

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-Score, Form prepared by UGOC, Permanent Address, Phone Number, Account credentials	Select by UGOC -> 3. Rank order releases -> 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 Page / Register Student Link / Account Creation Page	Promotional eligibility / Email with Username and Password	1-4
Upload Personal & Academic Documents	Student	Photo, ID card, Medical certificate, Signature, Selection Letter (PLF), Birth Certificate, School Leaving Certificate, NC (Front/Back), G.C.E. O/L and A/L Result Sheets	Payment of fees -> 2. Verify documents -> 3. Upload to specific slots -> 4. Review and Submit	System / Application Page / Upload Successfull	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	Register / Student Information Systems (SIS) Hub	Student registration confirmation letter	3, 5	
Enrollment Form Verification & Certification	Student, Justice of Peace (JP), School Principal	Downloaded Enrollment Form (PDF), Declaration Form	Generate forms in portal -> 2. Download and print -> 3. Physical signature by student -> 4. Certification by JP or School Principal	Justice of Peace (JP) / School Principal	Certified physical document set for submission	4	
Medical Certificate Submission	Student, Medical Officer	Medical certificate, Medical report	Print certificate from portal -> 2. Upload certificate to Student Information System	University Grants Commission / Government Doctor	Completed medical certificate with official seal	4	
Payment for Facilities / Fees	Student, Bursar	Fee and amount (Registration, Medical, Hostel fee - e.g. 10,050 LKR), Manual/Digital confirmations, Pay-in-voucher	Select payment type/form -> 2. Enter details (Examination No.) -> 3. Make Payment (Bank/Courier) -> 4. Bunker verification of payment voucher	Bursar / Assistant Bursar (Payments)	UoC Pay Page / ISBHR - ERP / Cashier Counter	Payment Receipt / Official Seal on slip	3-5
Final Document Submission (Physical Onboarding)	Student, Administrative Staff	Original documents (NC, Birth Cert, AL Result sheet), 5 Passport photos, 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 Admission Counter	Enrolment Number / Student Identity Card	4
Course Selection and Registration	Student	Title of course, Course code, Prerequisites, Previous Academic Status (PA), Emergency Contact	Selection of compulsory/elective course units, Credit requirements (e.g. 120 credits for Honours), Logon Credentials	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 Details	Student	Title, Name, Address, Contact number, Email, Date of Birth, Gender, Blood Group, Nationality, Marital Status, Emergency Contact	Student Record Book, Admission Card, 80% Attendance record	Student Record Book / Academic Staff	My Details Page / Examination Dashboard	ICA marks (30-40%) / Final Grade Point Average (GPA) Report	4
Performance Assessment (Continuous & Final)	Student, Teacher, Lecturer	Assessments, course-works, reports, oral presentations, quizzes, via-video, Examination Papers	Continuous assessment during lecture -> 2. Enter grade into system -> 3. Publish to student dashboard	Lecturer-in-charge / Head of Department / Senate	Examination Branch Office / VLE / Admin Dashboard	Allowed entry to examination hall	1
Examination Admission	Student	Class participation / Signatures	Eligibility check -> 2. issuance of Admission Card -> 3. Attendance at Exam Hall	Head of Department / Registrar / Examiner	VLE / Attendance Portal	Eligibility to sit for examination	7, 9
Attendance Monitoring	Teacher, Student	Attendance Level 1 and 2 (e.g. OGPA: Engg 3.00, Grade C in core units)	Daily tracking -> 2. Sync with grades percentage (80%, minimum required)	Department of Personnel and Security Board	Department selection list	Admission to Honours Degree Programme	7
Senate Honours Degree	Student	Evidence of financial difficulties, recommendation from Drama Nithaihi (GS) and Divisional Secretary (DS)	Application admission -> 2. Verification by Student Welfare -> 3. Facilitation by Assistant Bursar	Faculty Student Counselor, Dean, and Senior Student Counselor	Welfare Branch / Office of Assistant Registrar	Monthly Bursary Payment (Rs. 4000) / Mahapola Grant	1, 5, 10
Financial Assistance (Bursary / Mahapola)	Student, Staff	Residency data (distance = 25km), Medical certificate, Recommendation from GS/DS	Annual application -> 2. Priority screening (1st year/financially abled) -> 3. Allocation	Warden / Assistant Registrar (Welfare) / Vice Chancellor	Welfare Branch / Hostel Management	Hostel room allocation	10
Hostel Accommodation Request	Student	Residency data (distance = 25km), Medical certificate, Recommendation from GS/DS	Yearly application -> 2. Priority screening (1st year/financially abled) -> 3. Allocation	Head of Department / Evaluation Panel	Coordinators / Departmental Officers	Crash Card / Emergency Contact Card	1
Industrial Placement	Student, Industrial Supervisor, Academic Supervisor	Application to sit aptitude test	Press notice calling for applications -> 2. Conduct of test -> 3. Pass requirement for selection	Sri Palepu Campus	Sri Palepu Campus Admissions Page	Aptitude Test Pass	3
Aptitude Test for Special Courses (Arts SP)	Candidate	Application to sit aptitude test	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
Degree Result Finalization	Registrar, Vice Chancellor	Final grade, Semester-wise GPA, level GPA, CGPA					