



SELF EVALUATION REPORT

CLUSTER SER ON

Bachelor of Arts (Hons) in Economics

Bachelor of Arts (Hons) in Geography

Bachelor of Arts (Hons) in History

Bachelor of Arts (Hons) in Political Science

Bachelor of Arts (Hons) in Psychology

Bachelor of Arts (Hons) in Sociology

Faculty of Arts
University of Peradeniya
June 30, 2017



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FACULTY OF ARTS
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Section 1: Introduction to the Study Programme

1.1 Historical Background

The history of the Faculty of Arts of the University of Peradeniya dates back to the early beginnings of university education in Sri Lanka. The predecessor to the Faculty of Arts was established in Colombo as part of the University of Ceylon in two faculties called the Faculty of Arts and the Faculty of Oriental Studies. These two Faculties were moved to Peradeniya in 1952, and were amalgamated in 1972 to form the Faculty of Arts as it is known today. The twenty years from 1952 to 1972 saw the expansion of the Faculties of Arts and Oriental Studies. The original seven departments of study of the two Faculties were Classics, Economics, English, Geography, History, Oriental Languages, and Philosophy. The Department of Oriental Languages was divided in 1943 into the four separate Departments of Sinhala, Tamil, Pali and Sanskrit. This was followed by the addition of several other academic disciplines to the Faculty: Law and Arabic in 1945; Sociology, Education and Modern Languages in 1949 (French and German had been taught for many years as subsidiary subjects); Archaeology in 1959; and Buddhist Philosophy in 1964. The most recent additions to the Faculty are the Departments of Fine Arts, and Law established respectively in 2001 and 2009. A sub-department of English for the teaching of English as a second language was set up after *svabbasha* (i.e., non-English medium) students entered the University. In addition, French is also available as a subject for the Bachelor of Arts (General) Degree Programme.

DEPARTMENT OF ECONOMICS

The Department of Economics was among the first departments transferred from Colombo to Peradeniya in 1952 at the inception of the Faculty of Arts of what was then the University of Ceylon, Peradeniya Campus. This was set up as the first fully-fledged Department of Economics in the country. In 1962 a Commerce degree programme was introduced in addition to Economics. Political Science was one of the fields offered for the Special Degree in Arts under the purview of the Department. H.A. de S. Gunasekara served as the first Sri Lankan Professor of Economics. During the fifty years of its existence, the Department has produced a large number of graduates who are now serving as senior members of government and private sector institutions and in academia, in both Sri Lanka and overseas.

DEPARTMENT OF GEOGRAPHY

The Department of Geography was established in 1942 with the establishment of the University of Ceylon and was shifted to Peradeniya in 1952. Ms. Elsie Cook was both the pioneer and first Head of Department of Geography. In the late 1960s, the Department of Geology was established in the same building and afterwards, two Departments have evolved a symbiotic academic relationship. Since 1952, Geography Department has produced over 2000 graduates who have made invaluable contribution to the national development. Four of the academic staff members went onto become Vice-Chancellors of the University. The best and the brightest of the early graduates of the Department were responsible for pioneering geographical research in Sri Lanka. Prof. P. W. Withanage, Prof. K. Kularathnam, Prof. G. Thambiahpillai, Prof. Kusuma Gunawardena, Prof. K. Sirinanda, Prof. G. H. Peiris and Prof. C. M. Maddumabandara have contributed immensely to the development of the geographical knowledge base in Sri Lanka.

DEPARTMENT OF HISTORY

The Department of History was one of the main departments in the Faculty of Arts in the University of Ceylon with Prof. S.A. Pakeman as the first Professor of History. Other key pioneering members included J.C. De, W.J.F. La'Brooy and Dr. G.C. Mendis. During the University College phase and after the establishment of the University of Ceylon, the main focus of the history curriculum was on Medieval and Modern European History. The first substantial revision of the undergraduate curriculum in History was carried out in the 1950s under the guidance of Prof. H.C. Ray in the early 1950s. A new curriculum, for General and Special degrees was introduced and Sri Lankan History was made compulsory. The main feature of the curriculum revision in History was the introduction of Western and Eastern history strands for History Special students. This arrangement prevailed for some time with new addition of courses periodically in line with the developments in historical scholarship.

DEPARTMENT OF PSYCHOLOGY

The Department of Philosophy & Psychology is one of the earliest departments which was established in the University of Ceylon. The Department was started in 1950 with Prof. T.R.V. Murthi as its first Head. In 1952 the University was shifted from Colombo to Peradeniya. After

1953 Ms .K. Mathiaparanam acted as the Head of The Department until K.N. Jayathilake became Professor and Head in 1964. Padmasiri de Silva became Professor and Head of the Department in 1972. Prof. R. D. Gunaratne became the Head of Department in 1989. He introduced the Special Degree programme in Psychology in 1990. As of April 2017, the Department of Psychology has been established as a separate department becoming the first Department of Psychology within the state university system in Sri Lanka.

DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science, established in 1980, is the first such department to be established in a university in Sri Lanka. Before 1980, several courses in political science were offered in the Special Degree Programme in Economics. In 1969 the Chair of Political Science was created to facilitate further development of the subject. Prof. A. Jeyaratnam Wilson, an internationally recognized Sri Lankan political scientist, was appointed as the first Chair of Political Science. When the Department of Political Science was created in 1980, political science scholars attached to the Department of Economics became the pioneer staff of the new department. Prof. S.U. Kodikara, who had succeeded Prof. Wilson as the Chair became the first Head of the new Department. Subsequently, Prof. W.A. Wiswa Warnapala took over as the Chair in 1989. Dr. K.H Jayasinghe was also among the most distinguished academics of the Department of Political Science.

DEPARTMENT OF SOCIOLOGY

The Department of Sociology of the University of Peradeniya is the largest and the best-known Sociology Department in the University system in Sri Lanka. The first Department of Sociology in Sri Lanka was established under the leadership of Prof. Bryce Ryan in the university of Ceylon in 1949. However, the history of the sociology profession in Sri Lanka is largely associated with the establishment of the Department of Sociology in University of Ceylon in 1954 after the University was moved to Peradeniya. Many leading researchers and internationally renowned scholars such as Prof. Ralph Pieris, Prof. S.J. Tambiah, Prof. Gananath Obeyesekere, Prof. H.L. Senavirathne, Prof. Sid Perinnanayagam, Prof. Laksiri Jayasooriya, Prof. Kitsiri Malagoda, Dr. Newton Gunasinghe, and Prof. K.T. Silva have served the Department of Sociology.

1.2 Administrative Structure of the Faculty

Professor OG. Dayaratna-Banda		
Dean Faculty of Arts Phone: 081-239-2500 Email : deanarts@pdn.ac.lk		
Ms. D.M.R.S. Dassanayake	Mr. W.V. Lakshman Kumara	Mr. M.D.S.M. Rodrigo
Senior Assistant Registrar 081-239-2501 sanjcewaned@yahoo.com	Assistant Registrar 081-239-2506 lakshman_kwv@yahoo.com	Senior Assistant Bursar 081-239-2509 abarts@pdn.ac.lk

Office of the Dean

The Dean is the academic and administrative Head of the Faculty and is assisted by the Senior Assistant Registrar, the Assistant Registrar, the Senior Assistant Bursar and a team of clerical, technical, and other service staff members. The Office of the Dean, located within the Main Arts Building, is the administrative center of the Faculty. All student matters relating to course registration, student requests, and examinations are handled by the Office of the Dean. Study programmes are coordinated at the Departmental level. One of the key observations is that there is no Department established to coordinate the Bachelor of Arts (General) degree so that there is a serious coordination failure at present.

Within each Department, the Head is the administrative and academic Head and is supported by technical staff, clerical and allied grades and primary staff in the administrative functions of the Department.

1.3 Graduate Profile of the Bachelor of Arts (Special) Degree

The special degree programmes in this cluster of social sciences including economics, geography, history, political science, psychology, and sociology strive to produce a graduate who has appropriate levels of subject knowledge as well as soft and practical skills, so that, they are able to think critically and be able to work in either their specific subject field or in any field within the ambit of social science graduates. In order to realize this broad objective, each specialized degree programme and courses constituting them impart both theoretical knowledge and practical skills to the undergraduates. The graduate is expected to be professional, independent, ethical, responsible, and resourceful. However, the degree programmes falling under this category need to

be updated to reflect current changes in society and economy for the graduates to be able to work, especially, in Sri Lanka's expanding private and corporate sectors not only as employees but also as entrepreneurs. There needs to be congruence between the knowledge and skills imparted by the special degree programmes and the knowledge and skills that private and cooperate sectors demand.

Please refer to the Appendix 4 for detailed graduate profile

1.4 Intended Learning Outcomes of the Bachelor of Arts (special) Degree Programme

Please see the Appendix 2 for intended learning outcomes

1.5 Contribution of other Departments to the Study Programme

Students following the special degree programmes in the faculty of Arts follow a majority of courses in their chosen field of study but are required to take 8 credit courses (24 credits) from other departments as outlined below.

Please see the Appendix 7

The following study programmes belong to the cluster 3 of the Bachelor of Arts Special degrees.

1	Bachelor of Arts (Hons) in Economics
2	Bachelor of Arts (Hons) in Geography
3	Bachelor of Arts (Hons) in History
4	Bachelor of Arts (Hons)in Political Science
5	Bachelor of Arts (Hons) in Psychology
6	Bachelor of Arts (Hons) in Sociology

There is high competition among the undergraduates to enter into special degree programmes. However, academic programmes constantly face the problem of quantity and quality; the more the number of students, the more difficult it becomes to produce graduates with adequate training. Therefore, many departments stress the need to reduce the number of intake into existing special programmes while new special degree programmes are introduced, so that, every undergraduate who is interested in following a special degree has the opportunity to do so.

1.6 Number of students enrolled and their choices of subject combinations

Information on Courses, Students and Staff is given in Appendix 3

1.7 Numbers and Profiles of the Academic, Academic Support and Non-academic Staff of the social sciences cluster (as of May 2017)

Please refer to the Appendix 3

1.8 Learning Resources System

Information about the learning resources are given in the appendix 8

1.9 Student Support System and Management

Information on student support system and management is presented in appendix 9

1.10 SWOT Analysis

Please see the Appendix 10 for the SWOT analysis

1.11 Major Changes Implemented Since the Last Review

The following study programmes of the social science cluster have gone through the last review under the quality assurance process

Economics

The Department of Economics & Statistics went through the department review process in 2008. Since then the department study programme went through a major curriculum review in 2009-2011 period which involved restructuring the programme into a set of core courses taught in the second and third years (identified as being the core competencies expected of a special degree student in Economics) and optional streams oriented towards the field/job market taught in the fourth year in parallel with the dissertation research project. Whilst recognizing that the study programme was already on a strong theoretical footing, one of the concerns raised in the last review was the need to make the course more practical/field based. This has been achieved to a great extent under the revised curriculum now in place. Within the new curriculum, there are more opportunities for students to learn skills and competencies in addition to subject-matter knowledge. The curriculum revision process itself was quite participatory involving all the academic staff members of the department. Since the last review, the department has also been able to introduce more opportunities for field-based training and job-related internships to the students.

Geography

The medium of instruction in Geography was changed to English while discussions and summary classes are held in Sinhala and Tamil. Scrutiny Boards were established to review the final marks for all courses. All the question papers are reviewed by a committee appointed by the department after they are finalized. A B.Sc in Geographical Information Science, designed by the department has been approved by the UGC and will begin admissions from 2018 onward. Basic knowledge in sister disciplines such as Geology, Physics, Botany etc. is needed for successful teaching in Physical Geography. Therefore, the department recruited four members with such background to enhance the Physical Geography courses. Making computer-aided cartography is currently compulsory for the special students (GIS and Remote sensing). Soil laboratory has been significantly improved with the new equipment acquired through individual research grants. Field work components have been integrated into a majority of courses and these are generally combined with assignments. Most courses conduct in-class assignments and group-based activities. There is significant improvement in the dissertation supervision process. Through the institutional links that the students make during the dissertation research, some of them have managed to obtain provisional employment and internships.

Political science

The Department had accommodated comments of the review in 2011 such as syllabus revision, regular departmental meetings, systematizing of assessments, keeping records, improvements of infrastructure, foreign exposure for academic staff, and linkages with national and international organizations, while reserving the right of the department to keep theoretical core of political studies. There were some comments beyond the capacity of the department which requires system wise changes.

1.12 Impact of the Changes on the Quality of the Programme

Economics

The new curriculum was introduced in 2013/14 academic year; the current group of final year students in the 2016/17 academic year will be the first batch to graduate under the revised

curriculum. So the job market effects are still to be seen. However, the department has observed that the students have developed job-market related skills and competencies to a somewhat greater extent than under the previous curriculum.

Geography

As a result of the above changes, the Department of Geography has managed to improve students' analytical, presentation and communication skills. The introduction of the fieldwork component and the review process for the final year dissertations, have encouraged students to become more research-oriented and acquainted with teamwork and social skills. The changes have also contributed to increase the self-confidence of the students and this was very clear from the fact that many students have found temporary employment or internships. Generally, the academic atmosphere of the department has remarkably improved. The teachers themselves have improved in the areas of paper setting, marking and have been able to introduce innovative student-centered learning into their courses. Increasingly, peer-reviews are seen as a positive step towards improvement of teaching and other activities. The teachers have remarkably improved in submitting papers and marks on time. With the introduction of the new degree programme (B.Sc. Hons in GIS), the department will be a dynamic place for academic study and research.

Political science

The department has observed some positive changes after accommodating the comments of the reviewers. Qualified academic staff, constant upgrading of C1 forms, improvement of presentation and soft skills, a culture of adhering to examination time table, the habit of working on time, preparedness to job-market requirements are among the positive impacts of the changes introduced by the department after last review in 2011.

Section 2: Process of Preparing the SER

As per the instructions of the Dean of the Faculty of Arts, initially, the need for writing a SER and its process was discussed at the Faculty Board. The Faculty Quality Assurance Cell took the initial leadership in training and providing information on the writing of the SER. A Series of workshops were held to which Head and representatives from each Department participated. Within the Departments, special academic staff meeting were called by the Heads to inform the intention to compile self-evaluation report and assigned responsibilities to all permanent members to contribute to writing it while temporary and academic support staff were given responsibilities to collect all relevant documents to help the task of completing the report. Meanwhile, some staff members attended the Faculty Quality Assurance Committee meetings to get familiar with the preparation and briefed other staff members on the process of writing the report. In addition, the teams writing the SER consulted Faculty SAR/AR and SAB for collecting faculty level information when required. Furthermore, the writing team consulted information shared on SER at Faculty Board meetings, at FQAC meetings, at Heads meeting, Special Faculty Board meetings, and awareness raising workshops held weekly at the faculty.

Once the appointed teams completed their tasks, the writing team had in-depth discussions on the performance of the department on each criterion and standard. The draft SER was extensively discussed at a staff meeting and incorporated important information into the final document.

Cluster-wise process

Since the faculty decided to send four reports to the University Grants Commission, a writing team was appointed to complete the cluster-wise report on Economics, Geography, History, Political Science, Psychology and Sociology study programmes. The Faculty Board appointed a coordinator and members to each of the four clusters. Thereafter, the team responsible for the cluster three was given the responsibility to compile a SER for the cluster by combining SERs from each study programme. The team for cluster three had regular meetings at the Faculty quality assurance cell for completing this cluster report. The cluster-wise SERs were presented to a special Faculty Board on the 12th June 2017. The draft SER was extensively discussed at a team meeting

and incorporated important information into the final document. The final SER was completed after incorporating the feedback obtained at the FQAC and Faculty Board.

Section 3:

Bachelor of Arts Special Degree Programme in Economics

Criteria 01: Programme Management

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
1.1	Organizational structure consistent with University Act/by-laws.	University Act/by-laws Flowchart of Economics	196.U/UA;20.B/BL 70.1ECN1.1b
1.2	Department has a strategic plan. Staff participation in programmes. Implementation of recommendations provided in the UGC Subject Review.	University Strategic plan Economics Strategic Plan Programme participation of staff in Economics Economics Subject Review Report	197.U/COP 182.1ECN1.2b 94.1ECN1.2b (154.P/SDC;144.N/ST) 191.1ECN1.2d
1.3	Governed by University Act/Establishment Code/government ARs/FRs.	University Act Establishment Code Audit Reports of Economics	196.U/UA 65.E/CODE 4.1ECN1.3c
1.4	Practiced.	DMM of Economics Committees list in Economics Economics Society minutes/student	60.1ECNDMM 77.1ECN1.4b 90.1ECN1.4c

		communications in Economics FB minutes:students representation	69.F/FBM
1.5	Practiced.	Academic calendar Handbook Faculty website Graduation list of Economics	66.F/CAL 28.C/HAND 75.F/WEB 23.1ECN1.5d
1.6	Handbook/by-laws provided to incoming students.	Handbook Student disciplinary by-laws	28.C/HAND 183.S/DISC
1.7	Handbook delivered at induction. Special degree students provided with programme-specific information.	Handbook Department website of Economics Orientation documents of Economics Draft Prospectus of Economics	28.C/HAND 196.1ECNWB 3.1ECNOD 66.1ECN1.7d
1.8	Practiced.	Department website	196.1ECNWB
1.9	Incoming/special degree students attend Faculty/Department orientations respectively.	Faculty orientation programme Orientation documents Photographs of relevant programs in Economics	146.O/OR 3.1ECNOD 101.1ECNPRP
1.10	Confidentiality fully ensured. Hard/soft copies maintained. Students' personal	Confidential cabinet numbers in Economics	22.1ECN1.10a 95.1ECN1.10b

	records maintained at Dean's Office.	Password for accessing soft-copies in Economics Soft-copies/hard-copies of examination marks in Economics	175.1ECN1.10c
1.11	Practiced.	Sample online copies of: -student registrations -Examination marks submission by Economics -transcripts	77.F/REGI 130.1ECN1.11a 145.O/EOR
1.12	Practiced. Monitored by counsellors. Inquiries of non-compliance.	Handbook Student disciplinary by-laws Faculty Orientation Counsellors list in Economics Inquiry reports	28.C/HAND 183.S/DISC 146.O/OR 79.1ECNCOUN (9.A/FASC) 99.I/INQ
1.13	Follows University/UGC norms/standards.	Teaching duties/staff work norms in Economics DMM Management Guide to University Employees	43.1ECN1.13a 60.1ECNDMM ECN1.13c
1.14	Follows University/UGC procedures. Staff members required to follow SDC programme/nominated for training programmes.	Establishment Code Staff promotions in Economics Staff members of Economics:completing SDC programme SDC attendance Staff members of Economics:attending training programmes	65.E/CODE 119.1ECN1.14b 87.1ECN1.14c (144.N/ST) 178.1ECN1.14d 177.1ECN1.14d

1.15	Department represents at Faculty IQAC. IQ matters included in FB meeting agendas.	IQAC documents FBM IQ programs of IQAC/IQAU/ARTSED	100.I/FQAC 69.F/FBM 100.I/FQAC;144.N/ST
1.16	Practiced.	Appointment letters of Economics DMM	5.1ECNCDC 60.1ECNDMM
1.17	Practiced.	SBS/SLQF Curriculum revision documents in Economics OBE-SCL programmes	176.S/SLQF 30.1ECNCRD 144.N/ST;154.P/SDC
1.18	Approves curriculum revisions at meetings after approval from IQAC/FB/Senate/U GC. No discontinuation of programmes.	FBM DMM Curriculum revision documents	69.F/FBM 60.1ECNDMM 30.1ECNCRD
1.19	Monitors curriculum implementation through student evaluations. Individual evaluation reports provided to staff.	Student evaluation form of Economics Course evaluation reports of Economics Sample of courses in Economics	189.1ECN1.19a 51.1ECNER 146.1ECN1.19c
1.20	Several MOUs/collaborative partnerships exist.	MOUs of Economics Economics students;participating partnership programmes Foreign students/Economics	35.1ECN8.8b 113.1ECN1.20b (123.L/EX)

		staff:participating in partnership programmes	114.1ECN1.20c
1.21	Practiced.	Dissertation supervisors Counsellors/Deputy Proctors in Economics Students' Requests Committee documents FBM on student requests	8.1ECNDS 79.1ECNCOUN 219.W/SRC 82.F/REQ
1.22	Practiced.	University website Handbook University-registered societies	126.1ECN1.22a 28.C/HAND 111.L/CO;112.L/DCO
1.23	Practiced.	Counselors/Proctors Cases handled of Economics Physical location of safety facilities	83.1ECN1.23a 143.1ECN1.23b (121.L/CASE) 149.P/FIRE
1.24	Practiced.	Handbook Student disciplinary by-laws University website	28.C/HAND 183.S/DISC 75.F/WEB
1.25	Delivered through SNRU.	Handbook SNRU facilities/usage schedules	28.C/HAND 80.1ECN1.25a (132.M/SNRU)
1.26	Adopts by-laws on GEE. Policy on GEE awaits approval.	By-laws Policy on GEE	20.B/BL 45.D/SGBV
1.27	Practiced.	Counselors/Proctors	9.A/FASC
Summary:			

Organizational plans/strategic plan/vision and mission are in place. Processes generally follow standard government AR/FRs. Academic calendar generally followed allowing for timely graduation. Information is communicated to students via handbook/by-laws. Orientation programmes are conducted at department/faculty levels. Confidentiality of student information is maintained. By-laws, IQAC/IQAU,SNRC are in place. Curriculum development work takes place. Student evaluation system is in place. Several collaborative partnerships exist. SGBV policy is in process.

Criteria 2: Human and Physical Resources

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
2.1	Competent academic staff.	Academic Staff Profile of Economics Staff research publications in Economics Staff outreach activities in Economics	2.1ECNASP 160.1ECN2.1b 179.1ECN2.1c
2.2	Special attention to area of expertise/qualifications/entry levels in recruitment. Academic members possess internationally-comparable research profiles.	Recruitment in Economics Staff publications	161.1ECN2.2a 180.1ECN2.2b
2.3	Practiced.	Staff induction curriculum Staff members in Economics:completed induction	174.S/SDC 144.N/ST
2.4	Nominates staff to attend CPDs.	Staff participation of Economics in CPDs Letters/certificates	107.1ECN2.4a (144.N/ST;154.P/S DC) 163.1ECN2.4b

2.5	Infrastructure facilities used to capacity.	Infrastructure/inventory of Economics Master timetable Lab usage records of Economics	81.1ECN2.5a 127.M/MTT 21.1ECNLUR (165.R/CUSE)
2.6	IT lab facilities used for econometrics/research skills training.	Lab usage records	21.1ECNLUR
2.7	Practiced. Limited facilities in implementation.	Staff participation of Economics in OBE-SCL	115.1ECN2.7a
2.8	Practiced.	Faculty Orientation Department website	146.O/OR 196.1ECNWB
2.9	Faculty ICT facilities	Usage of IT labs Student attendance of Economics at lab classes	75.1ECN2.9a 164.1ECN2.9b
2.10	Faculty ESL training	Master timetable Student attendance of Economics ELTU documents	127.M/MTT 185.1ECN2.10b 48.E/ELTU
2.11	CGU provides soft/life skills training (embedded into the curriculum).	CGU documents/attendance Student attendance of Economics at CGU programmes Sample of courses	188.1ECN2.11a (202.W/SWC) 186.1ECN2.11b (202.W/SWC) 147.1ECN2.11c
2.12	Common English lectures for all students. Student activities promote interaction across ethnic/cultural backgrounds.	Student attendance/field training in Economics Photographs at Field trips/Welcome/Farewell/multi-cultural programmes in Economics	185.ECN2.12a 158.1ECN2.12b
Summary:			

Competent staff with strong research profiles. Faculty/University staff induction/CPD programmes available. Existing infrastructure facilities heavily used. ELTU/Library/some IT facilities available but limited.

