



SOPs & TORs

Standard Operating Procedures

Terms of References

SOPs & TORs

© College of Chemical Sciences, Institute of Chemistry Ceylon

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Quality Assurance Committee Documents referred:

Manual of Standard Operational Procedures, Institute of Chemistry Ceylon, August 2018
By-laws & Membership Regulations, Institute of Chemistry Ceylon, July 2019

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Message from the Dean

It gives me immense pleasure to present this message on the occasion of the launch of the Second Edition of SOPs and TORs booklet. This publication addresses a long-felt requirement within the quality assurance framework of the College of Chemical Sciences, Institute of Chemistry Ceylon. In the contemporary higher education environment, well-structured quality assurance systems are indispensable for maintaining consistency, accountability, and excellence across institutional operations. Such frameworks also promote the effective integration of diverse stakeholder groups, thereby ensuring that institutional functions are carried out in a systematic, efficient, and transparent manner.

This booklet comprehensively outlines the Standard Operating Procedures (SOPs) and Terms of Reference (ToRs) that underpin the quality assurance processes related to both academic and administrative activities of the institution. The material has been presented in a clear and coherent format to facilitate ease of reference and practical implementation.

I wish express my sincere appreciation to all members of the team whose commitment, expertise, and collaborative efforts contributed significantly to the successful preparation of this publication. I am confident that this booklet will serve as a valuable reference resource and will be extensively utilized by all stakeholders committed to strengthening the quality of teaching, learning, and institutional governance within the institution.

Professor A D L C Perera

Dean, College of Chemical Sciences, Institute of Chemistry Ceylon

Message from Chairperson, Quality Assurance Committee

The Institute of Chemistry Ceylon has been at the forefront of producing professionals in the field of Chemistry and related areas. It has a proud history of conducting educational programmes over 50 years. The educational programs, Graduateship in Chemistry and Bachelor of Science Honours in Chemical Science are recognized and accredited by the Royal Society of Chemistry, UK is testament to the quality of these programmes.

The educational programme, Bachelor of Science Honours in Chemical Science [BSc Hons (Chemical Science)] is also accredited by the Ministry of Higher Education, Sri Lanka (Government Gazette No. 2166/14, issued under the Universities Act, No. 16 of 1978, and the order of Section 25A). To meet the required standards, IChemC actively restructures its courses balancing core chemistry with subjects like Mathematics, Physics, Biology and Management and updating its financial and administrative systems to match currently accepted tertiary education levels.

This requires a set of approved processes to be adopted and strictly followed. In implementing the processes, the Standard Operational Procedures (SOPs) and Terms of References (TORs) are essential. In this respect the initiative taken by Professor Ramanee Wijesekera, the former Dean of the College of Chemical Sciences is commendable. With the assistance of all categories of personnel at the Institute; academics, academic support staff, library staff, administrative, financial and management officials, the present Dean, Professor ADLC Perera, the Center for Quality Assurance of the Institute of Chemistry was able to revise the SOPs and TORs to provide a comprehensive document covering all aspects of conducting the educational programmes. This booklet will greatly help in maintaining the quality of the educational programmes conducted by the College of Chemical sciences.

I wish to thank everyone who contributed to the creation of this reference booklet.

Professor D P Dissanayake

*Director, Center for Quality Assurance, Institute of Chemistry Ceylon
(2024-2025)*

List of Abbreviations

ABCCS – Academic Board of the College of Chemical Sciences

ABF – Academic Board Finance

ABIChemC – Academic Board of the Institute of Chemistry Ceylon

AR – Assistant Registrar

CCS – College of Chemical Sciences

DLT – Diploma in Laboratory Technicians

IAS – Internal Academic Staff

IASM – Internal Academic Staff Meeting

IChemC – Institute of Chemistry Ceylon

SACCS – Student Association College of Chemical Sciences

S & C – Salary & Cadre

SFMC – Student Finance Management Committee

SO - Scientific Officer

QAC – Quality Assurance Committee

AIESEC - Association internationale des étudiants en sciences économiques et commerciales
(English: International Association of Students in Economics and Business)

PART I

STANDARD OPERATING PROCEDURES

SOP
01

Examinations

Document # SOP 01	Title: Examinations	Print Date:
Revision number:	Prepared by: AR/SAR/DR Examinations	Date Prepared: 29.06.2022
Effective Date:	Revised by:	Date Revised:
	Approved by:	Date Approved:

1. Purpose

Procedures for Examinations

2. Participants

- i. Council
- ii. Academic Board IChemC
- iii. Dean of the College of Chemical Sciences
- iv. Heads of Departments
- v. Academic Staff members
- vii. AR / SAR / DR Examinations
- viii. Students

3. Procedure

Activity 1: Preparation for conducting examinations

- 1.1. Programme Coordinator/ Assistant Programme Coordinator shall prepare the Academic Calendar with examination period under the supervision of Dean before commencement of the academic year to obtain ABCCS and ABIChemC approval.
- 1.2. Programme Coordinator/ Assistant Programme Coordinator shall prepare the draft examinations time table by mid of the semester.
- 1.3. Dean shall send the draft examination time table to Heads of Departments for feedback.
- 1.4. Dean shall finalize the examination timetable.
- 1.5. AR/ SAR/ DR Examinations shall circulate the examinations time table among the academic staff members and students and make the necessary amendments.

- 1.6. Dean with the approval of the ABCCS shall set the deadline for marking. (Recommended: 7 weeks -if first marking if the number of scripts is more than 10) (5 weeks – if first marking if the number of scripts is less than 150) (2 weeks – for second marking)
- 1.7. Programme Coordinator/ Assistant Programme Coordinator and AR/ SAR/ DR Examinations shall prepare the lists of Supervisors and Invigilators upon consultation with academic staff for approval by the Dean.
- 1.8. Dean shall circulate the instructions (**Annex 01**) among the supervisors and invigilators and shall instruct the invigilators of their responsibilities at a special meeting.

Activity 2: Preparation for examination papers

- 2.1. Head of Department shall compile the list of examiners, coordinators and moderators in consultation with the academic staff members, preferably at the IASM.
- 2.2. Head of Department shall forward the examiners list to the Secretary ABCCS to be tabled at the ABCCS followed by ABIChemC for approval.
- 2.3. AR/ SAR/ DR Examinations shall inform the academic staff members of the deadline for the submission of questions and the model answers to the coordinator (or to Head).
- 2.4. Academic staff members shall formulate questions according to the guidelines.
- 2.5. Coordinator shall compile the question paper and model answers according to the approved guidelines (**Annex 02**).
- 2.6. Coordinator shall send the question paper together with model answers to the moderator, along with the lesson plan/ syllabus (**Annex 03**) and exam moderation form (**Annex 04**).
- 2.7. Coordinators shall obtain the moderated question paper and marking scheme together with comments/ suggestions.
- 2.8. Coordinator shall discuss the moderator's comments with the relevant examiner/s and shall incorporate the changes agreed upon.
- 2.9. Coordinator shall prepare the final version of the question paper and obtain the approval of the Dean prior to printing.

Activity 3: Printing of examination papers

- 3.1. Coordinator shall make arrangements to print the required number of copies of the question paper, packet, seal and label the paper packet (**Annex 05**) and hand it over to the Examination Division.

- 3.2. Coordinator shall make arrangements to print the selected symbol on the answer scripts, packet, seal and label the packet and hand it over to the Examination Division.
- 3.3. AR/SAR/ DR Examination shall maintain a log of the dates on which the sealed packets (question papers and answer scripts) are handed over to the Examination Division.

Activity 4: Conducting examinations

- 4.1. AR/ SAR/ DR Examinations shall hand over the sealed paper packet, sealed packet of answer scripts to the designated supervisor on the day of the examination and shall maintain a log.
- 4.2. Supervisor of the examination shall conduct the examinations according to the rules and regulations of the College of Chemical Sciences/ Institute of Chemistry Ceylon (**Annex 01**).
- 4.3. Supervisor shall hand over the answer scripts and other relevant documents in a sealed packet to AR/ SAR/ DR Examinations.
- 4.4. AR/ SAR/ DR Examinations shall maintain a log of the answer scripts received after the examination.

Activity 5: Marking of answer scripts

- 5.1. Coordinators shall send the sealed packet of answer scripts, along with the marking scheme, to the relevant examiners for marking through the Examination Division.
- 5.2. Examiners shall mark the answer scripts according to the guidelines (**Annex 06**) and submit the marked answer scripts to the Coordinator.
- 5.3. Examination Division shall prepare the template of the mark sheet to be completed and send it to the Coordinator.
- 5.4. Coordinator shall complete the mark sheet and prepare the Coordinator's report (**Annex 08**) to be sent to the moderator along with the answer scripts and completed mark sheet.
- 5.5. Moderator shall mark the answer scripts and submit the marks to the Coordinator, along with the Moderator's report (**Annex 07**) on or before the deadline.
- 5.6. Head of Department, Coordinator and relevant examiners shall meet to discuss and follow up on any recommendations by the moderator and finalize the list of marks to be sent to AR/ SAR/ DR Examinations.

Activity 6: Release of results

- 6.1. AR/ SAR/ DR Examinations shall upload the marks to the EMS and paste the mark sheets in the mark book.

- 6.2. After the Coordinator of each paper has double checked the entries to the EMS and mark book the assigned two academics shall recheck all the entries.
- 6.3. Academics together with the Examination Division shall prepare the list of awards/ prize winners.
- 6.4. AR/ SAR/ DR Examinations shall inform the date and time of the Results Board Meeting to the Dean, Heads of departments and academic staff members.
- 6.5. Dean, Heads of departments, coordinators, moderators, academic staff members and AR/ SAR/ DR Examinations shall attend the Results Board meeting to finalize the results, awards and prizes.
- 6.6. AR/ SAR/ DR Examinations shall table the finalized results, awards and prizes for Council approval.
- 6.7. Dean shall display the mark sheets and the list of awards/ prize winners on the notice board.

Activity 7: Procedure for verification of grades

- 7.1. After release of results at the board meeting, AR/ SAR/ DR Examinations shall inform students of the deadline for verification of grades (**Annex 09**)
- 7.2. AR/ SAR/ DR Examinations shall collate the requests received for verification of grades.
- 7.3. ABCCS shall appoint a committee to carry out the verification process.
- 7.4. Appointed committee shall submit the recommendations to AR/ SAR/ DR Examinations.
- 7.5. AR/ SAR/ DR Examinations shall prepare a report based on the recommendations and submit to ABCCS.
- 7.6. After Council approval, Dean shall make the changes, if any, to the marks in the EMS and the mark book.
- 7.7. AR/ SAR/ DR Examinations shall inform the students after approval by the Council.
- 7.8. AR/ SAR/ DR Examinations shall inform the Accounts Division in the event of refunds.

4. Effectiveness Criteria:

AR/ SAR/ DR Examinations shall maintain the following:

- Record of the dates on which the activities have been completed
- Record of the coordinator's report
- Record of the moderator's report
- Record of the requests for verification of grades
- Copies of the final mark sheets

SOP
02

Student / Peer Evaluation

Document # SOP 02	Title: Student /Peer Evaluation	Print Date:
Revision number:	Prepared by: SO	Date Prepared:
Effective Date:	Revised by:	Date Revised:
	Approved by:	Date Approved:

1. Purpose

Procedures for evaluation of teaching/learning/course

2. Participants

- i. Dean of CCS
- ii. Chairperson of QAC
- iii. Heads of departments
- iv. Members of QAC
- v. Academic staff members
- vi. DLT Programme Coordinator
- vii. AR/SAR /Examinations
- viii. AR/SAR /Administration
- viii. Programme coordinator/ Assistant programme coordinator
- ix. Students

3. Procedure

If student/peer feedback forms are already available, proceed to Activity 5

Activity 1: Preparation of feedback forms

- 1.1. QAC shall prepare the relevant forms for student and peer evaluation (**Annex 10**).
- 1.2. Chairperson of the QAC shall forward the feedback forms to the Programme Coordinator / Assistant Programme Coordinator.
- 1.3. Programme Coordinator/ Assistant Programme Coordinator shall circulate the draft feedback forms among the members of the ABCCS.
- 1.4. On the recommendation of ABCCS, the feedback forms shall be forwarded to ABICChemC for approval.

- 1.5. Secretary/ ABICChemC shall forward the finalized feedback forms to the QAC.

Activity 2: Administering feedback forms

A. Student Feedback

- 2.1 At the beginning of the semester the Head of the Department (HoD) shall inform the QAC of the mode (manual, online) of feedback for the different courses.
- 2.2 Dean and the QAC shall determine when the feedback form should be administered and informs the HoDs.
- 2.3. In the case of manual administering of the feedback forms the HoD shall arrange for copies of the form to be made for distribution among the students.
- 2.4 HoD shall designate a non-academic staff member to distribute and collect the duly completed feedback forms from students.
- 2.5. The designated non-academic staff member shall distribute and collect the feedback forms from the students, packet and seal the forms in the presence of the Head of the relevant department who shall then hand over the packet to the Programme Coordinator/ Assistant Programme Coordinator.
- 2.6 In the case of online administering of the feedback forms, at the end of the last lecture for the given lecture series, the lecturer shall instruct the assigned TA to upload the feedback form for the relevant course of the LMS.
- 2.7 Lecturer/ TA in-charge shall inform students to fill out the feedback form.

B. Peer Feedback

- 2.8 Dean shall instruct the Programme Coordinator/ Assistant Programme Coordinator to hand over/ email the feedback form to the HoD.
- 2.9 At the Internal Academic Staff meeting, HoD shall appoint two evaluators, one from within the Institute of Chemistry Ceylon and the other from outside the respective Department/Institute.
- 2.10 Dean and the QAC determine when the feedback form shall be administered and inform the HoD.
- 2.11 HoD shall invite the designated academic staff members to conduct the peer feedback process.
- 2.12 The evaluators shall hand over/ email the completed feedback forms to the HoD who shall then hand over/ email them to the Programme Coordinator/ Assistant Programme Coordinator.

