



Guidelines for Faculty Awards

**Faculty of Technology
Eastern University, Sri Lanka
2025**

Status of Approval

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Guidelines for Faculty Awards

(Adopted form UGC Approved document on 04.01.2018)

A. Introduction

The Faculty Award shall be awarded to the overall best performing students of each academic programme in the Faculty of Technology, at the end of each academic year. The best FIVE outstanding students of the academic programme shall be selected based on the guidelines.

The Faculty award shall be administrated by the office of the Dean of the Faculty with the assistance of Student Affairs Department (SAD).

B. Objectives of the Award

The scheme of awards is introduced to recognized highly motivated students who are equally talented in academic and extra curricula activities. Apart from the academic merits, students are considered for exceptional leadership, Community service and good studentship, outstanding talents in field of sports, creativity and exceptional ability in aesthetic or technical fields and research and pursuing new knowledge.

C. Eligibility criteria for Faculty Award

- i. The applicant should be an undergraduate student registered to follow any degree programme offered by the Faculty of Technology, EUSL.
- ii. The applicant shall have completed all the academic requirement of the considered year, including all the compulsory courses.
- iii. The applicant shall have a GPA of 3.30 or above in **each semester**.

D. Ineligible students for Faculty Award

- i. Any student who obtains an improved grade/grades subsequently by repeating course/courses,
- ii. A student on whom subjected to any disciplinary action, during his/her university career, by the Vice-Chancellor or Deputy Vice-Chancellor for any misconduct,
- iii. Any applicant having **less than 70%** of the total marks of the application will not be considered for evaluation.

E. Application Procedure

- i. The Dean of the Faculty shall call for applications at the end of an academic year.
- ii. Any students who believes that he/she is eligible should submit the application for the faculty Award.
- iii. The application form will serve as a tool of assessment against established evaluation criteria.
- iv. Application form (Annexure 1) shall be available at Dean's Office and can be downloaded from faculty website.

- v. Students should submit certified copies of all the documentary evidence along with the application.
- vi. Students shall submit their applications through their Mentors/Academic Advisors who shall certify the contents of the application to the Office of the Dean.
- vii. Students shall prepare and participate for an interview if the selection panel requests.

F. Appointment of a selection Panel/Committee

- i. A selection committee consisting of **FIVE members** shall be appointed by the Senate under the Chairmanship of the dean of the Faculty of Technology.
- ii. The other members shall be **TWO senate members** from the relevant faculty and **TWO senate members from another faculty**.
- iii. The selection committee shall be responsible in organizing the selection process and final decision on recipients.

G. Selection Criterion

- i. Best five students from each academic programme will be selected respectively from each batch of students annually.
- ii. Academic achievements – 60% and Extracurricular activities – 40%

G1. Academic achievements

- i. Applicants who have obtained GPA 3.30 or above will be considered for evaluation.
- ii. The marks of the particular GPA will be evaluated as follows;

$$\text{Marks of the applicant} = (\text{GPA of the applicant}/4.00) * 60 \dots \text{faculty GPA scale is } 4.00$$

G2. Extracurricular activities

Any achievement considered under this category should be within the period of the academic programme and can be recounted in consecutive years throughout the programme.

1. Leadership of a Recognized Body

Leadership (office bearer) of a recognised National Body		
	Recognition of national body (e.g. Young Zoologists)	Max.10
	President/Chairperson	5/year
	General Secretary	4/year
	Treasurer	3/year
	Committee Member	3/year
Leadership post of University/Faculty Organization		
	President of Student Union	3/year
	General Secretary of Student Union/President of Kalasangamaya	3/year

	Treasurer of Student Union/ General Secretary of Kalasangamaya	2/year
	Treasure Kalasangamaya	2/year
	Committee Member of Student Union/ Committee Member of Kalasangamaya	1/year

2. Community Service and Good Studentship

Ideals for Community service and good studentship		
	Assisting a victim of an accident	8/case
	Serving as a volunteer in a natural disaster	8/case
	Assisting fellow citizens in an exceptional way	8/case