Criteria 3: Programme Design and Development

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
3.1	Practiced.	DMM Appointment letters FBM	60.1ECNDMM 5.1ECNCDC 69.F/FBM
3.2	Feedback obtained from ADB. Inputs incorporated.	Communication records in Economics Reviewers' comments/revised proposal of Economics	20.1ECNCR 124.1ECN3.2b
3.3	Informal conversations.	-	-
3.4	Practiced.	Strategic Plan:2014-2018 Faculty Action Plan Handbook University Strategic Plan	184.1ECN3.4a 67.F/ACT 28.C/HAND 197.U/COP
3.5	Practiced.	Approved proposals of Economics: -BA:DPP -BSc:Quantitative Economics -BSc:Regional Sciences	108.1ECN3.5a 109.1ECN3.5b 110.1ECN3.5c
3.6	Practiced.	SLQF/SBS Approved proposals	176.S/SLQF 111.1ECN3.6c
3.7	Practiced.	Graduate profile Employment records in Economics	118.1ECN3.7a 116.1ECN3.7b

3.8	New curriculum ILOs designed as per FOA/UOP guidelines.	Relevant documents	123.1ECN3.8a (212.W/DUI)
3.9	Practiced.	Approval of revised courses/syllabi in Economics	9.1ECNRCS
3.10	Practiced.	Courses offered within/outside of Economics	56.1ECN3.10a
3.11	Practiced.	Course offered in Economics	55.1ECN3.11a
3.12	Adopts Faculty guidelines.	Handbook Courses offered	28.C/HAND 28.C/HAND
3.13	Practiced.	Objectives/ILOs of the curricula in Economics	92.1ECN3.13a (139.N/FQAC)
3.14	Practiced.	Handbook C1/C3 forms	28.C/HAND 14.1ECNC3
3.15	Practiced.	Handbook C3 form in Economics Approved awards of Economics	28.C/HAND 14.1ECNC3 25.1ECN3.15c
3.16	Practiced.	Revised courses/syllabi	9.1ECNRCS
3.17	Designed based on available resources/balanced with programme objectives/awards.	Academic Staff Profile Courses offered	53.1ECN3.17a 28.C/HAND
3.18	In process.	Internship-related documents	62.1ECN3.18a

3.19	Practiced.	Groupwork/presentations/assignments in Economics Student participation in field trainings of Economics Dissertation topics of Economics Research papers of Economics Students of Economics:engaging postgraduate studies	131.1ECN3.19a 88.1ECN3.19b 59.1ECN3.19c 162.1ECN3.19d 134.1ECN3.19e
3.20	Follows IQAC.	IQAC review report FBM	ECN3.20a (169.R/REVE) 69.F/FBM
3.21	Practiced.	DMM	60.1ECNDMM
3.22	Observed through Scrutiny Board/curriculum review meetings/student feedback.	Scrutiny Board attendance/approved forms Student feedback of Economics DMM	170.1ECN3.22a 42.1ECN3.22b 60.1ECNDMM
3.23	Partially practiced.	Graduate profile/destination information	112.1ECN3.23a
3.24	Follows Faculty procedures.	Handbook SNRU documents	28.C/HAND 132.M/SNRU
<p>Summary: Curriculum development adopts a participatory approach. Academic programme consistent with University mission/national needs, and generally guided by SLQF/SBS. Programme ILOs in place. Attention paid to sequencing of courses/progression of students in the programme. Course specifications communicated to students.</p>			

Criteria 4: Course Module Design and Development

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
4.1	Practiced.	CDC Minutes of Economics ADPC minutes IQAC minutes Senate minutes	16.1ECN4.1a 6.A/FADPC 100.I/FQAC ECN4.1d (1.A/SEN)
4.2	Practiced.	New syllabus in Economics	64.1ECN4.2a
4.3	Practiced.	SLQF/SBS documents Revised courses/syllabi C1 Forms of Economics	176.S/SLQF 9.1ECNRCS 12.1ECNC1
4.4	Follows approved procedures.	Template of C1 Form/cases in Economics DMM	193.1ECN4.4a 60.1ECNDMM
4.5	Practiced.	Programme design in Economics Syllabi/C1 Forms of Economics Evaluation matrix of learning outcomes of courses in Economics	46.1ECN4.5a (27.C/CURR) 47.1ECN4.5b 68.1ECNEVM
4.6	Practiced.	Sample of courses Photographs of students of Economics engaging in organizing programs	159.1ECN4.6a 102.1ECN4.6b

4.7	Practiced.	C1 forms Material at DRC of Economics Photographs of students in Economics learning online	12.1ECNC1 76.1ECN4.7b 103.1ECN4.7c
4.8	Practiced.	Handbook C1 Forms/course credit list of Economics Staff workload schedule of Economics	28.C/HAND 13.1ECN4.8b 181.1ECN4.8c
4.9	Integrated into curriculum	Photographs of relevant programs Communication records	101.1ECNPRP 20.1ECNCR
4.10	Follows procedures. Faculty	Photographs of Economics Handbook	98.1ECNPHO 28.C/HAND
4.11	Practiced.	Special Degree selection list of Economics Degree/course approval senate minutes	176.1ECN4.11a 65.1ECN4.11b (7.A/ADPM)
4.12	Practiced.	Academic calendars/dates of Scrutiny Board meetings of Economics C1 Forms/question papers of Economics	1.1ECN4.12a 141.1ECN4.12b
4.13	Practiced.	Multimedia presentations in Economics Handouts in Economics Using software packages/other tools in Economics	129.1ECN4.13a 128.1ECN4.13b 125.1ECN4.13c
4.14	Staff trained through postgraduate studies/participation in local/foreign training.	Staff in Economics:completed postgraduate studies Staff in Economics:participated in training programmes	85.1ECN4.14a 86.1ECN4.14b (144.N/ST;154.P/SD C)

		Staff in Economics:completed induction/training in HEI	84.1ECN4.14c
4.15	Uses available resources.	Academic Staff Profile Computers/staffrooms in Economics Wi-fi usage of Economics	2.1ECNASP 78.1ECN4.15b 117.1ECN4.15c
4.16	Courses designed as per SBS/SQLF/ILOs/HR availability/FQAC.	SBS/SLQF Communication records DMM	173.1ECN4.16a (176.S/SLQF) 20.1ECNCR (25.C/LET) 60.1ECNDMM
4.17	Practiced.	Documents distributed among staff in Economics Revised courses/syllabi	32.1ECN4.17a 9.1ECNRCS
4.18	Practiced.	IQAC-related communications Communication records	120.1ECN4.18a (100.I/FQAC) 19.1ECN4.18b
4.19	Practiced.	Course evaluation forms/summary of student feedback for each course in Economics	190.1ECN4.19a

Summary:

Participatory approach adopted. Programme/course ILOs generally consistent. Programme/courses generally consistent with SLQF/SBS. Course design adopts a standard format. Course ILOs/assessment/learning resources communicated to students. Different learning approaches adopted. Adapts to SNRC students. Timely completion of courses. Strong course approval process. Student evaluations in place. Informal external stakeholder participation. .

Criteria 5– Teaching and Learning

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
5.1	Practiced.	Strategic Plan/Mission of Economics C1 Forms	183.1ECN5.1a 12.1ECNC1
5.2	Practiced.	Timetable of Economics C1 Forms sample	194.1ECN5.2a 139.1ECN5.2b
5.3	Practiced.	Programme approval C1 Forms Course marksheets Evaluation matrix	61.1ECN5.3a (27.C/CURR) 12.1ECNC1 52.1ECNMS 68.1ECNEVM
5.4	Delivered through SNRU.	Examination attendance Eligibility list	ECN5.4a (187.S/ATTE) ECN5.4b (29.C/LAW)
5.5	Practiced.	C1 Forms Groupwork/presentations /assignments sample Evaluation reports	12.1ECNC1 153.1ECN5.5b 51.1ECNER
5.6	Practiced.	Sample of courses	153.1ECN5.6a

5.7	Practiced.	Sample of courses Sample of teaching materials in Economics C1 Forms	153.ECN5.7a 145.1ECNTM 12.1ECNC1
5.8	Practiced.	Sample dissertation supervision Proceedings: URC-FA/ICHSS PERS of Economics Field training participation lists of Economics Conferences participation list of Economics	150.1ECN5.8a 73.F/SPUB 97.1ECNPERS 69.1ECNFTL 73.1ECN5.8f
5.9	Use of groupwork and tutorial classes.	Course marksheets sample Sample of courses Discussion topics in Economics	132.1ECN5.9a 153.ECN5.9b 148.1ECN5.9c
5.10	Students encouraged to publish original research/engage in field research.	Proceedings: URC-FA/ICHSS PERS Field training participation lists	73.F/SPUB 97.1ECNPERS 69.1ECNFTL
5.11	Practiced. Policy on gender equity in progress.	Gender breakdown of students in Economics Inquiry reports Policy on GEE	71.1ECNGEN 99.I/INQ 45.D/SGBV
5.12	Courses evaluated by students. Informal conversations between Temporary-Senior Staff regarding comments received/observed at discussion classes.	Evaluation reports Sample of courses	51.1ECNER 153.ECN5.12b

5.13	Staff use multimedia presentations. Limited use of audio/video materials. Some courses use Moodle system.	Teaching materials Sample of audio/video materials in Economics Moodle usage in Economics	145.1ECNTM 138.1ECN5.13b 156.1ECN5.13c
5.14	Practiced.	Sample of courses Photographs of relevance C1 Forms	153.ECN5.14a 122.1ECN5.14b 12.1ECNC1
5.15	Reading assignments/groupwork/labwork encourage active learning. Course evaluations give feedback.	Reading material/groupwork IT labs usage C1 Forms Evaluation reports	133.1ECN5.15a 21.1ECNLUR 12.1ECNC1 51.1ECNER
5.16	Student evaluation of courses/informal conversations with students. Staff members are provided an overall report. Informal peer observation.	Evaluation reports Sample of peer observation in Economics	51.1ECNER 157.1ECN5.16b
5.17	Staff members use evaluation reports to improve individual courses. Student performance at examinations analyzed/discussed at Scrutiny Board/staff meetings.	Summary feedback Sample of courses Scrutiny Boards in Economics	50.1ECN5.17a 153.ECN5.17b 171.1ECN5.17c
5.18	Practiced.	Work allocation schedule in Economics	197.1ECN5.18a

5.19	Course evaluation reports provide information on relative performance of teachers. No formal teaching excellence system exists at University level.	Evaluation reports	51.1ECNER
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Summary:

Teaching-learning consistent with Faculty/University mission. Course specifications/timetables provided. Accessible to SNRU students. Integration of research/other activities/experiences into teaching. Different learning approaches adopted. Students contribute to scholarship/knowledge discovery/research. Combination of teacher-directed/student-centred teaching-learning methods used. Transparent work allocation process.

Criteria 6– Learning Environment, Student Support and Progression

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
6.1	Practiced.	Scholarships of Economics for students Communications in Economics Photographs/records of staff-student interactions in Economics Dissertation acknowledgements of Economics Twitter usage	169.1ECN6.1a 27.1ECN6.1b 100.1ECN6.1c 57.1ECN6.1d 195.1ECN6.1e
6.2	Practiced.	Student attendance/timetables of Discussion classes of Economics Assignments in Economics Certificate of IT training of Economics Sample printouts in Economics Photographs/participation lists of Economics	187.1ECN6.2a 127.1ECN6.2b 45.1ECN6.2c 166.1ECN6.2d 99.1ECNPPE
6.3	Induction programme for incoming students. Department orientation programme for 2 nd years.	Faculty Orientation Handbook Orientation documents	146.O/OR 28.C/HAND 3.1ECNOD

6.4	Handbook/by-laws distributed to incoming students.	Handbook Student disciplinary by-laws	28.C/HAND 183.S/DISC
6.5	Induction programme for incoming students/handbook distributed. Department orientation programme for 2 nd years Student support for dissertations.	Faculty orientation/Handbook Orientation documents Dissertation seminar content of Economics	146.O/OR;28.C/HAND 3.1ECNOD 58.1ECN6.5c
6.6	Complaints/Suggestion box at Department. Handling students' requests at Faculty/Dept level.	Complaints/suggestions in Economics Student requests Records of Economics	28.1ECNCOM 219.W/SRC ECN6.6c
6.7	ICT training for students/staff. Specialized ICT training incorporated into courses.	Certificates/attendance records of Economics C1 Forms	17.1ECN6.7a 12.1ECNC1
6.8	Students trained in Econometrics.	Student attendance	ECN6.8a
6.9	Delivered through SNRU.	Handbook	28.C/HAND
6.10	Limited facilities at Main Library to access/use information. Availability of DRC.	Library online catalogue Relevant documents/photographs of Economics	109.L/DATA 36.1ECN6.10b
6.11	Main Library learning resources incorporated into learning. Orientation to Library at induction programme	Sample of courses Faculty Orientation	ECN6.11a 146.O/OR

6.12	Tutorials/assignments/presentations/discussion classes.	Sample of materials in Economics/student attendance	155.1ECN6.12a
6.13	-URC/PERS/field training/trips -Welcome for 2 nd years/Farewell for 4 th years/Economics Society programmes	Photographs/participation lists/PERS of Economics Photographs Economics Society minutes	104.1ECN6.13a 98.1ECNPHO 174.1ECN6.13c
6.14	Dissertation guidance meetings. Joint research/presentations.	Dissertation guidance records of Economics Proceedings: PERS/URC-FA	149.1ECN6.14a 105.1ECN6.14b
6.15	Practiced.	Sample of events	151.1ECN6.15a
6.16	Participation at CGU/Students' Welfare Society events. Informal level advising between students-academic staff.	Participation lists of Economics Student names/case studies of Economics	202.W/SWC ECN6.16b
6.17	Final year internships	Internship correspondence	48.1ECN6.17a
6.18	Adopts Faculty/University policies.	Policy documents	45.D/SGBV
6.19	Practiced.	Evaluation reports	51.1ECNER
6.20	Interactive sessions conducted. Counselling through Faculty Students' Welfare Counselling Centre.	Orientation agenda Handbook/selected cases	93.1ECNOA ECN6.20b (28.C/HAND)

6.21	Follows Faculty policies.	Policy documents	ECN6.21a (33.C/REQ)
6.22	Convocation records Enrolment in national/international postgraduate programmes Graduate employment records	Senate approved convocation list Student list Sample student list	24.1ECN6.22a (209.W/PROF;156.R/EXIT) 82.1ECNSL 135.1ECN6.22c
6.23	Dealt by Students' Requests Committee. Students' complaints/suggestions box at Department.	Student complaints/decisions Student suggestions/complaints	28.1ECNCOM (219.W/SRC) 165.1ECN6.23b
6.24	Informal interactions with alumni. Formal establishment of an Economics Alumni in progress.	Draft documents Informal records	37.1ECN6.24a 72.1ECN6.24b
<p>Summary: Website for students/induction programmes/disciplinary by-laws/sports and aesthetic programmes/SNRU and IT facilities/library in place. Many opportunities available for academic/social interaction between staff-students. Some internships in place.</p>			

Criteria 7– Student Assessment and Awards

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
7.1	Varied assessment strategies used.	Programme ILOs C1 Forms Course matrix Assessments in Economics	ECN7.1a (27.C/CURR) 12.1ECNC1 89.1ECN7.1c 137.1ECN7.1d
7.2	Practiced.	SBSs C1 Forms Course details	ECN7.2a 12.1ECNC1 54.1ECN7.2c
7.3	Assessment strategies monitored/reviewed through question paper moderation/scrutiny boards/student evaluation.	C1 Forms/attendance C3 Forms sample Course Evaluation Form/reports of Economics	121.1ECN7.3a 142.1ECN7.3b 49.1ECN7.3c
7.4	Individual lecturers review/amend assessment strategies based on previous experience/student feedback.	Changes in assessment strategies of Economics	144.1ECN7.4a
7.5	Practiced.	C1 forms	12.1ECNC1
7.6	Adopts Faculty policies.	Approved list of examiners	ECN7.6a (62.E/REP;19.A/AUT)

7.7	Follows Faculty practice.	-	-
7.8	Assessment criteria conveyed to students via C1 Forms/examination regulations/procedures. Adherence by staff is checked.	C1/C3 forms sample Handbook	140.1ECN7.8a 28.C/HAND
7.9	Qualified staff with sufficient experience in assessing students. Potential conflicts of interest pre-empted by voluntary action.	Academic Staff Profile Case studies of voluntary disclosures of Economics	2.1ECNASPori 15.1ECN7.9b
7.10	Follows Faculty procedures.	Handbook Examinations timetable	28.C/HAND ECN7.10b
7.11	Continuous assessments returned/marks displayed. Mid semester examination answer scripts made available for viewing.	Marks display	154.1ECN7.11a
7.12	Internal second marking of dissertations Marking schemes used to maintain consistency across mediums. Scrutiny Board meetings	Marks lists/evaluation sheets in Economics Marking schemes Scrutiny Board related documents Summary marks analysis at Scrutiny Boards of Economics	38.1ECN7.12a 136.1ECN7.12b 172.1ECN7.12c 192.1ECN7.12d
7.13	Handled by SAR.	Transcripts By-laws	145.O/EOR 20.B/BL

7.14	Faculty issues transcripts. Students access via web.	Handbook Transcripts	28.C/HAND 145.O/EOR
7.15	Continuous assessment components/final grades displayed on notice board/accessible via web.	Notices/photographs/web printouts of Economics	40.1ECN7.15a
7.16	Practiced.	SLQF/programme ILOs/approved curriculum of Economics Transcripts/degree certificates	44.1ECN7.16a (176.S/SLQF;27.C/C URR) ECN7.16b (145.O/EOR)
7.17	Practiced.	Examination by-laws Misconduct cases	60.E/BL 121.L/CASE

Summary:

Assessment criteria and weightage specified/communicated to students. Competent staff to undertake assessment tasks. Special adjustments made for SNRU students. Feedback of assessment/transcripts provided to students. Marking schemes used/results communicated to students. Academic misconduct by-laws exist/are followed. Internal second marking for dissertations.

Criteria 8 – Innovative and Healthy Practices

Standard No.	Claim of the degree of internalization of Best Practices and level of achievement of Standards	Documentary Evidence to Support the Claim	Code No. of the Evidence Document
8.1	Multimedia presentations used. ICT-based practical classes/assessments Teaching aid materials delivered via email/Moodle	Multimedia presentations Assessment result sheets/photographs/lab usage/attendance records of Economics Email communication	129.1ECN4.13a 10.1ECN8.1b 67.1ECN8.1c
8.2	Use of library resources/websites	Material borrowed from Main Library	109.L/DATA
8.3	Award of research grants Presenting/participating at research conferences Research consultancy/resource personnel in workshops/policy-making.	Research grants list of Economics Attendance records of Economics Invitations/appreciation letters	152.1ECN8.3a (122.L/FGRA) 11.1ECN8.3b ECN8.3c
8.4	Coordinating URC-FA. Engagement in conference-organizing Editorial Committee members in journals Preparing manuals for research presentations/publications.	Appointment letters Certificates/appointment letters/Proceedings Appointment letters/journals Manuals	6.1ECNAPP (13.A/COM) 18.1ECNCAP (13.A/COM;73.F/SPUB) 6.1ECNAPP (13.A/COM;73.F/SPUB) ECN8.4d (73.F/SPUB)

8.5	<p>Awarding certificates for presenting research/chairing sessions.</p> <p>Appreciation of reviewers/session chairs/acknowledgements in meetings/conference dinners.</p> <p>Facilitating foreign visits for academics for research/outreach activities.</p>	<p>Certificates in Economics</p> <p>Letters/DMM Economics/dinner invitations</p> <p>Letters in Economics</p>	<p>26.1ECNCER (13.A/COM)</p> <p>31.1ECN8.5b (25.C/LET)</p> <p>34.1ECN8.5c (25.C/LET)</p>
8.6	<p>Dissertation-writing/publishing journal articles on dissertations</p> <p>Presenting research at conferences.</p>	<p>Economics dissertations</p> <p>Proceedings/agendas/attendance:PERS/URC-FA/ICHSS</p> <p>Journal articles in Economics</p>	<p>167.1ECN8.6a</p> <p>106.1ECN8.6b (73.F/SPUB)</p> <p>168.1ECN8.6c (73.F/SPUB)</p>
8.7	Practiced occasionally.	Internship lists	74.1ECN8.7a
8.8	Links with government/non-government institutions/foreign universities	<p>Internship/placement documents of Economics</p> <p>MOUs of Economics with foreign universities</p>	<p>33.1ECNINT</p> <p>91.1.1ECN8.8b</p>
8.9	<p>Continuous financial assistance for conferences from external sources.</p> <p>Grants for school teachers' training programme</p> <p>Grants for postgraduate program-MDP.</p>	<p>Communication records</p> <p>Communication records/MOUs of Economics</p> <p>MOUs</p>	<p>20.1ECNCR</p> <p>29.1ECNCMOU</p> <p>39.1ECN8.9c</p>
8.10	Follows Faculty policies.	<p>Handbook</p> <p>Credit transfer documents</p>	<p>28.C/HAND</p> <p>121.L/CASE;25.C/LET</p>

8.11	Faculty provides free transport/accommodation/stipends for department field trips/staff and students training.	Communication records	20.1ECNCR (105.L/FINR;106.L/APP)
8.12	Practiced. Recommends for financial assistance.	Documents of Economics related to competitions Permission letter of Economics to participate in Inter-university sportsmeets	63.1ECN8.12a 96.1ECN8.12b
8.13	Practiced..Continuous discussion/feedback.	Revised curricula in Economics DMM	41.1ECN8.13a 60.1ECNDMM
8.14	Follows Faculty regulations.	Handbook	28.C/HAND
<p>Summary: Some use of LMS. Students engage in undergraduate research projects/disseminate findings. Links with national/international governmental/NGO/industrial sectors. Credit transfer facilities available. Student participation in social/cultural/aesthetic activities/ and regional/national/international programmes. Regular curriculum revision occurs.</p>			

Bachelor of Arts Special Degree Programme in Geography

SECTION 3: COMPLIANCE WITH THE CRITERIAL AND STANDARDS

Criterion 1: Programme Management

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Adhered the to the regulations	Universities Act HoD appointment of Geography	196.U/UA 217.1GEO/HA
1.2	Incorporated Faculty Action Plan and updated.	Faculty Action Plan (2017-2021) Revised syllabus	67.F/ACT 206.1GEO/CR
1.3	Management practices are in compliance with Faculty, University and National standards and procedures	C1 Form, Mark sheets, Detailed Mark sheets	204.1GEO/C1 242.1GEO/MST 243.1GEO/DST
1.4	Adopted participatory methods	Staff Meeting Minutes Suggestions from “suggestion box” of Geography	207.1GEO/DSM 215.1GEO/SSP
1.5	Adhered with Faculty academic calendar	Faculty Calendar, Time table	66.F/CAL 232.1GEO/TT
1.6	Department ensures such information.	Faculty Handbook Orientation programme	93.H/HAND 218.1GEO/IP
1.7	Department programme is made available to students, however no options available to exit.	Faculty Handbook Notices of orientation programme	93.H/HAND 218.1GEO/IP
1.8	Updated as information changes	Faulty Website	75.F/WEB
1.9	Adhered to requirement.	Faculty Induction program Departmental inauguration program.	146.O/OR 218.1GEO/IP
1.10	Department adhered confidentiality of some information while the faculty on the rest	Examination Results	209.1GEO/ ER
1.11	Maintain by department	Online results sheets	209.1GEO/ ER 145.O/EOR
1.12	Faculty Provides	By-laws Disciplinary by-laws for students	20.B/BL 43.D/DISC
1.13	Implemented by the University.	Establishment code Universities act	53.E/CODE 196.U/UA
1.14	Department appraises, however, no scheme to reward high performers.	Student evaluation	230.1GEO/SE

1.15	Incorporated into the Faculty IQAC	Minutes of FQAC	100.I/FQAC
1.16	Department complied	Curriculum revision 2013 GIS Degree Programme Proposal	205.1GEO/CDC 223.1GEO/GIS
1.17	Compatible with SLQF.	C1 Forms IQAC meeting minutes	204.1GEO/C1 100.I/FQAC
1.18	Upheld by the faculty	Faculty By-Laws	20.B/BL
1.19	Departmental adheres to monitor.	Minutes of staff meetings Student evaluation forms of Geography Suggestion box Faculty By-Laws	207.1GEO/DSM 230.1GEO/SE 215.1GEO/SSP 20.B/BL
1.20	Comply with	MOU of Geography	222.1GEO/MOU
1.21	Incorporated into Faculty programme	Special Resource Need Unit,	206.W/FIC
1.22	Facilitated through Faculty and University programme	Health Centre, Gymnasium, Cultural Centers	123.L/EX
1.23	Assured by the University	Security Department Counselors and Proctors	86.F/RAG
1.24	Adhered to by-Laws	By-Laws; Examination by-laws	20.B/BL 60.E/BL
1.25	Provided by the faculty	Special needs resource center	206.W/FIC
1.26	Department make sure gender equity and equality.	Profile of academic staff By-laws	229.1GEO/SPS 20.B/BL
1.27	Implemented anti-ragging laws by university	University by-laws	20.B/BL

The department has adhered and incorporated the rules and by-laws of the UGC, Senate and the faculty. Organizational Plans, Strategic Plan, Vision & Mission are in place. Processes generally follow the standard government AR & FR. The academic calendar allows timely graduation. Orientation programmes are conducted at department and faculty level. The rest of information is communicated to students through the Student Handbook and the department notice board. Confidentiality of student information is maintained. IQAC/IQAU, SNRC are in place. Curriculum Development works and student evaluation system are in place. Few collaborative partnerships exist.

No full MIS in place. Although performance appraisal is done by the department annually, no separate schemes exist to reward high performers. There is a slight weakness in student representation in the past yet it is gradually rectified. No separate departmental action plan.

