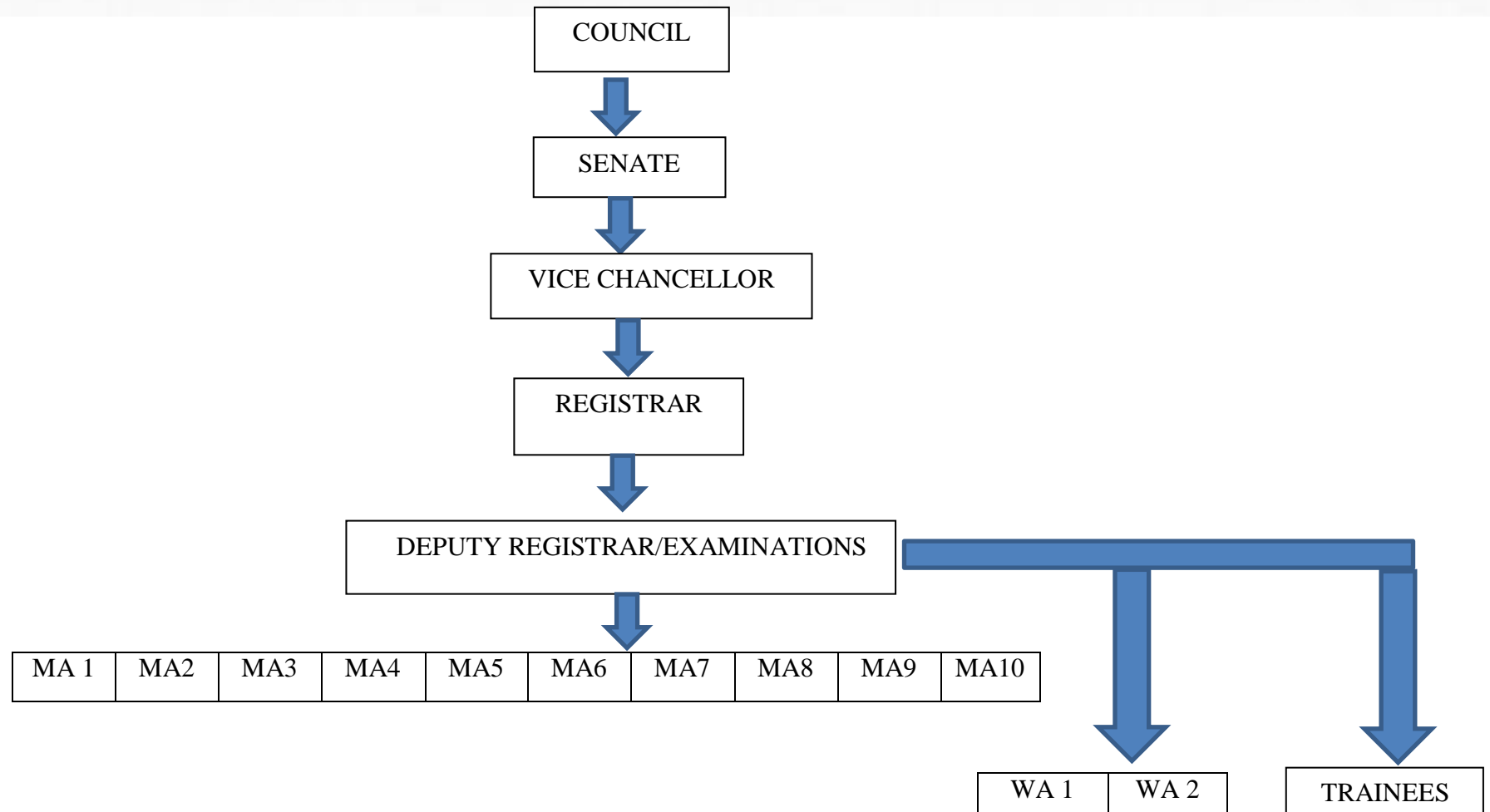
The students of University of Kelaniya continue to receive different services from the Examination Division even after completion of their academic programmes, as it holds the responsibility of providing certifications/authentication of the academic achievement of each student.

