SUBJECT REVIEW REPORT

DEPARTMENT OF MATHEMATICS

FACULTY OF SCIENCE
UNIVERSITY OF COLOMBO

22nd to 24th October 2007

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1. SUBJECT REVIEW PROCESS

Subject review evaluates the quality of the student learning experience at programme level. It is about management and assurance of quality at programme, rather than institutional level. Internal evaluation of the quality of education at subject level is normally part of a university's quality assurance scheme.

Key features are:

- Peer review by academic staff with significant experience as subject practitioners
- Completion of an analytical self-evaluation document covering programmes being reviewed
- Provision of documents such as: examples of student work, student handbooks, statistics covering student progress and achievement, external examiners' reports minutes of subject committees
- Observation of teaching
- Discussions with subject staff to discuss statements made in the self-evaluation and supporting documents provided by staff delivering the subject
- Discussions with support and administrative staff concerning university quality assurance and resources matters. Discussions with students to obtain their views
- Observation on the quality of the learning experience in their programme of study

2. BRIEF HISTORY OF THE UNIVERSITY, FACULTY AND THE DEPARTMENT

The Review Team found the following information from the Self Evaluation Report and department presentation.

The University of Ceylon was established on July 1, 1942 by the Ceylon University Ordinance No 2 of 1942. The nucleus of the University was formed by incorporating into the University the two Colleges of university rank, the Ceylon Medical College founded in 1870 and the Ceylon University College founded in 1921.

The Ceylon University College was formally opened under the direction of Mr. E. Evans, Acting Director of Education, on January 24, 1921. In the first year, courses were offered for the training of secondary school teachers as well as for the London Intermediate and Final Examination in Arts and Science. At the end of year 3, students sat the London B.Sc. Examinations.

At the beginning of the 2nd academic year, 1921-1922, The College consisted of 5 professors, 3 lecturers and 4 visiting lecturers, two of whom were lecturers in Mathematics. In 1922, the staff was increased and included a Professor in Mathematics and two lecturers in Mathematics and Honours Classes were introduced in 4 subjects, one of which was Mathematics. During this period, the Science classes were held in the Government Technical School and the Arts classes were held in College House

The academic staff of the Department of Mathematics at the period from 1942 consisted of well prominent mathematicians, Prof. F. H. V. Gulasekeram, U. D. R. Caspersz, S. Nadarasar and Prof. C. J. Eliezer.

The University of Ceylon when established in 1942 as a fully-fledged degree granting university, functioned at the premises of the University College in Colombo.

The University of Colombo came into existence on October 1, 1967. At that time, the existing Faculty of Science was renamed the Faculty of Natural Science and comprised of two sub-faculties, namely, Physical Science and Biological Science.

In 1968, a Statistical Unit was created under the Department of Mathematics with the purpose of introducing Statistics into the undergraduate curriculum and providing consultancy services to various Research Institutes, the Central Bank, etc.

In 1981, a Computer Centre was established. The Centre expanded the undergraduate curriculum on computing. The Statistical Unit and the Computer Centre were part of the Department of Mathematics until the Department of Statistics and Computer Science was formed in 1985.

The Department of Mathematics has been an integral part of the University system since its inception. Until 1967 when the University of Colombo was formed, the Department of Mathematics served both the Science and the Arts Faculties. Mathematics Honours Classes were held from as early as 1922. The department has been housed in the central building of the University, the old Royal College building, since its take over in 1923.

Vision

To be a department that is recognized nationally and internationally as a centre of excellence in teaching and research in Mathematics at the undergraduate and graduate levels.

Mission

To deliver high quality undergraduate, graduate and professional programs in Mathematics, and produce graduates and post-graduates who can think critically and mathematically.

3. AIMS AND LEARNING OUTCOMES

3.1. Aims

The Department of Mathematics strives to design its curricula and organize its services and activities to realize the full potential of the mathematical ability of its students and staff.