Table 1: Criterion 2 Human and Physical Resources

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	Adequate human resources	<ul style="list-style-type: none"> Staff profile academic Supporting staff profiles 	229.1GEO/SPS 240.1GEO/SSP
2.2	Having need and norm based qualified human resources	Departmental human resource profiles	229.1GEO/SPS 240.1GEO/SSP
2.3	Induction training is mandatory	Certificates issued by SDC	228.1GEO/SDC
2.4	Adhered to the requirement	Workshops details of Geography	241.1GEO/WS
2.5	The department maintains high quality infrastructure.	Lecture rooms time table Inventory of infrastructure facilities	251.1GEO/IVN
2.6	Well equipped with labs and field training stations and that are used productively by students	List of labs and attendance	220.1GEO/LBS
2.7	Adhered the need	SDC certificates	228.1GEO/SDC
2.8	The university library is substantially up to date, but inter- library loans facilities are not available Department library provide a supplementary service	Library records of Geography	221.1GEO/LIB
2.9	Availability of well equipped departmental GIS lab with ICT facilities Students use the Faculty computer labs and ICT center	GIS lab attendance list Student survey report	2441.1GEO/GAT 2441.1GEO/GAT
2.10	Provide by the Faculty	ELTU- Faculty of Arts	48.E/ELTU
2.11	Where possible such matters are Integrated to the course curriculum. The rest is looked after by Carrier Guidance Unit.	C1 forms for last five years Field work details Carrier guidance training received by students	204.1GEO/C1 211.1GEO/FW 245.1GEO/CTR
2.12	Departmental social functions foster multicultural aspects	Welcome and Going-down gatherings	210.1GEO/PTS
<p>The department has a group of highly qualified adequate academic staff members. They participate in induction programmes. Existing high-quality infrastructure facilities, such as, lab and IT facilities are used effectively. ELTU facilities and library facilities are in place. The departmental library and the university library can further be upgraded.</p>			

Criterion 3: Programme Design Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	Fully adhered to	Course Curriculum Minutes of the staff meeting Curriculum designing documents Faculty policy/plan on curriculum development.	208.1GEO/ DCHB 207.1GEO/DSM 100.I/FQAC
3.2.	Several courses were developed in consultation with relevant stake holders	Invitation letters for stakeholders in designing GIS course	239.1GEO/INV
3.3.	Stakeholder feed backs collected . No industry satisfaction surveys conducted	Disaster management workshop	249.1GEO/DMA
3.4	Adhered to	Invitation letters	239.1GEO/INV
3.5	Compliance with SLQF, SBS and UGC requirements	C1 forms Department minutes	204.1GEO/C1 207.1GEO/DSM
3.6	Mostly in line with requirements. Yet no exit points	Curricula C1 forms Course specification Template given by FCDC	208.1GEO/ DCHB 204.1GEO/C1 34.C/CDCM
3.7	In progress	Faculty Student Information System	GEO/FSIS
3.8	ILO are reflected in the objectives of the courses	Syllabus Students Feedback forms	208.1GEO/ DCHB 230.1GEO/SE
3.9	A lined with OBE,	C1 forms Syllabus Students feedback evaluation papers	204.1GEO/C1 208.1GEO/ DCHB 230.1GEO/SE
3.10	Addressed the need to have interdisciplinary and multidisciplinary courses. Vocational courses are lacking.	Syllabi Handbook	208.1GEO/ DCHB 93.H/HAND
3.11	Adhered to	C1 forms PowerPoint Presentations Students' Dissertations and assignments	204.1GEO/C1 238.1GEO/PW 208.1GEO/ DCHB

3.12	More choices in the 400 level	Course selection documents Departmental time tables Faculty hand book	204.1GEO/C1 208.1GEO/ DCHB 93.H/HAND
3.13	Curriculum promotes the various levels of knowledge that should impart to students at different levels.	Curriculum matrix Students' course evaluations	237.1GEO/CM 230.1GEO/SE
3.14	Adhered to	C1 forms	204.1GEO/C1
3.15	Aligned to SLQF and SBS	C 1 forms	204.1GEO/C1
3.16	Followed the standard procedure	Faculty ADPC Department minutes	69.F/FBM 207.1GEO/DSM
3.17	Followed relevant practices	Departmental minutes Staff feedback documents	207.1GEO/DSM 236.1GEO/SFD
3.18	Adhered to.	Internship request letters Department minutes Institution offering letters/ placement	219.1GEO/INT 207.1GEO/DSM 235.1GEO/INP
3.19	Have taken into account	PowerPoint presentations (Groups) Research reports (Groups)	238.1GEO/PW 234.1GEO/RR
3.20	Department accommodates	Evaluation forms	230.1GEO/SE
3.21	Internal reviews are done and students feedback is taken	Internal review Reports Feedback from Stakeholders (students)	233.1GEO/IRR 230.1GEO/SE
3.22	Adhered to	2013 programme revision	208.1GEO/ DCHB
3.23	It is done effectively though it is not regular	Geographer teachers association of Geography Postgraduate profile of Geography	216.1GEO/TA 225.1GEO/PG
3.24	Currently no students with special need requirements.	Faculty Special Need Resource Unit	206.W/FIC
<p>The department has developed a new curriculum incorporating with SLQF, SBS and UGC in lined with University mission and national needs. Proper feed backs are well taken for some of the courses from stake holders. Programme ILOs are in place. Programme/course specifications are communicated to students. Do not use graduate profile as the foundation for developing learning outcomes in courses.</p>			

Criterion 4- Course/ Module Design and Development

No	Claim of the compliance with the standard	Documentary evidence to support the claim	Code number of the document
4.1	Complied partly	Department minutes letters and review reports by the external experts	207.1GEO/DSM 205.1GEO/CDC
4.2	Adhered to	Need assessment survey and Revised curriculum 2013 GIS degree programme	206.1GEO/CR 208.1GEO/ DCHB 223.1GEO/GIS
4.3	Designed fully in conformity with guidelines.	Revised curriculum GIS degree programme	206.1GEO/CR 223.1GEO/GIS
4.4	Followed standard guidelines/formats	Syllabi C1 forms	204.1GEO/C1 208.1GEO/ DCHB
4.5	Followed the guidelines, course outcomes are reflected by objectives	C1 form Syllabi	204.1GEO/C1 208.1GEO/ DCHB
4.6	Incorporated into the course design.	Sample practical assignment, instruction sheet Discussion hour in time table	204.1GEO/C1 232.1GEO/TT
4.7	Clearly specified all given aspects	C1 forms Student Handbook	204.1GEO/C1 93.H/HAND
4.8	Adhered to given aspects.	C1 forms Course structure	204.1GEO/C1 208.1GEO/ DCHB
4.9	Integrated given aspects.	List of assignments	231.1GEO/ASG
4.10	CSN looks after this category of students	Special Needs Resource Unit	206.W/FIC
4.11	Adhered fully	Approved Faculty calendar, course unit regulation	93.H/HAND
4.12	Effectively addressed	Course evaluation by students	230.1GEO/SE
4.13	Incorporates adequately	Fully equipped lecture rooms Use of e-learning facilities	246.1GEO/ELR
4.14	One time training, not a regular practice	Participation of SDC	228.1GEO/SDC
4.15	The IQAU supports	Minutes of IQAU	69.F/FBM 100.I/FQAC
4.16	It is mandatory	Minutes of Faculty ADPC and the senate	69.F/FBM
4.17	Made aware	Minutes of Faculty Board, ADPC and the senate	69.F/FBM
4.18	Follow the procedure	Departmental and IQAC minutes	207.1GEO/DSM 100.I/FQAC
4.19	Presently, adhered fully	Report of evaluation committee	204.1GEO/C1
<p>Department has designed and developed courses based on SLQF guidelines followed the approved procedures. Course design adopts a standard format. Course ILOs, assessment and learning resources are communicated to students. Student-centered teaching strategies are incorporated into the course design. Course approval process is effective. Students complete courses timely. Student evaluations in place. From 2017 moodle programme will be used for all academic works More training in instructional design and development may be important.</p>			

Criterion 5-Teaching and Learning

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1.	Based on the departmental vision and mission.	Department web page/ Department brochure	203.1GEO/WEB 247.1GEO/DBR
5.2	Adhered fully	Departmental minutes C1 form Notices Time tables	207.1GEO/DSM 204.1GEO/C1 224.1GEO/NB 212.1GEO/AT
5.3	Adhered	Revised course SWOT Analysis	204.1GEO/C1 248.1GEO/SWT
5.4	Addressed by the Faculty	FSNRU	206.W/FIC
5.5	Facilitates	C1 form Group assignments Presentations Report, Detail Result sheets	204.1GEO/C1 209.1GEO/ ER 241.1GEO/DST
5.6	Used limitedly. Can further enhance	References	204.1GEO/C1
5.7	Teachers facilitate	Landscape Geography Fieldwork exercise	2011.1GEO/FW
5.8	Promotes such practices	Climate change exhibition Dissertation	GEO/5.8
5.9	Adhered to	Field course reports and Presentations GGY 201 GGY 408	GEO/5.9
5.10	Adhered to	SURE China publications ICSBE SL Publication ICSSH SL-Ruhunu University-1 publication	GEO/5.10
5.11	Ensure fully	Field works details of Geography	211.1GEO/FW
5.12	Adhered to, but could further be improved	C1 form Staff meeting minutes	204.1GEO/C1 207.1GEO/DSM
5.13	Adhered to	Multimedia presentation; Moodle.	GEO/5.13 250.1GEO/MDL
5.14	Adhered to	Department hand book CI Form	208.1GEO/ DCHB 204.1GEO/C1
5.15	Small group of students excels	Registration in postgraduate studies	225.1GEO/PG

5.17	Streamlined from this semester.	Student evaluations	230.1GEO/SE
5.18	Fair, transparent and equitable work allocation.	Work load of staff; Department minutes	207.1GEO/DSM
5.19	Followed to a considerable level. Need exists to further enhance	Student evaluation sheets Peer review sheets	230.1GEO/SE
<p>The department strictly follows the course specifications approved by the senate. Course specifications and timetables are provided. Integration of research and other activities/experiences into teaching. Different kinds of learning are adopted. Students contribute to scholarship and knowledge discovery, engaging in research. A combination of teacher directed and student centre TL methods are used. Transparent work allocation process exists.</p> <p>Monitoring of teaching/learning could be more systematic. Room for innovations in teaching methods. Teaching excellence is not defined, not rewarded in the system.</p>			

Criterion 6-Learning Environment, Student Support and Progress

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Evidence Document
6.1	Maintains a supportive environment with student-teacher interactions	Students' Suggestions & review committee decisions Staff meeting minutes	230.1GEO/SE 207.1GEO/DSM
6.2	SOWT analysis done in 2013 provided the opportunity to understand weaknesses.	SWOT Analysis 2013 syllabus	248.1GEO/SWT
6.3	Identified LS need.	Dept. Orientation programme. Dept. Broacher & Faculty hand book	218.1GEO/IP 93.H/HAND
6.4	Follows faculty guidelines	By-laws Student disciplinary by-laws	20.B/BL 183.S/DISC
6.5	Department practiced student centered learning	Course folders Reference list of C1 forms	204.1GEO/C1
6.6	Available but no institutional monitoring in place	Course folders	GEO/6.6
6.7	Dept organizes training for staff and ICT center addresses the students trainings	GIS Attendance list Moodle attendance list	GEO/6.7 250.1GEO/MAT
6.8	Addressed	Basic Science course syllabus Basic mathematic course syllabus	204.1GEO/C1
6.9	Faculty addressed the need of differently abled students	Special Need Resource Unit	206.FIC
6.10	Department GIS lab provides facilities to students.	Name lists of users	220.1GEO/LBS
6.11	Ensured	C-1 Form reference lists	204.1GEO/C1
6.12	Maintained	Students results sheets Assignments	209.1GEO/ ER 231.1GEO/ASG
6.13	Promotes interactions.	Field trip banners Party arrangement letters List of attendance	GEO/6.13

6.14	Department maintains constant communication .	Request letters and approvals given	GEO/6.14
6.15	Department takes into account little on this.	Handbook; Prospectus;	93.H/HAND
6.16	Department develops soft skills and direct students to carrier guidance for carrier management activities	List of participants	241.1GEO/WS
6.17	Internships Programme contributes limitedly the learning process	Internship name lists MoUs between universities;	219.1GEO/INT 222.1GEO/MOU
6.18	The department ensures no gender based discrimination and harassments.	Academic members participation list in the field trips	211.1GEO/FW
6.19	Complied substantially	Evaluations / feedback forms	230.1GEO/SE
6.20	CGU looks after this aspect		93.H/HAND 228.1GEO/SDC
6.21	Faculty provides fall back options	Faculty by laws	20.B/BL
6.22	Yet to be attended		
6.23	Taken fully into account	Operation of appeal board	207.1GEO/DSM
6.24	Followed	AAUP	207.1GEO/DSM
<p>With the support of the faculty and the university, the department has adopted a student friendly administrative, academic and technical support system. Website for students, Induction programmes, code of conduct are in place. Many opportunities prevail for academic and social interaction between staff and students. Sports and aesthetic programmes, some internships and IT facilities are available. Library facilities should be upgraded. Opportunities for internships are limited. Need to encourage students to take greater control of their own academic and personal development. Room for more career related skills development. Room for more formal student-alumni links.</p>			

Criterion 7 – Student Assessment and Awards

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Adhered to.	C1 forms and Structure of 400 level courses	208.1GEO/ DCHB 204.1GEO/C1
7.2.	Assessment task and programme outcome highly related.	C1 forms, structure of 400 level courses	204.1GEO/C1
7.3	Complied, but attended little on monitoring	Minutes of Scrutiny/Examination Boards of Geography	207.1GEO/DSM 227.1GEO/SBM
7.4	Adhered time to time	Programme revision in 2013	207.1GEO/DSM
7.5	Adhered fully.	C1 Forms	204.1GEO/C1
7.6	Internal examiners are in place but absence the external evaluation system	Examiners list	GEO/ 7.6
7.7	No mechanism		
7.8	Adhered fully	C1 forms	204.1GEO/C1
7.9	Staff is qualified and assessment is fair	Examiners list	229.1GEO/SPS
7.10	Faculty addresses this need	Minutes of SNRU	132.M/SNRU
7.11	Fully complied	Assignments, Class tutorials,	209.1GEO/ ER GEO/7.11
7.12	First and second marking takes place.	Marking scheme, First and second marks	209.1GEO/ ER 230.1GEO/SE 215.1GEO/SSP
7.13	Faculty adhered to	BY-laws	20.B/BL
7.14	Degree certification and issuing transcript are handled by the faculty.		GEO/7.14
7.15	Complied	evidence of timely issue of results; student feedback.	230.1GEO/SE 215.1GEO/SSP
7.16	Faculty takes into consideration	By-Laws	20.B/BL
7.17	Faculty takes into consideration	Examination by-laws	145.E/EOR
<p>The department has adhered to the by-laws of the university. Students suggestions and feed backs are encouraged and considered. Through scrutiny boards, quality of the examination procedures is enhanced. Assessment criteria/weightage specified and communicated to students. Staff are competent to undertake assessment tasks. Marking schemes are used. Feedback of assessment along with marks are given to students. Faculty takes into account to give transcripts. By-laws exist to control academic misconduct and are implemented.</p> <p>No external examiners.</p>			

Criterion 8 – Innovative and Healthy Practices

	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	LMS (Moodle) adopted in selected courses have expanded to all courses from the second semester of 2017.	Hits of References	204.1GEO/C1
8.2	Department facilitates much the use of OER	Moodle	249.1GEO/MDL
8.3	Complied as complementary activities yet not as a core function	Training programmes	GEO/8.3
8.4	Established mechanism to foster	Geography Teachers Association Olympiad of Geography	216.1GEO/TA 213.1GEO/LOP
8.5	The university considers earn marks in acadmic promotions. Excellent researches are nominated for others awards.	Evidences are available in the department as well as with individuals.	229.1GEO/SPS
8.6	Complied fully	Proceedings of undergraduate research is publish.	GEO/8.6
8.7	Complied but opportunities are limited.	Student's reports are available in the department.	GEO/8.7
8.8	Complied	MOU	222.1GEO/MOU
8.9	Complied in limited manner	Teacher certificate course	228.1GEO/SDC
8.10	Managed by the Faculty	By-laws	20.B/BL
8.11	Complied fully	Climate change exhibition Olympiad	214.1GEO/GS 213.1GEO/LOP
8.12	Managed by the faculty	Minutes of Faculty Students Advisory Committee	FSC/STU.A&A
8.13	Curriculum was revised in 2013	Revised curriculum	208.1GEO/ DCHB
8.14	Managed by the faculty	By-laws	20.B/BL
<p>Department has been exercising the health and innovative practice to enhance the overall quality of the degree programme. Students engage in undergraduate research project and disseminate findings. Students participate in social/cultural/aesthetic activities. Students participate in regional/national/international programmes. Curriculum revision was done.</p> <p>ICT based LMS system can be expanded. No reward systems for staff for achieving research/outreach excellence. "Industrial" training is not part of the official study programme. Income generating activities are limited.</p>			

Bachelor of Arts Special Degree Programme in History

Section 3: Compliance with the Criteria and Standards

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Complies with the Universities Act, and the By-laws.	By-laws; Minutes of the Faculty Board Staff meeting minutes of History Ad-hoc committees Faculty Hand Book Faculty web site History Department web site	20. B/BL 69. F/FBM 347.1HIS/D/MN 266.1HIS/AHC 93.H/HAND 75.F/WEB 345.1 HIS/WEB
1.2	signed MOU with Honghe University in China	MoU Document with Honghe University	315.1 HIS/MOU/2016
1.3	Followed faculty regulations and plans	Faculty Annual Report University cooperate plan	12.A/AR 70.F/CORP
1.4	Maintains complain box, Curia Historica activities, student journal.	Suggestion and complain box, Minutes of Curia Historica, Student Journal	323.1HIS/SCB 275.1 HIS/CH/MN 325.1HIS/SJ
1.5	The department follows faculty time table and monitors the conduct of lectures	Faculty academic calendar Time tables of the Department of History C1 forms of the Department of History Handbook	66.F/CAL 341.1HIS/TT 257.1HIS/C1 93.H/HAND
1.6	Follows faculty guidelines	Faculty Handbook Students Disciplinary by-laws;	93.H/HAND 43.D/DISC
1.7	Department displays and introduce the courses in every semester.	C1 forms student attendance lists Handbook; History Departmental evaluation method: Examination by- laws.	257.1HIS/C1 267.1HIS/AL 93.H/HAND 280.1HIS/D/EM 60.E/BL
1.8	The Department and faculty Websites provide this information	Faculty and Department Website	345.1 HIS/WEB
1.9	Organizes the orientation program jointly with the Faculty	Handbook Department Orientation programme	146.O/OR 282.1HIS/D/OP
1.10	Faculty maintained students confidential files		
1.11	Maintained by the Faculty	Faculty website	145.O/EOR
1.12	Link with the faculty code of conduct	Student Disciplinary By-Laws Student code of conduct	43.D/DISC 182.S/CODE
1.13	Following by-laws and the universities act	Work Norms and duty lists; Departmental minutes, Appointment letters by HOD The universities ACT university code of conduct	346.1HIS/WN/DL 40.D/DUTY 347.1 HIS/D/MN 196.U/UA 53.E/FQAD

1.14	Complied	History Department Course Evaluation form. UGC Circulars	258.1HIS/ D/CEF Circular 721
1.15	follows the Faculty Quality Assurance Cell	Attendance lists, Minutes of the IQAC	279.1HIS/D/AL 100.I/IQAC
1.16	The Department has established and maintains CDC.	CDC minutes review C1 forms	273.1HIS/CDC/MN 257.1HIS/ C1
1.17	follows the SLQF standard and the faculty regulations	IQAC minutes CDC minutes SBS (Subject Benchmark Statement)	100.I/FQAC 273.1HIS/CDC/MN 321.1HIS/SBS/2009
1.18	Department follows faculty regulation	CDC minutes Faculty By-laws	273.1HIS/CDC/MN 20.B/BL
1.19	Complied	Course evaluation forms Staff meeting minutes faculty by laws	258.1HIS/ D/CEF 347.1HIS/D/MN 100.I/FQAC
1.20	Department has national and international Research and collaboration	MOU with the Honghe University, Teaching programme in collaboration with Hokkaido University,	315.1HIS/MOU/2016 348.1HIS/COLL
1.21	The Department has mentoring system in line with the faculty	Handbook History time tables	93.H/HAND 341.1HIS/TT 322.1HIS/SC/AL
1.22	Department promotes sports, leisure and cultural activities	Minutes of Curia Historica, collections from staff for the welfare of students, farewell functions Department web site	274.1HIS/CH 284.1HIS/D/WF/FW /DOC 345.1HIS/WEB
1.23	Assured by university	Ragging prevention Act, Hand book. Security Department, Marshals, Proctors and student councilors	93.H/HAND
1.24	Follows faculty regulations	Student Disciplinary By-laws Examination by-laws	43.D/DISC 60.E/BL
1.25	Provided by the faculty	Special need recourse center documents Translated assignment and tutorials Special grants programme	206.W/FIC 349.1HIS/D/SNF
1.26	Fully Complied		20.B/BL 205.W/SGBV
1.27	follows university and faculty regulations	University by laws.	20.B/BL

Regarding this criterion, the department has placed a very positive status. The Bachelor of Arts (Hons.) in History degree programme is managed in consistent with the Universities Act, and the Bylaws approved by the Senate and the Council. Department engages variety of items such as sports, leisure and cultural activities.

Criterion 2 – Human and Physical Resources

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	Inadequate human resources	Staff list of Department syllabus revision minutes C1 forms Field research Appointment letters of National Developments	350.1HIS/SL 336.1HIS/Syllabus 257.1HIS/ C1 302.1HIS/FR 268.1HIS/ALND
2.2	academic staff has expertise in various fields and international collaborated training	Department minutes MOU documents	347.1HIS/D/MN 315.1HIS/MOU/2016
2.3	Most of probationary lecturers have completed the staff development course	Certificates of Staff Development Course SDC Curriculum Number of Staff members that completed the induction programme of SDC	333.1 HIS/ST/SDC 174.S/SDC 144.N/ST
2.4	Academic staff attend various professional training Course evaluation feedback collected from students	Course evaluation forms Moodle workshop	164.R/MREP 207.W/LMS 258.1HIS/D/CEF
2.5	The Department uses for administration and teaching and learning.	Time tables Departmental inventory	341.1HIS/TT 305.1HIS/INV
2.6	Activities of field study visits Seminar series on Dissertation Writing	Attendance list of Field research Letters issued by the HOD for asking permission	302.1HIS/FR 318.1HIS/PRLI
2.7	SDC training, Workshop for CI form discussion and Course evaluation system	SDC certificates C1 forms Course evaluation form	174.S/SDC 333.1HIS/ST/SDC 257.1HIS/C1 258.1HIS/D/CEF
2.8	Have access to the of Department and main libraries	Reports of usage Library inventory	310.1HIS/LB/SGB 309.1HIS/LB/INV 158.R.RES
2.9	Students access the University IT center and Faculty computer labs	University IT center Faculty computer labs Department Lab	101.I/TTTC 200.U/IDAS 271.1HIS/C/LAB
2.10	The follows courses at ELTU.	Attendance list of ELTU English classes	48.E/ELTU
2.11	Arrange discussion classes, training programmes done by University carrier guidance unit	C1 forms field study tours Attendance lists of field studies	257.1HIS/ C1 302.1HIS/FR 302.1HIS/FR/AL
2.12	The department holds multicultural conferences and Publishes a Magazine	Abstract book The magazine	312.1HIS/MDC/AB 313.1HIS/MDC/MG

Human resources should be increased and physical resources as well.

Criterion 3: Programme Design Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	The Department has a curriculum planning committee	Department CDC minutes Staff meeting minutes IQAC minutes	273.1HIS/CDC/MN 335.1HIS/Syllabus/UGT 338.1HIS/Syllabus/EXT 100.I/IQAC
3.2.	Department has a CDC, plan to consult external stakeholder participation in future.	-	-
3.3.	Plans to consult employer's feedback in future	Staff meeting minutes	347.1HIS/D/MN
3.4	Courses conforms to the strategic plan of the department vision and mission	strategic plan curricula	334.1HIS/STP 335.1HIS/Syllabus/UGT
3.5	Study programme guided by SBS	Senate approved curriculum Subject Benchmark Statement	335.1HIS/Syllabus/GT 320.1HIS/SBS
3.6	Follows the Faculty guidelines, Achievement of ILO align with SLQF and SBS	CDC minutes SBS Course specification template approved by the Faculty	273.1HIS/CDC/MN 320.1HIS/SBS 336.1 339.1HIS/Syllabus/TMP 211.W/C1
3.7	The Department uses graduate profile	handbook Course Specifications History website	93.3H/HAND 335.1HIS/Syllabus/UGT 345.1HIS/WEB
3.8	Fully Complied	Programme specification listing ILOs; Course evaluation form Student Feedback from, field research Assignments tutorials Handbook	335.1HIS/Syllabus/UGT 258.1HIS/ D/ CEF 302.1HIS/FR/FD 269.1HIS/ASSG 342.1HIS/TUT 93.3H/HAND
3.9	The department adopts OBE align with the teaching learning activities and assessment strategy.	Curricula of courses Evaluation forms Assignments Tutorials	336.1HIS/Syllabus/UGT 258.1HIS/ D/CEF 269.1HIS/ASSG 342.1HIS/TUT
3.10	Follows faculty course unit system	Handbook Curriculum of the programme Course specifications	93.3H/HAND 335.1HIS/Syllabus/UGT

3.11	Complied	C1 form, Course specifications. Evaluation forms Handbook	257.1HIS/C1 335.1HIS/Syllabus/UGT 257.1HIS/C1 335.1HIS/Syllabus/UGT 258.1HIS/D/CEF 93.3H/HAND
3.13	The department curriculum promotes the demand: intellectual challenge, knowledge	History Curriculum, Courses at different levels	335.1HIS/Syllabus/UGT
3.14	Aligned with the faculty.	Graduation rates, employment rates,	49.E/SURV 50.E/FEED
3.15	The degree awarded in History in consistence with SBS and SLQF	SLQF SBS	100.1/FQAC 321.1HIS/SBS/2009
3.16	The study programme approved through proper Channels	ADPC minutes Faculty board minutes	6.A/FADPC 69.F/FBM
3.17	The programme is aligned with the SBS	SBS 2009	321.1HIS/SBS/2009
3.18	The Department's ILO's are identified in curricula and extra curricula activities. lack of industrial training	Programme specifications C1 form, Curia Historica activities MOU	335.1HIS/Syallabus/UGT 257.1HIS/C1 275.1HIS/CH/MN 315.1HIS/MOU/2016
3.19	The study programme integrated Multiple learning strategies	C1 form Assessment sheets of dissertation Discussion classes Tutorial and assignments Guide book of Field research Library Handbook	257.1HIS/C1 261.1HIS/498-499/ASS 285.1HIS/DC 342.1HIS/TUT 269.1HIS/ASSG 302.1HIS/FR/GB 307.1HIS/LIB 93.H/HAND
3.20	Complied.	Department minutes Course Evaluation Form	347.1HIS/D/MN 258.1HIS/ D/ CEF
3.21	The department introduces new courses and curricula	Syllabus C1 form	336.1HIS/Syllabus/UGT 257.1HIS/C1
3.22	Currently not in available	-	-
3.23	Annual survey conducted by the faculty.	Graduate survey data of Faculty	49.E/SURV 50.E/FEED
3.24	Addressed in the faculty level	List of Facilities available at the WRUSNS	115.L/SNRU

The Department has a curriculum planning committee.

Department adopts effective internal monitoring system. But there is no to handle proper body.

