

BY-LAWS
of the
Bachelor of Science in Plantation Management
External Degree
Faculty of Agriculture & Plantation Management
Wayamba University of Sri Lanka

By-laws made by the Council of Wayamba University of Sri Lanka (herein after referred to as University) in accordance with the Universities Act No. 16 of 1978, read with ordinance No. 1 of 1990 as amended and subsequent amendments.

These by-laws may be cited as the “*B.Sc. Plantation Management By-laws of 2013*” and be effective from 01st January 2013.

These by-laws shall be read in conjugation with the General By-laws of the University for the Award of Certificates, Diplomas, Degrees, Postgraduate Diplomas and Higher Degrees, referred to herein after as the general By-laws.

01	The BACHELOR OF SCIENCE IN PLANTATION MANAGEMENT EXTERNAL DEGREE organized to conduct over a period of three academic years consists of two semesters (i.e. Semester I and II)	<i>Structure of the Degree Program</i>
02	Subject to these by-laws a person may be awarded the “BACHELOR OF SCIENCE IN PLANTATION MANAGEMENT EXTERNAL DEGREE” if he/she has; <ul style="list-style-type: none">i. Being a registered student of the University for the period prescribed by these by-laws,ii. Pursued the program of study in the University to the satisfaction of the University Senate prescribed by these by-laws and other rules and regulations of the University,iii. Satisfied the examiners at the prescribed written examinations, class room tests, assignments, presentations etc. and any project report/s of a satisfactory standard.iv. Paid such registration fees, tuition fees and other dues as may be payable by him / her to the University.v. Completed the course work and all other prescribed requirements within a period of six academic years after the registration.	<i>Awarding “BACHELOR OF SCIENCE IN PLANTATION MANAGEMENT EXTERNAL DEGREE”</i>

By-Laws of the Bachelor Of Science in Plantation Management External Degree

03	<p>i. Application for registration for the Degree program shall be called by notice in the newspapers by the Registrar of the University.</p> <p>ii. The application shall be on the prescribed form providing the information as he/she may be required to submit, including his/her qualification for undertaking the course of study.</p>	<i>Calling for Application</i>
04	<p>The application received by the Registrar (or the Administrative Coordinator) shall be referred to the Director, and he/she, having examined the applications for necessary basic qualification, shall call the qualified candidates for a written examination and/or interview.</p> <p>The list of candidates selected will be submitted to the Senate through the Board of Study and the Faculty Board for approval.</p>	<i>Selecting Candidates</i>
05	<p>Executives of plantation sector or institutions related to Plantation or Agriculture sector or Proprietary planters of above 24 years of age possessing any one of the following requirements may apply for admission.</p> <p>a) Higher National Diploma in Plantation Management (HNDPM) with one (01) year working experience in the relevant field</p> <p align="center">or</p> <p>b) National Diploma in Plantation Management (NDPM) or National Diploma in Plantation Extension Management (NDPEM) with two (02) year working experience in the relevant field</p> <p align="center">or</p> <p>c) Any other Diploma (Approved by the Senate) of which the minimum duration should be twelve months and awarded by a recognized institution related to Agriculture with three (03) year working experience in the relevant field</p> <p align="center">or</p> <p>d) Three (03) passes in G.C.E. (A/L) examination either in Bio Science or Agriculture or Mathematics or Commerce stream or Advance Level examination of Edexcel or Advance Level examination of Cambridge with four (04) year working experience in the relevant field.</p>	<i>Entry Requirements</i>
06	<p>On acceptance of the Board of Study / Faculty Board, a person shall forthwith register as an Under Graduate Student of the University upon payment of prescribed registration and other fees.</p>	<i>Registration</i>

