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Chapter 1

CAPITAL WORKS DIVISION

1.1 Introduction

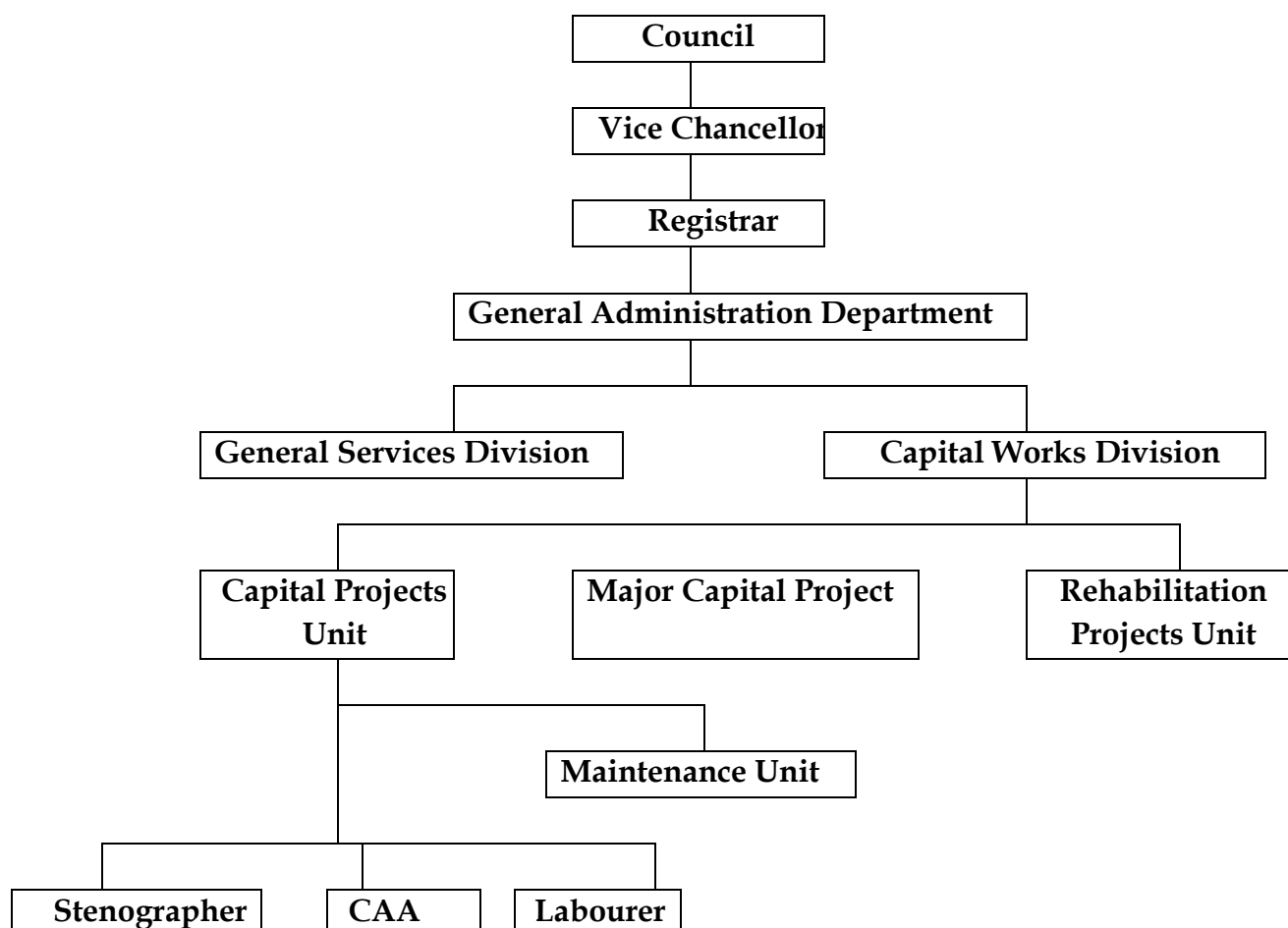
Capital Works Division is one of the Divisions under the General Administration Department which is headed by a Assistant Registrar.

The objective of the Division is to coordinate and supervise all matters relating to major Capital projects and Rehabilitation projects of the University.

1.2 Office Layout

It is situated in the Second Floor of the Senate Building.

1.3 Organization Structure



1.4 Cadre Details of the Division

a. Asst. Registrar	- 01
b. Stenographer	- 01
c. Computer Applications Assistant	- 02
d. Labourer	- 01

1.5 Responsibilities /Functions of the Capital Works Division

- a. Planning, Implementing and Monitoring the major Capital Projects (Construction projects)
- b. Planning, Implementing and Monitoring the Rehabilitation Projects
i.e. Renovation, Improvement and extension of existing building

1.6 Job Description of the Staff

Position/ Job Title	:	Asst. Registrar
Department	:	Capital Works
Reporting to	:	Vice Chancellor/ Registrar
Objective	:	To achieve the Institutional Goal through well-defined objectives by adopting the suitable strategies by ensuring the efficient functioning of the Department.

Responsibilities :

1. Ensure that all new major construction projects and Rehabilitation projects are carried out according to the Master Plan of the University following proper procedures.
2. Ensure that projects are implemented within the agreed time frame and allocations while maintaining the quality of work.

List of Tasks :**1. Direct Involvement**

- a. Gathering knowledge of the objective of this Division.
- b. Asses the total volume of work to be done.
- c. Identifying the manpower, materials, furniture and equipment requirement for the smooth functioning of this Division.
- d. Identifying the control measures for every item connected to the task.
- e. Allocation of duties for the persons attached to this department
- f. Preparation of work plan and calendaring the task through an Action Plan.
- g. Identifying, documenting and assigning the office roles, responsibilities and reporting relationships.
- h. Developing individuals and group competencies to enhance the performance.

2. Co-ordination

- a. Maintain a good relationship and coordinating with all internal relevant departments to quicken the process of the tasks to be achieved
- b. Maintain a good relationship with the local authorities and statutory bodies in order to get assistance for the implementation of works
- c. all the committees - TECC, PCC - with regard to the procurement of works
- d. Coordinating with the LBMC to get necessary recommendation to the Council for approval for the implementation of construction/ rehabilitation work

3. Developing the infrastructure facilities

- a. Inviting the proposal for capital projects and maintenance work from the respective department Annual programme
- b. Costing the above with the assistance of Engineer and submitting to the relevant committees for the approval
- c. Obtaining the budgetary allocation for the above mentioned work
- d. Following the suitable procurement procedure for the procurement of work
- e. Implementation of the work through respective parties
- f. Monitoring the progress both physical and finance through conducting progress review meeting with the participation stake holders.
- g. Monitoring the quality of the work by relevant parties.
- h. Getting fund allocation to meet the contractual obligation.
- i. Updating the progress to the superior officers.
- j. Attending the meeting called by UGC/ MOHE/ Treasury

1.7 List of Duties of Subordinate Staff**a. Computer Applications Assistant**

Job Code	:	U-MN-I(IIIA)
Position / Job Title	:	Computer Applications Assistant I
Department	:	Capital Works
Salary Scale	:	Rs.16,070-17x155-18,705p.m
Reporting to	:	Asst. Registrar
Objective	:	To achieve the Institutional Goal through well- defined objectives by adopting the suitable strategies by ensuring the efficient functioning of the Division.

Duties and Activities :

1. Handles matters related to the new building project
2. Preparing and Submitting the Progress Reports to the University Grants Commission, Ministry of Higher Education and Research and others
3. Attending Land and Building Monitoring Committee meeting/Progress Review meeting and taking minutes of the meeting.
4. Taking follow up action for the decision taken at the meetings.
5. Handles matters related to Supply, Installation, Commission and Maintenance of Extension of Campus Network
6. In addition to the above duties the tasks relating the Division assigned by the Deputy Registrar/Capital Works and Planning

b. Computer Applications Assistant II

Job Code	: U-MN-I(IIIA)
Position / Job Title	: Computer Applications Assistant II
Department	: Capital Works
Salary Scale	: Rs.16,070-17x155-18,705p.m
Reporting to	: Asst. Registrar
Objective	: To achieve the Institutional Goal through well- defined objectives by adopting the suitable strategies by ensuring the efficient functioning of the Division.

Duties and Activities :

1. Matters related to the Rehabilitation and Improvement Works
2. Matters related to the Supply of Electricity
3. Matters related to the Supply Water
4. Maintaining the Leave Register.
5. In addition to the above duties the tasks relating the Division assigned by the Asst. Registrar/ Capital Works

Note: Leave should be taken with the prior approval of the Asst. Registrar/ Capital Works along with the acting arrangement.

1.8 Procedure for the Implementation of the Major Capital Projects (Construction)

- a. Identifying the need for a building project as per the approved Master Plan for the Faculty or Department of the University concerned.
- b. Make sure that the project was recommended by the UGC under Medium Term Programme for the improvement / enhancement of the infrastructure facilities of the Universities.

- c. Preparation of the Project Proposal for the Construction of the Building Project.
- d. Obtaining recommendation of the Land and Building Monitoring Committee and approval from the Council of the University for the Project to be forwarded to the UGC.
- e. Obtain Clarification from the University/HEI's and e-submission of the proposal if necessary
- f. Review & Recommendation by the Commission/UGC
- g. Obtain Clarification from the University /HEI's and re-submission of the proposal if necessary
- h. Submission of Project Proposal to MOHE by the UGC
- i. Re-check the project proposal in the CMTP and Master Plan
- j. Check the Preliminary Estimate
- k. Obtain Clarification from the UGC/University if necessary
- l. Obtain approval from the Department of National Planning
- m. Preparation of Cabinet Memorandum in all three languages (More than 20 Mn. Projects)
- n. Submission of Cabinet Memorandum to the Cabinet of Ministers for its approval
- o. Obtaining-Cabinet approval for the implementation of the Project
- p. Selection of Consultant through proper procurement process
- q. Preparation of design of the building by the consultant as per the requirement of the user department and the approved estimated cost of the building project
- r. Preparation of the Bidding document and detail Bill of Quantities for the Building Project
- s. Obtaining the recommendation of the relevant Technical Evaluation Committee (TEC) for the Bidding Document
- t. Obtaining the recommendation of the relevant Procurement Committee (DPC/ MPC/ SCAPC) for the Bidding Document for invitation for Bids
- u. Inviting and Opening of Bids
- v. Arranging TEC meeting for obtaining recommendation of the TEC for the award of contract
- w. Award of Contract to the successful Contractor based on the recommendation of the Technical Evaluation Committee by the relevant approving Authority (University Council/Ministry/Cabinet)

1.9 Procedure for the Implementation of the Rehabilitation Projects (Improvement)

- a. Identifying the need for the project
- b. Preparation of the cost estimate with detailed Bill of Quantities for the work.

- c. Obtaining recommendation of the Land and Building Monitoring Committee of the University for the Project
- d. Obtaining approval from the CEO/Vice Chancellor/Council of the University for the implementation of the project
- e. Preparation of drawing as per the requirement of the user department and the estimated cost of the rehabilitation project
- f. Preparation of the Bidding Document and detail Bill of Quantities for the Project
- g. Obtaining the recommendation of the Technical Evaluation Committee (TEC) for the Bidding Document
- h. Obtaining the recommendation of the Department Procurement Committee for the Bidding Document for invitation for Bids
- i. Inviting and Opening of Bids
- j. Arranging TEC meeting for obtaining recommendation of the TEC for the award of contract
- k. Award of Contract to the successful Bidder based on the recommendation of the Technical Evaluation Committee by the approving Authority (University Council)

Chapter 2

GENERAL ADMINISTRATION DIVISION

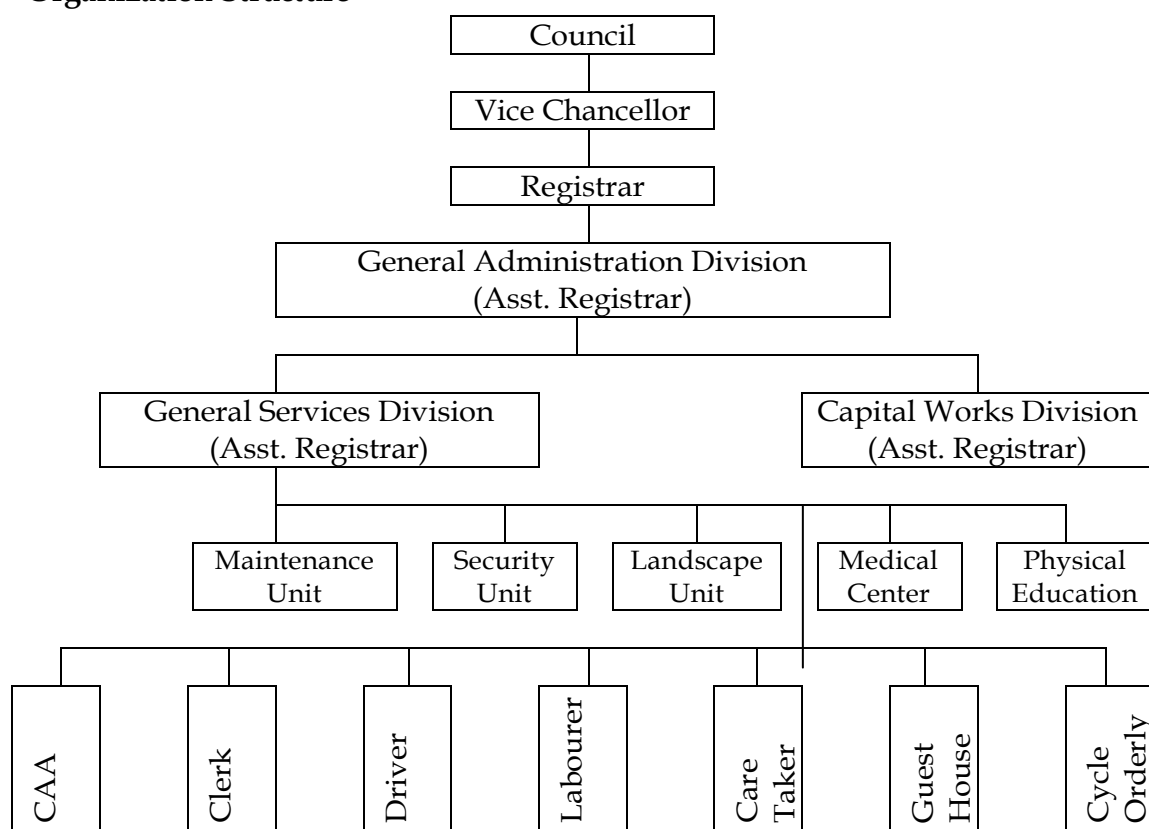
2.1 Introduction

General Services Division is one of the two Divisions of the General Administration Department, which is headed by an Assistant Registrar. The objectives of the Division are to provide all services required by the University to offer academic programme to students and convenient working environment for staff to carry out their functions. There are several units functioning under the General Services Division, viz, Security Unit, Maintenance Unit, Landscape Unit, Health Centre and Physical Education Unit which are headed by Chief Security Officer, Works Engineer, University Medical Officer and Physical Education Coordinator respectively.

2.2 Office Layout

While the General Services Division is located in the ground floor of the Senate building of the University other Units and Centres are located in various place. For instance the Maintenance Unit is located at the far away of the Senate Building (nearby Faculty of Management), the Security Unit is located in the main entrance building (near main gate). The Health Centre and Physical Education Unit is located in the far away the Senate Building. Landscape Unit is presently functioning under the separate Unit.

2.3 Organization Structure



2.4 Responsibilities of the General Services Division

- Handling all matters pertaining to utility services: water, electricity, post and telecommunication
- Handling all matters pertaining to maintenance and allocation of university vehicles and arrange transport facilities to staff when required
- Handling all matters with regard to contractual services: security, janitorial, landscape and photocopying etc. through respective Units set up for such activities
- Handling all matters pertaining to maintenance of fixed assets such as furniture, equipment, tools and machinery etc.
- Handling all payments with regard to rents, rentals and revenue taxes etc.
- Coordinating the work in connection with Board/ s of Survey

2.5 Cadre Details of the Divisions

	General Service Division	Security Unit	Maintenance Unit	Landscape Unit	Health Center	Physical Education Unit
Assistant Registrar	01					
University Medical Officer					01 CB	
Works Engineer			01			
Chief Security Officer						
Instructor in Physical Education						06
Works Superintendent			02			
Works Supervisor			02			
Security Inspector		04				
Computer Applications Assistant	03	--	01	--	--	01
Clerk	03		01	01		
Telephone Operator	02					
Technical Officer			01			
Guest House Keeper						
Care Taker	01					
Driver	18					
Carpenter			02			
Mason			02			
Electrician			02			
Plumber			02			

Security Guard		01				
Cycle Orderly	01					
Cleaner	02					
Labourer	01	--	04	08	--	01
Store man						
Gardner						
Tractor Operator	03					
Engine cum pump operator	--					
Nursing Officer	--				02	
Attendant					01	
Health Services Labourer						
Grounds man						03

2.6 Job Descriptions of the Staff

a. Head of the Division

Job	:	Assistant Registrar
Job/ code/ Grade	:	U – EX 1
Salary scale	:	Rs. 26,605 - 2 x585; 1x645 - 28,420 (EB) p.m Rs.29, 065 - 11x645 - 36,160 p.m
Name of the job holder	:	
Division/ Section	:	General Administration
Job Summary	:	Ensure utility services, university resources, security etc. are maintained at optimal level for carrying out for smooth functioning of the University.
Responsible to	:	Vice-Chancellor/ Registrar
Responsible	:	Head of General Services Division is responsible for managing transport facility, utility facility, maintenance facility and look after the security and lands scape of the University in proper way to the satisfaction of Head of Institution, staff and student. Also Head of General Services Division is responsible for providing better service in timely manner to the Physical Education Unit and Health Centre for the satisfaction of staff and students.

Duties/ Activities

1. Maintaining all University vehicles. fleet in a proper and timely manner
2. Allocating of Vehicles for official use on time.
3. Maintaining the University utility services (such as electricity, telephone, internet etc.) appropriately.

4. Ensure the utility service payments are made on time.
5. Handling Board/s of Survey of the University annually.
6. Handling/Maintaining the repairs of furniture, machinery, tools and equipment on proper time.
7. Handling staff welfare services of the University to the satisfaction of the staff.
8. Any other task assigned by the Registrar/Vice Chancellor.

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Lap Top Computer
4. Brief Case
5. Telephone (SLT Land Line Official & Residence)
6. Filing Cabinet
7. Executive Table & Chair
8. Arm Chairs
9. Vehicles (Bus, Car, Van, Lorry, Three Wheeler, etc.)

Assessment of performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

b. Subordinate Staff: Staff Assistant

Job title : Staff Assistant

Job code/ Grade : U-MN

Salary scale : Rs. 16,070 - 10x155; 11x185;
10x245 10x320 - 25,305 p.m.

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar

Responsible :

Keep the documents/files in safe custody and attend to the duties within the time frame for the entire satisfaction to the University

Duties/ Activities :

1. Handling Board/ s of Survey
2. Collecting Unserviceable Item & handling auction
3. Keeping records of Guest House Booking
4. Maintaining Vice Chancellor Lodge, Guest Houses
5. Handling generator repairing & service
6. Arranging /Handling Inquiry Committee
7. Any other task assigned by the Assistant Registrar/ Registrar

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Filing Cabinet
4. Table & Chair

Assessment of performance :

By annual Increment form

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

c. Subordinate Staff: Staff Assistant

Job title : Staff Assistant

Job code/ Grade : U-MN

Salary scale : Rs. 16,070 - 10x155; 11x185;
10x245 10x320 - 25,305 p.m.

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar

Responsible :

Keep the documents/files in safe custody and attend to the duties with in the time frame for the entire satisfaction to the University

Duties/ Activities :

1. Preparing payment vouchers for telephone bills, electricity bills, water bills & LEARN bills
2. Preparing Postal Records & Scheduling

3. Preparing P ABX Agreement
4. Preparing LEARN Agreement
5. Preparing Leave Statement
6. Any other task assigned by the Assistant Registrar/
Registrar

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Filing Cabinet
4. Table & Chair

Assessment of performance :

By annual Increment form

Working conditions : Proceeding with challenge
 Date of preparation :
 Prepared by : Name
 Approved by : The Registrar

d. Subordinate Staff: Clerk Gr. I

Job title : Clerk Gr. I
 Job code/ Grade : U-MN
 Salary scale : Rs. 16,070 - 10x155; 11x185;
 10x245 10x320 - 25,305 p.m.

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to
 carry out the function for the smooth
 function of the University in optimal
 level.

Responsible to : Assistant Registrar

Responsible :

Keep the documents/files in safe custody and attend to
 the duties with in the time frame for the entire
 satisfaction to the University

Duties/ Activities :

1. Maintaining the records of vehicle booking, repairing
& servicing
2. Maintaining the records of vehicle fuel filling
3. Preparing payment vouchers for vehicle repair/fuel
service etc.
4. Any other task assigned by the Assistant Registrar/
Registrar

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Filing Cabinet
4. Table & Chair

Assessment of performance :

By annual Increment form

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

e. Subordinate Staff: Computer Applications Assistant

Job title : Computer Applications Assistant

Job code/ Grade : U-MN

Salary scale : Rs. 16,070 - 10x155; 11x185;
10x245 10x320 - 25,305 p.m.

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar

Responsible :

Keep the documents/files in safe custody and attend to the duties with in the time frame for the entire satisfaction to the University

Duties/ Activities :

1. Handling University Permanent Security
2. Handling private security arrangement
 - Calling quotation
 - Preparing agreement
 - Preparing payment voucher
3. Handling Outsource Labourer
 - Calling quotation
 - Preparing agreement
 - Preparing payment voucher
4. Preparing building lease/rent agreement
5. Any other task assigned by the Assistant Registrar/ Registrar

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Filing Cabinet
4. Table & Chair

Assessment of performance :

By annual Increment form

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

f. Subordinate Staff: Computer Applications Assistant

Job title : Computer Applications Assistant

Job code/ Grade : U-MN

Salary scale : Rs. 16,070 - 10x155; 11x185;
10x245 10x320 - 25,305 p.m.

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar

Responsible :

Keep the documents/files in safe custody and attend to the duties with in the time frame for the entire satisfaction to the University

Duties/ Activities :

- 1.
- 2.
- 3.
- 4.
5. Any other task assigned by the Assistant Registrar/ Registrar

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Filing Cabinet
4. Table & Chair

Assessment of performance :

By annual Increment form

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

g. Subordinate Staff: Computer Applications Assistant

Job title : Computer Applications Assistant

Job code/ Grade : U-MN

Salary scale : Rs. 16,070 - 10x155; 11x185;
10x245 10x320 - 25,305 p.m.

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar

Responsible :

Keep the documents/files in safe custody and attend to the duties with in the time frame for the entire satisfaction to the University

Duties/ Activities :

- 1.
- 2.
- 3.
4. Any other task assigned by the Assistant Registrar/ Registrar

Assets under job holder :

1. Desk Top Computer
2. Printer
3. Filing Cabinet
4. Table & Chair

Assessment of performance :

By annual Increment form

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

h. Subordinate Staff: Driver

Job title : Driver
 Job code/ Grade : U-PL 3
 Salary scale : Rs. 15,650 - 10x140; 10x185;
 12x200- 22,850 p.m.

Name of the job holder
 Division/ Section : General Administration Division
 Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar
 Responsible :
 Keep the vehicle in proper condition and attend to the duties with in the time frame for the entire satisfaction to the University.

Duties/ Activities :

1. Maintaining the vehicle in proper way
2. Attending to the service/ repair on time
3. Maintaining the running chart properly
4. Ensure running chart is signed at the end of the journey by the respective traveler
5. Any accident, defects etc. should be informed to Assistant Registrar/ Authorized person
6. Any other task assigned by the Assistant Registrar/ Registrar
7. Assets under job holder (physical and other assets):Vehicle and tools

Assessment of performance :
 By annual Increment form

Working conditions : Proceeding with challenge
 Date of preparation :
 Prepared by : Name
 Approved by : The Registrar

i. Subordinate Staff: Guest House Keeper

Job title : Guest House Keeper
 Job code/ Grade : U-PL 2
 Salary scale : Rs. 14,670 - 10x140; 10x155;10x185;
 200x12; 21,870 p.m.

Name of the job holder
 Division/ Section : General Administration Division
 Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.
 Responsible to : Assistant Registrar
 Responsible :
 Keep the Guest House in proper condition
 Duties/ Activities :
 1. Keep the Guest House and surrounding in tidy condition
 2. Ensure whether they have booked when allowing person to stay at guest house
 3. Keep the records of visitors
 4. Any defects/repair should be informed to the Assistant Registrar/ Authorized Person
 5. Any other task assigned by the Assistant Registrar/ Registrar
 6. Assets under job holder (physical and other assets) : Vehicle and tools
 Assessment of performance :
 By annual Increment form
 Working conditions : Proceeding with challenge
 Date of preparation :
 Prepared by : Name
 Approved by : The Registrar

j. Subordinate Staff: Care Taker

Job title : Care Taker
 Job code/ Grade : U-PL 2
 Salary scale : Rs. 14,670 - 10x140; 10x155;10x185; 200x12; 21,870 p.m.
 Name of the job holder
 Division/ Section : General Administration Division
 Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.
 Responsible to : Assistant Registrar
 Responsible :
 Keep the Vice Chancellor lodge in proper condition to the satisfaction of Vice Chancellor

Duties/ Activities :

1. Keep the Lodge and surrounding in tidy condition
2. Ensure the all equipment (Air Condition/water heater/generator, etc.) are working properly
3. Maintain the inventory items of the lodge
4. Any defects/repair equipment should be informed to the Assistant Registrar/ Authorized Person
5. Any other task assigned by the Assistant Registrar/Registrar/Vice Chancellor

Assessment under job holder : Tools

Assessment of performance : By annual Increment form

Working conditions : Proceeding with challenge

Date of preparation :

Prepared by : Name

Approved by : The Registrar

k. Subordinate Staff: Cycle Orderly

Job title : Cycle Orderly

Job code/ Grade : U-PL 3

Salary scale : Rs.15,650-10x140; 10x185; 12x200-22,850 p.m

Name of the job holder

Division/ Section : General Administration Division

Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.

Responsible to : Assistant Registrar

Responsible :

Sending/ collecting out station mails to/from the post office on time

Duties/ Activities :

1. Collecting mails from GPO Mihintale in the morning 9.00 am
2. Handing over the mails to subject clerk and ensure all mails are entered in the Register
3. Handing over the registered mails to relevant person
4. Collecting outgoing mail from subject clerk
5. Handing over the mails to the GPO Mihintale at 3.00 pm
6. Assisting subject clerk in mail weighing and franking
7. Maintaining the motorbike provided in proper way and running chart
8. Any other task assigned by the Assistant Registrar/ Registrar

Assessment under job holder : Tools
 Assessment of performance : By annual Increment form
 Working conditions : Proceeding with challenge
 Date of preparation :
 Prepared by : Name
 Approved by : The Registrar

1. Subordinate Staff: Labourer

Job title : Labourer
 Job code/ Grade : U-PL 1
 Salary scale : Rs. 14150 -15x130 -16100 p.m.
 Name of the job holder :
 Division/ Section : General Administration Division
 Job Summary : Supporting the Head of the Division to carry out the function for the smooth function of the University in optimal level.
 Responsible to : Assistant Registrar
 Responsible : Maintaining the office area in tidy condition

Duties/ Activities :

1. Opening office at 8.00 am by collecting keys from security point.
2. Closing office at 4.30 pm or when the officers are left and hand over the keys to security point.
3. Collecting internal letters and date stamping on it.
4. Entering the letters in the register and hand over to Assistant Registrar for reference.
5. After Assistant Registrar reference hand over the letters to subject clerks
6. Delivering internal letters to respective department
7. Keep the office tidy by sweeping, removing cobs etc
8. Any other task assigned by the Assistant Registrar / Registrar

Assessment under job holder : Motorbike
 Assessment of performance : By annual Increment form
 Working conditions : Proceeding with challenge
 Date of preparation :
 Prepared by : Name
 Approved by : The Registrar

2.7 Work Procedures

a. Transport Service

1. Vice Chancellor, Registrar, Deans of Faculties and Librarian are entitled for assigned vehicles with Drivers

- * They are entitled to use the assigned vehicle for their private use abiding Circular instructions issued by the UGC/ Treasury from time to time.
- * Fuel allocation will be decided based on Circular instructions issued by the UGC/Treasury from time to time
- * If they are not provided assigned vehicle, they are entitled for monthly allowance of Rs. 30,000.00 and fuel allowance applicable to the respective post.
- * If the officer opts to obtain monthly allowance and fuel allowance thereafter the officer will not be provided vehicle for official duties. However, in the event a group of officers are attending special official duties beyond 40 km away from the station, transport facilities may be arranged for the group to travel together.

2. Other officers who need vehicles for official purposes should make request in the prescribed form (annexure I) with following information to the Head of General Services Division.

- * Name of Requesting Officer, Purpose of Travel, Names of person to be travelled, From/To, Date and expected Time of Departure and Arrival
- * Request should be submitted along with the recommendation of Head of Department and Dean of Faculty, in case of Faculty to the General Service Division
- * Head of General Service Division on the availability of vehicle will recommend the Registrar for approval
- * Once approved, Subject Clerk will arrange the Vehicle & Driver and inform the Applicant

3. When any defects of a vehicle is detected by the Driver following procedure has to be followed;

- * Job Card should be submitted by the Driver giving information of vehicle number, identified defects to Head of General Service Division
- * Head of General Service Division will recommend to the Mechanical Engineer – NCP
- * After obtained the recommendation from the Mechanical Engineer it will be sent to Registrar for approval.
- * Thereafter, estimate will be obtained from Service Station

(registered or where repair could be done as recommended by consultant Vehicle Engineer)

- * Recommendation of Consultant Mechanical Engineer will be obtained on the estimate.
- * Approval of Registrar/Vice Chancellor* will be obtained on the estimate
- * Approving limit will be based on the Procurement Guideline issued from time to time
- * After obtained the approval from the Registrar/Vice Chancellor respective service station will be informed to carry out the repairs.
- * After repairs done, invoice will be recommended by the Consultant Mechanical Engineer and Head of General Service to Registrar/Vice Chancellor for approval.

b. Utility Service (Telephone, Water, Internet, etc.)

1. When a request comes to Head of General Services Division for any utility services following procedure has to be followed;

eg: Requesting for a Direct Line Telephone

- * Request through Head of the Department/Dean of Faculty, in case of Faculty to Head of General Service Division
- * For the Approval of Registrar/Vice Chancellor with the recommendation of Head of General Service Division
- * After approval, quotation/ estimate should be obtained from SLT
- * Quotation/ estimate should be sent for the approval of Registrar/Vice Chancellor with the recommendation of Head of General Service Division
- * After approval, inform to the SL T for fixing line
- * After work done, payment will be made to SLT

2. **Payment of Utility Bills**

- * Payments of Utility bills will be prepared within three days from the date on receipt of the bills and it will be sent to Finance Branch to release payment.
- * Following actions should be ensured from the bill received until make payment.
- * Receipt of bill at General Service Division, Check User Department Recommendation/Works Engineer Recommendation, in case of Water, Electricity, Voucher Preparation by Subject Clerk and Checking, Entering relevant Register all detail such as month, payment amount; Recommendation/ Approval of Head of General Service Division/Registrar/Vice Chancellor, Finance Branch for Payment.

c. Staff Service

1. Handling staff welfare such as Insurance, Quarters and Guest House
2. **Application for Quarters and Guest House should be in the prescribed form (annexure I& II) with following information to the Head of General Service Division. (In case of Guest House)**
 - * Name of Requesting Officer, Nature of Booking (official or private)
Names of person to be stayed Identity Card No. From/To, Date and expected Time of Departure and Arrival
 - * Head of General Service Division on the availability of room will approve
 - * Once approved, Subject Clerk will inform the Applicant.
(In case of quarters)
 - * Name of Requesting Officer, Designation, period of service, reason for applying for quarters
 - * Head of General Service Division on the availability of quarters will recommend to the Registrar for approval
 - * Once approved, Subject Clerk will arrange the quarters and inform the Applicant.

d. Maintenance of Buildings

1. Handling the maintenance (Civil, Plumbing, Electricity etc) work with the support of maintenance staff when a request is received for such work. Work will be carried out as follows;
 - Job card by respective Department, Work will be estimated by the Maintenance unit, Recommendation of Works Supervisor/Works Superintendent/Works Engineer, Approval of the Registrar/Vice Chancellor
2. **Maintenance of Machinery**
Eg: Generator Maintenance
 - When purchasing a Generator, the Company: who installed/ provided the generator will give maintenance agreement for a certain period (01 year/06 months). Thereafter, action should be taken with company extend the maintenance agreement for a period of one year. At that time following procedure has to be followed;
 - Request should be made to the Company for maintenance agreement with the approval of the Registrar/Vice Chancellor, Based on the charges for maintenance it will be placed before Department Procurement/Vice Chancellor for approval, Sign the Agreement, Make the Payment

e. Postal Service**1. Incoming mail**

- Cycle Orderly will collect the daily mails from the Post office (GPO Mihintale) in the morning before 9.00 am and he will hand over the all mails to the subject clerk at the General Service Division
- Subject clerk will check the mail and record the all mails in register (ordinary mail and registered mail separately)
- If ordinary mails will be placed in the pigeon rack kept at the General Service Division.
- If registered post, cycle orderly will hand over the mail to the respective person.