Activity 3: Analysis of feedback

A. Student Feedback

- 3.1 For the physical mode of evaluation, at the end of the semester, Programme Coordinator/ Assistant Programme Coordinator with the assistance of the Office

- Duty TA shall analyze the feedback forms and forward them to the relevant HoD.
- 3.2 For the online mode of evaluation, at the end of the semester, Programme Coordinator/ Assistant Programme Coordinator shall collate and analyze the feedback forms and forward them to the relevant HoD.
- 3.3 HoD shall discuss the analysis with the relevant lecturer.
- 3.4 HoD shall maintain a record of;
- when forms were received from Programme Coordinator/ Assistant Programme Coordinator.
 - when the analysis was discussed with the relevant lecturer
- 3.5 HoD shall obtain the signature of the relevant lecturer on completion of the discussion.
- 3.6 HoD shall maintain a record of this document.

B. Peer Feedback

- 3.7 Programme Coordinator/ Assistant Programme Coordinator shall hand over/ email the feedback forms to the Chairperson of QAC, who shall take necessary action to analyze the feedback forms.
- 3.8 Chairperson of QAC shall submit a summary of the feedback to the Dean.
- 3.9 Dean shall hand over/ email the summary to the relevant HoD.
- 3.10 HoDs, in consultation with the Dean, shall inform the relevant academic staff member of the overall feedback for possible future action.

Activity 4: Monitoring and continuous improvement

- 4.1 HoD shall report to ABCCS on completion of the student feedback process.
- 4.2 Chairperson of QAC shall share the summaries of the student and peer feedback with the QAC and provide recommendations to the ABCCS.
- 4.3 Programme Coordinator/ Assistant Programme Coordinator shall maintain a record of feedback forms and the analysis in the google drive.
- 4.4 QAC shall monitor the implementation of the suggested recommendations.

4. Effectiveness criteria:

- QAC minutes and reports
- Feedback form evaluation reports
- ABCCS minutes
- Online records of Programme Coordinator/ Assistant Programme Coordinator.

**SOP
03**

Undergraduate Research

Document # SOP 03	Title: Undergraduate Research	Print Date:
Revision number:	Prepared by: Coordinator / Undergraduate Research	Date Prepared:
Effective Date:	Revised by: IAS	Date Revised:
	Approved by: IAS	Date Approved:

1. Purpose

Scheduling, conducting and evaluating undergraduate research

2. Procedure

Activity 1: Calling for applications

- 1.1. This course shall be offered to Level 4 students.
- 1.2. Coordinator shall obtain the list of eligible students from AR/ Examinations.
- 1.3. Students who wish to follow this course shall be requested to complete the (online) application form circulated by the research coordinator.
- 1.4. Coordinator shall identify the number of research projects required and request the appropriate number of projects from supervisors.
- 1.5. Approval for the list of supervisors shall be obtained from ABCCS
- 1.6. Allocation of research projects per supervisor shall be based on the recommendation of ABIChemC.

Activity 2: Information flow to students and supervisors

- 2.1. Coordinator together with the Scientific Officer shall call for a meeting with the eligible students to distribute the titles of research projects among students based on their preference order.
- 2.2. Coordinator shall report the details of project assignments to the students at the IASM
- 2.3. Coordinator together with the TA in charge shall call for a meeting with the students to provide instructions and documents required to commence the project.
- 2.4. Coordinator shall inform deadlines to the students and supervisors.

- 2.5. Coordinator shall request the student to submit a proposal for the research project along with the budget, with the approval of the supervisor

Activity 3: Evaluation process

- 3.1. Coordinator shall instruct the Scientific Officer to coordinate the research proposal presentations and inform the students, examiners and supervisors.
- 3.2. After completion of the research projects, the coordinator shall assign examiners for evaluation of the dissertation and viva voce and obtain approval from ABF and ABIChemC.
- 3.3. ABCCS approval shall be obtained for revised evaluation forms for the presentation, viva voce, report and supervisor assessment.
- 3.4. Coordinator shall instruct the Scientific Officer to coordinate the evaluation of the dissertation, presentation and viva voce examination.*
- 3.5. Coordinator shall obtain the marks from the supervisors and examiners.
- 3.6. Once all the components of the evaluation are completed, the marks shall be processed by the coordinator, verified by the appointed second examiner and submitted to AR/Examinations.

*supervisor/s should also be invited for the presentation and viva voce examination.

Other

- Coordinator shall make arrangements to obtain necessary approvals for chemicals and analytical services from ABF and ABIChemC.
- Coordinator shall arrange for training sessions for students.
- Coordinator shall provide the necessary support and assistance to students for smooth conduct of research projects
- Coordinator shall arrange for payments for supervisors and examiners to be processed.

3. Effectiveness Criteria

Coordinator shall maintain dates of records of meetings held, deadline specified etc.

SOP
04

Industrial Placement and Scientific Training

Document # SOP 04	Title: Industrial Placement and Scientific Training	Print Date:
Revision number:	Prepared by: Coordinator/ Industrial Placement and Scientific Training	Date Prepared:
Effective Date:	Revised by: IAS	Date Revised:
	Approved by:	Date Approved:

1. Purpose

Scheduling, conducting and evaluating 'Industrial Placement and Scientific Training' course for students

2. Procedure

Activity 1: Calling for applications

- 1.1 This course shall be offered to Level 4 students for a duration of four months, commencing from the first semester.
- 1.2 Commencement of the course shall be scheduled in consultation with the research coordinator.
- 1.3 Coordinator shall request the TA coordinator to assign a TA in charge for the course
- 1.4 Once the second semester examination for level 3 students is over, students who wish to follow this course shall be requested to complete the (online) application form circulated by the coordinator.
- 1.5 After the deadline, the coordinator shall shortlist the completed applications with the assistance of AR/Examinations.

Activity 2: Information flow to students and supervisors

- 2.1 Eligible students shall be notified by the coordinator.
- 2.2 Coordinator together with the TA in charge shall call for a meeting with the eligible students to provide instructions, deadlines and documents required to commence the training.
- 2.3 Coordinator shall issue a student verification letter to be submitted to the industrial

supervisor.

- 2.4 Coordinator shall assign internal supervisors from the IAS.
- 2.5 Approval for the list of industrial supervisors shall be obtained from ABCCS.
- 2.6 During the training, students shall meet the internal supervisors every other week. However, meetings shall be called as required.
- 2.7 Coordinator shall provide students with the template for the training report.
- 2.8 Students shall submit the training report, student diary and any other relevant documents (if applicable) to the coordinator before the deadline.

Activity 3: Assessment process

- 3.1 Industrial supervisors shall send the evaluation report confidentially to the coordinator.
- 3.2 Once all the reports and evaluation forms are received, the coordinator shall go through the documents to ensure that they are in order. If incomplete evaluation forms are found, the coordinator shall contact the industrial supervisor to obtain the completed form.
- 3.3 ABCCS approval shall be obtained for revised evaluation forms for the presentation, viva voce, report and supervisor assessment.
- 3.4 Coordinator shall assign academic staff to evaluate presentations, posters and viva voce.
- 3.5 Coordinator shall inform students and academic staff of the dates of the presentations and viva voce examinations.
- 3.6 Marks shall be awarded for the training component (industrial supervisor), report (industrial supervisor), poster presentation (coordinator/ academic staff), oral presentation (academic staff) and viva voce (academic staff).
- 3.7 Once the evaluation is completed, grades shall be finalized by the coordinator and verified by the appointed second examiner.
- 3.8 Finalized grades shall be submitted to AR/Examinations by the coordinator.

4. Effectiveness Criteria:

Coordinator shall maintain dates of records of meetings held, deadline specified etc.

Note: All activities shall be carried out in consultation with the Head of Department.

**SOP
05**

Literature Survey

Document # SOP 05	Title: Literature Survey	Print Date:
Revision number:	Prepared by: Coordinator/ Literature Survey	Date Prepared:
Effective Date:	Revised by: IAS	Date Revised:
	Approved by:	Date Approved:

1. Purpose

Scheduling, conducting and evaluating the 'Literature Survey' course for students

2. Procedure

Activity 1: Calling for applications

- 1.1. This course shall be offered to Level 4 students.
- 1.2. Commencement of the course shall be scheduled in consultation with the research and internship coordinators.*
- 1.3. The number of students and their preferred area of study shall be identified, and an academic (internal or visiting) shall be assigned for each student according to the student's stated preference.
- 1.4. Approval for the list of supervisors shall be obtained from ABCCS.
- 1.5. Coordinator shall request the TA coordinator to assign a TA in charge for the course.
- 1.6. Once the second semester examination for level 3 students is over, students who wish to follow this course shall be requested to complete the (online) application form circulated by the coordinator.
- 1.7. After the deadline, the coordinator shall shortlist the completed applications with the assistance of AR/Examinations.

Activity 2: Information flow to students and supervisors

- 2.1. Eligible students shall be notified by the coordinator.
- 2.2. Coordinator shall report the details of assignments to the students at the IASM.
- 2.3. Coordinator together with the TA in charge shall call for a meeting with the eligible

students to provide instructions, deadlines and documents required to commence the course.

- 2.4. Coordinator shall inform the students and supervisors of the relevant deadlines.**
- 2.5. Format and guidelines of the literature survey shall be made available to supervisors and students.

Activity 3: Assessment process

- 3.1. Examiners shall be assigned at the IASM and approved by the ABCCS.
- 3.2. Presentations shall be conducted physically/virtually depending on the situation of the country.
- 3.3. ABCCS approval shall be obtained for revised evaluation forms for the presentation, viva voce, report and supervisor assessment.
- 3.4. Coordinator shall assign academic staff to evaluate presentations, reports and viva voce.
- 3.5. Coordinator shall inform students and academic staff of the dates of the presentations and viva voce examinations.
- 3.6. Marks shall be awarded for the report, oral presentation and viva voce.
- 3.7. Once the evaluation is completed, grades shall be finalized by the coordinator and verified by the appointed second examiner.
- 3.8. Finalized grades shall be submitted to AR/Examinations by the coordinator.

Other

Coordinator shall arrange for payments for supervisors and examiners to be processed.

4. Effectiveness Criteria:

Coordinator shall maintain dates of records of meetings held, deadline specified etc.

* Literature surveys are available only for students who are not eligible for either research or internships.

**Initial communication with supervisor, submission of reference list, submission of the first draft, submission of the final draft and last day of viva voce.

Note: All activities shall be carried out in consultation with the Head of Department

**SOP
06**

Research Committee

Document # SOP 06	Title: Research Committee	Print Date:
Revision number:	Prepared by: Chairperson / Research Committee	Date Prepared:
Effective Date:	Revised by: IAS	Date Revised:
	Approved by:	Date Approved:

1. Purpose

To oversee the funding and administration of postgraduate research.

2. Committee composition and meetings

A. Membership

- i. Chairperson of the Committee (appointed by the ABICChemC)
 - ii. Treasurer of the Institute
 - iii. Dean, CCS
 - iv. Appointed members
 - v. Assistant Registrar, Research/Scientific Officer
- On invitation
- vi. Grantees/Co-supervisors of CCS postgraduate research grants
(Supervisors/Co-supervisors shall be invited until the thesis is submitted.)
 - vii. Research assistants of active grants

B. Meeting schedule

Committee meetings shall be held as required.

Meetings with supervisors and students shall take place once in three months.

C. Convener

Assistant Registrar, Research/Scientific Officer

D. Meeting minutes

Assistant Registrar, Research/Scientific Officer

E. Reporting

Chairperson shall report to the ABIChemC

3. Procedure

Activity 1: Award of postgraduate research grants

- 1.1. Chairperson shall obtain IChemC approval to call for PG research grants
- 1.2. Up to three PG research grants shall be offered every year.
- 1.3. Funding for the PG research grant shall be recommended annually.
- 1.4. Chairperson shall inform IAS of proposal template and deadline for submission.
- 1.5. Once the research proposals are received by the chairperson, the proposals shall be evaluated by the committee initially.
- 1.6. Committee shall appoint two reviewers for each proposal with relevant expertise and ABIChemC approval shall be obtained.
- 1.7. Based on the reviewers' recommendation, the committee shall accept, reject or send the proposal for revision.
- 1.8. Chairperson shall report the decision to ABIChemC and thereafter, the applicant.

Activity 2: Ongoing PG research

- 2.1. Supervisors shall select the PG student after an interview and inform the committee.
- 2.2. Chairperson shall forward the relevant minutes to the ABIChemC.
- 2.3. A research progress meeting with a presentation, shall be held once in three months.
- 2.4. A progress report prepared according to the template provided, shall be submitted by the PG student once in six months.
- 2.5. Progress reports shall be sent to reviewers for recommendations.
- 2.6. A research progress evaluation presentation shall be held annually (open to undergraduates as well as postgraduates).

Activity 3: CCS Researcher of the Year Awards

- 3.1. Criteria for the awards shall be revised if necessary and approved by the ABIChemC.
- 3.2. Applications shall be called from Internal Academics by the Chairperson
- 3.3. Applications shall be evaluated by the committee and the Researcher of the Year and merit awards shall be identified.
- 3.4. The decision shall be forwarded to the Awards Committee in time for award at the annual sessions.

