



Policies and Procedures Related to the Management of the BScEngHons Degree Programme





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Faculty Quality Assurance Cell (FQAC)
Faculty of Engineering
University of Peradeniya

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Introduction

The Faculty of Engineering of the University of Peradeniya is the first engineering faculty in Sri Lanka, and it was established in 1950 as part of the University of Ceylon and shifted to the present location at Peradeniya in 1964. The Faculty conducts a four-year full-time undergraduate degree programme leading to the honors degree of Bachelor of Science of Engineering and the Faculty maintains its long-standing high reputation for its academic excellence and high professional standards nationally and internationally. The BScEng degree programme of the Faculty is internationally accredited since its inception by Joint Board of Moderators of United Kingdom until 2010 and then by International Engineering Alliance for Washington Accord, which is represented by Institution of Engineers Sri Lanka.

The Faculty of Engineering currently offers BScEngHons degree in six specializations with through its eight departments of study, of which six are departments in-charge of conducting the specialization programmes. The Faculty is blessed with internationally qualified academic staff, competent support staff, educational resources and infrastructure facilities. The programme curriculum is periodically revised at different scales in line with advancements of technology and trends in local industry development to offer rich engineering education through technical and non-technical courses, laboratory and design experience, project works, fieldwork and industrial training. The feedback from the industrialists, graduates, staff members and reviewers of the programme/courses are used to continuously strengthen the programme. The Faculty has maintained the adoption of best practices over last seven decades since its establishment through set of guidelines, ethics or ideas that represent the most prudent course of action to produce well-rounded engineers. This is evident by the international accreditation of the programme, positive comments received on the curriculum from the international reviewers and illustrious alumni in the industry, education and research, administration across the globe.

It is with the introduction of Internal Quality Assurance Unit (IQAU) for the university in 2015 and the Faculty Quality Assurance Cell (FQAC) for the faculty established in 2016 (University Grant Commission Circular No. 04/2015) that the policies and practices adopted in the past were strengthened and streamlined. Since then, the task of documentation of policies, terms of references (TORs), standard operational procedures (SOPs) adopted for administration, curriculum revision, teaching and learning, assessment, research and other aspects has been vested in the FQAC/Engineering.

There was a strong need for compiling the documents used for the programme management through gathering and modifying the existing policy documents, TORs and SOPs, and identifying and preparing the necessary documents to fill the gap. With the collective effort of the FQAC/Engineering and the Faculty Board of Engineering, this exercise has now been completed and the compiled documents presented in a single booklet would be more effective to manage the degree programmes in a much displayed and exciting manner while allowing the room for their continuous development. In compiling these documents, the eight criteria of the QAC/UGC programme review manual was a useful guide. With this effort, fifteen policy documents, eleven TORs and two SOPs were finalized and they are detailed in this booklet.

The compilation of a comprehensive document of this nature is not a simple task. Several Faculty Board subcommittees immensely contributed with utmost participation of all the academic staff members to make this booklet a reality. The FQAC/Engineering together with Dean wish to thank the all subcommittee members for developing and compiling the draft documents and all the academic staff members for providing their comments to improve these diverse documents. Special thanks are deserved for Prof. S.B. Weerakoon and Prof. K.S. Walgama for convening the workshops organized for this purpose and for their comments to improve this booklet. It is expected that these policy documents, TORs and SOPs will further enhance the quality of the academic programme of the faculty and streamline best practices in the efficient management of the progarmmes in the faculty. The authors wish to emphasize the importance of revising/improving the contents and additions of new contents to the present booklet as the faculty progresses.

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Section I
Policies

01. Faculty Policy on Programme Development and Approval (PDP)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

The Faculty policy on programme development and approval outlines the directions to be followed during the development and revision of programmes offered by the Faculty. It includes the roles and responsibilities of different stakeholders in preparing and delivering a degree programme.

2. Policy Principles

This policy provides guidelines to ensure that the degree programmes offered by the Faculty of Engineering at the University of Peradeniya are based on an approved framework that was designed to ensure careful planning, transparency for quality assurance. It also outlines the roles of administrators and committees within this process.

3. Policy Statements

- 3.1 The development of a curriculum for a new study programme or the revision of a curriculum of an existing study programme shall be initiated by an individual or a body vested with the responsibilities related to the curriculum development and delivery within the Faculty which is mandated to offer the said programme.
- 3.2 While the development of new curricula shall be undertaken as and when a need for such curricula arises, the revision of existing curricula shall be undertaken at regular intervals of at least five years span.
- 3.3 As the study programmes of the Faculty are offered with the help of more than one department and units of the Faculty, the development and revisions are expected to be performed in synchronization to enable a smooth development/revision process.
- 3.4 Maximum transparency shall be maintained in the process of planning, development and improvement of the curricula, ensuring a participatory approach.

- 3.5 The development of new curricula and the revision of existing curricula shall be undertaken considering (i) the trends in the specific field/s; (ii) the academic integrity of the discipline/s in question; (iii) the vision and mission of the Faculty and the University; (iv) the relevant Subject Benchmark Statements and national and international level quality standards; (v) the national needs; (vi) the requirements of the accreditation bodies such as the Institution of Engineers, Sri Lanka (IESL) as per Washington Accords (WA), (vii) national guidelines/framework of that time such as the Sri Lanka Qualifications Framework (SLQF) and (viii) the views of internal and external stakeholders such as the students and the industry.
- 3.6 The responsible bodies for the recommendation/approval of new or revised curricula shall be the Faculty Academic Development and Planning Committee (FADPC), the Faculty Board, the Academic Development and Planning Committee (ADPC) of the University, the Senate, the University Council and the University Grants Commission (UGC).
- 3.7 The individuals who are responsible for designing and development of curricula shall be made aware of university policy on curriculum planning, development and revision and adequate training on curriculum planning, development and design.
- 3.8 The curricula shall be Outcome-Based (OB) and shall aim at promoting Student-Centred Learning (SCL). The curricula shall be designed in a manner where delivery of the content shall make use of the technological advancements in pedagogy such as Blended Learning as appropriate. Adequate opportunity for innovation shall be encouraged by allowing reasonable degrees of autonomy as required in different capacities in specific fields.
- 3.9 Curricula shall be designed and developed to integrate strategies to promote self-directed learning, critical thinking and collaborative learning related to the field of study.
- 3.10 The graduate profile of the degree programme, programme outcomes and the course outcomes have to be constructively aligned.
- 3.11 The Programme Outcomes (POs) of the study programmes shall be realistic, feasible and achievable within the stipulated period and follows appropriate benchmarks and guidelines provided by the accreditation agencies.
- 3.12 The content of a given curriculum shall be aligned with the predetermined graduate profile of the study programme and the institutional graduate profile.
- 3.13 The workload of a study programme shall comprise of direct contact hours and learning activities to develop competencies such as self-motivation, self-directed learning,

collaborative learning, creative and critical thinking for problem-solving, communication skills, team spirit and a passion for lifelong learning,

- 3.14 Strategies shall be in place to ensure that the volume of learning for each semester is achievable by every student and that they are not overburdened at any point of the course. This could be achieved by incorporating the norms stipulated by the national level quality framework such as SLQF.
- 3.15 Curricula shall be designed to accommodate supplementary courses such as professional and interdisciplinary courses, through electives, to broaden the capabilities of graduates and equip them to find employment and gain professional advancement.
- 3.16 Strategies shall be adopted to cater to a diverse student population with minimum potential disadvantages for the students with special needs and those who are differently-abled.
- 3.17 The curricular design shall incorporate methods to ensure a smooth transition from secondary to tertiary education and be structured, promoting progression.
- 3.18 Work-based placements or other such opportunities, such as the industrial training placement which provide exposure to the world of work shall be incorporated into the curriculum where applicable at appropriate times and levels within the duration of the study programme.
- 3.19 Opportunities to use and explore the most contemporary aspects of modern technology available to the University shall be considered in the process of designing and delivering the curriculum.
- 3.20 Opportunities shall be made available for credit transfer among different programmes of study both at local and international level.
- 3.21 Entry and exit criteria of the study programme shall be clearly stated.
- 3.22 Fallback options shall be carefully designed for those who are not progressing as expected.
- 3.23 Specific criteria for discontinuation of the study programmes shall be explicitly stated, and measures shall be taken to safeguard the interests of students enrolled in the programmes.
- 3.24 The detailed curriculum, by-laws and other regulations governing the curriculum shall be made available to students in the institutional website/student handbook at the commencement of the study programme.

3.25 Feedback shall be obtained from students, staff, and the other stakeholders upon completion of a study programme and appropriate remedial action are taken.

4. Responsibilities and Procedures for Implementation of Policy

4.1 Approving Authority: The Faculty Board of Engineering

4.2 Administrative Responsibility: Dean/Engineering, AR/Engineering, Heads of Departments

4.3 Monitoring Responsibility: Faculty Quality Assurance Cell (FQAC), Engineering

SECTION C

Revision History

02. Faculty Policy on Course Design and Approval

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

The Faculty policy on course design and approval outlines the directions to be followed during the development and revision of courses offered by the Faculty. It includes the roles and responsibilities of different stakeholders in preparing and delivering courses.

2. Policy Principles

This policy provides guidelines to ensure that the courses offered by the Faculty of Engineering at the University of Peradeniya are based on an approved framework that was designed to ensure careful planning, transparency for quality assurance. It also outlines the roles of administrators and committees within this process.

3. Policy Statements

- 3.1 The development of a course for a study programme or the revision of an existing course shall be initiated by an individual or a body vested with the responsibilities related to the course development within the Faculty which is mandated to offer the said programme or the teacher(s) offering the course.
- 3.2 The development of new courses and the revision of existing courses shall be undertaken considering (i) the trends in the specific field/s; (ii) the academic integrity of the discipline/s in question; (iii) relevant subject benchmark documents and national and international level quality standards; (iv) the national needs; (v) the requirements of the accreditation bodies such as IESL as per the Washington Accords, and (vi) the views of internal such as the students and staff and external such as graduates and the industry stakeholders.
- 3.3 The responsible bodies for the recommendation/approval of new or revised course shall be the body relevant to curriculum development of the Faculty, Faculty Academic Development and Planning Committee (fADPC), Faculty Board, the Academic Development and Planning Committee (ADPC) of the University, and the Senate.

- 3.4 Maximum transparency shall be maintained in the process of planning, development and improvement of the course curricula ensuring a participatory approach.
- 3.5 Intended Learning Outcomes (ILOs) of the courses shall be realistic and achievable within the stipulated period for the course. Course content shall be organized/designed in such a manner that it can be effectively delivered within the specified period.
- 3.6 Course ILOs shall be constructively aligned with level descriptors and ILOs of the study programme, the discipline-specific graduate profile and institutional graduate profile.
- 3.7 Courses shall be designed promoting Student-Centred Learning (SCL) and Blended Learning (BL) and shall use of Open Educational Resources (OER).
- 3.8 Strategies shall be adopted during the course design and development to cater to a diverse student population with the minimum potential disadvantages for the students with special needs and those who are differently-abled.
- 3.9 In designing courses, measures shall be taken to ensure that the ILOs and/or the methods of delivery and/or assessment do not in any way create/justify/promote, directly or indirectly, any form of discrimination based on gender, race, ethnicity, religion, economic status and social class.
- 3.10 Measures have to be taken to follow approved formats standards for preparing courses.
- 3.11 All assessments (summative/formative) shall be structured and constructively aligned to determine attainment of course and in turn, programme ILOs.
- 3.12 Specific criteria for discontinuation of courses such as allowing repeat exams for a stipulated period shall be explicitly stated, and measures shall be taken to safeguard the interests of students enrolled in such courses.
- 3.13 The course content and course specification/plan have to be shared with the students at the beginning of an offering, such as a semester.
- 3.14 Feedback shall be obtained from students, staff, and the other stakeholders upon completion of a course and appropriate remedial action are taken.

3.15 Course content and delivery methods shall be reviewed at regular intervals as decided by the relevant mandated authority, taking into consideration changes/developments in the relevant discipline and stakeholder views.

4. Responsibilities and Procedures for Implementation of Policy

4.1 Approving Authority: The Faculty Board of Engineering

4.2 Administrative Responsibility: Dean/Engineering, AR/Engineering, Heads of Departments

4.3 Monitoring Responsibility: FQAC, Engineering

SECTION C

Revision History

03. Faculty Policy on Assessments and Awards

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Board of Engineering

SECTION B

1. Introduction

The policy on assessment and awards of Faculty of Engineering is developed to achieve a set of objectives listed under Policy Principles. The policies are categorized under (a) overall process; (b) connection between teaching and assessment; (c) preparation and conduction of examination; and (d) marking, grading and releasing results.

2. Policy Principles

In alignment with the national guidelines of Higher Education Standards and the Assessment and Awards policy of University of Peradeniya, the objectives of the Assessment and Awards Policy of the Faculty of Engineering,

- are fair, transparent and equitable,
- are designed to promote student learning,
- measure student achievement against learning outcomes to produce grades that are valid, reliable and maintaining academic standards,
- are designed to produce a feedback useful to students for learning
- and designed to assess the degree programme,
- are designed to ensure the trust of the public and all stakeholders,
- are to ensure that the degree programme of Bachelor of the Science of Engineering is aligned with national guidelines (eg. SLQF) and maintain the standards in par with national and international standards.

3. Policy Statements

3.1 Overall Process

- 3.1.1 The Faculty shall have effective procedures for designing, approving, monitoring and reviewing the assessment strategies for programmes and awards.

- 3.1.2 The Faculty shall have a system of reviews and should amend assessment regulations periodically as required and assessment standards must be monitored through internal and external benchmarking.
- 3.1.3 Ensure that students are assessed using published criteria, regulations, and procedures described in the University/Faculty Instructions/programme manuals/internal circulars/Handbook, issued in writing or electronic form to all students and staff enrolled in the course/recruitment (at the beginning of the course, or as soon as practicable thereafter).
- 3.1.4 Ensure that the students are properly informed of the followings:
 - 3.1.5 Academic calendar (at the time enrolment to the faculty)
 - 3.1.6 Curriculum (at the time enrolment to the faculty)
 - 3.1.7 Course plan (at the beginning of the course)
 - 3.1.8 Time tables (two weeks prior to the start of a semester)
- 3.1.9 Ensure that the statutes/criteria for medals/prizes/scholarships are available and accessible to students.
- 3.1.10 Ensure that the assessment criteria for awards should be defined to eliminate subjective evaluations
- 3.1.11 There should be a clear delegation of responsibility for assessment within the Faculty.
- 3.1.12 Staff involved in assessments should be appropriately qualified, trained, supported and competent to undertake their roles and responsibilities and have no conflicts of interest. Conflict of interest should be declared by students and the staff at the beginning of each academic year or as soon as practicable.
- 3.1.13 Provide every student with an equal opportunity in assessments and to demonstrate his/her achievements for awards.
- 3.1.14 There should be a validated and quality assured system to support differently-abled students. Appropriate provision shall be made for candidates with a formally recognized permanent or temporary disability for examination and other assessment arrangements.
- 3.1.15 The Faculty shall have a clear guideline on conducting e-assessment.

3.1.16 The faculty should provide academic staff with documents/manuals of procedures for the preparation and conduct of examinations and releasing results.

3.2 Connecting Teaching & Learning with Assessment (Constructive Alignment)

3.2.1 Ensure that the assessment strategy is aligned with the relevant qualification descriptors of the SLQF and Washington Accord.

3.2.2 Scheme of assessment should be provided for each course. Provide respective weightages for individual components of the assessment scheme in the calculation of the final grade for the course. There should be at least one formative and summative component.

3.2.3 The volume, timing and nature of assessment tasks should enable effective measurement of students' attainment of ILOs.

3.3 Preparing for Assessment (Setting Assessment) and Conducting the Assessments Task (Examination)

3.3.1 The Faculty shall ensure the procedures in place to organize and conduct examinations and archive examination papers and scripts after the assessment process.

3.3.2 Students shall be provided with regular, appropriate and timely feedback on formative assessments to promote effective learning and support the academic development of students.

3.3.3 The Faculty should ensure that newly recruited academic and administrative staff are briefed about the procedures for the invigilation and the security and delivery of examination papers and material during the induction process.

3.3.4 The Faculty shall follow the procedures established by the University in a case of leakage of draft or finalized examination papers/materials or might have been seen by unauthorized people.

3.3.5 The Faculty shall ensure the implementation of examination by-laws including those on academic misconduct (copying and plagiarism) and strictly enforce them according to the institutional policies and procedures.

3.3.6 The Faculty shall have regulations governing the appointment of both internal and external examiners. The Faculty should provide ToRs for examiners and also ensures

that the reports from external examiners are considered by the examination board in finalizing the results.

- 3.3.7 An assessment blueprint is made available for each and every course to ensure adequate coverage of the Intended Learning Outcomes and that appropriate assessment methods have been used for each individual outcome.
- 3.3.8 Diagnostic/summative/formative assessments should be conducted with rigor, honesty, transparency and fairness and with due regard to security and integrity.
- 3.3.9 The Faculty/Units/Centers should adopt well defined moderation procedures and provide TORs for coordinators and moderators.
- 3.3.10 The Faculty shall ensure that the quality control and assurance of academic standards should be maintained with the involvement of external examiners or an independent second examiner or any other procedure approved by the FB of Engineering.

3.4 Marking, Grading and Releasing Results

- 3.4.1 Faculty should ensure that well defined marking schemes, various forms of internal second marking (open marking, blind marking) and procedures for recording and verifying marks etc., are available.
- 3.4.2 Assessment decisions are documented accurately and systematically and the decisions of relevant assessment panels and examination boards are duly communicated to students.
- 3.4.3 The Faculty shall ensure that appeals against the outcomes of assessment are considered in accordance with the relevant provisions of the prevailing rules and regulation (Appealing Code).

4. Applicability and Scope

This policy covers all assessment procedures of undergraduate and postgraduate programmes offered by the Faculty of Engineering, University of Peradeniya. It applies to all administrators, examiners, candidates and all support staff involved in the process.

5. Related Information

- 5.1 University Policy on Awards and Assessments (currently being developed)

5.2 University Act

5.3 Sri Lanka Qualifications Framework

5.4 Examination Rules and Regulation of the University of Peradeniya

5.5 Guidelines of Conducting Examinations, University of Peradeniya

5.6 Faculty of Engineering Handbook 2017/2018

5.7 Washington Accord

SECTION C

Revision History

04. Faculty Policy on Repeaters and Fallback Options

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

The purpose of this policy is to explain the faculty policy on students repeating courses when they fail to obtain the required level of marks and/or other requirements in courses in the academic programme. This document also describes the fallback option available for students who find difficulties in completing the degree programme.

2. Policy Statements

2.1 Faculty Policy on Repeat Students

- 2.1.1 If a student fails to obtain the required level of marks and/or other requirements in one or more courses in the General Programme in Engineering the student is allowed to register for such courses, subjected to a maximum number of courses, in the special session which is conducted after the completion of the final evaluation of the regular courses of the General Programme in the same academic year.
- 2.1.2 The students who do not successfully complete the General Programme by the end of their first academic year are required to re-register for courses in the subsequent semesters, in which courses are offered again, and complete the General Program in Engineering within a stipulated time period specified by the faculty.
- 2.1.3 If a student fails to obtain the required level of marks and/or other requirements in one or more courses in the Specialized Programme in Engineering, they are allowed to re-register for those courses in subsequent semesters in which the courses are offered again.
- 2.1.4 Students are given a maximum period to successfully complete the Specialized Programme in Engineering as stipulated by the Faculty Board and the Senate.

3.2 Faculty Policy on Fallback Options

Any student who finds it difficult to perform well in the Specialized Programme in Engineering to meet the requirements for the awarding of the degree is allowed to choose an alternative option

specified in the study program where a lesser number of credits may be followed to complete the degree program without claiming any class honours.

