



UNDERGRADUATE STUDENTS HANDBOOK

Academic Year - 2022/23

FACULTY OF ARTS - UNIVERSITY OF JAFFNA





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Vision and Mission of the Faculty of Arts

Vision

“To be a centre of excellence in Humanities and Social Sciences and with the values towards social commitment”

தொலைநோக்கு

மனிதாயத மற்றும் சமூக விஞ்ஞானக் கற்கைகளின் மேதகமையின் மையமாகவும் சமூக அர்ப்பணிப்பில் விழுமியங்களை முன்னிறுத்தியும் திகழ்வதே கலைப்பீடத்தின் தொலைநோக்காகும்.

Mission

“To produce competent graduates with abilities to assess received opinion, making independent decisions and value the power of innovation on serving humankind”.

பணிப்பரப்பு

பெற்றுக்கொள்ளும் கருத்துக்களை மதிப்பீடு செய்து, சுயாதீனத் தீர்மானங்களை மேற்கொண்டு, மானுடத்திற்குப் பணிபுரிய புத்தாக்கச் சக்தியைப் பேணும் திறன்களையுடைய தகைமைசார் பட்டதாரிகளை உருவாக்குவதே கலைப்பீடத்தின் பணிப்பரப்பாகும்.





Objectives of the Faculty of Arts

- To develop an informed understanding of human experience, human culture, and human society to place contemporary Sri Lankan society and culture in a historical context.
- To impart the knowledge, methods, and tools of understanding associated with the Humanities and Social Science disciplines.
- To promote techniques and the value of reasoned and open-minded discussion and debate on research inquiry.
- To foster an understanding of the empirical experiences and world-views of other times, other places, and other cultures.
- To engage positively with the community in enriching their perceptions, values, culture, and wellbeing.



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FACULTY OF ARTS
UNIVERSITY OF JAFFNA



Faculty of Arts, University of Jaffna

Faculty of Arts of the University of Jaffna is one of the largest faculties in the Sri Lankan Universities comprising 17 departments with 27 study disciplines. Currently, the Faculty of Arts is one of the major stakeholders of the University of Jaffna with the highest student population and academic disciplines. The Faculty of Arts is unique in its traditional and cultural background. It has adopted dynamic policies for quality in education and focuses on a contemporary approach towards teaching, learning and research activities. It has been known internationally for its scholarship and contribution to the field of Tamil Studies.

The subjects offered by the Faculty of Arts for the Bachelor of Arts Degree Programme: Anthropology, Archaeology, Art History, Christian Civilization, Cultural Tourism, Drama and Theatre Arts, Economics, English Literature, English Language Teaching (ELT), Geography, History, Home Economics, Linguistics, Media Studies, Philosophy, Planning, Political Science, Psychology, Sociology, Tamil, Translation Studies, Information and Communication and Technology (ICT).

Further, the students admitted to the Faculty of Arts have an opportunity to select a subject as one of the three subjects offered by the Faculty of Hindu Studies: Saiva Siddhanta, Hindu Civilization, and Sanskrit.

The subjects offered for the Bachelor of Arts Honours Degree Programme: Archaeology, Art History, Christian Civilization, Cultural Tourism, Drama and Theatre Arts, Economics, English Literature, English Language Teaching (ELT), Geography, History, Home Economics, Linguistics, Media Studies, Philosophy, Planning, Political Science, Psychology, Sociology, Tamil and Translation Studies.

Further, the students admitted to the Faculty of Arts have an opportunity to select a subject offered by the Faculty of Hindu Studies: Saiva Siddhanta, Hindu Civilization, and Sanskrit for the Bachelor of Arts Honours Degree Programme.



Sir Ponnambalam Ramanathan

Salient Landmarks of the Development:

The establishment of a full-fledged University in Jaffna had been a long-standing aspiration of the people of Jaffna. This was fulfilled when a campus of the University of Sri Lanka was established with the proposed Faculties of Science, Law, Humanities and a Department of Physical Education in 1974 by an order made by the Honourable Minister of Education at the Parameshwara College premises, Thirunelvely as the nucleus. Parameshwara College was founded by the veteran philanthropist Sir Pon Ramanathan in August 1921.

On 19 July 1974, the Vice-Chancellor of the University of Sri Lanka announced the appointment of Dr.K.Kailasapathy, Head of the Dept. of Tamil and Hindu Studies of the Vidyalankara Campus of the University of Sri Lanka as the first President of the Jaffna Campus.

Although approval was granted for the study of Science, Law, Humanities and Physical Education, only the Faculties of Humanities and Science were established in October 1974. On 01st October 1974, Prof.P.Kanagasabapathy, Head of the Dept. of Mathematics at the Peradeniya Campus, and Dr.K.Indrapala, Senior Lecturer in History at the Peradeniya Campus were appointed as the first Deans of the Faculties of Science and Humanities respectively.

The Faculty of Humanities which was started with four Departments of studies namely, Hindu Civilization, History, Sinhala and Tamil was renamed the Faculty of Arts in 1975, increasing the number of departments of studies to nine including the new Departments namely, Economics (Housed Sociology, Political Science and Commerce until 1998), Geography, Sanskrit, Philosophy and Language and Cultural Studies.

With the implementation of the Universities Act No. 16 of 1978, and by Gazette notification dated December 22, 1978, the Jaffna Campus became an independent and autonomous University with the name the University of Jaffna with effect from January 01, 1979.

After the elevation, the Faculty of Arts has developed itself with multidimensional growth with the inception of new study streams.

The discipline of Christian Civilization was created as a unit in 1979. In 1980, the Department of Education was established with facilities for Postgraduate Studies which consisted of Postgraduate Diplomas, Master's Degrees and Doctorate Degrees.

A Centre for Teaching English as a Second Language was established in 1981 and later it was elevated to the Department status in 2019.

The Department of Fine Arts was established at the University of Jaffna in 1982 to accommodate the Ramanathan Academy of Fine Arts (RAFA) into the University system. In 1991, with the creation of the Department of Music and Department of Dance, RAFA was separated from the Department of Fine Arts. In 1999 a new discipline called Art and Design was added to Ramanathan Academy of Fine Arts.

Under the Department of Fine Arts, Drama and Theatre Arts was introduced as a General Degree in 1986 and an Honours Degree was introduced in 1988 and the Department began to offer course units for a Bachelor of Arts General degree in Fine Arts (Art History) from 1985 and an Honours degree in 1991. The study programme was renamed Art History with the approval of the UGC in 2020.

Following the ethnic disturbances in 1983, the Siddha section of the Institute of Indigenous Medicine, affiliated with the University of Colombo was transferred to the University of Jaffna on 02 July 1984 and placed as a department under the Faculty of Arts. Since 01 October 1993, the Department of Siddha Medicine has been functioning as a separate unit under the direct administration of the Vice-Chancellor.

The Department of Language and Cultural Studies was split into the Departments of Linguistics and English and the Department of Christian and Islamic Civilizations in 1989. In 1998, The UGC decided to admit to following Hindu Philosophy as a new discipline for General and Special Degrees under the Department of Hindu Civilization. In the same year, Psychology was introduced as a new study discipline and still, it is under the Department of Philosophy.

The Department of Political Science and Sociology was created in July 1998 which were already existing as a discipline in the department of Economics from 1977. The Department of Sociology and Political Science was bifurcated into the Department of Sociology and the Department of Political Science in 2007.

In July 1999 the present Faculty of Management Studies and Commerce was carved out from the Faculty of Arts where the disciplines of Commerce and Management Studies were part of the Department of Commerce.

The Department of Law was created in May 2005. The Faculty of Arts was further expanded by the introduction of new disciplines, namely, Home Economics (2001), Anthropology (2001), Planning (2002), Archaeology (2003), Media Studies (2008), Translation Studies (2010) and Cultural Tourism (2017). Out of the above-mentioned disciplines, Media Studies and Translation Studies were established as Departments in 2019.

On the 18th of March 2019, the Faculty of Hindu Studies was created incising two Departments from the Faculty of Arts, namely, the Department of Hindu Civilization and the Department of Sanskrit.

Faculty of Arts offers a full range of Social Science and Humanities degree programmes as well as Fine Arts disciplines. Most of the Departments run Postgraduate Programmes leading to Postgraduate Diploma, MAs, MPhil and PhD. There are currently seventeen Departments which offer General degrees in 22 study disciplines and Special degree courses in 23 study disciplines and offer BA, BFA and LLB Degrees.

Graduate Profile, Educational Programme Objectives (EPOs) and Programme Learning Objectives (PLOs)

2.1 Graduate Profile

At the completion of the Bachelor of Arts Degree Programmes in the Faculty of Arts of the University of Jaffna, the graduates should be able to have a clear knowledge of the chosen subjects/areas of disciplines with the ability for creative, critical and analytical and problem-solving proficiencies and skills, be able to engage in activities for continuing professional / career advancement and be able to examine and understand the full breadth of issues concerning social, cultural, environmental, regulatory and ethical aspects associated in the area of their study.

Specific Attributes

A Bachelor of Arts graduate of the University of Jaffna shall exhibit the attributes with respect to academic excellence, employability, social engagement and global citizenship and lifelong learning.

Academic excellence

- Having a thorough knowledge of the chosen core subjects and possessing the specific skills of the discipline
- Able to apply numerical and analytical skills to gather and analyze data and information scientifically, draw inferences and arrive at a conclusion, and
- Having intellectual skills with the ability for creative, critical and analytical and problem-solving skills

Employability

- Able to apply general and transferable skills; ICT skills and the ability to use new technologies and ICT tools, Communication skills with trilingual proficiency (English, Tamil, and Sinhala), Soft skills - interpersonal skills, teamwork, time management skills, social responsibility and ethical practice and ability to meet the stakeholders' expectations.
- Organizational discipline and skills are necessary for effective work habits, whether working individually or in groups in fieldwork, particularly in the professional field.
- The research and analytical background to receive and interpret information, express ideas and share knowledge with diverse parties in a range of different formats.

Social engagement

- Being socially responsible, with civic consciousness.
- Committed to improving the environment.
- Possessing gender sensitivity and high regard for human rights, equity and ethics.
- Adopt the current trends of thoughts for human and social situations.

Global citizenship and lifelong learning

- Ability to engage effectively in global and multicultural environments
- Adopt different global situations.
- Committed to preserving and fostering the natural environment.
- Life-long learning skills - the ability to engage in activities for continuing professional / career advancement.

2.2 Educational Programme Objectives (EPOs)

Programme educational objectives are the description of career and professional accomplishments that programmes are preparing graduates to attain within the period of graduation. As such the EPOs of the Faculty of Arts aim to

- impart comprehensive contemporary knowledge in the area of study.
- train students in problem-solving and transferable skills.
- develop a positive attitude towards life and social responsibility
- create in students an interest in lifelong learning and an open mindset

2.3 Programme Learning Outcomes (PLOs)

PLOs of Bachelor of Arts Degree

Program Learning Outcomes (PLOs) represent the expectations of the programme for its students three years after graduation in a Bachelor of Arts Degree offered by the Faculty of Arts, University of Jaffna.

Graduates will be able to:

- PO 1:** collect, analyze and interpret qualitative and quantitative data;
- PO 2:** demonstrate problem-solving skills in the areas of study;
- PO 3:** develop arguments and make sound judgments;
- PO 4:** present information, ideas, and concepts efficiently;

- PO 5:** apply knowledge and understanding of concepts and principles of the areas of study;
- PO 6:** acquire new competencies that enable them to assume major responsibilities;
- PO 7:** demonstrate transferable skills necessary for employment;
- PO 8:** exercise initiative, personal responsibility, and accountability;
- PO 9:** exercise leadership in the professional environment/workplace; and
- PO 10:** demonstrate positive attitudes and social responsibility.

PLOs of Bachelor of Arts Honours Degree

Program Learning Outcomes (PLOs) represent the expectations of the programme for its students four years after graduation in a Bachelor of Arts Honours Degree offered by the Faculty of Arts, University of Jaffna.

Graduates will be able to:

- PO 1:** collect, analyze and interpret qualitative and quantitative data;
- PO 2:** demonstrate problem-solving skills in the areas of study;
- PO 3:** develop arguments and make sound judgments;
- PO 4:** present information, ideas, and concepts efficiently;
- PO 5:** apply knowledge and understanding of concepts and principles of the areas of study;
- PO 6:** acquire new competencies that enable them to assume major responsibilities;
- PO 7:** demonstrate transferable skills necessary for employment;
- PO 8:** exercise initiative, personal responsibility, and accountability;
- PO 9:** exercise leadership in the professional environment/workplace;
- PO 10:** demonstrate positive attitudes and social responsibility;
- PO 11:** maintain a good mindset including giving and receiving constructive feedback;
- PO 12:** respect the physical and emotional limits of professional relationships;
- PO 13:** enhance the knowledge and seeks solutions for complex real-world situations by engaging in research; and
- PO 14:** engage in lifelong learning.

Structure of the Degree Programmes

3.1 Name of the Degrees

The names of the Degrees offered by the Faculty for the Arts stream are designated as per the

Sri Lanka Qualification Framework:

1. Bachelor of Arts - BA
2. Bachelor of Arts Honours - BA (Hons)

3.2 Admission

Students to the Bachelor of Arts degree programme are admitted by the UGC based on their performance (Z-Score) in the G.C.E. (A/L) examination and All-Island Merit basis.

Currently, the annual student intake for the Bachelor of Arts degree programme is around 600 and, an additional special intake is 20 percentage of the normal intake which addresses the certain requirements of the particular subjects, which may vary depending on the decision of the UGC.

The selection of the students to the Bachelor of Arts Honours in Translation Studies degree programme is made by the UGC based on the Z-Score of the G.C.E. (A/L) examinations and performance in the aptitude examination conducted by the University of Jaffna.

3.3 Medium of Instruction

The medium of instruction of the Arts stream is primarily Tamil and there are courses conducted in English and bilingual.

The approval to teach the course unit/s in the English medium has to be obtained from the Faculty Board.

3.4 Credit Valued Course Unit System

The Degree Programmes follow a semester-based course unit system. As such, each academic year is considered as level I, II, III and IV respectively. Each level of study is divided into two semesters: Semesters I and 2. The duration of each semester is 15 weeks, excluding the vacation and the period of examination.

3.4.1 Course Unit

Every course unit has a credit value. A credit is a time-based quantitative measure assigned to course units on the basis of the number of contact hours. The performance of a student in a course unit is divided into a sequence of sub-ranges designated by symbols called Grades and each Grade is assigned a Grade Point Value (GPV). The credit rating of course units offered by the department may vary from two to six credits.

3.4.2 Credit and Hours

- The volume of learning at each level is described in terms of credits.
- One credit is considered equivalent to 50 notional learning hours for a taught course, laboratory studies course or field studies/clinical work. In the case of industrial training, including time allocated for assessments and in the case of research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours.
- The credit values of course that have both theory and practical components are calculated by giving appropriate weight to the components accordingly, as stipulated above.
- The credit value assigned for the Dissertation is six for the Honours Degree programme.
- The credit value assigned for the Project Work is three for the General Degree programme.
- The credit value assigned for the Industrial Training is three for the Honours Degree programme.

3.4.3 Notional Hours:

- In the SLQF credit system, the student workload of a study programme is defined as 1500 notional learning hours per academic year. The notional learning hours include direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, and carrying out assignments and assessments.

3.4.4 Course Code

- A three-letter prefix, followed by a five-digit number is used to identify the course unit.
- The first and second letters indicate the letter code of the principal subject.
- The third letter indicates whether the course is Core (C) or Elective (EL) or Enhancement (EN) or Auxiliary (A)
- The fourth letter indicates whether the course falls under the Honours degree programme by (H)
- The first digit and second digit of the five-digit number indicate the level of study and the semester respectively.
- The third and fourth digits of the five-digit number indicate the identification number assigned to that particular course
- The last digit of the five-digit number indicates the credit value of the course unit

Example: **ECC 11013** for Bachelor of Arts

ECCH 11013 for Bachelor of Arts Honours

EC	C or E or EN or A	H	1	1	01	3
Subject Example: Economics	Core/ Elective / Enhancement / Auxiliary	Honours Degree Programme	Level (Year of Study)	Semester	Course Number	Credit Value

3.4.5 Types of Courses: Foundation, Core, Elective, Enhancement and Auxiliary Courses

The courses in the Faculty of Arts are categorized into **five** depending on their nature, gravity and serving the purpose of the graduate profile. They are Foundation Courses, Core Courses, Elective Courses, Enhancement Courses, and Auxiliary Courses.

i. Foundation Courses

Foundation Courses are propaedeutic courses offered as a preparation for the degree programme provided at the beginning of the academic orientation.

The Foundation Course provided at the Level I is **Information Literacy** in order to be familiar with the world of information.

The students admitted to the Honours Degree Programme in Geography should follow **Basic Science for Geography** as a Compulsory Foundation Course.

The students seeking teaching placements for their Industrial Training at Level IV Semester II should complete the Compulsory Foundation Course units on **Introduction to Pedagogy and Methodology of Teaching and Assessment of Learning** as a prerequisite that will be offered by the Department of Education, Faculty of Arts at Semester I and II - Level III respectively.

ii. Core courses

The core course units of a subject are considered as the essential core of the subject and the students would be required to select the core units as per requirement. The total number of core course units may vary for BA and BAHons degree programmes.

iii. Elective Course

Electives are courses the students can choose to align with core or compulsory courses in degree programmes. The elective courses can be selected from the basket provided by the department in alignment with discovering new interests, improving self-esteem and enhancing inter and multidisciplinary skills and knowledge.

At the beginning of each academic year, each Department / Unit announces to all the students of the respective department/unit with regard to the elective courses that are provided during that academic year for level II students. The students must choose the preferred elective courses within the stipulated time announced by the Dean's office.

All the elective courses may be taught bi-lingual (Tamil and English)

iv. Enhancement Courses

The Enhancement Courses aim to develop the potential and existent knowledge and skills of the students, in addition to the core and elective courses.

v. Auxiliary Courses ('Professional Development' Courses)

In order to improve the employability of Arts Graduates without affecting the importance given to the subject, it is recommended to offer courses for professional development. These courses will have the following nature.

The Auxiliary Course Units on 'Professional Development' are compulsory for all the students and will supplement throughout the main programme.

All the Auxiliary Course Units will primarily facilitate the students to acquire hands-on exposure to professional skills. These courses may be conducted in innovative styles. The time may be allotted without affecting the routine teaching hours.

vi. Auxiliary Language Course Unit

Faculty of Arts students shall be given the opportunity to learn the second language courses an Auxiliary course in order to improve their communication skills.

Thus, learning Certificate Courses in Sinhala as a Second Language and Certificate Courses in Modern Languages: French, German and Japanese and the students can learn them in any one of the semesters falls at Level II or III from the Second and Modern Language Centre of the Faculty of Arts.

3.5 Curriculum Layout of Bachelor of Arts Degree Programme

The volume of learning of the Bachelor's Degree Programme for three years should satisfy the minimum requirement of 90 credits to meet the SLQF Level 5.

The volume of learning of the Bachelor of Arts Degree Programme for three years provided by the Faculty of Arts is designed to meet the requirement of the SLQF Level 5 by an offered minimum of **94** credits.

Level I: Course Units and Volume of Learning

Level I is common to all the students who are admitted to the Bachelor's Degree Programme (Except Translation Studies) offered by the Faculty of Arts.

Students at the level I have to select any **three main subjects** as per the stipulated list of subjects offered in the Faculty of Arts and a minimum **one of them** should be a subject he/she learned in **Advanced Level**. The students who are admitted to the University on a Special Intake (SPI) basis have to choose the subject/s prescribed by the UGC and remain from the list of subject combinations provided by the Faculty with the consultation of the respective departments.

Further, the students admitted to the Faculty of Arts have an opportunity to select a subject as one of the three subjects offered by the Faculty of Hindu Studies: Saiva Siddhanta, Hindu Civilization, and Sanskrit, with the condition that the particular subject should be taken by the student in Advanced Level for the admission to the university.

The maximum number of students shall be admitted for each subject depending on the nature of the subject, availability of human and physical resources of the relevant department, and employability. The cutout number for the subjects shall be three times more than the number of students who will be planned to be admitted to the Honours Degree Programme for the particular batch and it will be announced at the beginning of every academic year by the Dean's office with the consultation of the relevant departments. When the number of applicants exceeds the ceiling, the criteria to select the students for the particular subject would be determined according to the merit order of the Z-Score earned at the A/L which was considered for the University admission of every individual student.

Level I: Type of Course Units and Volume of Learning		
	Semester I	Semester II
Subject 1	Core Unit 1 (3 Credits)	Core Unit 1 (3 Credits)
Subject 2	Core Unit 2 (3 Credits)	Core Unit 2 (3 Credits)
Subject 3	Core Unit 3 (3 Credits)	Core Unit 3 (3 Credits)
Auxiliary Course	Academic Literacy (2 Credit) Computer Literacy (2 Credits)	Ethics and Moral Values (2 Credits) Public Speaking and Communication Skills (2 Credits)
Enhancement Course I	English for Communication-I / Introduction to French Language I / Advanced ESL I * (2 Credits)	English for Communication-II/ Introduction to French Language II / Advanced ESL II* (2 Credits)
	15 Credits	15 Credits
Enhancement Course II		Basic Mathematics *** (3 Credits)

Total Credits Offered in Level I: 30

Translation Studies

	Level I: Type of Course Units and Volume of Learning	
	Semester I	Semester II
Subject 1	Core Unit 1 (3 Credits)	Core Unit 1 (3 Credits)
Subject 2	Core Unit 2 (3 Credits)	Core Unit 2 (3 Credits)
Subject 3	Core Unit 3 (3 Credits)	Core Unit 3 (3 Credits)
Subject 4	Core Unit 4 (3 Credits)	Core Unit 4 (3 Credits)
Auxiliary Course	Academic Literacy (2 Credit) Computer Literacy (2 Credits)	Ethics and Moral Values (2 Credits) Public Speaking and Communication Skills (2 Credits)
Enhancement Course I	Introduction to French Language I/ Advanced ESL I* (2 Credits)	Introduction to French Language II/ Advanced ESL II* (2 Credits)
	18 Credits	18 Credits
Total Credits Earned in Level I: 36		

*Those students who follow **English Literature, ELT and Translation Studies** have to take Introduction to French Language Course I & II/ Advanced ESL I & II instead of Communicative English I & II as the Enhancement Course.

Those students who follow **Archaeology, Economics, Geography, Philosophy, Planning and Psychology have to take Basic Mathematics as another Enhancement Course. Visually challenged candidates will be exempted in case they appeal. Further, it will be open to any other students from other subjects to select Basic Mathematics as an additional Enhancement Course if they wish to follow.

***Those students who follow **ICT** have to take Basic Mathematics instead of Computer Literacy as the Auxiliary Course.

Level II Bachelor of Arts (General): Course Units and Volume of Learning

The subject offered for Level II shall remain the same as offered in Level I.

Level II: Type of Course Units and Volume of Learning		
	Semester I	Semester II
Subject 1	Core Unit 1 (3 Credits)	Core Unit 1 (3 Credits)
Subject 2	Core Unit 2 (3 Credits)	Core Unit 2 (3 Credits)
Subject 3	Core Unit 3 (3 Credits)	Core Unit 3 (3 Credits)
Elective Course Units	2 Elective Units* (2 x 3 Credits = 6 Credits)	2 Elective Units* (2 x 3 Credits = 6 Credits)
Enhancement Course I	English for General Purposes - I/ General Presentation of the Language – I (B.F) / Advanced ESL III – (a)** (2 Credits)	English for General Purposes - II/ General Presentation of the Language – III (B.F) / Advanced ESL IV – (a) ** (2 Credits)
	17 Credits	17 Credits
Enhancement Course II	Basic Statistics*** (3 Credits)	
Total Credits Offered in Level II: 34		

*The students can choose the elective course units from any of the three subjects they offer either one or two from any of them.

**Those students who follow English Literature, ELT and Translation Studies have to take General Presentation of the Language I & II/Advanced ESL III & IV instead of English for General Purposes I & II as the Enhancement Course.

*** Those students who follow **Archaeology, Economics, Geography, Planning, Political Science, Psychology, Sociology and Media Studies** have to take Basic Statistics as another Enhancement Course. Visually challenged candidates will be exempted in case they appeal. Further, it will be open to any other students from other subjects to select Basic Statistics as an additional Enhancement Course if they wish to follow.

Level III Bachelor of Arts (General): Course Units and Volume of Learning

The subject offered for Level III shall remain the same as offered in Level II.

There will be one core course unit on Research Methods with three credits in First Semester and Project Work with three credits in Second Semester. The course on Research Methods will be offered by the departments. In the second semester, students will carry out Project Work in their respective subject that they have already followed the course on Research Methods in the First Semester. The students who are enrolled under the special intake should follow the Research Methods and Project Work in the subject/s for which they were admitted.

Level III: Type of Course Units and Volume of Learning		
	Semester I	Semester II
Subject 1	Core Unit 1 (3 Credits)	Core Unit 1 (3 Credits)
Subject 2	Core Unit 2 (3 Credits)	Core Unit 2 (3 Credits)
Subject 3	Core Unit 3 (3 Credits)	Core Unit 3 (3 Credits)
Subject 1/2/3	Core Unit 4: Research Methods (3 credits)	Core Unit 4: Project Work (3 credits)
Enhancement Course	English for Career Development - I/ English for Academic Purposes – I*/ French Grammar (B.F) / Advanced ESL V** (3 Credits)	English for Career Development - II/ English for Academic Purposes – II*/ Expression and Culture (B.F) / Advanced ESL VI ** (3 Credits)
	15 Credits	15 Credits
Total Credits Offered in Level III: 30		

*Students are expected to choose either English for Career Development-I or English for Academic Purposes-I in the first semester and either English for Career Development-II or English for Academic Purposes -II in the second semester.

*Those students who wish to follow English for Academic Purposes – I & II should obtain a sum of GPV not less than 6.0 in level II English (General/Humanities/Social Science) in both semesters. (The Department of English Language Teaching will officially display the list of eligible students)

**Those students who follow English Literature, ELT and Translation Studies have to take French Grammar & Expression and Culture/Advanced ESL V & VI instead of English for Career Development - I & II or English for Academic Purposes – I & II as the Enhancement Course.

3.6 Curriculum Layout of Bachelor of Arts (Honours) Degree Programme

The volume of learning of the bachelor Honours Degree Programme for four years should satisfy the minimum requirement of 120 credits to meet the SLQF Level 6.

The volume of learning of the Bachelor of Arts Honours Degree Programme for four years provided by the Faculty of Arts is designed to meet the requirement of the SLQF Level 6 by an offered minimum of **126** credits.

3.6.1 Admission

The students are admitted to the Honours Degree Programme in Arts course at the beginning of Level II on the preference of the student and the merit order.

At the successful completion of Level I, students who wish to follow an Honours degree can select any **one** of the main subjects he/she offered at Level I and make an application in the prescribed format to the Dean's Office of the Faculty of Arts.

Admission Criteria

- A. should have obtained the sum of GPV of not less than **6.0** calculated for the core course units in the subject of specialization in Level I which amounts to six credits.
- B. should have obtained the sum of GPV of not less than **8.0** calculated for all the core course units of the other subjects in Level I which amounts to twelve credits.
- C. Those who applied for **Archaeology, Economics, Geography, Philosophy, Planning and Psychology** should have obtained a minimum grade **C-** in Basic Mathematics at Level I which amounts to three credits.

In case of any student who is **absent** for the end semester examinations of level I with valid reasons and while following a General degree, he/she wishes to follow the Honours degree programme he/she may use the opportunity to sit the semester exam with the subsequent batch with the approval and make he/she fulfill the requirements of the eligibility to follow the Honours degree programme with the subsequent batch. However, he/she will be considered for the award of a degree **without class eligibility**.

The maximum number of students shall be admitted for each specialization subject depending on the nature of the subject, the availability of human and physical resources of the relevant department, the availability of the academic staff to guide the students for the dissertation and employability. The cutout number for the subjects would be announced at the beginning of every academic year by the Dean's Office with the consultation of the relevant departments.

Students who have been admitted under Special Intake (SPI) should apply for the Honours Degree in the subject/subjects for which they have been permitted.

