

University Grants Commission

Application for seeking Recognition of Private Higher Educational Institutes as Private Higher Education service providers in Sri Lanka

1.	Full Name of the Institute																						
	1.1 Abbreviated Title (if any)																						
2.	Government approval for the enterprise/company																						
3.	Company Ordinance and By-laws																						
4.	Governance Structure/ Organizational Structure																						
5.	Registration of BOI/ Registrar of Companies																						
6.	Strategic/Corporate Plans																						
7.	Handbook of the Institution/Institute																						
8.	Profiles and Memberships of Governing/Academic Boards																						
9.	Organogram of the Institution and functions/duties and responsibilities of divisions and higher officers																						
11.	Official Website of the Institution/Institute																						
12.	Background Information/Details (if any)																						
13.	Aims/Objectives of the proposed Institute																						
14.	Proposed student intake into the Institute:/year																						
15.	Physical Resources																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Item</th> <th style="width: 35%;">Extent/Capacity</th> <th style="width: 30%;">Comments</th> </tr> </thead> <tbody> <tr> <td>a) Land</td> <td></td> <td></td> </tr> <tr> <td>b) Building space - Office space, lecture theaters, common amenities, etc.</td> <td></td> <td></td> </tr> <tr> <td>c) Laboratory facilities</td> <td></td> <td></td> </tr> <tr> <td>d) Library facilities</td> <td></td> <td></td> </tr> <tr> <td>e) IT facilities</td> <td></td> <td></td> </tr> <tr> <td>f) Common amenities</td> <td></td> <td></td> </tr> </tbody> </table>	Item	Extent/Capacity	Comments	a) Land			b) Building space - Office space, lecture theaters, common amenities, etc.			c) Laboratory facilities			d) Library facilities			e) IT facilities			f) Common amenities			
Item	Extent/Capacity	Comments																					
a) Land																							
b) Building space - Office space, lecture theaters, common amenities, etc.																							
c) Laboratory facilities																							
d) Library facilities																							
e) IT facilities																							
f) Common amenities																							

University Grants Commission

Application for seeking Recognition of Private Higher Educational Institutes as Private Higher Education service providers in Sri Lanka

16.	Human Resources <u>Academic</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 45%;">Category</th> <th style="width: 55%;">Cadre</th> </tr> <tr><td>Senior Professor/Professor</td><td></td></tr> <tr><td>Associate Professor</td><td></td></tr> <tr><td>Senior Lecturer</td><td></td></tr> <tr><td>Lecturer (Probationary)</td><td></td></tr> <tr><td>Instructor/Demonstrator</td><td></td></tr> <tr><td>Asst./Sr. Asst. Librarian</td><td></td></tr> </table> <u>Non-academic</u> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 45%;">Category</th> <th style="width: 55%;">Cadre</th> </tr> <tr><td>Executive Grade</td><td></td></tr> <tr><td>Academic Support</td><td></td></tr> <tr><td>Technical Grade</td><td></td></tr> <tr><td>Minor Staff</td><td></td></tr> </table>				Category	Cadre	Senior Professor/Professor		Associate Professor		Senior Lecturer		Lecturer (Probationary)		Instructor/Demonstrator		Asst./Sr. Asst. Librarian		Category	Cadre	Executive Grade		Academic Support		Technical Grade		Minor Staff	
Category	Cadre																											
Senior Professor/Professor																												
Associate Professor																												
Senior Lecturer																												
Lecturer (Probationary)																												
Instructor/Demonstrator																												
Asst./Sr. Asst. Librarian																												
Category	Cadre																											
Executive Grade																												
Academic Support																												
Technical Grade																												
Minor Staff																												
17.	Funds <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 25%;"></th> <th style="width: 25%;">Last Year (in Rs.)</th> <th style="width: 25%;">Current Year(in Rs.)</th> <th style="width: 25%;">Comments</th> </tr> <tr><td>Recurrent</td><td></td><td></td><td></td></tr> <tr><td>Capital - Equipment</td><td></td><td></td><td></td></tr> <tr><td>Capital - Library Acquisition</td><td></td><td></td><td></td></tr> <tr><td>Capital - Buildings</td><td></td><td></td><td></td></tr> <tr><td>Earned Funds</td><td></td><td></td><td></td></tr> </table>					Last Year (in Rs.)	Current Year(in Rs.)	Comments	Recurrent				Capital - Equipment				Capital - Library Acquisition				Capital - Buildings				Earned Funds			
	Last Year (in Rs.)	Current Year(in Rs.)	Comments																									
Recurrent																												
Capital - Equipment																												
Capital - Library Acquisition																												
Capital - Buildings																												
Earned Funds																												
18.	Any other Resources available																											
19.	Academic Programmes to be offered by the Institute																											
	19.1	Undergraduate																										
	a)	General	Duration: yrs; Credits Course work:credits Student Project:credits Total: credits																									
	b)	Special/Professional Diploma	Duration: yrs; Credits Course work:credits Industrial Placement: credits Student Project: credits Total: credits																									
	c)	Diploma	Duration: yrs; Credits Course work:credits Assignment: credits Total: credits																									

University Grants Commission

Application for seeking Recognition of Private Higher Educational Institutes as Private Higher Education service providers in Sri Lanka

	19.2	Postgraduate	
	a)	PhD	Duration: yrs; Credits Course work:credits Thesis Research: credits Total: credits
	b)	MPhil	Duration: yrs; Credits Course work:credits Thesis Research: credits Total: credits
	c)	Master's degree	Duration: yrs; Credits Course work:credits Thesis Research: credits Total: credits
	d)	Postgraduate diplomas	Duration:Yrs/Months; Credits Course work:..... Credits Assignments: Credits
20.	Does the programme have any collaboration with organizations outside universities?		Yes ☐ No ☐ If yes (provide details as an Annexure)
21.	Expected number of students per batch for respective degree programmes		Undergraduate i. UDP – 1 ii. UDP – II iii. UDP –n Total:/year Postgraduate:/year iv. PDP – 1 v. PDP – II vi. PDP –n Total:/year
22.	List of internal and external resource persons including their affiliation, specialty and qualification(s)		(Attach as a separate document)
23.	Any other relevant information not stated above		
24.	Signature of governing authority and official stamp		
25.	Date		/...../.....

Note:

- Please be informed that the revalidation of the Recognition of Private Higher Education Institute as a Private Higher Education Service Provider in Sri Lanka should be done in every five years.
- Application Fee of Rs. 250,000.00 should be made along with the application before the evaluation process.
- Cheques should be drawn in favour of "University Grants Commission".