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)

| Process | Responsibility ¹ | Time Frame | Relevant Rules & Regulations |
|--|-----------------------------|-------------------|--|
| Getting approval for the advertisement from Deans of the Faculties | DR/MA 08 | 1 Day | Approval of the By-laws Senate & Council |
| ↓ | | | |
| Publishing the Advertisement on University and Faculty websites | DR/ MA 08 | 1 Day | |
| ↓ | | | |
| Issuing applications for eligible Candidates and collecting applications forms along with the relevant payment | DR/ MA 08 | Till Closing Date | |
| ↓ | | | |
| Preparing a list and hand it over to ICCMS | DR/ MA 08 | 1 Day | |

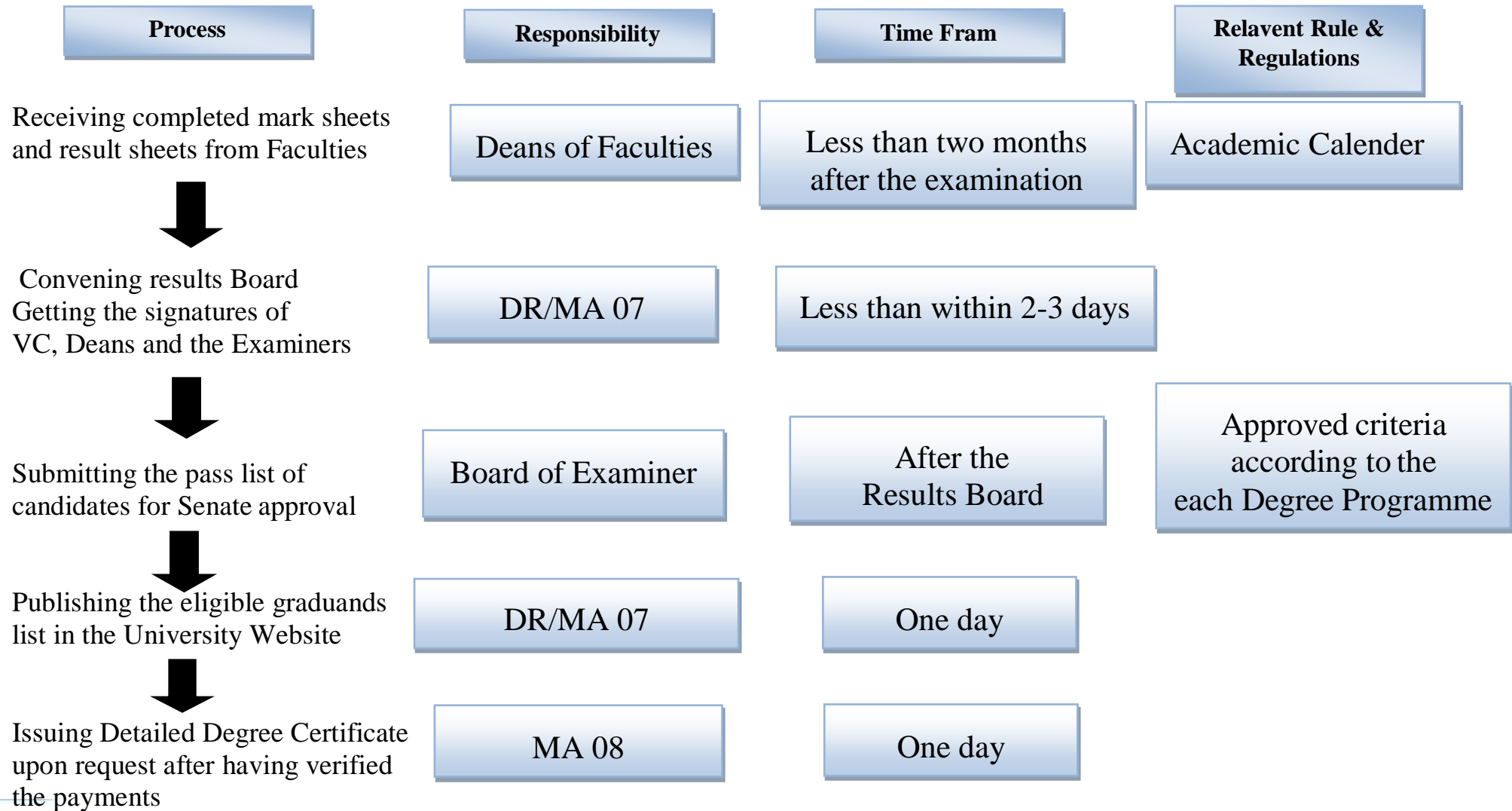
Accepting final year Annual Dissertations from different Departments of the Faculties