2. Outgoing mails

- Mails to be posted outside should be handed over to the subject clerk at the General Administration Division by the respective department through Head of the Department
- Subject Clerk will acknowledge the mails
- Mails will be weighed and stamped using franking machine at the Division
- Subject Clerk will enter the all outgoing mails in the register and stamp amount (ordinary mail and registered mail separately)
- Cycle Orderly will hand over the mails to the Post office (GPO Mihintale) in the evening at 3.00pm.
- Cycle Orderly will hand over acknowledgement from the Post Office to the subject clerk.

3. Cash Deposit for Franking Machine

- The franking machine at the Division is loaded Rs. 100,000.00 value for stamp as an advance. When the loaded amount comes zero (U) again it will be loaded at the GPO (Mihintale)
- For loading the cash, earlier got advance should be settled and fresh advance should be placed to the Finance Division.

Chapter 3

STUDENT SERVICES DIVISION

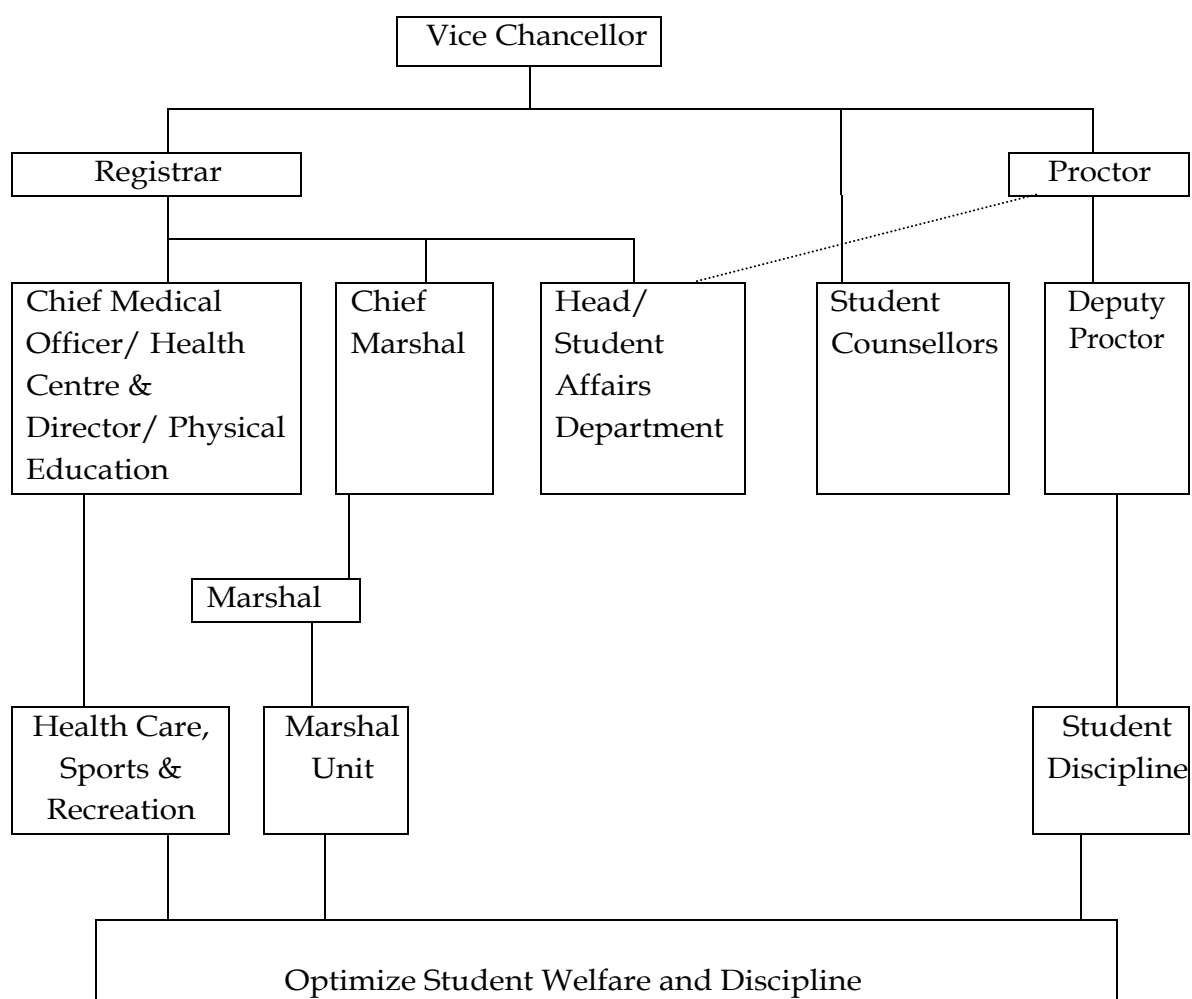
The Student Affairs Department is a key administrative division which deals with matters that have direct bearing on students - that is the division coordinating registration of students in liaison between Faculties and University Grants Commission, providing essential services such as disbursement of financial assistance and coordinating student welfare, counselling and disciplinary matters. The organizational structure of Student Services Division along with its linkages with Divisions/Units handling student welfare, counselling and disciplinary matters, health and sports facilities and common amenities matters is given in Fig. 1.

Student Services Division is functionally divided into two Divisions, namely i) Student Registration and ii) Student Services & Welfare. The broader functions of these two Divisions are given below:

3.1 Student Services & Welfare Division

- a. Handling all matters pertaining to student accommodation
- b. Handling matters with regard to providing Financial Assistance to Students i.e. Mahapola, Bursaries and other Endowments
- c. Coordinating matters pertaining to appointment of Senior Student Counselor, Student Counselors, Proctor, Deputy Proctor and Wardens
- d. Coordinating matters relating to student welfare and counseling in liaison with Proctor Welfare and Senior Student Counselor
- e. Coordinating matters relating to healthcare, recreation, physical education and sports activities of students in liaison with University Medical Officer, Director Physical Education.
- f. Handling matters with regard to student discipline in liaison with Proctor and Chief Marshall
- g. Handling all matters pertaining to student unions and associations
- h. Assisting the General Administration Department in maintenance of student hostels and canteens
- i. Convening the meetings of Board of Discipline and Advisory Board of Student Welfare and follow up work

Fig. 1 Organization Chart for student Affairs, Security System, Student Counselling and Student Disciplinary System



List of Duties of Officer in charge of Student Services Division**Function: Student Services and Welfare**

- 1. Coordinating Student Registration in liaison between Faculties and University Grants Commission**
 - Preparing Faculty wise student registration form and other documents for registration
 - Sending Registration form and other documents to each Faculty
 - Deciding a date for Registration with concurrence of Dean of each Faculty and UGC
 - Coordinating with bank/ s for collection of registration fees
 - Making arrangements for student registration in liaison with the Faculties on the registration day/s
 - Maintaining student personal files in the Faculty itself and a report of the summary should be kept in Student Affairs Department
 - Coordinating with UGC and Faculties with regard to filling of student vacancies and student transfers
- 2. Maintaining Database for both Undergraduate and Postgraduate students**
 - Collecting details of registered undergraduates from each Faculty at the end of registration along with a photograph of the student
 - Feeding the collected data into computer database
 - Upgrading the database when cancellation of registration or transfers occur
- 3. Convening Student Admissions Committee Meeting**
 - a. Composition of the Committee**
 - The Vice Chancellor
 - The Registrar
 - The Bursar
 - Deans of Faculties
 - Director for Student Welfare
 - Wardens
 - Head of Student Affairs
 - b. Objective of the Committee**
 - Determination of student numbers to be admitted for each course of study and each Faculty as new intake each year
 - Decide and make arrangements for conducting Aptitude Tests if such tests are to be held for university admission
 - Review and determine the number of freshers to be provided with hostel facilities
 - Review the adequacy of existing Laboratory and library facilities etc.
 - Make recommendations to procure Laboratory equipment, furniture and for other facilities needed for accommodating new students

Procedure for Providing Accommodation to Students

- a. Issuing Application Forms to students on Registration
- b. Short listing of the applications received based on following factors:
 - Priority will be given to students from faraway places on the basis of distance from their permanent residence to the University
 - No accommodation will be given to students who live in between Anuradhapura and Mihintale Divisional Secretariat Areas
 - Only first year and final year students are provided with hostel facilities
- c. Annual Hostel Fee is Rs. 1000.00 (amount could be changed from time to time)

Function: Student Services & Welfare

1. Handling Financial Assistance to Students

a. Bursary Payments

- Print and provide Bursary Application Forms to registered students with rules and regulations and instructions to be followed with regard to filling the Application Form
- Select eligible candidates for Bursary payments in conformity with UGC Circulars
- Display the list of eligible students for the Bursary payments
- Inform the unsuccessful candidates as to why they are not eligible for the Bursary payments
- Obtain the attendance of students from each Faculty on a monthly basis
- Prepare name list with amount for student signature
- 05 working days will be given to students for the signature
- Preparing Voucher for the payments
- Sending the Voucher for the approval of the Registrar
- Getting the cheque for the payments from Bursar
- Depositing the Cheques in individual student accounts at BOC/PB during the third week of the current month

b. Mahapola Payment Procedure

- Sending '*Mahapola*' **Request letter** during mid of previous month to the Mahapola Trust Fund for current month payment
- In **First week of the current month**, arrangements should be made to collect the cheque and the Payment Schedules from Mahapola Trust Fund

- In **Second week**, students will be requested to place their signature on the payment schedule
- In the **Third week of the current month**, individual payment cheque of the student will be deposited to individual student's account to enable the students to collect the payment of the same month

c. Needy Students Fund Disbursement Procedure

- Individuals and Non-Government Organizations (Local & Foreign) are keen to provide financial assistance to needy students studying in Rajarata University of Sri Lanka. The following guidelines will be followed for the disbursement of the fund
- The Students need financial assistance should submit duly filled prescribed application form to the Needy Student Fund of the University(Prescribed Application Format is given in *Annexure I*)
- Guidelines, Procedure and Marking Scheme for selection of needy students are given in *Annexure II*)
- Duly filled applications shall be submitted to the Committee for the Needy Student Fund comprising as follows for selection of suitable candidates;

A Dean nominated by the Vice Chancellor (Chairperson)

Proctor

Head of Student Services (Convenor)

Medical Officer

- List of students recommended by the Committee will be submitted to the Vice Chancellor for the approval
- Student Services Division will prepare a voucher and submit to the Bursar for payments
- Office of the Bursar will deposit the amount of the fund to the individual account of the selected students

Annexure I-**Application for Needy Student Fund – Rajarata University of Sri Lanka**

Rajarata University of Sri Lanka
Application for Needy Student Fund

(Please read this form carefully before attempting to fill your responses)

Index No. (G.C.E. - A/L):.....

(For Office use only)

Registration No:

Name with initials :

Telephone Nos. Land:..... Mobile :

National Identity Card :

Faculty :

Conditions

01. Any student who provides false or who fails to disclose any material fact in his/ her applications is liable to have his/ her registration as an internal student cancelled.
02. The students who have applied for a needy student fund or who are receipt of a needy student fund should communicate in writing to the Registrar of the University in respect of any changes of family income, marital status, employment income etc.
03. The Bursaries will be paid only during period of study in the University. The recipient of Bursary who for any reason temporarily ceases to follow the course of study or leaves the University before completion of the course of study should communicate that fact in writing to the Registrar of the University as the case may be.
04. The payment of a needy student fund to any student may be completely stopped or temporarily suspended for any one or more of the following reasons;
 - (a) If the student fails to pass any examination completely, provided however, that the needy student fund may be paid to any student who has been referred at the first year examination and who is following the course for student prescribed for the second year.
 - (b) If the student fails to take any examination at the first available occasion for any reason which is not acceptable the Vice Chancellor.

- (c) If the student conducts himself in an indisciplined manner.
 - (d) For any other valid reason, to be decided upon at the discretion of the Vice Chancellor.
05. University authorities have their discretion on matters relating to the restoration of Bursaries, which have been stopped or temporarily suspended.
 06. Each eligible student will be paid maximum of 10 monthly installments per academic year.
 07. Conditions applicable to Mahapola scholarships are generally applicable to Bursaries too.
 08. If you are in receipt of Mahapola scholarship you will not be awarded the Bursary.
 09. Under no condition duplicate Bursary form will be issued.

Instruction to the Applicant

1. All details asked for regarding all avenues of income must be mentioned. Information supplied by you regarding your income will be verified from relevant officials and the Divisional Secretariate. **Documents, relevant to the information sought for under No.14 "a" and "b" of the application form regarding details of salary under annual income of parents Pension Certificates, Death Certificates, Detail of pension, Income of House, Property and Business Enterprises must be attached to the application form.**
2. No cage must be left blank or closed by lines. Where there is no relevant information to be supplied, that must be so mentioned. Incomplete forms, applications received later than due date applications not sent through the Grama Niladhari and Divisional Secretary **will be rejected.**
3. This application must be fully completed, and handed over to the Grama Niladhari of the area with the relevant documents enable him to dispatch it to be received on or before The Grama Niladhari will (as per cage 19) send it through the Divisional Secretary in time as required. As the Bursary form needs to be sent by registered post, an enveloped (6"x9") stamped to the value of Rs.35.00 on which the University address written must be handed over to the Grama Niladhari with application form. Under no circumstances must the application form be handed over by the applicant.
4. **It must be clearly understood that if the University authorities are convinced that the information provided on the application form is false, the legal action will be taken against you, or even your internal studentship will be cancelled.**
5. All decision regarding the award of the Bursary, rejection of the Bursary, or discontinuing it are made by the University. Therefore, please note that on requests regarding Bursaries must be made to the University Grants Commissions, and that such requests will not be responded.

1.	Full Name	:Rev./Mr./Mrs.....
	Permanent address	:.....

- Grama Niladhari Division :
- Divisional Secretariat Division :
- District :
2. Distance from permanent residence (i.e. your home to the Rajarata University of Sri Lanka to the closest Kilometer (1 mile = 1.6 Kilo meters)km.
3. Details of Family :
- (a) Enter here the details of school going brothers and sister/ brother bhikkus of 18 years or under 18 years of age. If required you must be able to submit the relevant birth certificates.

Name	Date of Birth	Age as at 31.12.2015	School/Institution attending
1.
2.
3.
4.

- (b) Details of any brother/ sisters following a course of studies in any University/ Institute of Aesthetic Studies/ Institute of Indigenous Medicine or any other Institute of Higher Education. If not receive Mahapola Bursary please attach to the application a letter obtained from the university certifying that non receiving of Mahapola Bursary.

Name	Reg. No.	Institute of Higher Education	Course	Academic Year	Either or not receiving Mahapola/ Bursary or any other Scholarship for higher education
1.....
2.....
3.....
4.....

- (c) Details of any brother/ sisters who does not come under (a) and (b) as above.

Name	Age	Whether Attending School/ Employed	Name of School/ Institute of Employment
1.
2.
3.
4.

4. Details of Income Tax paid by you mother/ father/ unamarried brother/ unmarried sister.

Name	Relationship	Income Tax File No.
1.
2.
3.

5. Details of any course you have followed in any University/ any Institute of Higher Education and the details of any Certificates for Degree/ Diploma or any other obtained.

Name of Institute :

Course of study	Period	Detail of any		
		Bank	Amount Received	Date
.....
.....
.....

6. Details of scholarship/ bursary if any received from any Government Institute/ Local Government Institute/ any other Institute or Association and the sum so received.

.....

7. Details of income earned by unmarried sister/ brother if employed.

Name	Employment and place of employment	Annual earnings from employment inclusive of all allowances	Annual income from House and property etc.
1.
2.
3.
4.

8. Total Annual income earned by the employed unmarried sisters and brothers in the family (Rupees in words) :

9. Income from lands and property:

Name of owner	Relationship	Place	Nature of crop	Extent of land/ details of property	Annual income Rs.
1.
2.
3.

10. Income from Houses

Name of owner	Relationship	Assessment Number	Householder's Number	Address	Annual Income	If rented/ Leased the Name & Address of occupant
.....
.....
.....

1. The Number of the Grama Niladhari Division where the above houses are situated :.....
2. Divisional Secretariat Division :.....
3. Name of the Local Government Institute :.....

11. Complete this section only if you are employed.

Name and Address of the Institute or Department employed at

.....

Position :.....

Salary Scale :.....

:Present salary inclusive of all allowances

Date of Appointment :.....

Letters to the effect that you have resigned or have obtained Study Leave from the relevant Institute must be attached.

12. Complete this section only if you are married.

Date of marriage :.....

(Attached marriage certificate)

Name of Spouse :.....

If employed Institute of the Employment :.....

Post :.....

Present Monthly Salary (Inclusive of all allowances) :.....

13. Whether you are Sri Lankan or not:.....

14. Details of parents/ Guardian (Those depending on Guardians must complete the cage 14 too in addition)

(a) Details of father

1. Full Name :.....

2. Whether living or not :.....

(If not living must attached the Death Certificate)

3. If living age : Years :..... Months :.....
4. Occupation of father (If not living or retired, :.....
mentioned the occupation prior to the event)
5. Place of Employment (as relevant to No.14.(a) 4) :.....
:.....
6. Mention the annual income as at 31.12.2013. :.....
(If employed a statement of the annual salary inclusive of all allowances certified
by the Head of the Institute or if retired a statement giving annual pension
inclusive of all allowances certified by the Director of Pensions or letter to the
same effect from the Divisional Secretary.)
7. Annual income from house and property :.....
8. Annual income from other sources :.....
9. Total Annual income of father :.....
- (b) Details of Mother,
 1. Full Name :.....
 2. Whether living or not :.....
(If not living must attached the Death Certificate)
 3. If living age : Years :..... Months :.....
 4. Occupation of mother (If not living or retired, :.....
mentioned the occupation prior to the event)
 5. Place of Employment (as relevant to No.14.(b) 4) :.....
:.....
:.....
 6. Mention the annual income as at 31.12.2013. :.....
(If employed a statement of the annual salary inclusive of all allowances certified
by the Head of the Institute or if retired a statement giving annual pension
inclusive of all allowances certified by the Director of Pensions or letter to the
same effect from the Divisional Secretary.)
 7. Annual income from house and property :.....
 8. Annual income from other sources :.....
 9. Total Annual income of mother :.....
15. Total income of both mother and father (Total of incomes as :.....
per 14 (a) and (b))
16. Details of Guardian
This cage must be filled by those applicants who are not living with parents or those
who are ordained and living away from the tutelage of their parents and living with the
guardians.

1. Name of Guardian :
2. Age of the Guardian :
3. Permanent Address :
.....
4. Post if employed :
5. Annual salary (must attach certified details of salary) :
6. Annual income from houses and property/ Lands and
property of temple :
(A certificate from the Grama Niladhari/ Divisional Secretary must be attached)

17. Declaration by the Applicant:

I certify that the above particulars furnished by me true and correct to the best of my knowledge, and that I do not pay any income tax. Further, I affirm that in the event of any of the above particulars being proved false or inaccurate to the University Authorities. I am liable to be punished according to the Clause 2 of the instructions given to the applicants as above.

Date:.....

.....
Signature of Applicant

18. Instructions to Grama Niladhari and Divisional Secretary

1. Special attention must be paid to the average income of the applicant from houses and property according to the general situation of the area and the details provided by him/her under 9 and 10 regarding the income from houses and property. You have to make a declaration with reference to the details provided by the applicant regarding his/her sister and brothers, the parental income entered under 14 (a) and (b) above, and the authenticity of the supporting documents and certify then accordingly.
2. The application thus certified by you must be forwarded to the Divisional Secretary. Under no circumstances must you ever hand over the application to the applicant.
3. The Divisional Secretary must certify the document submitted by the Grama Niladhari and send it by registered post to reach this office not later than
the applicant will submit an envelope (6"x9") in size and stamped to the value of Rs.35.00 on which the address of the university is written to the Grama Niladhari for this purpose.

Postal Address:

Senior Asst. Registrar
Student Services Division
Rajarata University of Sri Lanka
Mihintale

19. Name of the Grama Niladhari :

Number and area of the

Grama Niladhari :.....

Annual income of parents/ Guardian Rs. :.....

I have compared the annual income of the parents/ Guardian shown cage 14 and 15/16 and the details of houses and property owned by the sisters and brothers with the documents submitted to me and I certify them to be correct according to the best of my knowledge and belief.

Date:.....

.....
Signature of the Grama Niladhari

Official Stamp

Name of Divisional Secretary :.....

Signature of Divisional Secretary :.....

Official Stamp of Divisional Secretary :.....

Division :..... Post Office :.....

Date :.....

(Delete unnecessary words)

Annexure II**Marking Scheme for Needy Student Fund**

* Annual Parental Income	
Below Rs. 100,000.00	25 Points
Rs. 100,000.00 to Rs. 200,000.00	15 Points
Rs. 200,000.00 to Rs. 300,000.00	10 Points
Over Rs. 300,000.00	No Points
* Any Other Scholarship received	
Yes	No Points
No	10 Points
* Dependency	
1	No Points
2	10 Points
3	15 Points
>3	20 Points
University going Children	
02 but not received any scholarship	20 Points
01 but not received any scholarship	10 Points
Any scholarship received	No Points
* Whether the Student affected by Natural Disaster recently	
Yes	05 Marks
No	No Points
* Whether the Student handicapped	
Yes	10 Marks
No	No Points
* Whether the Parent handicapped	
Yes	10 Marks
No	No Points

Cut off will be decided by the Committee of Needy Student Fund based on availability of the fund and amount of monthly installment for the fund.

02. Other Key Functions

- a. Convening BOD Meeting (Board of Discipline)
(Functions, Composition and sub section of the By-Law of the Discipline mentioned in Annexure IV)
- b. Coordinating matters relating to
 - 1) Healthcare facilities
 - 2) Sports facilities
 - 3) Recreational facilities

in liaison with Director/Welfare. Director/Physical Education and Students' Union

1. Healthcare facilities

A Medical Centre is established inside the premises of the university to provide medical care for students and the staff of the University and the Centre is opened during day time only. If any emergence arises, students and staff in the hostels and the quarters will be provided vehicle facilities to rush into hospital nearby.

2. Sports facilities

Swimming Pool Indoor Gymnasium and Play Ground could be used by students for sports activities. Physical Education Unit, under the purview of the Director, coordinates student sports activities though out the year. With regard to providing maximum service of Sports facilities, Student Services and Welfare Division communicate with Director/Physical Education from time to time. If any special approval is needed to send students abroad to participate at any event, Director Physical Education make arrangements to obtain the Council approval. Director Physical Education to prepare a budget for annual sports activities of with the assistance of the Instructor of Physical Education.

3. Recreational facilities

Like other universities, the Students of RUSL will enjoy the recreational activities such as pleasure trips, Field Trips, Fitness Centre, Community Programmes, Welcome Functions and farewell functions.

For every recreational activity, students are requested to get the approval of higher authority of the University by submitting Prescribed Application Format that is available in Student Services Division. Accordingly, the students are expected to follow the guidelines mentioned below.

the request should be submitted in the Prescribed Application Form

- the Proper channel mentioned in the Format should be followed strictly
- No deviation from the Date and the Time approved by the Authority unless the date and time changed by the same authority

Annexure III**Convening the Sports Advisory Board of the Rajarata University of Sri Lanka****The Composition of the Board shall be:**

- a. One Member of the academic staff from each faculty who are interested in sports activities appointed by the Vice Chancellor
- b. Director or Head of Physical Education Unit
- c. All permanent instructors/instructresses of Physical Education Unit
- d. The President and Secretary of the Sports Council
- e. University Medical Officer
- f. Head of the Student Services Division of the University
- g. President of Student Union

Objective

Advising the Council of the University with regard to sports activities of the University is the primary objective of the Sports Advisory Board. The Board shall achieve this objective by suggesting measures for the improvement and upliftment of sports activities in the University and to promote and encourage students of the University to take part in Sports activities.

Term of office of the members under (a) will be two years and the term of office of those appointed under (d) will be one year. At the first meeting of the Board in a new academic year, a member from among the academic staff shall be elected as Chairperson and his term of office shall be one year reckoned from the date of such election. However, she/he shall be eligible for re-election.

Meetings of the Committee

The Board shall meet at least once in a month and one week's notice shall be given for such meeting.

The quorum for the meetings shall be one third of the total membership. Emergency or special meetings of the Board shall be held on a written request made by two third of the total membership of the Sports Council or one third of the Sports Advisory Board.

The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson another member of the academic staff shall be elected as Chairperson Pro-Term. Director Physical Education convene all meetings and the secretary keeps the minutes of the meeting. The Minutes of the each meeting shall be circulated to the members prior to the next meeting and confirmed minutes be submitted to the Council of the University for ratification and information.

The Director or the Head of Physical Education Unit of the University shall function as the secretary of the Board.

Duties and Responsibilities of the Board

- a. Advise the Sports Council regarding plans for sports activities of the University
- b. Appointment of Games Captain and Vice-Captain
- c. Consider and decide on award of colours in respect of each sport and special awards before the end of the academic year
- d. Regulate and monitor funds utilization
- e. Recommend appointment of Visiting Instructors and Coaches
- f. Recommend disciplinary action in matters relating to sports activities of the University as when necessary
- g. Ensure proper utilization of sports equipment and playground
- h. Approve competitions and matches with outside teams
- i. Carry out any functions to achieve the objectives of the Board.

Annexure IV-**Convening the Board of Discipline (BOD)****Composition of BOD**

- a. The Dean of each Faculty, the ex officio members of the BRD
- b. Two Wardens nominated by the VC
- c. One Proctor or Deputy Proctor if any nominated by the VC
- d. Two Members of the Council nominated by the Council, from among its appointed members
- e. One Senior Student Counselor nominated by the VC

The Registrar, the ex officio member of the BOD is the Secretary to the BOD and SAR /Student Service/ Officer in Charge is the convener of the BOD

The Objective of the Meeting of the BOD

As per the By Law of the Board of Discipline, Rajarata University of Sri Lanka, the objective of having this meeting is clearly mentioned in the same By - Law. Accordingly, recommendation of the BOD is required to get the approval of the Council to implement the decision/ decisions of the inquiry committee of the incident! incident occurred inside or the outside of the premises of the University.

The Chairman of the Board shall be elected by the members from among the Deans and he shall preside at all meetings of the Board. If the Chairman is unable to preside at a meeting the members shall elect any Dean to preside at such meeting.

The Chairman shall hold office for a period of one year reckoned from the date of his election so long as he retains the status of membership by virtue of which he was eligible for election as the Chairman of the Board and is eligible for re-election.

The quorum for the meeting of the Board shall be seven members.

Chapter 4

EXAMINATION, ACADEMIC & REGISTRATION DIVISION

4.1 Introduction:

Examination, Academic & Registration Division is basically responsible for all academic and academic research matters of the University. Handling all Senate proceeding and follow up works, Convening and attending follow up work of Senate standing committee meetings such as Curriculum Evaluation Committee , University Higher Degree Committee, Honorary Degree Committee, Examination offence Committee, Research & Publication Committee and activities of the Annual General Convocation as per existing rules and regulations are key responsibilities of the Department.

Student Registration Division

- a. Coordinating all undergraduate student admission matters in liaison with Faculties and the UGC (Student registration is to be handled by the Faculty concerned)
- b. Coordinating annual student registration of all batches of students in all Faculties
- c. Coordinating all matters with regard to issuing of Identity Cards
- d. Maintaining Student Data Base for both Undergraduate and Postgraduate students
- e. Convening meetings of the Student Admissions Committee of the University and follow up work

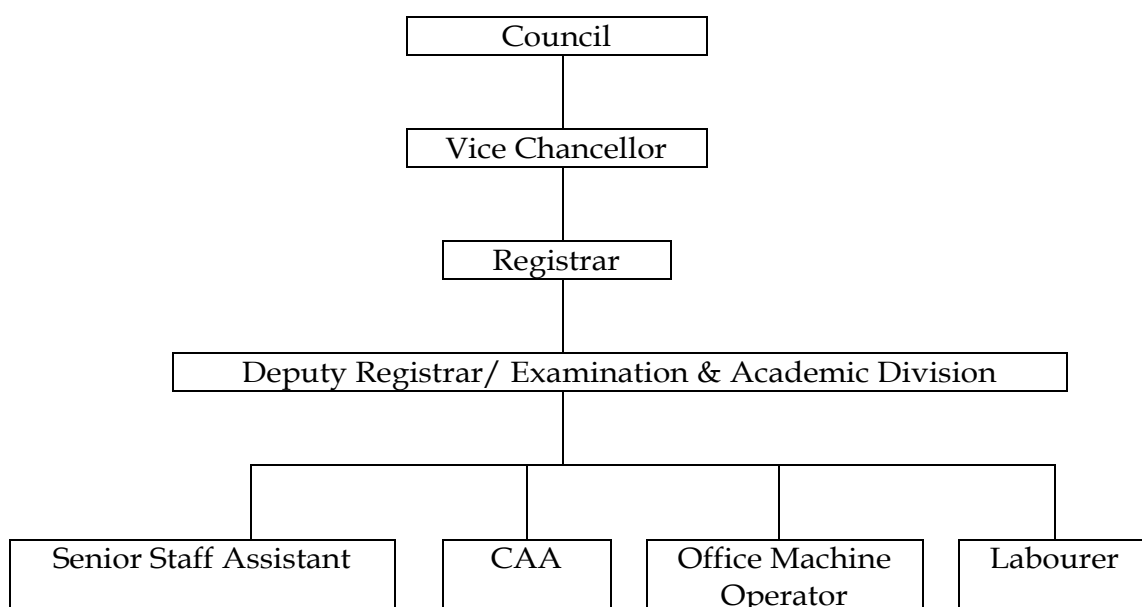
4.2 Building Layout and Access:

Academic Affairs Department is located in the first floor of the Senate building of the University. It can be accessed by using stairs. There are two stair cases in the senate building and all these stairs are used to reach the Academic Affairs Department.

4.3 Departmental Structure:

Department is headed by a Deputy Registrar, directly reporting to the Registrar of the University. Other staff includes 01 Stenographers, 02 Computer Applications Assistant, 01 Office Machine Operator and 02 Labourers.