4. Effectiveness Criteria

Minutes of Research Committee meetings

**SOP
07**

Scheduling of Meetings

Document # SOP 07	Title: Scheduling of Meetings	Print Date:
Revision number:	Prepared by: AR/ Administration	Date Prepared:
Effective Date:	Revised by:	Date Revised:
	Approved by:	Date Approved:

1. Purpose

Procedure for scheduling of meetings of the Institute of Chemistry Ceylon

2. Participants

- i. President of the Institute of Chemistry Ceylon
- ii. Dean of the College of Chemical Sciences
- iii. Heads of departments
- iv. Director of the DLT programme
- v. Academic staff
- vi. Registrar
- vii. Senior Accountant
- viii. Librarian
- ix. AR/SAR/DR Administration
- x. AR/SAR/DR Examinations
- xi. Programme Coordinator, DLT
- xii. Scientific Officer
- xiii. Programme Coordinator/ Assistant Programme Coordinator
- xiv. Committee members appointed by the Council
- xv. Non-academic staff representative
- xvi. Student representatives

3. Procedure

Activity 1: Finalizing the calendar dates

- 1.1. AR/SAR/DR Administration shall inform the calendar of dates for the meetings of the College of Chemical Sciences/Institute of Chemistry Ceylon to the Chairpersons and Secretaries of the respective committees
- 1.2. Secretaries of the respective committees shall circulate the calendar dates among the members of the committee

Activity 2: Preparation of the Agenda & Record keeping

- 2.1. Secretary of the committee shall prepare the agenda in consultation with the Chairperson of the respective committee
- 2.2. Secretary of the committee shall circulate the agenda along with the minutes of the previous meeting one week prior to the meeting
- 2.3. Secretary of the committee shall record the decisions taken at the meeting and prepare the minutes of the meeting
- 2.4. Secretary of the committee shall inform the relevant persons/parties of follow up action based on the decisions taken by the committee
- 2.5. Minutes/decisions of the committee shall be reported to the relevant committees/Boards

4. Effectiveness Criteria

Secretary of the relevant committee shall maintain the following:

- Terms of Reference (TOR) of the committee
- Minutes of the meetings
- Record of dates of completion of activities

SOP
08

Procurement

Document # SOP 08	Title: Procurement	Print Date:
Revision number:	Prepared by: Registrar	Date Prepared:
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1. Purpose

To define procedures for procurement

2. Participants

- i. Council
- ii. ABF
- iii. Dean
- iv. Registrar
- v. Senior Administrative Executive
- vi. Procurement Committee
- vii. Technical Evaluation Committee
- viii. Divisional Heads who need goods/services procured
- ix. Senior Accountant
- x. AFM in Accounts Division making payments for goods/services received
- xi. Senior Accounting Officer
- xii. Staff who identify needs/check and accept goods or certify services procured
- xiii. Special committees appointed for a specific procurement (if any)

3. Procedure

(except for high-value procurements which are decided by the Council)

Activity 1: Identifying the needs

A. Procedure for Departments

- 1.1. The relevant staff of the department shall inform the Head of Department (HoD).
- 1.2. HoD shall discuss the need at the relevant forum and finalize the requirement.
- 1.3. HoD shall assign relevant staff to prepare specifications/standards.
- 1.4. HoD shall submit request/s along with specifications/standards to the Senior Accountant through the Registrar/ Dean (as applicable) for call of quotations.
- 1.5. HoD shall maintain a record of the request/s with the specifications.

B. Procedure for Research Grants/Projects

- 1.6. Grantee shall inform the Senior Accountant through the HoD and Dean of the need, and provide specifications.

Activity 2: Calling for Quotations

- 2.1. Senior Accountant shall check the availability of funds in the budget allocation, and if sufficient funds are available, direct Senior Accounting Officer to call for quotations from potential suppliers/service providers.
- 2.2. Senior Accounting Officer shall Inform the Registrar and the Senior Administrative Executive regarding the closing date of quotations called, as advance notice for the opening of quotations.
- 2.3. Senior Accounting Officer shall receive quotations and keep them in safe custody.
- 2.4. Senior Accounting Officer shall inform the Registrar and the Senior Administrative Executive regarding the scheduled opening of quotations received.
- 2.5. Senior Accounting Officer shall open the sealed quotations in the presence of the Registrar and Senior Administrative Executive.
- 2.6. Senior Accounting Officer shall place a date stamp on all important pages of the quotation and the envelope, and the other two officers shall place their signatures on the date stamp.
- 2.7. Senior Accounting Officer shall prepare a schedule of the quotations received. If the quotations are for chemicals, he may obtain the assistance of the Educational Assistant/Laboratory Staff.
- 2.8. Senior Accounting Officer shall send the quotations received along with the schedule prepared, to the Secretary of the Technical Evaluation Committee.

Activity 3: Evaluation of Quotations

- 3.1. Secretary of the Technical Evaluation Committee shall convene a meeting of the TEC to evaluate the quotations received.

- 3.2. TEC shall prepare a report giving its recommendations.
- 3.3. Secretary of the TEC shall send the TEC report along with the quotations received to the Convenor/ Secretary of the Procurement Committee (PC).
- 3.4. Convenor/ Secretary of the PC shall convene a meeting with the PC to discuss the recommendations of the TEC.
- 3.5. If the PC is in agreement with the recommendations of the TEC, the PC shall approve the recommendation to proceed with the purchase.
- 3.6. If the PC is not in agreement with the recommendation of the TEC, the PC shall seek clarification from the TEC and make the decision accordingly OR shall reject the recommendation of the TEC and direct the TEC to re-evaluate the quotation/s and submit a fresh report OR shall decide to reject the TEC recommendations and direct to recall quotations.
- 3.7. Convenor/ Secretary of the PC shall submit the PC report along with the quotations received, to the Senior Accountant to raise the purchase order (PO) OR to recall quotations.
- 3.8. Senior Accountant shall inform ABF of the decision of the PC

Activity 4: Implementation of the Procurement Decision

- 4.1. Senior Accounting Officer shall raise the PO based on the procurement decision.
- 4.2. Senior Accounting Officer shall follow up with the supplier/service provider to expedite the supply. If the supplier is unable to honour the PO due to unavailability or inability to provide at the quoted price, the Senior Accounting Officer shall notify the user department and the TEC for suitable action. In such an event, the alternative recommendations of the TEC shall be considered for procurement
- 4.3. Once the goods/services are received, the user department shall accept the goods after inspection, provided that the specifications are met
- 4.4. User department shall make arrangements to inventory the goods received and issue the GRN to be forwarded to the Accounts Division for payment.

C. Special Procedure for High-Value Procurement

Activity 1: Identifying the Need and Decision to Proceed

- 1.1. Council shall decide the necessity of the procurement

Activity 2: Calling for bids

- 2.1. If a Consultant is required for the project, the procurement process shall be followed

to select the Consultant.

- 2.2. If a Consultant is appointed for the project concerned, the total procurement process shall be handled by him.
- 2.3. In the event that a special committee is appointed by the Council to handle the procurement process, the committee shall be responsible for preparation of procurement/tender documents, and opening & evaluation of bids.

Activity 3: Evaluation of Bids & Finalizing the Procurement

- 3.1. The committee may obtain assistance from the relevant user department of the Institute of Chemistry and/or external experts (as required) for the evaluation of bids.
- 3.2. The committee shall submit its recommendations to the Council for final determination of the procurement.
- 3.3. Council shall make a decision on the procurement and direct the Accounts Division to prepare the letter of award of the contract in consultation with the Registrar.
- 3.4. Council shall authorize the signatory on behalf of the Council to sign the letter of award.
- 3.5. Registrar shall coordinate the preparation and execution of any agreement between the Institute of Chemistry and the selected supplier.
- 3.6. Based on the procurement decision by the Council, the Senior Accountant shall raise the purchase order.
- 3.7. Once the goods are received, the user department shall accept the goods after inspection, provided that the specifications are met.
- 3.8. User department shall make arrangements to inventory the goods received and issue the GRN to be forwarded to the Accounts Division for payment.
- 3.9. Once the GRN is issued, the Accounts Division shall make the payment/s to the supplier, as per the conditions of the contract for the supply of goods. In respect of services procured, payment shall be made based on certification.

D. Urgent Procurements

Authority Limits for Urgent Procurements

Value up to:

Rs.50,000/- by the Registrar

Rs.100,000/- by the Dean/CCS

Up to Rs. 500,000/- by the President/Institute of Chemistry Ceylon

Procurement Process

- Hand-picked quotations (minimum of three or an identified single supplier as approved by the Registrar/Dean/President).
- Relevant user department/Accounts Division shall report the procurement made to ABF for covering approval.

4. Effectiveness Criteria

- Minutes of the TEC
- Minutes of the Procurement Committee

SOP
09

Recruitment

Document # SOP 09	Title: Recruitment	Print Date:
Revision number:	Prepared by: Registrar & Dean	Date Prepared:
Effective Date:	Revised by:	Date Revised:
	Approved by:	Date Approved:

1. Purpose

To define procedures for recruitment

2. Participants

- i. Council
- ii. President
- iii. Dean/CCS
- iv. Salary & Cadre Committee
- v. ABIChemC
- vi. ABCCS
- vii. Registrar
- viii. Divisional Heads
- ix. Academics

3. Procedure

Activity 1: Identifying Needs

- 1.1. The relevant Head of Department and members of the department, at a meeting, shall review the requirement of the academic/academic support staff in terms of expertise and workload.
- 1.2. The Head of Department shall prepare a proposal with relevant justification and specific educational/ professional qualifications and experience required for the recruitment and also the list of duties.
- 1.3. In respect of Administrative and Non-academic staff, the respective Head of

Department shall review the manpower requirement in consultation with the Registrar/Dean

Activity 2: Approvals

- 2.1. In respect of the academic/academic support recruitments, the relevant Head of Department shall submit the proposal for the recruitment along with specific educational/ professional qualifications and experience required for the position concerned, to the Dean, to be discussed at ABCCS.
- 2.2. On obtaining ABCCS approval, the Dean shall forward the proposal for the recruitment along with specific educational/ professional qualifications and experience required for the position concerned and also the list of duties, to the ABIChemC through the Registrar.
- 2.3. The Registrar shall submit the proposal finalized for the recruitment of Administrative/Non-academic staff along with the qualifications/experience required, to the ABIChemC.
- 2.4. The proposal shall be further discussed and amended/improved and accepted or rejected by ABIChemC.
- 2.5. In considering the proposal, ABIChemC shall assess the financial commitment on the part of the Institute in proceeding with the proposal.
- 2.6. If such proposals are accepted by ABIChemC in principle, the Registrar shall prepare a draft advertisement and submit it along with the recruitment proposal to the Salary & Cadre Committee (S&C). Prior to submitting it to the S&C, the draft advertisement prepared in respect of the recruitment of academic/academic support staff shall be referred to the Dean/CCS by the Registrar for confirmation.
- 2.7. The Registrar shall brief S&C on the recruitment proposal/s submitted.
- 2.8. If necessary, S&C may request the relevant Head of Department to justify the requirement.
- 2.9. If the S&C is not convinced about the proposed recruitment, it may reject the proposal.
- 2.10. If the S&C approves the proposal with or without further amendments / improvements, the Registrar shall take necessary action to proceed with calling for applications for the approved recruitment subject to covering approval of the Council.
- 2.11. S&C, shall refer the proposal for recruitment to the Council, if required, for final approval. In such an event, the Registrar shall await Council approval for further action on the proposed recruitment.
- 2.12. S&C shall appoint the interview panel for the approved recruitment.

2.13. Council approval shall be obtained for the appointed interview panel.

Activity 3: Calling for Applications and Conducting Interviews

- 3.1. The Registrar shall publish the advertisement for calling applications from potential applicants through print/electronic (Institute website) or internal circulation as applicable.
- 3.2. The Registrar shall receive applications until the closing date specified in the advertisement and any application received after the closing date shall be rejected.
- 3.3. The Registrar shall fix a date for the interview of applicants in consultation with the interview panel.
- 3.4. The schedule of applicants shall be prepared by the Registrar and he shall shortlist the applicants in consultation with the interview panel.
- 3.5. The Registrar shall inform the shortlisted applicants by email, the date of the interview and invite them to be present for the interview.
- 3.6. The Registrar shall provide each member of the interview panel with the schedule of shortlisted applicants.
- 3.7. The Registrar shall arrange all relevant logistics to conduct the interview.
- 3.8. The interview panel shall make their recommendation/s in writing on concluding the interview and the document, signed by all members of the interview panel, shall be handed over to the Registrar for further action.
- 3.9. The Registrar shall obtain the attendance of the members of the interview panel and arrange for payment of the honorarium.

Activity 4: Selection & Appointment

- 4.1. Based on the recommendation of the interview panel, the Registrar shall submit a report to &C seeking approval to recruit the applicant/s recommended by the interview panel.
- 4.2. On the approval of the S&C, the Registrar shall issue the letter/s of appointment to the selected applicant/s subject to covering approval of the Council.
- 4.3. The Registrar shall be responsible for executing/ carrying out/ the necessary formalities when the appointee reports for duty.
- 4.4. In the event the appointee does not accept the offer made in the letter of appointment issued, the Registrar shall report it to the S&C through the President and seek direction for further action.

4. Effectiveness Criteria

- Minutes of S&C meeting
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SOP 10

Student Requests

Document # SOP 10	Title: Student Requests	Print Date:
Revision number:	Prepared by: Secretary/ ABCCS	Date Prepared:
Effective Date:	Revised by: IAS	Date Revised:
	Approved by:	Date Approved:

1. Purpose

Procedures for student requests

2. Participants

- Dean of the College of Chemical Sciences
- Heads of Departments
- Director of the DLT programme
- All internal academic staff members
- Programme Coordinator/ Assistant Programme Coordinator
- Programme Coordinator of the DLT programme
- AR/SAR/DR Examinations
- Secretary/ ABCCS
- Secretary/ ABICChemC
- Secretary/SFMC
- Secretary/ABF
- Secretary of Educational affairs
- Secretary of the Student Council

3. Procedure

Academic skip requests

- Student shall submit the completed “Academic Skip Form” (**Annex 11**) available on the IChemC website to Secretary/ ABCCS.