When a very low number of students applied for the following Honours degree in a particular subject as less than 20% of the sealing declared, the criteria will be flexible in order to accommodate a maximum of 50% of the sealing in such situations as described below.

Admission Criteria:

- A. should have obtained the sum of GPV of not less than **5.4** calculated for the course units in the subject of specialization in Level I
- B. should have obtained the sum of GPV of not less than **8.0** calculated for all the core course units of the other subjects in Level I

If a student wants to switch over to the Bachelor's Degree from the Bachelor's Degree Honours Programme, he/she shall notify the Dean through the relevant Head of the Department within two weeks from the beginning of the first semester of Level II.

Level II Bachelor of Arts Honours Degree: Course Units and Volume of Learning

Level II: Type of Course Units and Volume of Learning		
	Semester I	Semester II
Subject of Specialization	Core Unit 1 (3 Credits)	Core Unit 1 (3 Credits)
	Core Unit 2 (3 Credits)	Core Unit 2 (3 Credits)
	Core Unit 3 (3 Credits)	Core Unit 3 (3 Credits)
	Core Unit 4 (3 Credits)	Core Unit 4 (3 Credits)
	Elective Course (3 Credits)*	Elective Course (3 Credits)*
	Enhancement Course I	English for Humanities-I / English for Social Sciences – I/ General Presentation of the Language - II (B.F)/ Advanced ESL-III – (b)** (3 Credits)
	18 Credits	18 Credits
Enhancement Course II:	Basic Statistics***(3 Credits)	
Total Credits offered in Level II: 36		

*The Elective Course unit for the Bachelor of Arts Honours students at Level II aims to enrich the specialized stream of respective studies through the selection of course units under the basket containing relevant course units from different subjects and those courses to be provided by the department itself to the students.

*The students can choose the elective course unit from the course unit/s the relevant subject offer.

**Those students who follow English Literature, ELT and Translation Studies have to take Introduction to French Language Course I & II /Advanced ESL III & IV instead of English for Humanities - I & II and English for Social Sciences – I & II as the Enhancement Course.

***Those students who follow **Archaeology, Economics, Geography, Planning, Political Science, Psychology, Sociology and Media Studies** have to take Basic Statistics as another Enhancement Course. Visually challenged candidates will be exempted in case they appeal. Further, it will be open to any other students from other subjects to select Basic Statistics as an additional Enhancement Course if they wish to follow.

Note:- The students admitted to the Honours Degree Programme in Geography should follow Basic Science for Geography as a Compulsory Foundation Course.

Level III Bachelor of Arts Honours Degree: Course Units and Volume of Learning

Level III: Type of Course Units and Volume of Learning		
	Semester I	Semester II
Subject of Specialization	Core Unit 1 (3 Credits)	Core Unit 1 (3 Credits)
	Core Unit 2 (3 Credits)	Core Unit 2 (3 Credits)
	Core Unit 3 (3 Credits)	Core Unit 3 (3 Credits)
	Core Unit 4 (3 Credits)	Core Unit 4 (3 Credits)
	Core Unit 5 (3 Credits)	Core Unit 5 (3 Credits)
Enhancement Course	English for Career Development-I/ English for Academic Purposes –I*/ French Grammar (B.F) / Advanced ESL V** (3 Credits)	English for Career Development-II/ English for Academic Purposes –II* / Expression and Culture (B.F)/ Advanced ESL VI ** (3 Credits)
	18 Credits	18 Credits
Total Credits offered in Level III: 36		

* Those students who follow English Literature, ELT and Translation Studies have to take French Grammar & Expression and Culture/Advanced ESL V & VI instead of English for Career Development-I & II or English for Academic Purposes – I & II as the Enhancement Course.

**Students are expected to choose either English for Career Development-I or English for Academic Purposes-I in the first semester and either English for Career Development-II or English for Academic Purposes -II in the second semester.

**Those students who wish to follow Academic Purposes – I & II should obtain a sum of GPV not less than 6.0 in level II English (General/Humanities/Social Science) in both semesters. (The Department of English Language Teaching will officially display the list of eligible students)

Note:-The students seeking teaching placements for their Industrial Training at Level IV Semester II should complete the Compulsory Foundation Course units on **Introduction to Pedagogy and Methodology of Teaching and Assessment of Learning** as a prerequisite that will be offered by the Department of Education, Faculty of Arts at Semester I and II - Level III respectively.

Level IV Bachelor of Arts Honours Degree: Course Units and Volume of Learning

Level IV: Type of Course Units and Volume of Learning	
Semester I	Semester II
Core Unit 1 (3 Credits)	Core Unit - Internship *(3 Credits)
Core Unit 2 (3 Credits)	Core Unit – Dissertation (6 Credits)
Core Unit 3 (3 Credits)	
Core Unit 4 (3 Credits)	
Core Unit 5 (3 Credits)	
15 Credits	9 Credits
Total Credits offered in Level IV: 24 Credits	

*All the departments/units must design an internship programme during the second semester of Level IV covering 300 hours for the students to earn 3 credits. At the end of the internship, the report will be assessed and marks will be allocated. The internship placements can be found under different categories: industrial/ social/ job and teaching placements; teaching placements will be subjected to the completion of the Compulsory Foundation Course units on **Introduction to Pedagogy and Methodology of Teaching and Assessment of Learning** as a prerequisite that were already offered by the Department of Education, Faculty of Arts at Level III respectively.

3.7 Teaching and Learning

The study programme of the arts stream is delivered using blended teaching methods in order to assure student-centred teaching and learning strategies. The mode of programme delivery includes face-to-face interactive sessions, e-learning strategies, guest lectures, presentations, quizzes, in-class and take-home assignments, assisted tutorials, field study, research projects and writing the dissertation. Teaching and learning strategies also promote independent learning on the part of the students and the number of notional hours is allocated for each course unit as stipulated by the SLQF.

An efficient learner support system includes well-equipped lecture halls, judicious use of ICT and various teaching and learning aids which are provided by the Faculty.

3.7.1 Academic Counseling

A committee of academics consisting of at least an academic from each subject gives academic counseling on the selection of subjects to all the students before they register for their subjects at the Dean's Office (for Level I students).

10 working days will be given to the Level I students after the orientation programme to select their 3 main subjects. The students will be instructed to select the subjects in preference order and the choices will be finalized by the Dean's Office based on the ceiling limit announced for each subject by the relevant departments.

There will be no possibility for a student to change the subjects after completing the first three weeks of the semester.

Further, the academic counsellors will guide the differently-abled students in their selection of the subjects according to their potential to follow them from the list of subjects.

3.7.2 Attendance:

Students should maintain a minimum of 80% attendance in all the course units including fieldwork, to become eligible to appear for examinations and be assessed. Students are expected to be 'in attendance' at the University for the full duration of the published term dates for their course of study. That means they should be regularly attending lectures and practical sessions and committing time to their studies to be in a position to comply with academic and administrative expectations.

Any student who fails to fulfill the attendance requirement shall be disqualified from sitting for that end-semester examination and it shall be treated as an attempt. If a student is absent for lectures with valid reasons acceptable by the Faculty Board and the Senate shall be allowed to sit the examination at the next available opportunity as the first attempt with the certification of the Head of the Department. He/she could be considered as a repeat candidate except who submits valid medical reasons/any other valid reasons within two weeks of the last day of the exam held for the particular batch and is approved by the Senate.

If a student is absent and has not attained 80% attendance and would sit for the semester exam as a proper/repeat candidate. He/she is only permitted to earn **a maximum of 27 credits** in a semester examination.

A repeating candidate should redo all in-course assessments for the relevant repeat course unit/s. He/she would sit for the particular semester and the previous submission/s he/she made for the particular course unit/s would be nullified.

3.7.3 Attendance in Field Work:

An important feature of the courses in Arts is the emphasis placed on the fieldwork as an integral part of the total curriculum, including visits to relevant institutions and group lab sessions. Fieldwork enables the student to integrate and reinforce the knowledge acquired

in the classroom with actual practice conducted under competent supervision. Full attendance at field practicum sessions and participation in observation visits, field visits, and block field placements are compulsory.

A student who is absent from fieldwork for more than two days in a semester, for any reason, will have to compensate for the absence in full in accordance with the instructions of the Supervisor / Head concerned, in consultation with the field agency.

3.7.4 Credit Transfer:

The Credit Transfer is the procedure of earning credit to a student for educational experiences or courses undertaken at another stream of studies or another institution.

The mechanism for credit transfer will be guided by academic counsellors. When students apply for it, the Faculty Board of the Faculty of Arts will appoint a committee to scrutinize the requests and guide them appropriately and the Senate approval is mandatory for undertaking the credit transfer.

Evaluation Procedures and Examinations

Formative and Summative Assessments

A course unit shall be evaluated by means of formative and summative assessments:

In-course assessments (ICA – Formative Assessments) consist of suitable combinations of assignments, class tests, reports, oral presentations, oral examinations, quizzes, spot examinations in Practical, continuous assessment, in-course assessment examinations, etc.

End-of-course exams (Summative Assessments) will be conducted at the end of each semester as written or oral as per the nature of the course unit/s or the stipulated curriculum.

The weightage of the summative assessment is determined by the nature of the course unit and its Intended Learning Outcomes.

4.1 In-Course Assessments

In-course assessment of the course unit shall be carried out on the dates and at the time determined by the Head of the Department offering the course unit. The Head of the Department shall be responsible for the collection of tutorials/project reports, assessments, etc. at the department.

Each Head of the Department / Coordinator of the units concerned is responsible for the marks awarded to all components of the in-course assessments of the course unit offered by the department.

The weightage of the formative and summative assessments is determined by the nature of the course unit and its ILOs.

- The entire in-course assessments should be completed before the end of the semester.
- Mid-semester exams are to be scheduled during the next week after the mid-semester break.
- The policy of displaying the in-course assessment marks on the department notice board during the last week of the semester has to be strictly practised.
- A student must have earned a minimum of 40% out of the total allocated in-course assessment for each course unit. If a student does not earn a minimum of 40% out of the total allocated in-course assessment in any course unit/s the grade at the end-semester examination will be treated as a grade 'E' and he/she has to repeat the in-course assessment of the particular course unit/s.

4.2 End of Course Examinations

An end-of-course examination (ECE – Summative Examination) shall be conducted for each course unit at the end of the semester in which the teaching of the course is completed.

The duration of the examination can vary depending on the credit hours of the course units.

- For Course Units having a credit value of three and above – Three hours duration
- For Course Units having the credit value of Two and less – Two hours duration

4.2.1 Evaluation Blueprint

The blueprint of the end-semester question paper and the number and mode of questions for each course unit shall be described in the syllabus.

In addition to this, the suggestive blueprints of model question papers should be made available for reference in the respective departments and libraries. The primary aim of these blueprints is to bring clarity to the process of connecting questions to intended learning outcomes and hence to programme outcomes. Further, these blueprints demonstrate how Bloom's taxonomy can be used to understand the quality of question papers and their effectiveness in assessing higher-order abilities. The structure of question papers, number of questions, choices given, time given for questions and examinations, etc., should be mentioned in those blueprints.

4.2.2 Eligibility Requirements to Sit for an End Semester Examination

All students are required to satisfy the 80% attendance and other regulations specified by the Faculty and the University to sit for each end-semester Examination. No Student shall be permitted to sit for an examination unless the Head/Heads of the relevant Department/Departments has /have certified that he/she has completed the course of study for the examination.

It is a must for a Student to appear for all examinations throughout his/ her degree programme. A student who was absent for an examination on medical reasons or any other valid reasons acceptable by the Faculty Board and Senate shall submit a medical certificate with the recommendation of the University Medical Officer or any other valid documents to the Office of the Dean of the Faculty within two weeks of the end of the particular examination. This will be subsequently presented to the Faculty Board of the Faculty of Arts and the Senate for approval.

A student who absences him /herself from the end-semester examination with valid reason should sit the examination at the next earliest opportunity and it will be treated as his /her first attempt with class eligibility.

A student who absences him /herself from the end-semester examination without any valid reason shall be treated as he /she has used one chance.

The student who has to repeat the course unit/s must enrol during the time of course registration as like other proper students at the commencement of the semester at the Faculty.

4.2.3 Title of the Examinations

4.2.3.1 Title of Semester Examinations

The Examinations conducted for the Degree of Bachelor of Arts shall have the following titles

Bachelor of Arts Examination (Year) Level I	First/Second Semester
Bachelor of Arts Examination (Year) Level II	First/Second Semester
Bachelor of Arts Honours Examination (Year) Level II	First/Second Semester
Bachelor of Arts Examination (Year) Level III	First/Second Semester
Bachelor of Arts Honours Examination (Year) Level III	First/Second Semester
Bachelor of Arts Honours Examination (Year) Level IV	First/Second Semester

4.2.4 Evaluation of Project Work – Bachelor of Arts Degree Programme

Students offering a Bachelor of Arts Degree in the Faculty of Arts should carry out the writing of a Project Work at Level III.

The title of the Project Work shall be made available to the students at the beginning of Level III and the students are expected to commence their research activities from the beginning of the first semester of Level III.

The Project Work will be assessed continuously and marks will be allocated as follows and all components are compulsory:

Proposal Presentation	15%
Student's Work Profile (The diary should be certified by the Supervisor)	10%
Final Presentation and Viva Voce	15%
Report on Project Work	60%
Total	100 %

The Project Work should be submitted to the Office of the Dean of the Faculty at the end of Level III Second Semester of the academic programme and the final presentation and viva

voce examination will be conducted by the respective Department during the Level III Second Semester examination period and the day of the final presentation and viva voce should be minimum 10 working days before the submission for giving fair chance to the students to incorporate the corrections and suggestions by the evaluation panel.

The members of the evaluation panel for the final presentation and viva voce are appointed by the Head of the Department with the approval of the Senate and shall contain

- a. Minimum two Senior Lecturers from the Department or relevant field of studies
- b. The supervisor may be present as an observer for the Final Presentation

4.2.5 Evaluation of Dissertation – Bachelor of Arts Honours

Students offering Honours Degree courses in the Arts Faculty should carry out the Dissertation at Level IV.

The topic of the Dissertation shall be made available to the students at the beginning of Level IV and they are expected to commence their research activities from the beginning of the first semester of Level IV.

The Dissertation will be assessed continuously and marks will be allocated as follows and all components are compulsory:

Proposal Presentation	15%
Student's Work Profile (The diary should be certified by the Supervisor)	10%
Final Presentation and Viva Voce	15%
Dissertation	60%
Total	100 %

The Dissertation should be submitted to the office of the Dean of the Faculty at the end of the Level IV Second Semester of the academic programme and the final presentation and viva voce examination will be conducted by the respective Departments during the Level IV Second Semester examination period and the day of the final presentation and viva voce should be minimum 10 working days before the submission for giving fair chance to the students to incorporate the corrections and suggestions by the evaluation panel.

The members of the evaluation panel for the final presentation and viva voce are appointed by the Head of the Department with the approval of the Senate and shall contain

- a. Minimum two Senior Lecturers from the Department or relevant field of studies
- b. The supervisor may be present as an observer for the Final Presentation

4.2.6 Evaluation of Internship -Bachelor of Arts Honours

The Internship is provided to all Honours degree students to acquire world of work exposure and professional experiences during the final year of studies. The placements for the students for the Internship should be approved by the relevant department. The students are expected to report their weekly progress to the assigned supervisor during his/her Internship training. (Further information is provided in the Internship Log Book)

The final evaluation of the Internship is assessed based on the following:

Evaluation by the Supervisor	30 %
Evaluation based on the feedback of the Mentor / Trainer	30 %
Log Book and Report	20 %
Presentation and Viva Voce	20 %
Total	

4.3 Grading System

Student performance is graded on a four-point scale, which ranges from A (Excellent) to E (Fail). The grading system is shown in the following table.

Range of Marks	Grade	Grade Point Value (GPV)
80 and above	A+	4.00
75-79	A	4.00
70-74	A-	3.70
65-69	B+	3.30
60-64	B	3.00
55-59	B-	2.70
50-54	C+	2.30
45-49	C	2.00
40-44	C-	1.70
35-39	D+	1.30
30-34	D	1.00
00-29	E	0.00

4.3.1 Grading System and Grade Point Average (GPA)

The performance of students in respect of a course unit is graded in Grade Point Value (GPV).

During the study period, a student accumulates grade point value from various course units offered. From the grade points accumulated, a Grade Point Average (GPA) may be calculated at any stage: for a level or more or a subject or more as may be necessary. The GPA is calculated by using the formula given below.

$$\text{GPA} = \frac{\sum c_n g_n}{\sum c_n}$$

Where c_n and g_n are the credit value and the grade point value, respectively, of the n^{th} course unit. Any calculated GPA shall be rounded to the second decimal.

At the completion of the degree programme, the Overall GPA (OGPA) will be calculated.

4.4 Releasing of Examination Results

4.4.1 Semester Examinations

End-of-semester examinations shall be conducted for each course unit at the end of the semester in which the teaching of the course is completed. The date and time of the end-semester examination shall be decided at the beginning of each semester by the Dean in consultation with the Heads of Departments.

A Pre Results Board of the Faculty shall be constituted for each course unit to finalize the results of that course unit. The Dean of the Faculty of Arts shall be the Chairman of this Board. The Heads of the Department of the Faculty, all Professors in the Faculty and the First and Second Examiners of the course units shall be the members of the Board.

The Dean shall summon a meeting of the Pre Results Board whenever a Head of a Department is ready to release the final results of the performance of students in a particular course unit. The Examination Board shall scrutinize and decide on the grades based on a scheme of awarding grades.

The grades obtained by the students at the end of the semester examination and the overall grades obtained by the students for that particular course shall be displayed by the Head of the Department concerned, after ratification by the Examination Board.

The marks list contains the marks scored by the students at the in-course assessment and the end of the semester examination and the overall marks scored by the students for a course unit, the overall grade awarded to the students and the grading system used for the particular course unit shall be sent by the Head of the Department concerned to the Dean of the Faculty. It shall be sent by the Dean of the Faculty to the Examination Branch of the University at the time of displaying grades on the notice board. The Dean shall also send the detailed marks sheet of the end-of-semester examination to the Examination Branch.

When the results of the end-of-semester examination of all the course units of a particular semester are received by the Examination Branch, the Examination Branch will summon a meeting of the Examination Board chaired by the Vice-Chancellor and with the Dean of the

Faculty of Arts, all Heads of Department of the Faculty, all the Professors in the Faculty and the First and Second Examiners of all the examinations conducted in that particular semester as members of the Examination Board. The Board will release the overall performance of the students in that semester giving the GPA scored by the students in that semester. The Board shall also release the overall GPA scored by the students up to that semester.

The grades obtained and the GPA scored by the students at the end of each end-semester examination for each level of course of study will be made known to the students after the release of the results.

The results should be released within a duration of three months from the last date of the examination.

The following symbols should be used in the marks ledger.

MC - *absent for examination for medical reasons*

WH - *absent for examination for reasons acceptable by the Faculty Board/Senate*

INC - *absent for examination without any reasons*

4.5 Repeating a Course

There will be no repeat examination. If a student obtains a grade **C-** or below in a course, he/she shall repeat the course by registering for that examination in a subsequent semester of the next academic year as a repeat candidate. Only two retake attempts are allowed for any course and the maximum grade obtainable on a repeat is **B-**. The in-course assessment marks obtained at the first attempt will be sustained.

4.6 Improvement:

If a student obtains a grade of **C+** or below for a course in any semester, he/she shall retake the course for improvement by registering for that examination in a subsequent semester of the next academic year. The in-course assessment marks obtained at the first attempt will be sustained. Only two retake attempts are allowed for any course for improvement, and the maximum grade obtainable on a retake is **B-**. While retaking, he/she is also entitled to keep the previous grade if he/she earned lower than the previous attempt.

4.7 Criteria for Award of Degrees

4.7.1 The Criterion for Awarding Bachelor of Arts Degree

A student who is deemed to have qualified for the award of Bachelor in Arts, if he/she satisfies the following requirements.

- 1) Earn a minimum of **94** credits in the entire degree programme for which OGPA is calculated.
- 2) Obtains a minimum Overall GPA (OGPA) of not less than **2.0** in all Core, Elective Course Units and English for Career Development I & II / English for Academic Purpose I & II in Level III semester I & II which amounts to **78** credits.
- 3) Obtains grade **C** or above in all Enhancement Course Units except Basic Mathematics and Basic Statistics.
- 4) Obtains grade **D+ or above** in Basic Mathematics and Basic Statistics which amounts to six credits.
- 5) Having not more than **two D grades or less** in core and elective course units of the entire Degree programme
- 6) Obtains grade **C-** or above in all Auxiliary Course Units amounting to **eight** credits.
- 7) Fulfills the entire requirements mentioned above, within a maximum of **6** academic years from the academic year of the original enrolment in the University other than approved medical withdrawal.

4.7.2 Requirement for Awarding Bachelor of Arts Honours Degree

A student who is deemed to have qualified for the award of Bachelor in Arts Honours, if he/she satisfies the following requirements.

- 1) Earn a minimum of **126** credits in the entire degree programme for which OGPA is calculated.
- 2) Obtains a minimum Overall GPA (OGPA) of not less than **2.0** in all Core, Elective Course Units and English for Career Development I & II / English for Academic Purpose I & II in Level III semester I & II which amounts to **108** credits.
- 3) Obtains grade **C** or above in all Enhancement Course Units except Basic Mathematics and Basic Statistics.
- 4) Obtains grade **D+ or above** in Basic Mathematics and Basic Statistics which amounts to six credits.
- 5) Having not more than **two D grades or less** in core and elective course units of the entire Degree programme.
- 6) Obtains grade **C-** or above in all Auxiliary Course Units amounting to **eight** credits.
- 7) Fulfills the entire requirements mentioned above, within a maximum of **7** academic years from the academic year of the original enrolment in the University other than approved medical withdrawal.

4.8 Award of Class

Any student who followed the three-year degree programme and has fulfilled the requirements for the award of the B.A degree within three consecutive academic years, and any student who followed the four-year degree programme who has fulfilled the requirements for the award of the B.A. (Honours) degree within four consecutive academic years, from the first academic year of registration, will be the eligibility of Class, other than valid reason/s approved by the Senate, shall be awarded Class on the following basis.

The Overall GPA for the award of the class is to be calculated excluding all Auxiliary Course Units and the Enhancement Course Units except 'English for Career Development – I and II' at Level III of B.A. and B.A. (Hons.) Degree Programmes.

First Class	Overall GPA of 3.7 and above
Second Class (Upper Division)	Overall GPA of 3.30 - 3.69
Second Class (Lower Division)	Overall GPA of 3.0 - 3.29
Pass	Overall GPA of 2.0 - 2.99

4.9 The Effective Date of Degree

The effective date of Degree shall be the last date of the stipulated examination period on which Level III/Level IV second semester examination concludes, for BA. and BAHons respectively. For repeat candidates, the effective date of the Degree shall be the last date of completion of the respective examination.

4.10 Fallback Options

There are a number of circumstances under which it might be necessary to create fallback options. A fallback option is a term used to describe the degree awarded to a student who, either through academic failure or various personal circumstances, is not eligible to receive the level of degree for which they were originally enrolled.

There are fallback points available at the Faculty of Arts for the benefit of the students at their request.

An Honours Degree student who wishes to leave the study programme within three years could claim a Bachelor of Arts Degree and class awarded by the approval of the Senate mentioning the areas of his/her studies and he/she should fulfill other requirements for the award of degree.

Whenever a student is unable to fulfill the requirements for the award of a degree, he/she may be awarded a Higher Diploma in Arts on request provided he/she satisfies the requirements.

Whenever a student is unable to fulfill the requirements for the award of a degree, he/she may be awarded a Diploma in Arts on request provided he/she satisfies the requirements. The qualifications shall be designated as Diploma in Arts abbreviated as **Dip. in Arts**, and Higher Diploma in Arts abbreviated as **H.Dip. in Arts**.

4.10.1 Opting for a Three-Year Degree

The Honours student who wishes to opt for the degree programme at Level III, he/she should submit the appeal after the release of Level III Second Semester results and within a month of commencement of Level IV First Semester with valid reasons to the Dean's office through the department concern.

4.10.2 Award of Higher Diploma and Diploma

4.10.2.1 Award of Higher Diploma in Arts (SLQF Level 4)

At the successful completion of Level II, students who wish to leave the study programme could claim a Higher Diploma in Arts mentioning the areas of his/her studies with the approval of the Faculty Board and the Senate.

The Criterion for Awarding Higher Diploma in Arts (SLQF Level 4)

A student who is deemed to have qualified for the award of Higher Diploma in Arts, if he/she satisfies the following requirements.

- 1) Earn a minimum of **64** credits in Level I and Level II.
- 2) Obtains a minimum GPA of not less than 2.0 in all Core and Elective Course Units which amounts to **48** credits in Level I and Level II.
- 3) Obtains grade **C** or above in all Enhancement Course Units except Basic Mathematics and Basic Statistics.
- 4) Obtains grade **D+ or above** in Basic Mathematics who follows **Archaeology, Economics, Geography, Philosophy, Planning and Psychology** and Basic Statistics who follows **Archaeology, Economics, Geography, Planning, Political Science, Psychology, Media Studies and Sociology** which amounts to six credits.
- 5) Having not more than a **D grade or less** in core and elective course units in Level I and Level II.
- 6) Obtains grade **C-** or above in all Auxiliary Course Units amounting to **eight** credits in Level I and Level II.

4.10.2.2 Award of Diploma in Arts (SLQF Level 3)

At the successful completion of Level I, students who wish to leave the study programme could claim a Diploma in Arts mentioning the areas of his/her studies with the approval of the Faculty Board and the Senate.

The Criterion for Awarding Diploma in Arts (SLQF Level 3)

A student who is deemed to have qualified for the award of Diploma in Arts, if he/she satisfies the following requirements.

- 1) Earn a minimum of **30** credits in Level I.
- 2) Obtains a minimum GPA of not less than 2.0 in all Core and Elective Course Units which amounts to **18** credits in Level I.
- 3) Obtains grade **C** or above in all Enhancement Course Units except Basic Mathematics.
- 4) Obtains grade **D+ or above** in Basic Mathematics who follows **Archaeology, Economics, Geography, Planning, Psychology and Sociology** which amounts to three credits
- 5) Having not more than a **D grade or less** in core and elective course units in Level I.
- 6) Obtains grade **C-** or above in all Auxiliary Course Units amounting to **eight** credits in Level I.

4.10.3 Claim to Continue the Course

An Honours Degree student intermits the study program (with the intention of resuming in future)after the completion of Level III, with the approval of the Faculty Board and Senate, would be allowed to complete the Honours Degree Programme, within a maximum of ten years from the time of first enrollment provided that already not claimed and awarded a Bachelor of Arts degree based on his/her request. However, a student who wishes to continue with the degree programme can be permitted to sit the exam as per the existing available curriculum only.

4.11 Official Transcript

An Official Transcript is a document issued by the Deputy Registrar, Examination Branch that records all the academic performances of a student.

The credit values of all the course units and the grades obtained in each course unit including foundation, core, elective, auxiliary and enhancement course units shall appear in the transcript. The transcript also indicates an overall GPA (OGPA), the class (if any) obtained and the Grade Point Value (GPV) of each grade. The student should make a written request to the Deputy Registrar, Examination Branch to get the official transcript.