	<p>The Wayamba University of Sri Lanka (WUSL) functions as the registering and examining body in respect of the External degree of Bachelor of Science of Plantation Management. Curriculum offered for the degree will be available from WUSL on registering as an external student. On fulfilment of requirements, Degree will be awarded by the WUSL.</p> <ul style="list-style-type: none"> a) Registration and renewal of registration of students shall take place during a time period as determined by the senate. b) The University shall register persons selected for admission, on the payment of fees as prescribed and they shall be subject to all the By-laws, Regulations and rules of the University. c) Every registered student shall be issued with a Student’s Record Book (SRB) and Student’s Identity Card bearing the photograph of the students concerned duly embossed with the seal of the University. d) Period of initial registration shall be for 01 year. e) Renewal of registration, should be done beginning of every year. f) For the renewal of registration, application be made on a prescribed form obtainable from WUSL. If the student failed to renew the registration studentship will be cancelled. g) Students should quote their Registration Number when they correspond either with the University of FAPM on any matter pertaining to the Degree. h) Students should produce their SRB and identity card at contact classes and Examination. <p>Registration could be cancelled at the discretion of the candidate at any time. However, the registration fee will not be refunded on cancellation of registration. Request for cancellation of registration will not be entertained from the candidates awaiting results of examination and from those awaiting disciplinary action for examination offences.</p>	
07	The registration for Degree shall be deemed to have lapsed at the expiry of its period validity. A candidate whose registration has lapsed may renew his/her registration for a further period, provided	<i>Lapse of Registration</i>

By-Laws of the Bachelor Of Science in Plantation Management External Degree

	that he/she is considered eligible for such registration by the Senate. However no registration shall be renewed after the expiry of one academic year from the end of the first period of registration	
08	If the number of candidates who have applied or who are registered for the Degree program in any given year / semester is not sufficient and if the Faculty feels that it is financially not viable to run the program, the Faculty Board reserves the right not to conduct the Degree program, subject to refunding any fees that may have been received by the University. Students should be informed of cancellation of any program prior to the commencement of the program.	<i>Insufficient Registrations</i>
08	<p>i. No candidate shall keep away from classes or leave the island or withdraw from examination or from any other aspect of evaluation without the prior approval of the Board of Study.</p> <p>ii. Excuses will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of a member of the immediate family or any other cause, which is accepted to the Board of Study and approved by the Senate. Even though excuse is granted to a student, he/she can sit the examination only in the current occasion or next immediate occasion as a proper candidate.</p>	<i>Keeping Away from Classes</i>
09	The Bachelor of Science in Plantation Management shall include courses as prescribed in the <i>Course curriculum</i> . These courses are conducted during the three academic years.	<i>Course Modules</i>
10	The title of courses taught shall be as those set out in the schedule and the Senate shall have the discretion on the recommendation of the Board of Study of the Degree and the Faculty Board to amend or change the course, the syllabi, and the number of the question papers thereof.	<i>Changing the Syllabi</i>
11	The programme is of three (03) year duration with two semesters of six month each per year. During each semester all relevant courses need to be completed (<i>i.e.</i> Contact sessions, assignments, examinations, etc.). However, candidates who register for the degree programme should complete it between 3 to 6 academic years from the date of registration.	<i>Duration of the Degree</i>
12	Instructions, contact sessions, practical, preparation of course out conducted, hand-outs and lesson plans, assignments, continuous assessments and examinations will be in English medium. Medium of instructions will be English and distance mode of education will be used in instructing the students. Printed learning materials will be made available through FAPM on payment of	<i>Mode and Medium of Instructions</i>

	<p>tuition fees. Students are expected to do self-studies using these learning materials and recommended references. Regular contact classes will be held to discuss students' problems related to subject matter. Whenever necessary online contact classes will be conducted. Regular practical sessions too will be conducted. Students may contact course instructors via e-mail or telephone to clarify matters related to subject matter.</p>	
13	<p>The principal venue for formal classes, contact sessions, and oral presentations shall be the FAPM. In addition, other Faculties of Agriculture, Crop Research Institutes and other recognised Institutions will be used to conduct theory and practical sessions if necessary. The FAPM will have to seek prior approval from cooperating institutions for use of other venues. However, all examinations will be held at the FAPM, Makandura.</p>	<i>Venues</i>
14	<p>The three (03) year programme consists of 44 courses and a Special Project offered during six semesters (two per year) to include 93 credits, (one credit = 15 theory hours of learning or 30 practical hours). In preparing the programme a balance has been maintained among many basic sciences, applied sciences, management and extension & communication. The basic sciences are concentrated during the first two semesters, so that candidates who had no formal exposure to them prior to admission will have the opportunity to complete them during their first two semesters.</p> <p>The Assignments and projects give an opportunity for candidates to offer subject matter of interest to their duties under the guidance of a supervisor from the resource panel. The Assignments may be in the form of formal lesson plan, analytical report etc. giving flexibility for the candidate to demonstrate originality.</p> <p>The credit assigned to each course and the course contents may be revised by the FAPM if necessary.</p>	<i>Course Structure</i>
15	<p>The credit requirement should conform to those of other 3-year B.Sc. programmes conducted by the universities under SLQF guidelines of UGC. The total number of credits in the B.Sc. (Plantation Management) degree program is 93. According to the SLQF guidelines the B.Sc. (Plantation Management) degree program is level 5.</p>	<i>Credit Requirements</i>
16	<p>The panel of resource personnel who would be competent to undertake the delivery of courses and/ or practical is not a permanent group, because of the constant turnover of senior academic staff and researchers who work in different institutions.</p>	<i>Resource Panel</i>

