



**PROCEDURAL GUIDELINES FOR INTRODUCING NEW POSTGRADUATE
PROGRAMS**

**CENTRE FOR QUALITY ASSURANCE
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

PROCEDURAL GUIDELINE FOR THE INTRODUCTION OF NEW POSTGRADUATE DEGREE AT A GLANCE

1. Identifying the need / Need Analysis to justify the need of new degree Program



2. Appointment of the team of academics with a team leader for the development of programme



3. Preparation of Proposal (brief) by relevant Board of Study /Department Curriculum committee



4. Approval for the proposal from the Board of Study



5. Submit the proposal to the Faculty Board (FGS) through the Board of Study



6. Approval for the proposal from the Faculty Board (FGS) and nominate (recommend) two reviewers



7. Filling the UGC application for new programme



8. Submit the application to the senate to obtain the approval for appointing two External Reviewers (as recommended by Faculty Board (FGS)) and obtain Council approval for reviewers



9. Sending the application to the External Reviewer by the Registrar, SUSL



10. Receiving the External Reviewer's reports and revising the application by the proponent

11. Finalizing the application by addressing the reviewers comments with evidences of

12. Submit the application to Centre for Quality Assurance (CQA) with relevant amendments and check the compliances by the Director, CQA together with the University Curriculum Evaluation committee

13. Submission to the Senate Standing Committee on Quality Assurance (SSCQA)

14. Submission to the Senate for obtaining the approval

15. Submission to the Council for obtaining the approval

16. After receiving the Senate and Council approval, submit the application to Quality Assurance Council, (QAC), UGC

17. Approval from the relevant standing committees of UGC and Management Committee

18. Once UGC approval is completed Commence the programme

This document has been approved at the 293rd Senate held and the 318th Council.