



**FACULTY OF
COMMUNICATION AND BUSINESS STUDIES,
TRINCOMALEE CAMPUS,
EASTERN UNIVERSITY, SRI LANKA**



PROSPECTUS 2022/23

WELCOME

Trincomalee Campus Eastern University, Sri Lanka



In its formative years the Trincomalee Campus functioned as an Affiliated University College (AUC) operating under the umbrella of affiliated colleges funded by the University Grants Commission in the early nineties to help those to whom the conventional universities closed their doors. The Trincomalee Affiliated University College, in its turn, conducted two diploma programmes viz. Diploma in English and Diploma in Accountancy and Finance, the former under the purview of the University of Sri Jayewardenepura and the later under the purview of the Eastern University, Sri Lanka.

When the affiliated university college system was abolished, Trincomalee AUC found itself vested with the Eastern University and the two-degree programmes initially conducted here then under two different faculties of the Eastern University, Sri Lanka had as their fortunate forerunners the diploma holders of the AUC.

Subsequently, this college was got its identity as Trincomalee Campus of the Eastern University, Sri Lanka through a gazette notification from mid-2001 with provision for two faculties, Faculty of Communication & Business Studies and Faculty of Applied Science. From the year 2008 onwards the discipline of Siddha Medicine is also introduced as a discipline under the direct purview of the Rector of the Campus. The unit was then upgraded as a Faculty of Siddha Medicine with three departments in 2023.

Our Vision

World recognized educational and research institute/ institution with academic excellence and human values.

Our Mission

Creating, transforming and disseminating knowledge through teaching, learning and research to fulfill the needs of the dynamic stakeholders and to meet new challenges while upholding the human values for the sustainable development of the region, nation and globe with a good governance.



MESSAGE FROM THE RECTOR

This handbook provides a summary of Faculty of Communication and Business Studies (FCBS), Trincomalee Campus, Eastern University, Sri Lanka and academic regulations affecting Bachelor of Business Management Studies and Language and Communication Studies. This handbook will be effected for the 2022 /2023 academic stream.

More complete statements about Campus and policies and regulations are published in the Academic Programs' Handbook. It is the responsibility of the undergraduate student to understand these regulations. The faculty offers numerous programs of study. This handbook provides you with most of the information you will require to ensure that your program fits the policies of the various academic units you will interact with as an undergraduate student in the faculty.

All of us on the faculty are anxious to and interested in working with you to assure a rewarding intellectual experience. We wish you the best as you pursue graduate studies in FCBS

Prof (Mrs) Chandravathany .G.Devadason
Rector
Trincomalee Campus,
Eastern University, Sri Lanka



MESSAGE FROM THE DEAN

The Faculty of Communication & Business Studies (FCBS) is the Pioneer academic Faculty of Trincomalee Campus, Eastern University, Sri Lanka. accommodating to more than 1500 undergraduate students, the Faculty consists of three departments namely Department of Business and Management Studies, Department of Languages & Communication Studies and Department of Information Technology. It offers students a journey of learning and discovery into the humanities and the social, management and fundamentals of Information Technology – the fundamental disciplines that underlie contemporary knowledge creation.

Our faculty is a group of committed researchers and educators whose work pushes the boundaries of our understanding and imagination, and whose instruction equips students for a variety of jobs and lifelong learning. Our faculty teachers additionally have that a good deal potential, I have been privileged to work along a great many professional and enthusiastic teachers. The faculty consists of a massive cohort of those who we recognise desired to teach, due to the fact this is in reality what they selected to do, and extensively various degrees of attainment, motivation, and aspiration. This group of people felt a vocation to undertake the serious work of supporting the development of young minds.

Our graduate students and faculty seek knowledge in the fundamental core humanities, social, natural, and Information Technology domains, as well as synthetic and collaborative interdisciplinary methods to resolving humanity's most difficult problems. Our undergrads go on to hold leadership positions in the arts, media, management, and every other profession after receiving a strong preparation from internships, research opportunities, interdisciplinary integration, and, most significantly, excellent and motivating instruction.

Inspiring alumni who are changing the world in both their personal and professional lives and serving as role models for our educators play a crucial role in advancing our efforts. They are leaving their imprint in almost every field and sphere of life imaginable, demonstrating unequivocally the potential of our students. I urge you to browse our website to find out more about the fantastic learning environment at our departments, whether you are introducing yourself to our faculty for the first time or are already a part of our community.

Mr. T Baskar,
MBA (PIM.USJ), CTHE (UoC), BBA (Special)(Hons)
Dean,
Faculty of Communication & Business Studies,
Trincomalee Campus, Eastern University Sri Lanka

FACULTY OF COMMUNICATION AND BUSINESS STUDIES



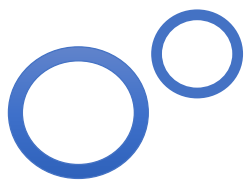
FACULTY OF COMMUNICATION AND BUSINESS STUDIES

Faculty of Communication and Business Studies was founded in 2001. It is the pioneer faculty in the Trincomalee Campus offering degree programs since 2001. There are three academic departments in the faculty. Namely, Department of Business and Management Studies, Department of Languages and Communication Studies and Department of Information Technology.

The main objective of the programmes is to create employable graduates to the local and global market while developing their competencies, professionalism and continuous learning, which enable them to become a distinguished person in the society.



Faculty of Communication and Business Studies offers Bachelor of Science in Management, Bachelor of Arts in Languages and Bachelor of Arts in Communication Studies for undergraduates which enable them to specialize in their respective disciplines based on their preference. The streamlined degree programme is highly supportive to students in bringing out their knowledge and skills. Further, it helps them to grab career opportunities prevailing in the local and global market in various fields.



Faculty Board – Composition

Mr. T. Baskar, Dean/ FCBS	Chairperson
Ms. V. Leninkumar, Head / BMS	Member
Dr. G.A.P.K.Ganegoda, Head /LCS	Member
Dr. J. S. Rohan Savarimuttu, Head / DIT	Member
Dr. Niruba.S. Jayasundhara, Senior Lecturer /LCS	Member
Dr. V. J. Naveenraj, Senior Lecturer / LCS	Member
Ms. S. Priyadharsan, Senior Lecturer /BMS	Member
Ms. D. Ravichandran, Senior Lecturer/BMS	Member
Ms. E. W. M. S. Boyagoda, Senior Lecturer/LCS	Member
Ms. A. Raveenthara, Senior Lecturer/BMS	Member
Mr. D. R. Lakjeewa, Senior Lecturer/BMS	Member
Ms. S. Sivapriya, Senior Lecturer/LCS	Member
Ms. K.G.L.A.N.S. Jeyawardhana, Senior Lecturer/LCS	Member
Mr. V. Anputhasan, Senior Lecturer/BMS	Member
Mr. V. Jeniston Delima, Senior Lecturer /BMS	Member
Mr.W.M.Sumith Dananjaya, Senior Lecturer/ LCS	Member
Ms. R.Arthika, Senior Lecturer / BMS	Member
Ms. D. Saraniya, Lecturer /BMS	Member
Dr. B. Sarangan, Lecturer /BMS	Member
Ms. A. Nishanthini, Lecturer /BMS	Member
Ms. J. N. Jenitta, Lecturer (Unconfirmed)/BMS	Member
Mr. M.S. Ishar Ali, Lecturer (Unconfirmed)/BMS	Member
Mr. J. Joel, Lecturer (Prob)/ LCS	Member
Mr.N. Thevanes, Lecturer (Prob)/ LCS	Member
Mr.S. Rushanthan, Instructor/LCS	Member
Rev. Fr. C.P. Rajendram	Appointed Member
Mr. K. Rajeewan	Appointed Member
Mr. S. Prashanth/SAR	Convener

DEPARTMENT OF BUSINESS AND MANAGEMENT STUDIES



Department of Business and Management studies

Staff Profile



Head of the Department
Ms. V. Leninkumar
Senior Lecturer Gr -II
M.Sc. in Management (USJP)
BBA (EUSL), CTHE (UoK)



Mr. T. Baskar
Senior Lecturer Gr -I
MBA (PIM, USJP)
BBA (EUSL), CTHE (UoC)



Ms. S. Priyadharsan
Senior Lecturer Gr- I
PhD (Reading)
M.Sc. (USJP)
BBA (EUSL), CTHE (UoK)



Ms. D. Ravichandran
Senior Lecturer Gr-II
PhD (Reading)
M.Sc. in Management (USJP)
B.BA (EUSL), CTHE (EUSL)
(On study Leave)



Ms. A .Raveenther
Senior Lecturer Gr-II
M.Sc. in Management
(USJP)
B.BA (EUSL), CTHE (EUSL)



Mr. V. Anputhasan
Senior Lecturer Gr II
M.Sc. in Management (USJP)
BBA (Hons) (EUSL)

Department of Business and Management studies

Staff Profile



Mr. D. R. Lakjeewa
Senior Lecturer Gr- II
M.Sc. in Management (USJP)
B.Sc. (TC, EUSL),
LICA, CTHE (USJP)



Mr. V. Jeniston Delima
Senior Lecturer (Grade II)
MBA (UoK)
BBA Hons (EUSL)
MAAT
DBF (IBSL)
CTHE (EUSL)



Ms. R. Arthika
Senior Lecturer (Grade II)
MSc in Management (USJP)
B.Sc. in Business
Information Systems (USJP)



Ms. D. Saraniya
Lecturer
PhD (Reading)
M.Sc. in Management (USJP)
BBA in Marketing
Management (EUSL)
ACIM & AMSLIM
(On Study Leave)



Dr. B. Sarangan
Lecturer (Confirmed)
B.BA Hons (EUSL)
MBA (SEUSL)
PhD Bus (Swinburne)
ACIM
Maat



Ms. A. Nishanthini
Lecturer (Confirmed)
MBA (RUSL)
B.Com in Accounting (UoJ)

Department of Business and Management studies

Staff Profile



Ms. J.N. Jenitta
Lecturer (Confirmed)
MBA (UoC)
BBA (Hons) (UoJ), DCBA (USJP),
CCSD, ACMA



Mr. M. S. Ishar Ali
Lecturer (Unconfirmed)
PhD (Reading)
MBA (SEUSL)
B.Com (Hons) (SEUSL)
CCSD (WUSL), MSLIM,
ACPM, SLEA



Ms. H. Shamini
Lecturer (Probationary)
PhD (Reading)
BBA in Marketing Management
(EUSL)
(On Study Leave)



Mrs. G. Jathurika
Lecturer (Probationary)
MSc. in Management
(USJP)
BBA in Accounting (Hons)
(UOJ)



Mr. Nadesan Thevanes
Lecturer (Probationary)
MSc. in Management
(USJP)
B.BA in Human Resource
Management (EUSL)



Mrs. L.M.A. Shamila
Lecturer (Probationary)
MBA in Information System
(USJP)
BBA in Human Resource
Management (EUSL)

Department of Business and Management Studies

Degree Programmes

Bachelor of Science in Management (General) Degree Programme

All the students are admitted to the B.Sc. in Management degree programme during the first two academic years and the courses will be common to all. The duration of the general degree programme is three years. However, students those who are not willing to read or not qualified to read honours degree in any one of the streams mentioned below will continue the B.Sc. in Management (General) degree.

Bachelor of Science in Management Honours Degree Programmes Bachelor of Science Honours in Management / Marketing Management / Human Resource Management / Accounting and Finance / Information Systems.

Specialization Criteria

The students who are interested in reading /willing to follow honours degree programmes should earn the minimum requirements on relevant courses at the end of the first and second years of the study.

