University of Sri Jayewardenepura

MANAGEMENT GUIDE (MANUAL OF PROCEDURES)

This Management Guide (Manual of Procedure) has been prepared based on the provisions given in the Universities' Act, University Establishment Code related to the Universities and Higher Education Institutions, Circulars Issued by University Grants Commission and any other legal provision related to University Administration.

The procedures mentioned in this manual may vary depending on the changes on the sources from which it is obtained, so it is suggested to be used as a guideline only.

Registrar
University of Sri Jayewardenepura

Contents

APPENDIX

ABBREVIATION

UEC   - **University Establishment Cord**

COPE   - **Committee of Public Enterprise**

DMS   - **Department of Management Service**

CMO   - **Chief Medical Officer**

MOU   - **Memorandum of Understanding**

UPF   - **University Provident Fund**

ETF   - **Employees Trust Fund**

BOQ   - **Bill of Quantities**

FAR   - **Fix Assets Register**

TEC   - **Technical Evaluation Committee**

NCB   - **National Competitive Bidding**

GOSL   - **Government of Sri Lanka**

MPC   - **Minor Procurement Committee**

DPC   - **Department Procurement Committee**

CAPC   - **Cabinet Appointed Procurement Committee**

RPC   - **Regional Procurement Committee**

PPC   - **Project Procurement Committee**

SCAPC   - **Standing Cabinet Appointed Procurement Committee**

GIN   - **Goods Issue Note**

GRN   - **Goods Receive Note**

IRN   - **Item Receive Note**

HOD   - **Head of the Division**

ILL   - **Inter-Library Loans**

DDS   - **Document Delivery Service**

OPAC   - **Online Public Access Catalogue**

CONSAL   - **Consortium of Academic Libraries of Sri Lanka**

1. Introduction

The University of Sri Jayewardenepura was established by the Democratic Socialist Republic of Sri Lanka under the provisions of Universities Act. No. 16 of 1978. It is an autonomous university established under the provisions of this Act. and the following subsequent amending Acts.

The history of the University of Sri Jayewardenepura can be traced to the Maligakanda Vidyodaya Pirivena, a premier indigenous educational institution established by Ven. Hikkaduwe Sri Sumangala Thero, in year1873.

It was elevated to the status of a University under the provisions of Act. No. 45 of 1958 and was established as the Vidyodaya University of Ceylon, in the year 1961 The Vidyodaya University found itself a new home at Gangodawila where it is currently located. The Most Ven. Welewitiye Soratha Nayake Thero was appointed as the first Vice-Chancellor of the University.

By Universities Act No.01 of 1972 all the Universities in Sri Lanka were amalgamated. Accordingly, Vidyodaya University of Ceylon was renamed as Vidyodaya Campus. Through the enactment of the Universities Act No. 16 of 1978, it once again became an autonomous University and renamed as University of Sri Jayewardenepura.

University of Sri Jayewardenepura is comprised of 10 faculties and one Institute. Eight of the ten faculties are located in close vicinity to the Gangodawila area while the newly constructed Faculty of Technology is located in the Pitipana Premises in Homagama and the Faculty of Engineering has been temporarily established in Rathmalana soon to be shifted to a brand new faculty complex in Mattegoda.

VISION

Prosper lives through Education

MISSION

Develop globally competent citizens through our education for a sustainable future, drawing inspiration from our culture heritage and wisdom.

ORGANIZATION CHART

2. ADMINISTRATIVE PROCEDURES AND GUIDELINES

The Administrative procedures are characterized by Accountability, Transparency, Efficiency Effectiveness, Fairness/Equality and Adherence to law. It is required that an administration ensure consistency in decision implementation and accountability.

This procedure facilitates and promotes good governance. The main purpose of introduction of the Administrative procedure is:

➢ To support the employees in performing their functions
➢ To provide a basis for setting employee rules and regulations
➢ To form a reference point for University Community and other stakeholders
➢ To support education/training of new recruits
➢ To help Acting Officers/ replacements in executing new assigned tasks
➢ To prevent waste of time and resources
➢ To minimizing variation in performing tasks
➢ To share good practices
➢ To help improve efficiency and performance
➢ To facilitate the smooth orderly functioning of the University

Legal Instrument

The University of Sri Jayewardenepura is legally bound under the University Act. No.16 of 1978. The Administrative procedures are guided by the Establishment Code of the University Grants Commission and Higher Educational Institutes, Establishment Code of the Government of Sri Lanka, Ordinances passed by the Parliament, UGC Circulars, the Circulars issued from time to time by the Department of Public Administration and Public Enterprises which are adapted by the University Grants Commission, National Higher Education framework and By Laws passed by the Council. The financial management procedures are governed by the Treasury directives which are adapted by the University Grants Commission.

However, if the Establishments Code of the University Grants Commission and Higher Educational Institute is silent on any matter, the procedure or guidelines spelt out in the

Establishment Code of the Government of Sri Lanka shall prevail. Further, Public Administration and Treasury Circulars adopted from time to time by the University Grants Commission are issued to universities and will be applicable. Administrative and financial activities of the university should be in line with the national policies. Accordingly, the provisions stated in the above circulars should also be implemented within the university system.

3. ADMINISTRATIVE STRUCTURE OF THE UNIVERSITY

The Administrative structure of the University is governed by the Universities Act. No. 16 of 1978. The Universities Act defines three governing bodies and six officers. Besides these governing bodies and six officers, there are many other organizational arrangements such as departments, divisions, institutes, centres and units within the university to facilitate the general, financial and academic administration of the University.

The Council is the Chief Executive Body and the governing authority of the University. The Council consists of the VC, all Deans, representatives of the Senate and members appointed by the University Grants Commission.

The Senate is the academic authority of the University. It makes recommendations to the Council regarding teaching, examinations, research and related matters of the University. The members of the Senate consist of the VC, Director of the Postgraduate Institute of Management, all Deans, all heads of Departments, all Professors, representatives of Faculties and the Librarian.

The Faculty Board is the principal authority of the university. It regulates matters pertaining to the teaching of research and examination each respective faculty and makes recommendations to the Senate. The Faculty Board consists of the Dean, Professors, Associate Professors, Senior Lecturers, representatives of other academic staff, student representatives and external Faculty Board members.

The Vice Chancellor as the Chief Executive Officer along with the Registrar and the Bursar oversees the central Administration and Financial Management of the university respectively. The central administration consists of administrative divisions,

service divisions and other units performing specific functions. In addition, there are several Centres/Units that have been established with council approval to perform specific tasks related to academic, administration, research and outreach activities.

Faculty administration headed by the Deans with Heads of Departments, Assistant/Senior Assistant Registrars and Assistant/Senior Assistant Bursars overseeing the general administration and financial management respectively. Also, Faculties may have various units and centres established with the approval of the Council to perform various special tasks related to academic administration, research and outreach activities.

The Library administration is headed by the Librarian along with the Assistant/Senior Assistant Librarians and a Assistant/Senior Assistant Registrar

In addition, there are numerous committees, boards and units appointed by the respective authorities to assist them to discharge their duties.

4. CENTRAL ADMINISTRATION

The Vice-Chancellor is the Chief Executive Officer and is in-charge of all Academic, Administrative and Financial matters. The Registrar is in-charge of non-academic staff and is the custodian of all movable and immovable assets of the university. The Bursar is in-charge of all financial matters and the Librarian is responsible for administration of the Library.

General Administration, General Services, Financial Administration and Accounting, Auditing and other allied functions are performed and/or achieved through coordinated efforts of the various Divisions and other entities. These divisions are brought under several functional systems, and are further refined by defining the duties and responsibilities.

4.1 GENERAL ADMINISTRATION

The General Administrative functions of the University are achieved through the following Administrative divisions. All Human Resource Management activities,

infrastructure development activities, student affairs, examination and academic support activities are carried out by these divisions.

1. Academic Establishment

2. Non-Academic Establishment

3. Academic Student Affairs Publications and Examination Division

4. Student Welfare Division

5. Capital Works & Planning

6. Establishments Information & service Division

7. General Administration & Services Division

8. Maintenance Division

9. Landscape Division

10. Statistics Division

11. Internal Audit Division

12. Legal & Documentation Division

4.2 FINANCIAL ADMINISTRATION

The Financial Administration Division handles all the funds received from the General Treasury, other outside sources and funds generated by the University. The major functions are handled centrally, under the finance division of the University and some of the minor functions have been decentralized to the faculty level. All the functions are performed through following subdivisions.

1. Accounts Division

2. Stores and Supplies Division

3. Salaries Division

4. Payment Division

4.3 GENERAL SERVICES

The management of the general services functions is achieved through the following divisions/units/centres.

1. Security Division

2. Marshals Division

3. Physical Education Division

4. Health Centre

4.4 AUXILIARY SERVICES

In additions to the above Service divisions the following divisions, centres and units perform specific support services/functions.

1. Staff development Centre

2. Career Guidance Unit

4. International Affairs and Special Project Unit

4. GEE Centre

5. OFFICERS OF THE UNIVERSITY

5.1 Office of the Vice Chancellor

The Vice Chancellor is a full-time officer of the university. He is the Principal Executive Officer and Principal Academic Officer of the University. He/She is an ex officio member and Chairman of both the Council and the Senate and the Accounting Officer of the University. The Vice-Chancellor is responsible for the execution of policies and measures approved by the Council in relation to the University and subject to such policies, the direction, supervision and control of the University. He/She is also

responsible for maintenance of discipline within the University and developing and monitoring of the Corporate Plan of the University.

(Section 34, Part IV of the University Act and subsequent amendments.)

5.2 Office of the Dean

The Dean is a full-time officer of the University and the Academic and Administrative Head of the Faculty.

(Section 35, Part VI of the University Act and subsequent amendments.)

5.3 Office of the Registrar

The Registrar is a full-time officer of the University. He/She is responsible for the custody of the records and the property of the university, and he/she is the Ex-officio Secretary of the Council & the Senate and Assistant Accounting Officer of the University. Subject to the direction and control of the Vice-Chancellor, the Registrar handles all matters pertaining to general administration and the disciplinary control its non-academic staff.

Registrar's Office maintains the overall coordination of main university activities within the University, University Grants Commission, Ministry of Higher Education, and other relevant entities.

The Registrar's office also engages all matters related to council meeting including following-up work and all matters related to Council sub-committees.

Further, the office engages promptly and accurately with many different correspondence, messages and enquiries etc. within and outside the University.

(Section 37 of Part VI of the University Act and subsequent amendments.)

5.4 Office of the Bursar

The Bursar, subject to the direction and control of the Registrar, is responsible for the administration of the finances of the university and maintaining its accounts in such form and manner as may be prescribed by rules. He/She has the custody of the funds of the university.

(Section 38, Part VI of the University Act and subsequent amendments.)

5.5 Office of the Librarian

The Librarian is a full-time officer of the University and he/she is responsible for the development and management of the main library and branch libraries of the University.

(Section 39, Part VI of the University Act and subsequent amendments.

6. THE MAIN DUTIES AND FUNCTIONS OF EACH DIVISION (UNDER THE GENERAL ADMINISTRATION) AND THE PROCEDURES FOLLOWED IN PERFORMING THEM.

6.1 Academic Establishment Division

Introduction

The Academic Establishments Division is one of the most vital branches in the University. The main function of the division is to facilitate providing Human Resources for academic teaching and research purpose. Without a well-qualified and experienced teaching staff, the University would not be able to achieve its objectives. Therefore, the Academic Establishment Branch always takes necessary steps to recruit, promote and retain such qualified staff in the teaching and research community of the University.

This division not only recruits Academic staff but also recruits Administrative and Academic Support Staff, Visiting Staff, and Temporary Staff for Academic departments.

The regulatory framework of the University system is governed by various circulars and instructions issued by the University Grants Commission from time to time and one of the functional Arms of such regulatory work of the University is the Academic Establishments Branch.

Major Duties/Functions of the Division

1. Handling all matters related to Recruitments of the Academic Staff and Administrative staff

   Procedure:

   Please see chapter 9 of this manual

2. Handling all matters related to Confirmations, Promotions, Extensions, Retirements and leave.

   Procedure:

   Please see Chapter 9 of this manual

3. Handling all matters related to payment of salary, annual increments, other payments, and termination benefits.

   Procedure:

   Please see Chapter 10 of this manual)

4. Duties in relation to Issuing Motor vehicle permits on concessionary terms.

   Procedures:

   Please see the following circulars and circular letters for this matter

   i. Trade and Investment Policy circular No. 1/2018 dated 15/2/2018

   ii. Trade and Investment Policy Circular No. 1/2018 (1) dated 8/6/2018

   iii. Trade and Investment Policy Circular No. 1/2018 (3) dated 8/7/2019

iv. UGC Establishment Circular Letter No. 9/2018 dated 19/6/2018

v. Letter issued by the Secretary Ministry of Higher Education and cultural affairs dated 19/6/2018

vi. Letter issued by the Additional Secretary Admin and Finance, Ministry of Higher Education and Cultural Affairs dated 19/6/2019

5. Handling all matters related to providing leave to Teachers and Officers

   Procedure:

   i.   Study and other leave (Please see Chapter 22 Para. 4 of this manual)
   ii. Overseas leave (Please see Chapter 22 Para. 2 of this manual)
   iii. Sabbatical leave (Please see Chapter 22 Para. 3 of this manual)

6. Managing Salary revisions of Academic Staff, Administrative and Academic Support Staff, and Visiting Staff

7. Providing details for annual report/statistics

8. Disciplinary Matters of Academic and Administrative staff

   Procedure:

   Please see Chapter 24 Para. 2 of this manual

9. Research Grants

   Procedure:

   Please see Chapter 11 of this manual

10. Payment of Research allowance

    Procedure:

    Please see Chapter 12 of this manual

11. Regulatory work in relation to breach of contracts and bond violation related legal action in liaison with Senior Assistant Registrar Legal and Documentation

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6.2 Non-Academic Establishment Division

Introduction

The Non-Academic Establishments Division deals with matters involving employees belonging to the non-academic, non-administrative grades and assists the University in the development, maintenance, and interpretation of human resources management procedures in accordance with the Establishments Code, Rules and Regulations of the University Grants Commission, Administrative policies of the University of Sri Jayewardenepura complying with Sri Lankan legal components such as Labour Rules etc.

Major Duties/Functions of the Division

1.

1. Maintaining the cadres of the non-Academic and non- Administrative staff

   Procedure:

   i. Keeping records regarding approved cadre and the actual cadre of the university

   ii. Obtaining approval for filling of cadre vacancies from the Ministry of Higher Education (UGC Circular No. 974)

2. All matters regarding recruitment

   Procedure:

   (Please see Chapter 9 of this manual)

3. Maintaining the personal files

   Procedure:

   (Please see Chapter 111 Section 30 of the University Establishment Code (UEC)

4. Confirmations of the permanent staff

   Procedure:

(Please see Chapter 10 of this manual)

5. Promotions of the employees

   Procedure*:*

   (Please see Chapter 9 Para 4 of this manual)

6. Granting annual increments

   Procedure*:*

   (Please see Chapter 10 of this manual)

7. All matters relating to attendance

   Procedure;

   i. Download data from the fingerprint machines and process data for generating reports.

   ii. Sending daily attendance reports to the heads of departments through electronic media.

   iii. Sending monthly attendance reports and monthly overtime reports generated from fingerprint machines to the heads of departments

   iv. Enrol records of new employees to the fingerprint machines.

8. All matters relating to Leave

   a.   Procedure:

   a. Computerize the monthly leave reports of all divisions.

      i) Check no pay leave obtained by the employees, calculate and inform them to Finance division to deduct salary

      ii) Fill out annual increment forms, leave records of the promotion application, and send them to relevant Heads of the Departments/Divisions for the recommendation

      iii) Obtain Ministry approval for overseas leave (private visit, participating to training programs etc.

9. Salary revisions

   Procedure*:*

   Make salary adjustments according to the revised Circulars issued by the University Grants Commission from time to time. (UGC Circular Nos.: 03/2013,17/2016,855,868,879, 975 and 985)

10. Inter University Transfers

Procedure:

(Please see Chapter 9 Para 3.2of this manual)

11. Issuing service reports, confidential reports, and salary particulars when requested by the employees.

12. Presentation of Long Service awards to University Employees (UGC Circular No. 893)

    Procedure:

    i. Collect the information of the employees who have completed satisfactory continuous service of 25 years or more (25 years, 30 years, 35 years and 40 years) in the higher Education Institutions/instates /UGC gets the recommendation of the Heads of the Departments/Divisions and submit a council memorandum.

    ii. Prepare the vouchers based on the approval of the Council and forward them to Finance Division.

13. Retirement of employees

    Procedure:

    Inform employees regarding the retirement through the Heads of the Departments/Divisions and inform the Finance Division (UGC Circular No. 16/2016)

14. Releasing terminal benefits such as Provident, Pension, E.T.F. and Gratuity benefits

    Procedure:

    1. Provident Fund and Pension Fund:

        i. The applicant who is eligible for the benefit should complete the application form, and forward it to the non-academic establishments' branch

        ii. Fill out part I of the form of "Refund of University Provident Fund Contribution" regarding the personal details of the employee maintained in the personal file.

        iii. Forward Part II of the form to Finance Division and Part III of the Form to the Internal Audit Division

        iv. Send application form to the UGC with the approval of the Vice- Chancellor

2. Employees' Trust Fund

   i. The claim application should be completed by the employee

   ii. Check the application with personal records

   iii. Forward the application form to Finance division to check and include necessary information

   iv. Forward the application form for the approval of the Registrar and submit to the Employees' Trust Fund Board.

3. Payment of Gratuity

   i. Application should be completed by the Division

   ii. Check the application with personal records and forward to Internal Auditor for certification

   iii. Submit the Application for the approval of the Vice-Chancellor

4. Providing other benefits

   i. Issuing Uniforms-(As per UGC Establishment Circular letter No.12/2012)

   ii. Issuing Protective shoes-(As per UGC Circular No.929 and 6/2021)

   iii. Issuing official bags (UGC Circular No. 947)

Procedure:

Forward the list of employees who are eligible for above benefits according to the relevant circulars to Supplies Division annually.

16. Issuing Railway warrants and seasons tickets- (As per PA Circular No.26/2013, UGC Circular No.3/2014 and UGC Circular No.9/2014)

17. Issuing service reports, confidential reports and salary particulars when requested by the employees

18. Training and development for Non-Academic staff

Procedure:

   i. Forward applications of the employees for short-term training courses   related to the profession with the recommendations of respective heads.

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ii. Obtaining approval of the Finance committee/Council for the payment of course fees.

iii. Make other arrangements to pay course fees to the relevant institutions or reimburse it to the employee as per the decisions of the Finance Committee and the approval of the council providing funds for courses of study/ training programs/ seminars/ workshops/conference to permanent staff.

19. Providing details for Annual Report/statistics

20. Disciplinary Matters of Non-Academic staff

   Procedure:

   (Please see Chapter 24 Para. 2 of this manual)

21. Providing Training Facilities for Graduate trainees and Practical trainees.

   Procedure:

   Obtaining approval of the council to appoint graduate trainees and practical trainees who followed the courses of studies conducted by the public training institutions such as NAITA, Technical College, etc. and issue appointment letters. (UGC Establishment Circular letter No.10/2002)

Appendixes:

6.3 Academic, Student Affairs, Publications and Examinations Division

Introduction

This division was formed by merging the existing Academic, Student Affairs & Publications Division and Examination Division. This Division handles all the activities required to register the students annually and to direct those students to the respective Degree courses. It also handles all the activities related to the Examinations of the students. All staff including the Deputy Registrar is engaged in these tasks. These activities are carried out in accordance with the policy decisions taken by the University Grants Commission from time to time and the regulations of the University.

Major Duties/Functions of the Division

6.3.1 Academic Student Affairs & Publications

1. Handling all matters relating to student registration

2. Issuing Student record books, student identity cards and student handbooks

3. Handling all matters relating to the Annual General Convocation

4. Issuing letters to outside organizations certifying the student's status

5. Issuing Identity cards for staff

   Procedure:

   Please see Chapter 4 Pages from 14 to 15 of the student handbook for information on how to perform the above tasks.

6. Handling all matters related to Senate meeting including follow up work

7. Handling all matters related to Senate Sub Committees including follow up work

   Procedure:

   Please see Section 46 of the University Act No. 16 of 1978

8. Handling all matters related to the University and outside research grants and University research sessions.

   Procedure:

   (Please see Chapter 11 of this manual)

9. Payment of research allowances to the academic staff and administrative officers of the University.

   Procedure:

   (Please see Chapter 12 of this manual)

6.3.2 EXAMINATIONS

The following examination work are handled by this section

1. Printing of examination question papers

2. Verification of results

3. Issuing of final results

4. Issuing Academic Transcripts

5. Approving Examination claims

6. Handles all matters relating to Examination Irregularities and Punishments.

__Procedure:__

Please see pages Chapter 9 (pages from 77 to 88) of the Student Handbook

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6.4. Student Welfare Division

Introduction

This division is responsible for providing all the facilities required by university students. Students are provided with the welfare services to achieve their learning goals and to achieve satisfactory academic progress towards meeting the outcomes of their course. These activities are handled under the supervision of a Deputy Registrar.

Major Duties/Functions of the Division

1. **Providing Accommodation Facilities for the Students.**

   First year and Final year student are given priority to provide hostel facilities as per the criteria approved by the University. Available vacancies will be filled with selected Second- and Third-year's students.

All residential students should follow the stipulated rules and regulation and the students who violate these rules and regulations will be withdrawn and a penalty will be imposed.

For the administration of hostels, two senior members of the academic staff have been appointed as wardens.

Full-time sub wardens are appointed for day-to-day administration of the hostel and few minor employees are assigned to support them. In addition, members of the academic staff have been appointed as part time sub wardens.

Procedure:

    i. Calling hostel application from the students
    ii. Payment Vouchers
    iii. Receipt of the payment
    iv Issuing the form of rules and regulations to be followed

2. **Providing Canteens Facilities for Students**

Twelve (12) canteens will be run in the university premises to provide food to students at a concessionary price. This division takes necessary steps to call tenders for canteens and to select suitable service providers.