- Secretary/ ABCCS shall forward all the Academic Skip forms received to the academic staff members assigned to review the requests.
- Academic staff members shall submit their recommendations to Secretary/ ABCCS to be table at the ABCCS.
- Secretary/ ABCCS shall forward the recommendation to Secretary/ ABIChemC to be tabled at ABIChemC for approval.
- Secretary/ ABCCS shall inform the decision to the student.
- Secretary/ ABCCS shall maintain a file of Academic Skip Forms and reports provided by the assigned academic staff members.
- Secretary/ ABCCS shall also maintain a soft copy of the approved decisions.

Note: *The request should be submitted 2 weeks prior to the ABCCS meeting in order to be taken up in the given month.*

Financial requests

- Students shall address their written requests with necessary evidence to the Secretary/ SFMC.
- Secretary/ SFMC shall table the request at SFMC.
- Secretary/ SFMC shall forward the recommendation to Secretary/ ABF to be tabled at ABF for approval.
- Secretary/ SFMC shall inform the decision to the student.
- Secretary/ SFMC shall maintain a record of the approved decisions.
- Secretary/ SFMC shall also maintain a soft copy of the approved decisions.

Medical requests

- AR/SAR/DR Examinations shall inform students of the deadline for receiving medical certificates.
- Students shall submit a written request addressed to Dean/CCS along with the medical certificate approved by a doctor (government or private hospital), to the Examination Division of IChemC.
- AR/SAR/DR Examinations shall collate all the requests received and forward them to the medical evaluation committee.
- AR/SAR/DR Examinations shall forward the recommendations of the medical evaluation committee to Secretary/ ABCCS.
- Secretary/ ABCCS shall forward the recommendation to Secretary/ ABIChemC to be tabled at ABIChemC for approval.

- AR/SAR/DR Examinations shall inform the decision to the student.
- AR/SAR/DR Examinations shall maintain a record of the approved decisions.

Organizing an activity

- Student Council shall forward a written request giving details (nature of event, date, and venue) of the activity to be organized, including a proposed budget (if relevant) to Secretary/ ABCCS through the Secretary/ Educational Affairs.
- Secretary/ ABCCS shall table the request at ABCCS.
- Secretary/ ABCCS shall forward the recommendation to Secretary/ ABIChemC to be tabled at ABIChemC for approval.
- Secretary/ ABCCS shall inform the decision to the Student Council.

***Note:** Student shall obtain Council/Institute approval for the use of the CCS logo and for selling items/ collection of funds through the Secretary/ Educational Affairs at least two months prior to the event.*

Transcripts

- Student shall fill out the Google form entitled ‘Transcript Application’. When filling out the Google form, students shall upload a copy of the duly completed ‘Transcript application form’ (**Annex 12**) (available on the website and in ICHEMC office), payment slip from the bank (BOC/Torrington Square or HNB/ Rajagiriya), copy of the degree certificate and copy of a previous transcript (if available).

OR

Student shall fill out the ‘Transcript application form’ (available on the website and in ICHEMC office) and submit to the Examination division along with the payment slip from the bank (BOC/Torrington Square or HNB/ Rajagiriya), copy of the degree certificate and copy of a previous transcript (if available).

OR

Student shall submit a duly completed ‘Transcript application form’ (available on the website and in ICHEMC office), payment slip from the bank (BOC/Torrington Square or HNB/ Rajagiriya), copy of the degree certificate and a copy of previous transcript (if available) via email to transcripts@ichemc.edu.lk

- Examination branch shall prepare a draft transcript (temporary transcript/ standard transcript/ addressed transcript) as requested by the student.
- Prepared draft transcript shall be verified by the Secretary/Educational Affairs and AR/Examinations and approved.

- Finalized transcript shall be handed over to the OD Office to be collected by the student.
- Student shall be informed by Examination branch when the transcript is ready for collection.
- OD office shall maintain a record of collected transcripts.
- Examination branch shall maintain a file of transcript application forms received.

Transfers

- Student shall fill out the 'Transfer form' (**Annex 13**) available in the IChemC website and forward it to Programme Coordinator/Assistant Programme Coordinator.
- Programme Coordinator/Assistant Programme Coordinator shall verify A/L results.
- If the A/L results satisfy the criteria for the requested transfer, the Programme Coordinator/Assistant Programme Coordinator shall forward the duly signed form to AR/Examinations.
- AR/Examinations shall verify that the specified academic requirements for the transfer to the requested programme are satisfied.
- AR/Examinations shall forward the duly signed 'Transfer form' to the Programme Coordinator/Assistant Programme Coordinator to be tabled at ABCCS.
- Programme Coordinator/Assistant Programme Coordinator shall inform the student if the requested transfer was approved.
- Programme Coordinator/Assistant Programme Coordinator shall maintain a record of the duly completed 'Transfer form' and make the required changes in the Student Management System.

4. Effectiveness Criteria

Programme Coordinator/ Assistant Programme Coordinator, Secretary/ ABCCS and Secretary/ SFMC shall maintain records.

PART II

TERMS OF REFERENCE

Academic Board Finance (ABF)

1. Purpose

To approve the purchases and other financial matters relevant to the operation of the College of Chemical Sciences

2. Participants

A. Membership

The committee is appointed by the Academic Board of the Institute of Chemistry Ceylon

- i. Dean (Chairperson)
- ii. Secretary/ Academic Board (Secretary)
- iii. AR/SAR/DR Administration (Assistant Secretary)
- iv. President of the Institute of Chemistry Ceylon
- v. President-Elect of the Institute of Chemistry Ceylon
- vi. Immediate Past President
- vii. Chairperson of the Past Presidents Committee
- viii. Senior Administrative Executive
- ix. Chairperson of the Board of Trustees
- x. Heads of Departments
- xi. Internal Academic Staff
- xii. Registrar
- xiii. Treasurer
- xiv. AR/Administration
- xv. AR/Examinations
- xvi. Programme Coordinator/ Assistant Programme Coordinator
- xvii. Scientific Officer
- xviii. Honorary Joint Secretaries of the Institute of Chemistry Ceylon
- xix. Senior Accountant
- xx. Assistant Finance Manager
- xxi. Officer handling procurements
- xxii. Publication Officer

- xxiii. Education & Service Officer
- xxiv. Librarian
- xxv. Honorary Director of the DLT programme as an ex-officio member

B. Meeting Schedule

The committee shall meet once a month on a scheduled date (generally the second Friday of the month) and shall also schedule special meetings to discuss specific issues.

C. Convenor

AR/SAR/DR as the Assistant Secretary

D. Meeting Minutes

Recorded and maintained by Programme Coordinator as the Assistant Secretary

E. Reporting

To the Academic Board, Institute of Chemistry Ceylon (AB-ICHEMC) by the Secretary/Educational Affairs

3. Duties and Responsibilities

- Matters related to procurement of goods and services
- Urgent purchases and hiring of facilities
- Payment for repairs and maintenance of equipment
- Matters related to petty cash
- Payments for special tasks
- Matters related to Board of Survey
- Service Contracts

4. Effectiveness criteria

Minutes of ABF meetings

**TOR
02**

Student Finance Management Committee (SFMC)

1. Purpose

Providing recommendations for student requests in respect of financial matters

2. Participants

A. Membership

- i. Dean (Chairperson)
- ii. Programme Coordinator of GIC/BSc programme (Secretary)
- iii. Treasurer
- iv. Finance Manager
- v. Heads of Departments
- vi. Honorary Director of the DLT programme as an ex-officio member

B. Meeting Schedule

The committee shall meet once a month on a scheduled date (Generally the second Wednesday of the month) and shall have special meetings to discuss specific issues.

C. Convenor

Programme Coordinator of GIC/BSc programme

D. Meeting minutes

Recorded and maintained by Programme Coordinator of GIC/BSc programme (Secretary)

E. Reporting

To ABF by the Dean

3. Duties and Responsibilities:

- Matters related to students' financial issues
 - o Refund of payments of students discontinuing the course
 - o Tuition fee, practical fee and exam fee payment deadline extensions

SOPs & TORs

- o Transfer of exam payments to upcoming semesters
- o Granting concessions for students with financial difficulties
- o Transferring payments between programmes (GIC/BSC and DLT)

Internal Academic staff (IAS) Committee

1. Purpose

Planning & conducting the G.I.C. and B.Sc. programmes of CCS, and ensuring the welfare of the student body

2. Participants

A. Membership

- i. Chairperson
- ii. Secretary
- iii. All internal academic staff members

B. Meeting schedule

Monthly (first Friday of the month)

C. Convener

Secretary of the IAS meeting

D. Meeting minutes

Prepared by Secretary of the IAS meeting

E. Reporting

Chairperson of the IAS meeting to ABCCS

Note:

Chairperson – Head of a department, Secretary – an internal academic staff member

3. Duties and Responsibilities:

- To recommend the introduction of new academic courses/programmes
- To recommend the revision of academic courses/programmes
- To recommend necessary amendments to evaluation criteria and by-laws

- To assign /schedule academic activities (lectures, practical, research, examinations etc.)
- To discuss student requests
- To handle TA matters
- To attend to other relevant CCS activities
 - o Tuition fee, practical fee and exam fee payment deadline extensions

4. Effectiveness criteria

- Minutes of IAS meetings
- Minutes of ABCCS
- Minutes of ABICChemC meetings

Timetable Committee

1. Purpose

Preparing and managing semester and annual timetables for GIC and B.Sc. programmes

2. Participants

A. Membership

- i. Chairperson
- ii. Secretary
- iii. Internal academic staff members

B. Meeting schedule

Once a month

C. Convener

Secretary of the timetable committee

D. Meeting minutes

Prepared by the Secretary of the timetable committee

E. Reporting

Chairperson of the timetable committee to IAS meeting and ABCCS

Note:

Chairperson - an internal academic staff member nominated by the internal academic staff

Secretary - Programme Coordinator/Assistant Programme Coordinator or Scientific Officer

Members – an internal academic staff member from each discipline

3. Duties and Responsibilities:

- To prepare the annual academic time table and obtain ABCCS approval
- To finalize the semester timetable after circulating the draft among the lecturers
- To address any issues related to scheduled lectures
- Management of the LMS

**TOR
05**

Student Counsellors

1. Purpose

To counsel undergraduate students about academic programs, personal issues and career pathways to achieve maximum academic potential.

2. Duties and Responsibilities:

- Providing confidential guidance to students' academic, financial and emotional issues to improve the health and wellbeing of students.
- Assisting students during conflict (between students/family members) to ensure students' academic focus.
- Directing students to the appropriate authorities in cases of harassment, discrimination etc.
- Forwarding/reporting student complaints to relevant authorities as and when needed.
- Providing guidance to students in their career development.

Note:

Recruitment

Chief Student Counsellor – Appointment made by the ABIChemC based on the recommendation of the internal academic staff and ABCCS. (Term of appointment: 2 years)

Student Counsellor – Appointment made by the ABICHEMC based on the recommendation of the internal academic staff and ABCCS. (Term of appointment: 1 year)

Supervisors & Examiners of Research Projects

Supervisors of Research Projects

1. Guiding the student to write the research proposals and making the necessary corrections.
2. Advising and guiding the student throughout the research project.
3. Monitoring the work of the student for the duration of the research project.
4. Ensuring that the necessary consumables are available.
5. Providing information and guidance, if ethical clearance or any other approvals are required for the project.
6. Ensuring that the dissertation has been prepared according to the specified guidelines.
7. Ensuring that the percent plagiarism in the dissertation is below the allowed limit.*
8. Giving constructive comments and correcting the dissertation.
9. Giving constructive comments on the presentation prepared.
10. Submitting the supervisor evaluation on time.
11. Ensuring that the examiner comments are addressed.

* *Plagiarism report could be obtained from Research Coordinator.*

Examiners of Research Projects

1. Checking that the thesis has been prepared according to the specified guidelines.
2. Reading the thesis carefully and noting down any required clarification.
3. Noting down the suggestions for improving the quality of the thesis, which would include subject matter as well as grammatical and editorial suggestions.
4. Conducting the viva voce in a cordial manner.
5. Discussing suggestions noted with student during the viva voce.
6. Submitting the examiner evaluation on time.

Laboratory Coordinator

1. Laboratory staff management

- Supervision of maintenance of equipment and facilities in the laboratories
- Assignment of duties & responsibilities, monitoring & evaluating the performance of laboratory staff
- Supervision of stock taking of chemicals and glassware

2. Laboratory safety

- Supervision of the usage, storage and disposal of hazardous chemicals
- Informing students about the rules and regulations governing the safe use of chemicals and equipment.
- Conducting training programmes for laboratory staff and students on laboratory safety
- Establishment of protocols for usage of equipment and glassware.
- Ensuring that all equipment is in good working order.

3. Purchases

- Determination and recommendation of required chemicals, glassware, equipment etc. in consultation with internal academic staff

4. Laboratory expenses

- Supervision and management of the laboratory budget.

5. Other

- Scheduling of practical sessions and examinations
- Ensuring the smooth conduct of laboratory sessions

Director Sports

- Finalizing and approving the year plans and annual budgets with regards to sports.
- Approving the selection of the sports teams and captains for each sport.
- Ensuring that the inventory record of the sporting equipment is properly maintained.
- Approving the monthly allocation of funds for each sport after monitoring the progress of the planned sports activities.
- Approving the purchase of equipment using the startup funding for each sport.
- Granting administrative approval for inter-level sports tournaments.
- Representing the Institute at inter-university sports tournaments.