At the end of the second year, second semester, the students may apply to follow an honours degree programme in any of the following streams, Management, Marketing Management, Human Resource Management, Accounting and Finance and Information Systems. Those who are not willing to specialize in any of the above streams can continue the general degree programme.

The minimum requirements to enter/enroll in a specified honours degree programme are as follows. **The student should have the minimum OGPA of 2.00 in each of the first and second year respectively. And student should obtain minimum “D” or better grades in any 45 credits (out of 60 credits). And also, the student should obtain “C+” or better grades in the following three courses stipulated for each specialization.**

COURSE DETAILS FOR EACH SPECIALIZATION

a. Specialization in Management

BMT 1013 Principles of Management	Year I Semester I
BMT 1053 Microeconomics	Year I Semester I
BMT 2013 Macroeconomics	Year II Semester I

b. Specialization in Marketing Management

BMT 1013 Principles of Management	Year I Semester I
MKT 1013 Marketing Management	Year I Semester II
BMT 2053 Operation Management	Year II Semester II

c. Specialization in Human Resource Management

BMT 1013 Principles of Management	Year I Semester I
HRM 1013 Human Resource Management	Year I Semester II
BMT 2082 Fundamental Sociology & Psychology	Year II Semester II

d. Specialization in Accounting and Finance

BMT 1013 Principles of Management	Year I Semester I
AFM 1013 Financial Accounting	Year I Semester II
AFM 2013 Cost & Management Accounting	Year II Semester I.

e. Specialization in Information System

BMT 1013 Principles of Management	Year I Semester I
BMT 1023 Introduction to Information Technology	Year I Semester I
BMT 2023 Management Information System	Year II Semester I

Note:

The student who is not attending any of the above-stipulated subjects (three subject combination for each honours degree programme) for ANY reason, he/she is not eligible to choose that specific honours degree programme.

PROGRAMME STRUCTURE

The degree programmes, either of general or honours, is offered through six or eight semesters, respectively. The courses are conducted under the credit system. The length of a semester consists of 15 weeks. The general degree and the honors degree programmes have 90 and 120 credit hours, respectively. One credit will be equivalent to either 15 contact hours of lectures or 30 hours of practical.

To assist students to acquire a satisfactory proficiency in Basic Tamil, Basic Sinhala, Career Guidance and Basic Science, a set of supplementary non-credited courses are included in the degree programmes of the Department of Business and Management Studies.

To assist students to acquire a satisfactory proficiency in different branches of management study, this course includes a set of optional courses. These optional courses are applied only for the Bachelor of Science in Management (General) Degree Programme. In third year, first semester, students must choose two courses from “Organizational Development”, “Labour Law and Relations” and “Micro Finance”. In third year, second semester, student must

choose one subject from “Disaster Management and Contemporary Issues in Management” based on their preference.

Internship training is essential for the Bachelor of Science Honours Degree Programmes students to enhance their outcome based academic programme and other forms of active learning. This training provides opportunities for students to gain practical exposure under supervised settings where they can explore career choices, experiment classroom theory, establish professional contacts, building self-confidence, and gain a wide range of work-related skills.

Bachelor of Science Honours Degree students are sent to the internship training after the completion of fourth year first semester. Successful completion of this component is essential for a student to qualify for the Bachelor of Science Honours Degree Programme. The emphasis during this practical training period is to provide students with hands-on experience in the areas of Management, Marketing Management, Human Resource Management, Accounting and Finance and Information Systems.

Independent research is entirely programmed to enhance the research and writing. A Senior lecturer will be appointed by the respective department for research supervision. Independent research starts in the first semester of the fourth year and should be completed before the end of the second semester.

Bachelor of Science in Management (General) Degree has common courses and optional courses.

Degree	Year	Common Courses	Optional Courses	Total Credit
Bachelor of Science in Management (General) Degree	1	30		30
	2	30		30
	3	21	9	30
Total Credit		81	9	90

COURSE CODE

Every course is assigned a course code with the pattern XXXYSNC, where;

- First three characters (XXX) refers to, if
 - BMT then course in B.Sc in Management/ Bachelor of Science Honours in Management
 - HRM then course in Bachelor of Science Honours in Human Resources Management
 - MMT then course in Bachelor of Science Honours in Marketing Management
 - AFM then course in Bachelor of Science Honours in Accounting and Finance
 - IMT then course in Bachelor of Science Honours in Information Systems
- Fourth character (Y) refers to Year of Study
- Fifth and sixth character (SN) refers to serial number
- Seventh character (C) refers to credit weight.

Bachelor of Science Honours Degree in Management/ Human Resource Management/ Marketing/ Accounting and Finance and Information System has common courses, special courses, independent research and internship.

Degree	Year	Common Courses	Special Courses	Independent Research in BMT, HRM, MMT, AFM, IMT	Internship in BMT, HRM, MMT, AFM, IMT	Total Credit
Bachelor of Science Honors in BMT, HRM, MMT, AFM, IMT	1	30				30
	2	30				30
	3		33			33
	4		18	6	3	27
Total Credit		60	51	6	3	120

The following courses are offered throughout the degree programme and first- and second-year courses are common for all degree programme (General and Honours).

COURSE STRUCTURE

The following course units are offered in the below degree programmes. Where: “L” denotes **Lecture hours**, “P” denotes **Practical hours** and “IL” denotes **Independent Learning hours** based on the notional hours described in the SLQF standard.

BACHELOR OF SCIENCE IN MANAGEMENT (GENERAL)

FIRST YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
1/1	BMT 1013	Principles of Management	45/00/105	03
	BMT 1023	Introduction to Information Technology	15/60/075	03
	BMT 1033	Business Mathematics	45/00/105	03
	BMT 1043	Business English I	45/00/105	03
	BMT 1053	Microeconomics	45/00/105	03
	NCC 1010	Basic Tamil I #	30/00/000	00
	NCC 1020	Basic Sinhala I #	30/00/000	00
		Total		15

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
1/2	HRM 1013	Human Resource Management	45/00/105	03
	AFM 1013	Financial Accounting	45/00/105	03
	BMT 1063	Business Statistics	45/00/105	03
	BMT 1073	Business English II	45/00/105	03
	MKT 1013	Marketing Management	45/00/105	03
	NCC 1030	Basic Tamil II #	30/00/000	00
	NCC 1040	Basic Sinhala II #	30/00/000	00
		Total		15

SECOND YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
2/1	BMT 2013	Macroeconomics	45/00/105	03
	AFM 2013	Cost and Management Accounting	45/00/105	03
	BMT 2023	Management Information System	45/00/105	03
	BMT 2033	Business Skills I	45/00/105	03
	BMT 2043	Business Law	45/00/105	03
	NCC 2010	Career Guidance	15/00/000	00
		Total		15

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
2/2	BMT 2053	Operations Management	45/00/105	03
	AFM 2023	Financial Management	45/00/105	03
	BMT 2063	Business Skills II	45/00/105	03
	BMT 2073	Entrepreneurship and Innovation	45/00/105	03
	BMT 2082	Fundamental Sociology and Psychology	30/00/70	02
	BMT 2091	Peace and Social Harmony	15/00/35	01
	NCC 2020	Basic Science #	15/00/00	00
		Total		15

Non- GPA subject

THIRD YEAR

Year/ Semester	Subject Code	Common Course	Hours	Credits	Credits to be obtained
			L/P/IL		
3/1	BMT 3013	Organizational Behavior	45/00/105	03	
	BMT 3023	Operational Research	45/00/105	03	
	BMT 3033	Total Quality Management	45/00/105	03	09
	Optional Course				
	BMT 3043	Organizational Development	45/00/105	03	
	BMT 3123	Labor Law and Relations	45/00/105	03	
	BMT 3053	Micro Finance	45/00/105	03	06
		Total			15

Year/ Semester	Subject Code	Common Course	Hours	Credits	Credits to be obtained
			L/P/IL		
3/2	BMT 3063	Project Management	45/00/105	03	
	BMT 3073	Managerial Economics	45/00/105	03	
	BMT 3083	Research Methods	45/00/105	03	
	BMT 3093	Strategic Management	45/00/105	03	12
	Optional Courses				
	BMT 3133	Contemporary Issues in Management	45/00/105	03	
	BMT 3113	Disaster Management	45/00/105	03	03
		Total			15

BACHELOR OF SCIENCE HONORS IN MANAGEMENT

THIRD YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/1	BMT 3013	Organizational Behavior	45/00/105	3
	BMT 3023	Operational Research	45/00/105	3
	BMT 3033	Total Quality Management	45/00/105	3
	BMT 3043	Organizational Development	45/00/105	3
	BMT 3053	Micro Finance	45/00/105	3
		Total		15

Year/semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/2	BMT 3063	Project Management	45/00/105	3
	BMT 3073	Managerial Economics	45/00/105	3
	BMT 3083	Research Methods	45/00/105	3
	BMT 3093	Strategic Management	45/00/105	3
	BMT 3123	Labor Law and Relations	45/00/105	3
	BMT 3113	Disaster Management	45/00/105	3
		Total		18

FOURTH YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
4/1	BMT 4013	Computer Based Data Analysis	00/90/60	3
	BMT 4023	Development Economics	45/00/105	3
	BMT 4033	Service Management	45/00/105	3
	BMT 4043	International Business	45/00/105	3
	BMT 4053	E-Commerce	45/00/105	3
	BMT 4063	Contemporary Issues in Management	45/00/105	3
		Total		18

Year/Semester	Subject Code	Course	Hours	Credits
4/2	BMT 4076	Independent Research in Business Management*	600	06
	BMT 4083	Internship in Business Management*	300	03
		Total		09

*Credit hours to be spent by the student for Independent Research and Internship will be 100 hours per credit.

BACHELOR OF SCIENCE HONORS IN MARKETING MANAGEMENT

THIRD YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/1	BMT 3013	Organizational Behavior	45/00/105	03
	BMT 3023	Operational Research	45/00/105	03
	MMT 3033	Service Marketing	45/00/105	03
	MMT 3043	Sales Management and Retail Marketing	45/00/105	03
	MMT 3053	Marketing Research	45/00/105	03
		Total		15

Year/ Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/2	BMT 3063	Project Management	45/00/105	03
	BMT 3073	Managerial Economics	45/00/105	03
	BMT 3083	Research Methods	45/00/105	03
	BMT3093	Strategic Management	45/00/105	03
	MMT 3103	Consumer Behavior	45/00/105	03
	MMT 3113	Integrated Marketing Communication	45/00/105	03
		Total		18

FOURTH YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
4/1	MMT 4013	Computer Based Data Analysis	00/90/60	03
	MMT 4023	Development Economics	45/00/105	03
	MMT 4033	E- Marketing	45/00/105	03
	MMT 4043	Strategic Marketing	45/00/105	03
	MMT 4053	International Marketing	45/00/105	03
	MMT 4063	Brand Management	45/00/105	03
		Total		18

Year/Semester	Subject Code	Course	Hours	Credits
4/2	MMT 4076	Independent Research in Marketing*	600	06
	MMT 4083	Internship in Marketing*	300	03
		Total		09

*Credit hours to be spent by the student for Independent Research and Internship will be 100 hours per credit.

