

University Grants Commission
Application for Establishment of a New Department within an
Established University Faculty/University
(Introduced beginning from 1st July 2023)

1.	University		
2	Faculty		
3	Title of the Proposal		
	3.1 Full name of the Proposed Department in three languages	1.	
		2.	
		3.	
	3.2 Abbreviated title		
	3.3 Existing names of Departments of the Faculty as per the gazette notifications published	Name of the Department	Gazette no and date
	Whether proposed establishment of new department involves splitting an existing department	Yes /No	
	Is it clearly specifying in the extract minutes of Senate and Council	Yes /No	
	Name of Departments created by splitting		
	Gazetted Name of the existing Department		

4	Existing Structure, Academic Departments and Cadre of Academic and Non Academic Staff and Degree Programmes offered by the Faculty	Attach as a separate document – Annex I
5	Annual Student Intake of the Faculty– approved number, number enrolled, and number graduated each year over the 5 years	Attach as a separate document – Annex II
6	Cost per student (for each study programme)	
7	Details of the Proposal	Attach as a separate document – Annex III
	<p>7.1) Background to the Proposal</p> <p>(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 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.</p>	
	<p>7.2) Justification</p> <p>(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.</p> <p>If a Faculty/Department/Institute 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 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.</p>	
	7.3) Aims/Objectives of the proposed department (s)	
	<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 and UGC approval obtained date (annex ugc letter received):</p> <p>b) Existing Degree Programmes</p> <p> i) Current Intake. /year;</p> <p> ii) Proposed Intake. /year</p> <p>c) New Degree Programme:</p> <p> i) Proposed Intake. /year</p>	

7.5) If establishment of new department involves splitting an existing department, show how resources available at present will be allocated to the proposed department

7.5.1 Physical Resources

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		

7.5.2) Human Resources as approved by Department of Management services

(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)

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.

<u>Non-academic</u>			
Category	Approved Cadre*	Existing Department	Proposed Department
Executive Grade a)Asst./SA Registrar b) Asst/SA Bursar			
Academic Support			
Technical Grade			
Minor Staff			
*How this cadre is divided must be described.			
7.5.3) 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			
7.5.4) Does the creation of new department require additional resources?			
Yes/No			

	7.5.5) If yes, provide details (estimated cost and/or number)					
	i) Physical Resources:					
	Item	Estimated Cost	Year 1	Year 2	Year 3	Year 4
	i.					
	ii.					
	iii.					
	ii) Laboratory Resources					
	Item	Estimated Cost	Year 1	Year 2	Year 3	Year 4
	i.					
	ii.					
	n.					
	iii) Human Resources					
	Category	Number	Year 1	Year 2	Year 3	Year 4
	iv) Recurrent Funds					
	Year	Salary cost (Rs.)*	Other recurrent cost(Rs.)*	Total Cost (Rs.)*	New Intake/Additional (No. of Student/Year)	Average Recurrent Cost / Student (Rs.)
	Year 1					
	Year 2					
	Year 3					
	Year 4					
	Year 5					
	* Additional expenditure incurring for the new department					
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 – Annexure IVA)					
9	If a proposed department is for offering courses for the existing degree programme – (Provide details of Courses/Modules in annexure form - Annexure IVB)					

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	a. Does the Faculty have resources to commence operation of new department and the degree programme?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide documentary evidence
	b. Does the Faculty have pending allocation of resources requested?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide documentary evidence
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	Recommendation and Signature of CQA Director of the University and official stamp	
16	Signature of Dean of the Faculty/Director of Institute and official stamp	
17	Signature of Vice Chancellor and official stamp	
	Date/...../.....

- Please attach extract minutes of Senate and Council specifying whether it is a new establishment or splitting of existing Department. Extract minutes of the Senate and Council should clearly indicate the requirement as mentioned in the proposal and the application.
- Please email the completed application with all signatures and required annexures to dqac@ugc.ac.lk and iaa@ugc.ac.lk, and forward one hard copy to the following:

Director, Quality Assurance Council of the UGC
94/10, Ananda Rajakaruna Mawatha, Colombo 08

- After receiving clearance from the QAC by email, the university will be required to submit the final version of the amended proposal, in hard copy, to the Director QAC, at the following address, so that it can be forwarded to the Academic Affairs division of the UGC, with a hard copy of the final summary report granting clearance.