Note

Recommendations in respect of finances, shall be forwarded to ABF through the Senior Treasurer of the SACCS. Recommendations in respect of administrative matters shall be forwarded to ABCCS through ISAM.



Convocation Committee

1. Purpose

Preparation for the convocation

2. Committee Composition and Meetings

A. Membership

- i. Dean of the College of Chemical Sciences
- ii. Heads of Departments
- iii. Director of the DLT programme
- iv. All internal academic staff members
- v. Senior Administrative Executive
- vi. Registrar
- vii. AR/SAR/DR Examinations and Administration
- viii. Programme Coordinator/ Assistant Programme Coordinator
- ix. Programme Coordinator of the DLT programme
- x. Senior Accountant/ Assistant Finance Manager
- xi. Scientific Officer
- xii. Librarian & Library Staff
- xiii. Publication Officer
- xiv. Educational & Service Officer
- xv. Teaching Assistants
- xvi. All non-academic staff
- xvii. Students

B. Meeting Schedule

First meeting to be held two months prior to scheduled date of convocation and subsequent dates of meetings to be decided on by the committee

C. Convenor

AR/SAR/DR Administration

D. Meeting Minutes
AR/SAR/DR Administration

E. Reporting
ABIChemC and Council

3. Duties and Responsibilities

Convocation Committee

Deciding on the following:

- Venue, date and time of convocation
- Preparation of list of invitees
- Convocation fee to be charged from students
- Number of guests allowed per student

President

- Deciding on Chief Guest to be invited for the occasion

Dean

- Obtaining Council approval for venue, date and time decided on
- Updating ABIChemC and the Council on convocation arrangements

Senior Administrative Executive

- Liaising with the relevant person/s at the venue and finalizing the details of the following: Exact location of function, date, time, refreshments (tea & lunch), payments and any other dealings with venue administration
- Coordination of preparation of medals
- Coordination with print media regarding publicity for the event in the newspapers

Registrar

- Coordinating all arrangements with regard to the convocation

Assistant Programme Coordinator/Programme Coordinator

- Informing students of all details related to the convocation: Venue, date, time, convocation fee, allowed number of guests etc.
- Stage arrangements

Publication Officer

- Ensuring the availability of the required number of cloaks
- Handing over of cloaks to students and collection of cloaks after convocation
- Handing over of cloaks to Council members/Registrar/ Chief Guest/ academic staff and collection of cloaks after convocation
- Storage of cloaks
- Designing & printing of certificates for DLT, GIC, BSc programmes and Prizes/Awards
- Designing & liaising with the supplier of the preparation of medals and scrolls for DLT, GIC, BSc programmes
- Designing & preparation of newspaper supplement
- Designing, preparation & coordination of printing of convocation souvenir
- Designing & printing of the invitation and programme
- Designing & printing of tickets for refreshments
- Live streaming
- Transport arrangements jointly with the Educational & Service Officer and Scientific Officer, with the assistance of lab/office/maintenance assistants

AR/SAR/DR Examinations

- Providing the list of graduating students and awards/medals list to the Publication Officer for preparation of certificates
- Distribution & collection of 'Application for Graduate Chemist Designation'
- Stage arrangements

AR/SAR/DR Administration

- Distribution, collection of & finalizing 'Membership forms'
- Distribution & collection of 'Refundable deposit forms'
- Stage arrangements
- Drummers

Programme Coordinator of the DLT programme

- Providing the list of graduating students and awards/medals list to the Publication Officer for preparation of certificates
- Stage arrangements

Scientific Officer

- Student procession
- Stage arrangements
- Transport arrangements jointly with the Publication Officer and Educational & Service Officer, with the assistance of lab/office/maintenance assistants

Educational & Service Officer

- Videography
- Live streaming
- Transport arrangements jointly with the Publication Officer and Scientific Officer, with the assistance of lab/office/maintenance assistants

Internal academic staff

- Finalizing awards/medals
- Academic procession
- Photographs – Selection process, awarding the contract and liaising with the selected photographer
- Convocation souvenir
- Live streaming
- Menu
- Keeping the web updated regarding convocation

Teaching Assistants/ Student Council

- Sesath
- Photographs
- Stage arrange

Library staff

- Student procession
- Flower arrangements for stage together with Office Assistant

Accounts Branch

- Payments involved with procuring goods and services
- Liaising with AR/SAR/DR Administration regarding matters related to refundable deposits

**TOR
10**

Library Committee

1. Purpose

Advise and assist in library management, collection development and improvement of library services

2. Committee Composition and Meetings

A. Membership

- i. Dean
- ii. Academic staff
- iii. Registrar
- iv. Librarian
- v. Assistant Librarian
- vi. Representatives from the Student Council

B. Meeting schedule

Bimonthly (every two months)

C. Convener

Librarian

D. Meeting minutes

Secretary of the library committee

E. Reporting

Chairperson of the Library Committee to ABIChemC

3. Duties and Responsibilities of Library Committee

- To advise and make recommendations regarding library management
- To make recommendations on collection development
- Stock taking of library books

- To remove outdated books
- To make recommendations to upgrade the library
- To attend to student requirements and complaints
- To report to the ABICHEMC on library matters
- To submit the Annual Report of the library to the ABICHEMC

TOR
11

General Safety Committee

1. Purpose

To ensure health and safety of the staff and students at the Institute premises

2. Committee Composition and Meetings

A. Membership

- i. Chairperson*
- ii. Academic staff members
- iii. Registrar
- iv. Assistant Registrar/Examinations
- v. Appointed Teaching Assistant
- vi. Education and Service Officer

B. Meeting schedule

As required

C. Convener

AR/ Examinations

D. Meeting minutes

AR/Examinations

E. Reporting

Chairperson of the Safety Committee to ABCCS

*Appointed by the ABCCS

3. Duties and Responsibilities of Library Committee

- Ensuring that the general safety guidelines are followed by students and staff.
- Conducting training sessions on relevant aspects related to safety for students and staff.

- Implementing the guidelines of the local health authorities in respect of vector-borne diseases such as dengue etc.
- In the case of a pandemic situation, planning, imposing and implementing safety guidelines and monitoring that these guidelines are strictly adhered to.
- Procurement of necessary supplies (disinfectants and protective equipment etc.) required in order to implement the safety measures.
- Recommending the necessary security checks in the event of a threat to national/organizational security.

PART III

CLUBS & SOCIETIES

SOP 11

Clubs & Societies of CCS

Document # SOP 11	Title: Clubs & Societies of CCS	Print Date:
Revision number:	Prepared by: Academic staff member in charge of SACCS	Date Prepared:
Effective Date:	Revised by: IAS	Date Revised:
	Approved by: IAS	Date Approved:

1. Procedure

1. All documentation (about activities, events, projects, etc.) presented by a club to any forum shall always bear the recommendation of the academic mentor.
2. All clubs and societies shall have a constitution approved by ABIChemC
3. The year plan of the club, along with the proposed budget for the year shall be presented at the AGM of the SACCS prior to forwarding for approval from ABCCS and ABF.
4. Proposals of projects & activities and special requests shall be presented with the estimated budget to ABCCS for approval through the SACCS
5. A report of the completed activities shall be presented to ABCCS through SACCS.
6. On completion of any activity, the statement of expenditure shall be submitted to the Senior Treasurer of the SACCS within two weeks.
7. Senior Treasurer shall submit these documents to ABF for information.
8. Sub-committees shall be created as needed for various events/activities by the Executive Committee.
9. The appointment of the Board of officials of all clubs shall be aligned with the AGM of the SACCS.
10. The academic mentor of the club shall have the authority to intervene in the event of any misconduct by the Board members.

2. Effectiveness criteria

- Minutes of meetings of clubs/societies
- Minutes of SACCS
- Minutes of ABCCS and ABIChemC
- Minutes of ABF

**TOR
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Students' Association

1. Purpose

To represent the overall student body, present student issues to relevant authorities and forums, oversee clubs & societies operating within CCS, and to organize and carry out student activities of CCS.

2. Committee composition and meetings

- President
- Secretary
- Vice President(s)
- Assistant Secretary
- Junior Treasurer
- President-elect (Junior President)
- Secretary-elect (Junior Secretary)
- Junior Treasurer-elect (Assistant Junior Treasurer)
- Girls' Coordinator, level 4
- Boys' Coordinator, level 4
- Girls' Coordinator, level 3
- Boys' Coordinator, level 3
- Girls' Coordinator, weekday group, level 2
- Boys' Coordinator, weekday group, level 2
- Girls' Coordinator, weekend group, level 2
- Boys' Coordinator, weekend group, level 2
- Girls' Coordinator, weekday group, level 1
- Boys' Coordinator, weekday group, level 1
- Girls' Coordinator, weekend group, level 1
- Boys' Coordinator, weekend group, level 1

Senior Treasurer (Chair), Sports director and Chief Student Counsellor shall participate in the meetings.

A. Membership

The President, Secretary, Vice Presidents, Assistant Secretary, President Elect, Secretary Elect, and batch coordinators for levels 2, 3 & 4 shall be elected from within the respective batch. The level 1 coordinators shall be chosen by the existing Senior Council members.

B. Meeting schedule

SACCS shall meet once a month on the first Thursday of the month. Additional meetings shall be organized for projects, as needed.

C. Quorum

One third the membership of the committee

D. Convener

Secretary of SACCS

E. Meeting minutes

Recorded and maintained by the Secretary.

F. Reporting

Secretary shall report to the ABCCS.

In the absence of the Secretary, the Assistant Secretary shall be responsible for reporting.

3. Duties and Responsibilities of Library Committee

- To liaise with clubs & societies and the sports coordinators, and present their proposals, requests and reports to the relevant forum (after obtaining approval from the relevant club/sports mentor)
- To present student issues to the relevant forum
- To organize or provide assistance to carry out IChemC/CCS events
- To oversee and provide guidance for the operation of clubs & societies within CCS

**TOR
13**

AIESEC in CCS

(Regarded as an "External Entity" to partner entity, AIESEC in University of Moratuwa)

1. Purpose

To empower students to make a progressive social impact with no discrimination based on race, colour, gender, sexual orientation, creed, religion, national, ethnic or social origin.

2. Committee composition and meetings

As an external entity, AIESEC in CCS is handled solely by the coordinator for AIESEC in CCS,

In the event of promotion to an independent entity, a Board of officials shall be appointed according to the guidelines of AIESEC Sri Lanka.

A. Membership

Any student of the CCS formally inducted into the student body may obtain membership.

B. Meeting schedule

The members shall meet once a month, and extra meetings shall be organized for projects as required.

C. Quorum

One third the membership of the committee

D. Convener

Coordinator of AIESEC in CCS

E. Meeting minutes

Recorded and maintained by the Coordinator of AIESEC.

F. Reporting

Coordinator shall report to the SACCS.

3. Duties and responsibilities:

- To carry out responsibilities delegated by AIESEC partner (UOM)
- To carry out events for the benefit of CCS students
- To promote AIESEC internships and exchange opportunities among CCS students

**TOR
14**

Gavel Club

(An affiliate of Toastmasters International)

1. Purpose

To provide a platform for the student community of CCS to improve effective communication through enhancing their public speaking skills and self-confidence.

2. Committee composition and meetings

Board of Officials

- President
- Vice President of Education
- Vice President of Membership
- Vice President of Public Relations
- Secretary
- Assistant secretary
- Treasurer
- Sergeant at Arms
- Deputy Vice President of Education
- Deputy Vice President of Membership
- Deputy Vice President of Public Relations

Committee for 'The Gavelier' magazine

- Editor in Chief
- Members of the editing panel

A. Membership

Any student of the College of Chemical Sciences formally inducted into the student body may obtain membership.

Permanent membership can be obtained after attending three educational meetings consecutively held by the Gavel Club of CCS.

B. Meeting schedule

Executive Committee shall meet twice a week leading up to the date of an educational

meeting, event or any other project organized by the club.

C. Quorum

One third the membership of the committee

D. Convener

Secretary of Gavel Club of CCS

E. Meeting minutes

Recorded and maintained by the Secretary and the Deputy Secretary.

F. Reporting

Secretary shall report to the SACCS. In the absence of the Secretary the Assistant Secretary shall be responsible for reporting.

3. Duties and responsibilities

- To help develop basic skills needed to be an effective communicator and efficient leader through the Competent Communicator and Competent Leadership programmes conducted according to the curriculum provided by Toastmasters International
- To conduct educational meetings and competitions in order to improve speaking skills
- To strengthen presentation and compering skills through compering workshops and competitions
- To ensure networking between all members of the CCS
- To organize annual contests for members of the Gavel CCS, such as CCS Best Speaker

Media Circle

1. Purpose

To develop skills and talents related to the field of media such as content writing, content creation, video recording & editing, image editing, interviewing, compering and other related skills amongst its members.

2. Committee composition and meetings

Executive Committee

- President
- Secretary
- Vice President
- Two executive committee members

The two executive committee members shall be nominated by the Gavel Club of CCS and the Photography Club of CCS; Snapr CCS to help expedite projects.

Standing Divisions

- Editorial Division
- Graphic designing/Video Editing Division
- Social Media Management Division
- Content Writing Division

A. Membership

Any student of the College of Chemical Sciences formally inducted into the student body may obtain membership.

B. Meeting schedule

Executive committee shall meet once a month.

C. Quorum

One third the membership of the committee

- D. Convener
Secretary of the Media Circle

- E. Meeting minutes
Recorded and maintained by the Secretary.

- F. Reporting
Secretary shall report to the SACCS. In the absence of the Secretary the President shall be responsible for reporting.