Procession Leads to Convocation

Subjects and Degree Programmes Offered by the Faculty of Arts

The Subjects Offered for the Bachelor of Arts Degree Programmes

S.No	Subjects	BA	BA Honours
1	Anthropology (AN)	✓	
2	Archaeology (AY)	✓	✓
3	Art History (AH)	✓	✓
4	Christian Civilization (CC)	✓	✓
5	Cultural Tourism (CT)	✓	✓
6	Drama and Theatre Arts (DT)	✓	✓
7	Economics (EC)	✓	✓
8	English Literature (EN)	✓	✓
9	English Language Teaching (EL)	✓	✓
10	Geography (GY)	✓	✓
11	History (HY)	✓	✓
12	Home Economics (HE)	✓	✓
13	Linguistics (LG)	✓	✓
14	Media Studies (CM)	✓	✓
15	Philosophy (PH)	✓	✓
16	Planning (PN)	✓	✓
17	Political Science (PS)	✓	✓
18	Psychology (PY)	✓	✓
19	Sociology (SY)	✓	✓
20	Tamil (TA)	✓	✓
21	Translation Studies (TS)		✓
22	ICT (IT)	✓	
Under the Faculty of Hindu Studies			
23	Hindu Civilization (HC)	✓	✓
24	Saiva Siddhanta (SS)	✓	✓
25	Sanskrit (SN)	✓	✓

Degree Programmes Offered by the Faculty of Arts

Title of the Degree Programme	years	Medium Offered
Bachelor of Arts	3	Tamil
Bachelor of Arts Honours Degree in Archaeology	4	Tamil
Bachelor of Arts Honours Degree in Art History	4	Tamil
Bachelor of Arts Honours Degree in Christian Civilization	4	Tamil
Bachelor of Arts Honours Degree in Cultural Tourism	4	Tamil
Bachelor of Arts Honours Degree in Drama & Theatre Arts	4	Tamil
Bachelor of Arts Honours Degree in Economics	4	Tamil
Bachelor of Arts Honours Degree in English Literature	4	Tamil
Bachelor of Arts Honours Degree in Geography	4	Tamil
Bachelor of Arts Honours Degree in History	4	Tamil
Bachelor of Arts Honours Degree in Home Economics	4	Tamil
Bachelor of Arts Honours Degree in Linguistics	4	Tamil
Bachelor of Arts Honours Degree in Media Studies	4	Tamil
Bachelor of Arts Honours Degree in Planning	4	Tamil
Bachelor of Arts Honours Degree in Philosophy	4	Tamil
Bachelor of Arts Honours Degree in Psychology	4	Tamil
Bachelor of Arts Honours Degree in Political Science	4	Tamil
Bachelor of Arts Honours Degree in Sociology	4	Tamil
Bachelor of Arts Honours Degree in Tamil	4	Tamil
Bachelor of Arts Honours Degree in Translation Studies	4	Tamil
<i>Faculty of Hindu Studies</i>		
Bachelor of Arts Honours Degree in Hindu Civilization	4	Tamil
Bachelor of Arts Honours Degree in Saiva Siddhanta	4	Tamil
Bachelor of Arts Honours Degree in Sanskrit	4	Tamil

Field of Studies with Subject Codes offered by the Faculty of Arts

Department	Field of Study	Course Units	Code
Department of Christian and Islamic Civilization	Christian & Islamic Civilization	Core Course Unit	CCC
		Elective Course Unit	CCE
Department of Economics	Economics	Core Course Unit	ECC
		Elective Course Unit	ECE
Department of Fine Arts	Art History	Core Course Unit	AHC
		Elective Course Unit	AHE
Department of Geography	Geography	Core Course Unit	GYC
		Elective Course Unit	GYE
	Planning	Core Course Unit	PNC
		Elective Course Unit	PNE
Department of History	History	Core Course Unit	HYC
		Elective Course Unit	HYE
	Archaeology	Core Course Unit	AYC
		Elective Course Unit	AYE
	Cultural Tourism	Core Course Unit	CTC
Elective Course Unit		CTE	
Department of Linguistics & English	English	Principal Subject Core Unit	ENC
		Elective Subject	ENE
	Linguistics	Principal Subject Core Unit	LGC
		Elective Subject	LGE
Basic French	Auxiliary Subject	BHA	
Department of Information Technology	Information Technology	Core Course Unit	ITC
Department of Philosophy	Philosophy	Core Course Unit	PHC
		Elective Course Unit	PHE
	Psychology	Core Course Unit	PYC
		Elective Course Unit	PYE
Department of Political Science		Core Course Unit	PSC
		Elective Course Unit	PSE
Department of Sociology	Sociology	Core Course Unit	SYC
		Elective Course Unit	SYE
	Anthropology	Core Course Unit	ANC
		Elective Course Unit	ANE
Department of Tamil	Tamil	Core Course Unit	TAC
		Elective Course Unit	TAE
English Language Teaching	English Language Teaching	Core Course Unit	ELC
		Elective Course Unit	ELE
	English Language	Auxiliary Course Unit	EGA
Home Economics	Home Economics	Principal Subject Core Unit	HEC
		Elective Subject	HEE
Media Studies	Media Studies	Core Course Unit	CMC
		Elective Course Unit	CME
Translation Studies	Translation Studies	Core Course Unit	TSC
		Elective Course Unit	TSE

Field of Studies with Subject Codes offered by the Faculty of Hindu Studies

Department of Hindu Civilization	Hindu Civilization	Core Course Unit Elective Course Unit	HCC HCE
Department of Saiva Siddhanta	Hindu Philosophy	Core Course Unit Elective Course Unit	HPC HPE
Department of Sanskrit	Sanskrit	Core Course Unit Elective Course Unit	SNC SNE

Field of Studies with Subject Codes offered by the Sir Ponnambalam Ramanathan Faculty of Performing and Visual Arts

Department of Drama and Theatre Arts	Drama and Theatre Arts	Core Course Unit Elective Course Unit	DTC DTE
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Course Units Offered by the Departments

1. Department of Christian and Islamic Civilization

Bachelor of Arts (Christian Civilization)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	CCC 11013	Introduction to Christian Civilization	3
	Semester II	CCC 12013	Introduction to Christian Studies	3
Level II	Semester I	CCC 21013	The Bible: The Old Testament	3
		CCE 21013	Christian Art, Architecture and Literature	3
		CCE 21023	Historical Writings and Prophets	3
		CCE 21033	Christian Perspective of Leadership	3
		CCE 21043	Christianity and Churches	3
	Semester II	CCC 22013	The Bible: The New Testament	3
		CCE 22013	Christianity and its Founder	3
CCE 22023		Christian Beliefs and Practices	3	
Level III	Semester I	CCC 31013	History of Christianity: I	3
		CCC 31023	Research Methods	3
	Semester II	CCC 32013	History of Christianity: II	3
		CCC 32023	Project Work	3

Bachelor of Arts Honours (Christian Civilization)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	CCC 11013	Introduction to Christian Civilization	3
	Semester II	CCC 12013	Introduction to Christian Studies	3
Level II	Semester I	CCCH 21013	The Bible: The Old Testament	3
		CCCH 21023	Christian Art, Architecture and Literature	3
		CCCH 21033	Historical Writings and Prophets	3
		CCCH 21043	Christianity and Churches	3
		CCEH 21013	Christian Perspective of Leadership	3
		CCEH 21023	Christian Ethics	3
	Semester II	CCCH 22013	The Bible: The New Testament	3
		CCCH 22023	Christianity and its Founder	3
		CCCH 22033	Christian Beliefs and Practices	3

		CCCH 22043	Sri Lankan Christian Art, Architecture and Literature	3
		CCEH 22013	Pluralism and Inter-religious Dialogue	3
		CCEH 22023	Sinhala for Communication	3
Level III	Semester I	CCCH 31013	History of Christianity: I	3
		CCCH 31023	Research Methodology in Christian Civilization	3
		CCCH 31033	Christian Spirituality and Mysticism	3
		CCCH 31043	Christian Social Teachings	3
		CCCH 31053	Christian Anthropology	3
	Semester II	CCCH 32013	History of Christianity: II	3
		CCCH 32023	History of Christianity in Sri Lanka	3
		CCCH 32033	Christian Philosophy	3
		CCCH 32043	Religions of South Asia: Comparative Study	3
		CCCH 32053	Christian Eschatology	3
Level IV	Semester I	CCCH 41013	Current Trends in Christianity	3
		CCCH 41023	Christianity and Gender Perspectives	3
		CCCH 41033	Ethics of Globalization	3
		CCCH 41043	Christianity and Environmental Studies	3
		CCCH 41053	Christianity and Human Rights	3
	Semester II	CCCH 42013	Internship	3
		CCCH 42026	Dissertation	6

2. Department of Economics

Bachelor of Arts (Economics)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	ECC 11013	Introduction to Microeconomics	3
	Semester II	ECC 12013	Introduction to Macroeconomics	3
Level II	Semester I	ECC 21013	Microeconomics	3
		ECE 21013	Mathematics and Statistics for Social Sciences	3
		ECE 21023	Introduction to Financial Economics	3
		ECE 21033	Small Enterprises Development	3
	Semester II	ECC 22013	Macroeconomics	3
		ECE 22013	Introduction to Economics of Tourism	3
		ECE 22023	Rural Economy	3
Level III	Semester I	ECC 31013	International Trade and Finance	3
		ECC 31023	Research Methods for Economics	3
	Semester II	ECC 32013	Sri Lankan Economy	3
		ECC 32023	Project Report	3

Bachelor of Arts Honours (Economics)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	ECC 11013	Introduction to Microeconomics	3
	Semester II	ECC 12013	Introduction to Macroeconomics	3
Level II	Semester I	ECCH 21013	Intermediate Microeconomics	3
		ECCH 21023	Financial Economics	3
		ECCH 21033	History of Economic Thought	3
		ECCH 21043	Mathematical Methods for Economics	3
		ECEH 21013	Labour Economics	3
		ECEH 21023	Real Estate Economics	3
		ECEH 21033	Demographic Economics	3
		ECEH 21043	Health Economics	3
		ECEH 21053	Gender Economics	3
	Semester II	ECCH 22013	Intermediate Macroeconomics	3
		ECCH 22023	Knowledge Economy	3
		ECCH 22033	Theories of Economic Growth	3
		ECCH 22043	Statistical Methods for Economics	3
		ECEH 22013	Rural Economic Development	3
		ECEH 22023	Economics of Tourism	3
		ECEH 22033	Industrial Economics	3
		ECEH 22043	Project Planning and Evaluation	3
ECEH 22053	Fisheries Economics	3		

Level III	Semester I	ECCH 31013	International Economics	3
		ECCH 31023	Advanced Theories of Economics	3
		ECCH 31033	Research Methodology for Economics	3
		ECCH 31043	Econometrics	3
		ECCH 31053	Political Economy of Development	3
	Semester II	ECCH 32013	Post-Independence Economy of Sri Lanka	3
		ECCH 32023	Small Business and Entrepreneurship	3
		ECCH 32033	Public Sector Economics	3
		ECCH 32043	Environmental Economics	3
		ECCH 32053	Time Series Econometrics	3
Level IV	Semester I	ECCH 41013	Monetary Economics	3
		ECCH 41023	Current Issues in World Economy	3
		ECCH 41033	Comparative Regional Economic Development - Asian Experience	3
		ECCH 41043	Regional Economics for North-East of Sri Lanka	3
		ECCH 41053	Development Economics and Planning	3
	Semester II	ECCH 42013	Internship	3
		ECCH 42026	Dissertation	6

3. Department of English Language Teaching

Bachelor of Arts (English Language Teaching)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	ELC 11013	Introduction to English Language	3
	Semester II	ELC 12013	Teaching Language Skills	3
Level II	Semester I	ELC 21013	Major Language Teaching and Learning Theories	3
		ELE 21013	Teaching Grammar and Vocabulary	3
		ELE 21023	Literature in the Language Classroom	3
	Semester II	ELC 22013	English Language Teaching Methods	3
		ELE 22013	Teaching of Spoken English and Listening Skills	3
		ELE 22023	Error Feedback & Remedial Tasks	3
Level III	Semester I	ELC 31013	Testing and Evaluation	3
		ELC 31023	Research Methods for ELT	3
	Semester II	ELC 32013	Teaching Practice and Lesson Planning	3
		ELC 32023	Project Work	3

Bachelor of Arts Honours (English Language Teaching)

Year	Semester	Course Code	Title of the unit	Credit
Level I	Semester I	ELC 11013	Introduction to English Language	3
	Semester II	ELC 12013	Teaching Language Skills	3
Level II	Semester I	ELCH 21013	Major Language Teaching and Learning Theories	3
		ELCH 21023	Teaching Writing for Different Purposes	3
		ELCH 21033	Structure of English	3
		ELCH21043	Introduction to English Linguistics	3
		ELEH 21013	Teaching of Grammar and Vocabulary	3
		ELEH 21023	Literature in Language Classroom	3
Level II	Semester	ELCH 22013	English Language Teaching Methods	3

	II	ELCH 22023	Cognitive Approach to Language Learning	3
		ELCH 22033	Automaticity in Information Processing Skills (L2 Context)	3
		ELCH 22043	Advanced Writing in English	3
		ELEH 22013	Teaching Spoken English and Listening Skills	3
		ELEH 22023	Error Feedback and Remedial Tasks	3
Level III	Semester I	ELCH 31013	Testing and Evaluation	3
		ELCH 31023	Research Methods for ELT	3
		ELCH 31033	English for General and Specific Purposes	3
		ELCH 31043	English Language Teaching and Socio-Cultural Contexts	3
		ELCH 31053	English Language Teaching in Global Context	3
Level III	Semester II	ELCH 32013	Curriculum and Syllabus Designing	03
		ELCH 32023	Classroom Management	03
		ELCH 32033	Teaching Practice and Lesson Planning	03
		ELCH 32043	Learner Language Analysis	03
		ELCH 32053	Language Policies and Planning	03
Level IV	Semester I	ELCH 41013	Technology in ELT	03
		ELCH 41023	Developing Teaching Skills and Professionalism	03
		ELCH 41033	Learner Autonomy and Teacher Development	03
		ELCH 41043	Morphosyntactic Features of English	03
		ELCH 41053	Development of Teaching Aids and Materials	03
Level IV	Semester II	ELCH 42013	Internship	03
		ELCH 42026	Dissertation	06

4. Department of Fine Arts

Bachelor of Arts (Art History)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	AHC 11013	Understanding Art	3
	Semester II	AHC 12013	Introduction to Art History	3
Level II	Semester I	AHC 21013	Pre-Modern European Art	3
		AHE 21013	Art and Heritage Industry	3
		AHE 21023	Social Production of Craft	3
		AHE 21033	Studio Practice: Two-Dimensional Design	3
	Semester II	AHC 22013	Art of Pre-Modern South Asia	3
		AHE 22013	Visual Art: Methods and Materials	3
		AHE 22023	Visual Communication	3
		AHE 22033	Studio Practice: Three-Dimensional Design	3
Level III	Semester I	AHC 31013	Modern and Contemporary Art	3
		AHC 31023	Research Methods for Art History and Visual Culture	3
	Semester II	AHC 32013	Art Theory	3
		AHC 32023	Art History Project Work	3

Bachelor of Arts Honours (Art History)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	AHC 11013	Understanding Art	3
	Semester II	AHC 12013	Introduction to Art History	3
Level II	Semester I	AHCH 21013	Pre-Modern European Art	3
		AHCH 21023	Pre-Modern Indian Art	3
		AHCH 21033	Craft: Discourse and Practice	3
		AHCH 21043	Aesthetic Theories	3
		AHEH 21013	Art and Heritage Industry	3
		AHEH 21023	Studio Practice: Two-Dimensional Design	3
	Semester II	AHCH 22013	Pre-Modern Sri Lankan Art	3
		AHCH 22023	Canonical Literatures and Visual Representation	3
		AHCH 22033	Architecture and Power	3
		AHCH 22043	Meanings of Art: Visual, Visuality and Viewership	3
		AHEH 22013	Heritage: Protection and Marketing	3
		AHEH 22023	Studio Practice : Three-Dimensional Design	3
Level III	Semester I	AHCH 31013	Modernities and Modernisms	3

		AHCH 31023	Palk Strait: Site of Artistic Exchange	3
		AHCH 31033	Images of Technology: History and Theory	3
		AHCH 31043	Visualized body: Object and Subject	3
		AHCH 31053	Art and Social Theories	3
	Semester II	AHCH 32013	Post Object Art	3
		AHCH 32023	Art, Identity and Tamilness	3
		AHCH 32033	Modernisms and Nationalisms in South Asia	3
		AHCH 32043	Representation of Nature in Art	3
		AHCH 32053	Art and Psychoanalysis	3
Level IV	Semester I	AHCH 41013	Modern and Contemporary Art in Sri Lanka	3
		AHCH 41023	Historiography of Sri Lanka Art History	3
		AHCH 41033	Arts Management	3
		AHCH 41043	Curatorial Practice	3
		AHCH 41053	Art History Research Methods, Methodology and Interpretations	3
	Semester II	AHCH 42013	Internship	3
		AHCH 42026	Dissertation	6

5. Department of Geography

Bachelor of Arts (Geography)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	GYC 11013	Fundamentals of Physical Geography	3
	Semester II	GYC 12013	Fundamentals of Human Geography	3
Level II	Semester I	GYC 21013	Cartography and Geographic Information Systems	3
		GYE 21013	Geography of Globalization	3
		GYE 21023	Teaching of Geography	3
	Semester II	GYC 22013	Natural Resource Management	3
		GYE 22013	Population Geography	3
		GYE 22023	Agriculture and Rural Geography	3
Level III	Semester I	GYC 31013	Atmosphere, Weather and Climate	3
		GYC 31023	Research Methods in Geography	3
	Semester II	GYC 32013	Geography of Sri Lanka	3
		GYC 32023	Project Work	3

Bachelor of Arts Honours (Geography)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	GYC 11013	Fundamentals of Physical Geography	3
	Semester II	GYC 12013	Fundamentals of Human Geography	3
Level II	Semester I	GYCH 21013	Surveying, Cartography and Visualization	3
		GYCH 21023	Climatology	3
		GYCH 21033	Basic Geology and Pedology	3
		GYCH 21043	Urban Geography	3
		*GYCH 21012	Basic Science for Geography	3
		GYEH 21013	Teaching of Geography	3
	Semester II	GYEH 21023	Geography of Globalization	3
		GYCH 22013	Remote Sensing, Image Analysis and Applications	3
		GYCH 22023	Bio Geography	3
		GYCH 22033	Hydrology	3
Level III	Semester I	GYCH 22043	Economic Geography	3
		GYEH 22053	Geography of Tourism	3
		GYCH 31013	Geographic Information System	3
		GYCH 31023	Research Methodology in Geography	3
		GYCH 31033	Geomorphology	3
Level III	Semester I	GYCH 31043	Marine and Fisheries Geography	3
		GYCH 31053	Geography of Agriculture and Food	3

	Semester II	GYCH 32013	Quantitative Techniques and Analysis in Geography	3
		GYCH 32023	Field Methods in Geography	3
		GYCH 32033	Population Geography and Demography	3
		GYCH 32043	Political Geography	3
		GYCH 32053	Environmental System and Management	3
Level IV	Semester I	GYCH 41013	Disaster Management	3
		GYCH 41023	Water Resource Management	3
		GYCH 41033	Climate Change Adaptation and Mitigation	3
		GYCH 41043	Land Use Modelling Techniques and Applications	3
		GYCH 41053	Regional Planning and Development	3
	Semester II	GYCH 42013	Internship	3
		GYCH 42026	Dissertation	6

Bachelor of Arts (Planning)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PNC 11013	Planning Concepts and History	3
	Semester II	PNC 12013	Dimensions of Development	3
Level II	Semester I	PNC 21013	Planning Concepts, Theories and Techniques	3
		PNE 21013	Environmental System and Management	3
		PNE 21023	Society and Space	3
	Semester II	PNC 22013	Community Development and Planning	3
		PNE 22013	Climate Change and Planning	3
		PNE 22023	Diversity, Social Justice and People's Participation	3
		PNE 22033	Public Relations	3
		PNC 31013	Research Methods in Planning	3
		PNC 31023	Project Planning and Management	3
		PNC 32013	Public Financial Management	3
PNC 32023	Project Work	3		

Bachelor of Arts Honours (Planning)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PNC 11013	Planning Concept and History	3
	Semester II	PNC 12013	Dimensions of Development	3
Level II	Semester I	PNCH 21013	Introduction to Cartography, Surveying and Levelling	3
		PNCH 21023	Introduction to Spatial Information System	3
		PNCH 21033	Introduction to Spatial Information System	3
		PNCH 21043	Regional Development and Planning	3
		PNEH 21013	Environmental System and Management	3
		PNEH 21023	Society and Space	3
	Semester II	PNCH 22013	Quantitative Techniques in Planning	3
		PNCH 22023	Sri Lankan Planning Structure and Legislations	3
		PNCH 22033	Advanced Geographical Information System and Remote Sensing	3
		PNCH 22043	Community Planning	3
		PNEH 22013	Climate Change and Planning	3
		PNEH 22023	Diversity, Social Justice and People Participation	3
		PNEH 22033	Public Relations	3
Level III	Semester I	PNCH 31013	Research Methodology	3
		PNCH 31023	Urban Planning and Development	3

		PNCH 31033	Project Planning and Management	3	
		PNCH 31043	Land Use Planning and Land Governance	3	
		PNCH 31053	Livelihood, Poverty and Social Empowerment	3	
	Semester II	PNCH 32013	Rural Planning	3	
		PNCH 32023	Local Governance and Community Budgeting	3	
		PNCH 32033	Public Financial Management	3	
		PNCH 32043	Infrastructure Planning	3	
		PNCH 32053	Urban and Rural Planning Studio - Project I	3	
	Level IV	Semester I	PNCH 41013	Gender and Development	3
			PNCH 41023	Community Based Disaster Risk Reduction	3
PNCH 41033			Policy Planning	3	
PNCH 41043			Social Entrepreneurship	3	
PNCH 41053			Community and Regional Planning Studio - Project II	3	
Semester II		PNCH 42013	Internship	3	
		PNCH 42026	Dissertation	6	

6. Department of History

Bachelor of Arts (History)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	HYC 11013	Introduction to History	3
	Semester II	HYC 12013	History of Ancient Civilizations	3
Level II	Semester I	HYC 21013	Study of Sources in Sri Lankan History up to 16 th Century A.D.	3
		HYE 21013	Pre and Proto History of South Asia	3
		HYE 21023	History of Jaffna Kingdom up to 16 th Century A.D.	3
	Semester II	HYC 22013	Political History of Sri Lanka up to 16 th Century A.D.	3
		HYE 22013	Socio-Economic and Cultural History of Sri Lanka up to 1505 A.D.	3
		HYE 22023	History of International Relations from 1945 A.D. to 2000 A.D.	3
		HYE 22033	History of Socio-Political and Cultural Relations between Sri Lanka and South India from 10 th Century A.D. to 15 th Century A.D.	3
Level III	Semester I	HYC 31013	Research Methods in History	3
		HYC 31023	History of Europe up to 16 th Century A.D.	3
	Semester II	HYC 32013	Constitutional Developments and the National Movements in Sri Lanka from 1796 A.D. to 1948 A.D.	3
		HYC 32023	Project Work	3

Bachelor of Arts Honours (History)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	HYC 11013	Introduction to History	3
	Semester II	HYC 12013	History of Ancient Civilizations	3
Level II	Semester I	HYCH 21013	Study of Sources in Sri Lankan History up to 16 th Century A.D.	3
		HYCH 21023	History of Delhi Sultanate and the Mughal Empire	3
		HYCH 21033	History of North India up to 1206 A.D.	3
		HYCH 21043	History of Peninsular India up to 900 A.D.	3
		HYEH 21013	Pre and Proto History of South Asia	3
		HYEH 21023	History of Jaffna Kingdom up to 16 th Century A.D.	3

	Semester II	HYCH 22013	Political History of Sri Lanka up to 16 th Century A.D.	3
		HYCH 22023	History of Peninsular India from 9 th Century A.D to 18 th Century A.D.	3
		HYCH 22033	History of the U.S.A from 1776 A.D. to 1900 A.D.	3
		HYCH 22043	History of Sri Lanka from 16 th Century A.D. to 18 th Century A.D.	3
		HYEH 22013	Socio- Economic and Cultural History of Sri Lanka up to 1505 A.D.	3
		HYEH 22023	History of Human Rights	3
Level III	Semester I	HYCH 31013	History of Modern India from 1707A.D. to 1947 A.D.	3
		HYCH 31023	Sri Lankan Art and Architecture up to 16 th Century	3
		HYCH 31033	Paleography and Epigraphy of Sri Lanka	3
		HYCH 31043	History of European Political Thoughts and Institutions from 15 th Century A.D to 20 th Century A.D.	3
		HYCH 31053	History of Europe up to 16 th Century A.D.	3
	Semester II	HYCH 32013	Constitutional Developments and the National Movements in Sri Lanka from 1796 A.D. to 1948 A.D.	3
		HYCH 32023	Research Methods in History	3
		HYCH 32033	History of South East Asia up to 16 th Century	3
		HYCH 32043	History of Europe from 17 th Century A.D to 20 th Century A.D.	3
		HYCH 32053	History of East Asia from 16 th Century A.D to 20 th Century A.D.	3
Level IV	Semester I	HYCH 41013	History of Cultural Heritage of Sri Lankan Tamils	3
		HYCH 41023	History of Political Thoughts and Institutions of the South Asia up to 1707 A.D.	3
		HYCH 41033	History of British Power in South India and the Local Response.	3
		HYCH 41043	History of Feminism and Women in South Asia	3
		HYCH 41053	History of Modern World from 1945 A.D.to 2020A.D.	3
	Semester II	HYCH 42013	Internship	3
		HYCH 42026	Dissertation	6

Bachelor of Arts (Archaeology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	AYC 11013	Introduction to Archaeology and Principles	3
	Semester II	AYC 12013	Formation of Civilization	3
Level II	Semester I	AYC 21013	Proto History of Sri Lanka and Peninsula India	3
		AYE 21013	Jaffna Kingdom: Historical and Archaeological Perspectives	3
		AYE 21023	South Asia: Historical and Archaeological Perspectives 300 B.C. to 900 A.D.	3
	Semester II	AYC 22013	Archaeological Heritage Sites in Sri Lanka	3
		AYE 22013	Archaeological Exploration and Excavation Methods	3
		AYE 22023	South Asia: Historical and Archaeological Perspectives 900 A.D – 1350A.D	3
Level III	Semester I	AYC 31013	Research Methods	3
		AYC 31023	Tamil Culture: Historical and Archaeological Perspective	3
	Semester II	AYC 32013	Archaeological Resource Management	3
		AYC 32023	Project Work	3

Bachelor of Arts Honours (Archaeology)

Level	Semester	Code No	Title of the Paper	credits
Level I	Semester I	AYC 11013	Introduction to Archaeology and Principles	3
	Semester II	AYC 12013	Formation of Civilization	3
Level II	Semester I	AYCH 21013	World Prehistory: Global and Regional Perspectives	3
		AYCH 21023	Proto History of Sri Lanka and Peninsula India	3
		AYCH 21033	Sri Lanka Historical and Archaeological Perspectives 300 B.C. to 1500 A.D.	3
		AYCH 21043	South Asia: Historical and Archaeological Perspectives 300 B.C. - 900 A.D	3
		AYEH 21013	Jaffna Kingdom: Historical and Archaeological Perspectives	3
		AYEH 21023	Introduction to Sanskrit	3
	Semester II	AYCH 22013	Archaeological Exploration and Excavation Methods	3
		AYCH 22023	Ethnoarchaeology	3

		AYCH 22033	Archaeological Heritage Sites in Sri Lanka	3
		AYCH 22043	South Asia: Historical and Archaeological Perspectives 900 A.D. – 1350 A.D.	3
		AYEH 22013	Introduction to Sinhala Language for Archaeology	3
		AYEH 22023	History of World Archaeology	3
Level III	Semester I	AYCH 31013	Research Methodology for Archaeology	3
		AYCH 31023	Paleography and Epigraphy with Special Reference to Tamil	3
		AYCH 31033	Paleography and Epigraphy of Sri Lanka	3
		AYCH 31043	Underwater Archaeology	3
		AYCH 31053	Tamil Culture: Historical and Archaeological Perspectives	3
	Semester II	AYCH 31013	Architecture and Built Environment in Sri Lanka	3
		AYCH 32023	Numismatics of India	3
		AYCH 32033	Numismatics of Sri Lanka	3
		AYCH 32043	Built Environment of South Asia	3
		AYCH 32053	Archaeological Resource Management	3
Level IV	Semester I	AYCH 41013	Field Work and Report	3
		AYCH 41023	Conservation Practice, Legislation and Charters	3
		AYCH 41033	Politics and Archaeology in South Asia	3
		AYCH 41043	Museum Management	3
		AYCH 41053	Archaeology of North and East of Sri Lanka	3
	Semester II	AYCH 42013	Internship	3
		AYCH 42026	Dissertation	6

