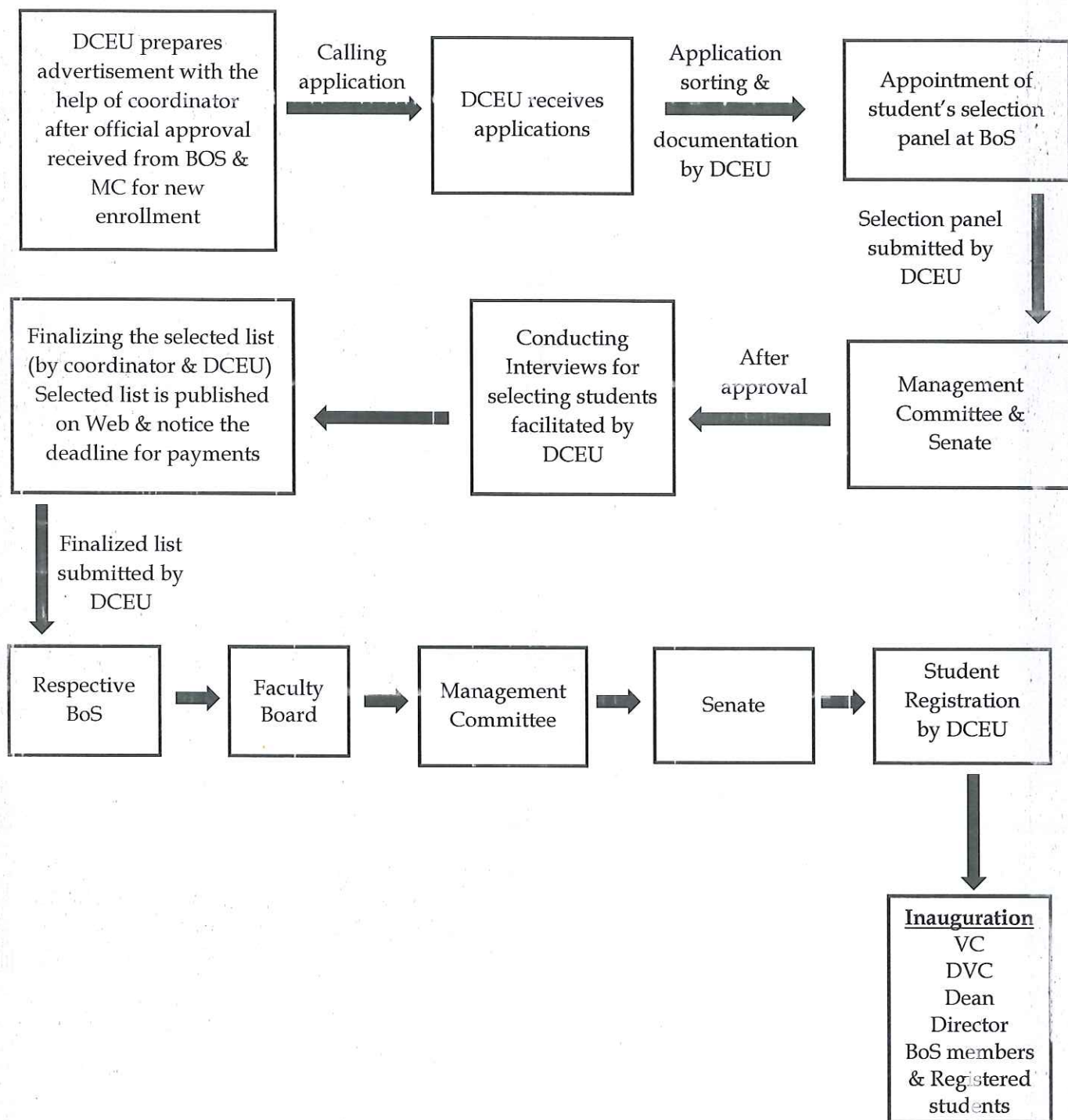


# Communication Channels - DCEU -BOS & FACULTIES

## Enrollment of Students

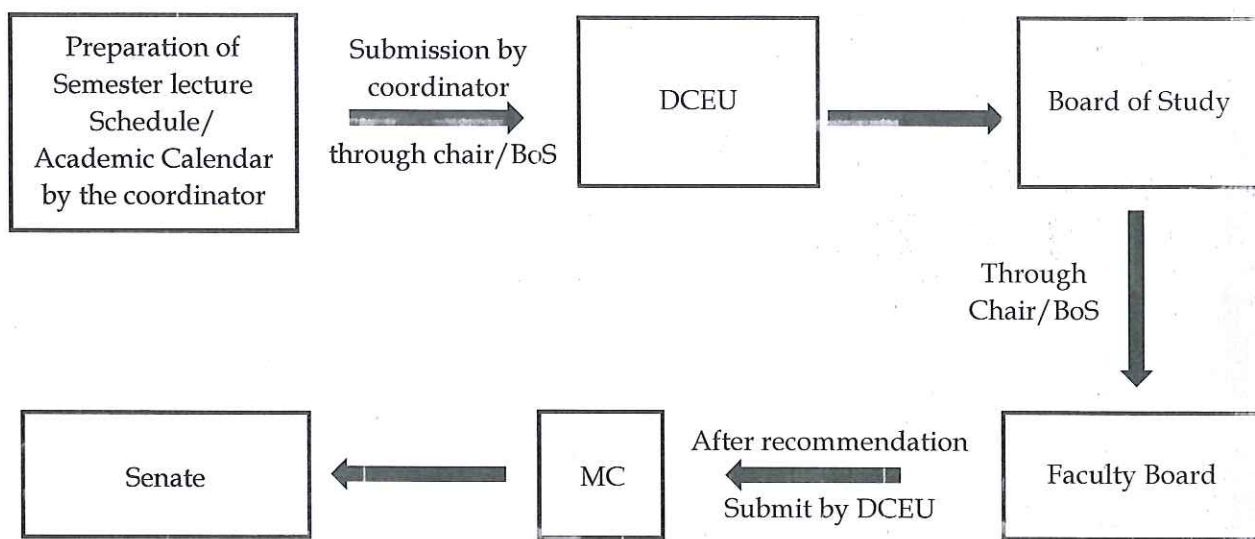


- Database of students managed by DCEU.

- Inauguration of the program and the orientation