	<p>The FAPM, WUSL will identify a core group of resource persons who would be willing to serve in the resource panel.</p> <p>This core group will be entrusted with the responsibility to prepare the lesson plans and related instructions / learning material, deliver the courses and evaluate the candidate. The resource panel could be updated every two years based on qualifications, work experience and availability.</p>	
17	<p>The overall administration of the programme will be the responsibility of the FAPM, WUSL and the Department of Plantation Management of the FAPM. For this purpose the Senate of WUSL will appoint a Board of Study. All academic, administrative and financial decisions will be taken by BOS and approval must be taken from Faculty Board of FAPM and Senate before implement of these decisions. The responsibility of the implementation of specific courses could be assigned to different Departments of study in which the subject is dealt in other degree programmes of the University. This would include the preparation of theory material, planning for practical, identification of laboratories, delivery of the course and evaluation. Much of the theory will be implemented as a self-study course module. However, special discussion sessions will be required to be conducted by the course instructor at different locations to expand upon identified topics, clarify questions, and obtain feedback. Such sessions will help to monitor the progress of candidates.</p>	<p><i>Overall Responsibility</i></p>
18	<p>The concept of distance education method to be used could be described as "self-study process to be operated by means of correspondence based on self-learning modules which should essentially include contact sessions, practical sessions, assignments, instructor assistance and continuous assessment".</p> <p>It is therefore obvious that under the proposed self / distance education method study process is entirely based on self-learning method. Hence it is the sole responsibility of the student / learner for the following.</p> <ul style="list-style-type: none"> (a) Should successfully complete the course modules by self-studies; (b) Actively and regularly participate in a contact sessions and practical/field sessions as stipulated; (c) Successfully complete and submit all assignments for assessment; 	<p><i>Role and Responsibility of the Learner Participant</i></p>

	<p>(d) Follow the relevant guidance and directives of the instructor/supervisor and other mode of education such as media etc.;</p> <p>Successfully complete the examinations of all course modules.</p> <p>It is prudent to mention that the participants / students who are enrolled for the degree programme will have to play a vital role to become successful in their endeavour.</p>	
19	<p>The learning materials required for the studies are provided for the participants. However, they may have the access to the University library only for reference.</p>	<p align="center"><i>Library Facilities</i></p>
20	<p>The methodology has been carefully planned taking into consideration, the many factors that are important from the point of view of the plantation sector organizations, which are mentioned below;</p> <ul style="list-style-type: none"> (a) Difficulty of Plantation sector executives to allocate time for a full time/ part time / weekend/staggered or modular basis course; (b) Inability of Plantation companies to release their executives for courses on full-time basis or for continuous longer periods; (c) Potential for self-learning/ individualized learning which is acceptable as an effective method; and (d) Integrated learning process with technological / electronic media. <p>Analysis of the above factors reveals that the distance education method is the most appropriate and effective method for the proposed degree programme. This method will include the following major components:</p> <ul style="list-style-type: none"> (a) Self-learning study material providing effective motivating features, (b) Contact sessions / programmes to help the participants with required guidance, discussions, instructions, explanatory lectures, etc. (c) Personal guidance (d) Study centers (e) Audio-visual aids which will gradually be leading to high Technological / electronic media (f) Practical sessions in the field / laboratories 	<p align="center"><i>Methodology of Conducting the Degree Programme</i></p>

