

USER MANUAL

01.08.2025

Academic Program Proposal Management System for QAC-UGC

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1. System Overview

The **Academic Program Proposal Management System** is designed for the **Quality Assurance Council of the University Grants Commission (QAC-UGC)** to manage **new program proposals** from universities. This guide provides instructions on how different users interact with the system.

2. User Roles & Access

2.1 User Roles in the System

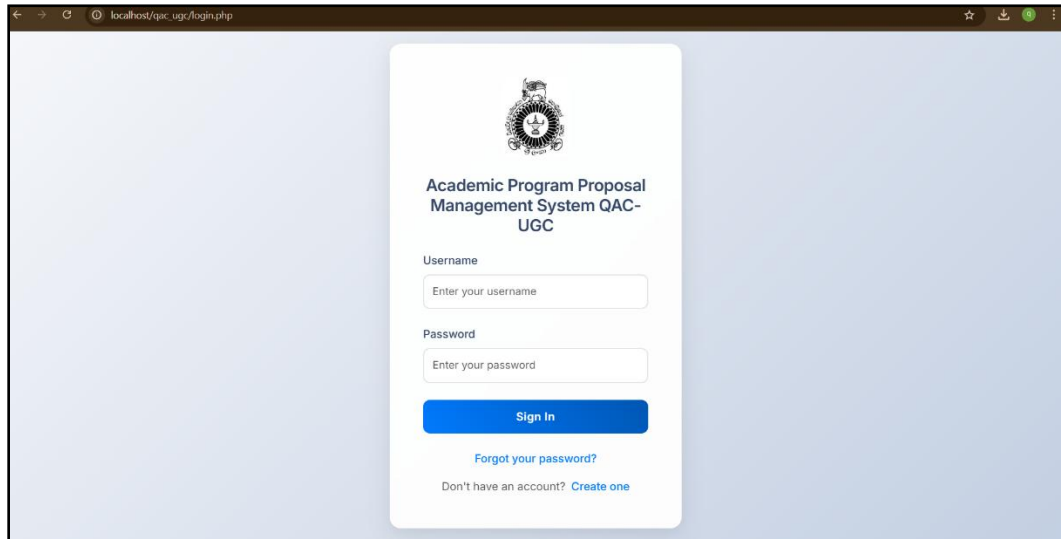
The system supports multiple user roles:

- **Program Coordinator (PC)** – Submits new proposals.
- **Dean** – Reviews and approves/rejects proposals.
- **Vice Chancellor (VC)** – Approves/rejects proposals after Dean's review.
- **CQA Director** – Performs quality assurance checks.
- **QAC-UGC Head** – Evaluates program feasibility.
- **Technical Assistants** – Evaluates program feasibility.
- **Secretary** – Evaluates program feasibility.
- **UGC Finance, HR, IDD, Admissions, and Academic** – Conduct financial, hr, idd, admission and academic evaluations.
- **Standing Committee (Final Approver)** – Gives final approval.

3. Account Management

3.1 Login

- i. Go to the **login page**.

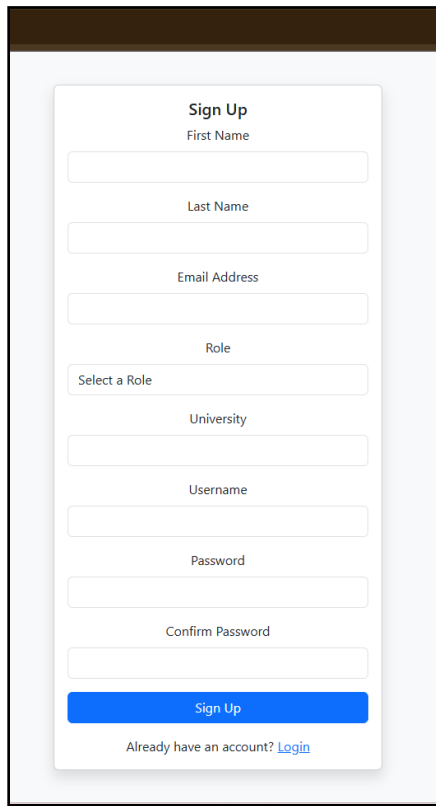


The screenshot shows a web browser window with the address bar displaying 'localhost/qac_ugc/login.php'. The page features a central white login card on a light blue background. At the top of the card is the UGC logo. Below the logo, the text 'Academic Program Proposal Management System QAC-UGC' is displayed. The card contains two input fields: 'Username' with the placeholder 'Enter your username' and 'Password' with the placeholder 'Enter your password'. A blue 'Sign In' button is positioned below the password field. At the bottom of the card, there are two links: 'Forgot your password?' and 'Don't have an account? Create one'.