| 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 | |

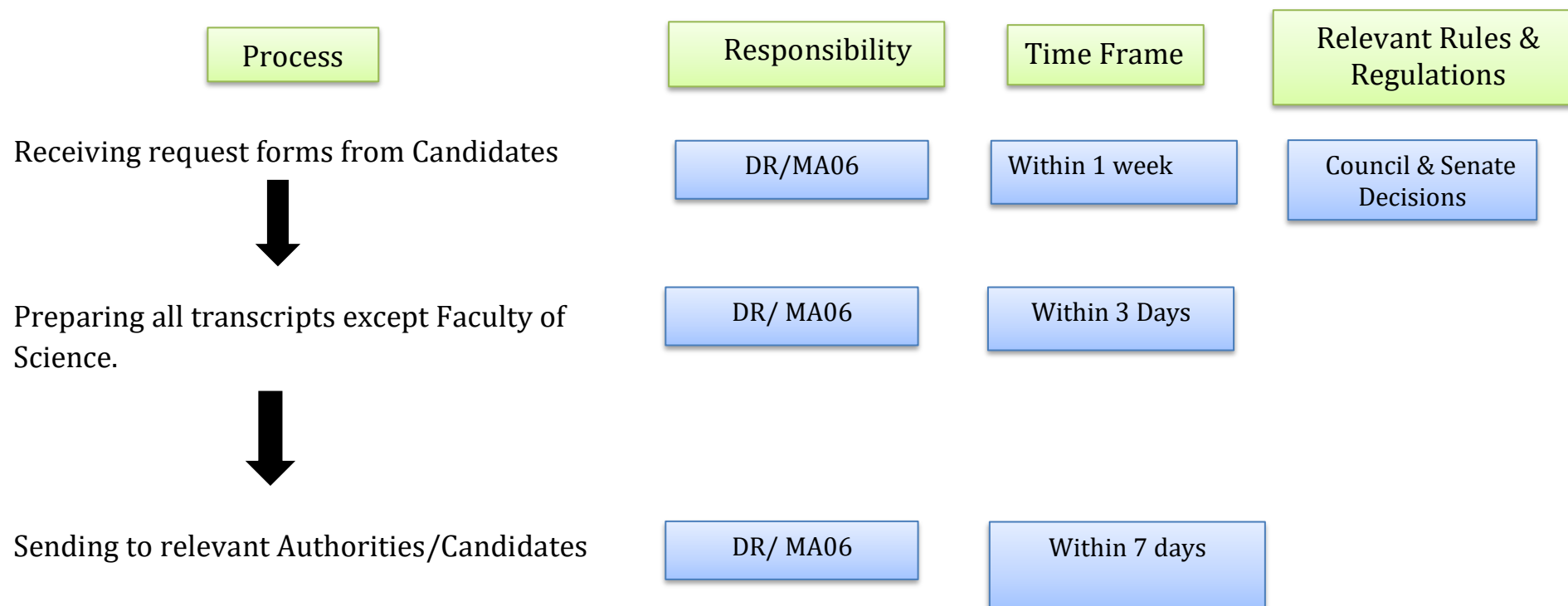
CONVENING EXAMINATION OFFENCES INQUARING COMMITTEE MEETING

| 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

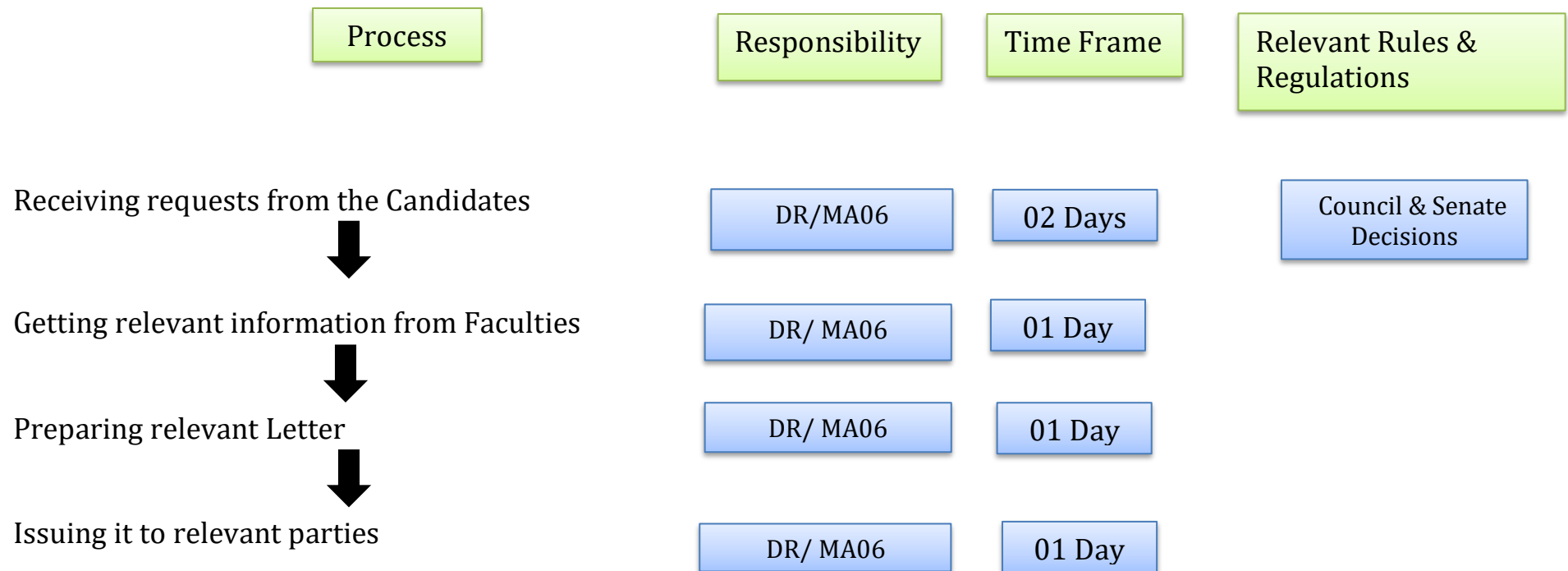


PREPARING & ISSUING ACADEMIC TRANSCRIPTS



Preparing Medium Letters (First Degree)

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



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 Graduands lists for Senate approval ↓ | DR/MA04 | Within 3 weeks | |

