

# Standard Operating Procedures - SOP



**Distance and Continuing Education Unit(DCEU)**  
**University of Ruhuna**



## **Contents**

01. Vision and Mission of the DCEU
  02. Organizational Structure of the DCEU
  03. Roles and Responsibilities
  04. Key Service Functions
  05. Standard - SOP 1
    - 05.01. Student Registration
    - 05.02. Flow Chart Diagram of SOP 1
  06. Standard - SOP 2
    - 06.01. Conducting Seminar
    - 06.02. Flow Chart Diagram of SOP 2
  07. Standard – SOP 3
    - 07.01. Register students for Part I & Part II examinations
    - 07.02. Flow Chart Diagram of SOP 3
  08. Standard – SOP 4
    - 08.01. Conducting Examinations
    - 08.02. Flow Chart Diagram of SOP 4
  09. Standard – SOP 5
    - 09.01. Paper marking & releasing results
    - 09.02. Flow Chart Diagram of SOP 5
  10. Staff of the Office of the DCEU
  11. Office Layout Plan
-



## Vision and Mission of the DCEU

### Vision of the DCEU

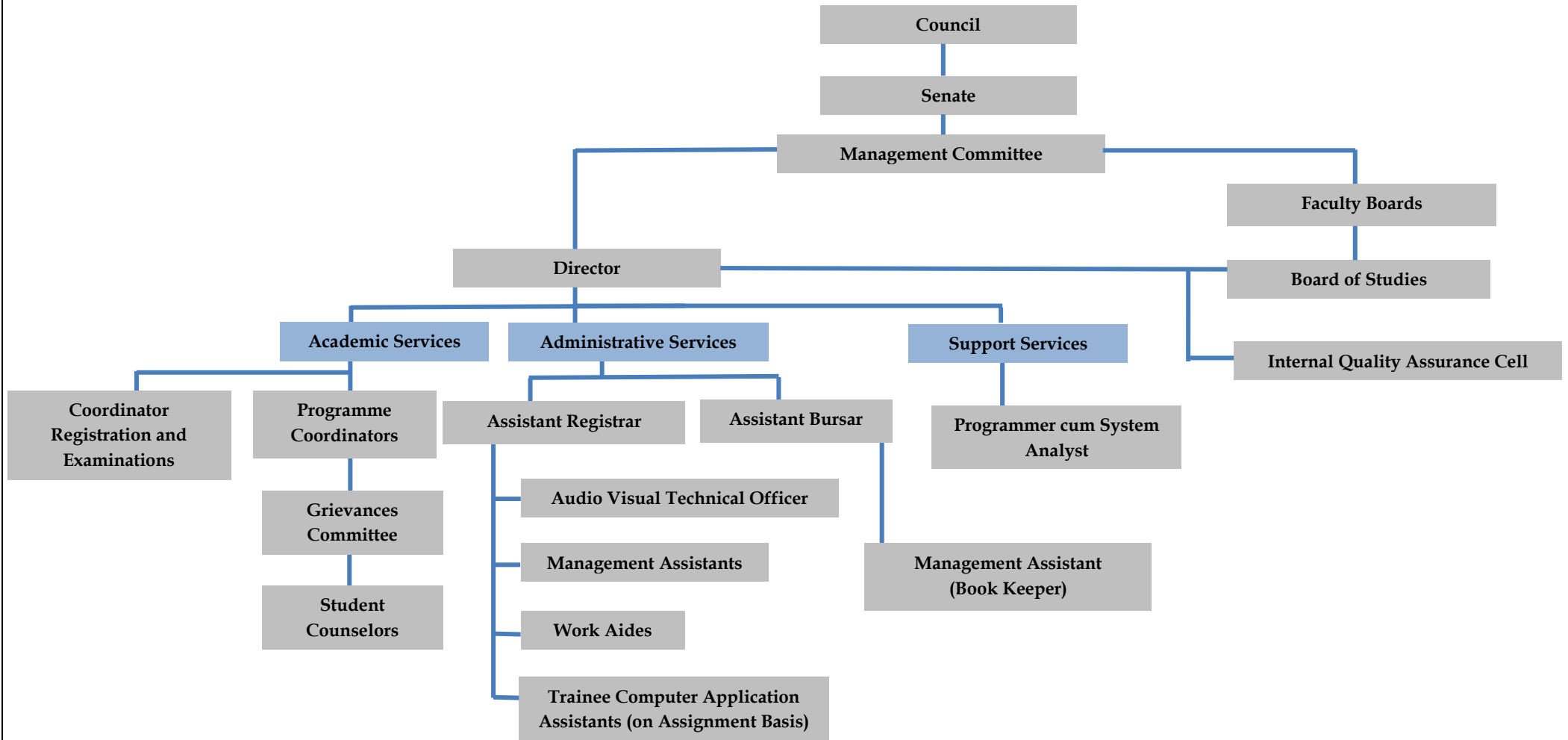
Become a center of excellence for distance education in Sri Lanka