Figure 3.1 - Login/Signup

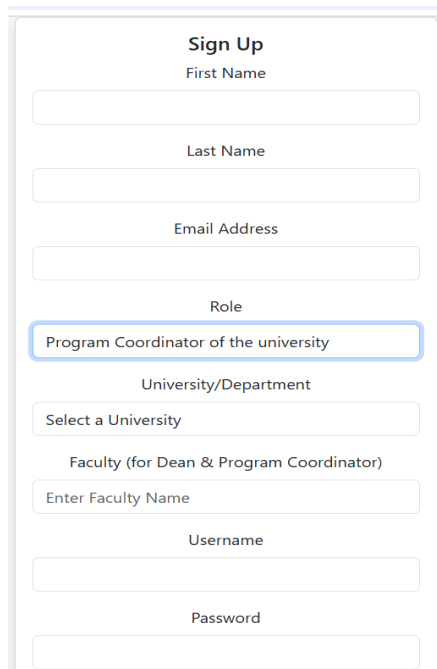
- ii. Enter your **username and password**.
- iii. Click **Login** to access the dashboard.

3.2 Sign Up Instructions



A screenshot of a 'Sign Up' form. The form is titled 'Sign Up' and contains the following fields: First Name, Last Name, Email Address, Role (with a dropdown menu showing 'Select a Role'), University, Username, Password, and Confirm Password. A blue 'Sign Up' button is at the bottom, and a link for 'Already have an account? Login' is below it.

Figure 3.1 - Sign Up



A screenshot of a 'Sign Up' form for Program Coordinator/Dean. The form is titled 'Sign Up' and contains the following fields: First Name, Last Name, Email Address, Role (with a dropdown menu showing 'Program Coordinator of the university'), University/Department (with a dropdown menu showing 'Select a University'), Faculty (for Dean & Program Coordinator) (with a text input field 'Enter Faculty Name'), Username, and Password.

‘Enter faculty ’ is visible and required for program coordinator and Dean of the university.

Figure 3.3 - Sign Up for PC/Dean

- i. Click on **Create One**
- ii. Fill in the required details.
- iii. **University Selection:**
 - If the user is **UGC-related**, the university is automatically set to **QAC-UGC**.
 - Other users must fill **their university** from the following list:
 - University of Colombo
 - University of Moratuwa
 - University of Peradeniya
 - University of Sri Jayawardenepura
 - University of Kelaniya
 - University of Jaffna
 - University of Ruhuna
 - Eastern University of Sri Lanka
 - Rajarata University of Sri Lanka
 - Sabaragamuwa University of Sri Lanka
 - Wayamba University of Sri Lanka
 - University of Visual and Performing Arts
 - University of Uva Wellassa
 - South Eastern University of Sri Lanka
 - Open University of Sri Lanka
- iv. Click **Sign Up** to complete registration.

4. Proposal Submission Process

4.1 Creating a New Proposal

i. **Program Coordinator (PC)** logs in.

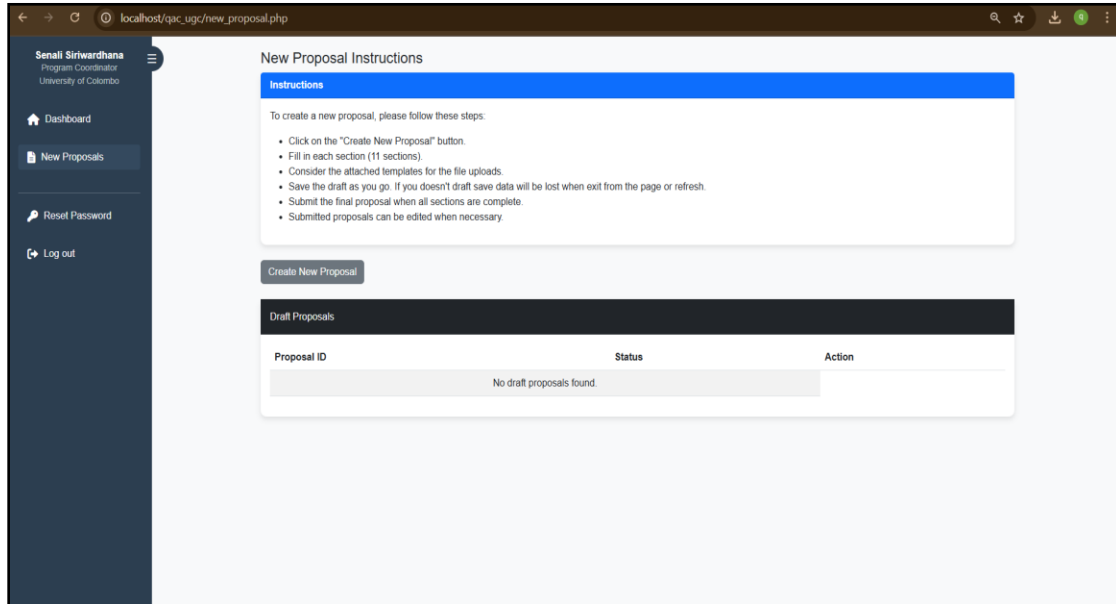


Figure 4.1 - New Proposal creation page

ii. Click **Create New Proposal** to start a proposal.

iii. Fill in sections of the proposal.

iv. Click **Save Draft** to save progress.