BACHELOR OF SCIENCE HONORS IN HUMAN RESOURCE MANAGEMENT

THIRD YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/1	BMT 3013	Organizational Behaviour	45/00/105	03
	BMT 3023	Operational Research	45/00/105	03
	BMT 3043	Organizational Development	45/00/105	03
	HRM 3043	Performance Appraisal	45/00/105	03
	HRM 3053	Human Resource Planning	45/00/105	03
		Total		15

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/2	BMT 3063	Project Management	45/00/105	03
	BMT 3073	Managerial Economics	45/00/105	03
	BMT 3083	Research Methods	45/00/105	03
	BMT 3093	Strategic Management	45/00/105	03
	BMT 3123	Labour Law and Relations	45/00/105	03
	HRM 3113	Human Resource Development	45/00/105	03
		Total		18

FOURTH YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
4/1	HRM 4013	Computer Based Data Analysis	00/90/60	03
	HRM 4023	Development Economics	45/00/105	03
	HRM 4033	Strategic Human Resource Management	45/00/105	03
	HRM 4043	International Human Resource Management	45/00/105	03
	HRM 4053	Human Resource Information Systems	45/00/105	03
	HRM 4063	Human Resource Accounting	45/00/105	03
		Total		18

Year/Semester	Subject Code	Course	Hours	Credits
4/2	HRM 4076	Independent Research in Human Resources Management*	600	06
	HRM 4083	Internship in Human Resources Management*	300	03
		Total		09

*Credit hours to be spent by the student for Independent Research and Internship will be 100 hours per credit.

BACHELOR OF SCIENCE HONORS IN ACCOUNTING AND FINANCE

THIRD YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/1	BMT 3013	Organizational Behaviour	45/00/105	03
	BMT 3023	Operational Research	45/00/105	03
	AFM 3033	Micro Finance	45/00/105	03
	AFM 3043	Investment and Portfolio Management	45/00/105	03
	AFM 3053	Advanced Financial Accounting	45/00/105	03
		Total		15

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/2	BMT 3063	Project Management	45/00/105	03
	BMT 3073	Managerial Economics	45/00/105	03
	BMT 3083	Research Methods	45/00/105	03
	BMT 3093	Strategic Management	45/00/105	03
	AFM 3103	Auditing	45/00/105	03
	AFM 3113	Computer Based Accounting	00/90/60	03
		Total		18

FOURTH YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
4/1	AFM 4013	Computer Based Data Analysis	00/90/60	03
	AFM 4023	Development Economics	45/00/105	03
	AFM 4033	Taxation	45/00/105	03
	AFM 4043	Advanced Accounting Theory	45/00/105	03
	AFM 4053	Public Sector Accounting	45/00/105	03
	AFM 4063	Financial Reporting	45/00/105	03
		Total		18

Year/Semester	Subject Code	Course	Hours	Credits
4/2	AFM 4076	Independent Research in Accounting and Finance*	600	06
	AFM 4083	Internship in Accounting and Finance*	300	03
		Total		09

*Credit hours to be spent by the student for Independent Research and Internship will be 100 hours per credit.

BACHELOR OF SCIENCE HONORS IN INFORMATION SYSTEMS

THIRD YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
3/1	BMT 3013	Organizational Behavior	45/00/105	03
	BMT 3023	Operational Research	45/00/105	03
	IMT 3033	Programming Concepts	45/00/105	03
	IMT 3043	Systems Analysis and Design	45/00/105	03
	IMT 3053	Data Communication and Computer Networks	45/00/105	03
		Total		15

Year/Semester	Subject Code	Course	Hours	Credit
			L/P/IL	
3/2	BMT 3063	Project Management	45/00/105	03
	BMT 3073	Managerial Economics	45/00/105	03
	BMT 3083	Research Methods	45/00/105	03
	BMT 3093	Strategic Management	45/00/105	03
	IMT 3103	Professional Ethics and Responsibility	45/00/105	03
	IMT 3113	Software Engineering	30/30/90	03
		Total		18

FOURTH YEAR

Year/Semester	Subject Code	Course	Hours	Credits
			L/P/IL	
4/1	IMT 4013	Computer Based Data Analysis	00/90/60	03
	IMT 4023	Object Oriented Programming	15/60/75	03
	IMT 4033	Web Development	15/60/75	03
	IMT 4043	Enterprise Resource Planning Systems	45/00/105	03
	IMT 4053	Software Quality Assurance	45/00/105	03
	IMT 4063	Database Management Systems	30/30/90	03
		Total		18

Year/Semester	Subject Code	Course	Hours	Credits
4/2	IMT 4076	Independent Research in Information Systems*	600	06
	IMT 4083	Internship in Information Systems*	300	03
		Total		09

*Credit hours to be spent by the student for Independent Research and Internship will be 100 hours per credit.

THE MEDIUM OF INSTRUCTION

The medium of instruction for all degree programmes are in English.

EXAMINATION STRUCTURE AND EVALUATION

The course will be evaluated by major two compositions;

1. CONTINUOUS ASSESSMENTS

There will be continuous assessments, incorporating mid-semester examination, case

studies, presentation, practical report, classroom work, field visit, spot exam, take home assignment, term paper and etc.

2. END SEMESTER EXAMINATION

There will be an examination for each course in the General/Honours Degree Programme at the end of each semester. The end semester examination for each course units can vary depending on the requirements of each course of a maximum of three hours (One-hour examination equal to one credit). At the end of each semester, two weeks of study period will be given to prepare for the end semester examinations.

The weightage given for computation is:

End Semester Examination	65 %
Continuous Assessment	35%
	100%

ATTENDANCE

Students are required to attend lectures, practical classes and tutorials regularly. 80% of attendance is compulsory to allow a student to sit for the end semester examination. Any student who has less than 80% attendance in a course unit will not be allowed to sit the end semester exam due to the poor attendance. Further, he/she will be treated as a repeat candidate at the next available attempt.

INDEPENDENT RESEARCH

Independent research (BMT 4076/ MKT 4076/ HRM 4076/ AFM 4076/ IMT 4076) composite 70% to research report and 30% to viva-voce. In order to pass the above component, the student has to get at least 40% in research report as well as 40% in viva-voce. Candidates should submit independent research within the duration of the study.

INTERNSHIP

The department arranges internship training for the honours degree students in their fourth year second semester. They are placed in public and private sectors in all over the country for internship training programme.

A student is required to cover a minimum of 300 notional hours of industrial training at the end of the fourth year (Honours Degree) of the study programme. Training evaluation will be held at the end of year IV Semester II. Internship training will be evaluated in the following manner such as student presentation 30%, final report submission 35%, diary maintenance 15% and attendance 20%.

REPEATING A COURSE UNIT

- All registered students should apply for each semester examination within that academic year. Otherwise, it will be counted as an attempt for the particular semester examination.
- A student who obtains a grade of “E” will repeat the course unit when it is held next.
- A student who obtains a grade of D/D+/C- may repeat the course for the purpose of improving the grade. In the event a student who obtains a lower grade while attempting to have a better grade, he / she will be entitled to the higher grade obtain previously.
- Maximum grade for a repeating course will be “C” grade.
- Final mark for repeating course unit will be the marks obtained in the repeat examination only (Continuous marked earn earlier will not be considered for any repeat examination).
- If the student is absent for the end semester examination due to illness, he/she should submit the medical certificate which is obtained from a registered medical officer and endorsed by university medical officer, whereas the attempt will be retained. A student who falls sick during an examination should inform the Head or the Dean followed by a medical certificate within 14 days. The approval from Faculty Board, Campus Board and Senate is a must in order to treat the student as a proper candidate.

- Repeat examinations supported by other valid reasons such as natural disasters, national security declarations and other permissible requests will be accepted with the approval from Faculty Board, Campus Board and Senate.
- Students are allowed to sit for repeat examinations only in three attempts.
- The students who have failed to submit the research within the stipulated period given by department will be considered with next academic batch as a repeat candidate.

EVALUATION

In keeping with the OGPA system which is followed in the Department of Business and Management Studies evaluation of performance will be on the basis of the '*Overall Grade Point Average*' (OGPA) achieved by the student.

Table 1 Calculating the OGPA

1. Percentage of marks obtained for each numbered course will be converted into a letter grade on the following basis.

Marks	Grade	Grade Point
75- 100	A ⁺	4.00
70-74	A	4.00
65-69	A ⁻	3.70
60-64	B ⁺	3.30
55-59	B	3.00
50-54	B ⁻	2.70
45-49	C ⁺	2.30
40-44	C	2.00
35-39	C ⁻	1.70
30-34	D ⁺	1.30
25-29	D	1.00
00-24	E	0.00

2. Grades obtained for course units will then be converted into "**Grade Points**" on the above basis.

The "**Over all Graded Point Average**" (OGPA) shall be calculated using following formula;

Where,

$$OGPA = \frac{\sum C_i G_i}{\sum C_i}$$

C_i = number of credits of i^{th} course

G_i = grade point for the i^{th} course

*Decimals beyond two places are truncated, not rounded, in computing the GPA

AWARDS

AWARD OF HIGHER DIPLOMA IN MANAGEMENT

A candidate who wishes to leave the degree programme after completing the first year and second years of study, may be awarded a Higher Diploma in Management, if he/she has obtained,

- a) "C" or better grades in 48 credits and "D" or better in 12 credits with maximum of 6 credits per year.
- b) A minimum OGPA of 2.00 in 60 credits.
- c) "C" or better grade in all the noncredit courses.
- d) Fulfilled all the requirements in (a), (b) and (c) above, within a maximum of five academic years.

AWARD OF BACHELOR OF SCIENCE IN MANAGEMENT (GENERAL) DEGREE

To be eligible for the B.Sc. (General) degree, a candidate should obtain,

- a) "C" or better grades in 72 credits and "D" or better grades in the remaining 18 credits with maximum of 6 credit per year.
- b) A minimum OGPA of 2.00 in the 90 credits.
- c) C or better grades in all the non-credit courses.
- d) Fulfilled all the requirements in (a), (b) and (c) above, within a maximum of six academic years.

AWARD OF CLASSES (GENERAL DEGREE)

A candidate may be awarded a class if he / she has completed the requirement in 4.2 within the period of *three academic years*. If a candidate fails one or more courses units and still completes these units within *three academic years*, he / she is eligible for a class.

First Class

A student shall be awarded First Class, if he/she

1. Obtains a minimum OGPA of **3.70**
2. Obtain the requirement within three

Second Class (Upper Division)

A student will be awarded Second Class (Upper Division), if he/she

1. obtains a minimum OGPA of **3.30**
2. obtain the requirement within three academic year

Second Class (Lower Division)

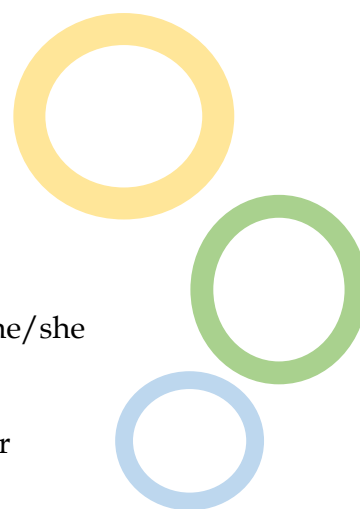
A student shall be awarded Second Class (Lower Division), if he/she

1. obtains a minimum OGPA of **3.00**
2. obtain the requirement within three academic year

AWARD OF BACHELOR OF SCIENCE IN MANAGEMENT HONOURS DEGREE

To be eligible for Bachelor of Science Honours in Management/Marketing Management / Human Resource Management/ Accounting and Finance/Information Systems, a candidate should obtain,

- a) "C" or better grades in 102 credits and "D" or better in 18 credits with maximum of 6 credit per year at 1st, 2nd and 3rd year and "C" or better in all 4th year course units.
- b) A minimum OGPA of 2.00 in the 120 credits.



- c) "C" or better in all non-credit courses.
- d) Fulfilled all the requirements in (a), (b) and (c) above, within a maximum of eight academic years.