### Mission of the DCEU

Our mission is to provide route and opportunities for all age student in distance learning in pursuing educational achievements to suit with global needs



### Organization Structure of the DCEU





Contact : Office - 041 22223133

Email - [dceu@admin.ruh.ac.lk](mailto:dceu@admin.ruh.ac.lk)



## **Roles and Responsibilities**

Distance and Continuing Education Unit (DCEU) of the University of Ruhuna, previously named External Examination Unit (EEU) established in 1997 with the broader objective of providing higher educational opportunities to prospective students in the region and country who are unable to enter national universities in Sri Lanka. Since its inception, the Distance and Continuing Education Unit has been growing steadily and currently cater to the needs of over 30,000 external under graduates over the country.

### **Functions**

- Coordination of extension courses introduced by various Faculties of the University of Ruhuna.
- Conducting and coordinating Board of Studies and Management Committee meetings.
- Publish notices with the approval of the Registrar to register students for extension courses.
- Conducting interviews and register students for courses.
- Register students for examinations.
- Conducting seminars relevant to examinations.
- Conducting examinations and releasing results.



## Student Registration

### Standard Operating Procedures

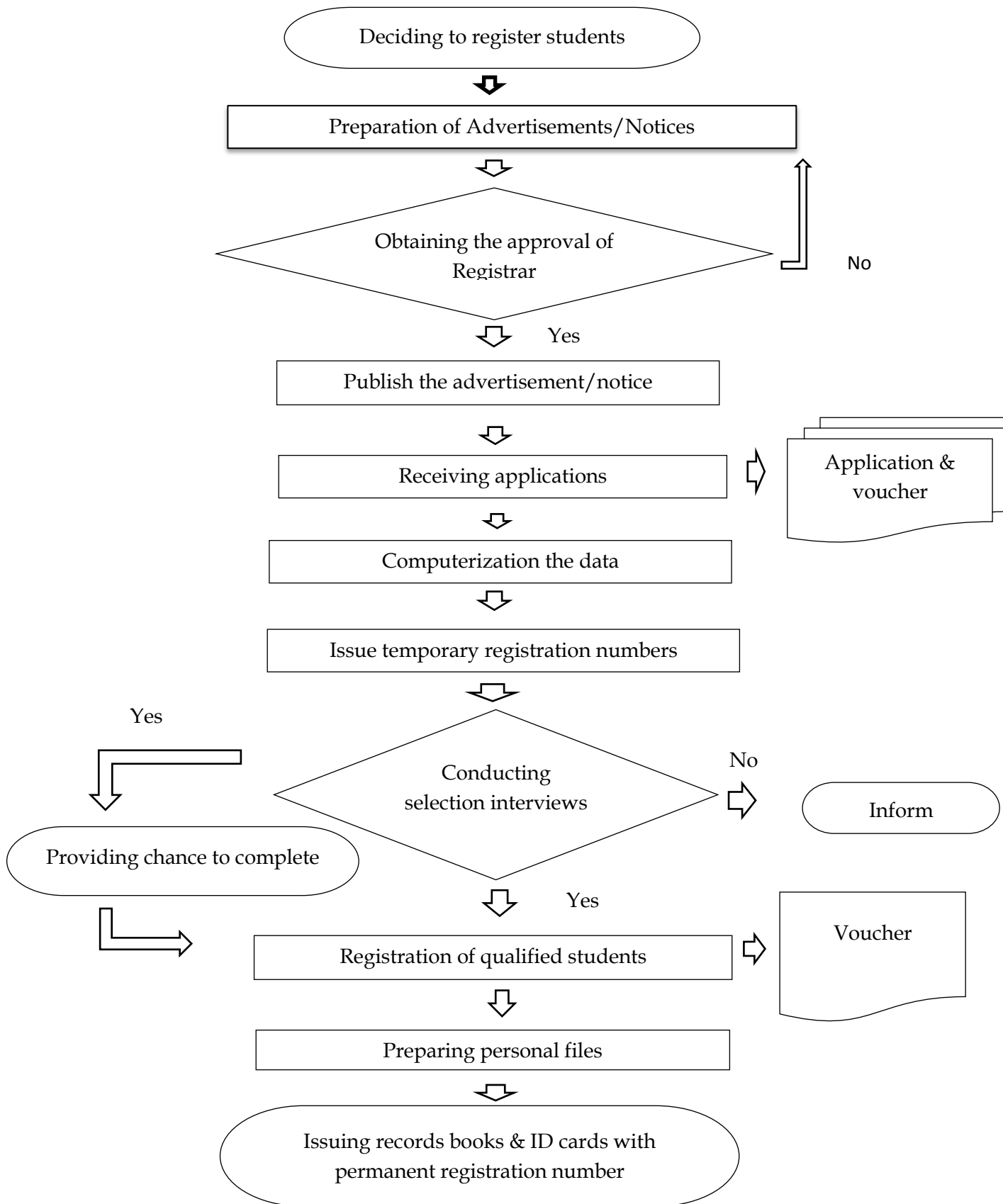
SOP NO. DCEU/01/01

Office	:	DCEU	Responsibility	: Director, AR,Registration Coordinator
			Delegated Responsibility:	System Analyst , MA 1
Task	:	Student Registration	Time Frame	: Two months
Purpose	:	Register students for new batches, new programs		
Procedure	:	The process includes the following steps :		
<b>Phase 1</b>				
	Step 1 :	Decision to start new batch & register students		
	Step 2 :	Preparation of Advertisements/Notices		
	Step 3 :	Obtaining the approval of the Registrar		
	Step 4 :	Publish the advertisement/notice		
	Step 5 :	Receiving applications		
	Step 6 :	Computerization the data		
	Step 7 :	Issue temporary registration numbers		
	Step 8 :	Conducting selection interviews		
	Step 9 :	Registration of qualified students		
	Step 10 :	Preparing personal files		
	Step 11 :	Issuing records books & ID cards with permanent registration number		
Linking References:		UGC Circular 932		
Workflows/ Flowcharts:		(Annexed)		
Revisions made on:		05.11.2021		