	<p>(g) Well-structured and pre-planned visits to selected plantations, regional centers, and institutes.</p> <p>(h) Self-assessment questions / check lists</p> <p>i. Tutor-less tutorials, assignments and continuous assessments</p> <p>ii. Evaluation and examinations.</p>	
21	<p>In distance education method, the self-learning material is considered as the major mode of operation. In this process there are five models identified by educationists for application as indicated below with functions.</p> <p>i. Correspondence</p> <p>ii. Correspondence and contact sessions</p> <p>iii. Correspondence and media</p> <p>iv. Correspondence, media and contact sessions</p> <p>v. Correspondence, media, contact sessions and instructors assistance</p> <p>The terms referred to as in (i) to (iv) correspondence based on self-learning material is the vital and crucial aspect in the distance learning process, and the relationship of a teacher and student will be successfully adopted by operating the last model No. (v) <i>i.e.</i> "Correspondence, media, Contact Sessions and Instructors Assistance". Hence, it is emphasized that the methodology of degree programme should be basically considered as bi-lateral communication process by means of correspondence based on Printed Self Learning Material. Instructors during the contact sessions at different locations will expand upon identified topics, classify questions, obtain feedback and monitor the progress of students.</p>	<i>Distance Mode</i>
22	<p>Regulations relating to examinations in the Wayamba University of Sri Lanka are applicable for the Degree. Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be the final.</p>	<i>Examination Regulation</i>
23	<p>a) Credit</p> <p>A credit is a time based quantitative measure assigned to a course unit and indicates the rating of the unit in working towards a degree. One credit is equivalent to 15 lecture hours or 30 practical hours throughout the semester.</p>	<i>Evaluation Criteria</i>

b) Assessment of Course Units

Courses will be evaluated by examinations (Theory and Practical), assignments, reports and presentations as applicable to each course. The mode of evaluation will be communicated to students by the Director/Program Coordinator at the beginning of the semester.

The marks allocated for courses, which include practical, will be weighted in proportion to the number of units of practical and theory in that course, so that two practical units (credits) are equivalent to one unit (credit) of theory.

c) Upgrading

A student who obtains either an E, D, D+ or C- for a particular course unit may re-sit the examination in respect of the course unit for the purpose of improving the grade on condition that the best grade obtainable is C. If a student obtains a lower grade in attempting to improve the grade of the later attempt, will be entitled to the best grade obtained in the previous attempt.

d) Final Evaluation

Courses in a semester will be evaluated by examination held during that semester.

The practical component of courses will be assessed continuously or by examination.

For non-credit course student should pass the relevant examination.

The proportion of marks allocated for courses which include practical will be weighted according to the number of units of practical and theory in the course, such that two practical units are equivalent to one unit of theory. The final marks for a course will be allocated as follows;

Home Assignments,	= 40%
Final Examination	= 60%
Total	= 100%

Grading Scheme:

Marks	Grade	Grade point
≥ 90	A+	4.0
85-89	A	4.0
80-84	A-	3.7
75-79	B+	3.3
70-74	B	3.0
65-69	B-	2.7
60-64	C+	2.3

	<table border="1"> <tr><td>55-59</td><td>C</td><td>2.0</td></tr> <tr><td>50-54</td><td>C-</td><td>1.7</td></tr> <tr><td>45-49</td><td>D+</td><td>1.3</td></tr> <tr><td>40-44</td><td>D</td><td>1.0</td></tr> <tr><td>< 40</td><td>E</td><td>0.0</td></tr> <tr><td colspan="3">For Non-GPA Course</td></tr> <tr><td>≥40</td><td>P</td><td>0.0</td></tr> </table> <p>Students are required to obtained minimum of 35% for each section evaluated <i>i.e.</i> Assignments/ Tutorials, Theory examinations and Practical examinations. To pass a course student should obtain minimum average of 40%.</p> <p>Special Project (XPM 3245) will be assessed continuously and marks will be allocated as follows;</p> <table border="1"> <tr><td>Conduct of project and preparation of the project report</td><td>50%</td></tr> <tr><td>Seminar presentation</td><td>40%</td></tr> <tr><td>Student performance (Evaluated by supervisor)</td><td>10%</td></tr> <tr><td align="right">Total</td><td>100%</td></tr> </table>	55-59	C	2.0	50-54	C-	1.7	45-49	D+	1.3	40-44	D	1.0	< 40	E	0.0	For Non-GPA Course			≥40	P	0.0	Conduct of project and preparation of the project report	50%	Seminar presentation	40%	Student performance (Evaluated by supervisor)	10%	Total	100%	
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24	<p>(a) If student fail to attend examinations due to a medical reason, such absence should be reported to the Assistant Registrar of the Faculty of Agriculture and Plantation Management by valid Medical Certificate immediately within Seven (07) days. All Medical Certificates should conform to the format of a Medical Certificate issued by a Government Hospital and should be obtained from one of the following medical officers;</p> <ul style="list-style-type: none"> University Medical Officer (UMO) District Medical Officer Consultant Specialist in the relevant field Head of Government Base Hospital Government Hospital Ayurvedic Physician registered in the Ayurvedic Medical Council 	<i>Absence from Examinations</i>																													