4. Responsibilities and Procedures for Implementation of Policy

4.1 Responsibility: The Faculty Board of Engineering

4.2 Implementation: Dean/Engineering, AR/Engineering, Heads of Departments

SECTION C

Revision History

05. Faculty Policy on Encouraging Student Participation at Regional/National Level Competitions and Rewarding Outstanding Performers

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

There are many standards defined in Quality Assurance (QA) exercises and one of the most important is identified as “*Students’ participation in co-curricular activities (CCA) and institutional, national level competitions in sports, aesthetic activities and innovations*”. These are important parts of educational institutions to develop the students’ personality as well as to strengthen classroom learning. CCA greatly contributes in all-round development of the student with much needed emotional, physical, spiritual and moral development. The faculty has identified many such CCA which would result in enhancing the quality of teaching and learning. This policy is defined by the Faculty of Engineering with specific attention towards enhancing the quality of training and learning and the students’ outlook.

2. Policy Principles

Purpose of CCA:

- 2.1 Co-curricular performance will assist in recognizing the skills and attributes gained by the students through participation in CCA.
- 2.2 CCA helps to uncover students’ hidden talents outside their academic studies and to make him/her a good citizen.
- 2.3 Knowledge and skills gained through academic studies should be supplemented with CCA; a good platform to secure students’ future, both professionally and socially and promote leadership quality.
- 2.4 CCA is also an effective platform to make absorb values like social, aesthetic, cultural, recreational and disciplinary among students.
- 2.5 CCA helps in realizing the importance of education and develop the spirit of healthy competition.
- 2.6 Domains like social, academic, intellectual, cultural, democratic, civic and aesthetic get enriched with participation in CCA.

2.7 Graduates of the Faculty of Engineering will be recognized globally as engineers possessing the needed skills and attitudes in performing at best levels.

3. Policy Statements

The Faculty of Engineering, University of Peradeniya is committed to promote and facilitate students' participation in a broad range of technical/professional, sporting, cultural and recreational co-curricular activities.

4. Applicability and Scope

The Faculty of Engineering will raise awareness on various CCA among students to encourage student participation in CCA and monitor the student involvement and achievements of CCA through following university approved councils/societies:

- Departmental societies
- Sports council
- Arts council

The recommended CCA by the faculty of engineering for the students of the Faculty of Engineering are specified under the following categories:

- Category I: National/International events organized by Professional bodies, Institutions and Universities for university students.

- Institution of Engineers Sri Lanka (IESL)
- Institution of Mechanical Engineers (IMechE)
- Institute of Electrical and Electronic Engineers (IEEE)
- Institution of Engineering and Technology (IET)
- Institution of Civil Engineers (ICE)
- Other professional bodies in all related disciplines(Add)
- Universities (Local and Overseas)

- Category II: Recreational and Sports

- Activities organized by the societies approved by the university
 - Ceylon University Dramatic Society
 - International Interaction Club
 - Music Society
 - Gavel Club
 - Explorer's Club
 - Astronomical Society of Peradeniya
 - 'VIBHAVA' Literacy Club
 - Faculty Societies plus many other registered societies at University of Peradeniya
 - Any other clubs/association recognized by the University

- Tournaments/Games recognized by the Department of Physical Education of University of Peradeniya or UGC
 - World University Games (Biennial)
 - World University Championships (Annual)
 - International Sports Event representing the University
 - Inter University Championships (Annual)
 - Sri Lanka University games (Triennial)
 - Games organized within university (Inter-hall games, Inter-faculty games, freshers' games, etc.)
 - District, provincial and national level events

- **Category III: Cultural and Aesthetics**

- Aesthetics competitions
 - International Aesthetics Awards
 - National Aesthetics Awards
- Public/mass media performances in Aesthetics
 - Stage Drama
 - Movie
 - Place in a TV reality show

Councils will identify new CCA as and when necessary and include them into the above list with the approval of the faculty board.

5. Responsibilities and Procedures for Implementation of Policy

Faculty Board approved Rules and Regulations, and Guidelines relating to granting permission to participate in CCA will assist administration/students in re-scheduling examinations and continuous assessment components [Faculty Handbook].

Strategy on recognizing outstanding performers:

Winners/Best Performers are recognized under the following schemes: [*The aim is to encourage students' participation in the above-mentioned activities*]

- Special Achievements List
- EOE Pereira Gold Medal
- University Colours Awards
- Special Achievers List (A award scheme for the students who are not covered by above-mentioned awards but excelled in extramural activities)
- Faculty Colours Awards (Propose to reintroduce)

Faculty councils will coordinate and facilitate recognizing all achievers at the Faculty Awards Ceremony.

6. Glossary

CCA: Co-Curricular Activities

7. Related Information

(Links to other related policies, information, guidelines, or procedures that should be cross-referenced. E.g. QA By-Laws / Regulations, Student Union regulations, etc)

SECTION C

Revision History

06. Faculty Policy on Appointment of Internal Examiners

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party: Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

This document explains the faculty policy on appointment of internal examiners for course modules delivered by them in undergraduate and postgraduate programmes.

2. Policy Principles

Each and every department/units should appoint internal examiners for course modules delivered by them both in undergraduate and postgraduate programmes. Appointed internal examiners are responsible for delivery of each and every senate approved course modules, examination and assessment, and maintain the quality assurance records in line with the national level/university level & accreditation body quality assurance guidelines.

3. Policy Statements

All teachers involved in teaching a course module are the internal examiners for that course module, and out of them, one serves as a coordinator for that course module. The examiners could consist of lecturers of the faculty and/or visiting lecturers appointed by the respective departments. There should be at least two internal examiners for a course module.

4. Responsibilities and Procedures for Implementation of Policy

4.1 Responsibilities

4.1.1 Planning and delivering of lectures, tutorial classes, design classes etc. as per the approved course module and approved timetables.

4.1.2 Conducting and evaluating of continuous assessment components stipulated in the course module.

4.1.3 Setting and evaluating of examination papers, final grading of students, engage with moderation process stipulated and reporting of final grades to Head of the Department and Assistant Registrar.

4.1.4 Keep records of all relevant documents for quality assurance purposes and submitting of Comprehensive file of the course module to department quality assurance cell.

4.2 Procedures for Implementation

4.2.1 Upon nomination by respective Heads of the Departments, the Faculty Board of Engineering shall appoint the internal examiners subjected to Senate approval.

4.2.2 The teaching panel can comprise of staff grades of Senior lecturers and above, Lecturers, Lecturer (Probationary) and Temporary Lecturers.

4.2.3 Visiting lecturers can also be appointed into the teaching panels only when relevant specialties are not available within the faculty and also when the carders in the department are below the required, with the recommendation of Head of the Department and Faculty Board subjected to approval of the Senate.

4.2.4 Nominated teaching panel should be free of any conflict of interest.

4.2.5 It is a responsibility of Heads of Departments to get the approval of the Senate for teaching panel prior to commencement of each and every academic semester.

4.2.6 It is the responsibility of Heads of the Departments to monitor all appointments assuring the effective conduct and delivery of each and every course module.

SECTION C **Revision History**

07. Faculty Policy on Appointment of Moderators

SECTION A

Effective Date :6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party :Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

This document describes the faculty policy on appointment of moderators for all course modules offered in both undergraduate and postgraduate programmes.

2. Policy Principles

Moderation provides a vital means for maintaining academic standards and is an integral part of the faculty's quality framework. Moderators' reports are an essential aspect of the quality assurance and enhancement processes maintained by the faculty. The faculty views the moderation system as a key mechanism for the management of academic standards and reflection on the quality of the student learning experience.

3. Policy Statements

A moderator who is completely outside of the internal examiners, is appointed in every course module. Whenever the resources are available, the moderator for a course module is appointed within the department or within the faculty. If resources are not available within the department or within the faculty, then moderator is appointed from an outside academic institution. In such cases, appointment letters are issued to those who serve as moderators with their roles specified.

4. Responsibilities and Procedures for Implementation of Policy

4.1 Responsibilities

- 4.1.1 Comment and provide advice on matters of curriculum content, balance and structure of the course module.
- 4.1.2 Ensures the course module is coherent and is in alignment with internal and external frameworks.
- 4.1.3 Review and approve draft exam papers and ensure that exam papers and marking schemes are set at an appropriate level.

4.1.4 Moderator should inform the coordinator of the relevant course module and the head of the department where there are concerns regarding the overall standard of marking.

4.2 Procedures for Implementation

4.2.1. Upon nomination by respective Heads of the Departments, the faculty board of engineering shall appoint the moderators from the department or faculty or else from an outside institution subjected to senate approval.

4.2.2. Moderator need not be an expert on particular subject area. However, the moderator should have satisfactory level of teaching and research experience within the university system or relevant industrial experience which can be justifiable before faculty board of engineering.

4.2.3 It is a responsibility of the Heads of Departments to get the approval of the Senate for nominated moderators for each and every course module prior to commencement the academic semester.

4.2.4 When appointing moderators from outside institutions, an appointment letter should be issued by the Dean/Heads of Departments explaining the expected service.

SECTION C

Revision History

08. Faculty Policy on Appointment of External Programme Reviewers

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party: Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

This document explains the faculty policy on appointment of external programme reviewers for each degree programme of study in the faculty.

2. Policy Principles

The faculty shall appoint one or more external program reviewers for each degree program of study. The main objective for having an external program reviewer is to benchmark each program of study to internationally accepted levels. Since each degree program in the faculty is to be accredited according to the Washington accord, the external program reviewers should be selected from one of the Washington accord signatory countries, or an internationally recognized university at the forefront of engineering.

3. Responsibilities and Procedures for Implementation of Policy

3.1 Responsibilities

External programme reviewer should:

- 3.1.1 Submit a report, providing recommendations and highlighting good practice as appropriate on the conduct of the assessment processes, academic standards, assessment, and the curriculum design and delivery, helping to improve the quality of the degree program offered.
- 3.1.2 Benchmark the degree program with internationally accredited similar degree programs in other universities.

3.2 Procedures for Implementation

- 3.2.1 With the recommendation of relevant Heads of the Departments and Faculty Board, external programme reviewers should be appointed subjected to Senate approval.
- 3.2.2 Nominees for external programme reviewers should from one of the Washington accord signatory countries and having internationally accepted level of

qualifications/experiences related to review of engineering degree programmes of relevant specialization.

- 3.2.3. Official appointment letters should be issued for each selected external programme reviewer by the Dean/Heads of Departments.
- 3.2.4. The external programme reviewer should physically visit the department in which corresponding degree programme offered wherever possible. In special circumstances, online reviews could be considered with the approval of the Faculty Board.
- 3.2.5. Relevant Heads of Departments are responsible for providing necessary infrastructure facilities and all necessary documentary evidences related to conduct of corresponding degree programme to the appointed external programme reviewer upon his/her visit or in remote mode depending on the situation.
- 3.2.6. The university is liable for making payment for service offered by the external programme reviewer including his/her airfare and accommodation.
- 3.2.7. External programme reviewer responsible for submitting his/her review report as stipulated in official appointment letter.

SECTION C

Revision History

09. Faculty Policy on Research

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

The University of Peradeniya becomes the number one university in Sri Lanka as per the international ranking such as THE and QS mainly due to its high-quality research work. The University is currently working on its Research Policy and until such time that document is available, this policy will serve as the Research Policy of the Faculty of Engineering. Upon publishing the University Research Policy this document will be amended to be aligned with the University Research Policy.

2. Policy Principles

The policy is largely based on that by adopting it, the Faculty of Engineering of the University of Peradeniya shall:

- emphasize that the research is a significant and integral part of the faculty work;
- express its commitment to meeting international requirements and quality for research and ensuring that research work carried out by the faculty meets the requirements of generally accepted good governance;
- encourage and nurture a research culture in which the academic freedom of all researchers is respected and protected;
- establish a framework that coordinates and manages the research activities undertaken;
- to adhere to the basic principles of research ethics pertaining to the health, safety, privacy, and other personal rights of human beings as they apply to the different disciplines;
- ensure the importance of academic integrity and the pursuit of quality in all research; and
- ensure a mechanism to keep the records of research outputs.

3. Policy Statements

3.1 Requirements to undertake research

Carrying out research activities in relevant to the discipline, *academic staff* and *research staff* will;

- undertake research as part of their academic work;

- undertake research activities, deliver quality research outputs and to be involved in outreach activities to which their research relates;
- stay informed about new research topics of relevance to their various specialities or fields of study;
- seek and maintain connections and cooperation with other researchers in the country, region and in the world;
- seek funds for research by applying to research grants available locally and internationally;
- to publicise research results at national and international conferences, and in scientific journals or other media such as web-based documents and books;
- to enhance the reputation of the University of Peradeniya by the quality of their research work and publication;

3.2 Statutory and Ethics Obligation

Academic staff, research staff and students are required:

- to handle intellectual property and expertise according to the University's IP Policy;
- to take advantage of opportunities for the commercialisation of research through the Engineering Technology Incubation Centre;
- to refrain from any research misconduct such as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

3.3 Research Management

All the departments and centres are expected;

- to facilitate the necessary organisational measures to simplify the planning, execution and management of research activities;
- to continuously encourage academic staff to initiate and develop individual and /or team research activities;
- to organise and present under- and post-graduate courses in a way that fosters interest in research; and
- to pursue collaboration with organisations that could help to identify relevant research problems, generate possible financial support for research, make practical use of research results, and/or exploit them commercially.

3.4 Resources in Support of Research

The Faculty of engineering of the University of Peradeniya undertakes within the budgetary provisions and limited resources available:

- to provide academic staff and research staff with the required laboratory facilities, research assistance and other infrastructure necessary for the execution of their research;

- to give academic staff and research staff the opportunity of improving their research capabilities and increasing the impact of their research by granting leave and providing financial support for the purpose of attending local or international conferences;
- to give suitable acknowledgement to staff who conduct research work of a high quality on a continuous basis; and
- to ensure, via the Research Committee of the Senate and Centre for Engineering Research and Postgraduate Studies (CERPS)/Faculty Research Committee (FRC), that available funds are awarded and managed in a discerning manner.

4. Applicability and Scope

This policy covers individual or collaborative research activities conducted at the Faculty of Engineering, University of Peradeniya. It applies to all academic staff, technical staff and students who involve in research activities at the Faculty of Engineering.

Any researcher who will visit the Faculty of Engineering, University of Peradeniya under exchange programme may be excluded from this research policy and may bound by the terms specified in the MoU or agreement.

5. Responsibilities and Procedures for Implementation of Policy

It is a responsibility of all the parties involved in the research to adhere to this research policy. However, Centre for Engineering Research and Postgraduate Studies (CERPS)/ Faculty Research Committee (FRC) will monitor and validate the policy implementation.

6. Glossary

- 6.1 Academic staff – Members of staff who are designated as a Senior Professor, Professor, Senior Lecturer, Lecturer, Teaching Assistant and Instructor
- 6.2 *Research staff* – Research Fellows, Research Assistance and anybody voluntarily involved in research activities with the Faculty of Engineering
- 6.3 *Student* – Any postgraduate or undergraduate student who is enrolled for a degree programme at the Faculty of Engineering or any student who is on secondment from another university to follow a part of the degree programme offered by the Faculty of Engineering

7. Related Information

University's IP Policy listed in <http://www.pdn.ac.lk/centers/ubl/downloads.html>

SECTION C

Revision History

10. Faculty Policy on Open Educational Resources (OER)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Introduction

The Vision of the Faculty of Engineering will be the centre of excellence in engineering education and research in South Asia. The best student representative of geographical and cultural diversity, academic staff of the highest caliber and excellence learning and research environment will ensure academic excellence and the highest professional standard, nationally and internationally.

Our Mission is to acquire, promote, develop and disseminate knowledge of engineering sciences and its application to improve the quality of life and, in particular, to equip present and future generation with skills and attitudes to attain competence as professional engineers, and to interact with industry and community for sustainable development of humankind.

Dissemination of knowledge of engineering science across the spatial and temporal boundaries plays a vital role in achieving the vision and mission objectives of the faculty of engineering, University of Peradeniya. This need sharing teaching, learning and research materials available in the public domain as well as sharing internally generated such documents in the public domain. The OER policy of the faculty of engineering, university of Peradeniya has been adopted with the objective of establishing a platform to achieve the above targets in a legal and systematic framework.

2. Policy Principles

2.1. Policy Objectives

The objectives of the policy are to:

- 2.1.1. Formulate the necessary strategic inputs, outputs, tasks and performance indicators to achieve OER creation, adoption, adaptation and integration in the development/delivery of courses;
- 2.1.2. Develop awareness about the concept and practices related to OER among all staff;
- 2.1.3. Build capacity among academic and academic support staff to use OER appropriately in their professional engagements;
- 2.1.4. Prepare institutional guidelines and manuals for OER creation, adoption, adaptation and integration;
- 2.1.5. Establish an institutional repository to distribute OER;
- 2.1.6. Continuously monitor and ensure that the policy is implemented effectively;

- 2.1.7. Develop and incorporate an effective feedback mechanism that will facilitate informed decisions for any mid-term corrections during OER implementation; and
- 2.1.8. Consider and incorporate changes to the process based on new developments in the field of OER and the circumstances of the institution.

3. Policy Statements

3.1. Policy Declaration

The Faculty of Engineering, University of Peradeniya will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an Open Licensing framework.

3.2. Policy Statements

- 3.2.1. The management will promote, foster and reward all efforts towards the adoption, integration and sharing of OER in course design, development, quality assurance and delivery.
- 3.2.2. Faculty of engineering, university of Peradeniya, as publisher and copyrights owner, will decide on the content to be published as OER in consultation with the relevant Department/Center.
- 3.2.3. Academic and academic support staff will be committed to the philosophy of OER in building capacity and positive attitudes for effective creation, adoption and integration of OER in the development and delivery of courses as well as other professional engagements.
- 3.2.4. Academic and academic support staff will plan and implement suitable academic activities involving the creation, adoption, adaptation and integration of OER to offer courses and programmes for the learners to enable them acquire appropriate competencies for desired qualifications.

3.3. Copyrights and Licences

- 3.3.1. Faculty of Engineering, University of Peradeniya is the absolute owner of the copyright of any content created by it;
- 3.3.2. Unless otherwise specified, the institution supports free and open access to all educational content it owns or co-owns and will make them available through the OER repository under a Creative Commons (CC) license.
- 3.3.3. The institution may make exceptions to the sharing of intellectual property it owns on a case by case basis.
- 3.3.4. Access to intellectual property of the institution that it considers to be commercially sensitive may also be restricted.
- 3.3.5. All materials developed by the institution will comply with and be released under a Creative Commons IP act No. 36 of 2003 [1]. For derivatives and reproductions of other CC licensed materials, the institution will respect the CC provisions and the licenses therein.

- 3.3.6. It is the responsibility of the author(s) of the content to comply with 3.5.5 when revising or remixing existing OER.
- 3.3.7. The license declaration on the OER will be in the format shown in Figure 1
- 3.3.8. Any material to be included in the OER should take appropriate permission from wherever needed and proper references should be included.



Figure 1

- 3.3.9. Faculty of Engineering, University of Peradeniya reserves the copyright of the institutional logo used in all of its materials, and does not permit use of its logo without written permission for derivatives of its works.

3.4. Liability

- 3.4.1. All OER materials in the institutional repository will carry a disclaimer indicating that the material is for educational purposes only and that the Faculty of Engineering, University of Peradeniya absolves itself of any practical misuse of the OER materials or their content. OER materials authored and published by staff of the Faculty of Engineering, University of Peradeniya do not necessarily reflect the opinion of the Faculty of Engineering, University of Peradeniya.
- 3.4.2. An additional caveat will indicate that derivatives of this work are not authorized to use the institution's logo without prior written authorisation from the institution.
- 3.4.3. The disclaimer will have the following format:

The publication is released for educational purposes, and all information provided is on an 'as is' basis. Although the author and publisher have made every effort to ensure that the information in this publication was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. Any Views expressed in the publication are that of the author, and do not necessarily reflect the views of Faculty of Engineering, University of Peradeniya. All products and services mentioned

are owned by their respective copyrights holders, and mere presentation in the publication does not mean endorsement by Faculty of Engineering, University of Peradeniya. Derivatives of this work are not authorised to use logo of University of Peradeniya.