Organogram of Academic Affairs Department



4.4 Responsibilities of the Department

- a. Coordinating activities to obtain the approval of the Senate for all examination results as soon as results are received from the respective Faculties,
- b. Issuing of Degree Certificates/Postgraduate Degree Certificates immediately after the Convocation,
- c. Organizing the Convocation related work of the University in consultation with Convocation Committee
- d. Organizing and arranging Endowment Funds and awarding cash awards/medals at the Convocation.
- e. Coordinating and arranging Senate Meetings and follow up work on a timely basis.
- f. Convene and follow up work of the following Committee Meetings such as Curriculum Development Committee, Research and Publication Committee, Convocation Committee, Examination Offence Committee, Honorary Degree Committee, any other sub committees appointed by the Senate.
- g. Coordinating the work of Results Board of the Postgraduate Degree Programmes

4.5 Job Descriptions of the Staff of the Examinations & Academic Division

a. Deputy Registrar

Job title : Deputy Registrar
 Job code/ Grade : E-UX 2 (a)

Salary scale Rs. 59,687 16x1,438-82,695 p.m
 Name of the job holder :
 Division/ Section : Examination & Academic Division
 Job Summary :
 Responsible to : Registrar/ Vice Chancellor

List of Duties :

1. Coordinating activities to obtain the approval of the Senate for all examination results as soon as results are received from the respective Faculties,
2. Issuing of Degree Certificates/Postgraduate Degree Certificates immediately after the Convocation,
3. Organizing the Convocation related work of the University in consultation with Convocation Committee
4. Organizing and arranging Endowment Funds and awarding cash awards/medals at the Convocation.
5. Coordinating and arranging Senate Meetings and follow up work on a timely basis.
6. Convene and follow up work of the following Committee Meetings
 - Curriculum Development Committee
 - Research and Publication Committee
 - Convocation Sub Committee
 - Examination Offence Committee
 - Honorary Degree Committee
 - Any other sub committees appointed by the Senate
7. Coordinating the work of Results Board of the Postgraduate Degree Programmes

b. Stenographer

Job title : Senior Staff Assistant (Stenographer)
 Job code/ Grade : English
 Salary scale U-MN-4 (1)
 Rs.25,090-8x 465;5x 585- 31,735p.m.
 Name of the job holder :
 Division/ Section : Academic Establishment Division
 Job Summary : Attending Senate standing and sub Committee Meeting and related and any other works assigned by the Deputy Registrar/ Examinations & Academic Division
 Responsible to : Deputy Registrar/ Registrar

List of Task :

1. Preparing memos/notices/documents for meetings of the Senate, Research & Publication Committee, Curriculum Development Committee, Examinations Offence Committee, Honorary Degree Committee, Convocation Committee and other Senate Sub Committee meetings.
2. All correspondence work relating to Convocation of the University. i.e.,
preparation of letters, sending them to the Mail, preparation of lists of invitees, invitation cards etc.
3. Assisting all activities connected to holding the convocation such as hall arrangements, decorations, organizing the Convocation procession, photography, telecasting, media coverage etc.
4. Preparation of Degree Certificates of those who graduate from the University
5. Maintaining leave records
6. Any other duties in regard to examination & academic division assigned by the Deputy Registrar/ Examination & Academic Division time to time.

c. Computer Application Assistant

Job title : Computer Application Assistant – Gr.I
 Job code/ Grade : U-MN-1 (1)
 Salary scale Rs.19,900-9x 245; 10x320- 25,305p.m.
 Name of the job holder :
 Division/ Section : Examination & Academic Division
 Job Summary : All follow up works of student registration
 Responsible to : Deputy Registrar/ Registrar

List of Task :

1. Registration of students in all Faculties
2. Preparation of Degree Certificates of those who graduate from the University
3. Confirmation and Verification of the Degree Certificates
4. Medium Confirmation of the Degree
5. Issuing cloaks to students, officers and other special invitees.
6. Issuing of Degree Certificates/Postgraduate Degree Certificates after the Convocation.
7. Maintaining the Inventory Register and the Assets of the Department

8. Any other duties in regard to examination & academic division assigned by the Deputy Registrar/ Examination & Academic Division time to time.

d. Computer Application Assistant

Job title	: Computer Application Assistant – Gr.III
Job code/ Grade	: U-MN-1 (111A)
Salary scale	Rs.17,000-11x 155; 18,705p.m.
Name of the job holder	:
Division/ Section	: Examination & Academic Division
Job Summary	: Preparation all detail certificates and related any other works assigned by the Deputy Registrar/Examinations & Academic Division
Responsible to	: Deputy Registrar/ Registrar

List of Task :

1. Preparation of Detail Certificates and Confirmations
2. Issuing academic transcript
3. Issuing cloaks to students, officers and other special invitees.
4. Issuing of Degree Certificates/Postgraduate Degree Certificates after the Convocation.
5. Any other duties in regard to examination & academic division assigned by the Deputy Registrar/ Examination & Academic Division time to time.

e. Office Machine Operator

Job title	: Office Machine Operator – Super Grade
Job code/ Grade	: U-PL 1 (1A)
Salary scale	Rs.17,205-16x 155; 19,685p.m.
Name of the job holder	:
Division/ Section	: Examination & Academic Division
Job Summary	: All Printing Works
Responsible to	: Deputy Registrar/ Registrar

List of Task :

1. Printing, photocopying, and binding of all official documents
2. Copying and duplicating of Senate & Council minutes, memos and other meeting documents
3. Any other duties connected to academic affairs assigned by the Deputy Registrar/Academic Affairs time to time
4. Assisting other Copying works related to the University

f. Labourer

Job title	: Labourer
Job code/ Grade	: U-PL 1 (1)
Salary scale	Rs.17,005-14x 155; 19,175p.m.
Name of the job holder	:
Division/ Section	: Examination & Academic Division
Job Summary	: Filing & Meeting room arrangement
Responsible to	: Deputy Registrar/ Registrar

List of Task :

1. General Routine works of the department such as letter delivery meetings minutes delivery, meetings follow up documents deliver etc.
2. Filing the documents and other Arrangements work
3. Arranging hall/room/ office for conducting meetings
4. Arranging refreshments for the meetings
5. Any other duties connected to academic affairs assigned by the Deputy Registrar/Academic Affairs time to time.

g. Labourer

Job title	: Labourer
Job code/ Grade	: U-PL 1 (111)
Salary scale	Rs.15,060-8 x 130; 16,100p.m.
Name of the job holder	:
Division/ Section	: Examination & Academic Division
Job Summary	: Filing & Meeting room arrangement
Responsible to	: Deputy Registrar/ Registrar

List of Task :

1. General Routine works of the department such as letter delivery meetings minutes delivery, meetings follow up documents deliver etc.
2. Filing the documents and other Arrangements work
3. Arranging hall/room/ office for conducting meetings
4. Arranging refreshments for the meetings
5. Any other duties connected to academic affairs assigned by the Deputy Registrar/Academic Affairs time to time.

4.6 Meetings

TERMS OF REFERENCE

a. University Research and Publication Committee

1. Introduction:

University Research and Publication Committee is a Standing Committee of the Senate, constituted under section 46(6) (vii) of the universities Act No 16 of 1978 as amended by subsequently.

2. Objective

Main purpose of the Committee is to establish highest standards of the Academic Staff by granting funds to facilitate high quality original research with a view to provide publications of high quality research as to discriminate about finding research and provide advice to support to those are involved in conducting research accuracy to provide data to support policy certification.

3. Composition of the Committee:

Membership

All Deans

One representative from each Faculty nominated by the Dean with higher degree research qualifications and experience in conducting & publishing research

Librarian

Chairman appointed by the Senate

Bursar

Convener- Head Examination & Academic Division

4. Duties and Responsibilities of the Committee:

- * Calling applications for Research Grant & Publication Grant
- * Review the Application Forms
- * Appointing evaluators for evaluation of Research Proposals and Publications.
- * Sending recommendations to the Finance Committee with regard granting funds for approved research proposals/ Publications
- * Monitoring the University Research /Publication activities and University research strategy and Publication Strategy
- * Endorse monitor and publicize the University Research Agenda
- * Drive efficiency in University research activities and inverted through its oversight
- * Considering, access, priorities determine and nominate all research proposals

- * Collaboration with the major research parties
- * Involvement of a acquire research funding body
- * Develop research agenda collaboration with other senior researchers and stakeholders
- * Oversee and measure implementation of Research agenda
- * Review the projects of research funded by University to ensure the quality of outcome
- * Provide education and guidance to staff on developing an evidence based research

5. Meetings of the Committee

Meetings of the Committee shall be held once in two months chaired by the Senate appointed Chairperson. In his absence, a senior academic from among the members shall be elected as the pro-term chair.

Quorum for the meetings shall be the majority of the total membership

The Secretary shall keep the records of proceedings in writing and circulate them to the members within two weeks from the date of which the meeting was held.

6. Resources and Authority of the Committee:

The University Research and Publications Committee is empowered to

- * Make recommendation for Granting funds for Research/ Publication proposals of the Academic Staff members of the University.
- * Oversee and ensure implementation of the research agenda of the RUSL;
- * Provide education and guidance to staff on developing an evidence based for the effectiveness through research;
- * Review the progress of research funded by RUSL to ensure the quality of outcomes;
- * Review and make recommendations to the Senate on Research & publications and distribution of Senate research documents, including information placed on the RUSL website.

b. Curriculum Development Committee**1. Introduction**

Curriculum Development Committee is a Standing Committee of the Senate, constituted under section 46(6) (vii) of the Universities Act No 16 of 1978 as amended by subsequently. Members and Chairman are appointed by the Senate of the University.

2. Objective

The Curriculum Development Committee is established to review the curricula of all study programs of the University and deliberate important to all undergraduate, postgraduate, diploma and other certificate courses, curricula changes and restructuring development of new study programs, accreditation, quality assurance and course assessment; and recommend amendments/revisions of curricula for approval of the Senate.

3. Composition of the Committee:**Membership****Membership of the Committee includes:**

- a. Vice Chancellor as the Chairperson
- b. Deputy Vice Chancellor
- c. All Deans of the Faculties of the University
- d. Director of the IQAU
- e. Two Senior Academic Staff members with expertise in academic planning and development, nominated by the Vice Chancellor
- f. One Senior Academics on invitation relevant to the Curriculum to be discussed nominated by the Dean.
- g. Head of the Academic Affairs Department functions as the Convener cum Secretary of the Committee

4. Duties and Responsibilities of the Committee:

- * Review existing curricula of all study programs and departmental course requirements periodically
- * Review and recommend any proposed changes to existing curricula
- * Study and make recommendations to Senate with regard to curricula of new courses
- * Ensure that all curricula, where applicable, are in line with Sri Lanka Qualifications Framework requirements r other accreditation boards.
- * Prepare and revise role descriptions and activity expectations

5. Resources and Authority of the Committee:

The committee is empowered to

- * Develop and implement curriculum policy, design and content, and recommend to the Senate for approval and dissemination
- * Oversee curricula development policy implementation and manage evaluation and revision of curricula content
- * Appoint sub committees and delegate authority to such sub committees to carry out specific tasks as determined by the Committee
- * Provide content material for accreditation reports as evidence to support the Senate compliance with required accreditation standards.

6. Meetings of the Committee:

The Committee shall meet on a regular basis at least once in three months. The Chairperson, appointed by the Senate, shall preside at all meetings of the Committee and in his absence, due to temporary inability to attend the meeting; a pro-team chairman may be elected from among the members to chair such meetings.

A majority of the members of the committee shall constitute the quorum for meetings of the committee.

The secretary shall keep the record of the meetings in writing and such minutes shall be circulated to all members of the committee within one week from the date of which the meetings was held. Decisions taken and recommendations made such meetings shall be placed before the next immediate meeting of the Senate for formal approval.

c. Examination Offence Committee**1. Introduction**

Examination Offence Committee of the University is a standing committee constituted by the Senate under section 46 (6) (vii) of the Universities Act No: 16 of 1978, as amended subsequently and in terms of Chapter X of the Procedure for conducting University Examinations.

2. Objective

The objective of the committee is to investigate and recommend to the Senate the punishments to be given to the students who violate examination rules and regulations such as copying, using unauthorized electronic devices, misbehavior, aiding and abetting, cheating, misconduct and impersonation.

3. Composition of the Committee:**Membership**

The Committee shall consist of five (05) senior academics, appointed by the Senate and the Head of the Examination, Academic & Registration Division of the University who is the convener of the Committee.

The convener shall function as the secretary to the Committee as well. The term of office of the members shall be two years. The Chairman also appointed by the Senate.

4. Duties and Responsibilities of the Committee:

- * Consider reports received from any examiner , Examination Supervisor, Head of the Department, Dean of a Faculty any official or any student of the University who detects an examination offence
- * Conduct inquiries and record evidences, in case it is decided to inquire into a reported examination offence.
- * Determine and recommend to the Senate the punishment/s to be imposed in such offence, if found guilty, in terms of by laws.

Authority of the Committee:

The committee is authorized to summon any officer's students or any official of the University and peruse and hold and document, answer script or question paper etc. with regard to a reported examination offence.

Meetings of the Committee:

Examination Offence Committee shall meet when any examination offence is reported or whenever necessary, as decided by the Committee.

The quorum of such meetings shall be the majority of the total membership. Minutes of each meeting shall be kept in writing by the Secretary to the Committee and all decisions recommendations made shall be placed before the Senate.

d. Honorary Degree Committee**1. Introduction**

Honorary Degree Committee of the University is an ad-hoc committee of the Senate constituted in terms of section 46 (6) (vii) of

the Universities Act no 16 of 1978 as amended subsequently and the UGC Circular No 908 of 11.03.2009.

2. Objective

The primary objective of the Honorary Degrees Committee is to recommend to the Senate selected individuals who have an exceptional record of distinctions and achievements for conferring degrees *honoriscaus* at the general convocation each year. Honorees include world renowned scholars and artists, celebrated and visionary public figures, prominent professional and community leaders, and philanthropists.

Membership

Honorary Degree committee shall consist of five members appointed by the Senate of the University as follows:

One Member of the Council

One Senate Nominees from each Faculty.

One of the Senate nominees shall be appointed as the Chair of the Committee by the Senate.

Convener

Registrar or the Head of the Examination, Academic & Registration Division shall convene the meetings

3. Duties and Responsibilities of the Committee:

- * Accept nomination on behalf of the Senate for award of honorary degrees from relevant Faculties individuals or from the Senate.
- * Make recommendations to the Senate with regard to individuals for honorary awards.
- * Advise the senate on the range and titles of honorary awards
- * Review the Criteria for honorary awards once in every five years
- * Prepare and review the guidelines on the procedure to be adopted for nominating individuals tor honorary awards
- * Undertake such other related matters as Senate may from time to time determine.

Meetings of the Committee

The Committee shall meet whenever necessary at least three months before the Convocation and the Chair appointed by the Senate shall preside at such meetings

At least three members of the Committee should be present at the meeting to have a quorum.

e. Convocation Committee

1. Introduction

The Convocation Committee of the University is an ad-hoc committee of the Senate constituted in terms of section 46 (6) (vii) of the Universities Act no 16 of 1978 as amended subsequently.

2. Objective

The main purpose of the Convocation Committee is to make all necessary arrangements to hold the General Convocation of the University on a day / s determined by the University and to attend to all matters associated therewith.

3. Composition of the Committee:

Members:

- Deans of all faculties
- Registrar-on invitation
- Bursar- on Invitation
- Head of Examination, Academic & Registration Division as the convener and secretary to the Committee.

The Chairperson shall be appointed by the Senate from among the Deans of the faculties.

Convener

Head / Examination, Academic & Registration Division

4. Duties and Responsibilities of the Committee:

- Discuss and make all arrangements for holding the Convocation
- Recommend a date , venue, agenda , invitees and seating arrangement for the ceremony
- Recommend a person for Convocation address
- Categorize Graduands for convocation sessions
- Organize Convocation Procession
- Make arrangements for media coverage and photography
- Plan and organize refreshments/tea/lunch/dinner for graduates and invitees
- Design and print invitations and programs
- Organize volunteers to assist the convocation ceremony
- Annual post convocation evaluation of activities

Meetings of the Committee

The Committee shall meet whenever necessary as determined by the Chair of the Committee. Majority of the membership constitute the quorum for the committee meetings.

Chapter 5

ACADEMIC ESTABLISHMENT DIVISION

5.1 Introduction

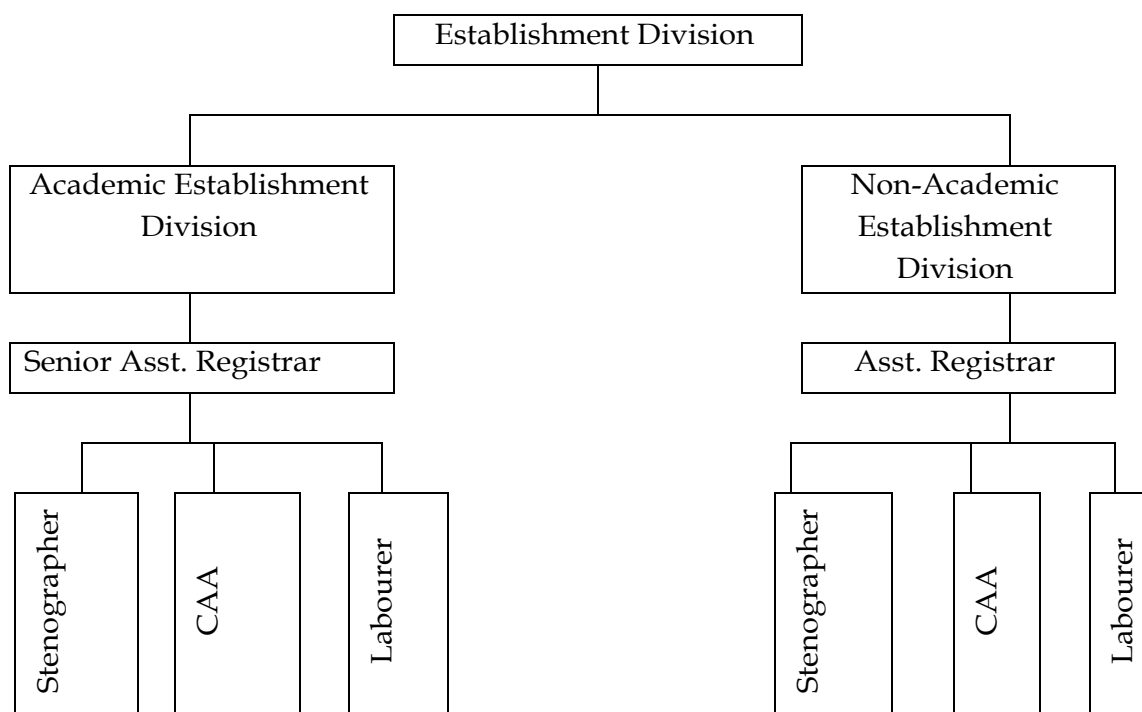
The Academic Establishments Division is one of the Divisions coming under the Establishments Department which is handling matters pertaining to Human Resources for academic teaching and research purposes and administrative purposes to achieve the University goals.

The Academic Establishments Division handles recruitment of Academics, Academic Support staff and their confirmation, promotion, salary increments, salary adjustments, training, leave and termination of their services, etc.

5.2 Building Layout And Access

The Academic Establishments Branch is located in the main Senate building of RUSL, adjoining the Office of Vice- Chancellor, in between the Office of the Registrar and Vice- Chancellor to access very easily.

5.3 Office Structure



5.4 Responsibilities Of The Academic Establishments Division

- a. Handling all matters pertaining to recruitment, confirmation, promotion and termination of academic staff
- b. Handling matters relating to leave, training, scholarships and bond etc. of academic staff

- c. Handling all disciplinary matters with regard to academic staff
- d. Handling matters relating to temporary and contractual academic staff and visiting lecturers
- e. Convening the meetings of the Leave and Awards Committee of the University and follow up work

5.5 Job Descriptions of the Staff

a. Senior Asst. Registrar

Job title	: Senior Asst. Registrar
Job code/ Grade	: E-UX 2 (1)
Salary scale	Rs. 41,275 -7x790, 8x900-54,005
Name of the job holder	:
Division/ Section	: Academic Establishment Division
Job Summary	: All Matters Pertaining to Academic Establishment
Responsible to	: Registrar/ Vice Chancellor

List of Duties :

1. Attending to all matters connected with recruitment, confirmation, promotion, termination of services of Academic, Academic Supportive and Administrative Staff.
2. Secretary to the Leave & Award Committee and follow up action of the LAC decisions.
3. Follow up action on Bond defaulters and coordinating with UGC and Attorneys' General Departments.
4. Secretary to the selection committees for Recruitment, Confirmation & Promotions.
5. Preparation of memos to LAC, Finance Committee, Senate & Council on the matters of Establishments.
6. Other duties related to Establishments matters i.e.: Overseas leave, Annual Increment, Research Allowance, and Personal file correspondence etc.

Responsibility : Ensure That All Above Activities Are Carried Out According To Approved Scheme Of Recruitments /Promotions And Existing Rules And Regulations In A Timely And Transparent Manner.

Authority : Registrar/Vice-Chancellor/Council

Assessment of Performance : According to the provisions in Section 27, Chapter Establishment Code of UGC and HEIs

Working Conditions : Special Working Condition Involved on the Job

Date of Preparation :

b. Computer Application Assistant

Job title : Computer Application Assistant – Gr.I

Job code/ Grade : U-MN-1 (1)

Salary scale Rs.19,900-9x 245; 10x320- 25,305p.m.

Name of the job holder :

Division/ Section : Academic Establishment Division

Job Summary : Clerical works

Responsible to : Senior Asst. Registrar/ Registrar

List of Task :

1. Maintaining personal files of Academic staff members (Permanent and Temporary), Faculty of Commerce and Management, Faculty of Science and Centre for Information and Communication Technology, duties mentioned below.

Actual cadre: - Permanent Nos. & Temporary Nos.
(Cadre Nos.)

- Appointments
- Confirmation and Promotion
- Study leave/overseas leave and other leave
- Calculating bond/arrangement for bond agreement
- Resignation/Termination/Vacation of Post/ Retirements
- Temporary Staff appointments & Flow ups (Extension of the Service)
- Dean/Heads appointments
- Visiting appointment

2. Maintaining personal files of Academic Supportive staff, works mentioned below.

Actual cadre: - Permanent 05 Nos. (Cadre 06 Nos.)

- Appointments
- Confirmation/Efficiency Bar Examination/ Promotion
- Resignation/ Termination/ Vacation of Post/ Retirements
- Extension of the Services
- UGC Correspondence
- Arrangement for Study leave agreement
- Overseas leave and other leave

3. Routine activities

- Preparing Memos to the High Degree Committee, LAC, Senate, Finance Committee & Council

- Preparing reports to the UGC, Vice-Chancellor/Competent Authority & Council
 - Attending Follow up actions of LAC, Senate, Finance Committee & Council
 - Annual Increment
 - No-claim and Refund of UPF
 - Updating cadre positions
 - Motor Vehicle permits on concessionary terms
 - Salary & Leave particulars
 - Service Certificate
 - ERD/ Overseas application
 - Preparing Advertisements/call for applications/ Scheduling applications
 - Arrangement for Interviews/Payment for selection board nominees/ Vehicle booking/ Accommodation
 - Internet & e-mail correspondence
 - Postgraduate Degree
4. Any other work assigned by the SAR/Establishments time to time.

Responsibilities :

Responsible for providing services according to the duty list

Assessment of Performance: According to the Duty List.

Working conditions : According to the working place

Knowledge, skills and abilities required:

According to the Scheme of Recruitment

Date of preparation : 09.06.2015

c. Clerk

Job title : Clerk Gr.I
 Job code/grade : U-U-MN 1(I)
 Salary scale : Rs 20390-7x245;10x320-25305 pm
 Name of the job holder :
 Division/ section : Establishment- Academic
 Job summary : Clerical works
 Responsible to : Senior Asst. Registrar/ Registrar

Duties/ Activities :

1. Maintaining personal files of academic staff/ faculty of arts & culture (permanent cadre - 58 Nos and temporary staff - 09 Nos)
 - Appointments
 - Confirmation and promotion
 - Study leave/ overseas leave and other leave/ calculating bond
 - Resignation/ termination/ vacation of post/ retirements

- Temporary staff appointments
- Visiting lectures appointments
- Dean/ heads appointment
- Maintenance personal files of library staff (cadre – 06 No.)
- Appointments
- Confirmation/ promotion
- Resignation/ termination/ vacation of post/ retirements
- Maintenance personal files of ELTU staff (cadre – 04 No on assignment basis - 06)
- Appointments
- Confirmation/ efficiency bar examination/ promotion
- Resignation/ termination/ vacation of post/ retirements
- Maintenance personal files of physical education staff (permanent cadre – 02 No. temporary staff - 01 no and part time coaches files)
- Appointments
- Confirmation/ promotion
- Resignation/ termination/ vacation of post/ retirements
- Temporary staff appointments
- Part time instructors appointments
- Academic staff / faculty of arts & culture , library staff, DELT staff & physical education staff
- Preparing memos to the SMC, lac, fc & council
- SMC, lac, fc & council follow ups
- Annual increment
- Updating cadre positions

2. Any other matters assigned by the registrar and vice-chancellor, RUSL

Responsibilities :

Responsible for providing services through above activities with accuracy, impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently.

Working conditions :

Special working condition involved on the job (if necessary)

Date of preparation :

d. Computer Applications Assistant

Job code/grade : U-MN 1(III A)

Job title : Computer Application Assistant Gr.III

Salary scale : Rs 16070-17x155-18705 p.m

Name of the job holder :
 Division/ Section : Establishments (Academic)
 Responsible to : Senior Asst. Registrar/ Registrar

Duties/ Activities :

1. Preparing and Submitting the Data requested by the University Grants Commission and others in their requested formats.
2. Maintaining the Bond Obligation Details and preparing the lists of Bond Defaulters.
3. Correspondence with Attorney- at -General Department regarding the Bond Defaulters.
4. Maintaining Media Correspondence and sending Advertisements of the Establishments Branch to the Medias.
5. Maintaining Stock Inventory of the Establishments Branch.
6. Preparing the Vouchers for Media Advertisements and sending to the Office of the Bursar.
7. Maintaining Personal files of Academic staff
8. Appointments
9. Confirmation and Promotion
- 10 Study Leave / Overseas Leave and other Leave / Calculating
- 11 Registration / Termination / Vacation of Post / Retirements
- 12 Temporary Staff appointments
- 13 Visiting Lectures appointments
- 14 Dean / Heads appointment
- 15 Maintaining Duplicate Personal files of Academic staff
- 16 Appointments
- 17 Confirmation and Promotion
- 18 Study Leave / Overseas Leave and other Leave / Calculating
- 19 Registration / Termination / Vacation
- 20 Visiting Lectures appointments
- 21 Dean / Heads appointment
- 22 Routine activities
 - Preparing Memos to the High Degree Committee, LAC, Senate, Finance Committee & Council
 - Preparing reports to the UGC, Vice-Chancellor
 - Attending Follow up actions of LAC, Senate, Finance Committee & Council
 - Annual Increment
 - No-claim and Refund of UPF
 - Updating cadre positions
- 23 Motor Vehicle permits on concessionary terms
 - Salary & Leave particulars
 - Service Certificate
 - ERD/ Overseas application

- 24 Preparing Advertisements/call for applications/Scheduling applications / Arrangement for Interviews/Payment for selection board nominees/ Vehicle booking/ Accommodation
- 25 Internet & e-mail correspondence

Responsibilities :

Responsible for providing services according to the duty list

Assessment of Performance : According to the Duty List.

Working conditions : According to the working place

Knowledge, skills and abilities required: According to the Scheme of Recruitment

e. Clerk

Job title : Clerk Gr III
 Job code/Grade : U-MN 1 (IIIA)
 Salary scale :Rs. 16070 -17x155 -18705 p.m.
 Name of the job holder :
 Division/ Section : Establishments Branch (Academic)
 Job summary : Clerk under the University system
 Responsible to : Senior Asst. Registrar/ Registrar

DUTIES/ Activities:

1. Appointments
2. Confirmation and Promotion
3. Study leave/overseas leave and other leave
4. Calculating bond/arrangement for bond agreement
5. Resignation/Termination/Vacation of Post/Retirements
6. Temporary Staff appointments & Flow ups (Extension of the Service)
7. Dean/Heads appointments
8. Visiting appointment
9. Maintaining personal files
10. Appointments
11. Confirmation/Efficiency Bar Examination/Promotion
12. Resignation/ Termination/ Vacation of Post/Retirements
13. Contract appointments/ Appointments on assignments basis
14. Preparing payment voucher for on assignment staff
15. Extension of the Services

16. UGC Correspondence
17. Arrangement for Study leave agreement
18. Overseas leave and other leave
19. Routine activities (Academic)
 - Preparing Memos to the SMC, LAC, Senate, Finance Committee & Council
 - Preparing reports to the UGC, Vice-Chancellor/Competent Authority & Council
 - Attending Follow up actions of SMC, LAC, Senate, Finance Committee & Council
 - Annual Increment
 - No-claim and Refund of UPF
 - Updating cadre positions
20. Motor Vehicle permits on concessionary terms
 - Salary & Leave particulars
 - Service Certificate
 - ERD/ Overseas application
21. Preparing Advertisements/call for applications/Scheduling applications
22. Arrangement for Interviews/Payment for selection board nominees/ Vehicle booking/ Accommodation
23. Internet & email correspondence

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and efficiently.

f. Staff Assistant (Stenography)

Job title : Staff Assistant (Stenography)

Job code/Grade : UMN 4(II)

Salary scale : Rs 22,880 - 18x320; 1x465 - 29,105 pm

Name of the job holder :

Division/ Section : Establishments Branch (Academic)

Job summary :

Attending Leave and Awards Committee Meeting and related and any other works assigned by the Senior Asst. Registrar/Establishments (Academic)

Responsible to :Senior Asst. Registrar/ /Registrar

Duties/ Activities :

1. Taking down the minutes of the Meeting of the Senior Management Committee and drafting the minutes concerned

- and to take follow-up actions for the decisions of the above Committee
2. Taking down the minutes of the Meeting of the Leave and Awards Committee and drafting the minutes concerned and to take follow-up actions for the decisions of the above Committee
 3. Preparation of the recommendation of the Senior Management Committee for the submission of the Council for the approval
 4. Preparation of the recommendation of the Leave and Awards Committee for the submission of the Senate and the Council for the recommendation and approval, respectively
 5. Maintaining the UGC Commission Circulars and UGC Establishments Circular Letters in related to the Study Leave to Teachers including Assistant Librarian and above and Sabbatical Leave to Teachers and Senior Assistant Librarian and above and Study Leave to Academic Supportive Staff
 6. Assist to prepare the Memos to the Senate and the Council in related to the Academic Establishments
 7. In addition to the above duties, the tasks relating to the Establishments Branch (Academic) assigned by the Senior Asst. Registrar/Establishments (Academic) whenever necessity arises

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and efficiently.

5.6 Meetings

TERMS OF REFERENCE

a. The Leave and Award Committee

1. Introduction

The Leave and Awards Committee is one of the ad-hoc committees of the Senate, which is established in terms of Section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently

2. Objective

The objective of the Leave and Awards Committee is to consider and make recommendations to the Senate/ Council of the University with regard to granting leave to teachers and officers for their studies, attending seminars, conferences and training programs, sabbatical leave and special leave, and to address other issues pertaining to leave of staff of the University.

3. **Membership**

The composition of the Leave and Awards Committee of the University shall be:

- Vice Chancellor (Chair)
- Dean of each Faculty
- Registrar

The following may be invited for the meetings whenever necessary as decided by the Committee;

- Librarian
- Heads of relevant Departments of Study
- Heads of other relevant Centers/ Units
- Head of the Establishments Department or his nominee shall convene the meetings of the Committee and shall function as the Secretary to the Committee.

4. **Duties and Responsibilities of the Committee**

The Committee shall consider and make recommendations to the Senate/ Council with regard to:

- Study leave for staff of the University (with pay/ no pay)
- Sabbatical leave for academic staff and administrative staff
- Leave to attend conferences, seminars, workshops and training programs for university staff
- Overseas leave for university staff
- Vacation leave for academic staff
- Special medical and accident leave for university staff
- Special leave under special circumstances
- Address any other issues with regard to granting leave to staff of the University

5. **Meetings of the Committee**

The Committee shall meet once in a month. Two third of the total membership shall constitute the quorum for the meetings of the Committee.

The Vice Chancellor is the Chairman of the committee.

Head of the Establishments Department or his nominee shall keep the records of the proceedings of the committee meetings in writing and circulate among members within one week from the date of which the meeting was held. Decisions taken at the committee meetings shall be placed before the Senate/ Council for approval

Chapter 6

NON-ACADEMIC ESTABLISHMENTS DIVISION

6.1 Introduction

The Non-Academic Establishments Division comes under the Establishments Department of the Rajarata University of Sri Lanka. This Division is responsible for establishment matters regarding Non-Academic staff of RUSL. The main function of the Division is recruitment of qualified staff and retaining them in the service in line with the corporate goals of the RUSL.

The human resource procedures include staff development, leave administration, discipline and termination of employment and personnel records administration. The Non-Academic Establishments Division is responsible for the implementation of all such procedures on an equitable basis without any discrimination.

This Division maintains a close working relationship with all Academic, Administrative and Non-Academic staff of University.

6.2 Building Layout and Access:

It's located first floor of Senate building between. The academic and Non-Academic Establishments are together and there is a partition between the Senior Assistant Registrar/ Academic Establishments and Asst. Registrar/ Non-Academic Establishments.

It can be accessed by using the stairs. There are two staircases in the senate building and through all these stairs are used to reach the Establishment branch of University.

6.3 Job descriptions of Staff

a. Assistant Registrar

Job title	: Assistant Registrar
Job Code/Grade	: U-EX 2(II)
Salary Scale	:Rs 33745-7x645;8x780-45225 pm
Name of the job holder	:
Division/ Section	: Establishments/ Non-academic
Job Summary	:
Senior Assistant Registrar, under the University System.	
Responsible To	: Registrar/Vice Chancellor
List of Tasks	:
1) General Administration of Division.	
2) Handling all matters pertaining to Recruitment of Non-Academic staff on time at RUSL	
3) Make sure of calling applications for promotion of Non-academic staff (two times per year - July & December)	

- 4) Make certain the Non-academic staff performance.
- 5) Check and confirm whether the staff get facilities and incentives on time.
- 6) Call for an applications for internal transfers.
- 7) Issuing service letters
- 8) Handling leave matters of Non-academic Staff
- 9) Handling extension of service of Non-academic Staff
- 10) Control of all attendance registers of Non-Academic Staff
- 11) Any other matters assigned by the Registrar and Vice-Chancellor, RUSL

Responsibilities :

- 1) Ensure that non-academic establishment matters are handled accurately, above activities with accuracy, impartially, honestly, lawfully, transparently and productively on a timely basis.
- 2) Supervise and co-ordinate the functioning of the Division in a smoothly manner
- 3) Guide the Non -academic staff to achieve the goals and objectives of the University
- 4) Assist the Registrar/Vice-Chancellor to achieve the objectives of the RUSL by attending to establishment matters of non-academic staff effectively and efficiently.
- 5) Provide correct information and necessary advice to the Management on a timely basis in a professional manner.

Assessment of Performance:

According to the provisions in section 27, Chapter vi of Establishment code of UGC and HEIs.

Working Conditions :

Special Working Condition involved on the job (if necessary)

Knowledge, Skills and Abilities Required:

b. Clerk

Job Title	: Clerk Gr. III
Job Code/Grade	: U-MN 1(IIIA)
Salary Scale	: Rs. 17,000 - 11x155 - 18705 p.m.
Name of the Job Holder	:
Division/ Section	: Non-Academic Establishments Branch
Job Summary	: Clerk, under the University System.
Responsible To	: Senior Assistant Registrar/Registrar
Duties/ Activities	:

- 1) Maintaining personal files of Non- Academic staff members (Permanent and Assignment basis) i.e., Skill, Semi-skill and Labourer Grades
 - Recruitments / Appointments
 - Confirmation and Promotion
 - Overseas leave and other leave

- Resignation/Termination/Vacation of Post/Retirements
 - Assignment Basis Staff appointments & Flow ups
(Extension of the Service/Monthly payment vouchers)
- 2) Routine activities
- Preparing Memos to the Finance Committee & Council
 - Preparing reports to the UGC, Vice-Chancellor/Competent Authority & Council
 - Attending Follow up actions of Finance Committee & Council
 - Annual Increment
 - No-claim and Refund of UPF
 - Issuing Leave particulars
 - Issuing Service Certificate
 - ERD/ Overseas application
 - Preparing Advertisements/call for applications/Scheduling applications
 - Arrangement for Interviews/Payment for selection board nominees/ Vehicle booking/ Accommodation
 - Calculating Gratuity
 - Internet & e-mail correspondence
- 3) Any other work assigned by the Senior Assistant Registrar/Non-Academic/ Establishments, Registrar time to time.

