



**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

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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> |
|    | <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/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.</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/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.</p> |  |

