



**University Grants Commission**

ESTABLISHMENTS CIRCULAR LETTER NO. 01/2017

No.20, Ward Place,  
Colombo-07


02.01.2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**Policy Decision to Upgrade English Language Teaching Units/ English Language Teaching Centers of Higher Educational Institutions/ Institutes to English Language Teaching Departments.**

The University Grants Commission at its 955<sup>th</sup> Meeting held on 15.12.2016 having considered the recommendation of the Standing Committee on Teaching of English as a Second Language has made a policy decision to upgrade English Language Teaching Unit (ELTU)/ English Language Teaching Center (ELTC) of each Higher Educational Institution/ Institute to an English Language Teaching Department under a Faculty.

As such, applications in the prescribed format (annex) along with Council and Senate approvals through the proper channel are invited from all the Higher Educational Institutions/ Institutes in this regard.

  
**Prof. Mohan de Silva**  
Chairman

- Cc : 1. Secretary, Ministry of Higher Education & Highways  
2. Chairman's Office/UGC  
3. Vice-Chairman/UGC

Contd..2/

4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational institutions/Institutes
11. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/ Institutes
13. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEI
16. Secretaries of Trade Unions
17. Auditor-General

File No. UGC/AC/English/GEN/2017

**University Grants Commission**  
**Application for Establishment of a New Department (s) / Centre (s)**  
**within an Established University Faculty/University**  
**(Introduced beginning from 01-03-2011)**

1.	University	
2	Faculty	
3	Title of the Proposal	
	3.1 Full name of the Proposed Department (s) / Centre (s)	
	3.2 Abbreviated title	
4	Existing Structure, Academic Departments, Centres/Units and Cadre of Academic and Non Academic Staff and Degree Programmes offered by the Faculty	<b>Attach as a separate document – Annex I</b>
5	Annual Student Intake – approved number, number enrolled, and number graduated each year over the 5 years	<b>Attach as a separate document – Annex II</b>
6	Cost per student (for each study programme)	
7	Details of the Proposal	<b>Attach as a separate document – Annex III</b>
	<b>7.1) Background to the Proposal</b>  (This section should describe the mandate and current status of the University and/or Faculty. Evidences must be presented to show that the university and/or faculty proposing new department has the experience, and capacity to establish and foster a new department/centre in terms of in-house resource persons, laboratory capacities, library resources, etc. Further, the proposal must give general description of the benefits that will be accrued by the stakeholders – students, staff and sector(s)/industry or industries and the country in general.	
	<b>7.2) Justification</b>  (This section should include graduate and/or postgraduate trained manpower requirement of the country/sector in the proposed field (s) of study. The justification should always be evidenced-based and backed by results of a survey or tracer study or results derived from any other suitable instrument or published report.  If a Faculty/Department/Institute/Centre with similar mandate is already in existence in the university or in another Faculty of the university and/or in another university or in a faculty of another university, provide the rationale for establishing another department /centre in your university/faculty. If the proposal is to establish a new department by splitting an existing department, the rationale and reason for such separation must also be given. Further, if the proposal is for establishment of a centre, the rationale for establishing a separate entity must also be given.	