Bachelor of Arts (Cultural Tourism)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	CTC 11013	Introduction to Culture and Tourism Resources	3
	Semester II	CTC 12013	History of Tourism and Typologies	3
Level II	Semester I	CTC 21013	Archaeological Tourism in Sri Lanka with Special Reference to Northern Sri Lanka	3
		CTE 21013	Introduction to Culture of Sri Lanka	3
		CTE 21023	Jaffna Kingdom: Historical and Archaeological Perspectives	3
	Semester II	CTC 22013	Intangible Heritage Tourism in Sri Lanka with special reference to Northern Sri Lanka	3
		CTE 22013	Philosophy and Principles in Heritage Conservation	3
		CTE 22023	Tourist Guide	3
Level III	Semester I	CTC 31013	European Monuments and Traditional Culture in Northern Sri Lanka	3
		CTC 31023	Research Methods	3
	Semester II	CTC 31013	Documentation and Conservation of Cultural Monuments and Artifacts	3
		CTC 31023	Project Work	3

Bachelor of Arts Honours (Cultural Tourism)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	CTC 11013	Introduction to Culture and Tourism Resources	3
	Semester II	CTC 12013	History of Tourism and Typologies	3
Level II	Semester I	CTCH 21013	Sri Lanka: Historical and Archaeological Perspectives up to 1600 A.D.	3
		CTCH 21023	Introduction to Culture of Sri Lanka	3
		CTCH 21033	Archaeological Tourism in Sri Lanka with Special Reference to Northern Sri Lanka	3
		CTCH 21043	Jaffna Kingdom: Historical and Archaeological Perspectives	3
		CTEH 21013	Introduction to Sinhala Language for Cultural Tourism-I	3
		CTEH 21023	Hindu and Buddhist Art and Architecture of Medieval Sri Lanka	3
	Semester II	CTCH 22013	Intangible Heritage Tourism in Sri Lanka with Special Reference to Northern Sri Lanka	3

		CTCH 22023	Philosophy and Principles in Heritage Conservation	3
		CTCH 22033	Traditional Music and Dance in Sri Lanka	3
		CTCH 22043	Tourist Guide	3
		CTEH 22013	French Language for Cultural Tourism	3
		CTEH 22023	Heritage Sites in Sri Lanka	3
Level III	Semester I	CTCH 31013	Maritime Archaeology and Tourism	3
		CTCH 31023	Sri Lankan Art and Architecture	3
		CTCH 31033	Archaeology and Heritage Tourism in India	3
		CTCH 31043	Travel Media and Journalism	3
		CTCH 31053	Legal Framework for Tourism	3
	Semester II	CTCH 32013	Research Methodology for Cultural Tourism	3
		CTCH 32023	Traditional Tamil Culture in Sri Lanka	3
		CTCH 32033	Tourism Information System	3
		CTCH 32043	Sinhala Language for Cultural Tourism-II	3
		CTCH 32053	Documentation and Conservation of Cultural Monuments and Artifacts	3
Level IV	Semester I	CTCH 41013	Museum Management	3
		CTCH 41023	Hospitality Management	3
		CTCH 41033	Politics in Tourism	3
		CTCH 41043	Cultural Heritage Marketing	3
		CTCH 41053	Sustainable Tourism	3
		CTCH 42013	Internship	3
		CTCH 42026	Dissertation	6

7. Home Economics

Bachelor of Arts (Home Economics)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	HEC 11013	Introduction to Home Management	3
	Semester II	HEC 12013	Principles of Food and Nutrition	3
Level II	Semester I	HEC 21013	Textile and Clothing	3
		HEE 21013	Traditional Food Preparation	3
		HEE 21023	Resource Management and Basic Life Skills	3
	Semester II	HEC 22013	Food Science and Cookery	3
		HEE 22013	Apparel Decoration	3
		HEE 22023	Hotel Housekeeping	3
		HEE 22033	Rural Economy	3
Level III	Semester I	HEC 31013	Food Service Management	3
		HEC 31023	Research Methods for Home Economics	3
	Semester II	HEC 32013	Early Childhood Education	3
		HEC 30223	Project Work	3

Bachelor of Arts Honours (Home Economics)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	HEC 11013	Introduction to Home Management	3
	Semester II	HEC 12013	Principles of Food and Nutrition	3
Level II	Semester I	HECH 21013	Biological Foundations of Human Development	3
		HECH 21023	Food Science for Home Economics	3
		HECH 21033	Traditional Food Preparation	3
		HECH 21043	Textile and Clothing	3
		HEEH 21013	Maternal Health and Care	3
		HEEH 21023	Sri Lankan Handicraft	3
		HEEH 21033	Demographic Economics	3
		HEEH 21043	Gender Economics	3
	Semester II	HECH 22013	Nutrition through Life Cycle	3
		HECH 22023	Household Equipment & Care	3
		HECH 22033	Dress Designing and Pattern Making	3
		HECH 22043	Education for Special Needs Children	3
		HEEH 22013	Apparel Decoration	3
		HEEH 22023	Child Rearing	3
Level III	Semester I	HEEH 22033	Rural Economic Development	3
		HECH 31013	Food Microbiology and Preservation	3
		HECH 31023	Baking and Confectionary	3
		HECH 31033	Research Methods for Home Economics	3

		HECH 31043	Rural Home Economics	3
		HECH 31053	Housing and Interior Designing	3
	Semester II	HECH 32013	Diet for Healthy Life	3
		HECH 32023	Early Childhood Education	3
		HECH 32033	Family Characteristics and Dynamics	3
		HECH 32043	Seasonal Food Processing	3
		HECH 32053	Entrepreneurship Management	3
			HECH 41013	Food Service Management
Level IV	Semester I	HECH 41023	Food Technology and Hygiene	3
		HECH 41033	Extension Education through Home Economics	3
		HECH 41043	Family Resource Management	3
		HECH 41053	Adolescent Development	3
		HECH 42013	Internship	3
	Semester II	HECH 42026	Dissertation	6

8. Department of Information Technology

Bachelor of Arts (Information Communication Technology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	ITC 11013	Foundations of Computer Systems	3
	Semester II	ITC 12013	Computer Programming	3
Level II	Semester I	ITC 21013	Database Management System	3
	Semester II	ITC 22013	Web Application Development	3
Level III	Semester I	ITC 31013	Information System Management	3
	Semester II	ITC 32013	Team Software Project	3

9. Department of Linguistics and English

Bachelor of Arts (Linguistics)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	LGC 11013	Introduction to Linguistics	3
	Semester II	LGC 12013	Phonetics	3
Level II	Semester I	LGC 21013	Introduction to Phonology	3
		LGE 21013	Introduction to Spoken Sinhala	3
		LGE 21023	Language planning in SriLanka	3
		LGE 21033	Lexicology	3
	Semester II	LGC 22013	Morphology and Syntax	3
		LGE 22013	Principles of Sinhala Grammar	3
		LGE 22023	Teaching and learning of second language	3
		LGE 22033	Anthropological Linguistics	3
Level III	Semester I	LGC 31013	Applied linguistics	3
		LGC 31023	Research methods in Linguistics	3
	Semester II	LGC 32013	Translation: Theory and Practice	3
		LGC 32023	Project Work	3

Bachelor of Arts Honours (Linguistics)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	LGC 11013	Introduction to Linguistics	3
	Semester II	LGC12013	Phonetics	3
Level II	Semester I	LGCH 21013	Phonology	3
		LGCH 21023	Morphology	3
		LGCH 21033	History of Linguistics	3
		LGCH 21043	Contrastive Linguistics	3
		LGEH 21013	History of Sinhala Language	3
		LGEH 21023	Language contact (Tamil and Sinhala)	3
	Semester II	LGCH 22013	Language and Gender	3
		LGCH 22023	Lexicography	3
		LGCH 22033	<i>Eluttuand Col</i> in Nannul and Tholkaapiyam–Linguistic point of view	3
		LGCH 22043	Psycho Linguistics	3
		LGEH 22013	Sinhala language: Sociolinguistic Perspectives	3
		LGEH 22023	Language Use in Media	3
		LGEH 22033	Advanced Phonetics	3
		Level III	Semester I	LGCH 31013
LGCH 31023	Applied Linguistics			3
LGCH 31033	Dialectology			3

		LGCH 31043	Language and Linguistics in South Asia	3
		LGCH 31053	Clinical linguistics	3
	Semester II	LGCH 32013	Transformational Generative Grammar	3
		LGCH 32023	Linguistics principles of Translation	3
		LGCH 32033	Language Planning in Multilingual Society	3
		LGCH 32043	Research Methodology in Linguistics	3
		LGCH 32053	Semantics	3
Level IV	Semester I	LGCH 41013	Sociolinguistics	3
		LGCH 41023	Dravidian linguistics	3
		LGCH 41033	Translation Techniques in Multilingual Contexts	3
		LGCH 41043	Stylistics	3
		LGCH 41053	Computational Linguistics	3
	Semester II	LGCH 42013	Internship	3
		LGCH 42026	Dissertation	6

Bachelor of Arts (English Literature)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	ENC 11013	Foundations of English Studies I	3
	Semester II	ENC 12013	Foundations of English Studies II	3
Level II	Semester I	ENC 21013	Cultural Practice in English Studies	3
		ENE 21013	Academic Writing	3
		ENE 21023	Introduction to Film Studies	3
		ENE 21033	Teaching Grammar and Vocabulary	3
		ENE 21043	Literature in the Language Classroom	3
		ENE 21053	Reporting and Editing for Newspapers	3
		ENE 21063	Film Script Writing	3
		ENE 21073	Introduction to Phonology	3
		ENE 21083	Language Planning in Sri Lanka	3
	Semester II	ENC 22013	A Survey of the British Canon up to 1900	3
		ENE 22013	Non-Fiction Texts	3
		ENE 22023	Literature and Place	3
		ENE 22033	Teaching of Spoken English and Listening Skills	3
		ENE 22043	Error Feedback and Remedial Tasks	3
		ENE 22053	Morphology and Syntax	3
		ENE 22063	Language Use in Media	3
ENE 22073	Intercultural Communication	3		
Level III	Semester I	ENC 31013	Teaching English in Postcolonial Contexts	3
		ENC 31023	Research Methods	3
	Semester II	ENC 32013	Twentieth and Twenty-First Century Literature in English	3
		ENC 32023	Project Work	3

Bachelor of Arts Honours (English Literature)

Level	Semester	Code No	Title of the Paper	Credits	Condition
Level I	Semester I	ENC 11013	Foundations of English Studies I	3	
	Semester II	ENC 12013	Foundations of English Studies II	3	
Level II	Semester I	ENCH 21013	Cultural Practice in English Studies	3	
		ENCH 21023	A Survey of British Poetry: From Medieval to Modern	3	
		ENCH 21033	A History of the English Language	3	
		ENCH 21043	An Introduction to Tamil and Sinhala Literatures from Sri Lanka	3	
		ENEH 21013	Academic Writing	3	
		ENEH 21023	Introduction to Film Studies	3	
		ENEH 21033	Teaching Grammar and Vocabulary	3	
		ENEH 21043	Literature in the Language Classroom	3	
		ENEH 21053	Reporting and Editing for Newspapers	3	
		ENEH 21063	Film Script Writing	3	
		ENEH 21073	Introduction to Phonology	3	
		ENEH 21083	Theories of Aesthetics	3	
	Semester II	ENCH 22013	World Literatures in Translation	3	
		ENCH 22023	Postcolonialism and Afro-Caribbean Writings	3	
		ENCH 22033	A Survey of American Literature	3	
		ENCH 22043	Multilingualism	3	
		ENCH 22053	Language and Gender	3	
		ENCH 22063	Psycholinguistics	3	
		ENEH 22013	Non-Fiction Texts	3	
		ENEH 22023	Literature and Place	3	
		ENEH 22033	Teaching of Spoken English and Listening Skills	3	
		ENEH 22043	Error Feedback & Remedial Tasks	3	
Level III	Semester I	ENCH 31013	Teaching English Literature in Postcolonial Contexts	3	One Course from the Basket
		ENCH 31023	Major Trends in English Drama	3	
		ENCH 31033	South Asian Writings in English	3	
		ENCH 31043	Contemporary Critical Theory and	3	

Level IV			Literary Practice		
		ENCH 31053	Second Language Acquisition: Theory and Practice	3	One Course from the Basket
		ENCH 31063	Applied Linguistics	3	
		ENCH 31073	Language and Linguistics in South Asia	3	
	Semester II	ENCH 32013	Developments in English Fiction	3	
		ENCH 32023	Writers in Focus I: Canonical British Poets Before 1700	3	
		ENCH 32033	Literary Genders	3	
		ENCH 32043	Research Methodology	3	
		ENCH 32053	Studies in Translation: Theory and Practice	3	One Course from this Basket
		ENCH 32063	Discourse Analysis	3	
		ENCH 32073	Linguistic Principles of Translation	3	
	ENCH 32083	Language Planning in Multilingual Societies	3		
	Semester I	ENCH 41013	Shakespeare Studies	3	
		ENCH 41023	Writers in Focus II: Writing from the Margins	3	One Course from Basket I
ENCH 41033		The Question of Caste in South Asian Literatures	3		
ENCH 41043		Literature, Labour and Globalization	3	One Course from Basket II	
ENCH 41053		Nations and Narratives	3		
ENCH 41063		Studies in World Englishes	3	Two Courses from Basket III	
ENCH 41073		The English Language in Sri Lanka	3		
ENCH 41083		Language, Thought, Culture and Ideology	3		
ENCH 41093		Sociolinguistics	3		
ENCH 41103		Translation Techniques in Multilingual Contexts	3		
Semester II	ENCH 42013	Internship	3		
	ENCH 42026	Dissertation	6		

10. Department of Media Studies

Bachelor of Arts (Media Studies)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	CMC 11013	Principles of Communication	3
	Semester II	CMC 12013	Theories and Models of Communication	3
Level II	Semester I	CMC 21013	Reporting and Editing for Newspaper	3
		CME 21013	Media Literacy	3
		CME 21023	Film Script Writing	3
	Semester II	CMC 22013	Contemporary Media Technology	3
		CME 22013	Advertising	3
		CME 22023	Photo Journalism	3
Level III	Semester I	CMC 31013	Television and Cinema Production Technologies	3
		CMC 31023	Media Research Methods	3
	Semester II	CMC 32013	Radio Production and Presentation	3
		CMC 32023	Media Project Work	3

Bachelor of Arts Honours (Media Studies)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	CMC 11013	Principles of Communication	3
	Semester II	CMC 12013	Theories and Models of Communication	3
Level II	Semester I	CMCH 21013	Mass Communication and Society	3
		CMCH 21023	Reporting Techniques and Skills	3
		CMCH 21033	Media, Democracy, Law and Ethics	3
		CMCH 21043	Film Script Writing	3
		CMEH 21013	Media Literacy	3
		CMEH 21023	Folk Media	3
	Semester II	CMCH 22013	Photo Journalism	3
		CMCH 22023	Newspaper Editing: Concepts and Processes	3
		CMCH 22033	Advertising	3
		CMCH 22043	Contemporary Media Technology	3
		CMEH 22013	Public Relations	3
		CMEH 22023	Political Communication	3
Level III	Semester I	CMEH 22033	Visual Communication	3
		CMCH 31013	Development Communication	3
		CMCH 31023	Radio Production and Presentation	3
		CMCH 31033	Gender and Communication	3
		CMCH 31043	Television and Cinema Production Technologies	3
		CMCH 31053	Conflict Sensitive Journalism	3

	Semester II	CMCH 32013	Print Media: Productions and Design	3
		CMCH 32023	Digital Storytelling: Documentary Filmmaking	3
		CMCH 32033	English for Media	3
		CMCH 32043	Media Research Methodologies	3
		CMCH 32053	Introduction to Animation Techniques	3
Level IV	Semester I	CMCH 41013	Media Management	3
		CMCH 41023	Sinhala for Media	3
		CMCH 41033	Digital Visual Effects	3
		CMCH 41043	Investigative Journalism	3
		CMCH 41053	Digital Storytelling: Short Filmmaking	3
	Semester II	CMCH 42013	Media Internship	3
		CMCH 42026	Dissertation	6

11. Department of Philosophy

Bachelor of Arts (Philosophy)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PHC 11013	Introduction to Philosophy	3
	Semester II	PHC 12013	Critical Thinking and Decision Making	3
Level II	Semester I	PHC 21013	Theory of Knowledge	3
		PHE 21013	Greek and Medieval Philosophy	3
		PHE 21023	Foundation of Logic	3
	Semester II	PHC 22013	Ethics: Theory and Practice	3
		PHE 22013	Modern Philosophy	3
		PHE 22023	Modern Logic	3
Level III	Semester I	PHC 31013	Analytic Philosophy	3
		PHC 31023	Research Methods in Philosophy	3
	Semester II	PHC 32013	Philosophy of Human Rights: Issues and Debate	3
		PHC 32023	Project Work	3

Bachelor of Arts Honours (Philosophy)

Level	Semester	Code No	Title of the Paper	Credits	Condition
Level I	Semester I	PHC 11013	Introduction to Philosophy		
	Semester II	PHC 12013	Critical Thinking and Decision Making		
Level II	Semester I	PHCH 21013	Epistemology		One Course from the Basket
		PHCH 21023	Foundation of Logic		
		PHCH 21033	Greek and Medieval Philosophy		
		PHCH 21043	Philosophy of Vedanta		
		PHEH 21013	General Psychology		
		PHEH 21023	Guidance and Counseling		
		PHEH 21033	Media, Democracy, Law and Ethics		
		PHEH 21043	Indian Philosophy		
	Semester II	PHCH 22013	Ethics: Theory and Practice		One Course from the Basket
		PHCH 22023	Modern Philosophy		
		PHCH 22033	Modern Logic		
		PHCH 22043	Social and Political Philosophy		
		PHEH 22013	Psychology of Social Behavior		
		PHEH 22023	Philosophy of Saiva Siddhanta		
Level III	Semester I	PHCH 31013	Research Methods in Philosophy		
		PHCH 31023	Analytic Philosophy		
		PHCH 31033	Aesthetics		

		PHCH 31043	Philosophy of Social Science and Scientific Method		
		PHCH 31053	Contemporary Indian Philosophy.		One Course from the Basket
		PHCH 31063	Contemporary Social Issues		
	Semester II	PHCH 32013	Philosophy of Human Rights: Issues and Debate		
		PHCH 32023	Philosophy of Religion		
		PHCH 32033	Postmodernism		
		PHCH 32043	Philosophy of Mind		
		PHCH 32053	Indian Epistemology		One Course from the Basket
		PHCH 32063	Data analysis in Social Research		
		PHCH 32073	Christian Philosophy		
Level IV	Semester I	PHCH 41013	Applied Philosophy		
		PHCH 41023	Philosophy of Science		
		PHCH 41033	Textual Analysis		
		PHCH 41043	Philosophy of Peace and Conflict		
		PHCH 41053	Indian Psychology		One Course from the Basket
		PHCH 41063	Social Policy Analysis		
	Semester II	PHCH 42013	Internship		
		PHCH 42026	Dissertation	6 Credits	

Bachelor of Arts (Psychology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PYC 11013	Introduction to Psychology	3
	Semester II	PYC 12013	History and Systems of Psychology	3
Level II	Semester I	PYC 21013	Lifespan Development	3
		PYE 21013	Environmental Psychology	3
		PYE 21023	Guidance and Counselling	3
	Semester II	PYC 22013	Social Psychology	3
		PYE 22013	Child Psychology	3
		PYE 22023	School Psychology	3
Level III	Semester I	PYC 31013	Psychology of Education	3
		PYC 31023	Research Methods in Psychology	3
	Semester II	PYC 32013	Industrial and Organizational Psychology	3
		PYC 32023	Project Work	3

Bachelor of Arts Honours (Psychology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PYC 11013	Introduction to Psychology	3
	Semester II	PYC 12013	History and Systems of Psychology	3
Level II	Semester I	PYCH 21013	Biological Psychology	3
		PYCH 21023	Sensation and Perception	3
		PYCH 21033	Developmental Psychology	3
		PYCH 21043	Cognitive Psychology	3
		PYEH 21013	Environmental Psychology	3
		PYEH 21023	Guidance and Counselling	3
	Semester II	PYCH 22013	Motivation and Emotion	3
		PYCH 22023	Personality Psychology	3
		PYCH 22033	Social Psychology	3
		PYCH 22043	Psychology of Gender	3
		PYEH 22013	Child Psychology	3
		PYEH 22023	School Psychology	3
Level III	Semester I	PYCH 31013	Educational Psychology	3
		PYCH 31023	Counselling Psychology	3
		PYCH 31033	Psychopathology	3
		PYCH 31043	Introduction to Research Methodology	3
		PYCH 31053	Health Psychology	3
	Semester II	PYCH 32013	Industrial and Organizational Psychology	3

		PYCH 32023	Psychotherapeutics	3
		PYCH 32033	Applied Counselling Psychology in Sri Lankan Context	3
		PYCH 32043	Advanced Research Methodology	3
		PYCH 32053	Multicultural Psychology	3
Level IV	Semester I	PYCH 41013	Forensic Psychology	3
		PYCH 41023	Rehabilitation Psychology	3
		PYCH 41033	Experimental Psychology	3
		PYCH 41043	Clinical Psychology	3
		PYCH 41053	Community Guidance (Project Report)	3
	Semester II	PYCH 42013	Internship	3
		PYCH 42026	Dissertation	6

12. Department of Political Science

Bachelor of Arts (Political Science)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PSC 11013	Basic Political Concepts	3
	Semester II	PSC 12013	Introduction to State and Government	3
Level II	Semester I	PSC 21013	Classical Political Thoughts and Theory	3
		PSE 21013	Gender and Politics	3
		PSE 21023	Religion and Politics in the Contemporary World	3
	Semester II	PSC 22013	Modern Political Thoughts and Theory	3
		PSE 22013	Media and Politics	3
		PSE 22023	Transitional Justice: Theory and Practice	3
		PSE 22033	International Organizations	3
Level III	Semester I	PSC 31013	Comparative Politics and Government	3
		PSC 31023	Research Methods	3
	Semester II	PSC 32013	Public Administration in Sri Lanka	3
		PSC 32023	Project Work	3

Bachelor of Arts Honours (Political Science)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	PSC 11013	Basic Political Concepts	3
	Semester II	PSC 12013	Introduction to State and Government	3
Level II	Semester I	PSCH 21013	Classical Political Thoughts and Theory	3
		PSCH 21023	Constitutional Development in Sri Lanka	3
		PSCH 21033	Principles of Public Administration	3
		PSCH 21043	Introduction to International Politics	3
		PSEH 21013	Gender and Politics	3
		PSEH 21023	Religion and Politics in the Contemporary World	3
	Semester II	PSCH 22013	Modern Political Thoughts and Theory	3
		PSCH 22023	Political Issues in Sri Lanka	3
		PSCH 22033	Introduction to Public Policy	3
		PSCH 22043	Trends and Issues in International Politics	3
		PSEH 22013	International Organizations	3
		PSEH 22023	Media and Politics	3
		PSEH 22033	Transitional Justice: Theory and Practice	3
Level III	Semester I	PSCH 31013	Comparative Politics and Government	3
		PSCH 31023	Human Rights: Theory and Practice	3

		PSCH 31033	Election, Political Parties, Pressure Groups and Public Opinion	3
		PSCH 31043	War and Peace in West Asia	3
		PSCH 31053	Development Administration	3
	Semester II	PSCH 32013	Public Administration in Sri Lanka	3
		PSCH 32023	Politics of Developing Countries	3
		PSCH 32033	Research Methodology in Political Science	3
		PSCH 32043	Public International Law	3
		PSCH 32053	Politics of South Asia	3
Level IV	Semester I	PSCH 41013	Political Ideologies and Movements	3
		PSCH 41023	Comparative Public Administration	3
		PSCH 41033	Conflict Analysis – Theory and Practice	3
		PSCH 41043	Themes in Political Sociology	3
		PSCH 41053	International Political Economy	3
	Semester II	PSCH 42013	Internship	3
		PSCH 42026	Dissertation	6

13. Department of Sociology

Bachelor of Arts (Sociology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	SYC 11013	Introduction to Sociology	3
	Semester II	SYC 12013	Introduction to Applied Sociology	3
Level II	Semester I	SYC 21013	Foundations of Sociological Theories	3
		SYE 21013	Social Psychology	3
	Semester II	SYC 22013	Sri Lankan Society	3
		SYE 22013	Counselling and Social Support	3
Level III	Semester I	SYC 31013	Research Methods	3
		SYC 31023	Contemporary Social Issues	3
	Semester II	SYC 32013	Social Work and Social Welfare	3
		SYC 32023	Project Work	3

Bachelor of Arts Honours (Sociology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	SYC 11013	Introduction to Sociology	3
	Semester II	SYC 12013	Introduction to Applied Sociology	3
Level II	Semester I	SYCH 21013	Foundations of Sociological Theories	3
		SYCH 21023	Research Methods in Sociology	3
		SYCH 21033	Kinship, Marriage and Family	3
		SYCH 21043	Social Psychology	3
		SYEH 21013	Media, Culture and Communication	3
		SYEH 21023	Sociology of Youth	3
		SYEH 21033	Population and Society	3
	Semester II	SYCH 22013	Sri Lankan Society	3
		SYCH 22023	Gender and Society	3
		SYCH 22033	Community Development	3
		SYCH 22043	Environmental Sociology	3
		SYEH 22013	Counselling and Social Support	3
		SYEH 22023	Sociology of Law	3
		SYEH 22033	Globalization and Society	3
Level III	Semester I	SYCH 31013	Advanced Sociological Theories	3
		SYCH 31023	Data Collection Methods in Social Research	3
		SYCH 31033	Contemporary Social Issues	3
		SYCH 31043	Sociology of Education	3
		SYCH 31053	Rural Sociology	3
	Semester II	SYCH 32013	Social Work and Social Welfare	3
		SYCH 32023	Sociology of Religion	3

		SYCH 32033	Criminology	3
		SYCH 32043	Data Analysis in Social Research	3
		SYCH 32053	Sociology of Peace and Conflict	3
Level IV	Semester I	SYCH 41013	Sociology of Development	3
		SYCH 41023	Sociology of Public Administration	3
		SYCH 41033	Health, Society and Medicine	3
		SYCH 41043	Social Policy Analysis	3
		SYCH 41053	Sociology of South Asia	3
	Semester II	SYCH 42013	Internship	3
		SYCH 42026	Dissertation	6

Bachelor of Arts (Anthropology)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	ANC 11013	Foundations of Anthropology	3
	Semester II	ANC 12013	Introduction to Applied Anthropology	3
Level II	Semester I	ANC 21013	Anthropological Theoretical Perspectives	3
		ANE 21013	Family, Kinship and Gender	3
		ANE 21023	Ethnography and Ethnology	3
	Semester II	ANC 22013	Sri Lankan Anthropology	3
		ANE 22013	Intercultural Communication	3
		ANE 22023	Symbols in Art and Religion	3
Level III	Semester I	ANC 31013	Contemporary Human Problems	3
		ANC 31023	Research Methods in Anthropology	3
	Semester II	ANC 32013	Community Development and Mobilization	3
		ANC 32023	Project Work	3

14. Department of Tamil

Bachelor of Arts (Tamil)

Level	Semester	Code No	Title of the Paper	Credits
நிலை - I	அரையாண்டு I	TAC 11013	தமிழ் இலக்கிய அறிமுகம்.	3
	அரையாண்டு II	TAC 12013	தமிழ் மொழிக்கான அறிமுகம்	3
நிலை - II	அரையாண்டு I	TAC 21013	நன்னூலை அடிப்படையாகக் கொண்ட தமிழ் இலக்கணம்.	3
		TAE 21013	தமிழ்ச் சிற்றிலக்கிய வடிவங்கள்.	3
		TAE 21023	ஈழத்துத் தமிழ் இலக்கிய வரலாறு	3
	அரையாண்டு II	TAC 22013	தமிழ் இலக்கிய வரலாறு (சங்ககாலம் முதல் சோழர்காலம் வரை)	3
		TAE 22013	தமிழில் அறு இலக்கியங்கள்.	3
		TAE 20223	இலக்கியக் கொள்கைகள்.	3
நிலை - III	அரையாண்டு I	TAC 31013	தமிழ் இலக்கிய வரலாறு நாயக்கர் காலம் முதல் தற்காலம் வரை	3
		TAC 31023	ஆய்வு முறைகள்	3
	அரையாண்டு II	TAC 32013	நவீன தமிழ் இலக்கியம்	3
		TAC 32023	ஆய்வுத்திட்டம்	3