3. Outstanding Talents in Sports

World University Games/National Games		
	First Place	20
	Second Place	15
	Third Place	10
	Participated in an event (maximum up to 10 marks)	05
International sports event representing the university		
	First Place	10
	Second Place	08
	Third Place	06
	Participated in an event	03
Inter-University events		
	First Place	06
	Second Place	05
	Third Place	04
	Participated in an event (maximum up to 04 marks)	02
Inter-Faculty events		
	First Place	1.5
	Second Place	1.0
	Third Place	0.5
University Colours, Best Athlete, Player of the year		03
Post of President, Vice-President, Secretary, Junior Treasurer, and Editor of Sports Council		1/position /year

4. Creativity and Exceptional Ability in Aesthetic or Technical Fields

Aesthetic Competition		
	International aesthetic awards/accolades	20
	National aesthetic awards/accolades	10
Competition of examinations or graduating performance in aesthetic fields		
	Visarada in oriental music	05
	Royal/trinity College Examinations in Western Music	05

	Arangetaram in Bharatanatyam	05
Public/Mass media performance in aesthetic fields (outside the university)		
	Stage drama	06
	Movie	08
	Place in a TV reality show	08
Performance in aesthetic fields at a university approved event		
	University level first place	05
	University level second place	04
	University level third place	03
	Faculty level first place	02
	Faculty level second place	1.5
	Faculty level third place	0.5
Invention in technological field or taking part in project of technological advancement (depending on the scale and degree of creativity. Committee can decide maximum up to 10 marks)		10

5. Research and Pursuing New Knowledge

Peer reviewed publication		
	Author of a paper in a peer-reviewed index scientific journal	15
	Author of a paper in a peer-reviewed non-index scientific journal	10
Presentation of scientific forum		
	International conference	06
	Local conference	03
Author of a Book/Chapter		
	Author of a Book	06
	Author of a Book Chapter	02
Active Contribution to outstanding research project		
	Notable contribution to a national project	04
	Notable contribution to an institutional level project	02

H. Special Benefits to the Students

- i. Faculty Award will be published in the Faculty Website along with the criteria used with the approval of the Faculty Board of Technology.
- ii. Placement on a Faculty Award will be noted in the student's transcript.
- iii. A certificate of recognition will be issued by the VC and the Dean of the Faculty of Technology.
- iv. Student will be given an opportunity to serve as Students Ambassadors who will extend their support to quality assurance activities of the Faculty of Technology and represent the university in national events when requested by the VC.



**Faculty of Technology
Eastern University, Sri Lanka**

Application for Faculty Awards

A duly completed application form along with the self-evaluation and copies of relevant certificates/ documentary proofs, which are certified by the Mentors or Advisors, should be submitted to the Office of the Dean of the Faculty of Technology, EUSL on or before the deadline announced by the Faculty.

1. Personal Details

Full name:

Name with initials:

Registration No: Index No:

NIC number: Sex (M/F):

Date of Birth: (YYYY/MM/DD):

Faculty:

Department:

Contact Address:

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Telephone number: Mobile number:

E-mail:

2. Details of the degree program for which you have been registered

Name of the degree program:

Date of registration:

3. Academic achievements

(Note: Provide the information only for the level of study for which you are applying)

Year	Semester	Month/Year of the Examination	GPA	Subjects improved in subsequent attempts (Course code)
.....	I			
	II			

4. Details of disciplinary action

Have you ever been subjected to any disciplinary action by the faculty and or university?
Yes/No; if Yes, (a) Expulsion (b) Suspension (c) Warning letter