Procedure:

    i. Publishing of tender notices in the National news papers
    ii. Appointment of TEC
    iii. Summarizing the tender forms
    iv Preparing the TEC Report
    v. Awarding the tenders to selected supplier
    vi. Signing the deed and issuing form of rules and regulations

3. Making Payments for Scholarship

3.1 Mahapola Scholarship/Bursary

Award of Mahapola Scholarship is handled by Mahapola trust fund. Eligible student list for Mahapola will be sent to the Welfare Division by Mahapola trust fund.

Students who do not receive the Mahapola scholarship are eligible to apply for Bursaries as per the regulations and conditions governing bursaries.

Eligible students will receive 10 instalments of Mahapola/Bursary for an Academic year.

In order to be eligible for the receipt of Mahapola and Bursary instalments, students should engage in full time courses and those who do not attend courses will not be eligible to receive the monthly instalments.

Procedure:

    i. Receiving of the student's attendance and checking with the criteria
    ii. Making of payments to the students through their bank accounts
    iii. Selected lists for Mahapola Scholarship/Bursaries will be published on the respective Faculty Notice Boards and website of the welfare division
    iv. Sending the Mahapola unclaimed

3.2 Other Scholarships

Other Scholarships will be awarded to eligible students who do not receive Mahapola or Bursaries. More information regarding these scholarships could be obtained from the website of the Welfare division or notices will be published on the Faculty Notice Board

4. Appointment of office bearers for Faculty Student Union

As per the provision of the University Act. and the By-Laws of the university make arrangements to appoint office bearers for the Faculty Students Union

Procedure:

      i.   Sending Notices to the Faculty including the dates of nominations and other rules and regulations

      ii.   Receiving nomination through the Dean of the faculty

      iii. Issuing of Appointment letters

5. Other Services Provided by this Division

The following services are maintained under the supervision of the Welfare Division to facilitate students to obtain the required materials and services at a nominal price

      i. Tailor shop

      ii. Book shop

      iii. Milk and Milk food outlet

      iv. Photocopy services

Procedure:

      i.   Publishing of tender notices in the National news papers

      ii.   Appointment of TEC

      iii.   Summarizing the tender forms

      iv.   Preparing the TEC Report

      v.   Awarding the tenders to selected supplier

      vi.   Signing agreement

6. Miscellaneous Activities

      i.   Registration and Renewal of registration of Students Societies

      ii.   Conducting Hostel Committee Meetings and Canteen Committee Meetings

      iii. Attending to student grievances in relation to hostel facilities and canteen facilities

      iv. Primary activities to procure equipment for the hostel and canteen

      v. Matters related to part time appointments

      vi. Taking necessary action to obtain external hostels on a rental basis.

      vii. Activities related to the Arts Cluster

      viii. Providing special Loan to students to purchase Laptop computer

ix. Issuing season tickets for students,

x. Maintaining hostel and canteen

Appendixes:

6.5 Capital Works & Planning Division

Introduction

The Capital Works & Planning Division is headed by a Senior Assistant Registrar/ Assistant Registrar, who is responsible for providing buildings and other infrastructure facilities to assure an environment conducive for activities of the University by ensuring the development and rehabilitation projects are planned and implemented. The divisional staff consists of following designations.

Major Duties/Functions of the Division

1. Handling Major/ Minor Constructions

2. Identifying the construction projects and preparing building proposals

3. Identifying major rehabilitation/improvement work to the existing buildings and other structures and obtaining necessary approvals for implementation

4. Coordinating with other authorities such as UGC, line ministry, Dept. of National Planning, Treasury and Cabinet Office ,etc. for obtaining necessary approvals

5. Preparing Action and Procurement Plans and obtaining fund allocations for the construction/rehabilitation projects

6. Arranging procurement of construction/rehabilitation works and completing the work within agreed time frames and fund allocations while ensuring the quality of work

7. Monitoring monthly progress of the projects through site meetings and Project Progress Review meetings

8. Convening meetings of the Planning & Development Committee of the University and follow-up work

9. Coordinating and carrying out annual Boards of Survey.

10. Carrying out Annual Auction of unusable and unserviceable inventory items.

Procedures

1. Procedure for Implementation of Major Capital Projects (Construction)

i. Identify the need for a building project/s or major capital project/s

ii. Prepare the Project Proposal for the Capital Project in consultation with the Project Manager

iii. Submit the draft proposal to the Planning & Development Committee for observations and recommendation

iv. Obtain the recommendation from the Faculty board (If the project belongs to the faculty) athe nd Council of the University.

v. Submit the project proposal to the UGC under the Vice Chancellor's signature with the required annexes

vi. Coordinate and follow-up the approval process by UGC, Ministry of Higher Education and Department of National Planning and provide necessary clarifications if required

vii. Implement the Project after obtaining cabinet approval

viii. If the Project is approved as a Measure and Pay (BOQ) type of contract :

a. Appoint a consultant through the proper procurement process

  b. Prepare the design of the building by the consultant as per the requirement of the user department and the approved estimated cost of the building project

  c. Prepare the bidding documents and detailed Bill of Quantities for the Building Project

ix. If the project is approved as a Design and Built type of contract:

  a. Appoint a consultant to prepare the bidding document through the proper procurement process

  b. Preparation of the Design and Built type Bidding document Project

x. Make the arrangements to appoint a Technical Evaluation Committee (TEC) from the appropriate authority and place the bidding documents before the TEC for rectification and recommendation

xi. Submit the recommended bidding documents to the relevant Procurement Committee for approval

xii. Invite the bids by open paper advertisement and issue bidding documents to interested bidders

xiii. Close the bids on the due date and arrange for bid opening by Bid Opening Committee

xiv Arrange the TEC meeting for obtaining recommendation for the award of contract

xv Submit the TEC recommendation to the relevant Procurement Committee for the approval to award the contract

xvi. Award the Contract to the successful Bidder based on the recommendation of the Technical Evaluation Committee and upon the approval of the relevant Procurement Committee

xvii. Sign the agreement with the contractor by obtaining the relevant performance security

xviii. Raise the payment vouchers for Advance Payment and Interim Payments upon the recommendation of the Project Manager/Engineer and send for approval (Payment shall be released after pre- auditing)

xix. Arrange the Final Payment and Raise the payment vouchers (Payment shall be released after pre- auditing)

xx. Release the Retention upon the recommendation of the Project Manager/ Civil Engineer

2. Procedures for Implementation of Rehabilitation Projects

   i. Identify the requirement for rehabilitation works from each division/ Faculty

   ii. Prepare the cost estimate with a detailed Bill of Quantities (BOQ) for the work in consultation with the Project Manager

   iii. Place the project proposal before the Planning & Development Committee of the University for Consideration and recommendation

   iv. Prepare the Bidding Documents and the detail Bill of Quantities for the project in consultation with the Project Manager

   v. Make the arrangements to appoint Technical Evaluation Committee (TEC)

   vi. Submit the Bidding Documents to the TEC for rectification and recommendation

   vii. Submit the TEC recommended Bidding Documents to the Department Procurement Committee for approval

   viii. Invite bids and issue bidding documents to interested bidders

   ix. Close bids and arrange bid opening by the Bid Opening Committee

   x. Check arithmetical corrections and prepare schedules of the received bids.

   xi. Submit the Schedules of Bids to the TEC for recommendation with regard to the award of the contract

   xii. Submit the TEC recommendation to the relevant Procurement Committee for a decision to award the contract

   xiii. Award the Contract to the successful Bidder based on the recommendation of the Technical Evaluation Committee and upon the approval of Procurement committee

   xiv. Sign the agreement with the contractor by obtaining the relevant performance Guarantee/Bond

   xv. Raise the payment vouchers for mobilization advance payment and interim payments upon the recommendation of the Project Manager.

   xvi Arrange the Final Payment and raise the payment vouchers after pre- auditing.

   xvii Release the Retention upon the recommendation of the Project Manager.

Appendixes:

6.6 Establishment, Information and services Division

Introduction

Establishment Information and services Division plays a vital role in smooth functioning of day-to-day activities of the University. Establishment Information and services Division make arrangements to obtain services from outside organizations/companies as and when such services are required**.**

Major Duties and functions of the Division

1. Selecting suitable service providers for Cleaning and Janitorial & Removal of Solid Waste, Private Security Service, and Caretaker, Landscape Maintenance, Gully Bowser service, Removal of Clinical Waste Service, and other services.
2. Handling University Insurance scheme.
3. Providing Pre-school and Daycare services.
4. Making arrangements for publishing University Advertisements in National Newspapers
5. Reservation of Board Rooms for functions, conferences, and meetings
6. Answering Information Requests done under the Right to Information Act
7. Handling statistics of Cadres
8. Compiling of Annual Report

Procedures

1. Obtain the security/Cleaning and Janitorial and other Services

As and when the service is required, the Vice-Chancellor/Registrar/officers shall request to obtain the services from the outside organization/companies to the SAR/AR of Establishment Information & Services Division

1.1 Security Services

1.1.1 Bidding for next year

Procurement guidelines prescribed are followed for selecting a suitable service provider.

   i. Obtain approval of the relevant authorities to call for bids for the preceding year prior to three (3) months expiration of the current contract

  ii. The number of employees required for each service is decided by the Vice-Chancellor and or the Registrar with the recommendation of the TEC.

  iii. Make a request to VC to appoint a TEC to prepare the Bid documents and evaluate the bids and make arrangements for the TEC meeting.

  iv. Prepare and publish the Advertisement as per the recommendations of the ,TEC, DPC and the approval of the Registrar

  v. Issue the Biding documents

  vi. Make a request to VC to appoint a Bid Opening Committee.

  vii. Assist the TEC to evaluate the bids

 viii. Obtain the approval of the DPC for the recommendations of the TEC

  xi. Award of contract and sign the agreement

1.1.2 Monthly bill payment

  i. Receive a monthly invoice for the rendered service

  ii. Check with the monthly reports and prepare the monthly payment vouchers

  iii. Get the recommendation for payment from Deputy Internal Auditor.

  iv. Obtain the approval for the payment voucher and send it to the payments branch

1.1.3. Monitoring the security service

  i. Correspond to the service provider regarding complaints received

  ii Forwarding matters of security service to Performance Evaluation meetings

1.2 Janitorial and Cleaning Services

1.2.1 Bidding for next year

(The same procedure followed in No. 1.1.1 above is also applicable for this matter.)

1.2.2 Monthly bill payment

(The same procedure followed in No. 1.1.2 above is also applicable for this matter.)

1.2.3 Monitoring Janitorial and cleaning service

i. The monthly feedback reports relevant to each building are collected from each division

ii. Summarize the recommendation relevant to each zone and calculate the final payment amount for the solid waste removed recommended by the PHI and the amount is recorded at the main gate.

iii. Get the recommendation for payment from Deputy Internal Auditor.

iv. Forward with the other relevant documents to the finance branch with necessary approvals for the payments

v. Monitoring the progress of cleaning

vi. Conducting regular meetings to solve issues in the service

1.3 Garden maintenance Services

1.3.1 Bidding for next year

(The same procedure followed in No. 1.1.1 above is also applicable for this matter.)

1.3.2 Monthly bill payment

(The same procedure followed in No. 1.1.2 above is also applicable for this matter.)

1.3.3 Monitoring Garden maintenance Services

i.   The monthly reports relevant to each garden zone are collected from the Landscape Management Division.

ii. Summarize the recommendation relevant to each zone and calculate the final payment

iii. Get the recommendation for payment from Deputy Internal Auditor.

iv. Forward with the other relevant documents to the finance branch with necessary approvals for the payments

v.   Monitoring the progress of landscape maintenance is done by the Curator

vi. Conducting regular meetings to solve issues in the service

1.4   Caretaker Services

1.4.1 Bidding for next year

(The same procedure followed in No. 1.1.1 above is also   applicable for   this matter)

1.4.2 Monthly bill payment

(The same procedure followed in No. 1.1.2 above is also applicable for this matter.)

1.4.3 Monitoring Caretaker service

i.   The monthly feedback reports relevant to each hostel is collected from Student Welfare Division

ii. Summarize the work done in each hostel and calculate the final payment

iii. Get the recommendation for payment from Deputy Internal Auditor.

iv. Forward with other relevant documents to finance branch with necessary approvals for the payments

v.   Caretaker service is monitored by relevant sub-wardens and SAR/welfare

vi. Conducting regular meetings to solve issues in the service

1.5   Gully Bowser Services

1.5.1 Bidding for next year

(The same procedure followed in No. 1.1.1 above is also applicable for this matter

1.5.2 Monthly bill payment

(The same procedure followed in No. 1.1.2 above is also applicable for this matter

1.5.3 Monitoring Gully bowser service

i. Calculate the total amount of liquid waste removed during the month with the recommendation of PHI and as per the records of the main security gate.

iii. Get the recommendation for payment from Deputy Internal Auditor.

iv. Forward with other relevant documents to finance branch with necessary approvals for the payments

1.6   Removal of Clinical wastes

1.6.1 Bidding for next year

(The same procedure followed in No. 1.1.1 above is also applicable for this matter)

1.6.2 Monthly bill payment

(The same procedure followed in No. 1.1.2 above is also applicable for this matter)

1.6.3 Monitoring Removal of Clinical wastes

i. Calculate the total amount of clinical waste removed during the month with the recommendation of Chief Medical Officer/Head of Family Medicine.

ii. Forward with other relevant documents to finance branch with necessary approvals for the payments

2. University Insurance scheme

A Management Committee is appointed by the Vice-Chancellor to take decisions or to make recommendations to Vice-Chancellor regarding University Insurance Scheme and the Insurance scheme is managed as per the guidelines approved by the council.

2.1 Applications for Insurance scheme will be called by SAR/AR of Division annually/ once in 3 years as recommended by the Management Committee. (**Appendix - XXIV**)

2.2 Insurance claim forms with medical certificates should be forwarded to the Division

    i. OPD claim form – (Appendix **- XXV**)
    ii. Medical Test Claim form - (Appendix – **XXVI**)
    iii. Surgical and Hospital expenses claim form - (Appendix – **XXVII**)
    iv. Spectacles claim form - (**Appendix – XXVIII**)

2.3 Monthly instalment for Insurance Scheme is deducted from the salary of the employee as per the relevant scheme one has registered

2.4 The completeness of the claim and correct submission of relevant documents is checked

2.5 The completed claim requests will be forwarded to a doctor from the panel doctors is appointed by the Vice-Chancellor to check the claims.

2.6 Vouchers to make payments for claims recommended by the doctors are sent to Finance Division.

(The division is in the process of automating the claim system via an online system)

2.7 The SAR/AR of the Division will be checked the certificates and forward to the Finance Division for the payment.

3. Pre-school and Day-care service.

3.1 Pre-school and day-care is managed by an Executive Committee and a Management Committee as per the guidelines approved by the council (Annexure)

3.2 Applications are called each year by Registrar to enrol children of staff to the pre-school.

3.3 Children can be enrolled in the day-care during any time of the year after payment of admission fees.

3.4 Monthly fee for day-care is deducted from the employee's salary and the vouchers for such deduction is sent to Finance Division each month.

3.5 Monthly remuneration vouchers for payment for contract basis staff of pre-school and day-care is done at the first week of each month.

4. Responding to the requests sent under the Right to Information Act

4.1 Answering the requests sent under the Right to Information Act is done according to the guidelines given in the Act.

4.2 The requests received are first sent to the Legal Officer to check whether the requested information should be issued under the act.

4.3 If the information can be released the request is sent to the relevant division to submit the information to be added to the reply.

5. Other services

5.1 Publishing Advertisements in National Newspapers

1. Requests for publishing advertisements are sent by the heads of divisions with the approval of the Registrar. (Form -

Annexure)

11. Relevant advertisements are sent to the agents of relevant newspapers

111. Vouchers for payment for advertisements are sent to Finance Division with relevant invoices advertisements.

5.2 Reservation of Board Rooms

Appendixes

6.7 General Administration & Services Division

Introduction

General Administration and Services Division provide infrastructure facilities for academic and non-academic purposes such as transport, telecommunication, postal services, housing facilities for staff and the supply newspapers and fire extinguishers.

The major functions/duties of the Division.

1. Maintain Vehicles and Transportation

1.1 Repairing of Vehicles

Procedure:

The following are the steps to be taken by AR General Administration &   Services Division to get vehicle repaired;

i.   The Driver of a vehicle should inform the AR or subject clerk of the division about the needed repair in writing
ii. The General Administration & Services Division will thereafter initiate action to get the approval from the Registrar to call quotations / obtain an estimate for the repair, from the Agent or registered suppliers.
iii. The estimate should be submitted to the Engineer for his comments.
iv. With the recommendation of the Engineer the AR of the Division, should submit the quotations/estimate for the approval of thVice-Chancellor / Registrar.
v.   If the quoted amount exceeds Rs.200, 000.00 the approval of the Secretary of the Ministry of Higher Education and Technology & Innovation should be obtained.
vi. On completion of the repair, the Driver should check to ensure that it is functioning properly after the repair and report positthe ion immediately to AR General Administration & Services Division.
vii. Obtain a recommendation from a Motor Mechanic Engineer after the repair.
viii. Prepare the payment voucher for the service agent or registered supplier, obtain the approval and send to the finance division.

1.2 Obtaining annual legal documents for vehicles Revenue License

Procedure:
i.   Apply for an advance payment, two weeks prior to expiration of current revenue License.
ii. Obtain the Emission Test report and Fitness certificate
iii Obtain the new Revenue License
iv   Settle the advance payment

1.3   Obtaining an insurance policy for the fleet of vehicles

Procedure

i.   Obtain the valuation report for the fleet of vehicles.
ii. Obtain the approval for calling quotations from registered companies of the Insurance Regulatory Commission.
iii. Request to appoint TEC for prepare & evaluate the tender documents
iv. Request to appoint Bid Opening Committee
v.   Submit the Tender evaluation report to the DPC for the approval
vi. Prepare payments voucher after receiving the invoice, obtain approval and send to the Finance Division.

1.4 Servicing of Vehicles

Procedure:

    i. Obtain a letter from the driver requesting a service approximately in every 5000 km of running and obtain the approval for the same.
   ii. Send the vehicle for Service
  iii. Prepare a payment voucher after receiving the invoice, obtain approval and send to the Finance Division.

1.5 Issuing fuel for office vehicles
Procedure:

    i. Issue the fuel order after the driver request for fuel
   ii. Preparation of the payment voucher after receiving invoices
  iii. Obtain approval and send to the Finance Division.

1.6 Testing the fuel consumption of office vehicles
Procedure:

    i. Obtain a report from a Motor Mechanic Engineer once in every six months regarding the fuel consumption of each vehicle
   ii. Prepare payment voucher for his service, obtain approval, and send to the Finance Division.

1.7 In case of an accident of official vehicles

Procedure:

    i. Inform the Insurance Cooperation regarding the accident immediately.
   ii. Obtain the Police report (if necessary)
  iii. Obtain a report on the Accident from the driver
   iv. Depending on the nature of the accident, prepare a report to the Registrar or request to proceed with an inquiry according to the FR/103/104
   v. Send the vehicle and relevant documents to the Insurer in order to claim the Insurance
   vi. Send the vehicle for repairs on Insurer's recommendation

1.8 Booking vehicles for official purpose/duties

Procedure:

    i. Request should be forwarded to the AR of the General Administration &

Services Division by using the form (**Appendix - XLII, XLIII and XLIV**).

ii. The duly perfected form should be recommended and signed by the Dean/Librarian/Bursar /Head of the Department/Division and should be places his/her seal

iii. Check the availability of vehicles and allocate vehicles for the request.

iv. Drivers are not permitted to change the route/part of destination except emergency situations. Any changes the approval of the Registrar should be obtained.

v. If the University Vehicles are available the AR of the Division will take action to get the approval of the Registrar, to obtain the service from registered supplies.

1.9   Other activities related to Vehicles and Transportation

Procedure

i. Keep a monthly record of daily running charts, Fuel costs and other relevant costs

ii.   Obtain prior approval for OT for Drivers and Cleaners.

iii. Check and prepare OT vouchers, obtain approval and send to Establishments / Non-Academic Division.

2. Postal service

2.1 External Postal services

Procedure

i. Receive letters from all departments & divisions

ii.   Keep a record of registered letters and normal letters separately

iii.   Stamp the letters and dispatch to the post office

iv. Orders stamps for the stamps machine

2.2 Internal postal service

Procedure

i.   Take over the letters to be delivered to the Faculty of Technology, Faculty of Engineering and External Exams Division and distribute them while keeping a record.

3. Payments of Bills

Procedure

3.1 Payments of Electricity Bills/Water Bills

i. Preparing vouchers for monthly electricity bills/water bills
ii. Submit to the Finance division with the recommendation and approval
iii. Maintaining Registers and files

3.2 Payments of Master bill of the Telephone

i. Preparing voucher for monthly Master bill of the telephone
ii. Submit to the Finance Division with the recommendation and approval
iii. Maintaining Registers and files
iv. Coordination with Sri Lanka Telecom if any issues in Bills and request new connections as per requirement.
v. Renew the agreement with the Metropolitan Company.
vi. Prepare payments voucher after receiving the invoice, obtain approval and send to the Finance Division.
vii. Coordination with Metropolitan Company if any issues in connections and request new connections as per requirement.

4. Allocation of Staff Quarters

Procedure

i. Forward the requests sent by Academic, Non-Academic, and Administrative staff for accommodation to the Staff Residential Committee
ii. Select eligible staff to provide accommodation facilities.
iii. Handover the keys, furniture, and other equipment
iv. Maintain the inventories
v. Take necessary actions to repair the defects of the quarters.

5. Distributing News Papers

Procedure

i. Distribute the Newspapers to the relevant Faculties /Departments & Divisions

ii. Settle the monthly newspaper bills after checking the Quantities of the bills with the records maintained at the division

Appendixes

Description   **Appendix   Page No.**

6.8 Lands, building and Infrastructure Development Division (Former Maintenance Division)

Introduction

This division is responsible for the maintenance work and Rehabilitation work of the building and infrastructure of the University. All these activities come under the guidance of the Works Engineer, the Registrar and the Vice-Chancellor

Maintenance and rehabilitation jobs are divided in to three categories as follows;

    (a)   Routine maintenance jobs, running repairs, improvements, urgent breakdowns and auxiliary work.

