



**Evaluation Scheme**  
**for**  
**The Best Student Award in Extracurricular Activities**  
**of**  
**Eastern University, Sri Lanka**

**2020**

## **Introduction**

Extracurricular activities of the university undergraduates are the activities that fall outside the scope of programs' curriculum. Extracurricular activities require physical, mental, and spiritual practice or discipline as regular commitment and initiatives, such as being on a sports team or athlete, involving in activities for the wellbeing of the society, disseminating innovations and performing cultural events. It has already been recognized that the students' involvements in extracurricular activities to improve their academic performance and self-esteem as well as help them to concentrate and manage the time, and prepare further to face intense difficulties.

Universities are providing a boundless environment and platform in terms of physical, financial and human resources to the undergraduates during their studentship to be involved in extracurricular activities. However, having considered the existing gap in recognizing the activities of the students, a rewarding mechanism at the university level is immensely required. This will not only be the recognition of the students' activities and encourage them to be actively committed in extracurricular activities, but to prepare themselves as a productive human resource to the nation. Therefore, this award will undoubtedly fulfill the existing gap in the university system.

## **Objectives**

The objectives of this awarding are:

- (1) to recognize the value of extracurricular activities of the undergraduates;
- (2) to encourage undergraduates to commit in extracurricular activities;
- (3) to direct them to be a good citizen of the country with superlative carrier goals;
- (4) to produce responsible graduates having a balanced life and sustainability;

## **1. Award**

- (i) One annual award shall be conferred for each Faculty in the awarding year.
- (ii) The applicant must have to score a minimum of 200, 100 and 100 marks in Section I, II and III, respectively, specified under the 4.2 to qualify for the award.
- (iii) Applications will be sought from each faculty. Among applications, the applicant who gains the highest score in the merit order shall be recommended for the award.
- (iv) The award shall be conferred to the awardees on the recommendation of the evaluation committee and subsequent approval of the Senate.
- (v) The award shall be conferred in the succeeding Annual General Convocation.
- (vi) A joint award shall be conferred if two applicants score the same marks.

## **2. Eligibility to Apply**

- (i) The applicant must be a registered student of the Eastern University, Sri Lanka.
- (ii) The student who is in the second semester of his/her final year of the degree programme is eligible to apply for the award
- (iii) The student who was found with guilty of conviction due to the violation of the student by-law of the Eastern University, Sri Lanka or any other violation of rules and regulation of the university or violation of civil law outside the university is not eligible to apply for the award. The SAR/Student Affairs Department will take the responsibility in attesting the letter submitted by the applicant.
- (iv) The student who does not follow the consecutive semesters from the time of enrolment with parallel batch is not eligible to apply for the award unless the permission granted by the Senate.
- (v) Any of the activities in the categories as specified in 4.2 will not be considered if those activities are in a part of the curriculum of the degree programme by means of any type of assessment.

## **3. Application Procedure**

- (i) The student should prepare a portfolio claiming the score along with the supportive documents attested by the authorized person of the relevant body.
- (ii) All supporting documents such as certificates, letter of appreciation, photographs, and any other recognized documents should be attested by the authorized person of the relevant body.
- (iii) A cover letter along with the application form should be attached along with the portfolio addressing to the Vice-Chancellor through the Senior Student Counselor, Dean of the respective Faculty, and Director/Student Support Service and Welfare.

### **3.1 Expedition of the portfolio**

- (i) Fresher in their orientation program will be educated about the awarding system and procedures, and the opportunities by involving in extracurricular activities under the guidance of the student counsellors and mentors of the Faculties.
- (ii) The Career Guidance Unit shall take the responsibility of conducting a required number of workshops for the students in preparing a portfolio.
- (iii) The students will be encouraged and assisted by the student counsellors and mentors to prepare portfolio from the beginning of his/her university career. Thus, the students will be guided from the first year onwards in collecting, maintaining and preparing the relevant documents for the final version of the portfolio.

## **4. Evaluation Mechanism**

- (i) An interim committee comprising of three senior academics appointed by the respective Faculty Board shall scrutinize and recommend eligible applications to the evaluation committee.
- (ii) The appointed evaluation committee comprising the members as specified in 4.1 (i) shall evaluate the portfolio based on the evaluation criteria specified under each category.
- (iii) Special (Four years) and general degree (Three years) students shall be treated under the same evaluation mechanism for the award in a particular year. The time lag between special and general degree students shall not be taken into account in the evaluation.
- (iv) The evaluation report shall be submitted by the appointed committee to the Senate with the recommendation of the Vice-Chancellor.

### **4.1 Composition of the Evaluation Committee**

- (i) Dean, Director/Career Guidance, Chairman/ Sports Advisory Board, Director/ Student Support Service & Welfare, Senior Student Counsellor, Senior Treasurer of the Student Union shall serve as the members of the evaluation committee.
- (ii) The respective Dean of the faculty shall be the chair of the evaluation committee.
- (iii) Senior Assistant Registrar of the Student Affairs Department shall be the convener.

