Faculty of Graduate Studies
University of Ruhuna

FGS-LP-01

Lectures Conducting Record and Payment Request Form

Name: ……. Course Unit: …….

Faculty …… Course Title: …….

Department: …….. UPF no: …….

Program: …….

Month(s): …… Batch no:

……..

Part- ‘”A’’

Date & Time (Duration)	Short description of Lecture/ Tutorial/ Group discussion/Assessment	Lecture Notes PDF uploaded for online/Physical lectures (Yes/No)	ZOOM Record uploaded	Scheduled lecture (Yes/No)	Handoust uploaded given (Yes/ No)
Total number of hours					

* Please provide separate sheets for different course units

I hereby certify that I have conducted …….. hours of lectures and handouts provided in the month of 20…… as mentioned
above and certify that the relevant fees are applied herewith and no fees have been applied for or no money has been received in this regard.

Date Signature of the Lecturer

Part "B"

Certification of the Course Unit/ Module Coordinator

I hereby certify that the above lectures, tutorials, worksheets and practical classes were conducted/handouts provided. No payments have been made previously for the above.

……

……

…

Date

Signature of the Course/Module Coordinator

Name :……

Approval from Program Coordinator

Approved / Not Approved

……..

Date

……

Signature of the Program Coordinator

Name :…….

Recommendation of the Dean

Approved / Not Approved

……..

Date

……

Signature of Dean

Name :…….