AWARD OF CLASSES (HONOURS DEGREE)

A candidate may be awarded a class if he / she has completed the requirement in 4.4 within the period of *four academic years*. If a candidate fails one or more courses units and still completes these units within *four academic years*, he / she is eligible for a class.

First Class

A candidate will be awarded Second Class (Upper Division), if he/she

- 1. is eligible for Bachelor of Science Honors Degree ; **and**
- 2. Obtains a minimum OGPA of **3.70**

Second Class (Upper Division)

A candidate will be awarded Second Class (Lower Division), if he/she

- 1. is eligible for **Bachelor of Science Honours** degree; **and**
- 2. Obtains a minimum OGPA of **3.30**.

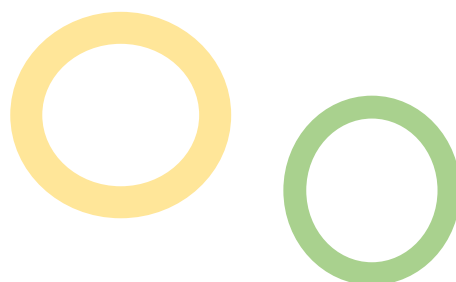
Second Class (Lower Division)

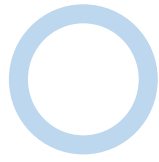
A candidate will be awarded Second Class (Lower Division), if he/she

- 1. is eligible for **Bachelor of Science Honours** degree; **and**
- 2. Obtains a minimum OGPA of **3.00**.

EFFECTIVE DATE OF THE DEGREE

The effective date of the degree will be the last date of the final examination or Viva - Voce examination, whichever comes later.







DEPARTMENT OF LANGUAGES AND COMMUNICATION STUDIES



DEPARTMENT OF LANGUAGES AND COMMUNICATION STUDIES

The Department of Languages and Communication Studies of the Faculty of Communication and Business Studies, Trincomalee Campus of Eastern University Sri Lanka, provides two-degree programmes. They are: -

- a. Bachelor of Arts in Communication Studies
- b. Bachelor of Arts in Languages

Both the study programmes are conducted in English medium covering a vast range of practical and theory subjects enabling the students to be employable. Three-year General Degree Programme and four-year Special Degree Programme are available in these two-degree programmes. Students can make their choice between General Degree and Honours Degree Programmes. The General Degree programme is offered through **six semesters** and the Special Degree programme is offered through **eight semesters**. Courses are conducted under the credit – based system. Each semester has **15** weeks duration for teaching. General and Special Degree programmes have 90 and 120 credit hours, respectively. One credit will be equivalent to either 15 contact hours of lectures or 30 hours of practical.

The Department may not be in a position to commence a General Degree Programme if there are less than five (05) eligible candidates.

Department of Languages and Communication Studies

Staff Profile



Head of the Department
Dr. G. A. P. K. Ganegoda
Senior Lecturer Gr. II
Ph.D (Swinburne University of Technology, Australia)
M.Phil. (UoP)
B.A. (Spl) in Communication (TC, EUSL)



Dr. Nirupa Sarath Jayasundara
Senior Lecturer Gr.I
Ph.D (Annamalai University, India)
M.A. in Linguistics (Annamalai University, India)
B.A (UoJ)



Dr. V. J. Naveenraj
Senior Lecturer Gr I
Ph.D (Annamalai University, India)
M.A. in Linguistics (UoK), M.A. in English Studies (Bharathidasan University, India)
PGD in TESL (UoC)
B.A. (UOJ), SEDA (UK), TEFL (UK), CTHE (UoC)



Ms. E. W. M. S. Boyagoda
Senior Lecturer Gr. II
M.Sc. in Mass Communication (UoK) B.A. (Hons) in Communication (TC, EUSL)



Mrs. Sivapriya Sriram
Senior Lecturer Gr. II
M.Phil. in Mass Communication (UoK)
B.A. (Hons) in Communication (TC, EUSL)



Dr. J. S. Rohan Savarimuttu
Senior Lecturer Gr.II
Ph.D in English Literature (Gandhigram Rural University, India)
M.Phil. in English Literature (MK University, India)
B.A, M.A. in English Literature (The American College Madurai), PGDHE; CTE; (IGNOU)

Department of Languages and Communication Studies

Staff Profile



Ms. K. G. L.A.N.S. Jayawardhana
Senior Lecturer Gr II
M.A. in Communication &
Journalism (University of Gauhati
India)
B.A (Hons) in Communication (TC,
EUSL),



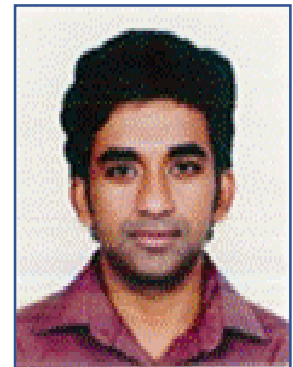
Mr. W. M.S. Dananjaya
Senior Lecturer (Grade II)
MA in Teaching English as a
Second Language (UOSJ)
B.A.in Languages (Hons) (TC,
EUSL)
CTHE (EUSL)



Mr. E. B. Veerasingam
Lecturer (Probationary)
PhD (Reading, Queen's
University Belfast, UK)
M.A. (Christ University, India)
B.A. (Bangalore University),
ATCL (Trinity College London)
(On Study Leave)



Mr. R. Joel Jairus
Lecturer (Probationary)
B.A. (Hons) in Communication
Studies (TC, EUSL)



Mr. Sivarasakumar Rushanthan
Instructor in English Gr.III
M.A in English and Education
(Reading)
B.A in English Language and
Literature
HNDE (SLIATE)

COURSE UNITS

YEAR I SEMESTER I

Subject Code	Subjects offered	Credits available	Credits to be obtained
	Common Courses		
LANG 1013	Basic Tamil*	3	
LANG 1023	Basic Sinhala*	3	
LANG 1033	Basic Reading & Grammar (General English I)	3	
GENR 1013	Sri Lankan Studies	3	
COMM 1013	Introduction to Communication Studies	3	
ITEC 1013	Computer Literacy & Application	3	
	Total		15

Note: * 'Basic Tamil' should be a subject for Sinhala speaking students and 'Basic Sinhala' should be a subject for Tamil speaking students.

YEAR I SEMESTER II

Subject Code	Subjects offered	Credits available	Credits to be obtained
	Common Courses		
LANG 1043	Basic Writing & Speech (General English II)	3	
LANG 1053	Introduction to Literature	3	
COMM 1023	Communication & Persuasion	3	
LANG 1013	Introduction to Language & Linguistics	3	
GENR 1023	Basic Mathematics	3	
	Total		15

Before they begin their second year, students will have to choose one particular course of study either B.A. in Communication Studies or B.A. in Languages under certain conditions.

To be eligible for Languages majoring the following requirement is necessary:

Should obtain at least a “B” grade (Marks 55-59) in LANG 1053 - Introduction to Literature in the second semester of the first year examination.

To be eligible for Communication Studies majoring the following requirement is necessary:

Should obtain “C” grades in Communication subjects: COMM 1013- Introduction to Communication Studies and COMM 1023- Communication & Persuasion in the first- year examinations.

In case students are in a predicament the ‘Students Guidance Committee’ which consists of the Dean of the faculty, Head of the department and lecturers (one from each subject) will guide them to make a choice either by advising them to base their decision on their performance at the end of semester examination or through an aptitude test.

From the second year onwards, to complete the work in any semester, a student has to do one common optional course (if applicable only) in addition to the relevant main courses.

During the First two semesters (first year) subjects will be offered as common to all students and from the third semester (second year) onwards the students will be able to choose whether they are going to study on B.A. Languages or B.A Communication Studies.

HONORS DEGREE PROGRAMME:

B.A. in Communication Studies

B.A. in Languages

ELIGIBILITY CRITERIA FOR THE SELECTION OF STUDENTS FOR THE FOURTH YEAR LEADING TO HONS. DEGREE IN B.A LANGUAGES:

The candidate should obtain a Minimum Weighted GPA of 3.3 and pass all the main courses of the first three years in one sitting.

JUSTIFICATION FOR THE CRITERIA:

The value of the Grade Point 3.3 that equals the B+ grade, is in the range of 60-64 marks which represents an acceptable level of English language proficiency as well as cognitive achievement in the respective discipline.

Passing all the main courses of the first three years in one sitting is considered as an indicator of overall competence, commitment and determination on the part of the candidate. All other terms and conditions, i.e. the structure of the examination and evaluations, and calculation of the GPA are applicable for the special degree programmes offered by the Department of Languages and Communication Studies in accordance with the prospectus of the Faculty of Communication and Business Studies.

YEAR II SEMESTER I

Subject Code	Subject Offered	Credits available	Credits to be obtained
	<u>Main Courses – Communication Studies</u>		
COMM 2053	Introduction to Interpersonal Communication	3	
COMM 2063	Introduction to Organizational Communication	3	
LANG 2063	General English III	3	
COMM 2033	Mass Communication and Society	3	
COMM 2043	Communication Theories and Media Literacy	3	15
	<u>Main Courses – Languages</u>		OR
LANG 2073	Introductory Phonetics	3	
LANG 2083	Advanced Reading and Grammar	3	
LANG 2093	Advanced Writing and Speech	3	
LANG 2103	Introduction to Poetry	3	12
	<u>Common Optional Courses</u>		
COMM 2033	Mass Communication and Society*	3	
COMM 2043	Communication Theories and Media Literacy*	3	
LANG 2103	Introduction to Poetry**	3	3
	Total		15

* Mass Communication and Society and Communication Theories and Media Literacy are optional subjects for Languages majoring students.

**** Introduction to Poetry** is an optional subject for Communication Studies majoring students.

YEAR II SEMESTER II

Subject Code	Subjects offered	Credits available	Credits to be obtained
	<u>Main Courses – Communication</u>		
COMM 2083	Instructional Media	3	
COMM 2093	Development Communication	3	
COMM 2103	Communication, Gender and Society	3	
LANG 2113	General English IV	3	
COMM 2073	Writing for Media	3	15
	<u>Main Courses - Languages</u>		OR
LANG 2123	Sri Lankan Literature	3	
LANG 2133	Introduction to Fiction	3	
LANG 2143	Introduction to Western Culture	3	
LANG 2153	Creative Writing	3	12
	<u>Common Optional Courses</u>		
LANG 2143	Introduction to Western Culture**	3	
LANG 2153	Creative Writing **	3	
ITEC 2023	Computer Programming	3	
COMM 2073	Writing for Media*	3	3
	Total		15

* Writing for Media is an optional subject for Languages majoring students.