### **4.2 Description of Extracurricular Activities by Category and Scheme**

The applicant can claim marks based on the minimum, additional and maximum marks criteria given in the respective tables. No maximum ceiling in claiming marks for the categories referred to as 'Unlimited' under the maximum marks. The following categories of the extracurricular activities shall be considered in the evaluation:

## Section I

**(i) Sports :**

**Team:** The applicant should have been involved in sports activities being as a member of any team for at least one year and participated in games representing Eastern University, Sri Lanka.

**Individual:** The applicant should have been involved in any individual game and participated at least in inter-university games representing Eastern University, Sri Lanka. The applicant can claim for multiple events in which he/she is involved.

<b>Team</b>			
<b>Category</b>	<b>Minimum Marks</b>	<b>Additional Marks, if</b>	<b>Maximum Marks</b>
Team member/year/team	05		Unlimited
Captain or Vice-captain/year/team		10	Unlimited
<i>National level</i>			
Participated at national level/event-being as a member in the team		05	Unlimited
Participated at national level/event-being as captain		10	Unlimited
Placement at the national level/event-being as a member in the team		10	Unlimited
Placement at the national level/event-being as captain		20	Unlimited
Best player award at national level/event		30	Unlimited
<i>International Level</i>			
Participated at the international level/event-being as a member in the team		15	Unlimited
Participated at international level/event-being as captain		15	Unlimited
Placement at the international level/event-being as a member in the team		20	Unlimited
Placement at the international level/event-being as captain		30	Unlimited
Best player award at international level /event		55	Unlimited

<b>Individual</b>			
<b>Category</b>	<b>Minimum Marks</b>	<b>Additional Marks, if</b>	<b>Maximum Marks</b>
Participation at the faculty level/event	10		Unlimited
Participation at the national level/event	25		Unlimited
Participation at the international level/event	50		Unlimited
Placement at the faculty level/event		20	Unlimited
Placement at the national level/event		40	Unlimited
Placement at the international level/event		50	Unlimited

- (ii) **Academic Club /Society/Association:** The applicant should have been a member/leader/president of a club or society or association recognized by the Council of the Eastern University such as Chemistry club, Economics club, English club, Technology club, Natural Science, Sociological Society and Geographical Society for at least one year involving in organizing discussion, performing the activities.

<b>Category</b>	<b>Minimum Marks</b>	<b>Additional Marks, if</b>	<b>Maximum Marks</b>
Member/year	20		40
President/Secretary		20	40
Participate in the activity at university level/activity		10	30
Participate in the activity at regional level/activity		20	30
Participate in the activity at national level/activity		30	Unlimited
Participate in the activity at international level/activity		40	Unlimited

- (iii) **Technology:** The applicant should have involved being as a member or team leader in a teamwork or individual work showcasing the technological skills in designing/development/moderation/invention in technology-related work. The work should have been recognized by the relevant entity. Eg: designing tools, designing a website, modifying or inventing devices, finding/suggesting technical a solution.

Category	Minimum Marks	Additional Marks, if	Maximum Marks
Team member /work	10		Unlimited
Individual/work	30		Unlimited
Recognized within the university/work		10	Unlimited
Recognized at national level/work		20	Unlimited
Recognized at international level/work		40	Unlimited

- (iv) **Peace and Harmony:** The applicant should have been actively involved and contributed in a peace and harmony, and reconciliation activities carried out by the recognized entities. Eg: Coordination between the multi-ethnicity and cultural communities, organizing cultural programmes, campaigns, preparing posters, and counseling.

Category	Minimum Marks	Additional Marks, if	Maximum Marks
Member /event	05		15
Coordinator or leader / event		10	30
Event within the university/event		15	45
Event at regional level/event		15	45
Event at national level/event		25	Unlimited
Event at international level/event		35	Unlimited

## Section II

- (v) **Art and Culture:** Participation in any kind of cultural programmes or cultural competitions individually or being as a member/leader of the team nominated by the university or performing in the university events. Eg: Community theatre program, Fashion design, graphic design, animation, drawing, cartooning, sculpture, woodworking, drama competition/non-competition, music competition / non-competition, art competition/non-competition, welcome dance, band team/cultural band team.

Category	Minimum Marks	Additional Marks for placement	Maximum Marks
<b><i>Team performance Competition</i></b>			
Member in performance at faculty level/programme	10	05	Unlimited
Member in performance at regional level/programme	15	10	Unlimited
Member in performance at national level/programme	25	20	Unlimited
Member in performance at international level/programme	40	30	Unlimited
<b><i>Team performance Non-competition</i></b>			
Member in performance within the university level/programme	05		20
Member in performance at the regional level/programme	10		60
Member in performance at national level/programme	20		Unlimited
Member in performance at international level/programme	40		Unlimited



<b><i>Individual Performance Competition</i></b>			
Individual performance within the university/performance	15	10	Unlimited
Individual performance at regional level/performance	25	20	Unlimited
Individual performance at national level/performance	40	25	Unlimited
Individual performance at international level/performance	60	40	Unlimited
<b><i>Individual Performance Non-competition</i></b>			
Individual performance within the university/performance	10		Unlimited
Individual performance at regional level /performance	15		Unlimited
Individual performance at national level/performance	30		Unlimited
Individual performance at international level/performance	50		Unlimited

- (vi) **Academic Competitive Team:** Being as a member/leader of academic competitive team(s) representing University/Faculty/Department/Discipline. Eg: Inter-university quiz tournaments, debates.

