



MANUAL OF PROCEDURES

ACADEMIC DIVISION



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- ◁ For reviewing the draft manual and providing constructive feedback for improvement.

Director of the Center for Quality Assurance

- ◁ For the support in formalizing the processes related to Academic Programs as well as encouragement in completing the whole project.

Contributions

Overall Supervision and Coordination – Mrs. H.K.D.W.M.S.K. Hapuhinna

Deputy Registrar -Academic Division

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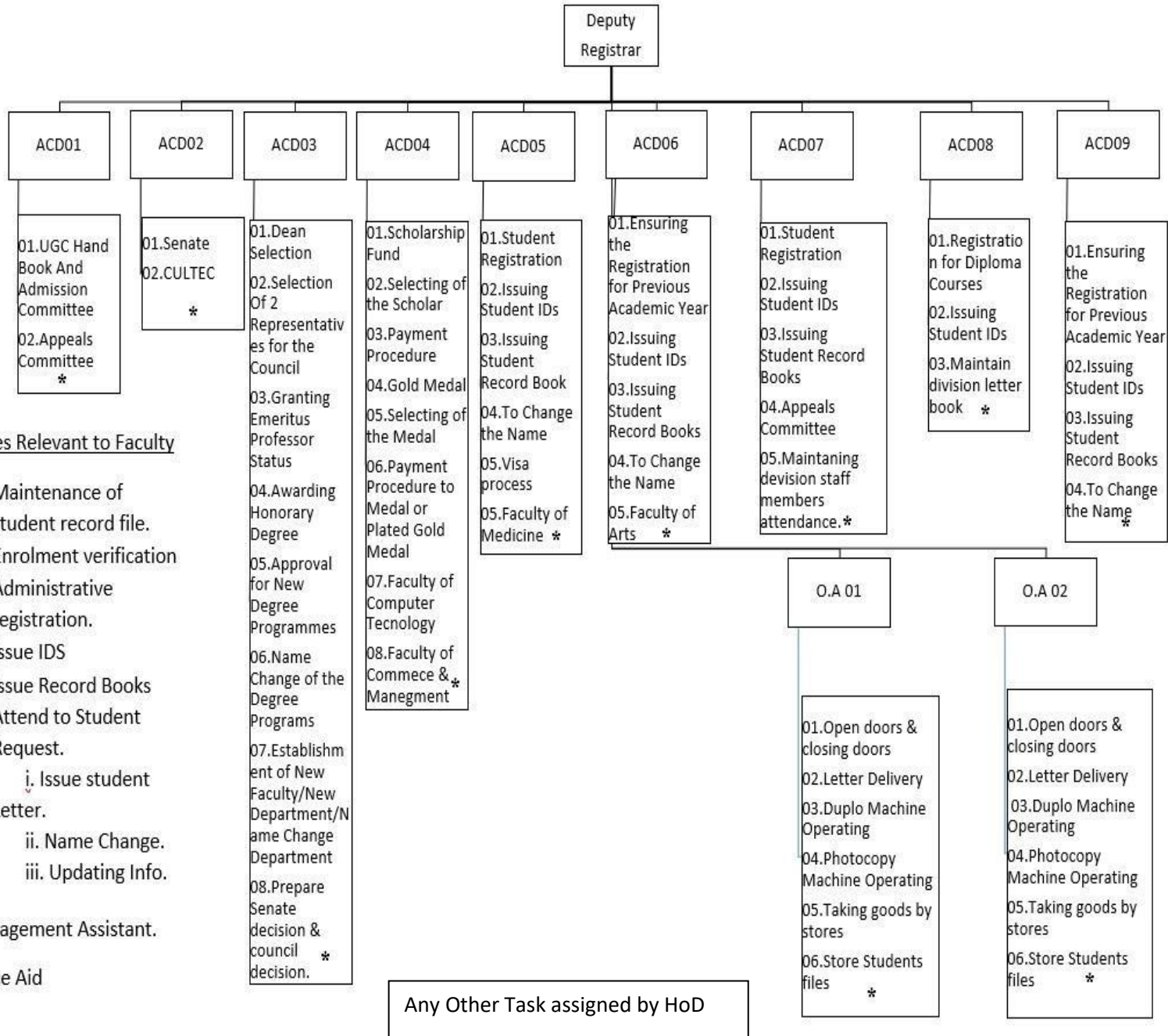
Introduction to the Academic Division

The two main responsibilities of the Academic Division consist of Student registration and the other academic management matters of the University.

The Academic Division is responsible for organizing and convening the Senate, the main academic authority of the University, and Senate Standing Committees regularly, namely Curriculum, Learning and Teaching Evaluation Committee (CULTEC), Appeals Committee, Admission Committee, Credit Transfer Board, Honorary Degree committee, etc. Apart from these, organizing and convening, when required, the Dean's Committee and other Ad hoc committees of the University are also among the regular tasks of the Academic Division. Related to these meetings, the Division is responsible for the preparation of the agenda, recording the minutes of the meetings and communicating decisions of the meetings to the relevant entities and any other action required to facilitate the implementation process of their decisions. Apart from this, the Academic Division involves in the preparation of academic calendars, and follow up for obtaining approval for new study programmes .

Student Registration consists of the enrollment of Students of the New Intake for the relevant academic year, and the administrative registration of senior students for each academic year until graduation, and registration of students to Certificate and Diploma Courses. Processing the holding of the Students Appeals Board and communicating its decisions, processing the selection of recipients for Scholarships and Medal Awards recommended by the Senate are other tasks within the purview of the Academic Division. In addition, issuing ID cards and record books, issuing letters of studentship, and related services are also among the responsibilities of the Academic Division.

Academic Division



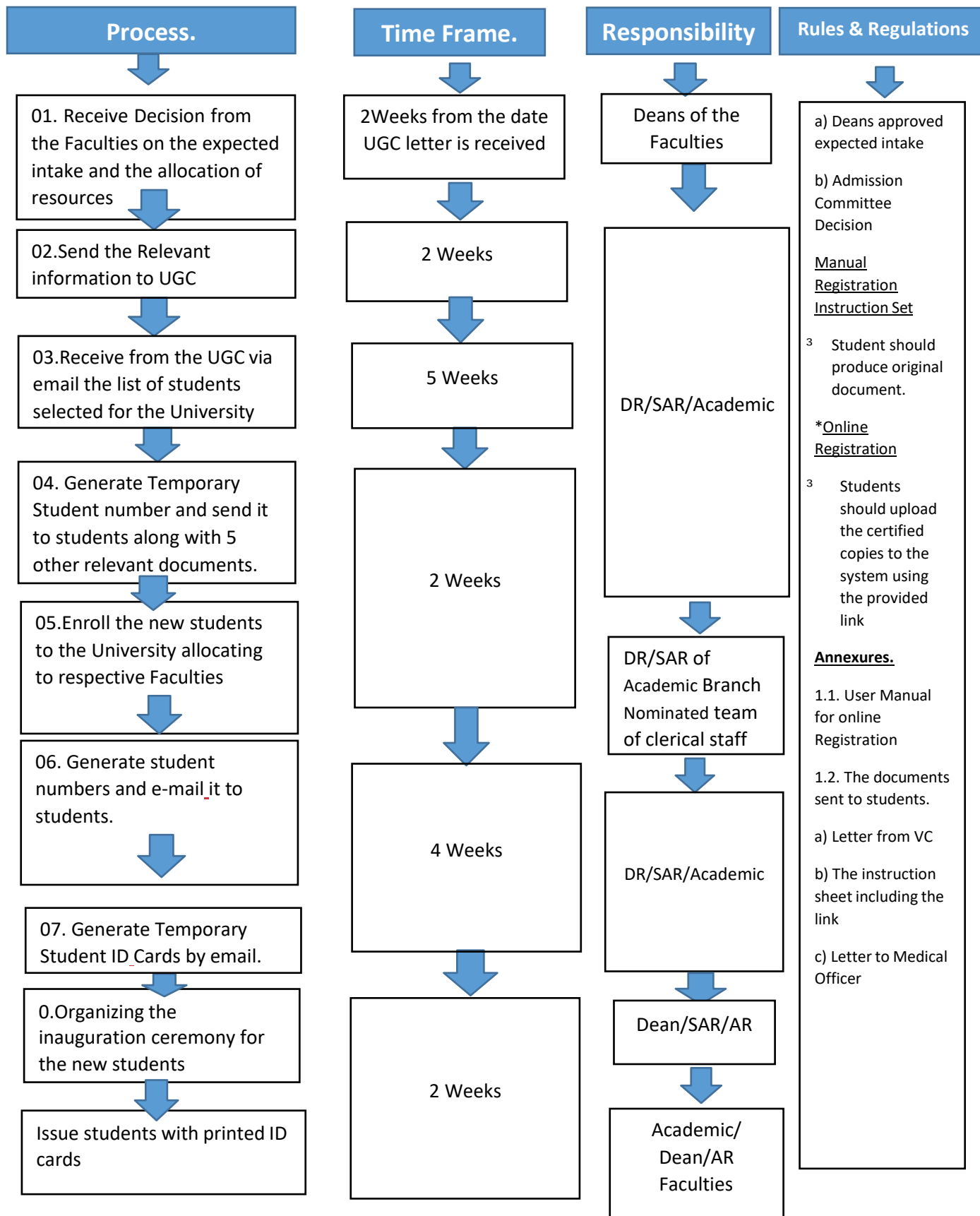
Duties Relevant to Faculty

- Maintenance of student record file.
- Enrolment verification
- Administrative registration.
- Issue IDS
- Issue Record Books
- Attend to Student Request.
 - i. Issue student Letter.
 - ii. Name Change.
 - iii. Updating Info.

ACD - Management Assistant.

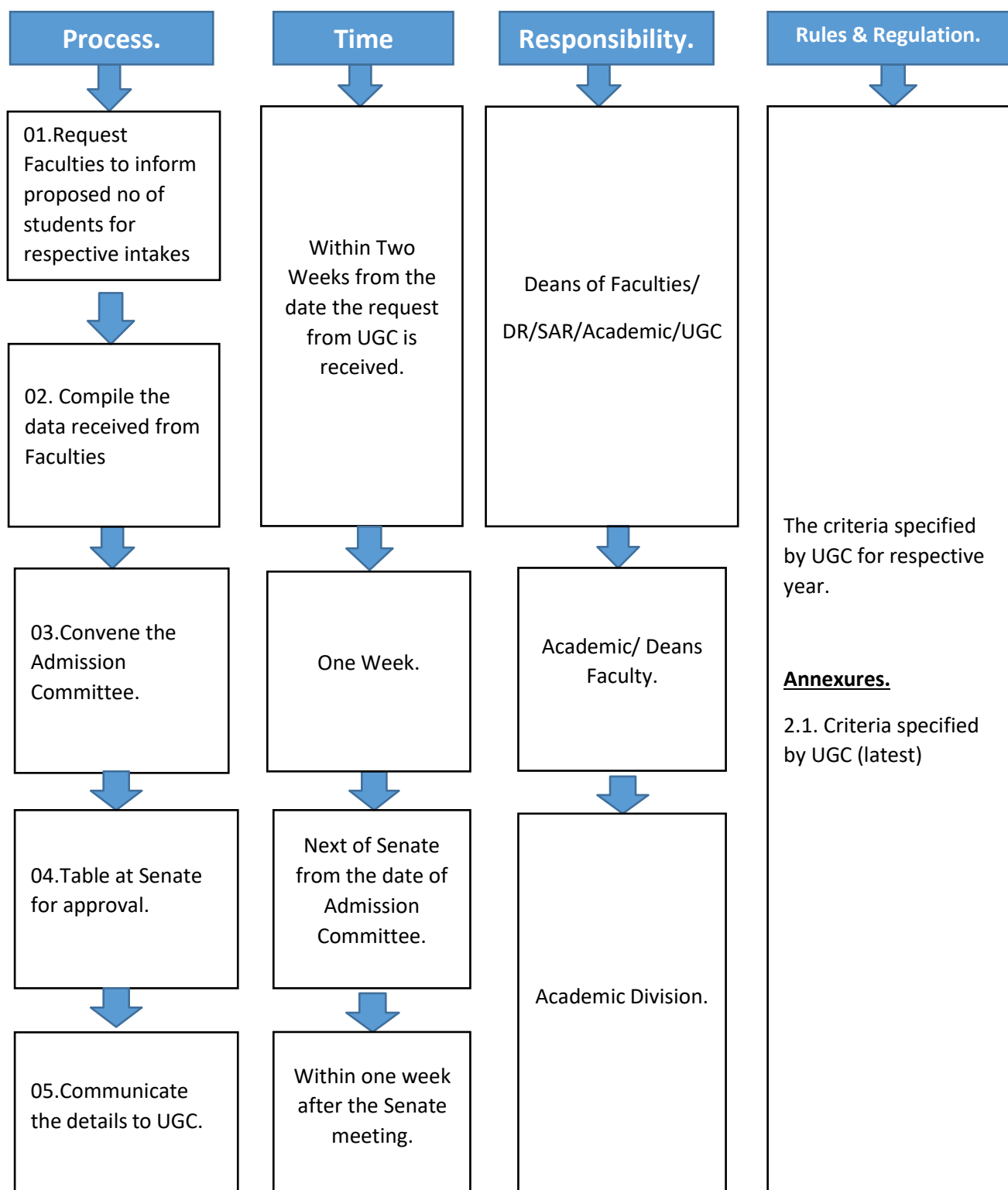
O.A - Office Aid

01. Student Registration New Intake



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

02.UGC Handbook & Senate Standing Committee for Admission

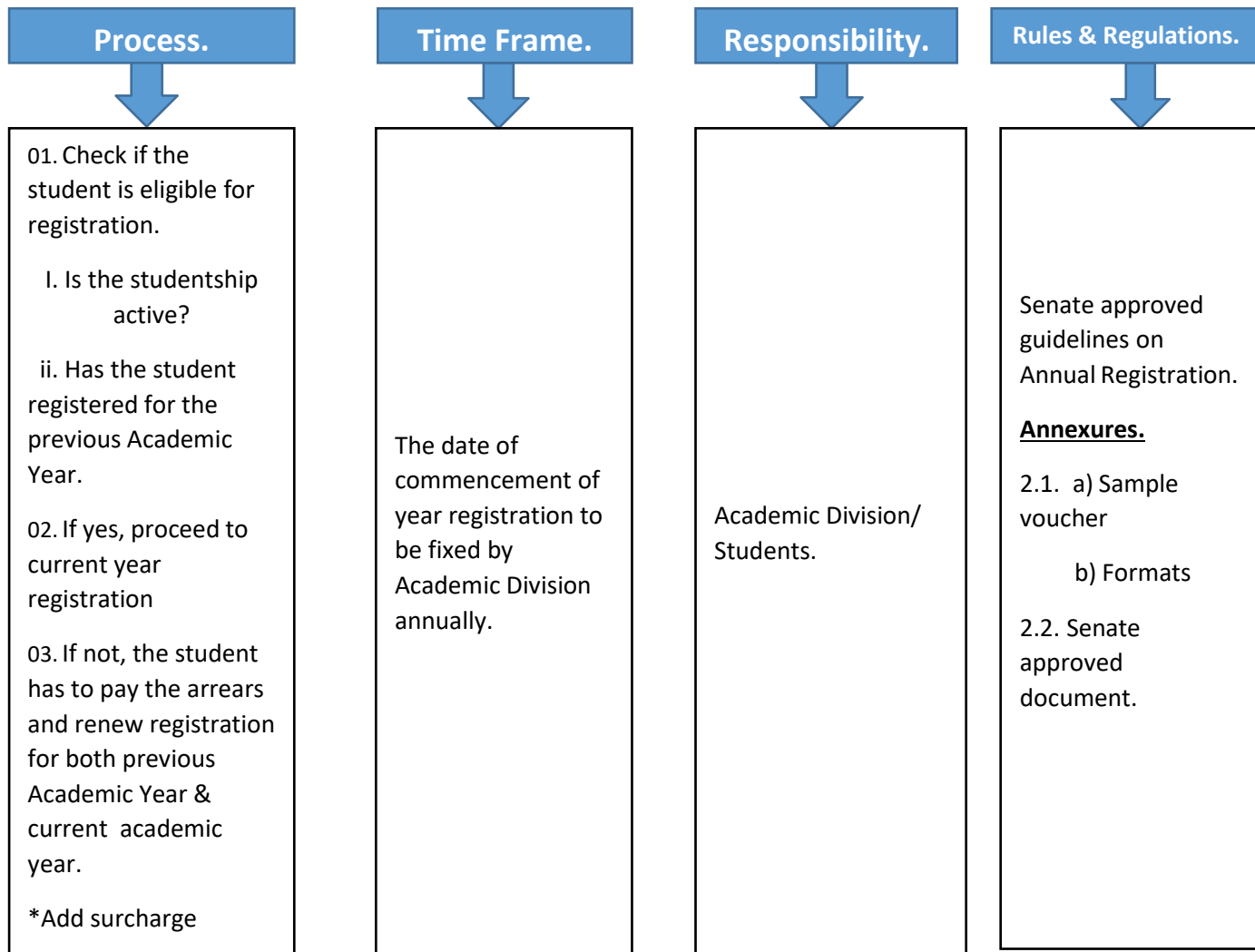


< Step 5 may be implemented before step 3 depending on the deadlines given by UGC.

*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

03. I. Administrative Registration for Senior Students- Manual

a. Ensuring Registration for previous Academic Year

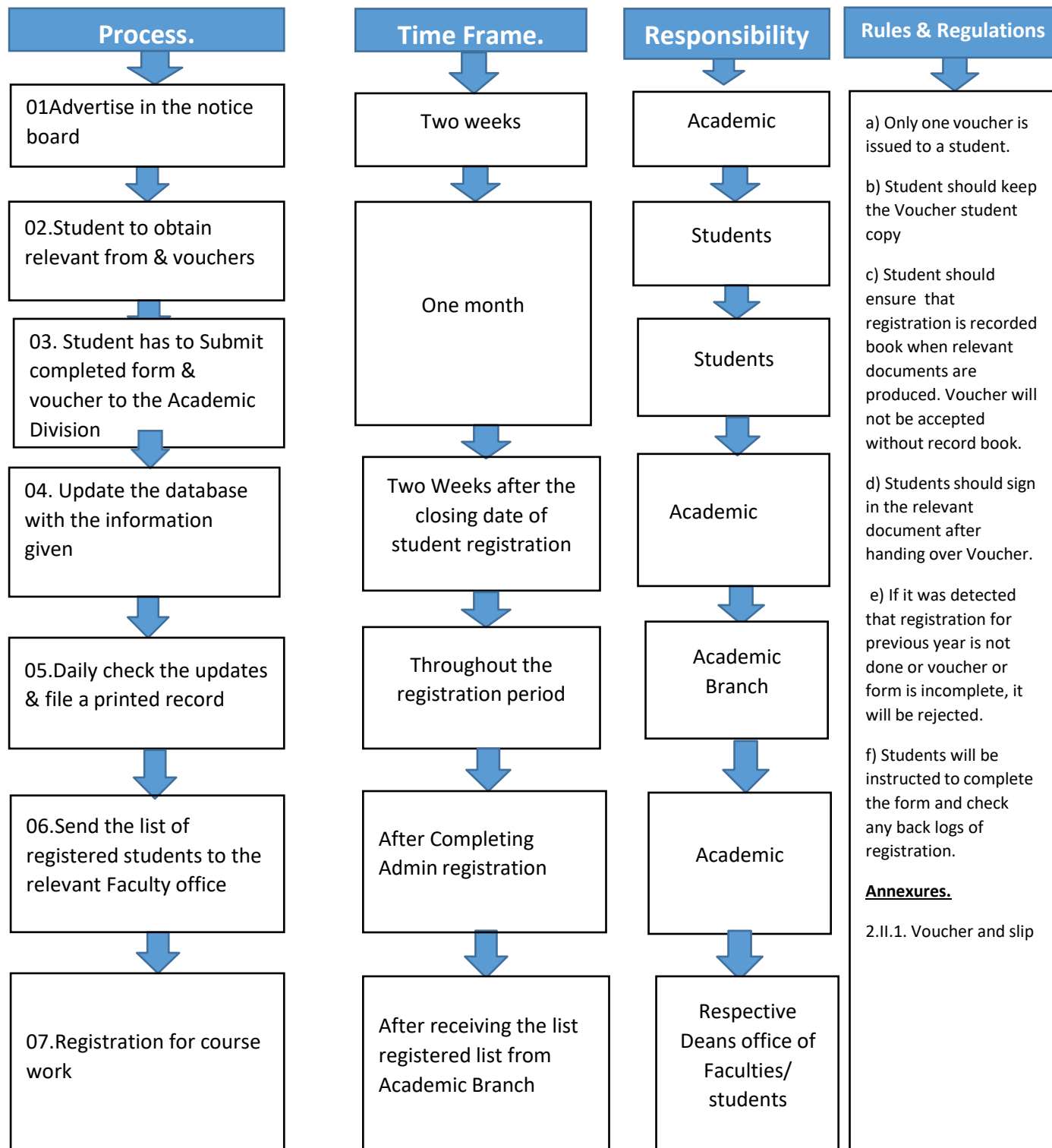


³ Students are required to upgrade administrative registration every year until graduation.

