

# **PART I: SECTION (I) – GENERAL**

## **Government Notifications**

### **MINISTRY OF LABOUR AND VOCATIONAL TRAINING**

#### **Tertiary and Vocational Education Commission**

#### **DEVELOPMENT PLAN FOR REGISTRATION OF INSTITUTES**

01. *Introduction, Rationale and Objectives of Registration.*– The Tertiary and Vocational Education sector has been subject to considerable expansion during the last few decades, mainly through relatively heavy government investments with support from international agencies, and recently through the initiatives of the private sector and non governmental organizations. However, largely due to historical reasons, these investments have been fragmented in a large number of Ministries and Statutory bodies and this has created serious limitations in maintaining economies of scale. It has also imposed constraints on management effectiveness of the institutes. Quality and relevance of training offered is also affected mainly due to weaknesses in developing effective linkages with the industry. Low quality and lack of relevance are associated with the training in the private sector and non governmental organizations as well. The attendant problems and weaknesses of the system were a cause for concern, for a long time. Almost all the reports to government on education and training reflected this concern.

In the economic setting, dramatic changes have taken place under open economic policies introduced after 1977. Consequently, attention has been increasingly directed towards the need for the education and training system to adapt adequately, responding to the needs of the changing economic environment. The government is well aware of these economic imperatives and the need for rationalization of resources in the system for better organization of training provision in keeping with the changing human resource needs of the economy.

The Government is ready to introduce new schemes to realize these needs and is equally committed to extract the maximum benefits from the already established institutes providing tertiary and vocational education and training in the country, through policy interventions in the areas of planning and co-ordination. The Tertiary and Vocational Education Act, No. 20 of 1990 (hereinafter referred to as "the Act") provides the policy and institutional framework to ensure that the country gets the best returns from the investments made to establish institutional training.

**1.1 Objects and Powers of the Tertiary and Vocational Education Commission.**— The general objects of the Tertiary and Vocational Education Commission established under this Act are –

- (a) the planning, co-ordination and development of tertiary education and vocational education at all levels in keeping with human resource needs of the economy ;
- (b) the development of nationally recognized systems for granting of tertiary education awards and vocational education awards including certificates, and other academic distinctions ; and
- (c) the maintenance of academic and training standards in institutes, agencies and all other establishments providing tertiary education and vocational education.

One of the important modalities provided for, in the Act to achieve these broad objects is the requirement to register –

- (a) institutes providing tertiary education or vocational education including training with the TVEC (Section 14 of the Act) ;
- (b) courses in tertiary education and vocational education including training, specified by the Government (Section 15 of the Act) ; and
- (c) examinations conferring or granting any tertiary or vocational education or training awards (Section 16 of the Act)

with the Tertiary and Vocational Education Commission.

Provisions are also made under the Act for the Minister to direct and steer the Tertiary and Vocational Education and Training sector in terms of national policy and development plans.

Powers conferred to the Commission particularly under Section 17 (1), 18 and 20 (1) of the Act, excerpted below are to ensure that the training provided by the institutes is of quality, is relevant to the market needs, and is in keeping with human resource needs of the economy.

#### *Section 17 (1) of the Act*

"17. (1) The Commission may exercise the following powers in respect of any institute registered under Section 14 and any persons and establishments registered under Section 15 :—

- (a) to determine the courses of studies and training to be provided at any institute registered under Section 14 ;
- (b) to determine the requirements for admission to –
  - (i) each study and training course conducted by any registered person or establishment ; and
  - (ii) each specified course ;
- (c) to determine the qualifications of the staff ;



- (d) to issue guidelines for -
  - (i) the curricula in respect of courses of studies ; and
  - (ii) the syllabus in respect of training courses, and to ensure the compliance of such guidelines by registered institutes, persons or establishments conducting specified courses ;
- (e) to determine the academic and training standards to be maintained ;
- (f) to determine the type of examinations to be conducted for the grant of certificates, distinctions and other awards ;
- (g) to determine the facilities necessary to ensure the proper welfare of the students and the staff ;
- (h) to determine the duties of managers and heads of registered institutes and the manner of the performance of their duties ;
- (i) to approve the curriculum and determine the manner in which any examination is to be conducted in respect of national tertiary education awards and vocational education awards ;
- (j) to determine the qualifications, period of training, salaries, appointment, grading, suspension and removal of instructors ;
- (k) to determine the days on which and the hours during which students shall attend lectures and the days which shall be observed as holidays by all registered institutes and places where specified courses are conducted ;
- (l) to determine the standards of accommodation to be maintained in registered institutes and any place where specified courses are conducted ; and
- (m) to determine the manner of exhibition of notices by a person conducting any specified course under Section 15"

*Section 18 of the Act :*

"18. The Director-General or any officer assisting the Director - General to whom such power is delegated, shall have the power -

- (a) to call for information and returns from -
  - (i) registered institutes ;
  - (ii) persons and establishments conducting specified courses ; and
  - (iii) persons and establishments conducting registered examinations, as are required by the Commission ; and
- (b) to enter and inspect the premises of a registered institute, person or establishment, or any premises where any specified course is being conducted"

*Section 20 (1) of the Act :*

"20 (1) The Commission shall have the power to cancel registration granted under Section 14 or 15 on any or more of the following grounds :-

- (a) action in violation of national policy ;
- (b) action in contravention of the Development Plan ;
- (c) breach of any conditions of registration or any condition imposed by the Commission under the provisions of Section 17 ;
- (d) improper conduct of examinations ;
- (e) inability to impart instructions in accordance with any rules made by the Commission in that behalf ;
- (f) mismanagement of the affairs of any registered institute or any person or establishment conducting a specified course ; and
- (g) failure to provide information or permit inspection under Section 18".