The department's main aim is to:

- Develop and enhance students' problem solving skills and nurture critical mathematical thinking
- Highlight the rigor and nurture Logical and abstract mathematical thinking, working with axioms and definitions
- Highlight the applicability of mathematics, teach interpreting and analyzing numerical and graphical data, modeling real world problems and solving them, using mathematical software and computer applications
- Provide a deep knowledge of theory and problem solving skills in key areas of Mathematics and do research at the undergraduate level
- Improve presentation skills in mathematics and working in a group and provide opportunities to pursue careers in banking, insurance, and financial sectors

- Inspire teaching that stimulates interest in Mathematics and enhances the confidence and communication skills of students, is lively and responsive to the students' needs, and encourages students to think and go beyond the class room to widen their mathematical scope
- Provide services and activities that discover mathematical talent at school level students and contribute to national development to improve the teaching and content knowledge of mathematics of school teachers and professionals
- Provide career guidance and training to help the students to pursue postgraduate studies in mathematics

3.2. Learning Outcomes

On successful completions of the departments' programmes students will be able to

- gain basic knowledge of theory and problem solving skills in Pure and Applied mathematics
- have a good knowledge in key areas of Business, Finance and Computational Mathematics and have an interest in reading and research in applications of mathematics,
- join postgraduate programs in Business, Finance and Computational Mathematics of world repute without deficiencies, or pursue careers in banking, insurance, and financial sectors.

4. FINDINGS OF THE REVIEW TEAM

The Review team visited the Department of Mathematics of the University of Colombo on three days from 22 to 24 October 2007. The agenda for the visit is attached herewith (Annex 1). In this section we will summarize our findings in each of the eight aspects highlighted by the Committee on Quality Assurance as the most important areas for review at the subject level. Also we will give a judgment on each aspect based on the self evaluation report and the evidence we gathered during our visit.

This includes

- discussions with the
  - Dean of the Faculty of Science,
  - Head of the Department of Mathematics,
  - members of the academic, academic supportive staff and non-academic staff,
  - Academic advisors and Special Degree Programme Coordinators and
  - groups of undergraduate students,
- observation of the facilities in the Department/Faculty/Library,
- inspection of documents provided by the department, and
- observation of lectures and practical classes

Each of the eight aspects was judged as good, satisfactory or unsatisfactory. In making these judgments the review team considered the strengths, good practices and weaknesses in each aspect.

4.1. Curriculum Design, Content and Review

The Faculty of Science has gone through a major curriculum revision in 2002. It has converted from a "Term System" to a "Semester System". English has been selected as the medium of instruction and Computer Science has been introduced as a subject for all students of the faculty and the number of subject combinations and courses taught have been increased. New special degree programmes also have been introduced. A GPA based system has been introduced to evaluate the academic performance of undergraduate students. With the initiation of the new Industrial Statistics and Financial Mathematics programme, the Department has expanded its curriculum.

All course units offered by the Department of Mathematics are based on the credit system practiced by the Faculty of Science. One theory credit comprises of 15 hours of lectures and 1 practical credit comprises of 30 hours of practical class hours. The academic year is divided into two semesters and each consists of 15 weeks duration.

The Pure Mathematics courses offered to the students during the first three years enable them to develop their analytical thinking and logical writing skills. The Applied Mathematics courses form the knowledge base for various applications in Financial Mathematics, Physics and other scientific areas. Some of the Applied and Pure Mathematics courses conducted by the department also provide students with a deeper understanding of material taught at the A'levels and are essential for those who plan careers as GCE A/L Mathematics teachers.

The Department presently offers three special degree programs – The Special Degree in Mathematics, the Special Degree in Finance, Business and Computational Mathematics and the Special Degree in Mathematics and Statistics with Computer Science. Students following the special degree programs must complete a minimum of 120 academic credits (30 credits per year) with an average GPA of 2.0 or above and pass 4 enhancement credits for graduation. Those who do not fulfill this criterion but satisfy the requirements for the General Degree may opt for a General Degree.