	7.3) Aims/Objectives of the proposed department (s)/centre																																													
	<p>7.4) Does this proposal is aimed at increasing student intake into the Faculty. Yes/No</p> <p>If yes, indicate the number of proposed increase for existing programme per year and/or proposed intake into a new degree programme to be offered by the proposed Department;</p> <p>a) Existing Programme:</p> <p>i) Current Intake. .... /year;</p> <p>ii) Proposed Intake. .... /year</p> <p>b) New Degree Programme:</p> <p>i) Proposed Intake. .... /year</p>																																													
	7.5) Proposed organizational, governance and management structure (in the case of a Centre)																																													
	7.6) If establishment of new department involves splitting an existing department, show how resources available at present will be allocated to the proposed department																																													
	<p>7.6.1 Physical Resources</p> <table border="1"> <thead> <tr> <th>Item</th><th>Space (in Sq. Meters) / Capacity</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>a) Office space</td><td></td><td></td></tr> <tr> <td>b) Lecture Rooms</td><td></td><td></td></tr> <tr> <td>i.</td><td></td><td></td></tr> <tr> <td>ii.</td><td></td><td></td></tr> <tr> <td>n.</td><td></td><td></td></tr> <tr> <td>c) Laboratory</td><td></td><td></td></tr> <tr> <td>i.</td><td></td><td></td></tr> <tr> <td>ii</td><td></td><td></td></tr> <tr> <td>n.</td><td></td><td></td></tr> <tr> <td>d) ICT Facility</td><td></td><td></td></tr> <tr> <td>e) Library / Reading Room</td><td></td><td></td></tr> <tr> <td>f) Staff Common Room &amp; Amenities</td><td></td><td></td></tr> <tr> <td>g) Student Common room &amp; Amenities</td><td></td><td></td></tr> <tr> <td>h) Other</td><td></td><td></td></tr> </tbody> </table>	Item	Space (in Sq. Meters) / Capacity	Comments	a) Office space			b) Lecture Rooms			i.			ii.			n.			c) Laboratory			i.			ii			n.			d) ICT Facility			e) Library / Reading Room			f) Staff Common Room & Amenities			g) Student Common room & Amenities			h) Other		
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	<p>7.6.2) Human Resources</p> <p>(This section includes approved and existing cadre that is available for allocation to new department as in the case of dividing an existing large department into two departments)</p>																																													

Academic

Category	Approved Cadre*	Existing Department	Proposed Department
Senior Professor/Professor			
Associate Professor			
Senior Lecturer			
Lecturer (Probationary)			
Instructor/Demonstrator			

\* How this cadre is divided into two departments must be described.

Non-academic

Category	Approved Cadre*	Existing Department	Proposed Department
Executive Grade a) AS/SA Registrar b) AS/SA Bursar			
Academic Support			
Technical Grade			
Minor Staff			

\*How this cadre is divided must be described.

7.6.3) Fund allocation and utilization (For the Faculty /Institute for last year and current year)

(This section should include the current budget allocation for recurrent and capital expenditure (last year and current year) and also if any earned funds that will be made available for capital acquisitions)

	Last Year (in Rs.)	Current Year (in Rs.)	Comments
Recurrent			
Capital Equipment -			
Capital – Library Acquisition			
Capital Buildings -			
Earned Funds			



	i) Total student number last year- i) Degree Programme I: ...../year ii) Degree Programme II: ...../ Year iii) Degree Programme N: ...../ Year ii) Average cost per student – Rs. ....../year (for the last year) i) Degree Programme I: Rs...../year ii) Degree Programme II: Rs...../ Year iii) Degree Programme N: Rs...../ Year																																				
	7.6.4) Does the creation of new department require additional resources?  Yes/No																																				
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8	If a proposed department is for offering a new degree programme, provide details of the degree programme – Attach as a separate document using the UGC application format prescribed for a new degree programme –																																				

	<b>Annexure IVA)</b>	
9	If a proposed department is for offering courses for the existing degree programme – (Provide details of Courses/Modules in annexure form - <b>Annexure IVB)</b>	
10	10.1 Has the proposed new department including the new degree programme been included in the Corporate Plan of the University?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide documentary evidence
	10.2 Has the proposed new department including the new degree programme included Corporate Plan /Action Plan of the Faculty	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide documentary evidence
11	Does the Faculty have resources to commence operation of new department and the degree programme, pending allocation of resources requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Any other relevant information not stated above	
13	Date of Senate approval for the new Department	...../...../..... (please attach a copy of minutes)
14	Date of Council approval for the new Department	...../...../..... (please attach a copy of minutes)
15	Signature of Dean of the Faculty/Director of Institute and official stamp	
16	Signature of Vice Chancellor and official stamp	
	Date	...../...../.....

- Please submit two original completed applications and one soft copy with annexures to following addresses.

Academic Affairs Department (for soft copy)

Email: [iua@ugc.ac.lk](mailto:iua@ugc.ac.lk)

Address: Prof. Mohan de Silva,  
Chairman,  
University Grants Commission,  
No.20,  
Ward Place,  
Colombo 07.