

**REGISTRATION OF EXTERNAL TRAINING INSTITUTES WITH CENTRE FOR DISTANCE AND CONTINUING EDUCATION  
(CDCE), UNIVERSITY OF PERADENIYA**

**A. GENERAL INFORMATION**

1. Name of the institute:.....
2. Name under whom the institute has been registered:.....
3. Business registration number (if any):.....
4. Mailing address:.....  
.....
5. Telephone number :..... Fax number :.....  
E-mail :..... Website :.....
6. Year in which the institute was established:.....

**B. INFORMATION ON EDUCATIONAL ASSISTANCE PROVIDED**

1. List the degree/diploma/certificate programs that the institute is currently involved in along with the university/HEI

Degree/Program/Diploma/Certificate E.g.BA, B.Sc., B.Com.	University/Higher Educational Institute

2. Number of students registered with the institute within the past five years

Year	Number of students registered
2014	
2013	
2012	
2011	
2010	

3. How many teachers are currently employed at the institute?.....
4. List the highest qualification of teachers

Highest qualification	Number of Teachers
Bachelor Degree	
Postgraduate qualifications	
Professional Qualifications	
A/L qualified	
Others (please specify) .....	

5. How frequently are the classes held?

- a. Daily      b. Weekly      c. Monthly      d. Less than monthly

### C. INFORMATION ON TRAINING NEEDS

1. Do you require teacher training programs?.....

2. If yes, what aspects do you think your employees intend to be trained on?

- a. Teaching      b. Preparation of course materials      c. Others

3. Do you provide Institutional hand book/study guide for students?

- a. Yes      b. No

4. Do you possess the curriculum and the syllabi of the BA and GAQ degree programmes offered by University of Peradeniya?

5. Do you obtain feedback from students on the performance of teacher /course materials.

- a. Yes      b. No

6. If yes, what how do you gather feedback?

Please tick in the appropriate cage

Method	Response
Through questionnaire	
Through face to face discussions	
Randomly getting the feedback	
Through comments Box	
Other means (specify) .....	

6. Have you established formal links with University of Peradeniya?

a. Yes

b. No

7. Has your organization established formal link with other universities/HEIs?

8. If yes, please specify.

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8. Do you use computerized database of information of students?

a. Yes

b.No

#### D. INFORMATION ON PHYSICAL SETTING

1. Please indicate the following details

Number of buildings /units	
Floor area of each of the building (in Square feet)	
Closest city (e g. kandy, Galle, Batticaloa)	
Is water supply available?	
Is electricity supply available?	
Is the premises rented or owned?	

2. Indicate the facilities available at the center in the following table

Facility	Present/absent	How frequently the students use the facility
Reading room		
Computer center		
Rest room		
Sick room		
Student center		
Other (specify)		
.....		
.....		

3. Do you conduct seminars/revision classes to prepare students for examination? .....

4. Do your institute have manual of procedures/by laws/ establishment code?.....

5. Do you posse UGC hand book /UGC circular 932? .....

6. Does the institute provide training for staff?.....

7.If yes, indicate the frequency of training

- a. Monthly
- b. half yearly
- c. annually
- d. less than annually

7. How do you recruit staff?

- a) Through News paper Advertisements
- b) On Personal Contacts
- c) Website notices

8. Do you publish Annual Financial Report? .....

9. Do you conduct assessments (Examination, Assignments, quizzes etc.)? .....

.....

Date

Signature