Students who wish to be selected for the 4-year special degrees are required to obtain C grades for a minimum of 40 credits during the first two years. Selection for the special degrees will be based on the grades obtained for the core course units in the relevant subject areas in the first two years of the study. The degree offered, student intake, eligibility criteria and selection criteria for the available special degrees are given below.

Mathematics / Finance, Business & Computational Mathematics
Student Intake: 12
Eligibility: Overall B for each of AM and PM core course units
Selection Criteria: Total mark obtained for AM and PM core course units taken together

Mathematics & Statistics with Computer Science
(Joint Special degrees with strong computer science components offered by the Faculty of Science together with the University of Colombo, School of Computing)
Student Intake: 10
Eligibility: Overall B for each of ST, AM and CS core course units & at least C grades for PM 1001, PM 2001 and AM 1005
Selection Criteria: Total mark obtained for ST, AM and CS core course units

Students who follow the Special Degree programmes are required to complete a research project, write a report and make an oral presentation in their final year. This process encourages creativity, independence of thought, the application of theory in practical situations and development of research skills, and also helps students improve their writing and presentation skills. The research project is conducted under the guidance of senior academic staff members.

Students must complete a minimum of 90 academic credits (30 per year) with a GPA of 2.0 or above and pass 4 enhancement credits to graduate with a General Degree.

The Department of Mathematics has implemented several measures to maintain and improve the quality of the curriculum. The creation of the Special Degree in Finance, Business and Computational Mathematics in 2001 has been a result of the continuous review of the Mathematics curriculum by the department. This programme has been introduced in response to the national and global trends in the job market. The initiation of the new Industrial Statistics and Financial Mathematics stream has also been a result of the department's commitment to progress, and courage to venture out into new mathematics related areas in keeping with current trends. Many new courses that include the use of computers have been introduced during the recent years.

The Faculty and Department encourage the use of the English Language by conducting all the lectures and tutorial classes in English medium. Student oral presentations are also done in English.

Students have the opportunity to follow enhancement course units that are offered during the first and second years of study. Life Sciences and Basic Biotechnology are offered to physical science students. Students are given the choice of being exempted from some of the enhancement course units if they opt to sit for the final exam directly and pass it.

In addition, students are allowed to obtain up to a maximum of 2 enhancement credits by participating in various sports activities/events from year 1 onwards (ANNEX A7).

Communication Skills, Sports, Computer Applications and Career Development are identified as enhancement course units during the third year.

According to the information available at the faculty handbook, the students are required to obtain the department's permission to follow one of the important course unit – Mathematical Software and Programming (AM3001). It seems that the lack of computer laboratory facilities restricts the number of students for this course unit.

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as GOOD.

4.2 Teaching, Learning and Assessment Methods

It was observed that all lectures in degree programmes are conducted by Senior Academics and probationary lecturers. Multimedia facilities are rarely used by the lecturers. Handouts are provided to students for almost all lectures and practical classes. It was observed that properly constructed "chalk and talk" system is operating with an efficient manner.

In general tutorial classes are conducted in small groups. It is observed that student teacher interaction at some lectures was minimal.

Final year Mathematics Special Degree research projects are done as groups in pairs but reports are written individually.

All examination papers are moderated and answer scripts are second marked by the staff members of the department. The review carefully observed the examination system in the department and found the following details:

- The department has an examination coordinator
- Examiners should sign a disclaimer for each question paper set by them.
- Model answers are given to moderators
- Marking schemes are provided to second examiner
- Examiner should visit the examination hall on the day of the day of the exam and spent half an hour and sign three copies of three question papers after correcting them if necessary and hand over them to the supervisor
- In MCQ papers secret codes are used to label the versions

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as GOOD.

4.3. Quality of Students, including Student Progress and Achievements

The z-score of the students who enter the university for the physical science degree streams have secured the highest z-score when compared with other universities according to the information found from the department's presentation.

The Special Degree in Mathematics has been offered by the department since 1922. Students graduating with Honours under this programme have been able to obtain positions in good foreign universities to pursue postgraduate studies. Students graduating with a Special Degree in Mathematics have also found good employment in government/private sectors sometime before they receive their final results.