	<p>Under exceptional circumstance Medical Certificates issued by Private Hospitals or private practitioners might be accepted by the University Medical Officer or the Medical Board.</p> <p>(b) Should a student fall ill during an examination session, such illness should immediately be reported to the University Medical Officer at the University Medical Center. If such illness occurs at residence or elsewhere during an examination period, the student or his/her guardian should inform the Assistant Registrar/ FAPM within seven (7) days by a tele-mail followed by a letter indicating the nature or illness, doctor consulted, name of examination paper of which he/she was unable to appear, together with a relevant Medical Certificate.</p> <p>(c) In the case of a student who, having completed the theory paper is unable to appear for the practical due to valid medical reasons, the results (including the theory paper) will not be released until the practical paper is completed on a later occasion.</p> <p>(d) Absence of a candidate from an examination due to special reason (i.e. in the event of death of an immediate family member, urgent short foreign visit with the recommendation of employer etc.) will be excused if approval is obtained from the Board of Study and the senate by submission of relevant documents.</p>	
25	<p>Board of Examiners is appointed by the senate on the recommendation of the Faculty Board and the BOS for each examination which consists Chief Examiner and other Examiners for setting, moderation and scrutinizing of question papers and for marking of answer scripts. Supervisors and invigilators are appointed by the BOS to conduct the examinations. All examinations are held within the Faculty premises. The University Examination Branch is responsible in multiplying question papers and other matters such as issuing admission cards, registration, attendance, release of results etc. Examinations are conducted in a similar fashion as for the internal students.</p>	<p align="center"><i>Appointment of Examiners and Conduct of Examinations</i></p>
26	<p>Provisions shall be made for undergraduates to submit requests for verification of their examination marks and grades, if they wish to do so.</p> <p>The provision requesting re-scrutinization of marks and grade shall be limited only during the two weeks immediately following the results of an examination. An application form issued by the office should be duly filled and forwarded along with a receipt of non-</p>	<p align="center"><i>Provisions for Re-scrutinization Marks & Grades of Undergraduates</i></p>

	refundable payment, of Rs. 500/= (per a subject) make to the Shroff.	
27	<p>i. The candidates, who fail to score 40 percent from allocated marks for each continuous assessment and end of term examination in any subject is deemed to have partly completed the examination. They can sit for failed subjects in the repeat examination. An immediate repeat examination will be held after releasing the results. They are expected to pay the examination fee for relevant subjects. The failures of the repeat examination will have to sit for the proper examination in the following year. The examination fee should be paid for every attempt.</p> <p>ii. A candidate can repeat the examination only twice. The highest grade obtainable in such an attempt will be an Ordinary pass. The grace attempt will be subject to approval of the Board of Study and the Senate.</p>	<i>Repeat Examination</i>
28	There will be additional fees charged from referred and/or failed candidates as determined by the Senate, depending on the expenses be incurred by the University to serve their repeat attempts in the examination process.	<i>Fees for Repeat / Failed Examination</i>
29	<p>i. If a candidate who has been registered for the course applies for a postponement of the academic year he/she may be given an opportunity to follow the next immediate course. The application fee and the course fee paid are transferable only if the candidate has not attended a single lecture. Such candidates are required to pay the registration fee for the new academic year. However if the course fee of the next course has been increased he/she has to pay the balance of the course fee to get registered for the new intake.</p> <p>ii. The request for postponement should be made to the Course Director within a month after the registration.</p> <p>iii. The selected candidates are not allowed to transfer their registration to any other candidates.</p>	<i>Postponement of the Academic Year</i>
30	<p>Classes will be awarded based on the final grade point average (FGPA). Following is the criteria proposed by the UGC which to being implemented. If repeated no class will be avoided.</p> <p><i>First Class</i> A student may be awarded a First Class provided he/she</p> <p>(a) obtains a minimum FGPA of 3.70 and,</p>	<i>Award of Classes</i>