    (b)   Major rehabilitation and improvement work

    (c)   Construction of buildings and other structures. (except major project)

The major duties/ functions of the Division.

1. Rehabilitation of lands and buildings

2. Construction of buildings except major projects

3. Providing uninterrupted services such as electricity, water etc.

4. Assisting various students' activities

5. Assist and support for university functions and events

Procedure:

1. **Routine maintenance jobs, running repairs including, minor improvement, urgent breakdowns and auxiliary work**

1.1 Request for rehabilitation, repair and minor improvements are received form Heads of Department/Divisions

    i. These jobs are entrusted to Works Superintendent/Electrical Superintendent/ Civil Supervisors on supervision by the Works Engineer

    ii. Works Superintendent/ Electrical Superintendent/ Civil Supervisor will deploy subordinate staff for the jobs daily in the morning.

    iii. Jobs are registered in the job Register and number is assigned for easy identification and jobs cards are opened

    iv. Jobs are carried under the supervision of the Supervisory staff and on completion of the job cards are signed by the Head of the Department/Division or superintendent to acknowledge that the work is satisfactorily completed.

    v. Materials for the above jobs are obtained from the Supplies Division/Stores of the Unit or locally purchased utilizing the petty cash impress.

1.2 Major Rehabilitation and Improvement work

Major rehabilitation works are carried out by awarding contracts in keeping with the guidelines laid down by the governed and as per the CIDA tender conditions Limits of Quotations and Tenders and approving authorities are as follows;

    i. Urgent jobs up to value of the Rs.10, 000.00 by placing direct orders
        (Approving Authority – Registrar)

    ii. Jobs estimated up to Rs. 25,000.00 by calling quotations
        (Approving Authority – Registrar)

    iii. Jobs estimated, over Rs.25, 000.00and up to Rs. 1,000,000.00 by calling sealed quotations forms registered contractors)
        (Approving Authority – Vice-Chancellor)

    iv. Project estimated above Rs. 1.000, 000.00 up to Rs. 2.0 million by calling tenders and up to 20 m – NCB - (Approving Authority – Minor Procumbent – up to 2.00 m to 10.00 (shopping) and over 20 m up to 100 m – NCB - major procurement

    v. Procedure for awarding contracts is as follows;
        (a) Request is received from the Head of Department/Division for major improvements work. Sometimes the Vice-Chancellor or

Registrar or the planning and Development Committee propose the improvement work.

(b) Such requests are referred to the Planning and Development Committee/Vice-Chancellor through the Registrar for approval. For urgent jobs requested are directly referred to the Vice-Chancellor through the Registrar for approval.

(c) The Planning and Development Committee/ Vice-Chancellor will approve and prioritize the jobs pending the availability of funds.

(d) The Works Engineer prepares the estimate and sends files to the Bursar for allocation of funds and then to the Vice- Chancellor through the Registrar for approval to call for quotations/tenders.

(e) Works Engineer will call quotations from registered contractors for jobs valued up to Rs. 1,000,000.00 of call public tender for jobs above Rs.1, 000, 000.00. The Tender procurement committee approval is thereafter obtained by him and the contract document is signed.

(f) Works Engineer executes and administers the contract with the assistance of the supervisory staff and ensures the quality and standards of the jobs.

(g) Bills are certified by the Works Engineer and prepared vouchers are sent to the Bursar for payments with the approval of the relevant authorities.

6.9   Landscape Development Division

Introduction

This division is responsible for landscape management activities (mainly soft scraping) of the University premises and other areas belonging to the University.

The major goal of the division is to manage and maintain the landscape in a suitable state while developing it in accordance with sustainable and responsible landscape principles. The Head of the Division, the Curator (Landscape), the Registrar, and the Vice-Chancellor undertake all operations carried out by the Landscape Management Division.

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Among the improvements and green activities implemented by the Landscape Management Division, University of Jayewardenepura, are rainwater harvesting (rain gardens), native plant forestry, germplasm conservation gardens, planting showy, exotic, adverse climate tolerant, non-invasive, non-invasive plants, integration of aquatic flowering plants into the landscape, irrigation system management, responsible soil nutrient management programs, sustainable lighting, trash recycling, bio-pesticides usage, and animal diversity conservation via phytodiversity conservation.

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The major duties/functions of the division

1. Garden maintenance work

i.   Sweeping and cleaning the garden and supporting perimeters outside the University Garden (including the front pavement).

ii. Watering all the plants and trees (including High rise flower podium in the main fence and accessible indoor/ balcony/ rooftop post).

iii. Tree felling; Removal of all dead, diseased, dangerous, deformed, displeasing, and fallen trees

iv. Pruning, Trimming, and Training of Trees, Shrubs and Groundcovers

v.   Harvesting operations

vi. Lawn mowing and maintenance (nutrient supplementation, soil conditioning, and turfing)

vii. Agricultural pests (Insects, Weeds etc.,) disease, disorder control and removal of parasitic /unnecessary perilous growth etc. in all trees

viii. Cleaning of the surface water drainage system and maintaining all water ponds in the University

ix.   Supplying, Replacing, and maintaining indoor plant pots

      x.   Soil Nutrient Management

2. Landscape improvement and rehabilitation work

    i.   Planting and replanting activities

    ii.   Implementation of new landscape designs (except major projects)

    iii.   Improvement of existing landscape (except for major projects)

3. Administrative and other works related to the division

    i. Garden maintenance works tender document preparation, evaluation, bill preparation, etc.

    ii.   Assisting various university functions, events, and student activities

    iii.   Floral arrangements and decorations

Procedures

1 Garden maintenance work

    1.1 Sweeping and cleaning the garden and supporting perimeters outside the University Garden (including the front pavement).

       i. Cleaning is done by both male and female employees with the aid of leaf blowers and other equipment and tools.

       ii. The tender documents specify the frequency and specifics of cleaning methods.

       iii. Internally, the Curator and Landscape Management staff monitor and evaluate the cleaning of the garden.

iv. The Curator and Landscape Management staff provide a monthly activity diary and daily checklist for the garden maintenance contractors to keep the garden in a well-groomed manner.

v. To keep the university garden neat and tidy, with no trash, weeds, or debris, the Curator and Landscape Management staff make recommendations to the contractors.

vi. If there are any irregularities with cleaning practices, deductions and penalties are applied according to tender agreements.

1.2 Watering all the plants and trees (including the high-rise flower podium in the main fence and accessible indoor/ balcony or rooftop top post).

i. Water shall be maintained as necessary at approved ways, rate and time, preferably early in the day. Avoid inadequate and excessive applications of irrigation water are done by outsourced companies as part of a garden maintenance contract and the hostel cleaning contract.

ii. Watering is scheduled early in the morning at the University to minimize evaporation and fungal development concerns.

iii. The tender documents specify the frequency and specifics of irrigation methods according to the maintenance zone.

iv. Internally, the Curator and Landscape Management staff monitor and evaluate the watering tasks of the garden.

v. The Curator and Landscape Management staff provide a monthly activity diary and watering guide for the garden maintenance contractors to avoid inadequate and excessive applications of irrigation water.

vi.   To keep the university garden in a well-groomed manner the Curator and Landscape Management staff make monthly and occasional recommendations to the contractors.

vii. If there are any irregularities with watering practices, deductions and penalties are applied according to tender agreements.

viii. The University's Landscape Management Division and Land and Building Infrastructure Division have continued to look at technically sound and cost-effective ways to make irrigation "smarter."

1.3 Pruning, trimming, and training of trees, shrubs and groundcovers

i.   Well detailed pruning guide and pruning calendar prepared by the landscape management division is provided to the contractor who carried out the task.

ii.   Pruning tasks are carried out in accordance with generally accepted standards for proper pruning and pruning guide prepared by the Landscape Management Division.

iii. To avoid unnecessary damages and haphazard pruning activities, contractors who carried out are informed not to start any pruning, trimming or training work without first notifying the Landscape Superintendent / Landscape Supervisor with sufficient notice so that he may carry out inspection prior to start of the work.

iv. When a tree branch interferes with new construction, the contractor shall make a request to the Curator through the works engineer/project manager after laying out the building design.

v.   In the case of when a tree branch disturbs existing constructions and landscape management division unforeseen, the situation A/R, S/A/R, D/R should make a request to the Curator and must copy the letter to the Faculty Dean/ Registrar. In the case of hostel sub-wardens must inform through the A/R, S/A/and R, D/R of the Student Welfare Division.

vi.   If there are any irregularities with pruning practices, deductions and penalties are applied according to tender agreements.

1.4. Tree felling; Removal of all dead, diseased, dangerous, deformed, and fallen trees

i. Trees within the University are surveyed regularly to identify potential hazards and directing the garden maintenance contractors to carry out remedial tasks without any delay.

ii. Damage clean-up from major storms or other catastrophic events are addressed as a call-out request to the garden maintenance contractors.

iii. If there are any irregularities with tree felling practices, deductions and penalties are applied according to tender agreements.

iv. The divisional secretariat and state timber corporation and garden maintenance contractors are notified of any diseased, dangerous, deformed dead or dying plant material trees without any delay.

v. Due to negative ecological consequences on phytodiversity and animal diversity certain invasive and exotic trees can be eradicated as a curator's decision.

vi. When a tree interferes with new construction, the contractor shall make a request to the Curator through the works engineer/project manager after laying out the building design. If there is no other option, the Curator permits tree removal and proceeds as per the

government regulations.

vii. In the case of when a tree disturbs existing constructions and landscape management division unforeseen, the situation A/R, S/A/R, D/R should make a request to the Curator and must copy the letter to the Faculty Dean/ Registrar. In the case of hostels, sub wardens must inform through the A/R, S/A/R, D/R of the Student Welfare Division.

1.5 Harvesting operations

i. The Landscape Management Division collects and counts the coconut and other yields, which is coordinated by the Chief Security Office/ General Administration Division

1.6 Lawn mowing and maintenance (nutrient supplementation, soil conditioning and turfing)

i. Garden maintenance contractors are advised to practice lawn care activities according to the lawn care calendar which will be provided monthly by the Landscape Management Division.

ii. Direct Garden maintenance contractors to follow proper lawn care techniques and alter cultural activities in order to keep the grass areas well maintained.

iii. The tender documents specify the frequency and specifics of lawn mowing and maintenance methods according to the garden maintenance zone.

iv. Internally, the Curator and Landscape Management staff monitor and evaluate the lawn mowing and maintenance tasks of the garden.

v. If there are any irregularities with lawn mowing and maintenance practices, deductions and penalties are applied according to tender agreements.

1.7 Agricultural pests (insects, weeds etc.,) disease, disorder control and removal of parasitic /unnecessary perilous growth etc. in all trees

i. All the garden pests (insects, termites, slugs, snails, weeds etc.,) diseases, nutrient disorders and chemical controlling solutions are planned by the Landscape Management Division.

ii. Specific checks for pests and disease are carried out every month by a trained member of staff and submitting a monthly report is essential.

iv. Chemicals are applied according to manufacturers' recommendations ensuring safety at all times to humans and animals avoiding contamination to any water source, food crops or surrounding areas.

v. Agro-chemicals and other equipment are stored and the issue records are maintained by the landscape supervisor with a the aid of works aid who is well trained regarding the agrochemical handling and storage.

1.8 Cleaning the of surface water drainage system and maintaining all water ponds in the University

i. Drainage systems in the garden (except drainage systems adjacent to buildings) are maintained in good working order and kept free of leaves, weeds, debris, and sediment accumulations. This includes all drainage swales or gutters, inlets and outlets.

ii.   Ponds are cleaned well, Unwanted weed and growth, algae blooms are removed biweekly or when appropriate

1.9   Supplying, Replacing and Maintaining indoor plant pots

i.   Day to day maintenance and replacement of selected Indoor plants/Potted Plants (inside corridor on all floors and around the building)

ii.   Directing Garden maintenance contractor to practice indoor plant care guide prepared by Landscape Management Division

iii.   Indoor plant requirements of any section will be decided by the curator. If there is any need for indoor plants A/R, S/A/R, D/R should make a request to the Curator and must copy the letter to the Faculty Dean/ Registrar.

1.10   **Plant nutrient management**

i.   Nutrients (organic/compost and inorganic fertilizers) and other agro-chemical supplementation to all plants, trees, flower beds, law/high-rise flower podium in the main fence etc. carried out by the landscape management division

ii.   Pest and disease control practices bio-pesticides and other agrochemical supplementation activities carried out with the guidance and the supervision of University Landscape Supervisor.

iii.   Herbicide used only to combat persistent weeds or troublesome plants.

2 Landscape improvement and rehabilitation work

2.1 Planting and replanting activities

i.   Tree-planting initiatives are held to improve tree density and biodiversity on the University premises. Under the 'Wanaropa' campaign, coordinated many tree-planting activities

ii. Priority is given to Native, indigenous, and exotic non-invasive plants with a significant influence on a sustainable landscape, which are resistant to adverse climatic conditions, have considerable ecological value, and require low maintenance, are planted.

iii. Underutilized fruit crops and local fruit varieties are planted as germplasm conservation gardens

iv. Conducting medicinal plants planting programs
   a. After submitting a request, the curator must be notified about the plant species, varieties, cultivars, plant size, and desired location.
   b. The Division is responsible for the up-keeping of tree seedlings that have been   planted under approval of the Curator.
   c. Plants that need to be removed from specific places will be replanted as per the direction of the curator.

v.   Implementation of new landscape designs (except major projects)

   a .A request should be submitted to the Curator, with a copy to the Registrar for new landscape designs
   b. The curator shall submit a landscape design details and a BOQ to the Register/ Vic Chancellor for approval.

3. Administrative and other operational works related to the division

3.1 Garden maintenance works tender document preparation, evaluation, bill preparation etc.

i. The Curator and Landscape Management staff monitor and evaluate all the garden maintenance tasks.

ii. The curator carries out skill and knowledge training programmes.

iii. The Curator and Landscape Management staff provide a monthly activity diary and daily checklist for the garden maintenance contractors to keep the garden in a well-groomed manner.

iv. Evaluation and advice for garden-related duties. If any anomalies are discovered, deductions and penalties are applied in accordance with the tender agreements.

v. Through the Registrar, writing letters to divisional sectariat, timber cooperation, police headquarters, environmental police, and other organizations. In order to manage garden-related duties, communicate with external government agencies.

vi. Prepare leaflets, guidebooks, and pictorial guides regarding the related tasks to enhance knowledge of individuals involved in garden maintenance tasks.

vii. University phytodiversity and Soil data gathering and analysis for use as a vegetation management tool.

viii. Existing tree species must be recognized, and their locations noted on a map.

ix. Preparing a tree data library with morpho-physiological and horticultural information about trees. It is necessary to evaluate soil types, soil profiles, and soil properties.

     x.   Planning and conducting "shramadana" campaigns to clean the garden.

3.2 Assisting various university functions, events and student activities

    i.   Assisting with a variety of religious and other significant university events, functions, and   student activities

3.3 Floral arrangements and decorations

    i.   The floral arrangements and decorations for special events are planned by the landscape management section. Call for quotes from outside organizations to put floral arrangements and other plant decors according to the design provided by the landscape management division for major events.

6.10 Statistical Officers Division

Introduction

The compilation of statistics and reports is very important for the University. The Statistical Officer mainly handles statistical computation and assist in statistical analyses. He compiles charts and graphs by filing and consolidating data and participates in the publication of data and reports to management.

Major Duties/Functions of the Division

1. Collection, Verification, Analysing, Reporting and Maintenance of Statistics relevant to the University. (This includes information on internal and external undergraduates' enrolment and output details, postgraduate students' enrolment and output details, information on Academic, Academic Support, Executive and Non-Academic staff, information on courses conducted by the university, permanent and rented hostel facilities)

2. Preparation of the annual statistical report "Information for Higher Education Management" requested by the University Grants Commission.

3. Preparation of the Annual Report of the university.

4. Conducting Employability Survey annually. This includes preparation of data collection questionnaires, Entry and Validation of data, analysing information and preparing a detailed statistical report on the findings.

5. Conducting an annual Research & Development Survey on Academic Staff. R&D Survey on Academic staff is an annual survey conducted in the university system covering the research output of the academic staff such as publications, innovations, knowledge dissemination activities to the public.

6. Submission of statistical information to other government institutions such as, Ministry of Higher Education, Central Bank, Labour Department, Department of Management Services, Department of Census and Statistics, etc.

7. Maintenance of Approved cadre details of the university. (Includes activities relevant to cadre reviews, preparation of new cadre requests, updating University Approved Cadre Report annually and correspondences with University Grants Commission, Ministry and Department of Management Services)

8. Aiding the University Ranking Committee in the matters relevant to the University Ranking data submissions.

9. Conducting other research's/ surveys according to the need of the management. (Ex. Hostel Student's performance studies, Tracer studies on university graduates, etc.)

Procedure for Preparing the Annual Report

1. Collecting information for Annual report at the beginning of the year from each faculties and relevant departments

2. Preparing the draft Annual report after summarizing information

3. Submitting the draft Annual report to the council and after approval of the council, 07 copies will be sent to the Ministry of Higher Education

4. Preparing the complete Annual report in three languages (Sinhala, Tamil and English) including Auditor General's report and answers for the Auditor General's report, after the Annual report discussion with the Secretary of the Ministry

5. Sending 07 copies of the complete Annual report to the Ministry of Higher Education

6. After being informed by the Ministry of Higher Education, 50 printed copies and 350 CDs of Annual report should be submitted to the Parliament.

Procedure for preparing the annual statistical report

1. Collecting information for annual statistical report at the beginning of the year from each faculty and relevant departments/centres/units.
2. Preparing the annual statistical report after summarizing the information including the graphs for the data.
3. Taking necessary an action to print the annual statistical report and sending the printed report to each department, officers and UGC
4. Sending soft copy of the annual statistical report to update in the university web site.

6.11. Internal Audit Division

Introduction

Internal Audit Division of the Ministry of Public Service, Provincial Councils and Local Government, operates under a Chief Internal Auditor who is directly accountable to the Secretary to the Ministry as per Financial Regulation No 133.

The main objectives of Internal Audit units are clearly mentioned under FR 133(1). Internal Audit is a supporting process to enhance the operational process and overall performance of the organization.

1. Major Duties/ Functions of the Division

1. Internal Audit Programme
2. Quarterly Assessment of Internal Audit
3. Internal Audit Reports
4. Replying for Audit Queries raised by Auditor General's Department
5. Refund of Universities Provident Fund
6. Refund University Pension
7. Payment of Gratuity

8. Checking the Salary Arrears

9. Payment of Outsource Labour Supply

10. Construction Works Payment – Final Bills

2. *Procedures*

2.1 Internal Audit Programme

The Annual Internal Audit Plan should be prepared paying special attention to the approved annual action plan of each entity, budget estimate, procurement plan, budget proposals and other development projects.

Furthermore, to ensure effectives performance in the organization, it should be covered performance audit, system audit, financial audit and special investigations focusing auditing of high-risk activities of the organization. In addition, attention, attention has to be paid for the matters in FR 134(2) The Sample format of the Annual Internal Audit Plan is attached here with as **Appendix XLVI.**

The Annual Internal Audit Plan of each University should be prepared before 31st January of each year and copied to the Auditor General's Department with the copies to Chief Internal Auditor, University Grants Commission and Superintendent of Government Audit Branch. It should be approved at the Audit and Management Committee meeting.

2.2 Quarterly Assessment of Internal Auditor

The Quarterly Assessment Report should be prepared by the Internal Auditor according to the **Appendix XLVII** and it should be forwarded to the Department of Management Audit before the end of next month of each quarter.

2.3 Internal Audit Reports

Internal Audit Reports should be prepared including observations, conclusions and recommendation with the facts and figures revealed at the audit examinations

carried out in accordance with the audit plan and forwarded to the Vice-Chancellor through the Registrar for information and necessary action.

2.4 Replying for Audit Queries

2.4.1 Replying for Audit Queries raised by Auditor General's Department

I.   Audit queries received to the Vice Chancellor are forwarded to the Internal Audit Division for necessary action.

II.   Such queries are forwarded to the relevant section for getting replies. For that purpose, a maximum of 14 days is granted through a letter signed by the Vice Chancellor.

III.   In the circumstances where the replies are not received, the reminders are sent.

IV.   The accuracy of the replies are checked before further processing.

V.   The replies are sent to the Auditor General's Office – Colombo with the copies to Chairman, University Grants Commission and Secretary, Ministry of Higher Education.

VI.   A separate register is maintained by the department for handling Government Audit Queries.

2.4.2 Preparation of replies for the Draft Report

I.   The Draft Report received to the Vice-Chancellor is forwarded to the Internal audit Department for necessary action.

II.   The queries in the draft report are forwarded to the relevant sections for getting replies through   a letter signed by the Vice Chancellor.

III.   The accuracy of replies is checked before further processing.

IV.   The replies are sent to the Auditor General's Office.

V.   A discussion on the draft report is organized with the Auditor General of Auditor General's Office.

The purpose of this meeting is to;

- Discuss the matters in the report deeply
- Come to agreements to withdraw some queries
- Doing amendments to the replies given by the University

VI. In a situation where Assistant Auditor General agreed to accept revised replies, steps are taken to give such replies.

2.4.3 Preparation of replies for the Final Report

I. The Final Report received by the Vice-Chancellor is forwarded to the Internal Audit Department for necessary action.
II. The Audit opinion of the University is expressed through this report.
III. Though a reply is not necessary to forward to the assistant Auditor General's Office, it is required to include this report and the present position as at that date in the Annual report.
IV. Therefore, the present positions of the queries in the report are taken from the relevant sections.
V. The approval from Audit Committee and Council for the report and answers is taken before including it in the Annual Report.

VI. The report prepared in Sinhala, English and Tamil language is submitted to the Registrar to be included in the annual Report.

2.5 Refund of Universities Provident Fund

I. The files of Refunding Universities Provident Funds are received from the Accounts Division.

It includes;

- Universities Provident Fund refund papers
- Declaration by the Contributor to be sent to UGC together with the UPF refund papers
- A copy of National Identity Card

- A copy of bank account details

II. The Internal Audit Division gives recommendations on the above after conducting an audit.

III. The recommended file is then sent to the Vice-Chancellor's approval and finally sent to the Academic Establishment/Non-Academic Establishment Division for the purpose of sending it to the University Grants Commission.