Criterion 4 - Course/ Module Design and Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	Internal and expert team involve in the course design	CDC minutes	273.1HIS/CDC/MN
4.2	Subject areas meet all the ILOs	History Syllabus	336.1HIS/Syllabus/UGT
4.3	Courses are designed according to the SLQF and SBS	SLQF SBS	176.S/SLQF 321.1HIS/SBS/2009
4.4	The department uses the University approved standards.	Senate/Faculty board approved course design templates C1 forms Handbook	336.1HIS/Syllabus/TMP 257.1HIS/C1 93.H/HAND
4.5	Courses are mainly designed according to the constructive alignment	Graduate profile of the Programme, C1 form, Attendance lists of lectures, discussion, tutorial classes	321.1HIS/SBS/2009 257.1HIS/ C1 285.1HIS/DC 342.1HIS/TUT 314.1HIS/ML/AL
4.6	Complied	Syllabus, course evaluation report	335.1HIS/Syllabus/UGT 278.1HIS/CER
4.7	Fully Complied	Syllabus, C 1 form Handbook	335.1HIS/Syllabus/UGT 257.1HIS/C1 93.H/HAND
4.8	Courses clearly meet the specifications set in SLQF	SLQF; Syllabus, Time table, lecture schedule, Handbook	176.S/SLQF 335.1HIS/Syllabus/UGT 341.1HIS/TT 347.1HIS/D/MN 93.H/HAND
4.9	Course are integrated appropriated Learning strategies	Syllabus, course evaluation report, CDC minutes	335.1HIS/Syllabus/UGT 278.1HIS/CER 273.1HIS/CDC/MN
4.10	Facilitated	Aligned with the faculty special needs unit.	115.L/SNRU
4.11	Courses are scheduled to complete the intended time period	Course specifications; SLQF C 1 forms Course evaluation form	335.1HIS/Syllabus/UGT 176.S/SLQF 257.1HIS/C1 258.1HIS/ D/CEF
4.12	Course content covers all the aspects of depth and rigors and completed within the planned time	Syllabus, SLQF, Course evaluation form, C1 form	335.1HIS/Syllabus/UGT 176.S/SLQF 258.1HIS/ D/ CEF 257.1HIS/ C1

4.13	Course design, development and delivery incorporate media and technology with lack of ICT facilities	Power point presentations, video clips maps and pictures	340.1HIS/TE/AIDS
4.14	Teaching staff regularly update knowledge and skills	Moodle work shop SDC Training	317.1HIS/MW 333.1HIS/ST/SDC
4.15	Inadequate facilities	Faculty Board minutes CDC minutes	69.F/FBM 273.1HIS/CDC/MN 347.1HIS/D/MN
4.16	follows the established processes	CDC minutes	273.1HIS/CDC/MN
4.17	Staff members are knowledgeable of the course approval process	Course approval policy of faculty SDC Curriculum	69.F/FBM 174.S/SDC
4.18	Follows the faculty process	IQAC minutes HOD letters from Faculty HOD to Academic Staff	100.I/IQAC 54.E/FQAD 335.1HIS/Syllabus/C O/DOC
4.19	Courses are evaluated in appropriate time	Course evaluation form Course evaluation report	258.1HIS/ D/CEF 278.1HIS/CER

Subject areas cover the programme objectives, outcomes, reflect knowledge and current developments.

Staff members are knowledgeable of the course approval process.

Criterion 5 – Teaching and Learning

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1.	Teaching and learning strategies based on department mission and curriculum ILOs	Faculty Handbook Department mission statement	93.H/HAND 345.1HIS/WEB
5.2	Course specifications and time tables provided	Course specifications Time tables Course evaluation reports.	336.1HIS/Syllabus/ UGT 341.1HIS/TT 278.1HIS/CER
5.3	Teaching learning strategies, assessments and learning outcomes are closely aligned	Course specifications Course evaluation form External examiners' reports	335.1HIS/Syllabus/ UGT 258.1HIS/ D/CEF 290.1HIS/EXT/MS
5.4	Study programme appropriate and accessible for the differently abled students	Recording History books	115.L/SNRU
5.5	The Department uses the multimedia facilities and video clips	C1 forms Course evaluations report	257.1HIS/ C1 278.1HIS/CER
5.6	Fully Complied	Student progress report Student evaluation reports Presentation evaluation report research articles of staff	264.1HIS/498- 499/PR 278.1HIS/CER 264.1HIS/498- 499/PR 332.1HIS/ST/PUB
5.7	Teachers engage self-directed learning, collaborative learning, in relevant contexts	Discussion classes Tutorial classes CDC minutes; Course evaluation reports.	285.1HIS/DC 342.1HIS/TUT 273.1HIS/CDC/M N 278.1HIS/CER
5.8	Fully Complied	Student journals Activities of Curia Historica List of participation to the annual field research Departmental seminar series Course evaluation form;	325.1HIS/SJ 275.1HIS/CH/MN 302.1HIS/FR/AL HIS/SR 258.1HIS/D/CEF
5.9	The department promotes collaborative learning as a teaching learning strategy.	Field research guide book; Participation lists of field research course specification Attendance list of discussion classes and tutorial classes	302.1HIS/FR/GB 302.1HIS/FR/AL 335.1HIS/Syllabus/ UGT 285.1HIS/DC/AL 342.1HIS/TUT/AL
5.10	Staff engage in research with students and publish them	Field research Students' Journal CDC minutes	302.1HIS/FR 325. HIS/SJ 273.1HIS/CDC/M N

5.11	Strictly maintain gender balanced in teaching and learning environment	course evaluation form Discussion classes Tutorial classes	258.1HIS/ D/CEF 285.1HIS/DC/AL 342.1HIS/'TUT'/AL
5.12	The department regularly monitors Teaching and learning activities	Students attendant sheets Students evaluation form	314.1HIS/ML/AL 258.1HIS/ D/CEF
5.13	Academic staff using technology in teaching learning processes.	Multimedia presentation	340.1HIS/TE/AID S
5.14	Fully Complied	Course evaluation form Handouts CDC minutes	258.1HIS/D/CEF 340.1HIS/TE/AID S 273.1HIS/CDC/M N
5.15	Complied	Computer labs of Faculty History Library Course evaluation form	200.U/IDAS 307.1HIS/LIB 258.1HIS/D/ CEF
5.16	Complied	List of subject coordinators Dissertation coordinators Course evaluation report	319.1HIS/SB/CO 262.1HIS/498- 499/CO 278.1HIS/CER
5.17	The department getting information from students for the improvement of teaching-learning	Course evaluation report	278.1HIS/CER
5.18	The department allocated time tables individually and specialty base	History staff time table	341.1HIS/TT
5.19	Department plans to make system to Student and peer evaluation in the future	-	-

Teaching and learning strategies of Department are based on department mission and curriculum needs.

The staff of the department engage with getting information from assessment of students learning for the improvement of teaching – learning

Criterion 6 –Learning Environment, Student Support and Progression

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Evidence Document
6.1	The departments maintains effective mechanism for staff-students interaction	Department web Contact hours with students Subject coordinators	345.1HIS/WEB 341.1HIS/TT 319.1HIS/SB/CO 347.1HIS/D/MN
6.2	Identified learning support needs.	Final year dissertation seminar series	281.1HIS/498-499/RMT 278.1HIS/CER
6.3.	Fully Complied	Programme of the orientation programme Notices and participation list of the CGU programme Faculty by laws	146.O/OR 282.1HIS/D/ORT 23.C/CGU 3.A/SWC 134.M.CGC 20.B/BL
6.4	Follows the faculty guidelines	Handbook Faculty by laws	93.H/HAND 20.B/BL
6.5	Incorporated	Attendant sheets of discussion classes and tutorial classes C 1 forms Faculty hand book	286.1HIS/DC/AL 342. HIS/TUT/AL 257.1HIS/C1 93.H/HAND
6.6	Evaluated	Course evaluation form. Curia Historica minutes	258.1HIS/D/CEF 275.1 HIS/CH/MN
6.7	The department involves and provide ongoing training for staff and students.	SDC programme Moodle workshop British council workshop Library/archives training programme Field research	174.S/SDC 164.R/MREP 136.M/MOD 259.1HIS/400L/TR 302.1 HIS/FR
6.8	Conducts research methodology seminar series for students	Notices and schedule programme Lists of participants	260.1HIS/498-499/RMT
6.9	Department have taken some remedial steps.	Recording and brailing History books	115.L/SNRU
6.10	The department library has been maintained without ICT facility.	Library/ Dissertations catalogue	HIS/LB/INDEX
6.11	The department actively integrated into library and information resources	Faculty orientation programme C1 form Requesting letters for the archives	146.O/OR 257.1HIS/ C1 318.1HIS/PRLI
6.12	The department maintains up-to- date records	Results file Dissertation progress report	298.1HIS/EX/RESUL TS

		Tutorial/ Assignment marks	264.1HIS/498-499/PR 342.1HIS/TUT/MAR KS 285.1HIS/DC/MARK S
6.13	Fully Complied	Curia Historica minutes Final year farewell function Welcome ceremony	275.1HIS/CH/MN HIS/WF/FW/DOC
6.14	Highly Encouraged	Attendant sheets and schedules seminar series Course introduction sessions Dissertation seminar series.	329.1HIS/SR/AL 328.1HIS/SR 276.1HIS/CIS 281.1HIS/498- 499/RMT
6.15	Department conducts social activities conforming to the mission.	Curia Historica minutes Invitation letters and contributions. Handbook	275.1HIS/CH/MN 284.1HIS/WF/FW/DO C 93.H/HAND
6.16	linked with the career guidance unit and workshops of Alumni association	Minutes of Alumni Association	3.A/SWC
6.17	Department maintains Chinese language and cultural programme	MoU collaboration with Honghe University in China	315.1HIS/MOU/2016
6.18	Fully Complied	Gender harassment act 2017	45.D/SGBV
6.19	Gathers students satisfaction information for future development of Academic career	Course evaluation form	258.1HIS/D/CEF
6.20	Department members advises and instruct to students for job opportunities and Advanced studies	-	-
6.21	No fallback option currently available	-	-
6.22	Align with the faculty	Student request committee 6 fellowships	69.F/FBM 82.F/REQ 324.1HIS/SCHOL 301.1HIS/FELLO
6.23	Department established grievances and complain committee.	Suggestions and grievances box Faculty board minutes Student request committee Staff meeting minutes	323.1 HIS/SCB 69.F/FBM 82.F/REQ 347.1HIS/D/MN
6.24	Link with the University Alumni and Career guidance unit	Notices of Alumni and career guidance unit	3.A/SWC 134.M.CGC

The department does a friendly administrative, academic and technical support system.

The department gathers information about the satisfaction of students with the teaching programmes.
Data gathering from future development of Academic career

Criterion 7 – Student Assessment and Awards

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Fully Complied	By laws examination rules and regulations History Curriculam Discussion classes Tutorial classes Assignments Final year dissertation presentations	20.B/BL 60.E/BL 335.1HIS/Syllabus/ UGT 285.1HIS/DC 342.1HIS/TUT 269.1HIS/ASSG 265.1HIS/498- 499/RP
7.2.	Compiled	C1 form Course evaluation report Assignment and tutorial topics Field visit Curriculum development committee	257.1HIS/ C1 278.1HIS/CER 269.1HIS/ASSG 342.1HIS/TUT 302.1HIS/FR 273.1HIS/CDC/MN
7.3	The department follows faculty Guidelines	CDC minutes Faculty minutes	273.1HIS/CDC/MN 69.F/FBM
7.4	Follows faculty guide lines	History CDC minutes.	273.1HIS/CDC/MN
7.5	Maintained	Tutorials Assignments Final year dissertation presentation Field Visit C1 form	342.1HIS/TUT 269.1HIS/ASSG 265.1HIS/498- 499/RP 302.1HIS/FR 257.1HIS/ C1
7.6	The department follows the By-laws	Examiners appointment list by-laws of Examinations appointment letters to examiners.	293.1HIS/EX/LS 20.B/BL 60.E/BL 289.1HIS/EX/CO/ DOC
7.7	External examiners reports are considered in several areas.	Report of external examiners	290.1HIS/EX/EXT
7.8	Staff members provide information with publish regulations and procedures.	Orientation programme Examinations By-laws Handbook	282.1HIS/ORT 146.O/OR 60.E/BL 93.H/HAND
7.9	The staff members competent and no conflict of interest.	Examination By-laws SDC training SDC programme schedule.	60.E/BL 192.T/SDCS 333.1HIS/ST/SDC 154.P/SDC
7.10	Follows faculty guidelines	Minutes of SNRU	132.M/SNRU
7.11	Highly Maintained feedback on formative assessments.	Tutorials Course evaluation report examination By-laws	342.1HIS/TUT 278.1HIS/CER 60.E/BL
7.12	Department adopts well defined marking system.	examination By-laws Mark sheet	60.E/BL 295.1HIS/EX/MAR KS/DOC 294.1HIS/EX/MAR KS/DB

7.13	Follows the faculty guide lines	examination By-laws Sample transcript	60.E/BL 327.1HIS/SP/TR
7.14	Transcript indicates the GPA/grades and class.	Sample transcripts examination By-laws The department results in faculty web	327.1HIS/SP/TR 60.E/BL 145.O/EOR
7.15	Complied	Letters from DEAN to HOD Letters from HOD to examiners Examination results notices	54.E/FQAD 60.E/BL 289.1HIS/EX/CO/ DOC 145.O/EOR
7.16	Ensures	SLQF	176.S/SLQF
7.17	Follows the faculty guide lines	Examination by-laws Evidence of results on time	60.E/BL 289.1HIS/EX/CO/ DOC

Assessment strategy of Department' study programme is considered as an integral part align with Faculty rules and regulations. Department ensures the degree awarded complies with the guide lines and the department concerns issuing the results within the stipulated time.

Criterion 8 – Innovative and Healthy Practices

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Inadequate. Department links with the library e- resources	Access Library e-resources	200.U/IDAS
8.2	Encouraged	Publications on the e journal.	331.1HIS/ST/E/JOURNAL
8.3	Fully compiled	Publications	332.1HIS/ST/PUB
8.4	facilitate mechanisms for research innovations	History Departmental and Faculty Journals: IthihasaLekhani, Journal of Historical Studies, Sambhavana	306.1HIS/JOURNAL
8.5	Some steps are taken	Departmental minutes	347.1 HIS/D/MN
8.6	Compulsory dissertation	Seminar series on research methodology Undergraduate research congress Research proposal presentation of final year students Field study	281.1HIS/498-499/RMT 351.1HIS/UGT/RC 265.1HIS/498-499/RP 302.1HIS/FR
8.7	Promote Chinese Language project.	Time tables of Chinese Language classes.	315.1HIS/MOU/2016/LG/TT
8.8	Established the project with China University.	MOU with Honghe University	315.1HIS/MOU/2016 345.1HIS/WEB
8.9	Not mechanism yet.		-
8.10	Follows the University policies.	Hokkaido- Japan Norway	277.1HIS/COLL/ PRG
8.11	Complied	Student Hand book Curia Historica minutes	93/H/HAND 275.1HIS/CH/MN
8.12	encouraged	Permission granting letters	326.1HIS/SP/R/N/DOC
8.13	Department assured revision of curriculum	List of external examiners. Attendance list of Moderation boards CDC minutes	90.1HIS/EX/EXT/DOC 297.1HIS/EX/MOD/DOC 273.1HIS/CDC/MN
8.14	Under the faculty guidelines	-	

Due to the lack of ICT facilities, Department links with the library e- resources. Study programme is integrated implementation of revision of curriculum and usage of external examiners.

Bachelor of Arts Special Degree Programme in Political Science

Section 3: Criteria 1-8

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Adhered the University Act and By-laws and senate approval	Universities Act By-laws; Faculty Board minutes	196.U/UA 20.B/BL 69.F/FBM
1.2	Incorporated Faculty Action Plan and updated	Faculty Action Plan Corporate Plan for 2017-2021 (Five year plan) Faculty Corporate Plan	67.F/ACT 197.U/COP 70. F/CORP
1.3	Adhered to the established standards	Annual internal audit report; Annual external audit report.	379.1 PSC/IB 374.1 PSC/BOS
1.4	Conducts department meetings and involves student's welfare activities	Departmental meeting Minutes Political Science Association file	368.1 PSC/MIN 372.1 PSC/ASS
1.5	Adhered with the faculty academic calendar	Faculty Academic Timetable	84F/SEM
1.6	Provided by the faculty	Faculty hand book	93.H/HAND
1.7	Information is provided by the department and faculty	Faculty hand book; Department curriculum handbook Course specifications	93.H/HAND 355.1 PSC/CHB 354.1 PSC/TT
1.8	In the process of updating	Department maintains an updated website	364.1 PSC/WEB
1.9	Incorporated into the faculty orientation programme	Student Handbook and Orientation Programme	93.H/HAND 146.O/OR
1.10	Faculty maintains records	Faculty Student Information	181.S/SUR
1.11	Maintained by the faculty	Online student examination, registration, and transcripts	145.O/EOR

1.12	Faculty provides	By-laws Student disciplinary by-laws	20.B/BL 43.D/DISC
1.13	Follows the norms and regulations of the university and UGC	Personal Files Senate minutes no - 418/18.01.2017	365.1 PSC/PF 1.A/SEN
1.14	Adhered to the promotion scheme	UGC circulars	Circular 721
1.15	Incorporated into the Faculty IQAC	Minutes of Faculty Quality Assurance Cell	100.I/FQAC
1.16	Facilitated by the department meeting	Minutes of the departmental meetings	368.1 PSC/MIN
1.17	Maintain the SLQF standards	Curricular Review Report (March 2011)	369.1 PSC/CRR
1.18	Upheld by the faculty	Faculty By-Laws	20.B/BL
1.19	Adhered to faculty board decisions and department decisions	Faculty Board Minutes Department Meeting minutes	69.F/FBM 368.1 PSC/MIN
1.20	Collaborated with local and international partners	NORHEAD-MOU Citizenship education programme	375.1 PSC/NORHED 377.1 PSC/CEP
1.21	Incorporated into faculty programme	Special Needs Resource Unit, Faculty Student Welfare Center Career Guidance Unit	206W/FIC 218.W/SWCC 23.C/CGU
1.22	Facilitated through faculty and University programme	Fieldtrip Farewell gatherings, and festival and cricket tournament	352.1 PSC/FT 380.1 PSC/MCP
1.23	Assured by the University	Student councilors and proctors	9. A/FASC
1.24	Adhered to by-laws	Faculty by-laws; UGC circular on the provision for re-scrutinisation of marks and grades of undergraduates	20.B.BL Circular 928
1.25	Facilitated by the faculty	Special Needs Resource Unit	206. W/FIC

1.26	Adhered to norms and regulations of the university	University document on achieving gender equality perspectives Faculty Board Minutes	205.W/SGBV 69.F/FBM 20.B.BL/323
1.27	Practiced anti-ragging laws	University By-Laws	20.B/BL
<p>The department is in compliance with the rules and by-laws of the senate and the faculty. The faculty action plan is incorporated. Department meetings are regularly conducted. The study prospectus is distributed through department and faculty at the faculty orientation. The annual academic calendar is strictly followed. Collaborative partnership with national and foreign universities is in active.</p> <p>No student feedback is in place. The website update is in progress. No mechanism for performance appraisal and curriculum development activities. No tracer studies or surveys.</p>			

Criterion 2 : Human and Physical Resources

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	Inadequate human resources.	Details of Department Staff Cadre; Personal files.	378.1 PSC/SC 365.1 PSC/PF
2.2	Incorporated in to the Corporate Plan	Corporate Plan for 2017-2021 (Five year plan) 3 rd goal;	70. F/CORP
2.3	Allowed staff to undergo the induction programme	Staff Development Centre curriculum	174. S/SDC
2.4	Allowed and provide staff to gain in-service training	Personal Files	365.1 PSC/PF
2.5	Managed to ensure the availability of all infrastructure facilities	Department Inventory Book	379.1 PSC/IB
2.6	Provided trainings	Department Resource Centre files	361.1 PSC/RC
2.7	Staff is provided required training by the faculty	Faculty Staff Development Committee	174. S/SDC
2.8	Provided	Department Resource Center	361.1 PSC/RC
2.9	Provided	Department Resource Center	361.1 PSC/RC
2.10	Provided by the faculty	English Language Teaching Unit- Faculty of Arts	48.E/ELTU
2.11	Provided by the faculty	Career Guidance Unit	23.C/CGU
2.12	Organized multicultural programme	Department fieldtrip; Welcome and Going-down gatherings at the department; Film festival and Cricket tournament	352.1 PSC/FT 380.1 PSC/MCP
<p>The academic staff of the department has PhD qualifications and foreign exposure. The opportunities are provided to the academics to follow induction programmes and trainings at local and international level. Infrastructure facilities such as class rooms and staff work station are sufficient. Students are allowed to use the department resource center for their learning and research activities. When considering the students and staff ratio, the department lacks both academic and non-academic staff. No technician is available to diagnose computer problems.</p>			

Criterion 3 - Programme Design and Development

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	Incorporated with Faculty Quality Assurance Cell	Minutes of the Faculty Quality Assurance Cell	100.I/MFQAC
3.2	Ensured by the department and faculty	Subject review reports on the previous syllabus.	362.1 PSC/SURR
3.3	Incorporated into the faculty process	Curriculum of Faculty Study Programme	100.I/MFQAC
3.4	Incorporated into the Faculty's Action Plan	Faculty Action Plan	67.F/ACT
3.5	All course units are designed in line with SLQF and the Subject Benchmark statement of Political Science.	Faculty Quality Assurance Cell	100.I/MFQAC
3.6	Followed the SLQF-UGC, Senate approved curriculum design policy, Self-Evaluation Report – April 2010 and Department subject review report- March 2011, study programme of the Department has been designed with necessary ingredients.	Department Subject review report and Self-Evaluation Report –April 2010	362.1 PSC/SURR
3.7	In progress of developing graduate profiles at the Faculty	Faculty Handbook Department Curriculum Handbook Department C1 file	28.C/HAND 355.1 PSC/CHB 376.1 PSC/C1
3.8	Incorporated to department curriculum	Department C1 file and Department Curriculum Handbook	376.1 PSC/C1 355.1 PSC/CHB
3.9	Attempted to align the course OBE to programme OBE	Department C1 file and Department Curriculum Handbook	376.1 PSC/C1 355.1 PSC/CHB
3.10	Accommodated and promoted the students to follow supplementary courses.	Department Curriculum Handbook Faculty Handbook	355.1 PSC/CHB 28.C/HAND

3.11	Facilitated several courses covering diverse issues into the department curriculum	Department Curriculum Handbook	355.1 PSC/CHB
3.12	Accommodated a coherent set of courses and allowed students to follow interdisciplinary courses	Department Curriculum Handbook Curriculum of the Faculty Study Programme	355.1 PSC/CHB 188.S/CURR
3.13	Department promotes self-learning environment and provided platform to improve soft skills and knowledge.	Department field research Group and individual assessment	352.1 PSC/FT 381.1 PSC/DTT
3.14	Managed by the faculty	Employer /stakeholder feedback Employer and stakeholder's survey	49.E/FEED 50.E/SURV
3.15	The programme standards are aligned with SLQF and Subject Benchmark Statement of Political Science	Sri Lanka Qualification Framework Subject Benchmark Standards	176.S/SLQF
3.16	Followed the existing procedures in order to approve the programme	Minutes of department meeting Faculty board Senate meeting	368.1 PSC/MIN 69.F/FBM 1.A/SEN
3.17	Managed by the faculty	Faculty Board Minutes	69.F/FBM
3.18	Provided internship	Internship programme	370.1 PSC/IP
3.19	Adhered to the faculty programme	Faculty Action Plan student feedback	67.F/ACT 184.S/FEED
3.20	Followed the procedures of the faculty Quality Assurance Cell	Faculty of Arts Quality Assurance cell	100.I/MFQAC
3.21	Prepare teaching materials and update C1 forms for every semester	Department C1 and Department teaching materials	376.1 PSC/C1 371.1 PSC/TM
3.22	Some of the recommendations of the Department Subject Review Report were incorporated to the curriculum revision	Department Subject Review Report and Department Curriculum Handbook	362.1 PSC/SURR 355.1 PSC/CHB

3.23	Planned to introduce in future	Department meeting minutes	368.1 PSC/MIN
3.24	Currently no students with special need requirements	Faculty Special Need Department Resource Unit	206W/FIC 361.1 PSC/RC
<p>The department has adopted a new curriculum incorporating with SLQF guidelines. Currently, the department is in the process of developing graduate profiles. Participation in fellowships and internships is informally monitored.</p> <p>A regular mechanism to assess the graduation rates, employment rates, admission rates to advanced degree programmes at the department level is yet to be established.</p>			

Criterion 4: Course/ Module Design and Development

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	Accommodated by Department meetings	Department Meeting Minutes	368.1 PSC/MIN
4.2	Up-dated curriculum	C1 forms	376.1 PSC/C1
4.3	Accommodated	Department Curriculum	355.1 PSC/CHB
4.4	Incorporated	Department Curriculum	355.1 PSC/CHB
4.5	Incorporated	Department Curriculum	355.1 PSC/CHB
4.6	Incorporated	Presentation Slides Independent Dissertation	355.1 PSC/CHB 382.1 PSC/SID
4.7	Accommodated	Department Curriculum C1 Forms	355.1 PSC/CHB 376.1 PSC/C1
4.8	Included	Faculty Hand Book Department C - 1 form Field Trips	93.H/HAND PSCC 1 352.1 PSC/FT
4.9	Included	C1 forms Discussion Classes Student Independent Dissertation	PSC1 381.1 PSC/DTT 382.1 PSC/SID
4.10	Facilitated	Special Needs Resource Unit	206W/FIC
4.11	Facilitated	Faculty Hand Book Faculty Semester Timetable Department time table Department C1	93.H/HAND 84.F/SEM 354.1 PSC/TT 376.1 PSC/C1
4.12	Designed with balance	Curriculum C1 forms	376.1 PSC/C1 355.1 PSC/CHB
4.13	Incorporated	Departmental Inventory Book	379.1 PSC/IB
4.14	Included	Induction programme for Academic Staff	174. S/SDC

4.15	Included	Minutes of the Faculty Board	69.F/FBM
4.16	Incorporated	By-Laws. Faculty Quality Assurance Cell minutes	20.B.BL 100.I/MFQAC
4.17	Made Aware	Faculty by-laws	20.B.BL
4.18	Incorporated	Faculty subcommittee for Faculty Quality Assurance Cell minutes	100.I/MFQAC
4.19	Planned to practice in future	Department meeting minutes	368.1 PSC/MIN
<p>The department has designed and developed the courses / modules according to the SLQF guidelines and the approved procedures of the university. Timely communication with students on the course specifications has been practiced. Peer review for curriculum development work takes place.</p> <p>IT devises, such as computers, laptop and multimedia are insufficient for teaching and researching.</p>			

Criterion 5: Teaching and Learning

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
5.1	In congruent with vision and mission	Faculty hand book; Department curriculum handbook	93.H/HAND 355.1 PSC/CHB
5.2	Given	C1 of political science Department Time Table	376.1 PSC/C1 354.1 PSC/TT
	Accommodated	Department Time Table Course Specification Peer Review Report	354.1 PSC/TT 355.1 PSC/CHB 362.1 PSC/SURR
5.4	Made accessible	Faculty Special Need Resource Unit	206W/FIC
5.5	Included	Department Curriculum C1 forms	355.1 PSC/CHB 376.1 PSC/C1
5.6	Included	Research committee reports; Staff research reports	166.F/FRC 358.1 PSC/SRR
5.7	Group and collaborative activities are encouraged.	C1 forms of the department Undergraduate Research Congress	376.1 PSC/C1 73F/SPUB
5.8	Encouraged	Field trips in political science Political Association files Undergraduate Research Congress	352.1 PSC/FT 372.1 PSC/ASS 73F/SPUB
5.9	Incorporated	C1 forms of political science Field visits Independent research Undergraduate Research Congress	376.1 PSC/C1 352.1 PSC/FT 382.1 PSC/SID 73F/SPUB