	<p>(ii) Completes the relevant requirements within three academic years</p> <p><i>Second Class (Upper Division)</i> A student may be awarded a Second Class (Upper Division) provided he/she</p> <p>(i) Obtains a minimum FGPA of 3.30 and, (ii) Completes the relevant requirements within three Academic years</p> <p><i>Second Class (Lower Division)</i> A student may be awarded a Second Class (Lower Division) provided he/she</p> <p>(i) Obtains a minimum FGPA of 3.00 and, (ii) Completes the relevant requirements within three Academic years</p>	
31	To be eligible for the Degree of B.Sc. (Plantation Management), a student must have completed all courses including Non-GPA courses and obtained at least a D grade for each course he/she studied at the end semester examinations and obtained a minimum FGPA of 2.0 and completed the relevant requirements within a period of six (6) academic years.	<i>Award of Degree</i>
32	<p>i. The fees payable for a certificate or statement of results or a transcript shall be determined by the Council of the University.</p> <p>ii. Transcript of examination results shall only be submitted to another academic institution.</p>	<i>Result Sheets / Transcripts</i>
33	The effective date of the Degree shall be the date of final examination of the Degree course.	<i>Effective Date of Degree</i>
34	<p>The Board of Study is the advisory committee which makes recommendations for the improvement and smooth function of the Degree in the following aspects.</p> <p>i. Designing and improvement of the syllabus ii. Improving the quality of teaching iii. Examinations</p>	<i>Board of Study</i>
35	<p>The Board of Study (BOS) is consisted with following members:</p> <p>i. Director (Chairperson)</p>	<i>Composition of the BOS</i>

	<p>ii. Dean / FAPM iii. Program Coordinator iv. Head of the Departments (Five HODs from each Department) v. Senate Nominee vi. Senior Academic Staff member / Dept. of Plantation Mag. vii. Outside members (Four outside members representing plantation crops research Institutes/ Plantation or plantation related companies) viii. Administrative Coordinator (AR/FAPM) ix. Financial Coordinator (SAB / Common Support Unit)</p> <p>The term of office of the BOS nominees shall be for three years.</p>	
36	<p>i. The Director of the program shall be appointed by the Vice-Chancellor, on the recommendation/s of the Dean of the Faculty of Agriculture & Plantation Management.</p> <p>ii. Director shall be a Senior Staff member of the FAPM and is approved by the Faculty Board.</p> <p>iii. Program Coordinator should be a Head of Dept. of Plantation Management and he/she shall be appointed by the Vice-Chancellor on the recommendation of the Director.</p> <p>iv. Administrative Coordinator should be an AR of FAPM and he/she shall be appointed by the Vice-Chancellor on the recommendation of the Director.</p> <p>v. The other staff that may be deemed necessary shall be appointed by the Vice-Chancellor in consultation with the Director after being approved by the Faculty Board.</p> <p>Role of the Director</p> <ul style="list-style-type: none"> • Management of the total program (i.e. planning, organizing and controlling of the entire program of study). • Monitoring of the total program of study when it is run throughout. • Ensure the smooth running of the total program of study. • Liaising with the Registrar / Senior Assistant Registrar upon the administration of the program of study. • Liaising with course Lecturers, Supervisors and outside experts. • Director is the overall in charge of the degree program under the guidance of the Board of Study, Faculty Board and the Senate and finally accountable to the Vice-Chancellor of the University. 	<p align="center"><i>Appointments of Director, Program Coordinator, Administrative Coordinator & Staff</i></p>

	<p>Role of the Academic Coordinator</p> <ul style="list-style-type: none">• Assisting the Course Director in planning, organizing and controlling the program for its smooth functioning.• Monitoring & evaluation of the academic structure/standards• Assisting the Course Director in liaising with the course directors, outside experts. <p>Role of the Administrative Coordinator</p> <ul style="list-style-type: none">• Assisting the Director in the work pertaining to administration of the program.• Assisting with the Director in the work pertaining to the examinations and liaising with Registrar / Senior Assistant Registrar Examination.• Assisting with the Director in work pertaining to the administration and conducting the program throughout the period.	
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