### Flowchart Diagram for the Process

#### **Student Registration**





## Conducting Seminar

### Standard Operating Procedures

SOP NO. DCEU/01/02

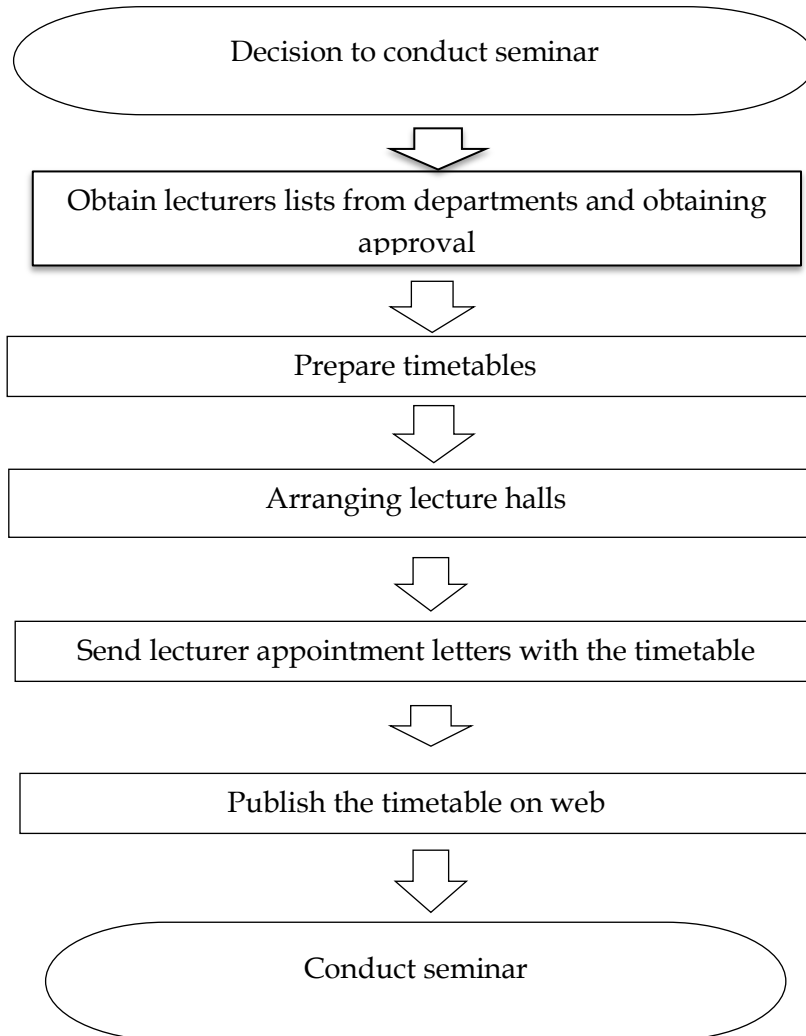
Office	:	DCEU	Responsibility	: Director, Program Coordinator, AR
			Delegated Responsibility:	
Task	:	Conducting Seminar	Time Frame	: Three months for whole process
Purpose	:	Conducting seminar for external degree before each examination		
Procedure	:	The process includes the following steps :		
<b>Phase 1</b>				
	Step 1 :	Decision to conduct seminar		
	Step 2 :	Obtain lecturers lists from departments and obtaining approval		
	Step 3 :	Prepare timetables		
	Step 4 :	Arranging lecture halls		
	Step 5 :	Send lecturer appointment letters with the timetable		
	Step 6 :	Publish the timetable on web		
	Step 7 :	Conduct seminar		
Linking References:	UGC Circular 932			
Workflows/ Flowcharts:	(Annexed)			
Revisions made on:	05.11.2021			