5.10	Incorporated	Department Subject Review Report Undergraduate Research Congress	362.1 PSC/SURR 73F/SPUB
5.11	Accommodated	University Document on Gender Equality Perspective	20.B.BL/323 205.W/SGBV
5.12	Partially incorporated	Department box for students' suggestions and complaints.	357.1 PSC/SSC
5.13	Adopted	Department Inventory Book	379.1 PSC/IB
5.14	Adopted	Department C1 form Department Curriculum Handbook	355.1 PSC/CHB 376.1 PSC/C1
5.15	Facilitated	Department Resource Center	361.1 PSC/RC
5.16	Planned to introduce in future	Department Meeting Minutes	368.1 PSC/MIN
5.17	Accommodated	Departmental Subject Review Report	362.1 PSC/SURR
5.18	Fairly Allocated	Department meeting minutes Department timetable	368.1 PSC/MIN 354.1 PSC/TT
5.19	Department has planned to conduct student and peer evaluation from next week	Department Meeting Minutes	368.1 PSC/MIN
<p>The department strictly follows the course specifications approved by the senate. Students' research and other activities are encouraged through curriculum. Fair allocation of work is in place.</p> <p>No mechanism to obtain regular feedback from students. The evaluation of the teachers' performance and their excellence is not practiced.</p>			

Criterion 6: Learning Environment, Student Support and Progression

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	Facilitated student friendly environment	Faculty student services; Department box for suggestions and complaints, Departmental Student Society	218.W/SWCC 357.1 PSC/SSC 372.1 PSC/ASS
6.2	Identified and measures were taken	Student feedback Student Satisfaction Survey	184. S/FEED 186. S/SATIS
6.3.	Included	Induction programme for new entrants Orientation programme Faculty students affairs advisory committee	93.H/HAND 146.O/OR 219.W/SRC
6.4	Incorporated	By-laws	20.B/BL
6.5	Accommodated	Handbook Orientation programme for the new students	93.H/HAND 146.O/OR
6.6	No Mechanism and out of Control	Not Any	Not Any
6.7	Provided	Faculty Staff Development Committee Centre. Student Orientation Programme of the Faculty Faculty IT Committee.	174. S/SDC 146.O/OR 72F/REP
6.8	Accommodated	Department Resource Center	361.1 PSC/RC
6.9	Included	Special Needs Resource Unit	206.W/FIC
6.10	Made available	Department Resource Centre Faculty IT Committee	361.1 PSC/RC 72F/REP
6.11	Facilitated	Library Committee of the University	131.M/LIB

6.12	Facilitated	Employer /stakeholder feedback Employer and stakeholder's survey	49.E/FEED 50.E/SURV
6.13	Accommodated	Student Association of the Department	372.1 PSC/ASS
6.14	Institutionalized	List of Academic Supervisors	365.1 PSC/PF
6.15	Institutionalized	Student Association of the Department	372.1 PSC/ASS
6.16	Institutionalized	Faculty Internship Programmes	30.C/TERN
6.17	Implemented	Memorandum of Understanding/NORHED Career Guidance Unit	375.1 PSC/NORHED 23.C/CGU
6.18	Institutionalized	University Document on Achieving Gender Perspective	20.B.BL/323 205.W/SGBV
6.19	No Mechanism	Not Any	Not Any
6.20	Institutionalized	Career Guidance Unit Memorandum of Understandings/NORHED	23.C/CGU 375.1 PSC/NORHED
6.21	Beyond the capacity of the department	Not Any	Not Any
6.22	Department does not have required Resources	Not Any	Not Any
6.23	Institutionalized	Faculty by-laws Committee of Student Disciplines Student Disciplinary Laws	20.B.BL 219.W/SRC 43.D/DISC
6.24	Adopted	Alumni Association of the Faculty	3.A/SWC
<p>With the support of the faculty and the university, the department has adopted a student friendly administrative, academic and technical support system. Students are given opportunities to attend career guidance programmes. Updating the department website is in the process. No mechanism to identify the learning support needs for the education programme. Student satisfaction survey is not practiced.</p>			

Criterion 7: Student Assessment and Awards

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Affirmed	Department Curriculum handbook Department timetable Department C1	355.1 PSC/CHB 354.1 PSC/TT 376.1 PSC/C1
7.2	Adopted	Department Curriculum Handbook	355.1 PSC/CHB
7.3	Incorporated	Department Curriculum Handbook Faculty Training Programme	355.1 PSC/CHB 144.N/ST
7.4	Followed	Minutes of Faculty board By-Laws	69.F/FBM 20.B/BL
7.5	Followed	By-Laws Department Curriculum Handbook	20.B/BL 355.1 PSC/CHB
7.6	Followed	Faculty Board Minutes	69.F/FBM
7.7	Adhered to norms and rules of the Faculty	By-Laws	20.B/BL
7.8	Followed for long	By-laws Faculty Handbook	20.B.BL 28.C/HAND
7.9	Adhered to rules and regulations Blind marking	Scrutiny Board Minutes Examination Marks File	29.C/LAW 61.E/MAR
7.10	Followed	Faculty by Laws	20.B/BL
7.11	Provided	In Course Assessment	61.E/MAR
7.12	Adopted	Marks Sheets Minutes of Scrutiny Board	61.E/MAR 29.C/LAW
7.13	Provided by the Faculty	Sample Certificate and Transcripts File	145.O/EOR

7.14	Given by the Faculty	Sample Certificate and Transcripts File	145.O/EOR
7.15	Followed	By-laws.	20.B.BL
7.16	Followed	By-Laws	20.B.BL
7.17	Ensured	Examination by-laws	20.B.BL
<p>The department has adhered to the by-laws of the university. Regulations and procedures of examination assessment are communicated at the time of enrolment. Second marking is in practice. Results are accurately communicated to students.</p> <p>External examiners are not available.</p>			

Criterion 8 – Innovative and Healthy Practices

SLQU Standards	Claim of the Degree of Internalization of Best Practices and Level of Achievement of Standards	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Inadequate Requested to allocate carder positions	Department Staff Carder Position File	378.1 PSC/SC
8.2	Encouraged	Department Resource Centre	361.1 PSC/RC
8.3	Encouraged but inadequate funding	Minutes of Faculty Research and Development Activities of the academic staff	166.R/FRC
8.4	Established	Memorandum of understanding (NORHED) Citizenship Education Programme	375.1 PSC/NORHED 377.1 PSC/CEP
8.5	Established	Memorandum of understanding (NORHED)	375.1 PSC/NORHED
8.6	Incorporated	Students Independent Dissertation	382.1 PSC/SID
8.7	Accommodated	Field Trips File	352.1 PSCFT
8.8	Incorporated and established	Memorandum of understanding(NORHED) Citizenship Education Programme File	375.1 PSC/NORHED 377.1 PSC/CEP
8.9	Established mechanism	Minutes of NORHED Project Meetings	375.1 PSC/NORHED
8.10	Managed by the faculty	Minutes of student request committee	219.W/SRC
8.11	Promoted	Fieldtrip Farewell gatherings, and festival and cricket tournament Department Meeting Minutes	352.1 PSC/FT 380.1 PSC/MCP 368.1 PSC/MIN

8.12	Managed by the faculty	Fieldtrip Farewell gatherings, and festival and cricket tournament	352.1 PSC/FT 380.1 PSC/MCP
8.13	Assured	Subject Review Report	362.1 PSC/SURR
8.14	Managed by the faculty	By-laws	20.B.BL
<p>The department has been exercising the healthy and innovative practices to enhance the overall quality of the degree programme. Students are allowed to use the department resource center for their learning and research activities. Students are promoted to engage in social, cultural, sports, and aesthetic activities. Strong links have been established with the national and international partners.</p> <p>No regular revision of curriculum. Limited exposure with the world of work.</p>			

Summary

The department of political science has established a well-developed degree programme since 1980s. The first subject review in 2011 has facilitated to improve and enhance the quality of the degree programme with the support of well qualified academics. The Department is in compliance with the rules and by-laws of the university and has adopted a new curriculum incorporating the SLQF guidelines. The collaborative partnership has been established with the national and foreign universities. Despite the fact that the department has been experiencing the difficulties to render the degree programme in three mediums, in a sufficient manner due to lack of human and physical resources, still the healthy and innovative practices are in place to encourage students to engage in active learning and researching.

Bachelor of Arts Special Degree Programme in Psychology

Section 3: Compliance with the Criteria and Standards

Criterion 1- Programme Management

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Consistent with the Universities Act, and faculty Bylaws	Refer faculty documents	28.C/HAND 20.B/BL
1.2		Refer faculty action plan	67.F/ACT
1.3	Follows Faculty regulations	University cooperate plan	197. U/COP
1.4	The students are members of the Psychological Society. Five students coordinate the SWC. Monthly informal discussion between the HOD and society president	Minutes of the meetings of Psychological society; Reports of SWC	388.1 PSYSOC/MM 162.R/SWCR
1.5	Fully complied with the faculty timetable	Past timetables of the department of Psychology ; Records of graduated batches; Faculty annual academic calendar	38.D/TT 156.R/EXIT 84.F/SEM
1.6	The courses are mentioned in faculty handbook	Faculty Handbook; Disciplinary bylaws	28.C/HAND 43.D/DISC
1.7	The faculty handbook carries all the relevant information	Faculty Handbook	28.C/HAND
1.8	The department webpage offers all the relevant information	Department Webpage	389.1 PSY/WEB
1.9	Informed at the orientation program. Psychology special students selected on 100 level grades	Faculty orientation programme	146.O/OR
1.10	Student files are maintained by the faculty	Faculty maintains student files	105.R/EXIT
1.11	Moderately practiced	Faculty website link for examination	77.F/REGI
1.12	Adheres to the code of conduct	Student Disciplinary By-Laws; Students code of conduct	183.S/DISC 182.S/CODE
1.13	Follows the University code of conduct	Non-academic duty lists of department ; Copies of teaching duties of department	40.D/DUTY 104.L/ALLO

1.14	University implements performance appraisal for staff.	Refer faculty documents	215.W/ASPP 216.W/NAPP
1.15	Not implemented at the department level	Faculty quality assurance regulations	100.I/FQAC
1.16	Not implemented at the departmental level	Refer faculty documents	24.C/CDC
1.17	Takes into consideration the SLQF and SBS	Follows SLQF standard and Faculty regulations	176.SLQF
1.18	Follows faculty regulations	Faculty regulations	20.B/BL
1.19	Not at the degree level. Intends to implement as soon as possible	Staff meeting minutes of Psychology	413.1 PSY/D/DEPT
1.20	In progress	MOU documents	409.1 PSY/M/MOU
1.21	Dissertation supervision is done by academic staff.	Dissertation supervision schedule; SWC	391.1 PSY/DSS 218.W/SWCC
1.22	At faculty level	Refer faculty documents	98.I/INFR
1.23	Assured by University	Physical existence of the facilities; Photos of Fire extinguishers	149.P/FIRE; 151.P/INVE
1.24	Adheres to faculty regulations	Student code conduct	182.S/CODE
1.25	Provided by the faculty	Special need resource centre documents	132.M/SNRU
1.26	Department organized programs to raise awareness on GBV Follows faculty guidelines	Inventory of past activities of the psychological society Faculty regulations	392.1 PSYSOC/INV 205.W/SGBV
1.27	Department practices zero tolerance to ragging	University bylaws and civil laws	20.B/BL
Summary	<p>In respective to program management, the department accommodates student representation in a number of societies and committees, and the guidance needed for the students are provided through formal and informal discussions. Processes generally follow the standard government AR & FR. The academic calendar is generally followed allowing for timely graduation. Information on the degree program and courses offered are clearly mentioned in the student handbook, department website and through the orientation program. The work norms for the staff of the department are clearly stated in their duty list and appointment letters which are issued by the faculty. Curriculum Development work is in progress. Student evaluation system in place, but there is room for improvement. No formal peer observation. No formal graduate satisfaction/employability studies or formal employer feedback. In the process of developing several collaborative partnerships. The department tries its best to offer a quality study programme amidst the lack of resources available.</p>		

Criterion 2 – Human and Physical Resources

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	Number of the staff is inadequate. According to the UGC calculator the department should be given more cadre	Staff Cadre of the department of psychology	393.1 393.1 PSY/STF/CDR
2.2	Inadequate. Not recruited new cadre for more than a decade	Cadre request letter for the department	405.1 PSY/CDR/REQ
2.3	New staff undergo an induction program offered by the SDC	Documentary evidence of induction training for the Psychology staff	119.L/IND
2.4	Faculty provide workshops.	staff profiles of the department	74.F/PROF
2.5	Inadequate infrastructure	Infrastructure inventory of the department	98.I/INFR 390.1 PSY/INFR
2.6	The final years undergo externships. Department lacks facilities for labs.	Externship evidence for the Department	407.1 PSY/TERN
2.7	Inadequate training opportunities. Not enough facilities for both.	Training schedules of staff development centre	192.T/SDCS
2.8	Department library is small and limited. The students have no access to academic websites such as 'psychnet'	inventory of department library	408.1 PSY/R/RES
2.9	Lab shared with department of philosophy	ICT usage of the department	410.1 PSY/I/LAB
2.10	The ELTU is operational at the faculty level	Refer to ELTU report	
2.11	The students attend workshops of SWC and CGU	Programs conducted by the SWC and CGU	202.W/SWC
2.12	Psychological society organizes programs	Records of past events Conducted by the Psychological Society	392.1 PSYSOC/INV
Summary	Department has competent staff with strong research profiles. However the number of available academic and non-academic staff is highly inadequate. In terms of physical resources available to the department, the condition also is rather inadequate. Due to being a joint section of the department of philosophy and psychology for the last 25 years, after being separated the department is facing many hardships in terms of staff cadre and infrastructure facilities. Irrespective of many requests, the necessary facilities are yet to be given. Existing infrastructure facilities are heavily used. ELTU and Library facilities in place. Some IT facilities in place. But there is a lot of room for improvement.		

Criterion 3: Programme Design and Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	Yes. Representation in the faculty quality assurance cell. Faculty Board Meetings	Faculty Board Minutes; Department of Psychology staff meeting minutes	69.F/FBM 413.1 PSY/D/DEPT
3.2	Not practiced before but will be effective for programs which would be developed.	Psychology staff meeting minutes	413.1 PSY/D/DEPT
3.3	Not practiced before	Psychology staff meeting minutes	413.1 PSY/D/DEPT
3.4	Yes	Faculty corporate plan	70.F/CORP
3.5	Not practiced before		
3.6	Not practiced before		
3.7	Not practiced before	Graduate profile	209.W/PROF
3.8	Not applicable for the current program		
3.9	Yes	Department graduate profile ,C1 ,website	417.1 PSY/PROF 411.1 PSY/C1 389.1 389.1 PSY/WEB
3.10	Not in use		
3.11	Yes	Psychology C1s	411.1 PSY/C1
3.12	Yes	Psychology C1s	411.1 PSY/C1
3.13	Yes	Psychology C1s	411.1 PSY/C1
3.14	Moderately practiced	Graduation rates, participation rates in internships of the Department	51.E/RATE 412.1 PSY/C/TERN
3.15	Yes	use of SLQF in determination of awards and qualifications	176.S/SLQF
3.16	Yes	Faculty ADPC.	6. A/FAPDC
3.17	Yes	Program proposal; Faculty board minutes	120.L/CO 69.F/FBM
3.18	Not practiced		
3.19	Psychology curriculum incorporates all these aspects of learning.	Psychology C1S;faculty handbook	22.C/C1 28.C/HAND
3.20	Not practiced		
3.21	Moderately practiced	Staff meeting minutes of the Department	413.1 PSY/D/DEPT
3.22	Not in use		
3.23	Not practiced		
3.24	Not in use due to resources and other constraints		

Summary	When looking at the program design and development, the department lastly underwent a program design only at the beginning of the program some 10 years back and being on par with the standards of that time, the programs don't focus on ILOs or SLQF .The programs are designed in such a way as to cover the intellectual, practical, vocational and professional qualifications needed from the undergraduates
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Criterion 4 - Course/ Module Design and Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	Yes	Departmental CDC Minutes; Faculty ADPC minutes; IQAC minutes	39. D/DEDC 6. A/FADPC 100. I/FQAC
4.2	Course content is constantly revised	Psychology C1s	411.1 PSY/C1
4.3	Not practiced before		
4.4	Standard formats approved by the university used in course development	Psychology C1s; Faculty handbook	411.1 PSY/C1 28.C/HAND
4.5	Not practiced currently		
4.6	the course design uses diverse activities	Psychology C1s	411.1 PSY/C1
4.7	Moderately practiced	Psychology C1s; Student Handbook.	411.1 PSY/C1 28.C/HAND
4.8	Yes	Psychology staff timetables	414.1 PSY/D/TT
4.9	Moderately practiced. Difficulty in implementing due to resource and staff constraints		
4.10	Not practiced due to resource constraints		
4.11	Yes	Assignment sheets of psychology	415.1 PSY/A/ASSES
4.12	complied	Psychology C1s; URC	411.1 PSY/C1 394.1 PSY/STD/URC
4.13	Some practiced. Resource constraints prevent the optimum practice	evidence of use of ICT during courses	416.1 PSY/P/USE
4.14	complied	Psychology staff profiles	417.1 PSY/PROF
4.15	Resources are limited and not provided on time		
4.16	Yes	Refer faculty documents	
4.17	No new courses have been approved in the past 5 years		
4.18	Moderately practiced	Refer faculty documents	
4.19	Moderately practiced. Course modules are regularly evaluated and updated	staff meeting minutes of the department	413.1 PSY/D/DEPT
Summary	Courses offered by the department are designed according to approved policies and procedures of the Senate. Course design adopts a standard format. Course curriculum is an interaction between aims and objectives, learning outcomes, content, teaching methods and methods of assessment. Course ILOs, assessment and learning resources are communicated to students. Different kinds of learning are adopted. There is room for greater use of media and technology and more training in instructional design and development		

Criterion 5 – Teaching and Learning

No	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1		Refer faculty documents	
5.2	The timetables and C1 forms are available at the faculty and department website and noticeboard.	psychology website and noticeboard	389.1389.1 PSY/WEB 395.1 PSY/NTC
5.3	Complied	Psychology C1 forms	411.1 PSY/C1
5.4	When the need arises the staff is assisting the differently abled students		
5.5	The courses are conducted using diverse delivery methods	Evidence of diverse delivery	420.1 PSY/S/WORK
5.6	courses conducted by qualified academics	Evidence of scholarly research of the staff of the department	396.1 PSY/STF/SR
5.7	methods employed by the staff encourages self directed learning and use of technology	Course specifications; Assignments	411.1 PSY/C1 423.1 PSY/S/ASSIG
5.8	Work of Psychological society. Students participate at research conferences. Students maintain externship journals	students' publications; activities by students societies; student reflective diaries	394.1 PSY/STD/URC 392.1 PSYSOC/INV 397.1 PSY/STD/EXT/JRN
5.9	The courses entail different group activities	Evidence for group activities; course specification; evidence of formal and informal peer study groups.	420.1 PSY/S/WORK 411.1 PSY/C1 398.1 PSY/ISG
5.10	complied	Undergraduate research symposium	394.1 PSY/STD/URC
5.11	complied	student and staff feedback of the department	421.1 PSY/F/FEED
5.12	Intends to implement formal feedback system	Staff meeting minutes of Psychology	413.1 PSY/D/DEPT
5.13	Teaching is done using innovative and creative forms	evidence of academic staff of department of psychology using technology and innovative practices in teaching	416.1 PSY/P/USE

5.14	The courses employ both teacher directed and student centred teaching-learning.	Course specifications	411.1 PSY/C1
5.15	The students have access to the CGU and SWC	workshops conducted by SWC and CGU	202.W/SWC
5.16	Intends to implement formal feedback system	Staff meeting minutes of Psychology	413.1 PSY/D/DEPT
5.17	The C1 are changed according to the feedback and performance of the students	Course specifications	411.1 PSY/C1
5.18	The work is equally divided among the members of the staff.	Timetables of the staff of psychology	414.1 PSY/D/TT
5.19	No such procedure at the department level		
Summary	Teaching and Learning is consistent with Faculty/University mission. Course specifications and timetables are provided. Courses are accessible to SNRU students. Integration of research and other activities such as seminars, workshops, awareness creation programs, fieldwork into teaching and learning, ensuring that different kinds of learning are adopted. This guarantees that the students are successfully grasping the required skills, knowledge and values at the end of the program. Monitoring of teaching/learning could be more systematic. Room for innovations in teaching methods. No peer feedback. Teaching excellence is not defined, not rewarded in the system.		

Criterion 6 –Learning Environment, Student Support and Progression

No	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	The department website provides adequate information.	Website of the department of psychology	389.1 PSY/WEB
6.2	The faculty conducts training programs	Refer faculty documents Department of psychology staff profile	74.F/PROF
6.3	The students undergo an orientation program	Faculty handbook;Faculty orientation program	28.C/HAND 146.O/OR
6.4	Done at the faculty level	Refer faculty documents	
6.5	The students have access to SWC and CGU	Programs conducted by the SWC and CGU; orientation programmes for students.	202.W/SWC 146.O/OR
6.6	Done at the faculty level	Student satisfaction Survey	186. S/SATIS
6.7	Done at the faculty level	Reports on Workshops on MOODLE /Use of Digital resources for teaching and Learning (IDAS)	207. W/LMS
6.8	The department lacks adequate laboratory facilities The final years of the program undergo an externship at different institutes.	Externship list of the department of psychology	412.1 PSY/C/TERN
6.9	Done at the faculty level	Physical existence of facilities	151.P/INVE
6.10	Department library is not computerized. No access to academic websites such as ‘Psychnet’.	Reports of library facilities	408.1 PSY/R/RES
6.11	The orientation program introduces resources. The C1 forms provide reference materials	Orientation program;C1 forms of the Department of Psychology	146.O/OR 22.C/C1
6.12	The department keeps records of the student’s examination results	Database of students with records of student examination/assessment results of the department	80.F/WEBD

6.13	Both staff and students participate in programs of Psychological society. The staff collaborated with the students at the URS	Evidence of scheduled social events.; Undergraduate research symposium	392.1 PSYSOC/INV 394.1 PSY/STD/URC
6.14	The students are provided supervision in their final year dissertations	Evidence of scheduled meetings between students and academic staff	399.1 PSY/DS/FRM
6.15	Complied	FHB; Society and alumni activities	28.C/HAND 392.1 PSYSOC/INV 400.1 PSY/AA
6.16	Complied	Workshops by CGU; department internships	202.W/SWC 407.1 PSY/TERN
6.17	The final year students undergo externship for counselling and applied psychology	Placement diaries; Placement letters	422.1 PSY/T/TERN
6.18	The department complies with the university policy on GBV	faculty by laws	20.B/BL
6.19	In the process of developing a formal feedback system		
6.20	Complied	Workshops by CGU; department internships	202.W/SWC 407.1 PSY/TERN
6.21	Done at the faculty level	Faculty Student Admission and Request Committee meeting minutes	219. W/SRC
6.22	Done at the faculty level	Results of Tracer studies; Number of Scholarships awarded and list of Awardees.	167. R/TRA 143.N/AWA
6.23	The staff ,CGU and SWC offer their services	Workshops by the SWC and CGU	202.W/SWC
6.24	The department hosts the Psychology Alumini Association	Evidence of the department alumini association	400.1 PSY/AA
Summary	Website for students, Induction programmes, Code of conduct are in place. SNRU facilities, library and IT facilities are available. Internships are in place. Students of the department are supported adequately by provision of a range of opportunities for tutoring, mentoring, supervision, counselling, peer support structures to facilitate their progression. Evaluation and monitoring of student support services does not occur. Room for more career related skills development		

Criterion 7 – Student Assessment and Awards

No	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Done according to University By-laws.	University By-laws	20.B/BL
7.2	Not practiced		
7.3	No curriculum revision has been done for a number of years		
7.4	Done at the faculty level	Curriculum development committee minutes	34.C/CDCM
7.5	Yes	Course specifications	411.1 PSY/C1
7.6	Done at the faculty level	Faculty Board Minutes	69. F/FBM
7.7	Done at the faculty level	Examiner reports; Faculty Board Minutes	62. E/REP 69. F/FBM
7.8	The assessment methods for the relevant courses are mentioned in the C1 forms	C1 forms	411.1 PSY/C1
7.9	Complied with faculty by laws and SDC training	Refer faculty documents	20.B/BL 144.N/ST 192.T/SDCS 189.T/TEA
7.10	Done at the faculty level	brail scripts	21.B/BRA
7.11	Returning assignments with feedback before exams	assignment feedback	423.1 PSY/S/ASSIG
7.12	Second Marking of Final Year Dissertations done	Dissertation list of psychology undergraduates	402.1 PSY/DL
7.13	Done at the faculty level	examination bylaws	60.E/BL
7.14	Done at the faculty level	Faculty website	75. F/WEB
7.15	The unofficial results are noticed at the departmental level	Noticeboard results at the department	424.1 PSY/D/RESU
7.16	SLQF not used directly at the department level		
7.17	Done at the faculty level	examination bylaws	60.E/BL
Summary	Assessment is used as a tool to promote learning and support the academic development of students. Assessment criteria specified and communicated to students. Special adjustments are made for SNRU students. Feedback of assessment given to students. Results are communicated to students. Transcripts are made available to students. Academic misconduct by-laws exist and are implemented. Assessment methods to be further linked to SLQF level descriptors/ SBS requirements. No external examiners. Internal second marking only for dissertations		