The intention behind these powers granted to the Commission is to ensure the provision of market relevant and good quality Tertiary and Vocational education and training in the country. There is no intention to interfere with the



freedom of management of institutes. Nor are these powers meant to impede the intrinsic development of the diverse training modalities in the respective sectors - government, private and NGO. On the contrary, the purpose of the legislation is to -

- (a) improve the content and methods of training to make it more relevant to the skill requirements of jobs,
- (b) raise the quality in testing and evaluation and certification with a view to establishing nationally recognized standards,
- (c) improve the effectiveness and efficiency of management at the institute level,
- (d) improve the employability of the graduates of the institutes,
- (e) ensure optimal utilization of resources, and
- (f) maintain uniformity in curricula of similar courses of studies offered by different institutes.

1.2 *Registration and Accreditation of Tertiary and Vocational Education and Training Institutes.* - The registration leads to accreditation, which is the means by which the Commission recognizes various levels of competence in the provision of tertiary and vocational education and training in different fields by the institutes. The purpose of accreditation is therefore to -

- (a) recognize institutes having demonstrated capacity in providing tertiary and vocational education and training in keeping with the needs of the economy ;
- (b) raise and maintain academic and professional standards in the institutes ;
- (c) guide institutes to improve the management and delivery of training and to increase the quality and market relevance of training ;
- (d) help training institutes to establish credibility among the general public ;
- (e) assist job seekers in identifying quality training programmes in the respective areas that best meet their training needs ; and
- (f) help employers in identifying institutes offering good training through which trainees are prepared for employment in their establishments.

Therefore, the requirement for registration and accreditation in effect, will be for the benefit of all those concerned with tertiary and vocational education and training. Institutes will benefit as the registration and subsequent guidance by the TVEC would help improve internal and external efficiency of the training provided by them ; further, recognition by the government will consolidate the status of training institutes thus improving the accessibility to resource support of various agencies. Youth will be able to identify good training providers and would greatly benefit from the improved quality and standards of training at the institutes. Employers will profit considerably with the market relevance of training and the availability of better standards in evaluation and certification ; and the government will be able to achieve its objective of maintaining an effective training system that could meet the human resource needs of the economy.

2. *Criteria for registration.* - The overall guiding principle for registration is spelt out in Section 14(4) of the Act, which provides that -

"Where the Commission is satisfied on the report submitted by the Director General, that the institute is able to adequately provide tertiary education and vocational education or tertiary education or vocational education as the case may be, in conformity with the Development Plans, the Commission shall approve such application. Upon the approval the Director General shall register such institute, under such name and style specified by the Commission. The Commission shall also specify the governing authority of the institute and the appropriate category under which the institute is to be registered"

The underlying principle therefore is the ability of the applicant institute to adequately provide training in conformity with criteria set out in the Development Plan.

This Development Plan accordingly sets out the following criteria to be followed by the Director-General of the Commission in making his report to the Commission and by the Commission in approving of registration under the relevant provisions of the Act.



2.1 To be considered for registration, the applicant should satisfy the Commission that the institute applying for registration -

- (a) has an established location and a regular office or place of business ;
- (b) has caused the name of the institute and the address painted or affixed in legible characters in the language in which the courses are conducted, in a conspicuous place at or near the entrance to the institute ;
- (c) provides classroom accommodation, workshops, library and recreation areas and office rooms commensurate with the student population and nature of courses conducted ;
- (d) provides basic amenities such as drinking water, lighting, fire protection facilities, first-aid facilities, sanitation etc, commensurate with the student population and the nature of courses conducted ;
- (e) uses curricula and syllabi which are valid and adequate, and conforming to established standards accepted by the Commission ;
- (f) utilizes machinery, equipment, tools, etc. required to effectively impart the knowledge and skills contents of each course ;
- (g) employs appropriate teaching methods and aids in the teaching process ;
- (h) employs valid and adequate methods for testing and measuring of achievement levels of students and maintains accepted norms and standards in issuing certificates for different competency levels ;
- (i) employs qualified teaching staff ;
- (j) has sufficient number of management personnel including Principals, Directors of Studies, etc, as the case may be, commensurate with the size of the student population and the level of the courses ;
- (k) has constantly abided by the provisions of the constitution under which the institute has been established ;
- (l) employs effective methods of selection which ensures the recruitment of applicants with correct aptitude for each course ;
- (m) adheres to accepted norms and guidelines issued by the Commission in exhibiting notices and advertisements offering courses of studies ;
- (n) provides counselling and guidance services to students, arranges for on the job/hands on experience with the industry wherever applicable and evaluates the effectiveness of training provided ; and
- (o) the institute is properly managed adhering to sound management approaches and maintaining effective academic, financial and administration methods and procedures.

