

*Non State Higher Education Circular No. 02/2024*

My. No. HE/NS/03/285

Non State Higher Education Division

Ministry of Education

12 .05.2024

The Chief Executive Officers  
Degree Awarding Institutes

**Guidelines on defining the operational location of Degree Awarding Institutes (DAIs)**

This circular provides guidelines on defining the operational location of a Degree Awarding Institute (DAI) which is recognized in terms of section 25A of the Universities Act No. 16 of 1978. At present if any entity applying for Degree Awarding Status is a company incorporated under the Companies Act, the registered address of the Company is considered as the operational address of the DAI.

**1. Recognition of locations other than the Registered Address**

- 1.1. If any institute seek recognition for a premises located at a location other than the registered address, the institute shall clearly specify the registered address of the Company and the address of the location at which the degrees are conducted, in the initial Institutional Review proposal.
- 1.2. In such a situation recognition will be granted after accepting the capacity of the applicant institute through an institutional review to the satisfaction of the review panel and necessary arrangements will be made to publish the registered address and operational address in the Degree Awarding Institute Order (DAIO).

**2. Expansion of the location of a DAI**

- 2.1. If any institute intends to expand the premises due to capacity constraints, prior permission should be obtained for such expansion from the Ministry.
- 2.2. For the above purpose the institute shall submit an application containing the following particulars:
  1. Degree programmes intended to be conducted at the premises.
  2. Financial capacity for the expansion of the premises.
  3. Available physical resources.
  4. Students support services & welfare.
  5. Standard and quality assurance mechanisms and procedures.

(For criteria 3,4,5 refer the Schedule I & II of the Specified Authority Rules No. 01 of 2013)

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2.3. In such situations recognition will be granted to such premises after conducting a review subject to charging a non-refundable processing fee as specified in Rule 37 of the Specified Authority Rules No. 01 of 2013 (as amended).

2.4. If any DAI is currently conducting degree programmes at any premises other than the premises where the initial institutional review was conducted, such DAIs shall forthwith submit an application as mentioned above to obtain approval to conduct programmes at such premises. However, if the premises for which the approval was not obtained is situated beyond the radius of 5 km from the recognized institute, such premises shall be considered as a branch campus for which the NSHE Circular No. 01/2024 will be applicable.

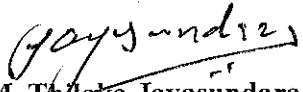
**3. Recognition of several premises situated in close proximity**

3.1. If the institute applying for Degree Awarding Status is operating in several locations situated in close proximity, details regarding all such premises should be clearly specified in the institutional review proposal and recognition will only be granted if such premises are situated within the radius of 5 km and to the satisfaction of the SCAQA.

**4. Minimum area of the premises of a Degree Awarding Institute.**

4.1. Any institute intending to obtain Degree Awarding Status should possess at least a minimum of 50,000 sqft and should compulsorily possess an outdoor area or green space.

This circular is issued as per the recommendations of the Standing Committee on Accreditation and Quality Assurance (SCAQA) given on 20.03.2024 at its 97<sup>th</sup> meeting and the provisions of this circular shall be effective from the date on which this Circular was issued.

  
J. M. Thilaka Jayasundara  
Secretary/ Specified Authority