Responsibilities :

Responsible for providing services according to the duty list

Authority : Vice-Chancellor/Registrar

Assessment of Performance : According to the duty list

Working Conditions : According to the working place

Knowledge, Skills and Abilities Required:
According to the Scheme of Recruitment

c. Computer Applications Assistant – 1

Job Title : Computer Applications Assistant Gr. III

Job Code/Grade : U-MN 1(IIIA)

Salary Scale : Rs. 17,000 - 11x155 - 18705 p.m.

Name of the Job Holder :

Division/ Section : Non-Academic Establishments Branch

Job Summary :
Computer Applications Assistant, under the University System.

Responsible To : Assistant Registrar/Registrar

Duties/ Activities :

- 1) Maintaining personal files of Non- Academic staff members (Permanent and Assignment basis) i.e., Technical , Clerical and Allied Grades
 - Recruitments / Appointments
 - Confirmation and Promotion
 - Overseas leave and other leave
 - Resignation/Termination/Vacation of Post/Retirements
 - Assignment Basis Staff appointments & Flow ups (Extension of the Service/Monthly payment vouchers)
- 2) Routine activities
 - Preparing Memos to the Finance Committee & Council
 - Preparing reports to the UGC, Vice-Chancellor/Competent Authority & Council
 - Attending Follow up actions of Finance Committee & Council
 - Annual Increment
 - No-claim and Refund of UPF
 - Issuing Leave particulars
 - Issuing Service Certificate
 - ERD/ Overseas application
 - Preparing Advertisements/call for applications/Scheduling applications
 - Arrangement for Interviews/Payment for selection board nominees/ Vehicle booking/ Accommodation
 - Calculating Gratuity
 - Internet & e-mail correspondence
- 3) Any other work assigned by the Senior Assistant Registrar/Non-Academic/ Establishments, Registrar time to time.

Responsibilities :

Responsible for providing services according to the duty list

Authority : Vice-Chancellor/Registrar

Assessment of Performance : According to the duty list

Working Conditions : According to the working place

Knowledge, Skills and Abilities required:

According to the Scheme of Recruitment

d. Computer Applications Assistant - 2

Job Title : Computer Applications Assistant Gr. III
 Job Code/Grade : U-MN 1(IIIA)
 Salary Scale : Rs. 17,000 - 11x155 - 18705 p.m.
 Name of the Job Holder :
 Division/ Section : Non-Academic Establishments Branch
 Job Summary :
 Computer Applications Assistant, under the University System
 Responsible To : Assistant Registrar/Registrar
 Duties/ Activities :
 1) Maintaining Leave Registers and checking attendance of staff of Administrative, Academic Support, Non- Academic, Assignment basis and Trainees
 2) Issuing leave letters to the Non- Academic Staff :
 • Maternity Leave
 • Special Leave
 • No-pay leave
 3) Any other leave matters
 4) Internal Transfer of Non- Academic Staff
 5) Issuing University Identity Card
 6) Preparing memos to the Finance Committee and Council
 7) On the Job Trainees' Appointment
 8) Updating University's Cadre
 9) Matters related to the University's Cadre
 10) Any other work assigned by the Senior Assistant Registrar/Non-Academic/ Establishments, Registrar time to time.

Responsibilities :
 Responsible for providing services according to the duty list
 Authority : Vice-Chancellor/Registrar
 Assessment of Performance : According to the duty list

Working Conditions : According to the working place
 Knowledge, Skills and Abilities required:
 According to the Scheme of Recruitment

Chapter 7 FINANCE DEPARTMENT

7.1 Introduction

The Bursar is the Head of the Finance Department. He is a full-time officer of the University and should exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by the Universities Act or by any appropriate Instrument. The Bursar performs duties subject to the direction and control of the Registrar (Assistant Accounting Officer) and is directly responsible for administration of the finances of the University. As the chief finance officer he is responsible for delivering and implementing sound accounting and budgetary control system and providing timely information and accounts in keeping with the principles of transparency and accountability. He is the custodian of the Fund of the University and convener of the Finance Committee. The Secretary to the Ministry of the subject of Higher Education and the Vice Chancellor are the Chief Accounting Officer (CAO) and the Accounting Officer (AO) respectively of the University

The authority of the Finance Department flows down from The Bursar through Deputy Bursar, Senior Assistant Bursar to Assistant Bursar.

The management of the Finance Department is governed by the;

- a. Universities Act No. 16 of 1978 and subsequent amendments there to
- b. University Establishments code
- c. Circulars issued by the University Grants Commission
- d. Circulars issued by the Ministry of Higher Education
- e. Circulars issued by the General Treasury and the Department of National Budget (N B D)
- f. Circulars issued by the Ministry of Public Administration
- g. Government Establishments Code, where applicable
- h. Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- i. Sri Lanka Public Sector Accounting Standards
- j. Procurement Guidelines 2006
- k. Financial Regulations of the Government

7.2 Objectives

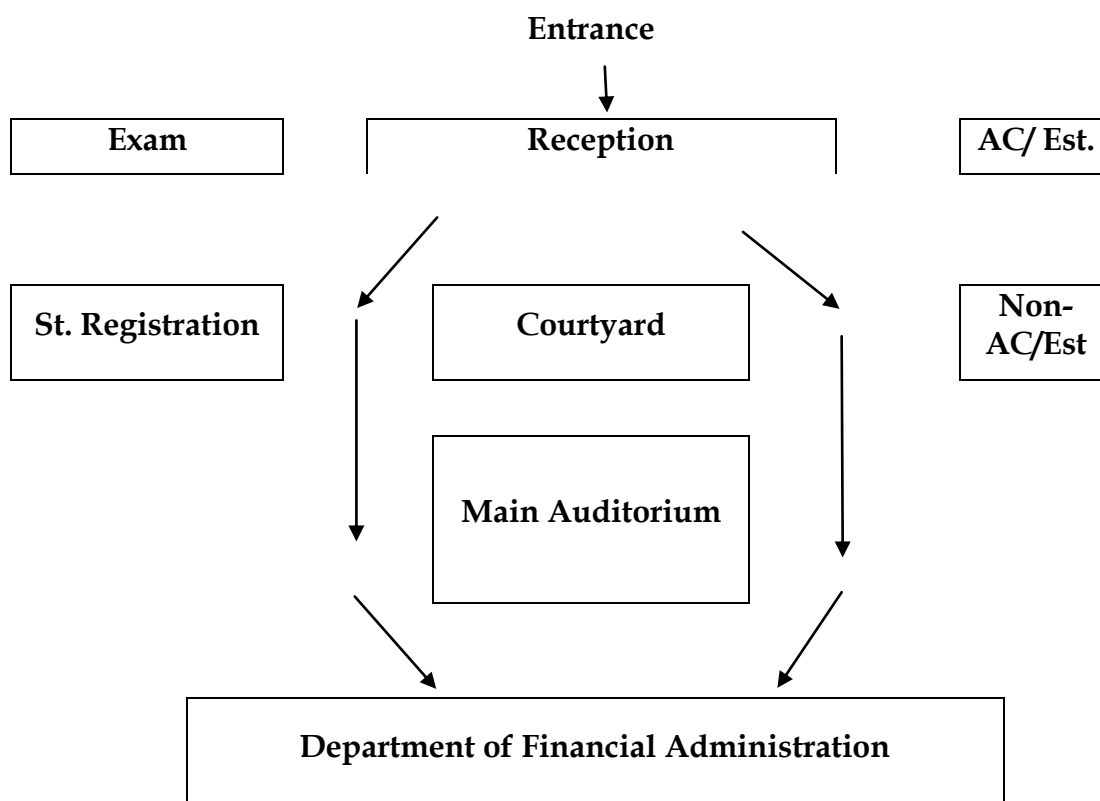
- a. To provide diligent efforts and dependable financial services to the university community through professional expertise, developing practical procedures and processes, promoting efficient systems, maintaining sound financial records, and seeking continuous improvements

- b. To safeguard the University Fund by ensuring adherence to the regulatory and other requirements of the Universities Act, Financial Regulations, Circulars issued by the Ministry of Finance/ Public Administration/ Higher Education/ UGC
- c. To provide leadership to safeguard University financial assets, ensuring regulatory compliance, and providing timely delivery of services to internal and external stakeholders.
- d. To keep continuous improvement on financial transaction reporting systems and strengthen the internal control environment in order to implement best practices in good governance and support decision making of the management
- e. To procure, store and deliver goods and services which are needed for the development of faculties and departments within the given annual allocation while following prescribed procedures
- f. To develop skilled second layer management to take over responsibilities to ensure smooth functioning of the University in future

7.3 Building Layout and Access

The Finance Department is situated in the 1st floor of the Senate Building at the main university premises at Mihintale.

1st Floor

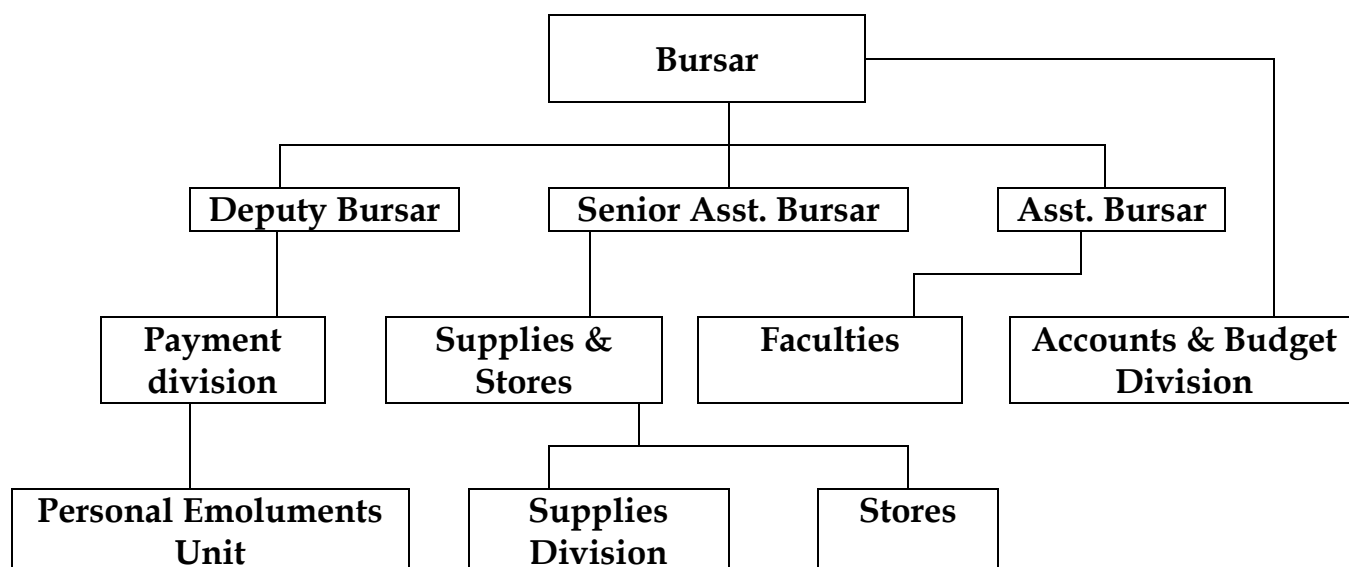


7.4 Distribution of Cadre

Designation	Number of Cadre
<i>Existing</i>	
Bursar	01
Deputy Bursar (D B)	01
Senior Assistant Bursar (S A B)	01
Assistant Bursar (A B)	04
Purchasing Officer (P O)	01
Stenographer	01
Clerk	08
Book Keeper (B K)	03
Computer Application Assistant (C A A)	03
Shroff	03
Store Keeper (S K)	02
Record Keeper (R K)	01
Store Man	01
Labourer	04
	<u>34</u>
<i>Proposed</i>	
Assistant Bursar (A B)	01
Clerk	01
Computer Application Assistant (C A A)	05
Labourer	01
	<u>01</u>
Total	<u><u>42</u></u>

7.5 Structure of the Department

Responsibilities of the Finance Department have been divided into three main divisions depending on the functional areas. They are Payment Division, Accounts & Budget Division and Supplies & Stores Division. Payment Division has been divided into two units. i .e. Personnel Emoluments and Other Payments while Supplies and Stores Division is divided into two units as Supplies and Stores depending on the nature of the functions to be handled.



7.6 Functions of the Department

- a. Preparation of Annual Draft Estimates, Annual Institutional and Programme Budget
- b. Maintaining Books of Accounts and preparation of Annual Statements of Accounts in such form and manner as specified by the UGC from time to time
- c. Publishing the Accounts in the Gazette when audited
- d. Submission of monthly Cash Forecast Statement to the Department of National Budget through the UGC
- e. Preparation and submission of various reports as requested by internal and external stakeholders
- f. Payment of personnel emoluments for all categories of staff in the university in time
- g. Remittance of all the statutory payments such as UPF, ETF, PAYE Tax, Stamp duties to the relevant authorities in timely manner
- h. Payment of retirement/ terminal benefits to the relevant parties
- i. Payment and recovering of loans and advances
- j. Making payment for all utilities
- k. Making payment on visiting lecturers and examination related activities
- l. Payment and reimbursement of other advances and petty cash
- m. Payment of capital and rehabilitation projects
- n. Payment of travelling claims, subsistence and scholarship (students) payments
- o. Procurement, storing and distribution of all kind of goods and services which are requested by the Faculties, Departments and Centres in line with the Procurement Plan for the particular year
- p. Entering, updating and monitoring the Fixed Assets Register
- q. Registering of suppliers and contractors annually
- r. Monitoring and preparation of Master Procurement Plan
- s. Holding Finance Committee Meetings on predetermined dates
- t. Answering the internal and external audit queries

Manual of Procedures

Standard Operational Procedures for Financial Management and Procurement and Stores Management is given in Part I of the Management Guide.

7.7 Job Descriptions of the Department**a. Bursar**

- Job Title : Bursar
 Job Code/Grade : U – EX 3 (ii)
 Salary Scale : Rs.49,995.00,5x1,050.00,13x1,310.00; 72,225.00pm
 Name of the Job Holder :
 Division/ Section : Finance Department
 Job Summary :
 Overall administration of the university Fund and the Finance Department
 Responsible To : Registrar/ Vice Chancellor
 Duties/ Activities :
- 1) Preparation of annual Institutional estimates for income & expenditure, Institutional & sectorial budget in consultation with the head of the departments
 - 2) Monitoring expenditure in relation to budget and presenting reports to the management
 - 3) Keeping the accounts of the university and preparing Final Accounts
 - 4) Maintaining cash flow projections for the current year
 - 5) Scrutinizing and passing for all Construction payment
 - 6) Obtaining additional allocation from the relevant authorities
 - 7) Keeping analyses of costs and other statistical records
 - 8) Oversees the overall operations of financial services of the university.
 - 9) Provides direction and leadership in financial management and ensures compliance with regulations and standard accounting procedures
 - 10) Provides periodic information to the UGC, MoHE and The Treasury
 - 11) Recommends and participates in the development of University policies and procedures
 - 12) Interacts with internal and external auditors and answering the queries
 - 13) Directs the implementation, administration, and recordkeeping of procedures and internal control system
 - 14) Establishes and implements short and long organizational goals, objectives, strategies, policies, and operating procedures
 - 15) Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses
 - 16) Represents the University when necessary with regard to financial matters

- 17) Any other duties/activities assigned by the Registrar, Vice Chancellor
- Represent the meetings
 - Convener to the Finance Committee

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently.

Authority :

Authorizing & approving of an expenditure up to Rs.250.000.00 as delegated by the Council

Assets under Job Holder :

- 1) Computer and Printers
- 2) Fax Machine
- 3) Steel Four drawer filing cabinet
- 4) Calculator, Stapler & Puncher

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :

Special Working Condition involved on the job (if necessary)

Knowledge, Skills and Abilities Required:

- 1) University Act No. 16 of 1978 and subsequent amendments
- 2) University Establishment code
- 3) Circulars issued by the University Grants Commission
- 4) Circulars issued by the ministry of Higher Education
- 5) Circulars issued by the General Treasury and the Department of National Budget (N B D)
- 6) Circulars issued by the ministry of Public Administration
- 7) Government Establishment Code
- 8) Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- 9) Sri Lanka Public Sector Accounting Standards
- 10) Procurement Guidelines 2006
- 11) Financial regulations of the Government
- 12) Computer Literacy and Packages
- 13) English Language
- 14) Mathematical Calculations and formulas

Date of Preparation :

Prepared By : Registrar

Approved By : The Vice Chancellor

Date :

b. Deputy Bursar - Payment Division

Job Title : Deputy Bursar
 Job Code/Grade : U-EX II (1)
 Salary Scale : Rs.43,645 – 16 x 1,050 – 60,445/- p.m.
 Name of the Job Holder :
 Division/ Section : Finance Department, Payment Division
 Job Summary :

Deputy Bursar is responsible for all activities of the Payment Division of the Finance Department directly for Personal Emoluments. He should certify all vouchers related to personal emolument as the certifying officer.

Responsible To : Bursar, Registrar

Duties/ Activities :

- 1) Ensure to pay salaries and over time on stipulated dates for all categories of staff
- 2) Ensure to remit salary deductions to the relevant parties on time
- 3) Payment of loan and advances to the staff.
- 4) Ensure to recover loan and advances installments monthly
- 5) Ensure overtime payments are paid on 10 of each month
- 6) Ensure to pay salary and other advances on time

Responsibilities :

Ensure that all salaries, overtime, advances and loan payments are made in order accordance with the existing rules and regulation and other regulatory requirements for payment.

Authority :

As delegated by the Bursar/Registrar/Vice-Chancellor

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :

Special Working Condition involved on the job (if necessary) Knowledge, Skills and Abilities Required:

- 1) University Act No. 16 of 1978 and subsequent amendments
- 2) University Establishment code
- 3) Circulars issued by the University Grants Commission
- 4) Circulars issued by the ministry of Higher Education
- 5) Circulars issued by the General Treasury and the Department of National Budget (N B D)
- 6) Circulars issued by the ministry of Public Administration
- 7) Government Establishment Code
- 8) Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- 9) Sri Lanka Public Sector Accounting Standards

- 10) Procurement Guidelines 2006
- 11) Computer Literacy and Packages
- 12) English Language
- 13) Mathematical Calculations and formulas

Date of Preparation :
 Prepared By : Bursar
 Approved By : The Vice Chancellor
 Date :

c. Assistant Bursar - Other Payments Unit

Job Title : Assistant Bursar
 Job Code/Grade : U-EX 1(1)
 Salary Scale : Rs.26,020 - 3x585 - 27,775 (EB) 28,420; 12x645
 - 36,160/- p.m
 Name of the Job Holder :
 Division/ Section : Finance Department, Other Payment Unit

Job Summary :

Assistant Bursar - Other Payments Unit should be responsible for all the payments other than personal emoluments and payments for the suppliers as the certifying officer.

Responsible To : Deputy Bursar, Bursar and Registrar

Duties/ Activities :

- 1) Certify the Exam claim vouchers for payments
- 2) Certify the Travelling claim vouchers for payments
- 3) Certify the Visiting Lecturer claim vouchers for payments
- 4) Certify the Entertainment claim/expenses vouchers for payments
- 5) Certify the contract employees' payment vouchers for payments such as legal officer, vehicle consultant, coaches & temp. Tutors/ Demonstrators
- 6) Certify the reimbursement/ payments regarding meeting expenses
- 7) Certify the contract payments of Contractors for payments
- 8) Certify the payment/reimbursement of the utility bills such as Electricity, Water & Telephone.
- 9) Handle the sundry advances and settlement
- 10) Make Mahapola/Bursary payments to students and reimburse the paid amount from UGC
- 11) Handle the petty cash impress payments and settlements
- 12) Certify the other miscellaneous voucher for payments
- 13) any other duties/activities assigned by Bursar

Responsibilities :

Ensure that all payments are in order according to existing rules and regulation and other requirements for certification and payment.

Authority :
 As delegated by the Bursar, Registrar, Vice-Chancellor
 Assets under Job Holder : Laptop, Desktop, Official Table, Arm Chair

Assessment of Performance :
 According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities required:

- 1) University Act No. 16 of 1978 and subsequent amendments
- 2) University Establishment code
- 3) Circulars issued by the University Grants Commission
- 4) Circulars issued by the ministry of Higher Education
- 5) Circulars issued by the General Treasury and the Department of National Budget (N B D)
- 6) Circulars issued by the ministry of Public Administration
- 7) Government Establishment Code
- 8) Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- 9) Sri Lanka Public Sector Accounting Standards
- 10) Procurement Guidelines 2006
- 11) Computer Literacy and Packages
- 12) English Language
- 13) Mathematical Calculations and formulas

Date of Preparation :

Prepared By : Bursar

Approved By : The Vice Chancellor

Date :

d. Assistant Bursar - Accounts & Budget Division

Job Title : Assistant Bursar

Job Code/Grade : U-Ex I (Ii)

Salary Scale :Rs.26,020 - 3x585 - 27,775 (EB)
 28,420; 12x645 - 36,160/- p.m

Name of the Job Holder :

Division/ Section : Finance Department, Accounts & Budget
 Division

Job Summary :

Assistant Bursar In-charge for Accounts & Budget Division is responsible for the effective and efficient processing of financial information to the Council of the University, University Grants Commission and other relevant authorized parties through the Bursar, Registrar and Vice Chancellor.

Responsible To: Bursar, Deputy Bursar, and Registrar

Duties/ Activities :

- 1) Participate in the maintenance of accurate financial records so as to facilitate information flow between the Accounts & Budget division, Supplies division, faculties and departments and other relevant divisions of the university, ensure coordination of functions with related divisions
- 2) Supervise the preparation of the daily journal entry forms, receipt vouchers, and the monthly statements concerning checking account reconciliation and coordinate these functions
- 3) Prepare Institutional Budget & Programme Budgets for the current year at the beginning of the year. (January - February), after considering all expenses incurred previous years, expenditure pattern and revenue generating sources
- 4) Prepare monthly Financial Forecast properly after analyzing previous month's expenditures and committed expenses which will be incurred to next month thoroughly, and submit to the University Grants Commission & Department of National Budget
- 5) Submit monthly income & Expenditure Statement to the Finance Committee along with the cash flow statement
- 6) Submit programme wise quarterly expenditure statement to the Finance Committee
- 7) Provide supervisions to daily maintenance of programme and project wise vote ledger and Certify vote ledgers
- 8) Provide directions to disposal of cheques
- 9) Classification of receipt and payments and maintaining the Main Ledger
- 10) Extract Trial Balance quarterly
- 11) Extract Trial Balance at the end of the Financial Year
- 12) Preparation of Year-end Financial Statements which should be included
 - Statement of Financial Position
 - Statement of Financial Performance
 - Statement of Changes in Net Assets/ Equity
 - Cash Flow Statement
- 13) Render Financial Statements to the Auditor General before 28th February of the respective year
- 14) Publish Audited Financial Statements in the gazette along with the Auditor General's Report and observations of the Governing Authority in all three languages
- 15) Provide supervisions to maintain Journal Entry Register
- 16) Submit of various reports to the Ministry of Higher Education, University Grants Commission, when there have requested
- 17) Monitor self-financing project funds monthly
- 18) Maintain the bank balance in the cash book and initiating the daily bank balance and the cash balance with the shroff
- 19) Bound to do any other duties and responsibilities assigned by the Bursar

Responsibilities :

- 1) Supervise and coordinate the functions of the Accounts & Budget Division in a smooth manner
- 2) Provide fullest potential contributions to achieve main objectives of the Department and the Division
- 3) Provide accurate financial information to the relevant authorized parties
- 4) Attempt to uplift the contribution of the Division towards University goals and objectives through enhancing performance of the subordinates
- 5) Coordinate with all subordinates and endeavor to enhance their motivation towards Department and Divisional objectives

Authority :

Derived from the Bursar under delegation of authority

Assets under Job Holder : Laptop, Desktop, Official Table, Arm Chair

Assessment of Performance:

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Knowledge, Skills and Abilities Required:

- 1) Duties require knowledge of accounting principles and procedures of the university
- 2) Knowledge of public financial administration, budgeting and reporting, budget and accounting procedures are also required
- 3) Ability to prepare complete and accurate financial reports and statements is required
- 4) Ability to perform detail work involving written and/or numerical data and to make mathematical calculations rapidly and accurately is essential in performing the functions of this job
- 5) Ability to communicate effectively both orally and in writing
- 6) Employee will be able to work under pressure
- 7) Should have highly competitive knowledge about MS office
- 8) Highly motivated and Self Confidence
- 9) Skill in developing and maintaining effective working relationships with peers and subordinates

Date of Preparation :

Prepared By : Bursar

Approved By : The Vice Chancellor

Date :

e. Assistant Bursar - Supplies Unit

Job Title : Assistant Bursar

Job Code/Grade : U-EX 1(1)

Salary Scale : 28,420.00 + 32,852.00

Name of the Job Holder :

Division/ Section : Finance Department, Supplies Unit

Job Summary :

Procuring, storing and delivering of fixed assets, teaching equipment, and chemicals which are needed for the faculties and department

Responsible To :

Bursar, Deputy Bursar Registrar and Vice Chancellor

Duties/ Activities :

- 1) Procurement of Teaching and Laboratory equipment
- 2) Procurement of Furniture and Office equipment
- 3) Procurement of Chemical and Glassware
- 4) Procurement of Sports Items (Capital)
- 5) Arrange repairs to the Laboratory and Teaching Equipment and Office furniture and office Equipment (other than fitting)
- 6) Functioning as a Convener of Procurement Committee - Major and Minor
- 7) Certifying Voucher for the payment to the suppliers
- 8) Authorization of SNR for capital items
- 9) Registration of Suppliers
- 10) Any other duties assigned by the Bursar

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently.

Authority :

Derived from the Bursar under delegation of Authority

Assets Under Job Holder	: Desktop with printer and UPS	01
	Laptop	01
	Fax machine	01
	Office table and chair	01
	Computer table and chair	01
	Filing cabinet	01
	Visitor chairs	03

Assessment of Performance :

According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) University Act No. 16 of 1978 and subsequent amendments
- 2) University Establishment code
- 3) Circulars issued by the University Grants Commission
- 4) Circulars issued by the ministry of Higher Education
- 5) Circulars issued by the General Treasury and the Department of National Budget (N B D)

- 6) Circulars issued by the ministry of Public Administration
- 7) Government Establishment Code
- 8) Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- 9) Sri Lanka Public Sector Accounting Standards
- 10) Procurement Guidelines 2006
- 11) Computer Literacy and Packages
- 12) English Language
- 13) Mathematical Calculations and formulas

Date of Preparation :
 Prepared By : Bursar
 Approved By : The Vice Chancellor
 Date :

f. Assistant Bursar – Stores Unit

Job Title : Assistant Bursar
 Job Code/Grade : UEX I (II)
 Salary Scale : 29,065; X 1 1x 645.00
 Name of the Job Holder :
 Division/ Section : Finance Department, Stores Unit
 Job Summary :

Procuring, storing and delivering of all kind of consumable items which are needed for the faculties and department while giving priority to manage the main store by following stores management techniques efficiently and effectively

Responsible To : Bursar, Registrar of the University
 Duties/ Activities :

- 1) Ensure the supply of the consumable goods on time through following proper Procurement Procedures
- 2) Ensure the maintenance of proper stores management system
- 3) Convening the Procurement Committee (Minor) meetings
- 4) Authorizing issuing goods from Main and Maintenance store
- 5) Certifying the vouchers relevant to the consumable purchases, fuel, repair of vehicles, and contractual services within the approved limit
- 6) Signing of cheques within the approved limits.
- 7) Answering audit queries on time
- 8) Any other duties assigned by Bursar

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :
 Signing Order up to the value of Rs.100,000.00, Authorizing issuing of consumable goods

Assets under Job Holder : Desktop Computer 1
 UPS (650Kv) 1
 Executive Table 1
 High Back Chair 1
 Arm wooden Chair 2

Assessment of Performance :
 According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) University Act No. 16 of 1978 and subsequent amendments
- 2) University Establishment code
- 3) Circulars issued by the University Grants Commission
- 4) Circulars issued by the ministry of Higher Education
- 5) Circulars issued by the General Treasury and the Department of National Budget (N B D)
- 6) Circulars issued by the ministry of Public Administration
- 7) Government Establishment Code
- 8) Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- 9) Sri Lanka Public Sector Accounting Standards
- 10) Procurement Guidelines 2006
- 11) Computer Literacy and Packages
- 12) English Language
- 13) Mathematical Calculations and formulas

Date of Preparation :
 Prepared By : Bursar
 Approved By : The Vice Chancellor
 Date :

g. Assistant Bursar - Faculty Financial Administration

Job Title : Assistant Bursar
 Job Code/Grade : UEX I (II)
 Salary Scale : 29,065; X 1 1X 645.00
 Name of the Job Holder : Vacant
 Division/ Section : Faculty, Finance Division
 Job Summary :

Assistant Bursar of the Faculty is responsible for the all faculty level financial activities such as payment of Visiting Lecturers fee, payment of traveling and subsistence (local traveling only), procurement of goods & services, miscellaneous payments,

Examination Claims and Related Expenses etc.

Responsible To : Dean of the Faculty, Bursar

Duties/ Activities :

- 1) Ensure the supply of Chemicals & Lab Equipment, Teaching Equipment, other necessary items, and Printing works on time through following proper Procurement Procedures.
- 2) Ensure the better use of fund allocated to the faculties
- 3) Convening the Regional Procurement Committee meetings
- 4) Authorizing issuing goods from Main and Maintenance store
- 5) Certifying the vouchers relevant to the faculty's recurrent expenditure except personal emoluments and capital expenditure expect land and building, within the approved limit.
- 6) Signing of cheques within the approved limits.
- 7) Answering audit queries on time
- 8) Any other duties assigned by Bursar

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Signing Order up to the value of Rs.100,000.00, Authorizing issuing of consumable goods

Assessment of Performance :

According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) University Act No. 16 of 1978 and subsequent amendments
- 2) University Establishment code
- 3) Circulars issued by the University Grants Commission
- 4) Circulars issued by the ministry of Higher Education
- 5) Circulars issued by the General Treasury and the Department of National Budget (N B D)
- 6) Circulars issued by the ministry of Public Administration
- 7) Government Establishment Code
- 8) Sri Lanka Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka
- 9) Sri Lanka Public Sector Accounting Standards
- 10) Procurement Guidelines 2006
- 11) Computer Literacy and Packages
- 12) English Language
- 13) Mathematical Calculations and formulas

Date of Preparation :
 Prepared By : Bursar
 Approved By : The Vice Chancellor
 Date :

7.8 Divisions of the Finance Department

a. Payments Division

1) Introduction

Payments Division has both Personal Emolument and payments related to Other Payments. Payments Division maintain the Control registers for each document process through the Division and the Cash book in relate with all payments.

a) Personal Emoluments Unit

Personal Emolument Section handle Payment of Salary for permanent and temporary staff, Loan for permanent staff, Overtime, Holyday. This section is handle by Deputy Bursar.

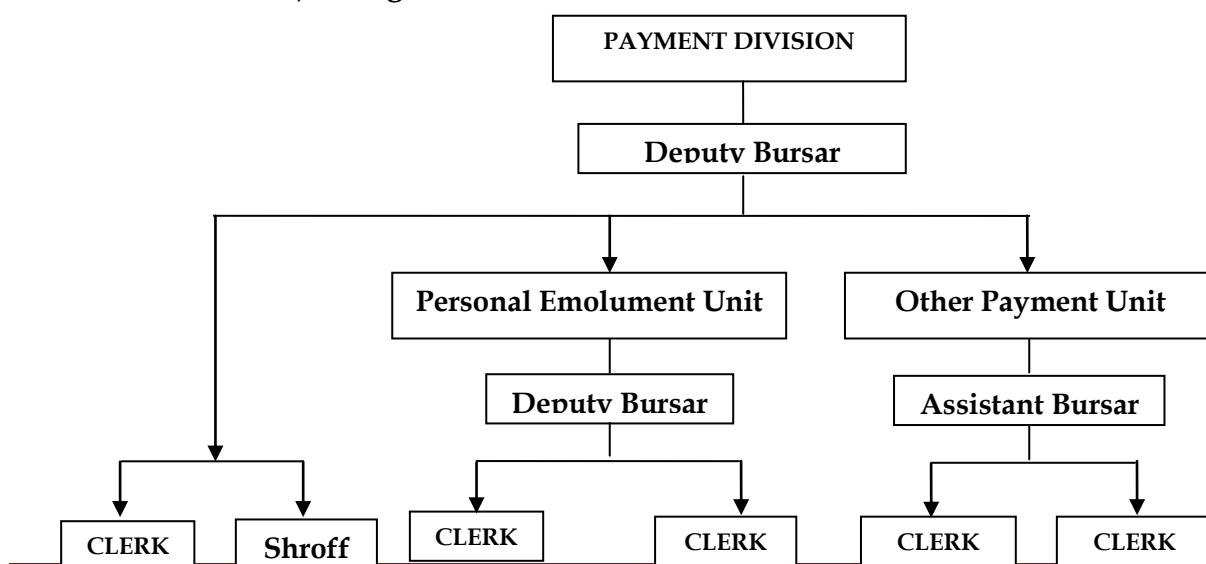
b) Other Payment Unit

Other Payment Section handle payment vouchers in relate to the sundry advances, payments, claims, refunds and reimbursements of the internal staff as well as external members. External members means the public who involve in the contract activities & service providers with RUSL. This section is supervising by Deputy Bursar.