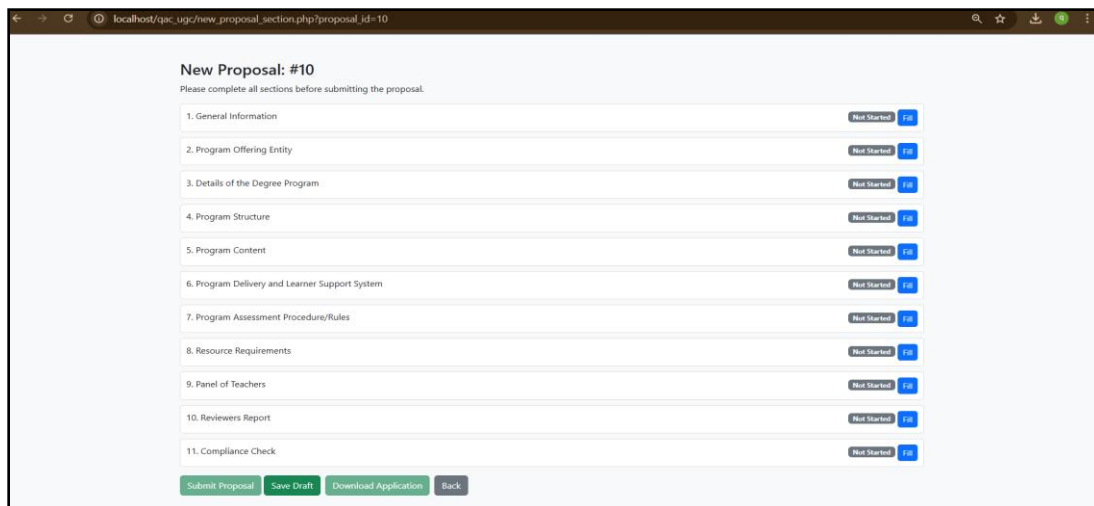


Figure 2.2 - New proposal Section page

v. If not saved, the proposal will be lost.

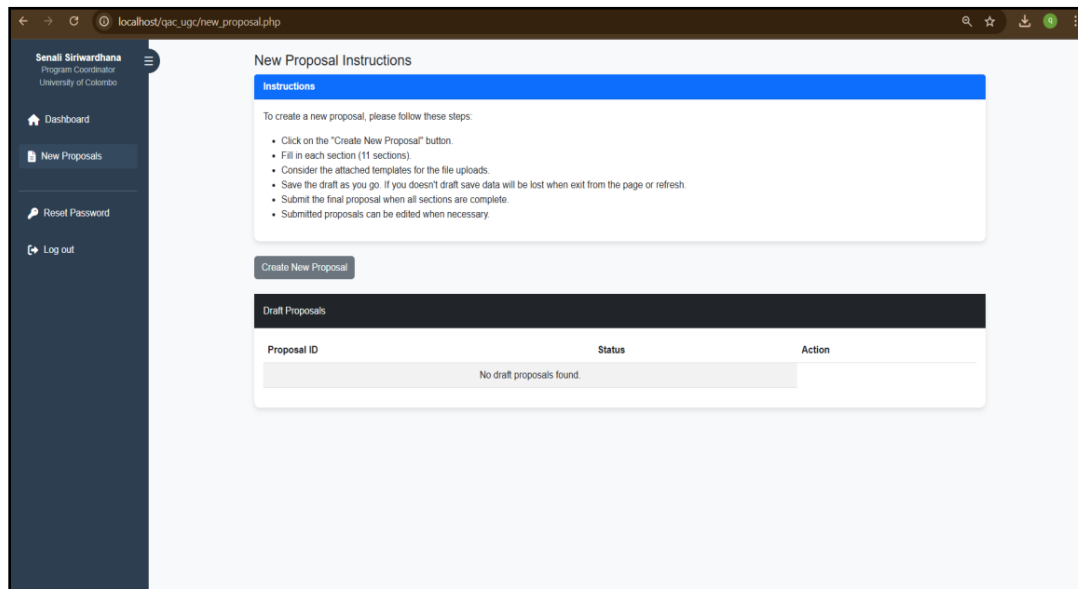


Figure 4.3 - Draft proposal page

- The proposals saved appear in the **Draft Proposals Table**.

vi. Final Submission

- If all fields are complete, the user can **Download the Application and Submit** the application.

4.2 Tracking Submitted Proposals

- The **Submitted Proposal Table** allows PCs to track proposal statuses.
- The **Revised Proposal List** shows rejected proposals and the reviewer who rejected them.

The screenshot displays a web application interface for a Program Coordinator. The left sidebar contains navigation links: Dashboard, New Proposals, Reset Password, and Log out. The main content area is titled 'Submitted Proposals List' and is divided into three sections:

- Submitted Proposals:** A table with two columns: Proposal ID and Status.
- Revised / Rejected Proposals:** A section containing a table with four columns: Proposal ID, Status, Comment, and Action.
- Final Approved Proposals:** A table with four columns: Proposal ID, Status, Comment, and Action.

Proposal ID	Status
1	approvedbyacademic
2	approvedbyvc
3	rejectedbydean
6	approvedbydean
7	submitted

Proposal ID	Status	Comment	Action
3	rejectedbydean	Rejected.	View

Proposal ID	Status	Comment	Action
1	approvedbyacademic	Approved.	View

Figure 4.4 - Program Coordinator Dashboard

- The **Final Approved Proposal Table** shows approved proposals once all approvals are received.