program for students are conducted by DCEU with the support of the coordinator.

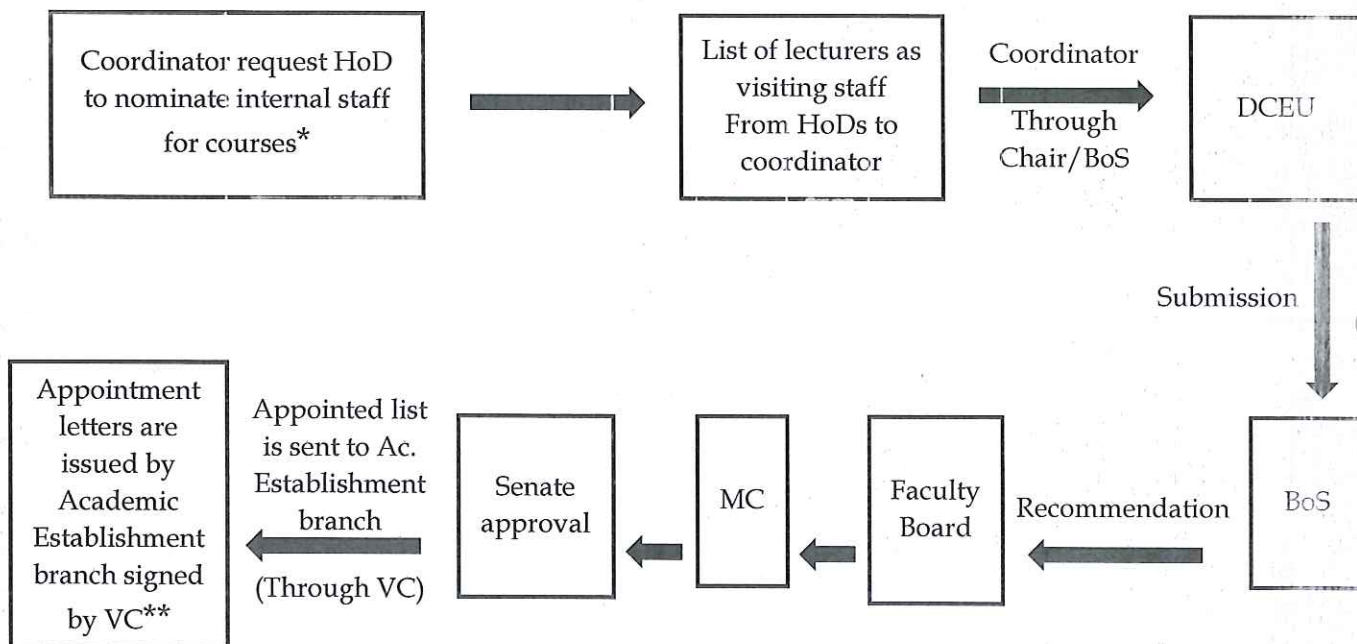
## Academic Matters

### 1. Preparing lecture Schedules/Academic Calendar



- DCEU publish academic calendar in DCEU web.