³ Annual Registration was converted to an automated system W.E.F. February 2022.

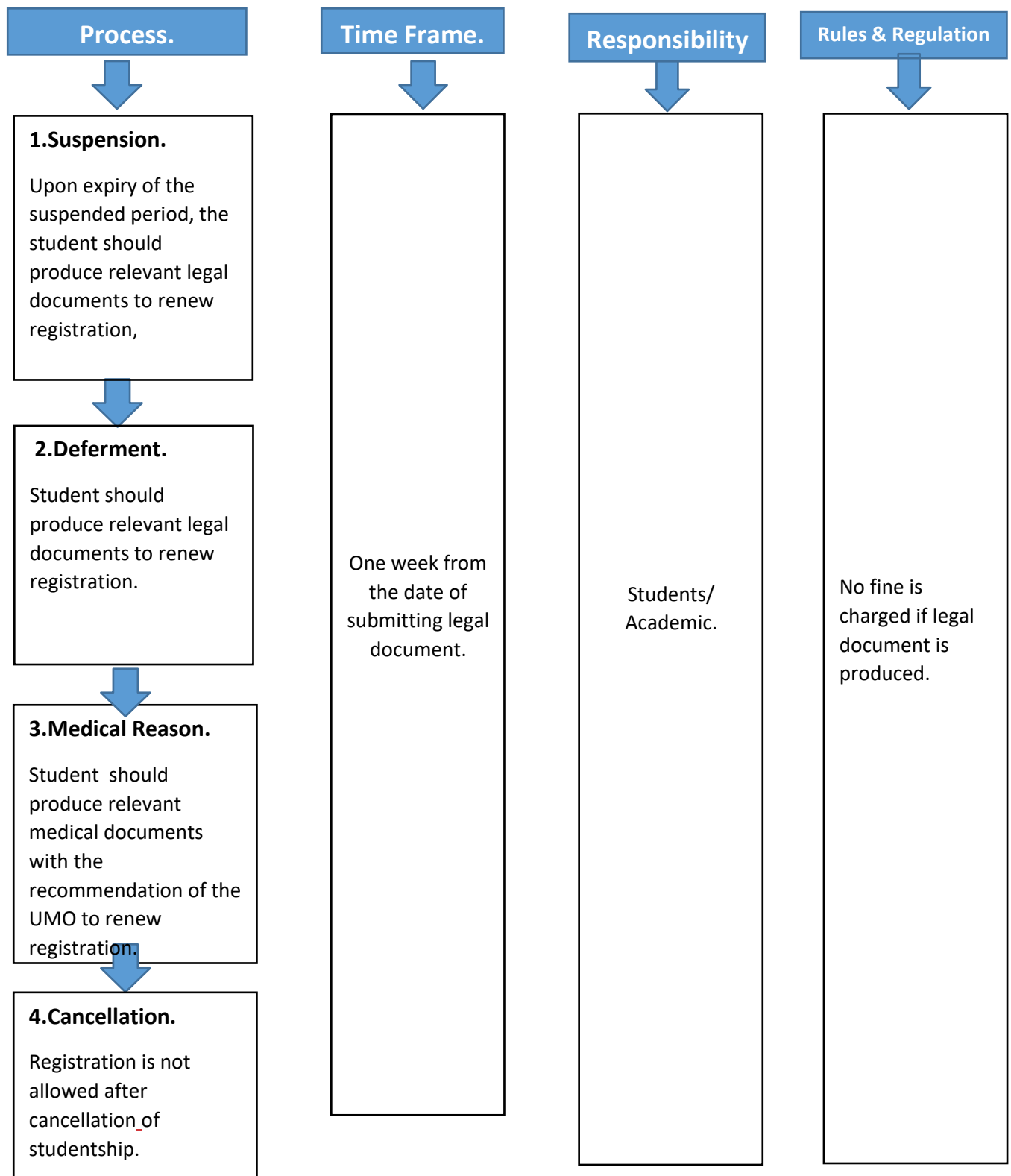
***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

b. Registration for current Academic Year for Senior Students



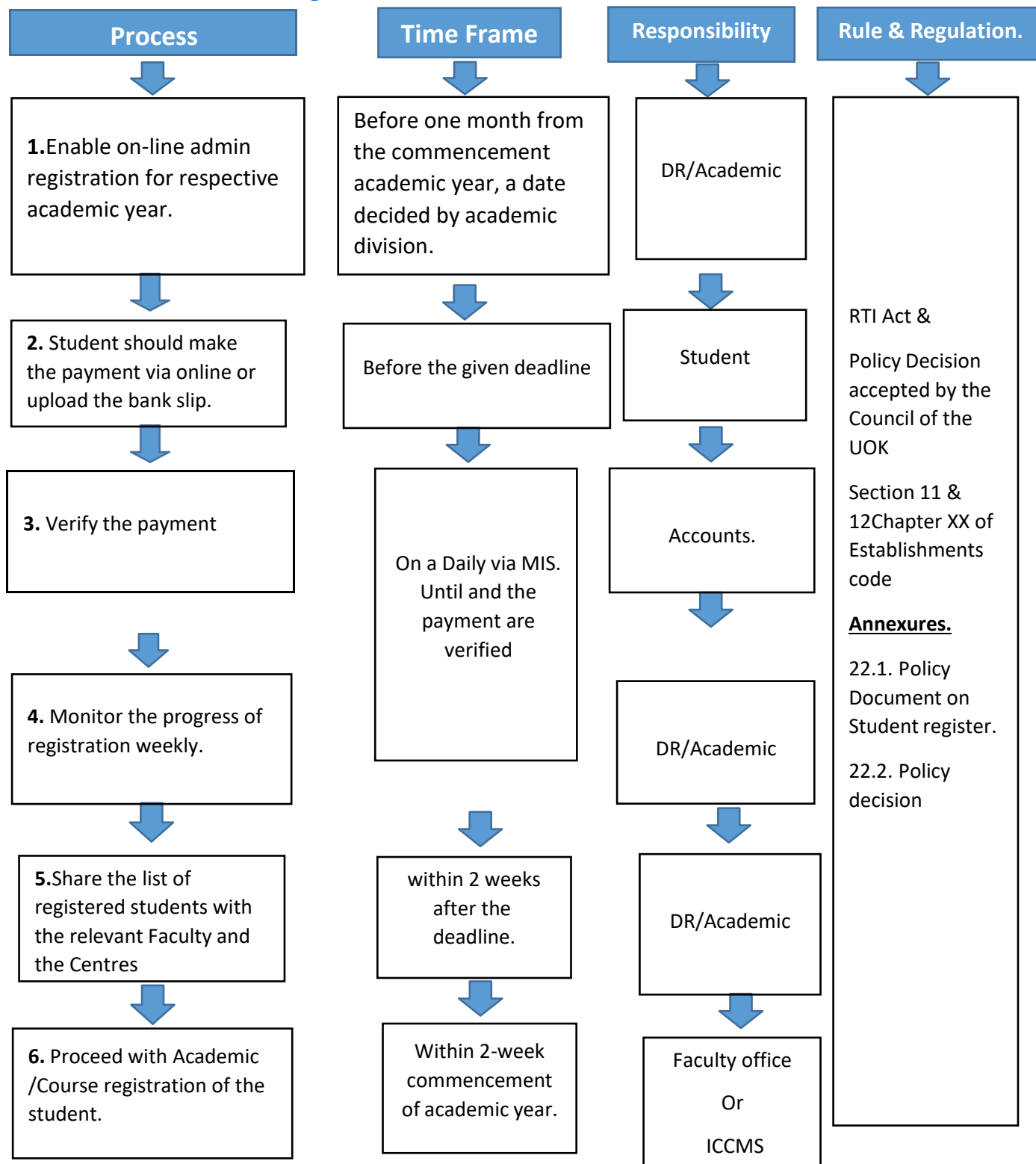
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

c. Registration after interruption of Academic Registration.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

03.II. Administrative Registration - Online



*Technical support, if required will be provided throughout the process.

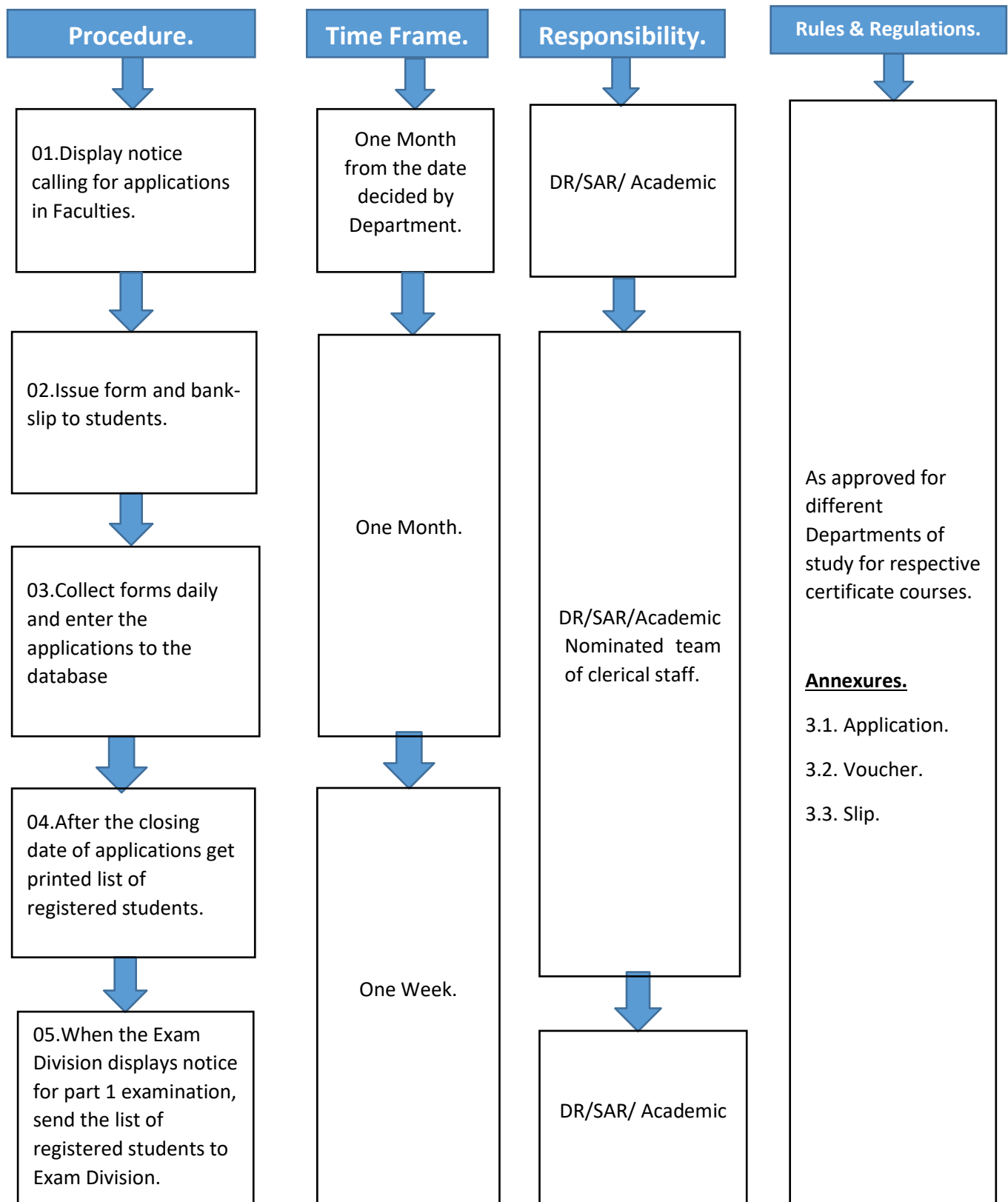
*Student Should make the payment only to the 16 digit codes generated by MIS.

* The system enables the registration only if the previous year registration is completed.

***Each step in the time frame depicts the time taken to complete each step after completing the previous step**

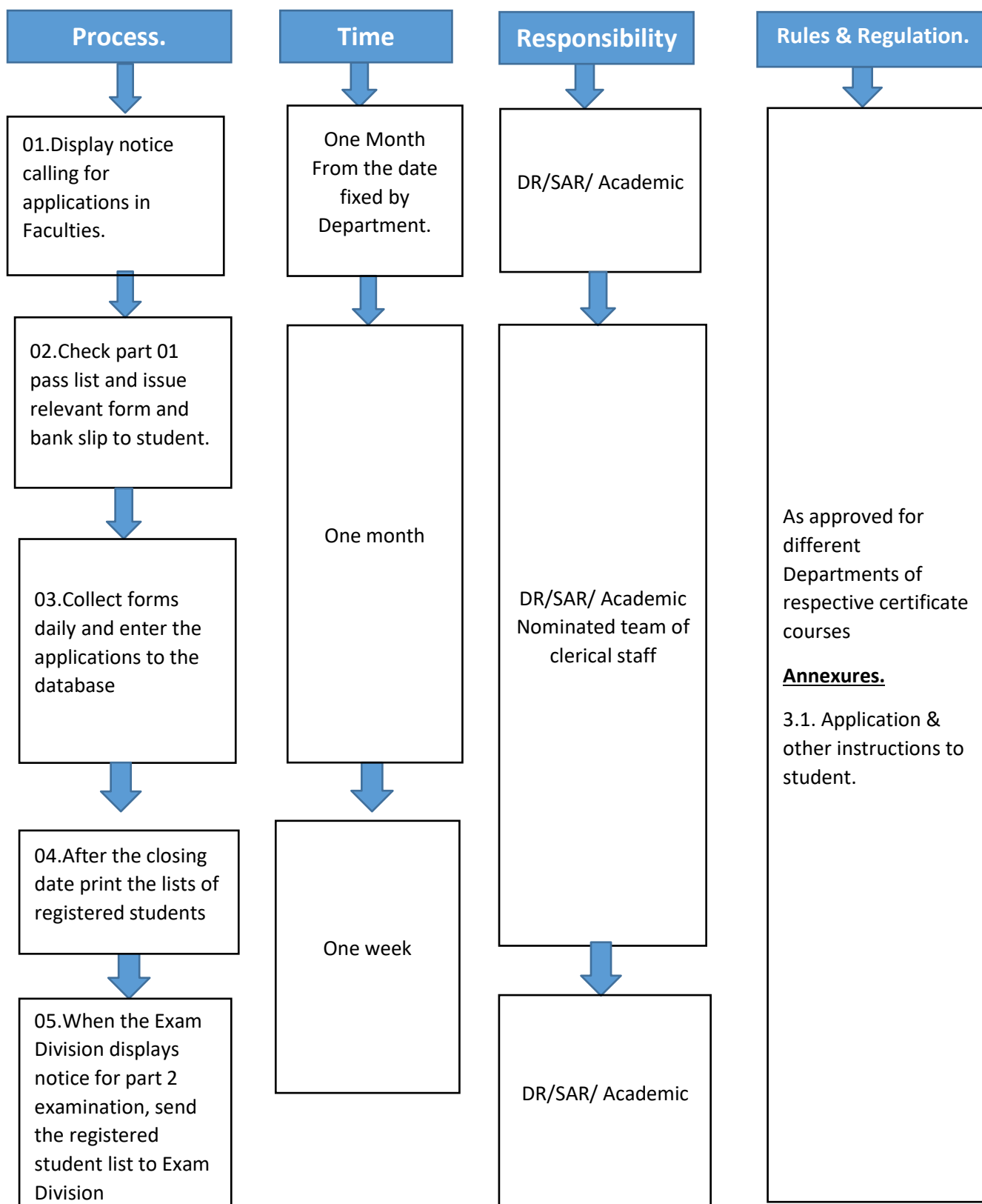
04.Registration for Certificate & Diploma Courses

I. Registration for Certificate Courses (Part I).



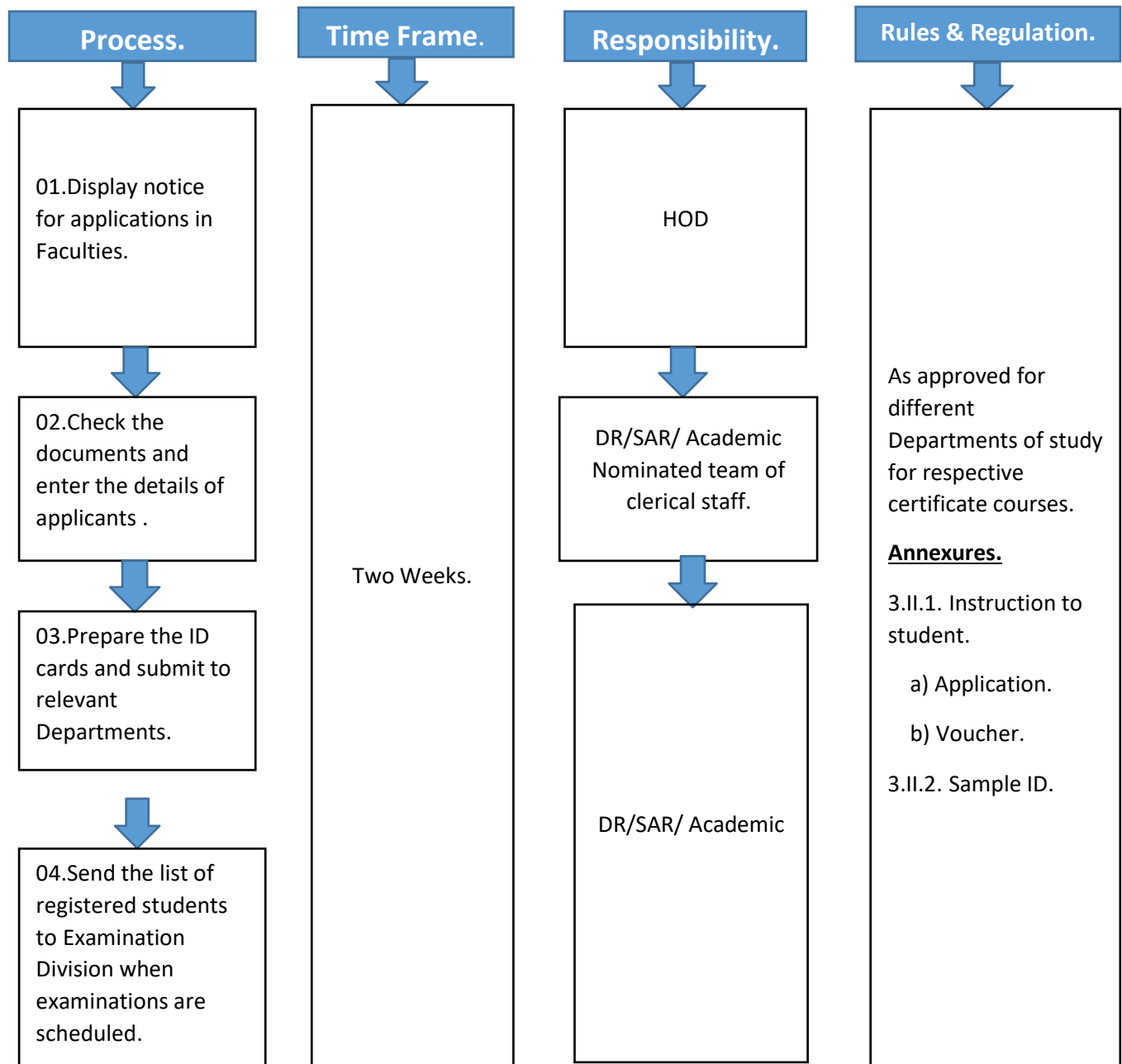
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