IV. The audit procedures performed for the above I, II, III and IV are summarized as follows.

Forms of refunding Universities Provident Fund

The form of U.P.F consists of three parts.

    i. Part one - To be filled by the Establishment Division

    ii. Part two – To be filled by the Finance Division

    iii. Part three - To be filled by the Internal Audit Division

Both part one and two were checked with relevant files and finally the recommendation is given under part three as follows.

Part one

The details from numbers 01 to 16 are checked with personnel files.

Part two

The details from numbers 17 to 21 are checked with the salary file, schedule book, dues calling sheets and UPF statement issued by the University Grants Commission.

Part three

Recommendation is given under this part.

    i. Declaration by the Contributor to be sent to UGC together with the UPF refund papers.

ii. A copy of National Identity Card

iii. A copy of Bank Account

2.6 Refunding of the Universities Pension Fund

I. The files of Refunding Universities Pension Fund are received from the Accounts Division.

II. There are three types of application forms namely;

UGC/F/PEN/AP/ 1 – Application for Monthly Pension Payment
UGC/F/PEN/AP/ 2 – Application for Refund of Contribution
UGC/F/PEN/AP/3 –Application for Claims of Deceased Employee (while in service)

III. The audit procedures performed are summarized as follows.

Part one – To be filled by the Employee

The details from numbers 01 to 12 are checked with copies of the National Identity Card, Certificate of Birth, Certificate of Marriage, and passbook.

The above-mentioned copies should be certificated by the Head of Academic Establishment/ Non-Academic Establishment Division.

Part two – To be filled by the Academic Establishment/ Non-Academic Establishment Division

The details from number 01 to 14 are checked with personal files.

The above-mentioned information should be certificated by the Head of Academic Establishment/ Non-Academic Establishment Division.

Part three – To be filled by Finance Division

The details from numbers 01 to 05 are checked with individual pay records. (IPR)

The above-mentioned information should be certified by the Head of the Finance Division.

Part four – To be filled by the Internal Audit Division.

The certification is given under this part.
After the certification, the file is handed over to the Academic Establishment/ Non-Academic Establishment Division for further processing.

(UGC Pension circulars instructions should be followed.)

2.7 Payment of Gratuity.

I. The files of payment of Gratuity are received from Academic Establishment/ Non-Academic Establishment Division.

II. The details of the forms of Payment of Gratuity are checked with personal files and the salary files of the employees.

III. Then after the recommendation is given by the Internal Audit Division and sent to the Academic Establishment/ Non-Academic Establishment Division.

(UGC circulars instructions, Chapter V sub section 10 of the University Establishment Code, Payment of Gratuity Act No 12 of 1983 should be

followed.)

2.7 Checking Salary Arrears

I. Voucher for the payment of Salary Arrears is received from the Accounts Division. Salary arrears are checked with below-mentioned files.

- Salary files and IPR
- Personal files

II. If some errors or omissions are identified, the payment voucher is sent to the relevant head of the department for corrections.

III. After the corrected payment voucher is received, it is sent to the Accounts Divisions for payment with the recommendation of the Assistant Internal Auditor.

2. 9 Payment of Outsourced Labour Supply (Security, Cleaning, Hostel staff Caretaking, Landscaping)

I. Voucher for the payment of Cleaning and Janitorial Service are received from the Accounts Division.

II. The information/ documents mentioned below are checked with the files maintained in the General Administration Division.

- Calling quotation
- Receiving bids
- Appointment of the Tender Opening Committee and its minutes
- Appointment of Technical Evaluation Committee and its minutes
- Minutes of Department Procurement Committee
- Awarding of Contracts

- Performance Bond
- Agreement with University and Contractor
- Necessary approvals of Authorities

III. If some errors or omission are identified, the payment voucher is sent to the relevant head of the department for corrections.

IV. After, the corrected payment voucher is received, it is sent to the Accounts Division for payment with the recommendation of the Assistant Internal Auditor.

2.10 Construction Works payment – Final Bills

I. Voucher for the payment of Constructions Works is received from the Accounts Division.

II. The information/ documents mentioned below are checked with the files maintained in the Capital Works Division and Maintenance Division.
- Calling quotation
- Receiving bids
- Appointment of the Tender Opening Committee and its minutes
- Appointment of Technical Evaluation Committee and its minutes
- Minutes of Department Procurement Committee
- Awarding of Contracts
- Performance Bonds
- Advanced Payment bonds
- All Risk Policies
- Completion of Report
- Agreements with University and contractor

3. Evaluation of Internal Control System

3.1 Checklist for internal control

Strong and weak areas of the internal control system of an institution can be identified by the application of a questionnaire on internal control.

A questionnaire of internal control should be formulated based on control objectives anticipated through the internal control system. **A specimen questionnaire for this purpose can be obtained from the Internal audit Division.**

4. Rules and Regulations applicable to audit activities

- Universities Act of No. 16 of 1978
- Establishment Code of The University Grants Commission and the Higher Educational Institutes
- Financial Regulations
- Establishments Code of the Government of the Democratic Socialist Republic of Sri Lanka
- Treasury Circulars
- Procurement Guidelines
- Statutory Requirement
- Commission, Establishment and Finance Circulars of the University Grants Commission. (Establishment, finance, Pension and etc)
- Public Enterprises Guidelines for Good Governance dated 2nd June 2003.
- Paragraph 40 of the National Audit Act.No.19 of 2018.

Appendixes:

Description	Appendix	Page No
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2. Quarterly Assessment Report.......	XLVI	

6.12 Legal and Documentation Division

Legal and Documentation division is headed by a Senior Assistant Registrar.

Major Duties/Functions of the Division

1. Handling all legal matters

    1.1 Legal matters pertaining to the following Legal entities:

      i.   University Service Appeals Board

     ii.   Labour Tribunal

    iii.   Magistrate Courts/ Primary Courts

    iv.   District Courts

     v.   High Courts

    vi.   Courts of Appeal

   vii.   Supreme Courts

  viii.   And other matters in Labour Department /Human Right Commission

1.2 Keeping records on court cases/legal matters (dates, times and consultancy services, etc.)

1.3 Obtaining court orders/judgments and proceedings etc., payments in respect to court cases/fines etc.

2. Reporting to the Council on legal matters and other matters referred by the VC

3. Handling all legal matters relating to bond recoveries in liaison with Academic Establishment and Non-Academic Establishment divisions

4. Preparation of answers to the Audit queries related to the legal issues.

5. Handling all legal matters relating to disciplinary inquiries of academic and non-academic staff.

6. Drafting agreements and MOU

7. Examining the accuracy of the contract agreements and MOUs

8. Examining the accuracy of documents for new bonds and agreements referred by the Academic Establishment and Non-Academic Establishment

9. Preparation of documents required for official quarters and rented accommodation for University Staff.

10. Preparation, attestation and registration of lease deeds for properties leased by the University for Hostels and offices.

11. Taking necessary action to acquire lands for the University

    i.   Inspection of extracts in Land registry

    ii. Drafting the gazette notifications

12. Drafting of cabinet Memoranda for various purposes

13. Providing necessary legal advice for issues referred to the Legal Division

14. Any other duties assigned by the VC and Registrar

7. Financial Administration

The bursar is responsible for the Administration of the Finance and maintains its Accounts for all transactions in such form of manner as may be prescribed by rules. He/She has the custody of the funds of the university. The following subdivisions are operated under Financial Administration.

7.1 Accounts Division

Introduction

Accounts Section in the Finance Division is responsible for preparation of periodical financial statements including monthly and annual financial statements, various reports requested by various authorities and providing other management information for the decision making of the university.

In addition to that the division is responsible for budgeting and forecasting of income and expenditure of the university.

Major Duties /Functions of the Division.

1. Preparation of accounts in the university periodically

2. Preparation of annual estimates of the university

3. Preparation of annual budgets

4. Preparation and submission of cash forecast to the UGC for obtaining funds

5. Preparation and providing various ad hoc report requested by UGC and the ministry

6. Daily Cash flow management of the university

7. Preparation of bank reconciliation statements

8. Reconciliation of all online payment received to the university collection account and uploading the information to the student database

9. Enter journal entries to the accounting system

10. Ensure accuracy of the votes posted to the accounting system related to payments and income

11. Introducing and implementing the best accounting policies and practices in the preparation and the presention of financial statements.

12. Identifying bugs and errors in the accounting system and make required corrections and improvements.

13. Maintain sub-ledgers for fixed deposit investments and bond violations
14. Enhance accesses control over the accounting system.

15. Providing required information to auditors with supporting

16. Liaise with external and internal auditors to settle audit queries.

17. Keep all accounting records under proper custody.

Procedures:

1. Annual accounts are prepared for the period between 1st January to 31st December every year

2. Annual accounts are submitted to the Auditor General before 28th February of the subsequent year.

3. Copy of the annual accounts are submitted to the secretary of the ministry, Chairman of the UGC, Directors of national budget and treasury operation.

4. Approval to be taken for the Annual accounts from the Finance Committee and Council of the University before submit to the auditors

5. All bank accounts to be reconciled before 15th of the subsequent month

6. Cash forecast of the next month is submitted to the UGC on or before 10th of the previous month according to the pre-defined formats of the UGC

7. Annual estimates is prepared according to the given formats and instructions are given by the UGC considering all future and plans projects, increment cost based on the adopted circulars and are submitted to the UGC

on a given due date with the procurement plan, action plan and the cooperate plan.

8. Estimates to be approved by finance committee and the council.

9. Budget allocations will be received by the university through the UGC after the appropriation bill is passed in the parliament.

11. Annual budget is prepared considering the priorities of the university

12. Annual budget must be approved by the finance committee and council and the university.

13. Accounts are prepared based on the Sri Lanka Public Sector Accounting Standards (SLPCAS), Sri Lanka Accounting Standards (LKS) Introduced by the CA Sri Lanka and accounting policies and concepts which are generally acceptable. Accounting policies adopted are attached herewith.

Appendixes

Description	Appendix	Page No.
1. Summary of significant account policies to the Financial Statement		XLVII

7.2 SUPPLIES AND STORES DIVISION

INTRODUCTION

Supplies Division is responsible for purchasing of goods required by the University ensuring compliance with rules and regulations and best value for the university. Main Stores is a subdivision of the Supplies Division and it is responsible for maintaining consumable stock to facilitate the requirements of the University and issue Good Received Notes (GRN) for all the items received to the University.

Major Duties /Functions of the Division.

1. Preparation of the Master Procurement Plan

2. Procurement of Capital Assets (for Administration divisions) and Consumable Items (for whole university)

    I.   Obtain approval for requests and calling quotations

    II.   Obtain approval for the Procurement and placed the Purchase Order

    III.   Receiving goods and processing payments to the vendors.

3. Stores Management

    I.   Receiving of goods as per the purchase order and check the quality, quantity and compliance with the specification.

    II.   Issuing of goods to the departments as per the requests.

    III.   To maintain stores neatly and taking measures for the safety.

    IV.   Issuing of GRN's for the receipt of goods.

    V.   Maintain documents up to date and generating reports for management decision making.

4. Coordinating and conducting Department Procurement Committees (Major and Minor), Project Procurement Committees and Consulting Procurement Committee.

5. Registration of the suppliers

Procedures

1. Preparation of the Master Procurement Plan

    i.   Faculties/Divisions are allocated a sum of money for the procurement of equipment and consumables annually.

    ii.   Each faculty's bursar/divisional heads prepare the procurement plan within the allocation for their faculty/ division and send it to supplies division. Thereafter, the Supplies division amalgamates all these procurement plans into university Master Procurement plan.

2. Procurement of Capital Assets and Consumable Items

2.1 Procurement of Capital Assets

Division has to make a request to the supplies division for a purchase of capital asset which is included in the procurement plan. This request has to

be made through the system by using Purchasing Requisition Form. (Academic departments have to make this request to the faculty bursars).

i. Obtaining approval for these requests from the Registrar.
ii. Item specification is also needed to be sent to the supplies division for the items requested.
iii. Appoint a Technical Evaluation Committee if the estimate is above Rs. 250,000/-. (At the beginning of each year, the supplies division obtains the Vice Chancellor's approval for the panel of Technical Evaluation Committee members).
iv. If the estimate is above 1 million, a bidding document is required to be prepared and recommended by the TEC before submitting the approval of the Department Procurement Committee (Minor/Major).
v. The supplies division invites quotations/bids from the registered suppliers if the procurement method is "Shopping" and through paper advertisement if the procurement method is "National Competitive Bidding".
vi. Quotations/bids are opened soon after the bid closing time, in front of the representatives of the bidders by the bid opening committee.
vii. Schedule is prepared as per the quotations received by the Supplies Division.
viii. If the Value is less than Rs. 250,000/-, Supplies division sends all the quotations received and the schedule prepared to the Head of the division, and he/she recommends the ''lowest evaluated substantially responsive" bid which complies with the requested specification.
ix. If the value is more than Rs.250, 000/-, the supplies division sends all the quotations received and the schedule prepared to the Chairman of the TEC and they recommend the ''lowest evaluated substantially responsive' bid which is complied with the requested specification through a Technical Evaluation (TEC) Report.
x. Requesting approval from the relevant procurement authorities with recommendation of the TEC/ Head of the division.

xi. Place the Purchase Order to the successful Bidder based on the approval of relevant Procurement Authorities.

Purchase order has 4 copies.

1 Original PO – Supplier
2 Pink Copy – Payment Voucher
3 Yellow Copy – Requested Division
4 Green Copy – Procurement File
5 Blue Copy – Stores

xii. Items are directly delivered to the respective division by the supplier.

xiii. HOD/TEC should verify whether the received items are complied with the specification.

xiv. If complied, HOD/TEC should send Quality Report with Invoice to the Stores.

xv. The Store Keeper raise the Goods Received Note (GRN) for Capital Assets

xvi. When Supplies division receive the GRN, Supplies division prepare and recommend the voucher attached with Invoice, GRN and the copy of the procurement approval and submit relevant authorities for the approval of the voucher.

xvi. Submitting the Payment voucher to the Finance division with relevant procurement file.

2.2 Procurement of Consumable Items

i. The Main stores has to make a request to the supplies division for the purchase of consumable items when the available stock comes to reorder level. This request has to be made through the system by using a Purchase Requisition Form.

ii. Specific consumable item requests are generated by the relevant Head s of the Divisions such as medicines by Medical Sub Store through Chief Medical Officer, consumable items required for hostels by SAR/ Welfare and Building materials, hardware items, plumbing, items and

electrical items by Maintenance Sub Stores through the Works Engineer when their stocks come to a reorder level.

iii. Obtaining approval for these requests from the Registrar.

iv. Appoint a Technical Evaluation Committees if the estimate is above Rs. 250,000/-.

v. If the estimate is above 1 million, bidding document is required to be prepared and recommended by the TEC before submitting the approval of the Department Procurement Committee (Minor/Major).

vi. The supplies division invites quotations/bids from the registered suppliers if the procurement method is "Shopping" and through paper advertisement if the procurement method is "National Competitive Bidding".

vii. Quotations/bids are opened soon after the bid closing time, in front of the representatives of the bidders by the bid opening committee.

viii. Schedule is prepared as per the quotations received by the Supplies Division.

ix. If the Value is less than Rs. 250,000/-, The Supplies division sends all the quotations received and the schedule prepared by the Supplies division to an administrative Officer who is in the Administrative Building if the item is not specific (for example medicines, building materials etc.). For specific items Supplies division sends the above documents to relevant Head of the division and he/she recommends the ''lowest evaluated substantially responsive' bid which is complied with the requested specification.

x. If the value is more than Rs.250, 000/-, supplies division sends all the quotations received and the schedule prepared to the Chairman of the TEC and they recommend the ''lowest evaluated substantially responsive' bid which is complied with the requested specification through Technical Evaluation (TEC) Report.

xi. Requesting approval from the relevant procurement authorities with recommendation of the TEC/ Head of the division.

xii. Place the order to the successful Bidder based on the approval of relevant Procurement Authorities.

xiii. General consumable items are delivered to the Main Stores, Medicines to the Medical Sub Stores and Building Materials to the Maintenance Sub stores by the supplier.

xiv. Store Keepers should verify whether the received items are complied with the specification.

xv. If complied, Store keepers raise GRN and send with Invoice to the Supplies Division.

xvi. When Supplies division receive the GRN, Supplies division prepare and recommend the voucher attached with Invoice, GRN, copy of the purchase order and the copy of the procurement approval and submit relevant authorities for the approval of the voucher.

xvii. Submitting the Payment voucher to the Finance division with relevant procurement file.

3. Stores Management

3.1 Capital Assets

I. Storekeeper compare purchasing order with the relevant invoice for the accuracy of the prices and the completion of the order quantity.

II. Raise the Goods Receiving Notes (GRN) (5 Copies), Goods Issue Note (GIN) (5 Copies), Item Received Note (IRN), and Barcode Stickers (FAR No.).

		Goods Receiving Notes (GRN)	Goods Issue Note (GIN)
1	Original	Voucher	Relevant Division
2	Pink Copy	Supplies Division	Stores
3	Yellow Copy	Book Copies at Stores	Supplies Division
4	Green Copy	Book Copies at Stores	Stores
5	Blue Copy	With all Documents at Stores	Relevant Division & send back to stores

IV.   Store Keeper sends all above documents except stores copies. Supplies division returns copy of the GIN, IRN and Barcode Stickers to the relevant division.

V.   Relevant Division has to enter in inventory register, affix the Item Code Number on the item (Bar code sticker), and enter inventory page no. on IRN by Inventory Clerk. Head of the Division has to certify the IRN and Blue copy of the GIN.

VI.   Send IRN to the Supplies Division and GIN to the Stores.

VII.   Supplies Division process the payment.

3.2 Consumable Items

I.   Storekeeper compares purchase order with the relevant invoice for the accuracy of prices and the completion of the order quantity.

II.   Raise the Goods Received Note (GRN)

III.   Store Keeper sends GRN except stores copies with invoice to the Supplies division.

IV.   Supplies Division processes the payment.

4. Sub Stores at Medical Centre and Maintenance Division

1. Storekeeper in Maintenance Sub stores compares purchasing order with the relevant invoice for the accuracy of prices and the completion of the order quantity and the quality.

2. Pharmacist of the Medical Centre checks the relevant invoice with purchase order for the accuracy of prices, quality and the quantity.

3. Raise the GRNs and send them to the Supplies Division with the Invoice.

4. Supplies division processes the payment.

5. Issue of Consumable Items to the Departments/Divisions

1. Access for the system is given to the Head of the Department/Division and Management Assistant.

2. Management Assistant makes a system request for consumable items at the first week of each month through the **Purchase Requisition form.**

3. Head of the Department/ Division approves the request through the System.

4. Next, Supplies division approves the same request with quantity deductions when necessary.

5. The Store keeper issue the approved quantity of the consumable items to the requested Department/Division.

Authority limits of Procurement of Works, Goods and Services other than Consultancies

1. **Open Competitive Bidding Procedure (National Competitive Bidding Procedure) - Procurement Guideline 3.2**

Authority	GOSL Funded Projects	Foreign Funded Projects
Standing Cabinet Appointed Procurement Committee (SCAPC)	More than Rs. 500 Mn	More than Rs.1000 Mn.
Cabinet Appointed Procurement Committee (CAPC)		
Ministry Procurement Committee (MPC)	Up to Rs.500 Mn.	Up to Rs.1000 Mn.
Department Procurement Committee (DPC)/Project Procurement Committee (PPC)	Up to Rs.200 Mn.	Up to Rs.500 Mn.

Regional Procurement Committee (RPC)	Up to Rs.25 Mn.	Up to Rs.50 Mn.