2.2. *Tertiary and Vocational Education.*— The courses conducted at the institute should fall under the category of tertiary education or vocational education as defined below:

*Tertiary education.*— Tertiary education is defined as post-secondary education and/or training imparted to persons to prepare and fit them for an occupation/profession or for the purpose of further study in a university or similar institution.

*Vocational education.*— Vocational education is defined as education and or training imparted to persons for the acquisition of knowledge, operative skill, technical or craft skill or of experience needed for the pursuit of an occupation or trade:

Provided, however, that the courses of studies in the following areas shall not fall under the above definitions for the purpose of registration -

- (a) Courses in such areas as given below which are not designed to prepare persons for trades, occupations or professions but are pursued for self enhancement and development:—
  - (i) languages or literature,
  - (ii) sports and recreation activities,
  - (iii) dancing, music, performing arts or any other form of aesthetics, and
  - (iv) culinary practices, housekeeping or other household skills,



- (b) education or training in leadership, youth work, social work or community development for voluntary social workers ;
- (c) in-service training provided by organizations for their employees ;
- (d) education and training provided to employees of a particular sub-sector such as Banking Sector for skill upgrading or to award professional qualifications ;
- (e) religious education ;
- (f) occult sciences ;
- (g) orientation/awareness creating programmes for entrepreneurship development ;
- (h) training in the form of short term extension services for agricultural and fishery workers ;
- (i) any other course which does not directly fall into the above definitions of tertiary education or vocational education or training.

2.3. *Guidelines for awarding certificates.* - The Institute should follow the guidelines given below in designing and awarding of certificates to students who have attained the prescribed standards/levels at the completion of the courses. The Commission shall specify the name and level of certificate to be issued in respect of each course approved and to be conducted at the institute applying for registration.

The Commission in determining the name and level of the certificate to be awarded by the institute, shall be guided by the following :-

- (a) Certificates shall be broadly classified into three levels :

<i>Level of the Certificate</i>	<i>Corresponding Occupational Level</i>
(i) Higher Diploma	Above middle Management/Technician level
(ii) Diploma	Middle Management/Technician level
(iii) Certificate	Operational level

- (b) Level of the certificate shall be determined considering the combination of factors including -

- (i) entry qualifications (education, experience etc.) ;
- (ii) duration of the course (number of theoretical, practical and in-plant training hours);
- (iii) nature and scope of the subject matter knowledge and skills being imparted ;
- (iv) standard of training (categories of trades or occupations corresponding to the course) ;
- (v) degree of equivalency to the nationally and internationally recognized course in the field/trade concerned.

Commission may establish committees consisting representatives of the industry, NAITA, educational and training institutes, and employee / employer organizations to assist in the determination of the levels of certificates to be awarded.

All certificate should indicate, inter alia, the duration of the courses and the subject areas/modules completed by the certificate itself or in a document accompanying such certificate in the following manner :

<i>Subjects/Modules</i>	<i>Instructional hours</i>	<i>Practical hours</i>	<i>On the job training hours</i>
.....	.....	.....	.....

The Institute, as appropriate, may also indicate the gradings, positions and other distinctions achieved by the student in the certificate or in the accompanying document referred to above.



### 3. Procedure for Registration :

3.1. All persons managing, running or controlling any institute for the provision of tertiary education or vocational education as defined in this Development Plan shall apply for registration in the application for registration in form TVEC- 1 specified in the schedule attached hereto. Applicant institute should provide correct and adequate information required in the application attaching copies of supporting documents wherever appropriate.

3.2 The Director-General, upon the receipt of such application for registration shall cause the institute visited and shall assess the ability of the applicant institute to adequately provide tertiary education and/or vocational education as the case may be and submit a report to the Commission on the suitability of the institute in terms of the criteria set out in Section 2 above.

The report of the Director-General should cover, *inter alia*, the following:-

- (i) Management of the institute;
- (ii) Basic facilities/physical resources;
- (iii) Student selection and guidance process;
- (iv) *Teaching process:*  
courses, curricula and syllabi, teaching methods;  
equipment, tools and materials used;  
size and quality of teaching staff;  
testing and certification.
- (v) Internal and external efficiency of training programmes.

The Director-General shall also make a recommendation to the Commission as to the appropriate category under which the institute is to be registered.

3.3 The Commission, having considered the report of the Director-General shall make an appropriate decision regarding the registration in terms of Section 14(4) of the Act.

3.4 The Director-General shall register the institute as specified by the Commission.

4. *Certificates of Registration.*-(a) All such institutes for which the approval for registration is given by the Commission and who have been functioning effectively for more than two years at the time of submission of the application shall be issued a regular Certificate of Registration.