5. Proposal Review Process

5.1 Dean's Review Process

- i. Log in as **Dean**.
- ii. Navigate to the **Pending Proposals Table**.
- iii. Click **Review** to view proposal details

The screenshot shows the 'Dean Dashboard' interface. On the left is a sidebar with the user's name 'Dr.AX BC', title 'Dean/Rector/Director', and institution 'University of Colombo'. The sidebar contains links for 'Dashboard', 'Approved Proposals', 'Rejected Proposals', 'Edit Profile', and 'Logout'. The main content area has a 'Pending Proposals' table with columns: Proposal Code, Proposal Type, Degree Name, Submitted Date, Submitted By, and Action. Below this is a 'Submitted Proposals Status' table with columns: Proposal Code, Proposal Type, Degree Name, Current Status, Status Workflow, and Action. The 'Submitted Proposals Status' table contains 10 rows of data, with the row for 'UG13' highlighted.

Pending Proposals					
Proposal Code	Proposal Type	Degree Name	Submitted Date	Submitted By	Action
Submitted Proposals Status					
Proposal Code	Proposal Type	Degree Name	Current Status	Status Workflow	Action
UG1	initial_proposal	B	Approvedbyugcademic	View	View Proposal
UG2	revised_1	xssx	ApprovedbyStandardCommittee	View	View Proposal
UG3	initial_proposal	Bsc (Hons) Software Engineering	Approvedbyallddepartments	View	View Proposal
UG6	revised_ST	fre	Approvedbydean	View	View Proposal
UG7	revised_1	rtg	Approvedbyallddepartments	View	View Proposal
UG13	revised_1	Bsc (Hons) Software Engineering	Approvedbyallddepartments	View	View Proposal
UG14	revised_ST	Bsc (Hons) Computer Science	ApprovedbyTA	View	View Proposal
UG16	revised_3	Bsc (Hons) Computer Science	Approvedbyallddepartments	View	View Proposal
UG19	revised_3	Bsc (Hons) Computer Science	Approvedbyallddepartments	View	View Proposal

Figure 5.1 - Review Proposal

- iv. **Approve or reject** the proposal:

Approve: Mark checkbox ,add digital signature and mark all fields of summary sheet are mandatory.

Reject: Add comments (checkbox marking and adding the signature are optional. But marking summary sheet is mandatory.)

Comments

Enter your comments here...

☐ I (S UGC), hereby endorse the proposal, confirming that all the above information provided is accurate and complete.

Digital Signature

Signer's Name (as it will appear on the signature):

S UGC

Clear

Approve
Reject for revisions

Figure 5.2 - Approve/Reject proposal view

Proposal Details

Proposal id	19
Proposal type	revised_3
Status	approvedbyallddepartments
Created at	2025-03-16 11:45:43
Updated at	2025-07-12 02:12:26
Submitted at	2025-07-12 02:12:26

General Information

Degree name english	Bsc (Hons) Computer Science
Degree name sinhala	පරිගණක විද්‍යාව පිළිබඳ විද්‍යාභිඥ උපාධිය
Degree name tamil	பிளஸ்கி ஹாணர்ஸ் கணினி அறிவியல்
Qualification name english	A
Qualification name sinhala	B
Qualification name tamil	C
Abbreviated qualification	BSc

Program Entity

Summary Sheet

General Information

Degree name english

Compliance
Non-compliance
Comment (Optional)

Degree name sinhala

Compliance
Non-compliance
Comment (Optional)

Degree name tamil

Compliance
Non-compliance
Comment (Optional)

Qualification name english

Compliance
Non-compliance
Comment (Optional)

Qualification name sinhala

Compliance
Non-compliance
Comment (Optional)

Qualification name tamil

Compliance
Non-compliance
Comment (Optional)

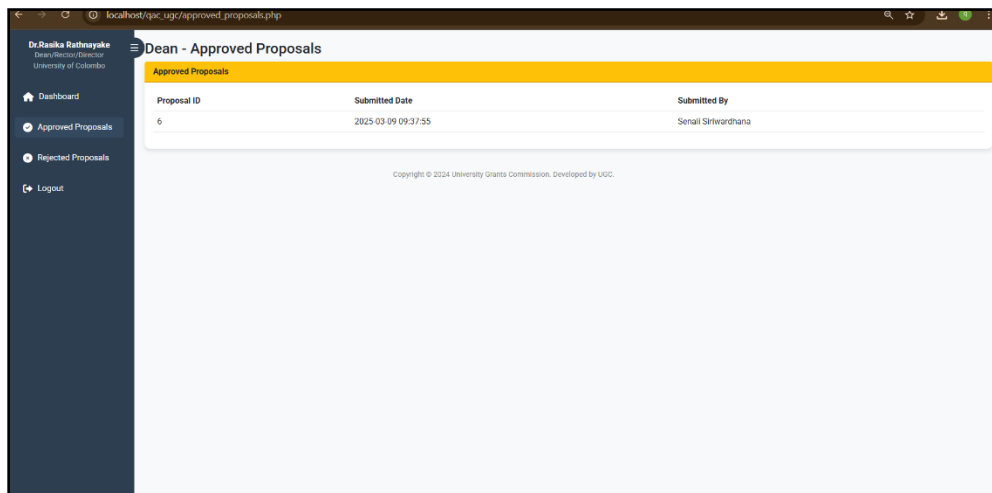
Abbreviated qualification

Figure 5.3 – Summary Sheet view

PLEASE NOTE that the approve button is disable until mark every field of the summary sheet.