2. Shopping Procedure (Guideline 3.4)

Level of Authority	Minimum quotations to be invited	Limits of Authority (Rs)	
		GOSL	Foreign
MPC	**Works** By inviting at least five sealed quotations	Up to 20 Mn	Up to 20 Mn
	Goods & Services other than Consultancy Services By inviting at least five sealed quotations	Up to 12 Mn	Up to 18 Mn
	Goods & Services other than Consultancy Services By inviting at least three sealed quotations	Up to 8 Mn	Up to 8 Mn
DPC /PPC	**Works** By inviting at least five sealed quotations	Up to 10 Mn	Up to 15 Mn
	Goods & Services other than Consultancy Services By inviting at least five sealed quotations	Up to 10 Mn	Up to 15 Mn
	Goods & Services other than Consultancy Services By inviting at least three sealed quotations	Up to 10 Mn	Up to 15Mn
RPC	**Works** By inviting at least five sealed quotations	Up to3.5 Mn	Up to 3.5 Mn
	Goods & Services other than Consultancy Services By inviting at least five sealed quotations	Up to 1 Mn	Up to 1 Mn
HD / PD/ CAO	**Works** By inviting at least three sealed quotations	Up to 1 Mn	
	Goods & Services other than Consultancy Services By inviting at least three sealed quotations	Up to Rs. 500,000	

3. Direct Purchase of smaller value repair works, goods and services (Guideline 3.5 and 3.6) (by GOSL funds or foreign funds)

Level of Authority	Requirements to be fulfilled	Authority Limit (Rs)
CAO/HD/PD	**Works**: Satisfying the requirements given under Guideline 3.5 (Direct Contracting) or 3.6 (Repeat Orders)	Up to 500,000
	Works • When it is uneconomical to follow competitive procedure. • CAO/HD/PD must ensure the economy of procurement. • This authority should be used under the personal supervision of CAO/HD/PD & should not be delegated to any person.	Up to 200,000
	Goods & Services other than Consultancy Services • Satisfying the requirements given under Guideline 3.5 (Direct Contracting) or 3.6 (Repeat Orders)Up to 200,000	Up to 200,000
CAO/HD/PD	**Goods & Services other than Consultancy Services directly from open market** • When it is uneconomical to follow competitive procedure. • CAO/HD/PD must ensure the economy of procurement.	Up to 100,000

	• This authority should be used under the personal supervision of CAO/HD/PD.	
HD/PD	**Repairs to Motor Vehicles and other Equipment** • When it is uneconomical to follow competitive procedure. • HD/PD must ensure the economy of procurement. • This authority should be used under the personal supervision of HD/PD. • For repairs exceeding Rs. 500,000/- CAO's personal Approval should be obtained.	Up to 500,000
Regional Heads or Officers in charge of separate units who were delegated authority by HD	**Goods or Services including equipment of smaller value not exceeding Rs. 15,000/- per event per day** • Total of such purchases during any calendar month should not exceed Rs. 60,000/-	Up to 15,000
	• Repair motor vehicle to a value not exceeding Rs. 50,000/- per month 50,000	Up to 50,000

Summary of Authority limits of Procurement and Other limits

Department Procurement Committee (DPC) – Major

	Shopping		NCB	
	GOSL	**Foreign**	**GOSL**	**Foreign**
Works By inviting at least 5 sealed quotations	10Mn	15Mn	Up to 200Mn	Up to 500Mn
Goods and Services Other than Consultancy By inviting at least 5 sealed quotations	10Mn	15Mn		
By inviting at least 3 sealed quotations	05Mn	05Mn		

Department Procurement Committee (DPC) – Minor

	Shopping		NCB	
	GOSL	Foreign	GOSL	Foreign
Works By inviting at least 5 sealed quotations	04Mn	06Mn	50Mn	100Mn
Goods and Services Other than Consultancy	04Mn	06Mn	25Mn	50Mn

By inviting at least 5 sealed quotations	02Mn	02Mn		
By inviting at least 3 sealed quotations				
Consultancy			10Mn	15Mn

Shopping Procedure

Value of Procurement	Authority
Below Rs.75,000/- By inviting 3 sealed Quotations	Registrar
Rs. 75,000/- to Rs.500,000/- By inviting 3 sealed Quotations	Vice Chancellor

Direct Contracting

Level of Authority	Requirements to be fulfilled	Authority Limit (Rs)
VC	**Works**: Satisfying the requirements given under Guideline 3.5 (Direct Contracting) or 3.6 (Repeat Orders)	Up to. 500,000
	Works • When it is uneconomical to follow competitive procedure. • CAO/HD/PD must ensure the economy of procurement. • This authority should be used under the personal supervision of CAO/HD/PD & should not be delegated to any person.	Up to 200,000
	Goods & Services other than Consultancy Services • Satisfying the requirements given under Guideline 3.5 (Direct Contracting) or 3.6 (Repeat Orders) Up to 200,000	Up to 200,000
VC	**Goods & Services other than Consultancy Services directly from open market** • When it is uneconomical to follow competitive procedure. CAO/HD/PD must ensure the economy of procurement.•	Up to 100,000

	• This authority should be used under the personal supervision of CAO/HD/PD.	
HD/PD	**Repairs to Motor Vehicles and other Equipment** • When it is uneconomical to follow competitive procedure. • HD/PD must ensure the economy of procurement. • This authority should be used under the personal supervision of HD/PD. • For repairs exceeding Rs. 500,000/- CAO's personal Approval should be obtained.	Up to 500,000/-
Registrar	**Goods or Services including equipment of smaller value**	Up to 50,000/-
	• Repairs to equipment, a value not exceeding Rs. 200,000/- • When it is uneconomical to follow competitive procedure. • HD/PD must ensure the economy of procurement. • This authority should be used under the personal supervision of HD/PD.	Up to 200,000/-
Dean	**Goods or Services including equipment of smaller value not exceeding Rs. 15,000/- per event per day** • Total of such purchases during any calendar month should not exceed Rs. 60,000/-	Up to 15,000/-
	• Repairs to equipment, a value not exceeding Rs. 50,000/- • When it is uneconomical to follow competitive procedure.	Up to 50,000/-

	• HD/PD must ensure the economy of procurement. • This authority should be used under the personal supervision of HD/PD.	
HOD	• Using Petty Cash	Up to 2,500/-

Approval of Advances other than Procurement

Designation	Amount (Rs)
Deans/ Librarian/ Bursar	Up to 20,000/-
Registrar	Up to 150,000/-
Vice Chancellor	Above 150,000/-

Approval of Payment Vouchers

Designation	Amount (Rs)
Assistant Registrar/ Assistant Bursar	50,000/-
Senior Assistant Registrar/ Senior Assistant Bursar	100,000/-
Deputy Registrar/ Deputy Bursar	200,000/-
Bursar/ Dean / Librarian	250,000/-
Registrar	1,000,000/-
Vice Chancellor	Above 1,000,000/-

Limitations for Certification of Voucher

Designation	Amount (Rs)
Assistant Bursar	Up to 600,000/-
Senior Assistant Bursar	Up to 1,500,000/-
Deputy Bursar	Up to 2,000,000/-
Bursar	Above 2,000,000/-

Limitations for Signatory to Cheques

1st Signature	2nd Signature	Amount
Assistant Bursar	Assistant Registrar	Up to 750,000/-
Senior Assistant Bursar	Senior Assistant Registrar	Up to 1,500,000/-
Deputy Bursar	Deputy Registrar	Up to 2,500,000/-
Bursar	Registrar	Above 2,500,000/-

Appendixes

| 4. | Item Received Note (IRN) | LI |
| 5. | Goods Issue Note (GIN) | LII |

7.3. Salaries Division

Introduction

Wages and salaries are often one of the largest components of the recurrent expenditure of a University. Payroll is a critical function of the accounting department and includes making sure all employees are paid correctly and on schedule.

Major Duties/ Functions of the Division

1. **Monthly payment of salaries (Permanent / Temporary)**

2. Payment of Retirement Benefits (Gratuity/University Provident Fund/Employee Trust Fund)

3. Payment of Loans (Distress loan/ UPF loan/Computer loan/Staff Loan/Publication loans/Vehicle Loan)

4. Payment of Statutory Payments (ETF/Pay as you earn (APIT) tax)

Procedures

1. Monthly Payment of Salaries

1.1. Required documents

The following documents must be submitted to the salaries division in order for salaries to be paid. Furthermore, the Head of the Department shall confirm attendance each month prior to payment of salaries.

New Recruitments

i. An appointment letter should be available.
ii. Letter of Assumption of Duties
iii. A nominated bank to credit to salary
iv. Letter of Salary Acknowledgement

Study leave

    i. Approval letter of Study leave
    ii. Progress report should be submitted every six months through the Academic supervisor.
    iii. Service certificate

Sabbatical Leave

    i. Approval letter of Sabbatical leave
    ii. Life certificate should be submitted every six month

1.2. Salary Increments/Promotion

Approved letter of Increment/Promotion should be sent from the Academic/Non Academic Branch. Based on the above letter Salary division will calculate the salary arrears and pay with the salary.

1.3. Salary Date

A scheduled day of payment of salary advances and salary is issued by the Treasury. Based on this circular, the university decides the schedule days of following payments.

    i. Payment of salaries of permanent staff
    ii. Payment of salaries of temporary staff
    iii. Over time payment
    iv. Festival Advances
    v. Visiting Academic Payment

University provides hard copy of pay slip. In addition to that can view salary slip via online. All permanent staff salaries (including their generated Income) are required to be paid by direct deposit. University will make deductions from your salary for UPF and if you wish to make any other salary deduction, University need employee's written consent.

In addition, APIT (PAYE) tax is assessed and tax payments are on time with the Department of Inland Revenue.

1.4. Salary Advance

Beginning of the year, request for salary advance for the year should be submitted to the salary section and it is not authorized to give consent every month.

1.5. Temporary and contract employee's salary (only for the approved Cadre vacancy)

Following documents should be submitted to the salary division for the payment of salaries of the Temporary and contract staff.

  i.   Appointment letter / Extension letter
  ii. Letter of assumption of duties
  iii. Service certificate/Attendance Sheet
  iv. A nominated bank to credit to salary.
  v.   Approved voucher with the recommendation

2. Payment of Retirement Benefits (Gratuity/University Provident Fund/Employee Trust Fund)

2.1. Employer's Contribution for UPF and Pension Fund

The contributions payable by the employer under the scheme are 15% of Salary. From the employer's share of contribution, 07% is contributed towards the Employees' Pension Scheme and the remaining 8% is contributed to the UPF Scheme.

2.2 Pension Scheme

All **permanent** Academic and Non Academic employees are members of the Pension Fund. The employees who cannot complete 20 years of service at the compulsory age of retirement are not entitled for Pension Fund.

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3. Payment of Loans (Distress loan/ UPF loan/Computer loan/Staff Loan/Publication loans/Vehicle Loan)

3.1 Approval of Loans

All loans should be approved by the Vice Chancellor and the Registrar of the University.

Applicable Loans for University Staff.

  i. Provident Fund Loan
 ii. Distress Loan
iii. Property Loan
 iv. Computer Loan
  v. Vehicle Loan
 vi. Staff Loan

3.2 Provident fund loan

i.   Conditions for eligibility for the loan

- Only permanent employees who have been confirmed in their posts will become   eligible for this loan.   Employees on probation with

continuous service but who have been   previously confirmed in another post in the University service is also eligible.

- The Provident Fund loan can be renewed only after a lapse of 12 months from the date of the last loan.

ii. Criteria to be followed in deciding the Quantum of the Loan

- Amount equivalent to 48 months' salary of the contributor

- An amount not exceeding 65% of the Provident Fund balance lying to the credit of the contributor, whichever is less.
  (In any case the requested loan should not exceed the total
  Provident Fund balance shown in the last issued Provident Fund statement.)
- Monthly deductions (including other recoveries) should not exceed 60% of   the salary.
- This loan is recoverable in 120 instalments.
- Interest on loan will be 0%

iii. Procedure

- Dully competed UPF loan Application should be submitted to the loan section prior to the 5th of respective month.
- Relevant Application can obtain either from loan section or can download through university web
- Loan section calculate the loan amount and prepared a text file as per the commission circular and forward to UGC before 15th of Respective month.
- University Grant commission will be remitted approved loan amount by 01st of each month to the university.
- Applicant should have to sign the agreement prior to the payment
- Approval for loan will be obtained from Vice Chancellor/Registrar and pay   the loan.

3.2 Distress Loan

i. Eligibility and condition

- Only permanent employees will become eligible for this loan.
- Employees are eligible to obtain 10 months' salary as a distress loan. The maximum amount of the loan has been limited to Rs 250,000.
- Employees will be permitted to renew the loan either after repayment of 40 instalments OR after settling the loan fully in cash (Commission Circular 734)
- The loan will be recovered in 60 instalments.
- Interest on loan will be 4.2%

- Monthly deductions (including other recoveries) should not exceed 60% of the salary.
- Priority should be given to minor employees and to those who apply for the said loan for the first time

ii. Procedure

- Dully competed Distress loan Application should be submitted to the loan section
- Update the loan application into a register & schedule the payment date
- Check the eligibility and Calculate the loan amount
- Applicant should have sign an agreement
- Get the approval from Registrar and pay the loan

3.3 Property Loan

Grant of Property Loans through State Banks Purposes for which a loan may be granted under these guidelines.

- Purchase of a suitable building site to construct a house
- Construction of a house in a land owned by the applicant
- Purchase of a flat or a land with a house
- Effecting improvements and making additions to a house already constructed
- Completion of work of a partially constructed house

i. Eligibility

- He/she should be an employee confirmed in the appointment with a minimum of 05 years' service.
- Where both the employee and the spouse are employees of a University/Higher Educational Institution, each of them will separately be eligible for a loan either for enhancement of same property or a separate property.
- A loan under this scheme shall be granted only once during the period of service
- The total amount of the loan shall to be recovered within a maximum period of 15 years

ii. The procedure for forwarding and recommending of loan applications

- An applicant for a loan should prepare the application forward it to the establishment branch of the Universities and Finance Division of the University. Relevant Application can obtain either from loan section or can download through university Grant Commission web
- After verification of the eligibility of the applicant obtaining the loan under this scheme by the Establishment branch of the Universities the application should be forwarded to the relevant bank with the personal recommendation of the Registrar of the university.
- Any issues and matters which are not covered under these guidelines should be subject to the general rules and regulations of the bank.

3.4 Computer Loan

i. Eligibility and condition

- Only permanent employees will become eligible for this loan.
- The amount of the loan is Rs 30,000.00
- The loan is recoverable in 60 equal monthly instalments.
- Interest on the loan shall be 4.2% p.a.
- The computer must be purchased outright and not on hire purchase basis.
- No part of the loan should be utilized for any other purpose other than for the purchase of a computer.
- Documentary evidence should be submitted in support of the purchase. If documents are not submitted within a month, the loan should be recovered in double instalments.
- A fresh loan should be granted only after the first loan is settled in full or after five years from the first loan, whichever occurs later.

   (Commission circular 783)

ii. Procedure

- Dully competed Computer loan Application with the Quotation should be submitted to the loan section
- Update the loan application into a register & schedule the payment date
- Check the eligibility and Calculate the loan amount
- Applicant should have sign an agreement
- Get the approval from Registrar and pay the loan

3.5 Vehicle Loan

i. Eligibility and condition

- Only permanent employees will become eligible for this loan.
- The amount of the loan is;
  Motor Car – Rs 120,000.00-
   Motor Cycle Rs 50,000.00-
  Push Bicycle- Rs   6,000.00
- The loan is recoverable in 60 equal monthly instalments.
- Interest on the loan shall be 4.2% p.a.

3.6 Staff Loan

i. Eligibility and condition

- Only permanent employees will become eligible for this loan.
- The amount of the loan is Rs 10,200.00
- The loan is recoverable in 60 equal monthly instalments.

7.4 Payment Division

Introduction

Payments Unit at the Main Finance should be responsible for all the payments other than personal emoluments, supply and payments of faculties which are certified by the Deputy / Senior/Asst. Bursar of faculties as the certifying officer.

The major duties/functions of the division

1. Certify the Travelling / Overtime claim vouchers of non-academic /contract staff
2. Certify the Entertainment claim/expenses vouchers for payments
3. Certify the contract employees' payment vouchers for payments such as legal   officers, vehicle consultant, coachers etc.
4. Certify the reimbursement/payments regarding meeting expenses
5. Certify the payment/reimbursement of the utility bills such as Electricity, Water &   Telephone.
6. Handle the sundry advances and settlement
7. Make Mahapola/Bursary payments to students and reimburse the paid amount from   UGC
8. Make Research Assistant's payments on the certified vouchers at the faculty level
9. Make Overtime / insurance payments of all university staff on time
10. Handle the petty cash impress payments and settlements
11. Certify the other miscellaneous voucher for payments
12. Any other duties/activities assigned by Bursar

Procedures

1. 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

2. Assign voucher number based on the cash book and write the cheque indicating the cheque number on the voucher

3. Place the "PAID STAMP" on the voucher and other documents attached to the voucher

4. Obtain two signatures on the cheques and to ensure that the officers signing the cheque initiating on

    (a) Cash Book

    (b) Voucher

    (c) Counter foil of the cheque leaves

5. Dispose the cheque in the following manner by making entries in the cheque disposal registrar.

    (a) 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

    (b) Revalidate the cheque by making necessary entries in the cheque revalidation registrar

    (c) Stop payment on lost cheque at the request of the payee

    (d) Issue cheque in lieu by making necessary entries in the cash book and cheque book

    (e) Cancel the crossing with the approval of the Bursar/ Senior Assistant Bursar where it necessary

    (f) Handover the crossing cancelled cheque to the payee obtaining signature in the relevant register

6. Bound to do any other duties and responsibilities assigned by the Head of the Division and the Bursar

Possible Shortcomings that should Be Avoided

1. Payment of Mahapola/Bursary

i.   Payment of Mahapola/Bursary to the students who have withdrawn the studentship after registration without informing to the university.

ii.   There may be poor coordination between the Division of student welfare and   Division of student affairs with regard to the   Registration / cancellation of studentship.

iii.   Delays of getting attendance of students due to practical circumstances.

iv.   Very frequent Changes of Bank Accounts by students

2. Research Assistants Payments

i.   Delays of getting attendance of Research Assistants

ii.   Delays of submitting vouchers to the Finance Division

iii.   Submission of incomplete summary of payment sheet without. deducting stamp duty.

iv.   Submission of incomplete vouchers to the Finance Division.

3. Overtime Payment

i.   Submitting of duplicate claim vouchers

ii.   Alterations on overtime claim forms.

iii.   Claims for Normal working hours.

iv.   Submitting claim forms without proper authorizations.

(Please see Chapter 12,13,14 and 16 for more details)

7. University Library

Introduction

The library was commenced with an initial collection inherited from Vidyodaya Pirivena with establishment of the Vidyodaya University of Ceylon in 1959.

Subsequently it was housed in a substantial area of the Sri Sumangala Building since 1961 and developed the collection over the years.

The entire collection of the library was shifted to aspirate library building in 1988. It is certainly located with provision for a full-pledged library. The new building was designed to draw as much fresh air as possible into the complex, and to blend well with the surroundings.

The Main library of the University of Sri Jayewardenepura (USJ) was named as "Ven. Dr. Medagoda Sumanathissa Thero memorial Library" on 2nd of May 2017. The Library System at University of Sri Jayewardenepura consists of three branch libraries, Medical faculty library, Technology faculty library and Engineering faculty library each situated in the respective faculty premises. The Medical library also serves the Faculty of Allied Health Sciences.

The Library System facilitates the faculties for enhancing knowledge, developing new discoveries and innovative research at the university. It not only serves the undergraduate and postgraduate students and the academic community, but also extends its service to the administrative and non-academic staff as well.

The library of University of Sri Jayewardenepura is one of the leading academic libraries in the Island.

Given below is a list of the main functional divisions/sections at the USJ library.

1. Acquisitions division

2. Cataloguing and processing division

3. Preservation and Conservation unit

4. Bindery section

5. Reader Services division

6. IT division

7. User Education unit

8. Research Support unit

Collections held by the USJ Library

1. Permanent Reference collection
2. Scheduled Reference collection
3. Ceylon collection
4. Lending collection
5. Periodicals collection
6. Palm-leaf manuscripts collection
7. English Learning Zone
8. Depository collection

Library Membership

The library membership is open to the following categories of the university community:

1. Students   - Undergraduates and Postgraduates
2. Academic Staff   - Permanent and Temporary
3. Administrative Staff - Permanent only
4. Non-Academic Staff - Permanent only

Resources of the Library

The library collection includes printed and the electronic resources. There are approximately 250,000 of monographs including bound periodicals and 750 local and foreign journal titles (Current titles- approx. 200). The selection of materials is done carefully by the librarian and the academic staff of the university. Every effort has been taken to build up a comprehensive collection for maximum benefit of the users in spite of financial limitations. Exchange of publications and donations are also utilized to build up the collection.

The e-resources of the library are available in several forms, such as electronic databases, electronic journals and e-books. There are a few E-journals, 8 Databases, Open access resources and Newspaper article index all of which are linked in the library website. All these electronic and open access resources are available to all the faculties.

The following online databases are available for the users:

<u>University Subscribed Databases</u>

1. Scopus
2. JSTOR
3. EBSCO
4. Research4Life
5. macProVideo Online Library

<u>Databases through CONSAL (Consortium of Academic Libraries of Sri Lanka)</u>

1. Emerald
2. Taylor & Francis
2. OXFORD University Press

Number of attractive services are provided by the USJ library to its users. One such facility is the Display of "just-returned-books", where the user can see them nicely arranged in a rack as they enter the library. The interactive study area is a place where students can access the internet over the desktop machines provided, which also facilitates for the multimedia access. The Digital wall provides the QR code to access books from UK publishers. Users who enter the library premises have the ability to look-up for a book, over the Online Public Access Catalogue (OPAC) using the computers in the lobby area. A very useful resource "scholar bank" stores the publications of academic staff. In the 24x7 open study room, there are special places called "Gadget corners" where users can plug-in their laptops or mobile devices for charging. Display of new-accessions are done at the "Kiosk" situated in the lobby area of the library.

The Reader services division, in collaboration with the IT division, provides online library registration and online library accounts, remote access facility for e-resources and user-guide videos. The Librarians in-charge for faculties does the LMS uploads of past papers & recommended readings (with publisher's permission).

Apart from the above services and facilities, the following facilities are provided for the users of the USJ library.

1. Inter-Library Loans (ILL) & Document Delivery Service (DDS)
2. User education & Research support
3. Laptop lending facility
4. Orientations & Information literacy sessions
5. Extended opening hours (during examination period)

Furthermore, the following general facilities are also provided:

1. Wi-Fi access
2. Photocopy service
3. Refreshment's facilities (vending machine for tea and coffee)

Facilities provided for the users of the branch libraries

Medical faculty library	Technology faculty library	Engineering faculty library
• Wi-Fi access • Photocopy service • Laptop lending facility • LMS uploads of past papers & recommended readings (with publisher's permission) • ILL & DDS • Remote access facility for E-resources • OPAC facility • Online library registration and online library accounts • Orientations & Information literacy sessions • User education & Research support • User Guide videos • Leisure reading facility (Bean bags) • Discussion rooms	• Computer access facility • Wi-Fi access • LMS uploads of past papers & recommended readings (with publisher's permission) • ILL & DDS • Remote access facility for E-resources • OPAC facility • Online library registration and online library accounts • Orientations &Information literacy sessions • User education & Research support • User Guide videos	• Laptop lending facility • Wi-Fi access • LMS uploads of past papers & recommended readings (with publisher's permission) • ILL & DDS • Remote access facility for E-resources • OPAC facility • Online library registration and online library accounts • Orientations &Information literacy sessions • User education & Research support • User Guide videos

Seating Capacity

Main Library	500 (approx.)
Medical faculty library	55
Technology faculty library	30
Engineering faculty library	45

Usual Opening Hours of the library

	Weekdays	Saturdays	Examination period
Main Library	8.00 am-6.00 pm	8.00 am-6.00 pm	5.00 am- 10.00 pm
Medical Faculty library	8.00 am-4.00 pm	8.00 am-4.00 pm	8.00 am-8.00 pm
Technology Faculty library	8.00 am-4.00 pm	Closed	8.00 am-6.00 pm
Engineering Faculty library	8.00 am-4.00 pm	Closed	8.00 am-6.00 pm

Please note that the library is closed on Sundays, Poya days and public holidays in usual circumstances, but during the examination period, the library will be kept open even on the holidays. The Library Web Page (http://lib.sjp.ac.lk/) and the Library Notice Boards provide updated information of the opening hours and special notices. Upon special request of the library users, the opening hours may be extended (especially during the examination period).