(b) Institutes which have not been effectively functioning for more than two years at the time of submitting the application or those that do not adequately fulfil the criteria given in the preceding sections would be issued a Provisional Certificate of Registration valid only for 3 years from the date of registration.

(c) Institutes which are so issued a Provisional Certificate of Registration may apply for a Regular Certificate of Registration in the form TVEC-2 given in schedule 2 attached hereto presenting facts and information regarding the improvements made in raising the quality and standards of training, since the date of such previous registration.

(d) The Director-General, upon the receipt of such application, shall submit a report to the Commission regarding the improvements made since the date of such previous registration, and the ability of the applicant institute to adequately provide tertiary or vocational education or training.

(e) The Commission having considered the report of the Director-General shall make an appropriate decision to extend the validity of the Provisional Certificate of Registration or to issue a Regular Certificate of Registration.



(f) In the case of institutes which conduct proto-type training courses by branch organizations at different geographical locations, a single certificate may be issued to the main institute which shall be accompanied with a schedule enumerating the names and addresses of its branch organizations; and the titles of the courses conducted.

5. *Registration of Specified Courses.* - Special provisions have been made in the Act in Sections 13 and 15 to specify tertiary education or vocational education courses under a Development Plan and to prescribe matters pertaining to registration of specified courses.

The government is concerned over the validity of syllabi, teaching methodology and the quality and extent of training presently provided in the relatively new fields such as Information Technology that attract young job seekers. Very often, the participants themselves are not clear as to the content of training sought, obviously due to lack of effective vocational information and guidance. On the other hand, the certificates issued to them do not demonstrate clearly, the standards and levels the students have achieved and this situation has created confusion in the minds of both employers and certificate holders. Since most of these courses are comparatively higher fee levying ones, the government considers that it has a special duty to direct the training agencies to maintain academic and training standards in these courses particularly to ensure that the students obtain best value for money.

The effective date for specifying the above courses will be decided by the Minister and it will be published in the *Gazette* as provided for under Section 13(2) of the Act.

All persons or establishments and all institutes who have obtained registration under Section 3 above (under Section 14 of the Tertiary and Vocational Education Act, No. 20 of 1990) conducting courses of studies which fall into the specified courses shall submit an application for registration of such specified courses, in the form TVEC-3 given in Schedule 3 hereto, notwithstanding the fact that such institute is registered as a training institute by the Commission.

*Definition.* "establishment" means any place where any industry, trade, business or profession is carried on.

6. *Feedback from Training Institutes for Planning Purposes.* - One of the important objectives of registering the training delivery agencies with the Tertiary and Vocational Education Commission, the national planning and coordinating body for the Sector, is to facilitate the function of data and information collection for planning and policy development work at the national level. The planning body should necessarily have an analytical base consisting of two kinds of data: data on skills demand, and the data on the quantity and quality of training supply. Evaluation of supply side data in terms of the demand side data is expected to lead towards better policy reformulation and further planning.

The Tertiary and Vocational Education Act No. 20 of 1990 has empowered the Director-General of the Commission, under Section 18, to call for information and returns from the registered institutes and these powers are meant to back the Commission in developing its analytical data base for planning work. The training institutes shall have a duty to understand the requirements of the Commission to have reliable and accurate supply side data for its planning work which is aimed at providing guidance to the training agencies and the training seekers.

This Development Plan, accordingly requires the training institutes to furnish returns regarding the training provided to the Commission at the end of each half-year substantially in the form TVEC 5 and 6 set out in the schedule hereto.

MAHINDA RAJAPAKSE,  
 Minister of Labour and Vocational  
 Training.

Ministry of Labour and Vocational Training,  
 Colombo,  
 7th September, 1995.



## Form TVEC-1.

Year



8. Whether registered with any other public authority:

Yes ☐ No ☐

9. If no Registered

Name of Public Authority

Registration Number

Date of Registration

#### PART A 2 : INSTITUTE (FACILITIES)

##### 10. Infra-structural Facilities:

##### 10.1 Buildings

Type of unit	How many	Total floor area
Class rooms/lecture rooms		sq. ft.
Workshops (specify)		
Technical laboratories		
Language laboratories		
Auditoria		
Library and study rooms		
Recreation rooms		
Canteens		
Office rooms		
Staff Rooms		
Toilets		
Other		
TOTAL		

##### 10.2 Basic amenities-

(a) Water services:

Available ☐ Not available ☐

If available:

pipe-borne ☐ well ☐ other ☐

(b) Power supply:

Available ☐ Not available ☐

If available:

main electricity supply ☐ generator ☐ other ☐

(c) First-aid facilities:

Available ☐ Not available ☐

(d) Fire protection:

Provided ☐ not provided ☐

#### PART B : MANAGEMENT/ORGANIZATION

11. Brief description regarding the management and organization of the institute (please attach an organization chart): \_\_\_\_\_.