5. Extra-Curricular Activities

5.1 Leadership of a Recognized Body

Leadership (office bearer) of a recognised National Body			Self- evaluation	Evaluation
Recognition of national body (e.g. Young Zoologists)				
1	President/Chairperson	5/year		
2	General Secretary	4/year		
3	Treasurer	3/year		
4	Committee Member	3/year		
Leadership post of University/Faculty Organization				
1	President of Student Union	3/year		
2	General Secretary of Student Union/President of Kalasangamaya	3/year		
3	Treasurer of Student Union/ General Secretary of Kalasangamaya	2/year		
4	Treasure Kalasangamaya	2/year		
5	Committee Member of Student Union/ Committee Member of Kalasangamaya	1/year		
Sub-Total 5.1 (Maximum 10)				

5.2 Community Service and Good Studentship

Ideals for Community service and good studentship			Self- evaluation	Evaluation
1	Assisting a victim of an accident	8/case		
2	Serving as a volunteer in a natural disaster	8/case		
3	Assisting fellow citizens in an exceptional way	8/case		
Sub-Total 5.2				

5.3. Outstanding Talents in Sports

World University Games/National Games			Self- evaluation	Evaluation
1	First Place	20		
2	Second Place	15		
3	Third Place	10		
4	Participated in an event (max. up to 10 marks)	05		
International sports event representing the university				
1	First Place	10		
2	Second Place	08		
3	Third Place	06		
4	Participated in an event	03		
Inter-University events				
1	First Place	06		
2	Second Place	05		
3	Third Place	04		
4	Participated in an event (maximum up to 04 marks)	02		

Inter-Faculty events				
1	First Place	1.5		
2	Second Place	1.0		
3	Third Place	0.5		
University Colours, Best Athlete, Player of the year		03		
Post of President, Vice-President, Secretary, Junior Treasurer, and Editor of Sports Council		1/position /year		
Sub-Total 5.3				

5.4 Creativity and Exceptional Ability in Aesthetic or Technical Fields

Aesthetic Competition			Self-evaluation	Evaluation
1	International aesthetic awards/accolades	20		
2	National aesthetic awards/accolades	10		
Competition of examinations or graduating performance in aesthetic fields				
1	Visarada in oriental music	05		
2	Royal/trinity College Examinations in Western Music	05		
3	Arangetaram in Bharatanatyam	05		
Public/Mass media performance in aesthetic fields (outside the university)				
1	Stage drama	06		
2	Movie	08		
3	Place in a TV reality show	08		
Performance in aesthetic fields at a university approved event				
1	University level first place	05		
2	University level second place	04		
3	University level third place	03		
4	Faculty level first place	02		
5	Faculty level second place	1.5		
6	Faculty level third place	0.5		
Invention in technological field or taking part in project of technological advancement (depending on the scale and degree of creativity. Committee can decide maximum up to 10 marks)		10		
Sub-Total 5.4				

5.5 Research and Pursuing New Knowledge

Peer reviewed publication			Self-evaluation	Evaluation
1	Author of a paper in a peer-reviewed index scientific journal	15		
2	Author of a paper in a peer-reviewed non-index scientific journal	10		
Presentation of scientific forum				
1	International conference	06		
2	Local conference	03		
Author of a Book/Chapter				
1	Author of a Book	06		
2	Author of a Book Chapter	02		

Active Contribution to outstanding research project			
1	Notable contribution to a national project	04	
2	Notable contribution to an institutional level project	02	
Sub-Total 5.5			

Summary

Section	Extra-Curricular Activities	Evaluation	
		Self	Final
5.1	Leadership of a Recognized Body		
5.2	Community Service and Good Studentship		
5.3	Outstanding Talents in Sports		
5.4	Creativity and Exceptional Ability in Aesthetic or Technical Fields		
5.5	Research and Pursuing New Knowledge		
Grant total			

I certify that the above information given by me in this application is accurate and the certificates submitted by me true and correct to my knowledge.

.....
Date

.....
Signature of Applicant

For Selection Panel/Committee:

No	Name	Designation	Signature
1		Dean/Chair	
2		Senate member/FoT	
3			
4		Senate member/Other Faculty	
5			

Recommendation

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Date

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Chairman/FoT