3. Duties and responsibilities

- To assist the editorial committee in the preparation of the Chemistry in Sri Lanka magazine and the CCS Newsletter
- To provide write-ups for the CCS newsletters and social media on the events held. To initiate or assist in other media related projects such as interviews, etc.
- To organize projects that are related to further development of the club

**TOR
16**

Organic Chemistry Club

1. Purpose

To create/enhance students' interest in Organic Chemistry and related fields, and provide a platform for academic discussion.

2. Committee composition and meetingsExecutive Committee

- Board Members
- President
- Secretary
- Vice president
- Treasurer
- Editor in chief

Committee members (07)

A. Membership

Any student of the College of Chemical Sciences formally inducted into the student body may obtain membership.

Permanent membership shall be obtained on participation in 80% of the club activities.

B. Meeting schedule

Executive Committee shall meet twice a month.

C. Quorum

One third the membership of the committee

D. Convener

Secretary of the Organic Chemistry Club of CCS

E. Meeting minutes

Recorded and maintained by the Secretary.

F. Reporting

Secretary shall report to the SACCS.

In the absence of the Secretary the Vice President shall be responsible for reporting.

3. Duties and responsibilities:

- To publish 'THE SPECTRUM' magazine biannually
- To share chemistry related posts on social media platforms fortnightly
- To conduct webinar series under the following themes
 - Roots of Organic Chemistry
 - Trailblazers in Chemistry
 - Learn from the experts
- To set opportunities for students to develop skills through conducting webinars, quiz competitions, discussions, educational meetings etc.

Photography Club, Snapr

1. Purpose

To provide a supportive environment for students interested in photography to share their creativity, knowledge and passion for photography.

2. Committee composition and meetings

Board of officials

- President
- Vice President
- Secretary
- Treasurer
- Committee Members

A. Membership

Any student of the College of Chemical Sciences formally inducted into the student body may obtain membership of Snapr CCS.

B. Meeting schedule

The Board members of the club shall meet once a month.

C. Quorum

One third the membership of the committee

D. Convener

President or Secretary of the club

E. Meeting minutes

Recorded and maintained by the Secretary.

F. Reporting

Secretary shall report to the SACCS.

3. Duties and responsibilities:

- To conduct workshops and competitions within the club
- To provide photography services for events organized by IChemC, SACCS and other clubs of CCS



Rotaract Club of CCS

*(Governed by the Rotary International District 3220 and guided by
The Rotary Club of Colombo Regency)*

1. Purpose

To provide a platform for local and international service through professional development and the development of leadership skills.

2. Committee composition and meetings

Executive Committee

- President
- Vice President
- Joint Secretaries
- Treasurer
- Sergeant-at-Arms

Board of Directors

- Joint Community Service Directors
- Joint Public Relationship Directors
- Joint Professional Development Directors
- Joint Club Service Directors
- Environmental Service Director
- International Services Director
- Membership Director
- Finance Director
- IT Director
- Joint Editors

A. Membership

Eligible members shall be students and young professionals of good character and leadership potential aged 18 and over.

Membership shall be open to CCS students formally inducted into the student body.

B. Meeting schedule

The club shall meet once a month.

C. Quorum

One third the membership of the committee

D. Convener

Joint Secretaries of RAC CCS

E. Meeting minutes

Recorded and maintained by the Joint Secretaries.

F. Reporting

Joint Secretaries shall report to the SACCS.

In the absence of both Joint Secretaries the President shall be responsible for reporting.

3. Duties and responsibilities:

- To plan and carry out activities and service projects that are important and of value to the community
- To carry out projects to develop leadership, public speaking, social, business, personal and vocational skills as well as to improve cultural awareness

**TOR
19**

Saukyadana Unit

(Governed by an external entity: Sri Lanka Saukyadana Movement)

1. Purpose

To provide first-aid and health education to the students of CCS.

2. Committee composition and meetings

- Unit Leader
- Secretary
- Deputy Leader
- Assistant Secretary
- Treasurer
- Committee Members

Board officials shall have passed at least the “Junior First Aid” certificate offered by the Sri Lanka Saukyadana Movement.

A. Membership

Any student of the College of Chemical Sciences formally inducted into the student body may obtain membership in the Saukyadana Unit.

To obtain permanent membership, members shall actively participate in at least 80% of the club activities and successfully complete at least one first aid workshop.

B. Meeting Schedule

Committee members shall meet every two months. Special meetings shall be called for projects, as needed.

C. Quorum

One third the membership of the committee

D. Convener

Unit Leader of the Saukyadana Unit

E. Meeting minutes

Recorded and maintained by the Secretary.

F. Reporting

The Secretary shall report to the SACCS and the Sri Lanka Saukyadana Movement. In the absence of the Secretary the Assistant Secretary shall be responsible for reporting.

3. Duties and responsibilities:

- To maintain first-aid boxes within the CCS premises
- To provide first-aid to students and staff of CCS
- To organize workshops on first-aid
- To organize social service projects



Society of Magicians

1. Purpose

To create an interest in chemistry among students and the general public.

2. Committee composition and meetings

Executive members

- President
- Vice-President
- Secretary
- Treasurer

Non-executive members

- Coordinator – Research & Development
- Coordinator – Presenting
- Coordinator – Preparation of chemicals and solutions
- Representatives (one from each level)

A. Membership

Any student of the CCS formally inducted into the student body and who has completed the elementary practical component may obtain probationary membership.

Permanent membership shall be obtained on participation training sessions and 80% of the club activities.

B. Meeting schedule

Executive Committee shall meet once a month.

C. Quorum

One third the membership of the committee

- D. Convener
Secretary of the Society of Magicians
- E. Meeting minutes
Recorded and maintained by the Secretary.
- F. Reporting
Secretary shall report to the SACCS. In the absence of the Secretary the President shall be responsible for reporting.

3. Duties and responsibilities:

- To preform magic shows for open days, inaugurations, exhibitions and competitions organized by the CCS/ IChemC
- To perform magic shows outside the CCS
- To conduct training sessions to members on chemical handling and performing items on 'chemistry magic'
- To improve scientific communication skills of the members

PART IV

ANNEXURE

Instructions to Supervisors and Invigilators

1. ATTENDANCE

- 1.1. Supervisors are advised to collect the relevant question papers from AR/ SAR/ DR Examinations at least half an hour before the time of commencement of each paper.
- 1.2. Invigilators should be at their respective Examination Halls at least 1 hour before the commencement of each paper so that together with the supervisor they could check on hall arrangements.

2. ADMITTING CANDIDATES

- 2.1. Candidates should be admitted into the examination hall 15 minutes before the commencement of the paper. They should be admitted through one door. The invigilators should be present at the entrance to prevent candidates from taking books, notes or other unauthorized material into the examination hall.
- 2.2. The invigilators are required to check as each candidate enters whether he possesses his admission card and student ID or a valid identity card.
- 2.3. No candidate should be allowed to leave the examination hall until 30 minutes have elapsed since the commencement of the examination.
- 2.4. No candidate should be admitted to the examination hall (for any reason whatever) after 30 minutes from the commencement of the examination.

3. PRELIMINARY ANNOUNCEMENTS

- 3.1. As soon as the candidates have taken their seats the supervisor should announce that notes, books or other unauthorized material that many have been brought into the hall inadvertently by candidates should be surrendered to him/ her or to the invigilators. Supervisor should warn the students that possession of any unauthorized material would be considered to be an examination offence. Also copying or aiding and abetting at copying are punishable examination offence.
- 3.2. As soon as the question papers have all been distributed a general announcement should be made by the supervisor in regard to the number of pages and the number of questions in each individual question paper so that each candidate could verify whether he/ she has got the complete question paper.

4. ADMISSION CARD & ATTENDANCE SHEETS

- 4.1. Candidates should sign the admission card in the presence of the invigilator.
- 4.2. Candidate's signature should be obtained on the admission card for each paper of the examination.

- 4.3. Attendance sheets are issued in duplicate. Invigilators should get the candidates to sign on the first copy. The presence or absence of each candidate should be indicated by the sign (√) or the abbreviation (abs)-respectively against his/ her index number and the attendance checked. Relevant invigilators should sign the attendance sheet.
- 4.4. The representative from the Examination Division should prepare a duplicate of the attendance sheet. Supervisor should check it carefully with the original copy and enclose it in the packet with the answer scripts.
- 4.5. The supervisor should hand over the original attendance sheet with the signature of the candidates (separately packeted) together with the packet of answer scripts to AR/ SAR/ DR Examinations at the end of each session of the examination.

5. INVIGILATION

- 5.1. It is suggested that each invigilator be made responsible for supervision a section of the candidates in the hall. Invigilators should not leave the examination hall except with the permission of the supervisor. Such permission should be granted only if the supervisor is satisfied that the cause of leaving the hall is urgent and that he could ensure proper supervision of the examination during the period of the invigilator's absence.
- 5.2. The supervisor himself should not leave the hall except for a very urgent reason. On such an occasion he/ she should make suitable arrangements for supervision of the examination in his/ her absence.

6. COLLECTION OF ANSWER SCRIPTS

- 6.1. Candidates who finish early may be allowed to handover their answer scripts to the supervisor and leave the examination hall without disturbing the other candidates, no candidate should however be allowed to leave the hall during the last 10 minutes of the examination. At the conclusion of the examination, all candidates must remain seated until the scripts have been collected and the supervisor has authorized them to leave the hall.

7. PACKETING OF ANSWER SCRIPTS

- 7.1. Answer scripts should be arranged in order of index number, counted and checked with the attendance sheets and packeted in the presence of the supervisor.
- 7.2. Answer script packets should be labeled, sealed and handed over to the AR/ SAR/ DR Examinations by the supervisor.

8. EXAMINATION STATIONERY

- 8.1. The custody of blank books and continuation sheets is the sole responsibility of the supervisor. Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators. The supervisor should ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student or any other person. A candidate should not be given more stationery than is required at any one time and steps should be taken to recover any excess stationary 10 minutes before the examination is completed.
- 8.2 The supervisor should return the balance stationery and question papers to the AR/ SAR/ DR Examinations.

9. EXAMINATION OFFENCES AND PROCEDURES TO BE FOLLOWED IN REPORTING EXAMINATION OFFENCES

- 9.1. Examination offences could be classified as follows:
- a. Possession of documents, notes or other unauthorized material;
 - b. Disorderly conduct that may disturb the smooth conduct of the examination;
 - c. Copying or exchange of notes or answer scripts;
 - d. Attempting to obtain or obtaining improper assistance from any other person or cheating or speaking to any person other than an authorized person;
 - e. Impersonation;
 - f. Aiding and abetting in the commission of any of these offences.
- 9.2. The Supervisor and Invigilators are requested to try and prevent examination offences being committed through their watchfulness. For this purpose, the instructions under section 2, 3, & 5 above should be observed very carefully. Where, however an examination offence has been committed, the following procedure should be followed in reporting such offence.
- 9.3. After the commencement of the examination if any candidates are found to have with them any unauthorized material or if the candidate commits any of the offences listed above, the invigilator should report the matter immediately to the supervisor. The supervisor should note the time when the report is made to him/ her. The supervisor should take charge of the documents (if any) and record the statements of the candidate and the invigilator on the "Exam Offence Form". All connected documents should be serially numbered and submitted to the AR/ SAR/ DR Examinations under sealed cover marked "Examination Offences".
- 9.4. Each statement should be signed by the person making such statements. If any person refuses to sign a statement made by him/ her, the supervisor should record this fact. The candidates involved should be allowed to sit the examination and the statement should be recorded at the end of the examination.

Rubric of Question paper



INSTITUTE OF CHEMISTRY CEYLON
COLLEGE OF CHEMICAL SCIENCES
BSc (HONS) EXAMINATION IN CHEMISTRY 20...
GRADUATESHIP EXAMINATION IN CHEMISTRY 20...



DURATION: ----- (----) **HOURS** *plus* ----- *mins reading time*

No. of Questions :

No. of Pages:

Instructions:

- (1) Answer Questions.
- (2) The marks allocated to each question or parts of a question are indicated on the right hand side within parenthesis.
- (3) The question paper contains parts. The answers to questions should be submitted as per instructions by the chief examiner. If these instructions are not followed correctly, 10% of total marks will be deducted as per college policy.
- (4) The questions and the marks they carry are as follows:

Example:

Part	Question No.	Marks
A	1	100
	2	100
	3 (a)	50
B	3 (b)	50
	4	100
C	5	100

- (5) Electronic storage, communication devices and any other unauthorized material are not permitted. However, the use of a non-programmable electronic calculator is permitted. The memory of the calculator must be erased before entering the examination hall.
- (6) This examination is conducted as per By-Laws and Code of Conduct for students of the Institute of Chemistry Ceylon.