2) Building Layout of the Payment Division:

Payments Division is located in the 1st floor of the main administrative building

3) Organizational Structure of the Division



a) Personal Emoluments Unit

1) **Cadre Distribution of the Personal Emoluments Unit:**

Two clerical staff allocated to the Division. One clerk for Preparation of Salary and one clerk for preparation of Loan, Overtime and Holyday pay. Further, Cash Book Clerk and Shroff should report to the Deputy Bursar

2) **Main Function of the Job Descriptions of the Division**

- Preparation and payment of Salaries and Wages
- Salary remittance of staff
- Loan Payments to permanent staff
- Loan recoveries
- Overtime payments
- Holyday payments

3) **Job Descriptions of the Unit****Senior Staff Assistant (Clerical Services)**

Job Title : Senior Staff Assistant (Clerical Services)

Job Code/Grade : U-MN 4(I)

Salary Scale : Rs. 24,625 - 9x465; 5x585 + 31,735 p.m

Name of the Job Holder :

Division/ Section : Finance Department, Personal Emolument Unit

Job Summary :

Preparation of salaries and wages for all categories of staff of the university, while keeping records accurately

Responsible To : Deputy Bursar, Bursar

Duties/ Activities :

- 1) Preparation of Salaries/Wages for Permanent/Temporary/Casual Employees
- 2) Payment of Salary Advance
- 3) Preparation of Salary Arrears and Increment Arrears for all employees
- 4) Posting of Salary Cheques and Recovery Cheques with statements
- 5) Remittance of UPF with necessary schedules to the UGC
- 6) Preparation of Pension Fund Schedules, Reconciliation statements and remitting to the UGC
- 7) Remitting the ETF contributions monthly and preparation of Half Yearly Contribution
- 8) Schedule and reconciliation statement according the same to the ETF Board

- 9) Furnishing data of Personal Emoluments to prepare the Estimate
- 10) Monitoring the Cadre Provisions with Appointments
- 11) Updating the Salary Points of the employees into the system of O/T payment clerk
- 12) Reconciliation of Payment of Salary Advance and unpaid salary with the Main Ledger
- 13) Payment of Acting Allowance
- 14) Preparation of Vouchers for the salary payments
- 15) Preparation of Payment Calendar annually
- 16) Preparation of PAYE Tax assessment
- 17) Maintaining Stamp Duty recoveries and remittance the same quarterly
- 18) Any other duties/activities assigned by Deputy Bursar and Bursar
 - Checking the payment of Overtime, Holiday-Pay and Loans
 - Helping in preparation of Bond Calculation at the Establishments

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Computer and Printers
Calulator, Stapler & Puncher

Assessment of Performance:

According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge and competent with regarding the financial transaction of the University
- 2) Should have highly numerical skills
- 3) Should have highly competitive knowledge about MS office specially MS Excel, Word
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Clerk Gr.II

Job Title : Clerk Gr.II
 Job Code/Grade : U-MN 2(II)
 Salary Scale : Rs.19,095/-6x185;12x245=23,145/-pm
 Name of the Job Holder :
 Division/ Section :
 Finance Department, Personal Emolument Unit

Job Summary :
 Once ensuring the recoveries to be made, payment of loan and advances for the staff of the university and payment of overtime while keeping records accurately

Responsible To : Deputy Bursar, Bursar
 Duties/ Activities :

- 1) Payment of following loans
 - Distress Loan
 - Staff Loan
 - Computer Loan
 - Cycle Loan
 - UPF Loan
- 2) Payment of festival, special and flood relief advance
- 3) Monitoring the recovery of loan and advances
- 4) Reconciliation of loan and advances monthly
- 5) Preparation of schedules of loans and advances with age analysis for final accounts
- 6) Refund of UPF for resigned, terminated, retired employees
- 7) Payment of overtime

Responsibilities :
 Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :
 Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Computer and Printers
 Calculator, Stapler & Puncher

Assessment of Performance :
 According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.
 Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge and competent with regarding the financial transaction of the University
- 2) Should have highly numerical skills
- 3) Should have highly competitive knowledge about MS office specially MS Excel, Word
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Senior Staff Assistant (Clerical Services) - Cash Books

Job Title : Senior Staff Assistant (Clerical Services)
 Job Code/Grade : U-MN 4(1)
 Salary Scale : Rs. 24,625-9x465; 5x585+31735 p.m.
 Name of the Job Holder :
 Division/Section : Finance Department, Payment Division

Job Summary :
 As the Cash Book Clerk, she is responsible for handling all cash book related transactions of the University, including issuing Recurrent and Capital expenditure cheques to the relevant parties, collecting all PIVs from the Shroff counter and update cash receipts accurately.

Responsible To: Deputy Bursar- Payment Division and Bursar

Duties/ Activities :

- 1) Take over passed vouchers for payment from the vote ledger clerk
- 2) Check whether the voucher has been tempered after the payment had been passed. Ensure that every alteration in the voucher should be authenticated by placing full signature of the relevant officer
- 3) Assign voucher number based on the cash book and write the cheque indicating the cheque number on the voucher
- 4) Make necessary entries in the cash book

- 5) Place the "PAID STAMP" on the voucher and other documents attached to the voucher
- 6) Obtain two signatures on the cheques and to ensure that the officers signing the cheque initialing on
- 7) a) Cash Book b) Voucher c) Counter foil of the cheque leave
- 8) Dispose the cheque in the following manner by making entries in the cheque disposal registrar.
- 9) Handling over to the payee with the approval of Bursar/Senior Assistant Bursar – Accounts & Budget Division by obtaining signature in the relevant voucher and in the register
- 10) Handover the paid voucher to the Book Keeper
- 11) Handover the Cash Book and counter foil of the cheque Book to the Book Keeper
- 12) Extract daily Bank Balance
- 13) Revalidate the cheque by making necessary entries in the cheque revalidation registrar
- 14) Stop payment on lost cheque at the request of the payee
- 15) Submit funds transfer voucher after making necessary entries in the funds transfer register
- 16) Issue cheque in lieu by making necessary entries in the cash book and cheque book
- 17) Cancel the crossing with the approval of the Bursar/ Senior Assistant Bursar- Accounts & Budget Division where it necessary
- 18) Handover the crossing cancelled cheque to the payee obtaining signature in the relevant register
- 19) Bound to do any other duties and responsibilities assigned by the Head of the Division and the Bursar

Responsibilities :

- 1) Provide assistance to carry out all the functions of the Accounts & Budget Division in a smooth manner
- 2) Provide accurate financial information to the relevant authorized parties
- 3) Provide fullest potential contributions to achieve main objectives of the Department and the Division
- 4) Attempt to uplift the contribution of the Division towards University goals and objectives through enhancing performance of the subordinates
- 5) Coordinate with other staff of the Division and provide proper guidance to newcomers

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder :Desktop, Official Table, Armless Chair

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Knowledge, Skills and Abilities Required:

- 1) Good knowledge regarding the financial accounting of the university system
- 2) Employee will be able to handle all cash related transactions and should have high knowledge about these things
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Shroff

Job Title : Shroff
 Job Code/Grade : U-MN 1(i)
 Salary Scale :Rs.19,900-09x245-10x320-25,305/- p.m.
 Name of the Job Holder :
 Division/Section : Finance Department,

Payment Division

Job Summary :
 He is responsible to make internal payment to the relevant staff of the university and deposit all cash received as revenue on the appropriate bank accounts while maintaining proper records.

Responsible To : Deputy Bursar – Payment Division and Bursar

Duties/ Activities :

- 1) Make cash payment and maintain appropriate records
- 2) Hand over cheques to the Internal Staff
- 3) Deposit the cash, cheques, money orders into the appropriate bank accounts of the university on the same day or on the following day
- 4) Raise receipts for the cash, cheques and money orders deposited with you along with the Paying in Voucher (PIV)
- 5) Take main responsibilities for custody of cash, cheques, and money orders that you received
- 6) Take daily balances of cash in hand and submit appropriate registers to the Head of the Division for his authentication
- 7) Soon after the payments were made, the relevant documents should be submitted to the book keeper in the Accounts & Budget Division

- 8) If the payment is not made within a month from the date of receipt of voucher, the unpaid money and cheques should be cancelled and taken into the appropriate accounts
- 9) Bound to do any other duties and responsibilities assigned by the Head of the Division and the Bursar

Responsibilities :

- 1) Provide assistance to carry out all the functions of the Accounts & Budget Division in a smooth manner
- 2) Provide accurate financial information to the relevant authorized parties
- 3) Provide fullest potential contributions to achieve main objectives of the Department and the Division

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Desktop, Official Table, Armless Chair

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge and competent with regarding the financial transaction of the University
- 2) Should have highly numerical skills
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

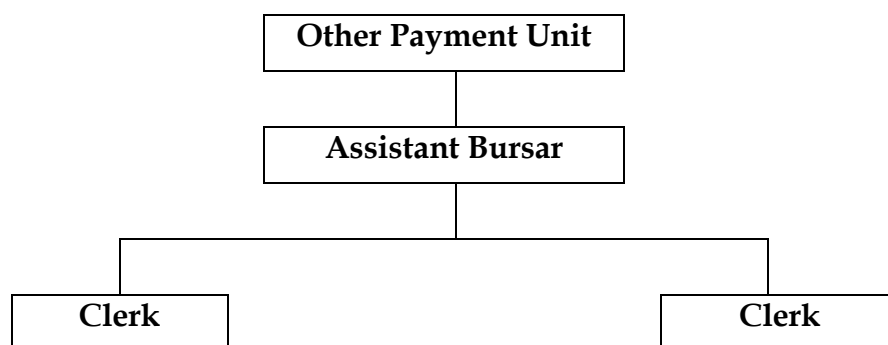
b) Other Payments Unit

1) Brief Introduction

Payments unit handle the vouchers in relate to the sundry advances, payments, claims, refunds and reimbursements of the internal staff as well as external members. External members means the public who involve in the contract activities & service providers with RUSL. Payments unit maintain the control registers for each document process through the Division and the cash book in relate with the payment.

2) Building Layout and Access

Payments Division is located in the 1st floor of the Senate block.

3) Structure of the Unit**4) Cadre distribution of the Other Payments Unit**

Two clerical staff allocated to the Division to check and submit the Documents/Vouchers for payment.

5) Main Function of the Other Payments Unit

- Certify the claim vouchers of permanent staff
- Certify the claim vouchers of the visiting staff
- Certify the sundry advance payments and settlement
- Certify the vouchers of Contactors payments
- Certify the Reimbursement of expenditures
- Certify the vouchers of course fee/registration fee
- Certify the Salary, Loan, Holyday and Overtime vouchers
- Certify the vouchers of UPF, ETF payments
- Certify the vouchers of Bursary & Mahapola payments
- Certify the Petty cash impress and settlement
- Certify the payments of Utility bills

6) Job Descriptions of the Unit**Book-Keeper Gr. II, 'Seg B'**

Job Title : Book-Keeper Gr. II, 'Seg B'

Job Code/Grade : U-MN 1 (III A)

Salary Scale : Rs.16,070 -17 x 155 – 18,705 p.m

Name of the Job Holder :

Division/ Section : Finance Department, Other Payments Unit

Job Summary :

Check the documents of the submitted vouchers such as Exam Claims, Mahapola Bursary Reimbursement, Contractors payments, petty cash impress, entertainment expenses & Grant payments whether it's eligible or not for payments according to the financial regulation and submit the vouchers to the Asst. Bursar to certify for the payments.

Responsible To : Assistant Bursar – Other Payments, Bursar
 Duties/ Activities :

- 1) Exams Claims Payment
- 2) Mahapola, Bursary Reimbursement
- 3) Petty Cash Reimbursement
- 4) Entertainment Allowance Payment
- 5) Endowments Funds controlling
- 6) NCAS Grants controlling
- 7) Other Grants controlling
- 8) Payment to Contractor

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Computer and Printers, Calculator, Stapler & Puncher

Assessment of Performance:

According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge and competent with regarding the financial transaction of the University
- 2) Should have highly numerical skills
- 3) Should have highly competitive knowledge about MS office specially MS Excel, Word
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Computer Application Assistant Gr.III

Job Title : Computer Application Assistant, Gr.III
 Job Code/Grade : U-MN 1 (III A)
 Salary Scale : Rs.16,070 -17 x 155 – 18,705 p.m
 Name of the Job Holder :
 Division/ Section :Finance Department, Other Payments Unit
 Job Summary :

Check the documents of the submitted vouchers such as Sundry advance, Mahapola & Bursary Payments, Utility bills, visiting claim, Travelling Claims, Paper advertisement bills and Reimbursements whether it's eligible or not for payments according to the financial regulation and submit the vouchers to the Asst. Bursar to certify the voucher for the payments

Responsible To : Assistant Bursar – Other Payments, Bursar

Duties/ Activities :

- 1) Check and submit the following payment documents;
 - Sundry advance
 - Mahapola & Bursary Payments
 - Utility Bills
 - Telephone Bills
 - Telephone Bill reimbursements
 - Water Board Bills
 - Electricity Bills
 - LEARN Bills
 - Payment related to the Visiting Lectures
 - Payment related to Travelling claims & Expenses
 - Payment related to the Paper Advertisement
 - Reimbursement of Deposits
 - Payments related to the TEC/Procurement Committees
 - Payments / Reimbursements related to the Boards
 - Council
 - Senate
 - Faculty Board
 - Finance Committee
 - Audit Committee
 - Leave & Awards Committee
 - Selection Committee
 - any other duties/activities assigned by: Assistant Bursar Other Payments & Bursar

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Computer and Printers, Calculator, Stapler & Puncher

Assessment of Performance :

According to the provisions inspection 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions: Special Working Condition involved on job
Knowledge, Skills and Abilities Required:

- 1) Very good knowledge and competent with regarding the financial transaction of the University
- 2) Should have highly numerical skills
- 3) Should have highly competitive knowledge about MS office specially MS Excel, Word
- 4) Highly motivated and Self Confidence

Date of Preparation

Prepared By : Bursar

Approved By : Registrar

Date :

1) Objectives of the Accounts & Budget Division**Financial Planning/ Budgeting**

- a) Ensure that appropriate consideration is given to the most effective use of funds available to carry out activities and that there is adequate provision made for reviewing results and adjusting plans throughout the budget period
- b) Assure that standards of sound financial planning are established and followed throughout the Faculties, Departments, Centers and Units, and applied equally to the use of Treasury grants and funds
- c) Ensure all Internal Revenue Sources and properly estimated revenue will be generated in the forthcoming year

Financial Reporting

- a) Ensure that all transactions are completely and accurately recorded in the accounting system as the basis for effective reporting of financial results
- b) Establish the importance of accurate reporting of all financial transactions in accordance with the established criteria and obtains assurance that this objective is being met
- c) Communicate to the Deans of the Faculties, Heads of the Departments, the importance of accurate recording in the accounting system of all financial transactions and obtains assurance that Departments are meeting this objective

- d) Ensure that all transactions are accurately coded in accordance with established criteria. Codes applied to transactions are designed to provide the financial information necessary for the effective conduct of the University's financial affairs
- e) Ensure that all financial transactions are accounted according to the Sri Lanka Public Sector Accounting Standard, introduced by the Institute Chartered Accountants of Sri Lanka

Institutional & Programme Budgeting

- a) The development of Programme budgets is multi-faceted and, conceivably, quite complex. It is part of a very important process the primary function of which is to effectively allocate approved government grants amongst various program plans. In doing so, anticipated expenditures are itemized and authorized for a given period and serve as a control mechanism to match anticipated and actual revenues and expenditures for the period.
- b) Once the Budgets are established the primary functions are to monitor and control the budgets throughout the year.

Providing Financial Information

- a) Analyzing, Reconciliation and Preparation of Financial Statements such as;
 - Statement of Financial Position
 - Statement of Financial Performance
 - Statement of Changes in Net Assets/ Equity
 - CashFlows Statement
 - When the entity makes publicly available it's approved budget, a comparison of budget and actual amounts either as a separate additional financial statement or as a budget column in the financial statements
 - Notes, comprising a summary of significant accounting policies and other explanatory notes

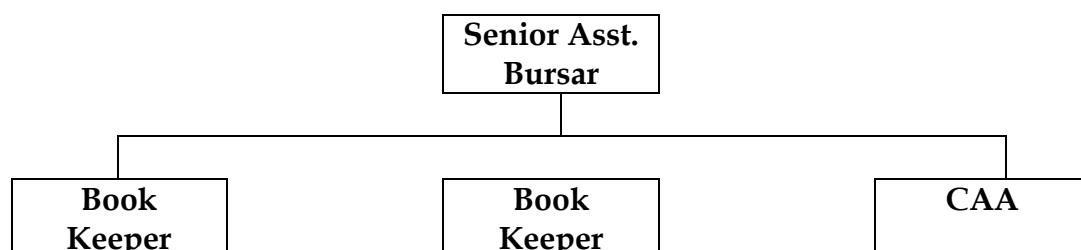
As per the Sri Lanka Public Sector Accounting Standards published by the Institute of Chartered Accountants of Sri Lanka
- b) Furnish final accounts to the Department of Auditor General and the General Treasury, University Grants Commission, and other relevant authorized parties
- c) Provide time to time the Financial Progress Reports to the relevant parties

Cash & Banking Functions

- a) Safeguard and deposit cash immediately into the University's approved bank accounts and correctly record it in the University's accounts

2) Building Layout

Accounts & Budget Division is located in the 1st floor of the Senate Building.

3) Organizational Structure of the Division**4) Cadre Distribution**

Senior Assistant Bursar	01
Book Keeper (Gr ii, Seg "B')	01
Book Keeper (Gr ii)	01
Computer Application Assistant (CAA)	01
Record Keeper	01

5) Job Descriptions of the Division**Book Keeper Gr II, Seg "B"**

Job Title : Book Keeper (Grd. ii, Seg "B")
 Job Code/Grade : U-MN 1(III B)
 Salary Scale : Rs.17,310-9x155-18,705/- p.m
 Name of the Job Holder :
 Division/Section

: Finance Department, Accounts & Budget Division

Job Summary :

Book keeper is responsible for handling the fundamental aspects of the University's financial record keeping, including recording financial transactions, managing accounts payable and receivable, and reconciling bank statements. He should perform a variety of accounting tasks involved in maintaining financial records and processing related data, preparing budget proposals, monitoring, verifying and reconciling accounts.

Responsible to: Assistant Bursar - Accounts & Budget Division and Bursar

Duties/Activities:

- 1) Record all financial transactions in the accounting system completely and accurately
- 2) Prepare monthly Draft Estimate

- 3) Provide assistance to prepare the Institutional Budget and Programme Budgets, when the Institutional Budget and programme budgets are prepared by the Bursar and Senior Assistant Bursar
- 4) Prepare Year-end Financial Statements
- 5) Prepare monthly statements of accounts for self-financing projects/ funds
- 6) Maintain journal entry register and post journals
- 7) Prepare various reports to the Ministry of Higher Education, UGC and Treasury as they are required
- 8) Submit related documents to the Internal Audit Division of the University, Internal Audit division of the UGC and the Government Audit
- 9) Render Final Accounts and relevant documents, registers, ledgers etc.to the Government Auditors
- 10) Provide assistance to Head of Division to publish Audited Financial Statements in the Government Gazette along with Auditor General's reports and the observations of the Governing Authority in all three languages
- 11) Bound to do any other duties and responsibilities assigned by the Head of the Division and the Bursar

Responsibilities :

- 1) Provide assistance to carry out all the functions of the Accounts & Budget Division in a smooth manner
- 2) Provide accurate financial information to the relevant authorized parties
- 3) Provide fullest potential contributions to achieve main objectives of the Department and the Division
- 4) Attempt to uplift the contribution of the Division towards University goals and objectives through enhancing performance of the subordinates
- 5) Coordinate with other staff of the Division and provide proper guidance to newcomers

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder :Desktop, Official Table, Armless Chair

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Good knowledge regarding the financial accounting of the university system
- 2) Should have highly competitive knowledge about MS office specially MS Excel
- 3) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Book Keeper (Gr. II)

Job Title : Book Keeper (Gr. ii)
 Job Code/Grade : U-MN 1(IIIA)/B
 Salary Scale : Rs.16,070-17x155-18,705/- p.m
 Name of the Job Holder :
 Division/Section : Finance Department, Accounts & Budget
 Division

Job Summary :

Book keeper is responsible for handling the fundamental aspects of the University's financial record keeping, including recording financial transactions, managing accounts payable and receivable, and reconciling bank statements. He should perform a variety of accounting tasks involved in maintaining financial records and processing related data, preparing budget proposals, monitoring, verifying and reconciling accounts.

Responsible To: Assistant Bursar - Accounts & Budget Division and Bursar

Duties/ Activities :

- 1) Prepare monthly Statement of accounts for Non- Treasury Funds to the Finance Committee
- 2) Reconcile Non Treasury Account details with main ledger details
- 3) Prepare all Bank Reconciliation Statements comparing with all bank statements before 15th of the respective month
- 4) Provide assistance to the Head of Division to Prepare monthly Cash Forecast for the forthcoming month at the end of 3rd week of the month Preparation of Monthly Income & Expenditure Statement at the end of month
- 5) Prepare Quarterly Sectorial Recurrent Expenditure Statement to the Finance Committee
- 6) Prepare any progress reports to the UGC, Ministry of Higher Education and Treasury as they required
- 7) Handle/ Maintain records and effecting payment in respective project

Responsibilities:

- 1) Provide assistance to carry out all the functions of the Accounts & Budget Division in a smooth manner
- 2) Provide accurate financial information to the relevant authorized parties
- 3) Provide fullest potential contributions to achieve main objectives of the Department and the Division
- 4) Attempt to uplift the contribution of the Division towards University goals and objectives through enhancing performance of the subordinates
- 5) Coordinate with other staff of the Division and provide proper guidance to newcomers

Authority:

Derived from the Head of the Division under delegation of authority

Assets under Job Holder: Desktop, Official Table, Armless, Chair

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Good knowledge regarding the financial accounting of the university system
- 2) Should have highly competitive knowledge about MS office specially MS Excel
- 3) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Computer Application Assistant - Votes Ledgers

Job Title : Computer Application Assistant

Job Code/Grade : U-MN 1(IIIA)

Salary Scale : Rs.16,070-17x155-18,705/- p.m.

Name of the Job Holder :

Division/Section :Finance Department, Accounts & Budget Division

Job Summary :

As the Vote Ledger Clerk, she is responsible for handling properly all Votes Ledgers according to the instructions given by the Head of the Division and the Bursar of the University and provides necessary reports to the Head of the Division.

Responsible To: Assistant Bursar - Accounts & Budget Division and Bursar

Duties/Activities :

- 1) Take over the certified vouchers from the Deputy Bursar - Personal Emoluments, Senior Assistant Bursar- Accounts & Budget Division, Assistant Bursar - Supplies Division and Assistant Bursar -Other Payments Division
- 2) Assign voucher serial numbers according to the cheque voucher register
- 3) Enter expenditures in the appropriate vote ledgers
- 4) Submit all vouchers, cheque voucher register and votes ledger to the Senior Assistant Bursar - Accounts & Budget Division for his certification
- 5) Submit certified voucher along with the cheque voucher register to the Bursar for pass for payment
- 6) Hand over all vouchers certified by the Bursar, to the Cash Book Clerk to issue cheques
- 7) Reconcile particulars of votes ledger with the main ledger details
- 8) Entering the Purchase Order copy given by Supplies Division of the university
- 9) Entering the Stores Advance Journal to vote ledger given from Supplies Division of the university
- 10) Prepare monthly programme wise actual recurrent expenditure reports
- 11) Maintain programme wise Budget control Ledger
- 12) Bound to do any other duties and responsibilities assigned by the Head of the Division and the Bursar

Responsibilities :

- 1) Provide assistance to carry out all the functions of the Accounts & Budget Division in a smooth manner
- 2) Provide accurate financial information to the relevant authorized parties
- 3) Provide fullest potential contributions to achieve main objectives of the Department and the Division
- 4) Coordinate with other staff of the Division and provide proper guidance to newcomers

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Desktop, Official Table, Armless, Chair

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the financial accounting of the university system
- 2) Employee will be able to handle all votes ledgers and should have high knowledge about these things
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

c. Supplies and Stores Division**1) Mission**

The mission of the Procurements and Stores Management Division, Rajarata University of Sri Lanka is to provide efficient and responsive procurement services and to obtain high quality goods and services at reasonable costs. This service is provided to faculties, departments, units, staff, and students in support of the university's instructional, research, and public service programs. Purchasing processes and practices conform to the Procurement Guideline 2006 and supplements in Sri Lanka.

2) Objectives:

- a) Guiding for selection of the right suppliers or service providers with regard to getting quality, delivery, service, price, sustainability and innovation to meet requirements.
- b) Developing a procurement strategy to help the University meet its objectives.
- c) Giving support and training for all those involved in procurement / purchasing.
- d) Giving information on existing agreements and guidance on procurement procedures (including legal obligations).
- e) Developing efficient processes for Procurement and for monitoring performance.

3) Building Layout and Access

The Procurements and Store Management Division located in the RUSL premises at Mihintale.

4) Sub division of the procurement and stores management Division

There are two sub divisions;

- a) Procurement Unit for Capital Items under an Assistant Bursar
- b) Stores Management Unit under an Assistant Bursar

a) Supplies Unit (Procurement Unit)**1) Mission**

The mission of the Procurement Division for Capital Items, Rajarata University of Sri Lanka is to provide efficient and responsive procurement services and to obtain high quality teaching and office equipment, furniture, Chemical and Glassware and services at reasonable costs. This service is provided to faculties, departments, units, staff, and students in support of the university's instructional, research, and public service programs. Purchasing processes and practices conform to the Procurement Guideline 2006 and supplements in Sri Lanka.

2) Objectives:

- Guiding on the selection of the right suppliers or service providers with regard to getting quality, delivery, service, price, sustainability and innovation to meet requirements.
- Developing a procurement strategy to help the University meet its objectives.
- Giving support and training for all those involved in procurement / purchasing.
- Giving you information on existing agreements and guidance on procurement procedures (including your legal obligations).
- Developing efficient processes for Procurement and for monitoring performance.

3) Building Layout and Access

The Procurements and Store Management Division located in the RUSL premises at Mihintale.

b) Stores Unit**1) Introduction**

Stores are functioning under the financial administration under the direction of Bursar in the Rajarata University of Sri Lanka, to receive materials, to issue the material in the right quantities, at the right time to the right place (end user), and to protect them while in storage from damage and unauthorized removal.

2) Objectives:

- Protection of goods in Store
- Make goods available for delivery by procuring consumable and maintenance material

- Provide low cost services of store-keeping
- Maintain adequate quantities of material, neither excess nor low
- Placing of orders on EOQ (Economic order of Quantity) principle
- Maintain stores in clean/ good condition.
- Ensure safety and security of the store.

3) Scope:

The basic responsibilities of stores are to act as custodian and controlling agent for parts, supplies, and materials, and to provide service to users of those goods

4) Type of Store

- General Store for Consumable goods
- Maintenance Store for Electrical, Plumbing, Carpentry, and Building Materials

5) Cadre Distribution

Cadre Provisions for the

Cadre Designation	Approved Cadre	Available Cadre
Assistant Bursar	01	01
Purchasing Officer	01	01
Stenographer	01	01
Store Keeper	01	01
Clerk	03	
CAA	01	01
Laborer	02	02
Store Man	01	

5. Job Descriptions of the Division

Purchasing Officer. G-I

Job Title : Purchasing Officer. G-I
 Job Code/Grade : U-MN-4(I)
 Salary Scale : Rs. 29,980.00 + 11 X 585.00
 Name of the Job Holder :
 Division/Section : Finance Department, Stores and Supplies Division
 Job Summary : Purchasing

Responsible To : Assistant Bursar – Stores & Supplies Division and Bursar

Duties/ Activities :

- 1) Collecting of goods as per order.
- 2) Making small value purchase under the supervision of Assistant Bursar/ Store and Supplies and Bursar placed as per the delivery note/invoices.
- 3) Any other duties assigned by the Asst. Bursar (Supplies) / Bursar.

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Wooden Table,Chair

Assessment of Performance:

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :

Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the financial accounting of the university system (University Act, Procurement Guideline etc.)
- 2) Should have highly competitive knowledge about MS office specially MS Excel
- 3) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Storekeeper Gr. III

Job Title : Storekeeper Gr. III

Job Code/Grade : U-MN 1(III A)

Salary Scale : Rs. 19,945.00

Name of the Job Holder :

Division/Section : Finance Department, Stores and Supplies Division

Job Summary : Storekeeper

Responsible To : Assistant Bursar – Stores & Supplies Division and Bursar

Duties/ Activities :

- 1) Keeping the store in a proper / orderly manner.
- 2) Maintaining the goods to avoid losses/ damage etc.
- 3) Accept the goods from the suppliers based on the order placed as per the delivery note/invoices.
- 4) Pricing GRN for the goods received and forwarding the GRN to the Store Ledger Clerk in the Supplies Division.
- 5) Issue of items from the Store based on the authorized SRN by the Asst. Bursar (Supplies) / Bursar.
- 6) Making necessary entries in the Bin Card for the receipts and issue of goods.
- 7) Handing over the copy of the SRN to the Store Ledger Clerk in the Supplies Division.
- 8) Reconciling the Bin Card with the Stores Ledger periodically and take appropriate action with regard to the differences between the Bin Cards and Store Ledger.
- 9) Any other duties assigned by the Asst. Bursar (Supplies) / Bursar

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority
Assets under Job Holder : Wooden Table, Chair

Assessment of Performance:

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions : Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the Stores Management of the university system
- 2) Should have highly competitive knowledge about MS office specially MS Excel
- 3) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Clerk Gr. II

Job Title	: Clerk Gr. II
Job Code/Grade	: U-MN 1(II)
Salary Scale	: Rs.18,360-13x185-20,765 p.m
Name of the Job Holder	:
Division/Section	: Finance Department, Stores and Supplies Division
Job Summary	: Store Clerk
Responsible To	: Assistant Bursar – Stores & Supplies, Division and Bursar
Duties/ Activities	: <ol style="list-style-type: none"> 1) Maintaining the Store Ledger for Consumable Maintenance and Equipment Items – manual and system. 2) Entering the GRN into the Store Ledger that was received from the Store Keeper (SK). 3) Pricing the SRN received from the Faculty/Dept./Units and Making entries in the SK. 4) Obtaining approval from the Asst. Bursar for the priced SRN and forwarding same to the SK for supplies issues. 5) Analyzing the SRN and preparing the transfer order monthly and submitting same to the 6) Senior Asst. Bursar/ Accounts for accounting purpose. 7) Maintaining the stores advance accounts. 8) Reconciling the stores advance account with the main ledger quarterly and taking appropriate action to rectify the differences. 9) Submission of schedule for the stock balance as at the end of the Financial Year to the Senior Asst. Bursar/ Accounts. 10) Any other duties assigned by the Asst. Bursar (Supplies)/Bursar

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Desktop Computer Chair, Printer, UPS
Computer Table, Steel Table, Chair

Assessment of Performance:

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the Stores Management of the university system
- 2) Very good knowledge about the University's Act and E Code
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Clerk Gr. III

Job Title : Clerk Gr. III
 Job Code/Grade : U-MN 1(IIA)
 Salary Scale : Rs. 16,070,17x155 ,18,705p.m
 Name of the Job Holder :
 Division/Section : Finance Department, Stores and Supplies Division
 Job Summary : Clerk for Repair and local Purchase
 Responsible To : Assistant Bursar – Stores & Supplies, Division and Bursar

Duties/ Activities :

- 1) Collection of Sealed Quotation whenever necessary.
- 2) Taking the item for repairs, obtaining estimate and collection after repairing.
- 3) Maintaining Quotation inviting Register.
- 4) Maintaining Order Register.
- 5) Maintaining Inventory Register of Supplies Branch.
- 6) Maintaining Leave Register of Supplies Branch.
- 7) Assisting to the Department Procurement (Major and Minor) Committees.
- 8) Assisting to Bid opening Committee.