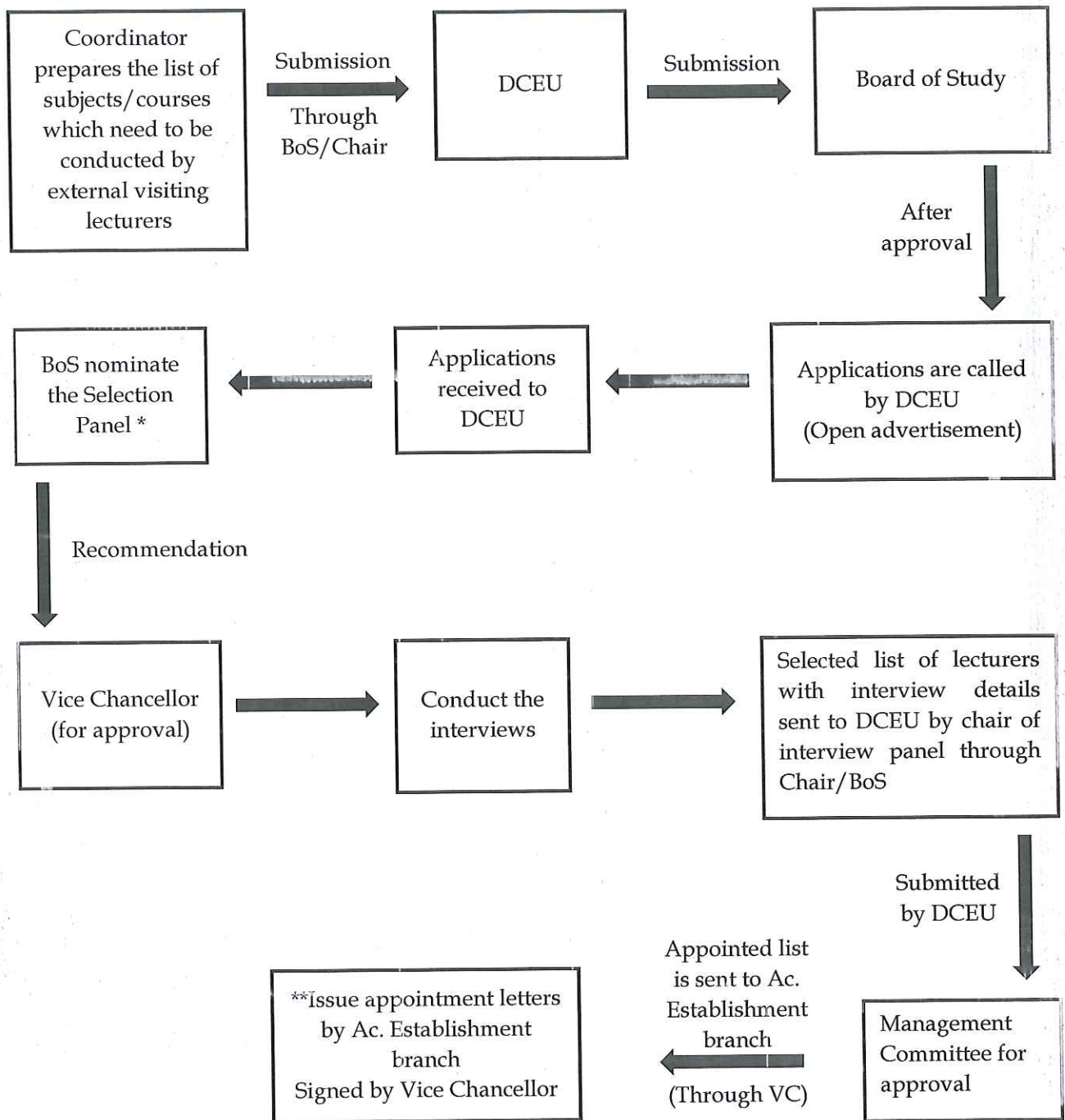
### 2. Appointing Visiting Lecturers (from Internal University staff)



\* Respective HoD nominate internal staff as visiting staff at the department meeting.

\*\* Lecturers are required to send acceptance/consent for the appointment to DCEU

### 3. Appointing Visiting Lecturers (open calling External)

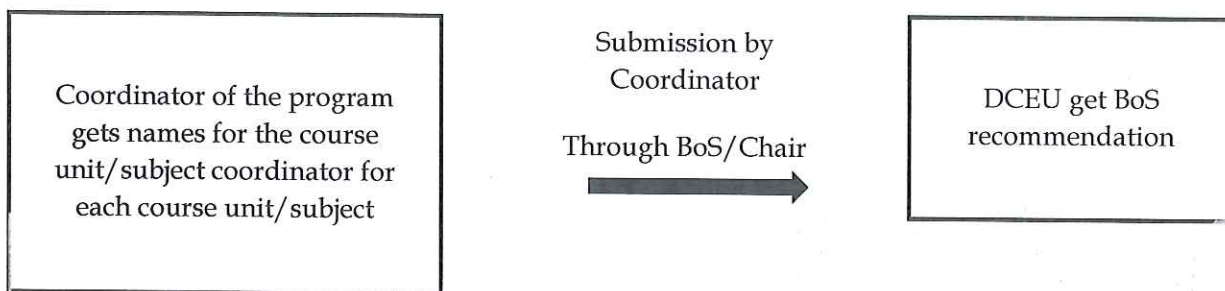


\* Composition & chair of the selection panel should be decided by the BoS.