**Introduction to Western Culture & Creative Writing are optional subjects for Communication Studies majoring students.

Year III Semester I

Subject Code	Subject Offered	Credits available	Credits to be obtained
	<u>Main Courses - Communication Studies</u>		
COMM 3113	Culture and Communication	3	
COMM 3123	Communication and Conflict Management	3	06
	<u>Main Courses – Languages</u>		OR
LANG 3163	Commonwealth Literature	3	
LANG 3173	Modern Drama	3	
LANG 3183	Practical Criticism	3	09
	<u>Common Optional Courses</u>		
LING 3113	Linguistics Principles of Translation**	3	
COMM 3133	Film and Television *	3	
COMM 3143	Introduction to Folk Media*	3	09
ITEC 3033 (T)	Desktop Publishing***	2	

ITEC 3033 (P)	Desktop Publishing***	1	
GENR 3033	General Psychology***	3	09/06
	Total		15

* **Film & Television and Introduction to Folk Media** are compulsory subjects for Communication Honours Degree Students

** **Linguistics Principles of Translation** is a compulsory subject for English majoring students.

*****Desktop Publishing** / *** **General Psychology** need to be offered by Communication Honours Degree Students.

YEAR III SEMESTER II

Subject Code	Subject Offered	Credits available	Credits to be obtained
	<u>Main Courses - Communication Studies</u>		
COMM 3153	Print Media	3	
COMM 3163	Beginning Video Production	3	
COMM 3173	Critical Media Theories	3	
COMM 3183	Advertising	3	
GENR 3043	Independent Study	3	15
OR			
	<u>Main Courses - Languages</u>		
LANG 3193	Varieties of English	3	
LANG 3203	Modern Literature	3	
LANG 3143	Discourse Analysis	3	
GENR 3043	Independent Study	3	12
	<u>Common Optional Courses</u>		
COMM 3193	Language and Communication	3	
GENR 3033	Basic Counseling	3	3
	Total		15

B.A. IN COMMUNICATION STUDIES (HONORS DEGREE PROGRAMME)

YEAR IV SEMESTER I

Subject Code	Subject Offered	Credits available	Credits to be obtained
	<u>Main Courses - Communication Studies</u>		
COMM 4203	Advanced Video Production	3	
COMM 4213	Managing Media Institutions	3	

ITEC 4053	Animation Techniques	3	
COMM 4223	Semiotics	3	
GENR 4053	Research Methodology	3	
	Total		15

YEAR IV SEMESTER II

Subject Code	Subject Offered	Credits available	Credits to be obtained
	<u>Main Courses - Communication Studies</u>		
COMM 4233	Asian Cinema	3	
COMM 4243	Journalism Practicum (Internship)	3	
COMM 4253	Media Ethics	3	
GENR 4066	Research Report	6	
	Total		15

B.A. IN LANGUAGES (HONORS DEGREE PROGRAMME)

YEAR IV SEMESTER I

Subject Code	Subject Offered	Credits available	Credits to be obtained
	<u>Main Courses - Languages</u>		
LANG4233	Phonology	3	
LANG4243	Morphology	3	
LANG4253	Classical Drama	3	
LANG4263	American Literature	3	12
	<u>Optional Courses</u>		
LANG4213	English Language Teaching*	3	
LANG4223	Stylistics*	3	3
	Total		15

*Optional subjects: The students have the option to follow either LANG 4213 English Language Teaching **OR** LANG 4223 Stylistics according to their preference.

YEAR IV SEMESTER II

Subject Code	Subject Offered	Credits to be obtained
LANG4273	<u>Main Courses - Languages</u> Women's Writing in English	3

LANG4283	Grammar and Syntax	3
LANG4293	Internship	3
GENR4056	Dissertation	6
	Total	15

The following table will explain the distribution of credits to each degree programme.

A student has to obtain the required number of credits in:

Common Courses

Main Courses

Common Optional Courses as specified for each degree as given below:

Degree	Year	Common Courses	Main Courses	Common Optional Courses	Total
B.A. in Communication Studies	I	30	---	---	90/120
	II	---	24	06	
	III	---	24	06	
	IV	30	---	---	
		<u>60</u>	<u>48</u>	<u>12</u>	
B.A. in Languages	I	30	---	---	90/120
	II	---	24	06	
	III	---	24	06	
	IV	30	---	---	
		<u>60</u>	<u>48</u>	<u>12</u>	

EXAMINATION STRUCTURE & EVALUATION

SEMESTER EXAMINATION

There will be a written examination at the end of each semester, and each credit unit will have duration of maximum three hours.

ATTENDANCE

Minimum 80% attendance is compulsory for both theory and practical course units. Any student who has less than 80% attendance in a course unit will not be

allowed to sit the semester examination of that course unit unless he / she submits valid documentary evidence when applying for examinations.

MARKS COMPOSITION

For all Subjects other than Independent Study (GENR 3043), Research Report (GENR 4066), Beginning Video Production (COMM 3163), Advanced Video Production (COMM 4203), Internship (LANG 4293), Journalism Practicum (COMM 4243) and Animation Techniques (ITEC 4053):

End semester examination	65%
Continuous Assessment **	35%
	<u>100%</u>

**Continuous assessment which includes a mid-semester examination and apart from that it incorporates tutorials/special assessments/term papers/presentations/individual projects/ group projects/quizzes etc., and the type of assessment could be the decision of the respective subject lecturer.

Further, sitting for continuous assessment is a must for a student for each subject. Whoever fails to sit for it, the subject result will be released, considering the continuous assessment marks as zero.

INDEPENDENT STUDY - GENR 3043

Students will be requested to submit a research proposal in their respective stream for three credits. The marks composition for this course unit as follows:

Proposal	65 Marks
Viva Voce Examination	35 Marks
	<u>100 Marks</u>

RESEARCH REPORT (RESEARCH WORK) - GENR 4066

65% of the marks will be given to dissertation and 35% to viva voce examination. In order to pass the above subject a student has to get at least 40% of 65% in dissertation as well as 40% of 35% in Viva Voce examination.

Beginning Video Production - COMM 3163

Final Assessment	60
Pre -production in writing	20
Viva Voce	10
Written Exam on Glossary	<u>10</u>
	<u>100 Marks</u>

Advanced Video Production - COMM 4203

Final Assessment	60
Pre -production in writing	20
Viva Voce	10
Class Assessment	<u>10</u>
	<u>100 Marks</u>

Animation Techniques - ITEC 4053

Continuous Assessment	10
Group Project	10
Individual Project	30
Semester final exam.	<u>50</u>
	<u>100 Marks</u>

Pass in a course Unit -

A student has to obtain at least a "C" grade to pass a particular course unit.

Pass in First / Second / Third / Fourth Year Examination -

To pass first / second / third / fourth year examination a student must obtain grades of 'C' or better in all course units in a semester with required GPA. However, if a student who has obtained required GPA with a "C -" grade in a semester will deem to be passed the examination.

REPEAT COURSE UNIT

- * Those who fail to obtain the required number of credit passes or fail to appear for an examination are required to appear for such an examination when it is held next.

- * A course unit marks with a grade less than "C -" must be repeated, if a student possesses two 'C-' or more than two 'C-' in a single semester.
- * Maximum marks for repeating course unit will be 40%.
- * Repeat examination supported by a Medical Certificate will be considered as that of the first attempt, subject to the approval of the Faculty Board and the Campus Board. If anyone supposes to submit a Medical Certificate, it should reach the Senior Assistant Registrar, Examination within a period of two weeks from the examination date.
- * Candidates, who have failed to obtain required number of credits, may proceed to the following year of study and repeat the failed course unit at the subsequent examination.
- * Examination can be repeated not more than thrice. A senate permits a grace chance with the recommendation of Faculty Board & Campus Board.
- * Candidates will not be permitted to re-sit a passed course unit but will be given an option to repeat a course unit with a "C -" grade or any other lower grades to improve it.
- * In the event of a candidate obtaining a lower grade while attempting to improve his / her grade, he / she will be entitled to his / her previous grade.
- * Submitting medical certificate by a student in the third year if he or she is to pass out with general degree will deprive the chance of getting class pass. Because a general degree must be completed within 3 academic years.

In the same way, submitting medical certificate by a student in the fourth year if he or she is to pass out with Honours Degree will deprive the

chance of getting class pass because the Honours Degree must be completed within 4 academic years.

EVALUATION

In keeping with the course unit system which will be followed in the Faculty of Communication and Business Studies evaluation of performance will be on the basis of the '**Grade Point Average**' (GPA) achieved by the student.

CALCULATING THE GPA

- * Percentage of marks obtained for each numbered course will be converted into a '*Letter Grade*' on the following basis.

Marks	Grade	Grade Point
75-100	A ⁺	4.0
70-74	A	4.0
65-69	A ⁻	3.7
60-64	B ⁺	3.3
55-59	B	3.0
50-54	B ⁻	2.7
45-49	C ⁺	2.3
40-44	C	2.0
35-39	C ⁻	1.7
30-34	D ⁺	1.3
25-29	D	1.0
00-24	E	0.0

- * Grades obtained for course units will then be converted into "Grade Points" on the above basis.
- * The number of grade points allotted to a grade should be multiplied by the credit rating of the course for which it is given.
- * The number of grade points obtained for all the courses taken by a student will be divided by the number of credits due for the program as a whole to get the "**Graded Point Average**" (GPA).

$$GPA = \frac{\sum C_i g_i}{\sum C_i}$$

Where, C_i = number of credits for the i^{th} course

g_i = grade point for the i^{th} course

For general degree programme marks are given a certain 'Weightage' according to the year, as follows:

Year	1 st	2 nd	3 rd
Weight	1	1	2

The 'Weighted GPA' for the General Degree will be computed as follows:

$$\text{Weighted GPA} = \frac{G_1 + G_2 + 2G_3}{4}$$

Where G_1 , G_2 , and G_3 are the GPA for the first, second and third year of study respectively.

For special degree programme, marks are given a certain 'Weightage' according to the year, as follows:

Year	1st	2nd	3rd	4th
Weight	1	1	2	3

The 'Weighted GPA' for the Special Degree will be computed as follows:

$$\text{Weighted GPA} = \frac{G_1 + G_2 + 2G_3 + 3G_4}{7}$$

Where G_1 , G_2 , G_3 and G_4 are the GPA for the first, second, third and fourth year of study respectively.

AWARD OF CERTIFICATE IN ARTS

A candidate who wishes to leave the course after completing the first year of study will be awarded a 'Certificate' if he / she has,

1. obtained grades of 'C' or better in course units aggregating to 24 credits

and obtained "C-" grades or better in the remaining 06 credits.

2. obtained a minimum GPA of 2.0 in the 30 credits taken together.

AWARD OF DIPLOMA IN ARTS

A candidate may be awarded a Diploma in Arts after completing first and second years of study if he / she has,

1. obtained grades of 'C' or better in course units aggregating to 48 credits and obtained "C-" grades or better in the remaining 12 credits of which not more than 06 from each year of study.
2. obtained a minimum cumulative GPA of 2.0 in first and second years of study.

AWARD OF GENERAL DEGREE (B.A. MAJORING IN COMMUNICATION STUDIES / LANGUAGES/ LINGUISTICS)

To be eligible for the B.A degree (General), a candidate should,

1. obtain Grades of 'C' or better in all the subjects. However, only one 'C' will be permitted for one semester. Thus, maximum six 'C' will be permitted for 3 years General Degree.
2. obtain a minimum weighted GPA of 2.0 in first, second and third years of study.
3. Complete the relevant requirements within a period of five academic years.

Note: If a certificate / diploma holder wishes to join the degree programme at a later stage, he / she will be allowed to do so within 6 years time from the date of original enrolment provided that the Faculty Board and the Campus Board recommend to the Senate that he / she is capable of following the curricula prevalent at the time of resuming his / her studies and that the Senate approves the recommendation.

AWARD OF CLASSES (GENERAL DEGREE) – THREE YEAR PROGRAMME

A candidate may be awarded a class if he/she has completed the 90 credit units within the period of three academic years. If a candidate fails one or more course units and still completes these units within three academic years, he/she is eligible for a class.