12. Type of governing authority (eg. Board of Governors, Governing Council, Board of Directors etc.):\_\_\_\_\_.



64A I කොටස : (I) වෙද-ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැටළු පත්‍රය - 1995.09.07

பகுதி I : தொகுதி (I) — இலங்கைச் சனநாயக சோசலிசக் குடியரசு வர்த்தமானப் பத்திரிகை — அதிவிசேஷமானது — 1995.09.07  
PART I: SEC (I)-GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 1995.09.07

13. Names and designations of persons currently holding positions in the above governing authority:

Name

Designation

14. Name and designation of the chief executive: \_\_\_\_\_  
(Please attach a C.V.)

15. Staff:

15.1 Management Staff-

Designation	full time (✓)	part time (✓)

15.2 Support staff-

Designation	full time (✓)	part time (✓)

15.3 Academic staff:

(a) Lecturers\*

Name	Educational Qualifications	Practical Experience	Courses † Conducted

(b) Instructors (practical\*)

Name	Educational Qualifications	Practical Experience	Courses † Conducted



(c) In-plant training supervisors\*

Name	Educational Qualifications	Practical† Experience	Courses ‡ Conducted

16 List of Courses of studies conducted:

For Office Use Only	Serial No.	Title of the Courses §
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	

I do hereby certify that the particulars given above are true and correct. I have attached the following documents to this application:

- (1) Detailed sketch of the location (Section 4),
- (2) An organization chart (Section 11),
- (3) CV of the Chief Executive (Section 14),
- (4) Copies of CVs etc. of academic staff (Section 15.3),
- (5) Form TVEC-4 for each course (Section 16),
- (6) Documents to prove foreign/local collaboration (Section 6).

Signature of the Applicant.

Name: \_\_\_\_\_  
 [Rubber Stamp]

Date: \_\_\_\_\_

- \* Please attach C.Vs and copies of certificates relevant to qualifications.
- † Give number of years of Industry Experience.
- ‡ Write the serial numbers of the courses given under Section 16 below.
- § Please attach a separate sheet of Form TVEC-4, for each course.



SCHEDULE 2

Form TVEC - 2.

<i>For Office use only</i>
Application No.:
Regular Cert. No.:
Date of Issue :

**Tertiary and Vocational Education Commission**  
 Registration of Specified Courses on Tertiary and Vocational Education and Training

APPLICATION FOR CERTIFICATE OF REGISTRATION (REGULAR)  
 (To be filled preferably in English in order to facilitate the Computerization of Data)

(Underf Section 14 of the Tertiary and Vocational Education Commission Act No. 20 of 1990 and Section 4(C) of the Development Plan published in the Government Gazette (extraordinary) No..... dated.....)

PART A 1 : INSTITUTE (GENERAL)

1. Name, designation and address of the applicant :\_\_\_\_\_.
2. Registration No.:\_\_\_\_\_.
3. Registration Date :\_\_\_\_\_.
4. Provisional Certificate No.:\_\_\_\_\_.
5. Name of the Institute :\_\_\_\_\_.
6. Address of the Institute :\_\_\_\_\_.
- 7.a. Telephone :  7b. Fax :
8. Location of the institute :\_\_\_\_\_.  
 (please attach a detailed sketch of the location indicating access roads)

Divisional Secretary's Division

District

province

.....

.....

.....

9. Ownership : (Mark with a "√" sign)

Government :

☐

Statutory Board :

☐

NGO :

☐

Private :

☐

- 9a. If established under a Ministry/Department/Statutory Board give the name of the Min./Dept./SB :\_\_\_\_\_.

10. Whether currently registered with any other public authority :

Yes

☐

No.

☐

- 10a. If so Registered :\_\_\_\_\_.

Name of Public Authority :\_\_\_\_\_.

Registration Number :\_\_\_\_\_.



## PART A 2: INSTITUTE (FACILITIES)

## 11. *Infrastructural Facilities*

### 11.1 Buildings

Type of unit	How many	Total floor area
Class rooms/lecture rooms		sq.ft.
Workshops		
Technical laboratories		
Language laboratories		
Auditoria		
Library and study rooms		
Recreation rooms		
Canteens		
Office rooms		
Toilets		
Other		
	TOTAL	

### 11.2. Basic amenities –

(a) Water services : Available ☐ not available ☐

If available :

Pipe-borne ☐ well ☐ other ☐

(b) Power supply :

Available	<input type="checkbox"/>	not available	<input type="checkbox"/>
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**If available :**

main electricity supply		generator		other	
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(c) First aid facilities : Available ☒ not available ☐

(d) Fire protection: Provided ☒ not provided ☐

12. *Local/Foreign Collaboration :*

## 12.1. Financial Assistance (during last 3 years) –

<i>Year</i>	<i>Capital Amount (Rs.)</i>	<i>Recurrent Amount (Rs.)</i>	<i>From Whom</i>

12.2. Academic collaboration, if any:\_\_\_\_\_.



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I කොටස : (I) ලේඛ-ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට් පත්‍රය- 1995.09.07

பகுதி I : தொகுதி (I) — இலங்கைச் சனநாயக சோசலிசக் குடியரசு வர்த்தமானப் பத்திரிகை — அதிவிசேஷமானது — 1995.09.07

PART I: SEC. (I)-GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA- 1995.09.07

## PART B: MANAGEMENT/ORGANIZATION

13. Brief description regarding the management and organization of the institute (please attach an organization chart): \_\_\_\_\_.