### Flowchart Diagram for the Process

#### **Conducting Seminar**





## Registering Students for Part I & Part II Examination

### Standard Operating Procedures

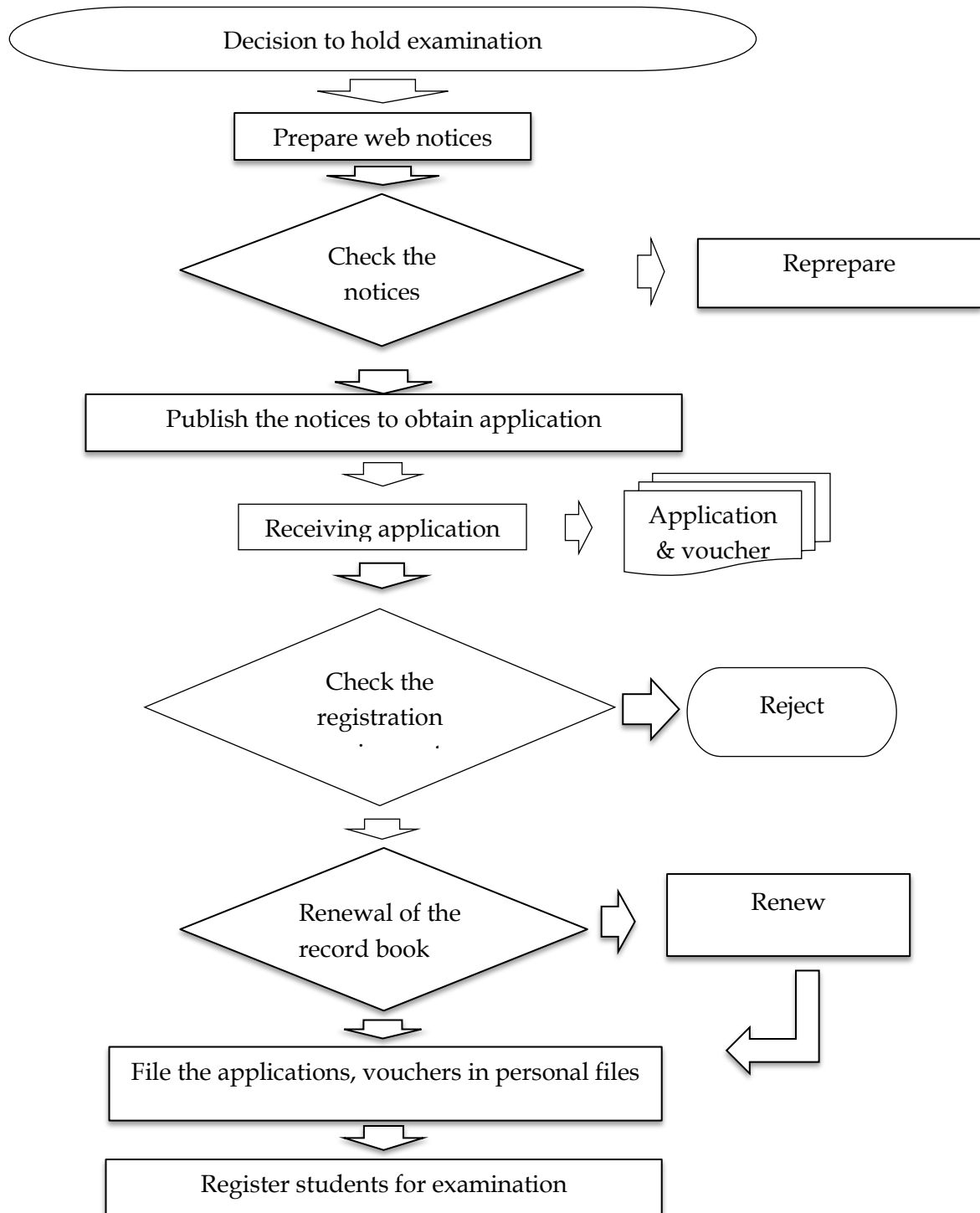
SOP NO. DCEU/01/03

Office	:	DCEU	Responsibility : AR Delegated Responsibility:
Task	:	Student Registration for examinations	Time Frame : One month
Purpose	:	Register students for examinations	
Procedure	:	The process includes the following steps :	
<b>Phase 1</b>			
	Step 1 :	Decision to hold examination	
	Step 2 :	Prepare web Notices	
	Step 3 :	Check the notices by Director/ AR	
	Step 4 :	Publish the notices calling applications	
	Step 5 :	Receiving applications	
	Step 6 :	Check whether fulfill the registration requirements	
	Step 7 :	Check the renewal status of record books and renew	
	Step 8 :	File the applications and vouchers in personal files	
	Step 9 :	Register students for examination	
Linking References:		UGC Circular 932	
Workflows/ Flowcharts:		(Annexed)	
Revisions made on:		05.11.2021	