Bachelor of Arts Honours (Tamil)

Level	Semester	Code No	Title of the Paper	Credits
நிலை - I	அரையாண்டு I	TAC 11013	தமிழ் இலக்கிய அறிமுகம்.	3
	அரையாண்டு II	TAC 12013	தமிழ் மொழிக்கான அறிமுகம்	3
நிலை - II	அரையாண்டு I	TACH 21013	நன்னூலை அடிப்படையாகக் கொண்ட தமிழ் இலக்கணம்.	3
		TACH 21023	சங்க இலக்கியம்.	3
		TACH 21033	தமிழர் பண்பாட்டு வரலாறு.	3
		TACH 21043	தமிழ் நாட்டார் வழக்காற்றியல்.	3
		TAEH 21013	தமிழ் சிற்றிலக்கிய வடிவங்கள்.	3
		TAEH 21023	தமிழில் அறு இலக்கியங்கள்.	3
	அரையாண்டு II	TACH 22013	தமிழ் இலக்கிய வரலாறு (சங்ககாலம் முதல் சோழர்காலம் வரை)	3
		TACH 22023	தொல்காப்பியக் கற்கை □ எழுத்ததிகாரம்.	3
		TACH 22033	யாப்பும் அணியும்	3
		TACH 22043	தமிழில் சிறுகதைகள்.	3
		TAEH 22013	இதழியல் மற்றும் மக்கள் தொடர்பியல்.	3
		TAEH 22023	சாசனமும் தமிழும்.	3

நிலை - III	அரையாண்டு I	TACH 31013	தொல்காப்பியக் கற்கை - சொல்லதிகாரம்.	3
		TACH 31023	தமிழ் இலக்கிய வரலாறு நாயக்கர் காலம் முதல் தற்காலம் வரை.	3
		TACH 31033	தமிழில் நாவல் இலக்கியம்.	3
		TACH 31043	19ம் நூற்றாண்டு வரையான ஈழத்துத் தமிழ் இலக்கிய வரலாறு	3
		TACH 31053	ஒப்பியல் இலக்கியம்.	3
	அரையாண்டு II	TACH 32013	தொல்காப்பியம் பொருளதிகாரம் (அகம், புறம், களவு, கற்பு, பொருள்).	3
		TACH 32023	ஆராய்ச்சி முறையியலும் தமிழாராய்ச்சி வளர்ச்சி வரலாறும்.	3
		TACH 32033	நவீனதமிழ்க் கவிதை.	3
		TACH 32043	தமிழில் பக்தி இலக்கியங்கள்.	3
		TACH 32153	தமிழ் இலக்கிய விமர்சனம்.	3
		நிலை - IV	அரையாண்டு I	TACH 41013
TACH 41023	இருபதாம் நூற்றாண்டு ஈழத்துத் தமிழ் இலக்கிய வரலாறு.			3
TACH 41033	இலக்கியக் கொள்கைகள்.			3
TACH 41043	தமிழ் இலக்கிய கர்த்தாக்கள்.			3
TACH 41053	தமிழ்க் காப்பியம்.			3
அரையாண்டு II	TACH 42013		உள்ளகப் பயிற்சி	3
	TACH 42026		ஆய்வுக்கட்டுரை.	6

15. Department of Translation Studies

Bachelor of Arts Honours (Translation Studies)

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	TSCH 11013	Introduction to Translation Studies	3
		TSCH 11023	Introduction to Tamil Language Structure	3
		TSCH 11033	Introduction to Spoken Sinhala	3
		TSCH 11043	Principles of Translation	3
	Semester II	TSCH 12013	Brief History of Translation (Tamil, English and Sinhala)	3
		TSCH 12023	Introduction to English language Structure 1	3
		TSCH 12033	Introduction to Written Sinhala	3
		TSCH 12043	General Translation	3
Level II	Semester I	TSCH 21013	Methods of Translation	3
		TSCH 21023	Different Dimensions of Translation (Adaptation, Transcreation and Transliteration)	3
		TSCH 21033	Structure of English Language II	3
		TSCH 21043	Structure of Sinhala Language	3
		TSCH 21053	Translation in Media	3
		TSEH 21013	Teaching Grammar and Vocabulary	3
		TSEH 21023	Morphology	3
	Semester II	TSCH 22013	Morpho- Syntactic Analysis in Translation	3
		TSCH 22023	Semantics in Translation	3
		TSCH 22033	Technical Translation: Official Documents	3
		TSCH 22043	Lexicon for Translators	3
		TSEH 22013	Language and Gender	3
Level III	Semester I	TSCH 31013	Technical Translation: Legal Documents	3
		TSCH 31023	Techniques of Translation (Tamil to English and English to Tamil)	3
		TSCH 31033	Advanced Writing: Language B	3
		TSCH 31043	Writing Language: C	3
		TSCH 31053	Translation and Language Variation	3
	Semester II	TSCH 32013	Academic Translation	3
		TSCH 32023	Literary Translation	3
		TSCH 32033	Translation and Interpretation	3
		TSCH 32043	Research Methodology	3
		TSCH 32053	Ethics of Translation	3
Level IV	Semester I	TSCH 41013	Advanced Writing: Language C	3
		TSCH 41023	Computer Assisted Translation	3

		TSCH 41033	Editing in Translation	3
		TSCH 41043	Techniques of Translation (Sinhala to Tamil and Tamil to Sinhala)	3
		TSCH 41053	Evaluation of Translation	3
	Semester II	TSCH 42013	Internship	3
		TSCH 42026	Dissertation	6

Enhancement and Auxiliary Courses

7.1 Enhancement Courses

English

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	EGEN 11012	English for Communication -I	2
	Semester II	EGEN 12012	English for Communication -II	2
Level II	Semester I	EGEN 21013	English for Humanities-I Content & Language Integrated Learning Approach – (CLIL)	3
		EGEN 21023	English for Social Sciences-I (CLIL)	3
		EGEN 21032	English for General Purposes-I	2
	Semester II	EGEN 22013	English for Humanities-II (CLIL)	3
		EGEN 22023	English for Social Sciences-II (CLIL)	3
		EGEN 22032	English for General Purposes-II	2
Level III	Semester I	EGEN 31013	English for Career Development-I	3
		EGEN 31023	English for Academic Purposes-I	3
	Semester II	EGEN 32013	English for Career Development-II	3
		EGEN 32023	English for Academic Purposes-II	3

Advanced English

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	AEEN 11012	Advanced English I	2
	Semester II	AEEN 12012	Advanced English II	2
Level II	Semester I	AEEN 21012	Advanced English III (a)	2
		AEEN 21013	Advanced English III (b)	3
	Semester II	AEEN 22012	Advanced English IV (a)	2
		AEEN 22013	Advanced English IV (b)	3
Level III	Semester I	AEEN 31013	Advanced English V	3
	Semester II	AEEN 32013	Advanced English VI	3

Basic French

Level	Semester	Code No	Title of the Paper	Credits
Level I	Semester I	BFEN 11012	Introduction to French Language - I	2
	Semester II	BFEN 12012	Introduction to French Language - II	2
Level II	Semester I	BFEN 21012	General Presentation of the Language - I	2
		BFEN 21023	General Presentation of the Language - II	3
	Semester II	BFEN 22012	General Presentation of the Language - III	2
		BFEN 22023	General Presentation of the Language - IV	3
Level III	Semester I	BFEN 31013	French Grammar	3
	Semester II	BFEN 32013	Expression and Culture	3

Basic Mathematics and Statistics

Basic Mathematics and Statistics				
Level I	Semester II	BMEN 12013	Basic Mathematics	3
Level II	Semester I	BSEN 21013	Basic Statistics	3

7.2 Auxiliary Courses

Level I	Semester I	ALA 11012	Academic Literacy	2
		CLA 11022	Computer Literacy	2
	Semester II	PCA 12012	Public Speaking and Communication Skills	2
		EMA 12022	Ethics and Moral Values	2

7.3 Course Units offered by the Department of Education

Level III	Semester I	PEA 31013	Introduction to Pedagogy	3
	Semester II	MTA 32013	Methodology of Teaching and Assessment of Learning	3

General Information



Student Study Area

1. Registration for Academic Year

All students are required to register course units before commencing their course of studies each academic year and they are requested to submit duly completed registration renewal forms together to the Dean's Office of Arts of the university on or before the date specified.

Students admitted to the faculty, are requested to select course units available in the departments and register the selected course units every semester of each academic year.

Students are not allowed to change the course units they have selected. Therefore, they are advised to look at the subject combination of their choices carefully, before registration within the stipulated period announced by the Office of the Dean. Duly filled subject registration forms should be submitted to the Office of the Dean.

Students who fail to register for the course units during the specified period shall not be allowed to register without the approval of the Head of the Department.

The students who are admitted under special intake must select the main subjects (either one or two or three) as stated in their university admission letter sent by UGC. Also, the above category of students is not entitled to apply for any Honours Degree Programme offered by the Faculty other than the subject/s specified in the university admission letter.

2. Issue of Student Identity Card

Upon completion of registration, the University will issue every student a Student Identity Card bearing his / her photograph duly embossed with the seal of the University.

Every student shall carry the Identity Card whilst on the University premises and shall produce such Identity Card when called upon to do so by any member of the academic, administrative or security staff of the University.



Lobby area of Dean's Office

3. Renewal of Registration

All Students who continue their course of studies from Level II and subsequent years are required to renew their registration at the commencement of each academic year on or before the date notified. Forms for renewal of registration are made available at the Office of the Dean. The form for renewal duly completed together with paying in voucher bearing the bank seal as proof of the payment for renewal of fees prescribed by the University should be submitted to the office of the Dean on or before the closing date specified.

4. Payments for Registration

Details of fees and modes of payment are given below.

- Payments for Renewal of Registration Renewal fees: Rs. 150/- at 040000120000411
People's Bank, University of Jaffna Branch.
- Payment for examination as a repeat candidate: Rs. 250/- at 480000022100084
People's Bank, University of Jaffna Branch.
- Payment for Re-scrutiny: Rs.500/-

5. Students' Appeals

The Dean's office will entertain students' appeals in a prescribed format.



Administration Block, University of Jaffna

6. Facilities and Services

The students have facilities in the University such as the Library, Computer unit, Student Counselor's office, Proctor's office, Career Guidance Centre, Health Centre, Study area, Places of worship, Sporting facilities, Canteen, Bank, Students' Unions, Societies, Hostels, Warden's and Sub Warden's office, Students' Welfare Office etc.

6.1 Library

The Library, University of Jaffna is the nucleus of the *Academic Information Resource Centre* for the University of Jaffna, Sri Lanka; which promises teaching and learning support by providing organized services of explicit knowledge for empowering tacit knowledge of the University community. This Library has seven branch libraries at the Faculties of Medicine, Engineering, Agriculture, Technology, Management Studies and Commerce, Sir Ponnambalam Ramanathan Faculty of Performing and Visual Arts and Department of Siddha Medicine.

Readers Registration

All students and staff of the University should obtain the library membership by filling out the relevant registration forms available at the Library, prior to using the Library.

Library Opening Hours

The library is open except at weekends and Public holidays. Opening hours are subject to change on request.

Opening Hours of the Library

Weekdays (Monday to Friday)	Stacks	9.00 a.m. – 3.00 p.m.
	Reference (Issue)	3.00 p.m. – 4.00 p.m.
	Reference (Return)	9.00 a.m. – 10.00 a.m.

Library Collection and its Organization

Presently the library consists of more than 265,000 accessioned information resources in all fields of knowledge, 1,400 titles of scholarly journals and general magazines, and 65 titles of newspapers. In addition, it comprises non-book materials, such as pamphlets, electronic resources, audiovisual materials, palm leaf manuscripts, hand-written manuscripts and microforms.

- i. **Books:** This collection comprises textbooks, monographs, subsidiary reading materials, reference sources and other recreational materials belonging to different disciplines and written in Tamil, English and Sinhala languages.
- ii. **Serials:** Entire collection of subscribed and donated serials (including scholarly journals, general magazines, newspapers, newsletters, etc.) is located in the serial section in the Main Library. Apart from that, branch libraries maintain subject-specific serial collections.
- iii. **Pamphlets:** Current, topical, unbound, inexpensive and give-away materials are organized subject-wise, placed in pamphlet boxes and maintained in Archives. At present, approximately 8,900 pamphlets are available.
- iv. **Theses and Dissertations:** Graduation, Master's and Doctoral degree theses submitted to the University of Jaffna and other universities are preserved in Archives for permanent use. Nearly 770 such documents are available in the library at present.
- v. **Government Documents:** All documents published by the Government of Sri Lanka (including Ministries, Departments, Corporations, etc.) and other national institutions of Sri Lanka, are kept in the Government Documents section. Besides,

treasury circulars, Parliamentary publications (i.e., Bills, White papers, Hansards) and Gazettes are also maintained in this section for permanent use.

- vi. **Special and Rare Collections:** Materials on Indian art, epigraphy, religion, indigenous medicine, etc. with archival value are preserved as a **rare collection** in the Archives of the Main Library. Apart from that, **special collections** such as the Sri Lankan Collection and Palm leaf manuscripts collection are also maintained at this location.
- vii. **Electronic Resources:** This collection consists of online full-text databases (subscribed via Consortium of UGC), CDs, DVDs and audiovisual resources, which can be accessed via computers and AV devices available at the E-Resource lab in the Main Library. In addition, access to the research repository (which provides global visibility and open access to institutional research output) and digital library (which comprises digitized past examination papers and a rare collection of the library) are also available.

These materials are located in different sections of the Main Library, namely **the Humanities Section, Social Science Section, Science Section, Archives, Government Documents Section and Serials Section.**

Borrowing Facilities

The library materials located in different sections are categorized as Stacks (Lending), Reference, Permanent Reference and Quick reference. Except for Permanent reference and Quick reference materials, all other library materials can be borrowed by the registered readers for a stipulated period. **Stacks books** are loaned for two weeks, while **Reference books** can be borrowed for overnight use only.

Loan Limits for Undergraduates

Year of Study	Stacks	Reference
First Year	02	01
Second Year	03	01
Third Year	04	01
Final Year	04	01

Extension of the Loan Period

One extension of 14 days may be asked for before the expiration of the original loan period of stacks books. Such extensions are normally granted until another reader requests the same book.

Reservation of Library Materials

If required, readers can fill out the **reservation forms** available at the circulation counter, for the books on loan or display. With regard to books on loan, the reserved material will be retained at the circulation counter on return and the reader will be informed about the availability of reserved material. In case of books on display, on removal from the display shelves, reserved materials will be retained at the circulation counter for three days, before dispatch to respective shelving locations.

Payments and Fines

The person in whose name the books are borrowed is responsible for them. Fine will be imposed for keeping the books after the due date. The fine will continue to accumulate until the overdue material is returned. Failing to pay the fine will result in the dismissal of access to library facilities. If the **borrowed book is lost or damaged**, it should be replaced with the same edition or the latest edition book. Failing to do so, the replacement cost of the lost or damaged book will be charged.

Cancellation of Library Membership

On completion of the course of study library membership will be lapsed automatically. In case of misconduct or disciplinary action taken by the University authorities, library membership will be cancelled or limited library services will be provided. Students should return all the books and library tickets issued by the library, upon completion of their course or in case they drop out of the course for any reason. Until all such dues have been settled, Clearance letter will not be issued by the library, which in turn delay the issue of Degree



certificate for students.

Vithiananthan Library

6.2 Welfare Services Branch

Welfare Services Branch is a central entity to which the students and others could bring their grievances and issues and seek solutions and relief. It looks after Student accommodation and cafeteria services, student societies, and financial assistance such as payment of Mahapola and Bursary and Vice-Chancellor's welfare fund to the students. It also conducts disciplinary inquiries against students.

Further, it will entertain any complaints/problems/grievances from students as regards food and lodging and finances etc. and provides assistance to needy students in liaison with relevant divisions/units.

6.3 Career Guidance Unit

The Career Guidance Unit (CGU) supports undergraduate students by equipping them with the necessary knowledge, skills and values to make informed decisions at their education stage for a successful transition from education to career, and hence to manage their career pathways and lifelong learning throughout their lives. The CGU strives to provide a well-balanced variety of direct consultations, educational programs & Career Fairs.

- Organizing several activities such as seminars/ workshops/ lectures/ training for career development.
- Helping students to prepare for all competitive examinations and aptitude exams.
- Developing a database of online job training opportunities and job placement.
- Providing information regarding scholarships/ internships/ jobs and learning opportunities.
- Helping students prepare for the interviews, CV preparation and developing their communication.

6.4 Computer Unit

The computer unit was established under the Dean Faculty of Science in 1985. The computer unit provides computer literacy to all students (except for students from agriculture, engineering and Technology faculties), provide laboratory facilities (for other courses) and provide internet accessing web server and mail server, maintenance of campus-wide network communication, computer and accessories maintenance and extramural services.

6.5 University Health Center

The University Health Center was established in 1983 under the direct Supervision of the Staff and Student Welfare Center to enable students of the University to lead an active life, free of mental and physical ailments. University health services facilities have been provided for University employees as well as their family members.

6.6 Student Counsellor's Office

Every student has the opportunity of seeking advice and assistance from a student counsellor in academic and other matters related to their undergraduate work. The Senior Student Counsellor liaises with the marshal to maintain the discipline of students by keeping

vigilance on their activities and behaviour at the University premises. Student Counselling involves the following:

- Familiarization with the new surroundings
- Guidance regarding accommodation, student welfare etc.
- Discussions and guidance for personal problems
- Advice on matters affecting university life.
- Conducting elections for all students' unions, Societies.

6.7 Physical Education Unit

Sports facilities come within the purview of the Physical Education Unit which provides opportunities for students and staff for indoor and outdoor sports and recreational activities. The Unit is managed by the Director of Physical Education and organizes, coordinates and administers competitive sports activities such as Inter-Faculty and Inter-University Games throughout the year.

6.8 Examination Branch

The examination Branch involves in releasing examination results and issuing a statement of degrees, and academic transcripts to undergraduate and postgraduate students.

6.9 Arts Students Union

The Main objectives of the Arts Students Union are solving problems among students, safeguarding their rights and struggles, promoting ideals of management, and supporting poor students. Further to bring to light the lateral talents, encouraging and guiding the new students. The Union sponsors the 'Arts Week' programme which includes indoor games, outdoor games athletics, drama, poetry arts and discussions conducted yearly.

Appendices

Appendix: 1 - BY-LAWS OF THE EXAMINATIONS - UoJ

Appendix: 2 - SCHOLARSHIPS, PRIZES, GOLD MEDALS AND AWARDS

Appendix: 3 - GUIDELINES FOR PROJECT REPORT

Appendix: 4 - GUIDELINES FOR DISSERTATION

Appendix: 5 - CODE OF CONDUCT FOR STUDENTS – UGC and UoJ

Appendix : 1

BY-LAWS OF THE EXAMINATIONS – UNIVERSITY OF JAFFNA

Instructions to Candidates

1. A candidate shall not approach anyone other than the Vice-Chancellor, Dean of Faculty, Head of Department or Examination Registrar regarding any matter concerning the examination.
Whom to approach on examination matters
2. Candidates shall be in attendance outside the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.
Attendance
3. On admission to the Examination Hall, a candidate shall occupy the seat allotted to him/her and shall not change it except under specific instruction from the Supervisor.
Seating
4. A candidate shall not be allowed to enter the Examination Hall for any reason after 30 minutes from the commencement of the examination and shall not be allowed to leave the hall until 30 minutes before the closure of the examination.
Admission to the examination hall
5. However, under exceptional circumstances or in cases where the duration of the examination is less than one hour, candidates may be allowed to leave the Examination Hall 15 minutes prior to the closure of the examination.
6. Every candidate shall conduct himself/herself in the Examination Hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to other candidates. When entering and leaving the hall, the candidate shall conduct himself/herself as quietly as possible. A candidate is liable to exclusion from an Examination and/or expulsion from the Examination Hall for disorderly conduct.
Conduct at the examination hall

7. A candidate shall be in possession of his/her Student Identity Card and/or Student Record Book and Admission Card, and all three documents for examinations of the Faculty of Medicine, on every occasion he/she presents himself/herself for an examination paper. The Student Identity Card or Student Record Book should be clearly on display during the examination. The candidature of a student is liable to cancellation if he/she fails to produce his/her Student Identity Card or Student Record Book or Admission Card when required.

Documents for identity

8. If the candidate fails to produce the required item(s) on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the item(s), in the form (*Examination - 09*) provided for it and produce the item(s) on the next occasion that he/she appears for the examination. If a failure occurs for the last paper of the examination or the only paper he/she is sitting, he/she shall produce the item(s) to the Examination Registrar on the following day. If a candidate has lost his/her documents during the course of the examination, he/she shall obtain duplicate(s) from the Examination Registrar for purpose of production at the Examination Hall.

Declaration

9. A candidate shall not produce in full or an extract of any work other than his/her, without stating so, in a Session Paper, Assignment, Reference, Research paper, Practical or Field book or Thesis as it amounts to theft of Intellectual Property. A candidate shall not submit a Practical Record Book or Field Book or Dissertation or Project Study Report or Answer Script, which has been done wholly or partly by anyone other than the candidate, the exception being group tasks of students.

Cheating

10. A candidate shall not allow another person to appear on his/her behalf for an examination and shall not appear on behalf of another. Supervisors and Invigilators are authorized to obtain declarations from examination candidates regarding any such event occurring within the examination hall.

Allowing another
candidate
To appear

11. A candidate shall not have any notes, signs or formulae on his/her person, clothes, Admission Card, Timetable, Student Record Book or Student Identity Card. The candidate shall declare to the Supervisor or an Invigilator any other item in his/her possession. Any unpermitted item brought by a candidate shall be kept in a place indicated by the Supervisor or Invigilator, at the candidate's own risk.

Items which candidates
Shall not bring

12. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the answer script of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or person. A candidate shall not conduct himself/herself negligently in any way that gives an opportunity for another candidate to read anything written by him/her or to watch any practical work conducted by him/her. A candidate shall not use any other unfair means to obtain or render improper assistance at the examination. Need for assistance for genuine purposes should be indicated to the Supervisor or Invigilator by raising a hand.

Copying

13. Any candidate who has been found to have copied from another candidate by an examiner at the time of marking shall be treated as having committed an examination offence.

14. Candidates may bring to the Examination Hall permitted stationery such as pens, pencils, erasers, rulers, geometrical instruments and specified scientific calculators, besides the Admission Card and Student Identity Card and/or Student Record Book, and all three documents for examinations of the Faculty of Medicine. It is the responsibility of the candidate to ensure that no written or printed material is brought into the Examination Hall for his/her personal use or use by any other. Such material shall not be used or be in their possession in the examination hall. It is the responsibility of the candidate to ensure that he/she does not engage in such examination offences.

Articles that candidates
May bring

15. Being in possession of and using mobile telephones or devices capable of storing data is strictly prohibited in the Examination Hall.

Mobile phones in
Examination Hall

16. Examination stationery (i.e. writing paper, graph paper, drawing paper, etc.) shall be supplied in the Examination Hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated or removed from the Examination Hall. Candidates shall use only stationery items supplied by the Supervisor or Invigilator. Books of data and other material provided by the University shall be used with care and left on the candidate's table after use and shall not be removed from the Examination Hall under any circumstances.

Examination Stationery

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| <p>17. Before commencement of answering, each candidate shall write his/her index number with the course unit code and the name of the examination in the allotted spaces. All papers used should carry the index number of the candidate. A candidate who enters an index number other than his/her own on the answer script is liable to be considered as having attempted to cheat. The Supervisor or Invigilator has the authority to check the answer script of the candidate.</p> | Index number |
| <p>18. Any answer script that bears no index number or an index number that is illegible or ambiguous is liable to be rejected. A candidate shall not write his/her name or any other identification on the answer script.</p> | Index number ambiguity |
| <p>19. All calculations and rough work shall be done only on paper supplied for the examination and shall be crossed out and attached to the answer script. Such work shall not be done on Admission Cards, Timetables, Question papers, Student Record Books or any other paper. A candidate who disregards these instructions could be considered to have been in possession of written notes or outlines of answers with the intention of copying.</p> | Rough work |
| <p>20. A candidate found copying, communicating with another candidate or using unpermitted material may be expelled from the Examination Hall. A written report on the incident shall be submitted by the Invigilator through the Supervisor to the Vice-Chancellor.</p> | Improper conduct |
| <p>21. Any answer or part thereof, which is not intended to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place, parts that are not intended to be counted shall be neatly crossed out.</p> | Unwanted parts to be
Crossed out |
| <p>22. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators, while in the Examination Hall.</p> | Under supervisor's
authority |
| <p>23. Candidates shall stop work promptly when ordered by the Supervisor or Invigilator to do so. If the instruction is not strictly followed, the Supervisor or Invigilator has the authority to make an endorsement to that effect on the answer script.</p> | Stopping work |
| <p>24. Candidates shall maintain absolute silence in the Examination Hall and its precincts.</p> | Maintenance of silence |

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| <p>25. A candidate shall not be allowed to temporarily leave the Examination Hall during the examination. In case of emergency, the Supervisor or Invigilator shall permit the candidate to do so, but under the strict surveillance of the Supervisor or an Invigilator.</p> | <p>Leaving the Examination
Hall</p> |
| <p>26. No person shall impersonate a candidate at the examination and a candidate shall not allow another person to impersonate him/her.</p> | <p>Impersonation</p> |
| <p>27. No candidate shall obtain or seek to obtain prior knowledge of questions of an examination paper.</p> | <p>Prior knowledge of
question paper</p> |
| <p>28. Any candidate receiving unauthorized assistance from any person during the examination shall be deemed to have committed an examination offence.</p> | <p>Unauthorised assistance</p> |
| <p>29. If a circumstance arises which in the opinion of the Supervisor renders the cancellation or postponement of the examination necessary, the Supervisor shall stop the examination, collect the answer scripts already written and report the matter as soon as possible to the Dean of the relevant Faculty.</p> | <p>Cancellation/Postponement
Of examination</p> |
| <p>30. The Supervisor and Invigilators are empowered to demand any candidate to make a statement in writing on any irregularity concerning the candidate, which may have arisen during the course of the examination, and the candidate shall sign the such statement. The candidate is not entitled to refuse to make such a statement or to sign it. In the event of refusal, the Supervisor or Invigilator shall record his/her own observations and report the matter to the Dean of the relevant Faculty.</p> | <p>Making statement</p> |
| <p>31. Every candidate should personally hand over his/her answer script to the Supervisor or an Invigilator. Candidates shall remain seated until all the answer scripts are collected and the Supervisor announces that they may leave. Answer scripts shall not be handed over to Hall Attendants or any other person under any circumstance. An answer script, once handed over to the Supervisor or an Invigilator, shall not be returned to the candidate, and candidates should refrain from making such requests.</p> | <p>Handing over answer
scripts</p> |
| <p>32. Any candidate who wishes to leave the Examination Hall early shall have his/her answer script collected by an Invigilator before he/she leaves his/her desk.</p> | <p>Leaving the Examination
Hall</p> |
| <p>33. No candidate shall remove his/her or any other candidate's answer script from the Examination Hall.</p> | <p>Removal of answer script</p> |

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| <p>34. Candidates should know that they are liable to punishment for examination offences if the marking examiner is convinced that an examination offence has occurred.</p> | <p>Awareness of punishment</p> |
| <p>35. Every candidate who has registered for a course/course unit shall be deemed to have sat the examination of the course/course unit unless she/she has withdrawn from the examination within the permitted period for dropping the course/course unit.</p> | <p>Withdrawal</p> |
| <p>36. A candidate who is unable to appear for an examination on medical grounds shall inform of his/her inability to the Dean of the Faculty within a week from the commencement of the examination.</p> | <p>Informing inability to appear for an examination</p> |
| <p>37. A candidate who is unable to appear for the examination on medical grounds should obtain a valid medical certificate either from the University Medical Officer or from a government hospital and submit it to the University Medical Officer at the earliest possible.</p> | <p>Valid medical certificate</p> |
| <p>A candidate receiving treatment from private practitioners of Western, Ayurveda, Siddha or Homeopathic Medicine should submit the medical certificate during the period of illness to the University Medical Officer for approval.</p> | |
| <p>All medical certificates shall conform to Senate Regulations.</p> | |
| <p>38. The candidate shall submit to the Dean of the relevant Faculty a medical certificate endorsed by the University Medical Officer, within 14 days of the conclusion of the examination. The Dean shall, with the recommendation of the Board of the Faculty, place the medical certificate for the approval of the Senate.</p> | <p>Submission of Medical certificate</p> |
| <p>39. A candidate who has been unable to present himself/herself at any part or section of an examination, shall notify the Dean of the relevant Faculty immediately after and follow it up in writing with supporting documents, hand-delivered or sent by registered post to the Dean within two weeks.</p> | <p>Absence from examination</p> |

40. A candidate who lacks the required Minimum Attendance of 80% in any course unit/subject but has attended a reasonable number of classes may under exceptional circumstances be allowed to sit the examination with the approval of the Board of the Faculty and the Senate. Allowing a candidate who lacks the required minimum attendance to sit the forthcoming available examination or repeat examination as a repeat candidate, with the approval of the Board of the Faculty and Senate. Approval of the Board of the Faculty and the Senate is also necessary to allow a candidate to sit an examination under special circumstances after the eligible number of attempts of an examination is exhausted.