14. Type of governing authority (eg. Board of Governors, Governing Council, Board of Directors etc.): \_\_\_\_\_.

15. Names and designations of persons currently holding positions in the above governing authority:

Name

Designation

16. Name and designation of the chief executive :\_\_\_\_\_.  
(please attach a C.V.)

17. Staff:

17.1. Management Staff-

Designation	full time	part time

17.2. Support Staff-

Designation	full time	part time

17.3 Academic staff:

(a) Lecturers (theory):

Name	Educational Qualifications	Practical Experience †	Courses Conducted ‡

(b) Instructors (practical\*)-

Name	Educational Qualifications	Practical Experience †	Courses Conducted ‡



(c) In plant training supervisors:

[illegible]

18 List of Courses of studies conducted:

<i>For Office Use Only</i>	<i>Serial No.</i>	<i>Title of the Course</i> §
	01	
	02	
	03	
	04	
	05	
	06	
	07	
	08	
	09	
	10	
	11	
	12	
	13	
	14	
	15	

I do hereby certify that the particulars given here are true and correct. I have attached the following documents:

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- (2) An organization chart (Section 13),
- (3) CV of the Chief Executive (Section 16),
- (4) Copies of CVs etc. of academic staff (Section 17.3),
- (5) Form TVEC-4 for each course (Section 18),
- (6) Documents explaining foreign/local collaboration.,
- (7) Provisional certificate No. ....

Signature of the Applicant.

Name: \_\_\_\_\_.

[Rubber Stamp]

Date: \_\_\_\_\_,

- \* Please attach C.Vs and copies of certificates relevant to qualifications.
- \* Write the numbers of years of Industry experience.
- \* Please Write the serial Numbers of the courses mentioned under Section 18 below.
- \* Please attach a separate sheet of Form TVEC-4, for each course.

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பகுதி I : தொகுதி (I) — இலங்கைச் சனநாயக சோசலிசக் குடியரசு வர்த்தமானப் பத்திரிகை — அதிவிசேஷமானது — 1995.09.07

PART I: SEC (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 1995.09.07

## SCHEDULE 3

Form TVEC-3.

For Office use only
Application No.:
Reg. No.:
Reg. Date:
Cert. No.:

## Tertiary and Vocational Education Commission

## REGISTRATION OF SPECIFIED COURSES ON TERTIARY AND VOCATIONAL EDUCATION AND TRAINING

## APPLICATION FOR REGISTRATION OF A SPECIFIED COURSE

(To be filled preferably in English in order to facilitate the computerization of data)

(Under Section 15 of the Tertiary and Vocational Education Commission Act, No. 20 of 1990 and Section 5 of the Development Plan published in the Government Gazette (Extraordinary) No.... dated .....

Note - (1) The institutes which are registered with the TVEC are required to fill sections 1, 2, 3 below and the Form TVEC-4 only.

(2) The institutes which are not registered should fill sections 1, 2, 3 Part-A, Part-C and Form TVEC-4.

(3) Persons and establishments that do not fall under 1 and 2 above should fill sections 1, 2, 3 Part-B, Part-C and Form TVEC-4.

1. Name, designation and address of the applicant: .....

2. Name of the institute/establishment: .....

3. Whether registered with the TVEC: Yes ☐ No ☐

3a. If 'Yes' the Registration No.:

## PART A 1 : INSTITUTE (GENERAL)

4. Address of the institute: .....

4a. Telephone: 4b. Fax: 

5. Location of the institute: (please attach a detailed sketch of the location indicating access roads)

Divisional Secretary's Division

District

Province

6. Ownership: (Mark with a "✓" sign)

Government: ☐Statutory Board: ☐NGO: ☐Private: ☐

7. If established under a Ministry/Department/Statutory Board give the name of the Min./Dep./SB.: .....

8. Date of establishment of the institute.

date  month  year 

9. Whether registered with any other public authority:

Yes ☐ No ☐



### Index of Expectations

#### 10. Infra-orbital Foramina

Type of unit	How many	Total floor area sq. ft.
Class rooms/lecture rooms		
Workshops (specify)		
Technical laboratories		
Language laboratories		
Auditoriums		
Library and study rooms		
Recreation rooms		
Canteens		
Office rooms		
Toilets		
Other		
	<b>TOTAL</b>	

(n) Water services: available ☐ not available ☐  
If available:  
pipe-borne ☐ well ☐ other ☐

(A) Power supply: available ☐ not available ☐  
If available:  
main electricity supply generator ☐ other ☐