Criterion 8 – Innovative and Healthy Practices

No	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Not used. Weak platform management discourages use		
8.2	Individual academics use OER to supplement teaching	C-1 forms.	411.1 PSY/C1
8.3	Academics are engaged with organizations such the NCPA, The Asia Foundation	Reports produced for these entities	401.1 PSY/STF/REP
8.4	Done at faculty level	List of grantees for each year; Faculty research publications	122. L/FGRA 166. R/FRC
8.5	None	None	
8.6	The programme includes a dissertation to be completed in the final year.	Dissertation list	402.1 PSY/DL
8.7	The Department supports this through the PSY 406 Applied Psychology course	While these are not formalized partnerships students are required and are supported through placements in industry; Student presentations	422.1 PSY/T/TERN
8.8	This is supported as a part of the PSY 401 and PSY 406 courses. Additionally, the Psychological Society also organizes programmes together with these entities	List of student externship ; Student presentations.	403.1 PSY/STD/EXT 392.1 PSYSOC/INV
8.9	The Department conducts a Certificate Course in Counselling and Psychological Skills	Course description and actual budget included	404.1 PSY/CCP
8.10	Department does support this, especially for students who engage in study abroad programmes	Handbook(pp45-48)	93. H/HAND
8.11	The student association, the Psychological Society, brings together students to engage in co-curricular activities. These include organizing cultural activities as well as CSR projects	Brief description of 2016 society activities	392.1 PSYSOC/INV
8.12	Students are supported by the Department to take part in competitions, most frequently in sports	society activities	392.1 PSYSOC/INV

8.13	A revised curriculum is being designed presently at the Department. Second marking is used for grading final year dissertations	Staff meeting minutes of Psychology	413.1 PSY/D/DEPT
8.14	Students are allowed to exit earlier with a general degree.	Student request committee meeting minutes	219.W/SRC
Summary	The department promotes many healthy practices such as student centred learning, faculty engagement in research, international MOUs, student participation in co-curricular activities, and industrial placements. Some links with national/ international governmental/NGO/industrial sectors. Credit transfer facilities are available. ICT based LMS system can be expanded. No reward systems for staff for achieving research/outreach excellence		

Bachelor of Arts Special Degree Programme in Sociology

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
1.1	Consistent with the Universities Act, and the By-laws approved by the Senate and the Council.	By-laws; Faculty board minutes Staff meeting minutes Handbook Faculty website Department website	20. B/BL 69.F/FBM 482.1 SOCMIN 93.H/HAND 75.F/WEB 476.1 SOCWEB
1.2	Faculty action plan	Faculty action plan	67.F/ACT
1.3	Follows faculty/university regulations	University Strategic/Corporate plan (2017-2021) Faculty corporate plan (2017-2021)	197.U/COP 70. F/CORP
1.4	Follows a participatory approach to decision-making through staff meetings At the Faculty level there is student representation. Students participation in the management through the Sociological Association.	Staff meeting minutes Faculty board minutes	482.1 SOCMIN 69.F/FBM
1.5	Follows the timetable of the Faculty	The Faculty Academic calendar	75.F/WEB
1.6	Provided by the faculty	Handbook Disciplinary by-laws for students;	93.H/HAND 43.D/DISC
1.7	Department makes available the course list and appoints student advisers	Handbook List of courses Records of the academic advisers	93.H/HAND 454.1 SOCLOC 432.1 SOCLAAR
1.8	Department 75.F/WEB site is up to date.	Department website	476.1 SOCWEB

1.9	Orientation programme	Orientation programme	146.O/OR
1.10	Student files.	Students personal files	449.1 SOCSPF
1.11	Maintained by the faculty	Online result sheets and web-generated student transcripts	145.O/EOR
1.12	Provided by the Faculty	By-laws Disciplinary by-laws for students;	20. B/BL 43.D/DISC
1.13	Department follows universities ACT	Establishment code Universities ACT	53.E/CODE 196.U/UA
1.14	University promotion scheme	UGC Circulars	Circular 721
1.15	Follows the faculty quality assurance cell (FQAC)	IQAC meeting minutes	100.I/FQAC
1.16	Department has a curriculum revision Committee	Curriculum revision committee minutes	439.1 SOCCRC
1.17	Department follows SLQF standard and Faculty regulations	IQAC meeting minutes	100.I/FQAC
1.18	Faculty regulations	By-laws	20.B/BL
1.19	Currently develops a student evaluations system Faculty by laws	Staff meeting minutes Faculty By-laws	482.1 SOCMIN 100.I/FQAC
1.20	Developed links with local and international universities	Records of the correspondences	466.1 SOCROC
1.21	Department has an academic advisory service	List of Academic advisors	431.1 SOCLAA
1.22	Department links students to creative, cultural, recreational activities through faculty and university	Sociological association minutes Department website Student notice board	473.1 SOCAMIN 476.1 SOCWEB 480.1 SOCSNB
1.23	Assured by university	Announcements of meetings for student counselors	9.A/FASC
1.24	Faculty regulations	By-laws Examination bylaws	20B/BL 60.E/BL

1.25	Provided by the faculty	Special needs resources center documents	SNRU 206W/FIC
1.26	Faculty guidelines	By-laws	20B/BL
1.27	University and faculty regulations	University by-laws	20.B/BL QAR
<p>Summary: Department offers the special degree in Sociology taking all diverse linguistic, social, religious backgrounds of the student population into account to produce balanced personalities. However, it is necessary to develop a mechanism to monitor the progress of academic members to improve the quality teaching programme.</p>			

Criterion 2 – Human and Physical Resources

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
2.1	Department has 16 qualified permanent staff members	HR Profile	477.1 SOCSP 476.1 SOCWEB
2.2	Academic staff has expertise in various fields Staff has SDC and other training	HR profile	477.1 SOCSP 476.1 SOCWEB
2.3	Staff members recruited within the last five years have undergone the induction training at SDC	SDC Curriculum Number of staff members that completed the induction programme of SDC/Training conducted by ARTSED	174.S/SDC 144.NST
2.4	Participated in various professional development training	HR profile	477.1 SOCSP
2.5	Resources were provided	Inventory book	456.1 SOCINV
2.6	Special lecture series on research proposal development and dissertation writing Field studies	Dissertation guidelines manuals, dissertation topics list, Marks for presentations by students	483.1 SOCDG 444.1 SOCDIS 484.1 SOCMAR
2.7	SDC training	Number of staff members that completed the induction programme of SDC/Training conducted by ARTSED	174.S/SDC
2.8	Have access to department and main libraries.	Report on library facilities computer lab	158. R/RES 485.1 SOCLIB

	Computer lab of department networked with the main library Audio-visual facilities	audio-visual unit	456.1 SOCINV
2.9	Save access to University IT center, IDAS lab and the department computer lab	University IT center, IDAS lab and the department computer lab	101.I/TTRC 98.I/INFR 456.1 SOCINV
2.10	ELTU at the Faculty of Arts	ELTU/ELTC Facilities	48.E/ELTU
2.11	Academic advisory system Internship programme Sociological Association activities	Internship records Academic advisors Association minutes Audio-visual evidence	455.1 SOCINT 431.1 SOCLAA 473.1 SOCAMIN 476.1 SOCWEB
2.12	Sociological Association organizes multi-cultural activities Fieldwork in different ethnic environments Sociology Day Cultural activities	Sociological Association minutes Audio-visual evidence Sociology website Field visit reports	473.1 SOCAMIN 448.1 SOCFVD 476.1 SOCWEB 480.1 SOCSNB
Summary: provide quality training to students in the academic specialties and IT skills. Existing IT facilities at the department are currently outdated.			

Criterion 3: Programme Design Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
3.1	Curriculum development and revision committee Representation in the faculty quality assurance cell. FADPC Faculty Board Meetings	curriculum revision committee minutes Faculty Board Minutes staff meeting minutes IQAC minutes	439.1 SOCCRC 69.F/FBM 482.1 SOCMIN 100.I/FQAC
3.2.	Social work conference Internship program workshop to consult the external stakeholders Voluntary local and international course reviewers	Sociology Conference Internship program minutes Staff meeting minutes Faculty board minutes	476.1 SOCWEB 455.1 SOCINT 482.1 SOCMIN 69.F/FBM
3.3.	Conference feedback Feedback from the stakeholders (internship program) and students	Reports on feedback from the stakeholders	455.1 SOCINT
3.4	Degree programs conform to the SLQF and national needs	Curricula	438.1 SOCSYL
3.5	Degree programs conform to to the SLQF	Curricula	438.1 SOCSYL
3.6	Faculty guidelines C1 forms	C1 forms	435.1 SOCC1s
3.7	Graduate profile	Graduate profile Sociology website	486.1 SOCGP 476.1 SOCWEB
3.8	ILOs have been designed	Graduate profile and C1 forms Handbook	486.1 SOCGP 435.1 SOCC1s 93.H/HAND
3.9	ILOs are compatible with the graduate program outline	Department graduate profile and C1 forms Sociology website	486.1 SOCGP 435.1 SOCC1s 476.1 SOCWEB

3.10	Students to take courses from other disciplines	Curriculum C1 forms Handbook	438.1 SOCSYL 435.1 SOCC1s 93.H/HAND
3.11	Curriculum integrates all these aspects	Curriculum C1 forms website Handbook	438.1 SOCSYL 435.1 SOCC1s 476.1 SOCWEB 93.H/HAND
3.12	curriculum offers flexible choices for students	Curriculum C1 forms Handbook	438.1 SOCSYL 435.1 SOCC1s 93.H/HAND
3.13	curriculum leads to intellectual and academic progression	Curriculum C1 forms	438.1 SOCSYL 435.1 SOCC1s
3.14	Fully complied	Curriculum	438.1 SOCSYL
3.15	Standards and awards are consistent with the SLQF	Graduate profile of sociology Curriculum IQAC minutes	486.1 SOCGP 438.1 SOCSYL 100.I/FQAC
3.16	Curriculum committee and staff meetings address these requirements follows faculty guidelines	Staff meeting minutes Curriculum committee meeting minutes of sociology Handbook	482.1 SOCMIN 438.1 SOCSYL 93.H/HAND
3.17	Curriculum development is guided by the SLQF Consultative and informed decisions are taken at the committee level	Curriculum revision committee meeting minutes of sociology	439.1 SOCCRC
3.18	curriculum responds to the stakeholders requirements	Curriculum Internship program	438.1 SOCSYL 455.1 SOCINT
3.19	Curriculum incorporates all these aspects of learning Dissertation projects Field practice programs /components Field trips	Curriculum C1 Forms Handbook Dissertation guidelines Field visit details Field reports and field assignments	438.1 SOCSYL 435.1 SOCC1s 93.H/HAND 483.1 SOCDG 448.1 SOCFVD

3.20	Representation in FADPC and Faculty IQAC	IQAC minutes Faculty board minutes	100.I/FQAC 69.F/FBM
3.21	Planning for continuous monitoring	Staff meeting minutes Curriculum committee meeting minutes	482.1 SOCMIN 438.1 SOCSYL 439.1 SOCCRC
3.22	Linked to the above mentioned process (3.21)	Curriculum committee meeting minutes	438.1 SOCSYL 439.1 SOCCRC
3.23	Lacks human and physical resources (for example telephone facilities have been disconnected) and currently planning to restart	Staff meeting minutes Records on requests for facilities	482.1 SOCMIN 470.1 SOCADMIN
3.24	Needs of students with disabilities are addressed at faculty level	List of facilities available at the WRUSNS	115.L/SNUR
<p>Summary: Department adheres to SQLF. Curriculum development is participatory and involves FQAC. There is consultation with stakeholders. Provides internship opportunities to graduates. Department has to undertake a syllabus revision to identify new areas to meet new job market development.</p>			

Criterion 4 - Course/ Module Design and Development

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
4.1	Curriculum revision committee plans course designs.	Curriculum revision committee meetings	439.1 SOCCRC
4.2	ILOs of each subject meets Program ILOs. Course contents are constantly revised	C1 forms	435.1 SOCC1s
4.3	Meets the SLQF standard	C1 forms	435.1 SOCC1s
4.4	Standard formats and templates approved by the university are used in course / module designs and development.	C1 forms Handbook	435.1 SOCC1s 93.H/HAND
4.5	Content , learning outcomes and assessment tasks	C1 forms Student assignments Dissertations	435.1 SOCC1s 478.1 SOCASI 444.1 SOCDIS
4.6	Apply student centered models / approaches	C1 forms Student presentations and Assignments Field visits / reports Audio visual evidence	435.1 SOCC1s 478.1 SOCASI 448.1 SOCFVD 476.1 SOCWEB 480.1 SOCSNB
4.7	Specifications are provided to students in C1 forms and Handbooks	C1 forms Faculty handbook	435.1 SOCC1s 93.H/HAND
4.8	Course C 1 clearly outlines the all specifications set in SLQF	C1 forms Dissertation manual	435.1 SOCC1s 483.1 SOCDG
4.9	Course designs integrate student self-learning strategies	C1 Forms Handbook Dissertation manual	435.1 SOCC1s 93.H/HAND 483.1 SOCDG
4.10	This aspect has to be looked into	Staff meeting minutes	482.1 SOCMIN
4.11		C1 forms	435.1 SOCC1s

	Course delivery takes into account credit values	Dissertation manual	483.1 SOCDG
4.12	Course delivery is successfully completed covering the all aspects	C 1 form Student research congress	435.1 SOCC1s 483.1 SOCDG
4.13	Fully complied	Physical resources IT labs Audio visual unit	456.1 SOCINV Observation
4.14	Teaching staff regularly updates knowledge.	Staff members who completed the induction programme of SDC/Training conducted by ARTSED Staff profile	144.N/ST 477.1 SOCSPP
4.15	Issues need to be addressed	Staff meeting minutes Resource request letters	482.1 SOCMIN 470.1 SOCADMIN
4.16	Follow the established processes	curriculum revision committee minutes IQAC minutes	439.1 SOCCRC 100.I/FQAC
4.17	Assessment guidelines are provided	staff meeting minutes Faculty board meeting minutes SDC curriculum	482.1 SOCMIN 69.F/FBM 174. S/SDC
4.18	New course proposals go through quality assurance cell	IQAC minutes Faculty board meeting minutes	100.I/FQAC 69.F/FBM
4.19	Course modules are regularly evaluated	Staff meeting minutes End of semester examinations	482.1 SOCMIN 487.1 SOCEXM
Summary: Department of Sociology offers all its courses within the framework of SLQF but all intended learning outcomes have to be reworked at a future syllabus revision.			

Criterion 5 – Teaching and Learning

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
5.1	Teaching and learning strategies match the faculty mission and curriculum objectives and ILOs	Handbook Faculty board meeting minutes	93.H/HAND 69.F/FBM
5.2	Course specifications and timetables are regularly provided	Master timetable C1 Form	127.M/MTT 435.1 SOCC1s
5.3	Courses conform to teaching and learning strategies	C1 forms	435.1 SOCC1s
5.4	Needs of the differently abled students are met	Staff meeting minutes Minutes of SNRU	482.1 SOCMIN 132.M/SNRU
5.5	Applies a mixture of diverse delivery methods	C1 forms Curriculum Handbook	435.1 SOCC1s 438.1 SOCSYL 93.H/HAND
5.6	Fully complied	C 1 forms PP printouts Staff profile	435.1 SOCC1s 462.1 SOCPP 477.1 SOCSP
5.7	Teachers encourage students in group and collaborative activities	C1 forms Assignments Audio-visual evidence PowerPoint presentations in	435.1 SOCC1s 478.1 SOCASI 462.1 SOCPP
5.8	Fully complied	student journal (Samaja Nireeksha) Sociological association minutes Dissertations Field studies Audio-visual evidence	479.1 SOCJOU 473.1 SOCAMIN 444.1 SOCDIS 448.1 SOCFVD
5.9	Encourage group activities	C1 forms Assignments Audio-visual evidence	435.1 SOCC1s 478.1 SOCASI 444.1 SOCDIS

		Dissertations Field visits	448.1 SOCFVD
5.10	Teachers encourage students to conduct individual research	Undergraduate research congress proceedings Student journal (Samaja Nireeksha) Sociology day student presentations / proceedings Social work conference Proceedings iPURSE proceedings	479.1 SOCJOU 444.1 SOCDIS 475.1 SOCDAY 474.1 SOCCON
5.11	Department strictly maintains gender balanced teaching and learning environment	Selection process records Curriculum	470.1 SOCADMIN 438.1 SOCSYL
5.12	Department regularly monitors teaching	Staff meeting minutes	482.1 SOCMIN 439.1 SOCCRC
5.13	Teachers apply innovative pedagogy	C1 forms Physical resources Audio-visual evidence Field visits Student presentations and role playing	435.1 SOCC1s Observation 448.1 SOCFVD 462.1 SOCPP 456.1 SOCINV
5.14	Fully complied	Student Presentations Field visits Curriculum C1 Forms Curriculum revision committee minutes	462.1 SOCPP 448.1 SOCFVD 435.1 SOCC1s 439.1 SOCCRC
5.15	Complied	IT Lab Library Seminar rooms Audio-visual unit	Observation 456.1 SOCINV
5.16	Apply feedback in some courses	Evaluations results	445.1 SOCEVE
5.17	Plans are underway to conduct student evaluations	Staff meeting minutes	482.1 SOCMIN

5.18	Department allocates courses on equal basis	Course allocation list Dissertation allocation list	470.1 SOCADMIN
5.19	Department plans to systematize student and peer evaluation in the future	Plans are underway to implement	482.1 SOCMIN
<p>Summary: Course contents match university goals. Department allocates courses two months prior to the commencement of the semester and display C1 forms. Staff uses different kinds of learning methods, encourages students to produce knowledge, uses both teacher and student centered learning.</p>			

Criterion 6 –Learning Environment, Student Support and Progression

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
6.1	maintains a supportive environment with student – teacher interaction	Academic advisory committee list Evidence of consultative hours Dissertation consultative records	431.1 SOCLAA 470.1 SOCADMIN
6.2	To be looked into in future.	Staff meeting minutes	482.1 SOCMIN
6.3	Fully complied	Audio visual evidence of the orientation Sociological association minutes (welcome ceremony for students)	476.1 SOCWEB 473.1 SOCAMIN 480.1 SOCSNB
6.4	Department follows the Faculty guidelines	By-laws Student disciplinary by-laws	20B/BL 183. S/DISC
6.5	Department student advisory system directs students to make optimal use of human resources. Senior Students Counselors help students	List of senior student counselors List of volunteer student counselors Student advisory recodes Handbook	458.1 SOCCOUN 460.1 SOCVOL 432.1 SOCLAAR 473.1 SOCAMIN 93.H/HAND
6.6	Department considers this aspect as an area to be looked into in future		
6.7	participated in training in Moodle and library resource use. SDC training Technical officer provides necessary training for students Library officers and IT service have provided training to students	SDC curriculum Library training request letters Library software at the library	174.S/SDC 470.1 SOCADMIN
6.8	Recruits within the last five years have obtained relevant training at the SDC	SDC curriculum	174.S/SDC
6.9	Does not have facilities	Staff meeting minutes	482.1 SOCMIN

6.10	Department maintains library, IT laboratory	Physical evidence of the library and ICT lab Resource request letters	Observation 470.1 SOCADMIN
6.11	Courses within the curriculum uses these resources	C1 forms Invitation letters for training	435.1 SOCC1s 470.1 SOCADMIN
6.12	Department maintains an electronic data base of student results	Official computer with student results Academic advisory service records Individuals student files	Observation 470.1 SOCADMIN 431.1 SOCLAA 449.1 SOCSPF
6.13	Department fosters teacher-student relations – welcome ceremony, meetings of the sociological association, community activities, new year gathering Musical evenings	Audio-visual evidence Sociological association minutes In-house improved courtyard	Observations 473.1 SOCAMIN Observations 476.1 SOCWEB
6.14	Department promotes inter-student interactions and teacher-student interactions	Welcome ceremony Sociological association minutes Field trips	476.1 SOCWEB 473.1 SOCAMIN 447.1 SOCSNB 448.1 SOCFVD
6.15	Department promotes cultural activities Inter-departmental debate competition Musical evenings (Sanhinda Pamula)	Audio-visual evidence	476.1 SOCWEB 480.1 SOCSNB
6.16	Department organizes an annual internship program	Audio-visual evidence Invitation letters	476.1 SOCWEB 473.1 SOCAMIN 470.1 SOCADMIN
6.17	Department organizes an annual internship program	Audio-visual evidence Invitation letters	476.1 SOCWEB 473.1 SOCAMIN 470.1 SOCADMIN
6.18	Department applies a non-discriminatory policy Follows the faculty guidelines	By-laws Handbook	20B/BL 93.H/HAND 470.1 SOCADMIN 487.1 SOCEXM

6.19	Students assessments exist for some courses, plans to introduce future assessments to all courses	Staff meeting minutes Sample evaluations (soc 321)	482.1 SOCMIN 469.1 SOC321E
6.20	Maintains a student advisory system	Student advisory records List of senior and voluntary student counselors Consultation hours	431.1 SOCLAA 460.1 SOCVOL 458.1 SOCCOUN
6.21	No fallback system		
6.22	No records Student counseling system	List of student advisors	431.1 SOCLAA
6.23	Can make individual complaints	The Handbook	93.H/HAND
6.24	Plans are underway	Staff meeting minutes	482.1 SOCMIN
<p>Summary: Department provides an orientation programme, academic advisory programme, internships and student counseling. There are many opportunities for teacher-student interactions. Students get IT facility, and access to the departmental and main libraries. There should be more career-oriented internships.</p>			

Criterion 7 – Student Assessment and Awards

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
7.1	Evaluation system is well-established.	Examination by-laws Curriculum C1 forms Graduate profile	60.E/BL 438.1 SOCSYL 435.1 SOCC1s 486.1 SOCGP
7.2	Complied	graduate profile Handbook	486.1 SOCGP 93.H/HAND
7.3	Complied	Staff meeting minutes Official communications Faculty board minutes	482.1 SOCMIN 470.1 SOCADMIN 69.F/FBM
7.4	Department follows faculty guidelines	Handbook By-laws	93.H/HAND 20B/BL
7.5	C1 forms	C1 forms Handbook	435.1 SOCC1s 93.H/HAND
7.6	Department follows By-laws	By-laws	20.B/BL
7.7	Only internal examiners are used.	By-laws	20.B/BL
7.8	Assessment criteria are laid out in the Handbook	Handbook C1 forms	93.H/HAND 435.1 SOCC1s
7.9	Staff is professionally competent and assures that there is no conflict of interest	Dissertation marking scheme, proposal evaluation scheme examination by-laws	487.1 SOCEXM 483.1 SOCDG 444.1 SOCDIS 60-E/BL
7.10	Department follows university by-laws	Minutes of the SNRU	132.M/SNRU
7.11	Academic advisor for each student Timely feedback Timely dissertation supervision to all students	List of academic advisors Dissertation guidelines S-9 form	431.1 SOCLAA 483.1 SOCDG 470.1 SOCADMIN
7.12	Students are evaluated fairly Second marking for dissertations. Make- up examinations	By-laws Examination by-laws	20.B/BL 60E/BL

7.13	Follows faculty guidelines	By-laws	20.b/BL
7.14	Students can obtain result sheets	By-laws Examination by laws	20.B/BL 145-E/EOR
7.15	Complied	Results computer By-laws Examination by laws	Observation 470.1 SOCADMIN 20.B/BL
7.16	Department follows university/ faculty regulations	University by-laws By-laws	QAR FLAQ
7.17	Department follows university/faculty guidelines	By-laws Examination by- laws	20.B/BL 145-E/EOR
<p>Summary: Department follows a fair, well-established and transparent process to evaluate students C1 forms explain assessment criteria. Staff is well trained in assessment. The process of marking is efficient and follows faculty guidelines. Only internal examiners are used.</p>			

Criterion 8 – Innovative and Healthy Practices

No.	Claim of the Compliance with the standard	Documentary Evidence to Support the Claim	Code Number of the Document
8.1	Department facilitates ICT based teaching	Seminar rooms IT Lab	Observations 456.1 SOCINV
8.2	Department facilitates use of OER resources	Library and Internet resources Report of library facilities	470.1 SOCADMIN 158.R/RES
8.3	Complied	Records of seminars and interactive sessions with the industry Staff meeting minutes	470.1 SOCADMIN 455.1 SOCINT' 482.1 SOCMIN
8.4	Has research, industry and community consultative programs.	Records of seminars and interactive sessions with the industry Staff meeting minutes	470.1 SOCADMIN 455.1 SOCINT' 482.1 SOCMIN
8.5	Currently not in place.		
8.6	Undergraduate independent research project and the dissertation is compulsory.	Dissertation proposal guidelines Research presentations Final dissertations	444.1 SOCDIS 483.1 SOCDG 470.1 SOCADMIN 462.1 SOCPP
8.7	Internships for final year students in partnership with relevant stakeholders	List of internship stakeholders	455.1 SOCINT' 470.1 SOCADMIN
8.8	Partnerships with national and international organizations.	List of national and international academic and research collaborations	476.1 SOCWEB 470.1 SOCADMIN 474.1 SOCCON
8.9	Received government and non-government resources to supplement government allocations.	List of sponsorships / grants obtained	470.1 SOCADMIN 474.1 SOCCON
8.10	Department follows University guidelines	By-laws	20.B/BL
8.11	Organizes social and cultural activities, Financial assistance in required	List of activities and programs Records on field visits	470.1 SOCADMIN 476.1 SOCWEB 473.1 SOCAMIN

		Sociological Association Minutes	448.1 SOCFVD
8.12	Department cooperates with faculty programs	Records of department of physical education	
8.13	A curriculum revision is underway	Curriculum revision committee minutes	439.1 SOCCRC
8.14	Currently unavailable	NA	

Summary: Curriculum is regularly revised. There is a credit transfer system Undergraduates research project is compulsory. There is some linkage with the 'industry' but it should become compulsory. The department periodically organizes, guest lecturers, career guidance programmes and community outreach programmes for the students.

Section 4: Summary

Effectiveness of the ways in which the Faculty/department discharge its responsibilities for maintaining academic standards

The Faculty of Arts within which the special degree programmes of the cluster three are situated, has a sound organizational and plan, which is in accordance with the Vision and Mission of the University. The Faculty follows the standard government administrative and financial regulations in its operations. The special degree programmes strictly follow the rules, regulations, and procedures of the faculty.

Each department takes all the measures to provide students with necessary information through a comprehensive Student Handbook. In addition, each special degree programmes of the cluster three conducts orientation programmes for new students.

The degree to which the Faculty/department has internalized the best practices given in the manual

Highly competent academic and non-academic staff of the cluster is the key to maintenance of high standards. The University has a SDC, which provides teacher training to academics. The cluster also benefits from the presence of the IQAC/IQAU, and CDC, which contributes in various ways to maintain high academic standards. There is a SNRU to help students with special needs. Despite the limitations, the cluster has been able to make the maximum use of IT facilities, ELTU, and library resources to maintain high standards.

