

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) 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. Furthermore, the new syllabus provides more learning options for the learners through increasing the number of courses, inclusion of fundamental and supplementary courses. In place of two examinations [GAQ and BA] for the entire degree the students will have to sit for examinations every year during the program. Due to complex nature of the new syllabus the Center plans to operate the program with the assistance of a management information system [MIS].

The requirements of MIS are classified into six main areas as follows;

1. Student registration and Course registration

- a. registering application data
- b. assignment of a registration number for the registrants
- c. issuance of identity cards
- d. registering payment details
- e. registering for courses including adding and dropping within a stipulated time

2. Regular teaching

- a. assigning seminars for students
- b. issuance of appointment letters to seminar coordinators

3. 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

4. Reporting results

- a. maintaining records of all marks and grades of all years of students maintaining the highest level of confidentiality
- b. calculation of GPA and CGPA
- c. generation of printable output-provisional Certificates

5. Issuing Transcripts

6. Managing convocation

- a. Convocation Application Form-Degree Claim
- b. Finalized the list of graduants
- c. Assigned Seat numbers