Whole teaching panel for the program need to be submitted to BOS, Faculty Board, MC and Senate by DCEU

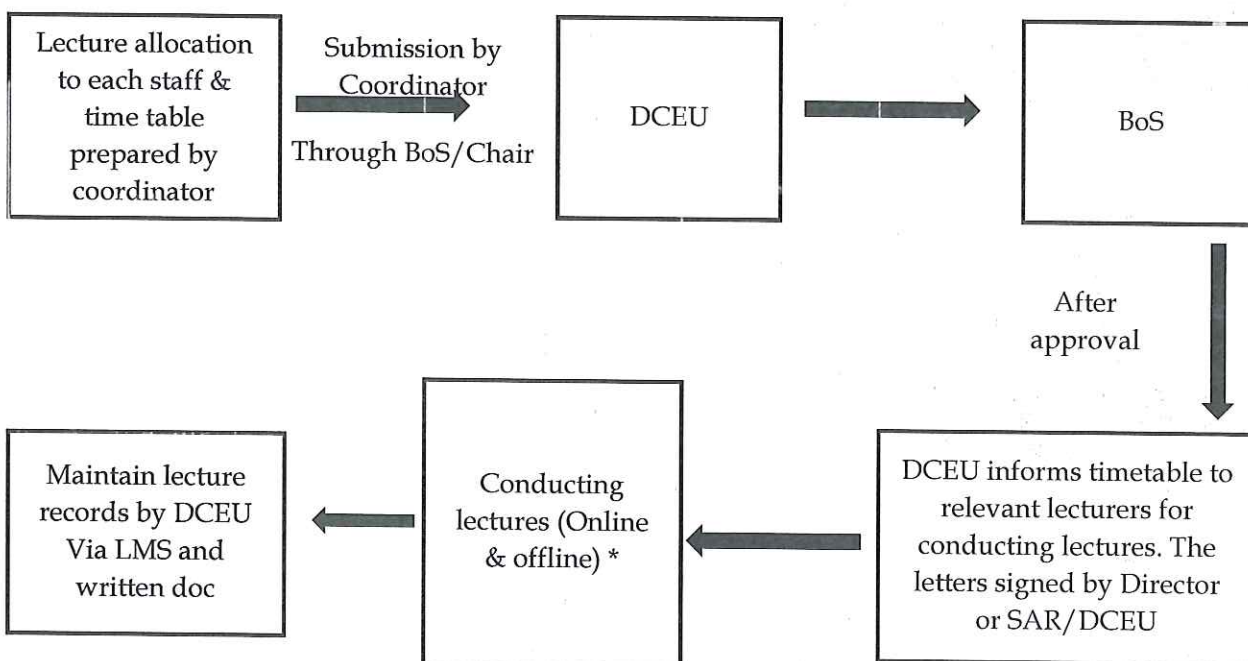
\*\* Lecturer should send letter of acceptance of the appointment to DCEU

#### 4. Course Unit Coordinator/Subject Coordinator



\*Course Coordinator is responsible for program coordinator.

#### 5. Sending Lecture Allocation & Lecture Timetable to the appointed staff



*\*Regular monitoring of conducting of lectures should be done by Coordinator and progress need to be submitted when request/regularly*

#### 6. Arrangements Facilities/ Infrastructure for conducting lectures

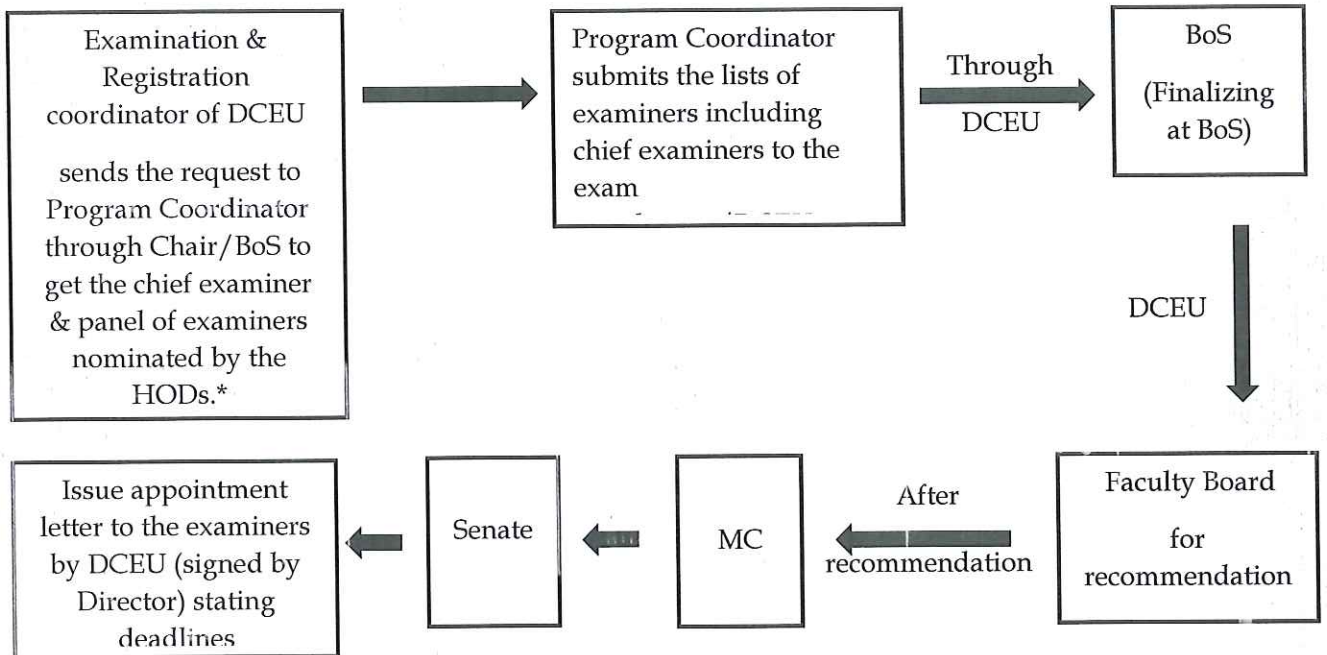
DCEU arranges the facilities to conduct seminar/lectures.