The cluster utilizes both teacher centred and student centred approaches in the conduct of lectures. There are strong fieldwork components within the courses, which constitute the special degree programmes. Yet, the process of permission for fieldwork, obtaining funds and the procures for the settlement of bills requires simplification to encourage academics to use more field based methods of teaching. More finances are necessary to support fieldwork.

The degree programmes within the cluster follows a participatory approach in teaching and administration. The development of curricula involves participation of stakeholders and representatives from the industry. Course designs and implementation follow SLAF and SBSs under the supervision of the IQAC. Within each course and degree programmes the ILOs are in place and these are clearly communicated to students.

The academic staff makes a genuine effort to integrate their research and development into their teaching. Many courses within the programmes make it necessary for student to engage in collaborative group work. Students also contribute to scholarship, by engaging in research and publishing their research findings in student journals and presenting papers at the annual student congress, which is a recent productive development in the faculty.

The cluster and the faculty provides ample opportunities for staff-student academic and social interaction in the form of workshops, research presentations, dissertation consultation hours in the formal realm and welcome parties, fieldtrips, musical evenings, going-down parties etc in the informal realm. The university has provided sports and aesthetic programmes for students as well as staff. There are also internships programmes for students in some programmes and other programmes are in the process of developing internships components.

Internal monitoring mechanism used for continuous quality enhancement

Methods for assessment of students are well-established and meets SLQF. C1 forms clearly explain the assessment criteria and the staff complies with faculty guidelines to provide feedback on assessments on time. Some programmes use well-defined marking schemes while others are in the process of doing so. Student's discipline is governed by relevant regulations of the faculty. Some programmes have introduced systematic teacher evaluations, which are then communicated to the academic staff.

Some of the programmes maintain complaints/suggestions boxes where students can make complaints in addition to the direct method of making complaints to the Heads of Department or the Dean of the Faculty.

Indicate the deficiencies and gaps and the actions taken to address those

Currently the performance appraisal system for academics is applied only at promotion but the programmes are in the process of introducing peer evaluations and systematic student evaluations.

More attention is needed on the Subject Benchmark Statements (SBSs). The cluster should improve its focus on Outcomes-based Education (OBE).

Cluster aims to introduce formal graduate satisfaction/employability studies, employer feedback in order to improve the degree programmes. Cluster makes a constant effort to improve the infrastructure and IT facilities as some existing IT facilities in some programmes are outdated. While internships are in place, the cluster will strive to make it more systematic and compulsory for all students.

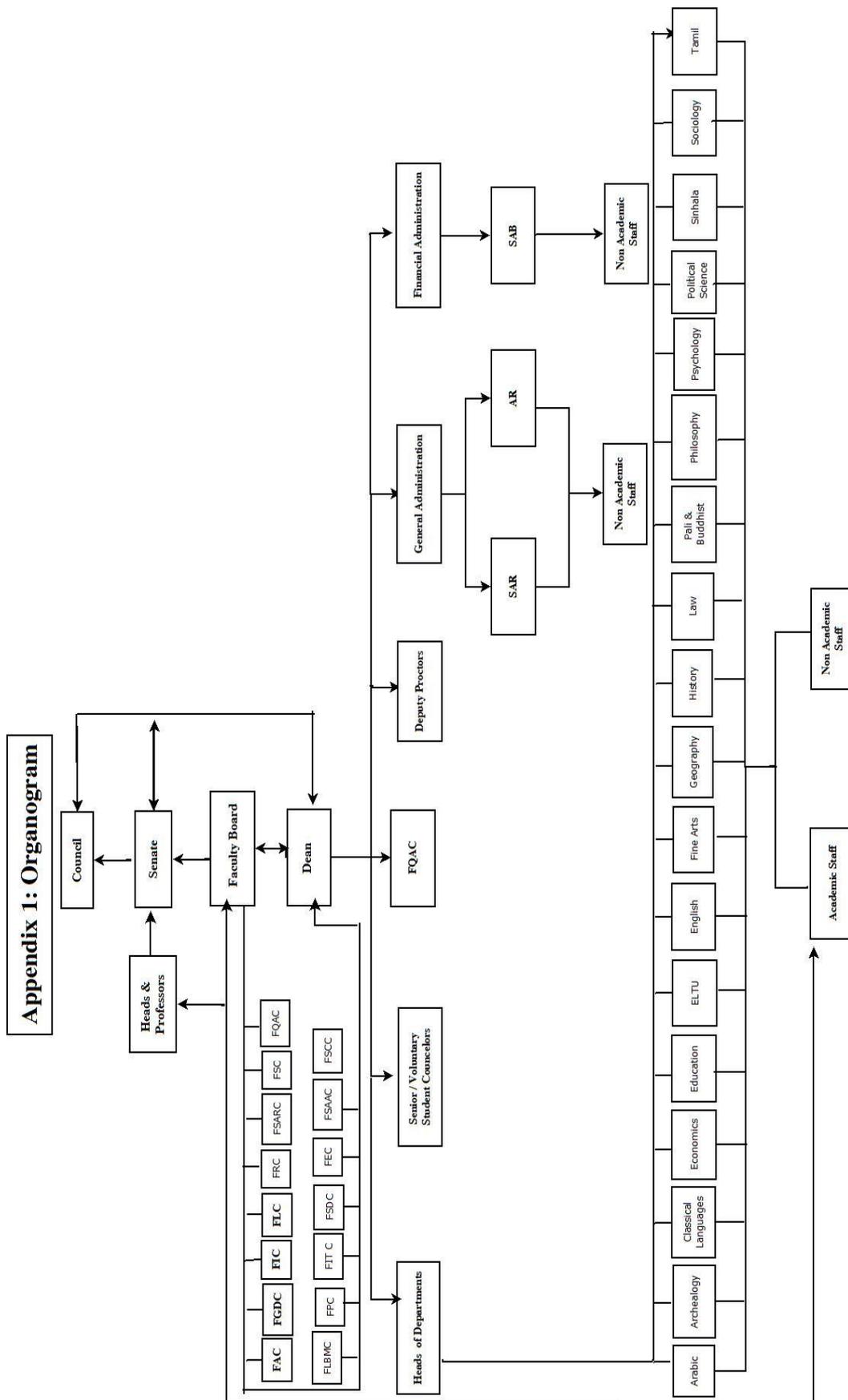
Teaching excellence in the faculty is not defined, and hence performance is not measured and this makes it difficult to reward the best teachers. Therefore, the cluster is developing proper

performance tools to measure performance of academic and non-academic staff. For example, students' evaluations will be used to give a certificate to the best performers as a reward.

Programmes of the cluster have introduced more career development related skills in their courses and are planning to make internships formal. It is also necessary to create additional fallback options such as giving a diploma to students who complete a certain number of credits.

In order to improve academic standards, it is essential that the academic staff gets international exposure through participation in international conferences and workshops. This is also important for networking and dissemination of knowledge but the university should provide financial assistance in this regard. This will also help staff to improve on research and publication record.

Appendix 1: Organogram



FAC – Faculty Arts Council, **FGDC** - Faculty Co-ordination Committee of General Degree, **FIC** – Faculty Internship Committee, **FLC** – Faculty Library Committee, **FRC** – Faculty Research committee, **FSARC** - Faculty Student Admission and Request Committee, **FSC** - Faculty Scholarship Committee, **FQAC** - Faculty Quality Assurance Cell, **FLBMC** - Faculty Land Building & Maintenance Committee, **FPB** – Faculty Publication Committee, **FITC** – Faculty IT Committee, **FSDC** - Faculty Staff Development Committee , **FEC** - Faculty English Committee, **FSAAC** - Faculty Student Affairs & Advisory Committee,

Appendix 2: Intended Learning Outcomes of the Bachelor of Arts (special) Degree Programme

Please see the Appendix 8

Upon completion of the degree programme, the graduates should:

- 1.4.1 have gained sound knowledge of their chosen field of specialty
- 1.4.1 be able to apply theoretical approaches to theoretical as well as empirical situations, questions, and realities.
- 1.4.1 possess sufficient knowledge and understanding of Sri Lankan society in relation to their field of specialty as well as in general
- 1.4.1 be able to understand and explain global contexts and processes in relation to their field of study and in general
- 1.4.1 be able to understand and respond to social change in their chosen field of specialty and in general
- 1.4.1 be able to interpret, analyse and present the results of research in their field of specialty
- 1.4.1 have developed a range of personal and transferable skills (e.g., critical ability, independence of thought, ability to think and work within a multi-disciplinary framework and teams, communication)
- 1.4.1 have developed their ability for critical, self-directed learning

Appendix 3: Information on Courses, Students and Staff

Number of students following the Bachelor of Arts Special degrees in the cluster three for the last five years is given below:

Academic year	Economics	History	Geography	Political science	Psychology	Sociology
2011/2012	53	48	95	45	50	56
2012/2013	50	53	66	25	20	54
2013/2014	48	49	36	34	28	50
2014/2015	64	51	33	25	24	56
2015/2016	104	89	39	64	45	74

Department /Unit/ Division	Senior Prof.		Prof.		Associate Prof.		Senior Lecturer Gr. I		Senior Lecturer Gr. II		Lecturer		Lecturer Probationary		Academic Support Staff		Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Economics & Statistics	-	-	03	02	-	-	10	01	02	03	-	01	02	-	-	-	-	17	07
Geography	-	-	02	-	-	-	02	02	06	04	-	-	02	04	-	-	-	12	10
History	01	-	01	-	-	-	01	01	02	04	-	-	01	03	-	-	-	06	08
Psychology	-	-	-	-	-	-	01	02	00	02	-	-	00	00	-	-	-	01	04
Political Science	-	-	01	-	-	-	01	-	05	-	01	01	02	-	-	-	-	10	01
Sociology	-	-	02	01	-	-	04	-	03	01	-	-	03	02	-	-	-	12	04

As the table above illustrates, some academic programmes in cluster 3 have an appropriate numbers of staff while there are other programmes which need to be strengthened with more cadre positions. It is important to highlight that total absence of academic support staff (system analyst, web masters or developer, network engineer, network manager) is a major constraint on the effective and efficient functioning of these academic programmes.

Number and Qualification of Academic staff-2016

Department	Ph.D. & Equivalent Degree	Masters Degree	Bachelors Degree	Total
Economics & Statistics	16	07	01	24
Geography	12	10	--	22
History	08	05	01	14
Psychology	04	01	-	05
Political Science	06	05	-	11
Sociology	09	05	02	16
Total	50	34	08	92

Appendix 4 : Graduate Profile-extended

The Bachelor of Arts (special) degree graduates are expected to:

1. Have a broader understanding of their chosen field of study
2. Exhibit well-developed skills in critical and creative thinking
3. Communicate complex ideas effectively and accurately in a range of contexts
4. Demonstrate intellectual autonomy through independence of thought, openness to ideas and information and a capacity to manage their own learning
5. Demonstrate intellectual integrity and understand the ethics required for diverse professions.
6. Demonstrate international perspectives
7. Engage constructively with their local and international communities
8. Work both independently and collaboratively with others
9. Undertake independent research to meet the needs of society
10. Be able to set and achieve personal and professional goals for themselves
11. Perform with a sense of duty towards the humanity
12. Aspire to respect and protect diversity, dignity and harmony.
13. Protect and promote the natural environment

Appendix 5: List of Evidence Documents

No.	Code No.	Title of Evidence Document
1.	A/SEN	Senate Meeting Minutes, 2017
2.	A/FOI	A copy of library orientation programmes
3.	A/SWC	AAUP minutes & Student Welfare Committee
4.	A/CA	Academic cadre review document
5.	A/ASU	Activity schedules of ASU
6.	A/FADPC	ADPC minutes
7.	A/ADPM	ADPC Senate
8.	A/NOT	Announcements and notices on competitions
9.	A/FASC	Announcements of the meetings for the student counselors
10.	A/AUD	Annual Internal/External Audit Report
11.	A/NY	Annual New Year celebration events
12.	A/AR	Annual reports of the faculty
13.	A/COM	Appointment letters of the committee members
14.	A/CAL	Approved academic calendar of each year and convocation dates
15.	A/LMS	Art effects produced by teachers and students during teaching learning LMS activity reports
16.	A/319	Arts Council Activities FBM: 319.22
17.	A/ART	ARTSED
18.	A/ASSES	Assessments
19.	A/AUT	Authorization letter from Dean
20.	B/BL	By-laws
21.	B/BRA	Brail scripts etc.(SAR)
22.	C/C1	C 1 Forms
23.	C/CGU	Career Guidance Unit
24.	C/CGD	CDC meetings minutes
25.	C/LET	Communication (letters)
26.	C/COMP	Complains received and action taken
27.	C/CURR	Copies of curricula and syllabi approved
28.	C/HAND	Copies of each year Handbook
29.	C/LAW	Copy of examination regulation
30.	C/TERN	Correspondence related to internships
31.	C/EV	Course evaluation reports
32.	C/DROP	Course unit Dropout rate
33.	C/REQ	Course unit evidence of graduation requirements
34.	C/CDCM	Curriculum development committee minutes
35.	C/MAX	Curriculum Matrix
36.	D/DHAN	Department Handbook (Under Preparation)
37.	D/DEPT	Departmental meeting minutes
38.	D/TT	Departmental time table
39.	D/DCDC	Departmental CDC Minutes
40.	D/DUTY	Duty lists of non academic staff
41.	D/SNRU	Details AAUP support for needy students
42.	D/MOD	Details of workshops on Moodle system
43.	D/DISC	Disciplinary by-laws for students
44.	D/RESU	Display of results in notice boards
45.	D/SGBV	Draft Policy on gender equity

46.	D/COC	Code of Conduct
47.	E/E-L	E-learning link
48.	E/ELTU	ELTU activities
49.	E/SURV	Employer and stakeholders' survey
50.	E/FEED	Employer/stakeholder feedback
51.	E/RATE	Enrolment and Graduation rates from AR
52.	E/TT	ESL Faculty timetable copy
53.	E/FQAC	Establishment of IQAC
54.	E/FQAD	Evidence of circulations (Head / Dean's letters)
55.	E/FUND	Evidence of Faculty using its generated funds
56.	E/POL	Evidence of internal QA policies and plans and mechanisms
57.	E/TR	Evidence of tracer studies for stake holder
58.	E/TRAI	Evidence of training been conducted
59.	E/INST	Evidence of using the training in instructional activities
60.	E/BL	Examination by-laws
61.	E/MAR	Examination marks record books
62.	E/REP	Examiner reports
63.	E/EXOF	Examples of offences and the action taken
64.	E/EXP	External Experts /reviewer reports
65.	E/CODE	Establishment code
66.	F/CAL	Faculty Academic calendar
67.	F/ACT	Faculty action plan
68.	F/AS	Faculty Administrative structure
69.	F/FBM	Faculty Board Minutes
70.	F/CORP	Faculty corporate plan (2017-2021)
71.	F/ICT	Faculty ICT report
72.	F/REP	Faculty IT coordinator- Reports on computer lab/ software use
73.	F/SPUB	Faculty research publications
74.	F/PROF	Faculty web page for staff profiles
75.	F/WEB	Faculty website
76.	F/LEAR	Faculty Website for e-learning
77.	F/REGI	Faculty website link for examination and registration
78.	F/ACTS	Faculty website on student activities
79.	F/WEBR	Faculty website photo of the induction programme
80.	F/WEBD	Faculty/Department web sites
81.	F/FRC	FB minutes related to FRC
82.	F/REQ	FBM on Student requests
83.	F/FEED	Feedback from staff
84.	F/SEM	Faculty Semester time table
85.	F/FIELD	Field visit report of General students
86.	F/RAG	Files of the ragging incidence along with their enforced punishments
87.	F/COMP	Files with complaints in the Dean's office
88.	F/FC	Finance Committee Meetings
89.	F/ICT	First year compulsory course on ICT
90.	F/SEMI	Flyers/Invitations for seminars

91.	F/SATIS	Follow-up action taken from committee Student Satisfaction Survey results
92.	G/CC	General Degree Coordinating Committee meeting Minutes
93.	H/HAND	Handbook2017 (BA General degree requirements)
94.	H/HETC	HETC
95.	H/HOD	Heads of Department Meeting minutes
96.	I/LAB	ICT lab utilization records
97.	I/IDAS	IDAS
98.	I/INFR	Infrastructure Inventories
99.	I/INQ	Inquiry reports (Confidential)
100.	I/FQAC	IQAC meeting minutes
101.	I/TTRC	IT centre records
102.	I/HETC	Items received through HETC grants
103.	J/JOBS	Job descriptions of relevant staff
104.	L/ALLO	Lecture allocation charts at the department level
105.	L/FINR	Letters for request for finances
106.	L/APP	Letters of request and appointment
107.	L/READ	Library reader service studies
108.	L/LIB	Link to the online catalogue
109.	L/DATA	Links to online data bases
110.	L/ART	List of activities, programs and workshops conducted by the ARTSED unit
111.	L/CO	List of Co-curricular activities conducted by ASU
112.	L/DCO	List of Co-curricular activities conducted by the academic departments/Faculty
113.	L/COUR	List of courses offered in the General Degree program
114.	L/SOFT	List of courses that have soft skills embedded
115.	L/SNRU	List of facilities available at the WRUSNS
116.	L/GRAN	List of grantees for each year
117.	L/AWA	List of names of National literary award winners
118.	L/CGU	List of participants in CGU activities
119.	L/IND	List of participants of induction programmes
120.	L/CO	List of programs offered in the faculty and their attendance
121.	L/CASE	List of recorded cases
122.	L/FGRA	List of research grantees for each year
123.	L/EX	List of students participated in exchange programmes/received scholarships etc., and List of students participating in sport meets/tournaments held by the university
124.	L/ART	List of workshops conducted by ARTSED
125.	L/ELTU	Lists of students provided with translation services by the ELTU
126.	L/SCHO	Lists of students who received overseas scholarships over the past five years
127.	M/MTT	Master timetable
128.	M/HAND	Matrix in the FHB
129.	M/TR	Microsoft training /HETC IDAS project
130.	M/MID	Mid-semester/quiz attendance sheets
131.	M/LIB	Minutes of library committee meetings

132.	M/SNRU	Minutes of SNRU
133.	M/DISC	Minutes of student disciplinary committee
134.	M/CGC	Minutes of the Career Guidance Committee
135.	M/MON	Monitoring committee meeting minutes
136.	M/MOD	Moodle website
137.	M/MOU	MOU signed
138.	N/NEED	Need survey and feedback
139.	N/FQAC	New curricula approved by the IQAC
140.	N/NEW	New curriculum doc
141.	N/PROG	New Program docs
142.	N/PRO	No. of members promoted to senior grades within the past five years
143.	N/AWA	Number of Scholarships awarded and list of Awardees
144.	N/ST	Number of staff members that completed the induction programme of SDC/Training conducted by ARTSED
145.	O/EOR	Online result sheets and web-generated student transcripts
146.	O/OR	Orientation program
147.	P/PEER	Peer review reports
148.	P/SCL	Photographs of students engaged in classroom activities in different courses
149.	P/FIRE	Photos of Fire extinguishers
150.	P/USE	Physical & documentary evidence of use of ICT during design
151.	P/INVE	Physical existence of the facilities
152.	P/DEPT	Programme Design Committee Minutes (Departments Minutes)
153.	P/SWC	Programme of SWC (Sisu Guru Piyasa)
154.	P/SDC	Programmes conducted by the SDC and Participants
155.	P/CON	Proposed changes to the B.A. General Degree Program
156.	R/EXIT	Records of entry and graduation dates of batches of students over the past 5 years
157.	R/INQ	Records of inquiries
158.	R/RES	Report of the library facilities
159.	R/QUE	Report of the Questionnaire for General Degree
160.	R/PHD	Report on Recent recruitments/ number of PhDs completed
161.	R/HOD	Reports by HODs in situations of conflict of interest
162.	R/SWCR	Reports of SWC
163.	R/FRCR	Reports of the Coordinator of Faculty research committee
164.	R/MREP	Reports on Workshops on MOODLE
165.	R/CUSE	Requests to reserve the Computer Lab for students
166.	R/FRC	Research committee minutes
167.	R/TRA	Results of Tracer studies
168.	R/REV	Review Report of 2007
169.	R/REVE	Reviewer's reports
170.	S/SCHE	Sample marking schemes
171.	S/ASSIG	Sample of assignments
172.	S/LEC	Sample of records of lectures conducted
173.	S/WORK	Samples of students' work, reports, PPTs, assignments and posters etc
174.	S/SDC	SDC curriculum
175.	S/SERP	Self-Evaluation Report
176.	S/SLQF	SLQF

177.	S/MARK	Soft and hard-copies of the examination marks
178.	S/SARC	SARC minutes
179.	S/QUAL	Staff Academic Qualifications
180.	S/NON	Staff meeting minutes (non academic)
181.	S/SUR	Statistics Unit survey
182.	S/CODE	Student Charter/ Code of Conduct
183.	S/DISC	Student Disciplinary by-laws
184.	S/FEED	Student feedback/ SSS reports
185.	S/PERF	Student performance statistics and reports
186.	S/SATIS	Student satisfaction Survey
187.	S/ATTE	Students attendance sheets
188.	S/CURR	Study Programme Curriculum and Syllabi of courses
189.	T/TEA	Teacher Training Programme
190.	T/MODL	The website for e-learning on the Faculty website
191.	T/TOR	TORs of Standing Committees
192.	T/SDCS	Training schedules of staff development center
193.	T/TERN	training/placements letters
194.	T/TRAN	Translated copies of Student Charter
195.	U/STAN	UGC standing committee
196.	U/UA	Universities Act
197.	U/COP	University Strategic/Corporate plan (2017-2021)
198.	U/COM	Usage of the computer labs by General Students
199.	U/USER	User studies conducted by the library
200.	U/IDAS	Use of Digital resources for teaching and Learning (IDAS)
201.	W/WEL	Welcome ceremony agenda and daily program
202.	W/SWC	Workshops conducted by SWC and CGU
203.	W/318	Faculty Board minutes of 318
204.	W/EWEB	Faculty web for e-learning
205.	W/SGBV	Sexual harassment bylaws
206.	W/FIC	Special needs resources center documents on financial support given
207.	W/LMS	Moodle/LMS training programme attendance
208.	W/ADPC	Senate ADPC minutes
209.	W/PROF	Graduate profile
210.	W/CDC	Curriculum development committee meeting minutes of 2016
211.	W/C1	Template of C1 forms
212.	W/DUI	Senate ADPC guidelines
213.	W/EN	Faculty Board meeting minutes on endangered subjects
214.	W/LMSA	LMS Activity reports
215.	W/ASPP	Academic staff increment forms
216.	W/NAPP	Non academic staff increment forms
217.	W/ORG	Organogram of the Faculty
218.	W/SWCC	Student welfare center activities
219.	W/SRC	Student request committee meeting minutes
220.	W/OER	C1 forms of courses that use open education resources
221.	W/FELI	Felicitation events for academic staff
222.	W/PUB	Student requests for publications
223.	W/320	Faculty Board meeting minutes of 320

Appendix 6 : List of evidence documents of the cluster three

1.1	ECN4.12a	Academic calendars and dates of Scrutiny Board meetings of Economics & Statistics	1.1 ECN4.12a
2.1	ECNASP	Academic Staff Profile of Economics & Statistics	2.1 ECNASP
3.1	ECNOD	Orientation programme documents in Economics & Statistics	3.1 ECNOD
4.1	ECN1.3c	Annual Audit Reports of Economics & Statistics	4.1 ECN1.3c
5.1	ECNCDC	Appointment letters of CDC/sub-committees in Economics & Statistics	5.1 ECNCDC
6.1	ECNAPP	Appointment letters of Economics & Statistics	6.1 ECNAPP
7.1	ECN1.21b	Appointment of counsellors/Deputy Proctors in Economics & Statistics	7.1 ECN1.21b
8.1	ECNDS	Appointment of dissertation supervisors in Economics & Statistics	8.1 ECNDS
9.1	ECNRCS	Approval of revised courses and syllabus; and related documents in Economics & Statistics	9.1 ECNRCS
10.1	ECN8.1b	Assessment result sheets, photographs, computer lab reservation requests and attendance records of Economics & Statistics	10.1 ECN8.1b
11.1	ECN8.3b	Attendance records of Economics & Statistics	11.1 ECN8.3b
12.1	ECNC1	C1 Forms of Economics & Statistics	12.1 ECNC1
13.1	ECN4.8b	C1 Forms/course credit list of Economics & Statistics	13.1 ECN4.8b
14.1	ECNC3	C3 Form and grading records in Economics & Statistics	14.1 ECNC3
15.1	ECN7.9b	Case studies of voluntary disclosures of Economics & Statistics	15.1 ECN7.9b
16.1	ECN4.1a	CDC Minutes of Economics & Statistics	16.1 ECN4.1a
17.1	ECN6.7a	Certificates and attendance records of Economics & Statistics	17.1 ECN6.7a
18.1	ECNCAP	Certificates for participation and attendance in Economics & Statistics	18.1 ECNCAP
19.1	ECN4.18b	Communication documents of Economics & Statistics with FQAC	19.1 ECN4.18b
20.1	ECNCR	Communication records and samples of Economics & Statistics	20.1 ECNCR
21.1	ECNLUR	Computer lab usage of Economics & Statistics	21.1 ECNLUR
22.1	ECN1.10a	Confidential records cabinet numbers in Economics & Statistics	22.1 ECN1.10a
23.1	ECN1.5d	Convocation graduation List of Economics & Statistics	23.1 ECN1.5d
24.1	ECN6.22a	Convocation lists of Economics & Statistics approved by Senate	24.1 ECN6.22a
25.1	ECN3.15c	Copies of awards of Economics & Statistics approved by Faculty and Senate	25.1 ECN3.15c
26.1	ECNCER	Copies of certificates in Economics & Statistics	26.1 ECNCER
27.1	ECN6.1b	Copies of communication documents in Economics & Statistics	27.1 ECN6.1b
28.1	ECNCOM	Copies of complaints and suggestions in Economics & Statistics	28.1 ECNCOM
29.1	ECNCMOU	Copies of corresponding letters and MOU of Economics & Statistics	29.1 ECNCMOU