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : Desktop Computer Chair, Steel Table, Wooden, Chair, Steel Cupboard, Filling Cabinet

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the Stores Management of the university system
- 2) Very good knowledge about the University's Act and E Code
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Clerk Gr. III

Job Title : Clerk Gr. III

Job Code/Grade : U-MN 1(IIA)

Salary Scale : Rs. 16,070 - 17x155 - 18,705 p.m

Name of the Job Holder :

Division/Section :Finance Department, Stores and Supplies Division

Job Summary : Subject Clerk for Stationeries and Sports Items

Responsible To :Assistant Bursar – Stores & Supplies Division and Bursar

Duties/Activities :

- 1) Maintaining of files for order copies.
- 2) Receiving GRN with invoice from Store Keeper, Supplies Division.
- 3) Preparation of vouchers for Supplier's payments.
- 4) Making necessary entries in the order Register for the voucher submitted.
- 5) Making entries in the Store Advance for the voucher submitted.
- 6) Submission of voucher for payment approval to the Vice Chancellor/Registrar/Bursar/Asst. Bursar depending on the amount of the voucher. If the amount exceed the limit of these Officers, memo to Finance Committee and Council.
- 7) Submission of vouchers to Asst. Bursar/Supplies for voucher certification with the order Register
- 8) Forwarding the voucher to SAB/Accounts for payments.

- 9) Ensure the following documents had been attached to the voucher.
 - Copy of the order
 - Copy of the recommendation of the Procurement Committee.
 - Approval of the Chairman/VC/Registrar/Bursar/ Asst. Bursar for the Procurement Committee Recommendation.
- 10) Invoice/Bill/GRN/Inventory Certificate/Quality Certificate.
- 11) Maintaining records for the paper bills payments.
- 12) Maintaining records for fuel payment.
- 13) Maintaining records for supplies advance fuel advance and follow up action on settlement.
- 14) Maintaining records to miscellaneous payment related to supplies.
- 15) Maintenance records for the payment for following out sourcing.
 - Clearing service Eastern Co- Operative Union.
 - Security Service.
 - Hiring of vehicles.
- 16) Vehicle repairs
 - Maintenance a Register for vehicle repair
 - Receiving the documents along with the vouchers from SAR/ Administration.
 - Checking the documents and vouchers.
 - Making necessary entries in the vehicle repair Register.
 - Submitting the voucher to the SAB/Accounts after getting the voucher certification by the AB/Supplies
- 17) Payment of Rent.
- 18) Any other deities assigned by AB/Supplies/Bursar.

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder : :

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions: Special Working Condition involved on the Job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the Stores Management of the university system
- 2) Very good knowledge about the University's Act and E Code

- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

Clerk Gr. III

Job Title : Clerk Gr. III
 Job Code/Grade : U-MN 1(IIA)
 Salary Scale : Rs. 16,070 - 17x155 - 18,705 p.m
 Name of the Job Holder :
 Division/Section : Finance Department, Stores and Supplies Division
 Job Summary : Chemicals & Glassware, Drugs purchase, printing works
 Responsible To :

Duties/Activities :

- 1) Receiving the PRN for the purchase of chemicals and glassware from the user department.
- 2) Invitation of quotation for chemicals and glassware with a copy to the user department.
- 3) Making entries with quotation invitation register for chemicals and glassware.
- 4) Opening of bids on the closing date, scheduling and forwarding the schedule for chemicals and glassware to the user department for their recommendation.
- 5) Placing the bids along with the recommendation of the user department to the Procurement Committee.
- 6) Placing the order after obtaining necessary approval for the recommendation of the Procurement Committee.
- 7) Submission of memo to the Finance Committee / Council for the recommendation of the Procurement Committee if the order value exceeds the Vice- Chancellor limit of Rs. 01 M.
- 8) Making necessary entries in the order register and submission of order copies.
- 9) Maintenance of allocation control register for chemicals and glassware.
- 10) Repair of the Office Equipment. Lab and Teaching Equipment.
 - Obtaining estimate for repair
 - Obtaining recommendation to the estimate from relevant department

- Obtaining approval for the estimate
 - Sending order for repair
 - Making arrangement to send the goods for repair
 - Making arrangement for collection of goods for repair
 - Obtaining satisfactory work completion certificate from the user department
 - Preparation of vouchers for payment
- 11) Purchase of Drugs
- Obtaining the list from the health Centre
 - Obtaining quotations
 - Obtaining necessary approval for the purchase
 - Placing order
 - Making necessary entries in the drugs purchase register

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder :Desktop Computer Chair, Laser Printer, Steel Table, Wooden Chair, Steel Cupboard, Filling Cabinet

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the Stores Management of the university system
- 2) Very good knowledge about the University's Act and E Code
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Computer Application Assistant

Job Title : Computer Application Assistant Gr. III
 Job Code/Grade : U-MN 1(IIIA)
 Salary Scale : Rs.17,000- 11x155-18,705p.m
 Name of the Job Holder :
 Division/Section : Finance Department, Stores and Supplies Division

Responsible To :
 Assistant Bursar – Stores & Supplies Division and Bursar

- Duties/ Activities :
- 1) Procurement of Uniform Material
 - Receiving the detail of the uniform the SAR/Establishment(Non-Academic)
 - Invite the bid in October for the following year
 - Take action to issue the uniform before end of February of the financial year.
 - 2) Procurement of Maintenance items
 - Receiving the PRN from the Working Engineer
 - Maintaining PRN progress monitoring register
 - Place the PRN at the Purchasing Committee
 - Invitation of Quotation/ Bid
 - Opening of Bid
 - Placing the schedule of quotation/bid with recommendation of Works Engineer at the Procurement Committee for its recommendation.
 - Obtaining approval for Procurement Committee Recommendation from the Vice- Chancellor/Finance Committee/Council
 - Placing the order
 - 3) Procurement of Kitchen Items
 - 4) Procurement of Cattle Feed
 - 5) Procurement of Vehicle Accessories
 - 6) Procurement of Crop Farm fertilizer & Drugs
 - 7) Making necessary entries in the order register & submission of order copies to
 - User Department
 - Voucher preparation Clerk
 - Senior Asst. Bursar/ Accounts
 - Store Keeper
 - 8) Maintenance of allocation control register
 - 9) Any other duties assigned by the Asst. Bursar (Supplies)/Bursar

Responsibilities :
 Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority: Derived from the Head of the Division under delegation of authority

Assets under Job Holder: Desktop Computer Chair, Steel Table, Steel Cupboard, Filling Cabinet

Assessment of Performance :According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- 1) Very good knowledge regarding the Stores Management of the university system
- 2) Very good knowledge about the University's Act and E Code
- 3) Should have highly competitive knowledge about MS office specially MS Excel
- 4) Highly motivated and Self Confidence

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Computer Application Assistant

Job Title : Computer Application Assistant Gr. III

Job Code/Grade : U-MN 1(IIIA)

Salary Scale : Rs. 20,880/-

Name of the Job Holder :

Division/Section :

Job Summary : Procurement work on Capital Items

Responsible To : Assistant Bursar – Stores & Supplies
Division and Bursar

Duties/ Activities :

- 1) Receiving the GRN for the purchase of Capital Items (Lab & Teaching equipment, office equipment and furniture) from the user departments.
- 2) Check the specification for the items mentioned in the GRN.
- 3) Place the GRN at the Purchasing Committee.
- 4) Classifying the items based on values.
- 5) Preparation of Bid documents and getting the recommendation of the Technical Evaluation Committee.
- 6) Getting the approval of the Procurement Committee for the Bid document.
- 7) Invitation of Bids.

- 8) Opening of Bids.
- 9) Submission of the Bids to the Technical Evaluation Committee / Procurement Committee. Obtaining approval for Procurement Committee recommendation from the Vice-Chancellor / finance Committee to the Council.
- 10) Placing the order.
- 11) Making necessary entries in the order register and submission of order copies to:
 - User Department
 - Voucher Preparation Clerk
 - Senior Asst. Bursar / Accounts
 - Store Keeper
- 12) Maintenance of allocation control register for capital items.
- 13) Purchase of books
 - Receiving the schedule of quotation with recommendation from the Library
 - Place at the Procurement Committee
 - Place the order
 - Maintenance of allocation control register for books.
- 14) Submission of quarterly expenditure statement for capital expenditure Faculty wise and Department wise.
- 15) Any other duties assigned by the Asst. Bursar (Supplies) / Bursar.

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently

Authority :

Derived from the Head of the Division under delegation of authority

Assets under Job Holder :

Assessment of Performance :

According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- a. Very good knowledge regarding the Stores Management of the university system
- b. Very good knowledge about the University's Act and E Code
- c. Should have highly competitive knowledge about MS office specially MS Excel
- d. Highly motivated and Self Confidence

Date of Preparation :
 Prepared By : Bursar
 Approved By : Registrar
 Date :

a. Faculty Financial Administration

1) Mission

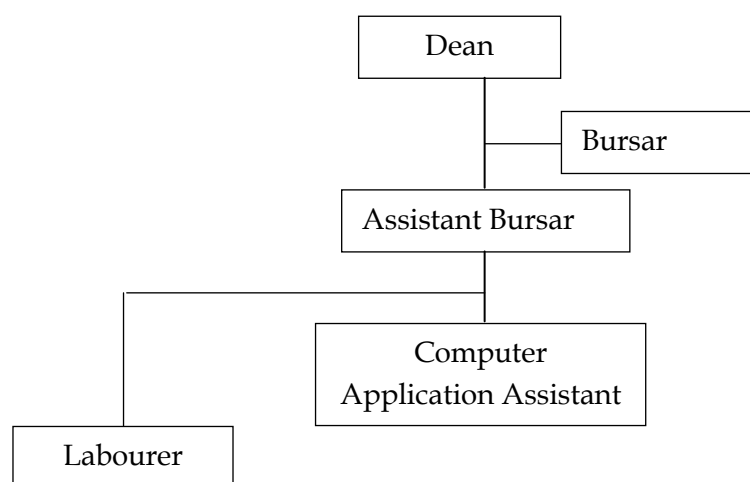
The mission of the Faculty Finance Division is to provide efficient and effective services and to obtain high quality goods and services at reasonable costs. This service is provided to staff and students in the faculty in support of the university's instructional, research, and public service programs. Purchasing processes and practices conform to the Procurement Guideline 2006 and supplements in Sri Lanka.

2) Objectives:

- a) Ensure the better use of fund allocated the faculties
- b) Ensure the adhering of the statutory requirements.

3) Building Layout and Access

Division is sited in Dean's Office of the faculties



4) Job Descriptions of the Division

Computer Application Assistant Gr. III

Job Title : Computer Application Assistant Gr. III
 Job Code/Grade : U-MN 1(IIIA)
 Scale :Rs.16,070.00+17x155=18,705.00 p.m.
 Division/Section : Faculty Financial Administration
 Job Summary :
 Procurement activities mainly on teaching equipment, chemicals and payment of examination claims, travelling claims, visiting lecturers, advances.

- Responsible To :
- Duties/ Activities :
- 1) Invite the quotations for chemicals, glassware and teaching equipment.
 - 2) Opening of bids on the closing date, scheduling and forwarding the schedules of quotations for recommendation.
 - 3) Placing the bids along with the recommendation of the department to the faculty Procurement Committee.
 - 4) Placing the order after obtaining necessary approval for the recommendation of the Procurement Committee.
 - 5) Submission of memo to the Finance Committee / Council for the recommendation of the Procurement Committee if the order value exceeds the Vice- Chancellor limit of Rs. 01 M.
 - 6) Making necessary entries in the order register and submission of order copies.
 - 7) Maintenance of allocation control register.
 - 8) Check and submit sundry advance documents for payment
 - 9) Payment related to the Visiting Lectures
 - 10) Payment related to Travelling claims
 - 11) Payment related to Faculty Board
 - 12) Payment related to examination claims
 - 13) Any other duties/activities assigned by: Assistant Bursar, Dean, Bursar.

Responsibilities : Responsible for financial and procurement activities which are delegated to the faculty level.

Assessment of Performance :According to the provisions in section 27, Chapter VI of Establishment code of UGC and HEIs.

Working Conditions :Special Working Condition involved on the job

Knowledge, Skills and Abilities Required:

- a. Universities Act and E Code
- b. Procurement Management of the university
- c. Computer knowledge on MS office packages
- d. Mathematical and Accounting knowledge
- e. English language

Date of Preparation :

Prepared By : Bursar

Approved By : Registrar

Date :

Chapter 8

INTERNAL AUDIT DIVISION

1. Introduction

Internal Audit Division operating directly under the supervision of the Vice-Chancellor is responsible for reviewing systems and procedures to ensure that operations are carried out in a true and fair manner. It assists the Accounting Officer and the top management of the University to promote operational efficiencies and monitor adherence to policies and directives. Currently the Division is headed by an Assistant Internal Auditor.

a. Objectives:

- 1) Assist the Accounting Officer and the top management of the University in the effective discharge of their responsibilities in;
 - safeguard its assets;
 - ensure reliability of records;
 - promote operational efficiency; and
 - monitor adherence to policies and directives.
- 2) Furnishes the top management with analyses, appraisal, recommendations counsel and information on operational and financial activities reviewed.
- 3) Promote effective control at reasonable cost.

b. Status:

Internal Auditor takes authority and terms of reference from the Accounting Officer to whom he has right of direct access.

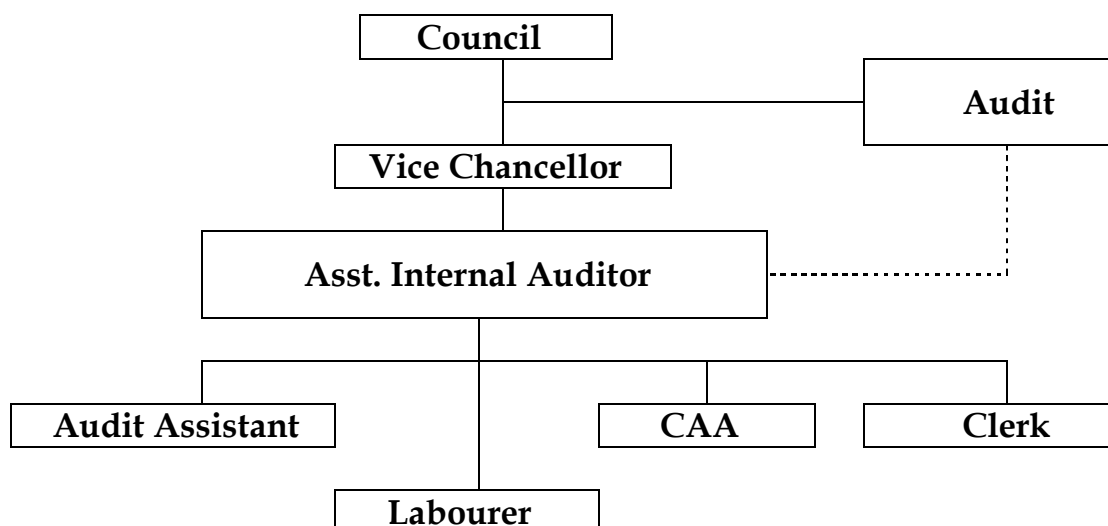
c. Scope:

It includes the examination and evaluation of the adequacy and effectiveness of the internal control systems and quality of performance. It should be free to examine and report on the above activities of any part within the University.

2. Building Layout And Access

The Internal Audit Division is located in the RUSL main premises in Mihintale at the Senate Building.

3. Structure of the Division



4. Job Description

Job Title : Assistant Internal Auditor
 Job Code/Grade : U-EX 1
 Salary Scale : Rs. 26,605-2 x585; 1x645 - 28,420 (EB) p.m
 Rs.29,065 - 11x645 - 36,160 p.m

Name of the Job Holder :
 Division/ Section : Internal Audit Division
 Job Summary :

Internal Audit is an Independent appraisal function within the University for the review of activities as a service to all levels of management. It assists the Chief Executive Officer and top management of the University to carry out their functions in an orderly manner in keeping with regulatory provisions and monitor adherence to policies and directives.

Responsible to : Vice-Chancellor

Responsibilities :

Assist the Accounting Officer and appropriate authorities of the University to ensure that functional, operational and performance activities of the University are carried out in a true and fair manner.

Duties/ Activities :

- 1) Review, appraise and report upon the soundness, adequacy and application of internal controls
- 2) Ascertaining the extent to which the University's assets are safeguarded from losses of all kinds
- 3) Inspection and Reporting on the financial and operational functions of the University
- 4) Carrying out a continuous review of financial & accounting system in operation in the University

- 5) Pre-Audit of all payments with regard to Gratuity and Provident Fund of the staff and capital works of the University
- 6) On-the-spot investigation in to problem areas, which delay execution.
- 7) General Office Administration
- 8) Carrying out a continuous Manpower audit
- 9) Review, appraise and report upon the suitability and reliability of financial and operational data developed within the University
- 10) Carrying out special investigations as requested by the Vice-Chancellor.
- 11) Convener of the Audit Committee
- 12) Any other duties assigned by the Vice-Chancellor/Council

Assessment of Performance:

According to the provisions in the UGC Circular No.791, dated 16.11.2001

Knowledge, Skills and Abilities Required:

- 1) Knowledge : Knowledge in Financial and General Management system
- 2) Skills:
 - should be able to report any aspect of Financial, Management activities
 - tempered by a cautious awareness of the view of others
 - should be able to analyses the Financial and Risk management aspects
- 3) Abilities :
 - should have an unchallengeable right of access, at all reasonable times to all financial& other records.
 - should have able to independent examine all aspects and to require any explanations deemed.

5. Cadre Distribution:

- a. Audit Assistant Gr.II
- b. Computer Applications Assistant
- c. Clerk Gr.III

6. Job Description of the Subordinates:

a. Audit Assistant (IAU/02)

Job Title : Audit Assistant (IAU/02)
 Job Code/ Grade : U-MN 2 (II)
 Salary Scale : Rs. 20,205 – 15 X 245 – 23,880 p.m
 Name of the Job Holder :

Job Summary :

The position provides significant assistant and support to the Internal Auditor to effective and efficient review of the University internal control system, procedure, financial, operational and performance activities of the University and made suitable recommendations to the Internal Auditor.

Responsibility :

Assist the Internal Auditor to carry out his audit functions in an efficient and effective manner with his guidance and regulatory provisions.

Duties / Activities:

- 1) Independently perform a variety of complex internal audit activities and assignments such as preparing reports, preparing, reviewing, verifying and processing financial and operational documents and/or records, composing.
- 2) Provides significant assistant and support to the Internal Auditor to his internal audit activities
- 3) Ensure compliance of regulatory guidelines and generally accepted auditing standards
- 4) Prepare audit paper work in accordance with standard and requirements
- 5) Check the accuracy of payment vouchers appropriation vote ledger with cash book - RUSL,
- 6) Check the accuracy of bank reconciliation statement and accounts
- 7) Check the accuracy of contract payments and capital works.
- 8) Attending the release of Refund of UPF and Gratuity of RUSL.
- 9) Check the Salaries, arrears, revision of salaries, allowances and payment of Casual, Trainees and Contract employees.
- 10) Check the accuracy of statutory deductions such as rent, electricity, telephone and transport.
- 11) Check the accuracy of payment of loans, recoveries & relevant documents
- 12) Checking advance payments & settlements.
- 13) Check the accuracy of over-time payment, trainees, casual payments, traveling claims, visiting lecturer payments and holiday payments.
- 14) Attending test checking and spot checking
- 15) Examine and investigate on purchase and stores activities
- 16) Attending the other work as instructed by the Internal Auditor.
- 17) Attending Audit Committee meetings and prepare the minutes
- 18) Assist to convene the Audit Committee meetings

b. Computer Application Assistant Gr III (IAU/03)

Job Title : Computer Application Assistant Gr III (IAU/03)
 Job Code/ Grade : U-MN 1 (III A)
 Salary Scale : Rs. 17,000 – 11 X 55 – 18,705
 Name of the Job Holder :

Job Summary :

The position provides advanced secretarial and technical support to the Internal Auditor with the operation of computerized applications such as Microsoft Word, Excel, Access and PowerPoint, daily office and internal audit functions.

Responsibility :

Assist the Internal Auditor to carry out his functions in an efficient and effective manner with his guidance and regulatory provisions.

Duties / activities:

- 1) Serving as secretarial duties to the Internal Auditor
- 2) Serving as receptionist at the Internal Audit Division

- 3) Establishing and maintaining record keeping and/or data base filing system
- 4) Handling office correspondence, letters, record entries and other material.
- 5) Checking payment vouchers - SVIAS
- 6) Checking payment of loans, recoveries & relevant documents - SVIAS
- 7) Checking advance payments & settlements - SVIAS
- 8) Checking over-time payment, trainees, casual payments, traveling claims, visiting lecturer payments and holiday payments - SVIAS
- 9) Attending examination procedure and checking exam claims - RUSL
- 10) Maintaining petty cash
- 11) Attend the works related to computer base correspondence and data maintenance
- 12) Maintains and update the office files and other documents.
- 13) And filing
- 14) Assist to the Audit Assistant in the Audit Committee meetings and prepare the minutes
- 15) Attending the routine work and other works as instructed by the internal auditor
- 16) Attending the routine office work with a trainee and other work as instructed by the internal auditor

c. Labourer Gr III

Job Title : Labourer Gr III
 Job Code/ Grade : U-PL 1 (III)
 Salary Scale :Rs. 15,060 – 8 X 130 – 16,100 p.m
 Name of the Job Holder :

Job Summary :

The position provides to assist the Internal Auditor and the other office staff to ensure effective and efficient daily office operations.

Responsibility:

Assist the Internal Auditor and the other office staff to carry out their functions in an efficient and effective manner with their guidance and regulatory provisions.

Duties / activities:

- 1) Opening and closing the office in time
- 2) Keep the Office clean and care
- 3) Forwards information by receiving and distributing communications; collecting and mailing correspondence
- 4) Open and date stamp all general correspondence
- 5) Assisting to the staff at their routine work
- 6) Maintains Photocopy machine by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation
- 7) Maintain the office documents in proper manner
- 8) Make preparations for Audit Committee Meetings
- 9) Collecting the inventory and consumable items from the main stores
- 10) Respond to public inquiries
- 11) Carry out any other works assigned by the Internal Auditor and Registrar

7. Terms of Reference for the Audit Committee

The Audit Committee of the Eastern University, Sri Lanka has been constituted in terms of Public Enterprises Circular No. PED/31 of 01.10.2010 adopted by the University Grants Commission and Para 7: 4: 1 and 7: 4: 2 of the Public Enterprise Guidelines for good Governance.

a. Objective.

The primary objective of the Audit Committee is to assist the Council of the University in its oversight responsibility for overall management and to ensure that accountability, integrity and ethical behavior are well maintained in all its operational functions and effectiveness of the internal control systems in order to improve the governance process.

b. Membership

The composition of the Audit Committee shall be three non-executive (UGC appointed) members of the Council, Chaired preferably by a Treasury Representative or person possessing financial management skills.

In addition the Registrar of the University shall be a member.

The Officer-in-Charge of the Internal Audit Division shall be the Convener of the Committee.

The Bursar and a representative from the Auditor General's Department should be invited as Observers at the Committee meetings.

Members of the Committee shall be appointed by the Council of the RUSL. They shall be considered independent appointment of members accept any consulting, advisory, or other compensatory fee from RUSL and are not affiliated persons of RUSL or its administration. Members can be appointed for successive terms.

c. Duties and Responsibilities of the Committee.

The following shall be the principal duties and responsibilities of the Committee.

1) Overseeing the Internal Audit Process:

- Determine the scope and responsibilities of the Internal Audit Unit of RUSL.
- Review and recommend the annual audit plan and the work programme.
- Review internal audit queries, paragraphs, reports findings, recommendations, and responses for remedial action.
- Satisfy itself as to internal audit independence, cooperation received from management, interaction with external audit.

2) Overseeing the External Audit Process:

- Review external audit queries, paragraphs, reports findings, recommendations, and responses for remedial action.
- Liaise with the external auditors and follow up on Auditor General's / external auditors Management Letters.

- Resolve disagreements between management and the external auditors regarding financial reporting.
 - Discuss with the external auditors the scope and purpose of the upcoming audit and the procedures to be followed;
- 3) Integrity of Financial Reporting:
- Review and recommend the annual financial statements of RUSL
 - Review the audit report received by RUSL and recommend suitable / remedial actions where appropriate to the Council.
 - Review and evaluate internal control systems for all activities of the RUSL.
 - Review performance at regular intervals for cost effectiveness and to eliminate wasteful expenditure etc.
 - Ascertain whether statutes, regulations, rules and circulars are complied with.
 - Review financial statements to ensure compliance with Accounting Standards.
 - Review implementation of recommendations /directives of the Committee on Public Enterprises.
 - Prepare report on the findings of the Committee for inclusion in the Annual Report.
 - Inquire the management, the internal auditor, and the external auditor about significant financial risks or exposures to RUSL and assess the steps management has taken to mitigate such risks or exposures.
- 4) Others:
- Establish procedures for the receipt, retention, and treatment of complaints received by RUSL regarding confidential / anonymous submissions made by parties of concerns regarding questionable accounting or auditing matters including procedures.
 - Monitor RUSL's conflict of interest policies and related procedures.
 - Submit its observation on the above matters to the Council of the RUSL with recommendations for necessary action

d. Resource and Authority of the Committee

The Committee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities, and personnel of RUSL.

e. Meetings

The Committee should sit at least once in 3 months in each financial year.

- 1) A majority of the members of the Committee will constitute a quorum for the transaction of business. The Committee shall maintain written minutes of its meetings, which will be filed of record.
- 2) The Chairman of the Audit Committee shall preside at all meetings of the Audit Committee and a member elected from among the members present shall chair the meetings in the absence of the Chairman.
- 3) The Committee may request any officer, employee, outside counsel or independent auditor to attend a meeting of the Committee. At least annually, the Committee shall meet separately with the external auditor, the internal auditor and management.

Chapter 9 OFFICE MANUAL OF FACULTIES

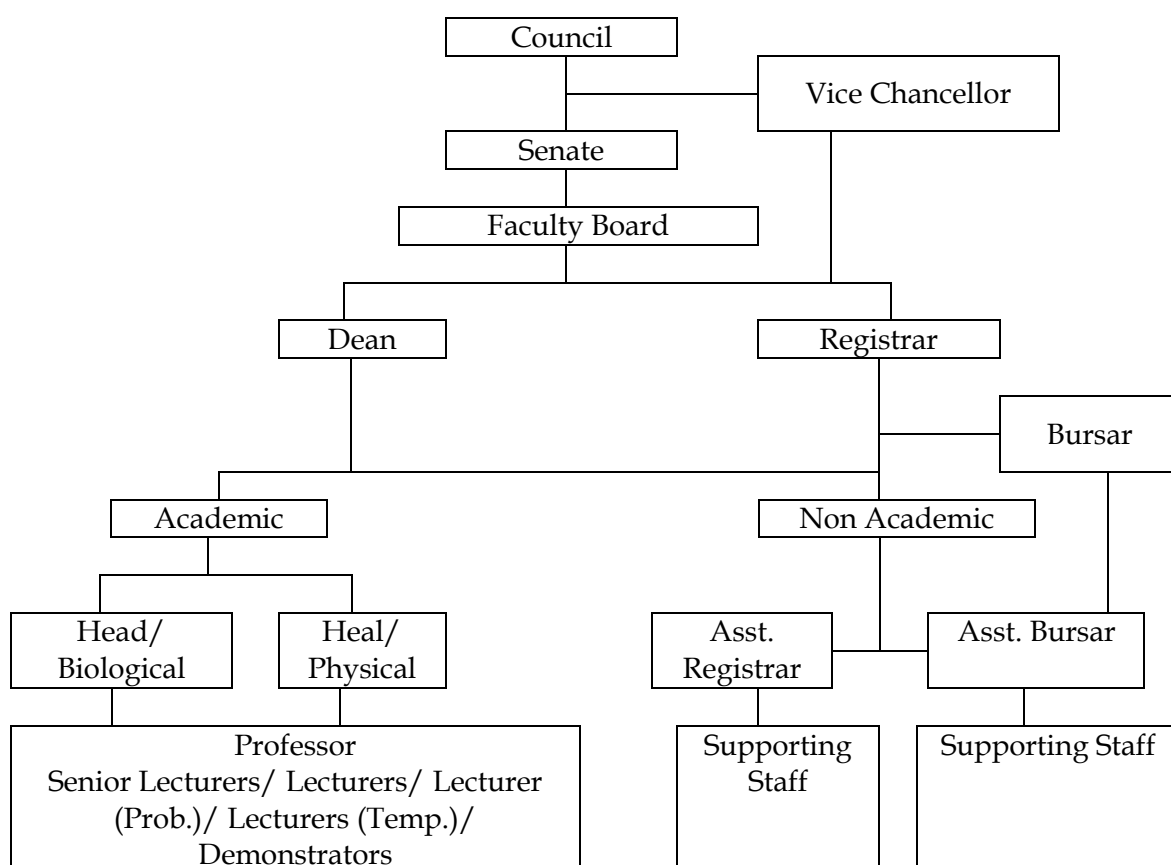
9.1 FACULTY OF APPLIED SCIENCES

1. Introduction

The Faculty of Applied Science runs since the establishment of the Faculty of Applied Sciences in Polgolla on 1st August 1981 and is one of the five Faculties of the Rajarata University, Sri Lanka. Faculty of Applied Sciences consists of two Departments, namely, Department of Physical Sciences & Department of Biological Sciences. The Faculty offers the 10 degrees as follows;

- B.Sc. (General) Degree in Applied Sciences
- B.Sc. (General) Degree in Health Promotion
- B.Sc. (General) Degree in Information and Communication Technology
- B.Sc. (Special) Degree in Applied Biology
- B.Sc. (Special) Degree in Health Promotion
- B.Sc. (Joint Major) Degree in Chemistry & Physics
- B.Sc. (Joint Major) Degree in Biology & Physics
- B.Sc. (4 Year) Degree in Applied Sciences
- B.Sc. (4 Year) Degree in Industrial Mathematics
- B.Sc. (4 Year) Degree in information & Communication Technology

2. Organization Structure of the Faculty Administration



3. Building Layout

Faculty of Applied Science is located in one kilometers away from Senate Building.

4. Responsibilities of the Faculty

- a. Registration of students who have been selected to the Faculty.
- b. Provide facilities, resources and guidance for students to follow academic programmes effectively.
- c. Regulate matters connected with teaching, examinations and research in the Departments of the Faculty, subject to Council and / or Senate approval.
- d. Conduct examinations and other related matters for awarding degrees and other academic distinctions.
- e. Maintain the standard of the Degree Programmes and quality of teaching.
- f. Development and Revision of Curriculum when required.
- g. Propose and recommend new courses of study which are related to the Faculty.
- h. Ensure employability of graduates by providing other soft skills in addition to the academic programme.
- i. Ensure fairness, equality and harmony, and orient students to be responsible citizens and lifelong learners.
- j. Maintain student database at Faculty Level.

5. Cadre Distribution

Cadre Designation	Approved Cadre	Available Cadre
Deputy Registrar	01	01
Stenographer	01	02
Clerk	04	01 01
Computer Application Assistant	01	01
Technical Officers	06	06
Laborer	04	03
Laboratory Attendant	06	06

6. Job Descriptions of Staff

a. Job Description of Deputy Registrar / Faculty of Applied Science

Job Title	: Deputy Registrar
Job Code/Grade	: U-EX II (I)
Salary Scale	: Rs 26020 - 3×585 (EB) 28420; 12×645 - 36160 p.m.
Name of the Job Holder	:
Division/ Section	: Faculty
Job Summary	:
	While being the custodian of the faculty properties, responsible for the overall administration of the Non-Academic staff of the Faculty.
Responsible To	: Dean, Registrar and Vice Chancellor
Responsible For	:

Providing facilities and resources to both the students and lecturers to run the academic programmes in an efficient and effective manner.

Duties/ Activities :

- 1) Ensure General maintenance and administration of the Faculty.
- 2) Convene Faculty Board meetings, Heads meetings, Staff meetings and other special meetings in the Faculty.
- 3) Overall supervision and controlling of the non-Academic Staff of the Faculty.
- 4) Coordinating to the admission of the new students when the UGC requested to enroll the fresher to the Faculty.
- 5) Registering all students and coordinating arrangement to hold the orientation programme.
- 6) Re-registering the students every year.
- 7) Issuing Identity cards and Record books and updating.
- 8) Issuing Studentship letters.
- 9) Ensure preliminary arrangements for the academic programmes of the each academic year.
- 10) Allocation of Lecture halls and other resources to the staff and students.
- 11) Certificating Attendance for Mahapola and Bursary payments.
- 12) Preparation of Session Time Table and Exam Time Table.
- 13) Organizing all examinations and releasing results on time.
- 14) Issuing results sheets, transcripts, character certificates and certification of letters.
- 15) Extra managerial activities assigned by the Dean, Faculty time to time.
- 16) Make sure the maintenance of files and documents at the office of the Dean and monitoring and supervising the circulation of correspondence within the faculty and other departments/sections/units.
- 17) Ensure the approval from the relevant authority for works, services, publications and others recommended by the Faculty Board.

- 18) Assist the Dean, of the faculty in monitoring and implementing the work plans and follow up actions taken accordingly.
- 19) Certifying all payments of Exams claim, visiting lectures, overtime and other payments of the Faculty.
- 20) Arranging Minor procurement meeting with the help of Assistant Bursar.
- 21) Receiving requests from the department and Calling Quotations for purchase the items.
- 22) Advertising and conducting selection for the recruitment of temporary assistant lecturers, demonstrators and tutors for the Faculty.
- 23) To attend to any other special common tasks matters connected to the Faculty assigned by the Dean of the Faculty/Registrar / Vice Chancellor of the University.

Responsibilities :

Responsible for providing services through above activities with accuracy, Impartiality, honestly, lawfully, confidentiality, transparently and productively with accountability and efficiently.