4. Applicability and Scope

Unless notified by Faculty of Engineering, University of Peradeniya as special exclusion, this OER policy is applicable to:

- 4.1. All departments, units, and centers of the Faculty of Engineering, University of Peradeniya
- 4.2. All content developers within the institution and those engaged by the institution on temporary/contract basis;
- 4.3. All types of learning materials released in physical or electronic format;
- 4.4. In cases where the material is developed in collaboration/partnership with other institutions, the guidelines governing the collaboration/partnership as indicated in the MOU/MOA will prevail. However, any such agreement should duly consider this OER Policy before any deviation is agreed upon and approved by the competent authority of the institution.

5. Responsibilities and Procedures for Implementation of Policy

5.1. Quality Assurance and Review System

- 5.1.1. The OER repository will strive to provide quality assured resources.
- 5.1.2. Learning resources developed by the institution through peer reviewing and strict quality assurance mechanisms inbuilt in the course development process will not require further review prior to uploading on to the OER repository. All other contributions will be peer reviewed within the department before uploading on the OER Repository.
- 5.1.3. An OER Quality Review Board (OER-QRB) will be notified to review policy as well as the production, delivery and access of OER.
- 5.1.4. The OER-QRB will constitute the following members: [e.g. Chair of the Internal Quality Assurance Cell, Registrar, Academic Dean/s, Heads of the departments, and selected 2/3 OER experts from the staff on rotational basis]
- 5.1.5. The OER-QRB will adopt a set of quality assurance (QA) guidelines and indicators to help teachers focus on the quality of OER.
- 5.1.6. The OER-QRB will have a three-year term, and will report annually to the Faculty Board through the Dean Faculty of Engineering.

5.2. Institutional Arrangements

- 5.2.1. The OER produced by the Faculty of Engineering, University of Peradeniya will be hosted in an online institutional repository.
- 5.2.2. The Computing Center (Faculty Level), University of Peradeniya Online Dissemination (UPOD) portal at Information Technology Center (the logo shown in Figure 3), University of Peradeniya and Networking and Communication Services Unit (NCSU) will be

responsible for providing access, maintaining the repository and providing technical support.

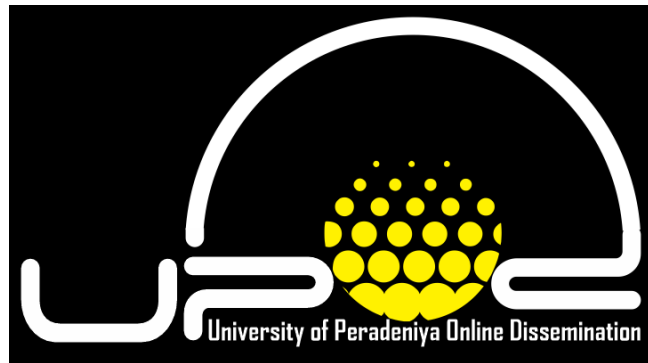


Figure 2

5.2.3. Capacity building will be conducted for stakeholders engaged in OER creation, adoption, adaptation and integration.

5.2.4. Regular updates/training on new developments in the field of OER will be provided by the staff training unit.

6. Glossary

- 6.1. Open Educational Resources (OER): Based on the 2012 Paris OER Declaration (UNESCO, 2012, p.1)[2], Faculty of Engineering, University of Peradeniya interprets OER as teaching, learning and research materials in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. Open licensing is built within the existing framework of intellectual property rights as defined by relevant international conventions and respects the authorship of the work.
- 6.2. OER Creation: The development/production and online sharing of quality assured OER.
- 6.3. OER Adoption: A practice of adopting existing OER for use in a course without any change.
- 6.4. OER Integration: This is viewed as a logical and systematic approach to the “five Rs” (Hilton, Wiley, Stein & Johnson, 2010) [3] of reusing, revising, remixing, redistributing and retaining of OER.
- 6.5. OER Sharing: Making OER freely accessible, especially online.
- 6.6. Content Developer: Any person (typically author) engaged in the development of teaching and learning materials used by the institution.
- 6.7. Copyrights: Laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work as per copyright law of Sri Lanka. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains the moral rights to assign the rights to any other person or legal entity, and share the materials with others in any other conditions he/she may desire.

- 6.8. Open License: “A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions” [4].
- 6.9. Institutional Repository: a set of services offered by an institution “to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution” [5].

7. Related Information

[1] Intellectual Property Act, No. 36 of 2003 (Retrieved from https://www.nipo.gov.lk/web/images/pdf_downloads/Intellectual_Property_Act_No_36_of_2003.pdf accessed on 5th Nov. 2020)

[2] UNESCO. (2012). 2012 Paris OER Declaration. (Retrieved from http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/WPFD2009/English_Declaration.html on 5th Nov. 2020)

[3] John Hilton III, David Wiley, Jared Stein & Aaron Johnson (2010) The four ‘R’s of openness and ALMS analysis: frameworks for open educational resources, *Open Learning: The Journal of Open, Distance and e-Learning*, 25:1, 37-44, DOI: 10.1080/02680510903482132

[4] <http://opendefinition.org/guide/> (Accessed on 5th Nov. 2020)

[5] Lynch, Clifford A. "Institutional Repositories: Essential Infrastructure For Scholarship In The Digital Age." *portal: Libraries and the Academy*, vol. 3 no. 2, 2003, p. 327-336. Project MUSE, doi:10.1353/pla.2003.0039.

SECTION C

Revision History

11. Policy on Academic Advising/Mentoring

SECTION A

Effective Date :6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty of Engineering

SECTION B

1. Introduction

All students of Faculty of Engineering are assigned with an academic advisor upon entry to the university and the students need to consult their advisors prior to registering for the courses every semester as well as for any other matter of concern. All students who are enrolled in the programme will have two academic advisors (one before entering field of specialization and the other after entering the field of specialization) during the four years. This has been the practice since 2001 just after the faculty converted its programme to the course unit system.

2. Policy Principles

The academic advising is an intentional process designed to enhance the faculty's commitment to support its students as they develop and pursue their own educational, career, and personal goals.

3. Policy Statements

The faculty is committed to provide a student friendly administrative, academic and technical support system that ensures a conducive and caring environment through a compulsory academic advising system.

The policy explains the mechanism of appointing academic advisors to each student upon entry to the faculty and upon entry to the relevant field of specialization. The roles of the administration, the advisor, and the advisee are defined in section 5.

4. Applicability and Scope

The Dean's office assigns new entrants to academic advisors.

The Heads of the Departments assign the students to new academic advisors as soon as they are selected to the relevant departments and informs the list to the Dean's office. These advisors' names are entered into the faculty online course registration system and to the Grade reports system of the students. In case if a staff member retires, resigns or goes on leave, the advisees of such member will be assigned to new advisors.

5. Responsibilities and Procedures for Implementation of Policy

5.1 Responsibilities of Faculty Administration

- Assigns advisors to each student on time
- Provides with details (Name, Reg. No, Contact information etc.) of the advisees to the advisors
- Maintaining the advisors' names in the faculty online course registration system
- Promptly replace the advisors' names in the system if any change occurs

5.2 Advisor's roles

The advisor;

- should be available for appointments with the advisee at appropriate times.
- must provide timely, accurate information about academic regulations and procedures, course prerequisites and graduation requirements according to the relevant faculty handbook.
- may assist the advisee in choosing an academic program suited to his/her interests, abilities and career objectives
- will discuss with advisees about appropriate course choices in fulfilling curriculum requirements as well as possible consequences of alternative choices
- will advise their advisees when their proposed course selections conflict with programme requirements and faculty regulations
- may help advisees to reach campus resources such as sports, counselling, health facilities, financial aid etc
- monitors the advisee's academic progress and mental well-being each semester as necessary and take appropriate action
- signs letters/requests the advisee makes to the higher authorities of the University
- helps the advisee to cope with difficult situations academically or personally
- helps the advisee to develop a good curriculum vitae
- gives recommendations to advisees when they apply for higher studies or for jobs
- may help in finding job opportunities or research opportunities

5.3 Advisee's responsibilities

The Advisee;

- should be aware that no advisor will accept the course registration in the online system unless he/she has had a face-to-face discussion with the advisor regarding the registered courses after filling the course registration form in duplicate
- can get information from the advisor about campus-wide facilities available for health and wellness, extra-curricular programs, counselling etc.
- must be in continuous contact with the advisor in order to get the maximum benefit of the advising system
- **must take the final responsibility for all the decisions taken by him/her.**

SECTION C

Revision History

12. Faculty Policy on Student Counselling

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1.Objective

The objective of student counselling at the Faculty of Engineering, University of Peradeniya (hereafter “the faculty”) is to create a conducive learning environment for students.

2. Policy Principles

- 2.1 The faculty is committed to support the students in their wellbeing.
- 2.2 Although the major task of the faculty is to educate/train students, it is hereby understood that the students may work more effectively in a supportive environment.
- 2.3 The mechanism of student counselling currently in operation provides students with support at times when they undergo distress and aims to contain the distress of such students.
- 2.4 Considering the context of the faculty, in addition to the wellbeing-related matters, counselling may also need to cover some of the welfare related issues (e.g. financial, accommodation, academic, physiological health).

3. Policy Statements

3.1. Entitlement to counselling services:

- 3.1.1. The counselling services are available to all registered students of the faculty.
- 3.1.2. The counselling services are available for students who are facing disciplinary inquiries by the university.

3.2. Appointing senior student counsellors (SSCs):

- 3.2.1. Each year, the SSCs are nominated by the faculty, with the recommendation of the Heads of the Departments and the Faculty Board.
- 3.2.2. Each department should nominate a minimum of one SSC. The nominated SSCs, should comprise of at least two female faculty members and preferably include members covering all languages.
- 3.2.3. SSCs are expected to have following attributes.
 - Should have a good disposition and positive attitude

- Good communication and listening skills
- Should be able to get along with students
- Should have patience, create calm and relaxed accepting presence
- Should have empathy, trustworthy (confidentiality and competence) and warmth and dependability

3.3. Volunteer student counsellors:

In addition to these officially appointed SSCs, members of the faculty who wish to contribute voluntarily in student counselling services also shall continue helping students.

3.4. Training the SSCs:

- 3.4.1. SSCs shall be trained on basic counselling skills by arranging a faculty level workshop. All members who consented for counselling voluntarily may also take part in this training.
- 3.4.2. Each year, two or more academic staff members, including officially appointed SSCs and members who are engaged in counselling on voluntarily basis, have to be sent for training/ certificate courses on counselling skills. The nomination-has to be done by the Dean of the faculty.

3.5. Duties and responsibilities of SSCs:

- 3.5.1. SSCs should treat every student equally, irrespective of their gender, race, religion, physical/ mental health status or economic status.
- 3.5.2. SSCs should work closely with students from the day of entry and help students to get acclimatized to the university.
- 3.5.3. SSCs should keep the confidentiality of the students who reach them.
- 3.5.4. SSCs have to assist academic advisors, if counselling related issues are reported.
- 3.5.5. If SSC has identified any student who needs professional counselling or psychological assistance, he/she has to refer the student to the Career Guidance and Counselling unit of the University. The Career Guidance and Counselling unit may direct the student to University Health Center according to the necessity. Further follow-up actions on such cases is advisable. If need arises, such cases may report to the Dean of the Faculty of Engineering.
- 3.5.6. If SSC has identified any student with welfare related matter (e.g. financial, accommodation, academic, physiological health), he/she should direct the student to relevant university officials/ organizations.
- 3.5.7. If need arises, SSCs should work closely with the proctorial system of the university to help recovering the students undergo distress due to any form of harassments.
- 3.5.8. SSCs need to work closely with student-bodies including student unions and student societies wherever applicable.

- 3.5.9. SSCs must help students who are facing enquiries for disciplinary issues by the university, if any counselling related issue is reported by them or the university authorities.
- 3.5.10. SSCs should represent the faculty in forums/meetings arranged by the Student Services Division of the University.
- 3.5.11. Contact details of the appointed SSCs should be made available to the students through faculty web site.

3.6. Referring into the service:

Students can self-refer to or may be directed to this service by teaching or support staff or by outsiders (e.g. parents/ relatives).

3.7. Record keeping, monitoring and evaluation of service:

- 3.7.1. Confidentiality of information related to counselling has to be assured in the system.
- 3.7.1. SSCs and others involved in counselling has to maintain the statistics of counselling events. At the end of each year, recorded statistics has to be handed over to the quality assurance cell of the faculty.
- 3.7.2. The counselling service is evaluated annually as part of the self-assessment process of the faculty, using the collected statistics.

3.8 Complaints from the students on counselling service:

- 3.8.1. If any student found that the counselling service is unsatisfactory, he/ she can lodge a complaint.
- 3.8.2. The grievance has to be investigated by a three-member committee, including a SSC, director of the quality assurance cell, and a senior academic staff member nominated by the Dean of the faculty.

SECTION C

Revision History

13. Faculty Policy on Differently-Abled Students

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Dean's office, Faculty of Engineering

SECTION B

1. Introduction

Faculty of Engineering, University of Peradeniya, Sri Lanka, is committed to ensuring that differently able does not provide a barrier to full participation in learning and teaching, facilities and services for existing and prospective students.

The Faculty supports access to learning, teaching, services and facilities to ensure adjustments are made in advance of individuals with disabilities attempting to study or use the services and facilities.

This policy recognizes that differently able staff and students are an integral part of the university community. It takes as its starting point the premise that accessible and appropriate provision is core to the values of the University.

1.1 Definition of differently able

A person has a differently able if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Long-term means it has lasted for at least 12 months, it is likely to last at least 12 months, or it is likely to last for the rest of the life of the person. differently able covers a wide range of physical and mental impairments, including physical and mobility difficulties, hearing impairments, visual impairments, specific learning difficulties including dyslexia, medical conditions and mental health problems.

2. Policy Principles

The entity responsible for the students with special needs is Dean's / AR's office.

2.1 Principles

2.1.1 The Faculty body will ensure that in all policies, procedures, functions and activities consideration is given to the means of enabling differently-abled student's full participation in all.

2.1.2 The University's publicity, programme details and general information will be accessible to people with disabilities.

- 2.1.3 A rolling programme of adjustments will be established to make existing buildings accessible, based on priorities outlined in current access audits and financial resources.
- 2.1.4 University staff will work in partnership with the differently able & Dyslexia Support Service alongside differently-abled students to ensure that reasonable adjustments are made, enabling differently-abled students to meet their full academic potential.
- 2.1.5 The University will ensure that the requirements of differently-abled students are considered during programme validation and review and that appropriate amendments are made. Programme specifications that raise barriers to access by differently-abled people will be reconsidered and reasonable adjustments made to minimize such barriers.
- 2.1.6 It is the responsibility of Dean's / AR's office and Heads of the Departments to promote equality and diversity throughout the faculty to ensure that the policy and legal framework are communicated effectively and are being implemented in within the faculty premises.
- 2.1.7 Students are responsible for requesting any review of implemented reasonable adjustments, if such adjustments are not proving to be effective in meeting their entitlements.
- 2.1.8 For staff: Provide training and support for managers. Professional Service staff and academic staff are to ensure they are equipped to provide the necessary support and can respond appropriately to the needs of staff and students with disabilities.

3. Policy Statements

The objective of the policy is to ensure that members of the University community with disabilities or long-term health needs (mental, neuro-diverse or physical) have access to both facilities and a learning environment that is, wherever reasonably possible, comparable to that of their non-differently-abled peers. This policy recognizes that differently-abled staff and students are an integral part of the university community. It takes as its starting point the premise that accessible and appropriate provision is core to the values of the University.

4. Applicability and Scope

- 4.1 Current staff and students (where relevant the policy will also apply to prospective staff, students and visitors).
- 4.2 This policy is not contractual in nature.

5. Responsibilities and Procedures for Implementation of Policy

5.1 Reasonable Adjustment

A Reasonable Adjustment is defined as a decision taken by the Engineering Faculty to allow changes to be made to standard arrangements for staff and students in relation to their work and study at Faculty of Engineering, University of Peradeniya.

Some staff and students may become differently-abled during their working lives or studies and the need to make reasonable adjustments is important to allow them to continue in their employment or studies. Reasonable adjustments will also apply to those applying to the University for Employment, study or visiting.

5.2 Safe Evacuation in an Emergency Situation

In cases where staff and students have disclosed disabilities that affect their mobility in an emergency, they will be consulted by a member of the health and safety team about their individual needs for evacuating the building in a safe and dignified manner. This will be in advance of any emergency and a personal emergency evacuation plan (PEEP) produced. Training regarding assisting staff, students and visitors with evacuation is provided to Security, Fire Wardens and Fire Marshalls.

5.3 Monitoring and Evaluation

The primary method adapted by the university to ensure the accessibility for differently able students is to develop inclusive teaching and learning practices to cater their needs. The University will operate systems to monitor and review the effectiveness of provision for staff and students with disabilities evaluate progress and identify opportunities for enhancement to advance differently able equality at the University.

All aspects of this policy will be subject to ongoing review and amendment, as appropriate in order to improve its effectiveness. This will include consideration of measures which will assist in rectifying any under-representation of differently-abled staff and students in the University.

5.4 Procedures

5.4.1 The differently able Working Group which meets three times per year plays a key role in contributing to and monitoring the work of the University via the Dean's / AR's office in respect of differently able -related matters.

5.4.2 The Library and Learning Support Services (LSS) have an integral role in relation to the development of differently able policies and processes within the University.

5.4.3 The University will develop an environment within which individuals feel able to disclose their differently able. Encouragement and opportunity will be given to staff and students to disclose any differently able which may have a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A discussion can then take place about differently able -related reasonable adjustments or other support that may be required. Individuals can choose to bring someone to accompany them at meetings to provide extra support if required.

5.4.4 The University will also encourage staff and students to disclose any condition which in the short term has substantial impact on their day to day activities to ensure that appropriate support can be provided.

5.4.5 Disclosing a differently able to the University is a personal matter of which it is an individual's choice if and when they do so. Whilst the University is working hard to make its services as accessible as possible, if a differently able is disclosed to the University, this would allow the University to explore opportunities to implement appropriate support.

For staff this might mean, as appropriate:

- reasonable adjustments such as reallocation of duties
- altering working hours
- changing work location
- modifying equipment
- consideration of other roles

For students this could include, where appropriate:

- alternative exam arrangements, for example, additional time
- provision of lecture notes in advance,
- consideration of alternative forms of assessment
- providing freedom for physically differently-abled student to select suitable field of specialization with prior approval of the Faculty Board
- Assistance can also be provided to help with accessing external resources such as the differently-abled Students' Allowance, differently able working room

5.5 Disclosure and Confidentiality

5.5.1 The decision of whether or not to disclose a differently able and the timing of any disclosure belongs entirely to the individual student. However, if opportunities have been given to disclose a differently able and an individual decides not to then the University will not be able to offer them individual support or adjustments.

5.5.2 For entry to some professional programmes, occupational health clearance is mandatory. Students will be required to submit a health questionnaire disclosing any known health conditions to the occupational health service provider, who will assess the student and make recommendations for any adjustments that would need to be made.

5.5.3 The University cannot be held liable for not implementing reasonable adjustments retrospectively (i.e. prior to disclosure of differently able).

5.5.3 The University will manage the process of information sharing and will treat all personal data; access to differently able -related information will be provided on a need to know basis only, in order for reasonable adjustments to be implemented. Where a student is on an exchange to another institution or on a placement as part of their degree programme, relevant information may be shared with the consent of the student to ensure reasonable adjustments will be provided at the host institution/ organisation and

to ensure no disadvantage is experienced by students engaged on exchanges and placements.

6. Glossary

PEEP - Personal Emergency Evacuation Plan
LSS - Learning Support Services

SECTION C

Revision History

- This policy was approved by Faculty Board in November 2020 and is due for review in August 2025

14. Faculty Policy on Gender Equality and Equity (GEE)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Dean Engineering

SECTION B

1. Introduction

The Gender Equality and Equity (GEE) policy guides the institutionalization of policies and practices that promote equality and gender equity while ensuring that no student, academic or non-academic member, service provider, or visitor faces discrimination or harassment on the basis of their gender identity. The policy seeks to create a gender sensitive culture within the faculty environment, promote equality and equity, and combat discrimination among the Faculty of Engineering community, regardless of their gender, sexual orientation, and gender identity.