30.1	ECNCRD	Copies of curriculum revision in Economics & Statistics	30.1 ECNCRD
31.1	ECN8.5b	Copies of dinner invitations in Economics & Statistics	31.1 ECN8.5b
32.1	ECN4.17a	Copies of documents distributed among staff in Economics & Statistics	32.1 ECN4.17a
33.1	ECNINT	Copies of internship appointment letters and related correspondence in Economics & Statistics	33.1 ECNINT
34.1	ECN8.5c	Copies of letters and meeting minutes of Economics & Statistics	34.1 ECN8.5c
35.1	ECN8.8b	Copies of letters and MOU of Economics & Statistics	35.1 ECN8.8b
36.1	ECN6.10b	Copies of letters and relevant documents in Economics & Statistics	36.1 ECN6.10b
37.1	ECN6.24a	Copies of letters in Economics & Statistics	37.1 ECN6.24a
38.1	ECN7.12a	Copies of marks lists and evaluation sheets of in Economics & Statistics	38.1 ECN7.12a
39.1	ECN8.9c	Copies of MOUs of Economics & Statistics	39.1 ECN8.9c
40.1	ECN7.15a	Copies of notices, photographs, sample copies from web of Economics & Statistics	40.1 ECN7.15a
41.1	ECN8.13a	Copies of revised curriculums in Economics & Statistics	41.1 ECN8.13a
42.1	ECN3.22b	Copies of student feedback of Economics & Statistics	42.1 ECN3.22b
43.1	ECN1.13a	Copies of teaching duties/work norms of staff in Economics & Statistics	43.1 ECN1.13a
44.1	ECN7.16a	Copy of approval process of curriculum revision in Economics & Statistics	44.1 ECN7.16a
45.1	ECN6.2c	Copy of certificate of IT training of Economics & Statistics	45.1 ECN6.2c
46.1	ECN4.5a	Copy of the programme design in Economics & Statistics	46.1 ECN4.5a
47.1	ECN4.5b	Copy of the syllabus and C1 Form of Economics & Statistics	47.1 ECN4.5b
48.1	ECN6.17a	Correspondence related to internship in Economics & Statistics	48.1 ECN6.17a
49.1	ECN7.3c	Course Evaluation Form and reports of Economics & Statistics	49.1 ECN7.3c
50.1	ECN5.17a	Course evaluation forms and summary of student feedback for each course in Economics & Statistics	50.1 ECN5.17a
51.1	ECNER	Course evaluation report of Economics & Statistics	51.1 ECNER
52.1	ECNMS	Course mark sheets in Economics & Statistics	52.1 ECNMS
53.1	ECN3.17a	Courses designed in Economics & Statistics according to Staff Profile	53.1 ECN3.17a
54.1	ECN7.2c	Details of courses in Economics & Statistics	54.1 ECN7.2c
55.1	ECN3.11a	Details of courses offered in Economics & Statistics	55.1 ECN3.11a
56.1	ECN3.10a	Details of related courses offered within and outside of Economics & Statistics	56.1 ECN3.10a
57.1	ECN6.1d	Dissertation acknowledgements of Economics & Statistics	57.1 ECN6.1d
58.1	ECN6.5c	Dissertation seminar content of Economics & Statistics	58.1 ECN6.5c
59.1	ECN3.19c	Dissertation topics and student details of Economics & Statistics	59.1 ECN3.19c
60.1	ECNDMM	DMM of Economics & Statistics	60.1 ECNDMM

61.1	ECN5.3a	Documents of Economics & Statistics related to programme approval	61.1 ECN5.3a
62.1	ECN3.18a	Documents of Economics & Statistics related to internship and placement programmes	62.1 ECN3.18a
63.1	ECN8.12a	Documents of Economics & Statistics related to South Asian Competition	63.1 ECN8.12a
64.1	ECN4.2a	Documents of the new syllabus in Economics & Statistics	64.1 ECN4.2a
65.1	ECN4.11b	Documents related to course approval in Economics & Statistics	65.1 ECN4.11b
66.1	ECN1.7d	Draft of Prospectus of Economics & Statistics	66.1 ECN1.7d
67.1	ECN8.1	Email communication in Economics & Statistics	67.1 ECN8.1
68.1	ECNEVM	Evaluation matrix of learning outcomes of courses in Economics & Statistics	68.1 ECNEVM
69.1	ECNFTL	Field training participation lists of Economics & Statistics	69.1 ECNFTL
70.1	ECN1.1b	Flow chart of organizational structure of Economics & Statistics	70.1 ECN1.1b
71.1	ECNGEN	Gender breakdown of students in Economics & Statistics	71.1 ECNGEN
72.1	ECN6.24b	Informal records of Economics & Statistics	72.1 ECN6.24b
73.1	ECN5.8f	International conferences participation list of Economics & Statistics	73.1 ECN5.8f
74.1	ECN8.7a	Internship lists and communication records of Economics & Statistics	74.1 ECN8.7a
75.1	ECN2.9a	Lab usage records of Economics & Statistics	75.1 ECN2.9a
76.1	ECN4.7b	List of books in the DRC of Economics & Statistics	76.1 ECN4.7b
77.1	ECN1.4b	List of committees in Economics & Statistics	77.1 ECN1.4b
78.1	ECN4.15b	List of computers and staff rooms in Economics & Statistics	78.1 ECN4.15b
79.1	ECNCOUN	List of counsellors in Economics & Statistics	79.1 ECNCOUN
80.1	ECN1.25a	List of facilities and usage schedules of Economics & Statistics	80.1 ECN1.25a
81.1	ECN2.5a	List of infrastructure and inventory of equipment in Economics & Statistics	81.1 ECN2.5a
82.1	ECNSL	List of names of students and Case studies of Economics & Statistics	82.1 ECNSL
83.1	ECN1.23a	List of senior student counselors, Deputy Proctor and voluntary Deputy Proctors in Economics & Statistics	83.1 ECN1.23a
84.1	ECN4.14c	List of staff in Economics & Statistics who completed induction programme/training on teaching in HEI	84.1 ECN4.14c
85.1	ECN4.14a	List of staff in Economics & Statistics who completed postgraduate studies	85.1 ECN4.14a
86.1	ECN4.14b	List of staff in Economics & Statistics who participated in training programmes	86.1 ECN4.14b
87.1	ECN1.14c	List of staff members in Economics & Statistics who have completed SDC programme	87.1 ECN1.14c
88.1	ECN3.19b	List of student participation of Economics & Statistics in field trainings	88.1 ECN3.19b
89.1	ECN7.1c	Matrix of learning outcomes in Economics & Statistics	89.1 ECN7.1c
90.1	ECN1.4c	Minutes of Economics Society and student communications in Economics & Statistics	90.1 ECN1.4c

91.1	ECN8.8b	MOUs of Economics & Statistics with foreign universities	91.1 ECN8.8b
92.1	ECN3.13a	Objectives and ILOs of the curricula in Economics & Statistics	92.1 ECN3.13a
93.1	ECNOA	Orientation agenda of Economics & Statistics	93.1 ECNOA
94.1	ECN1.2b	Participation records of Economics & Statistics	94.1 ECN1.2b
95.1	ECN1.10b	Password xxxxx for accessing soft copies in Economics & Statistics	95.1 ECN1.10b
96.1	ECN8.12b	Permission letter of Economics & Statistics to participate in Inter-university sportsmeet	96.1 ECN8.12b
97.1	ECNPERS	PERS of Economics & Statistics	97.1 ECNPERS
98.1	ECNPHO	Photographs of Economics & Statistics	98.1 ECNPHO
99.1	ECNPPE	Photographs and participation lists of Economics & Statistics	99.1 ECNPPE
100.1	ECN6.1c	Photographs and records of staff-student interactive events in Economics & Statistics	100.1 ECN6.1c
101.1	ECNPRP	Photographs of relevant programs in Economics & Statistics	101.1 ECNPRP
102.1	ECN4.6b	Photographs of students of Economics & Statistics engaging in organizing programs	102.1 ECN4.6b
103.1	ECN4.7c	Photographs of students in Economics & Statistics learning online	103.1 ECN4.7c
104.1	ECN6.13a	Photographs, participation lists, PERS Proceedings of Economics & Statistics	104.1 ECN6.13a
105.1	ECN6.14b	Proceedings of PERS of Economics & Statistics	105.1 ECN6.14b
106.1	ECN8.6b	Programme agenda and participation lists of Economics & Statistics	106.1 ECN8.6b
107.1	ECN2.4a	Programme participation of staff in Economics & Statistics	107.1 ECN2.4a
108.1	ECN3.5a	Proposals of Economics & Statistics of Bachelor of Arts (Hons) in Development Planning & Practice	108.1 ECN3.5a
109.1	ECN3.5b	Proposals of Economics & Statistics of BSc (Hons) in Quantitative Economics	109.1 ECN3.5b
110.1	ECN3.5c	Proposals of Economics & Statistics of BSc (Hons) in Regional Sciences	110.1 ECN3.5c
111.1	ECN3.6c	Proposals of Economics & Statistics submitted for approval	111.1 ECN3.6c
112.1	ECN3.23	Record forms of several graduated students of Economics & Statistics and their destination information	112.1 ECN3.23
113.1	ECN1.20b	Record of Economics & Statistics students participating in partnership programmes	113.1 ECN1.20b
114.1	ECN1.20c	Record of foreign students and staff of Economics & Statistics participating in partnership programmes	114.1 ECN1.20c
115.1	ECN2.7a	Records of staff participation of Economics & Statistics in OBE-SCL related programmes	115.1 ECN2.7a
116.1	ECN3.7b	Records of Economics & Statistics	116.1 ECN3.7b
117.1	ECN4.15c	Records of Economics & Statistics using Wi-fi facility	117.1 ECN4.15c
118.1	ECN3.7a	Records of graduate profile and employment records in Economics & Statistics	118.1 ECN3.7a
119.1	ECN1.14b	Records of staff promotions in Economics & Statistics	119.1 ECN1.14b

120.1	ECN4.18a	Related communications in Economics & Statistics and IQAC minutes	120.1 ECN4.18a
121.1	ECN7.3a	Relevant C1 Forms and attendance records of Economics & Statistics	121.1 ECN7.3a
122.1	ECN5.14b	Relevant documents and photographs of Economics & Statistics	122.1 ECN5.14b
123.1	ECN3.8a	Relevant photographs of Economics & Statistics	123.1 ECN3.8a
124.1	ECN3.2b	Reviewers' comments and revised proposal of Economics & Statistics	124.1 ECN3.2b
125.1	ECN4.13c	Sample cases of using software packages and other tools in Economics & Statistics	125.1 ECN4.13c
126.1	ECN1.22a	Sample copies from web of Economics & Statistics	126.1 ECN1.22a
127.1	ECN6.2b	Sample copies of assignments in Economics & Statistics	127.1 ECN6.2b
128.1	ECN4.13b	Sample copies of handouts in Economics & Statistics	128.1 ECN4.13b
129.1	ECN4.13a	Sample copies of multimedia presentations in Economics & Statistics	129.1 ECN4.13a
130.1	ECN1.11a	Sample copies of online submission of examination marks by Economics & Statistics	130.1 ECN1.11a
131.1	ECN3.19a	Sample copies of presentations of Economics & Statistics	131.1 ECN3.19a
132.1	ECN5.9a	Sample course mark sheets in Economics & Statistics	132.1 ECN5.9a
133.1	ECN5.15a	Sample list of group work and assignments in Economics & Statistics	133.1 ECN5.15a
134.1	ECN3.19e	Sample list of students of Economics & Statistics engaging in postgraduate studies	134.1 ECN3.19e
135.1	ECN6.22c	Sample list of students of Economics & Statistics	135.1 ECN6.22c
136.1	ECN7.12b	Sample marking schemes of Economics & Statistics	136.1 ECN7.12b
137.1	ECN7.1d	Sample of assessments in courses of Economics & Statistics	137.1 ECN7.1d
138.1	ECN5.13b	Sample of audio/video materials in Economics & Statistics	138.1 ECN5.13b
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433.1	AVSOC	Audio visual evidence from sociology	433.1 AVSOC
434.1	AVUSOC	Audio-visual unit	434.1 AVUSOC
435.1	SOCC1s	C 1 form of sociology	435.1 SOCC1s
436.1	SOCCONH	Consultation hours in Sociology	436.1 SOCCONH
437.1	SOCCL	Course allocation list in sociology	437.1 SOCCL
438.1	SOCSYL	Curriculum of sociology	438.1 SOCSYL
439.1	SOCRC	Curriculum revision committee meetings of sociology	439.1 SOCRC
440.1	SOCDISL	Dissertation allocation list in sociology	440.1 SOCDISL
441.1	SOCDISH	Dissertation consultative records in sociology	441.1 SOCDISH
442.1	SOCDM	Dissertation manual of sociology	442.1 SOCDM
443.1	SOCDCMS	Dissertation marking scheme in sociology	443.1 SOCDCMS
444.1	SOCDIS	Dissertations in sociology	444.1 SOCDIS
445.1	SOCEVE	Evaluations results of sociology	445.1 SOCEVE
446.1	Observation	Evince to be confirmed through actual observation	446.1 Observation
447.1	SOCSNB	Notice board of sociology	447.1 SOCSNB
448.1	SOCFVD	Field visits in sociology	448.1 SOCFVD
449.1	SOCSPF	Individuals student files of sociology	449.1 SOCSPF
450.1	SOCINVIL	Invitation letters for training in sociology	450.1 SOCINVIL
451.1	IPURSE	iPURSE proceedings	451.1 IPURSE
452.1	SOCLIB	Library software at the library in sociology	452.1 SOCLIB
453.1	SOCACT	List of activities and programs in sociology	453.1 SOCACT
454.1	SOCLOC	List of courses of sociology	454.1 SOCLOC
455.1	SOCINT	Information on internships in sociology	455.1 SOCINT
456.1	SOCINVEN	List of inventory in sociology	456.1 SOCINVEN
457.1	SOCRND	List of national and international academic and research collaborations in sociology	457.1 SOCRND

458.1	SOCOUN	List of senior student counselors at sociology	458.1 SOCOUN
459.1	SOCNSG	List of sponsorships / grants obtained in sociology	459.1 SOCNSG
460.1	SOCVOL	List of voluntary student counselors of sociology	460.1 SOCVOL
461.1	SOCOM	Official computer with student results	461.1 SOCOM
462.1	SOCPP	PowerPoint presentations in sociology	462.1 SOCPP
463.1	SOCDE	Proposal evaluation scheme	463.1 SOCDE
464.1	SOCINT	Internship records	464.1 SOCINT
465.1	SOCSEMI	Records of seminars	465.1 SOCSEMI
466.1	SOCROC	Records of the correspondences	466.1 SOCROC
467.1	SOCPS	Research presentations in sociology	467.1 SOCPS
468.1	SOCLETT	Resource request letters in sociology	468.1 SOCLETT
469.1	SOC321E	Sample evaluations (soc 321) in sociology	469.1 SOC321E
470.1	SOCADMIN	Selection process records in sociology	470.1 SOCADMIN
471.1	SOCINVEN	Seminar rooms in sociology	471.1 SOCINVEN
472.1	SOCCON	Social work conference Proceedings	472.1 SOCCON
473.1	SOCAMIN	Sociological association minutes	473.1 SOCAMIN
474.1	SOCCON	Sociology conference	474.1 SOCCON
475.1	SOCDAY	Sociology day student presentations / proceedings	475.1 SOCDAY
476.1	SOCWEB	Sociology website	476.1 SOCWEB
477.1	SOCSP	Staff profile of sociology	477.1 SOCSP
478.1	SOCASI	Student assignments of sociology	478.1 SOCASI
479.1	SOCJOU	Student journal (Samaja Nireeksha)	479.1 SOCJOU
480.1	SOCNSB	Student notice board of sociology	480.1 SOCNSB
481.1	SOCSPF	Students personal files at the department	481.1 SOCSPF
482.1	SOCMIN	Staff meeting minutes of sociology	482.1 SOCMIN
483.1	SOCDG	Dissertation guidelines manual	483.1 SOCDG
484.1	SOCMAR	Marks for presentations by students	484.1 SOCMAR
485.1	SOCCLIB	Sociology computer lab	485.1 SOCLIB
486.1	SOCGP	Sociology Graduate profile	486.1 SOCGP
487.1	SOCEXM	End of semester examinations	487.1 SOCEXM

Appendix 7 : Departments contributing to the special degree programmes of the cluster three

1	Department of Arabic & Islamic Civilization
2	Department of Archaeology
3	Department of Classical Languages
4	Department of Economics & Statistics
5	Department of English
6	Department of Fine Arts
7	Department of Geography
8	Department of History
9	Department of Pali & Buddhist Studies
10	Department of Philosophy
11	Department of Political Science
12	Department of Psychology
13	Department of Sinhala
14	Department of Sociology
15	Department of Tamil
16	Department of Education
17	Bcom courses (taught by the Faculty of Management)

Appendix 8 : Learning Resources

The facilities available in the Main Library which is dedicated to the Faculty of Arts are given below:

Year	Library tickets
First	2
Second	3
Third & Fourth	4

- Borrowing facilities for Arts Faculty Students (Books)
- Inter Library Loan facilities
- Photocopying services
- Digital Library Facilities
- Reading room facilities
- Reference Desk
- Online catalogue system
- E-Resources
- Printed Journals

ELTU and its courses for the Faculty

The English language teaching unit of the faculty provides an important source of English language learning to students. The ELTU has the following objectives.

- Objective: To teach English to undergraduates for academic, professional and general purposes
- Responsibility: Conduct English Classes for New Entrants (10 Weeks) to enable them to change from their mother tongue at school level to English education at the tertiary level

English Language Courses offered by the English Language Teaching Unit (ELTU)

Course code	Category
ESL 101	Elementary Level
ESL 102	Elementary Level
ESL 103	Intermediate Level
ESL 104	Intermediate Level
ESL 105	Upper Intermediate Level
ESL 106	Upper Intermediate Level
ESL 107	Advanced Level
ESL 108	Advanced Level
ESL 201	Intermediate Level
ESL 202	Intermediate Level

ESL 203	Upper Intermediate Level
ESL 204	Upper Intermediate Level
ESL 205	Advanced Level
ESL 206	Advanced Level
EAP 301	All Sinhala/Tamil Medium Students
EAP 302	All Sinhala/Tamil Medium Students
EAP 303	English Medium Students
EAP 304	English Medium Students
EAP 305	Students specializing English
EAP 306	Students specializing English

Computer Facilities

- Faculty Computer Laboratories equipped with 138 computers with Internet Access
- Some individual departments also have computer facilities (eg. Economics, Geography , political science, and Sociology)
- University IT Centre with Internet facilities
- However, despite these available resources, the demands on IT facilities are high and therefore, students and staff work under lot of constraints.

Appendix 9 : Student support system and management

Activities of Student Counselors are as follows

- 1st year Student Welcome, registration & Orientation
- Preventing ragging at the Faculty.
- Assist students in all academic & other related matters for them to get used to new life in the University of Peradeniya.
- Respect students' right to protect privacy.
- Provide advice to students on following areas
 - Academic – exams, transfers, appealing
 - University Procedures – Student complaints, bullying and harassment, student discipline, mitigating circumstances and plagiarism
 - Financial - Introduce scholarships
- Hold meetings with students' representatives on a regular basis.

Activities of the Student Welfare Center

- Create a space to build the relationship with academic staff and students of the Faculty
- Encourage students to discuss their problems with the personnel in the center
- Prepare students to find out job opportunities with the help of Career Guidance Unit of the university
- Conducting workshops to educate the students on interviewing skills
- Conducting awareness programmes on stress management techniques

Mechanism to Handle Student Disciplinary Matters: Deputy Proctors

- Assist the Dean of the faculty to maintain the student discipline of the faculty
- Assist the University Proctor to maintain the student discipline of the university
- Prevent ragging at the Faculty.
- 1st year Student Welcome, registration & orientation
- Assist to resolve the conflicts among students of faculty
- Conduct awareness programmes on student discipline

Student support given by the SAR/AR of the Faculty

- Hold monthly meetings of Students' Requests and Admission Committee to entertain students' requests of the Faculty such as leave of absences, course changes, credit transfers etc.
- Facilitate the lecture halls, seminar rooms, Arts Theater, computer labs, examination halls with necessary multimedia facilities, sound equipment, technical support, laptops etc.

- Provide necessary instructions, advice on course unit regulations and systems to the students
- Add and drop period for registration activities
- Provide necessary support pertaining to student activities such as registration, issuing of student ID's, record books, academic transcripts, provisional certificates , certifying documents, verification and confirmation of certificates, studentships
- Easy Access for Online Registration facilities
- Provide facilities to the students union, student societies
- Direct students for counseling, Career Guidance Unit
- Create awareness on scholarship programmes of the Faculty
- Coordination of medical requests submitted by the students with the help of the University Health Centre.
- Provision for students submission to the Faculty Board on the issues related to the students
- Provide necessary support to signing Mahapola and Bursary scholarships.
- Provide daily newspapers to the Student Common Room
- Manage academic records for all current and former students

Student support given by the Health Center

Its primary objective is to provide health care for resident students and the University community.

The services provided by the Centre include,

- An Outpatient Treatment Department (OPD)
- A 24-hour indoor treatment facility
- A pharmacy service
- A 24-hour ambulance service
- Immunization programmes
- Psychological Counseling services
- Preventive health care programmes

Student support given by the Department of Physical Education

They support university students to achieve greater heights in the sports arena.

The gymnasium has the following facilities:

- Badminton courts
- Basketball court
- Netball court
- Volleyball courts
- Table Tennis Courts

- Taekwondo area
- Wrestling area
- Chess & carom rooms
- A climbing board
- Special fitness Centre equipped for weight training & Fitness
- a trampoline

Support given by the Unit

- Provides competitive sports facilities (more than 25 different sport disciplines).
- Provides Recreational sports (popular sport activities are body building, aerobics & the Runners club activities)
- Conducts classes, workshops for students, staff & for interested outsiders as well. The Department also carries out a wide range of activities for fitness activities for all categories.

Sports Facilities provided by the Gymnasium

- Cinder Athletic Track & Athletic Field
- Soccer & Rugby Football Ground
- Cricket Pitch
- Tennis Courts
- Volleyball Courts
- Basketball Court
- Hockey Pitch
- General Fitness Area
- Soft Ball Pitches
- Practice Nets
- Swimming Pool

Mechanism for Prevention of ragging and harassment

The Universities have been plagued with incidences of ragging and various forms of harassment despite having established various legal and other mechanisms to eradicate ragging. Though these are recognized as isolated cases the situation in the Faculty appears to have significantly reduced the occurrence of cases of harassment or unwelcomed interventions to new students. The academic staff has been working tirelessly to prevent occurrence of ragging. We have observed in recent times a gradual reduction of ragging incidences reported as we have adopted a zero tolerance policy on ragging and a concrete plan of action. The following actions have been implemented in the Faculty of Arts to eradicate ragging and harassment:

- Appointment of a large number of senior and voluntary student counsellors for the Faculty
- Appointment of a large number of Deputy Proctors for the Faculty
- Establishment of a Faculty Student Affairs and Advisory Committee
- Implementation of a well-planned student orientation programme for new students
- Implementation of a year long orientation programme for students who are going to be in the second year to raise awareness against ragging and harassment.
- Prohibition of new students staying in the University premises after 5pm and before 7am during the initial 3 months
- Conducting of anti-ragging and anti-harassment workshops, seminars and awareness raising programmes for students who will enter the second year in the next cycle.
- Raising awareness on positive and alternative student integration activities
- Measures to reduce conflicting student groups, while promoting democratic values among the students
- Use time in lectures to educate on the consequences of ragging

It has been understood and accepted in the University community that incidence of ragging in the Faculty of Arts have reduced significantly in recent times. The Faculty is working on a two year timeframe to completely eradicate ragging.

Appendix 10 : SWOT analysis

The Faculty has identified the following general strengths, weaknesses, opportunities and threats of the Bachelor of Arts (Special) Degree. Individual departments have also identified specific study programme related factors and are taking various measures to improve their respective degree programmes.

Strengths:

- Highly qualified, dedicated, and competent academic staff: The staff has a broad base of expertise, specializations and interests and openness to sharing of their expertise.
- Dedicated and competent non-academic staff
- Availability of one of the best libraries for humanities and social sciences including Ola Leaf Collection and publications on Sri Lanka
- Limited Audit Findings related to the affairs of the Faculty
- Enrollment of best GCE (A/L) students on national merit
- Available Grant Funding from abroad
- Staff to Student Ratio is at a manageable level
- Increased enrolment to Special degree study programmes
- Course Expansion and diversification
- Graduates achieve subject-matter knowledge at an advanced level
- Diverse student and staff community
- Availability of a strong alumni
- Ability to access other disciplines within the Faculty

Weaknesses:

- Financial constraints
- Ageing and obsolete buildings, which have placed us at a competitive disadvantage with the new universities
- Lack of space for class rooms and student centered learning practices
- Limited availability of subscriptions to international journals
- No training theaters
- Limited number of cadre
- Limited funding for field-based learning

- Lack of study areas, common rooms, and discussion areas for students
- Mismatch between private sector expectations and graduate expectations
- Lack of focus on skills and competencies
- Difficulty in retaining best qualified persons due to lack of incentives
- Limited facilities for student support and welfare
- Lack of formal internships and industrial/employment training
- Inability to create an incentive system for outstanding and dedicated staff.
- Lack of resources to provide much required soft skills and transferable skills
- Weakness of the Wifi facilities in the faculty
- Insufficient facilities for English language training.
- Weak impact of the ELTU on the English language capabilities of students
- Lack of availability, knowledge and use of digital technologies

Opportunities:

- Global demand for skilled and competent humanities and social sciences graduates
- Increasing industrial expansion and growth of private sector
- Opportunities for more collaborations with foreign partners for joint activity
- Opportunities for innovations
- Social demand for playing leadership role in the nation
- Demand and opportunities to produce able graduates

Threats:

- Unprecedented budget management restrictions
- Reduced funding for humanities and social sciences higher education
- Reduced funding for research activities
- Unsuitable auditing and financial regulations in the context of higher education where freedom is required for spending
- Expansion of private higher education institutes
- Being complacent about the challenges
- Low and non-competitive salaries and other benefits

In addition to the above general factors affecting all study programmes in the Faculty, there are specific factors affecting individual study programmes as well. For example, the Special Degree in Economics has identified the ongoing roll-out of a new curriculum as a strength, insufficient links with industry as a weakness, the employability of graduates in diverse fields/workplaces as an opportunity, and the perception among students of study programme demands being heavy as a threat.