Part II

9. Human Resource Recruitment procedures and appointments

Introduction

Recruitment procedures are well defined in the Establishment Code of the University Grants Commission and Higher Educational Institutes as well as by the Circulars and circular letters issued by the University Grants Commission from time to time.

As and when vacancies occur in the approved cadre, the Dean/Librarian/Head of the respective Department/Division shall request the filling of vacancies by a letter forwarded to the Vice-Chancellor through the Dean of the respective faculty or the Registrar of the case may be for approval which will be communicated to Deputy Registrar Academic /Establishment (DR/AE) or Assistant Registrar/Non-Academic Establishment (AR/NAE) for necessary follow up action by the Vice-Chancellor.

When making the request for the filling of a vacancy the Dean /Librarian/Head of the Department/Division concerned must "certify" that the post should continue to exist and that it had not become superfluous.

On receipt of the Vice-Chancellor's approval the Deputy Registrar or Assistant Registrar as the case may be shall attend to the following formalities.

General Issues

01) Check the availability of vacancy, funds and approval from any outside   authority such as Department of Management Services (DMS) as applicable.
02) If vacancy, funds and such approval are available, the approved and procedure for appointment shall be followed by the DR/AE or AR/NAE and the post shall be advertised or a list of candidates be invited from the Secretary of Ministry through University Grants Commission as per the applicable recruitment policy.

03) Advertising of posts or inviting list of candidates from the Ministry where such action is required under the prevalent method of recruitment should not be time related.

04) Advertisements shall be published in three languages (Sinhala, Tamil and English) in the Government newspapers and the University web site or list of names should be invited, if and when vacancies occur.

05) Monthly advertisements shall as for as possible, be completed by incorporating all the vacancies that are to be advertised during the month to limit the number of advertisements and to save expenditure on advertising.

06) The provisions of the applicable scheme of recruitment shall strictly be followed.

9.1   Contract of Appointment and job Description

When every person is appointed to a post, a letter of appointment is issued, giving the terms and condition of his/her appointment

Once the letter of appointment is issued by the university, the person appointed to a post should declare acceptance of appointment on the terms and condition set out there in on a copy of the letter of appointment which will constitute a contract of employment.

The terms and conditions of the letter of appointment may be change, modified or altered by the employer without prejudice to the acquired rights of the person appointed to a post, in order to bring such terms in conformity with any measures relating to conditions of employment which the Government or the Ministry of Higher Education or University Grants Commission may decide to apply to those holding appointments in the Commission/Higher Educational Institute.

Detailed information on recruitment procedures and appointment is included in the **following chapters of the University Establishment Code (UEC)**

1. Recruitment by appointing authority and reporting
   of vacancies   Chap.III Sec   18.1

9.2 Filling of vacancies for Academic staff, Administrative staff, Academic supporting staff and Allied Grades

I. Application shall be date stamped and place the signature of DR/AE.

II. Applications received on or before the declared closing date of applications the file should be closed and sent to Head of Department by DR/AE, within five (05) working days from the closed date of application enabling him/her to shortlist applicants under the applicable scheme of recruitment.

III. Late application shall be rejected. Rejected application should be safety stored for a period of one year.

IV. The Head of the Department should be strictly followed scheme of recruitment to list the candidates. Listed of candidates identified with justifications for listing and the other applications with the justifications for rejection shall be committed to DR/AE by the Head of Department within three (03) weeks from the date of closure of applications along with the set of applications.

V. The Academic Establishment Division shall obtain the names of the evaluation panel members and the selection committee members from UGC, Council and Senate as necessary.

VI. The Academic Establishment Division is responsible to obtain relevant reposts, as applicable.

VII. The Academic Establishment Division shall be scheduled the Applicants and arrange the interview as soon as possible dates.

VIII. The selection committee recommendation shall be submitted to the University Council for approval/ recommendation to the UGC as applicable.

IX. After receiving approval of the Council, the Academic Establishment Division shall be prepared the letter of appointment (i.e. within three (03) days) and submit to the Vice-Chancellor for Signature. If the Council has recommended to the UGC, the Academic Establishment Division shall be forwarded the recommendation to the UGC for Approval.

X. The letter of appointment and related documents shall be posted by the Academic Establishment Division to the selected candidates.

XI. The above procedure up to the Council level is applicable to the posts of Registrar Bursar, Librarian, Deputy Librarian, Senior Assistant Librarian, Assistant Librarian and Academic Support Staff, which the appointing authority is the Council of the University.

XII. The above procedure should be followed to the other post which parallel to the Administrative grades and submit to the UGC for approval and issue letter of appointment.

XIII. The selected candidates should have reported for duty on the date mentioned in letter of appointment. The 2nd copy of the letter of appointment with his/her signature., letter of assumption of duties, duty perfected Oath/Affirmation, sixth amendment and Agreement should be forwarded to the Vice-Chancellor through the Head of the Department and the Dean of the Faculty. The Vice-Chancellor shall be forwarded the above documents to the DR/AE.

XIV. The DR/AE should be forwarded a copy of the letter of assumption of duties to the Bursar to enable him/her to make arrangement for salaries [**Form- Appendix LIII (a)**]

XV. The DR/AE should be opened the personal file by filing the application and the relevant documents/certificates (Refer section 30 of chapter III of the Establishment code of the UGC and HEIs)

9.3. Filling of vacancies for non-Academic non Administrative staff

The employees of the non-academic, non-administrative grades include;

- Management Assistants (Technical & Non-Technical grades)

- Primary level employees (Skilled, Semi-skilled &Un-skilled grades)

- Graduate Trainees/Practical Trainees/ Library Service Trainees

The non-academic division should be kept records regarding approved cadre and actual cadre of the above grades. After comparing approved cadre and actual cadre, recruitment of permanent staff should be done through;

     i. Internal advertisement (According to the scheme of recruitment)

    ii. External recruitment (Ministry list & Paper advertisement). UGC Circular   No.876

    iii. Inter-university transfers (UGC Circular No.974)

9.3.1 Internal and external recruitment

I. In the case of Posts for which lists of candidates must be obtained from the Ministry, the Non-Academic Establishment Division shall forward the application in the form provided by the University by mentioning the closing date and request them to submit the duly perfected application with relevant certificates on or before the closing date. In the case of posts for which the applications should be called open the advertisement should be published in three (03) languages (i.e., Sinhala, Tamil, and English) in Government newspapers and the University Website.

II. Applications shall be date stamped and place the signature of AR/NAE. Late applications should be rejected. Rejected applications should be safely stored for a period of one year.

III. AR/NAE should be checked the qualification mentioned in the application with the qualification mentioned in the scheme of recruitment to the relevant position. The AR/NAE should be given justification on rejection of application.

IV. The Non-Academic Establishment Division shall obtain the name of the supervisor to conduct test/ examination/the selection committee members from the Vice-Chancellor through Registrar/ the Council, as applicable of.

V. All applicants who qualify under the scheme of recruitment shall be summoned to sit an aptitude test/ Trade test/ recruitment test as applicable.

VI. Candidates who passed the test shall be summoned for an interview by a duly constituted selection committee.

VII. The non-Academic Establishment Division should be prepared a schedule of applicants and distribute among the selection committee members with approved scheme of recruitment and marks obtained at the test/examination.

VIII. The recommendation of the selection committee shall be submitted to the Council for approval or to the Vice-Chancellor through the Registrar immediately after the interview for his/her approval subject to covering approval of the Council.

IX. On receipt of the approval appointments shall be made through formal letter of appointment.

X. The selected candidates should have reported for duty on the date mentioned in letter of appointment. The 2nd copy of the letter of appointment with his/her signature, letter of assume duties, duly perfected Oath/Affirmation, 6th Amendment and Agreement should be forwarded to the Vice-Chancellor, through Head of Department /Division and the Registrar. The Vice-Chancellor shall be forwarded the above documents to AR/NA.

XI. The AR/NA should be forwarded a copy of the letter of assumption of duties to the Bursar to make arrangements for salaries [**form - Appendix LIII(b)]**

XII. The AR/NA should open the personal file. (Refer Sec 30 of Chapter III of UEC)

Appointments which could be made through internal applications under provision of the applicable scheme of recruitment, shall also by governed by the above stated procedures where applicable.

9.3.2 Filling of vacancies by Inter-University Transfers

I. The applicant should complete two (02) copies of transfer applications, and submit both copies to the Head of the Department/Division concerned.

11. The Head of the Department/Division should forward both copies to the Non-Academic Establishment's branch with recommendation

111. Forward those to the UGC with the recommendation of Registrar and take necessary actions.

(UGC Circular No. 9/2019)

9.3.3 Appointment of primary grades employees to the post of Management Assistant Grade III

(Please see Commission Circular 10/2019)

Appendixes:

Description	Appendix	page No
1. Assumption of Duties	LIII(a), (b)	

9.4. Promotion/Appointment to the higher positions

General

I. Promotions must be earned by satisfactory work and conduct and by the fulfilment of all the conditions stipulated in the scheme of recruitment, such as, passing on Efficiency bar or qualifying examination, obtaining the prescribed academic, professional or technical qualifications, contribution to research etc. or reaching a prescribed point on the salary scale or prescribed period of service.

II. Promotions granted on merit (applicable to higher position based on merit) and on time scale should be done under the applicable scheme of recruitment.

III. Academic staff members who has decided to apply for a promotion should submit his/her request with relevant documents which are prescribed in the scheme of recruitment through the Head of the Department and Dean of the Faculty to the Vice-Chancellor. It is responsible of the Head of the Department, Dean and the Vice-Chancellor to date stamp the application.

IV. Academic support staff members and Executive category staff members should submit their requests through the Head of Department/Division and Dean of the Faculty or Registrar to the Vice-Chancellor.

V. AR/ NAE shall be called for the applications for grade-to-grade promotions of Non-Academic staff members annually. Make arrangements to conduct written /practical tests and interviews.

VI. DR/AE or AR/NAE shall have checked each application/request and verified whether he/she is qualified for the promotion/higher position based on the scheme of recruitment.

VII. Academic Establishment Division or Non-Academic Establishment Divisions shall be obtained the name of the evaluation panel member/selection committee member and supervisor to conduct the examination or test from the UGC, Council, Senate or the Vice-Chancellor as applicable.

VIII. The Academic Establishment Division or Non-Academic Establishment Division shall be prepared a schedule and submit to the selection committee.

IX. The DR/AE or AR/NAE shall be submitted the recommendation of the selection committee to the University Council for approval/recommendation to the UGC or to the Vice-Chancellor for his approval subject to covering approval of the Council as applicable.

X. After receiving the approval, the DR/AE or AR/NAE shall be prepared letter of promotion and submit to the Vice-Chancellor or Registrar for signature, as applicable.

XI. The effective date of the merit promotion shall be the date which the successful application is received by the University (i.e., to the Head of the Department/Librarian/Dean/Registrar/Vice-Chancellor)

XII. The effective date of a time scale promotion shall be the date on which the application has completed the number of satisfactory and meritorious years of service stipulated in the applicable scheme of recruitment (promotion)

XIII. The effective date of a promotion time/ time scale promotion effected annually by the UGC shall be the 1st of January of the year following the year un respect of which promotions are affected.

XIV. In all the cases the effective date of the appointments shall be the date decided by the Council/date of assumption of duties by the appointee irrespective of the effective date of appointment in the letter of appointment.

> Detailed information on this matter is included in the **Sec.18.4, Chapter III** of the **University Establishment Code (UEC)**

9.5. Selection Committees

1) Before the Interview, marking scheme should be approved by the Council.

2) DR/AE, AR/NAE shall ensure that the selection Committee is properly constituted as prescribed in the applicable regulations.

3) Selection Committee meeting shall be held after obtaining the convenience date and time from the members as well as the Chairman.

4) Selection Committee shall be furnished with comprehensive schedules of applications including all relevant details, such as, name, address, age, Educational Qualification, Professional Qualifications, Experience, present Occupation, Extra Curriculum activities, marks obtained at the test/evaluation, other related documents/information etc.

5) In the case of Academic staff and officer grade positions the reports of two (02) referees should be obtained by DR (AE) or AR (NAE) where applicable.

6) Selection committee   recommendations shall contain;

    i.   Number of applications summoned for interview

    ii.   Those who were present at the interview

    iii.   Marks obtained by each candidate at the test

    iv.   Name/names of selected candidates which justification

    v.   Rejected candidate's whit justification

    vi.   Salary to be offers and effective date of the appointment if necessary

    vii.   Name/names of reserve candidates

    viii.   Whether the appointment on permanent, Contract, temporary, Assignment, daily paid basis etc.

    ix.   Signatures of the member of selection committee who were present and other marked on "Absent"

9.6 Appointment on contract/casual/assignment etc.

I. If a vacancy occurs in a carder post and if the filling of the same is urgently required as per the Head of the Department/Division, the DR/AE or AR/NAE shall initiate with Vice-Chancellor's approval (subject to covering approval of the Council) to obtain qualified candidates through the approved procedure for appointment/scheme of recruitment.

II. After advertising the post of no suitable candidate applies in response to such advertisement a person may be appointed on contract.

III. Appointment on contract may be made in the first instance without advertising the vacancy, if the period of service is less than one year.

IV. The saving of vacancies could be temporary utilized to outsource related revise pending the filling of the post formally at a later stage.

V. Outsourced services would be provided outside the cadre under approved, if budget available.

VI. Consultancy/Research Project/Self Financial Courses conducted by the University provided that the budgets of such activities have funding provision for such outsourcing.

VII. Such outsourcing should be limited to five months initially with provisions for the same to be extended by another five months with a break in between**.**

9.7. Recruitment of visiting staff

Introduction

I. At the commencement of each academic year, the Head of the Department will examine the areas of work which cannot be adequately served by the teachers of the Departments of the University and assess the member of visiting lectures and the period for which they are needed in respect of that academic year.

II. Provision exists to engage personnel in services as visiting lectures using funds allocated for such purpose under the recurrent vote.

III. Such appointment are short term appointments,

IV. Appointment may also be as a stop-gap measure to fill the immediate needs of a Department

V. Appointees should essentially possess the qualification laid down in the scheme of recruitment applicable to the post which the appointment is made.

VI. Availability of funds is prerequisite for such appointments Heads of the Departments are requires to verify in advance the availability of funds from the respective Dean's Offices

Procedure

I. Appointment of visiting lecture should be made on the recommendation of a selection committee consisting of the Dean of the Faculty, the Head of the Department and a nominee of the Vice-Chancellor.

II. Request for visiting staff appointments should be addressed to the Vice-Chancellor thorough the Dean of the Faculty by the Head of the Department with the qualifications of the recommended person, the subjects' area to be assigned and the duration of the appointment.

III. The appointment letter shall be issued by the Academic Establishment Division/Dean's Office of the Faculty.

IV. Engagement of such personnel in service should be done only on receipt of the approval of the Vice-Chancellor and on receipt of the letter of appointment.

V. The assumption of duties by visiting staff should be immediately being communicated to the Bursar with the Head's Certification.

VI. During the tenure of the assignment the monthly attendance records of visiting staff should be maintained at the Department and be certified and forwarded to the Accounts Division through the Dean of the Faculty for payment purposes.

VII. Any payment which not claimed for a particular month by visiting staff members will be subjected to a surcharge.

VIII. The Head of Department should immediately communicate the date of cessation or termination of visiting appointment to the Bursar to avoid overpayment of salary.

IX. The Head of the Department as the certifying officer will be responsible for any overpayment of salary as a result of not communicating the termination/cessation of the service of visiting staff member as per above

X. The Head of Department is responsible to implement a mechanism to collect claim forms of all visiting staff members of the Department by the end of the month and to forward them to the Bursar through the Dean with the certification for processing payments [**Certification Letter-Appendix LIV**].

Appendixes:

Description	Appendix page No
1. Certification Letter	LIV

10. Granting of Annual Increment/Conformation

Introduction

Granting of annual Increments and Conformations to the staff members on due dates is very important.

Procedure:

1) The Academic Establishment Division will generate report from the date base on Teachers, Officers and other staff members where increments fall due in one month's-time on a monthly basis. The non-Academic Establishment Division make arrangement to conduct tests/Interviews as per the appointment letter if necessary.

2) The Increment report form (Teachers-Appendix LV, Officers- Appendix LVI, Academic Supporting Staff -Appendix LVII and Non-Academic Staff -Appendix

LVIII) are forwarded to the VC/Dean/ Registrar/Librarian/Bursar/ Head of the Department of Division one month in advance of the date of Increment. In case of Administrative Officers, the increment forms are forwarded to the respective officer to fill up section I of the increment report form and return

3) Head of the Department /Division complete the report form and return the report through the proper channel (if relevant) reach the Establishment Division within three weeks from the date of receipt of the form (Head of the Department /Division must treat the matter commenting/ reporting on the performance of a staff member in respect of his/her annual increments as very important responsibility rested in him/her as the Head)

4) If the Establishment Division does not receive a report concerning on employee from a Head of the Faculty/ Department/Division a reminder should be sent within one week from the last date on which the report non expected in terms of the above-mentioned time frame, with a copy to Dean of the Faculty in respect of Teachers or the Registrar in case of other staff.

5) If a response is not received by the Establishment Division within one week from the date of the reminder the matter shall be bought to the notice of the Vice Chancellor.

6) The Establishment Division on receipt of the report from a Head of the Department/Division would immediately seek a ruling from the Vice Chancellor/ Registrar and advice the Accounts Division to process the payment of increment (provided that the approving authority decided to the grant the increment) or inform the staff member of any suspension, stoppages or deferment of the increment in writing which response for such action. When the approving authority does not approve the grant of the increment and rules that such remedial action should be taken the employees concerned must be informed shortcomings. Shortcomings which do not warrant above mentioned course of action too should be communicated to the staff members concerned with advice to improve on such areas ruled by the Vice Chancellor/Registrar in the capacity of approving authority.

Important

01) Commenting/reporting on the performance of the staff members attached to a Faculty Office or a Department/ Division is a part and parcel of the duties and responsibilities vested in a Dean/Librarian/Bursar/Head of a Department/ Division.

02) Any Dean/Librarian/ Bursar/ Head of the Department / Division who does not act in terms of the above time frame would be held responsible for any consequences arising out of noncompliance of the above guidelines and would be required to defend

himself /herself and the University at any inquiry that may be instituted into related matters in the future.

03) Confirmation of a newly appointed staff member in his/her post would depend, apart from other factors governing conformations, on the performance of the staff member during the period of probation. Apart from other requirements, the earning of annual increments during the period of probation would be considered as a vital requite to earn confirmation in the post. Hence annual increments and confirmations are directly related.

04) If the performance of a staff member is not up to the expectations during any part of the period of probation and even afterwards, it is the responsibility of the Dean/Librarian/Bursar/ Head of the Department /Division to advice or warn the staff member of such shortcomings in writing. If no improvement is observed in spite of such action, steps should be taken to immediately bring the situation to the notice of the University Authorities (Vice-Chancellor/ Registrar) enabling them to take remedial action to correct the situation. Such reporting should be instantaneous and should not be delayed pending the arrival of the date of increment. Remedial action would be implemented by the approving authority in the form of a letter cautioning, warning letters, suspension of increments, stoppage of increments, withdrawal of increment, etc. as warranted which are corrective measures that could be adopted in terms of the Establishment Code of the UGC & HEI.

Without such remedial action, it is not possible to refuse an increment or confirmation in the post of any employee.

(Detailed information on this matter is included in the Chapter VI Sec. 27 of the **University Establishment Code (UEC)**

Appendixes:

Description	Appendix	page No
1. Increment Report Form-Academic Staff	LV	
2. Increment Report Form-Administrative staff	LVI	
3. Increment Report Form-Academic Support Staff	LVII	
4. Increment Report Form-Non-Academic Staff	LVIII	

11. Procedure for obtaining Research Grants

Introduction:

1 The University research grants are awarded in a competitive basis for academic staff members in the permanent cadre (Senior lecturer grade II ad above).

2 Fund for research grants could be obtained from the annual budget by following the under mentioned procedures.

Procedure:

1. Application forms should be duly filled and be submitted along with a budget covering the amount requested as a research grant and proposal to Research Council through the Head of the Department, Dean of the Faculty, Research Committee of the Faculty concerned and Vice-Chancellor. Applications for research grants are internally advertised at six months interval subject to availability of funds.

 (**Application form - Appendix - LIX**.)

   Application forms for research grants could be obtained from the Academic, Student Affairs, Publications and Examinations   Division   Alternatively the form could be down loaded from the University web site.

2. Application received will be evaluated by the Research Council

3. The Research Council may advise applicants to revise the project proposal and budget or may accept the same as it is.

4.. The Research Council will recommend the proposal to the   Council.

5 The awardees should have entered into the Agreement with the University

6 After the approval is received the DR/ASP will advise the Bursar to allocate funds for the research grants according to the expenditure plan set out in the approved budget with a copy to the applicant.

7 Prior approval of the Research Council should be obtained to change any amount of expenditure (with in the budget)

<u>Important:</u>

I. Advanced taken from the allocated research grant must be settled within 14 days of the receipt of the payment with supporting bills certified by the awardee (**Settlement voucher form - Appendix - LX**)

II. The progress of the grant must be submitted on a half-yearly basis to the Research Council, through the Head of the Department, ,Dean and the Faculty Research Committee.

III. On completion of the project the final report should be submitted to the Research Council immediately afterward to be tabled before the Research Council.

IV. Research Grants should be completed within the approved duration.

V. If an award needs an extension, it should be submitted with progress report through the Research Committee of the Faculty to the Research Council at least two months prior to the due date of completion.

VI. If any awardee fails to submit the final report within the approved period, he/she liable to repay the amount of the research grant to the University immediately.

VII. Please refer annual "Vidyodaya Vision "Book for further reference.

Appendixes:

12. Payment of Research Allowance

Introduction

Research has become an integral element in all professional sectors and recognized as a tool for professional development, evidence-based system improvement and the driving force behind innovation. It has benefited not only to the individual carrier but also profession and service delivery. Hence the

government introduced the research allowance to officers in public service and university system for research work.