II. Registration for Certificate Courses (Part II.)



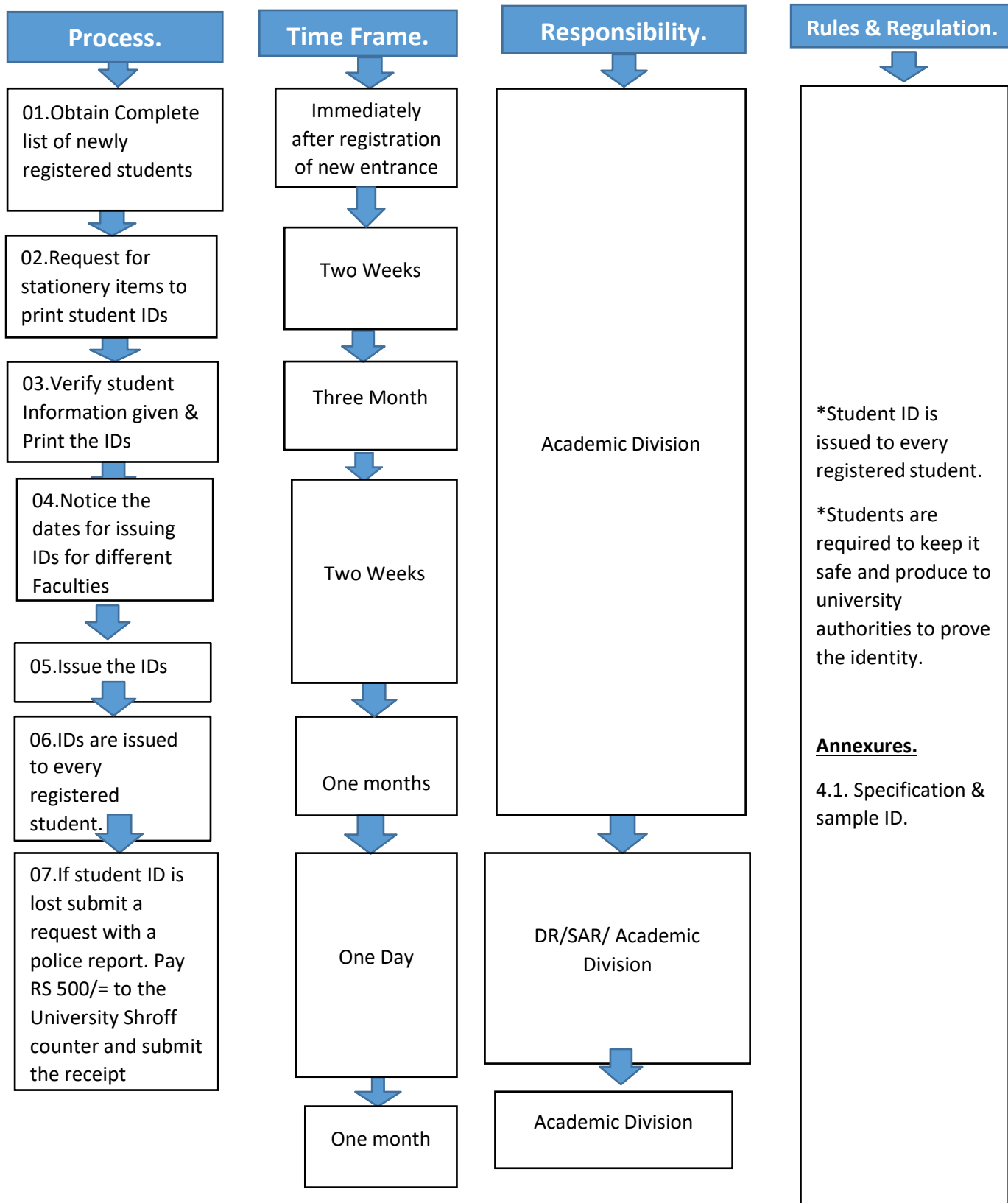
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

III. Registration for Diploma Courses.



***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

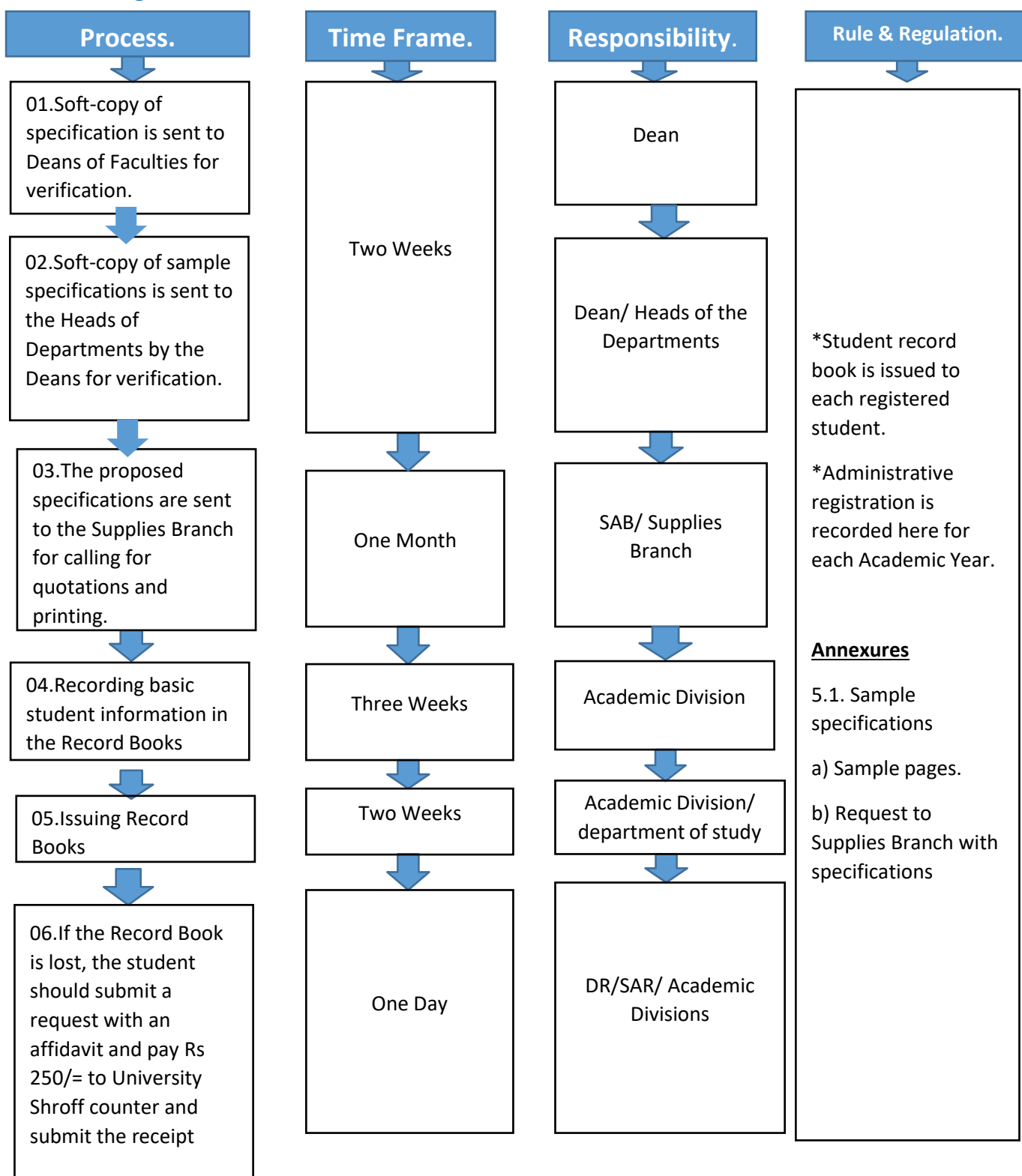
05.Issuing Student IDs.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

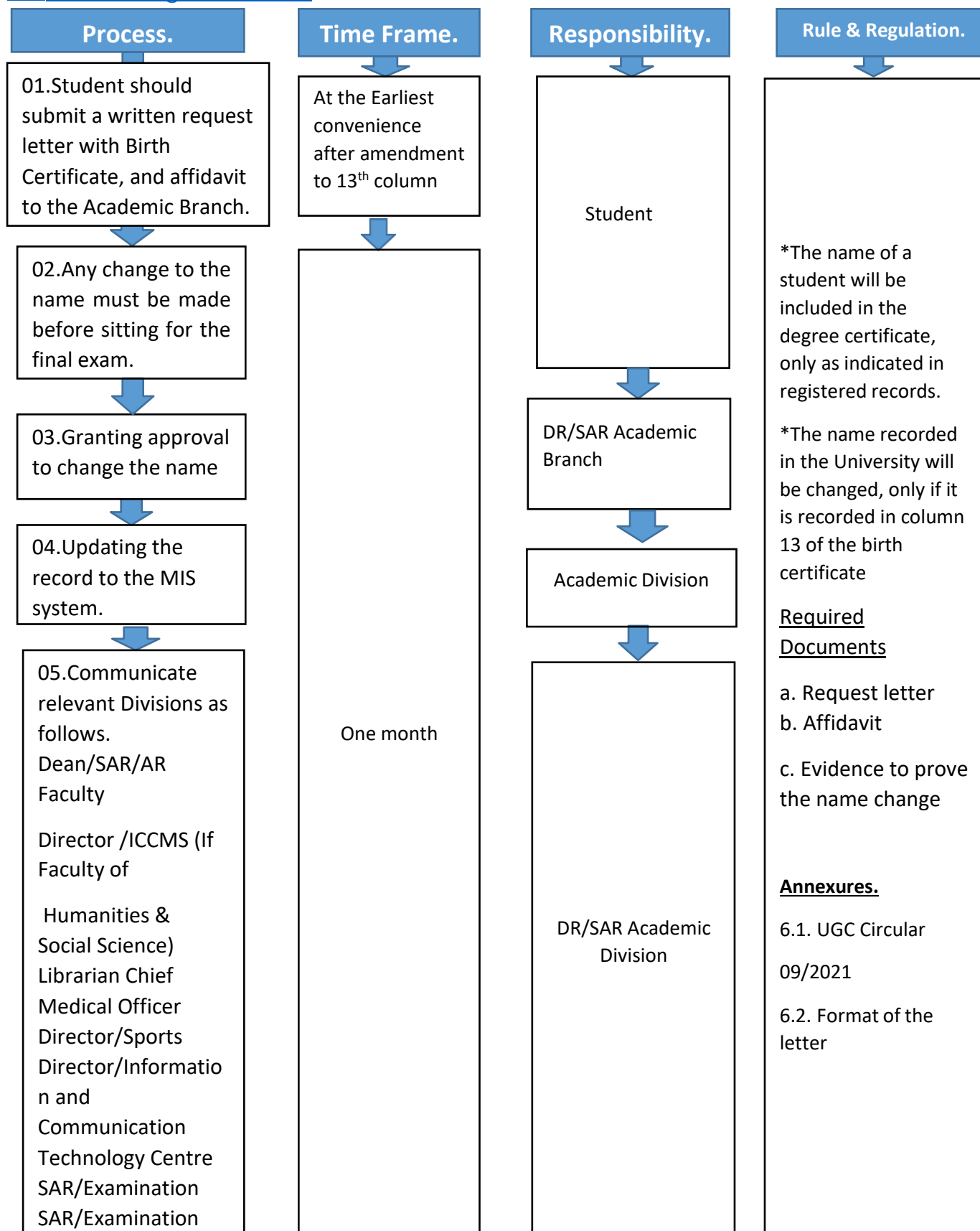
With effect from 2021 student IDs are issued including QR code

06 Issuing Student Record Book



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

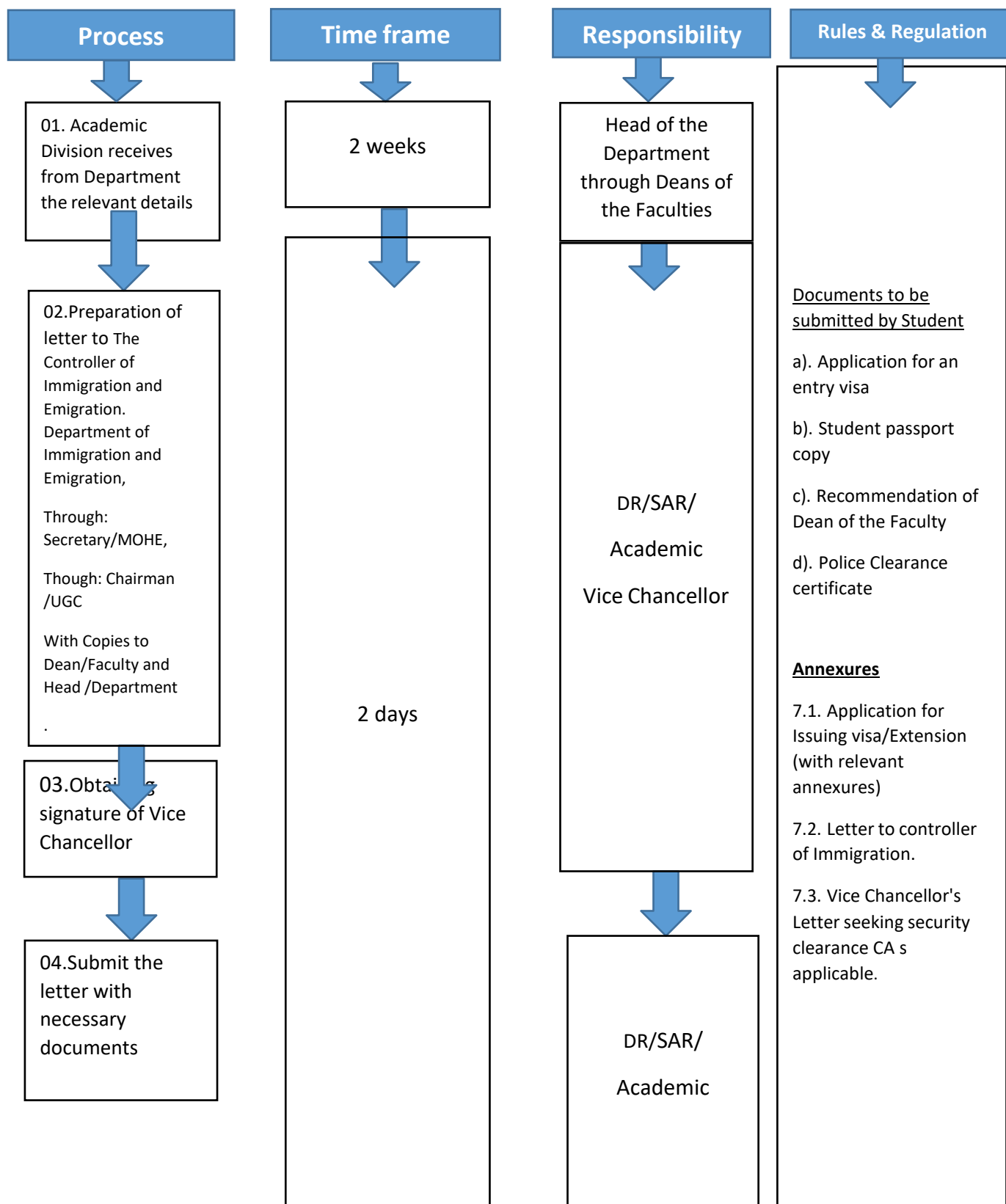
07.To Change the Name.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