v. Track status in:

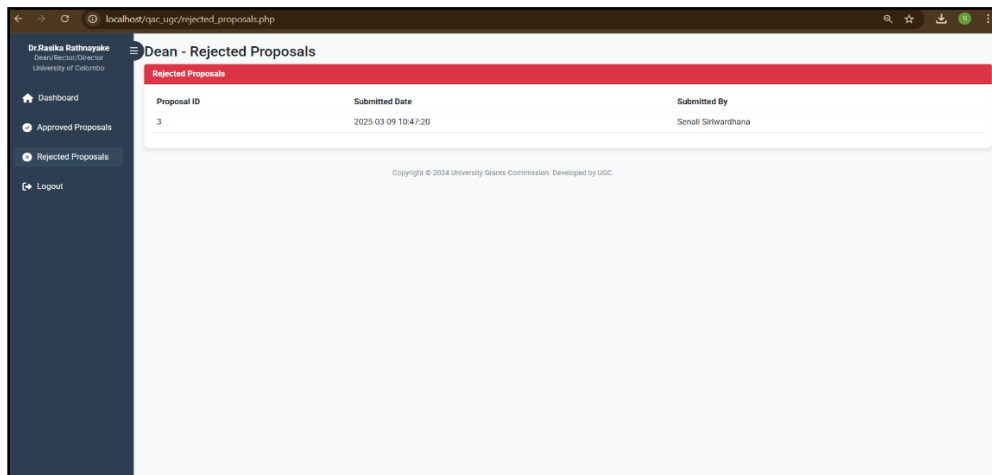
- **Approved Proposals Table** – Shows proposals approved by the relevant approver.
- **Rejected Proposals Table** – Lists proposals the approver rejected.
- **Approval Status Table** – Displays approval status across the university.



Approved Proposals		
Proposal ID	Submitted Date	Submitted By
6	2025-03-09 09:37:55	Senali Siriwardhana

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Figure 5.4 - Approved proposals list view



Rejected Proposals		
Proposal ID	Submitted Date	Submitted By
3	2025-03-09 10:47:20	Senali Siriwardhana

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Figure 5.5 - Rejected proposals list view

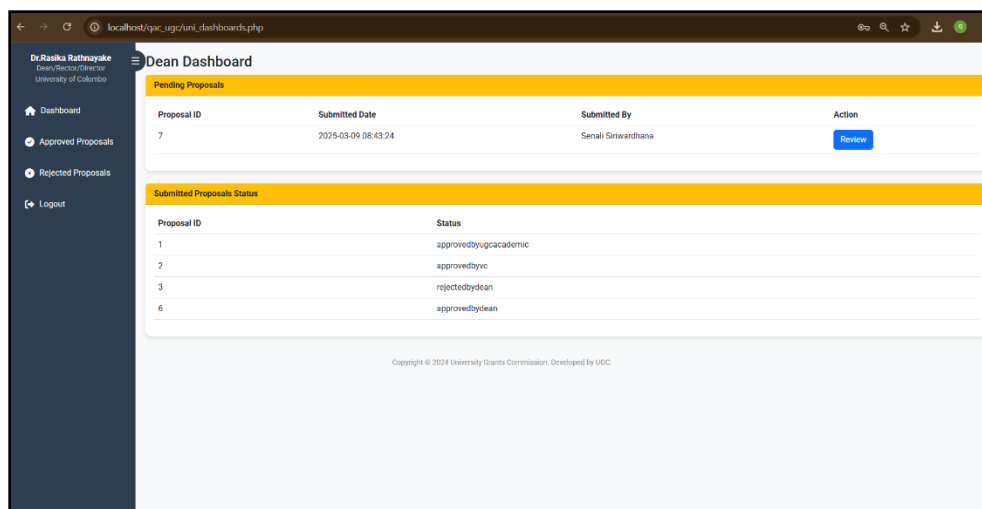


Figure 5.6 - Dean Dashboard

5.2 Higher-Level Reviews (VC, CQA, UGC, etc.)

- **Vice Chancellor, CQA Director, QAC-UGC Head, QAC-Technical Assistant, QAC-Secretary, UGC Finance, UGC HR, UGC IDD, UGC Legal, UGC Admissions, and UGC Academic and Standing Committee** follow the same process as the Dean.
- **Final Approvers: Standing Committee**

Once all approvals are obtained, the university receives final approval. Final approved proposals are available for **viewing and downloading**.

Download as PDF

Application for Approval of New Undergraduate Degree Programme (Internal)

Proposal code	UG1
Proposal type	initial_proposal
Status	approvedbyugcacademic
Created at	2025-03-08 19:05:50
Updated at	2025-07-13 16:31:42
Submitted at	2025-07-13 16:31:42

General Information

Degree name english	B
Degree name sinhala	A
Degree name tamil	A
Qualification name english	
Qualification name sinhala	
Qualification name tamil	
Abbreviated qualification	BSc

Figure 5.7 - Download Proposal View

6. Payment

If a proposal is rejected by QAC-UGC more than 3 times, the university needs to make a payment before submitting the application again.

When user click submits proposal button the proposal payment page pop-up.