The review team had an opportunity to observe one student presentation and the review team was of the opinion that the student has taken every possible effort to give a good presentation. It is also observed that the supervisor has guided the student by proper understanding of the problem.

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as GOOD.

4.4. Extent and Use of Student Feedback

Individual lecturers are supposed to offer the opportunity to the students for voluntary student evaluation of course units and teaching. However, the Review Team found only a few number of students evaluation attempts. The Review Team also found that many of the students are not aware of the student feedback forms.

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as SATISFACTORY.

4.5. Postgraduate Studies

At present the department of mathematics does not offer any postgraduate programmes. Research done or supervised by the senior academic staff at the postgraduate level has been very minimal. Only one MPhil Degree completed and one submitted under the supervision of two staff members at the department.

The Department has obtained the Senate (301st meeting held in July 2007) approval to initiate Postgraduate Diploma in Mathematics Education/MSc in Mathematics Education. The reviewers encourage the staff members to develop the curriculum to implement the approved programme.

There is a complaint made by the department about the lack of research journals and environment to carry out research activities at postgraduate level. Review team is encouraging the staff members to find out of possibilities of obtaining the required journals or the journal articles through the library. The Review Team found that computing facilities available at the department for the staff for research activities is limited. The minimum involvement of the senior staff members in supervising research students/projects leading to research degrees is seen as a weakness and the Review Team would like the authorities to encourage them by providing necessary facilities for those staff members.

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as UNSATISFACTORY.

4.6. Peer Observation

The permanent academic staff members have been assigned to monitor courses taught by junior or temporary lecturers by going through the lecture notes as well as by attending lectures and suggesting improvements. A supervisor's questionnaire regarding the course and teaching has been designed for the above purpose and the department has initiated the use of above questionnaire to maintain the quality of the course units conducted by the junior/temporary staff members. The questionnaire is given in Annex I.

The syllabuses of new course units, upon being drafted by members of the department, are circulated among the academic staff for comments and then discussed and finalized at a departmental meeting before being submitted to the Faculty Board for approval.

All examination papers are moderated and second marked by academic staff members of the department.

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as SATISFACTORY.

4.7. Skills Development

Students' IT skills are developed from the first year onwards at both the faculty and department levels. The IT programme of the Faculty aims to provide students with a broad and general training. The Department of Mathematics builds on this base. Students are taught to solve mathematics problems using symbolic mathematical software. The Financial Mathematics courses conducted by the Department use advanced properties of spreadsheet applications and mathematical software, making sure that students gain excellent proficiency in IT. In addition, students are required to develop programmes using popular programming languages in courses such as Discrete Mathematics and for their projects. This enhances the IT skills of the students.

Students' communication skills are developed by various methods. Students who follow Special Degree Porgrammes (Mathematics Special students and Finance, Business and Computational Mathematics) are required to write a report on their research project. This helps students enhance their writing skills.

Special degree students in Finance, Business and Computational Mathematics are required to find their final year projects from the financial and industrial sectors of the country. This necessitates communication with private sector professionals in English which enhances their communication skills. These projects are most often conducted in groups of two or three students. Hence students learn to share responsibilities and work as a team.

The final year project presentations are carried out in English. Students are expected to make a formal presentation of their projects. This improves their presentation skills. Students' presentation skills are also improved by regularly being called to the board to work out problems during lectures.

Special degree students are encouraged to take an active part in all programmes that are conducted by the Department of Mathematics. As an example, special degree students have been involved in conducting the Sri Lankan Mathematics Olympiad Competitions, and organizing the award ceremonies thereafter. Students are given the opportunity to take on responsibilities and develop their organizational skills in these situations.

Time management skills are developed in keeping to deadlines, especially in submitting project proposals and project reports.

The academic staff members of the department have been involved in creating a link between the Faculty of Science and the HR professionals Forum (HRP), to deliver two enhancement course units EC 2010 and EC 3010 on personality and career development to students of the Faculty of Science. These courses are taught by HR professionals and contain topics on career and personality development such as presentation skills, CV writing skills, team work skills, leadership skills, interview facing skills, corporate etiquette, attitude etc.