(C) First-aid facilities: available ☐ not available ☐

(d) Fire protection: Provided ☐ not provided ☐

## 11 Management

11(b) Type of governing authority (eg. Board of Governors, Governing Council, Board of Directors etc.): \_\_\_\_\_

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11(c) Names and designations of persons currently holding positions in the above governing authority:

Name

Designation

11(d) Name and designation of the chief executive (please attach a C.V.): \_\_\_\_\_

## PART B : PERSON/ESTABLISHMENT

12. Address of the person/establishment: \_\_\_\_\_

12a In the case of establishment please indicate:

Main business line/s: \_\_\_\_\_

Main product/s: \_\_\_\_\_

12b Telephone: \_\_\_\_\_

12c Fax: \_\_\_\_\_

13. Location of the establishment (please attach a detailed sketch of the location indicating access roads): \_\_\_\_\_

13a Location of the place where the specified course is conducted (please attach a detailed sketch of the location indicating access roads): \_\_\_\_\_

14. Ownership: (Mark with a "✓" sign)

Government

☐

Statutory Board

☐

NGO

☐

Private

☐

15. If established under a Ministry/Dept./Statutory Board give the name of the Min./Dep./SB: \_\_\_\_\_

16. Facilities provided for the course:

16.1 Buildings-

Type of unit	How many	Total floor area sq. ft.
Class rooms/lecture rooms		
Workshops		
Technical laboratories		
Language laboratories		
Auditoriums		
Library and study rooms		
Recreation rooms		
Restaurants		
Office rooms		
Toilets		
Other		
TOTAL		

16.2 Basic amenities-

(a) Water services:

available

☐

not available

☐

If available:

pipe-borne

☐

well

☐

other

☐



(b) Power supply: available ☐ not available ☐  
 If available:  
 main electricity supply ☐ generator ☐ other ☐

(c) First-aid facilities: available ☐ not available ☐

(d) Fire protection: Provided ☐ not provided ☐

PART C: MANAGEMENT/ORGANIZATION

17. Management:

17.1 Management Staff employed for the conduct of the specified course.

Designation	full time (✓)	part time (✓)

17.2 Support staff employed for the conduct of the specified course-

Designation	full time (✓)	part time (✓)

17.3 Academic staff employed for the conduct of the specified course:

(a) Lecturers\*-

Name	Educational Qualifications	Practical Experience †	Courses Conducted ‡

(b) Instructors\*-

Name	Educational Qualifications	Practical Experience †	Courses Conducted ‡

(c) In-plant enterprise training supervisors\*-

Name	Educational Qualifications	Practical Experience †	Courses Conducted ‡

18. Specified Course/s of Studies conducted :

For Office Use Only	Serial No.	Title of the Course §

19. Local/Foreign Collaboration :

19.1 Financial assistance (during last 5 years) for the conduct of Specified Course-

Year	Capital Amount (Rs.)	Recurrent Course \$ Amount (Rs.)	From Whom

19.2. Academic collaboration for the Conduct of the Specified Course -.

I do hereby certify that the particulars given here are true and correct. I have attached the following documents :-

- (1) Detailed sketch of the location (sections 5, 13 and 13.a) ;
- (2) An organization chart (Section 11 a) ;
- (3) CV of the Chief Executive (Section 11 b) ;
- (4) Copies of CVs etc. of academic staff (Section 13.3) ;
- (5) Form TVEC-4 for each course (Section 18) ;
- (6) Documents explaining foreign/local collaboration (section 19).

Signature of the Applicant.

Name :

[Rubber Stamp]

Date : \_\_\_\_\_.

\* Please attach C.Vs and copies of certificates relevant to qualifications.

† Give number of years of Industry Experience.

‡ Write the serial numbers of the courses given under Section 18 below.

§ Please attach a separate sheet of Form TVEC-4 for each course.



SCHEDULE - 4

Form TVEC - 4.

DETAILS OF COURSES

(To be filled preferably in English in order to facilitate the computerization of data)

(To be submitted along with the form TVEC-1 (Application for Registration of an Institute) or Form TVEC-3 (Application for Registration of Specified Courses)

PART A (GENERAL)

1. Name and address of the Institution/Establishment/Person: \_\_\_\_\_.

2. If registered with the TVEC as Training Institute:

Registration No.: \_\_\_\_\_.

Date of Registration: Date  Month  Year

3. Title of the course: \_\_\_\_\_.

4. Duration of the course:

Months: \_\_\_\_\_ Weeks: \_\_\_\_\_.

5. Date of first Commencement: Date  Month  Year

6. Whether Full-time or Part-time (✓)

F  P

7. Medium of instruction. Sin./Tam./Eng: \_\_\_\_\_.

8 a. Particulars of fees Levied:

Total Course Fee: Rs.:

8 b. Allowances Paid to students:

Rs.:  per day/per month

PART B (CAPACITY)

9. Number of courses held per Year: \_\_\_\_\_.

10. Number graduated so far: \_\_\_\_\_.

11. Maximum number of trainees admissible to a course:

12. Details of Numbers Admitted

12.1 Course currently being conducted:

(a) No. admitted

male: \_\_\_\_\_  
female: \_\_\_\_\_  
total: \_\_\_\_\_.