(Payment Card details tested using sample card data given by sandbox
<https://support.payhere.lk/sandbox-and-testing>)

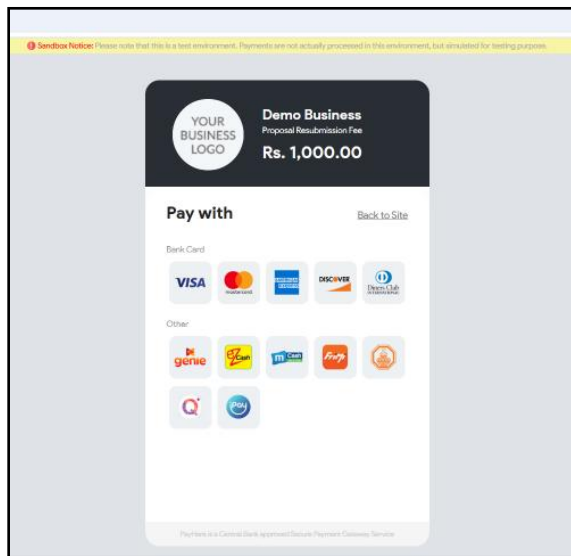


Figure 6.1 - Payment View

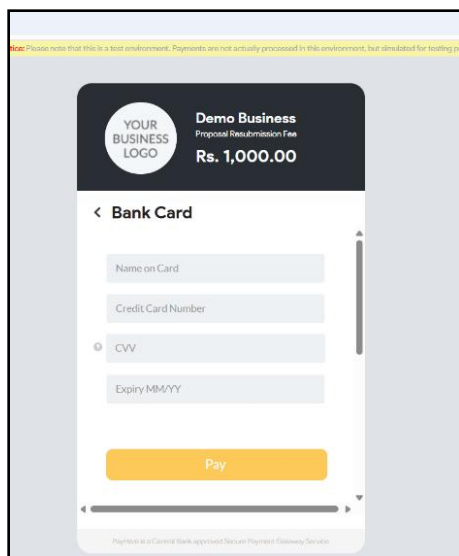


Figure 6.2 - Card Details

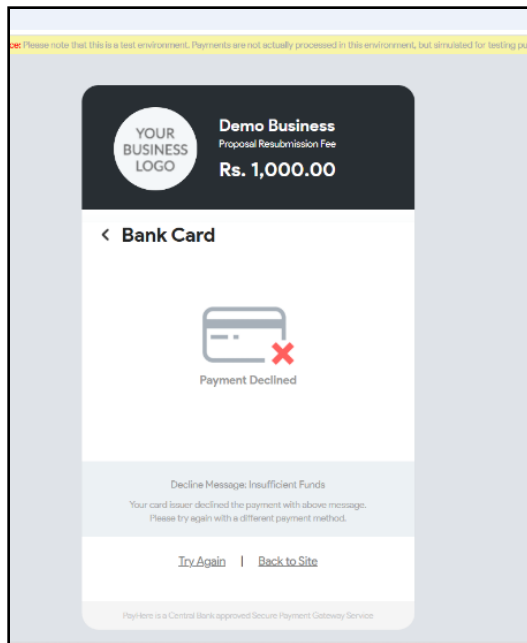


Figure 6.3 - Declined payment view

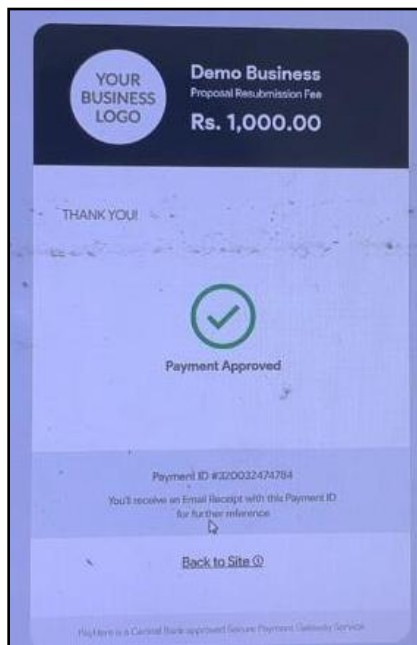


Figure 6.4 - Approved payment view

From a sandbox main profile QAC-UGC can view all payment details.