The students complain about the lack of facilities for them to work freely at the computer laboratories. The restriction of time for being in the university premises after 8.00 p.m. due to the security reasons of the country has restricted the time for using available computer facilities after hours.

Students were of the opinion that the three months intensive English course conducted to the new entrants is sufficient to follow the lectures in English Medium.

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as GOOD.

4.8. Academic Guidance and Counseling

The University has appointed senior academic staff members to act as student counselors to provide academic guidance and counseling.

All academic staff members have regular office hours during which time they are available to students.

The Department has appointed Academic Advisors and Special Degree Programme Coordinators who provide guidance to students regarding the curricula and courses conducted by the Department.

The Faculty Handbook that is published annually gives a detailed account of the academic activities of the Faculty and the Department. The Faculty website also contains information about the department and its activities. Further, the updates of department news and activities are made available to students through the website and department notice boards.

Sessions regarding the Department programmes has been organized for new entrants and students in the second year to provide guidance for decision making regarding courses to follow as well as which special degree programme to select.

The academic staff members have been recommending students the textbooks and other learning aids relevant to their courses. Most of textbooks recommended are available in the University Library. However students who follow financial mathematics complain that some of the recommended books are also not available at the library

Regular tutorials have been given for each course unit. These are discussed in tutorial classes (for groups) by the junior lecturers and tutors. Students have been encouraged to discuss problems with the staff outside the lecture and tutorial hours. Students have also been given the opportunity to meet tutors to discuss problems on academic matters.

Junior staff members have been encouraged to be available to students to provide them with academic advice and guidance by keeping regular office hours.

All senior staff members willing provide guidance for students towards higher studies and some members play an active role in giving career guidance advice to find suitable employment.

However, there is no student counselors appointed from the department for the faculty and the review team is of the view that there should be an equal distribution of student counselors

Considering all the above, the Review Team judged the Curriculum Design, Content and Review aspect as GOOD.

5. CONCLUSIONS

Based on the observations made and evidence gathered during the Review team visit, the eight aspects were judged as follows:

Aspect Reviewed	Judgment Given
1. Curriculum Design, Content and Review	Good
2. Teaching, Learning and Assessment Methods	Good
3. Quality of Students, Including Student progress and achievements	Good
4. Extent of student feedback, Qualitative and Quantitative	Satisfactory
5. Postgraduate Studies	Unsatisfactory
6. Peer Observation	Satisfactory
7. Skills Development	Good
8. Academic Guidance and Counseling	Good

The overall judgment is suspended

6. RECOMMENDATIONS

The Review Team would like to make following recommendations:

- Introduce mid-semester examinations, assignments, quizzes, class tests, etc. in order to have continuous assessments for all the course units conducted.
- Make the opportunities for having a Industrial Internship Programme for special degree students to strengthen the relationships with industry not only for giving opportunity for students but also for building up research and development activities of the university.
- Make arrangements to start Special degree programme in financial mathematics as soon as possible.
- Inclusion of some course units in management for Financial Mathematics degree programme with the help of visiting staff where necessary.
- Take steps to make available adequate number of recommended books specially in Financial Mathematics in the main library and the faculty library
- Start more collaborative research work at the department
- Take steps to start approved Masters degree programme in Mathematics education as soon as possible
- Improve the peer observation activities in order to make the staff members to have the opportunity to see their progress and to find out if there are some points where they have to improve.
- Student feedback should be obtained for each and every course unit

