



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 04/2019

No. 20, Ward Place,  
Colombo 07.  
February 12, 2019

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **Cadre Norms for Fixing the Cadre of the Higher Educational Institutions**

The Commission at its 984<sup>th</sup> meeting held on 05.04.2018 granted approval to consider the Cadre Norms given in Annex 01 when determining the Cadre of Higher Educational Institutions (HEIs). Accordingly, you are requested to follow the approved Cadre Norms when forwarding requests on new cadre creations. All Cadre Norms, except support staff on a land based ratio, are linked to the number of undergraduate students registered for the year.

The Commission also decided that while the Cadre Norms of Teaching Staff and Temporary Staff would be with respect to the individual Faculties, the Cadre Norms of Administrative and other Executive Staff, Support Staff and Library Staff would be with respect to the HEI. The Commission would not be involved in distributing Administrative and other Executive Staff, Support Staff and Library Staff cadre separately to administration, faculties, departments, divisions, units or centers of the HEIs.

Your attention is drawn to the following instruction given in the Commission Circular No. 974 of 04.01.2012 with regard to the new cadre creation and suppression in the University system.

“Request for creation of new cadre posts would be invited from Higher Educational Institutions once in every year by the UGC as done at present. Request for suppression and creation of posts could be forwarded accordingly during the period from 01<sup>st</sup> June to 31<sup>st</sup> July each year.”

The Commission at its 962<sup>nd</sup> meeting held on 06.04.2017, decided that requests for creation of cadre posts and suppression should be made by the Vice Chancellor/ Rector/ Director of HEIs along with the valid justification and approval of the respective Governing Authority during the period from 01<sup>st</sup> June to 31<sup>st</sup> July of each year to forward the same to the Department of Management Services for approval.

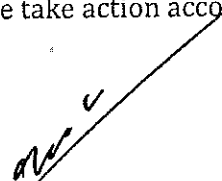
You are therefore kindly requested to forward the requirement of the entire HEI at once within the said period as per the formats attached to this Circular for different categories of staff members.

Hereafter, the Governing Authority of the respective HEIs should approve the distribution of the Administrative and other Executive Staff, Support Staff and Library Staff cadre to administration, faculties, departments, divisions, units or centers. This exercise should be strictly followed in preparing the Cadre Book of the HEI. The new cadres requested for approval in the current year should be indicated in a separate column in the approved Cadre Book. The Cadre Book so prepared by the HEIs for the current year should be submitted, with the approval of the Governing Authority, to the Commission annually by 31<sup>st</sup> October of the current year for recommendation to the Department of Management Services for its approval.

Your attention is also drawn to the fact that the Department of Management Services has stated that prior approval should be obtained from the Director General of the Department of Management Services, for transferring cadre, already approved for the particular department/ division/ unit/ centre of HEI to another department/ division/ unit/ centre. As such, the Establishment Circular Letter No. 04/2011 of 16.03.2011 is hereby rescinded.

The provisions of this Circular are come into effect from 01.01.2019.

Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

Copies :

1. Secretary/ Ministry of City Planning, Water Supply & Higher Education
2. Chairman/UGC
3. Vice-Chairman/UGC
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. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

File No. UGC/HR/10/01/2019

**Cadre Norms for Fixing the Cadre of the Higher Educational Institutions**

You are requested to consider following staff categories in determining Cadre Norms.

- I. **Teaching Staff** – Senior Professor/ Professor (Chair), Senior Professor, Professor, Associate Professor, Senior Lecturer Gr. I & II, Lecturer and Lecturer (Probationary).
- II. **Temporary Staff in U-AC 2 & 1 Salary code** -Temporary Lecturer, Temporary Instructor, Temporary Research Assistant, Temporary Demonstrators and Temporary Tutor.
- III. **Administrative and Other Executive Staff**- Staff categories specified in the Commission Circular No. 905 of 29.01.2009 and Medical Officers.
- IV. **Support Staff** – Academic Support Staff, Staff in the Clerical & Allied grades, Staff in the Technical grades and Staff in the Primary grades.
- V. **Library Staff**- Librarian, Deputy Librarian, Senior Assistant Librarian, Assistant Librarian, Deputy Registrar/Senior Assistant Registrar/Assistant Registrar-Library Services, Library Information Assistant, Library Attendant, Computer Programmer, Library Technician, Book Binder.