First Class

A candidate shall be awarded First Class Honors if he / she

- a. is eligible for B. A degree.
- b. obtains a minimum weighted GPA of 3.7

Second Class (Upper Division)

A candidate shall be awarded Second Class (Upper Division) Honors if he/ she

- a. is eligible for B. A. degree
- b. obtains a minimum weighted GPA of 3.3

Second Class (Lower Division)

A candidate shall be awarded Second Class (Lower Division) Honors if he / she

- a. is eligible for B. A. degree
- b. obtains a minimum weighted GPA of 3.0

AWARD OF HONORS DEGREE (B.A. IN COMMUNICATION STUDIES/ B.A. IN LANGUAGES)

To eligible for the Special Degree in B.A. in Communication Studies/ B.A. in Languages a candidate should,

- a. be eligible for a Diploma in Arts.
- b. obtain grades of 'C' or better in course units in third and fourth years of study aggregating 60 credits.
- c. obtain a minimum weighted GPA of 2.0
- d. complete the relevant requirements within a period of six

academic years.

AWARD OF CLASSES (HONORS DEGREE)

A candidate may be awarded a class if he/she has completed the 120 credit units within the period of four academic years. If a candidate fails one or more course units and still completes these units within four academic years, he /she is eligible for a class.

First Class

A candidate shall be awarded First Class Honors if he / she

- a. is eligible for B. A (Hons) degree.
- b. obtains a minimum weighted GPA of 3.7

Second Class(Upper Division)

A candidate shall be awarded Second Class (Upper Division) Honors if he/ she

- a. is eligible for B. A. (Hons) degree
- b. obtains a minimum weighted GPA of 3.3

Second Class (Lower Division)

A candidate shall be awarded Second Class (Lower Division) Honors if he / she

- a. is eligible for B. A. (Hons) degree
- b. obtains a minimum weighted GPA of 3.0

EFFECTIVE DATE OF THE DEGREE

The effective date of the degree shall be the last date of the final year written paper examination or Viva - Voce examination whichever comes last.

INTERNSHIP JOURNALISM PRACTICUM

The fourth year Special Degree Students are being send to the selected Print Media/Electronic Media organizations to fulfill the requirement for practical training of 'Journalism Practicum' subject. The emphasis during this practical training period is to provide students with hands on experience in the areas of

news writing, reporting, editing, page making, layout designing, advertising, marketing, circulation and printing technology in print media or programme and news and programme productions through pre-production, production and post-production phases in electronic media.

The Organizations where training is provided falls into two categories:

Daily papers / Weekly papers – English

Television Channels / Production Houses - English

Students shall undergo the practical training under an External Supervisor who is a permanent employee holding an executive position (Print Media - Editor, News Editor or Senior Sub Editor, Electronic Media – Channel Chief, Programming Head, Senior Executive Producer, Director - Training) in the organization with at least five years of experience.

THE TRAINING REGULATIONS

- On request made by students' placements are generally organized by the Department. However, students are allowed to find their own placements provided that placement satisfy the requirements of the Department. In case of such arrangements, prior approval has to be obtained from the Department.
- Students are required to submit their applications for placements/requests for approval of private placements on or before dates stipulated by the Department.
- Students are not allowed to leave the training organization except in a case where prior approval of the Department has been obtained.
- Submission of fraudulent training records will lead to an extension of the training period, re-commencement of training or / and any other disciplinary action deemed to be necessary as decided by the Department.
- The training period shall be extended (extent to be decided by Department on

a case-by-case basis) in the following situations:

Student leaves the training organization without obtaining the prior, approval of the Department.

Student applies for a placement through the Department but fails to accept the Training organization specified for him / her by the Department.

Student fails to provide the Department with full particulars of his / her training where the training placement has been secured by him / her.

Student conceals the fact that he / she has found and has undergone training where the training placement has been secured by him / her.

DOCUMENTATION AND SUPERVISION OF TRAINING

Students who are undergoing practical training is required to maintain an Internship Record Book where details of work had done have to be recorded on a daily basis. Such records have to be reviewed and approved by the Supervisor. Further, students are required to prepare summary for two weeks, which will also be reviewed and approved by the Supervisor. These records should be submitted to the Department or Internal Supervisor on second and forth Fridays of the month.

Students shall obtain the internship Training Record Book issued by the Department for documentation purposes of their training. This book is a property of the department and is not transferable.

EVALUATION

A student is required to cover a minimum of three months of practical training in order to complete this component. Arrangements will be made to have the lectures for other subjects before or after the internship-training period.

Students are required to submit the 'Training Evaluation Form' together with certified copies of summaries at the end of training period on a date stipulated by the Department. The Training Evaluation Form should be duly completed by

the student and approved by the Supervisor.

Evaluation criteria

Assessment by the External Supervisor

Attendance	10%
Performance	20%

Assessment by the Internal Supervisor

Performance	30%
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Assessment by the Department

Interview / Viva voce	<u>40%</u>
	<u>100%</u>

TIME FRAME

Students select the appropriate Print Media/ Electronic Media Institution (must be an English paper or English Channel or Production Houses – Programmes in English) by their own efforts and submit the letter of acceptance as an Internee from the institution to the Department. According to the letter of acceptance, Head of the Department may grant the permission to start the Internship.

1st Month	First two Weeks	Start the Internship training programme
	Fourth Week	Submit two weeks Diary for the approval of Internal supervisor (Fourth Friday of the month)
2nd Month	Second Week	Submit two weeks Diary for the approval of Internal supervisor (Second Friday of the month)
	Fourth Week	Submit two weeks Diary for the approval of Internal supervisor (Fourth Friday of the month)
3rd Month	Second Week	Submit two weeks Diary for the approval of Internal supervisor (Second Friday of the month)
	Fourth Week	Submit two weeks Diary for the approval of Internal supervisor (Fourth Friday of the month)
Interview/ Viva voce		

INTERNSHIP – B.A. IN LANGUAGES

Course Description

The module is intended as an overview and consolidation of the basic principles and practices of English, together with a critical discussion of the application of these to students' own experience, both past and future. Therefore, the students are arranged to spend 15 weeks in a place of work of their choice, 4 days a week and under the supervision of a mentor appointed from the work place. During this period five of their lessons are observed by a senior teacher appointed at the respective place using a standard observation checklist. The observers function here to a large extent as a coach. The observers present reports on the students' performance in the respective category of work. On the basis of these reports presented at the end of each fortnight the students are enabled to improve their expertise.

Expected outcomes

While working in a place of work with a clear monitoring of their performance, the participants will demonstrate;

- The ability to reflect critically on their own, their peers' and synthetic working situations in the light of new concepts and course input
- The ability to identify relevant sources, evaluate them and to use these appropriately in their studies
- The ability to engage in independent study and group/pair work (involving personal skills in relation to others), including the presentation of materials for group and class discussion.
- Study skills associated with data collection and researching, digesting, selecting, and planning, writing and presenting an assignment,
- Skills associated with self-management and task achievement, meeting deadlines, problem-solving, metacognitive awareness (through, for example, self-evaluation, monitoring of performance and success in communication)

- Practical abilities in the use of language.

Evaluation criteria

Assessment by the External Supervisor

Attendance 10%

Performance 20%

Assessment by the Internal Supervisor

Performance 30%

Assessment by the Department

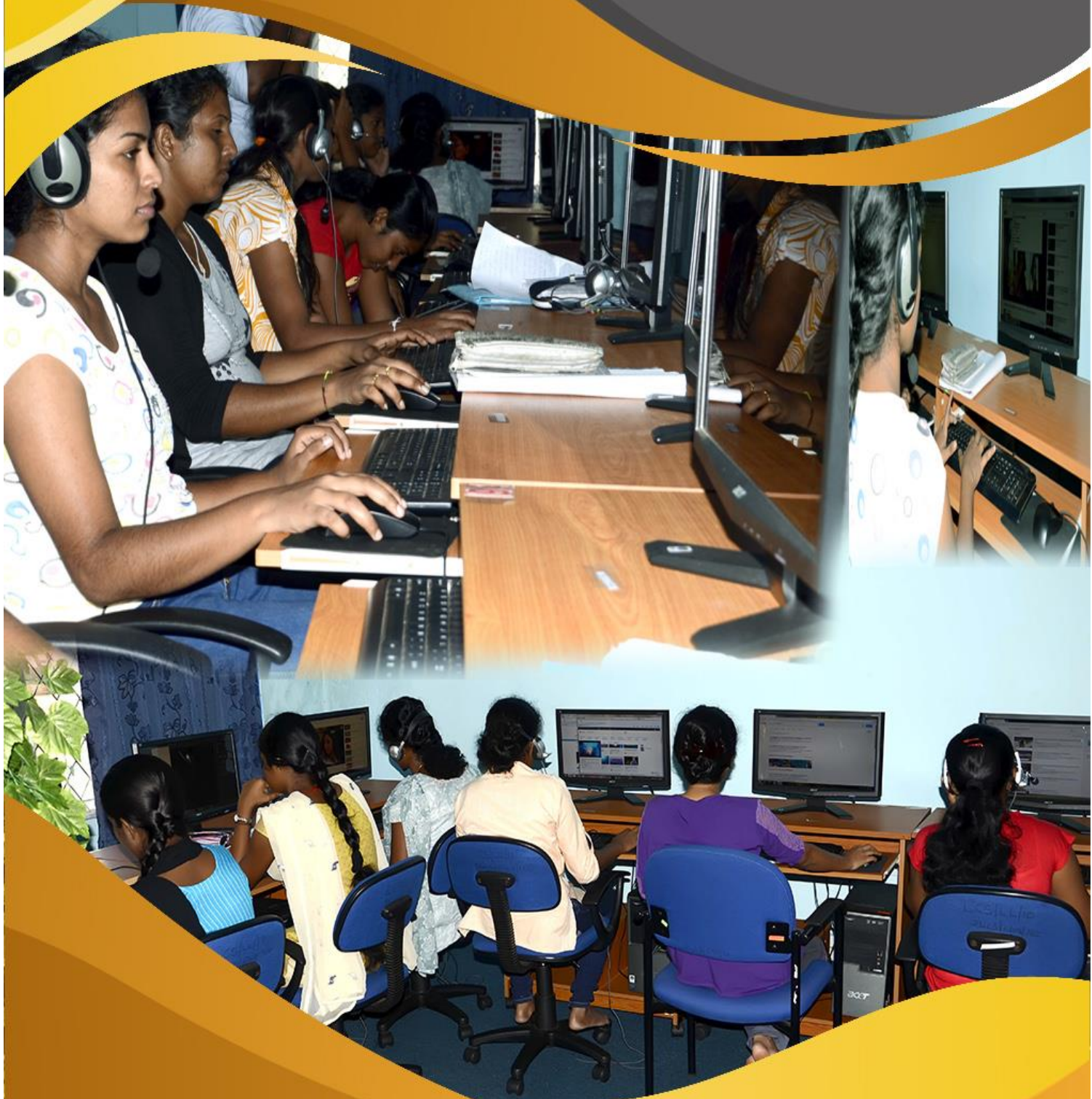
Interview / Viva voce 40%

100%





DEPARTMENT OF INFORMATION TECHNOLOGY



Department of Information Technology



Head of the Department
Dr.J.S.Rohan Savarimuttu
Senior Lecturer Gr II
Ph.D., in English Literature
M.Phil in English Literature, Madurai Kamaraj University, India
M.Sc., in Religion and Philosophy
M.A., in English Literature
B.A., in English Literature
(P.G.D.I.M) (P.G.D.H.E) (D.I.M) (C.T.E)



Ms. Priscilah Nivetha Arulnesan
Lecturer (Probationary)
Masters in Computer Science (PGIS, UOP)
B.Sc (Hons.) in Information and Communication Technology (VCUOJ)



Ms. Ligitha Sakthymayuran
Demonstrator (Temporary)
Reading M.Sc in Computer Science (UOP)
B.Sc. Hons in Computer Science (UOJ)