Sending for Printing Convocation Book

DR/MA04

Within 2 weeks

CONVOCATION

Process

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

Responsibility

DR/MA01

DR/MA01

DR/MA01

DR/MA01

Time Fram

Three weeks before & Convocation

When dates are confirmed

Within one week

Before one week of the convocation

Relevant Rules & Regulations

Council & Senate Decisions

- 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 Fram

Relavent
Rules &
Regulations

- iii. Getting perfoma 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

Process

Responsibility

Time Fram

**Relavent Rule
& Regulations**

VEHICLE ARRANGEMENTS



CLOAKS



i. Sending out letters to Graduands
to collect Cloaks



Issuing cloaks and passes to graduands
on weekends



Sending Invitations to Academic, administrative

DR/MA01

One Week

DR/MA01

Two weeks before the
Convocation

MA01

One week before the
convocation

DR/MA01

One week

and Non academic staff members

PREPARING & ISSUING CONVOCATION CERTIFICATES

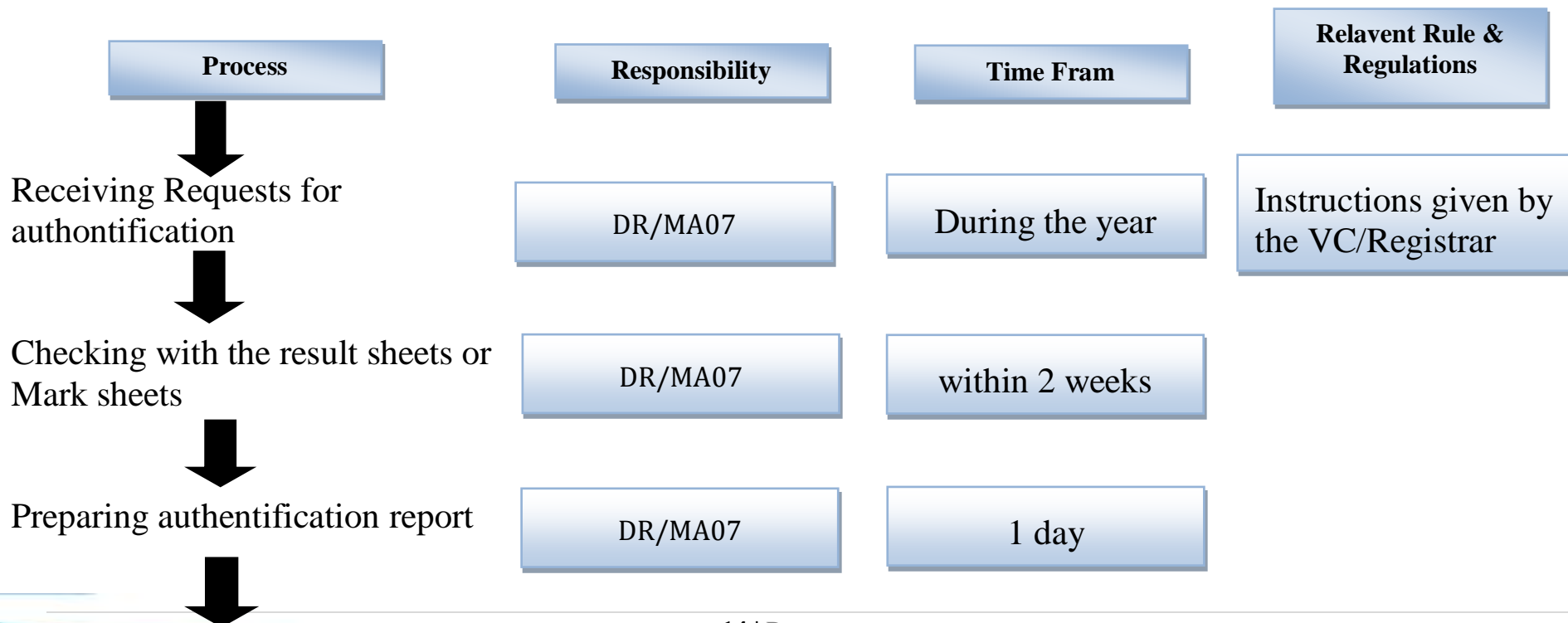
| Process | Responsibility | Time Fram | Relevant Rules & Regulations |
|--|----------------|--------------------------------|------------------------------|
| Drafting a copy of the Certificate to be printed ↓ | DR/MA04 | 3 weeks before the Convocation | Council & Senate Decisions |
| Obtaining approval for the Certificate format ↓ | DR/MA04 | 3 days | |
| Writing names of the Degree holders on the Certificates ↓ | DR/MA04 | 3 weeks | |
| Sending for Registrar' s Signature ↓ | DR/MA04 | 5 days before the Convocation | |