#### 7. Payment procedure - by DCEU

- MA assigned to the course prepares the payment vouchers
- 10<sup>th</sup> of each month payments should be done.
- In specific cases, other than budget assigning the approval needs to be taken from Finance Committee by DCEU (AR/ AB/ SAR/ SAB))

## Examination Matters

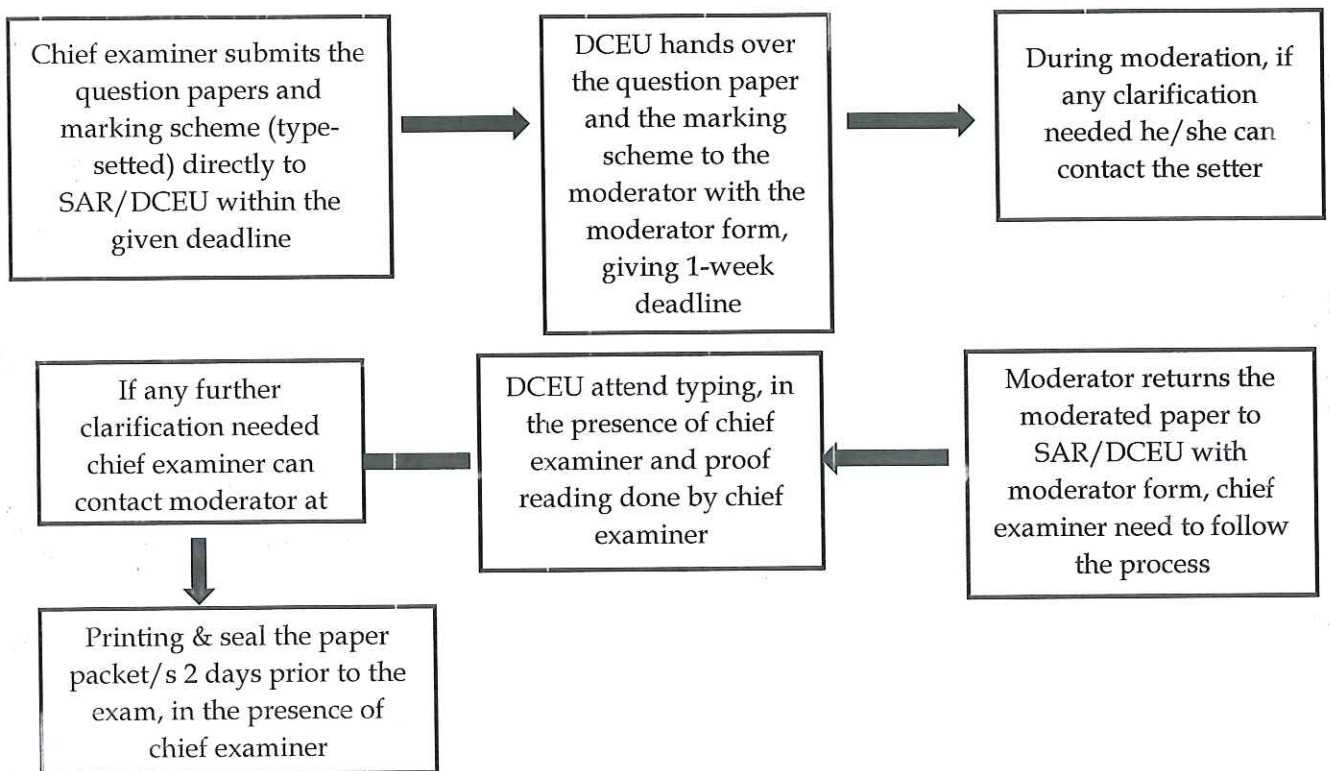
### 1. Appointing Examiners



\* HoD nominates the Panel of Examiners in a Department meeting

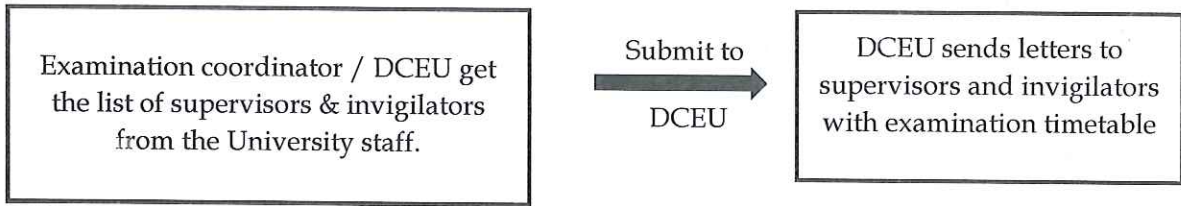
\*\*Statement for not involving in private teaching of the program should be provided by each examinee

