

Action	Primary User / Party Involved	Inputs and Documentation Required	Workflow Sequence	Authority Level / Verification Body	System Interface / Page	Output / Confirmation	Source
Student Onboarding / Initial Registration	Student, Prospective Student	G.C.E. (A/L), 2-A-Levels, Forms provided by UGC, Permanent Address, Phone Number, Account credentials	Selection by UGC -> 2. Rank order release -> 3. Student enters address/phone -> 4. System registers -> 5. Login details sent to email	University Grants Commission (UGC) / Commissioner General of Examinations	UGC Online Application / Register Student Lts / Account Creation Page	Processed eligibility / Email with Username and Password	1, 4
Upload Personal & Academic Documents	Student	Passport size Photo (4x6cm), E-signature, Selection Letter (PDF), Birth Certificate, School Leaving Certificate, NIC (Front/Back), G.C.E. O/L and A/L Result Sheets	Scan documents -> 2. Rename files -> 3. Upload to specific slots -> 4. Review and Submit	Registrar / Team Leader	Certificate Upload Page / University Website	System notification: 'Uploaded Successfully'	4
Student Self-Onboard / Registration (SIS)	Student	Registration Fees, Medical Fees, Educational Documents	Payment of fees -> 2. Verification of documents -> 3. Update in Student Information System	Registrar / Student Information Systems (SIS Hub)	Student Information System (SIS) / SIS Hub	Student info confirmation letter	3, 5
Enrollment Form Verification & Certification	Student, Justice of Peace (JP), School Principal	Downloaded Enrollment Form (PDF), Declaration Form	Generate forms in pdf -> 2. Download and print -> 3. Physical signature by student -> 4. Certification by JP or School Principal	Justice of Peace (JP) / School Principal	Downloads Page / Physical Certification	Certified physical document set for submission	4
Medical Health Verification	Student, Medical Officer	Medical Form (Email attachment), Physical exam details	Fill student portion -> 2. Undergo medical check by Government Medical Officer -> 3. Obtain official seal and date	University Medical Officer (UMO) / Government Doctor	Physical Examination (External)	Completed Medical Certificate with official seal	4
Payment for Facilities / Fees	Student, Bursar	Fee amount (Registration, Medical, Hostel fee - e.g., 10,000 LKR), Manual/Digital confirmations, Pay-in-voucher	Select payment type/print form -> 2. Enter details (Enrollment No.) -> 3. Make Payment (Bank/Counter) -> 4. Bursar verification of payment voucher	Bursar / Assistant Bursar (Payments)	UCF Pay Page / iSISnet - ERP / Cashier Counter	Payment Receipt / Official Seal on slip	3-5
Final Document Submission (Physical Onboarding)	Student, Administrative Staff	Original documents (NIC, Birth Cert, A/L, Result sheets, E-Passport photo, Certified Enrollment forms, Payment slips)	Report to Campus on given date -> 2. Submit original folder for physical verification -> 3. Receive official student status	Deputy Registrar / Student Welfare Division	Student Admissions Counter	Enrollment Number / Student Identity Card	4
Course Selection and Registration	Student	Selection of core/auxiliary/elective course units, Credit requirements (e.g., 120 credits for Honours), Login Credentials	Year-based selection -> 2. Enrollment -> 3. Access to Study Materials	Department Head / Faculty Board / Academic Staff	Virtual Learning Environment (VLE) / Learning Management Systems (LMS)	Registration for specific course units / Course Access	1, 3, 5, 6
Update Personal Information	Student	Title (Mr/Ms), Address corrections, District, GD Division, Province, Distance from campus (km), Emergency Contact	Select Personal info -> 2. Edit fields -> 3. Save Changes	Internal System Validation / Administrative Audit	My Details / Personal Information Dashboard	Saved Changes status	4
Performance Assessment (Continuous & Final)	Student, Teacher, Lecturer	Assignments, course-works, reports, oral presentations, quizzes, viva-voce, Examination Papers	Continuous assessment during lectures -> 2. Enter grades into system -> 3. Publish to student dashboard	Lecturer-in-charge / Head of Department / Senate	Department Notice Board / VLE / Admin Dashboard	CA marks (30-40%) / Final Grade Point Average (GPA) Report	1, 3, 5, 7, 8
Examination Admission	Student	Student Record Book, Admission Card, 80% Attendance record	Eligibility check -> 2. Issuance of Admission Card -> 3. Attendance at Exam Hall	Deputy Registrar (Examinations and Admissions) / Supervisor	Examination Branch Office	Allowed entry to examination hall	1
Attendance Monitoring	Teacher, Student	Class participation / Signature	Daily tracking -> 3. System calculates percentage (80% minimum required)	Head of Department / Registrar (Exams)	VLE / Attendance Portal	Eligibility to sit for examinations	7, 9
Selection for Honours Degree	Student	Academic performance in Level 1 and 2 (e.g., O GPA, B1@5 3.00, Grade C+ in core units)	Completion of Level 2 -> 2. Application for Honours -> 3. Selection	Department of Physical Science / Faculty Board	Departmental selection list	Admission to Honours Degree Programme	1
Financial Assistance (Bursary / Mahapala)	Student, Staff	Evidence of financial difficulties, recommendation from Grade Headmaster (GH) and Districtal Secretary (DS)	Application submission -> 2. Verification by Student Welfare -> 3. Payment facilitating by Assistant Bursar	Faculty Student Counsellor, Dean, and Senior Student Counsellor	Welfare Branch / Office of Assistant Registrar	Monthly Bursary Payment (Rts. 4000) / Mahapala Grant	1, 5, 10
Hostel Accommodation Request	Student	Residency date (distance > 20km), Medical certificate, Recommendation from GH/DS	Annual application -> 2. Priority screening (1st year/efficiency based) -> 3. Allocation	Warden / Assistant Registrar (Welfare) / Vice-Chancellor	Welfare Branch / Hostel Management	Hostel room allocation	10
Industrial Training Verification	Student, Industrial Supervisor, Academic Supervisor	Daily Diary, Training course report, Attendance and punctuality records	Training placement -> 2. Monitoring visits -> 3. Submission of report -> 4. Oral presentation	Head of Department / Evaluation Panel	Career Guidance Unit / Department Office	Grade C+ or above (required for Honours degree)	1
Aptitude Test for Special Courses (AHS SP)	Candidate	Application to sit aptitude test	Phone notice calling for applications -> 3. Conduct of test -> 3. Fees requirement for selection	Sri Palani Campus	Sri Palani Campus Admissions Page	Aptitude Test Pass	3
Degree Result Finalization	Registrar, Vice-Chancellor	Finalised grades, Semester-wise GPA, level GPA, O GPA	Pre-examination board finalization -> 2. Senate Approval -> 3. Release of awards (within 3 months)	Examination Board / University Senate	Official Transcript / Result Sheets / Examination Results Page	Award of Degree (General or Honours)	1, 3, 5