However, this *policy does not override* the University of Peradeniya policies, rules, regulation, procedures or by-laws governing its functions and operations.

2. Policy Principles

Gender equality, equality and diversity lead to improve the quality of the Faculty's operations. Therefore, the Faculty of Engineering promote gender equality and equity within the faculty and ensure all its academic programs, administration, research, other university and community activities serve the needs and interests of men and women equally and work to eliminate all forms of discrimination against gender identity.

3. Policy Statements

The Faculty of Engineering is committed to achieving gender equality, ensuring the human rights of girls, boys, women and men are equally promoted and protected, and ensuring that girls, boys, women and men have equitable and safe access to all functions and services of the faculty.

4. Applicability and Scope

Respect and consideration shall govern all relationships, as well as a mutual acceptance of responsibility and a loyalty to the core values, tasks and goals of the Faculty and the University of Peradeniya.

The following areas will receive particular attention in order to achieve the goals concerning gender equality and equality:

4.1 Discrimination

At the Faculty, zero tolerance shall be shown to all forms of gender-based discrimination. Faculty of Engineering will try to ensure that all students and employees are familiar with the contents of the Faculty GEE Policy, University's Policy and By-Laws to tackle Sexual or Gender-based Harassment and Sexual Violence.

4.2 Equal opportunities and diversity

The perspective of equal opportunities creates shared principles for equal opportunities, while the perspective of diversity creates an awareness and understanding of difference.

The Faculty of Engineering will ensure that equal opportunities are provided and differences between different genders are acknowledged in all its endeavours.

4.3 Recruitment and promotion

Assessments based on skills and experience shall form the basis for recruitment and promotion and entail strategic human resources planning with gender targets within the Faculty of Engineering.

4.4 Leadership

In order to achieve gender equality and equity in leadership, initiatives will continue to be undertaken, in particular for the under-represented gender.

4.5 Terms of employment

Opportunities to combine parenthood and employment will be taken into consideration when work is planned and structured.

4.6 Gender and intersectional perspectives

Gender perspectives and gender-awareness shall have a prominent place in all activities undertaken within the Faculty of Engineering.

5. Responsibilities and Procedures for Implementation of Policy

All the Faculty's employees and students shall be deemed to have a responsibility to help ensure that the intentions of the policy are realized and that the principles of respect, tolerance and consideration have their due meaning.

In order to achieve gender equality and equity, the Faculty will harness the knowledge and ambitions of all stakeholders and their different perspectives to contribute to a creative environment for learning, teaching, research and other services. The University and Faculty administration shall provide support and resources for this work.

In its work on GEE, the Faculty of Engineering prioritizes the following:

- Increased knowledge and understanding of equal opportunities for students and employees through established training methods and disseminated knowledge at different levels within the Faculty
- Increased accessibility and adaptation so that everyone has the same opportunities to study and work at the faculty.
- Systematic and focused work to prevent and combat harassment.
- Integrated diversity perspectives in education by all possible ways.
- Established continual training initiatives with the aim of professionalizing and educating GEE policies among employees who participate in recruitment processes.
- Trained individuals holding leadership roles on university By-laws Promulgated under the Policy on Sexual or Gender-based Harassment and Sexual Violence.
- Established practices in the faculty for appointment of faculty management, including committees etc., with due recognition to gender equality and diversity.
- Undertake research to find the reasons for lower rates of women faculty and ways to assist them in advancing in their respective fields of study.”

6. Glossary

6.1 Equal opportunities:

Everyone is treated with respect and consideration and has the opportunity to develop from the starting point of his or her personal circumstances.

6.2 Gender equality

This means that every person, regardless of gender, should have equal rights and access to opportunities, services, resources, and benefits, and participation and responsibilities in the society. It is important to note here, that being given equal chances does not necessarily result in equal outcomes for women and men.

6.3 Gender equity

It takes gender equality one step further. It entails recognizing the differences between genders and acknowledging their different needs, constraints and aspirations. With this, equal chances and equal outcomes can be created. The process of ensuring fair treatment is called gender equity.

7. Related Information

7.1 “Policy on Sexual or Gender-Based Harassment and Sexual Violence University of Peradeniya” adopted on 25.05.2019.

7.2 “Procedural By-laws governing investigation of complaints of conduct prohibited by the Policy on Sexual or Gender-based Harassment and Sexual Violence made by the Council of the University of Peradeniya” under Section 135 (1) (h) read with Sections 29, 35(6), 45, 46 and 135 (3) of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No. 7 of 1985.

7.3 The University of Peradeniya Code of Conduct By-laws No. 1 of 2017

SECTION C

Revision History

15. Policy and Strategy of Anti-Ragging/ Harassment

This policy is derived and practiced through the policy/measures listed below.

1. University policy on curbing ragging- Annex 1
2. Faculty of Engineering action plan to implement the University policy on Curbing ragging - Annex 2
3. University Policy on Sexual or Gender-Based Harassment and Sexual Violence - Annex 3
4. Faculty of Engineering action plan to implement the University Policy on Sexual or Gender-Based Harassment and Sexual Violence- Annex

Annexure 1

University of Peradeniya

Policy name: Policy on Curbing Ragging

Policy number:

Date of Approval:

Supersedes:

Approving Authority: The Council, University of Peradeniya **Administrative**

Responsibility: Vice Chancellor, Deputy Vice Chancellor, Deans of Faculties, Proctor, Deputy Proctors of Faculties, Senior Student Counsellors, Wardens, Director/Accommodation, Sub Wardens, Rag Prevention Committees of University and Faculties, Chief Marshal

Monitoring Responsibility: The Council, University of Peradeniya

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I. Overview

Ragging has been in existence in the University system all over the world from time immemorial especially as a social unacceptable method of acquaintance amongst students. In Sri Lankan Universities, ragging had caused severe mental and physical torture to the fresher students resulting in permanent physical and/or mental disabilities or even death of fresher students in the past. In addition, ragging has been intentionally used to either cause torture to certain selected groups or classes of students or infuse various political ideologies into the minds of the fresher students.

Overall, the ill effects, particularly the life threatening incidences have far exceeded the socialization or other benefit claims put forward by the promoters of ragging and high incidences of ragging related complaints made during the period of enrolment of fresher students to the HEIs, have led to introduction of a new Act has been introduced in 1998, titled “Prohibition of ragging and other forms of violence in educational institutions act, no 20 of 1998”. In terms of the said Act, ragging means “**any act which causes or likely to cause physical or psychological injury or mental pain or fear to a student or a member of the staff of an educational institution**”. According to the Act, any person who commits or participates in ragging, is liable to rigorous imprisonment for a term not exceeding two years to ten years, according to the nature of the violation. The convicts may also be required to pay compensation to victims. In 2010, the University Grants Commission introduced a special circular (UGC commission circular No. 919) with guidelines recommending to curb the menace of ragging in the universities or higher education institutes.

In spite of all these actions, ragging is still being reported in all universities in different scales. Some of the reported incidents recently and in the past few years have crossed the

limits of decency, morality and humanity. The highest challenge in controlling ragging is the reluctance shown by the victims to provide evidence of ragging incidences.

This policy must be reviewed and confirmed after five years to maintain its relevance.

Policy statement:

The University of Peradeniya doesn't tolerate and degree of ragging or any other form of behaviors that may be interpreted as ragging or violence against another student or group of students that may be cause any physical or mental harm that can have short-term or long-term impact on the student.

II. Purpose and Scope

This policy sets out the principles on which the university approach;

- (a) To promote and maintain a culture at the University of Peradeniya in which the dignity and equality of all persons are respected;
- (b) To formulate measures to eliminate ragging in all its forms and to create a ragging free environment in the University of Peradeniya;
- (c) To implement prompt, effective, and fair complaints mechanism for persons affected by ragging;
- (d) To facilitate adequate and appropriate support for victims of ragging.

III. Definitions

- a) "Act" means, the Prohibition of ragging and other forms of violence in educational institutions act, no 20 of 1998
- b) "Circulars" means, Guidelines to be introduced to curb the menace of ragging in the universities, UGC Circulars No.919 and No.946
- c) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- d) "Commission" means the University Grants Commission;
- e) "Council" means a governing body of the university so constituted by the Universities Act No. 16 of 1978.
- f) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

IV. Procedures

IV(A) Ragging and any form of student misconduct, one or more of any of the following acts

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

- b) Indulging in rowdy or undisciplined activities by any students or students which causes or is likely to cause annoyance hardship, physical or physiological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a student that prevents, disrupts or disturbs the regular academic activity of any student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any student by students;
- g) Any act of physical abuse including all variants of it; sexual abuse, and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act that affects the mental health and self-confidence of a fresher or any other student;
- i) Unnecessary meetings and activities;
- j) Denied access and use to common facilities and joining societies;
- k) Peer pressure and ragging;
- l) With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- m) All other offences following from the definition of “Ragging”.

IV(B) Disciplinary Action

In University of Peradeniya if any student is found indulging in any activity, which comes in the category of ragging and any form of student misconduct, then he/she becomes liable to any or all of following punishments:

- a) A written warning or a severe reprimand,
- b) Suspension from the University,
- c) Withdrawal of residential Facilities and accommodation,
- d) Withdrawal, cancellation or suspension of any financial benefits, assistance or award under the “Mahapola scheme”,
- e) Debarring from representation in events,
- f) Disqualification from sitting any university Examination for a specific period,
- g) Suspension of the release of the results of any university examination for a specific period,
- h) Expulsion from the University, or
- i) Anything which the Disciplinary Committee finds suitable as per the enquiry conducted.

A subsequent offence of a similar nature found to be perpetrated by the same offender/s shall carry an enhanced penalty. The Council of the University of Peradeniya may determine and impose an appropriate penalty on the student/s found guilty, on the recommendation by the Board of Discipline, in accordance with *By-Laws (No. 01 of 1996) made by the Council of the University of Peradeniya under Section 29 (n) read with Section 135(1)(d) of the University Act. No. 16 of 1978.*

IV(C) Required Procedures

The form and procedure to be followed in making a complaint and the procedures to be followed at the preliminary inquiry, and/or formal inquiry are governed by the By-laws (*No. 01 of 1996, Sections 27, 28, 31, 32 & 33*).

All procedures followed pursuant to this policy shall be impartial, fair, prompt, and confidential, having regard to due process requirements including safeguarding the rights of the student/s victimized of prohibited conduct.

IV(D) Appeals

In the event of the University not taking action on a complaint, or if the complainant or respondent is dissatisfied with the disciplinary action taken by the University authorities, student/s shall have the right of appeal. On receipt of the appeal, the Vice Chancellor shall appoint a committee to hear the appeal, in line with existing disciplinary procedure. The “Appeals Committee” shall report to the Vice Chancellor its findings and recommendations on the nature of the action to be taken on the appeal (*No. 01 of 1996, Sections 29*).

IV(E) Confidentiality

Confidentiality shall be maintained regarding all complaints. Interview recordings, if any, communications, documentations, and reports shall be divulged only to authorized persons.

V. Preventive Measures to Eliminate Ragging

a) This Policy shall be accessible to the entire university community and shall be made available in Sinhala, Tamil and English, and be included in student handbooks, the university calendar and the university and faculty websites;

b) University Rag Prevention Committee (RPC) shall be formed every year under the Chairmanship of the Vice-Chancellor. Faculty Rag Prevention Committees shall be formed as per in UGC Circular No.919;

c) A separate committee of senior students shall be formed each year to assist the Faculty

Rag Prevention Committee;

d) Separate meetings of academic staff and student counsellors with first year and second year students shall be held in the very beginning of the session and then periodically to brief them against ragging;

- e) The Policy shall be discussed at all relevant student orientation programs conducted by the University/ a Faculty;
- f) The student mentoring programme shall be designed to assist students in successfully adapting their university life. The purpose of this program is to enhance students' chances of academic success and to create a sense of belonging at the university. To facilitate this process, each new entrance (mentee) is paired with an academic member (mentor) who can motivate and inspire the fresher, is entrusted with the task of guiding and helping them;
- g) Formal interaction among first year and second students in the presence of academic staff shall be arranged and take them in confidence by apprising them of their rights as well as obligation to fight against ragging and to generate confidence in their mind that any instance of ragging to which they are subjected to;
- h) Social and cultural activities with the joint participation of seniors and juniors shall be held periodically in the guidance of faculty;
- i) The University shall prepare leaflets that draws attention to the Policy and the contact information of officials to be contacted for information, help and guidance for various purposes, keeping in view the needs of new entrants in the university, along with the addresses and telephone numbers of such officials, should be given to new-comers at the time of admissions so that the new-comers need not look up to the seniors for help in such matters and feel indebted to or obliged by them. Posters, notice boards and sign-boards-whenever necessary, may be used for the purpose;
- j) At the commencement of the academic session, the university should constitute a proctorial committee consisting of Proctor, Deputy Proctors, Student Counsellors, Senior Academics, Marshals, Security Officers and hostel authorities like wardens and a few responsible senior students:
- i. To increase the number of the senior student counselors, in order to improve the efficiency of the rag prevention process and in the urgent matters, it would be important to have a center for communication among the senior student counselors.
 - ii. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence,
 - iii. To promptly deal with the incidents of ragging brought to its notice and summarily Punish the guilty either by itself or by putting-forth its finding/ recommendation/ suggestions before the authority competent to take decision.

- iv. All vulnerable locations shall be identified and specially watched.
 - v. The accommodation of new entrants will be limited to a single or minimum number of halls of residence. No senior students being assigned to them;
 - vi. The hostels/accommodations where new-comers are accommodated shall be carefully guarded, and wherein the entry of senior students and outsiders shall be prohibited after specified hour of night and before except under the permission of the person in charge. Entry at other times may also be regulated.
 - vii. An efficient mechanism should be evolved to ensure that the wardens do undertake on time actions accordingly.
- k) The Constitutions of Student Associations of the University shall include a reference to the Prohibition on Ragging and All Forms of Violence in Educational Institutions Act;
- l) The University shall provide a trained counselling service to address prevention and consequences of ragging and All Forms of misconduct;
- m) Ragging, if it becomes unmanageable or amounts to a cognizable offence, the same may be reported to the police. However, the police should be called in or allowed entry in the university at the instance of the Vice Chancellor.

VI. Related By-Laws

- a) By-laws Promulgated under the Policy on Sexual or Gender-based Harassment and Sexual Violence University of Peradeniya
- b) By-laws on Student Discipline
- c) Policy on Sexual or Gender-Based Harassment and Sexual Violence University of Peradeniya

VII. Related Acts, Rules, Regulations, Key Circulars

- a) UGC Commission Circular No. 12/2019, Strategies/Actions to be implemented to combat Ragging and Sexual and Gender-Based Violence (SGBV) in State Universities and HEIs dated 22 November 2019
- b) UGC Commission Circular No. 946, Common Guidelines on Student Discipline dated 10 February 2011
- c) UGC Commission Circular No. 919, Guidelines to be introduced to curb the menace of ragging in the Universities or HEIs dated 15 January 2010
- d) Act to Eliminate Ragging and other forms Violence and Cruel, Inhuman and Degrading treatment, from educational institutes (Prohibition of Ragging and other forms of Violence in Educational Institutes Act, No. 20 of 1998)

VIII. Other Resources

1. University Grants Commission's Ragging Complaint Portal විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාවේ නවක වදය සම්භන්ධ පැමිණිලි ඉදිරිපත් කිරීමේ බිහිදොර)
2. Call Center at the UGC which is operated 24/7
 - 0112 123456
 - 0112 123700
 - a) Students can log the complaint through the telephone operator at the Call Center.
 - b) Complaints can be logged via IVR (Interactive Voice Recording) which will get recorded as an audio file.
3. Complaints to be sent via email
 - helpme@ugc.ac.lk
 - ragginghelp@ugc.ac.lk
4. Marshal's Division – Direct (University of Peradeniya) -
081-2392423
5. On call Service (Rag Complain Obs Room) is operated 24/7 (University of Peradeniya) -
081-2388471

Annexure 2

Measures for prevention of ragging at the Faculty level

Faculty of Engineering, University of Peradeniya is primarily bound to apply established policies on issues such as Ragging and Harassment. Certain strategies should be adapted with the nature of the operation of the University/Faculty.

1. Ragging is defined as

“Any act which causes or likely to cause physical or psychological injury or mental pain or fear to a student or a member of the staff of an educational institution”.

(“Prohibition of ragging and other forms of violence in educational institutions act, no 20 of 1998”)

1.1. Measures for prohibition of ragging

Activation of a “Policy on Curbing Ragging” in accordance with the following key Act and UGC circulars.

- a) UGC Commission Circular No. 12/2019, Strategies/Actions to be implemented to combat Ragging and Sexual and Gender-Based Violence (SGBV) in State Universities and HEIs dated 22 November 2019
- b) UGC Commission Circular No. 946, Common Guidelines on Student Discipline dated 10 February 2011
- c) UGC Commission Circular No. 919, Guidelines to be introduced to curb the menace of ragging in the Universities or HEIs dated 15 January 2010
- d) Act to Eliminate Ragging and other forms of Violence and Cruelty, Inhuman and Degrading treatment from educational institutes (Prohibition of Ragging and other forms of Violence in Educational Institutes Act, No. 20 of 1998)

1.2. Measures for prevention of ragging at the Faculty level

The Faculty shall take the following steps in regard to admission or registration of students; namely,

- a) Public declaration of intent, in its electronic, audio-visual or print or any other media, for admission of students to any course of study and shall expressly provide that ragging is totally prohibited in the University, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, shall be liable to be punished in accordance with the laid down rules as well as under the provisions of any penal law for the time being in force.

- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print and contain such a warning as above, including the consequences, as may be applicable.
- c) Students shall be provided with the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the University, including but not limited to, the Vice Chancellor, Dean, Proctor, Deputy Proctor, members of the Rag Prevention Committees, Marshall, Student Counsellors, Wardens of hostels, and other functionaries or authorities as relevant.
- d) The admission offer letters shall contain the format of an affidavit, in Sinhala or Tamil or English as provided in the UGC Rules, to be filled up and signed by the applicant and parents. This undertaking states to the effect that he/she/parents (they) have read and understood the provisions of Policy on Curbing Ragging as well as the provisions of any other laws for the time being in force, and are aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under University Rules and also affirm to the effect that student has not been expelled and/or debarred by any University and further aver that student would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under the Rules or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) Before the commencement of the academic session, the Vice Chancellor shall convene and address a meeting of various functionaries/agencies, such as Proctor, Deputy Proctor, Student Counsellors, Rag prevention committee, Marshals, Hostel Wardens, Student welfare officers, student representatives, parents/ guardians (if feasible), Faculty, administration, to discuss the measures to be taken to prevent ragging in the University and steps to be taken to identify those indulging in or abetting ragging and punish them.
- f) The University shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the University towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these rules and also any other law for the time being in force, and the punishments thereof. It shall also prominently display the same, on Notice Boards of hostels and other buildings as well as at places where students normally gather and at places known to be vulnerable to occurrences of ragging incidents.
- g) The University shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents. The University shall tighten security in its premises, especially at vulnerable places through intense policing by Wardens, Sub Wardens, Marshals, Student Counsellors, Rag prevention committee and volunteers (as permitted by the Vice Chancellor), if any, which shall be resorted to at such points at odd hours during the initial duration of the academic session as may be decided by the authorities.