Officers entitle to research allowance

1. Academic staff member in lecturers and higher grades
2. Executive officers in the middle level and higher categories
3. University Medical officer

Eligibility Criteria for Research Allowance

Following key considerations have been recognized for granting the Research Allowance for suitable applicants as per the Management Service Circular No. 45 & 02/2014 and Higher Education Circular No. 01/2011.

1. Indexed Journal publication (Web of Science- ISI, Elsevier SCOPUS, Emerald Insight, Cabal's International
2. Other Publication/s (non-indexed Journal Publication/symposium/conference/technical session paper, abstract or poster
3. Research Grants
4. Other scholarly work (Review article, Editorial, Case report, Letter to the editor, Debating document, Text book, Research thesis, Any other creative work (Ex. Drama, Music etc.)
5. Postgraduate Supervision
6. Postgraduate Studies
7. Research Proposals/Research activities on leave

In order to be eligible to receive the Research Allowance for the relevant year commencing from 1st January to 31st December at least one of the above requirements has to be fulfilled.

Procedure to apply research grant

1. Application for research allowance will be called annually by the Research Council.

2. An application form should be duly filled by the eligible applicant as per the above criteria and forwarded to Dean of the Faculty/Registrar/Bursar/Librarian through the Head of the Department with the evidence suits with the category that he/she claims for.

3. Thereafter, the request recommended by the Dean of the Faculty/Registrar/Bursar/Librarian will be subsequently forwarded to the Vice-Chancellor for his recommendation and submit to the research council by DR/ASP.

4. If the applicant applied under category 5, should submit a letter of supervision relevant to the respective year from the Deputy Registrar of the Faculty of Graduate Studies

5. If the applicant applied under category 6, should submit a letter of registration relevant to the respective year from relevant Higher Education Institute.

6. After the approval of the research council DR/ASP will send a list to Bursar through Deputy Registrar /Academic establishment for payment.

Progress Report

1. A report of the research including its progress against the action plan of the research proposal should be submitted to the research council after one year period from the date of commencement of the research.

2. The Research Allowance shall be made only if the research council is satisfied with the progress of the research.

3. Based on the nature and scope of the research, research allowance can be paid up to three (3) years of which the research in being conducted, subject to the satisfaction of the research council on the progress of the research

Other conditions

I. Lecturers who are on full-pay study leave abroad be paid Research allowance subject to fulfilling the conditions specified in Higher Education Circular No. 0112011 dated 20.04.2011

2. As per Sub-Paragraph (viii) of paragraph 5 of Commission Circular No.920, action should be taken by the University to include the Research Allowance as a part of the bonded amount of such Lecturers as if it was originally included in the Agreement and Bond, and to inform of such revision immediately.

3 . Research Allowance should not be paid to Lecturers who are on no-pay study leave abroad.

4. Research expenses should not be incurred from the provision granted to the Institution from the Consolidated Fund.

5. The research activities expected by this Circular should not impede the duties of the Permanent post.

Source of reference

Higher Education Circular   No- 1/2011
Management Service Circular No-2/2014
Commission Circular   No-920
Commission Circular   No-990

Appendixes:

13. Payment to internal staff for various services

Introduction:

1. Payments are made to internal staff for various services rendered as follows:

    i. Supervision/Invigilation of Examination

    ii. Setting question papers

    iii. Moderating question papers

    iv. Marking question papers

    v. Overtime services

    vi. Holiday Services

    vii. Traveling

    viii. Long service awards

    ix. Serves on selection committee

    x. Evaluation panel

    xi. Honorarium for special service provided

    (**Voucher to be used - Appendix -LXII**)

__Procedure:__

1. Individuals rending above mentioned services are required to claim the due payments within the particular month in which service was rendered except in case of service falling under viii, ix, x, xi where the relevant Division/Department/Coordinators as applicable would be responsible to recommended payment.

2. All claims from the above services should essentially be submitted during the respective financial year before the close of accounts and preferable within one month from the date of rending such service

   - The university activities are governed by the National Fiscal Year and accounts have to be close by 31st December of each year

- Claims received for services rendered during a previous accounting year will become a problem for the Accounts Division and hence would encounter long delays in effecting such payments for the want of obtaining special approval.

3. All such claims should contain accurate details relating to the services rendered and certified by the supervising officer of the service provider and should be submitted in the voucher to be used for such purposes.

4. The voucher submitted should be duly filled and should essentially contain all required entries such as details of payees, amount, purposes, authority, certificates of goods/Service received, attendance certificate in case of visiting/Temporary staff as applicable to enable the payment to be processed by the Accounts Division expeditiously.

5. On receipt of claims the Account Division will process the payment and will affect payments on the dates scheduled for such payment which are indicated in **Appendix - LXIII**

Every attempt would be made by the Account Division to inform claimants about the availability of the claim for collection. But the claimants are also advised to check the status of the claim with the Account Division.

Important:

I. All payments should be made with the authority, approval and certification with recommendation.

II. The details of the payments mentioned in the voucher should be clearly mentioned and accurate.

III. The approval limits are as follows,

Designation	Limits
Vice-Chancellor	Above 1,000,000.00
Registrar	Up to 1,000,000.00
Bursar/Dean/Librarian	250,000.00
Deputy Registrar/Deputy Bursar	200,000.00
Senior Assistant Registrar/ Senior Assistant Bursar	100,000.00
Assistant Registrar/ Assistant Bursar	50,000.00

4 Certification Limits are as follows:

Designation	Limits
Bursar	Above 2,000,000.00
Deputy Bursar	Up to 2,000,000.00
Senior Assistant Bursar	1,500,000.00
Assistant Bursar	600,000.00

5 Signature Limits are as follows

Designation	Limits
Registrar and Bursar	Above 2,500,000.00
Deputy Registrar and Deputy Bursar	Up to2,500,000.00
Senior Assistant Registrar and Senior Assistant Bursar	Up to1,500,000.00
Assistant Registrar and Assistant Bursar	Up to 750,000.00
Designation	Limits

6. If officer exceeds or misuses his delegated powers of fail to carry out his duties, he/she will be accountable for such acts and defaults.

Appendixes:

Description	Appendix	page No
1. Voucher Form	LXII	
2. Payment Day Schedule	LXIII	

14. Payment of Overtime for Non-Academic Staff

Introduction :

1. The present limit of overtime per person is 40 hrs per month
2. Approval to develop personal on overtime should essentially be obtains in advance on a month basis. (Request **form - Appendix - LXIV and work on holidays – Appendix – LXV)** grant of overtime for the whole year in advance is not permitted under the prevalent regulations.

3 Special request should be submitted to the Registrar by a Dean/ Head of the Department/Division seeking an approval before deploying personal on overtime Holidays/ after 6.00 p.m. on week days.

__Procedure:__

1 The Head of Department/Division should himself/herself estimate the quantum of overtime work to be performed by staff members during the month in advance and should seek approval before deploying personal on overtime.

2 Approval for 40 hrs. of overtime per person should not be requested in respect of the total no of eligible staff in the Department/Division as a matter of routine. Instead, the need should be properly assessed before seeking prior approval.

3 The approval monthly overtime quota will be allowed to be utilized at the discretion of the Dean/ Head of Department or Division and hence the deployment of staff members on over time may not strictly be in terms of the persons identified and figures quoted in the request form but should be within the approval quota for the month.

4 The deployment of personal on overtime in excess of 40 hrs per month, requires submission of justification and prior approval from the Registrar and the Vice-Chancellor should be obtained.

5. Divisions providing essential services such as Examination, Security, Transport, Physical Education, Library Services, Health Services etc. have been allocated additional overtime than the stipulated 40 hrs per head with special approval of the Council.

6 Overtime claim forms (Appendix LXVI) of the staff members who have been deployed on such services be forwarded with the recommendation of the Head of the Department/Division to reach the Bursar through the respective approving authority {i.e. (Registrar (40 hrs.), Vice Chancellor (120 hrs.) Council (over 120 hrs.) along with the prior approval form __on or before the seventh (07th) working day of the following month__ for proessing payments. Overtime claims should be completed with all relevant details to facilitate the release of the payment (for any clarification contact the Bursar/Registrar)

Appendixes:

Description	Appendix page No.
1. Overtime Prior Approval Form	LXIV

2. Prior Approval for Working in Holidays   LXV

3. Overtime Claim Form   LXVI

15. Guidelines for recommendation/approvals of services Introduction:

Quite often recommendation/ Certification and approval are sought by the Administration on various administrative issues from respective Head of the Department/Division. The following are some of such instances

1. Grant of Annual Increments
2. Comments on eligibility of staff members Confirmation/Promotions
3. Extension of the service of staff members
4. Transfer Applications
5. Nomination for the tanning programme/Workshop/Seminar etc.
6. Release for study purpose
7. Certification for overtime work
8. Dues/Recoveries
9. Service certification of UPF refund form
10. Payment of Course fees

Procedure:

1. Special concern of Head of the Department / Division is invited to the issue of their subordinate particular in relation to the above-mentioned administrative activities

2. The provision of feedback expected in relation to the above matters, by the return of post, would greatly facilitate the provision of services to the University staff community to the Administration expeditiously.

Important:

- An instance where more than one reminder has to be sent to obtain the expected feedback has to be eradicated.
- Delays incurred as a result could have a damaging impact on the performance levels of staff members who are affected.

16. Methods for overcoming identified shortcomings in receiving   information in order to effect payment/ reimbursement and release of advances

1. Payment of Salaries Common shortcomings encountered

a) The delays encountered in receiving appointment letters/ letters of assumption in respect to new appointments /extensions of service/ contract appointment etc.

b) The delays encountered in receiving requests for extension of service of temporary/contractual appointment from Head of Departments.

c) Payments are delayed due to non-availability of appointment/extensions letters requires to process payments.

d) The delays encountered in receiving information on no-pay leave /study leave special leave/ resignations /assumption or resumption of duties etc. at the Financial Division

As a result, unnecessary over payment for stoppage of salaries/delays are encountered

e) Difficulty in obtaining service certificate from the Head of the Department/Divisions on the monthly pay sheets. It is mandatory requirement as per financial regulations.

f) Delay in receiving attendance certificates in respect of Temporary/Casual/Daily paid staff.

2. Visiting lecture payments -common shortcomings

2.1   The delays in receiving appointment letter at the Financial Division

2.2   Receipt of incomplete vouchers from Departments in relation to   visiting Lectures/ Instructors and their travelling claim such as,

i.   Incomplete attendance sheets/not certified by the Head of the Department.

ii.   Voucher/Travelling forms not recommended by the Head of the Department.

iii.   Arrival and departure time not indicated in the traveling form.

iv.   The Lecture/Instructor has not signed the attendance sheet/traveling forms.

v. Traveling claim is not in conformity with the address stated in the letter of appointment.

vi. Lack of details of the vehicle used (vehicle registration no/private vehicle/ Hired vehicle etc.)

vii. Total hours indicated in the letter of appointment has been exhausted

viii. Number of actual lecture hours do not tally with the number stated in the letter of appointment

ix. Non availability of Council approval required for the payments of traveling if relevant.

3. Miscellaneous Advance/petty Cash -common shortages and expectations

i. Submission of voucher to the Financial Division without obtaining approval from the appropriate authorities
(From Vice Chancellor if the amount exceeds Rs 1,000,000.00/from Registrar is amount is up to Rs. 1,000,000.00, From Dean/Librarian/Bursar, if amount is less than Rs. 250,000.00, from DR/DB amount is less than Rs. 200,000.00, from SAR/SAB up to Rs.100, 000/, from AR/AB up to Rs.50, 000.00)

ii. Requesting more than one advance without submitting justification and approval from the relevant authorities (In terms of applicable regulation an advance could be paid only if and when previous advance has been settled)

iii. Submission of vouchers, to purchase goods/Chemicals/Services etc. after obtaining the quotations, to the Finance Division without approval from the appropriated authorities for the purchase (Prior approval should be obtained for the purchase from the supplier offering the best buy from among the bidders)

iv. Under delay in settling advances (Advance should be settled within 14 days and temporary advance should be settled within 07 days. Advanced of amount less than Rs.5000.00 should be settled before 4 days in terms of existing financial regulations) (If balance is available the amount should be deposited immediately, before submitting the voucher) (**Appendix – LXVII for service and Appendix LXVIII for meeting**)

v. Requesting miscellaneous advance without any assessment of the requirement. (As a result, refunds have been made without spending any money or a major part of the money obtain which is liable for audit quarries)

vi. Submitting "Miscellaneous advance settlement journal voucher "to the Finance Division without obtaining appropriate authority (the limits are same as "a" above)

vii. Producing invoices/bills /acknowledgments in respect of purchases from miscellaneous advances without certification/authentication by Head of the Department/ Division.
(The services obtained or items purchased should be certified by the Head of Department/Division mentioning inventory folio numbers and bills should carry his/her initials)

viii. Producing unclear and handwritten bills/ invoices to the Financial Division
(The service obtained or items purchased should be clearly mentioned in the respective bill/invoices)

ix. Indicating incorrect miscellaneous advance when depositing balance money
(As a result reconciliation of miscellaneous advance amount has become very different process)

x. The capital items purchased by certain Departments /Divisions through Miscellaneous Advance/Petty Cash or reimbursement basis have been submitted to the Finance Division directly for settlement of miscellaneous advance or reimbursement of expenditure (Miscellaneous advance /Petty cash used to purchase capital items should be settled by submitting duly completed forms)

xi. The procedure of settling petty cash impress not followed. (The petty cash impress should be settled before end of each financial year. A fresh voucher should be submitted to obtain a new petty cash impress for the following year unspent money should be paid back to the Shroff of the University before end of the year.)

4. Common shortcomings

i. Submission of vouchers without obtaining appropriate authority
ii. Submission of illegible vouchers
iii. Submission of incomplete voucher the following particular should essentially be mentioned in the vouchers clearly
- Description of service rendered/ work executed/good supplied
- Name of the project/budget
- Amount in words and figures

- Authority/Recommendation/Approval
- Name of the person/Institute of the payee
- Date
- Source of funding (essential for avoid under delays)

iv. Following document should essentially be attached to the voucher as applicable

- Certified invoices/bills
- Service certificate
- Attendance sheets
- A copy of the budget, if the payment relevant to the specific purpose
- Other documents, if any in order to justify or relevant to the payment

v. Payments' being requested from the Finance Division before the relevant budgets is/are approved.

vi. Submission of vouchers in respect of membership fees, subscription fees, Airfare, Warm Cloth etc. directly to the Finance Division.
(They should be submitted through the proper channel and Academic Establishment Division)

vii. Submission of voucher in respect of vehicle repairs transport, fuel etc. directly to the Finance Division. (They should be submitted through the proper channel and General Administration)

viii. Submission of voucher in respect of Examination payments directly to the Finance Division (They should be submitted through the proper channel and Examination Division)

ix. Non presentation of vouchers for payment within the respective financial year.
(If the vouchers cannot be submitted within the financial year due to any unavoidable circumstances the information regarding the payments (schedule of liabilities) should be reported to the Finance Division in order to set apart funds out of the allocation of the particular year. The Bursar has been requesting their information every year without satisfactory response)

x. Submission of vouchers for payments that should have been made from the previous year allocations.

xi. (All vouchers in respect of payment. Which should have been made in the previous year's other than those referred to in "(i)" above, should accompany council approval through the Finance Committee to debit such payments to the "general Reserve Account" in terms of existing financial regulations)

18. The Bursar's request for the furnishing of particulars in respect of donations received during the financial year, for accounting purposes in terms of existing financial regulations, are not being responded satisfactory.

Appendixes:

Description	Appendix	page No
1. Temporary Advance Settlement (Service)	LXVII	
2. Temporary Advance Settlement (Meeting)	LXVIII	

17. Guideline on the Maintenance of Inventory

Introduction

The University supplies three types of articles to the Departments of study and administrative divisions for official use. They could generally be classified as;

(1) Fixed Assets (Items which have a life span exceeding one year and over Rs.3000/- in value)

(2) Inventory Articles less than Rs.3000/- in value which are considered as fixed assets, and

(3) Consumables

The Head of the Department/Division by virtue of the position held by him/her becomes personally responsible for the proper maintenance and the safety and safe use of equipment assigned to the Department/Division and for the maintenance of related records within the Department/Division.

Capital items should be acquired only through supplies Division of the University. The purchase of capital items using petty cash advance and on reimbursement basis is irregular.

Procedure:

01. Fixed Assets and Inventory Articles

I. Items falling into (1) and (2) above must essentially be inventoried by the person who is responsible for the maintenance of the Department/Division inventory.

II. The Head of the Department/Division is responsible for ensuring that such articles are properly inventoried by the person responsible for maintaining the inventory

III. When inventorying articles the following must be taken into account.

    (a) Articles or items obtained to repair on existing asset are considered as consumables.

    (b) Articles or items obtained to upgrade on existing assets are considered as fixed assets.

    (c) Articles or items bough to be dismantled for teaching of academic or research purpose are considered as consumables.

    (d) Articles or items bought to be used as models for teaching, academic or research purpose are considered as Capital Items.

IV. The University stores, on receipt of articles requested by Department/Division will issue "Capital Issue Orders" when items falling under (1) and (2) above are issued to the respective Department/Division.

V. This will confirm that the articles so issued are capital items. This Capital Issue Order will contain two leaves one a white copy and the other a pink copy.

VI. Heads of Department/ Divisions are responsible for ensuring that capital items ordered from the stores are inventoried in the Department/Divisional inventory by the person responsible immediately on receipt of such items.

VII. The purchase value of the capital items that are being inventoried shall be recorded with the relevant issue order number alongside the relevant entry in the Departmental/Divisional Inventory.

VIII. The pink copy of the "Capital Issue Order" shall be returned to the Finance Division having marked in if the folio numbers of the Departmental/Divisional Inventory Booking which the item was inventoried and the fixed assets identification number assigned to each item marked on each individual item using a permanent marker.

IX. Which such acceptance of Capital items at the Department/Division, the Head of the Department/Division concerned automatically becomes responsible and accountable for such items, their safety, maintenance and proper use.

X. It also become the personal responsibility of the Head of Department/Division concerned to produce such items/articles for inspection at the annual inventory verifications.

XI. Records of capital items issued to staff members for research and or teaching purposes (such as laptop, projectors etc.) must be maintained properly. This task could be assigned to the person who is responsible for the maintenance of the inventory of such items, under the supervision of the Head of Department. The Head of the Department will be accountable for such items through Dean/Library Head of the Department

/Division and hence should ensure that related records are properly maintained by a designated person.

XII. Staff members who obtained study leave/sabbatical leave/special leave/ released to another institution or tender his/her resignation should have handed over the capital items to the person who is responsible for the maintenance of the inventory of such items before commencing of such leave/release or accept the resignation through the Dean/Bursar/Librarian/Head of the Department/Division.

02. Consumable Items

Consumable items issue orders are different to that of capital item issue orders. Consumables are not recorded in inventories but for internal control purpose the Head of the Department/ Division should ensure that a consumable inventory register is maintained at the Department/Division by an authorized person.

03. Annual Verification of Inventory Articles

1. The annual verifications would result in categorizing capital items into five groups namely;
    i. Serviceable items
    ii. Used serviceable items
    iii. Serviceable items which could be used with repair
    iv. Unserviceable items, and
    v. Outdated items

2. Unserviceable and Outdated items should be separated from the rest and be retained at the Department/Division securely. The Head of the Department/Division would be accountable for these items.

18. Transfer of capital items between faculties/departments/ divisions/office/units etc.

Transfer of Capital items from one Faculty/Department/Division/Office/Unit etc. to another is possible with the expect approval of the Registrar.

Procedure:

1. The form meant to seek approval for such transfer shall be used for such purposes (**Appendix - LXIX**)

2. The Head of the Department/Divisions/Office/ Unit in whose Inventory the item has been registered should perfect part "A" of the form with all details referred to the Registrar for approval and forwarded same to the Department/Division/Office/Unit which has expressed to deserve to gain such equipment on transfer for perfection, with the approval of the Registrar.

3. The Head of the Department/Division/Office/Unit which has received the items on the transfer shall get the Department/Division/Office/Unit inventory updated by the person assigned with the task of maintaining the inventory by deleting the item to be visible with a comment on the transfer of such item recorded in the inventory book.

4. The Head of the Department/ Division/Office/Unit which receives the items on transfer shall get the person responsible for the maintain of inventory to record the items received on transfer with a comment on such transfer marked alongside the entry in the Registrar.

5. Keep the Bursar informed about all such actions for the person of updating the records.

Appendixes:

Description	Appendix	page No
1. Transferring Inventory Items	LXIX	

19. Procedure to be followed when disposing unserviceable articles

1. If capital equipment in the Departmental/ Divisional /Office/Unit inventory staff malfunctioning, action should be taken to get it examined and repaired.

2. Any Inventory item which is reported to be in an unserviceable state at the end of the above-mentioned process must be retained in the Department/Division/Office/Unit to be presented to the annual Board of Survey.

3. The Annual Board of Survey should normally commence their work not later than the last week of the December and complete the work on or before the end of the

first week in January and the Board will report on Capital Items that could be used with repair and those which they consider to be unserviceable.

(However, the appointing authorities of Board of Survey may grant extension of time to complete their work, depending on the circumstances of each case)

4. A team of experts will thereafter visit the Department/Division/Office/Unit to inspect such items and would submit its recommendations to the Registrar. The Registrar will place same to the Council.

5. The Council will consider such recommendation and decided on what action to be taken in respect of such items.

6. The Auction Committee will thereafter collect the capital items of which the disposal has been approved by the Council from the Department/Division/Office/Unit.

7. Such items must be hand over to the Auction Committee by the Head of the Department/Division/Office/Unit or a person nominated by him/her with complete list of such items signed by the Head.

8. The list so submitted to the Auction Committee shall contain the purchase value/issue order number of each individual item in the list.

9. Such items handed over to the Auction Committee under the signature of the Head of the Department/ Division/Office/Unit will be auctioned by the Auction committee which would thereafter seek Council approval for the writing off of such items from the books of inventory.

10. The Capital Works & services Division will convey the Council approval to the Head of the Department/Division/Office/Unit in writing.

11. On receipt of such information the Head of the Department/Division/Office/Unit will cause such items to be written off from the Department/ Division/Office/Unit inventory by the person designated to maintain the inventory.