Minimum attendance

41. A candidate admitted to a Course of Study who has been disabled and unable to write the examination normally at an in-course assessment or end-course assessment may request the Dean of the Faculty in writing for additional time for the written examination.

Disability of Candidates

The Board of the Faculty shall decide whether the request is reasonable and if so recommend additional time at 10 minutes per hour of the examination paper subject to a maximum of 30 minutes for a paper whose duration is three hours or more and the provision of relevant necessary assistance such as braille typewriter, braille stationary and writing assistance with audio recording for approval by the Senate.

42. A candidate who has a chronic or acute illness or has met with an accident before the examination and is unlikely to recover fully before the examination may request the Dean of the Faculty in writing for additional time for the written examination. The Board of the Faculty shall decide whether the request is reasonable and if so recommend additional time at 10 minutes per hour of the examination paper subject to a maximum of 30 minutes for papers whose duration is three hours or more and the provision of relevant necessary assistance such as braille typewriter, braille stationary and writing assistance with audio recording for approval by the Senate.

Chronic or Acute Illness

43. A candidate who has fallen ill or met with an accident shortly before the examination and has not recovered fully but still

wishes to sit the examination shall request the Dean of the Faculty in writing for additional time for the written examination.

The Dean shall decide on the validity of the request based on certification by the University Medical Officer or a Consultant and, if valid, shall recommend additional time at 10 minutes per hour of the examination subject to a maximum of 30 minutes for a paper whose duration is three hours or more and the provision of relevant necessary assistance such as braille typewriter, braille stationary and writing assistance with audio recording, and duly inform the Board of the Faculty and through it the Senate for retrospective approval.

44. For practical examinations and clinical examinations,

- (a) procedures adopted for theory examinations shall be adopted regarding allowing additional time;
- (b) a colour-blind candidate shall make a written request to the Dean of the Faculty for assistance with identifying colours, and a layman may be assigned the responsibility. Under such circumstances, laymen nominated by the Head of Department or the Chief Examiner and recommended by the Board of the Faculty shall be duly appointed by the Senate. Payment for the services of the layman shall be on par with that for a hall attendant as recommended in the UGC Circular No.981 of 23.04.2012; and
- (c) Each Faculty may formulate its own regulation or procedure or By-law for conducting practical, clinical and spot examinations, which shall be recommended and approved by the Board of the Faculty and the Senate, respectively, and adopted by the Council.

Practical & Clinical
Examinations

Examination Offences and Punishments

Any candidate who violates the rules of examination shall be deemed to be guilty of examination offences.

Examination offences comprise the following:

- (b) Being in possession of unpermitted documents in the Examination Hall
- (c) Being in possession of mobile telephones or devices capable of storing data in the examination hall, without prior permission.
- (d) Removing examination stationery out of the examination hall.
- (e) Copying or attempting in any manner to copy.
- (f) Being in possession of or attempting to use examination stationery that has not been distributed in the Examination Hall on the day itself.
- (g) Having notes written on the body or on clothes.
- (h) Having or attempting to have unlawfully prior knowledge of all or part of the contents of a question paper or marking scheme of an examiner.
- (i) Entering or leaving the Examination Hall without the permission of the Supervisor or Invigilator or attempting to do so or assisting another to do so.
- (j) Destroying or attempting to destroy or assisting in destroying any examination stationery.
- (k) Disturbing the peace of the examination hall and/or disrupting the examination process.
- (l) Behaving in a manner that is injurious to the self-respect of and/or causes mental stress to any among the Supervisor, Invigilators, Hall Attendants and other candidates.
- (m) Planning or attempting to harm mentally or physically any among the Supervisor, Invigilators, Hall Attendants and other candidates.
- (n) Impersonation or attempted impersonation including enabling another person to appear at the examination in place of the candidate and using the index number of another candidate.

- (o) A candidate shall not submit a field book, dissertation, report or any other assignment which has been carried out wholly or partly by anyone other than the candidate (except where the Examiner has given prior permission for joint or collaborative work to be submitted) for assessment.
- (p) Any other examination offence as determined by the Senate.
- (q) Offences identified by the marking examiner.

Aiding and abetting in examination offences:

Examination Offences

- (a) **Possession of unpermitted documents or removal of examination stationery:** cancellation of candidature in the examination in which the offence was committed.
- (b) **Disorderly conduct of a grave nature, copying, cheating, obtaining or attempting to obtain improper assistance:** cancellation of candidature in all examinations of the University for three years including the examination in which the offence was committed.
- (c) **Impersonation:** cancellation of candidature in all examinations of the University for five years including the one in which the offence was committed.
- (d) **Plagiarism: *For Dissertations/Comprehensive Design Project (CDP)/Design Thesis:*** Cancellation of candidature from the particular module comprising the dissertation, and suspension from the University for two (02) additional semesters.

For Research Thesis: Cancellation of the candidature from the degree and denial of eligibility to register for any degree of the University for one (01) year.

Non-Compliance with Rules: (not covered by any other

Punishment may be enhanced subject to the gravity of the offence)

Enhanced
Punishments

The Maximum punishment for examination offences shall be as follows:

- (a) **Possession of unpermitted documents or removal of examination stationery:** cancellation of candidature in the examination in which the offence was committed.
- (b) **Disorderly conduct of a grave nature, copying, cheating, obtaining or attempting to obtain improper assistance:** cancellation of candidature in all examinations of the University for three years including the examination in which the offence was committed.
- (c) **Impersonation:** cancellation of candidature in all examinations of the University for five years including the one in which the offence was committed.
- (d) **Plagiarism:** Expulsion as a Candidate of the University and/or appropriate legal action and/or withdrawal of the Degree/Awards
- (e) Non-Compliance with Rules (not covered by any other offences above): Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed.

A student shall be eligible for the award of Class Honours if all requirements for the award of Class are fulfilled within the prescribed period for the degree. A candidate found guilty of an examination offence shall, however, be ineligible for the award of Class Honours.

The Senate shall appoint to the Examination Offences Committee for a period of two years comprising three Professors and/or Senior Professors from different Faculties, of whom no member is a Dean of a Faculty. The Head of the Academic Affairs Department or the Examination Branch shall be the Convener cum Secretary of the Committee.

SCHOLARSHIPS, PRIZES, GOLD MEDALS AND AWARDS

FACULTY OF ARTS, UNIVERSITY OF JAFFNA

SCHOLARSHIPS/PRIZES AND ENDOWMENTS	CRITERIA
SIVARAMANI SCHOLARSHIP	<ol style="list-style-type: none"> 1. This scholarship is awarded annually to a student who has the best performance in the Bachelor of Arts Degree Level I Examination. 2. Rs.5000/= cash award to be given to the student. 3. If the student is selected to read General Degree he/she shall continue to receive the scholarship up to Level III 4. If the student is selected to read Honours Degree he/she shall continue to receive the scholarship up to Level IV 5. The value of the Scholarship could be enhanced or reduced as decided by the Endowments and Scholarships Committee of the University of Jaffna depending on the interest earned. Any balance left out from the interest after making the Scholarship that shall be added to the capital every year at the time of renewal of the Fixed Deposit Account.
CHELLAMMAH RAJENDRAM SCHOLARSHIP	This scholarship is awarded to a student selected to read for an Honours Degree in Tamil obtaining the highest GPA in the Bachelor of Arts Degree Level I Examination.
HANDY PERINBANAYAGAM MEMORIAL SCHOLARSHIP	This scholarship is awarded to a student who has obtained the highest GPA in the Bachelor of Arts Degree Level I Examination.
DR. NATHAN AND PARUVATHA NATHAN AWARD	This prize is awarded to a student who has obtained the highest GPA in the Bachelor of Arts Degree Level I Examination from among those who are selected to read for an Honours Degree in Political Science
MURUGESU VALLIPURAM RAJARATNAM MEMORIAL AWARD	This prize is awarded to two students(1 st & 2 nd) who have obtained the highest GPA in the Bachelor of Arts Degree Level I Examination from among those who were selected to read for an Honours Degree in History.

<p>PROF.W.L.JEYASINGHAM MEMORIAL SCHOLARSHIP</p>	<p>This scholarship is awarded to two students (1st & 2nd) who have obtained the highest GPA in the Bachelor of Arts Degree Level II Examination from among those who were selected to read for an Honours Degree in Geography.</p>
<p>CHELLAIAH KUMARALINGAM MEMORIAL AWARD</p>	<p>This prize is awarded to two students (1st & 2nd) who have obtained the highest GPA in the Bachelor of Arts Degree Level II Examination from among those who were selected to read for an Honours Degree in Political Science.</p>
<p>SUBRAMANIAM RATNARAJAH MEMORIAL SCHOLARSHIP</p>	<p>1) This scholarship is awarded to the best student who had published a short story, poem and novel during his/her study. 2) Applications are to be called from students by the Dean's office, Faculty of Arts. 3) students can submit a maximum number of 03 short stories, 3 poems and one novel either in Tamil or English. Selection shall be made by the Faculty Board upon the recommendation of the Department of Tamil, Department of Linguistics and English.</p>
<p>Sivasubramaniam and Paramsothy Endowment for Research Publications in The Faculty of Arts</p>	<p>This interest is to be used for purpose of presenting research and publications by the students of the Faculty of Arts 1) Application to be called by the Dean's office, Faculty of Arts from among the students of the Faculty of Arts. 2) This endowment is to be awarded to the best research article published by a student in a recognised journal or presenting a research paper in a national/international conference/symposium or publishing a book by a recognised publisher during his /her study. Selection shall be made by the Faculty Research Committee of the Faculty of Arts.</p>

KANTHAVANAM KANAGARAYER SANGARAPILLAI SIVAGAMSUNDARY ENDOWMENT	This endowment is awarded to a student who has the best performance in History offering Sri Lankan history at the Bachelor of Arts Honours Degree Examination in the following course units	
	HYCH 21013	Study of sources in Sri Lankan History up to 16 th Century AD
	HYCH 22013	Political History of Sri Lanka up to 16 th century AD
	HYCH 22043	History of Sri Lanka from 16 th Century AD to 18 th century AD
	HYCH 32013	Constitutional Developments and the National Movements in Sri Lanka from 1796 AD to 1948 AD
ALVAPPILLAI SIVAKKOLUNTHU RASAMMAH MEMORIAL AWARD	This prize is awarded to a student who has the best performance at the Bachelor of Arts Degree Examination offering Tamil as one of the main subjects.	
KAMALATHEVY VITHIANANTHAN MEMORIAL AWARD	This prize is awarded to a student who has the best performance in Tamil at the Bachelor of Arts Honours Degree Examination	
SIVAGAMY MURUGESAR MEMORIAL SCHOLARSHIP	This scholarship is awarded to two students who have the best performance at the Bachelor of Arts Honours Degree Examination in Geography and Philosophy.	
SOCIAL SCIENCE UNION SCHOLARSHIP	This scholarship is awarded to a student who has the best performance at the Bachelor of Arts Degree Examination offering Economics as one of the main subjects.	
DR.C.SINNADURAI AWARD	This prize is awarded to a student who has the best overall performance at the Bachelor of Arts Honours Degree Examination at the Faculty of Arts.	
JAFFNA FOLKLORE SOCIETY AWARD	This prize is awarded to a student who has the best performance in Tamil offering the course unit related to folklore (TACH 21043 -Tamil Folklore) at the Bachelor of Arts Honours Degree Examination in Tamil.	
M.V.KRISHNALVAR MEMORIAL AWARD FOR DRAMA & THEATRE	This prize is awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination in Drama and Theatre Arts.	
PULAVARMANI PERIYATHAMBIPILLAI MEMORIAL PRIZE	This prize is awarded to a student who has the best performance at the Bachelor of Arts Degree Examination offering Tamil as one of the main subjects.	

EMILY GRACE BARR CHELVANAYAGAM PRIZE FOR TAMIL LITERATURE	This prize is awarded to a student who has the overall best performance at the Bachelor of Arts Honours Degree Examination in Tamil. This prize is awarded to a student who has the overall best performance at the Bachelor of Arts Degree Examination offering Tamil as one of the main subjects.
MYLIDY S.SWAMINATHAN MEMORIAL PRIZE	This prize is to be awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination
RASARETNAM VEERASINGHAM (NEE)CHELLIAH MEMORIAL PRIZE FOR TAMIL	This prize is to be awarded to a student who has the best performance in the course units related to Dravidian Linguistics and Tamil Grammatical Traditions (TACH 32013 (தொல்காப்பியம் பொருளதிகாரம் (அகம், புறம், களவு, கற்பு, பொருள்) and TACH 41013 (தொல்காப்பியக் கற்கை பொருளதிகாரம் (மெய்ப்பாடு, உவமை, செய்யுள், மரபு, இயல்கள்) at the Bachelor of Arts Honours Degree Examination in Tamil.
SIR ARUNACHALAM MAHADEVA MEMORIAL PRIZE	This prize is to be awarded to a student who has the best performance in the Bachelor of Arts Honours Degree Examination in Economics.
VINNACITHAMBY KANAGASINGHAM PRIZE FOR ENGLISH	This prize is to be awarded to a student who has the best performance at the Bachelor of Arts Degree Examination offering English Language Teaching as one of the main subjects.
PROF. A. SATHASIVAM MEMORIAL AWARD FOR TAMIL	This prize is to be awarded to a student who has the best performance in the course units related to Dravidian Linguistics (TACH 31013 (தொல்காப்பியக் கற்கை - சொல்லதிகாரம்) at the Bachelor of Arts Honours Degree Examination in Tamil.
THEN – PULOLY KANTHAMURUGESAN MEMORIAL AWARD	This prize is to be awarded to a student who has the best performance in the course units related to Studies on Tolhappium {TACH 22023 (தொல்காப்பியக் கற்கை - எழுத்ததிகாரம்.) TACH 31013 (தொல்காப்பியக் கற்கை - சொல்லதிகாரம்.) TACH 32013 (தொல்காப்பியம் பொருளதிகாரம் (அகம், புறம், களவு, கற்பு, பொருள்). and TACH 41013 (தொல்காப்பியக் கற்கை பொருளதிகாரம் (மெய்ப்பாடு, உவமை, செய்யுள், மரபு, இயல்கள்) at the Bachelor of Arts Honours Degree Examination in Tamil.
PROFESSOR SOMASUNDARAM SELVANAYAGAM MEMORIAL GOLD MEDAL	This gold medal is to be awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination in Geography

PROF. S. BALACHANDIRAN GOLD MEDAL FOR GEOGRAPHY	This gold medal is to be awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination in Geography
REV. (DR.) H.S. DAVID FOUNDATION MEMORIAL AWARD	This gold medal is to be awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination in Linguistics.
SAHADEVAN NILUCKSHEN GOLD MEDAL FOR MEDIA STUDIES	This gold medal is to be awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination in Media Studies.
PROF.VIJAYARATNAM JOHN MANOHARAN KENNADY MEMORIAL AWARD	This gold medal is to be awarded to the best research (Dissertation) at the Bachelor of Arts Honours Degree Examination in English Literature.
DR.NAGALINGAM BALAKRISHNAN GOLD MEDAL FOR ECONOMICS	This gold medal is to be awarded to a student who has the best performance at the Bachelor of Arts Honours Degree Examination in Economics
AASUKAVI KALLADY VELUPPILLAI MEMORIAL GOLD MEDAL FOR BEST PERFORMANCE IN 'PRINT MEDIA' (DEPT. OF MEDIA STUDIES)	<p>i. The student who should followed B.A. honors degree in Media Studies at the Department of Media Studies, Faculty of Arts</p> <p>ii. The student who obtained highest GPA in the following particular Course Units related to 'Print Media' entitled to receive the Gold Medal</p> <ul style="list-style-type: none"> • CMCH 21023 Reporting Techniques and Skills (அறிக்கையிடல் தொழில்நுட்பங்களும் திறன்களும்) • CMCH 22023 Newspaper Editing: Concepts and Processes (செய்திப்பத்திரிகைச் செம்மையாக்கம் : எண்ணக்கருக்களும் செயன்முறைகளும்) • CMCH 32013 Print Media: Productions and Design (அச்ச ஊடகம் : தயாரிப்புக்களும் வடிவமைப்பும்) • CMCH 41043 Investigative Journalism (புலனாய்வு இதழியல்) • CMCH 42013 Media Internship (ஊடகத் தொழில்சார் பயிற்சி) <p>If, more than a single student obtained same GPA for the above Course Units, the average of the raw marks will be calculated for the awardee</p>
AASUKAVI KALLADY VELUPPILLAI MEMORIAL GOLD MEDAL BEST PERFORMANCE IN 'SRI LANKAN TAMIL LITERATURE' – DEPARTMENT OF TAMIL (DEPT. OF TAMIL)	<p>i. The student who should follow B.A. Honors Degree in Tamil at the Department of Tamil, Faculty of Arts</p> <p>ii. The student who obtained highest Marks/ Score when adding the marks of the following Course Units related to 'Sri Lankan Tamil Literature' entitled to receive the Gold Medal</p> <p>a. TACH 31043: Sri Lankan Tamil Literature up to</p>

	<p>19th Century (19^{ம்} நூற்றாண்டு வரையான ஈழத்துத் தமிழ் இலக்கிய வரலாறு)</p> <p>b. TACH 41023: History of Sri Lankan Tamil Literature - 20th Century (இருபதாம் நூற்றாண்டு ஈழத்துத் தமிழ் இலக்கிய வரலாறு)</p> <p>The students should obtain First Class or Second Upper in the degree.</p>
<p>PULAVAR AMUTHU (ADAIKALAMUTHU) GOLD MEDAL (Dept. of Christian Civilization)</p>	<p>a. <i>Proposed criteria to select the awardees for Endowment:</i></p> <ul style="list-style-type: none"> - Obtaining highest OGPA in BA (Hons) in Christian Civilization <p>In case of tie (more than a single student obtaining the same OGPA), the average of the raw marks of the final year course units will be calculated.</p>
<p>LATE EMERITUS PROFESSOR S.SUSENDRARAJAH GOLD MEDAL AND CERTIFICATE</p>	<p><i>Award to a student who rank first at the Bachelor of Arts Honours in Linguistics with overall GPA not less than 3.7.</i></p>
<p>UNIVERSITY PRIZE (THAMBIAH MUDALIYAR CHATRAM TRUST)</p>	<p>The following University prizes are awarded to the students of the Faculty of Arts who obtained the highest GPA. The amount awarded with respect to each prize shall be Rs.1000/=</p> <ol style="list-style-type: none"> 1. Bachelor of Arts Degree Examination Level I 2. Bachelor of Arts Degree Examination Level II 3. Bachelor of Arts Honours Degree Examination Level II 4. Bachelor of Arts Degree Examination Level III 5. Bachelor of Arts Honours Degree Examination Level III 6. Bachelor of Arts Honours Degree Examination Level IV
<p>PROF. A.THURAIRAJAH GOLD MEDAL</p>	<ul style="list-style-type: none"> • to be awarded to the students/s of the University of Jaffna. • The best student shall be selected by giving points for academic achievement, achievement in sports and membership in student unions/associations • Faculty-wise medal for overall performance at Faculty level - 1/2 sovereign per faculty • University Medal for overall performance at the University level - one sovereign • Advertisements be made by the academic branch for calling applications once the date for convocation is finalized.

GUIDELINES FOR PREPARATION
THE REPORT ON THE PROJECT WORK

A Report on the Project Work may not exceed approximately 10, 000 words (maximum 50 pages) in length unless prior permission to exceed this length has been given by the Faculty Board on the recommendation of the Supervisor. The Title Page, Declaration Page, Approval / Certification of the Supervisor Page, Certification of the Head of the Department Page, Acknowledgement, Abstract, Table of Contents and List of tables, figures and plates are excluded from this limitation. Appendices should be annexed after the bibliography.

1. Leaf size - A4
2. Cover Page:[See Annexure I for a sample cover page]
3. Spine:[See Annexure II for sample spine]
4. The first and last leaf should be blank and of thick quality paper.
5. Title Page : [See Annexure III for sample title page]
6. Declaration Page

The declaration statement should declare his / her consent to the use of condenses of the Project Work by another party. (It can be in Tamil or English)

[See Annexure IV for sample Declaration page]

7. Approval / Certification of the Supervisor Page

The Report on the Project Work should be approved by the appointed supervisor /s to be accepted as a standard report to be kept in the department and the library.

[See Annexure V for sample authorization page]

8. Certification of the Head of the Department Page

The Report on the Project Work should be certified by the Head of the Department.

[See Annexure VI for sample certification page]

9. Acknowledgement

Acknowledgements should follow on a fresh page.

10. Abstract

The abstract should provide a concise, cogent summary of the Project Work. (250 – 300 words) The abstract should be in a form suitable for separate publication and may be

edited by the candidate's supervisor. The University may publish the abstract without further reference to the author.

11. Table of Contents

The following pages should be for TABLE OF CONTENTS which should have the sections numbered according to the decimal system using Arabic numerals. Further subsections can have the first page of the table of contents and simple Roman numerals should be used up to the end of the abstract.

12. A list of tables, figures and plates if required should follow the table of contents (also numbered in simple Roman numerals)

13. The introduction or other beginning of the Report on the Project Work should then follow and the numbering of pages from this page onwards right up to one but the last leaf should be in Arabic numerals starting with one.

14. A list of references should be given immediately after the text of the Project Work starts on a fresh page. References throughout the thesis should follow the Harvard style.

15. Appendices, if any.

16. Margins - Text pages margin:

Top	-	3 cm
Right	-	2 cm
Bottom	-	3 cm
Left side	-	4 cm (room for binding)

17. Text spacing & Font

Typed in double spacing with the Font size shall be 12 points and Times New Roman for English / Bamini for Tamil.

Paragraphs can be divided either by leaving a blank line between paragraphs, or by indenting the first line of a new paragraph by five spaces.

18. Page Numbering:

The number shall be placed at the middle of the bottom, and 15 mm from the lower edge of the paper.

19. Final Binding:

White-coloured thick cover. Lettering in Black.

20. Jacket

White-coloured cover. Lettering in Black.

Annexure I for sample cover page

(Font - Times New Roman/Bamini; Font Size - 16; Font Style - Bold)

<FULL TITLE OF THE PROJECT WORK>

<FULL NAME OF THE CANDIDATE>

<Registration Number>

<Index Number>

BACHELOR OF ARTS DEGREE (YEAR)

**<DEPARTMENT>
FACULTY OF ARTS
UNIVERSITY OF JAFFNA
SRI LANKA**

- Year of submission of Project Work -

BA

**< Full name of the Candidate >
< Title of the Project Work >
< Subject >**

Year

<FULL TITLE OF THE PROJECT WORK>

The Report on the Project Work on <Subject>submitted to the
<Department>, Faculty of Arts, University of Jaffna
in partial fulfillment of the requirements
for the award of
Bachelor of Arts Degree (Year)

(Font Size – 17 ; Font Style – Bold)

By

<FULL NAME OF THE CANDIDATE>

<Year of Submission of the Project Work>

DECLARATION

I hereby declare that the entire work embodied in this Project Work has been carried out by me. The extent of information derived from the existing literature has been documented and fully acknowledged at the appropriate places, the work is original and has not been submitted in part or full for any Diploma or Degree in this or any other University. I confirm that there is no plagiarism in this report and if detected, I abide by the action that will be taken for such plagiarism by the Faculty of Arts of the University of Jaffna.

.....
<Full name & Signature of the Candidate>

CERTIFICATION OF THE SUPERVISOR(S)

This is to certify that the report entitled <title of the Project Work> submitted by <full name of the candidate> for the Bachelor Degree in Arts of the University of Jaffna is a record of original independent work carried out by <name of the candidate> under my guidance and direct supervision.

.....
<Name & Signature of the Supervisor>

.....
<Name & Signature of the Co-Supervisor (if any)>

.....
<Name & Signature of the Consultant / Advisor (if any)>

Annexure VI for sample Certification page

CERTIFICATION OF THE HEAD OF THE DEPARTMENT

This is to certify that the report entitled <title of the Project Work> submitted by <full name of the candidate> for the Bachelor Degree in Arts of the University of Jaffna is a record of original independent work carried out by <name of the candidate>.

.....
<Name & Signature of the Head of the Department>

திட்ட வேலை அறிக்கையைத் தயாரிப்பதற்கான விதிமுறைகள்

திட்ட வேலை அறிக்கையின் சொற்களின் எண்ணிக்கையை அதிகரிப்பதற்கு மேற்பார்வையாளரின் பரிந்துரைகளுக்கு அமைய பீடச்சபையால் முறையான அனுமதி தரப்படாதவரை திட்ட வேலை அறிக்கையானது அண்ணளவாக 10,000 சொற்களுக்கு மேற்படாமல் இருத்தல் வேண்டும்(அதிகூடியது 50 பக்கங்கள்). தலைப்புப் பக்கம், உறுதியுரைப் பக்கம், நெறியாளர் சான்றுரைப் பக்கம், துறைத்தலைவரின் சான்றுரைப் பக்கம், நன்றியுரை, ஆய்வுச்சுருக்கம், பொருளடக்கம் மற்றும் அட்டவணைகள், வடிவங்கள் என்பவை இவ் எண்ணிக்கை மட்டுப்படுத்தலுக்கு உட்பட்டவையல்ல. உசாத்துணை நூல்களை அடுத்துப் பின்னிணைப்புக்கள் இணைக்கப்படல் வேண்டும்.

1. தாளின் அளவு-A4

2. அட்டைப்பக்கம்:

(மாதிரி அட்டைப் பக்கத்திற்கு இணைப்பு I ஐப் பார்க்கவும்.

அட்டையில் இடம்பெறும் விடயங்கள் தமிழில் தரப்பட வேண்டும்.

தலைப்புப் பக்கம் தமிழிலும் ஆங்கிலத்திலும் அதே விடயங்களைத் தனித்தனித் தாள்களில் உள்ளடக்கியிருக்கலாம்.)

3. ஆய்வேட்டு அட்டையின் முதுகுப் பக்கம் (Spine)

(மாதிரி Spine பக்கத்திற்கு இணைப்பு II ஐப் பார்க்கவும்).

4. முதற்பக்கம் மற்றும் கடைசிப்பக்கம் வெறுமையானதாகவும் தடித்த தரமான தாளிலானதாக இருத்தல் வேண்டும்.

5. தலைப்புப் பக்கம்

(தமிழிலும் ஆங்கிலத்திலும் தனித்தனித் தாள்களில் தரப்படலாம்).

(மாதிரித் தலைப்புப் பக்கத்திற்கு இணைப்பு III ஐப் பார்க்கவும்).

6. உறுதியுரைப் பக்கம்

(மாதிரி உறுதியுரைப் பக்கத்திற்கு இணைப்பு IV ஐப் பார்க்கவும்).

7. நெறியாளர் சான்றுரைப் பக்கம்.