**1. Norms to Determine the Cadre of HEIs Engaged in Undergraduate Education**

**1.1 Norms for Cadre of Teaching Staff and Temporary Staff**

Faculty	Teaching Staff	Temporary Staff
	Students* <sup>1</sup> : Teacher Ratio	Teaching Staff: Temporary Staff Ratio
Medicine	7:1	2:1
Dental Science	7:1	2:1
Veterinary Science	7:1	2:1
Allied Health Science	10:1	2:1
Science	10:1	2:1
Agriculture	10:1	2:1
Fisheries and Marine Science	10:1	2:1
Ayurveda/ Unani/ Siddha	10:1	2:1
Technology	10:1	2:1
Architecture	10:1	2:1
Engineering	10:1	2:1
Information Technology	10:1	2:1
Geomatics	10:1	2:1
Visual & Performing Arts	15:1	2:1
Humanities	15:1	5:1
Arts/Social Sciences	18:1	5:1
Law	18:1	5:1
Education	18:1	5:1
Management	18:1	5:1

\*<sup>1</sup> **Students** refer to the number of undergraduates registered in the Faculty in a given year.

**Note:** Cadre of Teaching Staff and Temporary Staff in U-AC 2 & 1 salary code should be determined based on the number of undergraduates registered in the Faculty (only the number of students in cohorts for minimum duration of a degree programmes) in a given year.

## **1.2 Norms for Cadre of Administrative, Other Executive and Support Staff** (Should consider to the whole HEI)

### **1.2.1 Administrative and Other Executive Staff (including Medical Officers)**

Teaching Staff: Administrative and Other Executive Staff Ratio will be

**1: 0.1**

### **1.2.2 Support Staff** (i.e Academic Support/ Clerical & Allied Grades/ Technical Grades/ Minor Grades)

i) Teaching Staff: Support Staff Ratio will be

Science Based **1:2**

Non Science Based **1:1**

ii) Support Staff on Land based Ratio will be

**Per Acre: 0.1 Support Staff**

**Note:** Cadre of Administrative & Other Executive Staff and Support Staff should be determined with respect to the whole HEI. i.e Teaching Staff: Support Staff Ratio is for indicative purposes of the total approved Support Staff numbers of the HEI.

## **1.3 Norms for Cadre of Library Staff**

The Norms in the determination of the Cadre of the Library Staff as follows;

**1.3.1** Library Staff: Reader Ratio will be **1: 600**

**1.3.2** Composition of the Staff in Library will be;

i) Library Professional Staff – **15%**

(Librarian, Deputy Librarian, Senior Asst. Librarian, Asst. Librarian)

ii) Administrative Staff - **02%**

(Deputy Registrar/Senior Asst. Registrar/Asst. Registrar–Library Service)

iii) Support Staff - **83%**

(Library Attendant, Computer Programmer, Book Binder, Library Information Assistant)

**Note:** Cadre of Library Staff should be determined based on the norms given in item 1.3.1 and 1.3.2 above with respect to the whole HEI.

## 2. Norms to Determine the Cadre of the OPEN University and Other Institutions Engaged in Open and Distance Learning

### 2.1 Teaching Staff in Faculties

Faculty/Academic Stream	Student* <sup>2</sup> : Teacher Ratio
Humanities and Social Sciences	54:1
Natural Sciences	30:1
Health sciences	30:1
Engineering Technology	30:1
Education	54:1

\*<sup>2</sup> **Student of OUSL** refers to Undergraduate Equivalent number based on the following formulas.

30 Credits (full time equivalent) at levels 1 & 2	= ¼ UGE
30 Credits (full time equivalent) at levels 3 to 6	= 1 UGE
30 Credits (full time equivalent) at levels 7 to 12	= ½ UGE

2.2 Norms for Temporary Staff in U-AC 2 and 1 salary code as per the above item No. 1.1; Norms for Administrative and Other Executive Staff, and Support Staff as per the above item No. 1.2; and Norms for the Library Staff as per the item No. 1.3 are also applicable for Open and Distance Learning Institutions.