12. A Certificate on such writing offs shall be furnished to the Capital Works & Services Division with a copy to the Bursar, by the Head of the Department /Division/Office/Unit.

13. Head of the Departments/Division/Office/Units have not been vested with the authority of discarding or causing capital items to be discarded outside the above-mentioned process.

14. Removal of capital items from the Department/Division/Office/Unit premises without adhering to the above-mentioned process would result in the Head of the Department/Division/ Office/Unit concerned being held answerable and accountable for such items.

20. General Rules of Administration

UEC XX

This chapter briefly covers only the pertinent information and reference as regards some of the important administrative matters.

20.1 Working days

UEC XX - 1

The usual working days of the University are from Monday to Friday both days inclusive, other than University holidays.

20.2 Hours of Work

UEC XX - 2

20.2.1 Office employees other than teachers must attend office on any working day from 8.30am to 4.15 pm and others from 8.15 am to 4.30 pm.

20.2.2 These time can be altered to suit the requirement of the university while ensuring that office employees work for $7 \frac{1}{2}$ hours a day and other employees 8 hours a day exclusive of the lunch interval.

20.2.3 Shroff Counters should be kept open for cash transactions from 8.30 am to 3.00 pm.

20.2.4 Female employees cannot be permitted to work in office after 6.00 pm.

20.3 Attendance

20.3.1 The fingerprint attendance machine is currently used to record attendance of all staff other than Academic staff

20.3.2 All employees other than teachers should mark their arrival and departure time using finger print attendance machine.

20.3.3 Non-Academic Division Downloads data from the finger print machines and process data for generating reports.

20.3.4 More than one Finger print attendance machine can be maintained in respect of persons of different times of arrival and departure or different grades or different work places.

(Please refer to UEC XX - 3 for other terms and condition on this matter.)

21. Leave to University Staff

Detailed information on this matter is included in the **following** Chapters/**sections** of the **University Establishment Code (UEC) and Commission Circulars**

21.1 General(UEC X (Division 1)

21.2.   Procedure for Obtaining Approval for Overseas leave

Introduction:

1. Members of the University Staff Proceeding abroad on leave are required to obtain approval from
   (1) The University and
   (11) The Ministry of Higher Education

2. In addition those who are proceeding abroad on duty leave and requested grants are required to obtain approval from the relevant authorities.

3. At the time of departure the officer or teacher should process the approval from the relevant authority as stated above

4. A departure from the country without such approval is a violation of the Disciplinary Code of the University.

Procedure:

The Following procedure should be followed in obtaining overseas leave.

1. The overseas leave application should be perfected by on line and submitted to the Head of Department concerned at least 14 Days in advance of the date intended departure (**Application: Appendix -LXX**.)

2. This Application should essentially accompany the following documents.

      (I)   Application for permission to travel abroad

         Appendix -. LXXI.)

      (II) Award/Invitation letter

(Applicable for conference/ Workshop/Tanning programme etc.)

3 The Head of the Department should be perfected the cage reserved for him/her in the application and forwards it to the Dean of the Faculty concerned. If the employees are in Administrative grads or Non-academic grades, the application should be forwarded to the Registrar.

4 The Dean of the Faculty/ Registrar should be perfected the cage reserved for him/her in the application and forwarded to the DR/AE.

5 The DR/AE should be checked the eligibility and the attached documents. If all are in order, forwarded it to the Vice-Chancellor.

6 Once the Vice-Chancellor has approved the application and documents will be forwarded to the Ministry of Higher Education, Technology & Innovation

7 Deputy Registrar/Establishment Division should be collected a copy of the application & documents after approval of the Vice-Chancellor and lodge in file.

8 The Deputy Registrar would take action to place the request before the Leave and Awards Committee, if it has been approved by the Vice Chancellor.

9 Once the approval of the Leave and Awards Committee is received the Deputy Registrar should have informed the applicants

Important

Staff members proceeding on overseas leave should be ensures the following:

1. The Application is submitted in perfect form to the Head of the Department at least 14 days in advance of the date of departure.

2. Submission of perfect applications including copies of the annexure required is the responsibility of the applicant and not of the University.

3. Proceeding abroad is permitted only with the approval of the relevant authorities.

4. In the event of any changes of the approved dates, the above proceed should be followed and the approval should obtained from the relevant authority.

5. On his/her return from overseas visit, the applicant should resume duties at the respective Department/Division by informing the Vice Chancellor of the same through the same channel used for obtaining approval for the visit.

Appendixes:

21.3   Sabbatical Leave

21.3.1 Procedure for applying Sabbatical Leave

I.   A teacher who is eligible for sabbatical leave is required to submit the application through the head of department and Dean of the Faculty and an officer who is eligible for sabbatical leave is required to submit the application through the Registrar of the university with the recommendations of them.

II. Recommended request should reach the Academic Establishment Division well in time enabling it to submit to the Leave and Awards Committee for a decision.

21.3.2 General conditions applicable to Sabbatical leave

I.   All members of the staff proceeding on sabbatical leave are expected to submit   a certificate from the Librarian and their Head of Department that all library books, other items and academic materials such as answer scripts/question papers/tutorials in their charge have been return to the University before they are given permission to leave.

II. A Teacher who is on sabbatical leave shall resume duties before 64th birthday and such leave shall terminate on the respective dates.

III. If an officer wishes to retire from the service on completion of the age 55 years, he/she should terminate sabbatical leave before 54th birthday.

IV. If an officer wishes to retire from the service on completion of the age 60 years, he/she should terminate sabbatical leave and resume duties before his/her 59th birthday

V. If an officer wishes to retire from the service between the age of 56-59 years, he/she should terminate sabbatical leave and resume duties before his/her preceding birthday, i.e., which falls one year prior to the date of retirement.

VI. Each period of leave without pay spend abroad in excess of the leave granted for any purpose shall be deducted from the sabbatical leave entitlement.

VII. When leave without pay has been granted to a teacher or officer to accept an appointment or assignment under the Government of Sri Lanka the period of such leave shall be reckoned as service for determining sabbatical leave.

VIII. Extension of sabbatical leave will not be granted.

IX. Sabbatical leave will not be normally granted in advance of the date on which the applicant would become eligible for such leave.

X. Sabbatical leave cannot be availed of, for more than two years at any given time and should not exceed a total of 5 years during the whole career of any eligible teacher.

XI. A Teacher or Officer eligible for sabbatical leave may be allowed to accumulate period of sabbatical leave under/or period of service reckoned for sabbatical leave entitlement.

XII. A teacher may split the sabbatical leave and avail himself of such leave in two installments (**An employee entitled to one year sabbatical leave may avail himself of 5 months or longer period at a particular time and carry the unused sabbatical leave to be utilized at a subsequent occasion.**) However, he is entitled for passage only once. No teacher or officer shall be on sabbatical leave for more than two years continuously.

21.3.3 Air Passage

A teacher or an officer who has been granted sabbatical leave to be spent abroad is eligible to receive air passage provided that he shall not have received passage from other source for the same purpose.

Entitlement of Sabbatical Leave and Air Passage

Service	Entitlement	Air Passage
$3^{1/2}$ years or service	4 month on full pay or 8 month on no pay	One-half of the full passage
$5^{1/2}$ years or service	8 month on full pay or 16 month on no pay	Three-quarters of the full passage
7 years or service	1 year on full pay or 2 years on no pay	full passage

Source of references - Commission Circular 408 and 19/2016

21.4 Study Leave to Teachers

21.4.1 Procedure for applying study leave

I. The teacher who is eligible for study leave is required to submit the application for leave in the appropriate specimen leave application in Appendix LXXIII and LXXIV to the Vice Chancellor through the head of department and Dean of the Faculty or the Director of the Institute with the recommendations of them.

II. Recommended request should reach the Vice Chancellor well in time enabling him to submit same to the Leave and Awards Committee for a decision.

III. However, considering the urgency, Vice Chancellor may grant study leave pending covering approval of the Council.

21.4.2 General conditions applicable to study leave

I. All members of the staff proceeding on study leave are expected to submit a certificate from the Librarian and their Head of Department that all library books, other items and academic materials such as answer scripts/question papers/tutorials in their charge have been return to the University before they are given permission to leave.

II. All members of the staff who avails himself of study leave shall enter in to an agreement to serve the University, for such period as is appropriate to his period of such leave on resumption of duties.

In addition, he shall bind himself together with two acceptable sureties in a bond undertaking to refund to the University all expenses incurred in connection with such leave in the event of his failure to abide by the terms of agreement. (UEC X- 33a)

III. Failure to sign agreement and bond before availing of the leave may render the leave allowed to be withdrawn or curtailed and the teacher on probation recalled and be surcharged the expenditure incurred. (UEC X- 33b)

IV. In all instances study leave will initially be granted for a period of one year. Any requests for extension of leave have to be made well in advance of the date of expiry of leave (at least three months before) and should be accompanied by the recommendation of the supervisor.

V. A teacher who tenders his/her resignation while on study leave should be considered as having violated his/her agreement and bond.

VI. A person who does not return to island and resume duties of his/her office at the expiry study leave, should be deemed to have vacated his/her post. If a person is under a bond, he should be required to settle all salaries and allowances paid plus the cost of passage, registration,

tuition and examination fees, subsistence and living allowances and any other payment made by the University or a scholarship awarding agency to him or on his behalf (UEC V- 7:2 and UEC V- 7:6)

VII. Teachers on study leave are required to submit half yearly progress report in their studies from their supervision. No extension of study leave will be considered unless their progress reports are satisfactory and are received regularly. (UEC X- 27.7)

21.4.3. Probationary Study leave to teachers

Probationary Study leave Entitlement

For a Master's Degree	2 years (24 months)
For a Ph.D. degree	3 years and 3 months (39 months)
For both Master and Ph.D. Degree	3 years and 9 months (45 months)

Probationary Lecturers who go to non-English speaking countries for their postgraduate studies where it is compulsory to obtain proficiency in the language of that country may obtain additional period of six months study leave on full pay.

21.4.4 Study Leave to Senior Lecturers

1. A teacher who has been granted leave abroad to read for a Master's degree and has been confirmed and promoted to next higher grade can be granted leave for a Ph.D. degree after having served four years after his return

   Entitlement –

Balance of the entitlement of 3 years and 9 months on full pay and thereafter on no-pay leave

11. A teacher who has obtained a Master's degree locally can be granted study leave abroad for a Ph.D. degree

Entitlement –

If no leave was taken earlier to obtain the Master's Degree, 3 years study leave on full pay and thereafter on no-pay leave

111. Additional Study Leave

Entitlement –

Senior Lecturers who go to non-English speaking countries for their postgraduate studies where it is compulsory to obtain proficiency in the language of that country may obtain additional period of six months study leave on full pay.

Source of references

UGC Circular - No.88, 429,445,455,814,959,963 and 18/2016

21.5 Other Category of Leave to Teachers

Category of Leave	Entitlement Subject to Condition	Reference
1.Special leave to accept a Prestigious Fellowship	Maximum one year (No pay)	UEC X- 37
2.Leave to attend Seminars Conferences, Workshop and Training Programmes	Up to 30 days in an academic year subject to a maximum 45 days during term time in the academic year	UGC Circular No-710 of 1/07/1997
3.Leave to serve the Government of Sri Lanka	Not exceeding 2 years on no pay	UEC X- 39
4. Leave during Vacation	Maximum period 3 months during vacations subject to approval	UEC X- 40

5. Casual Leave	21 days in an academic year	UEC X- 41
6. Medical Leave	14 days in an academic year	UEC X- 42

7. Maternity Leave	a) 84 working days full pay for the
	    1st and 2nd live birth and 42 working days for the subsequent live births
	b) No pay maternity leave (special)
	    for 6 months under special circumstance
		UGC Circular No
		
		719 of 17/10/97
		759 of 5/4/2020
		
		UEC X- 5

8. Leave without pay on grounds of illness or for very urgent personal reasons	Not exceeding 3 months on no pay	UEC X- 20

21.6 Authority for Granting Leave for Teachers

Categories of Leave	Authority
1. Study Leave, Sabbatical Leave, Special Leave to attend seminars, Leave to serve the Government, Leave without pay under special circumstances	Leave and Awards Committee subject to approval of the Council (Depending on the urgency the Vice-Chancellor may grant leave Pending approval of the Leave and Awards Committee and Council
2. Casual Leave, Medical Leave & Leave during vacation of Deans/Director of	Vice-Chancellor

	institute and Maternity Leave of Teachers	
3	Casual Leave, Medical Leave & Leave during vacations (except overseas leave	Deans of the appropriate Faculty
4.	Casual Leave, Medical Leave & Leave during vacation of Teachers/Academic Support staff serving in the Department (except overseas leave)	Head of a Department of Study concerned

21.7 Agreement and bond to be signed by the applicant

21.7.1 Agreement and Bonds to be signed by the Teachers/Officers/other employees in the university system who are on study leave locally and abroad.

(Please see Commission Circular no 920)

21.7.2 Agreement for payment of fees and leave granted to follow short term study/training programme

(Please see Commission Circular no 904)

21.7.3 Agreement for payment of fees levied by the Higher Educational Institutions for courses of study

(Please see Commission Circular no 830)

Appendixes:

22. Procedure of revise provision in by laws

*Introduction***:**

The by-laws drafted by the Faculties/Departments recommended by the By-laws Committee, passed by the Senate and framed by the Council on Senate recommendation provide the guideline on which respective activities are performed.

Once a By-Law is framed by the Council with an effective date it becomes the binding law covering the respective activity as from the declared effective date.

The provision of a By-Law cannot be implemented with retrospective effect.

Any revision or an amendment to am approval By-Law shall be done by the authority which frames the By-Law namely the University Council. The process should originate from the faculty and shall follows the same path which is adopted in framing a By-Law namely the Senate By-Law Committee, the Senate and the Council, for approval.

Any change or revision to an existing By-Law will apply for the future and they too cannot be made with retrospective effect.

*Procedure***:**

If and when a Course Coordinator/ Department of Study realize the need to provide concessions/additional opportunities to parties bound by a By-Law, in the context that the existing provisions require change to suit current circumstances, the matter must be address under the following procedure.

1. Present the need of amending the By-Law to accommodate the newly emerged circumstance with justification to the Faculty Board, along with

2. Proposed revisions to be made in By-Law in the form of new clauses to replace existing clauses or new clauses to be added with appropriate number and the,

Proposed effective date of the revision which should essentially be a date following the date on which the Council considers and approves the revision.

The submission which should be formatted to include the above details should be first considered by the faculty Board, the By-Law Committee and thereafter the Senate.

The Senate decision on the matter shall be submitted to the Council by a memorandum including the following.

i. Recommendation to revise the By-Law.

ii. Proposed revisions (clauses) with justifications and applicable numbering

iii. Effective date

No submission shall be made outside the above framework to the Senate in anticipate of a decision/ approval to adopt a condition or provision deviated from what is laid down under the applicable By-Law.

No action should be taken on the basis of a proposal revision to a By-Law under any circumstance unit the University Council revises the By-Law by the incorporation of the proposes revisions.

Control Measures

If a DR/SAR/AR in charge of a faculty receives a submission from a Course Coordinator or a Department addressed to the Faculty Board to get a condition or provision laid down in an approved By-Law revised outside the above-mentioned framework, it should be returned to the Department/Course Coordinator concerned to be re-submitted in the correct format.

If the DR/SAR/AR of Examination revises any Senate decision made outside the above-mentioned format it should be reported to the DR/SAR/AR of Academic, Students Affairs and Publication having cited the shortcoming for this purpose of appraising the Senate on remedies required.

If the DR/ASP observes a deviation from the above-mentioned procedure in any submission originating from a Faculty Board to the Senate it should be referred back to the faculty to be submitted in the correct format.

Follow up action on proposed revision should not be taken by any officer responsible to implement provisions of the By-Laws until the Council approves the proposed revision with a declared effective date.

Important:

All officials responsible for the adherence to By-Laws should essentially note that neither the Senate nor the Council is authorized to approve deviations from the provisions of a By-Law independently, without consciously revising the relevant By-Law incorporating the new guidelines. Thus, any deviation approved independent of the revision of the By-Law would not carry any authorization or any validity for adoption.

23. Disciplinary procedure

23.1 guidelines for the conduct disciplinary inquires against students

Introduction:

The University Grants Commission (UGC) has issued Commission Circular No.946 dated 10-02-2011 on student disciplinary procedure and impose punishments be adopted by the University.

Disciplinary procedure relating to submits is spelt out in By-Laws No.01 of 1986 titled by-Law related to student disciplinary by the University of Sri Jayewardenepura.

This By-Lay lists related laws under sub headings on conditions of residence, Conditions of Disciplines and procedure for inquiry against reported acts of Indiscipline, Special Provisions, General Provisions, Punishment and interpretations and a schedule of offences & Punishments, Student discipline has a direct bearing on the academic activities of individual students, the student community and that of the University Student disciplinary is thereafter a matter which came under the preview of the University Senate which would advise the Vice-Chancellor on disciplinary action to be instituted on students found guilty by Committee of Inquiry and as recommended by the board of discipline.

In order to facilitate the inquire process the following guidelines are laid down for adoption by Board of Discipline with regard to University discipline

1) The Vice-Chancellor can take any appropriate measures and along with the operation of this By-Law a Board of discipline will be established under paragraph (I) as follows:
   a) Deputy Vice Chancellor
   b) Proctor
   c) Dean of each Faculty
   d) Director, Student welfare
   e) Chief Medical Officer
   f) Two appointed members of the council
   g) Senior Assistant Registrar (Legal)
   h) The Registrar of his nominee will be the Secretary

2) The Board of discipline possesses the pouch to summon any student of the University or an employee to assist the committee in its task of conducting the inquiry.

3) The students/Staff member whom the Board of Discipline wishes to summon to assist the committee or to provide evidence shall be summered in writing by a letter issued under the signature of Secretary to the Board of Disciple and shall be delivered through the Proctor to the student concerned directly and an acknowledgment of the receipt obtained.

4) Such communiqués shall contain the reason for summons, the date, place and time scheduled for inquiry.

5) The Board of discipline shall elicit facts from the witnesses to find out whether the charges formed against a student could be substantiated, by way of questioning

6) The questions posed to witnesses and answers provided by witnesses shall be recorded.

7) The accused student shall be present at the time of obtaining evidence from all witnesses.

8) The accused under hall be permitted to question a witness if he/she desires to do so with the view of negating the evidence.

9) The statements recorded at an inquiry from witness and the accused must be provided to the witnesses or the accused as the case may be to be read and to provide a statement at the end of the recorded statement to the effort that the recorded statement contains the accurate record of the evidence provided by him/her at the inquiry.

10) The witness and the accused shall record the above-mentioned statement in writing and sign underneath the statement to authenticate the said statement.

11) A statement authenticated by a witness or an accused student in the aforementioned manner must be countersigned by the Board of the Discipline with a record of the date time and location.

12) Any witness or an accused has the right to amend a record statement if he/she thinks that the statement does not contain the exact meaning of the evidence given. Such changes shall be recorded and authenticated by the witness and countersigned by the Board of Discipline as per 11 above.

13) It is very essential to have collaborative evidence to prove incidents witnessed by several personnel.

14) Decisions should not be arrived at when only one witness against the accused is present unless there is other circumstantial evidence of the witness. This position is important even in situations where a witness against an accused student is a Senior Staff Member. The position of the witness becomes immaterial in this scenario in the absence of circumstantial evidence.

15) If an accused requests for a change of venue, time, and date scheduled for an inquiry with valid reasons, such request may be permitted provided that such change would not adversely affect the conclusion of the inquiry within the time frames stipulated in the By-Law.

16) Holding ex party inquires against students is discouraged unless accrued student do not attend on inquiry after the initial summons and one reminder.

17) Accused students and witnesses when being summered to appear for an inquiry must be informed in writing that it is a punishable offence to keep away from disciplinary inquires without any valid and acceptable reason.

18) A reminder to attend an inquiry addressed to on accused student shall certain a clause to the effect that the inquiry would be conducted expert if the accused student fails to attend the inquiry on the scheduled date.

23.2 Guidelines for the conduct disciplinary inquires against staff

Every person employed in the Commission or a Higher Educational Institution is expected to give his undivided loyalty to the Commission or Institution.

Persons employed in the Commission or a Higher Educational Institution are required to discharge any duties to which it may be considered desirable to employ them, with diligence and efficiency

All persons employed in the Commission or a Higher Educational Institution are required to familiarize themselves with the provisions of the universities Act 16 of 1978, the Order, Statutes, Ordinances, Regulations etc. Made there under the provisions of this Code and other Instructions issued from time to time by the Commission or Higher Educational Institutions.

Disciplinary authority of the University is the Council. The Council of the University in respect of the staff of the University provided that, except in the case of officers and

teachers disciplinary powers may be delegated to the Vice-Chancellor - Section 45 (2) (xii)of the Act.

All disciplinary action of university employees shall be governed by the provisions of the Establishments Code of the University Grants Commission and Higher Educational Institutes.

Please see the following chapters in the Establishments Code for the relevant provisions.

23.2.1 Offences calling for disciplinary action   UEC XXII.02

23.2.2 Reporting of offences   UEC XXII.03

23.2.3 Punishment   UEC XXII.04

23.2.3.1 Minor Punishment   UEC XXII.04.01.01

23.2.3.2 Major Punishment   UEC XXII.04.01.02

23.2.4 Delegation of exercise of disciplinary power   UEC XXII.05

23.2.5 Person to conduct disciplinary inquiries &   UEC XXII.06
      Preliminary investigation

23.2.6 Procedure for formal disciplinary inquiry   UEC XXII.08

20.2.7 Conduct of disciplinary inquiry   UEC XXII.11

23.2.8 Order of the disciplinary Authority   UEC XXII.12

23.2.9 Revision of variation of disciplinary orders   UEC XXII.13

23.2.10 Appeal against disciplinary orders   UEC XXII.14

23.2.11 Criminal offences, bribery, charges and matters   UEC XXII.15
      sub-judice

23.2.12 Conviction in court of imposition of penalties   UEC XXII.16
      by statutory authorities

23.2.13 Interdiction & compulsory leave   UEC XXII.18
      (This section should be read with Para 8 of salary
      on interdiction - Chapter VI of UEC)

23.2.14 Retirement for general inefficiency   UEC XXII.19