Authority :

According to the Act and E code and the Governing Body of the Institution

Assets under Job Holder : Whole Assets belongs to the Faculty.

Assessment of Performance:

According to the provisions inspection - 27, Chapter 6 of viii of Establishment code of UGC and HEIs.

Working Conditions :

Special Working Condition involved on the job (if necessary)

Knowledge, Skills and Abilities Required:

Knowledge on Administration and Human Resource Management, Computer Skills, Analytical Skills and Skills on Decision Making.

b. Job Description of Subordinates:

1) Clerical and Allied Grades

a) Staff Assistant (Stenography): FOAS/DO/01

Under the direct supervision of the Deputy Registrar of the Faculty of Applied Sciences and the overall supervision of the Dean, Faculty of Applied Sciences the Stenographer shall discharge the following duties, functions and responsibilities.

Responsibilities/Duties:

- 1) Cover the proceedings of the meeting of the Faculty Board and other

meetings organized by the Office of the Dean and submit the draft minutes within five days.

- 2) Following up the implementation of the decisions made at the Faculty Board Meeting, Heads Meeting, Faculty Higher Degree Committee meeting etc. and report to the Deputy Registrar or the Dean on the status of the implementation of such decisions.
- 3) Preparing memos to the Finance Committee, Senate, Council and other Authorities of the University.
- 4) To be in charge for gathering arranging and orderly submitting the memos and the matters to be discussed at the relevant meetings organized by the Office of the Dean.
- 5) Ensure timely and orderly submission to the Senate or other Statutory Authority concerned of the confirmed minutes and related memos of the meeting of the Faculty Board of Science.
- 6) Preparing the Annual Reports of the Faculty of Applied Sciences and other reports and documentations requested by the Dean or Deputy Registrar of the Faculty.
- 7) Handling of minutes of the Council, Senate, Finance Committee, Faculty Board and other Authorities of the University.
- 8) Handling other students' matters other than the Mahapola/Bursary Payments with the assistance/coordination of CAA.
- 9) Handling all the matters related to the appointment of temporary assistant lectures / demonstrators / tutors.
- 10) Performing all other duties and functions requested by the Dean or Assistant Registrar of the Faculty of Applied Science.

b) Computer Applications Assistant (CAA): FOAS/DO/02

Under the direct supervision of the Assistant Registrar of the Faculty of Applied Science and the overall supervision of the Dean, Faculty of Applied Science the Computer Application Assistant shall discharge the following duties, functions and responsibilities.

Responsibilities/Duties:

- 1) To receive and process the examination entry form of students of the Faculty.
- 2) Preparing academic calendar, session time table and examination time tables for internal degree programme in consultation with respective Heads of Department of study.
- 3) To maintain the e-mail account of the office of the Dean and be responsible for the e-mail correspondences.

- 4) Attending to telephone calls and e-mails.
- 5) To assist to prepare statistical documents and electronic presentation materials and the annual reports for the Faculty of Applied Science.
- 6) To perform all other duties and functions requested by the Dean or Deputy Registrar of the Faculty of Applied Science.
- 7) To perform all other functions requested by the Dean or Deputy Registrar of the Faculty of Applied Science.
- 8) Maintaining electronic copies of the document with respect to the important routine operations of the Faculty of Applied Science.
- 9) Maintaining a comprehensive database with respect to the students and staff (Academic, administrative and non-academic) of the Faculty of Applied Science and to be in charge of maintaining a database on the staff cadre position and requirements.
- 10) Maintaining electronic copies of the faculty handbooks, syllabi and other related documents (lecture schedules) issued by the Faculty from time to time to both internal and external degree programme and make them available when required
- 11) Maintaining records of the attendance of students of Faculty of Applied Science.
- 12) Maintaining an updated database on the Research and Development carried out by the academic staff and the students of the Faculty of Applied Science and other record of the events of the Faculty of Applied Science and to be responsible to coordinate with respective officers to update the web site of the Faculty.

c) Clerk: FOAS/DO/03

Under the direct supervision of the Deputy Registrar of the Faculty of Applied Science and the overall supervision of the Dean, Faculty of Applied Sciences the Computer Applications Assistant shall discharge the following duties functions and responsibilities.

Responsibilities/Duties:

- 1) Sorting out the mails that are received in the office of the Dean
- 2) Handling and maintaining proper register/records of official correspondences by inward & outward Register.
- 3) Preparing Purchase Requisition Note and Store Requisition Note at the request of the Dean or Deputy Registrar of the Faculty.
- 4) Handling of traveling claim, payment vouchers, Exam claim vouchers, overtime vouchers and prior approvals for overtime works submitted by the staff members concerned.
- 5) To assist to organize meetings of the Faculty and to take care of all logistic for the meetings.

- 6) Managing the files including the personal files of academic, administrative and non -academic staff attached to the Faculty of Applied Science.
- 7) Maintaining the attendance register and leave register of the non-academic staff of the Office of the Dean and the other non-academic staff of the Faculty of Applied Science if required.
- 8) Maintain the inventory books or assets register of the office of the Dean and to maintain summary of all inventories of the Office of the Dean
- 9) Maintaining the petty cash book of the office of the Dean and the accounts thereof and to be in charge for process of reimbursements and or settlement of advances obtained in the course of operation of the office of the Dean
- 10) Maintain and to make available to the staff the official forms and templates used within the system of the University.
- 11) To perform all other duties and functions requested by the Dean or Assistant Registrar of the Faculty of Applied Science.

2) Clerical and Allied Grades

a) Labourer

Under the direct supervision of the Deputy Registrar of the Faculty of Applied Sciences and the overall supervision of the Dean, Faculty of Applied Sciences the Labourer shall discharge the following duties, functions and responsibilities.

Responsibilities/Duties:

- 1) Opening and closing the Office of the Dean, Faculty of Applied Science.
- 2) Keep the Office of the Dean, Faculty of Applied Sciences and the surroundings clean and tidy.
- 3) Maintaining of the garden and pots in front of the Office of the Dean, Faculty of Applied Sciences.
- 4) Cleaning the furniture and equipment at the Office of the Dean, Faculty of Applied Sciences.
- 5) Collecting and delivering of the mails, correspondences, documents, parcels etc. related to the Office of the Dean from and to the departments, sections, units and the staff of the Faculty of Applied Sciences with proper acknowledgements recorded.
- 6) Collecting and delivering of the mails, correspondences, documents, parcels etc. related to the Office of the Dean, from and to other faculties, departments, sections, units and the staff of the Rajarata University or any other organization/s external to the University with proper acknowledgements recorded.

- 7) Operating and maintaining of office equipment (photocopier, copy printer etc.)
- 8) To perform all other duties and functions requested by the Dean or Deputy Registrar of the Faculty of Applied Sciences.

9.2 FACULTY OF AGRICULTURE

1. Introduction

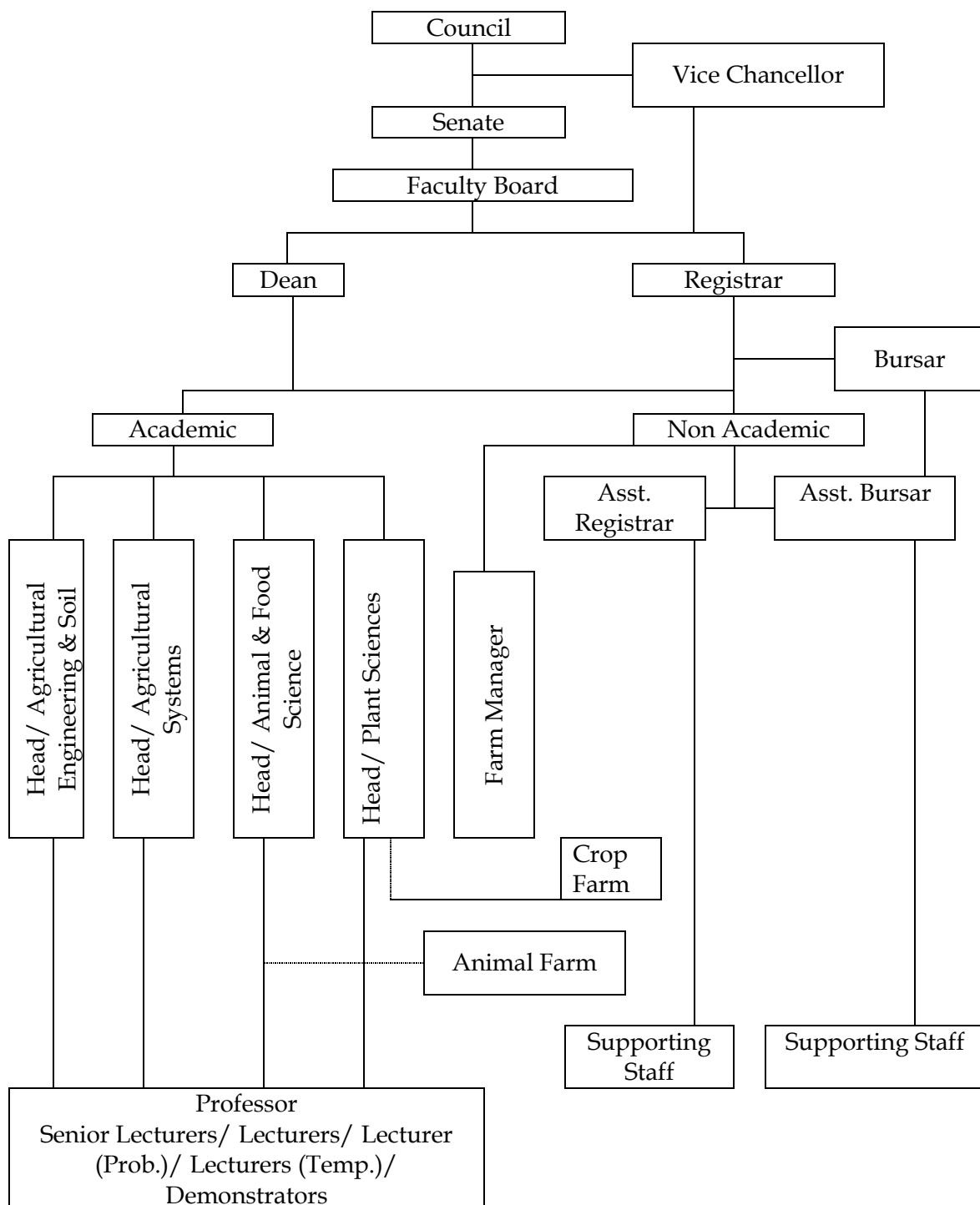
The establishment of the Faculty of Agriculture in 2001 was a response to the long felt need for sustained development of the region with respect to higher education. The Faculty was also expected to serve as a catalyst for the agricultural and socio-economic development of the region. The agricultural education offered and the research pursued by the Faculty caters to the special needs of the region as dictated by the specific agro-climatic zone of the country. Therefore, the Faculty of Agriculture has a vital role to play for the upliftment of the socio-economic status of a predominantly rural population who depends largely on agriculture.

The Faculty comprises four departments and at present offers Bachelor of Science degree in Agriculture (BSc. Agric). The Faculty has a well-established Crop and Livestock Farm for teaching and research purpose. And also has an Agricultural Engineering Workshop in order teach, train the students to have hands on experiences who follow the agricultural engineering.

2. Building Layout:

The FOA is located in Puliyankulama which is 15Km away from the Mihintale main premises. The Farms of Agronomy, Animal, Crop and Engineering Workshop are located behind the Faculty.

3. Organization Structure of the Faculty Administration



4. Responsibilities of the Faculty

- a. Providing facilities, resources, guidance for students to follow the academic programs effectively.
- b. Regulating the matters connected with teaching, examinations and research in the departments of the faculty, subject to the approval of the Senate and Council.
- c. Conducting examinations and other related matters to award the degrees and other distinctions.
- d. Maintaining the standard and the quality of the degree programs and teaching methodology of the academics.
- e. Facilitating the staff members to uplift the academic standards and the qualifications by doing research and higher studies to the staff.
- f. Proposing and establishing new services in regard the courses and departments in accord to the current world educational trend.
- g. Developing and revising the curricula as when required to compete with the market trend.
- h. Ensuring the employability of the graduates by providing other soft skills, career guidance and training in addition to the academic program.
- i. Registration of students who have been selected to the Faculty.
- j. Maintenance of student data base at Faculty level.

5. Cadre Distribution:

- a. Cadre Provisions of Office of the Dean

Cadre/Designation	Available Cadre
Senior Assistant Registrar	01
Stenographer	01
Clerk	04
Computer Application Assistant	01
Laburer	02

6. Job Descriptions of Staff:

a. Job Description of the Senior Assistant Registrar

Job Title	:	Senior Assistant Registrar
Job Code/Grade	:	U EX 2(a)
Salary Scale	:	59,687/-16 x1438 -82,695,p.m.
Name of the Job Holder	:	
Division/ Section	:	Faculty of Agriculture

Job Summary :
Custodian of the faculty properties, responsible Officer for all administrative activities of the faculty and the facilitator of the academic activities of the faculty

Responsible To : Dean, Registrar and Vice Chancellor.

Responsible For :
Providing facilities and resources to the students and staff of the faculty for the smooth function of the academic programmes and administrative activities efficiently and effectively.

Duties/Activities :

- 1) Ensure general maintenance and administration of the Faculty.
- 2) Convene the Faculty Board Meetings, Heads & Coordinators Meetings, Staff Meeting and other Special Meetings in the faculty.
- 3) Overall supervision and control of the non-Academic Staff of the faculty.
- 4) Ensure preliminary arrangements for the academic programmes of the each academic year.
- 5) Make sure the maintenance of files and documents at the office of the Dean and monitoring and supervising the circulations and correspondence within the faculty and with other departments/sections/units.
- 6) Ensure the approvals of the relevant authorities for works, services, publications and others recommended matters by the Faculty Board.
- 7) Assist to the Dean of the faculty to monitor and implement the work plans and the follow up actions to be taken accordingly.
- 8) Involve and facilitate the student related activities. (eg: Entertainments, Sports, workshops and other extra-curricular activities.)
- 9) Certify the attendance for the payments of Mahapola and Bursary others Scholarships
- 10) To attend other special common tasks assigned by the Vic Chancellor, Registrar.
- 11) Coordinating with Head/Student Services when the enrollment of the new students work on process by the UGC.
- 12) Registering and Coordinating the students registration work and to hold the Orientation Programme in the faculty.
- 13) Issuing Identity Cards, Record Books, Hand Books Guidelines, By Laws and Student Charter etc.
- 14) Calling Application for the Re-Registration and Calling Application for the entry form to sit the examinations
- 15) Scheduling examination time table according to the Calendar of Dates of the Faculty
- 16) Appointing the examiners and making arrangement to prepare the examination papers after obtain the approval of the Faculty Board and the Senate

- 17) Issuing Time Tables and Admission Cards to the Students
- 18) Receiving set and moderated question papers from the respective Heads of Departments to print the papers and to be packed in safely and confidentially.
- 19) Appointing Examiners to conduct the examinations and conducting the examinations (Appointment letters to be issued to the Examiners, Supervisors, Invigilators, Technical Officers and Hall Attendants
- 20) Handing over the answer scripts to the respective Heads of Departments to the marking
- 21) After entering and scrutinizing the marks arranging to hold the Board of Examiners Meeting to release the results
- 22) Forwarding the Results to Academic Affairs Division to the approval of the Senate and the Council
- 23) Displaying the results and issuing results sheets, and transcriptions
- 24) Assist to Assistant Bursar to arrange the minor procurement meetings.
- 25) Assist to Assistant Bursar to call the quotation for the request from the user departments.
- 26) Certifying all payments of Exams claim, visiting lectures, overtime and other Payments
- 27) Advertising, receiving, short listing and arranging the selection board for the recruitment of Temporary Assistant Lectures, Demonstrators and Tutors for the Faculty

Responsibilities :

Responsible for providing services through the above activities honestly, impartially, accurately, lawfully, confidentially, transparently and productively with accountability and efficiency.

Authority :

By vested powers by the University Act, Establishment Code and the Governing Body of the institution

Assets under Job Holder : Whole assets belong to the faculty

Assessment of Performance:

According to the provisions in Section-27, Chapter 6 of VIII of Establishment Code of UGC and HEIs

Working Conditions :

Special working condition involved in job (If necessary)

Knowledge, Skills and Abilities Required:

Knowledge on administration and human resource management and skills in decision making.

b. Job Description of Subordinates:**1) Clerical and Allied Grades****a) Stenographer - FOA/DO/ST/01**

Under the direct supervision of the Assistant Registrar of the Faculty of Agriculture and the overall supervision of the Dean, Faculty of Agriculture the Stenographer shall discharge the following duties, functions and responsibilities.

Responsibilities/Duties:

- 1) Cover the proceedings of the meeting of the Faculty Board and other meetings organized by the Office of the Dean and submit the draft minutes within three days
- 2) Preparing memos to the Finance Committee, Senate, Council and other Authorities of the University.
- 3) Preparing the Annual Reports of the Faculty of Agriculture and other reports and documentations requested by the Dean or Assistant Registrar of the Faculty.
- 4) Handling of minutes of the Council, Senate, Finance Committee, Faculty Board and other Authorities of the University.
- 5) Handling other students' matters other than the Mahapola/Bursary Payments with the assistance/coordination of CAA.
- 6) Performing all other duties and functions requested by the Dean or Assistant Registrar of the Faculty of Agriculture.
- 7) Ensure timely and orderly submission to the Senate or other Statutory Authority concerned of the confirmed minutes and related memos of the meeting of the Faculty Board of Agriculture.
- 8) Following up the implementation of the decisions made at the Faculty Board Meeting, Heads Meeting etc. and report to the Assistant Registrar or the Dean on the status of the implementation of such decisions.
- 9) Following up through proper communication to the party or parties concerned the related decisions made at the Faculty Board Meetings, Head Meeting etc.
- 10) To be in charge for gathering arranging and orderly submitting the memos and the matters to be discussed at the relevant meetings organized by the Office of the Dean.

b) Computer Applications Assistant - FOA/DO/CAA/01

Under the direct supervision of the Assistant Registrar of the Faculty of Agriculture and the overall supervision of the Dean, Faculty of Agriculture the Computer Applications Assistant shall discharge the following duties functions and responsibilities.

Responsibilities/Duties:

- 1) Sorting out the mails that are received in the office of the Dean
- 2) Handling and maintaining a proper register/records of official correspondences by inward & outward Register.
- 3) Preparing Purchase Requisition Note and Store Requisition Note at the request of the Dean or Senior Assistant Registrar of the Faculty.
- 4) Handling of traveling claim, payment vouchers, Exam claim vouchers, overtime vouchers and prior approvals for overtime works submitted by the staff members concerned.
- 5) To assist to organize meetings of the Faculty and to take care of all logistic for the meetings.
- 6) To perform all other duties and functions requested by the Dean or Senior Assistant Registrar of the Faculty of Agriculture
- 7) Managing the files including the personal files of academic, administrative and non -academic staff attached to the Faculty of Agriculture
- 8) Maintaining the attendance register and leave register of the non-academic staff of the Office of the Dean and the other non-academic staff other non-academic staff of the Faculty of Agriculture if required
- 9) Maintain the inventory books or assets register of the office of the Dean and to maintain summary of all inventories of the Office of the Dean
- 10) Maintaining the petty cash book of the office of the Dean and the accounts thereof and to be in charge for process of reimbursements and or settlement of advances obtained in the course of operation of the office of the Dean
- 11) Maintain and to make available to the staff the official forms and templates used within the system of the University
- 12) Ensure timely transport facilities and the payments of the external members of the Board of the Agriculture

c) Computer Application Assistant - FOA/DO/CAA/02

Under the direct supervision of the Assistant Registrar of the Faculty of Agriculture and the overall supervision of the Dean, Faculty of Agriculture the Computer Application Assistant shall discharge the following duties, functions and responsibilities.

Responsibilities/Duties:

- 1) To receive and process the examination entry form of students of the Faculty.
- 2) Preparing academic calendar, session time table and examination time tables for internal degree programme in consultation with respective Heads of Department of study.
- 3) To maintain the e-mail account of the office of the Dean and be responsible for the e-mail correspondences.
- 4) Attending to telephone calls and mails.
- 5) To perform all other duties and functions requested by the Dean or Assistant Registrar of the Faculty of Agriculture.

- 6) To perform all other functions requested by the Dean or Senior Assistant Registrar of the Faculty of Agriculture.
- 7) Maintaining electronic copies of the document with respect to the important routine operations of the Faculty of Agriculture.
- 8) Maintaining a comprehensive database with respect to the students and staff (Academic, administrative and non-academic) of the Faculty of Agriculture and to be in charge of maintaining a database on the staff cadre position and requirement.
- 9) Maintaining electronic copies of the faculty handbooks, syllabi and other related documents (lecture schedules) issued by the Faculty from time to time to both internal and external degree programme and make them available when required
- 10) Maintaining records of the attendance of students of Faculty of Agriculture.
- 11) Maintaining an updated database on the Research and Development carried out by the academic staff and the students of the Faculty of Agriculture and other record of the events of the Faculty of Agriculture and to be responsible to coordinate with respective officers to update the web site of the Faculty.
- 12) Maintain a clear record of events that affect planed academic calendar or academic secession.

2) Minor Grades:

a) Labourer

Under the direct supervision of the Senior Assistant Registrar of the Faculty of Agriculture and the overall supervision of the Dean, Faculty of Agriculture the Labourer shall discharge the following duties, functions and responsibilities.

Responsibilities/Duties:

- 1) Opening and closing the Office of the Dean, Faculty of Agriculture.
- 2) Keep the Office of the Dean, Faculty of Agriculture and the surroundings clean and neat.
- 3) Maintaining of the garden and pots in front of the Office of the Dean, Faculty of Agriculture.
- 4) Cleaning the furniture and equipment at the Office of the Dean, Faculty of Agriculture.
- 5) Collecting and delivering of the mails, correspondences, documents, parcels etc. related to the Office of the Dean from and to the departments, sections, units and the staff of the Faculty of Agriculture with proper acknowledgements recorded.

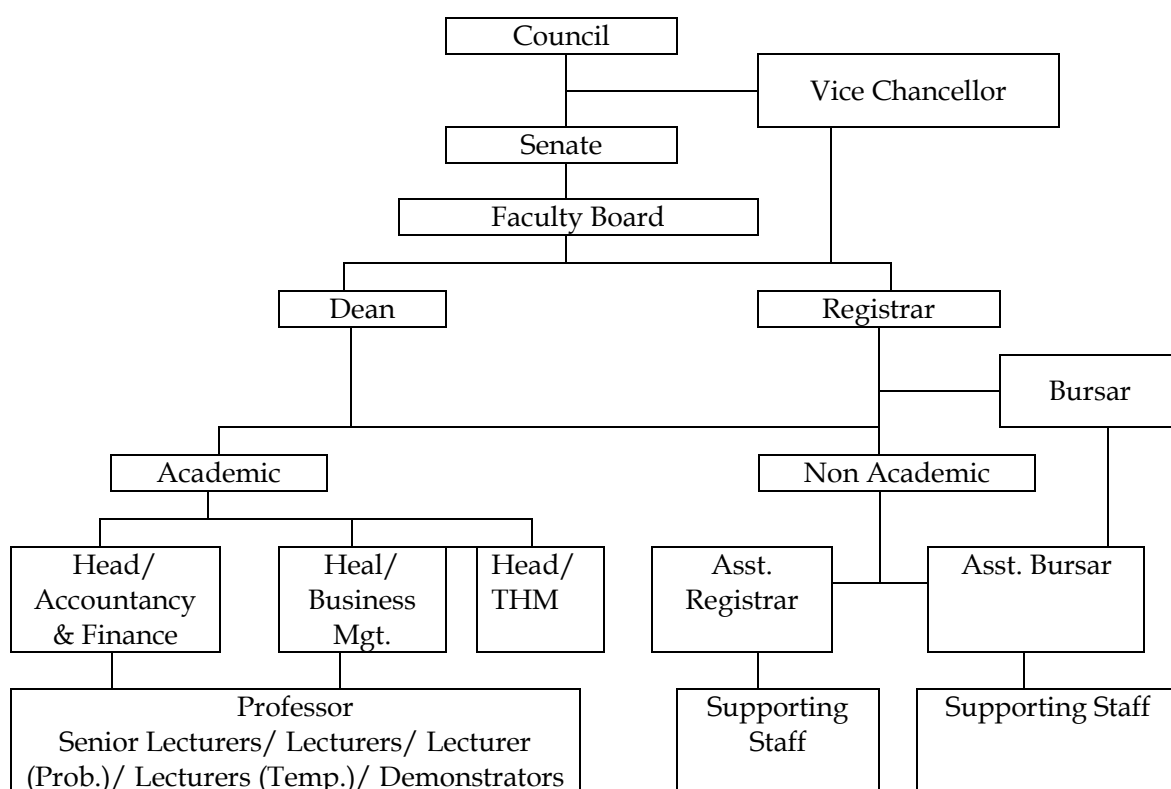
- 6) Collecting and delivering of the mails, correspondences, documents, parcels etc. related to the Office of the Dean, from and to other faculties, departments, sections, units and the staff of the Rajarata University or any other organization/s external to the University with proper acknowledgements recorded.
- 7) Operating and maintaining of Office equipment (photocopier, copy printer etc.)
- 8) To perform all other duties and functions requested by the Dean or Assistant Registrar of the Faculty of Agriculture

9.3 FACULTY OF MANAGEMENT STUDIES

1. Introduction

The Faculty of Management Studies contributes to achieve the vision and mission of the Rajarata University, Sri Lanka by functioning towards the direction of “to be the trailblazer in creating excellence in managing the resources to the dynamics of the society through innovative modes”. The Faculty of Management Studies was established in 1996 in the Rajarata University of Sri Lanka. The Faculty consists of three Departments, namely, Department of Accountancy & Finance, Department of Business Management, Department of Tourism & Hospitality Management. It offers undergraduate and postgraduate degree programmes.

2. Organization Structure of the Faculty Administration



3. Building Layout

The Faculty of Management Studies is located in Mihintale Premises. All the academic and administrative activities of the Faculty are carried out in the new building complex of the Faculty of Management Studies at the above location.

4. Responsibilities of the Faculty

- a. Providing facilities, resources, guidance for students to follow the academic programs effectively.
- b. Regulating the matters connected with teaching, examinations and research in the departments of the faculty, subject to the approval of the Senate and Council.
- c. Conducting examinations and other related matters to award the degrees and other distinctions.
- d. Maintaining the standard and the quality of the degree programs and teaching methodology of the academics.
- e. Facilitating the staff members to uplift the academic standards and the qualifications by doing research and higher studies to the staff.
- f. Proposing and establishing new services in regard the courses and departments in accord to the current world educational trend.
- g. Developing and revising the curricula as when required to compete with the market trend.
- h. Ensuring the employability of the graduates by providing other soft skills, career guidance and training in addition to the academic program
- i. Registration of students who have been selected to the Faculty.
- j. Maintenance of student data base at Faculty level.

5. Cadre Distribution

- a. Cadre Provisions of Office of the Dean, Faculty of Management Studies

Cadre/Designation	Available Cadre
Assistant Registrar	01
Stenographer	01
Clerk	01
Computer Application Assistant	04
Labourer	04

6. Job Descriptions of Staff:

a. Job Description of the Assistant Registrar

Job Title	:	Assistant Registrar
Job Code/Grade	:	U EX 1(II)
Salary Scale	:	26020 - 3×585 (EB) 28420; 12×645 - 36160 p.m.
Division/ Section	:	Faculty of Management Studies
Job Summary	:	Custodian of the faculty properties, responsible Officer for all administrative activities of the faculty and the facilitator of the academic activities of the faculty
Responsible To	:	Dean, Registrar and Vice Chancellor.

Responsible For :

Providing facilities and resources to the students and staff of the faculty for the smooth function of the academic programmes and administrative activities efficiently and effectively.

Duties/ Activities :

- 1) Ensure general maintenance and administration of the Faculty.
- 2) Convene the Faculty Board Meetings, Heads & Coordinators Meetings, Staff Meeting and other Special Meetings in the faculty.
- 3) Overall supervision and control of the non-Academic Staff of the faculty.
- 4) Ensure preliminary arrangements for the academic programmes of the each academic year.
- 5) Make sure the maintenance of files and documents at the office of the Dean and monitoring and supervising the circulations and correspondence within the faculty and with other departments/sections/units.
- 6) Ensure the approvals of the relevant authorities for works, services, publications and others recommended matters by the Faculty Board.
- 7) Assist to the Dean of the faculty to monitor and implement the work plans and the follow up actions to be taken accordingly.
- 8) Involve and facilitate the student related activities. (e.g.: Entertainments, Sports, workshops and other extra-curricular activities.)
- 9) Certify the attendance for the payments of Mahapola and Bursary others Scholarships
- 10) To attend other special common tasks assigned by the Vic Chancellor, Registrar.
- 11) Coordinating with Head/Student Services when the enrolment of the new students work on process by the UGC.

- 12) Registering and Coordinating the students registration work and to hold the Orientation Programme in the faculty.
- 13) Issuing Identity Cards, Record Books, Hand Books Guidelines, By Laws and Student Charter etc.
- 14) Calling Application for the Re-Registration and Calling Application for the entry form to sit the examinations
- 15) Scheduling examination time table according to the Calendar of Dates of the Faculty
- 16) Appointing the examiners and making arrangement to prepare the examination papers after obtain the approval of the Faculty Board and the Senate
- 17) Issuing Time Tables and Admission Cards to the Students
- 18) Receiving set and moderated question papers from the respective Heads of Departments to print the papers and to be packed in safely and confidentially.
- 19) Appointing Examiners to conduct the examinations and conducting the examinations (Appointment letters to be issued to the Examiners, Supervisors, Invigilators, Technical Officers and Hall Attendants
- 20) Handing over the answer scripts to the respective Heads of Departments to the marking
- 21) After entering and scrutinizing the marks arranging to hold the Board of Examiners Meeting to release the results
- 22) Forwarding the Results to Academic Affairs Division to the approval of the Senate and the Council
- 23) Displaying the results and issuing results sheets, and transcriptions
- 24) Assist to Assistant Bursar to arrange the minor procurement meetings.
- 25) Assist to Assistant Bursar to call the quotation for the request from the user departments.
- 26) Certifying all payments of Exams claim, visiting lectures, overtime and other Payments
- 27) Advertising, receiving, short listing and arranging the selection board for the recruitment of Temporary Assistant Lectures, Demonstrators and Tutors for the Faculty

Responsibilities :

Responsible for providing services through the above activities honestly, impartially, accurately, lawfully, confidentially, transparently and productively with accountability and efficiency.

Authority :

By vested powers by the University Act, Establishment Code and the Governing Body of the institution

Assets under Job Holder : Whole assets belong to the faculty

Assessment of Performance:

According to the provisions in Section-27, Chapter 6 of VIII of Establishment Code of UGC and HEIs

Working Conditions :

Special working condition involved in job (if necessary)

Knowledge, Skills and Abilities Required:

Knowledge on administration and human resource management and skills in decision making.

b. Job Description of Subordinates

1) Clerical and Allied Grades

a) Designation: Staff Assistant - FMGT/DO/ST

Responsibilities/Duties:

Under the direct supervision of the Assistant Registrar of the Faculty and the overall supervision of the Dean the Stenographer shall discharge the following duties, functions and responsibilities.

Routine Duties:

- Cover the proceedings of the meeting of the Faculty Board and other meetings organized by the Office of the Dean and submit the draft minutes within three days
- Preparing memos to the Finance Committee, Senate, Council and other Authorities of the University.
- Preparing the Annual Reports of the Faculty and other reports and documentations requested by the Dean or Assistant Registrar of the Faculty.
- Handling of minutes of the Council, Senate, Finance Committee, Faculty Board and other Authorities of the University.
- Handling other students' matters other than the Mahapola/Bursary Payments with the assistance/coordination of CAA.
- Performing all other duties and functions requested by the Dean or Assistant Registrar of the Faculty

Other Responsibilities:

- Ensure timely and orderly submission to the Senate or other Statutory Authority concerned of the confirmed minutes and related memos of the meeting of the Faculty Board

- Following up the implementation of the decisions made at the Faculty Board Meeting, Heads Meeting etc. and report to the Assistant Registrar or the Dean on the status of the implementation of such decisions.
- Following up through proper communication to the party or parties concerned the related decisions made at the Faculty Board Meetings, Head Meeting etc.
- To be in charge for gathering arranging and orderly submitting the memos and the matters to be discussed at the relevant meetings organized by the Office of the Dean.

b) Designation: Clerk – FMGT/ DO/ CL

Responsibilities/Duties:

Under the direct supervision of the Assistant Registrar of the Faculty and the overall supervision of the Dean the Computer Application Assistant shall discharge the following duties, functions and responsibilities.