Flowchart Diagram for the Process

**Registering Students for Part I & Part II Examination**





## Conducting Examination

### Standard Operating Procedures

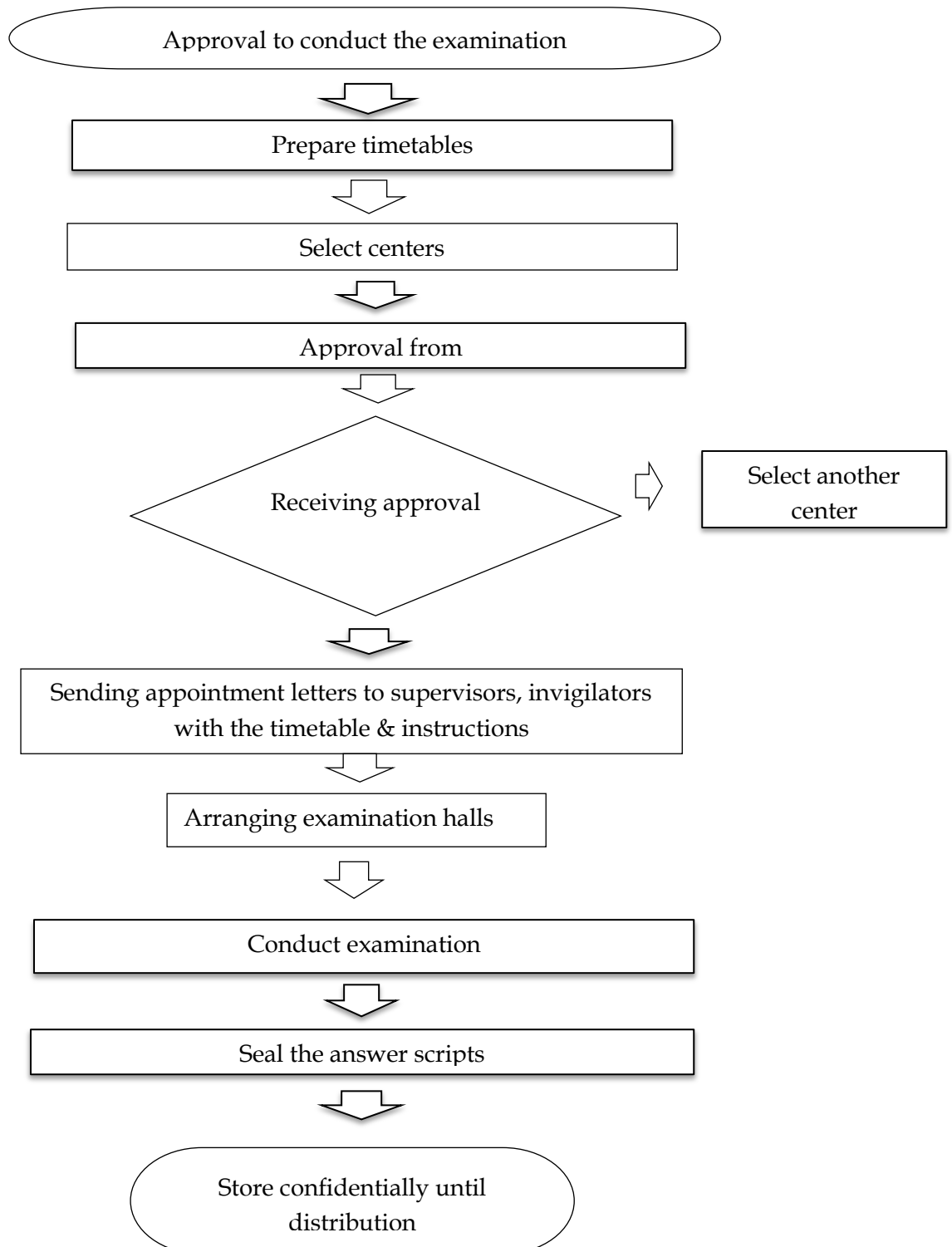
SOP NO. DCEU/01/04

Office	:	DCEU	Responsibility	: Director, Examination coordinator, AR
			Delegated Responsibility:	
Task	:	Conduct examination	Time Frame	: Three months
Purpose	:	Conducting examination for proper batches and repeat students		
Procedure	:	The process includes the following steps :		
<b>Phase 1</b>				
	Step 1 :	Approval to conduct examination		
	Step 2 :	Prepare timetables		
	Step 3 :	Select centers to hold the examination		
	Step 4 :	Obtain approval from zonal education office		
	Step 5 :	Receiving approval		
	Step 6 :	Sending appointment letters to supervisors, invigilators with the timetable & instructions		
	Step 7 :	Arranging examination halls		
	Step 8 :	Conduct examination		
	Step 9 :	Seal the answer scripts		
	Step 10 :	Store confidentially until distribution		
Linking References:		UGC Circular 932, Examination manual		
Workflows/ Flowcharts:		(Annexed)		
Revisions made on:		05.11.2021		



