

**Standard Operating Procedure for Centre for Research in Entomology (CRE)  
Department of Zoology, Faculty of Science  
University of Jaffna**

**Standard Operating Procedure for  
CENTRE FOR RESEARCH IN ENTOMOLOGY (CRE)  
Department of Zoology, Faculty of Science  
University of Jaffna**

**Version 1.0**

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Dean/ Faculty of Science

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## **SoP1.V1: Preamble for the CRE**

### **1.1. Background and rationale**

Department of Zoology is one of the oldest departments established at the inception of the Faculty of Science of the then Jaffna Campus of the University of Ceylon. The Department is actively involved in teaching and research. Apart from teaching at undergraduate and postgraduate levels, the department is very strong in research in the field of Entomology producing M.Phil and Ph.D degrees, and conducting out-reach activities to the community. The department has many in-house facilities with adequate equipment to offer a very conducive research environment.

Entomology is the strongest research area of the Department. A well-designed out-door insectary, medical entomology laboratory, molecular entomology laboratory and insect diversity museum are established mainly through research grants secured by academics of the Department of Zoology. The Department offers various training programs in medical entomology to Public Health Officers and Entomology Team members of the Anti-Malaria Campaign, and economic entomology to farmers and other interested persons. The Department also undertakes various community based projects to encourage deprived community and women-headed families to engage in entrepreneurship using beneficial insects

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(economic entomology). The Entomology research groups have a strong national and international link for various research activities.

Considering the local and national importance of research in entomology and the strength of the research teams in entomology, it has been long felt by the Department of Zoology a need of Centre for Research in Entomology to get recognition from wider national and international community for community based activities, training programs, research and education. With this background the Faculty of Science had endorsed in its strategic management plan to establish a Centre for Research in Entomology (CRE), hereafter called CRE, under the umbrella of Department of Zoology, in the Faculty of Science, University of Jaffna

### **1.2. Vision of the CRE**

To be a center of excellence in research in entomology.

### **1.3. Mission of the CRE**

To engage in research, teaching and community outreach in the field of entomology directed by comprehensive academic, scientific and ethical principles.

## **SoP2.V1: Scope of CRE**

2.1. The CRE is fully functional under the Department of Zoology utilizing the already established spaces including insectary, medical entomology, molecular entomology and economic entomology laboratories.

2.2. The CRE is self-sustainable utilizing research grants secured by academics and through other means such as conducting training programs and short courses.

2.3. The CRE is open for academics from other Departments/Faculties of the University of Jaffna and other national and international institutions for collaboration to utilize the facilities established.

2.4. The CRE offers placements for postgraduate students and post-doctorate fellows to collaborate and work with Entomologists of the Department of Zoology.

2.5 The CRE will offer consultancy and stimulate entrepreneurship by providing individuals and communities with innovative ideas, the required skills and directions to resources in Entomology.

## **SoP3.V1: Functions of CRE**

### **3.1. Objective(s)**

The objective of this SoP is to describe the functions of the CRE

### **3.2. Description**

The function of the CRE are;

- 3.2.1. Shall under take basic and applied research in entomology
- 3.2.2. Shall facilitate/supervise research degree programs (M.Sc, M.Phil and Ph.D)
- 3.2.3. Shall provide opportunities for postdoctoral and residency training in entomology
- 3.2.4. Shall organize training programs and short courses in entomology.
- 3.2.5. Shall organize scientific events such as symposia and workshops.
- 3.2.6. Shall involve in community engagement and outreach programs in entomology.
- 3.2.7. Shall engage in collaborative research programs with national and international institutions.

## **SoP4.V1: Composition of the CRE**

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**4.1. Objectives**

This SoP describes the composition of the CRE in any given year

**4.2. Description**

4.2.1. All entomologists of the Department of Zoology will be automatically qualified to be members of the CRE

4.2.2. The CRE will have a Director who will be appointed as per the SoP5

4.2.3. Head, Department of Zoology will be an Ex-Officio member of the CRE



## **SoP5.V1: Appointment of Director for CRE**

### **5.1. Objectives**

This SoP describes the method of appointment of a Director and the period Directorship.

### **5.2. Description**

5.2.1. A permanent member of the academic staff of the Department of Zoology shall be appointed as a Director

5.2.2. He/she shall be a senior academic staff

5.2.3. The Director will be appointed by the Vice Chancellor with the recommendation of Head/Department of Zoology and Dean/Faculty of Science

5.2.4. The tenure is for three years from the date of appointment

5.2.5. A Director shall not be re-appointed for more than two consecutive terms, unless there is no other alternatives are found.

## **SoP6.V1: Functions of the Director/CRE**

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**6.1. Objective**

The SoP describes the responsibilities and functions of the Director

**6.2. Description**

6.2.1. The Director should read, understand and abide to the SoP of the CRE

6.2.2. The Director shall function under the directive of the Head of the Department of Zoology (HoD/Zoology)

6.2.3. The Director shall get prior approval from HoD/Zoology for initiatives and activities of the CRE.

6.2.4. The Director should ensure that all research materials purchased through research grants are inventoried and maintained under records of the Department of Zoology.

6.2.5. The Director is expected to encourage collaborative and inter-disciplinary research

6.2.6. The Director is expected to find additional financial sources and apply for them

6.2.7. The Director should be the major contact point of the CRE

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## **SoP7.V1: Meetings**

### **7.1. Objective**

The SoP describes the meetings of CRE

### **7.2. Description**

7.2.1. The meeting shall be chaired by the Director CRE

7.2.2. The meeting shall be announced by letter or electronic means to the members of staff of the Department of Zoology with the prior approval of the HoD/Zoology.

7.2.3. The meeting shall be called upon for various purposes and considering the purpose all or selected staff members of the Department of Zoology can be invited with the approval of the HoD/Zoology.

## **SoP8.V1: Financial Management**

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**8.1. Objective**

This SoP describes the financial management of the CRE

**8.2. Description**

8.2.1. The Director of CRE is responsible for the financial management of the funds secured fby the CRE

8.2.2. The detail of any funds which are received by CRE should be discussed in the meetings and the approval should be obtained from appropriate authorities

8.2.4. The authority of fund utilization lies with the Director/CRE with the recommendation and approval of HoD, Department of Zoology

8.2.3. The financial management should be in compliance with the financial regulation of the university (Financial Management Guidelines)

**SoP9.V1: Complaints**

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**9.1. Objective**

This SoP describes the complaint mechanism against the CRE

**9.2. Description**

9.2.1. Any complaints related to the CRE shall be made to Dean, Faculty of Science through HoD/Zoology by writing

9.2.2. The anonymous and verbal complaints shall not be considered

9.2.3. These complaints shall be handled by the Dean, Faculty of Science through existing grievance mechanism of the University of Jaffna

**SoP10.V1: Record keeping**

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**10.1. Objective**

The SoP describes the record keeping process of the CDRMC-FS

**10.2. Description**

10.2.1. The Director of the CRE is responsible for keeping all the records

10.2.2. The meeting minutes shall be recorded and kept in separate file

10.2.3. All the decisions shall be sent by the Director with approval of HoD/Zoology through Dean, Faculty of Science.