குறித்த திட்ட வேலை அறிக்கையானது நூலகத்திலும், பாடத்துறையிலும் வைப்பதற்குத் தகுதிவாய்ந்த ஆவணமென நியமிக்கப்பட்ட நெறியாளரால்(களால்) அனுமதிக்கப்பட்டிருத்தல் வேண்டும்.

(மாதிரி நெறியாளர் சான்றுரைப் பக்கத்திற்கு இணைப்பு V ஐப் பார்க்கவும்).

8. துறைத்தலைவரின் சான்றுரைப் பக்கம்.

திட்ட வேலை அறிக்கை துறைத்தலைவரினால் உறுதிப்படுத்தப்படல் வேண்டும்.

(துறைத்தலைவரின் மாதிரி சான்றுரைப் பக்கத்திற்கு இணைப்பு VI ஐப் பார்க்கவும்).

9. நன்றியுரை.

நன்றியுரை புதிய பக்கத்தில் தரப்படல் வேண்டும்.

10. ஆய்வுச்சுருக்கம்.

ஆய்வுடன் தொடர்புடைய சுருக்கத்தைத் தெளிவாக வழங்குதல் வேண்டும்.

(250-300 சொற்கள்)

தனியாக வெளியிடுவதற்குத் தகுந்த வடிவத்தில் ஆய்வுச்சுருக்கமானது அமைதல் வேண்டும். அத்துடன், அது ஆய்வாளரின் நெறியாளரால் செம்மைப்படுத்தப்படலாம்.

தேவைப்படின், ஆய்வாளரிற்கு மேலதிக தகவல்கள் வழங்கப்படாது ஆய்வுச்சுருக்கத்தைப் பல்கலைக்கழகம் வெளியிடலாம்.

11. பொருளடக்கம்.

பொருளடக்கத்துக்கான பக்கங்களில் அரோபிய இலக்கத்தைப் பயன்படுத்தி, அதன் தசம முறைக்கு அமைய பிரிவுகளின் இலக்கங்கள் இடப்படுதல் வேண்டும். மேலும், உப பிரிவுகள் பொருளடக்கத்தின் முதற்பக்கத்தில் இருக்க முடியும். அத்துடன், எளிய உரோமன் இலக்கங்கள் ஆய்வுச்சுருக்கத்தின் முடிவுவரையில் பயன்படுத்தப்படுதல் வேண்டும்.

12. பொருளடக்கத்தைத் தொடர்ந்து தேவையேற்படின் அட்டவணைகளின் வடிவங்களின் பட்டியல் அமையலாம் (இவை எளிய உரோமன் இலக்கங்களில் அமைதல் வேண்டும்).

13. அறிமுகம் அல்லது திட்ட வேலை அறிக்கையின் ஏனைய தொடக்கங்கள் ஒன்றன் பின் ஒன்றாக ஒழுங்காக அமைதல் வேண்டும். இவ் அறிமுகப் பக்கத்திலிருந்து இலக்கமிடுவது ஒன்றிலிருந்து தொடர்ந்து செல்ல வேண்டும். ஆனால், இறுதிப்பக்கம் ஒன்றிலிருந்து ஆரம்பிக்கும் அரோபிய இலக்கங்களால் குறிப்பிடப்படுதல் வேண்டும்.

14. திட்ட வேலை அறிக்கையின் விடயங்களுக்குப் பின் அடுத்ததாக புதிய தாளில் உசாத்துணை நூல்களின் பட்டியல் இடம்பெறவேண்டும். உசாத்துணை நூல்களின் விடயங்கள் (பாடத்துறை பரிந்துரைக்கும் முறைப்படி இடப்படுதல் வேண்டும்).

15. பின்னிணைப்புக்கள் இருக்கும் பட்சத்தில் அவை இணைக்கப்படலாம்.

16. எல்லைகள் (margins) - Text Pages Margin: Top - 3cm
Right-2 cm (வலது பக்கம்) Bottom-3cm (மேல்)
Left-4cm (கட்டுவதற்கான இடம்) (இடது பக்கம்)

17. வாக்கியங்களுக்கிடையிலான இடைவெளியும் எழுத்துருவும் (Text Spacing and Font).

இரண்டு மடங்கு இடைவெளியும் ((2.0) Double spacing), எழுத்துரு அளவு 12 புள்ளி font ஆகவும் ஆங்கில எழுத்திற்கு 'Times New Roman' னும், தமிழுக்கு 'Bamini' யையும் பயன்படுத்துக.

பந்தி பிரித்தல் பந்திகளுக்கிடையில் வெற்று இடைவெளியால் அல்லது பந்தியின் முதல் வரி ஐந்து தடவை இடைவெளி (five spaces) அளிக்கப்பட்டுப் பிரிக்கலாம்.

18. பக்க இலக்கமிடல்.

பக்கத்தின் கீழ்ப்பகுதியில் இலக்கத்தைக் குறிப்பிடுதல் வேண்டும். இது தாளின் கீழ் விளிம்பிலிருந்து 15mm உயரத்தில் இருத்தல் வேண்டும்.

19. ஆய்வேட்டைக் கட்டுதல்.

வெள்ளை நிற தடித்த அட்டையில் கறுப்பு நிறத்தில் எழுத்துக்கள் இடம்பெறவேண்டும்.

20. மேலுறை (Jacket) வெள்ளை நிற மேற்புற அட்டையில் கறுப்பு நிறத்தில் எழுத்துக்கள் இடம்பெறவேண்டும்.

இணைப்பு I –மாதிரி

அட்டைப் பக்கம்

<முழுமையான தலைப்பு>

(எழுத்துரு(Font)-Times New Roman/Baamini: Font Size-16; Font Style-Bold)

<ஆய்வாளரின் முழுப்பெயர் >

<பதிவிலக்கம் >

<சுட்டெண் >

<கலைமாணிப்பட்டம் (பரீட்சைக்குரிய ஆண்டு) >

<துறை>

<கலைப்பீடம் >

<யாழ்ப்பாண பல்கலைக்கழகம் >

<இலங்கை>

<திட்ட வேலை அறிக்கையைச் சமர்ப்பிக்கும் ஆண்டு>

இணைப்பு II –மாதிரி

திட்ட வேலை அறிக்கை அட்டையின் முதுகுப் பக்கம்.

பரீட்சைக்குரிய
ஆண்டு

< ஆய்வாளரின் முழுப்பெயர் >
<திட்ட வேலை அறிக்கையின் தலைப்பு>
<பாடம் >

BA

<முழுமையான தலைப்பு>

(எழுத்துரு (Font)-Times New Roman/Baamini: Font Size-16)

<பாடம் > இல் கலைமாணி (பரீட்சைக்குரிய ஆண்டு)

(Font Size-17; Font Style-Bold)

பட்டப்படிப்பின் ஒரு பகுதியாக இத்திட்ட வேலை அறிக்கை
<துறை>, கலைப்பீடம், யாழ்ப்பாணப் பல்கலைக்கழகத்திற்குச்
சமர்ப்பிக்கப்படுகின்றது.

<ஆய்வாளரின் முழுப்பெயர்>

<திட்ட வேலை அறிக்கையினைச் சமர்ப்பிக்கும் ஆண்டு>

உறுதியுரை

இத்திட்ட வேலை அறிக்கையானது எந்தவொரு பல்கலைக்கழகத்திற்கும் எந்தவொரு பட்டத்திற்காகவோ அல்லது தகைமைக்காகவோ அல்லது தகைமைச் சான்றிதழுக்காகவோ சமர்ப்பிக்கப்பட்ட விடயங்கள் முழுமையாகவோ அல்லது பகுதியாகவோ எதனையும் கொண்டிருக்கவில்லையென்றும், எனது அறிவுக்கும் நம்பிக்கைக்கும், எட்டியவரையில், உரியமுறையில் இங்கு வெளிப்படுத்தப்பட்ட விடயங்கள் தவிர ஏனைய விடயங்கள் யாவும் என்னுடைய சொந்தக் கருத்திலிருந்து வெளிப்படுத்தப்பட்டவையெனவும், இதில் ஏதேனும் தவறிழைத்திருப்பின், யாழ்ப்பாணப் பல்கலைக்கழகக் கலைப்பீடத்தினால் முன்னெடுக்கப்படும் ஒழுக்காற்று நடவடிக்கைகளுக்கு உடன்படுகிறேன் என்றும் இத்தால் உறுதியுரைக்கின்றேன்.

.....
திகதி

.....
பரீட்சார்த்தியின் முழுப்பெயரும் கையொப்பமும்

இணைப்பு V –மாதிரி
நெறியாளர் சான்றுரைப் பக்கம்

நெறியாளர்(கள்) சான்றுரை

இளங்கலைமாணிப் பட்டம் <துறை> வழங்கப்படுவதற்காகச் சமர்ப்பிக்கப்பட்ட <திட்ட வேலை அறிக்கையின் தலைப்பு> எனும் திட்ட வேலை அறிக்கை <ஆய்வாளரின் முழுப்பெயர்> என்பவரால் தனித்துவமாகத் மேற்கொள்ளப்பட்டு என்னுடைய மேற்பார்வையில் எழுதப்பட்டதென்று சான்றுரை வழங்குகின்றேன்.

.....
மேற்பார்வையாளரின் பெயரும் கையொப்பமும் திகதியும்

.....
இணை மேற்பார்வையாளரின் (இருக்கும் பட்சத்தில்) பெயரும் கையொப்பமும் திகதியும்

.....
ஆலோசகரின் (இருக்கும் பட்சத்தில்) பெயரும் கையொப்பமும் திகதியும்

இணைப்பு VI –மாதிரி
துறைத்தலைவரின் சான்றுரைப் பக்கம்

துறைத்தலைவரின் சான்றுரை

இளங்கலைமாணிப் பட்டம் <துறை> வழங்கப்படுவதற்காகச் சமர்ப்பிக்கப்பட்ட <திட்ட வேலை அறிக்கையின் தலைப்பு> எனும் திட்ட வேலை அறிக்கை <ஆய்வாளரின் முழுப்பெயர்> என்பவரால் தனித்துவமாக மேற்கொள்ளப்பட்டு எழுதப்பட்டதென்று சான்றுரை வழங்குகின்றேன்.

.....

திகதி

.....

துறைத்தலைவரின் பெயரும் கையொப்பமும்

GUIDELINES FOR DISSERTATION

GUIDELINES FOR THE PREPARATION OF THE DISSERTATION

A dissertation may not exceed approximately 20,000 words (maximum 100 pages) in length unless prior permission to exceed this length has been given by the Faculty Board on the recommendation of the Supervisor. The Title Page, Declaration Page, Approval / Certification of the Supervisor Page, Certification of the Head of the Department Page, Acknowledgement, Abstract, Table of Contents and List of Tables, Figures and Plates are excluded from this limitation. Appendices should be annexed after the bibliography.

1. Leaf size - A4

2. Cover Page:

[See annex I for a sample cover page The details should be given in Tamil and the same details can be in English on the title page]

3. Spine:

[See annex II for sample spine]

4. The first and last leaf should be blank and of thick quality paper.

5. Title Page

[See annex III for sample title page can be in Tamil and English in separate sheets]

6. Declaration Page

The declaration statement should declare his / her consent to the use of condenses of the dissertation by another party. (It can be in Tamil or English)

[See annex IV for sample Declaration page]

7. Approval / Certification of the Supervisor Page

The dissertation should be approved by the appointed supervisor /s to be accepted as a standard report to be kept in the department and the library.

[See annex V for sample authorization page]

8. Certification of the Head of the Department Page

The dissertation should be certified by the Head of the Department.

[See annex VI for sample certification page]

9. Acknowledgement

Acknowledgements should follow on a fresh page.

10. Abstract

The abstract should provide a concise, cogent summary of the dissertation (250 – 300 words)

The abstract should be in a form suitable for separate publication and may be edited by the candidate's supervisor. The University may publish the abstract without further reference to the author.

11. Table of Contents

The following pages should be for TABLE OF CONTENTS which should have the sections numbered according to the decimal system using Arabic numerals. Further subsections can have the first page of the table of contents and simple Roman numerals should be used up to the end of the abstract.

12. List of tables, figures and plates if required should follow the table of contents (also numbered in simple Roman numerals)

13. The introduction or other beginning of the dissertation should then follow and the numbering of pages from this page onwards right up to one but the last leaf should be in Arabic numerals starting with one.

14. List of references should be given immediately after the text of the thesis starts on a fresh page. References throughout the thesis should follow the Harvard style.

15. Appendices, if any

16. Margins - Text pages margin: Top - 3 cm
Right - 2 cm
Bottom - 3 cm
Left side - 4cm (room for binding)

17. Text spacing & Font

Typed in double spacing with the Font size shall be 12 points and Times New Roman for English / Bamini / Baamini for Tamil.

Paragraphs can be divided either by leaving a blank line between paragraphs, or by indenting the first line of a new paragraph by five spaces.

18. Page Numbering:

The number shall be placed at the middle of the bottom, and 15 mm from the lower edge of the paper.

19. Final Binding

Black-coloured thick cover. Lettering in Gold.

20. Jacket

White-coloured cover. Lettering in Black.

Annex I for sample cover page

(Font - Times New Roman/Bamini/Baamini; Font Size - 16; Font Style - Bold)

<FULL TITLE>

<FULL NAME OF THE CANDIDATE>

<Registration Number>

<Index Number>

**BACHELOR OF ARTS HONOURS DEGREE
(EXAM YEAR)**

**<DEPARTMENT>
FACULTY OF ARTS
UNIVERSITY OF JAFFNA
SRI LANKA**

- Year of submission of dissertation –

Annex II for sample Spine

BAHons	< Full name of the Candidate> <Title of dissertation> <Subject>	Exam Year
---------------	--	----------------------

Annex III for a sample Title page

(Font - Times New Roman/Bamini; Font Size - 16)

<FULL TITLE>

Dissertation submitted to the
<Department>, Faculty of Arts, University of Jaffna
in partial fulfillment of the requirements
for the award of
Bachelor of Arts Honours in <Subject>
(Exam Year)

(Font Size – 17; Font Style – Bold)

By

<FULL NAME OF THE CANDIDATE>

<Year of Submission of Dissertation>

Annex IV for a sample declaration page

DECLARATION

I hereby declare that the entire work embodied in this dissertation has been carried out by me. The extent of information derived from the existing literature has been documented and fully acknowledged at the appropriate places, the work is original and has not been submitted in part or full for any Diploma or Degree in this or any other University. I confirm that there is no plagiarism in this dissertation and if detected, I abide by the action that will be taken for such plagiarism by the Faculty of Arts of the University of Jaffna.

.....
<Date>

.....
<Full name & Signature of the Candidate>

CERTIFICATION OF THE SUPERVISOR(S)

This is to certify that the dissertation entitled <title of the dissertation> submitted by <full name of the candidate> for the degree of Bachelor Degree in Arts in <subject> of the University of Jaffna is a record of original independent research carried out by <name of the candidate> under my guidance and direct supervision.

.....
<Name & Signature of the Supervisor, Date>

.....
<Name & Signature of the Co-Supervisor (if any), Date >

.....
<Name & Signature of the Consultant / Advisor (if any), Date >

CERTIFICATION OF THE HEAD OF THE DEPARTMENT

This is to certify that the dissertation entitled <title of the dissertation> submitted by <full name of the candidate> for the degree of Bachelor Degree in Arts in <subject> of the University of Jaffna is a record of original independent research carried out by <name of the candidate>.

.....
<Date>

.....
<Name & Signature of the Head of the Department>

ஆய்வேட்டைத் தயாரிப்பதற்கான விதிமுறைகள்

ஆய்வேட்டின் சொற்களின் எண்ணிக்கையை அதிகரிப்பதற்கு மேற்பார்வையாளரின் பரிந்துரைகளுக்கு அமைய பீடச் சபையால் முறையான அனுமதி தரப்படாதவரை ஆய்வேடானது, அண்ணளவாக 20,000 சொற்களுக்கு மேற்படாமல் இருத்தல் வேண்டும் (அதிகூடியது 100 பக்கங்கள்). தலைப்புப் பக்கம், உறுதியுரைப் பக்கம், நெறியாளர் சான்றுரைப் பக்கம், துறைத்தலைவரின் சான்றுரைப் பக்கம், நன்றியுரை, ஆய்வுச்சுருக்கம், பொருளடக்கம் மற்றும் அட்டவணைகள், வடிவங்கள் என்பவை இவ் எண்ணிக்கை மட்டுப்படுத்தலுக்கு உட்பட்டவையல்ல. உசாத்துணை நூல்களை அடுத்து பின்னிணைப்புக்கள் இணைக்கப்படல் வேண்டும்.

1. தாளின் அளவு - A4

2. அட்டைப்பக்கம்:

(மாதிரி அட்டைப் பக்கத்திற்கு இணைப்பு I ஐப் பார்க்கவும்)

அட்டையில் இடம்பெறும் விடயங்கள் தமிழில் தரப்பட வேண்டும்.

தலைப்புப் பக்கம் தமிழிலும் ஆங்கிலத்திலும் அதே விடயங்களை தனித்தனி தாள்களில் உள்ளடக்கியிருக்கலாம்.)

3. ஆய்வேட்டு அட்டையின் முதுகுப் பக்கம் (Spine)

(மாதிரி Spine பக்கத்திற்கு இணைப்பு II ஐப் பார்க்கவும்).

4. முதற்பக்கம் மற்றும் கடைசிப்பக்கம் வெறுமையானதாகவும் தடித்த தரமான தாளிலானதாக இருத்தல் வேண்டும்.

5. தலைப்புப் பக்கம்

(தமிழிலும் ஆங்கிலத்திலும் தனித்தனி தாள்களில் தரப்படலாம்).

(மாதிரித் தலைப்புப் பக்கத்திற்கு இணைப்பு III ஐப் பார்க்கவும்).

6. உறுதியுரைப் பக்கம்

(மாதிரி உறுதியுரைப் பக்கத்திற்கு இணைப்பு IV ஐப் பார்க்கவும்).

7. நெறியாளர் சான்றுரைப் பக்கம்.

குறித்த ஆய்வேடானது நூலகத்திலும், பாடத்துறையிலும் வைப்பதற்குத் தகுதிவாய்ந்த ஆவணமென நியமிக்கப்பட்ட நெறியாளரால்(களால்) அனுமதிக்கப்பட்டிருத்தல் வேண்டும்.

(மாதிரி நெறியாளர் சான்றுரைப் பக்கத்திற்கு இணைப்பு V ஐப் பார்க்கவும்).

8. துறைத்தலைவரின் சான்றுரைப் பக்கம்.

ஆய்வுக்கட்டுரை/ஆய்வேடு துறைத்தலைவரினால் உறுதிப்படுத்தப்படல் வேண்டும்.

(துறைத்தலைவரின் மாதிரி சான்றுரைப் பக்கத்திற்கு இணைப்பு VI ஐப் பார்க்கவும்).

9. நன்றியுரை.

நன்றியுரை புதிய பக்கத்தில் தரப்படல் வேண்டும்.

10. ஆய்வுச்சுருக்கம்.

ஆய்வுடன் தொடர்புடைய சுருக்கத்தை தெளிவாக வழங்குதல் வேண்டும்.

(250-300 சொற்கள்)

தனியாக வெளியிடுவதற்கு தகுந்த வடிவத்தில் ஆய்வுச்சுருக்கமானது அமைதல் வேண்டும். அத்துடன் அவை ஆய்வாளரின் நெறியாளரால் செம்மைப்படுத்தப்படலாம். தேவைப்படின் ஆய்வாளரிற்கு மேலதிக தகவல்கள் வழங்கப்படாது ஆய்வுச்சுருக்கம் பல்கலைக்கழகத்தால் வெளியிடப்படலாம்.

11. பொருளடக்கம்.

பொருளடக்கத்துக்கான பக்கங்களில் அரேபிய இலக்கத்தைப் பயன்படுத்தி அதன் தசம முறைக்கு அமைய பிரிவுகளின் இலக்கங்கள் இடப்படுதல் வேண்டும். மேலும், உப பிரிவுகள் பொருளடக்கத்தின் முதற்பக்கத்தில் இருக்க முடியும். அத்துடன் எளிய உரோமன் இலக்கங்கள் ஆய்வுச்சுருக்கத்தின் முடிவுவரையில் பயன்படுத்தப்படுதல் வேண்டும்.

12. பொருளடக்கத்தைத் தொடர்ந்து தேவையேற்படின் அட்டவணைகளின் வடிவங்களின் பட்டியல் அமையலாம் (இவை எளிய உரோமன் இலக்கங்களில் அமைதல் வேண்டும்).

13. அறிமுகம் அல்லது ஆய்வேட்டின் ஏனைய தொடக்கங்கள் ஒன்றன் பின் ஒன்றாக ஒழுங்காக அமைதல் வேண்டும். இவ் அறிமுகப் பக்கத்திலிருந்து இலக்கமிடுவது ஒன்றிருந்து தொடர்ந்து செல்ல வேண்டும். ஆனால் இறுதிப்பக்கம் ஒன்றிலிருந்து ஆரம்பிக்கும் அரேபிய இலக்கங்களால் குறிப்பிடப்படுதல் வேண்டும்.

14. ஆய்வேட்டின் விடயங்களுக்குப் பின் அடுத்ததாக புதிய தாளில் உசாத்துணை நூல்களின் பட்டியல் இடம்பெறவேண்டும். உசாத்துணை நூல்களின் விடயங்கள் (பாடத்துறை பரிந்துரைக்கும் முறைப்படி இடப்படுதல் வேண்டும்).

15. பின்னிணைப்புக்கள் இருக்கும் பட்சத்தில் அவற்றை இணைத்தல்.

16. எல்லைகள் (margins) - Text Pages Margin: Top - 3cm

Right- 2 cm (வலது பக்கம்)

Bottom – 3 cm (மேல்)

Left - 4 cm (கட்டுவதற்கான இடம் - இடது பக்கம்)

17. வாக்கியங்களுக்கிடையிலான இடைவெளியும் எழுத்துருவும் (Text Spacing and Font).

இரண்டு மடங்கு இடைவெளியும் (2.0 - Double spacing), எழுத்துரு அளவு 12 புள்ளி கழுவெ ஆகவும் ஆங்கில எழுத்திற்கு 'Times New Roman' னும் தமிழுக்கு 'Bamini' or 'Baamini' யையும் பயன்படுத்துக.

பந்தி பிரித்தல் பந்திகளுக்கிடையில் வெற்று இடைவெளியால் அல்லது பந்தியின் முதல் வரியினை ஐந்து தடவை இடைவெளி (five spaces) அளிக்கப்பட்டு பிரிக்கலாம்.

18. பக்க இலக்கமிடல்.

பக்கத்தின் கீழ்ப்பகுதியில் இலக்கத்தைக் குறிப்பிடுதல் வேண்டும். இது தாளின் கீழ் விளிம்பிலிருந்து 15 mm உயரத்தில் இருத்தல் வேண்டும்.

19. ஆய்வேட்டைக் கட்டுதல்.

கறுப்பு நிற தடித்த அட்டையில். தங்க (Gold) நிறத்தில் எழுத்துக்கள் இடம்பெறவேண்டும்.

20. மேலுறை (Jacket) வெள்ளை நிற மேற்புற அட்டையில் கறுப்பு நிறத்தில் எழுத்துக்கள்

இடம்பெறவேண்டும்.

இணைப்பு I – மாதிரி

அட்டைப் பக்கம்

(எழுத்துரு(Font)-Times New Roman/Baamini: Font Size-16; Font Style-Bold)

<முழுமையான தலைப்பு>

<ஆய்வாளரின் முழுப்பெயர் >

<பதிவிலக்கம் >

<சுட்டெண் >

<சிறப்புக் கலைமாணிப்பட்டம் (பரிட்சைக்குரிய ஆண்டு) >

<துறை>

<கலைப்பீடம் >

<யாழ்ப்பாண பல்கலைக்கழகம் >

<இலங்கை>

<ஆய்வேட்டைச் சமர்ப்பிக்கும் ஆண்டு>

இணைப்பு II – மாதிரி
ஆய்வேட்டு அட்டையின் முதுகுப் பக்கம்

பரீட்சைக்குரிய
ஆண்டு

< ஆய்வாளரின் முழுப்பெயர் >
<ஆய்வேட்டின் தலைப்பு>
<பாடம் >

BAHons

இணைப்பு III – மாதிரி

தலைப்புப் பக்கம்

(எழுத்துரு (Font)-Times New Roman/Baamini: Font Size-16)

<முழுமையான தலைப்பு>

<பாடம் > இல் சிறப்புக் கலைமாணி (பரீட்சைக்குரிய ஆண்டு)

(Font Size-16; Font Style-Bold)

பட்டப்படிப்பின் ஒரு பகுதியாக இவ் ஆய்வேடு

<துறை>, கலைப்பீடம், யாழ்ப்பாணப் பல்கலைக்கழகத்திற்குச்

சமர்ப்பிக்கப்படுகின்றது.

<ஆய்வாளரின் முழுப்பெயர்>

<ஆய்வேட்டைச் சமர்ப்பிக்கும் ஆண்டு>

இணைப்பு IV – மாதிரி

உறுதியுரைப் பக்கம்

உறுதியுரை

இவ் ஆய்வேடானது எந்தவொரு பல்கலைக்கழகத்திற்கும் எந்தவொரு பட்டத்திற்காகவோ அல்லது தகைமைக்காகவோ அல்லது தகைமைச் சான்றிதழுக்காகவோ சமர்ப்பிக்கப்பட்ட விடயங்களை முழுமையாகவோ அல்லது பகுதியாகவோ கொண்டிருக்கவில்லையென்றும், எனது அறிவுக்கும் நம்பிக்கைக்கும் எட்டியவரையில், உரியமுறையில் இங்கு உசாத்துணையுடன் வெளிப்படுத்தப்பட்ட விடயங்கள் தவிர ஏனைய விடயங்கள் யாவும் என்னுடைய சொந்தக் கருத்திலிருந்து வெளிப்படுத்தப்பட்டவையெனவும், இவற்றில் ஏதேனும் தவறிழைத்திருப்பின், யாழ்ப்பாணப் பல்கலைக்கழகக் கலைப்பீடத்தினால் முன்னெடுக்கப்படும் ஒழுக்காற்று நடவடிக்கைகளுக்கு உடன்படுகிறேன் என்றும் இத்தால் உறுதியுரைக்கின்றேன்.

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திகதி

.....
பரீட்சார்த்தியின் முழுப்பெயரும் கையொப்பமும்

இணைப்பு V – மாதிரி
நெறியாளர் சான்றுரைப் பக்கம்

நெறியாளர் சான்றுரை

இளங்கலைமாணிப் பட்டம் <துறை> வழங்கப்படுவதற்காகச் சமர்ப்பிக்கப்பட்ட <ஆய்வின் தலைப்பு> எனும் ஆய்வேடு <ஆய்வாளரின் முழுப்பெயர்> என்பவரால் தனித்துவமாக ஆய்வு செய்யப்பட்டு, என்னுடைய மேற்பார்வையில் எழுதப்பட்டதென்று சான்றுரை வழங்குகின்றேன்.

.....
மேற்பார்வையாளரின் பெயரும் கையொப்பமும் திகதியும்

.....
இணை மேற்பார்வையாளரின் (இருக்கும் பட்சத்தில்) பெயரும் கையொப்பமும் திகதியும்

.....
ஆலோசகரின் (இருக்கும் பட்சத்தில்) பெயரும் கையொப்பமும் திகதியும்

இணைப்பு VI – மாதிரி

துறைத்தலைவரின் சான்றுரைப் பக்கம்

துறைத்தலைவரின் சான்றுரை

இளங்கலைமாணிப் பட்டம் <துறை> வழங்கப்படுவதற்காகச் சமர்ப்பிக்கப்பட்ட <ஆய்வின் தலைப்பு> எனும் ஆய்வேடு <ஆய்வாளரின் முழுப்பெயர்> என்பவரால் தனித்துவமாக ஆய்வுசெய்யப்பட்டு எழுதப்பட்டதென்று சான்றுரை வழங்குகின்றேன்.

.....

திகதி

.....

துறைத்தலைவரின் பெயரும் கையொப்பமும்

CODE OF CONDUCT FOR STUDENTS - UGC

1. Preamble

To maintain and promote the excellence and integrity of the University of Jaffna and to attain its vision “to be a leading centre of excellence in teaching, learning, research and scholarship” the following Code of Conduct, which sets forth the general principles, is recommended.