- h) The University shall utilize the vacation period before the start of the new academic year to launch a campaign against ragging through posters, leaflets and such other means, as may be desirable or required.
- i) The Faculties/Departments/Units of the University shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of prevention of ragging.
- j) University may tie up or engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the University, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

1.3. Faculty shall take the following specific steps for an appropriate period of time, namely;

- a) Every fresh student admitted to the University shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required.
- b) The University, through the leaflet specified in clause (a) shall also explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the University in earlier years.
- c) The leaflet specified in clause (a) shall also inform the freshers about their rights as bona fide students of the University and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to relevant authorities.
- d) The leaflet specified in clause (a) shall contain a calendar of events and activities laid down by the University to facilitate and complement familiarization of freshers with the academic environment of the University.
- e) The University shall, on the arrival of senior students, as the case may be, schedule orientation programs as follows;
 - i. joint sensitization program and counselling of both freshers and senior students by a professional counsellor;
 - ii. joint orientation program of freshers and seniors to be addressed by the Vice Chancellor/Dean, Proctors, Rag prevention committee and Student Counsellors;
 - iii. organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of Faculty members;
 - iv. in the hostels, address all students by the wardens with the assistant of sub wardens (preferably from the same faculty)

- v. as far as possible, faculty members should dine with the hostel residents in their respective hostels and faculty canteens to inculcate a feeling of confidence among the freshers.
- f) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subjected to any adverse consequence only for the reason for having reported such incidents.
- g) Each batch of freshers, on arrival at the University, shall be divided into small groups and each such group shall be assigned to a member of the Faculty, who shall interact individually with each member of the group for ascertaining the problems or difficulties, if any, faced by the fresher in the University and shall extend necessary help to the fresher in overcoming the same.
- h) Freshers shall be lodged, as far as may be, in a separate hostel or at least a block, and where such facilities are not available, the University shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the University.
- i) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the University.
- j) It shall be the responsibility of the parents/guardians of freshers' to promptly bring any instance of ragging to the notice of the respective authorities.
- k) Every student at the time of his/her registration shall inform the University about his/her place of residence, if staying outside the campus, while pursuing the course of study.
- l) University shall register/record all the outside hostels at close proximity to the university premises and make awareness to the guardians of such places on ragging incidents and reporting.
- m) The Vice Chancellor/Dean shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the University, informing them about these rules and any laws applicable at that time prohibiting ragging and the punishments. The letter shall also state the punishments prescribed under the penal laws and inform them to desist from ragging on their return to the University.

1.4. The University shall take the following other measures, namely;

- a) The University shall review and suitably enhance the authority of the Wardens related to ragging.
- b) The professional counsellors shall counsel freshers and/or any other student(s) desiring counselling. This counselling will prepare them for the life ahead, particularly in regard to

the life in the hostels. Involvement of the parents and teachers in the counselling sessions shall be done in the possible extent.

- c) The University shall undertake measures for extensive publicity against ragging by means of notices (audio-visual aids) counselling sessions and workshops, competitions among students will be planned to enhance the awareness on ragging.
- d) The Faculty academic staff and the non-academic staff, which includes, the administrative staff, contract employees, security guards and service providers within the faculty, shall be sensitized towards the harm caused by ragging and the means of prevention.
- e) The University shall make a provision to appreciate and recognize as part of service staff who report incidents of ragging and who take actions against ragging.
- f) The University shall give necessary instructions to the employees of the canteens and messing, whether that of the University or that of a service providers providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Vice Chancellor/Dean or members of the Anti-Ragging Committee or the Wardens, Security Personals as may be required.
- g) Discreet random surveys shall be conducted amongst the freshers to verify and crosscheck whether the University is indeed free of ragging or not. For this purpose, the University/Faculty may design its own methodology of conducting such surveys.
- h) Notwithstanding anything contained in these Rules with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the University, whether regular or temporary, and employees of service providers providing service within the University, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

Annexure 3

Policy on Sexual or Gender-Based Harassment and Sexual Violence University of Peradeniya

This Policy provides for the prevention of sexual or gender-based harassment and sexual violence; and a complaints mechanism for persons affected by sexual or gender-based harassment and sexual violence. It shall replace the Policy on Sexual Harassment and Sexual Violence adopted on.... (the date of the Council approval) This Policy applies to persons or places that come under the aegis of the University of Peradeniya.

I. General Policy Statement

The University of Peradeniya is committed to maintaining a learning environment and workplace that are free of sexual or gender-based harassment and sexual violence to all persons, irrespective of gender. Sexual or gender-based harassment and sexual violence go against both University policy and law. Based on the fundamental values of human dignity, gender equality and respect for due process, this policy defines sexual or gender-based harassment and sexual violence, addresses the prevention of the occurrence of sexual harassment, gender-based harassment, sexual violence, and retaliation stemming from such complaints at the University of Peradeniya, and provides suitable procedures for inquiring into and punishing acts of sexual or gender-based harassment and sexual violence.

In Sri Lanka, harassment and violence of a sexual nature are criminal offences under Sections 345 and 363 of the Penal Code (as amended in 1995) and is also criminalized in the context of Higher Education under Section 2(2) of the *Prohibition on Ragging and All Forms of Violence in Educational Institutions Act No 20 of 1998*. The Constitution guarantees the right to equality and equal protection of the law, including non-discrimination on the basis of sex (Article 12 (1) & (2)) and the guarantee of freedom to engage in a lawful occupation (Article 14(1)(g)). Sri Lanka's international legal obligations also require the prevention of sexual or gender-based harassment and sexual violence in the workplace and the provision of remedies for victims of sexual or gender-based harassment and sexual violence.

II. Purpose and Scope

- (a) To promote and maintain a culture at the University of Peradeniya in which the dignity and equality of all persons are respected;
- (b) To prevent the occurrence of sexual or gender-based harassment and sexual violence;
- (c) To implement prompt, effective, and fair mechanisms to provide for the inquiry and resolution of complaints;
- (d) To facilitate adequate and appropriate support for victims of sexual or gender-based harassment and sexual violence.

III. Definitions

Consent is informed, affirmative, voluntary, conscious, revocable, actively given permission to sexual activity/conduct. Lack of protest, lack of resistance, or silence cannot alone be interpreted as consent. Consent can be given by words or actions, in so far as those words or actions create mutually understandable clear permission regarding willingness to engage in the sexual activity. A person is unable to give consent if the person is incapacitated due to drugs, alcohol, physical or intellectual disability, or unconsciousness. Consent cannot be freely given by a person under 16 years of age.

Gender-Based Harassment is any harassment based on gender, sex-stereotyping, sexual orientation, gender identity or gender expression, which may include acts of threatening, coercion, aggression, intimidation or hostility, whether verbal or non-verbal, graphic, physical or otherwise, but not involving conduct of a sexual nature, when such harassment leads to a hostile environment.

Hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits or deprives an individual from participating in or benefiting from the university's educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe.

Retaliation includes threats, intimidation, reprisals, and/or adverse employment or educational actions against a person based on their report of conduct prohibited under this Policy or participation in the investigation, report, remedial, or disciplinary processes provided for in this Policy.

Sexual Harassment is any unwelcome sexually determined conduct (physical, verbal, gestural, visual or written) that inflicts physical, mental, psychological, or other harm or annoyance on the person subjected to such conduct.

Sexual Violence is assaults and violence of a physical nature, such as rape, sexual battery, molestation, or attempts to commit such acts or any other intentional physical conduct which is sexual in nature inflicted on a person without his/her consent.

IV. Conduct

General

All persons who are governed by this Policy are required to uphold the norms of ethical behavior that underline the Policy and refrain from committing acts of sexual or gender-based harassment, sexual violence, and retaliation against complainants; abstain from promoting sexual or gender-based harassment, sexual violence, or retaliation against complainants; desist from concealing acts of sexual or gender-based harassment, sexual violence, and retaliation against complainants; contribute to efforts undertaken by the University to prevent sexual or gender-based harassment, sexual violence, and retaliation against complainants; and promote a culture of respect for all persons irrespective of gender, gender identity, gender expression, sexual orientation or sexuality.

Prohibited Conduct

This Policy prohibits persons governed by this policy to engage in any form of sexual or gender-based harassment, sexual violence, and/or retaliation against complainants as defined in Section III and more fully enumerated in Schedule I of the By-laws promulgated under this Policy.

No person governed by this policy shall;

- i. make the submission to any prohibited conduct in terms of this Policy explicitly or implicitly a term or condition of an individual's employment or academic advancement, work benefits, or activity;
- ii. use the rejection, or non-acceptance, of any prohibited conduct in terms of this Policy, as a basis for employment or academic decisions affecting or concerning that individual;
- iii. cause a negative impact, on the basis of rejection or non-acceptance of any prohibited conduct in terms of this Policy, on an individual's work or academic performance, or create, or solicit others to create a hostile environment for that individual;
- iv. conceal formal or informal complaints of sexual or gender-based harassment, sexual violence and/or retaliation against complainants; and
- v. use Information and Communication Technology (ICT) for acts of sexual or gender-based harassment, sexual violence, or retaliation.

Sexual or gender-based harassment and/or sexual violence and/or retaliation against complainants, perpetrated individually, or as a group, against an individual or a group, shall be subject to disciplinary action by the Council of the University of Peradeniya.

The University will respond promptly and effectively to reports of prohibited conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behaviour that violates this policy on sexual or gender-based harassment and sexual violence.

V. Persons and Places governed by this Policy

- (i) All those who derive their authority under the Universities Act and who act under the aegis of the University of Peradeniya are governed by this Policy. They include university administrative, academic, academic support and non-academic staff, whether temporary, contract or visiting, students, volunteers, and employees of outsourced service providers;
- (ii) All acts carried out under the aegis of the University are governed by this Policy whether carried out within or outside the University premises. University premises for the purposes of this policy include places where the complainant and respondent are present in their official capacity such as training, research and accommodation facilities, clinics and hospitals, field sites, field visits, and hotels;
- (iii) Acts of sexual or gender-based harassment and sexual violence covered by this Policy include incidents:

- a. between any members of the University community, including academic and academic support staff, non-academic staff, students, student employees, coaches, research assistants, interns, and non-student or non-employee participants in University programmes;
- b. in hierarchical relationships or between peers; and
- c. between individuals of any gender, gender identity, or gender expression.

Consideration will be given to the totality of the circumstances in which the conduct occurred in assessing wrongful behaviour.

This Policy shall be implemented in a manner that recognizes the importance of the right to freedom of speech and expression, particularly within academic institutions. It shall not be interpreted to prohibit expressive conduct that is protected by the freedom of speech and expression guaranteed in Art.14 (1)(a) of the Constitution of the Democratic Socialist Republic of Sri Lanka and undertaken in the pursuit of legitimate teaching, learning, and scholarship including public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public fora.

VI. Mechanisms

Responsible Authorities

The Council of the University of Peradeniya shall appoint a committee known as the Committee to Investigate Sexual or Gender-based Harassment and Sexual Violence (CISGBHV). The committee shall comprise 15 members, have gender parity, reflect the diversity of the university community, and have 3 external members one of whom shall preferably have a legal background. Members should be drawn, as much as possible, from among those who have demonstrated gender-sensitivity and interest in working on issues of gender equality and equity and be trained to investigate and inquire into cases of sexual harassment and sexual violence. The CISGBHV will have the authority to appoint mediators in consultation with the Vice Chancellor and the parties concerned, towards an informal resolution process where necessary.

The Committee will receive and screen complaints relating to sexual or gender-based harassment and sexual violence, participate in preliminary investigations at the request of the Vice Chancellor to gather *prima facie* evidence, and recommend appropriate courses of action to the Vice Chancellor in relation to complaints.

Who May Complain

All persons governed by this policy (see Section V of this policy) may complain, as well as visitors to the University and/or third parties who have a personal or professional link to the alleged victim or who have witnessed the alleged conduct.

Required Procedures

The form and procedure to be followed in making a complaint and the procedures to be followed at the preliminary inquiry, mediation, and/or formal inquiry are governed by the By-laws promulgated under this Policy.

All procedures followed pursuant to this policy shall be impartial, fair, prompt, and confidential, having regard to due process requirements including safeguarding the rights of the person/s accused of prohibited conduct.

Appeals

In the event of the University not taking action on a complaint, or if the complainant or respondent is dissatisfied with the disciplinary action taken by the University authorities, she/he shall have the right of appeal. On receipt of the appeal, the Council shall appoint a Committee to hear the appeal, in line with existing disciplinary procedure. The Appeals Committee shall report to the Council its findings and recommendations on the nature of the action to be taken on the appeal.

Confidentiality

Confidentiality shall be maintained regarding all complaints. Interview recordings, if any, communications, documentations, and reports shall be divulged only to authorized persons. If any person involved in the investigation is found to have breached the confidentiality requirement, s/he shall be reported to the Vice Chancellor with a recommendation for removal from the investigation.

Timelines for Making Reports

There is no time limit for reporting but complaints should be made within a reasonable timeframe. The CISGBHV, taking into consideration the circumstances of the complaint, shall determine what constitutes a reasonable timeframe in consultation with the Vice Chancellor. The reasons shall be made available to the concerned parties.

Disciplinary Action

Any member of the academic, academic support, administrative or non-academic staff, student, service provider, or resident found guilty of sexual or gender-based harassment and sexual violence shall be liable for disciplinary action. A subsequent offence of a similar nature found to be perpetrated by the same offender/s shall carry an enhanced penalty. The Council of the University of Peradeniya may determine and impose an appropriate penalty on the person/s found guilty, in accordance with Chapter XXII of the University Establishments Code.

VII. Preventive Measures

- i. This Policy shall be accessible to the entire university community and shall be made available in Sinhala, Tamil, English and Braille, and be included in student handbooks, the university calendar and the university website. The University shall prepare a

one-page leaflet that draws attention to the Policy and the contact information of persons to be contacted in an emergency and display it on noticeboards at Student Canteens, Common Rooms, Residence Halls, Gymnasium, University Health Centre and University Guesthouses in addition to faculty premises;

- ii. A clause on this Policy shall be included in all staff contracts and letters of appointment;
- iii. The Policy shall be discussed at all relevant student orientation programs conducted by the University;
- iv. Staff Development and Training Programmes of the University for academic, academic support, administrative, and non-academic staff shall include a component designed for promoting gender equality and equity and for developing gender sensitivity in the workplace. Such programs shall include a session on this Policy. Special training sessions on the Policy shall be conducted for wardens and sub-wardens of residential halls;
- v. The Constitutions of Student Associations of the University shall include a reference to this Policy and to the Prohibition on Ragging and All Forms of Violence in Educational Institutions Act;
- vi. All service contracts entered into by the University with providers of outsourced services shall include a provision which states the obligation of any party entering into such contract to adhere to this Policy;
- vii. The University shall provide a trained counselling service to address prevention and consequences of sexual or gender-based harassment or sexual violence. This service shall also be made available to any of the parties to a complaint made under this Policy;
- viii. The University shall assist in pursuing a complaint in a court of law by the aggrieved party if she or he so wishes.

VIII. Savings

All action taken including preliminary inquiries and investigations commenced pursuant to the Policy on Sexual Harassment and Sexual Violence shall be deemed to have been taken under this Policy and shall continue as if such action had been taken pursuant to this Policy.

Annexure 4

Measures for prevention of harassment at the Faculty level

Introduction

Harassment includes any unwelcome verbal, physical or visual conduct that denigrates, shows hostility or aversion toward an employee/students or his/her relatives, friends or associates, or personal circumstances. Harassing conduct also has the purpose or effect of substantially interfering with an employee's/student's work performance, or creating an intimidating, hostile or offensive working environment or otherwise affecting an employee's/student's employment/other opportunities. Harassment specifically includes behavior that is construed by the victim or recipient as being intended to bully, intimidate, or humiliate.

Legitimate reprimand/warning/concern expressed by a member/s of the academic/nonacademic administrators, academic supervisors, in-charge of sections, etc related to the performance, conduct, attendance, or discipline on the part of any employee/student in the normal course of supervision or appraisal of duties shall not constitute harassment, nor shall such reprimand/warning/concern give rise to a complaint of harassment by the employee so reprimanded.

- 1. All members of the University community have a responsibility to ensure that they:**
 - a) do not harass against or victimise any person.
 - b) discourage any form of harassment by making it clear that such behaviour is unacceptable.
 - c) support any member of the University that feels they have been subjected to harassment including supporting them to make a formal complaint if appropriate

- 2. In addition to the above obligations, all administrators, supervisors, academic heads, and the senior management team are to take all reasonable steps to:**
 - a) ensure that the environment is free from harassment.
 - b) ensure that all staff members reporting to them are familiar with, and understand their obligations under this policy.
 - c) treat all complaints seriously and take prompt steps to resolve any complaints made under this policy.
 - d) protect and support the right of all members of the University Community to use the resolution procedure in this policy and supporting guidelines.

- 3. All complaints made under this policy must be made in good faith and not be of a frivolous or vexatious nature.**

4. The University may take disciplinary action against an individual who makes a complaint of a frivolous or vexatious nature.

5. Confidentiality

- a) All information relating to alleged or proven breaches of this policy must be treated strictly.
- b) Information must not be disclosed without the complainant's consent,

6. Reporting Harassment and responsibilities

- a) Employees/students who believe that they have encountered or witnessed inappropriate behaviour are strongly encouraged to promptly notify the offender that his or her behaviour is unwelcome. If such notifications are unsuccessful or the employee/student prefers not to deal directly with the offender, the employee/student should report the behaviour to the Dean in writing as a complaint. Every effort will be made to treat all complaints as confidential, consistent with the need to investigate and take corrective action.
- b) Each and every employee/student has the responsibility to maintain a workplace free of bullying, annoyance, sexual and other unlawful harassment as set out above.
- c) Every faculty/department/unit has an obligation to report any suspected violations of this Harassment policy to the to the Dean, where appropriate in writing. A witness, who is aware of a violation, even if the employee/student is outside the university immediate area of supervision, but doesn't report it, will be held accountable for his/her inaction.

7. Action against harassment (sexual and other forms)

- a) All allegations of harassment and discrimination will be taken seriously. University/Faculty will undertake a prompt and discreet investigation of all reported incidents of harassment ensuring confidentiality to the maximum extent possible. All stakeholders have an obligation to cooperate with any investigation. Should the investigation result in a finding of misconduct, University/Faculty will take appropriate remedial and/or disciplinary action according to the bylaws of the university.

8. Reprisals and Retaliation

- a) University has a zero-tolerance policy on harassment of any nature and will not permit any reprisals or retaliation against any employee/student who reports known or suspected prohibited harassment. In addition, University will not tolerate reprisals or

retaliation for appropriately initiating or assisting in any investigation, action or proceeding resulting from a harassment claim.

- b) University recognizes that false accusations of harassment can have serious effects on a wrongfully accused employee/student. Allegations which are found to be intentionally or deliberately false or fabricated will result in disciplinary action against the accuser.

9. Legal impact

During the investigation by the university, authorities may seek assistance and forward the complains to the Police and other relevant legal authorities for further actions.

Section II
Terms of References (ToRs)

01. Terms of Reference for Departmental Curriculum /Course Development Committee (DCDC)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

Being an institution offering Washington Accord accredited engineering degree programs, it is essential that new courses/curricula are developed and existing courses/curricula are revised from time to time to keep abreast with current trends in engineering and address national needs.

2. Aim and Objectives

2.1 Aim

To develop or revise a curriculum that would produce a self-motivated, independent, unbiased, creative, highly ethical global engineer capable of critical thinking for problem solving, working with high team spirit and possessing up-to-date knowledge, high communication skills, high regard for sustainability and a passion for life-long learning.

2.2 Objectives

A new course/curriculum or an existing course/curriculum shall be;

- 2.2.1 planned and developed/revised by a team (named as “Departmental/Inter-departmental Curriculum Development Committee (DCDC/ICDC)”) comprising internal and external members appointed by the relevant Head/Heads of the Department, for such purpose, clearly defining the roles and responsibilities of each member.
- 2.2.2 in-line with the Vision and Mission of the Faculty.
- 2.2.3 in-line with the faculty policy on Course/Curriculum Planning, Development and Revision.
- 2.2.4 developed/revised accommodating emerging engineering educational trends and labour market projections.
- 2.2.5 aligned with level descriptors, programme objectives and pre-determined graduate profiles defined by accreditation bodies.
- 2.2.6 outcome based and promoting Student Centered Learning (SCL) and use of Open Educational Resources (OER), where applicable.

- 2.2.7 responsive to all stakeholder concerns including employer feedback, external examiners and QA review reports, accreditation team responses, graduand responses, staff and student feedback and peer observations.
- 2.2.8 appropriately balanced between knowledge, skill, attitude and intellectual domains.
- 2.2.9 developed/revised upon requests of other departments to plan and develop/revise courses offered by the department.
- 2.2.10 developed/revised with the involvement of all the relevant departments when such courses are taken by students of several departments.
- 2.2.11 having in-built flexibility for specialization in sub-areas.
- 2.2.12 ratified at academic staff meeting/s of the relevant department/s before submitting to the Dean, Faculty of Engineering.