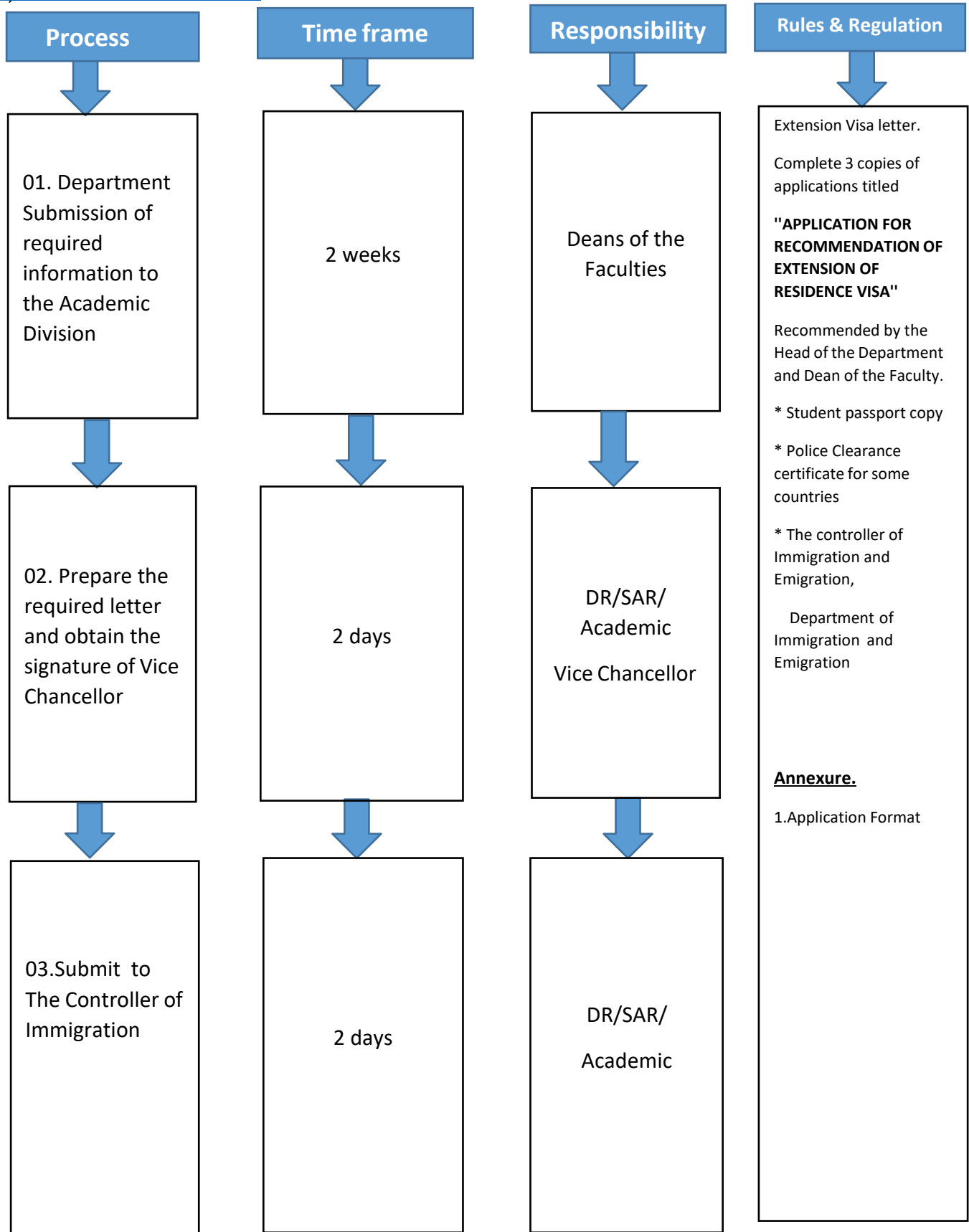
08. Visa Process for Foreign Students

a). Entry Visa Process.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

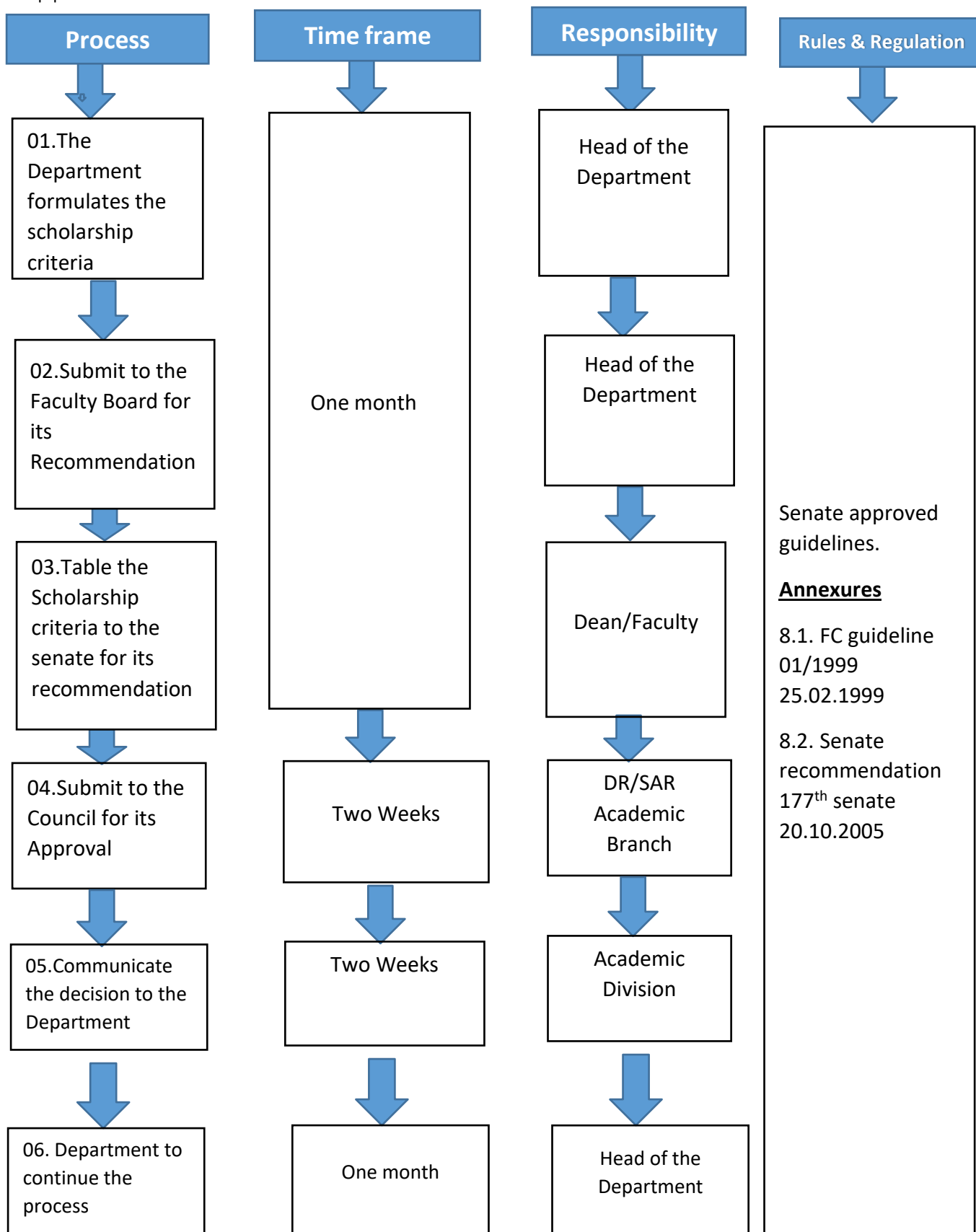
b) Extension Visa Process



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

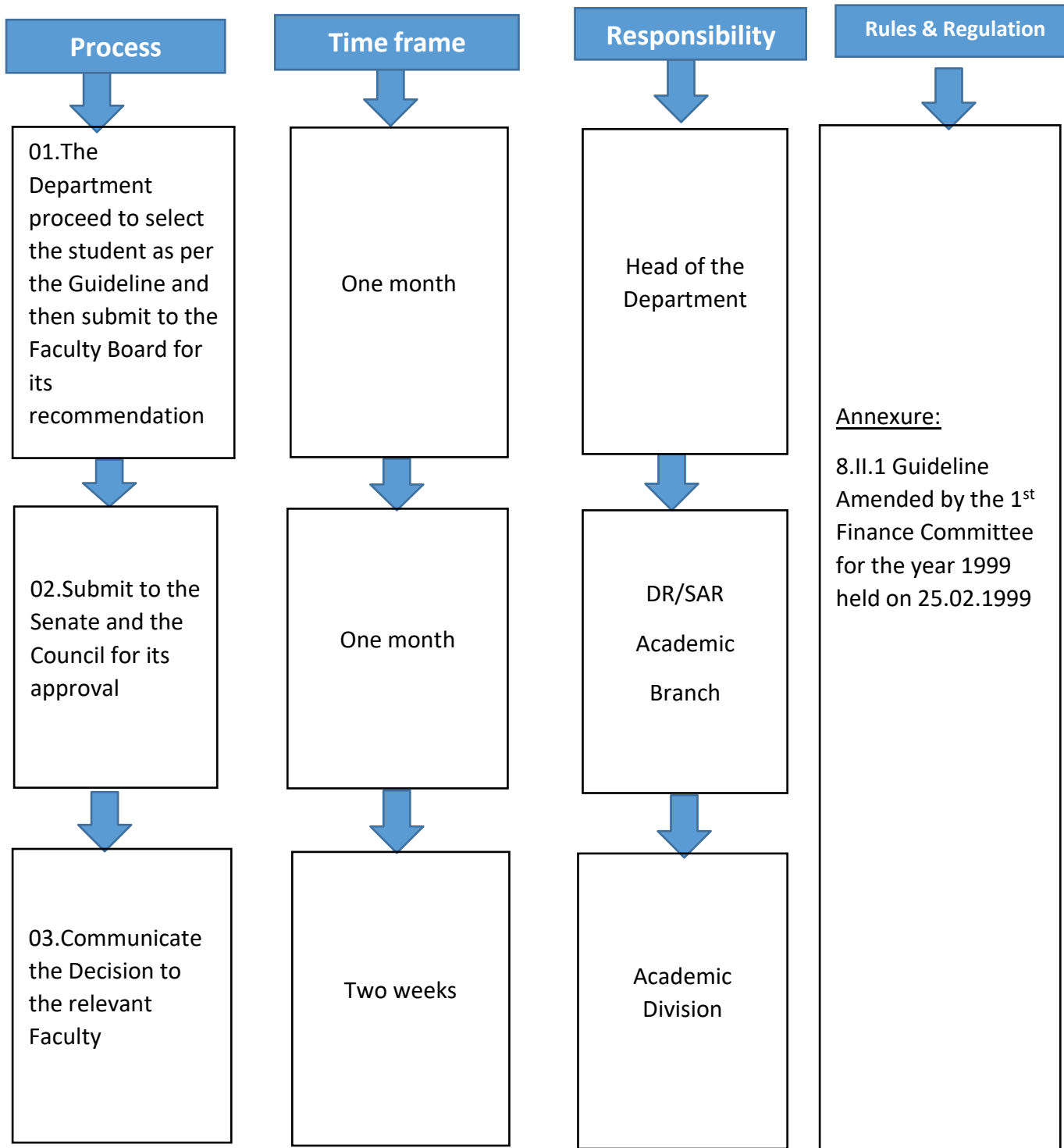
09 Scholarships and Medals

I. Approval of New Criteria



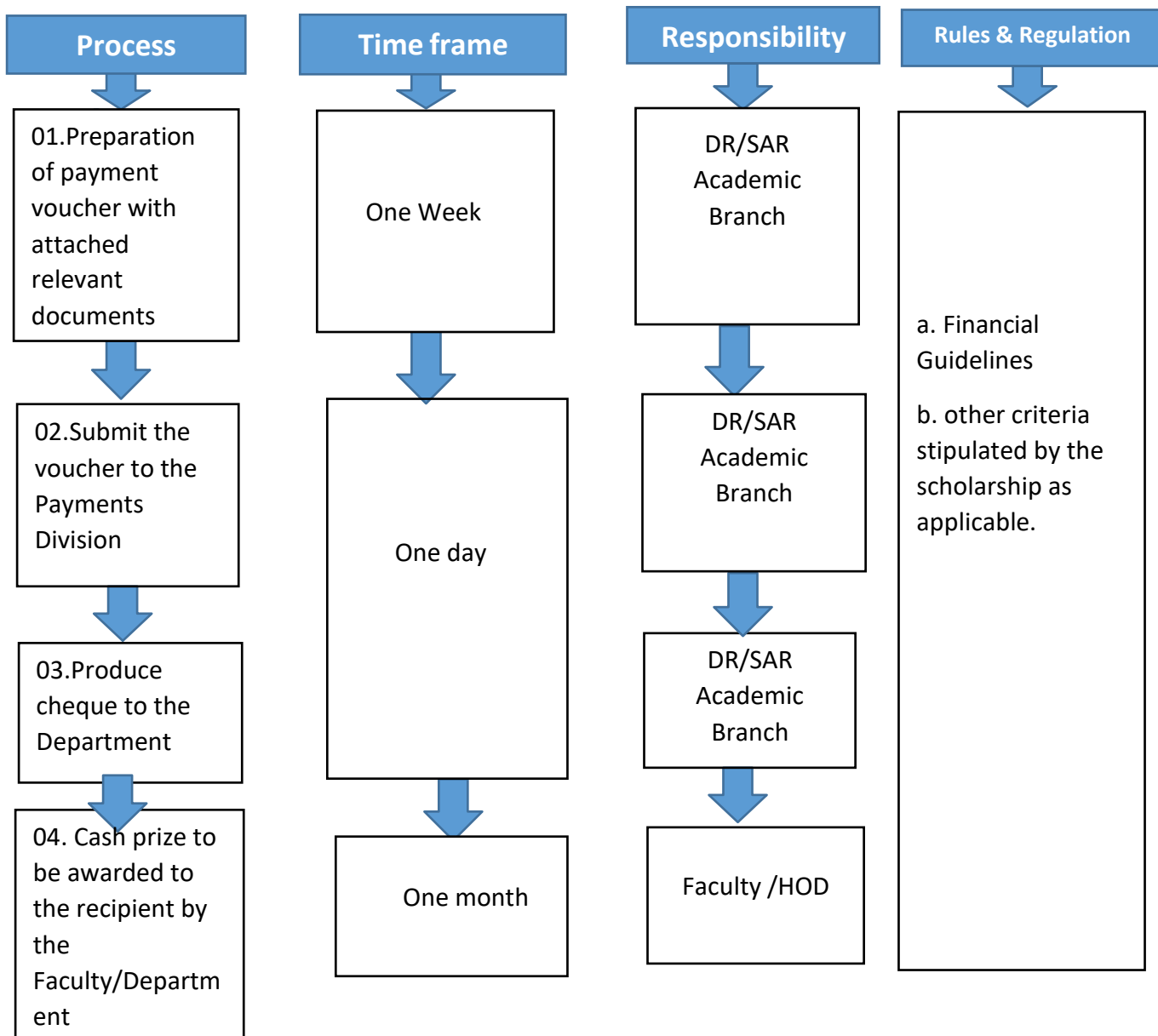
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

II. Selection of Scholarship grantee.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

III. Payment Procedure (cash prize)



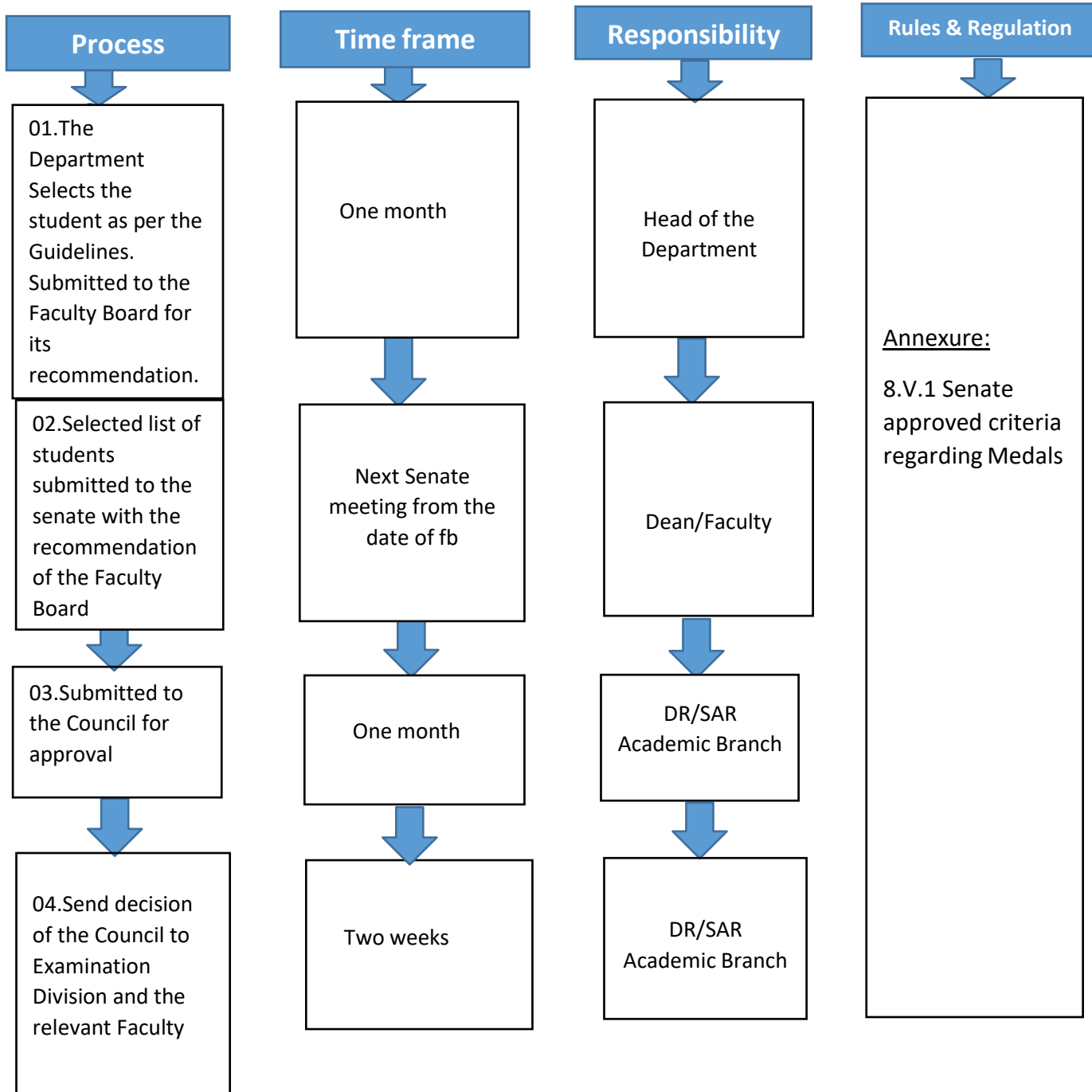
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

IV. Gold Medal



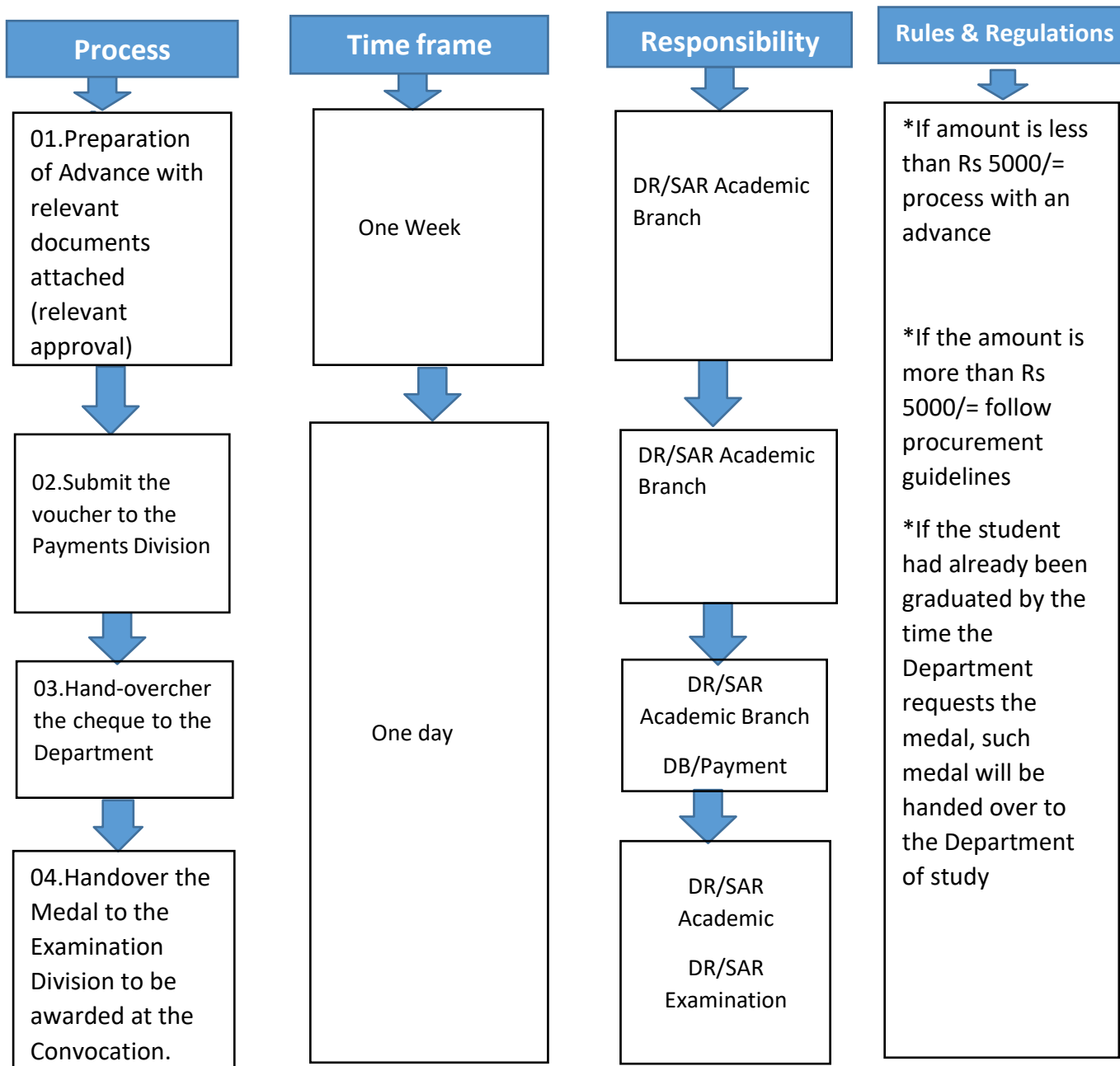
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