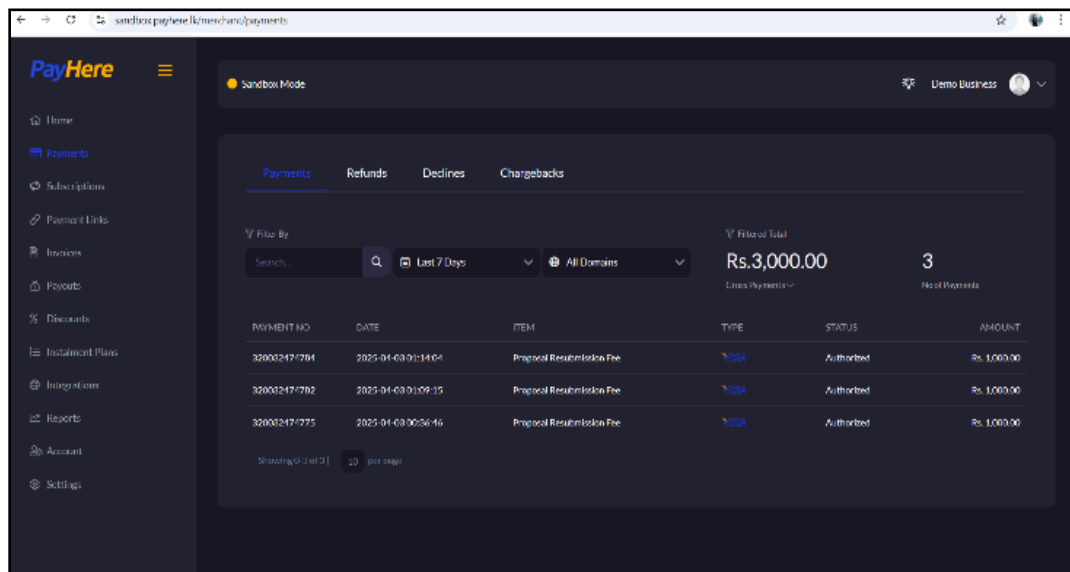


Figure 6.5 - Sandbox main profile

7. Summary Sheet Logic

When a proposal is submitted to the QAC-UGC, a summary sheet is filled out. Once the proposal is approved or rejected, university users can view and download the summary sheet. (Figure 7.1 , C 7.2)

Status		approved/rejected/unsubmitted
Created at	2025-07-20 02:27:01	
Updated at	2025-08-02 01:43:58	
Submitted at	2025-08-02 01:43:58	

View QAC-UGC Review Summary Sheet

QAC- UGC Review Summary Sheet

Section / Field	Status	Comment
Compliance Check Access Facilities	Compliance	
Compliance Check Access Facilities Attachment	Compliance	
Compliance Check Collaboration	Compliance	
Compliance Check Collaboration Attachment	Compliance	
Compliance Check Collaboration Details	Compliance	
Compliance Check Fallback Attachment	Compliance	
Compliance Check Fallback Options	Compliance	
Compliance Check Fallback Qualification	Compliance	
Compliance Check Membership Attachment	Compliance	

Figure 7.1 – View Summary Sheet

QAC Summary Sheet - Proposal: #72			Download	×
Section	Status	Comment		
compliance_check.access_facilities	Compliance			
compliance_check.access_facilities_attachment	Compliance			
compliance_check.collaboration	Compliance			
compliance_check.collaboration_attachment	Compliance			
compliance_check.collaboration_details	Compliance			
compliance_check.fallback_attachment	Compliance			
compliance_check.fallback_options	Compliance			
compliance_check.fallback_qualification	Compliance			
compliance_check.membership_attachment	Compliance			
compliance_check.professional_membership	Compliance			
compliance_check.resources_commence	Compliance			
degree_details.admission_process	Compliance			
degree_details.background_to_program	Compliance			

Figure 7.2 – Download Summary Sheet

Once a proposal is rejected, users can only edit the fields in the summary sheet that are marked as non-compliance. (Figure 7.3, 7.4)

Edit Proposal: #72

Please complete all sections before submitting the proposal.

1. General Information	Fill
2. Program Offering Entity	Compliance
3. Details of the Degree Program	Compliance
4. Program Structure	Compliance
5. Program Content	Compliance
6. Program Delivery and Learner Support System	Compliance
7. Program Assessment Procedure/Rules	Compliance
8. Resource Requirements	Compliance
9. Panel of Teachers	Compliance

Figure 7.3 – Editing view of revised proposal, I to Program Coordinator

1.2 Name of Degree Programme (Sinhala)

A

✓ compliance

1.3 Name of Degree Programme (Tamil)

A

✓ compliance

1.4 Enter the name of qualification in accordance with SLQF 2015 in English

A

✓ compliance

1.5 Enter the name of qualification in accordance with SLQF 2015 in Sinhala]

A

UGC Comment: Check this field and recorrect.

1.6 Enter the name of qualification in accordance with SLQF 2015 in Tamil

A

UGC Comment: Check this field and recorrect.

1.7 Abbreviated Qualification (English)

A

✓ compliance

Figure 7.4 – Editing view of revised proposal II of Program Coordinator

After the revised proposal with corrections is submitted, QAC-UGC approvers can only update the non-compliance fields to compliance in the summary sheet. Fields already marked as compliance cannot be modified. (Figure 7.5)

Proposal Details

Proposal id	72
Proposal type	revised_1
Status	under_review_by_BTechAssistant
Created at	2025-07-20 01:46:29
Updated at	2025-08-02 05:48:59
Submitted at	2025-08-02 05:48:59

General Information

Degree name english	A
Degree name sinhala	A
Degree name tamil	A
Qualification name english	A
Qualification name sinhala	A
Qualification name tamil	A
Abbreviated qualification	A

Program Entity

Summary Sheet

Compliance (Locked for this role)

Compliance (Selected)
Non-compliance

Comment (Optional)

Degree name tamil

Compliance (Selected)
Non-compliance

Comment (Optional)

Qualification name english

Compliance (Selected)
Non-compliance

Comment (Optional)

Qualification name sinhala

Compliance
Non-compliance (Selected)

Check this field and reconfirm.

