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**අධ්‍යාපන ප්‍රතිසංස්කරණ, විවෘත විශ්ව විද්‍යාල හා දුරස්ථ අධ්‍යාපන ප්‍රවර්ධන රාජ්‍ය අමාත්‍යාංශය**  
 கல்விச் சீர்திருத்தங்கள், திறந்த பல்கலைக்கழகங்கள் மற்றும் தொலைக்கல்வி மேம்பாடு இராஜாங்க அமைச்சு  
 State Ministry of Education Reforms, Promotion of Open Universities and Distance Learning

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 எனது இல.  
 My Ref.

ED/ST/REF/DL/09/13/13

ඔබේ යොමුව  
 உமது இல.  
 Your Ref.

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 திகதி  
 Date 31.01.2022

**Circular No: SMOER/2022/01**

All Secretaries to the Provincial Ministries of Education,  
 All Provincial Directors of Education,  
 All Zonal Directors of Education,  
 All Subject Directors of Education  
 All Divisional Directors of Education  
 All Principals,  
 All Provincial and Zonal Computer Resource Center Staff Members,

**Provincial and Zonal Information Technology and Distance Learning  
 Centre Management Information System**

In a circumstance where the educational process is undergoing reforms in order to create a society that can face global trends and crises, the use of distance learning has been proven to be able to play a substantial role for the execution of general education in view of the current situation.

02. Accordingly, this Circular and Guideline are issued to implement the Online Management Information System introduced under the empowerment of Provincial and Zonal Computer Resource Centers as Information Technology and Distance Learning Centers. Also, it is hereby informed that these Centers are hereafter called as "Information Technology and Distance Learning Centers". Consequently, necessary steps should be taken to revise the names on the name boards, documents and bank accounts of the respective centers.

03. This Online Management Information System will officially come into effect from 01<sup>st</sup> February 2022. Accordingly, all details related to the center including information on human and physical resources, courses, course attendees, academic and financial activities should be updated. Also, as only this system is used when taking decisions about these centers after 01<sup>st</sup> February 2022, a special program should be implemented in this regard.

04. An instructor should be selected therein as the Course Coordinator for each course conducted by these centers and the said instructor should be responsible for the activities related to each course. Also, other management activities specific to the system should be assigned to a Development Officer of the Non-Academic Staff attached to the Center. Just in case, a Development Officer has not been attached, the relevant Zonal Director of Education should attach a Development Officer to this center at least two days a month and take steps to formally assign the said responsibility.

05. All the centers should complete the entering of relevant information into this system before 01<sup>st</sup> February 2022. It is the responsibility of all parties to meet the said requirement and to maintain accurate and up-to-date data according to this guidance manual.

06. This Management System should be used for the management of all presently-operating and prospective Provincial and Zonal Information Technology and Distance Learning Centers in Sri Lanka.

The Secretary to the Ministry makes the final decision on the matters not covered by this Circular or on the clarifications of any other matters.

**Dr. Upali M. Sedara**  
Secretary

**Copies:**

01. Auditor General.
02. Secretary, Ministry of Education.
03. Secretary, Ministry of Technology.