V. Selection of the suitable candidate



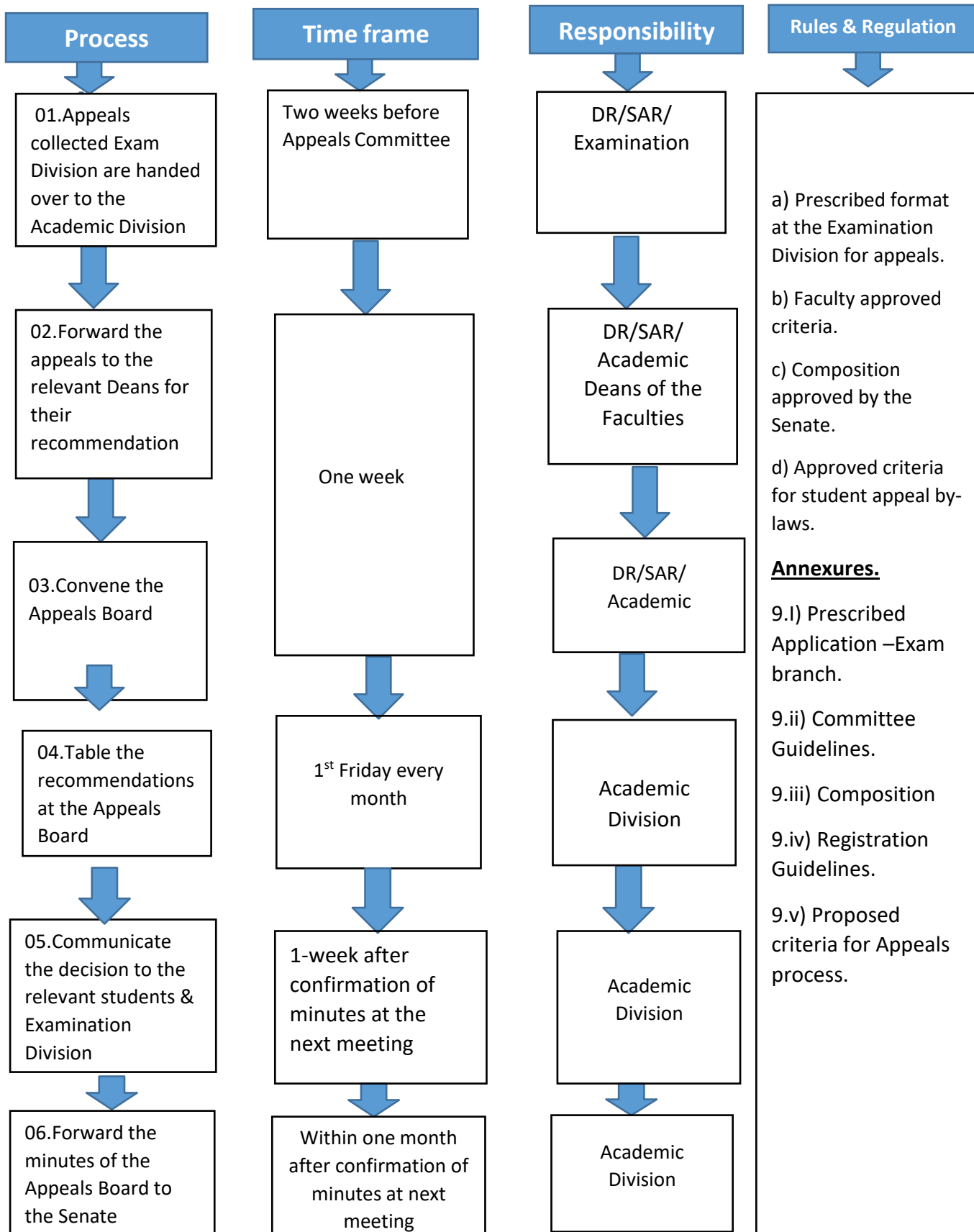
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

VI. Payment procedure for the Gold Medal



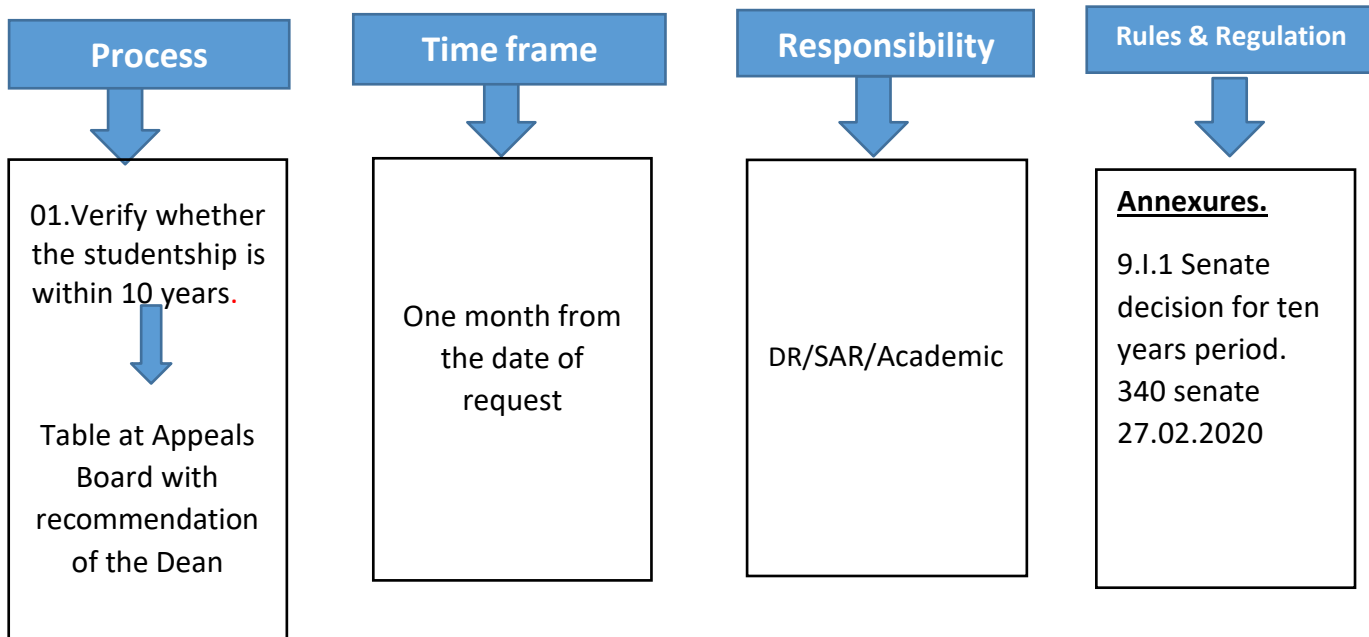
***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

10 Student Appeal



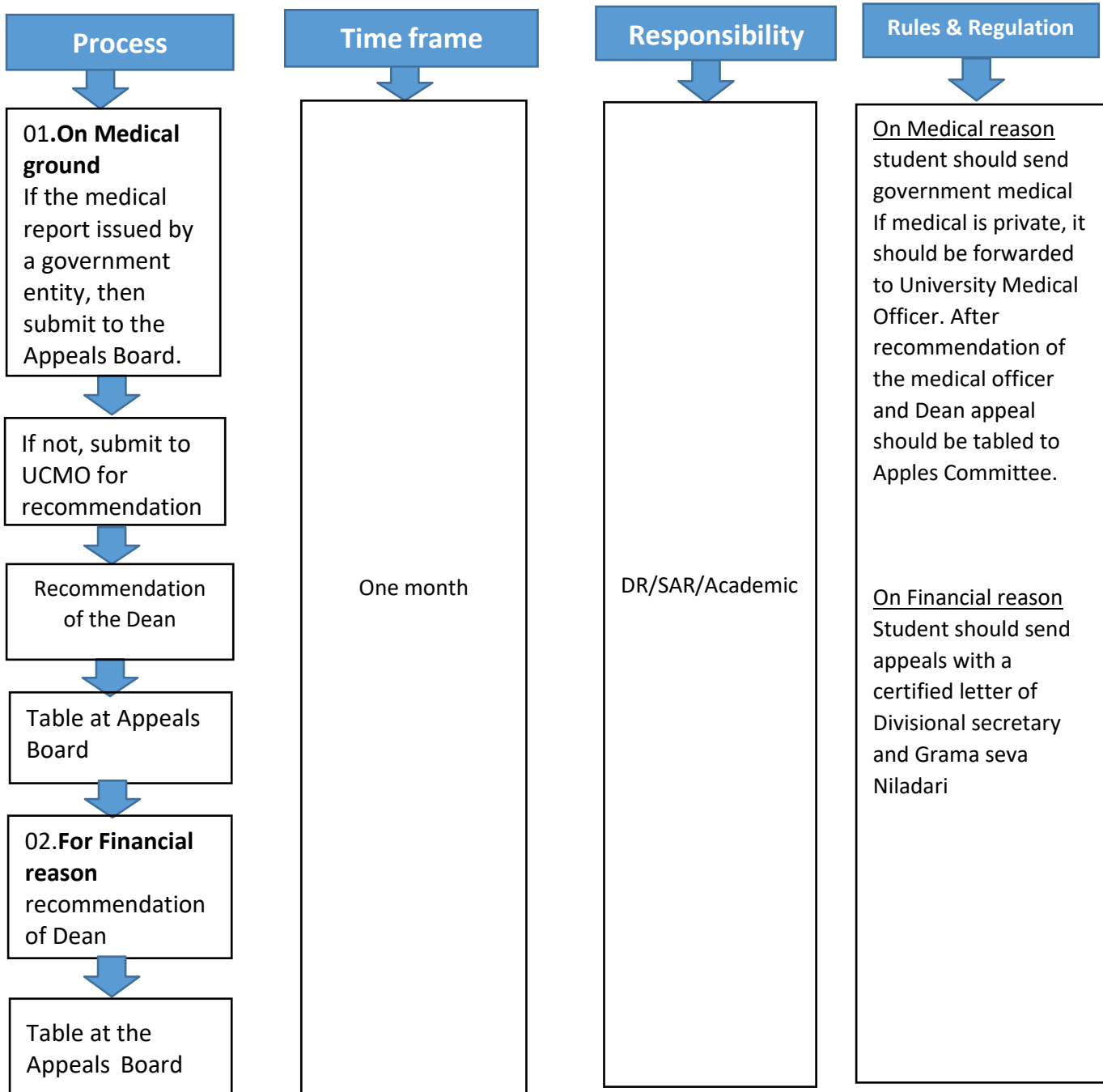
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

I. Request to complete the Degree Programme



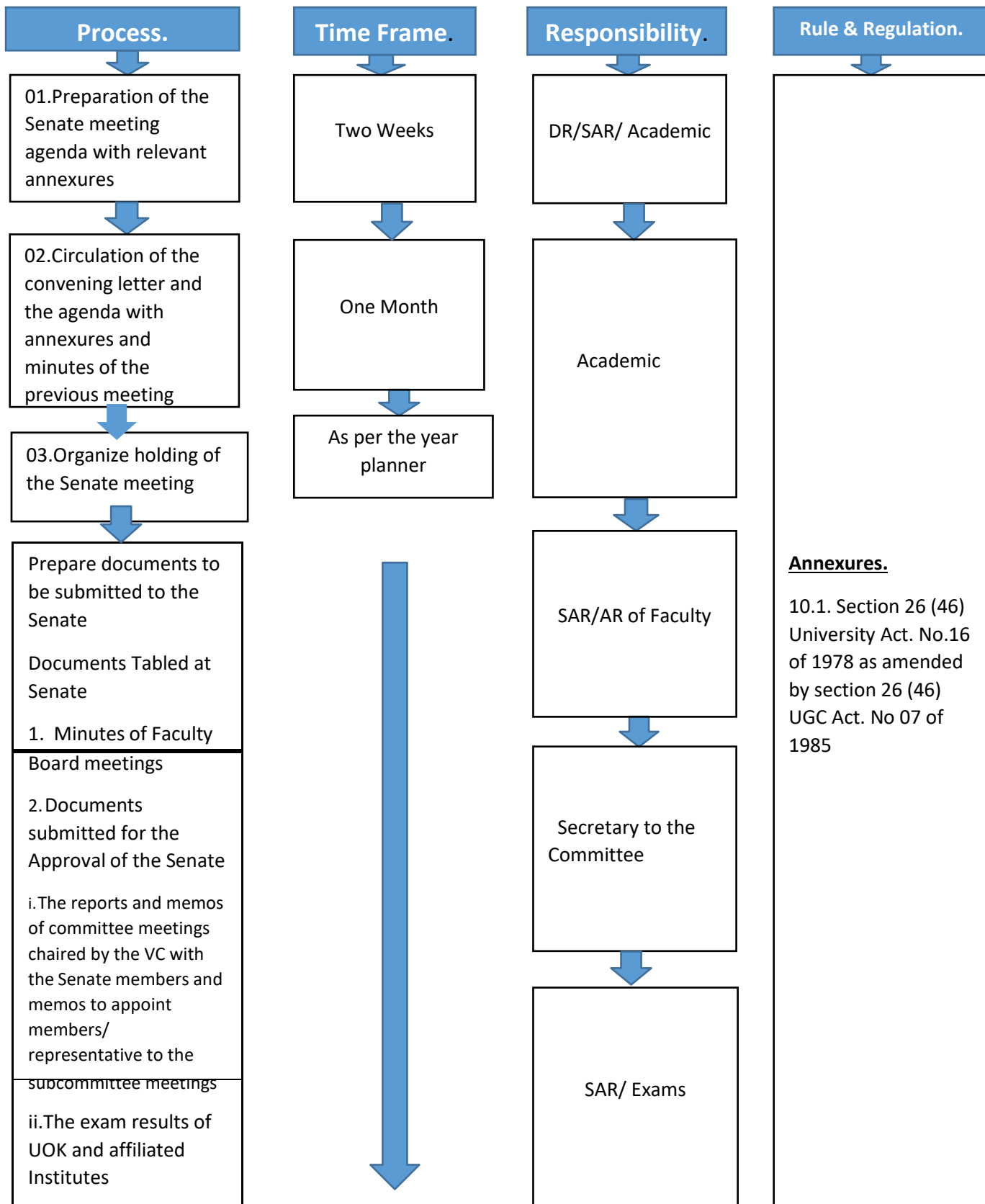
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