7. ANNEXES

Annex 1. AGENDA FOR THE REVIEW VISIT

Day 1 – October 22, 2007

- 08.30 – 09.00 Private Meeting of Review Panel with QAA Council Representatives (Staff Lounge)
- 09.00 – 09.30 Meeting with the Dean and Head of the Department (BR/Science)
- 09.30 – 10.00 Discuss the Agenda for the Visit (Head's Office)
- 10.00 – 10.30 Tea (Staff Lounge)
- 10.30 – 11.30 Department Presentation on the Self Evaluation Report (Computer Lab)
- 11.30 – 12.30 Discussion (Computer Lab)
- 12.30 – 1.00 Observing Teaching – Lecture AM 1001 (KGH)
- 13.00 – 14.00 Lunch (Staff Lounge)
- 14.00 – 14.30 Observing Teaching – Lecture AM 3005 (NBLT2)
- 14.30 – 15.00 Observing Teaching – Practical Class FM 1001 (Computer Lab)
- 15.00 – 15.30 Observing Teaching – Lecture PM 3056 (C22)
- 15.30 – 16.00 Observing Department Facilities
- 16.00 – 16.30 Meeting with Temporary Academic Staff (Staff Lounge)
- 16.30 – 17.30 Meeting with Undergraduate Students (Staff Lounge)

Day 2 – October 23, 2007

- 08.30 – 09.00 Observing Teaching – Lectures PM 1001 (PLT), PM 3054 (AC Room), & AM 4001 (Lab)
- 09.00 – 10.00 Meeting with the Academic Staff (Staff Lounge)
- 10.00 – 10.30 Tea (Staff Lounge)
- 10.30 – 11.00 Meeting with Non- Academic Staff (Department Office)
- 11.00 – 12.00 Observing Teaching – Lectures AM 2003 (CLT), AM 3050 (C22), & PM 4001 (AC Room)
- 12.00 – 13.00 Lunch (Staff Lounge)
- 13.00 – 14.00 Meeting with Special Degree Undergraduate Students (Staff Lounge)
- 14.00 – 15.00 Meeting with Postgraduate Students (Staff Lounge)
- 15.00 – 15.30 Meeting with Academic Advisors & Special Degree Programme Coordinators (Staff Lounge)
- 15.30 – 16.30 Meeting with Head and Staff for reporting (Staff Lounge)

Day 3 –October 24, 2007

- 09.00 – 10.00 Observe Documents
- 10.00 – 11.00 Observe Other Facilities
- 11.00 – 11.30 Observing Students' Presentation (Computer Lab)
- 11.30 – 12.30 Reviewers Private Discussion (Staff Lounge)

Annex 2. LIST OF TEACHING SESSIONS OBSERVED

October 22, 2007

- 1230-1300: AM1001 - Differential Equations I
- 1400-1430: AM3005 – Mathematical Methods
- 1430-1500: FM1001 – Financial Mathematics (Practical Session)
- 1500-1530: PM3056 – Real Analysis - I

October 23, 2007

- 0830-0900: PM3054 – Topology I
- 0830-0900: PM1001 – Calculus I
- 1030-1100: MS1002 – Linear Programming

October 24, 2007

- 1130-1200: AM4010 - Student Presentation

Annex 3. LIST OF FACILITIES OBSERVED

- Staff rooms
- Department office
- Staff Lounge
- Head's room
- Lecture halls
- Tutorial rooms
- Computer Laboratories
- Library at the Faculty of Science
- Main Library of the University
- Career Guidance Unit

Annex 4. REVIEW TEAM HELD MEETINGS WITH THE FOLLOWING GROUPS AND INDIVIDUALS

- Dean of the Faculty of Science
- Head of the Department of Mathematics
- Academic staff members of the department
- Non-academic staff members of the department
- Permanent Academic staff members of the department
- Temporary Academic staff members of the department
- Academic advisers
- Special Degree Programme Coordinators
- Groups of undergraduate students (General and Special Degree)
- Two Postgraduate students (One submitted thesis, One completed)

Annex 5. THE TEAM WENT THROUGH THE FOLLOWING DOCUMENTS

- Faculty Handbook 2007/08
- Copies of Lecture and Practical Handouts
- Copies of Tutorials
- Course Evaluation Forms
- Tutorial Evaluation Forms
- Supervisor's Evaluation Forms
- Moderated Question Papers
- Marking Schemes
- Mark Sheets with formulation of Grades
- Answer Scripts Marked by Examiners
- Minutes of the Departments' Academic Staff Meetings
- Two M.Phil. Theses
- Special Degree Project Reports