Ms. Prasanth Keerthana
Demonstrator (Temporary)
B.E. in Computer Science and Engineering
(Sathyabama University, Chennai, India)

Certificate in Information Technology Programme for the Arts/Humanities undergraduates, to improve employability by enhancing IT Skills

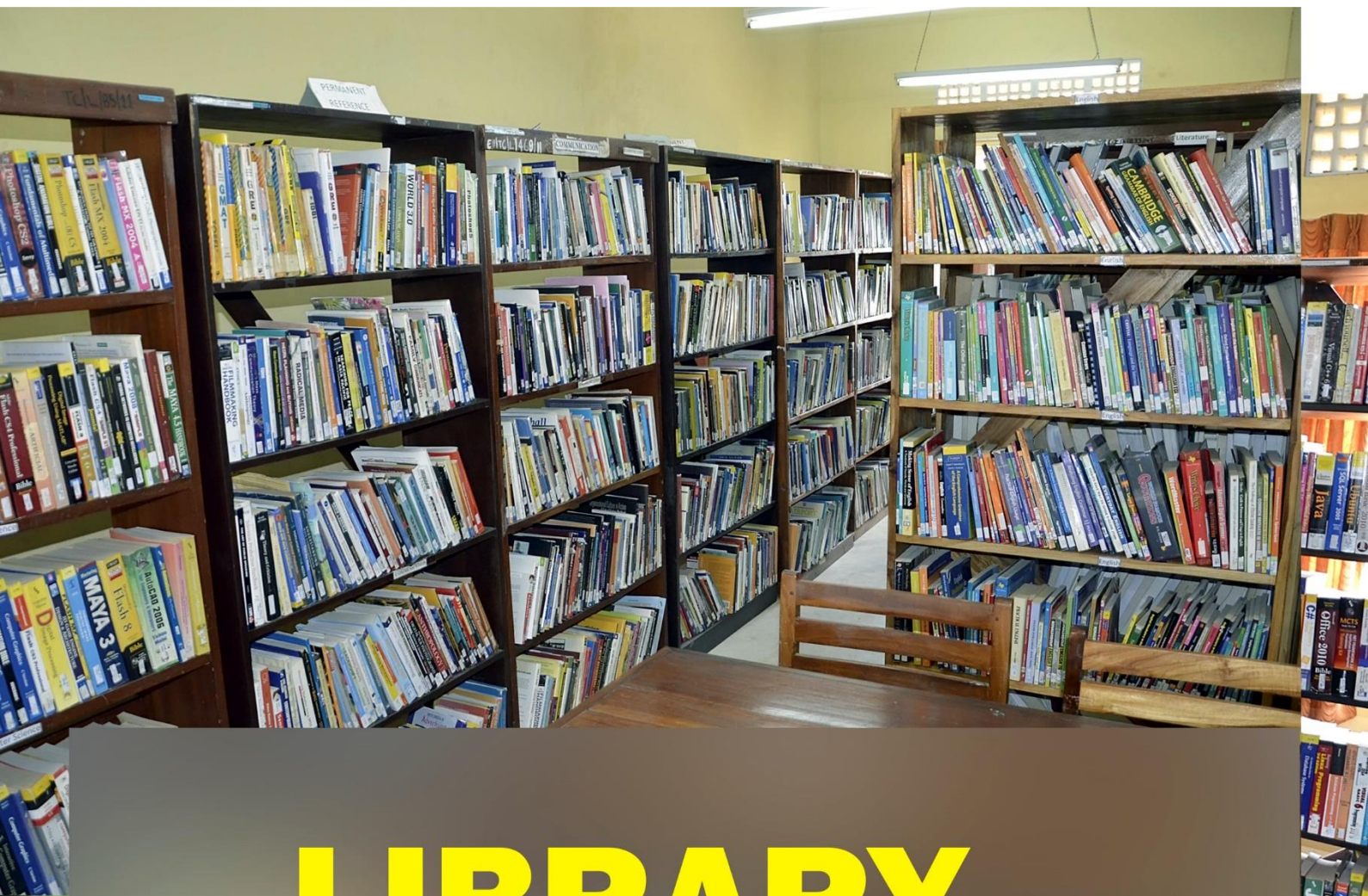
Introduction

University Grant Commission has been very keen on enhancing Information Technology (IT) knowledge and skills of the Arts / Humanities undergraduates in order to improve their employability. In part to this, suitable measures have been taken by University Grant Commission to establish IT departments and IT labs in the Faculty of Arts and Humanities of the all-state Universities. Further, UGC facilitated the all-state Universities to have the Certificate in Information Technology which is part-time course for the Arts / Humanities undergraduates, in accordance with the proposal on improving their employability of them.

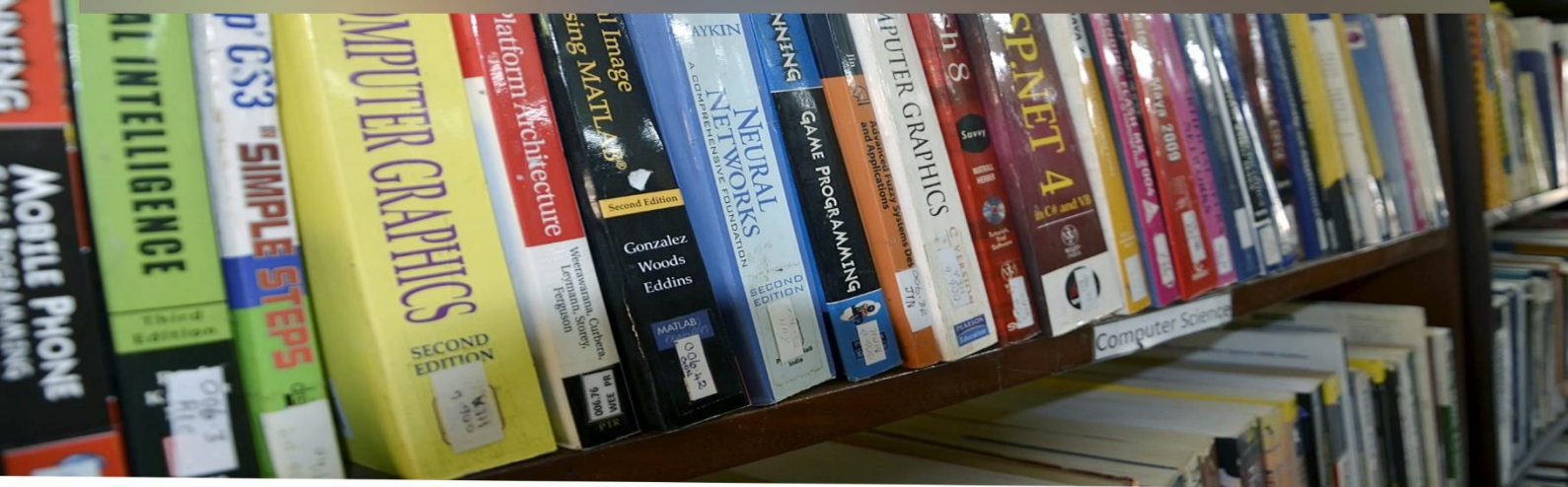
The Certificate in Information Technology Programme offered by the SLASSCOM. It is commenced from the first year - second semester. It is to be taught by the Department of Information Technology, Faculty of Communication and Business Studies and the examinations will be conducted SLASSCOM.

Aim of the Programme

The Certificate in Information Technology Programme aims to provide IT knowledge and skills to Arts/Humanities undergraduates in order to improve their employability. In this regard the target audience will be as for now the learners who follow B.A., in Languages and B.A., in Communication Studies.



LIBRARY



TRINCOMALEE CAMPUS LIBRARY

INTRODUCTION

In 2008 the Library was relocated from the Trincomalee town to Konesapuri. The new four-story building was opened on 19th May 2017. Online Public Access Catalog service was established for users in the year 2018 and e-Library service also was established for users.

VISION

The Library is engaged in learning and discovery as essential participants in the educational community. We develop, organize, provide access to and preserve materials to meet the needs of present and future generations of students and scholars.

MISSION

The Library strengthen and enhance the teaching, research and service of the University. The Library promote intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance

OPENING HOURS

Permanent Reference Section

- 8.30 am to 6.00 pm (Monday to Friday)
- 8.30 am to 4.30 pm (Saturday)

Lending Section

- 8.30 am to 3.30 pm (Monday to Friday)

Scheduled Reference Section

9.00 am to 3.45 pm (Monday to Friday)

Periodical Section

8.30 am to 4.00 pm (Monday to Friday)

e- Library

8.30 am to 4.00pm (Monday to Friday)

UPCOMING SERVICES

1. Audio Visual Lab with Digital Lab software to support students English Language, Aptitude and Carrier skill.
2. Seminar Hall for Students and Staff (PRN placed for furniture)
3. Research Area for Academic staff
4. SMS alert service for students and staff.

SERVICE AVAILABLE

1. Online Public Access Catalog
2. e- Library
3. Photo copy service (On Contract)
4. 24 hours Study Hall allocated for students.
5. IELTS service established.

Total floor area of the Library is **6689.02 Sq. Meter**

Mrs. V. Suthaharan	Senior Assistant Librarian
Mrs. K. Sivalingam	Assistant Librarian (Probationary)
Mr. K. Senthuran	Library Information Assistant (Gr-II)
Mr. S. Prapaharan	Library Information Assistant (Gr-III)
Mr. S. Rubakumar	Library Attendant (Gr-II)
Mr. T. Kugesh	Library Attendant (Gr-II)
Mr. K. Janarththan	Library Attendant (Gr-II)
Mrs. B.M.C.M. Balasuriya	Library Attendant (Gr-II)

EXAMINATION RULES

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper but shall not enter the hall until he/she is requested to do so by the supervisor.
2. A candidate is permitted to carry into the examination hall only the pen, pencil and eraser. All other material/ documents will be considered as unauthorized, and it is an offence.
3. On admission to the hall, a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instruction of the supervisor.
4. Candidates shall maintain silence from the entrance until they exit from the examination hall.
5. Candidates shall not be permitted to communicate with other candidate any means during the examination.
6. A candidate shall not be allowed entering examination hall after 30 minutes of the commencement of the examination and allow leaving the examination hall before 30 minutes to the closure of the examination. However, candidate shall not be permitted to leave the examination hall 15 minutes prior to the closure of the examination.
7. A candidate shall have his/her student record book/student identity card/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled, if he/she does not produce the student record book/ student identity card/admission card when requested to do so. The student's identity


should be clearly visible during the time of the examination.

8. A candidate shall not have on his/her person or in his/her cloths or on the admission card, timetable, student record book/student identity card, any notes, signs of formulae, etc., except those item that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the supervisor/Invigilator.
9. No candidate shall copy or attempt to copy the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person.
10. If any candidate was found to have copies from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.
11. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answerscript or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself. This section, however, does not apply to group project of students.
12. A candidate is permitted to bring authorized materials only.
13. Examination stationary (I.e. writing paper, graph paper, ledger paper, precise paper etc.) will 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, folder or otherwise mutilated. No papers other than those supplied to him/her by the supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk. All material supplied whether used or unused other than the answer scripts, shall be left behind on the desk and not removed from the

examination halls.

14. Every candidate shall enter his/her Index Number at the appropriate place on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/her script an Index number other than his/her own is liable to be considered as having attempted to cheat. The supervisor/Invigilator has the authority to check the answer scripts of the candidate. A script that bears on Index Number or an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer scripts.
15. All additional work such as rough work, calculation shall only be done on the additional script given by the supervisor or invigilator at the time of examination. Otherwise, it shall be treated as examination offence.
16. Any answer or part of the answer which is not 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 the answer or answer that are not to be considered shall be neatly crossed out.
17. Candidates found copying, communicating with another candidate, or using any unauthorized materials may be expelled from the examination hall. A written report on the incident will be submitted by the invigilator through the invigilator through the supervisor to the examination offence committee.
18. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the invigilator, during the examination and immediately before and after it.