### 2. Paper Setting, Moderating and Printing



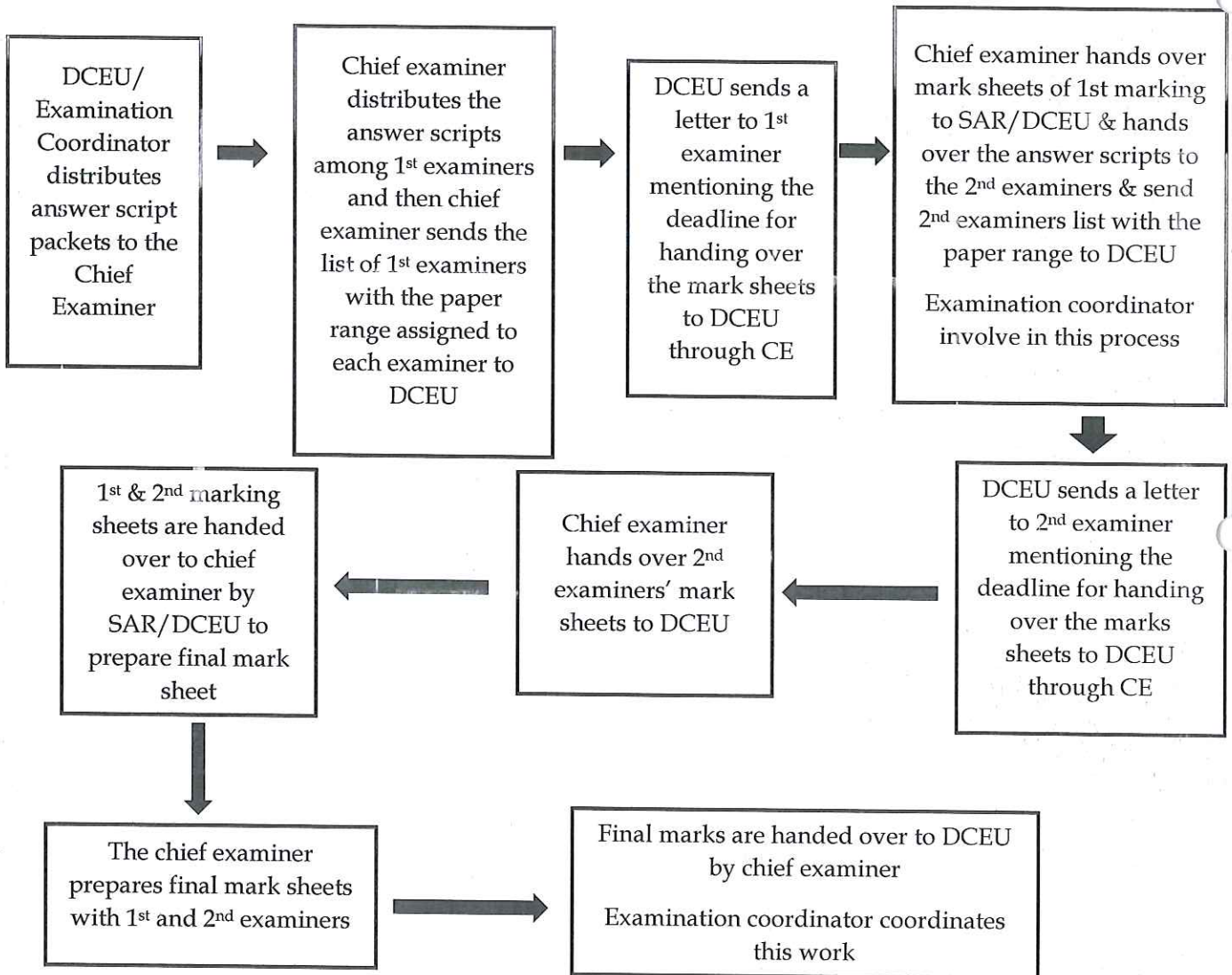
- Confidentiality maintained by DCEU

### 3. Appointing Supervisors and Invigilators

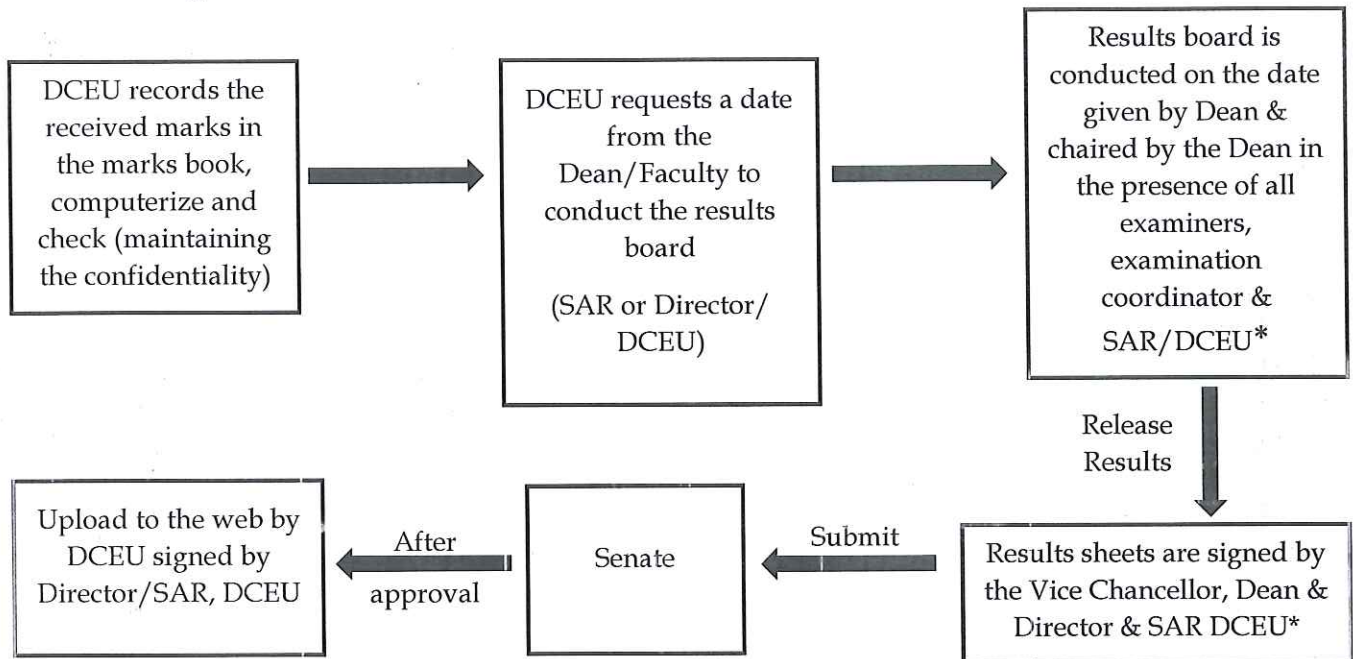


- IQAC understand temporary staff of university is better to be appointed as invigilators in addition to outside teachers (if the number is not sufficient get from university)
- Conducting examination is done by DCEU. All the arrangement (hall) is done by DCEU (SAR/ AR of DCEU) along with examination coordinator