### Flowchart Diagram for the Process

#### **Conducting Examination**





## Paper Marking & Issuing Results

### Standard Operating Procedures

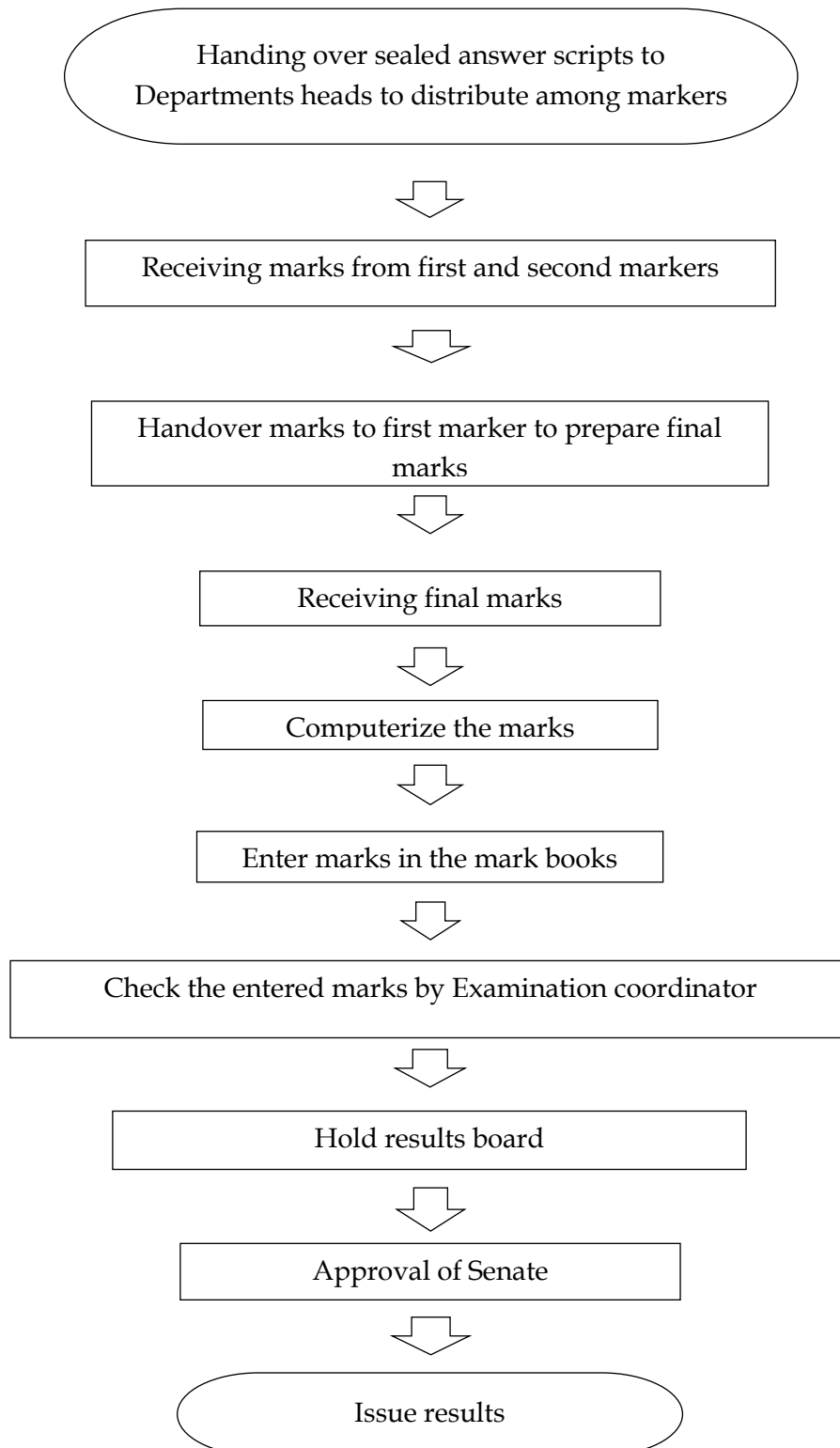
SOP NO. DCEU/01/05

Office	:	DCEU	Responsibility	: Director, Examination coordinator, AR
			Delegated Responsibility:	
Task	:	Paper marking & Issuing Results	Time Frame	: Three months
Purpose	:	Releasing results within the timeframe		
Procedure	:	The process includes the following steps :		
<b>Phase 1</b>				
	Step 1 :	Handing over sealed answer scripts to Departments heads to distribute among markers		
	Step 2 :	Receiving marks from first and second markers		
	Step 3 :	Handover marks to first marker to prepare final marks		
	Step 4 :	Receiving final marks		
	Step 5 :	Receiving approval		
	Step 6 :	Computerize the marks		
	Step 7 :	Enter marks in the mark books		
	Step 8 :	Check the entered marks by Examination coordinator		