All proceedings of activities of the DCDC shall be transparent and inclusive and well documented.

3. Composition, Role and responsibility of the Committee Members

Composition and the convener of the DCDC, and the responsibility of its members are to be decided by the relevant Head/ Heads of Department at the time of forming the DCDC committee.

4. Meeting and Reporting

The period of the committee will be agreed upon by the relevant Head/ Heads of Department at the time of forming the DCDC committee.

SECTION C

Revision History

02. Terms of Reference for the Members of Evaluation Panels

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

Faculty Policy on Assessments

3.3.6 The Faculty shall have regulations governing the appointment of both internal and external examiners. The Faculty should provide ToRs for examiners and also ensures that the reports from external examiners are considered by the examination board in finalizing the results.

3.3.9 The Faculty/Units/Centers should adopt well defined moderation procedures and provide TORs for coordinators and moderators.

2. Aim and Objectives

Ensure that students are assessed using published criteria, regulations, and procedures described in the University/Faculty Instructions/programme manuals/internal circulars/Handbook, issued in writing or electronic form to evaluation panel and all students enrolled in the course/recruitment (at the beginning of the semester which the course is offered, or as soon as practicable thereafter).

3. Composition

The evaluation panel of a module have following members

- Coordinator
- Examiners
- Moderator

4. Role of the Members of Evaluation Panels

4.1. The Coordinator

- 4.1.1 to provide the course plan to students at the beginning of the course
- 4.1.2 to ensure the delivery of the module as stipulated in the module plan
- 4.1.3 to make sure that the assessment procedures followed as stipulated in the module plan (number of assessments, percentage marks for each assessment, time of assessment, etc.)
- 4.1.4 to prepare the question papers and other relevant material required for assessment on time with the support of other examiners assigned to the module

- 4.1.5 to submit the final question paper and other relevant examination material to the moderator with the model answers with marking scheme 10 days prior to the examination date.
- 4.1.6 to revise the question paper and other relevant examination material as per moderator comments and get the approval of moderator on time.
- 4.1.7 to get resolved, if arises, disputes with moderator's comments through discussion with the other examiners and moderator and if required in consultation with the head of the department.
- 4.1.8 to hand over the final question paper to the Assistant Registrar of Faculty of Engineering 04 days prior to the examination date.
- 4.1.9 to ensure that the marking procedures stipulated by the Faculty are followed.
- 4.1.10 to moderate the marks obtained by students in consultation with the moderator and other examiners and if such need arises with the head of the department.
- 4.1.11 to make sure the continuous assessment results are available to students on time.
- 4.1.12 to provide tentative grades to students at least 2 days prior to sending grades to Assistant Registrar of Faculty of Engineering
- 4.1.13 to resolve in collaboration with other examiners and moderator and if required in consultation with the head of the department any issues that might arise upon providing grades before submitting grades to Assistant Registrar of Faculty of Engineering
- 4.1.14 to follow Faculty guidelines in submitting general program marks
- 4.1.15 to submit the final results to Assistant Registrar of Faculty of Engineering through head of the department (hard copy and electronic copy) on or before the stipulated date
- 4.1.16 to maintain the module file as prescribed by the department.

4.2. Examiners

- 4.2.1 to ensure the delivery of the module as stipulated in the senate approved course plan in coordination with the module coordinator
- 4.2.2 to make sure that the assessment procedures followed as stipulated in the course plan (number of assessments, percentage marks for each assessment, time of assessment, etc.)
- 4.2.3 to prepare the question for papers and other relevant material required for assessment on time in coordination with the module coordinator
- 4.2.4 to assist the coordinator in fulfilling his/her responsibilities as and when required.

4.3. The Moderator

- 4.3.1 to assure that the assessments proposed by the module coordinators ensure the fair assessing of students in relation to module specifications and regulations.
- 4.3.2 to provide coordinators with necessary feedback to ensure the satisfaction of i) in an approved format.

- 4.3.3 to get resolved any disputes arising during the moderation process through discussion with coordinators and other examiners and if necessary, with the head of the department
- 4.3.4 to review quality indicators such as pass rate, marking consistency and inter-marker reliability within the module before submitting provisional marks to the Assistant Registrar of Faculty of Engineering. (Second marking)
- 4.3.5 to carry out, when necessary, the moderation of marks in consultation with coordinators, other examiners and the head of the department before sending grades to the Assistant Registrar of Faculty of Engineering.

5. Procedures

- 5.1 The communications among members of the evaluation panel may be carried out by electronic means too. The confidentiality of such communication should be ensured by the all members at all time
- 5.2 Coordinator to send all the details to moderator so that the moderator can do the moderation independently
- 5.3 The coordinator may call a meeting of evaluation panel to handle issues that coordinator may think as necessary or if any clarification to be made, the moderator can ask the coordinator to convene a meeting
- 5.4 The coordinator may arrange meeting with the head of the department individually or as a panel to discuss matters pertaining to the assessment of the module as and when required
- 5.5 All decision with regard to the assessment of the module should be communicated to all members of the panel by the coordinator.
- 5.6 Moderator may request a meeting of the panel to discuss matter related to the moderation of the assessment. Coordinator shall organize such meeting in coordination with the examiners of the module.
- 5.7 All meetings mentioned here could be in-person or video meetings. Video meetings should be hosted by the coordinator or on his request by another member of the panel.
- 5.8 All members of the panel should ensure the confidentiality of all communications and the proceedings of meetings related to the assessment of module
- 5.9 At least one meeting with all members of the evaluation panel to discuss and release the final provisional results. If problem arises, head to request to faculty board to solve the issues.

SECTION C

Other relevant documents to be referred in relation with this TOR

- 1) TOR for Coordinator
- 2) TOR for Examiner

Revision History

03. Terms of Reference for Faculty Higher Degree Committee (FHDC)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

The TOR identifies the purpose, composition, duties and responsibilities of the committee.

2. Aim and Objectives

FHDC is a standing committee of the faculty board responsible for the oversight of the conduct of postgraduate (PG) degree programs at the Faculty of Engineering

3. Composition

- Dean, Faculty of Engineering (Chairperson)
- All Heads of Departments
- All Coordinators of PG degree programs
- Director, Center for Engineering Research and Postgraduate studies (CERPS)
- Chair person, Faculty Academic Development and Planning Committee (ADPC)
- Chair person, Faculty Quality Assurance unit
- SAR/AR, Faculty of Engineering (Convenor, Secretary)

4. Role of the Committee members

- Dean, Faculty of Engineering (Chairperson)
- SAR/AR, Faculty of Engineering (Convenor, Secretary)
- Members- Contribute to fulfil the duties and responsibilities of the committee within his/her capacity.

5. Responsibilities

- 5.1 Draft/revise general regulations for the PG programs in the Faculty of Engineering according to guidelines such as SLQF and make recommendations on the same for approval at the Faculty Board.
- 5.2 Make recommendations on curricula of PG programs to the Faculty Board for approval.
- 5.3 Scrutinize the eligibility and make recommendations on the selected candidates of a PG program with taught courses for approval at the Faculty Board.

- 5.4 Consider and scrutinize research degree applications and make recommendations on the same to the Faculty Board for approval.
- 5.5 Determine the date of registration of a candidate selected for a research based PG program.
- 5.6 Determine the eligibility of a candidate who has successfully completed the prescribed PG program of study for the award of the relevant Degree/Diploma for the recommendation by the Faculty Board to the Senate.
- 5.7 Determine the effective date for the award of a PG Degree /Diploma for the recommendation by the Faculty Board to the Senate.
- 5.8 Consideration of changes/postponement of registration of a candidate of a PG program and make recommendations on the same for approval at the Faculty Board.
- 5.9 Consideration of cancellation of registration of a candidate of a PG program due to reasons stipulated in general regulations for the PG programs in the faculty such as inadequate academic progress and make recommendations on the same for approval at the Faculty Board.
- 5.10 Consideration and approval of any leave/withdrawal of a candidate from a PG program.
- 5.11 Recommend evaluation panels for PG courses and boards of examiners for theses/reports for approval at the Faculty Board.
- 5.12 Appointment of panels of reviewers for the evaluation of annual progress reports of M.Phil. and Ph.D. candidates.
- 5.13 Determine the tuition/registration fees of research-based PG degree programs and any fee waivers to be granted.
- 5.14 Make recommendations on the transfer of a candidate from one PG program to another to the Faculty Board for approval.
- 5.15 Address requests related to PG degree programs from coordinators, heads of departments, examiners, supervisors and students.
- 5.16 Any other matter assigned by the Dean, Faculty of Engineering related to PG degree programs

6. Meeting and Reporting

- 6.1 The committee shall meet at least once in every two months
- 6.2 Quorum is one third of the membership
- 6.3 Meeting minutes are recorded and maintained by SAR/AR Faculty of Engineering

SECTION C

Revision History

04. Terms of Reference for Library Committee

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

The Library Committee is a sub-committee of the Faculty Board of Engineering established to maintain effective liaison among the library, faculty and students. The committee provides necessary advice to library management and staff on library strategies and monitors library progress. The committee plays an effective and important role to run the library efficiently.

2. Aim and Objectives

The aim of the Library Committee is to serve in an advisory capacity to the Faculty Librarian on matters of general policies and procedures and provide advice on all aspects of the operation of the Faculty Library.

3. Composition

- Dean, Faculty of Engineering (Chair)
- Librarian, Faculty of Engineering (Secretary/Convener)
- Head/Representative, Department of Chemical & Process Engineering
- Head/Representative, Department of Civil Engineering
- Head/Representative, Department of Computer Engineering
- Head/Representative, Department of Electrical & Electronic Engineering
- Head/Representative, Department of Engineering Mathematics
- Head/Representative, Department of Mechanical Engineering
- Head/Representative, Department of Manufacturing & Industrial Engineering
- Head/Representative, Department of Engineering Management
- Two Representatives from the Engineering Faculty Board. One representative should represent Senate Library committee
- Two student representatives

4. Role of the Committee members

The role and function of the Library Committee is to represent the interests of the library users to the librarian, to act as a forum, and to provide advice to the Faculty Librarian on matters relating to the operation of the library. It acts as the liaison between the library, academic departments and programs

5. Responsibilities

- 5.1 To formulate medium- and long-term policy for the library
- 5.2 To recommend effective and efficient measures to further improve library services and facilities
- 5.3 To advise on the development of library strategy in support of overall faculty strategy
- 5.4 To identify strategies for library funding and staffing to enable development
- 5.5 To agree on the annual allocation of the budget provided to the library by the university among different academic departments and units
- 5.6 To assist/guide faculty librarian to utilize the allocated funds to purchase both print & non-print acquisitions to support the learning, teaching and research activities of the faculty
- 5.7 To review the infrastructure provided to ensure the safe long-term storage and access to the faculty library collections
- 5.8 To support and promote the services provided by the library. Special attention is needed to promote library related IT facilities
- 5.9 To support to find funds from external sources to improve services provided by the library
- 5.10 To advise the faculty librarian on appropriate matters whenever needed; the faculty librarian shall be responsible for the day to day operational management of the library.

6. Meeting and Reporting

- 6.1 The Library Committee shall meet at least three times a year
- 6.2 The Chair may convene additional meetings if it is felt necessary
- 6.3 A quorum of the Library Committee shall comprise half of the members, including the Chair
- 6.4 Preparation and distribution of minutes of committee meetings are responsibility of the Secretary/Convener.
- 6.5 The Chair shall submit to the Engineering Faculty Board, in writing, the minutes of meetings. Contents of minutes will be approved/disapproved at the Engineering Faculty Board
- 6.6 Recommendations of the Library Committee will be implemented after confirmation of the relevant minutes at the Engineering Faculty Board meeting

SECTION C

Revision History

05. Terms of Reference for Timetable committee

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Timetable committee of the Faculty of Engineering

SECTION B

1. Background

This Terms of Reference document defines the purpose and composition of the timetable committee, the roles and responsibilities of its members and outlines its procedures to facilitate the preparation of the faculty timetable.

2. Aim

The aim of the timetable committee is to act as a liaison between the departments of the Faculty and the AR office in the process of preparing the timetable such that its execution by the AR office is performed in an efficient and timely manner.

3. Composition

- Dean of the Faculty (Chair and convener)
- Heads of Departments
- Director ITCGU and EEU
- One representative from each Department of the Faculty
- AR and one member from the AR office

4. Role of the Committee members

- Dean of the faculty – Convene and chair the time table committee
- Heads of department, Director ITCGU and EEU – Provide particulars necessary for the preparation of time table
- Representative from each department – Facilitate the HoD for collection of pertinent information from the respective department in and coordinate with the AR office for necessary modifications
- Senior Assistant Registrar (SAR)/Assistant Registrar (AR) and a nominated member from the AR office – prepare the time table

5. Responsibilities and Guidelines

- 5.1 The Timetable committee will operate under the guidelines and policy set forth by the Faculty Board.

- 5.2 The committee will review the guidelines and procedures governing the preparation of the Faculty timetable and make recommendations when required to the faculty board.
- 5.3 Act as liaison between the departments of the Faculty and AR office in the process of preparing the timetable, whilst the AR office executes it.
- 5.4 Act in an advisory capacity to the individual(s) appointed by AR office for the preparation of the timetable.
- 5.5 Ensures that errors, clashes and conflicts on timetable are avoided and resolved. Clashes between core modules of the same program will be avoided whilst clashes between technical electives are mitigated.
- 5.6 Ensure that the preparation is performed while giving due consideration to the capacity requirements and priority order of classes with regard to room allocations. Order of priority for room allocation is for the 1st and 2nd semesters to be given the highest priority. Thereafter semesters 3 to 8 are to be given priority in descending order.
- 5.7 Ensure that slots are reserved for General Electives and ESU meetings. Thereafter the General Electives are scheduled in consultation with the General Elective Coordinator.
- 5.8 Maintain the start and end times of the timetable at 8:00 am and 5:00 pm for all working days unless otherwise advised by the faculty board due to special circumstances.
- 5.9 In this section, add the responsibilities/procedures of the committee as a whole

6. Procedure and Reporting

- 6.1 Timetable committee will be convened by the Chair on the 4th week of a given academic semester to initialize preparation of the timetable for the upcoming semester. (Start of Week 4)
- 6.2 Thereafter the HoDs of each department will be handed a set of forms for gathering information for timetable preparation by the AR office.
- 6.3 The HoDs in close coordination with the department representative of the committee will prepare the information requested by the AR while consulting department members.
- 6.4 This information should be handed over within 2 weeks' time of it being handed over to the HoD by the AR office. (Start of Week 6)
- 6.5 The AR office will thereafter prepare the first version of the timetable which will be circulated by the HoDs within 4 weeks. (Start of Week 10)
- 6.6 Two weeks will be given for Department members to point out errors, clashes and conflicts and possible remedial action to the HoD and Committee representative. This document with the comments will be handed over by the Committee representative in consultation with the HoD. (Start of Week 12)
- 6.7 The AR office members will finalize the timetable for display within two weeks of the reception of the comments, where the Committee representative will act in an advisory capacity to ensure the errors, clashes and conflicts are mitigated. (Start of Week 14)
- 6.8 Timetable will thereafter be displayed by the AR office for the students.

SECTION C

Revision History

Initial version prepared on July 8th 2020. Revised on July 13th, 16th, October 26th and 29th 2020.

06. Terms of Reference for Faculty Board Committee on Complementary Studies

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

The Faculty of Engineering has recognized the need for complementary education in addition to core engineering content to produce a well-rounded engineer. There are also minimum requirements for complementary studies stipulated by the Washington Accord and IESL accreditation manual. Therefore, there should be a mechanism to ensure that all graduating students are sufficiently exposed to “complementary disciplines” such as management, engineering economics, professional ethics, communications, humanities, social sciences and arts.

2. Aim

To expose the students of the Faculty of Engineering to complementary study disciplines in order to produce a well-rounded engineer while meeting the quality guidelines and the requirements of accreditation bodies.

3. Composition

- Dean, Faculty of Engineering (Chair)
- Director EEU (Coordinator)
- Heads of Departments
- Representatives of Departments appointed by the HoD

4. Role of the Committee Members

All documents pertaining to course delivery prepared by course coordinators for complementary courses are to be kept in the possession of the Director EEU.

5. Responsibilities

- 5.1 Ensure a sufficient number of complementary courses are offered in each semester.

- 5.2 Ensure the offered complementary courses and course content are revised once in every 5 years to keep up with the changing requirements of the industry and to comply with quality assurance criteria of Washington Accord and SLQF.
- 5.3 Manage the delivery of the complementary courses through the relevant departments while meeting the required quality standards and complying to documentation requirements.
- 5.4 Appoint visiting lecturers to deliver the courses when internal resources are deemed insufficient
- 5.5 Resolve any issues related delivery of complementary courses

6. Meeting and Reporting

Meetings will be held once a semester and more frequently when required.

The committee shall report to the Faculty Board once a semester and when required.

7. Definition of Terms

EEU: Engineering Education Unit of the Faculty of Engineering

SECTION C

Revision History

07. Terms of Reference for Foundation Programme Committee

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party :Dean/ Engineering, Foundation Programme Coordinator, HoD of the coordinating department, AR/ Engineering, Coordinator /ELTU, Director/ EEU, Director/CC, Director/ITCGU, welcome ceremony committee, Coordinators of Registration, Logistics and Food and refreshments sub-committees, Representative from the Health centre, Representative from the Landscaping.

SECTION B

1. Background

Faculty of Engineering at the University of Peradeniya has been conducting the welcome ceremony and the foundation programme for its new entrants. The content of the foundation programme was approved by the 436.6S faculty board and the summary is given in Table 1. The duration of the programme is expected to be at least six (06) weeks and it is not compulsory for all the students.

Table 1: Course structure for the foundation programme

	Course Code	Course Name	No. of hours allocated
1	FP101	Foundation Course in English	120
2	FP102	Introduction to Computing	15
3	FP103	Mathematics; the language of Science and Engineering	10
4	FP104	Career Guidance, Communication and Soft Skill	25
5	FP105	The University and the Faculty	35
Total			205

2. Aim and Objectives

The aim of the foundation programme committee is to facilitate the smooth transition of the new entrants to the Faculty of Engineering to start their general programme.

The objective of the committee is to achieve the following aspects of the new entrants of the Faculty of Engineering.

- 2.1 Formally welcome the new entrants to the faculty of engineering.
- 2.2 Assist the new entrants to adapt to the new life and environment at the moment when they start a new chapter in their lives.

- 2.3 Guide new entrants to understand requirements of bridging the knowledge gap of basic subject areas, especially Mathematics, required in the General Programme in Engineering.
- 2.4 Guide the new students to appreciate the role of communication, soft skill and career guidance in the process to become an Engineering professional.
- 2.5 Guide/encourage new entrants to use various opportunities available throughout the undergraduate programme for self-development.
- 2.6 Guide new entrants to face challenges of a professional degree programme in Engineering while being aware of the applicable procedures and regulations and appreciate the role of values and ethics of the profession.
- 2.7 Guide them to become responsible citizens who are engaged in a lifelong learning process.

3. Composition

- **Coordination:** Faculty board will decide the department that will coordinate the foundation programme in a round-robin fashion.
- **Coordinators:** The relevant head of the department will report to the faculty board the name of the staff member who will be coordinating the foundation programme on behalf of the particular department.
- **Committees:** The Foundation program coordinator with the relevant HoD will assign the staff members to each of the committees listed below. A coordinator for each such committee will also be selected by mutual agreement.

3.1 Composition of the Welcome Ceremony committee:

Dean, **Foundation Programme Coordinator**, HoD of the coordinating department, AR/Engineering, Coordinator/ELTU, Director/EEU, Director/CC, Director/ITCGU, welcome ceremony committee, Coordinators of Registration, Logistics and Food and refreshments sub-committees, Representative from the Health centre, Representative from the Landscaping.