Sample structure

PART A

1. Answer (a), (b) and (c).
 - a) Stem of Question 1(a)
 - (i)
 - (ii)
 - (α)
 - (β)
 - (iii)
 - (α)
 - (β)
 - (γ)
 - b) Question 1(b)
 - c) Question 1(c)

2. Answer (a) and either (b) or (c).
 - a)
 - (i)
 - (ii)
 - b)
 - c)
 - (i)
 - (ii)
 - (iii)

Important:

- 1) Duration of questions papers and other relevant information are given below:

Credit value of course unit	Recommended no. of questions	Recommended time duration per question/min	Reading time/min	Answering time/h
1	2	30	5	1
2	4	30	10	2
3	6	30	15	3

- 2) It is recommended that all questions are compulsory with internal choice if possible. Use SI units whenever possible. Do not give questions beginning with “What.....?”. Instead use “Calculate” or “Determine”;
- 3) It is recommended that each question paper consist of approximately 65-70% of problem type questions.
- 4) In order to expedite the marking, set the question paper under 2 or 3 Parts, and obtain answers of each Part under separate cover pages.
- 5) After collecting the questions, a draft question paper should be prepared by the coordinator. The question paper should contain the following:
- a) Course code
 - b) Full title of the paper
 - c) Academic year
 - d) Number of questions to be answered
 - e) All physical constants (e.g., gas constant) needed for answering to be given at the beginning of the question paper, and not in each question
 - f) Number of pages in the question paper (On the front page)
 - g) Tables, material or photographs to be provided to the student
 - h) Additional instructions depending on the nature of the question paper
- 5) Other important aspects:
- a) Font type throughout the paper – Times New Roman
 - b) Font size throughout the paper – 12
 - c) Spacing in the text of the question – Before 0 pt / After 6 pt / line spacing 1.15 lines
 - d) Spacing between questions – 12 pt
 - e) Page numbering at the bottom centre of each page
 - f) Numbering system as specified in the “Sample structure” above
 - g) Illustrations in capital letters as given in the example below
 - h) Figures and illustrations numbered using Roman numerals
 - i) Paper ending specified as “***End of Question Paper***”

Example:

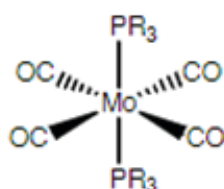
4. The transference number of K^+ ions was determined using the Hittorf Method. Electrolysis of an aqueous solution of KCl using $Ag(s)/AgCl(s)/Cl^-(aq)$ electrodes was found to have 0.19% (w/w) KCl. It was found that 175 mg of Ag has been deposited after the electrolysis experiment, and that the cathode compartment contained 150 g of solution with 0.25% (w/w) KCl.

- a) Define the term, transference number. **(10 marks)**
- b) Would it be possible to use calomel electrodes in this determination?
Comment on your answer. **(10 marks)**
- c) Write two advantages of using the Hittorf Method to determine transference numbers **(10 marks)**
- d) Calculate the following:
 - (i) Total charge passed in the experiment; **(10 marks)**
 - (ii) Mass of water in the cathode compartment; **(10 marks)**
 - (iii) Mass of KCl in the cathode compartment before electrolysis; **(10 marks)**
 - (iv) Increase in the number of moles of KCl in the cathode compartment during electrolysis; **(10 marks)**
 - (v) Transference number of K^+ ions. **(10 marks)**
- e) During the experiment, would you expect the conductivity of the solution in the cathode compartment to increase or decrease? Comment on your answer. **(10 marks)**
- f) Write the cathode and the anode reaction of this experiment. **(10 marks)**

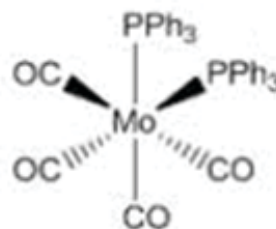
Concepts (a), (c) and (f) **30 marks**

Problem solving (b), (d) and (e) **70 marks**

Example of an illustration:



A



B

Supplementary Guidelines for Examination Questions

Please follow the following supplementary guideline in preparing examination questions.

Units: Use the System of International (SI) units (e.g. kg, m, K) whenever possible. Keep a single space between two types of units (e.g. J mol⁻¹ K⁻¹). Use a negative exponent (e.g. kg m⁻³) and do not indicate units as divisions (e.g. kg/m³ is not recommended).

Note:

1. Although the SI unit of concentration is mol m⁻³, mol dm⁻³ or M or mol L⁻¹ is acceptable. Use the unit consistently.
2. Although the SI unit of volume is m³, small volumes of solutions can be expressed in mL.

Nomenclature: Follow IUPAC nomenclature in naming chemical substances. If the name appears in the middle of a sentence, do not start with an upper-case letter.

Mathematical operations and mathematical equations: Always use equation editor or any similar tool to input mathematical symbols. Keep a single space before and after arithmetic operation symbols. Also keep a single space before and after '=' sign.

e.g. $3 + 5 = 8$ $3 - 5 = -2$

$3 \times 5 = 15$

(Use the proper multiplication symbol, and do not use the letter x or * for multiplication.)

$3 \div 5 = 0.6$

Scientific notation: Express very small and very large numbers in scientific notation. Do not keep any space before and after '×' sign.

e.g. 0.0056 to be written as 5.60×10^{-3}

560000 to be written as 5.60×10^5 (to keep three significant figures)

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity. In expressing percentages, do not keep any space between the number and the % sign.

e.g. $5.00 \times 10^5 \text{ N m}^{-2} 56.7\%$

Trace level concentrations: It is better to use mg L⁻¹ (liquids) and mg kg⁻¹ (solids) instead of 'ppm'; µg L⁻¹ (liquids) and µg kg⁻¹ (solids) instead of 'ppb'.

Expression of temperature: Use the proper degree symbol for temperature in Celsius/Fahrenheit.

e.g. 25 °C (Do not use 25 °C).

Significant figures: In reporting experimental measurements, do not keep digits that are not significant (i.e., do not keep digits beyond the precision of the scale of the instrument).

e.g. 4.6567 to be reported as 4.66 if the scale used is precise up to the second decimal place.

Algebraic relationships: Use *italic* font for algebraic symbols (Do not use italics for arithmetic symbols of chemical formulas).

e.g. $2x^2 - 5x + 6 = 0$

$$\int \frac{dx}{x^2 + 5x - 14} = \int \frac{A}{x+7} dx + \int \frac{B}{x-2} dx$$

Add 50.0 mL of 0.10 M Na₂CO₃ solution.

log ($x^2 - 5$) ('log' is not in italic font.)

Inequalities: Keep a single space before and after inequalities.

e.g. $x > 5$ $y < 7$ $P \leq 5$ (Do not underline inequality sign. < is wrong; ≤ is correct).

Parenthesis: Keep a single space before and after parenthesis. However, do not keep space between the first and the last letter/symbol inside the parenthesis.

e.g. The magnitude of x is less than five ($|x| < 5$).

Trigonometric functions: Keep a single space after trigonometric function symbols.

e.g. $\sin x$ $\tan y$ $\tan^{-1}(x+y)$

ANNEX 03

Lesson Plan

Course Code:		Course Name:	
Lecturer:			
Year:		Semester:	
		No: Of Credits	
	Core/Optional		
Evaluation Criteria	Assignments (%):		
	Final Exam (%):		
Pre-requisites			
Method of Delivery		Per Week	Total
	Lectures		
	Tutorials		
	Lab Work		
	Group Work		
	Other		

Course Definition

Course Aim / Intended Learning Outcomes	Upon completion of this course, students will be able to do the following:
Assessment Plan	
References / Reading Materials	

Week	Topic
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Form for examination paper moderation

INSTITUTE OF CHEMISTRY CEYLON

CENTER FOR QUALITY ASSURANCE

REPORT ON MODERATION OF EXAMINATION PAPER

The purpose of moderating examination paper is to ensure error-free paper that assesses the students' achievement of ILOs of the course.

Academic Year: Semester: Date:

Course Code and Title:

Moderator's Name:

When moderating, please take the following criteria into consideration. In each criterion indicate your choice by marking "X" in the appropriate box.

No.	Criteria	Good	Moderate	Poor
1	Cover the ILOs of the course unit			
2	Relevant and of the standard to the level of the course being assessed			
3	Questions are clear, understandable, unambiguous and direct students to get the answers in the answer key			
4	Figures, tables, equations and chemical structures included in the question paper are done using relevant software, and properly placed			
5	Questions are structured properly			
6	Fair and rational allocation of marks to questions and parts of questions			
7	The question paper has been prepared according to the allocated time			
8	A descriptive answer key has been provided (consistency in marking criteria, including breakdown)			

General comments about the examination paper and the answer key:

.....

Signature of the Moderator:

Date.....

Any changes to the question paper should be done collaboratively by the Examiner with the Course Coordinator and the Moderator.

Made changes in consultation with the Course Coordinator.

Signature of the First Examiner/s:

.....

.....

Signature of the Course Coordinator:

Head of the Department

Any comment/note:

.....

.....

Signature of the Head: Date:

Printing of examination papers



(To be pasted on outside of packet containing question papers)

COLLEGE OF CHEMICAL SCIENCES
INSTITUTE OF CHEMISTRY CEYLON
GIC/BSc EXAMINATION



1 2 3 4 ←Level

1 2 ←Semester

Number & Title of the Paper :
.....

Date :

Time :

Center :

Hall No :

Number of question papers enclosed

.....
Name of the Coordinator Signature of the Coordinator

Date:

Should be filled at the Examination Hall before opening the packet.

.....
Registration Number & the Signature of the Student

.....
Name & the Signature of the Supervisor

Instruction to Coordinators and Examiners

DRAFT

1 COORDINATOR

- 1) It is the primary duty of every coordinator of each examination paper to ensure that the setting, examination, external moderation as well as marking and the final evaluation of the paper are carried out effectively, efficiently and accurately. The Registrar/ AR/ SAR/ DR Examinations will provide the necessary facilities to carry out these activities.
- 2) Meetings of examiners of each paper should be held as and when necessary. (Such as before setting, before finalizing the paper and after external examiners comments.)
- 3) The coordinator should ensure that the instructions listed under setting and marking are carried out. Before the final board of examiners meeting, the coordinator should personally ensure that the marks/ grades recorded in the mark book/ result sheet are in agreement with the mark sheets as moderated by the external examiners.
- 4) Coordinators should also identify the subject prize winners for the relevant course after the first marking and ensure that they are confirmed after the moderated marks are received.

2 SETTING

- 1) For 3 credit courses 5 or 6 questions should be set, and all should be compulsory. However, internal choice is essential and is insisted upon by external examiners. For 2 credit courses, 3 or 4 questions and for a 1 credit paper, 2 questions should be set.
- 2) In order to expedite the marking, the questions should be set under 2 or 3 parts and the answers should be obtained under separate cover pages.
- 3) Problem type questions should usually consist of approximately 80% of each paper.
- 4) All papers should be prepared in accordance with the designated template including common rubric and submitted for scrutiny by the Dean, at least one week before the date of examination.
- 5) Meeting of the examiners should be held at various stages such as before setting, before finalizing the paper and after receiving the external examiners comments. Payments are available for such meetings for visiting staff.
- 6) A typed clear marking scheme with allocation of part marks for each question should be provided to the moderators.
- 7) Moderator's comments should be communicated to the relevant examiners. Serious changes suggested by the moderator should not be incorporated in the paper without informing the relevant examiner, and where necessary, the moderator should also

be notified of any subsequent changes.

3 MARKING

- 1) The marking should be completed within the allocated time period (not more than one month). The deadline will be notified by the AR/ SAR/ DR Examinations for each examination.
- 2) Some important points.
 - I. Use of a coloured pen (Usually Red)/
 - II. Marks should be indicated only on the right hand margin.
 - III. There should be an indication (such as ✓) that every page has been seen.
 - IV. Indicate errors with signs (such? / ○ etc.)
 - V. Marks should be carefully added and accurately transferred tom the cover page
 - VI. Entries and calculations should be checked and double checked
- 3) If the moderator has pointed out marking errors in the moderator report the coordinator should go through them carefully and correct them in the mark sheet. The coordinator should also hand over a fresh printed mark sheet without any pen marks with the signature and date of submission on each page. Further the coordinator should indicate that it is the finalized mark sheet by writing “final” on the front page.
- 4) The raise ups should be done by the coordinator in consultation with the external examiners. It is highly recommended to consider the raise up for the “pass”.
- 5) The raise ups should be given in the remarks column (column No. 4) and the original mark and the original grade should be the in column No. 1 and Column No. 2 respectively. Column No. 3 is for the comments from External Examiner.

GRADUATESHIP EXAMINATION LEVEL 3 (Theory) 2018												
DETAILED MARK LIST												
Number and Title of Paper: C 41112 - General Chemistry Paper												
Date: 04.04.2018						Time: 2.00 p.m. - 4.00 p.m.						
Index Numbers of all candidates present should be serially entered on this mark list, before it is included inside the packet of answer scri												
Question No.	1	2	3	4	5	6	Total	%	Grade	Ext. Exam.	remarks	
Index No.	Maximum	1 st	T	I	M	E						
1	155554	ab								ab		
2	155558	64	38	24	30		156	39.00	39.00	C-	40 C	
3	155560	79	46	32	97		254	63.50	64.00	B+	65 A-	
4	155561	ab								ab		
5	155573	62	52	61	86		261	65.25	65.00	A-		
6	155575	15	37	18	75		145	36.25	36.00	C-		
7	154278	ab								ab		

6) Class average

Class average is calculated based on the marks of only the “original” first timers. Marks of the repeat students and students with academic skips are not considered.

7) Standardization

If the class average of the paper is below 40%, it is recommended to carry out standardization.

The standardization should be done using the specified method.

Standardization is carried out only for students who sit the paper as 1st timers. The results of the repeat students are not standardized.

The standardized marks are not considered for raise ups.

8) Grading system

Range of Marks	Grade	Grade Point Value
85-100	A+	4.00
70-84	A	4.00
65-69	A-	3.70
60-64	B+	3.30
55-59	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
20-29	D	1.00
0-19	E	0.00

Responsibilities of a Coordinator in the Examination Process

The initial responsibility of a coordinator is to decide the number of question(s) from each section and the time allocation for each question. There after the coordinator should request the question(s) and marking scheme(s) from the lecturer(s) responsible for that course at least two months prior to the examination.

After collecting the questions, a draft question paper should be prepared. The question paper should contain the following.