	Step 9 :	Hold results board		
	Step 10 :	Approval of Senate		
	Step 10 :	Issue results		
Linking References:	UGC Circular 932, Examination manual			
Workflows/ Flowcharts:	(Annexed)			
Revisions made on:	05.11.2021			



### Flowchart Diagram for the Process

#### **Paper Marking & Issuing Results**





### Staff of the DCEU

Director	-	Prof. Vajira Bulugahapitiya		
Assistant Registrar	-	Mrs. H.H.K.N. Dharmasiri		
Assistant Bursar	-	Mrs. E.A.S.M. Perera		
System Analyst	-	Mr.S.H. Uyanahewage		
T.O.1	-	Technical Officer(Audio Visual)	-	Mr. H.A. Asanka Chamara
M.A.1	-	Management Assistant	-	Mrs. A.R.D.N. Ahangama
M.A.2	-	Management Assistant	-	Mrs. G.A.T.N. Samarasinghe
M.A.3	-	Management Assistant	-	Ms. S.I. Ranasinghe
M.A.4	-	Management Assistant	-	Ms. C.K.R. Wellappili
B.K.1	-	Book Keeper	-	Mrs. W.A. Nadeeshani
W.A.1	-	Work Aid	-	Mr. P.M. Waduge
W.A.2	-	Work Aid	-	Mr. H.K. Andarage





### Office Layout Plan