### Category I - Teaching Staff

**Higher Educational Institution :**.....

**Faculty :**.....

Number of students registered in the Faculty (only the number of students in cohorts for minimum duration of the degree programmes):

Approved number of Teaching Staff members according to norms as per the Commission Circular No.04/2019 :

Existing number of Teaching Staff members:

Number of vacancies available to fill:

#### CREATION OF NEW CADRE POSTS

Dept./Division	Designation	Salary Code	Approved Cadre	Existing Cadre	No. of New Cadres Requested	Justification
						Details on the necessity to create new cadre posts (Strong Justification)

#### SUPPRESSION OF EXISTING CADRE POST AND CREATION OF NEW CADRE POSTS

Dept./Division	Post to be Suppressed	Salary Code	Approved Cadre	Reasons for Suppression	New post to be created	Salary Code	Approved Cadre of the new post	Justification
								Details on the necessity to create new cadre posts

#### Recommendation

Recommended due to the necessity to Create New Cadre Posts / Suppress Existing Cadre Posts and Create New Cadre Posts

.....  
Secretary-UGC/ Vice-Chancellor/ Rector/Director

(Delete the inapplicable words)

**Category II - Temporary Staff in U-AC 2 & 1 Salary Code**

**Higher Educational Institution :**.....

**Faculty :**.....

Number of students registered in the Faculty (only the number of students in cohorts for minimum duration of the degree programmes):

Approved number of Teaching Staff members according to norms as per the Commission Circular No.04/2019 :

Existing number of Teaching Staff members:

Number of vacancies available to fill:

**CREATION OF NEW CADRE POSTS**

Dept./Division	Designation	Salary Code	Approved Cadre	Existing Cadre	No. of New Cadres Requested	Justification
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								Details on the necessity to create new cadre posts

**Recommendation**

<p>Recommended due to the necessity to Create New Cadre Posts / Suppress Existing Cadre Posts and Create New Cadre Posts</p> <p>.....</p> <p>Secretary-UGC/ Vice-Chancellor/ Rector/Director (Delete the inapplicable words)</p>
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**Category III - Administrative & Other Executive Staff**

**Higher Educational Institution :**.....

Number of students registered in the HEI (only the number of students in cohorts for minimum duration of the degree programmes):

Approved number of Administrative & Other Executive Staff members according to norms as per the Commission Circular No. 04/2019 :

Existing number of Administrative & Other Executive Staff members:

Number of vacancies available to fill:

**CREATION OF NEW CADRE POSTS**

Dept./Division	Designation	Salary Code	Approved Cadre	Existing Cadre	No. of New Cadres Requested	Justification
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								Details on the necessity to create new cadre posts

**Recommendation**

Recommended due to the necessity to Create New Cadre Posts / Suppress Existing Cadre Posts and Create New Cadre Posts

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Secretary-UGC/ Vice-Chancellor/ Rector/Director

(Delete the inapplicable words)



### Category IV - Support Staff

**Higher Educational Institution :**.....

Number of students registered in the HEI (only the number of students in cohorts for minimum duration of the degree programmes):

Approved number of Support Staff members according to norms as per the Commission Circular No.04/2019 :

Existing number of Support Staff members:

Number of vacancies available to fill:

#### CREATION OF NEW CADRE POSTS

Dept./Division	Designation	Salary Code	Approved Cadre	Existing Cadre	No. of New Cadres Requested	Justification
						Details on the necessity to create new cadre posts (Strong Justification)

#### SUPPRESSION OF EXISTING CADRE POST AND CREATION OF NEW CADRE POSTS

Dept./Division	Post to be Suppressed	Salary Code	Approved Cadre	Reasons for Suppression	New post to be created	Salary Code	Approved Cadre of the new post	Justification
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#### Recommendation

Recommended due to the necessity to Create New Cadre Posts / Suppress Existing Cadre Posts and Create New Cadre Posts

.....  
Secretary-UGC/ Vice-Chancellor/ Rector/Director

(Delete the inapplicable words)

**Category V - Library Staff**

**Higher Educational Institution :**.....

Number of students registered in the HEI (only the number of students in cohorts for minimum duration of the degree programmes):

Approved number of Library Staff members according to norms as per the Commission Circular No. 04/2019 :

Existing number of Library Staff members:

Number of vacancies available to fill:

**CREATION OF NEW CADRE POSTS**

Dept./Division	Designation	Salary Code	Approved Cadre	Existing Cadre	No. of New Cadres Requested	Justification
						Details on the necessity to create new cadre posts (Strong Justification)

**SUPPRESSION OF EXISTING CADRE POST AND CREATION OF NEW CADRE POSTS**

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Recommended due to the necessity to Create New Cadre Posts / Suppress Existing Cadre Posts and Create New Cadre Posts

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Secretary-UGC/ Vice-Chancellor/ Rector/Director

(Delete the inapplicable words)