**POSTGRADUATE INSTITUTE OF SCIENCE**

**UNIVERSITY OF PERADENIYA**

**STATEMENT OF INSTRUCTION**

**LECTURE CLAIM - ONLINE TEACHING**

**(Period……………………………………..)**

Please fill-in all the information and submit the completed claim with the supporting documents (if any).

Name of Lecturer/Demonstrator:

NIC Number:

Address :

M.Sc. Programme :

***To be filled/checked by the M.Sc. Programme Coordinator:***

**Academic year:** …/…… Semester: ………… Course Code: …………Number of Credits: ……

Number of lecture hours allocated to the above Lecturer/Demonstrator

**NOTE**: When a live online session is conducted, please indicate the date / time and the number of participants in the session. Please attach the usage report of the PGIS LMS obtained from the LMS administrative staff.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Duration of Class**  **From - To-** | **No. of**  **Hours** | **Title of the Lecture** | **Mode of delivery**  *(Check all that apply)* | **Signature of the Lecturer** |
|  |  |  |  | 🞎 Live lecture session  *(Zoom/Google meet, Skype, …)*  🞎 Live tutorial discussion  *(Zoom/Google meet, Skype, …)*  🞎 Recorded video  🞎 Narrated presentations  🞎 Assignments/Tutorials  🞎 Quizzes  🞎 Other (*Online resources,*  *YouTube Videos, etc…)* |  |
|  |  |  |  | 🞎 Live lecture session  *(Zoom/Google meet, Skype, …)*  🞎 Live tutorial discussion  *(Zoom/Google meet, Skype, …)*  🞎 Recorded video  🞎 Narrated presentations  🞎 Assignments/Tutorials  🞎 Quizzes  🞎 Other (*Online resources,*  *YouTube Videos, etc…)* |  |

Recommended Hours - …………………………………………………………………………….

Programme Coordinator:

Chairperson/Board of Study:

Director/PGIS :

Date:

\*Lecture claims may be submitted to the PGIS even before releasing the GPA

**Settling the Lecture Claims (for late submissions\* )**

|  |  |
| --- | --- |
| **Submission time** | **Percentage of Payments made** |
| If the claims are submitted to PGIS within 6 months of releasing the GPA      (1-6 months) | 100% will be paid |
| If  the claims are submitted to PGIS between  6 to 12 months of releasing the GPA  (6 – 12 months) | 50%  will be paid |
| The claims are made after 1 year of releasing the GPA | No payment will be paid and  the amount will be transferred to research  and scholarship fund of the PGIS. |

\*          The claims submitted after the given deadline will not be approved.