(b) No. following

male: \_\_\_\_\_  
female: \_\_\_\_\_  
total: \_\_\_\_\_.

12.2 Previous course:

(a) No. admitted

male: \_\_\_\_\_  
female: \_\_\_\_\_  
total: \_\_\_\_\_.

(b) No. completed

male: \_\_\_\_\_  
female: \_\_\_\_\_  
total: \_\_\_\_\_.

PART C (CURRICULUM)

13. Course Curriculum (Please attach copies of curriculum/syllabus):

<i>Subjects/Modules</i>	<i>Total number of Theory hours</i>	<i>Total number of Practical hours</i>	<i>Total no. of In-plant training hours</i>

14. Weekly Time Table: \_\_\_\_\_

14.1 Theory/Instructional hours per week: \_\_\_\_\_

14.2 Practical hours per week: \_\_\_\_\_

14.3 Course is conducted on: (mark with a ✓ sign):

1 day per week: (..... hours per week)

2 days per week: (..... hours per week)

3 days per week: (..... hours per week)

4 days per week: (..... hours per week)

5 days per week: (..... hours per week)

6 days per week: (..... hours per week)

15. On-the-job/In-plant training hours: \_\_\_\_\_

PART D (SELECTION PROCESS)

16. Mode of announcement of the course:

<i>Mode of Announcement</i>	<i>Pl. mark with a ✓</i>
Notifying in the <i>Government Gazette</i>	
Advertising in news papers	
Advertising in electronic media	
Putting up notices in local Public Offices	
Own notice board	
Other	

17. Admission requirements:

17.1 Age Limits- Lower: Upper:

17.2 Sex:

Male only	Female only	Both
-----------	-------------	------

17.3 Educational Qualifications: \_\_\_\_\_



17.4 Experience

17.5 Other (If specify)

18. Selection process (✓)

- (a) Selection through applications .....
- (b) Through aptitude test .....
- (c) Through viva voce .....
- (d) (a) and (b) .....
- (e) (a) and (c) .....
- (f) (a), (b) and (c) .....
- (g) any other (Specify) .....


### PART E (TESTING AND EVALUATION)

19. Testing and evaluation:

19.1 Students are assessed/evaluated in the following methods:-

Method of Assessment	Mark with a '+'/'-' sign
Continuous Assessment	
Mid-term Test	
End of course Test	
Other	

19.2 Students sit the following tests held by the institute at the end of the course:

Title of test paper      Written/practical      Duration (hours)

19.3 Students are prepared for the following tests conducted by the .....

20. Title of the certificate issued: .....

(please attach a specimen)

21. Do you have a scheme of assisting successful students to find employment:

Yes ☐ No ☐

21a. If "Yes" please explain briefly: .....

22. Any other information useful for the application: .....

I do hereby certify that the particulars given above are true and correct. The following documents are attached:

- (a) Copies of the curriculum/syllabus. (section 13),
- (b) Specimen/s of the certificates issued. (section 20).

Signature of the applicant

Name: .....

[Rubber Stamp]

Date: .....

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## SCHEDULE - 5

Form TVEC - 5.

(To be furnished to the Tertiary and Vocational Education Commission (in terms of Section 6 of the Development Plan)

For the Half-Year Ended 30th June, 199 /31st December 199 (On going Courses)

(To be filled preferably in English in order to facilitate the computerization of Data)

Name and address of the institute :—

Registration No. :—

Name of Reporting Officer :—

Designation :—

Date :—

Course code	Title of the Course	Medium (Sin. Tam. Eng.) *	Full time part time (F/P) †	Date of commence- ment (DD/MM/YY) ‡	Date of Completion (DD/MM/YY) ‡	No. applied			No. recruited			No. completed		
						M	F	T	M	F	T	M	F	T

Notes :

\* Write S, T or E, as applicable, to indicate Sinhala, Tamil and English.

† Write F or P to indicate full time and part time.

‡ Write the date in the format (Date/Month/Year) eg. (03.05.94)

## SCHEDULE - 6

Form TVEC - 6.

(To be furnished to the Tertiary and Vocational Education Commission (in terms of Section 6 of the Development Plan)

For the Half-Year Ended 30th June, 199 /31st December 199 (Completed Courses)

(To be filled preferably in English in order to facilitate the computerization of Data)

Name and address of the institute :—

Registration No. :—

Name of Reporting Officer :—

Designation :—

Date :—

Course code	Title of the Course	Medium (Sin. Tam. Eng.) *	Full time part time (F/P) †	Date of commence- ment (DD/MM/YY) ‡	Date of Completion (DD/MM/YY) ‡	No. applied			No. recruited			No. completed		
						M	F	T	M	F	T	M	F	T

Notes :

\* Write S, T or E, as applicable, to indicate Sinhala, Tamil and English.

† Write F or P to indicate full time and part time.

‡ Write the date in the format (Date/Month/Year) eg. (03.05.94)

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