<b>Category</b>	<b>Minimum Marks</b>	<b>Additional Marks, if</b>	<b>Maximum Marks</b>
Performance within the university/event	10		Unlimited
Performance at regional level /event	20		Unlimited
Performance at national level/event	30		Unlimited
Performance at international level/event	40		Unlimited
Placement within the University/event		05	Unlimited
Placement at regional level/event		10	Unlimited
Placement at national level/event		15	Unlimited
Placement at international level/event		20	Unlimited

- (vii) **Media:** The applicant should have been actively involved in the activities as being a member/leader in the media related activities in the university. Eg: Editorial committee of student magazine/newsletter, Media unit, short film, short video clips, articles in non-related field.

<b>Category</b>	<b>Allocated Marks</b>	<b>Additional Marks, if</b>	<b>Maximum Marks</b>
Member/activity	20		Unlimited
Editor/Organizer/Coordinator/Leader /programme		30	Unlimited

- (viii) **Commercialization:** The applicant should have committed commercialization activities with the concern of and supported by the Discipline/Department/Faculty/University. Eg: Commercializing research findings, Business plan, Invented devices, Market analysis, Financial projections, Intellectual property, Sales strategies, Manufacturing, and Management.

Category	Minimum Marks	Maximum Marks
Recognized by a faculty or university/per activity	15	Unlimited
Recognized at the national level/per activity	25	Unlimited
Recognized at the international level/per activity	45	Unlimited

- (ix) **Spiritual practices:** The applicant should have involved in spiritual events being as a member/trainer/at the university level. Eg; Trainer/member in an event of Yoga/meditation. The applicant's private practice will not be considered.

Category	Minimum Marks	Additional Marks, if	Maximum Marks
Member/event	20		Unlimited
Trainer or resource person/programme		25	Unlimited

### Section III

- (x) **Union/Student Council/Government:** The applicant should have been a committee member (President/Vice-president, secretary/treasurer/batch representative) in any union recognized by the Council of the Eastern University, Sri Lanka or membership in government as a student representative for at least one year. Eg: Student Union at University/Faculty/Department level, Religious unions, Students' Sports Council, Batch representative, the representative of the Faculty Board, Student Parliament.

Category	Minimum Marks	Maximum Marks
Member/representative	05	15
President	25	75
Vice-president	15	45
Secretary	20	60
Treasurer	15	45

- (xi) **Academic Support:** Contributing to any academic task carried out by the Discipline/Department/Faculty/Universities Eg: Supporting the Discipline/Department/Faculty/University in preparing documents/reports, being as a member in organizing committee of an event such as research conference, sports events with the recommendation of the Faculty Board.

Category	Minimum Marks	Additional Marks, if	Maximum Marks
Member/task	35		Unlimited
Leader/task		15	Unlimited

- (xii) **Community Outreach:** Active involvement in community outreach programmes being as a member/resource person carried out by the university. The applicant should have been significantly contributed to the programmes representing the university. Eg: Programme designing, field visit, served as a resource person in discussions and seminars with target group at the community level.

<b>Category</b>	<b>Minimum Marks</b>	<b>Additional Marks, if</b>	<b>Maximum Marks</b>
<b><i>Team Work</i></b>			
Member/programme-recognized by the faculty or university	20		Unlimited
Member/programme-recognized at the national level	30		Unlimited
Member/programme-recognized at the international level	55		Unlimited
Resource person/programme-recognized by the faculty or university		10	Unlimited
Resource person/programme-recognized at the national level		20	Unlimited
Resource person/programme-recognized at the international level		30	Unlimited
<b><i>Individual Work</i></b>			
Individual work as a resource person at regional level	45		
Individual work as a resource person at national level	60		
Individual work as a resource person at international level	85		

- (xiii) **Volunteer:** The applicant should have contributed to the activities carried out by any recognized entities during the critical/ emergency situation representing the university. Eg: Dengue awareness programme, data collection/entry, assisting government departments, participating in relief programmes, counselling, habitat for humanity, helping kids, activities based on health, environment.

<b>Category</b>	<b>Minimum Marks</b>	<b>Additional Marks</b>	<b>Maximum Marks</b>
1 day programme/member /programme	15		Unlimited
1 day programme/Coordinator/ leader /programme		10	Unlimited
2-3 days programme/member/programme	25		Unlimited
2-3 programme/leader/ Coordinator/programme		15	Unlimited
3-7 days programme/member/programme	40		Unlimited
3-7 days programme/member/programme		20	Unlimited
More than 7 days programme/member/programme	55		Unlimited
More than 7 days programme/leader or Coordinator/programme		30	Unlimited