Qualification name tamil

Compliance
Non-compliance (Selected)

Check this field and reconfirm.

Abbreviated qualification

Compliance (Selected)

Figure 7.5 – Editing view of revised proposal of QAC-UGC

After the commission meeting, the Standing Committee can update both compliance and non-compliance statuses in the summary sheet. (Figure 7.6)

Proposal Details

Proposal id	7
Proposal type	revised_1
Status	approvedbyalldepartments
Created at	2025-03-09 00:08:45
Updated at	2025-08-02 03:39:10
Submitted at	2025-08-02 03:39:10

General Information

Degree name english	rtg
Degree name sinhala	trgrt
Degree name tamil	gtrg
Qualification name english	
Qualification name sinhala	
Qualification name tamil	
Abbreviated qualification	trg

Program Entity

Summary Sheet

General Information

Degree name english

Compliance (Selected)
Non-compliance

Comment (Optional)

Degree name sinhala

Compliance (Selected)
Non-compliance

Comment (Optional)

Degree name tamil

Compliance (Selected)
Non-compliance

Comment (Optional)

Qualification name english

Compliance (Selected)
Non-compliance

Comment (Optional)

Qualification name sinhala

Compliance (Selected)
Non-compliance

Comment (Optional)

Qualification name tamil

Compliance (Selected)
Non-compliance

Comment (Optional)

Abbreviated qualification

Compliance (Selected)

Figure 7.6 – Editing view of revised proposal of Standing Committee

8. Search/Filter Functionality

- UGC users have 'search' and 'filter' the proposal list using proposal code , university name and Degree Name. (Figure 8.1)

Director QAC Dashboard

Search... Search X Clear

Filter

Proposal Code Degree Name All Universities ▼

Apply Filters Clear Filters

Pending Proposals

Proposal Code	Proposal Type	Proposal Status	Degree Name	Submitted Date	Submitted By	Faculty	University	Action
---------------	---------------	-----------------	-------------	----------------	--------------	---------	------------	--------

Submitted Proposals status

Proposal Code	Proposal Type	Degree Name	Current Status	Status Workflow	University	Action
UG1	initial_proposal	B	ApprovedByugcademic	View	University of Colombo	View Proposal
UG2	revised_1	xssx	ApprovedByStandardCommittee	View	University of Colombo	View Proposal
UG3	initial_proposal	Bsc (Hons) Software Engineering	ApprovedByallddepartments	View	University of Colombo	View Proposal
UG7	revised_1	rtg	ApprovedByallddepartments	View	University of Colombo	View Proposal

Figure 8.1 – Search and Filter proposals.

9. Management Reports

The VC view includes the total number of submissions, as well as counts and rates for pending, approved, and rejected proposals. (Figure 9.1)

Management Report: Proposal Approval Rate

Month	Total Submissions	Approved Proposals	Rejected Proposals	Pending Proposals	Approval Rate (%)	Rejection Rate (%)
2025-01	0	0	0	0	0.00	0.00
2025-02	0	0	0	0	0.00	0.00
2025-03	0	0	0	0	0.00	0.00
2025-04	0	0	0	0	0.00	0.00
2025-05	0	0	0	0	0.00	0.00
2025-06	0	0	0	0	0.00	0.00
2025-07	28	6	21	1	21.43	75.00
2025-08	7	4	2	1	57.14	28.57

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Figure 9.1 – Management Reports – Vice Chancellor

The QAC-UGC view shows whether each university is registered in the system, along with the total number of submissions, approved and rejected proposals per university, and their respective participation rates. (Figure 9.2)

Management Report : University Participation Rate

University Name	Registered	No of Proposal Submissions	Number of Approved Proposals	No of Rejected Proposals	Participation Rate (%)
University of Colombo	Yes	35	5	0	100.00%
University of Peradeniya	Yes	3	0	0	8.57%
University of Moratuwa	No	0	0	0	0.00%
University of Sri Jayawardenepura	No	0	0	0	0.00%
University of Kelaniya	No	0	0	0	0.00%
University of Jaffna	No	0	0	0	0.00%
University of Ruhuna	No	0	0	0	0.00%
Eastern University of SriLanka	Yes	0	0	0	0.00%
Rajarata University of SriLanka	No	0	0	0	0.00%
Sabaragamuwa University of SriLanka	No	0	0	0	0.00%
Wayamba University of SriLanka	No	0	0	0	0.00%
University of Visual and Performing Arts	No	0	0	0	0.00%
University of Uwa Wellassa	No	0	0	0	0.00%
South Eastern University of SriLanka	No	0	0	0	0.00%

Figure 9.2 – Management Reports – QAC Director

10. Additional Notes

- Please note that the **proposal values** shown in the screenshots are **dummy data** used solely for testing purposes.
- **New Proposal Button**: Always click **Draft Save** before leaving a proposal.
- **File Uploads**: All file uploads must be pdf format.
- **Editing Proposals**: Only draft saved proposals can be edited.
- **Approval Tracking**: Each level of approval is logged for transparency.
- **Security**: Hashed password logic has already been implemented.
- **System Tools Versions**:

PHP : 8.2.12

MYSQL : Ver 15.1 Distrib 10.4.32-MariaDB, for Win64 (AMD64)

APACHE : Apache/2.4.58 (Win64)