Annex 6. LIST OF ENHANCEMENT COURSES

Enhancement Courses

Year	Semester	Course Unit	Title	Credit value	Hours
1	1	EC 1001	English	3	45 L
		EC 1002	Basic Mathematics I	1	15 L
		EC 1004	Life Sciences I	1	15 L
		EC 1050	Sports*	1-2	30-60 P
	2	EC 1003	Basic Mathematics II	1	15 L
		EC 1005	Life Sciences II	1	15 L
2	3	EC 2002	Technical Writing for Academic Purposes	1	15 L
		EC 2010	Career Development I	1	15 L
		EC 2050	Sports*	1-2	30-60 P
	4	EC 2003	Basic Electronics	1	15 L
		EC 2004	Basic Biotechnology	1	15 L
3	5	EC 3001	Advanced Communicative Skills	1	15 L
		EC 3002	Computer Applications	1	30 P
		EC 3050	Sports*	1-2	30-60 P
	6	EC 3010	Career Development II	1	15 L

*** A maximum of 2 enhancement credits per year can be obtained by participating in the following sports activities/events from year 1 onwards. Please contact the Director, Department of Physical Education for further information.**

Sport	Training Venue
Athletics	University Grounds
Badminton	University Gymnasium
Basketball	University Grounds
Carrom	University Gymnasium
Chess	University Gymnasium
Cricket	University Grounds
Elle	University Grounds
Football	University Grounds
Hockey	University Grounds
Netball	University Grounds
Rowing	Colombo Rowing Club
Rugger	University Grounds
Swimming	St. Peter's College
Table Tennis	University Gymnasium
Tennis	University Courts
Volleyball	University Grounds
Weightlifting	University Gymnasium
Wrestling	University Gymnasium

Note: Other ehhancement courses (such as Music) could be made available depending on the availability of staff, resources as well as student requests.

Annex 7. GUIDELINES FOR JUNIOR STAFF

There will be a Human Resource Management Committee (HRMC) comprising of 3 to 4 Senior Academic Staff Members to oversee the temporary academic staff.

All new temporary academic staff members should make an appointment and meet with the HRMC within a week of assuming duties.

Attendance

1. The working hours for the temporary academic staff are from 8.00 a.m. to 5.00 p.m. from Monday to Friday.
2. All temporary academic staff members:
   (a) should be present in the department from 9.00 a.m. to 3.00 p.m. from Monday to Friday including during vacation time, examination periods and semester breaks.
   (b) should sign in in the 'Sign in' register as soon as they come to the University and sign out in the 'Sign out' register when they are leaving.
   (c) should sign the Short Leave Register if they need to be out (due to an emergency only and for at most 2 hours) between 9.00 a.m. and 3 p.m.
   (d) should inform the Head by phone before 8.30 a.m. incase they are unable to come for work due to a sudden illness or an extreme emergency . If the Head cannot be reached, a member of the HRMC should be called and informed.
   (e) should fill a leave form and get the approval of the Head if they need to take a day or a few days leave.
   (f) should be present in the computer laboratory during the hours of lab duty assigned to them.
   (g) are required to work outside the regular working hours incase the need arises.

3. A red line will be drawn in the 'Sign in' register at 9.00 a.m by the Head or a senior academic staff member. Anyone who arrives after the red line is drawn will be considered late. At the end of each month a Late Attendance and Leave Report will be prepared. These monthly reports will be included in the personal files and will be available to Senior Academic Staff Members when writing recommendation letters. They will also be taken into consideration when 'service letters' are written.

Lectures and Tutorials

1. Those who have been assigned lectures should:
   (a) take their responsibilities seriously and conduct lectures during all assigned hours and be punctual (only absence due to illness or an emergency is accepted).
   (b) meet regularly (at least once a fortnight) with the Senior Lecturer who is supervising the relevant course and discuss problems and update them regarding the progress of the course.
   (c) allocate office hours (at least 3 hours per week) for students to meet them.
   (d) provide students with a 'Course Information Sheet' at the beginning of the course.
   (e) provide students with tutorials after they have been approved by the Senior Lecturer in charge.
   (f) discuss any problems related to conducting the lectures with the Senior Lecturer supervising the course or the Human Resource Manager.