- a) Course code
- b) Full title of the paper

- c) Academic year
- d) Number of questions students are required to answer
- e) Marks allocated for each question
- f) Number of pages in the question paper
- g) Tables, materials or photographs to be provided to the student
- h) Time duration of the examination and any additional reading time

It may be appropriate to arrange a meeting with the examiners who set the questions in order to get their approval for the question paper before sending for moderation.

The draft question paper and the marking scheme should be submitted to the moderator at least three weeks prior to the examination.

Draft question papers and marking schemes which are to be moderated abroad, should be sent to the moderators well ahead (at least 3 months in advance).

After attending to the moderators' comments/ recommendations in consultation with the examiners, the question paper should be submitted to the Dean to check if the rubric is correct and the questions are clearly worded.

After obtaining approval from the Dean, AR/ SAR/ DR Examinations should be consulted regarding the total number of students registered for a particular examination.

The finalized question paper should be printed at least one week prior to the date of the examination. The details should be filled in the cover page to be pasted on the packet containing question papers. Appropriate arrangements should be made for the secure storage of the examination papers.

On the day of the examination the coordinator should be present at the examination centre in order to deal with any queries or difficulties that might arise during the examination. The coordinator should open the packet of question papers in front of the students after obtaining the signature of an exam candidate in the specified place on the cover page. The coordinator should hand over two question papers to the AR/ SAR/ DR examinations to be submitted to the library.

At the end of the examination the coordinator should collect all the answer scripts with the help of the teaching assistances, count and arrange them according to the registration number and seal the packet. In addition to the answer scripts, the marking scheme, attendance list and two question papers should be included.

The sealed packets should be handed over to the appropriate lecturers and the packets should be collected within 2-3 weeks.

After collecting the marked scripts from the lecturers, coordinator should do the following,

- a) Ensure that all the sections in the answer scripts are marked by the examiners
- b) Check the internal additions

- c) If the answer scripts were collected separately for each question, staple them together
- d) Transfer the marks for each question to the front cover page
- e) Check the formula in the mark sheet (Excel sheet) e-mailed from the confidential room
- f) Total the marks manually as well as using the computer programme.
- g) Prepare the coordinator's report
- h) Hand over the marked answer scripts, completed mark sheet, marking scheme, attendance sheet and the coordinator's report to the moderator
- i) After amending the draft detailed mark sheet based on moderator's comments in consultation with the relevant examiners, the finalized mark sheet should be submitted to the AR/ SAR/ DR examinations along with the coordinator's report, moderator's report, marking scheme, attendance sheet and the question paper.

Your cooperation and assistance in keeping to these guidelines is appreciated.

Dean

College of Chemical Sciences
Institute of Chemistry Ceylon

Date

Form for examination paper Second Marking

INSTITUTE OF CHEMISTRY CEYLON

CENTER FOR QUALITY ASSURANCE

SECOND MARKING OF ANSWER SCRIPTS OF EXAMINATION PAPERS

The purpose of second marking is to ensure error-free, consistent and fair evaluation of answer scripts. It involves the evaluation of all the answer scripts presented to the second examiner. Hence, both the first and the second examiners hold the responsibility for the accuracy of the final mark.

Academic Year: Semester: Date:

Course Code and Title:

Second Examiner's Name:

The marking of answer scripts should be done according to the moderated detailed marking scheme provided by the Coordinator of the course unit. During the second marking, it is expected that the following criteria be checked. In each criterion, indicate your response by marking "X" in the appropriate box.

No.	Criteria	Good	Moderate	Poor
2	Marking is consistent; the marking scheme has been followed and fairly evaluated			
3	All questions are properly marked indicating part marks and the marks of each question have been transferred to the front page			
4	Addition of final marks and marks of each question are accurate			
5	Grading is Fair and Accurate			
6	The deviations done to the original answer key, if any, have been indicated in the marking scheme			

General comments on marking of the examination paper:

.....

.....

.....

.....

.....

Signature of the Second Examiner: Date

Made changes in consultation with the Course Coordinator.

Signature of the First Examiner/s:

.....

.....

Signature of the Course Coordinator:

Head of the Department

Any comment/note:

.....

.....

Signature of the Head: Date:

Form for examination paper Coordinator's Report

INSTITUTE OF CHEMISTRY CEYLON

CENTER FOR QUALITY ASSURANCE

COORDINATOR'S REPORT

Academic Year:

Semester:

Date of Examination:

Course Code and Title:

Please tick (✓) when you submit the final mark sheets to the examination branch of the IChemC.

No.	Document	
1	Marked answer scripts (No....) packets	
2	Final Marksheets (hard & soft copies)	
3	Question paper & marking scheme	
4	Attendance Sheets	
5	The second examiner's report	
6	Moderator's report	
7	Vouchers for payments to examiners/moderators	

Attendance (First timers only)

	Number registered	Number attempted	Attendance percentage
BSc Hons			
GIC			
Total			

Computation of the Final Grade

Mid-Semester Examination	Final Examination

Average (%) of Each Question and Final Mark in the Final Paper (First timers only)

	Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Final Mark
BSc Hons							
GIC							

Possible Marks Increase

After going through the final marks,possible grade elevations in the detailed mark sheet were carried out according to the CCS norms mentioned below.

18 (E), 19 (E)	→ 20 (D)
38 (C-), 39 (C-)	→ 40 (C)

Total Pass Percentage after the Proposed Marks Increase (first timers only)

	Pass %
BSc Hons	
GIC	
Overall	

Overall Grade Distribution (first timers only)

- (a) The grade histogram (after the proposed marks increase/standardization)
- (b) Statistics Table giving the Grade Distribution (after the proposed marks increase/standardization)

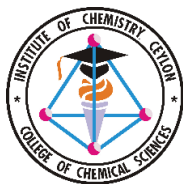
General comments on student performance of the examination Paper

.....
.....
.....
.....

Name & Signature of the Coordinator:

Date.....

Verification of Grades



INSTITUTE OF CHEMISTRY CEYLON

College of Chemical Sciences



Application for Verification of Grades

Information for students

According to the By-Laws of the College of Chemical Sciences, Institute of Chemistry Ceylon (ICChemC), students of the B.Sc. programme in Chemical Science are given the opportunity to apply for verification of grades of a course unit, by paying the recommended fee. This shall be applicable for students registered for the GIC programme from 2020 as well.

The students must submit the completed application form available at the website of ICChemC as a Google sheet together with the recommended fee. In the verification process, the grade of the course unit may change in upward or downward direction. The fee paid by the student for the verification of the grade of the course unit shall be refunded if there is a change in grade.

Specific details with regard to the method of payment are available in the application form. The deadline to submit the application is

Dean,
College of Chemical Sciences
Institute of Chemistry Ceylon
Rajagiriya



INSTITUTE OF CHEMISTRY CEYLON
College of Chemical Sciences



Application for Verification of Grades

Details of applicant	
Full Name:	
Student Registration Number:	
NIC Number:	
E- mail address:	@ichemc.edu.lk
Postal address:	
Student contact number:	

Details of the course unit

Level	Course Code	Name of the Course	Grade Received	Grade Expected

Procedure for Verification of the Grade of a Course Unit

1. The fee for verification of the grade of one course unit shall be **Rs. 1500/=**.
2. You are required to submit a separate application form for each course unit.
3. The relevant verification fee should be paid using **HNB voucher (Account No. 036010212767)**.
4. Completed application form and the scanned receipt of payment should be uploaded to the google sheet.
5. You will be informed of the decision within a month, if not contact the Assistant Registrar (Examinations) via exam@ichemc.edu.lk
6. The fee paid shall be refunded if there is a change in the grade.

I have read and understood the procedure for verification of the grade of the course unit I have applied for.

Signature:

Date:

ANNEX 10

Student and Peer Evaluation

Student Evaluation on Teaching

Course No:

Date:

Course Title:

Lecturer's Name:

Please indicate, by circling your choice in each case. DO NOT write your name. Once completed return forms to the senior Assistant Registrar. Thank You.

(1-strongly agree, 2-agree, 3-neither agree nor disagree, 4-disagree, 5-strongly disagree)

	The Lecturer	1	2	3	4	5
1	Presents Material Well					
2	Is well prepared for the class					
3	Explained skillfully					
4	Managed the time effectively					
5	Provide activities related to subject matter					
6	Provide information related to the lecture					
8	Writes legibly on the board					
9	Helps in solving problems and thinking critically					
10	Is flexible, fair and maintain discipline					
11	Was able to obtain students' attention (eye contact, audibility)					
12	Conducted teaching sessions in a non-threatening manner					
13	Was punctual	Yes/ No				

Any other comments:



(Founded 1971: Incorporated by Act of Parliament No: 1972 Successor to the Chemical Society of Ceylon, Founded 1941)

College of Chemical Sciences Institute of Chemistry Ceylon

A Government approved Charity

Adamantane House

341/22, Kotte Road, Welikada, Rajagiriya

Tel: 4015230, 2861653, 2861231

E-mail: ichemc@sltnet.lk,

Web: www.ichemc.ac.lk

The purpose of this questionnaire is to collect your opinion of lectures delivered by the lecturers at the College of Chemical Sciences and hence improve the quality of teaching towards more effective and meaningful student center learning. Please complete the following items after attending a lecture session agreed upon with respective staff member.

(To be completed by the reviewer)

1.
 - a) Name of the Lecturer: Mr. /Ms. /Dr. /Prof.
 - b) Name of the Course:
2. Program: BSc/GIC/ DLT
3. Date:

Indicate your assessment by a (✓), on the scale of One (1) to Five (5), with 5 being the HIGHEST, N/A- Not relevant.

	1	2	3	4	5	N/A
1. Lecturer was punctual and started on time						
2. Commencement (strategy adopted to start the lecture)						
3. Structure and flow of presentation.						
4. Evidence of preparations prior to the lecture						
5. Students' participation						
6. Response to students' questions and contribution						
7. Elaboration of learning outcomes						
8. Clarity of presentation						
9. Visibility of presentation material including the use of board						
10. Emphasis of salient features						
11. Reiterate complex materials for further clarity						
12. Use of effective lecture breaks						
13. Summary and the next class						
14. Direction towards references and reading materials						
15. Use of effective media/instruction material						
16. Put theory into practice						
17. Time management						
18. Confidence of the lecturer						
19. Lecture completed on time						
20. Overall assessment of the lecturer						

(Over please)

ANNEX 11

Academic Skip Form

Request for an academic skip

Dean, College of Chemical Sciences,
Institute of Chemistry Ceylon.

Dear Sir/Madam,

I am a registered student in the BSc (Hons)/GIC programme offered by the College of Chemical Sciences. I wish to submit my application for an academic skip.

Name		
Address		
Index No:		
Currently registered programme		
Current Level and semester of study		
Date of first registration		
Date of the request		
Contact No:		
e-mail:		
Amount already paid		
Period for which an academic skip is requested	Starting From: (<i>inclusive of</i> Level and semester)	Length of academic skip (Number of semesters)

I am aware that I must fulfill the requirements for graduation specified in the By-Laws pertaining to the study program. I am also aware that the CCS/IChemC is not responsible for the consequences I may face as a result of obtaining an academic skip.

Sincerely,

.....

Signature of the student

9. The particulars furnished above are true & correct.

..... Mobile:

Signature of Applicant

Date: E-mail.....

Note: Please ensure that the transcript application form is submitted via the designated Google Form at least 14 days prior to the intended date of transcript collection.

For Office Use only:	
1. Amount Paid	:
Receipt No	:
Date	:
2. Particulars of posting Transcript / Certificate :	
.....	
.....	
Signature of Senior Accounts Assistant	

Instructions

- Transcript application form available at the website of the IChemC and institute OD office.
- Relevant charges are mentioned below.
 - Rs.1800** → for one Foreign addressed transcript (**By registered Air Mail**)
 - Rs.650** → for one Local addressed transcript (**By Registered Post**)
 - Rs.650** → for one addressed (Local or Foreign) transcript (**Collected by the applicant**)
 - Rs.650** → for the first copy (**Standard or Student Copy**)
 - Rs.300** → for rest of the additional copies
- Ex: - If you want 3 transcripts, the amount that has to be made is Rs.650 + Rs.300 +Rs.300= Rs.1250)
- Payments should be done using HNB (Account No. 036010212767 - Rajagiriya Branch) or BOC (2323118 - Torrington Square Branch).
- Dully filled transcript application form and scanned receipt of the payment should be uploaded to the **Transcript Application Google Form**.
- Upon receipt of the transcript application, the processing time is approximately 14 days. Once the transcript is completed, it will be available for collection at the Institute's OD Office.
- You may collect the transcript at your earliest convenience, within 30 days from the date of completion. Please note that the The Examination Division/OD Office shall not be held responsible for the transcript if it is not collected within 30 days from the date of completion.
- **For any inquiries, please contact the Examination Division or reach out via email at transcripts@ichemc.edu.lk.**

Application for Transcripts

Link for the Google form



Transfer form

College of Chemical Sciences, Institute of Chemistry Ceylon

TRANSFER FORM
(GIC to BSc & BSc to GIC)

Name :

Registration No :

Programme enrolled in currently :

Date of enrolment in the above programme :

Current level of study :

Advanced Level results / year:

I wish to transfer to the programme.

.....
Signature of student

.....
Date

For Office use only

Student satisfies/does not satisfy the A/L requirement for the requested transfer.

.....
Assistant Programme Coordinator/Programme Coordinator

.....
Date

Student satisfies / does not satisfy the academic requirements of CCS for the requested transfer.

.....
AR/Examinations

.....
Date

Document was tabled at the meeting of ABCCS held on.....

Decision : transfer was

Effective date of transfer :

.....
Assistant Programme Coordinator/Programme Coordinator

.....
Date



**INSTITUTE OF CHEMISTRY CEYLON,
COLLEGE OF CHEMICAL SCIENCES,**

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