These principles have been derived from universally accepted norms of ethical conduct, State laws and regulations, and University policies and procedures laid down by the University Grants Commission (UGC). Every member of the University shall, at all times, conduct his or her activities in accordance with the highest professional and community standards prescribed in the Code.

2. What is a Code of Conduct?

A Code of Conduct is a set of ethical or moral principles that guide a person’s conduct. These principles are shaped by social norms, cultural practices and religious convictions and influences. They serve as norms to direct how individuals should treat each other, and understand and fulfil their obligations to society.

The Code of Conduct is a basic and fundamental set of principles of decent human conduct. It includes universal values such as the essential equality of all individuals, human and natural rights, obedience to the law of the land, concern for health and safety and, increasingly, the natural environment.

2.1. Scope of the Code of Conduct

This Code of Conduct applies to all members of the University of Jaffna, comprising students and academic, non-academic and administrative staff. It is thus expected that every member of the University shall, at all times, adhere to the highest standards prescribed in the Code.

2.2. Purpose of the Code of Conduct

As an institution dedicated to the search for truth through teaching, learning, research and scholarship, the University of Jaffna is committed to serving society and the country by making integral citizens of its members. The purpose of the Code of Conduct is to emphasize the essential features of a decent and responsible environment in which the central educational goals of the University are met effectively and efficiently. The Code is designed to bring together all members of the University and appeals to each of them to undertake his/her responsibilities with diligence and professionalism and to comply with the highest standards of honesty, integrity and fairness, thus not placing their personal interests above the best interests of the University.

2.3. Limitations of the Code of Conduct

Given the diversity and complexity of norms and issues, the Code can serve only as a general guide. When confronted with ethically ambiguous situations and queries, the individual concerned shall keep in mind the commitment of the University to the highest standards and therefore seek advice from appropriate sources to ensure that this commitment is achieved at all times.

2.4. Objectives of the Code of Conduct

The University is committed to upholding the highest norms of conduct and integrity in all its affairs and at all levels. To this end, this Code of Conduct serves:

- to support the goals, mission and vision of the University, and avoidance of conflict of interest
- to respect and comply with the Laws and Regulations of the University
- to conform with all contractual and grant terms and conditions
- to maintain the highest standards of academic integrity
- to respect the rights and dignity of others
- to maintain and preserve accurate records
- to conduct business practices with honesty and integrity
- to have concern for health and safety
- to respect the environment
- to report suspected violations

2.5. A Summary of the Code of Conduct

The Code of Conduct for the University of Jaffna is meant to promote the generation of ethically responsible citizens through adherence to the highest standards of academic integrity and ethical conduct. As a member of the community of the University of Jaffna, each student and member of staff shall maintain the highest standards of honesty and integrity. Therefore, the code of conduct solicits the students and members of staff to abide by this code for the smooth functioning and well-being of the University Community. The scope of the code specifies the members of the University Community who come under the purview of this code.

Code of Conduct for Students - University of Jaffna

1. Introduction

The University of Jaffna sanctions as a basic principle of University life, the concept of responsible student freedom, which carries with it the recognition by each student of the rights and obligations of other members of the University. The University encourages students to conduct themselves as mature individuals. The University also expects its students to abide by the laws of the State, norms of natural justice, social norms and generally accepted moral standards. The University is apprehensive of student actions that are inconsistent with obligations to the university community. When, in the opinion of the University, the conduct of a student at any place is culpable or detrimental to the best interests of that student, his/her fellow students, or the University, the University shall take appropriate disciplinary action.

The University is also concerned with the conduct of students outside the physical boundaries of the campus. It expects that reason and responsibility characterize student conduct at all places and at all events. The University, however, recognizes the freedom of the students as mature individuals. The philosophy of the University concerning student freedom is that individual freedom is the right of all students subject to its being responsible freedom to be and to become. The rules, regulations, traditions and principles of the University, accepted by each student in his or her voluntary registration, evolve from the core of the concept of indivisibility of freedom and responsibility. Thus, it is assumed that the student who voluntarily registers at the University does so with the intention of being, in fact, and in spirit, a cooperating member of the university community. Great responsibility rests on the students for their own conduct. They should be mindful of the expectations of the University regarding their academic and social conduct. A student who has been disciplined for breach of the Code of Conduct shall not be allowed to graduate until all academic and social sanctions against him/her are rectified.

The Code of Conduct for Students aims to stimulate ethical responsibility in students and future professionals through adherence to the highest norms of academic integrity and ethical conduct. As a member of the university community, each student shall maintain the highest standards of honesty and integrity. The student shall strive for these standards in his/her expressions, and academic pursuits and show respect for the property and rights of other individuals.

2. Scope

The provisions of the Code of Conduct apply to all categories of students of the University: internal, external, undergraduate and postgraduate. Each student is expected to uphold the specific principles described in the Code of Conduct and shall actively support it.

3. General Guidelines of the University Grants Commission

The following text is quoted from the University Student Charter released by the UGC in 2012: “Undergraduate students of all state universities are required to refrain from engaging or committing the following Unethical and Unlawful Activities which will result in disciplinary action by the institution and punitive action by the Police and Courts of Law.”

“The Police has been empowered by the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998 to take punitive action against the offenders through the Court of Law. The university administrations have been empowered through the UGC Circular No. 919 of 15th January 2010 which sets strict guidelines to curb the menace of ragging in the Universities/Higher Educational Institutes, to take stern action against those who commit any one of the unethical and unlawful activities listed below. Further, the UGC has given instructions through UGC Circular No. 902 of 1st December 2008 to all universities to make offenders accountable for any damages to the university property and charge the cost of damages from the responsible individuals or, reduce the cost of damages from the allocations made to student societies and councils.

“Therefore, the punishment that would be imposed by the university may range from recovering damages and/or issuing a warning letter to temporary suspension for a period of time from academic work and/or university residential facilities and expulsion from the university in addition to the punishments imposed by a Court of Law.”

4. What does the University of Jaffna Expect to Provide to its Students?

1. The University of Jaffna is a community of individuals, comprising students and staff, each with rights and responsibilities and commitments that help determine the ability of the University to sustain and enhance its main role of teaching, learning, serving the community and research.

2. Thus, it functions as the guardian of all its students and shall be prompt, effective and courteous in its dealings with students while being authoritative in maintaining academic standards, ensuring ethical and moral conduct of the students, and promoting ethnic and social harmony.

3. The University shall provide clear and timely information in written and/or web-based forms on the broader aims of the study programmes, choices of courses/modules/units available and the objectives, intended learning outcomes and contents and assessment methods and criteria.

4. The University shall provide essential core knowledge and skills through blends of teaching and training methods, namely formal classroom lectures, laboratory and field practical sessions, web-based and online teaching and training lessons, and through student assignments and projects.

5. The University shall ensure that all students have full access to library facilities, language teaching and computing services, and career guidance services, including opportunity to acquire soft skills and/or transferable skills to become well-rounded individuals.

6. The University shall ensure that all students receive a variety of student support services including accommodation, healthcare, recreational facilities, facilities to conduct social and cultural events, counselling services in academic matters and assistance in learning, in relation to financial and emotional issues, and matters of safety and security.

7. The University shall ensure that all students conduct themselves according to Rules and Regulations laid down by the university and act according to norms expected of law-abiding, civic-conscious citizens.

8. The University shall ensure that any wrongdoing by failing to abide by the Code of Conduct promulgated by the University is dealt with promptly by a fair and efficient inquiry process, and punishment such as a warning, withdrawal of residential facilities provided, temporary suspension of studentship, or expulsion from the University shall be imposed on any offender.

5. What does the University of Jaffna Expect of its Students?

The Code of Conduct also outlines the commitment of the University towards students and states what the University expects of the students. The University, parents, guardians and the public expect a matching level of commitment from the students. Students are required to comply with institutional rules and regulations and be groomed as highly civic-conscious model citizens who could become role models for fellow citizens and act as agents of change to bring about healthy social transformation.

Students of the University of Jaffna are required to abide by the following Regulations:

1. The student shall comply with University Rules, Regulations and stipulated procedures pertaining to rights and responsibilities.

2. The student shall comply with the terms of University Regulations for academic and personal conduct and interacts with other students and the staff in conformity with norms of the civil society.

3. The student shall conduct himself/herself responsibly on campus, in university accommodation, and in society to uphold the good name of the University.

4. The student shall be courteous, respectful and considerate in dealings with the university staff, fellow students, neighbours and other members of the society regardless of race, ethnicity, caste, gender, age, marital status, sexual orientation, religious belief and affiliation, disability, political belief and allegiance or membership in a student union and/or trade union.

5. The student shall treat the university environment, buildings and facilities with utmost care and respect.

6. The student shall be committed to assist the University to maintain an aesthetically pleasing and serene environment conducive to learning and aesthetic and cultural pursuits.

7. The student shall be committed to study programmes, make full use of the available facilities and resources of the University irrespective of their location, and with due consideration for the needs of other users, and help conserve scarce resources for future generations.

8. The student should read and become well acquainted with all information and requirements relevant to the academic programme, attend all scheduled and prescribed lectures, practical classes, tutorials, seminars, and other teaching sessions.

9. The student should prepare for all scheduled examinations and strive to obtain the best possible grades, ensure meaningful knowledge acquisition and achieve personal advancement.

10. The student should pay attention to the required academic work, particularly that which contributes to formal assessment such as student assignments, project work and reports.

11. The student should appreciate the worth of student-centred and blended teaching (face to face teaching, computer-based teaching and learning sessions, on-line learning materials and assessments, student assignments and projects among others) offered at the University and cooperate with the University to develop required competencies as an independent learner.

12. The student should fully and constructively use the opportunities provided to express views on the courses/modules undertaken in the programme of study so that the course content and delivery may be improved for future students.

13. The student should take advantage of student support services such as academic counselling, student counselling and career guidance services, and take responsibility for seeking the support believed to be needed in resolving personal problems, academic learning difficulties, and also acquire and perfect soft skills needed for the 'world of work' to make career choices and advance in the choices in the field.

14. The student should use opportunities for self-development, interaction with fellow students of diverse ethnic and social backgrounds, improving skills in competitive and recreational sports, acquiring and improving skills, and developing the ability to value and fully appreciate cultural and aesthetic pursuits.

15. The student shall take personal responsibility to promote a safe, secure and healthy environment free of fear, intimidation and harassment and to preserve and promote the reputation and the good name of the University.

16. The student should be alert to serious breaches of conduct that could result in disciplinary action against one or several students and penalties as set out in Student Disciplinary Procedures and work proactively to avert such occurrences.

17. The student shall notify the university authorities of any injustice, harassment or intimidation faced by him/her or by fellow student(s), take responsibility to provide all relevant information to the authorities, and facilitate inquiry as necessary.

18. The student should act responsibly to ensure his/her safety and health, be alert to the well-being of friends and fellow students, and report promptly any serious illness or need for hospitalization of a fellow student to the office of his/her Department/Faculty or to the Director/Student Support Services and Welfare or to the Student Counsellor the Institute/Faculty.

19. The student should take the advantage of provisions for establishing and running Student Societies and Associations. A member of a student society or association shall conduct himself/herself in a mature and prudent manner and not fall prey to or become a victim of groups with ulterior motives. The student should benefit from the opportunities available to develop the leadership skills and character and contribute to meaningful student representation on formal decision-making bodies of the University and in Staff-Student committees of the Institute/School/Faculty. A member of a student society/association should act sensibly, maturely and responsibly in expressing opinions, show moderation, and seek to build consensus and understanding in implementing joint action with fellow members of the society/association.

20. The student shall ensure that he/she does nothing to tarnish the reputation of the University.

6. Prohibited Unethical and Unlawful Activities

Based on the above general guidelines, the Code of Conduct for the students considers the following to be seriously unethical and unlawful activities.

6.1. Plagiarism and Cheating:

All students shall be honest and straightforward in their academic endeavours. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Each student is expected to do his/her own work and neither give nor receive unauthorized assistance. Misconduct in this respect includes the following.

6.1.1. Plagiarism / Copyright Violation

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. Presenting the work of another as one's own without acknowledging the source; and using ideas from any source without citation of the source or improper citation amount to misrepresentation if not exclusion of the source.

6.1.2. Fabrication

Fabrication comprises the use of concocted information or falsification of research and other findings. Fabrication includes false citations or acknowledgement of a direct or secondary source, including incorrect documentation of the source. It also concerns the inclusion of falsified, invented or fictitious data or information in academic work, unauthorized submission of an academic work prepared fully or partly by another, the

submission of fabricated or altered documentation for purposes of completion of academic work, excusal from class, postponement or extension of a due date, or a change of grade.

6.1.3. Cheating at Examinations

The use of unauthorized material such as text, books and devices during an examination; consultation of unauthorized material during excuse period such as washroom break; copying answers from another candidate or allowing another candidate to copy one's answers; acting as a substitute for another or using another as one's substitute during an academic evaluation of any kind; collaborating in any assignment prescribed to be done individually; and submitting for assessment any course assignment created by another as one's own shall be considered as cheating at an examination.

6.1.4. Academic Misconduct

Academic misconduct is any act besides the above said that disrupts the educational process or provides a student with an undue academic advantage over another. It can include unauthorized possession, copying, distribution, sale or transfer otherwise of all or part of an academic exercise, or answers or solutions to an academic exercise; unauthorized entry of any University building, facility, office or other property and accessing any computer file or other University record or storage in order to obtain the answers or solutions to an academic exercise or to change an examination mark or grade; bribing anyone to obtain an academic exercise; and posting of notes or other material of a class on the Internet, without express permission from the member of the Academic Staff concerned.

Students are thus required to maintain the highest academic standards and commit themselves to academic honesty in their academic work and examinations. Copying, plagiarism or possession of unauthorized material at examinations, copying or reproducing the work of others in their reports, theses or assignments without disclosing the source of information are strictly not allowed. Disciplinary action would be taken against all violators. Students are advised to ensure that any work submitted as one's own work is one's own work and that the use of any part of the work of others should be duly acknowledged.

6.2. Disorderly Conduct, Dissent and Protests

Conduct, on or off campus, that disrupts the normal functioning of the University and conduct in breach of the peace or violates the rights of others is strictly forbidden.

Student conduct violating contemporary social standards of morality and/or university norms, and any type of offensive, obscene, rude or indecent conduct in campus or at university-sponsored events, on or off campus, shall not be tolerated. Organizing, sponsoring, implementing or conducting programmes or activities that are disorderly and/or in breach of the laws of the State or university regulations are strictly forbidden and shall be subjected to disciplinary action.

6.2.1. Disruptive Conduct

A student shall not impair, interfere with or obstruct the orderly conduct, process or function of the University or any of its students, faculty members, officials or guests or the members of the surrounding community.

6.2.2. Disruption or Obstruction of University Activities

Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or any other University activity, or joint programme organized by the University, is strictly forbidden.

6.2.3. Destruction or Disfigurement of Property or Grounds

Any activity that destroys, damages or defaces University property or grounds is strictly forbidden.

6.2.4. Cellular Phones

The use of cellular phones during lectures to talk or to send/receive messages, besides being an act of disrespect towards the lecturer, disturbs the learning environment and distracts other students.

6.3. Disrespect and Non-compliance:

Non-compliance with the directives of university officials issued in the course of conduct of their duties is unacceptable. Disciplinary action could be taken in such situations comprising, but not limited to, the following acts.

- (i). Use of abusive or offensive language;
 - (ii). Display of indecent and unbecoming gestures;
 - (iii). Provision of fraudulent or false information to university officials;
 - (iv). Show of disrespect towards or non-compliance with a reasonable request from a university official;
 - (v). Failure to respond to a reasonable request within the specified time or not keeping assigned appointments;
 - (vi). Intentionally and knowingly interfering with teaching;
 - (vii). Obstructing or hindering the investigation of an incident.
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6.3.1. Bullying

Bullying can take many forms such as:

- (i). Verbal: name-calling, teasing;
- (ii). Social: spreading rumours, excluding individuals on purpose, harming relationships;
- (iii). Physical: assaulting, injuring;
- (iv). Cyberbullying: using the Internet, cellular phones or other digital devices to offend another or his/her reputation.

6.3.2. Communication of Threats

The University shall take serious note of any threat, physical, verbal or emotional, issued and communicated via any medium, which the University considers as posing a threat to the University, members of the university community or the community at large.

6.3.3. Abusive Conduct

All abusive conduct by word or deed and indecent conduct are strictly forbidden. Students should be decent in their conduct and show respect for others in their communications, especially in the use of social media and modern digital communication systems, and avoid verbal abuse and harassment.

6.3.4. False Information

A student shall not provide false or misleading information to any University official or member of the staff about other officials or members of the staff defamatory of their character, qualifications or reputation. Providing such false or misleading information could be a punishable offence.

6.3.5. Possession of False Identification

It is strictly forbidden to be in possession of the identity cards of other students or any form of false identification.

6.4. Wrongful Use of Goods, Services or Information

Students are required to demonstrate sincerity and honesty in their dealings with the University and the public. The following activities are forbidden within University premises for students as well as their guests.

- (i). Possession of any property and offering any service using the property without the authorization of the legitimate owner or owners;
 - (ii). Embezzlement and procurement of money, goods or services fraudulently or under false pretence;
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(iii). Possession, purchase or receipt of money, goods or services, knowing that the item is stolen or embezzled;

(iv). Issuing a cheque for payment of dues or for any other purpose on campus knowing that it will not be honoured when presented for payment;

(v). Duplication of keys, computer access codes or other devices without due authorization

(vi). Causing any false information to be entered into an administrative record by forging, altering or in any other way or presenting such falsified information for use in administrative or disciplinary matters;

(vii). Unauthorized use of the computer system, computer access codes and restricted areas of computer services;

(viii). Possession and/or use of keys or any other devices (such as alphanumeric codes or swipe cards) for access to offices or laboratories of Departments or Faculty buildings or Rooms of Halls of Residence by anyone other than those authorized by the University.

6.4.1. General Policy on Resident Students

Students residing in University Hostels are required to comply with Hostel Rules and the Rules and Regulations of the University. Residents of hostels shall be held responsible for their actions there.

6.4.2. Misuse of Materials, Services or Property of the University

It is strictly forbidden to be in possession of any official materials or property of the University to which students are not normally entitled. University services (such as Internet facilities, recreational facilities, gardens, playgrounds, etc.) provided for the benefit of all students shall not be allowed to be selfishly misused by a single student or small groups of students.

6.4.3. Respect for the Environment

Care for nature is part of a lifestyle that encompasses the capacity for living together as a community. Thus, all students are encouraged to adopt a 'greener vision' towards nurture and are expected to safeguard the natural environment of the University.

6.4.4. Library Policy

All the students are required to abide by the rules of the Library as prescribed by the Librarian and the Rules and Regulations of the University.

6.5. Unauthorized Collection of Funds

It is strictly forbidden to collect funds from other students by using physical or emotional pressure.

All solicitation of funds for university purposes, whether organized by students or by the University authorities, shall be pursued only with the authorization of the Vice Chancellor or the Dean of the Faculty concerned. Any request for sponsorship or funds from an outside organization shall be by a letter addressed to the organization and bearing the Vice Chancellor's approval and signature. Solicitation or collection of funds without the Vice Chancellor's approval for any purpose, be it for political or purportedly charitable or social activities, is strictly forbidden within and outside University premises.

6.6. Solicitation

No outside individual, organization or business may solicit on the university campus without the express permission of the Vice Chancellor. This includes holding meetings, distribution of any type of leaflet, or posting, exchange of goods or services and bartering or selling of services or goods. The students are discouraged in alluding to such organizations.

It is strictly forbidden to canvass or solicit in elections within or outside the University using means in violation of the democratic processes.

6.7. Possession and Consumption of Alcohol, Narcotics and Tobacco

The consumption of alcohol, narcotics and tobacco is generally resented in Sri Lankan society as it can have adverse effects on health, mind and human conduct and thus diminish one's mental and physical capacities. Thus the state universities adopt codes of practice that forbid the possession and consumption of alcohol, narcotics and tobacco within university premises. Hence, students are strongly urged to refrain from bringing such substances into or using within any premises of the University, and not to enter university premises under the influence of alcohol and/or narcotics. Such acts shall not be tolerated under any circumstances.

6.8. Gambling

Gambling is strictly forbidden within University premises, be it in open areas or in any University building or hostel. Any form of betting, acceptance of bets, payment or operation of any betting scheme is strictly prohibited. Any student found to be involved in gambling shall be punished under the laws of the State and University Regulations.

6.9. Harassment and Violence:

Harassment of an individual or a group of individuals and inciting violence within or outside the University are punishable offences under Civil Law; and legislation on harassment and violence applies both within and outside the University. The foregoing covers, but is not limited to, the following actions, direct or otherwise, against members of the academic or administrative staff or members of the student body of the University, or their guests.

- (i). Threatening and/or using physical force on an individual or a group of individuals;
- (ii). Engaging in violence or commotion resulting in bodily injuries and/or psychological trauma to an individual or group of individuals and/or damage to property;
- (iii). Acts of intimidation, bullying or cruelty towards an individual or a group of individuals;
- (iv). Pestering or annoying others;
- (v). Harassing through telephone, mail, electronic mail or any other means of communication

Any complaint relating to the above listed or any other form of harassment or violence shall be referred to the Police for appropriate legal action and may be referred to a Disciplinary Committee of Inquiry appointed by the Vice Chancellor for necessary disciplinary action.

6.9.1. Assault

Threatening or causing physical or psychological harm to any other student of the University is unacceptable and shall be avoided under all circumstances.

6.9.2. Weapons, Dangerous Instruments, and Explosive Substances or Devices

Possession of any weapon, dangerous instrument, or explosive substance or device is strictly forbidden within University premises.

6.9.3. Student Conflicts

All students of the University are obliged to avoid activities or situations that may give rise to conflict. In such a context, the student(s) concerned should take steps to pre-empt conflict. A student who is aware of a potential conflict should notify his/her Head of Department or Dean of Faculty and explore ways of averting the conflict. Upon determination that a conflict is likely, appropriate action shall be taken by the Head or Dean with support from University authorities by way of recusal, reassignment or other means to avert the conflict or resolve it in the event of its emergence. No action shall be taken without an opportunity for parties concerned to be heard to establish that potential for conflict exists and action needs to be taken.

6.9.4. Discrimination and Harassment

Violation of the rights of individuals motivated by race, ethnicity, caste, gender, age, marital status, sexual orientation, religious belief and affiliation, disability, political belief and allegiance, and other discriminatory factors identified by the University as unethical is strictly forbidden.

6.10. Ragging

Universities are havens for the independent pursuit of academic excellence. Ragging diminishes the independence of students and hinders the achievement of academic excellence. Ragging is now a criminal offence under the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act (referred to hereafter as Anti-Ragging Law) of 1998. However, ragging persists in many national universities. While the prospect exists of ragging being induced by vested interests within or outside the University, ragging, whether on or off campus, is strictly forbidden. Ragging, whether by an individual or by a group, comprises acts of physical, mental, emotional or psychological cruelty which subjects another individual, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment or intimidation; and includes among others the following acts perpetrated on an individual or individuals.

- (i). Forcing to perform and/or engage in demeaning or humiliating acts;
- (ii). Bullying, coercing or intimidating;
- (iii). Creation of excessive physical or mental fatigue;
- (iv). Causing physical or psychological shock;
- (v). Forcing to wear clothing which is conspicuous or in bad in taste;
- (vi). Forced engagement in morally degrading or humiliating acts, games or activities;
- (vii). Forced engagement in the early morning or late evening activities that are not in conformity with norms of civil society and/or may affect academic performance;
- (viii). Body marking/painting or any other intrusion that is inconsistent with the policy of the University and could adversely affect the mission of the University and tarnish its image.

Any such incident shall be reported to the Police for necessary action under the Anti-Ragging Law of 1998, while the University shall also take appropriate disciplinary action. (UGC Circular No. 919 of 15th January 2010)

6.11. Sexual Harassment/ Misconduct

The university student population is mixed, with comparable proportions of adult males and females. Engagement in sexual activity cannot in practice be restricted except on moral and ethical grounds. Notwithstanding all moral, ethical and religious values instilled in human beings, there are individuals who force their will on others causing sexual harassment and misconduct. If a complaint is received against any individual coming under the university administration of committing an act of sexual harassment or misconduct by attempting to impose his/her sexual desires on another, be one of the opposite sex or of the same sex, the action shall be taken under the law of the land as well as the disciplinary code of the University to bring the offender to justice.

Appropriateness and decency in dressing are expected. Any misconduct forbidden by the University, the State, and local customs and culture is unacceptable.

6.12. Theft

Stealing physical goods as well as intangible assets such as intellectual property such as plagiarism is a punishable offence under civil law as well as under University Disciplinary Procedure. Removal of any item of goods or property belonging to the University, or any member of the University and continued undisclosed knowledge of such theft are serious offences, and if found guilty the offender could suffer the consequences over his/her entire career. Thus, students are urged to be transparent and honest in their dealings, including proper citation or acknowledgement of sources of the information that they use.

6.13. Vandalism

Vandalizing University property or inducing others to do so shall be dealt with under the law of the land on public property and privately held assets and under University Regulations. Damage due to vandalism to furniture and fittings in classrooms and hostels, laboratory equipment, computers and accessories, and sports equipment shall be charged to the students responsible if they are found guilty. In the event of vandalism resulting from student agitation, the replacement cost and penalties will be charged to the organizers of the agitation; and in case of isolated acts of vandalism the students who were formally authorized by the organizers to occupy or use the property, shall be held responsible and be liable to pay compensation for the damage.

6.14. Trespass

Universities have restrictions about who may use their assets. Normally all students have unrestricted access to all educational facilities during working hours and to sports and recreational facilities during allocated hours. Students have unlimited access to their hostels but visitors are not permitted without the approval of the warden of the hostel. Restrictions could be imposed on access to public areas under special circumstances including security concerns. Students of any university who wish to visit another university shall obtain permission from the authorities of both universities. Any trespasser is liable to prosecution under the law of the land and is dealt with under the disciplinary code of the University.

It is strictly forbidden to organize events or activities in the University campus areas without due permission from the appropriate authority. Students are denied entry to and/or occupation of any building or land of the University unless already authorized or granted prior permission from the appropriate authority.

7. Co-operation with Authorities and Committees of Inquiry:

The University appoints committees of inquiry on disciplinary matters, and empowered officers could summon students to give verbal or written evidence. On such occasions, students are required to cooperate with the authorities. If students refuse to cooperate in any way or resist action taken by the authorities, their conduct could be construed as an act of disregard for university authority and may become the cause for further disciplinary

action. Students are thus strongly advised to cooperate with the authorities whenever requests for information are made.

A student shall not, willingly or otherwise, assist any individual or group to breach or attempt to breach the Code of Conduct. A student who is aware of a violation of the Code or an attempt to violate the Code is required to dissociate with such acts, and failure to do so could be construed as being party to a violation or attempted violation of the Code.

8. Right of Appeal

The right of appeal up to the level of the Supreme Court is enshrined in the Fundamental Rights of all citizens, and that principle applies to the University. Thus one can appeal to the Vice Chancellor against a decision by the disciplinary authorities on any matter. The appeal may be individual or collective and the Vice Chancellor shall enable a fair hearing for the appeal through appropriate channels.

9. Breach of Code of Conduct

Any breach of the Code of Conduct shall be dealt with under the By-laws of the University Student Charter in keeping with the Student Disciplinary Procedures and as amended by the relevant UGC Circulars.

10. Available Student Disciplinary Procedures

- University Student Charter released by the UGC in 2012
- UGC Circular No: 946 of 10th February 2011(Common Guidelines on Student Discipline)
- UGC Circular No. 919 of 15th January 2010 (Guidelines to curb the menace of ragging in the Universities / Higher Educational Institutes)
- UGC Circular No. 902 of 01st December 2008 (Accountability for any damages to the university property)
- UGC Circular No: 20 of 02nd February 1998 (Prohibition of Ragging and Other Forms of Violence in Educational Institutions)

11. Conclusion

The Code of Conduct hereby urges students to cooperate and contribute to enabling the University of Jaffna to play its mandatory role and to contribute to preserving and sustaining the core values and principles of the institution.