2. Those who have been assigned tutorials should:
   (a) meet regularly with the Lecturers conducting the relevant courses.
   (b) get the lecture notes of the relevant courses from the Lecturers.
   (c) conduct tutorials during all assigned hours and be punctual (only absence due to illness or an emergency is accepted).
   (d) not exchange tutorial hours without the prior approval of the Human Resource Manager.
   (e) inform the Dean's office of any new tutorial times arranged.
   (f) show the solutions to the tutorial problems to the relevant lecturer before discussing the tutorials with the students.
   (g) allocate office hours (at least 3 per week) for students to meet them.
   (h) inform the relevant lecturer and the Human Resource Manager without delay if there are any problems with the tutorial hours assigned.
   (i) Discuss any problems related to conducting the tutorial with the relevant lecturer or the Human Resource Manager.
3. Student Evaluations of Courses conducted by temporary academic staff members as well as of Tutorials will be carried out. These will be administered by the Supervisor/Lecturer in charge.

Laboratory Work

(a) Before starting work, each staff member should make sure that the laboratory is in order (all computers, printers etc. are accounted for). It there are any problems, the Head and the Mathematics Computer Laboratory Administrator (MCLA) should be informed immediately.
(b) The laboratory should not be left open unless there is a staff member on duty.
(c) No equipment should be removed from the laboratory without prior permission from the Head.
(d) If a staff member is unable to be present at the laboratory during the hours allocated to him, he should inform the MCLA and also find a substitute.
(e) The inventory numbers of the items that are taken out from the laboratory should be entered in the upstairs inventory book. In addition, this information should be included in the appropriate forms of the laboratory.
(f) There should be at least 3 temporary academic staff members invigilating during an in-class assessment.

Examination Matters

1. Temporary academic staff members who are involved in examination matters should take this responsibility very seriously and attend to duties involving examination matters very carefully.
2. Examination papers, answers and any diskettes containing files on examination matters should be kept under lock and key.
3. Setters of examination papers should discuss the examination papers only with moderators and if necessary with permanent Senior Academic Staff Members.

Conduct

1. The conduct of each temporary academic staff member should be such that it does not bring disrepute to the Department.
2. Staff members should take their job at the Department seriously and carry out their duties in a responsible and dedicated manner.
3. Students should not be given free access to areas where there are confidential things.
4. Department resources and facilities should be used carefully and should not be abused or wasted.
5. Temporary academic staff members should not spend their free time during working hours chatting unnecessarily with the office staff.
6. Matters regarding the extension of services and promotions should be discussed only with the Head.
7. Confidential matters related to the Department should not be discussed outside the Department.
8. If a temporary academic staff member wishes to carry out any outside work, he/she should get prior approval from the Head.

Career Development

1. Staff members should regularly go through the Temporary Academic Staff circular file maintained in the office.
2. Staff members should follow the Staff Development Courses and other courses recommended by the Head.

Resignation and Termination of Post

1. If a staff members wishes to resign from his/her post, he/she should inform the department as early as possible and resign at the end of a semester after completing all the duties assigned to him/her.
2. Staff members should hand over all keys, library books and other such material that belong to the Department or the University at the time of resignation/termination.

General

1. It is the aim of the Department to provide temporary academic staff members opportunities to develop, mature and gain wide experience in various areas during the years they serve at the University. The Department hopes that temporary academic staff members will make full use of these opportunities and give of their best in terms of their time, talent, knowledge, capabilities etc., for the betterment of the Department and the University.
2. Personal Files will be maintained for each staff member to which all senior academic staff members will have access when writing recommendations. These personal files will include the student evaluations of courses and tutorials, supervisor's evaluation of courses and late attendance and leave reports.