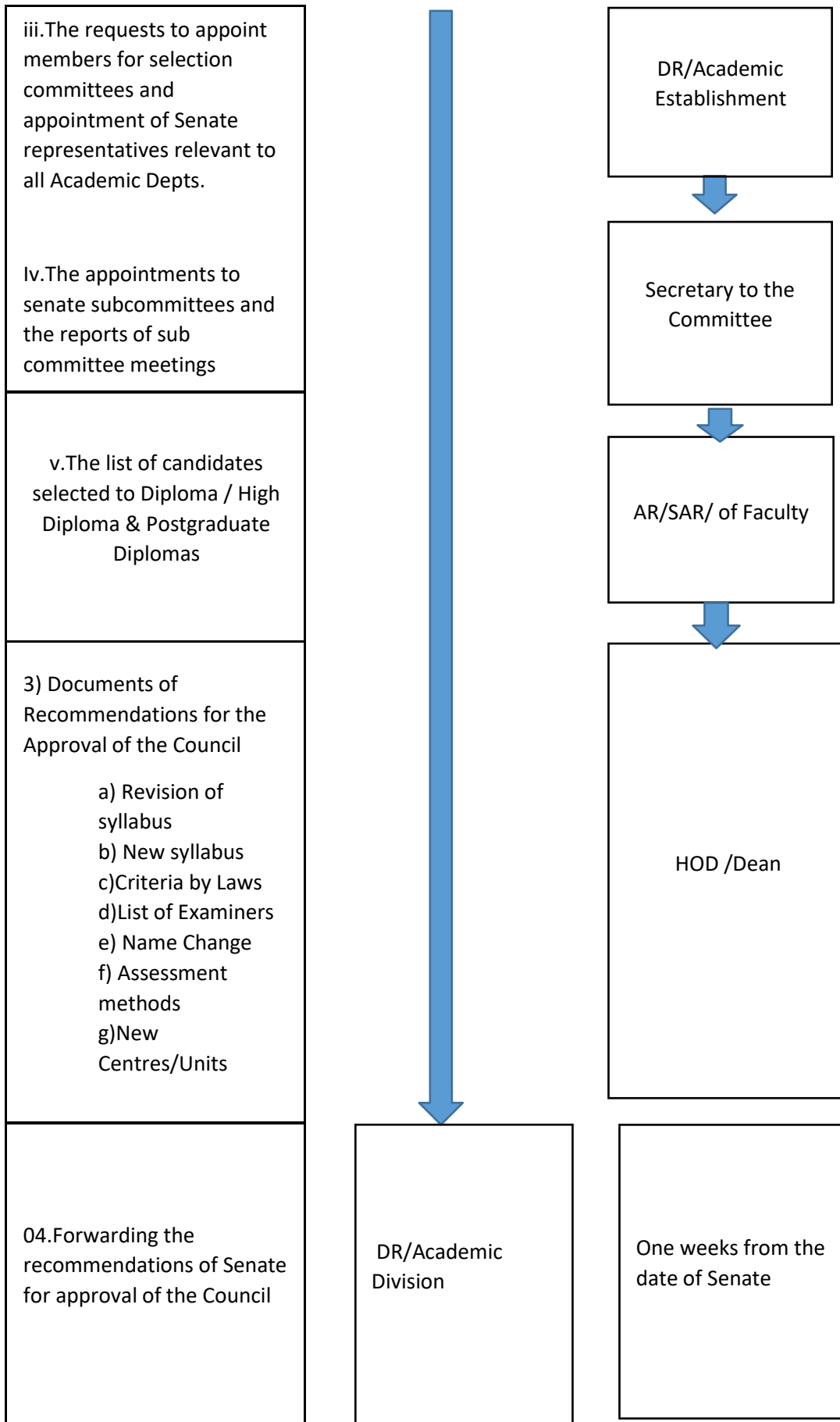
II. Deferment of the Academic Year

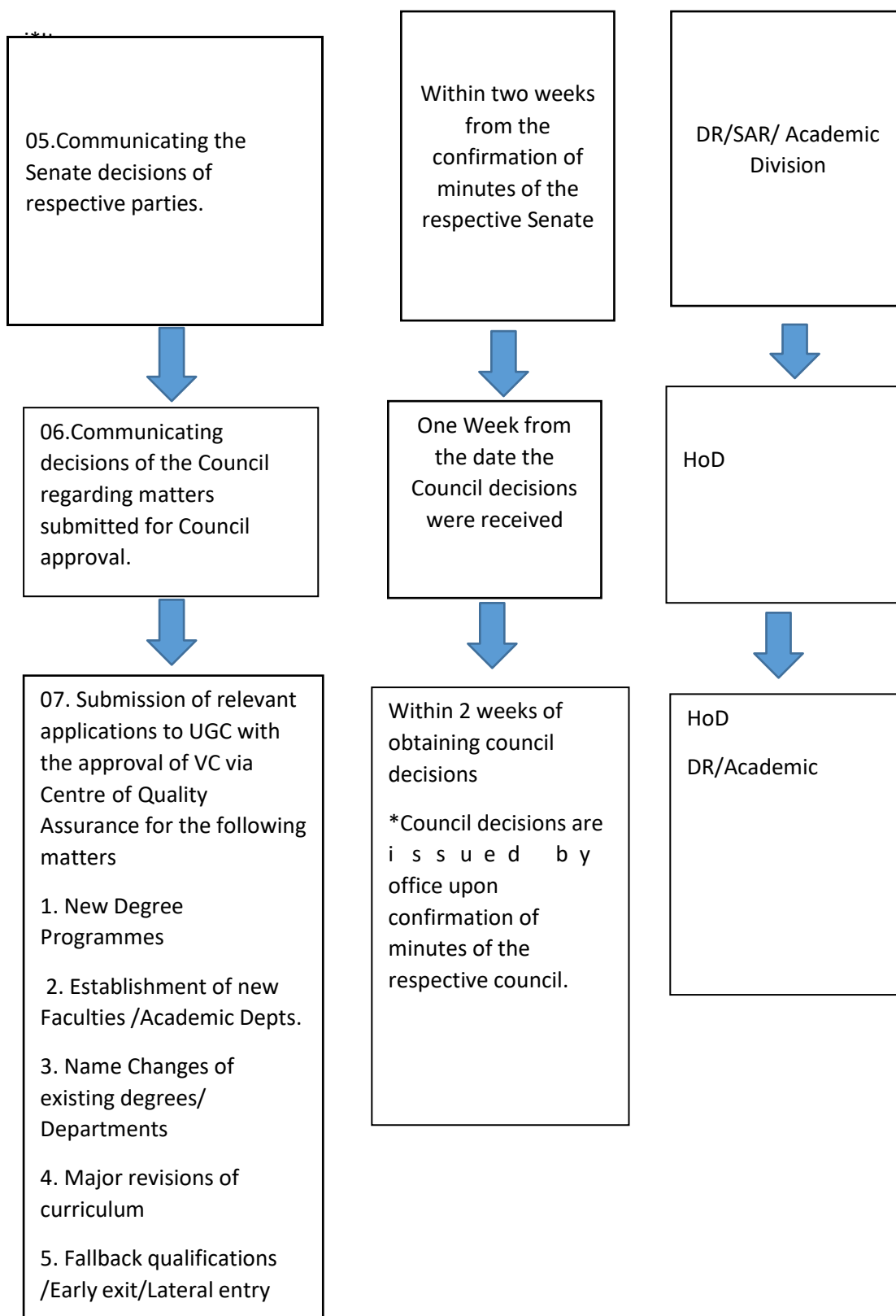


*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

11.Senate



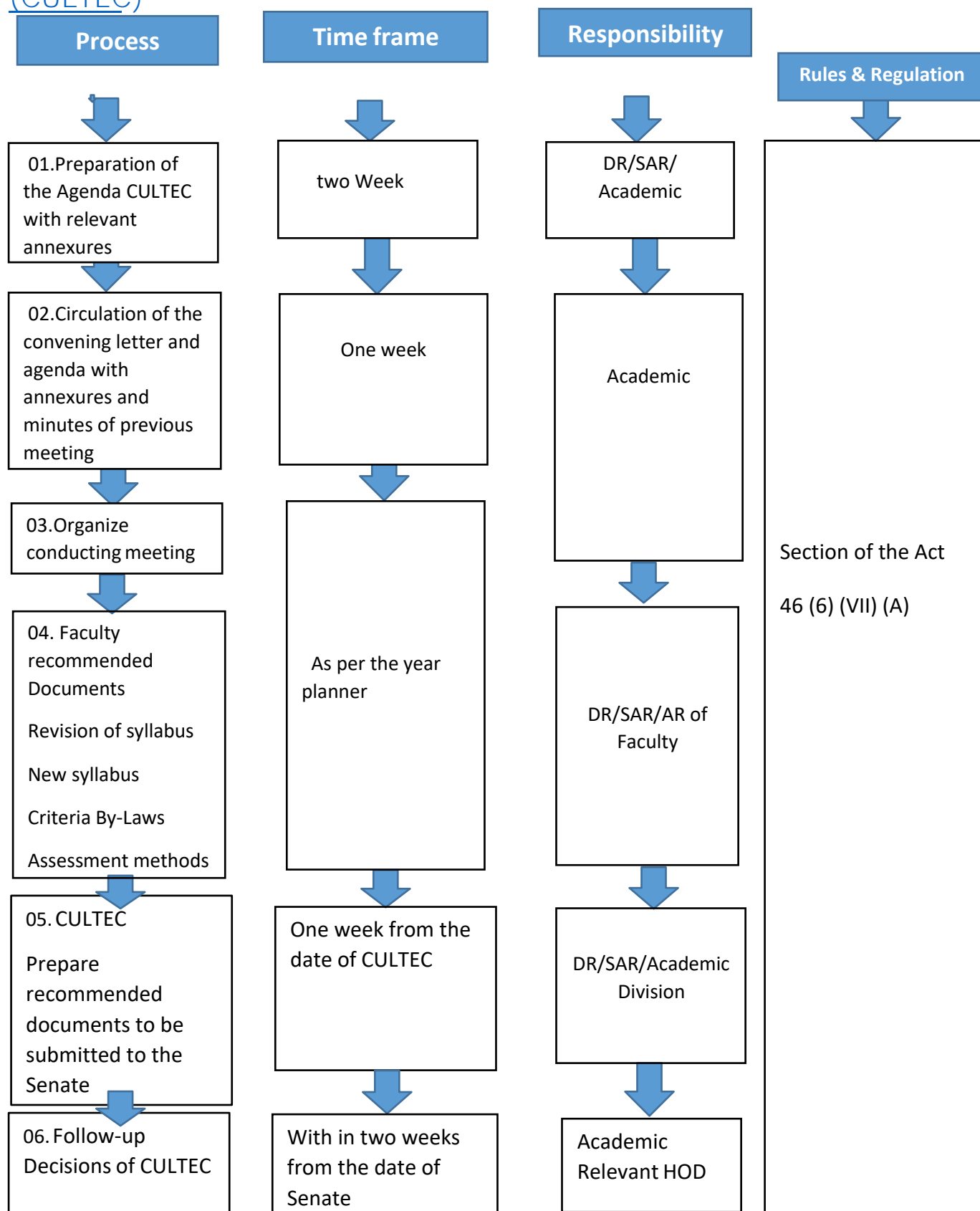




It is the responsibility of relevant secretary of Committee/HOD/Director of center/ Institute/ to submit the document to Senate before the Specified date.

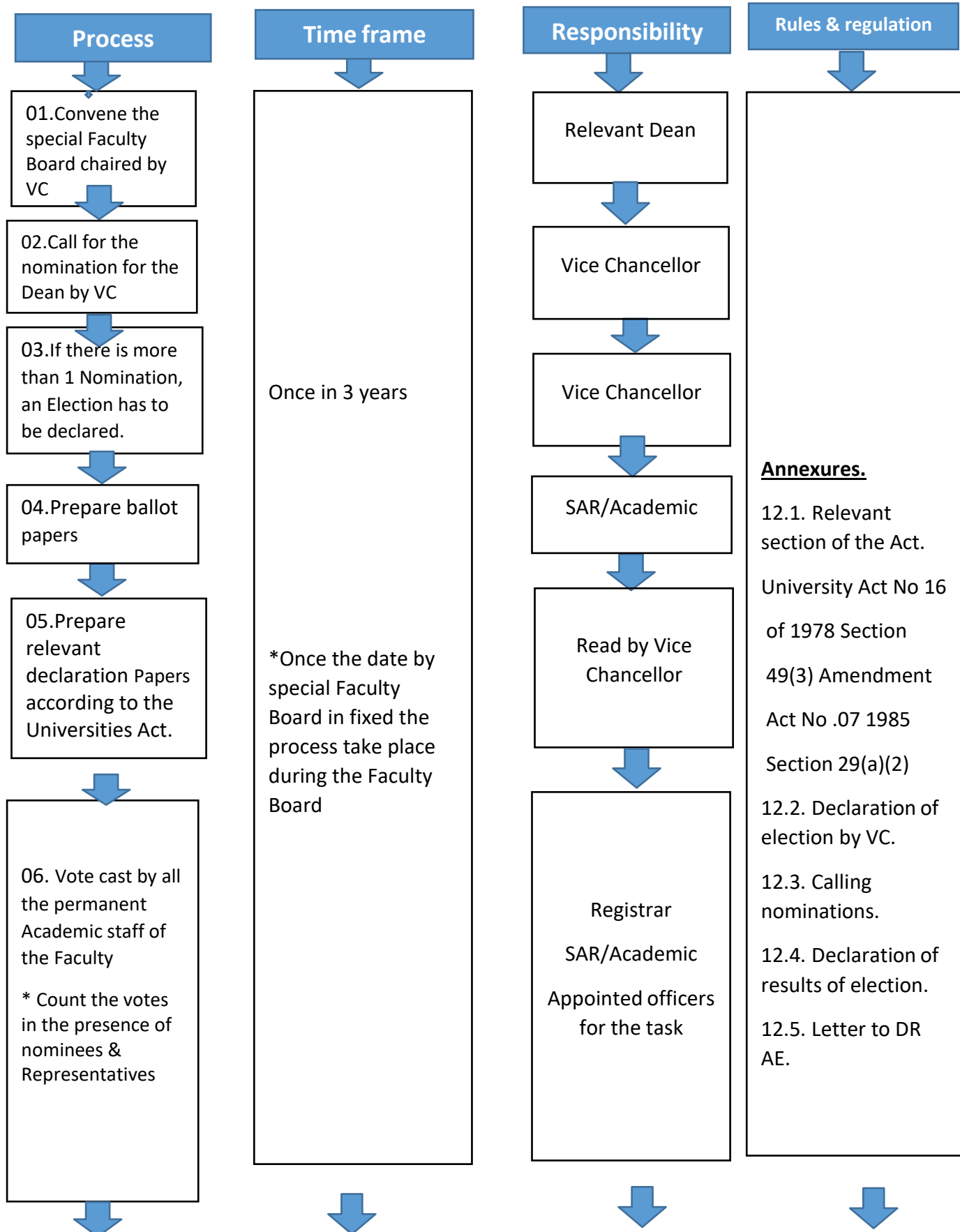
***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

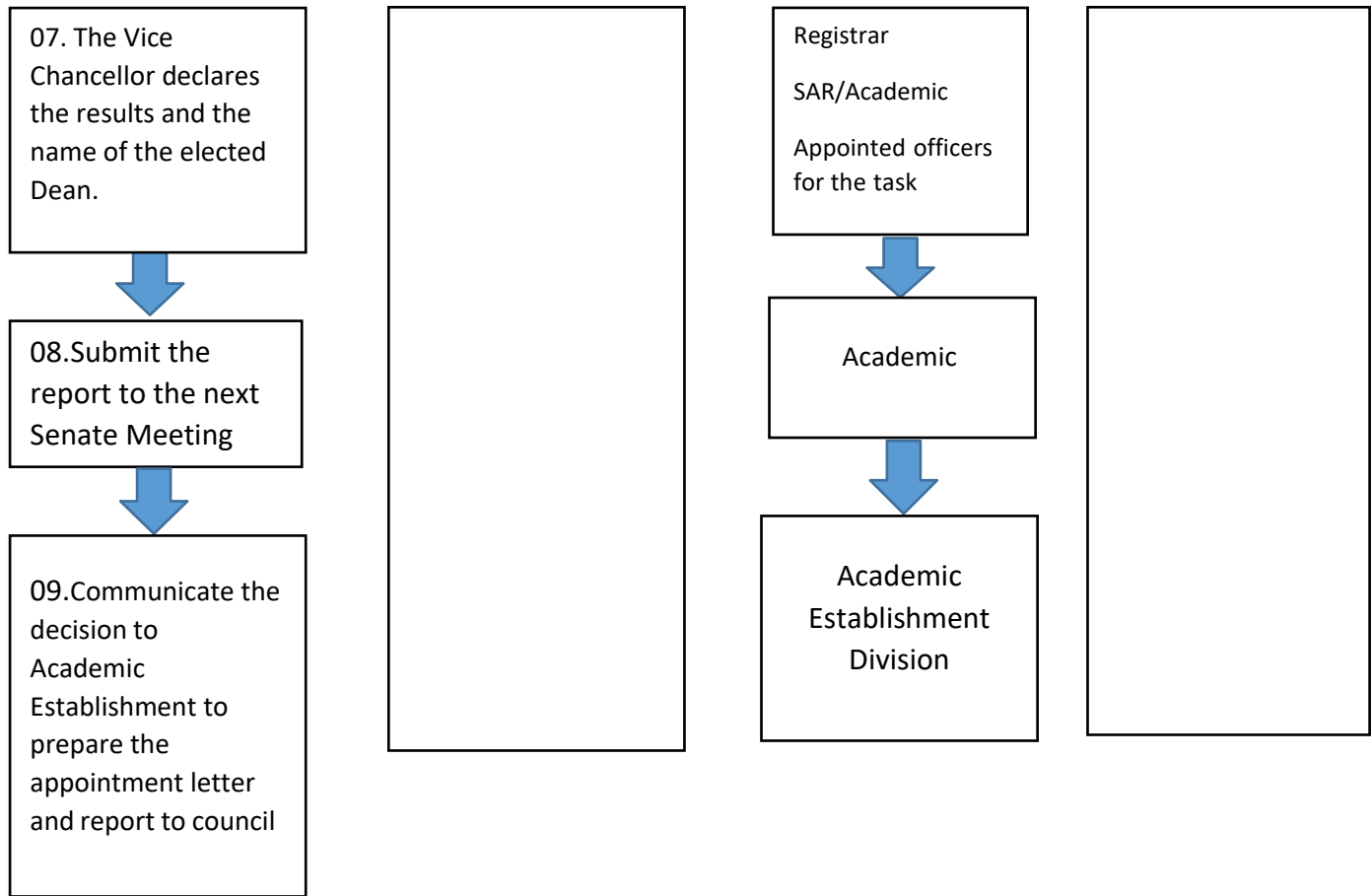
12. Curriculum, Learning and Teaching Evaluation Committee (CULTEC)



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

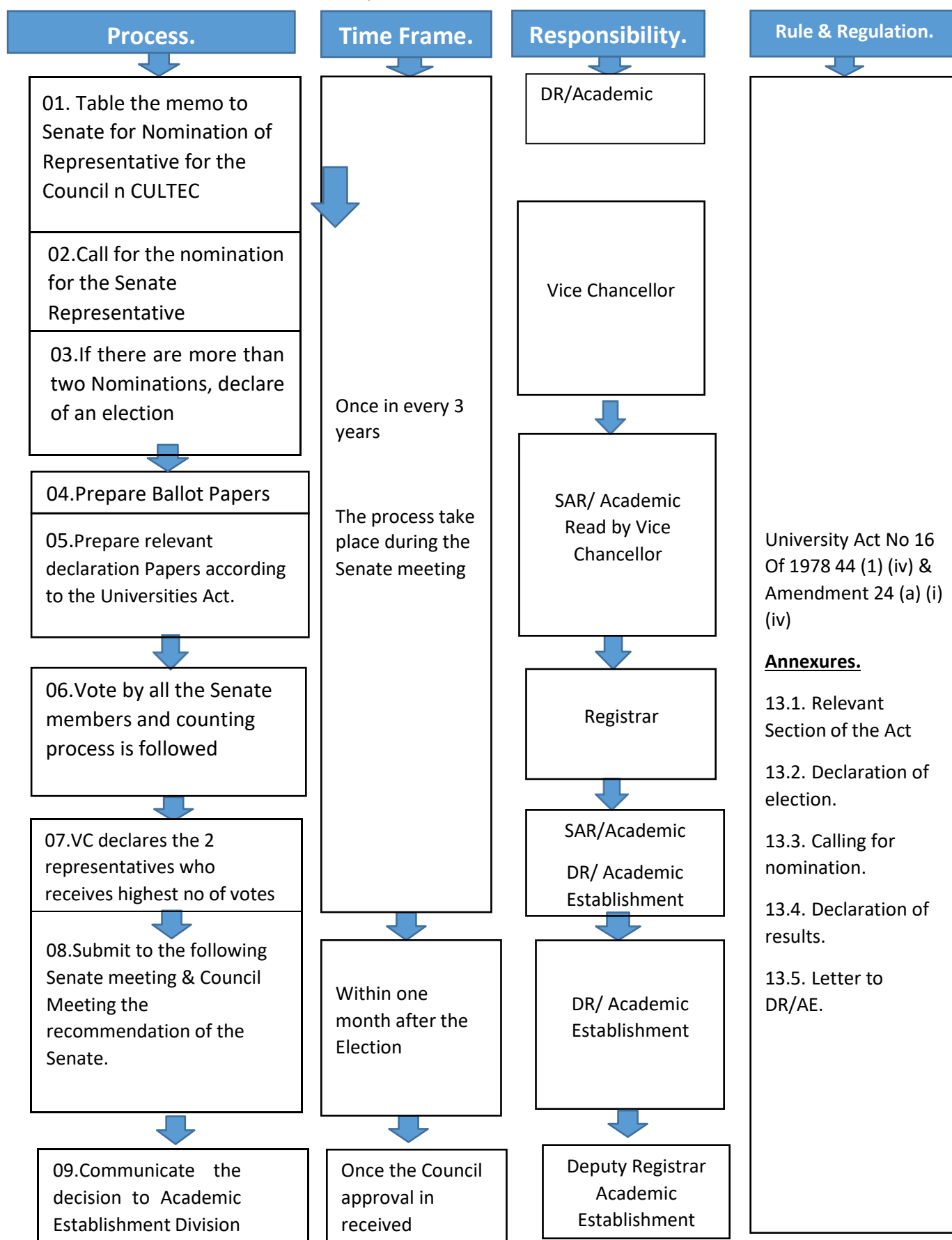
13 Dean Selection





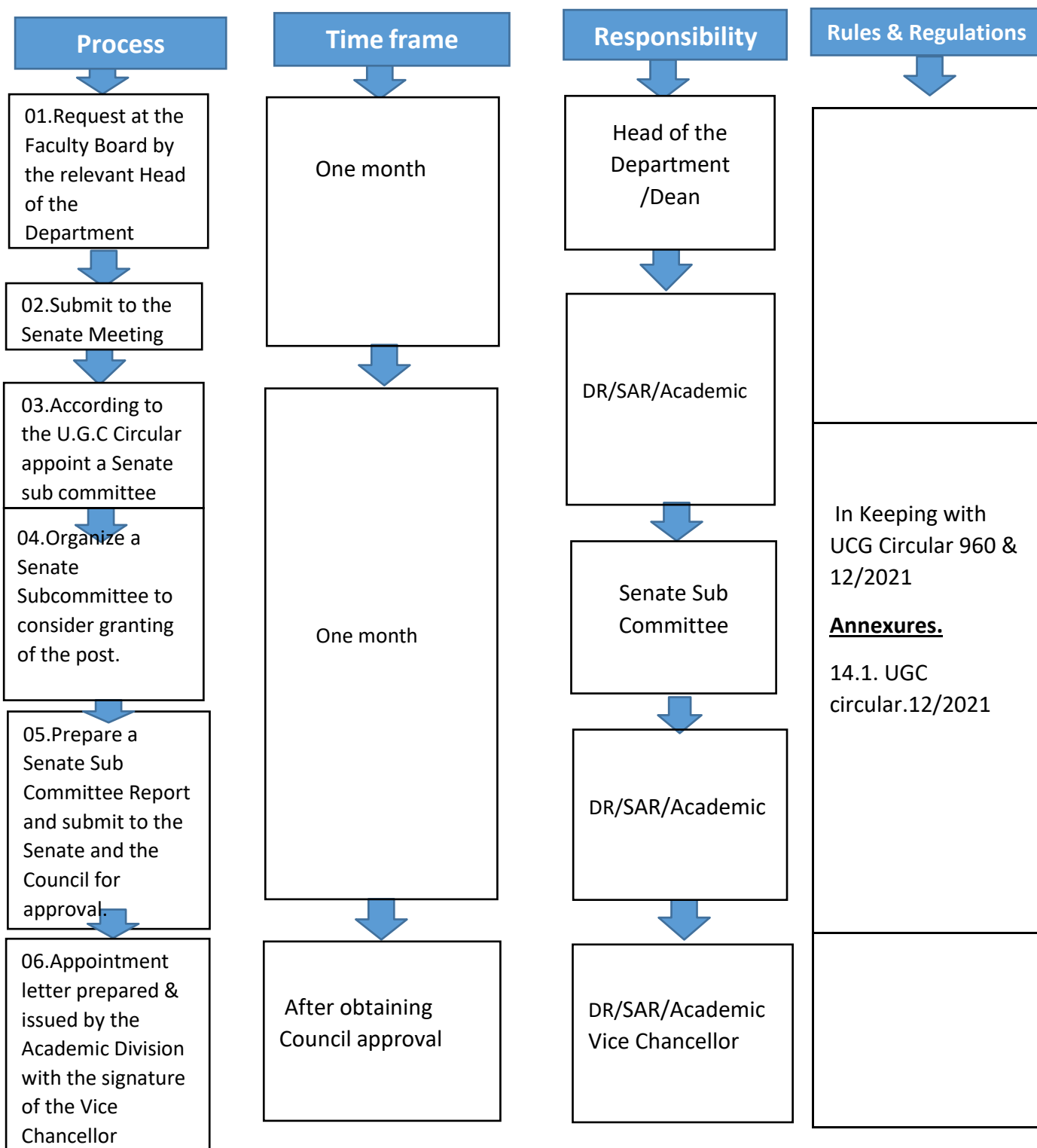
***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