### 4. Distribution of Answer Scripts



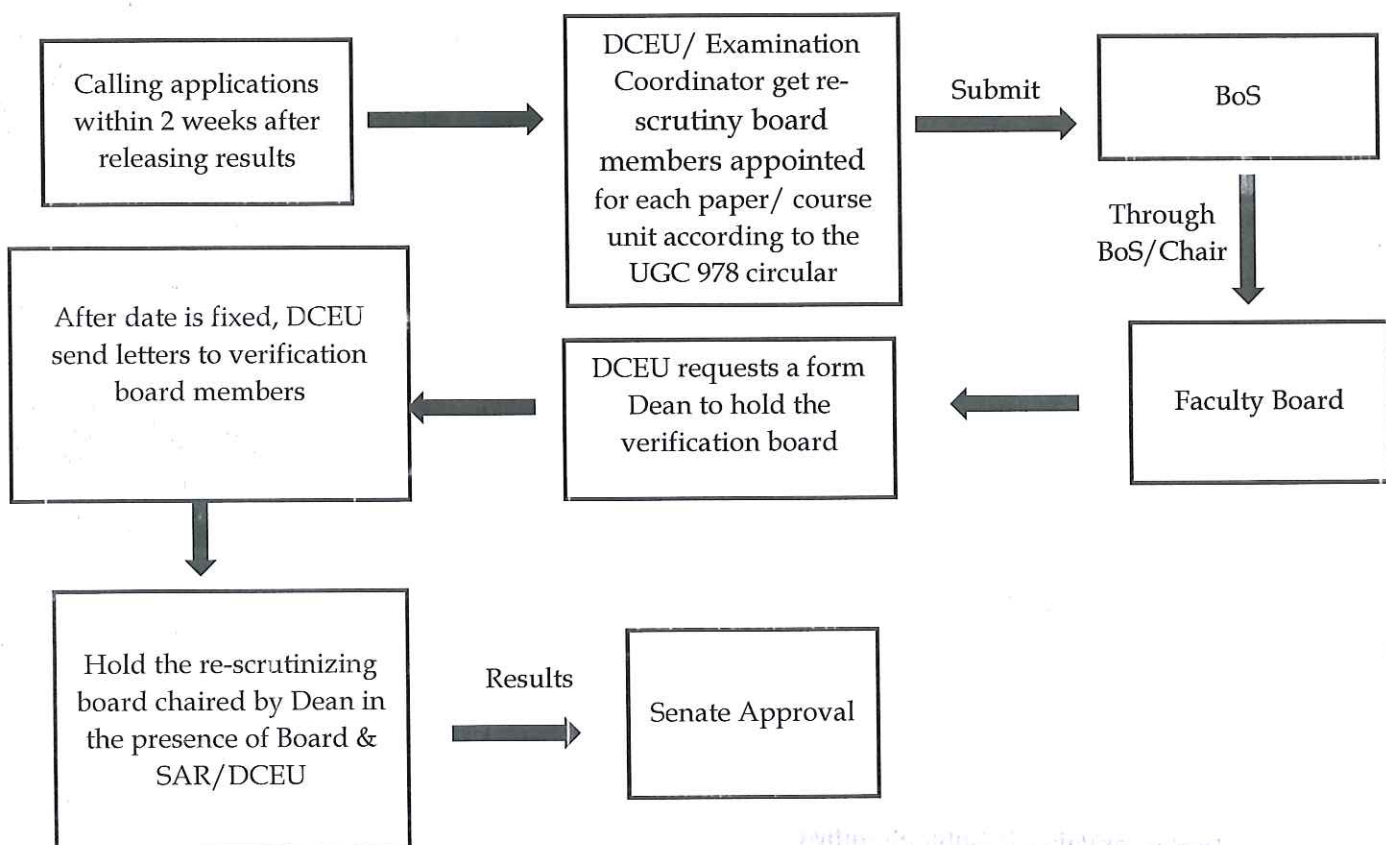
## 5. Releasing Results



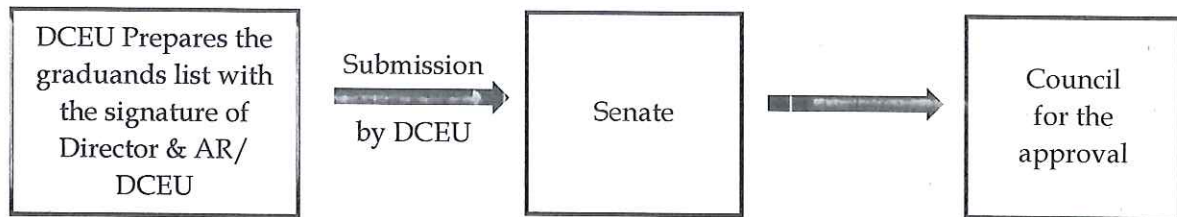
All the results boards are chaired by Dean in the presence of course coordinator(s), examination coordinator Chief examiners & examiners

\*The final mark sheets of Diploma & certificates courses are signed by Vice Chancellor, Dear, Program Coordinator and SAR/ DCEU.

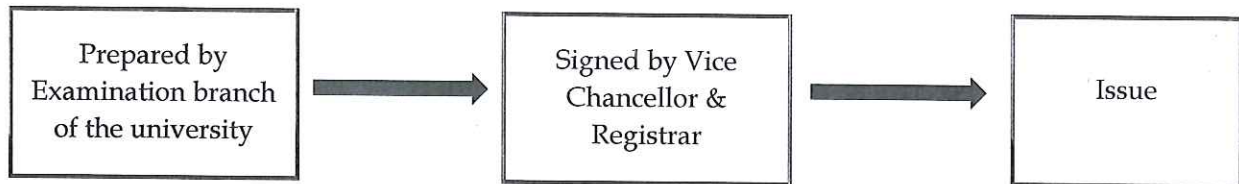
## 6. Result Re-scrutinizing



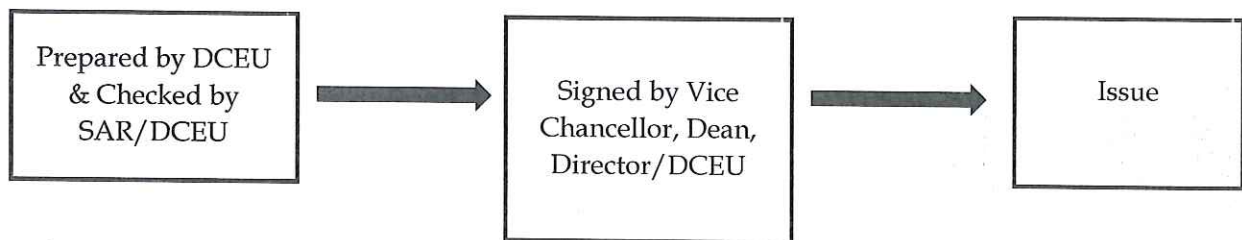
## 7. Approval for Graduands List



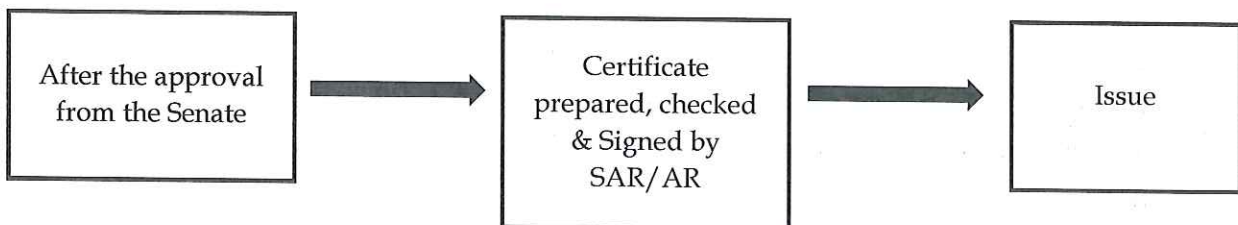
## 8. Degree Certificate



## 9. Certificate for Diploma & Certificate Holders

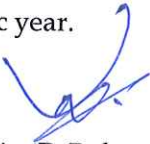


## 10. Issuing Detail Certificate



## Payments of examination

- Examination payment vouchers are prepared by the Management Assistant relevant to the course
- Re-correction Board payments voucher are prepared by MA assigned to relevant course/ academic year.

  
Prof. Vajira P. Bulugahapitiya  
Director  
DCEU  
11/05/2021

**Professor Vajira P. Bulugahapitiya**  
Director  
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