3.2 Composition of the Sub-committee for Registration

Ex officio members: AR/Engineering, Director/EEU, Director/ITCGU

Registration Coordinator, at least five members from other departments

3.3 Composition of the Sub-committee for Logistics

Ex officio members: AR/ Engineering, AB/ Engineering

Logistics Coordinator, at least five members from each department

3.4 Composition of the Sub Committee for Food and Refreshment

Ex officio members: AR/Engineering, AB/Engineering

Food committee Coordinator, a member from each department(at least 5)

3.5 Composition of the Foundation Program committee:

Dean, **Foundation Program Coordinator**, Representative from each Department, AR/Engineering, Coordinator/ELTU, Director/EEU, Director/CC, Director/ITCGU, A representative from the sub-committee of mentors.

3.6 Sub-committees of mentors:

All permanent staff members become members of mentors' groups. Each staff member is assigned with a group of students. It is the responsibility of the mentor team to look into the welfare of the students assigned to the team throughout the foundation program. They should keep a continuous dialogue with the students through meetings or various other means. Further, the staff member has to observe and report to the coordinator about factors such as

- mental or physical harassment to the students assigned to him/her and
- any financial or health difficulties that students go through.

4. Role of the Committee members: TBA

5. Responsibilities

5.1 Roles and Responsibilities of the Welcome Ceremony Committee:

5.1.1. Finalizing the programme for the welcome ceremony

5.1.2. Prepare and post (coordinate with AR/Engineering) invitations for the guests/ speakers for the welcome ceremony

- a. Typically the guests are, the VC, the Proctor, the Dean, CMO, Director/Career Guidance Unit, other deans, Director/Physical Education,
- b. Invite the wardens of the hostels (suggested) – hostels where our students reside, curator and work engineer, workshop engineer
- c. Press (go through the PRO)

5.1.3. Organizing and coordinating the welcome ceremony Including refreshments for students and staff

5.1.4. Preparations for the webcast of welcome ceremony for parents

5.1.5. Preparing the public announcement system and announcers for the welcome day

5.1.6. Arranging the decorations/ banners/ flower arrangements inside EOE Pereira Theatre

5.1.7. Arranging the flags/ banners for decorating access road (starting from Kandy-Gampola road to Administration building)

5.1.8. Coordinate with ESU in preparing the souvenir for the students

5.1.9. Press Release

5.2 Roles and Responsibilities of the Sub Committee for Registration

5.2.1. Prepare and post a welcome pack to the students

a. Coordinate with the AR's office sending letters to students informing the date of registration

5.2.2. Coordinate with the AR's office for arranging required documents for registration

5.2.3. Coordinate with the banks to bring them to the faculty on the registration day

5.2.4. Check and update about the online registration (webmaster)

5.2.5. Allocate rooms for student registration and coordinate with the logistics committee

5.2.6. Preparing the folder to be handed over to the students at the welcome ceremony

- Folder (AR office)
- Maps/Directions
- First week (week 0) programme
- Tentative academic programme
- Rules and regulations
- By laws, Part of the University Calendar
- Faculty Handbook

5.3 Roles and Responsibilities of the Sub-committee for Logistics

5.3.1. Preparing maps and directions

5.3.2. Arranging parking facilities – coordinate with the landscape Division

a. Inform the staff to keep the faculty front area clear of Parking

5.3.3. Landscaping of the faculty premises

5.3.4. Arranging people for frequent cleaning of toilets (coordinate with health centre – informed by a letter)

a. Female toilets at Akbar-Nell wing.

5.3.5. Arrange sinks for parents (outside room #9, #10, and #11 area)

5.3.6. Arranging bins for garbage handling (coordinate with health centre – informed by a letter)

5.3.7. Arranging a place for students' luggage (structure's lab), tags for the luggage - have a notice near the bag counter with the announcements

5.3.8. Informing the student hostels (both male and female) about the student arrival (date/time) and coordinating with them – get the list of students and hostels from the students services (AR office)

5.3.9. Preparing name tags for the volunteers (students and instructors) (ITCGU)

5.3.10. Make sure that the backup power on standby (such as diesel for the generator) - SAR/Eng.

5.3.11. Arranging information desks (coordinate with the PA system –

make the same info available) – the main one near the structures lab, T-junction, new electrical building, near production/workshop, new corridor/Akbar. Coordinate with the SAR to arrange furniture for the information desk.

- a. List of students and accommodation list
- b. Registration list (and venue)

5.3.12. First aid facility

- a. First aid box at the T-junction and stand by vehicle to send to the health centre if required

5.3.13. Coordinating space allocation.

5.4 Roles and Responsibilities of the Sub Committee for Food and Refreshment

- 5.4.1. Arranging tea and refreshment for everyone: students, student volunteers, staff – academic and non-academic
- 5.4.2. Arranging lunch for students, committee members, student volunteers and other volunteers
- 5.4.3 Arranging DO-I for lunch (table arrangements, garbage handling, additional sinks, water bottles, etc.)
- 5.4.4. Arranging food outlet for parents (coordinate with logistics committee)
- 5.4.5. Arrange rooms for parents to have lunch
- 5.4.6. Map the requirement such as water tap, bins, etc. and inform the logistics committee well in advance

6. Meeting and Reporting

The Foundation program committee is supposed to have their first meeting at least two months before the welcome ceremony day. After that the team can meet once every week or when a need arises.

The Foundation program committee is supposed to submit a detailed report with time tables/ resource persons/ etc before commencing the programme to the faculty board. At the end of the programme, a report should be submitted to the faculty board with the lessons learned/ lapses/ pros and cons etc.

SECTION C

Revision History

08. Terms of Reference for English Language Teaching Unit (ELTU)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party: Coordinator, ELTU, Faculty of Engineering

SECTION B

1. Background

The ELTU of Faculty of Engineering was established for the purpose of teaching English for Academic Purposes (EAP) for undergraduates.

2. Aim and Objectives

2.1 Aim

The aim of the ELTU of the Faculty of Engineering is to provide English knowledge for communication purposes for undergraduates to be used during their study in the undergraduate degree programme and thereafter.

2.2 Objectives

To develop and enhance communication skills in English Language of the undergraduates at all levels as stipulated below.

2.2.1 Foundation Programme in Engineering:

- To develop course material and delivery methodologies to provide the necessary background English language skills to commence the Engineering degree programme of the undergraduates.
- To conduct such courses in the Foundation Programme.

2.2.2 Core courses in English Communication in the First year of undergraduate study:

- To develop course syllabi periodically to suit the need of English language competency of First year undergraduate students so that their communication in English language during and after the degree programme can be enhanced.
- To develop periodically new delivery methodologies and to implement and monitor them.
- To coordinate such courses with the assistance of the Evaluation panel appointed by the Faculty Board and approved by the Senate.

2.2.3 Complementary courses:

- To develop course material for communication in English Language for use in future careers as engineering graduates.

- To deliver such courses, or organize suitable visiting lecturers and coordinate such courses with the assistance of the Evaluation panel appointed by the Faculty Board and approved by the Senate.

2.2.4 Courses for the academic staff:

- To assist in providing English language courses/materials for the academic staff, especially those aspiring to study abroad.

2.2.5 Courses for the non-academic staff:

- To assist the non-academic staff in order to enhance their English knowledge required in carrying out their official duties.

3. Composition

The ELTU sub-committee is appointed by the Faculty Board to assist the Coordinator of the ELTU to formulate courses that are in consistent with the requirements of the Washington Accord for engineering accreditation and all stake holders.

- The committee will consist of four academic staff members nominated by the Faculty Board and
- four permanent members of the ELTU including the Coordinator of the ELTU, who would act as the convener of the committee.

4. Role of the Committee members

The committee will consist of four academic staff members nominated by the Faculty Board and four permanent members of the ELTU including the Coordinator of the ELTU, who would act as the convener of the committee.

Frequency of meetings: The committee will meet biannually or as and when a need arises regarding the planning or conduct of courses developed by the unit.

5. Responsibilities

ELTU of the Faculty of Engineering comes under the English Language Teaching Department (ELTD). This unit functions under the Head of the English Language Teaching Department. The Coordinator as the head of the Unit is appointed by the English Language Teaching Department of the University of Peradeniya. The Coordinator is responsible for coordinating all the courses conducted by the ELTU of the Faculty of Engineering and is also the administrative head of the Unit. The Coordinator is answerable to the Dean and the Faculty Board.

The ELTU/engineering functions under the Head of the ELTD. The coordinator reports to Head of the ELTD, who is the administrative head and the responsible body for all appointments, promotions and general functioning of the unit.

SECTION C

Revision History

Revised annually.

09. Terms of Reference for Engineering Faculty Vigilance Committee

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

The Engineering Faculty Vigilance Committee was formed following the Easter Sunday Bombing incident in April 2019. Following this incident, it was identified that a Faculty wide committee was required to oversee the security requirements of the Faculty and give advice to the faculty administration.

2. Aim and Objectives

To ensure a safe environment for all staff and students of the Faculty of Engineering

3. Composition

- Dean of the Faculty (Ex-Officio)
- Deputy Proctor of Faculty of Engineering (Ex-Officio)
- At least One designated member from each of the following Departments / Units / Centers
 - Civil Engineering
 - Electrical & Electronics Engineering
 - Computer Engineering
 - Mechanical Engineering
 - Manufacturing & Industrial Engineering
 - Engineering Mathematics
 - Engineering Management
 - Computing Centre
 - Engineering Workshop
 - Engineering Library
 - Dean's office (AR/AB Office)
 - Engineering Design Centre (EDC)
 - Industrial Training & Career Guide Unit (ITCGU)
 - English Language Teaching Unit (ELTU)
- Assistant Registrar (Ex-Officio)

The committee is expected to be represented by all functional units of the faculty including males, females, academic, academic-support and non-academic staff members of the Faculty.

At least one member with the ability to communicate in all three languages is also recommended.

4. Role of the Committee members

The role of the committee is to carry out the duties / responsibilities listed under Section 5 (below) under the leadership of the Dean – Faculty of Engineering.

5. Responsibilities

The activities of the Faculty Vigilance Committee is carried out under five Sub Groups covering the following;

- Establish an Emergency Communication Channel / Incident Command System – Hierarchy of command, emergency contact details, etc.,
- Prepare an Emergency Operation Plan (EOP) – EOPs for all emergency scenarios
- Prepare a Surveillance Plan (SP) – key locations, key activities, rosters, etc.
- Develop and conduct awareness programmes – identify resource personnel, arrange awareness programmes, etc.
- Maintain a database of stakeholders – details of employees, students, service providers, clients, their contact details, residential addresses, etc.

6. Meeting and Reporting

Meetings to be convened as and when necessary.

SECTION C

Revision History

10. Terms of Reference for Engineering Design Centre (EDC)

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Aim and Objectives

1.1 Aims

To bridge and effectively interact with the industry in providing professional engineering services by utilizing the human and physical resources in a sustainable manner.

1.2 Objectives

- 1.2.1 To provide professional engineering solutions to the industry by means of products and services as listed but not limited to analysis, designs, simulations, studies, tests, prototyping, developments, fabrications, training programmes, workshops, seminars
- 1.2.2 To operate as a self-sustained centre within the university, generating income to continuously improve quality of products and services offered.

Vision: To become the leading professional engineering solutions provider in all disciplines of engineering.

Mission: To establish partnerships with the industry and expand the professional network to provide sustainable professional engineering solutions using cutting edge technologies.

2. Composition

The Management Committee composition is as follows:

- Chairman - Dean, Faculty of Engineering
- Secretary - Director / EDC
- All heads of departments, two nominees from the Engineering Faculty Board and two members approved by the Engineering Faculty Board representing the industry.

3. Role of the Committee members

3.1 Management Committee:

The Management Committee of the EDC, appointed by the Faculty Board, is responsible for making policy decisions regarding the operation and development of the EDC under the guidance of the Faculty Board.

3.2 Director of EDC:

The Director / EDC shall be a permanent member of the academic staff of the Faculty of Engineering, who is positioned at Senior Lecturer Grade II or above. The Director / EDC shall be nominated by the Faculty Board and be appointed by the Vice Chancellor and the appointment will be for a period of three years on part time basis.

The duties of the Director / EDC will be as follows:

- To operate the EDC according to the administrative regulations, financial regulations guidelines, norms and procedures established by the University of Peradeniya.
- To act as the Chief Executive Officer of the EDC. He/ She shall be responsible for the progress of the EDC and its activities, networking with the industry and bringing in large scale industrial assignments to EDC, maintaining financial accounts and administering internal staff of EDC.
- To be answerable to the Management Committee on all activities with regard to progress, projects, maintenance, financing and administration of the EDC.
- To act as the Secretary to the Management Committee of the EDC, which will be chaired by the Dean/Engineering.
- To prepare and present to the Faculty Board, the annual programme of activities and quarterly progress reports.

4. Meeting and Reporting

Meetings of the Board of Management: Meetings of the management committee, chaired by the Dean, will be held quarterly and the quorum for a meeting shall be one third of the total membership.

SECTION C

Revision History

No revisions since 1994.

11. Terms of Reference for Career Fair Committee

SECTION A

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

SECTION B

1. Background

The Faculty of Engineering of the University of Peradeniya organizes the Career Fair as one of the major annual events in its calendar. The Career Fair is organized to provide a valuable opportunity for engineering undergraduates to interact with future employers and to raise awareness among them of the expectations of the industry when it comes to recruitment of fresh graduates.

2. Aim and Objectives

The Career Fair aims to facilitate both students and potential employers to converge for mutual benefit.

- 2.1 To give an opportunity for employers to select the best fitting fresh engineering graduates
- 2.2 To provide equal opportunities for job seekers and employers
- 2.3 To facilitate networking opportunities for students with industry partners

3. Composition

The committee consists of,

- 3 Dean of the Faculty (Ex Officio)
- 4 Chairperson (Convener)
- 5 Head of the Department/ Unit/ Centre responsible for organizing the Career Fair
- 6 One academic staff member from each Department
- 7 Director/ nominee of Industrial Training and Career Guidance Unit
- 8 Director/ nominee of Engineering Education Unit
- 9 Director/ nominee of Computing Centre
- 10 Director/ Nominee of Engineering Design Centre
- 11 Senior Asst. Registrar/ Asst. Registrar of Faculty of Engineering or nominee

- 12 Senior Asst. Bursar/ Asst. Bursar of Faculty of Engineering or nominee
- 13 One representative of the Engineering Students Union
- 14 One representative of the Student Society of each field of specialization
- 15 Any other staff member or student co-opted by the Chairperson

4. Responsibilities

- 4.1 Organizing and conducting the annual Career Fair of Faculty of Engineering
- 4.2 Proposing the date for the Career Fair for the approval of the Faculty Board
- 4.3 Preparing the programme and budget for the Career Fair and forwarding for the approval of the Faculty Board
- 4.4 Appointing sub-committees for each activity/ group of activities from among the members of the committee
- 4.5 Preparing the list of industrial organizations to be invited.
- 4.6 Deciding on participation fees (if any)
- 4.7 Providing facilities required for industrial organizations and final year students participating in the Career Fair
- 4.8 Preparing a report with the statement of accounts after the conclusion of the event and forwarding to the Faculty Board.

5. Meetings and Reporting

The Chairperson shall convene the meetings of the committee as and when necessary. The meetings are to be chaired by the Chairperson or in the absence of the chairperson, another member nominated by the committee.

6. Definition of Terms

- Chairperson of the Committee is to be nominated by the Head of the Department/ Unit/ Centre which has been entrusted with the responsibility of organizing the Career Fair of the particular year and ratified by the Faculty Board.
- Responsibility of organizing the Career Fair will be given entrusted to each Department/ Unit/Centre on a rotational basis.

SECTION C

Revision History

(Revision : 06-11-2020)

Section III
Standard Operating Procedures (SoPs)

01. Standard Operating Procedure for Examination Results Release Process

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

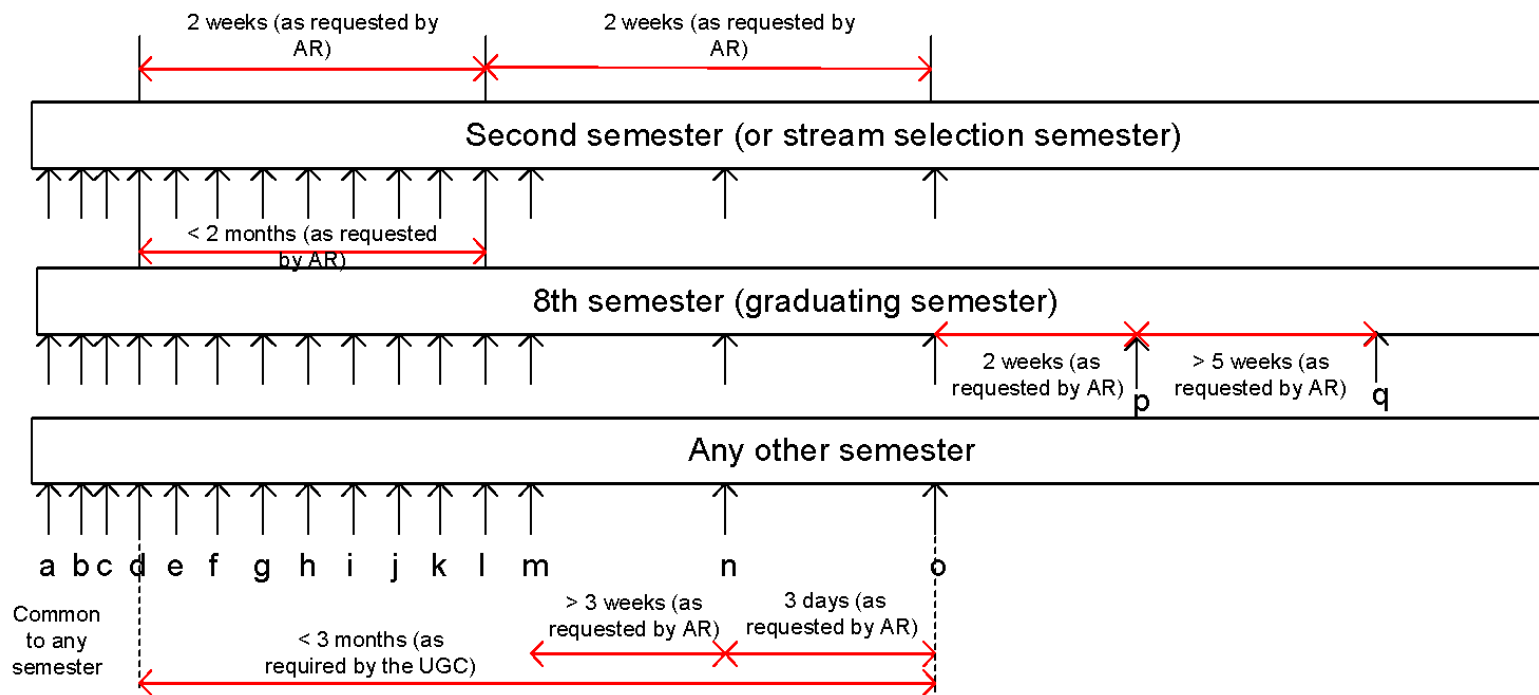
Purpose:

To establish a Standard Operating Procedure (SOP), the adoption of which would guarantee timely release of examination results within the policy framework provided by the Rules and Regulations governing activities related to the process. In achieving this objective the current SOP should guarantee the transparency, fairness and consistency of the underlying examination process as a whole. All faculty staff (academic/non-academic) contributing to this process are responsible for following this SOP.

Rationale:

Since the release of examination results is the culmination of a regulated process, the SOP needs to cover all activities in this process that could have an effect on the period taken to release results after the completion of an examination.

Examination Process at the Faculty of Engineering, UoP:



* The horizontal axis is not to scale.

Figure 1. The examination process at the Faculty of Engineering

Event description:

- a – appoint Evaluation Boards
- b – (for any given paper) get the paper + model answers + marking scheme moderated
- c – submit printed exam paper bundle to AR
- d - Examination over.
- e - Marking by Evaluation Panel (1st marking) over.
- f - Second marking over.