14. Nomination of 2 Senate Representatives for the Council



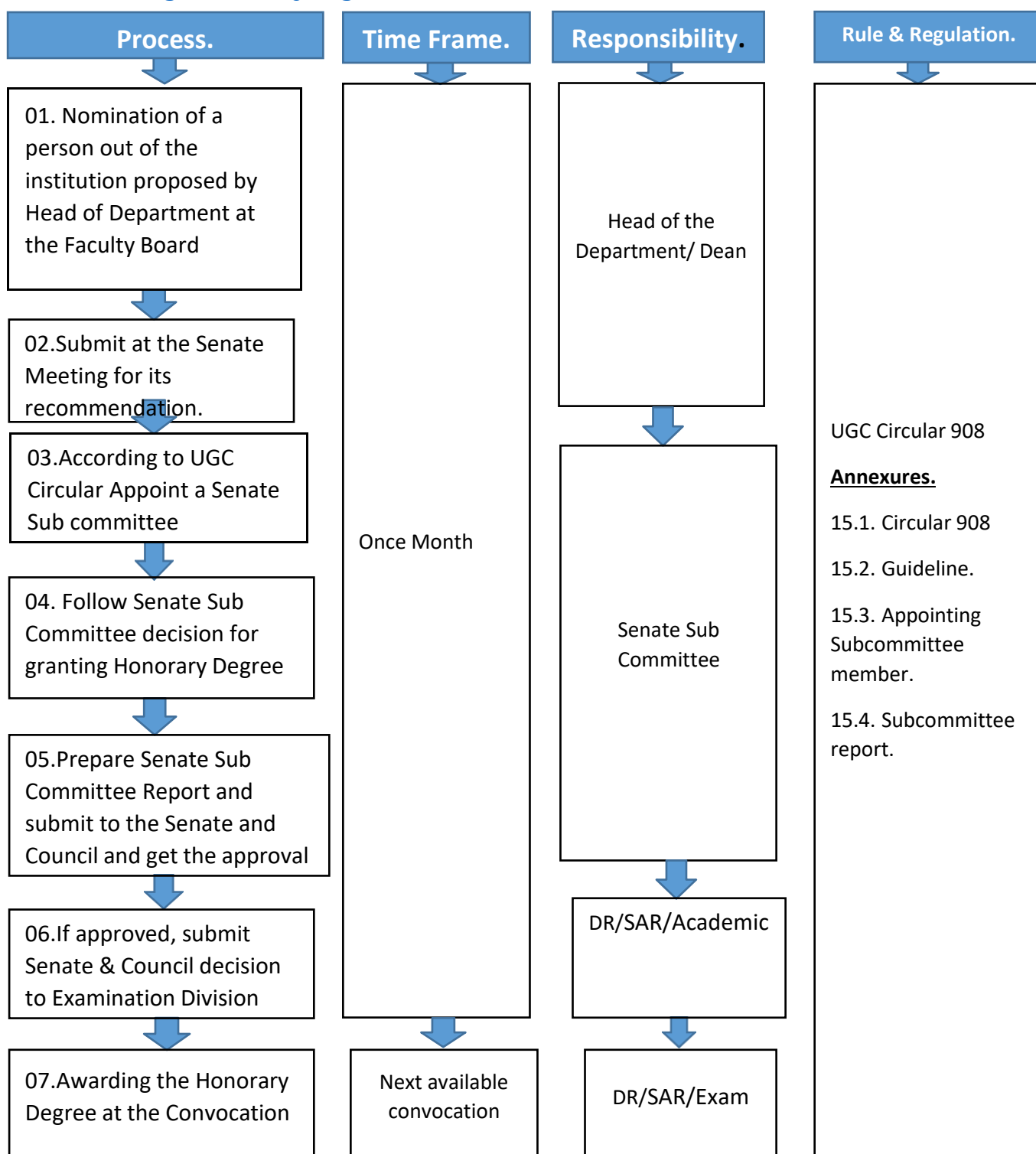
*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

15. Granting Merit Professor Status



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

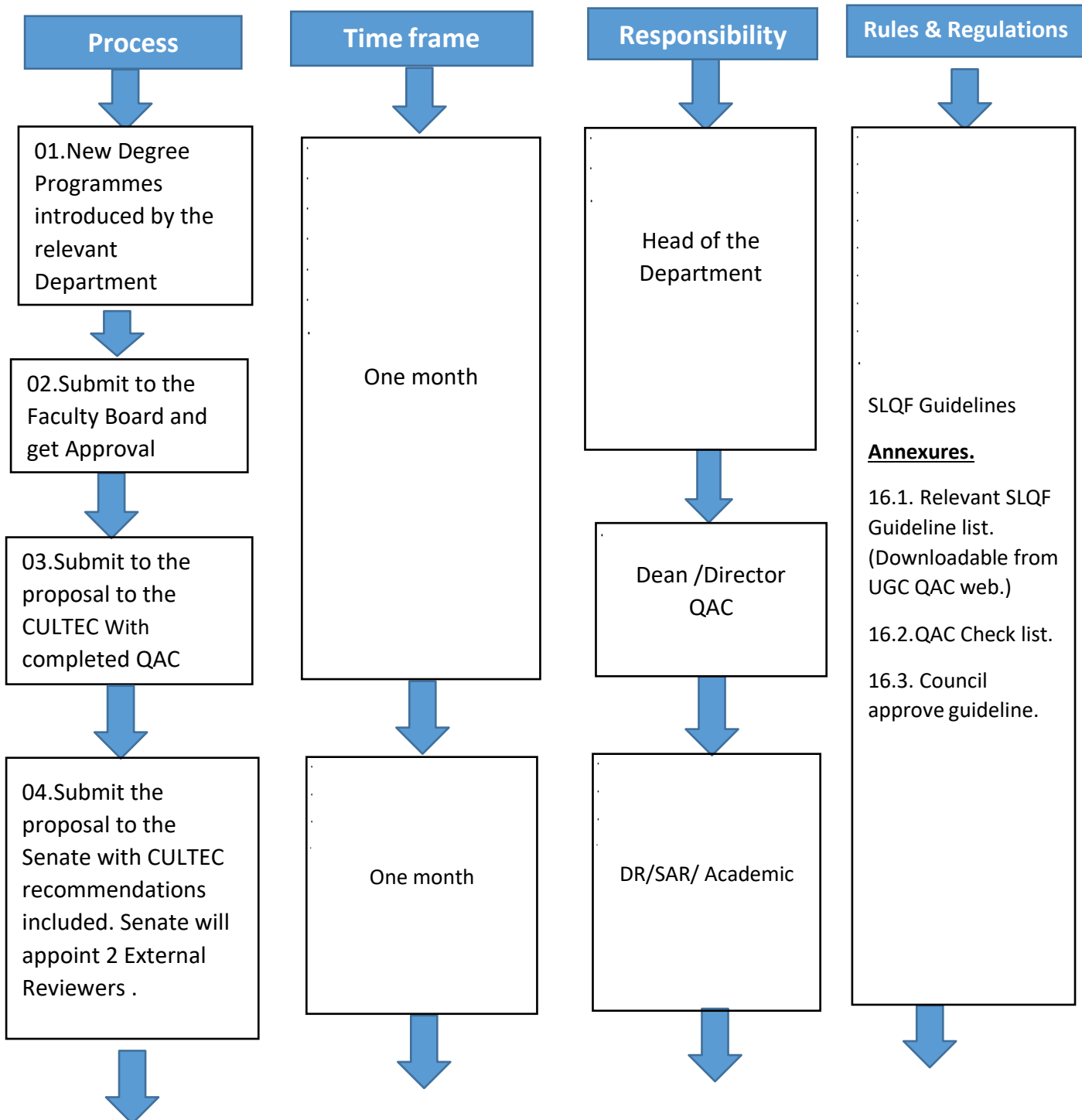
16 Awarding Honorary Degree.

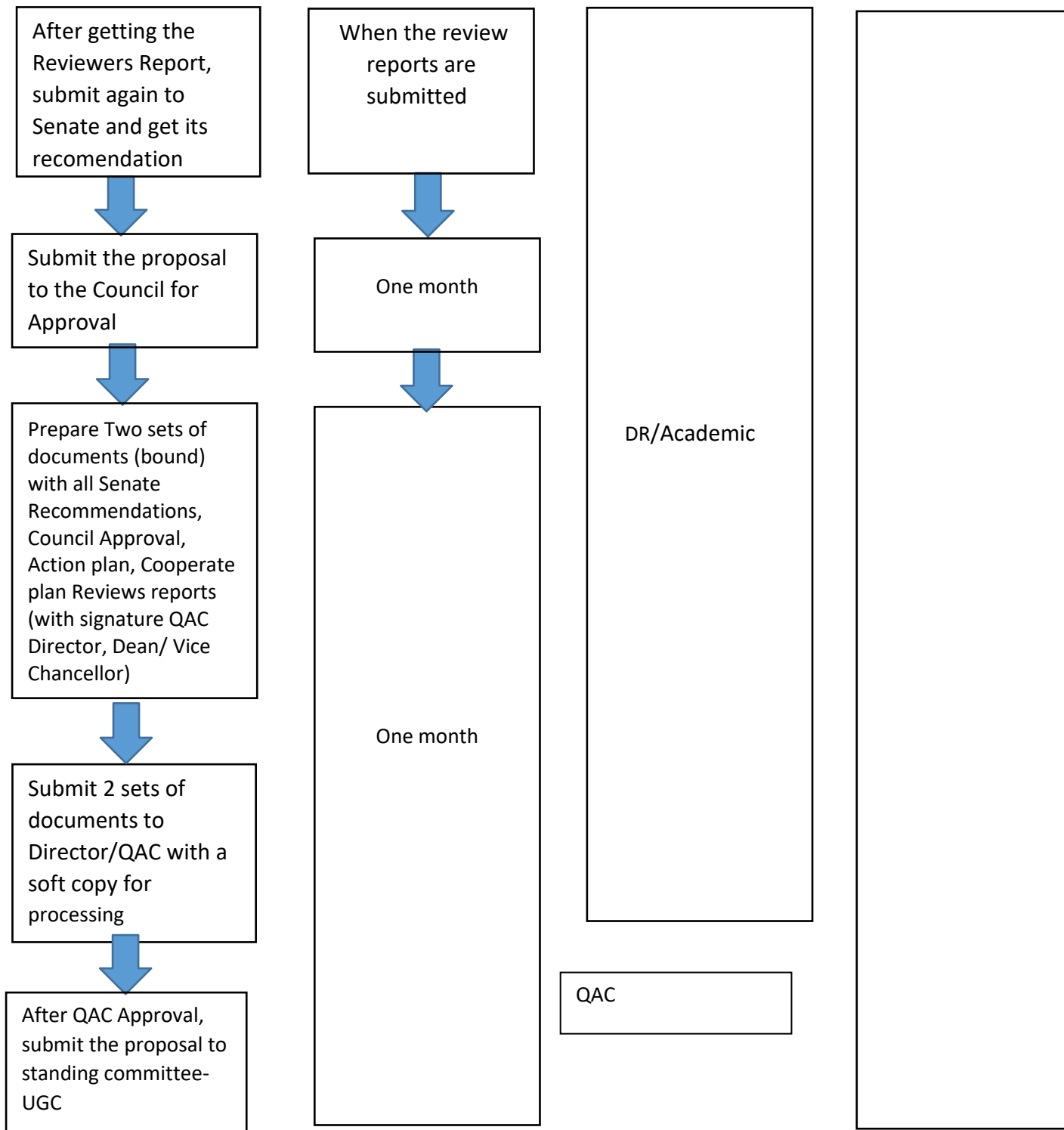


*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

17.ApprovalforNewDegreeProgrammes.

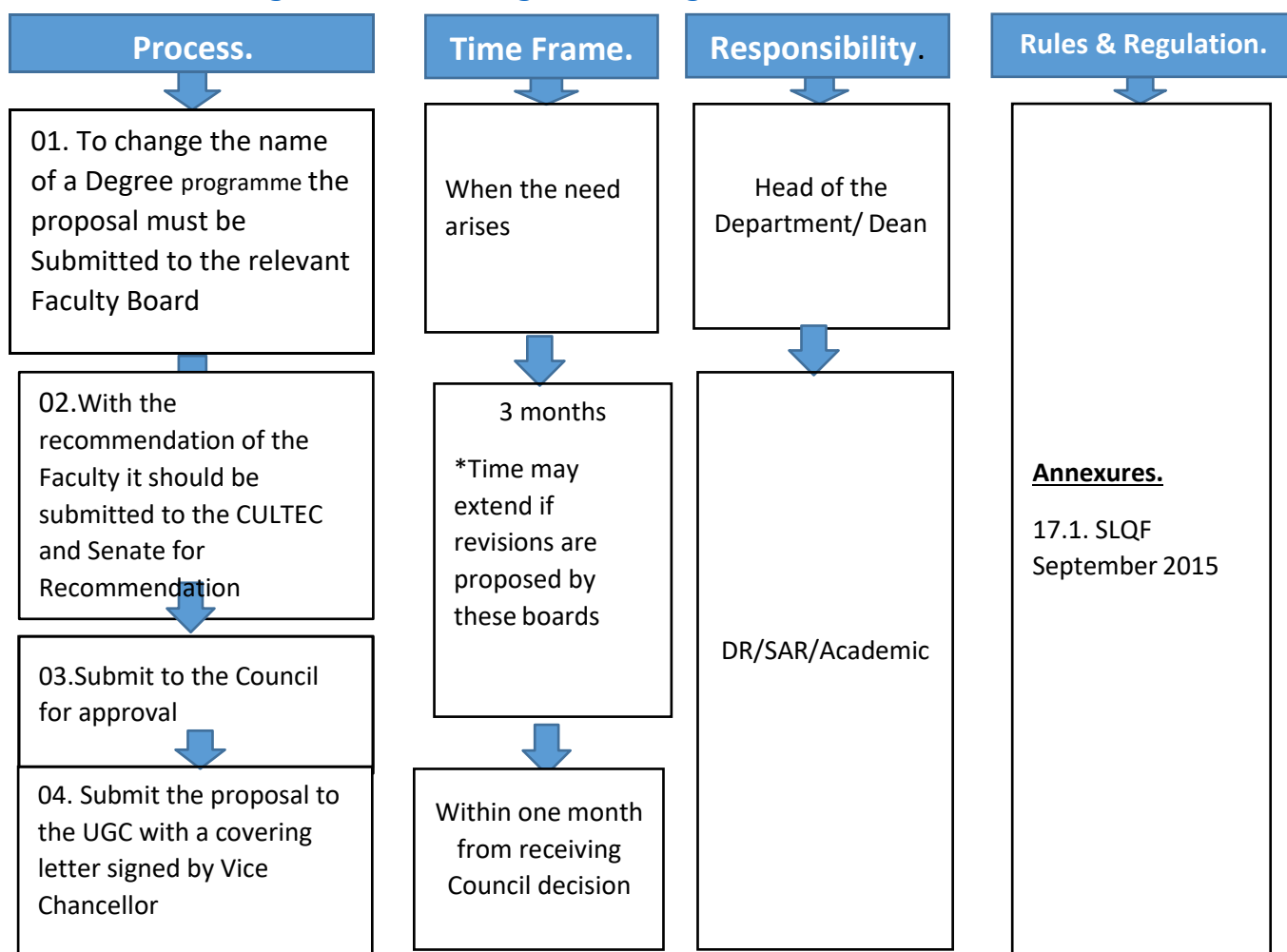
◆ Internal Undergraduate Degrees/ Internal Postgraduate Degrees /External Degrees





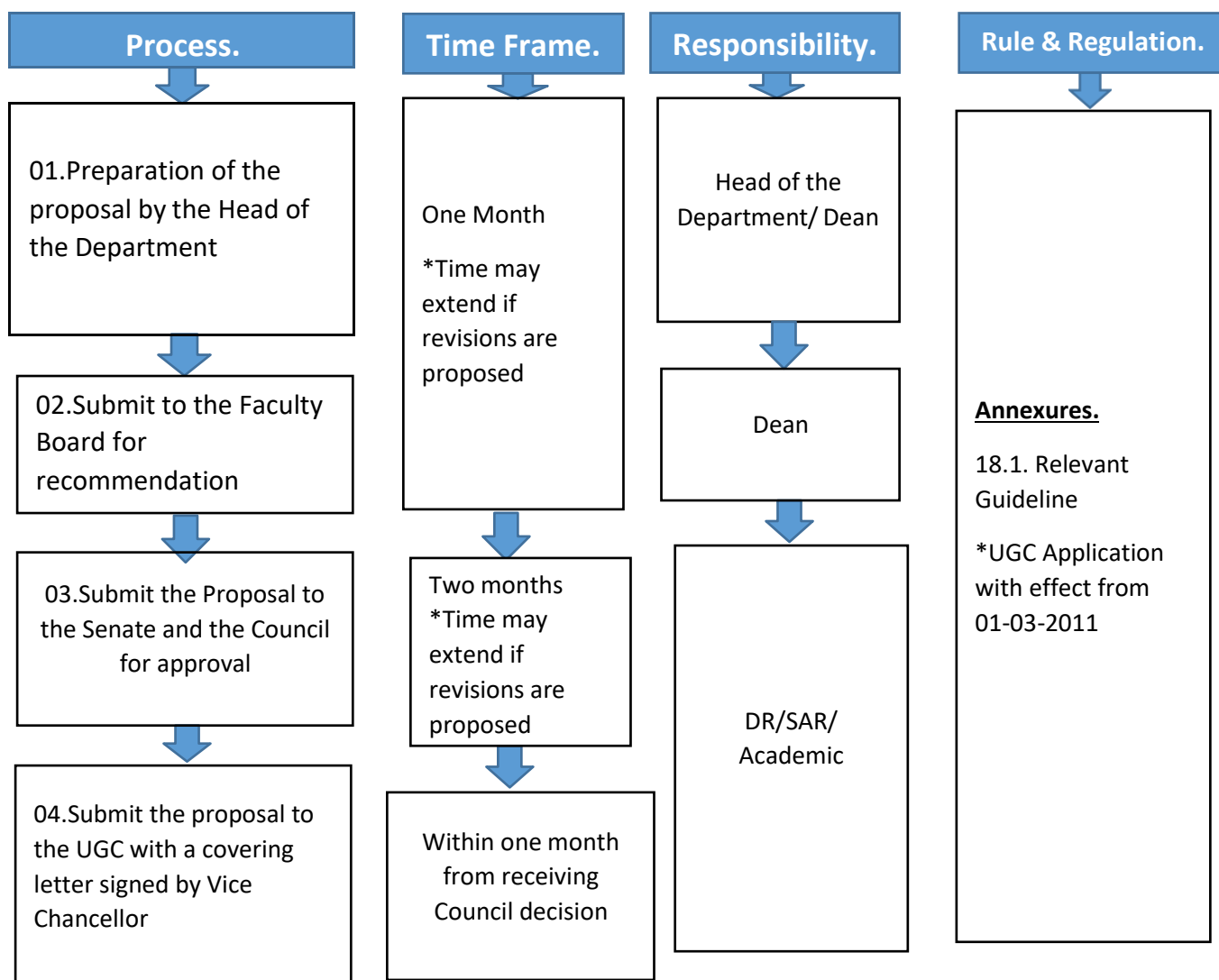
***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