Issuing Certificates with acknowledge of graduands

DR/MA04

Convocation Date after the end
of the relevant Session

Authontification of First Degrees



Signing of the report

DR/MA07

1 day

Sending to relevant institutions/
persons

DR/MA07

1day

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

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

Process

Responsibility

Time Frame

Relevant Rule & Regulations

- Receiving Marks from the Faculties

DR/MA02

Within 2 months

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

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

DR/MA02

3 weeks

- Convening Results Board

DR/MA02

1 Day

- Releasing Results

DR/MA02

1 Day



- Submitting results to the Senate for approval

DR/MA02

1 Day

Releasing Results for MPhil, PhD and DBA

| Process | Responsibility | Time Frame | Relevant Rule & Regulations |
|---|----------------|---------------------------|---|
| <ul style="list-style-type: none"> 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 | |
| <ul style="list-style-type: none"> Arranging Viva Voce Examination or Panel Board (If reports are not acceptable Panel Board is called and action to be taken according to the Panel Board's decision) | DR/MA02 | 01 Day | |
| <ul style="list-style-type: none"> 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)

Process

DR/Subject Clerk

DR/MA03/02

Whole Year

DR/MA03/02

01 Week

Responsibility

Time Fram

**Relavent Rule &
Regulations**

Receiving Dissertation within the
Approved period



Releasing results



Submitting for approval of the Senate

Candidate

3/6 months or 1 year

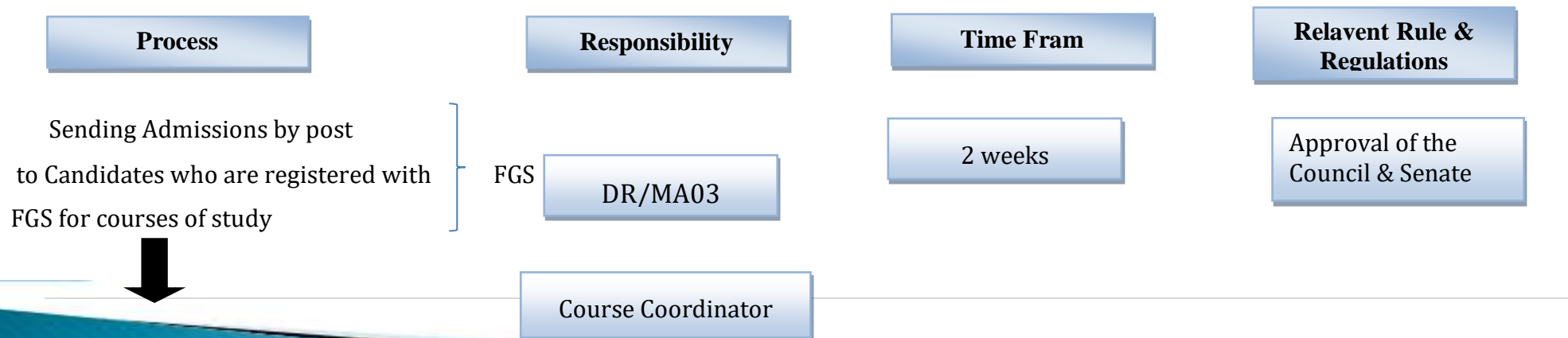
DR/MA03

02 Days

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)*



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



Preparing & verifying Academic Transcripts



Issuing the Transcript to relevant person/post it

DR/MA06

1 Day

Council & Senate
Decisions

DR/MA06

1 Day

DR/MA06

1 Day

Conducting Aptitude Tests

Process

Responsibility

Time Frame

Relevant Rules &
Regulations

Publishing Paper Notices



DR/MA05

02 Days

Recommendation
of UGC

DR/MA05

Within 14 dates

Receiving applications



Data short-listing



Generating Admissions



Sending Admissions to candidates



Preparing Mark Sheets & Attendance Sheets



Duplicating Question Papers



Holding Results Board



Sending Marks to UGC

DR/ MA05

01 Week

DR/ MA05

03 Days

DR/ MA05

02 Days

DR/ MA05

01 Days

DR/ MA05

02 Days

DR/ MA05

01 Day

DR/ MA05

01 Day