Routine Duties:

- To receive and process the examination entry form of students of the Faculty.
- Preparing academic calendar, session time table and examination time tables for internal degree programme in consultation with respective Heads of Department of study.
- To maintain the e-mail account of the office of the Dean and be responsible for the e-mail correspondences.
- Attending to telephone calls and mails.
- To assist to prepare statistical documents and electronic presentation materials and the annual reports for the Faculty
- To perform all other duties and functions requested by the Dean or Assistant Registrar of the Faculty

Other Responsibilities:

- Maintaining electronic copies of the document with respect to the important routine operations of the Faculty
- Maintaining a comprehensive database with respect to the students and staff (Academic, administrative and non-academic) of the Faculty and to be in charge of maintaining a database on the staff cadre position and requirements
- Maintaining electronic copies of the faculty handbooks, syllabi and other related documents (lecture schedules) issued by the Faculty from time to time to both internal and external degree programme and make them available when required
- Maintaining records of the attendance of students of Faculty

- Maintaining an updated database on the Research and Development carried out by the academic staff and the students of the Faculty and other record of the events of the Faculty and to be responsible to coordinate with respective officers to update the web site of the Faculty.
- Maintain a clear record of events that affect planed academic calendar or academic secession.

c) Designation: Computer Application Assistant - FMGT/DO/CAA

Responsibilities/Duties:

Under the direct supervision of the Assistant Registrar of the Faculty of Management Studies and the overall supervision of the Dean, Faculty of Management Studies the Computer Applications Assistant shall discharge the following duties functions and responsibilities.

Routine Duties:

- Sorting out the mails that are received in the office of the Dean
- Handling and maintaining a proper register/records of official correspondences by inward & outward Register.
- Preparing Purchase Requisition Note and Store Requisition Note at the request of the Dean or Assistant Registrar of the Faculty.
- Handling of traveling claim, payment vouchers, Exam claim vouchers, overtime vouchers and prior approvals for overtime works submitted by the staff members concerned.
- To assist organizing meetings and to take care of all logistic for the meetings.
- To perform all other duties and functions requested by the Dean or Assistant Registrar of the Faculty

Other Responsibilities:

- Managing the files including the personal files of academic, administrative and non -academic staff attached to the Faculty
- Maintaining the attendance register and leave register of the non-academic staff of the Office of the Dean and the other non-academic staff other non-academic staff of the Faculty of if required
- Maintain the inventory books or assets register of the office of the Dean and to maintain summary of all inventories of the Office of the Dean
- Maintaining the petty cash book of the office of the Dean and the accounts thereof and to be in charge for process of reimbursements and or settlement of advances obtained in the course of operation of the office of the Dean
- Maintain and to make available to the staff the official forms and templates used within the system of the University
- Ensure timely transport facilities and the payments of the external members of the Faculty Board

2) Minor grades**a) Designation: Labourer****Responsibilities/Duties:**

Under the direct supervision of the Assistant Registrar of the Faculty and the overall supervision of the Dean the Labourer shall discharge the following duties, functions and responsibilities.

Routine Duties:

- Opening and closing the Office of the Dean.
- Keep the Office of the Dean, Faculty of Agriculture and the surroundings clean and neat.
- Maintaining of the garden and pots in front of the Office of the Dean.
- Cleaning the furniture and equipment at the Office of the Dean.
- Collecting and delivering of the mails, correspondences, documents, parcels etc. related to the Office of the Dean from and to the departments, sections, units and the staff of the Faculty with proper acknowledgements recorded.
- Collecting and delivering of the mails, correspondences, documents, parcels etc. related to the Office of the Dean, from and to other faculties, departments, sections, units and the staff of the Eastern University or any other organization/s external to the University with proper acknowledgements recorded.
- Operating and maintaining of Office equipment (photocopier, copy printer etc.)
- To perform all other duties and functions requested by the Dean or Assistant Registrar of the Faculty

9.4 FACULTY OF SOCIAL SCIENCES & HUMANITIES**1. Introduction**

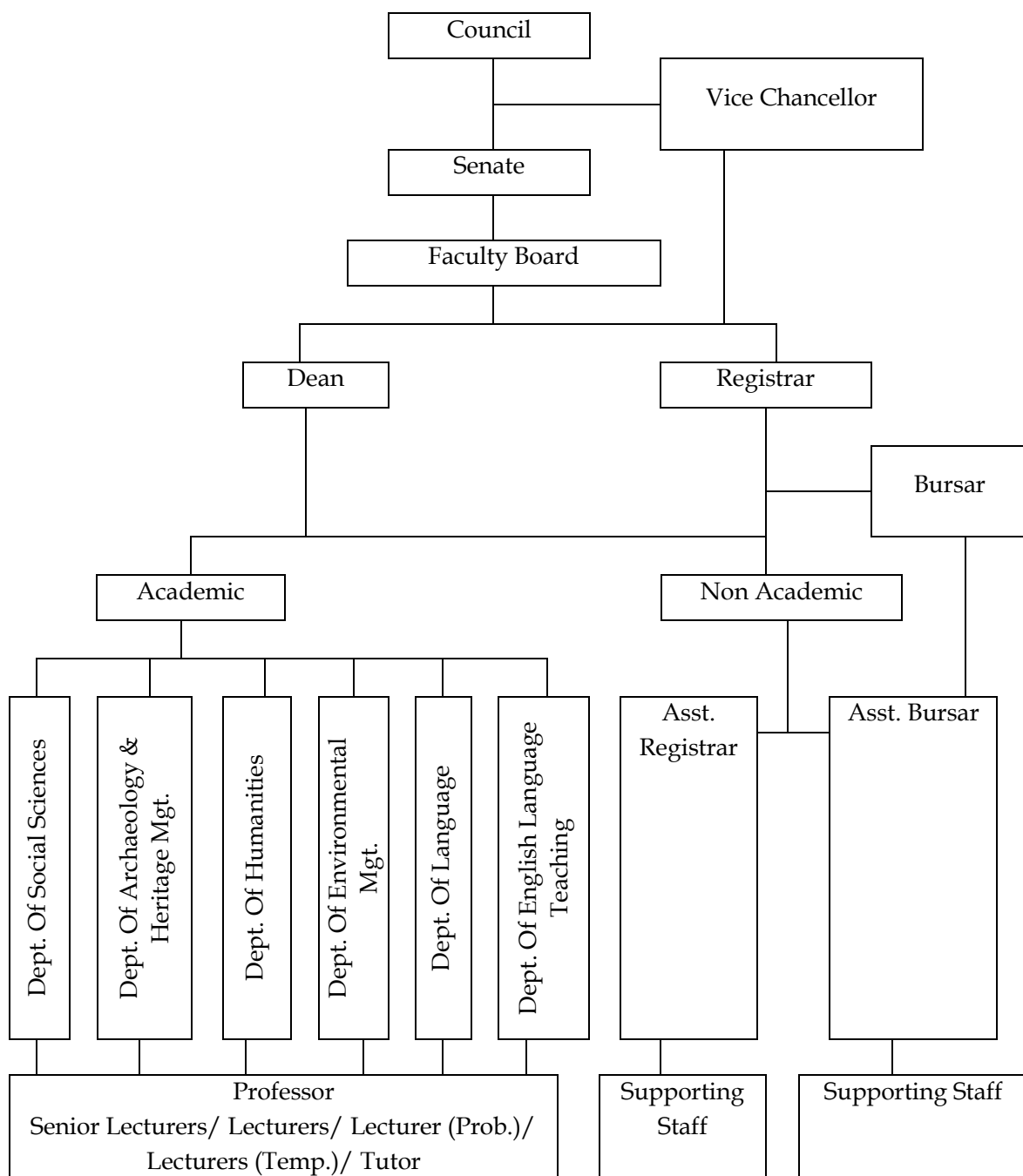
The Faculty of Social Sciences & Humanities with the Departments of Humanities & Social Sciences was established in 1996.

The Faculty of Social Sciences & Humanities was then expanded with the Department of Languages, the Department of Archaeology and Heritage Management, the Department of Environmental Management, the Department of Humanities, the Department of Social Sciences and the Department of English Teaching Language. The Faculty is located at Mihintale main premises, as it is socially, culturally and economically a significant centre in the region. At present, the Faculty has six Departments with 50 Academic Staff and around 1500 students.

2. Building Layout

The FOSH is located near the university play ground of RUSL.

3. Organization Structure of the Faculty Administration



4. Responsibilities of the Faculty

- a. Providing facilities, resources, guidance for students to follow the academic programs effectively.
- b. Regulating the matters connected with teaching, examinations and research in the departments of the faculty, subject to the approval of the Senate and Council.
- c. Conducting examinations and other related matters to award the degrees and other distinctions.
- d. Maintaining the standard and the quality of the degree programs and teaching methodology of the academics.
- e. Facilitating the staff members to uplift the academic standards and the qualifications by doing research and higher studies to the staff.
- f. Proposing and establishing new services in regard the courses and departments in accord to the current world educational trend.
- g. Developing and revising the curricula as when required to compete with the market trend.
- h. Ensuring the employability of the graduates by providing other soft skills, career guidance and training in addition to the academic program
- i. Registration of Students who selected to the Faculty
- j. Guide the staff to achieve the vision and mission of the Faculty
- k. Provide correct information to the management on a timely basis in a professional.
- l. Registration of students selected to the Faculty.
- m. Maintenance of student data base at Faculty level.

5. Cadre Distribution:

- a. Cadre Provisions of Office of the Dean

Cadre Designation	Approved Cadre
Assistant Registrar	01
Audio-Visual Technical Officer	01
Stenographer	01
Technical Officer	02
Clerk	03
Computer Application Assistant	03
Laborer	02
Office Machine Operator	01

6. Job Descriptions of Staff:

a. Job Description of the Assistant Registrar

Job Title : Assistant Registrar
 Job Code/Grade : U EX 1(II)
 Salary Scale : Rs. 34,390/- 7x 645/-; 8 x 790/- 45,225/- p.m.
 Name of the Job Holder :
 Division/ Section : Faculty
 Job Summary :
 Custodian of the faculty properties, responsible officer for all administrative activities of the faculty and the facilitator of the academic activities of the faculty
 Responsible To : Dean, Registrar and Vice Chancellor.
 Responsible For :
 Providing facilities and resources to the students and staff of the faculty for the smooth function of the academic programmes and administrative activities efficiently and effectively.

Duties/Activities :

- 1) Coordinating with Head/Student Services when the enrollment of the new students work on process by the UGC.
- 2) Registering and Coordinating the students registration work and to hold the Orientation Programme in the Faculty.
- 3) Issuing Identity Cards, Record Books, Hand Books Guidelines, By Laws and Student Charter etc.
- 4) Calling applications for Re-Registration and examinations
- 5) Handling all matters pertaining to conducting Examinations
 - Appointment of examiners for setting examination papers
 - Issuing Time Tables and Admission Cards to students
 - Scheduling examination time table of the Faculty
 - Appointment of Examiners, Supervisors, Invigilators, Technical Officers and Hall Attendants for conducting Examinations
- 6) Hold the Board of Examiners Meeting to release the results
- 7) Forwarding the Results to Academic Affairs Department for obtaining approval of the Senate and the Council
- 8) Releasing the results and issuing results sheets, and transcriptions
- 9) Assist the Assistant Bursar to arrange procurements for the Faculty.
- 10) Certifying all payments of Exams claim, visiting lectures, overtime and other Payments
- 11) Handling matters pertaining to recruitment of Temporary Assistant Lectures, Demonstrator and Tutors for the Faculty
- 12) Ensure general maintenance and administration of the Faculty.
- 13) Convene the Faculty Board Meetings, Higher Degrees Committee Meetings, Heads & Coordinators Meetings, Staff Meeting and other Special Meetings in the Faculty.
- 14) Overall supervision and control of the non-Academic Staff of the

faculty.

- 15) Ensure preliminary arrangements for the academic programmes of the each academic year.
- 16) Make sure the maintenance of files and documents at the office of the Dean and monitoring and supervising the circulations and correspondence within the faculty and with other departments/sections/units.
- 17) Ensure the approvals of the relevant authorities for works, services, publications and others recommended matters by the Faculty Board.
- 18) Assist the Dean of the Faculty to monitor and implement the work plans and the follow up actions to be taken accordingly.
- 19) Involve and facilitate the student related activities. (eg: Entertainments, Sports, workshops and other extra-curricular activities.)
- 20) Certify the attendance for the payments of Mahapola and Bursary others Scholarships
- 21) To attend to other special common tasks assigned by the Vice Chancellor, Registrar.

Responsibilities :

Responsible for providing services through the above activities honestly, impartially, accurately, lawfully, confidentially, transparently and productively with accountability and efficiency.

Authority :

By vested powers by the University Act, Establishment Code and the Governing Body of the institution

Assets under Job Holder : Whole assets belong to the faculty

Assessment of Performance:

According to the provisions in Section-27, Chapter 6 of VIII of Establishment Code of UGC and HEIs

Working Conditions : Special working condition involved in job

Knowledge, Skills and Abilities Required:

Knowledge on administration and human resource management and skills in decision making.

b. Job Description of Subordinates:

- 1) Technical, Clerical and Allied Grades

a) Audio Visual Technical Officer: FOSH/DO/AVTO

Under the direct supervision of the Assistant Registrar of the Faculty of Social Sciences & Humanities and the overall supervision of the Dean, Faculty of Social Sciences & Humanities of the Audio Visual Technical Officer shall discharge the following

duties, functions.

Duties/Responsibilities

- 1) All computer network connection in the Faculty of Social Sciences & Humanities related duties (installing, configuring, operating, Updating and troubleshooting).
- 2) Preparation of multimedia lectures presentation (scanning, editing).
- 3) Making necessary arrangements to provide multimedia and computer facilities for lectures and meetings.
- 4) Help other Departments /Units in the faculty on Computer related matters when necessary.
- 5) Maintain records on Faculty functions (Internal & External) attend by the Dean/AR.
- 6) Keeping all records relevant to above duties perfectly for easy reference.
- 7) E-mail correspondence and maintenance if internal circulation of the materials/letters of Faculty of Social Sciences & Humanities.
- 8) Maintaining of Faculty of Social Sciences & Humanities data and web data. And also web up to date work day to day activities.
- 9) Maintaining all related files, it's follow up action under supervision of AR/FOSH.
- 10) Handling statistical information & preparing electronic presentation material for the FOSH.
- 11) Designing Faculty Hand book, Magazine and Journals etc.
- 12) In addition to the above duties the tasks relating the Faculty assigned by the Dean and AR whenever necessity arises.

b) Staff Assistant (Clerical): FOSH/DO/CL I

Under the direct supervision of the Assistant Registrar of the Faculty of Social Sciences & Humanities and the overall supervision of the Dean, Faculty of Social Sciences & Humanities of the Staff Assistant (Clerical) shall discharge the following duties, functions.

Duties/Responsibilities

- 1) Preparing the Tender Board Documents and proceeding and University Procurement Committee (minor)
- 2) Handling cadre forecasting preparation in FOSH under the supervision of AR / FOSH.
- 3) Preparing work load sheet collecting from Department & disciplines. (Every semester)
- 4) Maintaining all relevant files & it's follow up under supervision of

AR/FOSH.

- 5) Maintaining Inventory, Petty cash, Vouchers preparing & checking.
- 6) Faculty Inventory Items repair works and enter main inventory register.
- 7) Handling the stationary item & record keeping
- 8) Maintaining the postal records.
- 9) Attending Annual Report work and its typing works.
- 10) In addition to the above duties the tasks relating the Faculty assigned by the Dean and AR whenever necessity arises.

c) Stenographer: FOSH/DO/ST

Under the direct supervision of the Assistant Registrar of the Faculty of Social Sciences & Humanities and the overall supervision of the Dean, Faculty of Social Sciences & Humanities of the Stenographer shall discharge the following duties functions.

Duties/Responsibilities

- 1) Taking down the minutes of the meeting of the FOSH & drafting the minutes concerned.
- 2) Following up schedules & memos regarding the all meetings.
- 3) Handling of Council books, Senate books and other internal & external meeting minutes. (Finance committee, Leave and awards committee etc.)
- 4) Handling all relevant files & it's follow up under supervision of AR/FOSH.
- 5) Attending all academic staff's personal files and issuing character certificates.
- 6) Details of all faculty staff (academic/Temporary/administrative/non-academic)
- 7) Preparing the appointment letter of Temporary Assistant Lecturer, Temporary Tutor and Visiting Lecturer.
- 8) In addition to the above duties the tasks relating the Faculty assigned by the Dean and AR whenever necessity arises.

d) Computer Applications Assistant: FOSH/DO/CAA

Under the direct supervision of the Assistant Registrar of the Faculty of Social Sciences & Humanities and the overall supervision of the Dean, Faculty of Social Sciences & Humanities of the Computer Applications Assistant shall discharge the following duties functions.

Duties/Responsibilities

- 1) Maintaining the students' matters relating to admission, transfer and

- cancellation of Registration.
- 2) Preparing the students' year wise list and Subject Combination list.
 - 3) Preparing the students' special List.
 - 4) Handling of Faculty Hand Book syllabus and other related documents.
 - 5) Preparing Lecture Time Table for the Internal Degree students.
 - 6) Preparing Exam Time Table for the Internal Degree students.
 - 7) Filling all students' relative matters, AR documents & it's follow up under super vision of AR/FOSH.
 - 8) Maintaining the examinations results, answer scripts works and related follow up actions.
 - 9) Release of semester exam results and other related works.
 - 10) In addition to the above duties the tasks relating the Faculty assigned by the Dean and AR whenever necessity arises.

9.5 FACULTY OF MEDICINE & ALLIED SCIENCES

1. Introduction

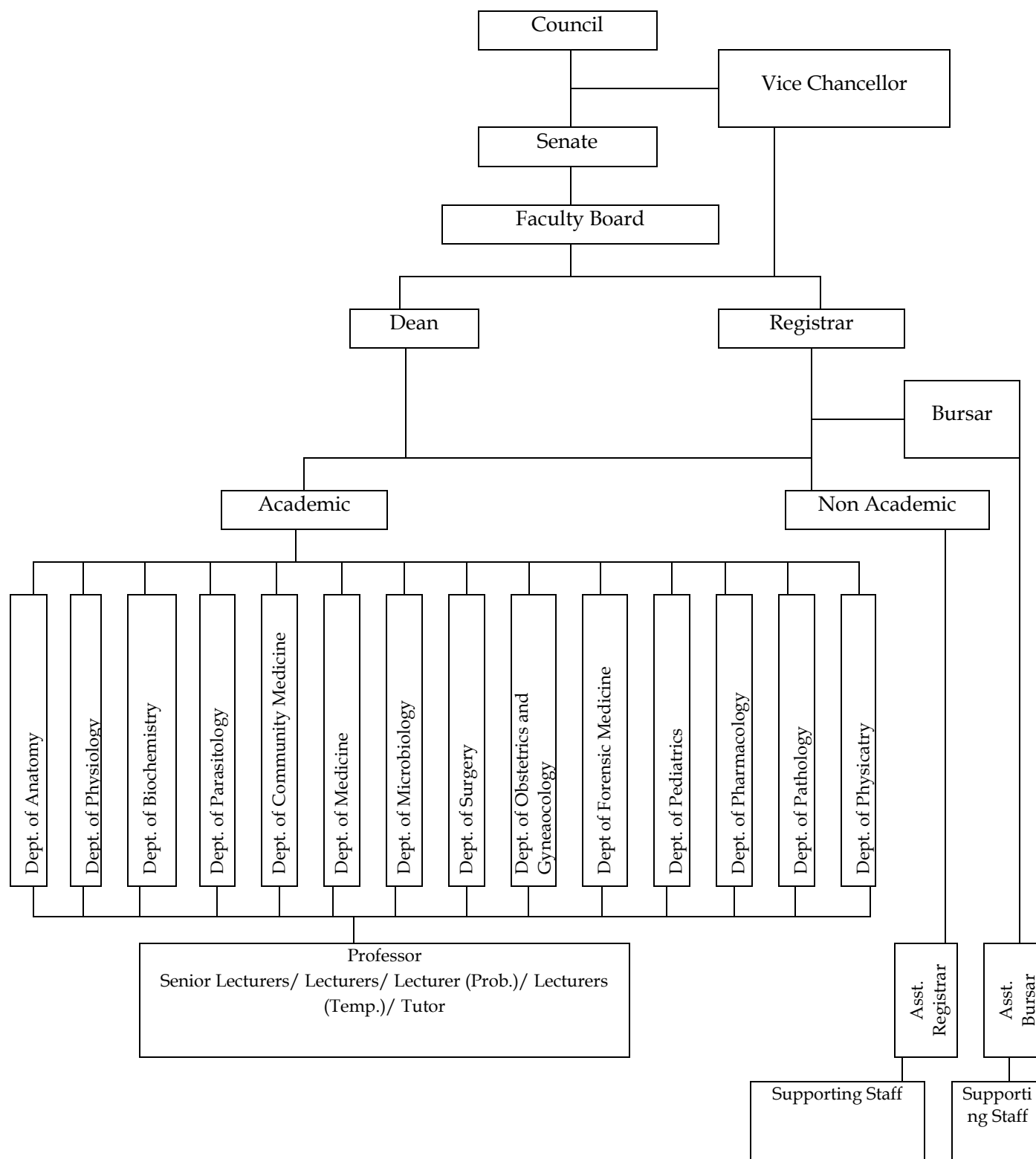
The Faculty of Medicine & Allied Sciences was established with Fourteen (14) Departments in 2006.

Dept. of Anatomy
 Dept. of Physiology
 Dept. of Biochemistry
 Dept. of Parasitology
 Dept. of Community Medicine
 Dept. of Medicine
 Dept. of Microbiology
 Dept. of Surgery
 Dept. of Obstetrics and Gyneaocology
 Dept of Forensic Medicine
 Dept. of Pediatrics
 Dept. of Pharmacology
 Dept. of Pathology
 Dept. of Physicatry

2. Building Layout

The FMAS is located in Anuradhapura -Jaffna main road, about 8 km from Anuradhapura city and around 15km from the main campus in Mihintale.

3. Organization Structure of the Faculty Administration



4. Responsibilities of the Faculty

- a. Providing facilities, resources, guidance for students to follow the academic programs effectively.
- b. Regulating the matters connected with teaching, examinations and research in the departments of the faculty, subject to the approval of the Senate and Council.
- c. Conducting examinations and other related matters to award the degrees and other distinctions.
- d. Maintaining the standard and the quality of the degree programs and teaching methodology of the academics.
- e. Developing and revising the curricula as when required to compete with the market trend.
- f. Guide the staff to achieve the vision and mission of the Faculty
- g. Provide correct information to the management on a timely basis in a professional.

5. Cadre Distribution:

Cadre Provisions of Office of the Dean

Cadre Designation	Approved Cadre
Senior Assistant Registrar	01
Stenographer	01
Technical Officer	15
Clerk	03
Computer Application Assistant	03
Laborer	15
Postmortem Labourer	02

6. Job Descriptions of Staff:**c. Job Description of the Senior Assistant Registrar**

Job Title : Assistant Registrar
 Job Code/Grade : U EX 1(II)
 Salary Scale : Rs. 34,390/- to 645/-; 8 x 790/- 45,225/- p.m.
 Name of the Job Holder :
 Division/ Section : Faculty
 Job Summary :

Custodian of the faculty properties, responsible officer for all administrative activities of the faculty and the facilitator of the academic activities of the faculty

Responsible To : Dean, Registrar and Vice Chancellor.

Responsible For :

Providing facilities and resources to the students and staff of the faculty for the smooth function of the academic programmes and administrative activities efficiently and effectively.

Duties/Activities :

- 1) Coordinating with Head/Student Services when the enrollment of the new students work on process by the UGC.
 - 2) Registering and Coordinating the students registration work and to hold the Orientation Programme in the Faculty.
- Issuing Identity Cards, Record Books, Hand Books Guidelines, By Laws and Student Charter etc.
 - Calling applications for Re-Registration and examinations
 - Handling all matters pertaining to conducting Examinations
 - Appointment of examiners for setting examination papers
 - Issuing Time Tables and Admission Cards to students
 - Scheduling examination time table of the Faculty
 - Appointment of Examiners, Supervisors, Invigilators, Technical Officers and Hall Attendants for conducting Examinations
 - Hold the Board of Examiners Meeting to release the results
 - Forwarding the Results to Academic Affairs Department for obtaining approval of the Senate and the Council
 - Releasing the results and issuing results sheets, and transcriptions
 - Assist the Assistant Bursar to arrange procurements for the Faculty.
 - Certifying all payments of Exams claim, visiting lectures, overtime and other Payments
 - Handling matters pertaining to recruitment of Temporary Assistant Lectures, Demonstrator and Tutors for the Faculty
 - Ensure general maintenance and administration of the Faculty.
 - Convene the Faculty Board Meetings, Higher Degrees Committee Meetings, Heads & Coordinators Meetings, Ethic Review Committee, Staff Meeting and other Special Meetings in the Faculty.
 - Overall supervision and control of the non-Academic Staff of the faculty.
 - Ensure preliminary arrangements for the academic programmes of the each academic year.
 - Make sure the maintenance of files and documents at the office of the Dean and monitoring and supervising the circulations and correspondence within the faculty and with other departments/sections/units.
 - Ensure the approvals of the relevant authorities for works, services, publications and others recommended matters by the Faculty Board.
 - Assist the Dean of the Faculty to monitor and implement the work plans and the follow up actions to be taken accordingly.
 - Involve and facilitate the student related activities. (eg:

Entertainments, Sports, workshops and other extra-curricular activities.)

- Certify the attendance for the payments of Mahapola and Bursary others Scholarships
- To attend to other special common tasks assigned by the Vice Chancellor, Registrar.

Responsibilities :

Responsible for providing services through the above activities honestly, impartially, accurately, lawfully, confidentially, transparently and productively with accountability and efficiency.

Authority :

By vested powers by the University Act, Establishment Code and the Governing Body of the institution

Assets under Job Holder : Whole assets belong to the faculty

Assessment of Performance:

According to the provisions in Section-27, Chapter 6 of VIII of Establishment Code of UGC and HEIs

Working Conditions : Special working condition involved in job

Knowledge, Skills and Abilities Required:

Knowledge on administration and human resource management and skills in decision making.

7. Services

7.1 Counseling Services

Student Counselor are available in the faculty to support students in their personal health and academic matters.

7.2 Health Services

The Student Health Center is a faculty resource and medical service center for all medical students in the faculty.

7.3 Accommodation

All students who fulfill the eligibility criteria to receive hostel facilities will be provided with hostels for accommodation from first year onwards.

7.4 Financial Support and Scholarships

- Mahapola Scholarship

The Mahapola Trust Fund of the Ministry of Trade and Shipping awards Mahapola Scholarships to selected students entering the university.

- University Bursary assistance scheme
Bursary assistance is awarded to selected students not receiving the Mahapola scholarship.
- Saubhagya Students' Scholarship scheme
In addition to Mahapola and University Bursary assistance schemes, students can apply for the faculty Saubhagya students' scholarship scheme, which operates under the guidance of Sr. S.P. Wickramage (founder and coordinator of Saubhagya Students' scholarship scheme)

7.5 Library

The faculty library with more than 8000 textbooks and facilities accommodate approximately 200 students, functions in the faculty and in the Professorial unit, Teaching Hospital, Anuradhapura.

7.6 Reading Room

The Reading room is a part of the library designated for quiet, individual study. The room is fully covered by the Wifi network and most tables have nearby electrical outlets.

7.7 Information Technology Center

The faculty IT centre is meant to facilitate the development of IT skills of medical students, and opened from 8.30 am to 6.00 pm on week days.

7.8 Faculty Website

The faculty website is intended to provide information, materials, and guidance for all academic work.

7.9 Department of English Language Teaching

The DELT conducts and intensive English course for newly admitted students immediately after admission to the university.

7.10 Cafeteria Facilities

- Canteens
The canteen in the faculty provides breakfast, lunch and dinner at reasonable prices in addition to snacks and beverages

7.11 Sports Facilities

Sports facilities are provided under the guidance of the Director of Physical Education.

7.12 Cultural Activities

An active cultural centre operates in the main university premises of Mihintale.

7.13 Banking Facilities

Financial transaction facilities can be obtained via a Bank of Ceylon ATM outlet located just outside the faculty premises.

7.14 Postal Services

Postal services can be obtained via the sub-post office located in the faculty premises.

7.15 Student's Union

Medical faculty students' union is the main student body.

8. Discipline and Conduct

8.1 General rules and regulations

8.2 Examination rules applicable to the MBBS degree course

8.3 General Examination rules and regulations

8.4 General conduct



Annexure - I

විශ්වවිද්‍යාල අධ්‍යයන හා විධායක කාර්ය මණ්ඩලය සඳහා නිවාස ලබාගැනීමේ ඉල්ලුම් පත්‍රය

අවශ්‍යතාවය	පවුල් ඒකකයක්	
	තනි ඒකකයක්	

අවශ්‍යතාවය අනුව අදාළ කොටුව තුළ ✓ ලකුණ යොදන්න

01 සම්පූර්ණ නම :

02 ලිපිනය :
i. පත්වීමේ ලිපිය නිකුත් කර ඇති ලිපිනය :.....
.....
.....

ii. ස්ථිර ලිපිනය :.....
.....
.....

iii. තාවකාලික ලිපිනය :.....
.....
.....

03 ජාතික හැඳුනුම්පත් අංකය :

04 තනතුර පිළිබඳ විස්තරය :

i. විශ්වවිද්‍යාල සේවයේ ස්ථිර පත්මක් ලැබූ දිනය

ii. විශ්වවිද්‍යාලයේ හෝ විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාව යටතේ ඇති ආයතනයක සේවය කළේ නම්

ආයතනය	දින සිට	දින දක්වා	අවුරුදු	මාස

iii. දැනට සේවයේ යෙදෙන තනතුර:

iv. සේවය කරන අංශය :

v. තනතුර අයත් වන්නේ : විධායක/ අධ්‍යයන/ අනධ්‍යයන :

05 පෞද්ගලික තොරතුරු

i. අයදුම්කරුගේ උපන්දිනය :

ii. විවාහක/ අවිවාහක බව :

iii. විවාහක නම් කලත්‍රයා නියුක්ත රැකියාව :

iv. සේවා ස්ථානයේ ලිපිනය :

v. දරුවන් පිළිබඳ විස්තර (නිවසේ රැඳීමට බලාපොරොත්තු වන අය)

නම	උපන් දිනය	වයස

vi. වෙනත් යැපෙන්නන් සිටි නම් එම සංඛ්‍යාව :.....

vii. දරුවන් පාසැල් යන්නේ නම්

නම	ශ්‍රේණිය	පාසැල

viii. ඔබ විශ්වවිද්‍යාලයට පැමිණෙන්නේ තම නිවසේ සිට නොවේ නම්

කුළු නිවසක සිට	
නවාතැනක සිට	
වෙනත් ස්ථානයක සිට	

ix. ස්ථිර පදිංචි ස්ථානයක සිට විශ්වවිද්‍යාලය දක්වා ඇති මාර්ගයෙන් ඇති දුර ප්‍රමාණය

කිමි:.....

x. ඡන්ද හිමි නාම ලේඛණ අංකය :.....
ඡන්ද ප්‍රකාශ කිරීමේ මධ්‍යස්ථානය :.....

මෙම අයදුම්පතෙහි මා විසින් සඳහන් කර ඇති සියළු තොරතුරු සත්‍ය බවත්, නිවැරදි බවත් මෙයින් ප්‍රකීර්ණ කරමි. මෙහි අසා ඇති තොරතුරක් හෝ තොරතුරු වලට සාවද්‍ය තොරතුරක් මා විසින් ඉදිරිපත් කර ඇත්තේ නම් ඒ බැව් හෙළිවුවහොත් විශ්වවිද්‍යාලය විසින් පනවනු ලබන ඕනෑම දඬුවමකට යටත් වීමටද මා මෙයින් පොරොන්දු වෙමි.

දිනය:.....

අයදුම්කරුගේ අත්සන

06 අවශ්‍යතාවය නිර්දේශ කර ඉදිරිපත් කරමි.

දිනය:.....

අංශ ප්‍රධාන

07 අයදුම්පතෙහි 01 සිට 04 දක්වා කරුණු පොද්ගලික ලිපිගොනුව අනුව නිවැරදි බවට සහතික කරමි.

දිනය:.....

සහකාර ලේඛකාධිකාරී (ආයතන)

කාර්යලීය ප්‍රයෝජන සඳහා

මෙම අයදුම්පත සඳහා නිවාස ලබාදීම සුදුසු බවට/ නුසුදුසු බවට වන නිවාස කමිටුව තීරණය කර ඇත.

දිනය:.....

සහකාර ලේඛකාධිකාරී (පාලන)



Rajarata University of Sri Lanka

Application for Booking the Guest House

- 01 Name of the Guest/ Applicant :
 Designation :
 NIC No./ Passport No. :
 Telephone No. : Official:.....
 Mobile:.....
 Email:.....
- In case of emergency name of the :
 Country and Address :
 :
 :
- Contact Nos. : T.p. :.....
 Fax :.....
 Email:.....
02. Relevant faculty/ department :
 03. Details of the occupants :

	Name/ Names	NIC/ Passport No.
01		
02		
03		
04		
05		

Duration of stay

04. Arrival Date :..... Departure Date :.....
 05. No. of Rooms :..... No. of Days :.....
 06. Paid amount :.....

I do hereby certify that the above particulars given by me are true and correct.

Date:

Applicant Signature

N.B.:- Payment for room reservation should be made at the University shroff counter of by a money order prior to arrival. (People's Bank, Anuradhapura, Account Number 008100181725841)
 The departure time is 12.00 noon

(For office use only)

No. of rooms reserved	:.....	Receipt No.	:.....
Amount paid Rs.	:.....	Room No.	:.....
Balance	:.....	Order No.	:.....
Approved by	:.....		

.....
 Registrar