

Standard Operating Procedures

Modern Language Laboratory

Faculty of Arts

Modern Language Laboratory for undergraduate students has been established at the Faculty of Arts under the AHEAD project. It has been recognized that teaching second languages is important for different purposes such as competing in the job market and improving social harmony among the students belonging to two different ethnic groups of the nation. The importance of teaching modern languages is also identified for considering the benefits such as enhancing higher studies in the international setting, socialization and finding job opportunities in the wider job sectors.

As a part of the activity, it consists of two windows:

Window I: Enhances teaching Sinhala as the second language for the Tamil students and teaching Tamil as the second language for the Sinhala students of the Faculty of Arts.

Window II: Enhances teaching modern languages Japanese, French, Hindi, Chinese and German for the undergraduates of the Faculty of Arts at the level of Certificate course which complies with SLQF- level 1.

Syllabi have been collected from the relevant institutions to offer valid certificate courses. Accordingly, the following authorities are related to the designing of the syllabus:

- Syllabus for the Certificate Course in German- GOETHE Institute, German Cultural Centre, Colombo
- Syllabus for the Certificate Course in French- Alliance Française, Jaffna
- Syllabus for the Certificate Course in Hindi – Indian Council for Cultural Relations, Colombo
- Syllabus for the Certificate Course in Chinese- Confucius Institute, University of Colombo
- Syllabus for the Certificate Course in Japanese - University of Colombo

The Modern Language Laboratory has a lab to teach Modern Languages at the Faculty of Arts, and it will furnish the higher educational needs of the students and will help to seek out suitable job opportunities locally and abroad.

The Services Available in the Modern Language Laboratory:

- Basic language training in reading, writing, listening and speaking
- Target oriented Communication skill
- Providing relevant study materials

Administrative and Functional Structure of Modern Language Laboratory:

- The Dean, Faculty of Arts
- The Deputy Registrar, Faculty of Arts
- Coordinator of the Modern Language Laboratory
- Technical Officer, Faculty of Arts
- Lab Attendant

Responsibilities of the Working Team

○ **Responsibilities of the Coordinator of the Modern Language Laboratory:**

- Monitoring and reporting the overall functions of the Modern Language Laboratory
- Providing needed assistance to the other officials who work at the Modern Language Laboratory
- Organize the relevant courses every year with the consultation of the Dean, Faculty of Arts
- Make arrangements to call for applications from the students
- Nominate resource persons for teaching languages
- Maintain the timetable, attendance of the resource persons and the students
- Ensure the completion of the courses on time and make necessary arrangements to issue certificates to the participants
- Frequently check the working condition of the laptops, headsets and emboss printer with the help of the Technical Officer and Lab Attendant

- **Responsibilities of the Technical Officer:**
 - Providing basic training on the management of the equipment available at the Laboratory to the students
 - Make sure the working condition and maintenance of the equipment available at the Laboratory
 - Uploading the relevant e-references and other reading materials
 - Troubleshooting if any urgent technical attention required

- **Responsibilities of the Lab Attendant:**
 - Assist the Coordinator in the maintenance of the attendance of the participants who register for the certificate courses and the resource persons
 - Assisting the students to use the laptops and headsets
 - Assisting the Technical Officer to carry out duties
 - Maintaining the cleanliness of the equipment and lab premise

- **Responsibilities of the Resource Persons:**
 - Make sure the attendance of the students with the assistance of the Lab Attendant
 - Provide e-references and other reading materials to the students through the Coordinator
 - Conducting evaluation/examination on time with the facilitation of the Coordinator
 - Provide and make sure the display of the marks of the evaluation/examination