- g - Addressing disagreements between 1st and 2nd marking evaluators.
- h- Results compiled by the subject coordinator.
- i- Compute the final grades for the subject taking all marks from continuous assessment components.
- j- Get the grades moderated (show the marks to the moderator and carryout any adjustments as requested by the moderator).
- k- Grades displayed in the corresponding department notice board (or the faculty notice board in case of pre-streaming courses) with a notice to the relevant students (candidates who sat for the examination) giving them time to report (individually, to the course coordinator concerned) any issues they may have on the grades awarded.
- l- Provide redress to the marking relate student grievances recorded by the subject coordinator with the consensual agreement of the full evaluation panel, and adjusted grades displayed to students – to be done by the subject coordinator. 8th semester students start filling degree-claim forms.
- m- Final grades returned to AR (under confidential cover) through the respective HoD.
- n- Semester Examination Board.
- o- Release of semester final results.
- p- 8th semester students submit degree claim forms.
- q- For 8th semester students, Final Exam Board to finalise degree awards.

Standard Procedure:

Related to each event in the examination process as identified above, the following procedure needs to be strictly followed by the designated staff member/s, supported by all personnel getting involved in the process. The procedure related to each event is given as “Standard Procedure”.

Event ID	Standard Procedure	Time Constraints/Stipulating Authority	Primary Responsibility	Implied Derived and Support Responsibility
a.	Should be done taking all possible eventualities into consideration – possibility of marking work overload for some members of a given teaching panel, which might warrant sharing marking load, or redistribution of teaching load to ease the marking work load of individual members of the teaching panel, or even the appointment of marking evaluators.		HoD	Dean/Eng. Faculty Board
b.	Scrutinising model answers and marking scheme are a must before the moderator could approve any examination paper. Moderation form should have questions asking whether model answers and marking scheme was provided and a section to make observations on them. The faculty must adopt a single moderation form. We provide a proposal for a moderation form in the Annex-1. All the fields in the moderation form are required fields and all of them must get a positive evaluation by the moderator before the subject coordinator can print the examination paper for submission to the AR’s office. Hence, if at the first submission to the moderator there happen to be negative entries	2 working days permitted/Faculty Board (475.5S)	Moderator	Subject Coordinator, Any Individual member/s of the examination panel related to a question or questions

	by the moderator, the subject coordinator must get these entries converted to positive entries by the moderator by carrying out the corrections as suggested and providing, missing material if any, like model answers. A copy of the duly signed moderation form has to be kept with the HoD.			in the examination paper concerned, in case of insistent non-compliance to the procedure.
c.	<p>Each paper bundle must be handed over to the AR's office in time for uninterrupted implementation of the respective examination schedule.</p> <p>¹[If the subject coordinator discovers impending delay/s due to non-submission of examination question/s by any evaluator/s before the start of this lead time of 3 working days (5 working days in case the printing of a paper has to be done by the AR/Eng), he/she has the responsibility to report such possibility after first requesting "in writing" from the relevant evaluator, and (only after) receiving a negative response "in writing". Such reporting must be done in writing to the relevant HoD, Dean/Eng with a copy to the affected evaluator. This reporting must result in devising an alternative strategy to get the affected examination questions prepared in time.]</p> <p>i- If the paper bundle is not received at the AR's office by 16.00 hrs on the day three working days before the scheduled examination date, the AR's office must communicate with the respective subject coordinator and request the paper packet to be delivered by 12.00 hrs the following day.</p>	3 working days before the scheduled date for the respective examination (paper); in case the printing of a paper has to be done by the AR/Eng, two working days have to be added to this period, making it 5 working days, i.e., the moderated question paper in the correct format (on the approved rubric) must be handed over in sealed cover to the AR's office 5 working days before the scheduled date for the examination paper. /Faculty Board	Subject Coordinator	AR, Others implied by c ¹ .i, ii and iii

	<p>ii- If the papers are still not received at the AR's office when the grace period lapses, then the AR must immediately inform the Dean, the respective HoD and through them consult the subject coordinator to take corrective action to enable uninterrupted conduct of scheduled examinations. If there is proof of negligence by the subject coordinator by not following the procedure given in c¹ above, then such conduct must be reported at the corresponding examination board in addition to doing the same for the individual evaluator/s who were at the origin of this delay.</p> <p>iii- If the failure to hand over the examination paper bundle early enough to conduct the corresponding examination leads to the postponement of the examination, then a formal inquiry needs to be conducted to decide on a suitable course of action. When such an inquiry is instituted, matters like following or not following the procedure given in c¹ above and the action/inaction of the individual evaluator/s that was/were at the origin of this delay need to be considered as of primary importance and hence investigated and ascertained without reasonable doubt. The rules and regulations of the university governing such inquiries should apply.</p>			
d.	Conduct the Examination Schedule to Completion, after conducting all the individual examinations without permitting any violation of Examination Regulations.		AR, Chief Invigilators	Invigilators and Support Staff at Examination Halls

e.	Complete Marking by Evaluation Panel (1 st marking). Once the 1 st marking is completed by each individual evaluator of the panel, before giving the marked papers to the subject coordinator for compiling the marks into detailed marks sheets, it is the responsibility of the respective evaluator to do double checking whether the marking process for the relevant question/s has been carried out properly with respect to consistency, addition of marks, unmarked parts etc. Once the marks have been entered into detailed marking sheets and the grades assigned, it is the responsibility of the subject coordinator to do double checking on correct marks entry and grade assignment (after any rounding up of marks following faculty guidelines in assigning grades).		Subject Coordinator, Individual Members of The Evaluation Panel	
f.	Handing over the correct number of marked (first marking) papers in time to the second marking evaluator/s is the responsibility of the course coordinator. Second marking has to be carried out by the approved second marking evaluator/s based on the approved model answers, following the Faculty rules in this regard (colour used, method of entry in each paper marked, etc.). The number of papers to be marked is stipulated in Faculty regulations concerning the same. The proposed format for a form to be completed by the second evaluator/s in returning marks is attached in Annex-2. The signed marks list (with any deviations from the marks given in the first marking clearly indicated), marked answer scripts and completed form must be handed over to the course coordinator. In case of any deviations in marking, a copy of the completed form has to be sent to the HoD by the second marker.	General guidelines over the process of 2 nd marking and the handling of disparities between the first and the second marking are as presented at the 476 th meeting of the Engineering Faculty Board under 476.3S(iii).	Second Marking Evaluator/s, Course Coordinator	HoD
g.	In case of disagreement between 2 nd evaluator/s (doing the second evaluation) and the 1 st evaluation panel over marking, the issues are to		HoD	Second Evaluator/s,

	be resolved through the involvement of HoD along with the full evaluation panel. Subsequent procedure to be followed depends on whether the 1 st marking is seen not to be significantly different from the 2 nd marking to warrant re-scrutinisation of all the papers by the 2 nd evaluator/s or otherwise: in the first case at most an overall adjustment of marks for the affected questions to be carried out by the 1 st evaluation panel could be decided and in the second case a complete re-evaluation of the affected questions could be carried out by the 1 st or the 2 nd marking evaluator/s as directed by the HoD. The event signifies the completion of this process.			Evaluation Panel
h.	Examination Results have to be compiled by the subject coordinator.		Subject Coordinator	
i.	Compute the final grades for the subject taking all marks from continuous assessment components. All in the evaluation panel have to be invited by the subject coordinator to inspect the grades before they are sent to the moderator.		Course Coordinator	Evaluation Panel
j.	Handing over the final grades to the moderator is the responsibility of the Subject Coordinator. The moderator can comment on marks distribution and fairness of marking. Course coordinator has to carry out any adjustments as requested by the moderator with full concurrence of the Evaluation Panel.		Subject Coordinator, Moderator, HoD	
k.	Grades have to be displayed in the corresponding department notice board (or the faculty notice board in case of pre-streaming courses) or FEeLS with a notice to the relevant students (candidates who sat for the examination) giving them time to report (individually, to the course coordinator concerned) any issues they may have on the grades awarded. In displaying the results, follow the rules and regulations of the university with respect to students subject to disciplinary action. ²	General guidelines for Releasing of examination results are given in the 476 th meeting of the Engineering Faculty Board 476.3S(iii).	Subject Coordinator	

1.	<p>Provide redress to the marking related student grievances recorded by the subject coordinator with the consensual agreement of the full evaluation panel, and adjusted grades have to be displayed on the same notice boards as in (k) above – to be done by the subject coordinator.² 8th semester students can start filling degree-claim forms at this time. AR has to put up a notice in the Faculty Notice Board informing the students that they should start this latter process.</p>	<p>In the case of Second Semester (or the Stream Selection Semester) and in any other semester, up to semester 7, for any examination of a pre-requisite subject, within 2 weeks after the completion of the corresponding semester. Examinations.</p> <p>In order to facilitate successful implementation of this procedure, the following must be guaranteed by the examination and semester timetable:</p> <ul style="list-style-type: none"> i. There must be no lectures or other regular academic work scheduled for the first week after the end of these particular examination sessions (in order to permit the evaluators to engage full-time in the marking activity); 	Subject Coordinator	AR
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		<p>ii. The relevant examination papers must be scheduled towards the beginning of the examination schedule (in order to provide the affected evaluators the maximum possible time period for marking within the constraints). /Faculty Board</p>		
m.	<p>Final grades returned to AR (under confidential cover) through the respective HoD. The deadlines for submission of these for different semesters are as indicated in figure 1 above: viz., (i). for the last semester of the graduating batch, as determined by the Faculty Board of Engineering from time to time, subject to an upper bound of 66 calendar days (= 3 months - calendar 24 days) after the completion of the examination (as stipulated by UGC and taking the administrative time delay as indicated by the AR into consideration) (ii). For the streaming semester, within 20 calendar days of completing the last examination (taking the administrative time delay as indicated by the AR into consideration). However, here the critical event is displaying grades by the subject coordinator as stipulated by “note k” above), which has to be done within 2 weeks after the last examination. (Iii). For any other semester, the same as in (i) above.</p>	<p>(i). for the last semester of the graduating batch, as determined by the Faculty Board from time to time, subject to an upper bound of 66 calendar days after the completion of the examination /UGC and Faculty Board.</p> <p>(ii). For the streaming semester, within 20 calendar days of completing the examination (taking the</p>	<p>Subject Coordinator, Individual Evaluators</p>	<p>HoD</p>

	<p>¹[It should be the responsibility of the Subject Coordinator to initiate action related to impending delay/s due to non-submission of marks by any evaluator/s sufficiently before the deadlines as specified in (i), (ii) and (iii) above to make it feasible for an alternative evaluator or evaluators to complete the task of evaluation, if that becomes necessary. It is important to realise that the appointment of evaluation panels must have taken these matters into consideration as indicated in “procedure (a)” above and the availability of model answers and marking schemes approved by the moderator is assured, as indicated in “procedure (b)”, to carry out this process with success. The Subject Coordinator has the responsibility to report any such possibility of delay in receiving marks from individual evaluator/s, after first requesting “in writing” from the relevant evaluator/s and receiving any negative responses “in writing”. Such reporting must be done in writing to the relevant HoD, Dean and the affected evaluator/s. This reporting must result in devising an alternative strategy to get the affected examination questions marked in time.]</p> <p>If, in spite of all above, If the failure to mark examination questions early enough leads to a delay in returning final grades to AR, with the consequence of having to violate University/UGC regulations related to release of examination results, then a formal inquiry needs to be conducted to decide on a suitable course of action. When such an inquiry is instituted, matters like following or not following the procedure given in (m¹), (a) and (b) above and the action/inaction of the individual evaluator/s that was/were at the origin of this delay need to be considered as of primary importance and hence investigated and</p>	<p>administrative time delays as indicated by the AR into consideration). However, here the critical event is displaying grades by the subject coordinator as stipulated by “note k” above), which has to be done within 2 weeks after the last examination/Faculty Board.</p> <p>(iii). For any other semester, the same as in (i) above/UGC, Faculty Board.</p>		
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	<p>ascertained without reasonable doubt. The rules and regulations of the university governing such inquiries should apply.</p> <p>In addition to the above, the respective departments must maintain, in a confidential location with access only to the HoD, copies of the submitted grade return sheets, as done currently, and the detailed marks sheets compiled by the subject coordinators.</p>			
n.	<p>Semester Examination Board. Provision needs to be made to ensure that grades entry at the AR's office is double checked. The mechanism employed by the AR in this regard needs to be recorded and institutionalised (written in to the current SoP). It is suggested that, at least two working days before this examination board, the coordinators for respective subjects compare these entries with what they had handed over to the AR's office.</p>	<p>3 weeks from the date of returning marks to AR/Faculty Board</p>	AR	Subject Coordinators
o.	<p>Release of semester final results. Any grievances that students may have related to their grades at this point have to be addressed on an individual basis following the university regulations related.²</p> <p>The Policy Guideline 4 of UGC Circular 978 states thus: however, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper. based on the predetermined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.</p>	<p>Release of semester final results must be done within 3 months after the End of the Examination/UGC (commission circular 5/2015).</p> <p>Whereas the above sets an upper limit on the period taken to release examination results, they have to be released within 3 working days after the Semester Examination Board/Faculty Board.</p>	Dean, AR	Senate of UoP (for any student grievances related to grades)

		12.UGC Circular 978 of 2012: “Provision for re-scrutinization of marks and grades of undergraduates” stipulates Guidelines for handling student grievances on grades received.		
p.	Graduating students have to submit degree claim forms. Notices must have been displayed in advance by AR, as required by (l) above, informing 8 th semester students eligible to graduate and (in the case of repeaters from earlier batches, becoming eligible to graduate after successfully completing their course requirements) necessary communications must have been effected through mail/email, to submit degree claim forms before this date.	In the case of the graduating batch, 2 weeks after the release of Semester Results/Faculty Board	AR	
q.	For 8 th semester students, hold the Final Exam Board to finalise degree awards.	5 weeks after the deadline for submitting degree claim forms/Faculty Board.	Dean/AR	

Note: If not specified otherwise,

- HoD means the Head of the Department offering the subject
- AR means the AR/Engineering
- Moderator means the moderator for the relevant subject in the evaluation panel
- “Completion of the examination” refers to the completion of all the examinations scheduled and approved by the Faculty for a given semester

k², l², o²: In displaying or releasing the results of examinations, follow the rules and regulations of the university with respect to students subject to disciplinary action. This applies to the release of results by the AR’s office on ad-hoc requests by students (present and past). Hence, this requires means to automatically identify such students on marks lists maintained at AR’s office, and the timely updating of the status (to indicate whether their marks can or cannot be released). Such identification is possible by attaching a status flag on the corresponding student ID in marks lists).

Annex-1

Proposed Moderation Form (adapted from the one used in Dept. of Computer Engineering):

UNIVERSITY OF PERADENIYA
Faculty of Engineering

REPORT ON MODERATION OF EXAMINATION PAPERS
Department of XXX Engineering

Course Code:	XXddd	Course Title:	ABC			
Examination:			Year:		Month:	
Date of Examination:			dd mm yy			
Examiner(s):	Examiner-a, Examiner-b, Examiner-c, ...					
Coordinator:	Examiner-a					
Moderator:	YYY					

The following checklist should be completed by the coordinator and the moderator:

Item	Checklist		Moderator's Comments (if any)
	Coordinator	Moderator	
<i>Examination Paper</i>			

	ILO coverage	Mark with a \surd or X		
1	Relevant ILOs of the course are assessed by the questions			
2	Questions assess the ILOs at appropriate levels of learning			
3	Questions are clear and unambiguous			
4	Allocations of marks for questions is clearly indicated			
5	Time allowed for the examination is sufficient			
6	Clear presentation, layout and language use in the paper			
7	Clear general instructions given to the candidates			
<i>Model Answers</i>				
8	Accurate model answers provided			
9	Important points in the answers listed for essay-type questions			
10	Marks for parts/points of the answer indicated			
<i>General Comments</i>				

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Intended Learning Outcomes (ILOs) of the course:

ILO	Description (copied from the Senate approved list for the course)
1	Zzz1
2	Zzz2
3	...
4	...

Questions to ILOs mapping:

Question No(s)	ILOs Assessed	Examiner's Comments (level of learning, etc.)	Moderator's Comments
Part A x-y	n1, n2, ..		
Part B x - z	...		
Part C	...		

Declarations		Signature	Date
Coordinator or	I have paid attention to all the points in the checklist when preparing the examination paper and model answers		
Moderator	I have paid attention to all the points in the checklist when moderating the examination paper and model answers		
Coordinator or	I have taken necessary follow-up actions on changes suggested by the moderator		
Moderator	I approve the finalized paper		

Annex-2

1. Proposed format for a form to be completed by the second examiner.

Prepared by the Sub-committee:

Dr. S.D.Dewasurendra (C)

Prof.K.S.Walgama

Dr.U.S.Navarathna

AR/Engineering

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02. Standard Operating Procedure for Collection, Maintenance and Updating of Student's Data

Effective Date : 6th November 2020 (Approved at the 481st Regular Meeting of the Faculty Board)

Responsible Party : Faculty Quality Assurance Cell, Faculty of Engineering

Purpose:

The purpose of this standard operating procedure (SOP) is the collection, maintenance and updating of data of students registered for the Bachelor of Science of Engineering Degree Programme of University of Peradeniya, while securing confidentiality of the personal information.

Scope:

This standard operating procedure is applied to the Faculty of Engineering, University of Peradeniya.

Procedure:

Event No	Standard Procedure	Responsibility	Time
Student Enrolment			
1	Obtain list of students selected for the Bachelor of the Science of Engineering Degree programme, Faculty of Engineering from University Grants Commission	SAR/Student Registration	
2	Add students' data to the student information system	SAR/Student Registration	
3	Assign registration numbers for the selected students and send the list to the Faculty of Engineering	SAR/Student Registration	
4	Schedule the date for enrolment of students in consultation with the Dean/Faculty of Engineering and inform SAR/Student Registration	Dean/Faculty of Engineering SAR/Engineering	
5	Inform students by letters/e-mails about the enrolment (<i>The letter/email is sent with Enrolment Form, Medical Form, Bursary Application, Application for Residential Facilities, Vice-Chancellor's Message, Dean's Message, Paying Vouchers, By-Laws, Anti-Ragging Act and Declaration Form</i>).	SAR/Student Registration	Three weeks before the Enrolment date

6	Student enrolment (Online)	SAR/Student Registration	
7	Assign panels for student enrolment	SAR/Engineering	Two weeks before the enrolment date
8	Verify certificates and open a file for each student compiling all relevant documents (<i>Form for enrolment of new entrants, certified copy of Birth certificate, certified copy of GCE Ordinary Level certificate, certified copy of GCE Advanced Level certificate, certified copy of School Leaving certificate, certified copy of National identity card, Declaration form</i>)	SAR/Engineering	On the date of enrolment
9	Payment verification (Registration fee)	SAR/Engineering	
10	Obtain signed declaration from each student certifying that they will not participate in ragging	SAR/Engineering	
11	Enroll eligible students for the Bachelor of Science of Engineering.	SAR/Engineering	
12	Issue Student Hand Book for enrolled students	SAR/Engineering	
13	Enter students' data to the student database of faculty of engineering.	SAR/Engineering	
Maintaining Personal Data of Students			
14	Store all personal files of students in the record room securing confidentiality of the personal data. Personal files can be accessed only by SAR or nominee. Student records are maintained with a high degree of security to avoid unauthorized access, use, alteration, disclosure or disposal)	SAR/Engineering	
15	Admit changes of the personal details (Name change, permanent address, contact number, email address etc.) to the personal file and update database on the request of student. Name changes must be accompanied by legal documentation. A photocopy of the legal documentation must be placed in cumulative records. Changes of personal address should be submitted with certification issued by Grama Niladari of the relevant division. All acceptable changes are entered into student information system and data base of the faculty of engineering while informing SAR/Student Registration.	SAR/Engineering	
16	Update personal files compiling student data.	SAR/Engineering	

17	Send personal files to archives	SAR/Engineering	After the graduation
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Relevant Documents:

1. Form for enrolment of new entrants
2. Declaration form
3. Check lists for student enrolment