The Scope:

Former External Examination Branch of University of Peradeniya [currently the CDCE] is the pioneering institution that initiated offering external degrees in the country. The CDCE has produced over 15,000 graduates within the past decade who have already entered the working force of the country. The CDCE boasts to have produced the highest number of external graduates in the country since its inception in 1979. University of Peradeniya also boasts to be the External Degree Awarding Institution that conducts degree programmes in all three languages (Sinhala, Tamil and English) and Diploma in Management and development which caters to the learners from all parts of the country. The existing syllabus of the BA degree was revised and The Center intends to commence the registration of new students soon. The CDCE expects an intake of few thousands this year.

It has been identified by the administration of the CDCE for smooth functioning and efficient delivery of service is facilitated with a standard documentation process. The financial and administration scope of CDCE cover the following main areas;

1. Adedemic related work
      1. Degree programmes -BA and BBA
      2. Diploma in Management and Development
   1.1 Student Affairs
   1.2Student registration and Course registration
   1.3Seminar arrangements

1.4 Management of Examinations:
      a. registration for examinations
      b. allocation of exam centers based on their hometowns
      c. issuance of appointment letters for examiners
      d. generation of attendance records
      e. assigning staff for examinations
      f. timetabling
      g. maintaining records of payment of renewal fee
1.5 Reporting results
      a. maintaining records of all marks and grades of all years of students maintaining the highest level of confidentiality

1.6 Issuing Transcripts
1.7Managing convocation

2. Vehicle Maintenance

3. Inventory Control

4. Dispose of condemned articles

5. Maintenance work/Cleaning and Security service

6. Budgeting and Financial report generation