18. Name Change of the Degree Programmes.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

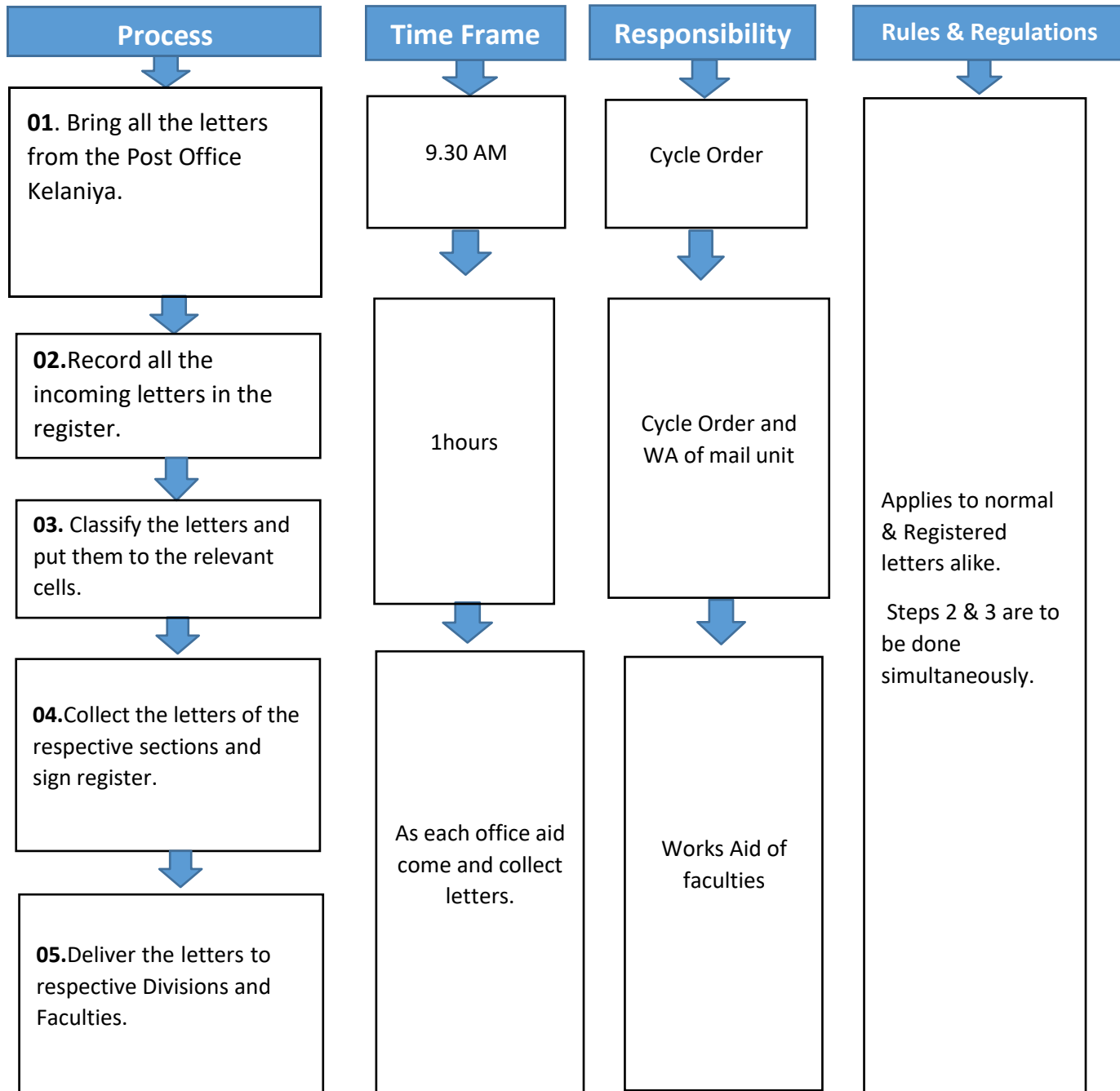
19 Establishment of New Faculty/New Department / Name Change Department.



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

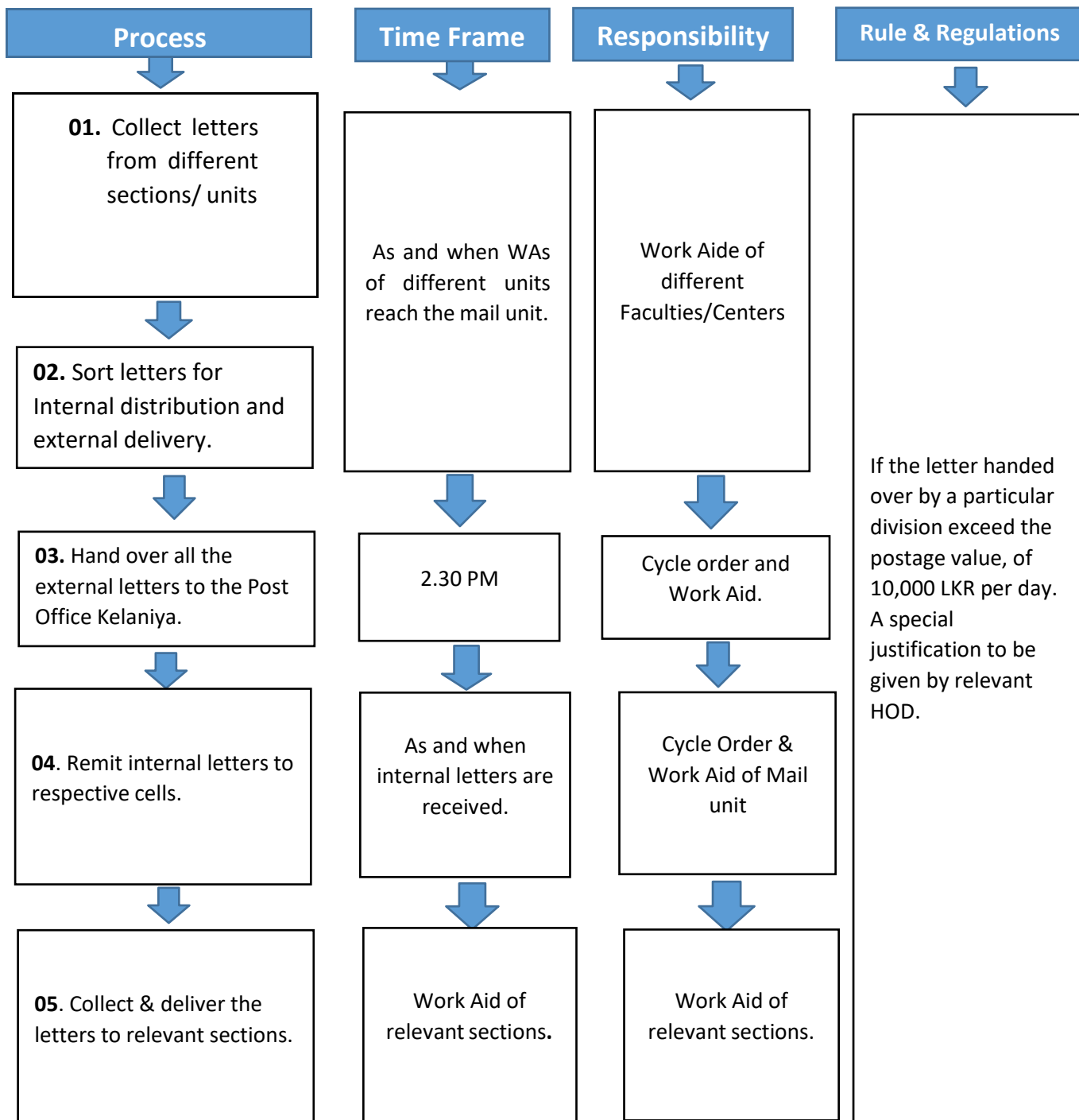
20Central Dispatch Unit.

I. Incoming letters



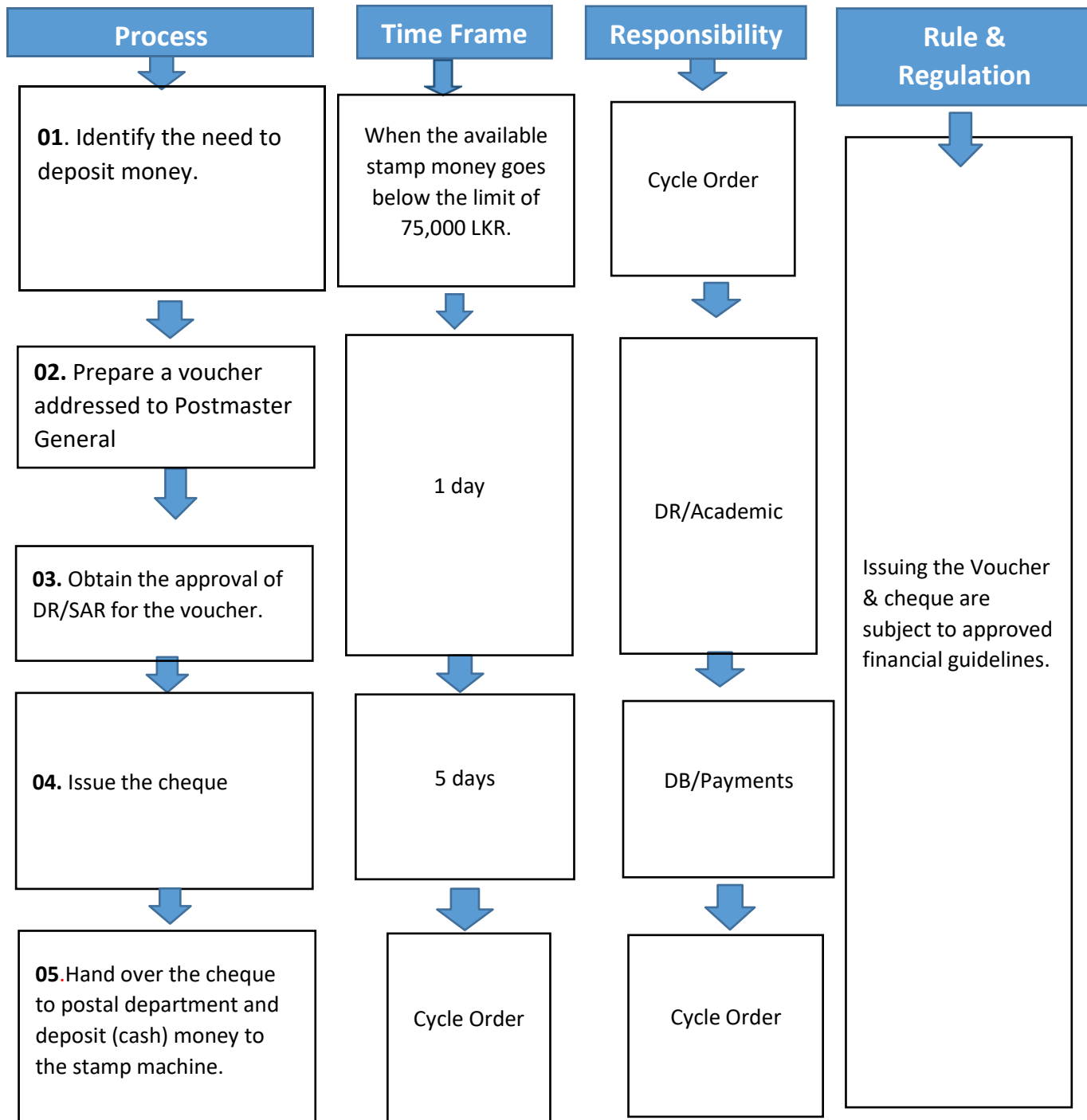
***Each step in the time frame depicts the time taken to complete each step after completing the previous step.**

II. Outgoing letters



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

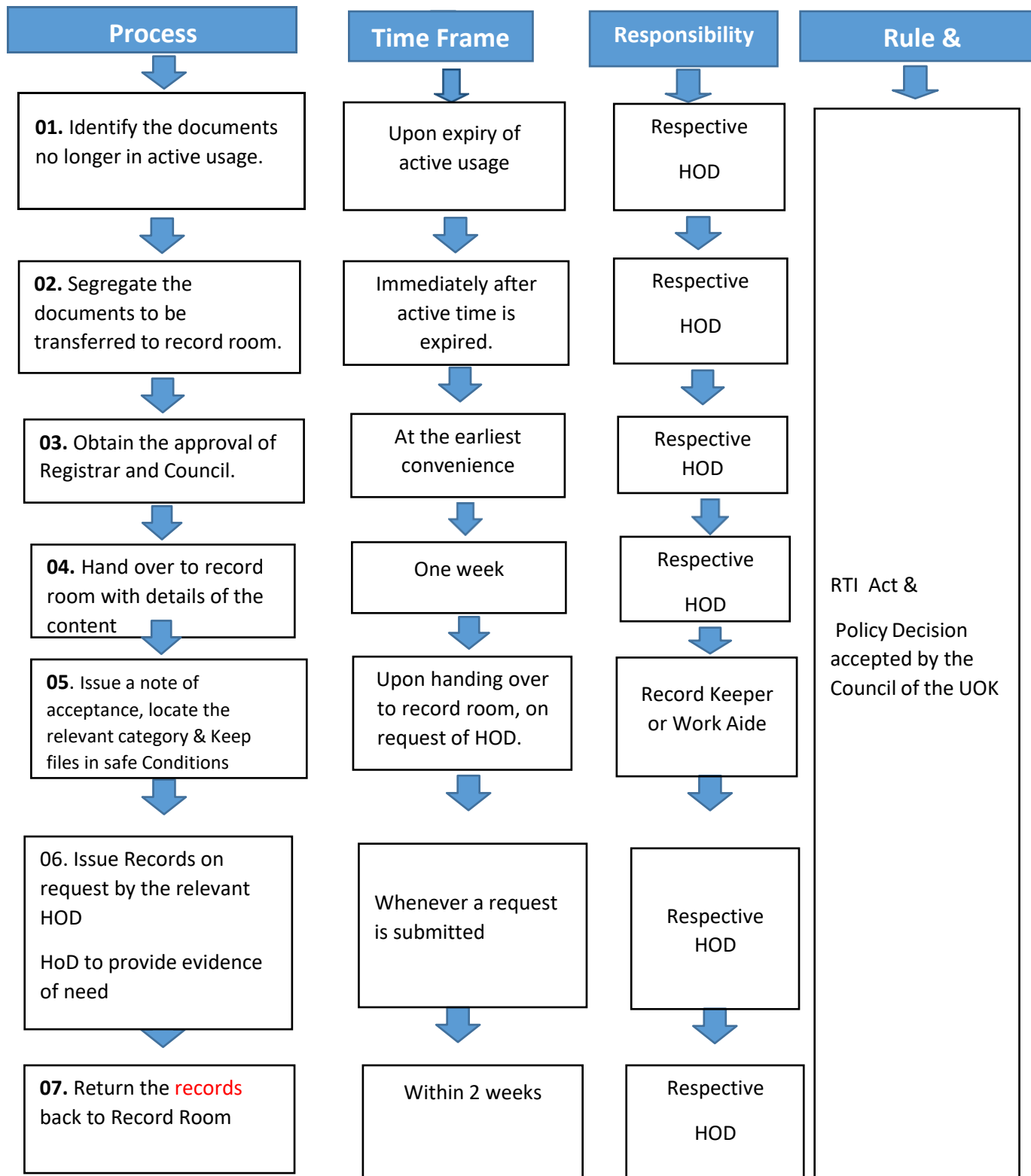
III. Deposit Stamp Money



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

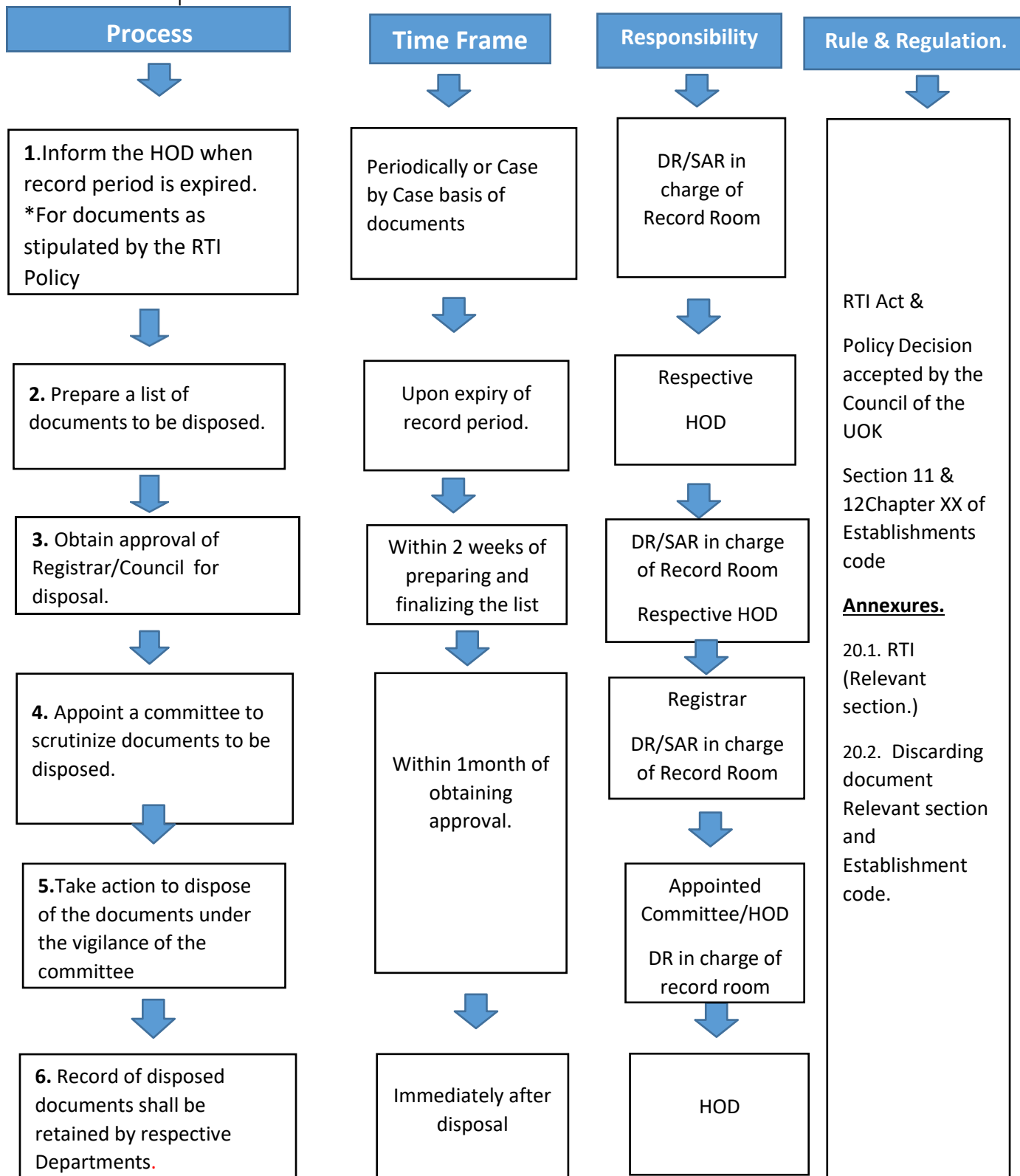
21.RecordRoom

I. Acceptance of Documents to Record Room



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.

II. Disposal of Records



*Each step in the time frame depicts the time taken to complete each step after completing the previous step.