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19. 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 the other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
 20. Candidate shall stop work promptly when ordered by the supervisor/Invigilator to do so. If this instruction is not strictly followed, the supervisor / Invigilator has the authority to make an endorsement to this effect on the answer scripts.
 21. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any, reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.
 22. During the course of answering a question paper, no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant him permission to do so but the candidate shall be under his constant surveillance.
 23. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be impersonated by another person.
 24. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
 25. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as, soon as possible to the Dean of the relevant Faculty.

26. The supervisor/Invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. If such a candidate refuses to make to the Dean of the relevant Faculty.
27. No candidate shall contact any person other than the Vice-Chancellor, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar or the relevant Senior Assistant Registrar regarding any matter concerning the examination.
28. Every candidate shall hand over the answer script personally to the supervisor/Invigilator or, remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.
29. A candidate who has handed over his/her answer script shall under no circumstances be entitled to call it back.
30. Any candidate who wishes to leave the examination early must have their script collected by the invigilator before they leave their desk.
31. No candidate shall remove his/her or any other candidate's answer script from the examination hall.
32. Every candidate who registers for a course/course unit shall be deemed to have set the examination of that course/course unit unless he/she withdraws from the course/course unit within the prescribed period of dropping course/course units. He/she should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination, to the

Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the senate regulations.

33. When a candidate is unable to be present for any part/section of an examination of a course/course unit, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and the relevant senior Assistant Registrar immediately. This should be confirmed in writing with supporting document by registered post within two weeks.
34. A candidate will be eligible for honors if all requirements for the award of honors are met within the prescribed for the degree. However, candidates found guilty of an examination offence shall not be eligible for honors.
35. No candidate shall sit an examination of the course/course unit, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the dean of the relevant faculty.

Examination offences may be classified as follows:

- Possession of unauthorized documents
- Copying
- Cheating
- Removal of stationary.
- Disorderly conduct
- Impersonation
- Unauthorized assistance
- Aiding and abetting in the commission of above offences
- Other offence

Punishments

- * Any candidate who violates Examination Rule 08 shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examinations of the semester shall be cancelled and he/she shall be

prohibited from sitting any examination of this university for a period varying from 1-5 semesters.

- * Any candidate who violates Examination Rule 09 or 10 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of Five semesters.
- * Any candidate who violates Examination Rule 11 shall be deemed guilty of the offence of having cheated at the Examination and his/her candidature for the examinations of the semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1-9 semesters.
- * Any candidate who is detected removing examination stationary and other materials provided for the examination (Rule 13) shall be deemed guilty of an examination offence and his/her candidature for the examination of that semester shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of this University for a period of Three semesters.
- * Any candidate who violates any one or more of the rules in 12,18,29,20,21 and 22 shall be deemed guilty of the offence of the offence of disorderly conduct and his/her candidature shall be cancelled from the examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of Three semester.
- * Any candidate who violates Examination Rules 23 shall be guilty of the offence of impersonation and his/her candidature for the examinations of that semester shall be prohibited from sitting any examination of this University. Impersonator/s may also be liable to any punishment under the penal Code/Criminal Law. In the event of the impersonator is found to be the Graduate of this university, his/her degree shall be withdrawn.
- * Any candidate who violates Examination Rule 24 shall be guilty of an examination



offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period of 1-5 semesters.

- * Any candidate found aiding and abetting in the above examination offence shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.
- * Any other offence which is not covered in this section alleged to have been committed by a candidate and reported to the relevant authority by a supervisor/Examiner shall be inquired into and appropriate action taken.

Examination Offences committed by the Candidates.

- * There shall be an Examinations Disciplinary Committee of not less than 03 members of whom at least one member is from outside the Faculty to inquire into and make recommendation (including punishments) on examination offences reported to it.

Procedure

- * In all cases of violation of examination rules detected by the supervisor he/she shall take action as outlined in this section and forward his/her report to the Registrar.
- * In cases of disorderly conduct, the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the Examination. Where the candidate persists in unruly or disorderly conduct and the supervisor is of opinion that it was creating a disturbance in the conduct of the examination shall exclude the candidate from the examination hall and issue him/her a letter with the copy to the relevant Dean/Senior Assistant Registrar/Assistant Registrar, canceling his/her candidature from the

examination.

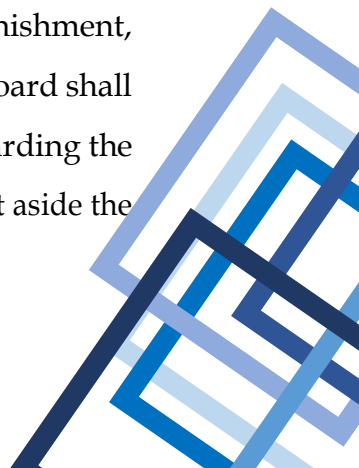
- * In all other cases of examination offences detected. The supervisor shall send a report to the relevant Dean along with any materials taken into custody. Materials taken into custody shall be authenticated by placing the signatures of the candidate and the supervisor/invigilator and the date, time and place of detection. The supervisor's report should be counter signed by one of the invigilators.
- * The Dean after preliminary inquiry shall place all reports of examination offences submitted by the supervisors for action of the relevant Examination Disciplinary committee for further action.
- * Supervisor, Examiner, head of Department, or any other official of the university who detects an examination offence, shall report the matter in writing to the Dean, who shall after preliminary inquiry submit his findings to the relevant Examination Disciplinary Committee for further action.

Final Decision

- * The punishment recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board for the decision shall be refers to the Senate for ratification.

Appeal Board

- * There shall be an Appeal Board, consisting of three members, appointed by the Vice-Chancellor to consider appeals regarding the decision referred to in section 5.0 above. any student on whom a punishment has been imposed may, within a period of 2 weeks from the date of communication to him/her of such punishment, appeal against such punishment to the Vice-Chancellor. The Appeals Board shall have the power to review the decision referred in section 5.0 above regarding the punishment imposed and may either affirm, vary as deem necessary or set aside the decision regarding the punishment



CAFETERIA OF TRINCOMALEE CAMPUS



CAREER GUIDANCE UNIT

Coordinator : Mr. V. Anputhasan

Phone : 0262227410

Email : rector@esn.ac.lk

Fax : 0262227411

Web : www.tc.esn.ac.lk

INTRODUCTION

Career Guidance Unit (CGU) operates under the direct observation of the Rector, Trincomalee Campus. The CGU of Trincomalee Campus was created in 2012 since then, the Unit has implemented numerous programmes to make the undergraduates aware of the employment opportunities available, the potentials expected by the employers and the way of obtaining the skills and the knowledge essential for responding to the job market requirements.

The Unit desires to build up continuous links with the private sector as well the government institutions to facilitate productive interaction between the undergraduates and such institutions. The undergraduates are assisted by the CGU to choose their future careers to suit their abilities, wishes and expectations. This is to be attained by means of enhancing the necessary attitude, motivation and the skills demanded by the organizations. The students could be able to develop the career related skills such as communication skills, leadership and teamwork skill, managerial skill, marketing and entrepreneurial skill.

VISION

- Improve the undergraduates' education to the highest attainable standard to satisfy the expectations of employers and productive employment opportunities, and to a high-quality living standard.

MISSION

- To make the undergraduates aware of the employment opportunities available and the qualities and the skills expected by the employers.
- To provide the additional qualifications and skills necessary for responding to the

labor market needs by improving their knowledge of specific issues, their positive attitudes and their practices/behavior.

OBJECTIVES

- To help undergraduates to choose and proceed on an optimal career path based on the students' ability, desire and available opportunities.
- To help undergraduates obtain an orientation to the employment sector and develop transferable skills such as effective communication skills, leadership skills, teamwork skills. So that they will become productive and efficient members of the work force.
- To liaise with private and public sector organizations to find out about existing job opportunities bring them to the notice of graduates and direct the most suitable applicants to such organization.

ORGANIZATIONAL STRUCTURE AND MANAGEMENT

- The CGU of Trincomalee Campus functions directly under Rector and the coordinator has been appointed to carry out the activities of the unit.

ACTIVITIES

- Transition from School to University.
- This will be targeted to enable the target group to view and approach the University education system differently.
- Effect of Drug abuse
- The programme will make aware of the consequences of drug abuse in future and punishments for consuming.
- Gender and social behavior
- Human rights and ethics
- Leadership Programmes
- Student Charter
- Sharing professional experience
- Sports Education
- Nonviolence communication
- Basics on spoken Sinhala and Tamil languages

PHYSICAL EDUCATIONAL UNIT

Coordinator: Mr. P. Krishnaprabu

Physical Education Instructress: Gamage Thushara Sankalpana Jayasekara

Phone: 0262227317

Email: coordinator.peu.tc@esn.ac.lk

INTRODUCTION

The trincomalee campus physical education unit was established in November 2016. The formulation of sport programs for Campus students, training of sportsmen and sports women for sport items and the organization of sport events are the main functions of the Physical Education Unit.

The Physical Education unit organizes the following activities:

- Inter faculty Fresher's championship
- Inter faculty Fresher's-Senior's championship
- 3 Inter Faculty championship
- (Invitees /Open) university games
- Leadership program
- Lifesaving program

Apart from above events, Physical Education Unit provides individual gym schedules and training sessions for students. In addition, friendly matches, inter university games, Combined University team games are conducted. The Inter University Sports Festival organized by a few universities is held every year and the Mini Olympics is held every three year, organized by a single university. Also National Championship tournaments and World University Games tournaments held once in two years.



COLOURS AWARDS

At the end of each year, a Colours Award Ceremony will be organized by the Physical Education unit of Eastern University, Sri Lanka and the Sports Council. Sportsmen and sportswomen who reach the required standard under the approved criteria will be awarded Colours with the approval of the Advisory Board. The criteria for these awards and further details can be obtained from the Physical Education unit.

CONTACT PERSON



Coordinator
Lieutenant P. Krishnaprabu
B.P.Ed, CSJM University,
India)
Dip. In Exercise and Sports
Science, (UoP)
Dip. In Sports Science
(NISS)
Trained Physical Education
Teacher (Government
Teachers College)





Future Development of Trincomalee Campus

The Trincomalee Campus follows proper strategic Plans to provide the quality Education and friendly Environment to the undergraduate Students. Our short- and long-term goals always focus on green approaches. The long-term goal of the Campus is to become a Green Residential University, including following five faculties: namely, Faculty of Business Studies, Faculty of Languages and Communication Studies, Faculty of Applied Studies, Faculty of Siddha Medicine and Faculty of Marine Technology.

The Campus improves the standard of the education through the introduction of new degree programmes such as: B.Sc. Marine and Off-shore Technology, B.Sc. Maritime Sport Science and Recreation Technology, B.Sc. Coastal and Marine Assets and

Facilities Management, B.Sc. Naval Architecture and Ship Building, B.Sc. Coastal Resource and Environment Management, B.Sc in Tourism and Hospitality Management and B.Sc in Oceanography and Atmospheric Physics.

Not only the academic activities, but also Trincomalee Campus focuses on extracurricular activities too. Therefore, we are working on volleyball and netball court design and implementation process.

In future, newly designed green infrastructure will incorporate with the future University and it increases the aesthetic value of the surrounding environment.